

# Keeping Your Computer Clean

Open your Canvas account and look under the Modules tab for “Keeping Your Computer Clean.” Click to open the article and answer the questions.

1. \_\_\_\_\_ can cause a lot of damage to your computer.
2. Cleaning your computer ensures two things:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
3. What four (4) things can cause your keyboard not to work properly?
  - a. \_\_\_\_\_ b. \_\_\_\_\_
  - c. \_\_\_\_\_ d. \_\_\_\_\_
4. When doing a basic cleaning of the keyboard, you must follow these steps:
  - a. \_\_\_\_\_ the keyboard from the USB port.
  - b. Turn your \_\_\_\_\_ upside \_\_\_\_\_ and gently \_\_\_\_\_ it to remove the \_\_\_\_\_ and \_\_\_\_\_.
  - c. Use \_\_\_\_\_ air to clean between keys.
  - d. Moisten a \_\_\_\_\_ or \_\_\_\_\_ with rubbing \_\_\_\_\_ to clean the tops of the keys.
  - e. \_\_\_\_\_ the keyboard once it is dry.
5. Do NOT pour \_\_\_\_\_ directly on the keys.
6. If a spill occurs, quickly \_\_\_\_\_ the computer down and \_\_\_\_\_ the keyboard. Next, turn the keyboard \_\_\_\_\_ and allow the liquid to \_\_\_\_\_.
7. If the liquid is sticky, hold the keyboard on its \_\_\_\_\_ under running water to \_\_\_\_\_ away the sticky liquid. Allow the keyboard to drain for \_\_\_\_\_ days before reconnecting it.
8. The best thing to do is to keep all \_\_\_\_\_ away from the keyboard.

9. Name two types of computer mice.
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
10. \_\_\_\_\_ do not require internal cleaning because there are no rotating parts.
11. \_\_\_\_\_ has a rotating ball that must be taken out and cleaned from time to time.
12. \_\_\_\_\_ will collect over time near the light in an optical mouse and cause the mouse to make erratic \_\_\_\_\_ movements or prevent the mouse from \_\_\_\_\_.
13. Steps to cleaning an optical mouse are as follows:
  - a. \_\_\_\_\_ the mouse.
  - b. Moisten a \_\_\_\_\_ with \_\_\_\_\_ . Use it to clean both the top and bottom of the mouse.
14. The safest method for cleaning the monitor is to use a \_\_\_\_\_ clean \_\_\_\_\_ moistened with \_\_\_\_\_.
15. Do NOT use \_\_\_\_\_ to clean the monitor. It can damage the anti-glare coatings.
16. Steps to cleaning the monitor are as follows:
  - a. Make sure you \_\_\_\_\_ your computer.
  - b. \_\_\_\_\_ the monitor from the \_\_\_\_\_.
  - c. Use a soft \_\_\_\_\_ moistened with \_\_\_\_\_ to wipe the screen clean.
17. Do NOT spray \_\_\_\_\_ directly on the screen. They can leak into the \_\_\_\_\_ and cause damage to \_\_\_\_\_ components.
18. From time to time, wipe the computer \_\_\_\_\_ and sides down and the \_\_\_\_\_ of the monitor to avoid \_\_\_\_\_ and \_\_\_\_\_ building up.
19. Never use \_\_\_\_\_ or strong solvents to clean the computer.
20. Use an \_\_\_\_\_ cloth to lightly dust your computer casing.
21. Use a can of \_\_\_\_\_ to blow debris (trash) from the air intake slots.
22. \_\_\_\_\_ diluted with water or glass cleaner comprised of ammonia and \_\_\_\_\_ solution are safe to use to clean the computer surfaces. The milder the solution the better. (SURFACE ONLY)
23. Wipe in a \_\_\_\_\_ motion. Remember to only use paper towel or an \_\_\_\_\_ cloth.
24. Do not restrict \_\_\_\_\_ around your computer.
25. Computers generate a lot of \_\_\_\_\_, so the casing has \_\_\_\_\_ that keep it from overheating.
26. You should avoid stacking \_\_\_\_\_, \_\_\_\_\_, and other items around your computer.