

# Review: Computers, Keyboards, and File Management

**How to use:** Print first for the main practice. Then use the device to repeat activities and save progress.

## LEARNING OBJECTIVES

- 1 Identify the main parts of a computer and their purposes
- 2 Describe the steps to open an application and manage files
- 3 Demonstrate the correct sequence for creating, saving, and closing a file

## MINI LESSON

A computer is a tool that helps us work, learn, and create. To use a computer well, you need to know its main parts and how to manage the files you make.

### Main Parts of a Computer

- Screen (monitor) — shows you everything happening on the computer.
- Keyboard — lets you type letters, numbers, and symbols.
- Mouse — lets you click, select, and move things on the screen.
- CPU (tower or laptop body) — the brain that runs all the programs.
- Storage (hard drive or USB) — keeps your files safe so you can use them again.

### What Is File Management?

File management means keeping your work organised on a computer. You create files, give them clear names, save them in the right folder, and close them when you are done.

### Steps to Work with a File

1. Open the application (e.g. a word processor or drawing program).
2. Create a new file and give it a clear name.
3. Type or draw your content inside the file.
4. Save the file — use Ctrl + S or the Save button so your work is not lost.
5. Close the application when you have finished.

! Save your work every few minutes — not just at the end. If the power goes off, unsaved work is gone!

## VOCABULARY

**Computer** A tool that helps you work, learn, and create using programs  
*e.g. I open the computer to start my project.*

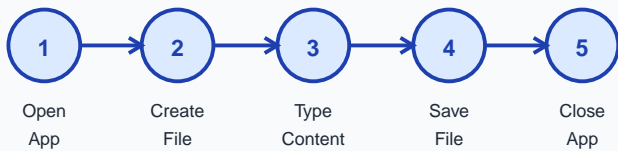
**Keyboard** The set of keys you press to type letters, numbers, and symbols  
*e.g. I use the keyboard to type my name.*

**File** A named piece of work saved on the computer  
*e.g. I made a file called "story.txt".*

**Folder** A place on the computer that holds files together  
*e.g. My homework folder has five files.*

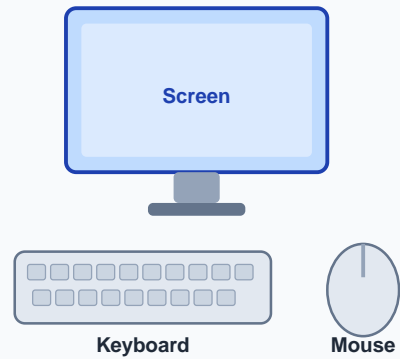
**Save** To keep your work so you can use it again later  
*e.g. I save my file with Ctrl + S.*

### File Management Steps



Follow these steps every time you work on a file.

### Computer Parts



## VOCABULARY

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*e.g. I open the computer to start my project.*

**Keyboard** The set of keys you press to type letters, numbers, and symbols  
*e.g. I use the keyboard to type my name.*

**File** A named piece of work saved on the computer  
*e.g. I made a file called "story.txt".*

**Folder** A place on the computer that holds files together  
*e.g. My homework folder has five files.*

**Save** To keep your work so you can use it again later  
*e.g. I save my file with Ctrl + S.*

## TRACING PRACTICE

Trace each word, then copy it neatly on the lines below.

MODEL — READ IT

computer

COPY 1

COPY 2

MODEL — READ IT

keyboard

COPY 1

COPY 2

MODEL — READ IT

mouse

COPY 1

COPY 2

MODEL — READ IT

screen

COPY 1

COPY 2

MODEL — READ IT

CPU

COPY 1

COPY 2

MODEL — READ IT

storage

COPY 1

COPY 2

MODEL — READ IT

file

COPY 1

COPY 2

MODEL — READ IT

folder

COPY 1

COPY 2

Tip: As you trace, think about how each word relates to today's topic.

TYPE OR WRITE

Write 3 different words from the list above.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### EXERCISES — PUT IN ORDER

Read each event below. Write the correct order number (1, 2, 3...) inside each circle.

- Type or draw your content
- Open the application you want to use
- Close the application when you are finished
- Create a new file and give it a name
- Save the file using Ctrl + S or the Save button

"Flip the page upside down to see the answer key"

Row 1 ' 3 Row 2 ' 1 Row 3 ' 5 Row 4 ' 2 Row 5 ' 4

### EXERCISES — MULTIPLE CHOICE

Circle the best answer.

1. What does the keyboard allow you to do?

- Type letters, numbers, and symbols
- Display images on the screen
- Store files on a USB drive automatically

2. What is the FIRST step when working with a file?

- Save the file
- Close the application
- Open the application

**3. Why is it important to save your file regularly?**

- So the screen stays on
- So your work is not lost if the power goes off
- So the keyboard works faster

**5. What does the mouse allow you to do on a computer?**

- Type words into documents
- Print documents automatically
- Click, select, and move things on screen

**7. What is the role of the CPU?**

- It shows images on the screen
- It runs all the programs and processes information
- It connects the keyboard to the mouse

**9. Where should you store a file so you can find it again?**

- In a clearly named folder on the hard drive or USB
- On the desktop background permanently
- In the printer tray

**4. Which keyboard shortcut is commonly used to save a file?**

- Ctrl + C
- Ctrl + S
- Ctrl + Z

**6. What is file management?**

- Keeping your work organised by creating, naming, saving, and closing files
- Drawing pictures on the computer
- Turning the computer on and off

**8. What should you do BEFORE closing an application?**

- Delete the file
- Save your work
- Open a new application

**10. How many main steps are there in the file management sequence?**

- Three
- Seven
- Five

*"Flip the page upside down to see the answer key"*

1. a 2. c 3. b 4. b 5. c 6. a 7. b 8. b 9. a 10. c

## ASSESSMENT

### PARENT / TEACHER CHECKLIST

- Names at least three parts of a computer and explains what each one does.
- Lists the five file management steps in the correct order.
- Explains why saving work regularly is important.
- Identifies the Ctrl + S shortcut and its purpose.