

**PROJECT 4 WORKSHEET**  
**SETTING UP YOUR COMPUTER AND DISKETTES**

**Name:** \_\_\_\_\_ **Class:** \_\_\_\_\_ **Due Date:** \_\_\_\_\_

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**Computer Setup**

- Step 1:** Demonstrate to your partner that you can physically assemble a computer system, connecting the monitor and other peripheral equipment.

Partner signoff \_\_\_\_\_

- Step 2:** In the space below draw the back panel of a CPU you are using. Label the ports for all the parts that you assembled in Step 1 and label all other ports that are visible. Be sure to determine what the function is for those ports.

Partner signoff \_\_\_\_\_

**Elements of the Desktop and Basic Mouse Gestures**

- Step 3:** Identify the parts of the desktop shown in the figure in the tutorial. Demonstrate that you know how each element works. Have your partner check your answers. Write a description of each part in the space provided:

A.

B.

C.

D.

E.

F.

G.

H.

I.

J.

K.

L.

M.

N.

O.

P.

Q.

R.

Partner signoff \_\_\_\_\_

**Step 4:** Demonstrate to your partner that you are familiar with the three classic mouse gestures.

Single-Click Double-Click Click and Drag 

Partner signoff \_\_\_\_\_

**Step 5:** Explain to your partner the purpose of each of the menu items across the top of the desktop.

File Edit View Help 

Partner signoff \_\_\_\_\_

### Working with Diskettes and Discs

**Step 6:** Have your partner check you off on each of the following operations:

a. Reformat and Name b. Eject c. Copying d. Size of File/Folder e. Space Remaining f. Deletion 

Partner signoff \_\_\_\_\_