

Name: _____ Date: _____
Instructor: _____ Period: _____



Basic Hand Tools



Objective: After completing this workbook assignment, you'll be able to organize tools and select the correct tool for a specific job.

Tool Rules

1. Why should you invest in the best tool for the job? _____

2. A tool that is _____ or _____ can decrease a technician's performance and possibly cause injury to the technician.

Tool Storage

3. The three (3) basic parts of a tool storage box are
 - A. _____
 - B. _____
 - C. _____
4. A technician places frequently used tools in the tool cabinets' _____.
5. A technician will store larger and heavier tools in the _____.
6. _____ help a technician organize small tools.

Wrenches

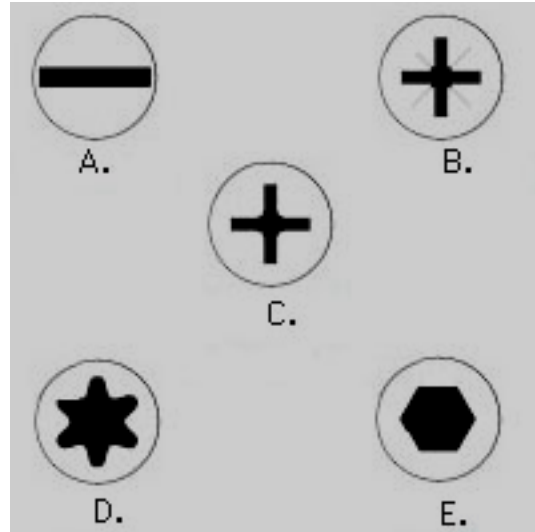
7. A wrench's _____ is determined by measuring across the wrench jaw opening.
8. What is the **only** wrench designed to be used with a hammer? _____
9. The jaws of an **open-end** wrench are _____ at both ends.
10. Why are the jaws of some open-end wrenches angled? _____
11. Box-end wrenches and most sockets are available in either _____ point or _____ point.
12. List four (4) different styles of end-wrenches:
 - A. _____
 - B. _____
 - C. _____
 - D. _____
13. A socket is cylinder-shaped, boxed-end tool used to remove and install _____ and _____.
14. Drive sizes common to Automotive are _____, _____, _____, and _____ - square hole
15. A "universal" is used to reach around _____.
16. A _____ is a tool used to precisely set the **torque** or tightness of a fastener such as a nut or bolt.

17. An Allen wrench is one type of wrench that connects to a specially made hex _____

Screwdrivers

18. Correctly identify the driver types shown:

- A. _____
- B. _____
- C. _____
- D. _____
- E. _____



19. How would a technician select the correct driver for the job at hand? _____

20. A screwdriver should **never** be used as a _____ or a _____.

Pliers

21. Pliers are a form of adjustable wrench used to _____ various parts.

22. List four (4) common types of pliers found in most technicians tool cabinets:

- A. _____ B. _____
- C. _____ C. _____

23. _____ pliers have locking jaws and are used to clamp and hold various parts.

Hammers

24. List the correct names of each of these common hammers:

- A. _____
- B. _____
- C. _____
- D. _____



25. A _____ hammer is used to install wheel covers or work on other easily damaged parts.

26. _____ - general purpose hammer most commonly used by technicians.

27. When should a **Brass** hammer be used? _____

Chisels & Punches

28. Identify and list the chisels and punches shown

- A. _____
B. _____
C. _____
D. _____
E. _____
F. _____



29. _____ punches are used to align parts for assembly.

30. _____ are typically used to cut off damaged parts or fasteners.

31. A technician must **always** wear _____ and be sure the cutting edge of the chisel is _____ before using.

32. Always keep the top of a chisel or punch ground to a _____. A sharp _____ end is dangerous.

Files

33. A file is used when a _____ amount of material needs to be removed.

34. A coarse file has large cutting _____ for removing material faster, and a _____ file removes small amounts of metal and leaves a smoother finish.

35. List three (3) critical rules when using files to ensure the safety of the technician and a well done job:

- A. _____
B. _____
C. _____

Saws

36. A hacksaw is used primarily to cut _____ objects.

37. When using a hacksaw, a technician should be sure the teeth of the blade always point _____, and to hold the saw with _____ hands.

Holding Tools

38. A vise is **primarily** used to hold parts during _____, _____, or _____ operations.

39. A vise should **never** be _____ on for any reason. A vise is not an anvil!

40. List three ways a technician can use a C-clamp:

- A. _____
B. _____
C. _____

Cleaning Tools

41. Why is dirt an enemy of the automobile? _____

42. List three tools used to remove old gaskets, rust, and petroleum residues (carbon) from automotive parts:

- A. _____
- B. _____
- C. _____

43. A _____ is used to remove light rust and baked-on dirt from automotive parts.

44. _____: Used with a drill to remove gaskets, carbon, and rust deposits.

Probe & Pickup Tools

45. A probe with a _____ end will allow the technician to see behind objects.

46. Describe the use for each of the three (3) examples of automotive probe / pick-up tools a technician will use:

- Mechanical Fingers: _____
- Magnetic Pickup: _____
- Mirror: _____

Pry Bars

47. List three (3) types of automotive pry bars:

- A. _____
- B. _____
- C. _____

48. Extreme care must be used with pry bars to avoid _____ to other parts of the vehicle being worked on

Drills

49. Always _____ drill before removing or installing drill bit

50. To avoid electric shock, do not stand on _____ surfaces when using power tools