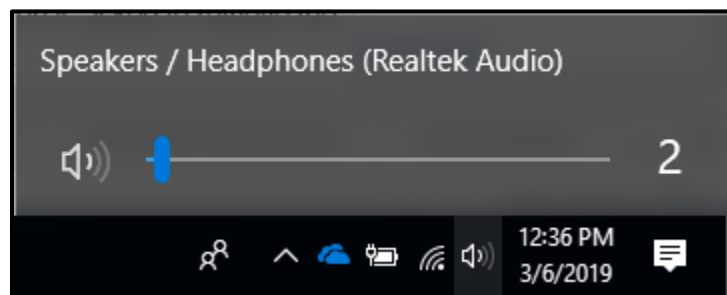


Basic Computer Skills – Ports

Before you start, this activity sheet can be done on your own, but we encourage you to seek out a Tech Coach at The Kansas City Public Library for more in-depth help. For more information go to: <https://www.kclibrary.org/services/techlearn>

You want to mute the sound on your computer. If you are on Windows, in the bottom right hand corner of the screen there is a list of icons. You click on the sound icon to bring up sound options, what do you click to mute the sound in the below image? Circle what you would click.



If you wanted to raise or lower the volume, you would use the slider and slide left or right, true or false? _____

In the picture below, you'll see a few different common computer ports. You have a USB drive that you would like to plug into your computer. Circle the USB port you need to use on the computer.



You also have a wired headset, circle the port that you would plug your headset into.