

Name

Date

## Apply

Read this article about how to use a computer. Then answer the questions that follow.

### How to Use a Computer

Computers are helpful machines, but they can be confusing. With a little bit of instruction, you can usually avoid problems.

You have probably typed a letter or report before. Here are a few hints. You should always save your report as soon as you begin. Sometimes the screen freezes. Then it is too late to save your work. If you have already saved your work, you will not lose it when you restart your

computer. Make sure to use spell-check, too!

Many people use computers to send e-mail and search the Internet. There are countless Web sites full of information. You can read the news, check the weather, and say hello to friends. You can go to a search engine and type in any word. To avoid endless surfing, it is important to know what you are searching for before you begin. There is so much to look at and read on the Internet!

Mark your answer choices for multiple-choice questions 3 and 4 in the spaces provided.

3. In this article freezes means

- (A) turns cold.
- (B) hardens.
- (C) locks up.
- (D) flashes.

4. According to the article, you should avoid endless surfing on the Internet. What does surfing mean?

- (A) e-mailing your friends every day
- (B) riding a surfboard
- (C) looking through Web sites
- (D) fixing your broken computer