

Chapter 4

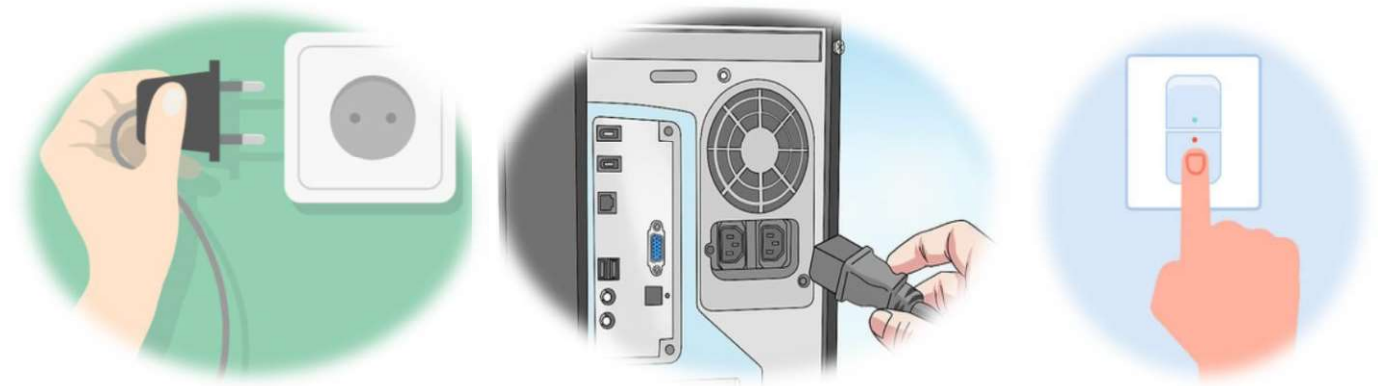
Operating Computers

Starting Computer

It is important to learn the correct way to start the computer. In this scenario your instructor will guide you to **switch on** the Computer

Power Connection

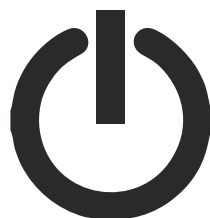
The very first step is to **connect the power cable to power sockets**. Ask your Trainer or Parent to ensure that the computer is properly connected to the power socket and **switched ON**.



Switch On

The next step is to **turn on** the computer.

To do this, locate and press the **power** button. It's in a different place on every computer, but it will have the universal power button symbol (shown below)



Login

Once turned on, your computer takes time before it's ready to use. You may see a few different displays flash on the screen.

This process is called **booting up**, and it can take anywhere from 15 seconds to several minutes. Once the computer has **booted up**, it may be ready to use, or it may require you to **log in**. This means identifying yourself by typing your user name and password



Computer Shutdown

Shutdown in simple terms is **power off state** of a computer.

This literally means closing all the applications of your computer. Once you shutdown the computer, it uses **almost no power**. But if you need to again use the computer, you have to **power on** a computer.

Simplest way to put your computer in sleep or shutdown mode is via win-key

1. Locate and press the **Win Key** (Windows Key). This will open a new window to search and select apps.
2. Click on **Power button**. This will open a new window with power options.
3. You can now put your computer to **sleep or shutdown** by selecting options.

