

# Chapter 19 The Basic of Computers

## Section 19.1 Computer Hardware

### Reading Activity—Apply Knowledge

**Directions** Read the suggestions for creating a safe and comfortable workstation in the left column of the table. Then write a brief description of an illustration that would show the correct action in the center column, and another description that would illustrate an action that should be avoided in the right column. The first one is completed for you.

Computer Workstation Suggestions	Correct Action (Illustration Description)	Action to Avoid (Illustration Description)
1. Place the tools you need most close to you.	<i>Person sitting in a chair a workstation reaching for the telephone without leaning out of the chair</i>	<i>Person at a computer workstations awkwardly stretching to reach the telephone. Show a coffee cup that has been knocked over.</i>
2. Place your monitor at or just below eye level and at arm's length.		
3. Keep your wrist straight when you type.		
4. Use a chair that is adjustable, and keep it at a height that suits you.		
5. Position your chair so that it supports your lower back.		
6. Keep your feet flat on the floor or in a footrest.		