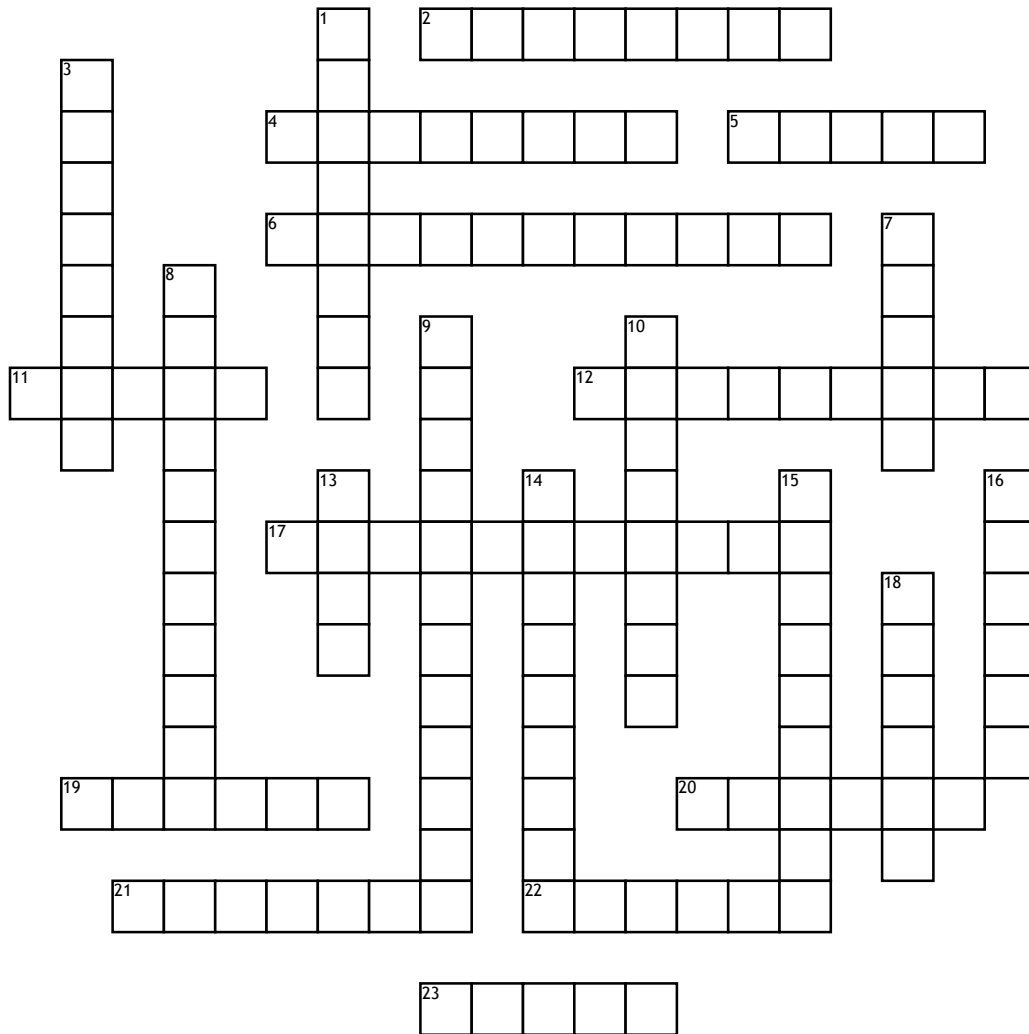


Operate a personal computer



Across

2. location of the minimize, maximize and close button on a folder
 4. small, portable device used to store files
 5. unit that houses the computer components
 6. the device used to prevent electric shock
 11. caused excessive strain on eyes can be from lights or the sun
 12. new operation system KLC has adopted

17. must be contained in all KLC document files

19. command to cut document
 20. command to copy a file
 21. displays information from the computer
 22. most common tripping hazard in a computer environment
 23. power button can normally be located on the _____ of the tower

3. used to prevent a cyber attack
 7. used to control the cursor
 8. command to capture the screen
 9. software used to view folders
 10. main safety feature on a keyboard
 13. power switch can be located on the _____ of the tower
 14. best type of seat for computer work
 15. type of software used to prevent malware
 16. command to print
 18. command to paste a file

Down

1. used in conjunction with user name to Log on

Word Bank

- | | | | | | |
|-----------|--------------|---------------|----------|-------------|-------------|
| monitor | USB stick | Ctrl+v | Ctrl+p | tilt tabs | Ctrl+Prtscr |
| top-right | tower | file explorer | glare | mouse | Ctrl+x |
| Ctrl+c | date written | cables | password | switchboard | Windows 10 |
| ergonomic | antivirus | firewall | front | back | |