WORKSHEET 3 - INPUT DEVICES

Make sure that you are familiar with all of the information detailed in this booklet. There are a number of tasks for you to carry out, be sure to read the information fully whilst completing the tasks. You could be asked about any of this in the test!

Use the theory notes in the worksheet 3 section of the teach-ict.com site to help you complete this booklet.

**TASK 1: INPUT DEVICES**

An input device is anything that is used to get data INTO the computer. For example, you can use a keyboard to type text which will then be stored in the computer. You can use a mouse to highlight, select and click – the instructions for what you want to happen go from the mouse, into the computer.

You need to know about a selection of input devices for your test. Write a couple of sentences to describe the following manual input devices:

<table>
<thead>
<tr>
<th>Input device</th>
<th>Description</th>
<th>Extra fact you found out</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keyboard</td>
<td>A keyboard is used to enter text into the computer. It has a set of alphabet keys, number keys and function keys. Keyboards usually use a QWERTY layout. If you have wrist pain you can get an ‘ergonomic keyboard’</td>
<td></td>
</tr>
<tr>
<td>Mouse</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joystick</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Concept</td>
<td>Keyboard</td>
<td>Touch screen</td>
</tr>
<tr>
<td>-----------</td>
<td>----------</td>
<td>--------------</td>
</tr>
<tr>
<td></td>
<td><img src="image1" alt="Keyboard Image" /></td>
<td><img src="image2" alt="Touch Screen Image" /></td>
</tr>
</tbody>
</table>
**TASK 2: FILL IN THE MISSING WORDS**

<table>
<thead>
<tr>
<th>screen</th>
<th>touch</th>
<th>mouse</th>
<th>keyboard</th>
</tr>
</thead>
<tbody>
<tr>
<td>number</td>
<td>input</td>
<td>data</td>
<td>touchpad</td>
</tr>
</tbody>
</table>

__________ devices are used to let you enter ____________ into a computer. There are many different types of input device and each one is suitable for a specific task. For example, if you wanted to enter a large amount of text, then a ____________ would be the most suitable input device. Whereas if you wanted to enter your password or account ________ at a bank an input device which is often used is a ____________ screen.

A ____________ is the best input device for pointing and selecting things on a computer ____________. However, when using a laptop, the mouse is often replaced with a ____________. 

**TASK 3: REARRANGE THE LETTERS TO FIND THE INPUT DEVICE**

RMH0IONEPC  ________________
TIGALID AACERM  ________________
KOTSIYCJ  ________________
HOTDUCAP  ________________
TINPEGLH  ________________
REDKBOAY  ________________
TASK 4: MATCH THE INPUT DEVICE TO THE TASK

Changing a paper drawing into a digital image that can be inserted into a document

Recording sales of items in a fast food restaurant

Making a recording of your voice to add to a presentation

Writing a large report for your manager

Drawing high quality images with a lot of detail

Selecting a paragraph of text to cut and paste elsewhere in the document

Playing a flight simulation computer game

Entering how much cash you want to withdraw from your bank account

END OF WORKSHEET

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