



## Computer Literacy Assignment #2 Workstations and Computer Care

**Directions: Use Word Perfect or Microsoft Word to create a file called Setup and Care in your LITERACY folder. Use the Internet to research the needed information.**

This paper should neatly and informatively present your research findings in the following areas:

→ Explain what **ergonomics** is and how it applies to proper set up of a computer workstation.

→ Discuss **proper care of both computer equipment and data.**

The paper should be 2 – 3 pages in length. Neatly formatted and sectioned off with headings. If images are used, they should be of reasonable size and cannot serve to replace text content.

Web sources (several!) must be cited in a section (smaller text size – 8 point is sufficient) at the end of the document.

Send to class email as an attachment. Subject **ITC – Computer Care Assignment**