ICT: Safety and security
Working comfortably and safely

Name _____ Date _____

Working comfortably and safely

When you sit down to work at a computer, make sure you arrange the equipment to suit yourself. If you do not, your use of the computer could lead to discomfort and health problems.

The most common problems are RSI (repetitive strain injury), eye fatigue and back ache or neck ache. Here are five important things to get right:

Adjust the position of your chair so you are comfortable and all your joints are naturally in line.

Check the position of the keyboard and mouse, and try to have wrist rests to support the hands and wrists.

Place the monitor at a height and distance that gives you a good viewing angle.

Make sure that you place the monitor where the lighting is not too bright and where it will avoid glare and reflections on the screen.

Take regular short breaks if you are working for long periods of time on a computer.

Type out the information in the box above.

Centre the title "Working comfortably and safely" and make it **bold.**

Make the paragraph starting "Take regular breaks.." *italic.*

Make each paragraph a different colour font.

Move the paragraph starting "Check the position of the keyboard and mouse" so that it is the 6th paragraph.

Put paragraphs 3, 4, 5, 6 and 7 into a bullet point list.

Put your name and today's date in the footer (ask your tutor to help you with this).

Insert a page border of you own choice.

Move the title "Safety and security" into the header (ask your tutor to help you with this).

Insert an appropriate image from Clip Art.

Copy and complete the table below (ask your tutor to help you with this).

Word	Description	Image
Computer		
Keyboard		
Mouse		
Monitor		