

Worksheet: Input and Output Devices

Exercise 1: Input and Output Devices

1. **Open** Microsoft Word
2. **Type** your name
3. **Press** Enter twice
4. **Type** the title: Input and Output Devices
5. **Press** Enter twice
6. **Copy** (Ctrl +C) and **paste** (CTRL+V) the text provided by your tutor



7. **Highlight** the list and change to bullet points



8. Change colours: Input = Red Output = Blue Both = Green)

Note: The image needs to show input and output devices

9. Insert an image: (Insert → Pictures → Online Pictures → search input and output devices)



10. Centre align the image

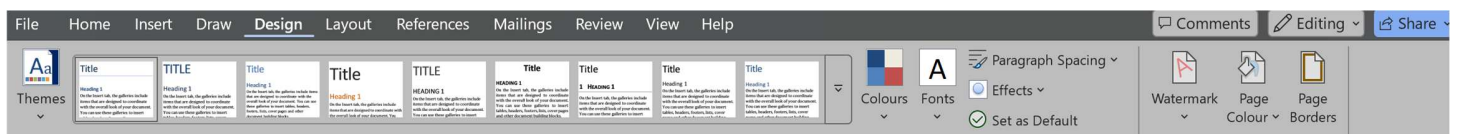


11. Format LAST:
Title = Bold, Underline, Centre, Size 20+
Each sentence different colour

12. Add page border and page colour

(Click Design tab)
(Click Page Borders → choose a border → OK)

(Click Page Colour → choose a light colour)



13. Save as Your name Input and output devices

Text

Input devices are used to send information to a computer.
Examples of input devices include keyboard, mouse, and microphone.

Output devices show us information from a computer.
Examples of output devices include monitor, printer, and speakers.

Some devices can be both input and output.
For example, a touchscreen can send and receive information.

Devices:

Keyboard

Mouse

Monitor

Printer

Touchscreen

Speakers