

These exercises help you to practise moving the cursor around. Try using the Home, End, Backspace, Delete, Tab, Enter, Shift and Arrow keys. Read the instructions carefully.

Exercise 1 - type the below text

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shut down the computer safely you follow this routine: click the start button, click shutdown, select shutdown option (if not already selected) and click okay. Wait a few seconds until a message saying it is now safe to switch off your computer appears on the big screen.

Exercise 2 - correct the text you have just keyed in to mirror the following:

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To shut down the computer safely you must follow this routine: click the start button, click shutdown, select the shutdown option (if not already selected) and click okay. Wait a few seconds until a message appears on the big screen, saying "it is now safe to switch off your computer". Next switch off the monitor, then the system box and then the power switch.

Exercise 3 - lay out your text to look like this:

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To shut down the computer safely you must follow this routine:

click the start button

click shutdown

select the shutdown option (if not already selected)

click okay

wait a few seconds until a message appears on the big screen, saying -

"it is now safe to switch off your computer"

next switch off the monitor, then the system box and then the power switch