AMI 5-SURVEY OF BUSINESS

**INSTRUCTIONS**: **After reading the text below, fill in the blanks on Page 2 (USING PAGE 3 AS YOUR ANSWER SHEET).**



To view anything on the computer, you’ll need a monitor which connects to the video card inside of the computer to display images or text on a screen.

To save on the cost of a computer, you can buy an all-in-one computer, which combines the monitor and computer case into a single unit.

To interact with the computer, you need a keyboard and mouse.

Keyboards come in different forms including, ergonomic and wireless.

The mouse is used to control the mouse pointer on the screen. It can be optical or mechanical. Some people use a track ball or touch pad, because they use less desk space.

The power button is usually on the front of the computer. Sometimes, the power button on an all-in-one computer is on the back.

In the optical disc drive on the front of the computer, you can insert a CD, DVD, or a Blu-Ray disc, if it is a newer computer. If you have a blank CD-R or DVD-R discs, you can write or burn data on them.

Others ports that could be on the front of the computer are audio ports or USB ports. These are also on the back of the computer.

On the back of the computer is the power socket, which is where the power cord plugs in.

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To view anything on the computer, you’ll need a \_\_\_\_\_\_\_\_1\_\_\_\_\_\_\_\_\_\_\_, which connects to the \_\_\_\_\_\_\_\_2\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ inside of the computer to display images or text on a screen.

To save on the cost of a computer, you can buy an \_\_3\_\_\_\_-\_\_\_-\_\_\_\_\_\_\_ computer, which combines the monitor and computer case into a single unit.

To interact with the computer, you need a \_\_\_\_\_\_\_\_\_\_\_4\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_5\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Keyboards come in different forms including, \_\_\_\_\_\_\_\_6\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_7\_\_\_\_\_\_\_\_\_\_\_\_\_.

The \_\_\_\_\_\_\_\_\_\_8\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is used to control the mouse pointer on the screen. It can be \_\_\_\_\_\_\_\_\_9\_\_\_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_10\_\_\_\_\_\_\_\_\_\_\_\_. Some people use a \_\_\_\_\_11\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_12\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, because they use less desk space.

The \_\_\_\_13\_\_\_\_\_\_\_\_\_ button is usually on the front of the computer.

Sometimes, the power button on an \_\_\_14\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_\_\_ computer is on the back.

In the \_\_\_\_\_15\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ on the front of the computer, you can insert a \_\_\_\_\_16\_\_\_\_\_\_\_\_\_, \_\_\_\_\_17\_\_\_\_\_\_\_, or a \_\_\_\_\_18\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_, if it is a newer computer. If you have a blank CD-R or DVD-R discs, you can write or burn \_\_\_\_\_\_19\_\_\_\_\_\_\_\_\_ on them.

Others ports that could be on the front of the computer are \_\_\_\_\_20\_\_\_\_\_\_\_\_ ports or \_\_\_\_21\_\_\_\_\_\_\_ ports. These are also on the back of the computer.

On the back of the computer is the \_\_\_\_\_\_22\_\_\_\_\_\_\_\_\_\_ socket, which is where the power \_\_\_\_\_\_23\_\_\_\_\_\_\_\_\_ plugs in.

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