Learn To Use The Computer

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After completing this chapter, you will be able to :
* start the computer
* identify the desktop and its components
* shut down a computer
* start and close a touchscreen computer

Use Cordova Smart Class Software on the smart board in class to learn how to start and shut down a computer.

Let us learn how to use a computer. You work on the computer only when it is switched on. So it is very important to know how to **start** a computer and how to **shut down**. Let us learn how to switch **on** and **off** a computer.
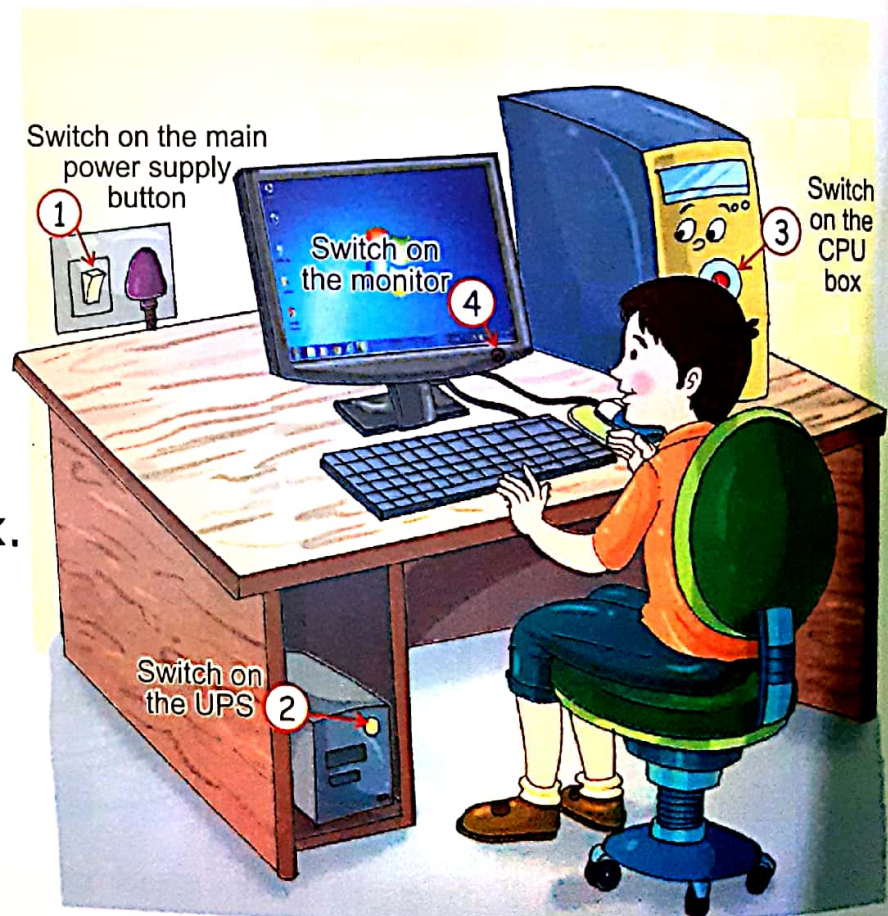
⊖ STARTING THE COMPUTER

Look at the picture carefully and follow the steps to start a computer.

STEP-1 Switch **on** the **main power supply** button.

STEP-2 Switch **on** the power button on the **UPS**.

STEP-3 Switch **on** the power button on the **CPU box**.

STEP-4 Switch **on** the power button on the **monitor** and wait until a screen appears.

Switch on the main power supply button 1

Switch on the monitor 4

Switch on the CPU box 3

Switch on the UPS 2

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Now, when the screen appears, it means that the computer is ready for use.

⊖ DESKTOP

icons   desktop

The screen that appears on starting a computer is called the **desktop**.

- ⊚ The small pictures on the desktop are called **icons**.
- ⊚ The thin bar at the bottom of the desktop is called **taskbar**.
- ⊚ The button on the left of the taskbar is the **Start button**.

Start button   taskbar

⊖ SHUTTING DOWN A COMPUTER

After completing your work on a computer, always remember to switch it off. It means to **shut down** or **turn off** the computer.

To shut down the computer, follow the given steps :

W⁼ Microsoft Word 2010 ▸	cordova
Notepad ▸	Documents
CorelDRAW X3 ▸	Pictures
WordPad ▸	Music
Microsoft PowerPoint 2010 ▸	Computer
Microsoft Excel 2010 ▸	Control Panel
Calculator	Devices and Printers
Getting Started ▸	Default Programs
Connect to a Projector	Help and Support

Step-1:Click Start button

▸ All Programs

Search programs and files 🔍 | Shut down ▸

STEP-1   Click **Start** button on the taskbar. The Start menu appears.

STEP-2   Click **Shut down** button Shut down ▸ on the lower right corner of the menu.

Step-2: Click Shut down

STEP-3 Now, switch **off** the power button on the **monitor**.

STEP-4 Switch **off** the power button on the **UPS**.

STEP-5 Switch **off** the **main power supply** button.

Switch off the main power supply button ⑤

Switch off the monitor ③

Switch off the UPS ④

Remember

When you turn off a computer, the CPU shuts down itself. Do not switch off the power button on the CPU box.
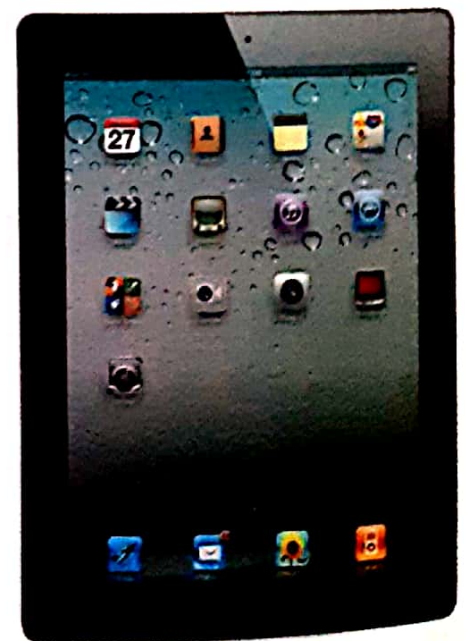
Do You Know

Switching off the main power supply button directly, without shutting down the computer is harmful for the machine.

⊕ STARTING AND CLOSING A TOUCHSCREEN COMPUTER

To start a touchscreen computer like tablet, press and hold the power button on the tablet.

The opening screen of the tablet appears with some icons on it.

To close it, again press and hold the power button.

A tablet

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Practical In Computer Lab

Practise how to start and shut down a computer in your computer lab.

Our Inspiration @ IT

Charles Babbage is known as the 'Father of Computers'.

Note For The Teacher

Students could be given the opportunity to start and shut down the computer. This can be organised in groups. Learners should be informed about the safe use of wires and sockets. This can be discussed in class.

More Fun In Lab

Perform the following tasks, with the help of your teacher.

1. Switch on your computer.
2. Count how many icons are there on the desktop and write here. ....
3. See the colour of the taskbar and write here. ....
4. Now, shut down your computer.

Read Aloud

desktop   icons   taskbar   Shut down

Use Cordova Smart Class Software on the smart board in class to do these exercises.

EXERCISES

Section-A

A   Quiz

1.   Name the menu that appears on clicking the Start button.

2.   Who is known as the 'Father of Computers'?

Multiple Choice Questions

Tick (✓) the correct option.

1. The computer is ready for use when the .... appears.

   (a) log off screen ☐   (b) desktop ☐   (c) Start menu ☐

2. The thin bar at the bottom of desktop is called ....

   (a) icon ☐   (b) menu bar ☐   (c) taskbar ☐

C Complete the steps below to shut down the computer.

Step 1 : Click .... button.

Step 2 : Click .... button.

Step 3 : Switch off the power button on the ....

Step 4 : Switch off the .... button on the UPS.

Step 5 : Switch .... main power supply button.

Section-B

Answer The following

1. Where do you find the Start button?

   ....

2. Give the other name for 'shut down'.

   ....

3. Why is it not necessary to switch off the power button on the CPU after shutting down the computer?

   ....

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FUN ZONE

A PROJECT

You know how to start and shut down a computer. Similarly, you can start, play and end a game. Play an educational game GCompris and see if the steps are same. Take help from your elders.

Download link : http://www.gcompris.net/index-en.html

B ACTIVITY

Tick the picture that shows sharing a computer equally.

> Hey! I will shut down the computer.

> No! Stop, I will shut it down.
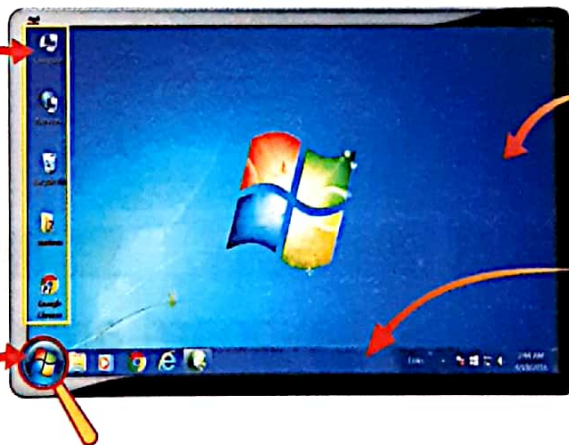
> Let us shut down this computer.

> Yes! We will follow the steps one by one.

C LABELLING WINDOW

Label the desktop screen of a computer.

. . . .

. . . .

. . . .

. . . .

D GROUP DISCUSSION

Topic : It is very important to start and shut down a computer properly.

(Teacher may divide the class into groups and help them during the discussion.)

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