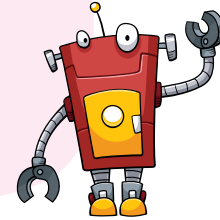




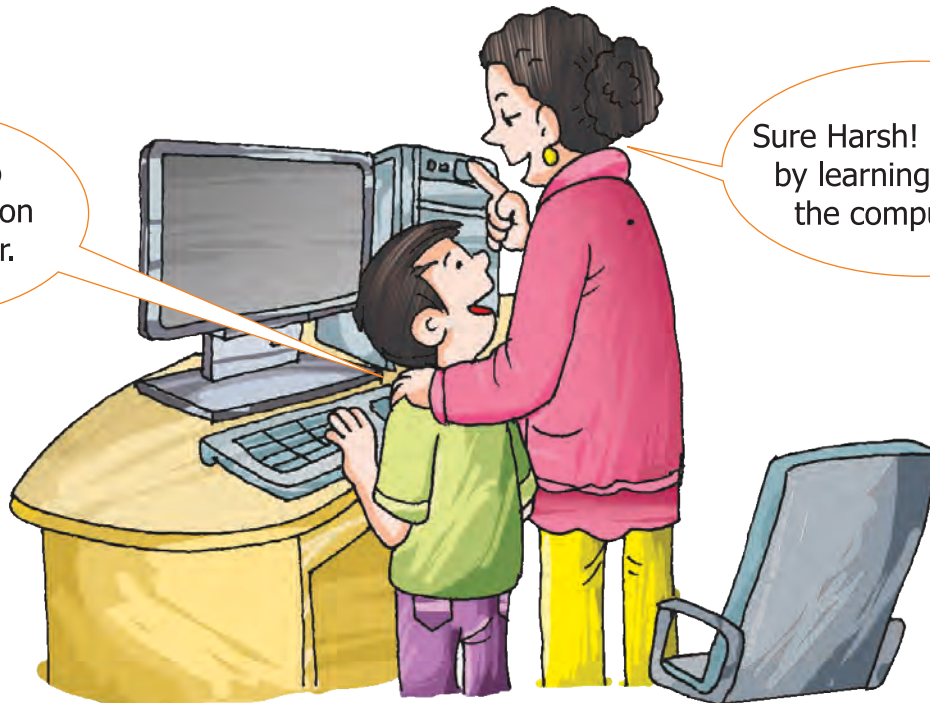
# Operating a Computer

## Learning in this chapter

- ❁ Switching ON the Computer
- ❁ Start Screen
- ❁ Desktop Screen
- ❁ Switching OFF the Computer



Mom! I also want to work on the computer.



Sure Harsh! Let us start by learning to switch the computer ON.

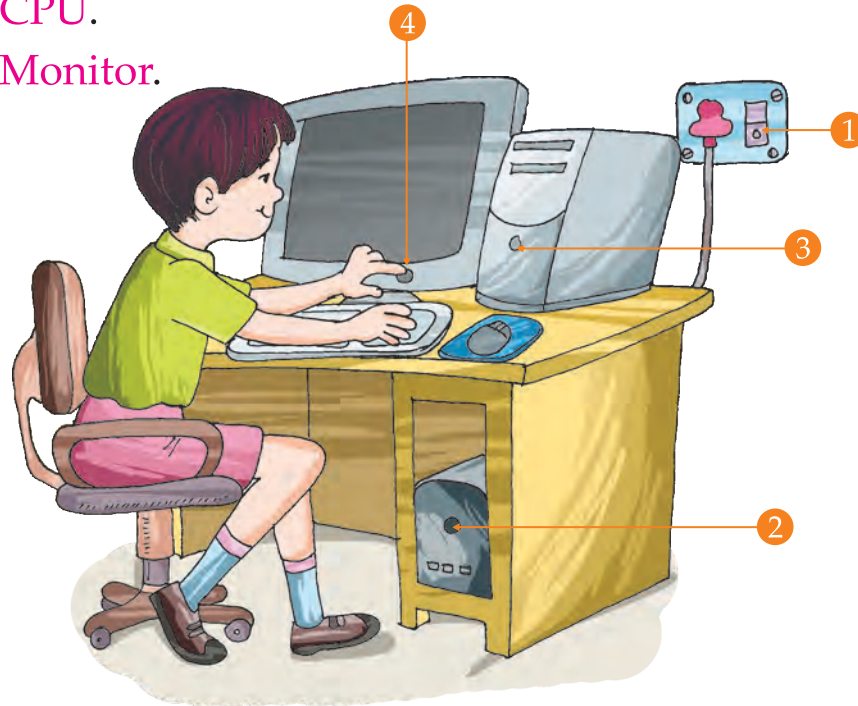
Working on the computer is a lot of fun. To work on the computer we should first learn to switch it ON and switch it OFF. Improper starting and shutting down of a computer creates problems. Let us learn how to switch ON and OFF a computer.



## Switching ON the Computer

The steps to switch a computer ON are as follows :

- Switch On the **main power switch**. (Ask your teacher to do it for you)
- Switch ON the **UPS**.
- Switch ON the **CPU**.
- Switch ON the **Monitor**.



... This will start up your computer.

You will see that the computer takes some time to start up and be ready for use.

### Do you Know?

The process of starting up of a computer is also known as booting.

### Activity

Write 1, 2, 3, 4 in the boxes to put steps for starting up the computer in the correct order :





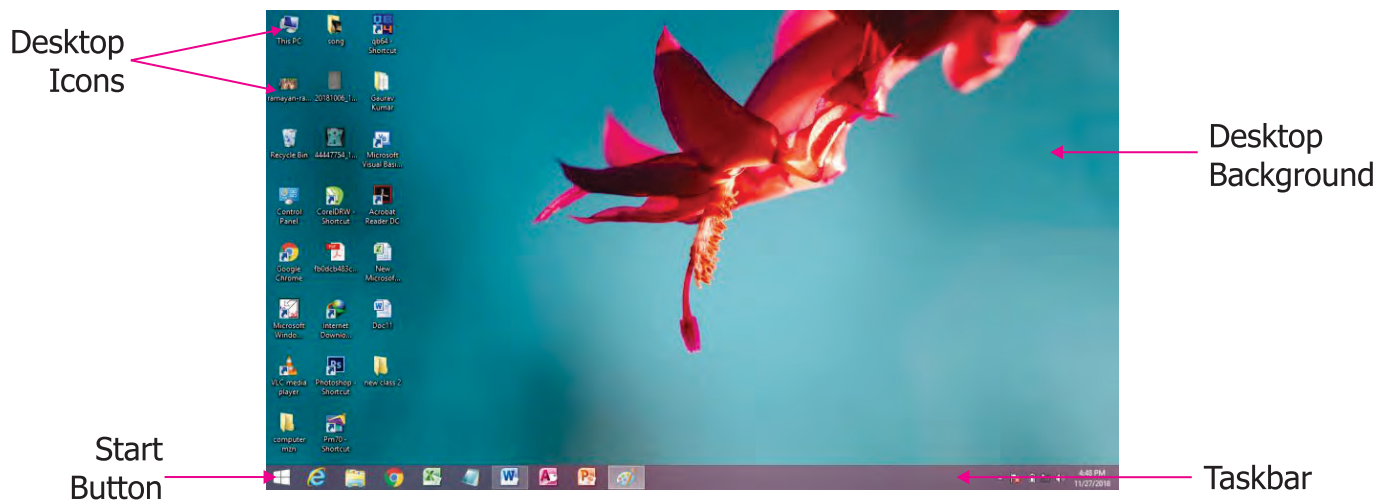
## Start Screen

After the computer turns ON, you will see the **Start screen**. The Start screen is the **Home screen** of the computer, It has many parts as shown below :



## Desktop Screen

**Desktop** is the main working screen of the computer. When we click on the Desktop tile on the Start screen, the Desktop screen opens up with parts as shown below :



- 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**.

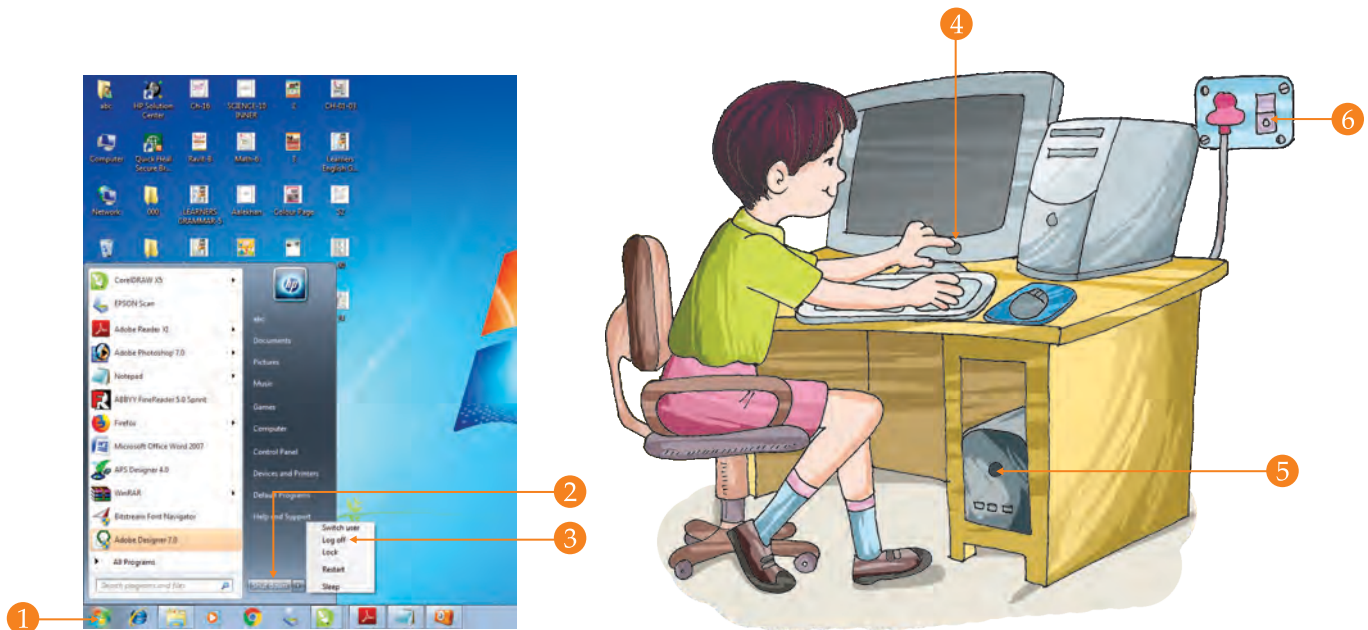




## Switching OFF or Shut Down the Computer

After your work is finished you should always switch off the computer properly. Closing the computer means to **shut it down** or **turn it off**– The steps to shut down the computer are as follows :

1. Right click on the **Start button** on the taskbar.
2. Click on the **Shut down** or **Sign out** option.
3. Click on the **Shut down** option.  
...Wait till the **CPU** unit turn OFF.
4. Switch OFF the **Monitor**.
5. Switch OFF the **UPS**.
6. Switch OFF the **Main power button**.  
...This will switch the computer OFF.



### Remember

Never switch OFF the computer directly. Always use the Shut down option to switch OFF the computer.



## TERMS to Learn

- **Desktop** : Main working screen of the computer.
- **Icon** : The small pictures on the desktop.



## POINTS to Recall

- Start Screen is the opening screen of the computer.
- Desktop is the main working screen of the computer.
- Small pictures placed on the desktop background are called desktop icons.



## Multiple Choice Questions :

### A. Tick (✓) the correct answer :

- The process of starting up of a computer is known as \_\_\_\_\_.
 

a. Switch ON	<input type="radio"/>	b. Switch OFF	<input type="radio"/>	c. Booting	<input type="radio"/>
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- \_\_\_\_\_ is the Home screen of the computer.
 

a. Taskbar	<input type="radio"/>	b. Desktop screen	<input type="radio"/>	c. Start screen	<input type="radio"/>
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- Closing the computer means to \_\_\_\_\_.
 

a. Open it	<input type="radio"/>	b. Click it	<input type="radio"/>	c. Turn it off	<input type="radio"/>
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- The thin bar at the bottom of desktop is called \_\_\_\_\_.
 

a. Icon	<input type="radio"/>	b. Taskbar	<input type="radio"/>	c. Tiles	<input type="radio"/>
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### B. Fill in the blanks with the help of given hints :

**HINTS :** Icons Desktop Start Power

- To start a computer, we need to first switch ON the main \_\_\_\_\_ switch.
- The \_\_\_\_\_ screen is the home screen of the computer.
- Small pictures on the desktop background are called desktop \_\_\_\_\_.
- \_\_\_\_\_ is the main working screen of the computer.



**C. Write (T) for True and (F) for False statements :**

1. The first screen of the Window is called Start button.
2. Booting is the process by which a computer starts itself up.
3. Start screen is the home screen of the computer.
4. To switch OFF the computer you should first right click on the Start button.

**D. Match the columns correctly :**

- |                 |  |
|-----------------|--|
| 1. Booting      | (a) Home screen of the computer          |
| 2. Icons        | (b) Process of starting up of a computer |
| 3. Desktop      | (c) Thin bar at the bottom of desktop    |
| 4. Start screen | (d) Button on the left of taskbar        |
| 5. Start button | (e) Main working screen of the computer  |
| 6. Taskbar      | (f) Small pictures on the desktop        |

**E. Very Short Answer Questions :**

1. Name any one icon on Desktop.

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2. Name the other name of 'Switch OFF'.

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3. Where do you find Start button?

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4. Which button do we click first to shut down a computer?

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5. What is the home screen of computer called?

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**F. Short Answer Questions :**

1. Name any two parts of the Desktop Screen.

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2. What are Desktop icons?

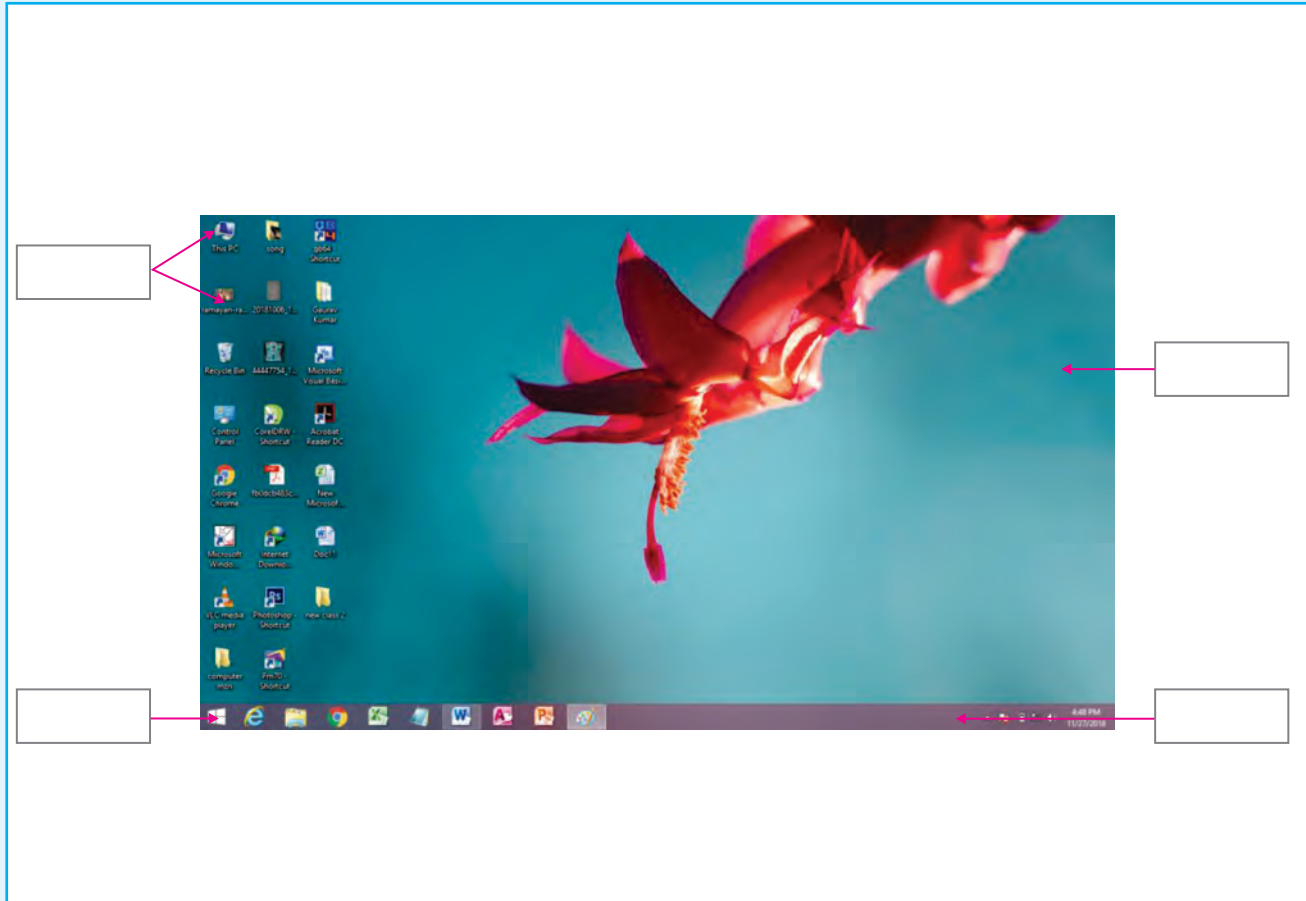
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# Activity Time

## A. Label the picture :



## B. Complete the steps below to at Switch ON the computer :

Step 1 : Switch ON the \_\_\_\_\_ switch.

Step 2 : Switch ON the \_\_\_\_\_.

Step 3 : Switch ON the \_\_\_\_\_.

Step 4 : Switch ON the \_\_\_\_\_.

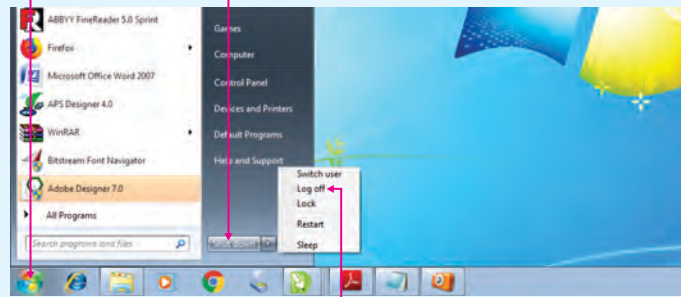
## C. Strike off wherever the Y to get the name of parts of Desktop screen :

- (a) YYYIYYCYYYYOYNYYYS \_\_\_\_\_
- (b) YYSYYTYAYRYT BYYUYTTYYYOYN \_\_\_\_\_
- (c) YYYTYAYYSYYKYYYBYAYRY \_\_\_\_\_
- (d) YYDYEYYSYYKYTYOYYYYPY \_\_\_\_\_



## Lab Activity

1. Go to the computer lab. Switch ON your computer and count how many icons are there on the desktop.
2. Write 1, 2, 3, 4, 5, 6 in the blanks to put the steps to switch OFF the computer in the correct order.



## For Teacher's

1. Demonstrate the steps to start and switch OFF a computer. Ask them to do the same themselves.
2. Help the children to practice how to open a program from both the Start screen and the Desktop screen.