

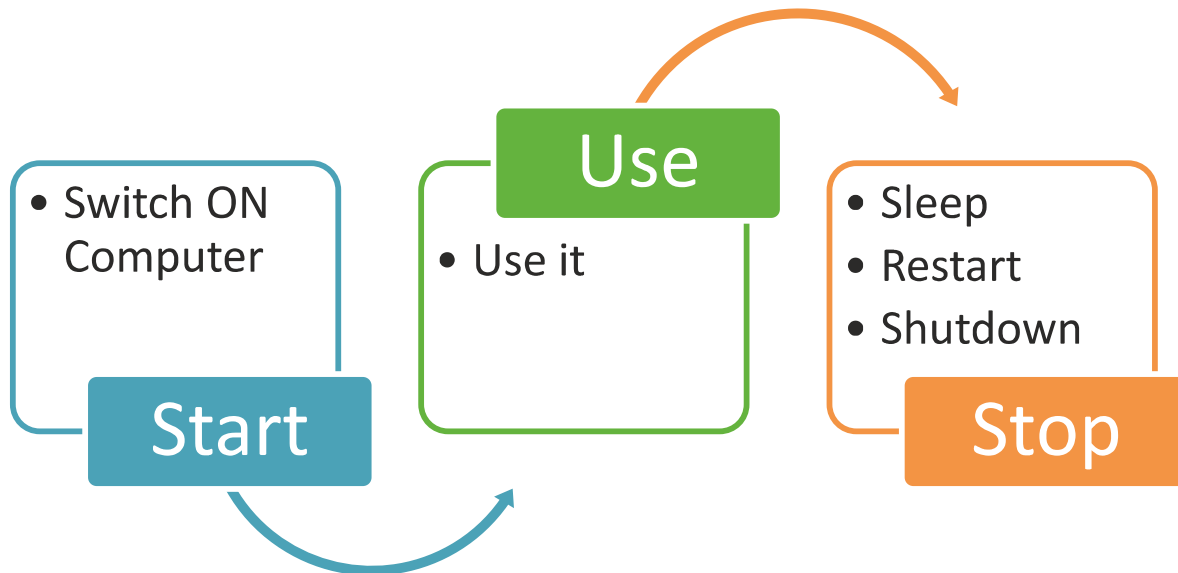
Chapter 2

Know Your Computers

In this chapter we will learn *computer operations* at the **very basic**. It is important to properly Start the computer before use.

We will then look into some basic operations like *creating* folder, *deleting* folder, *knowing* the computer version, *using* calculator, *changing* desktop background etc.

Finally, we will learn the different ways to make *computer idle*.



Start -

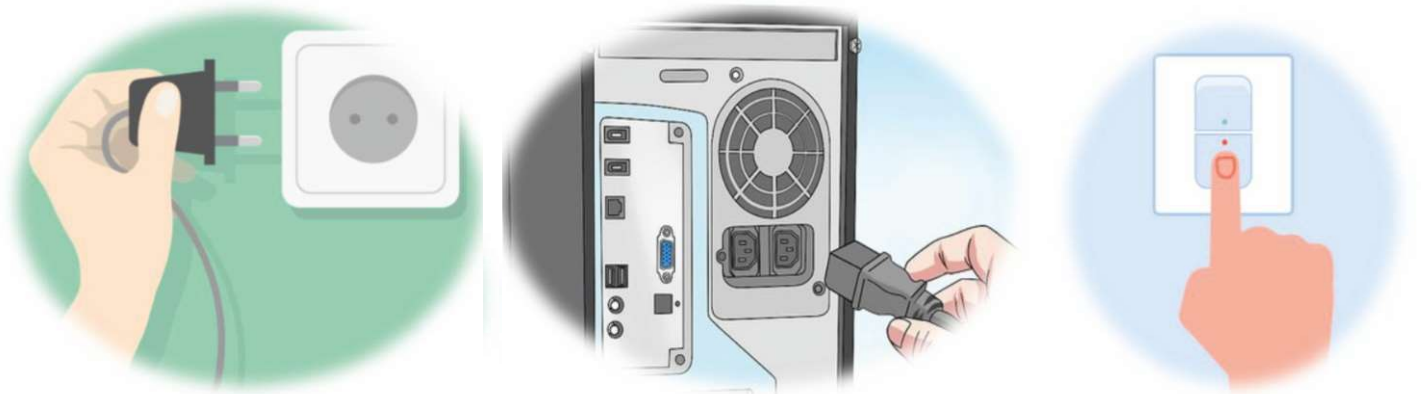
It is important to learn the **correct way** to **start the computer**. Be it a desktop or laptop, the first thing is to Start a computer machine properly.

- **Desktop** always require **direct power** supply.
- **Laptop** can run on the **charged battery** like mobile phone. But eventually, it will also require a power supply.

In this scenario, your instructor will guide you to **switch on** the Computer

Power Connection

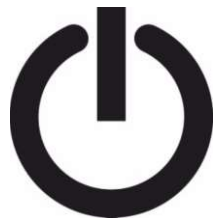
The very first step is to **connect the power cable to power sockets**. Ask your **Trainer or Parent** to ensure that the computer is properly connected to the power socket and **switched ON**.



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 Version -

Once you have signed in, you should know the computer version. To check the computer version, follow the below steps:

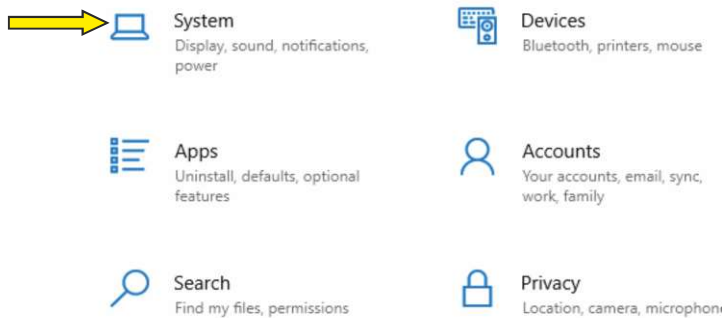
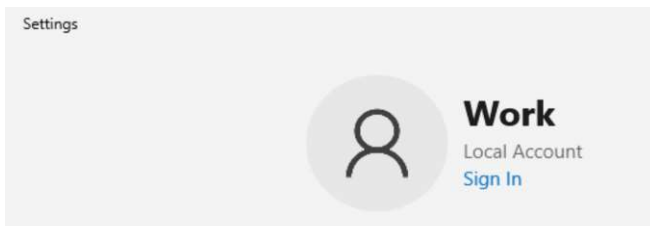
1. Locate and press the [Win Key](#) (Windows Key). This will open a new window to search and select apps.



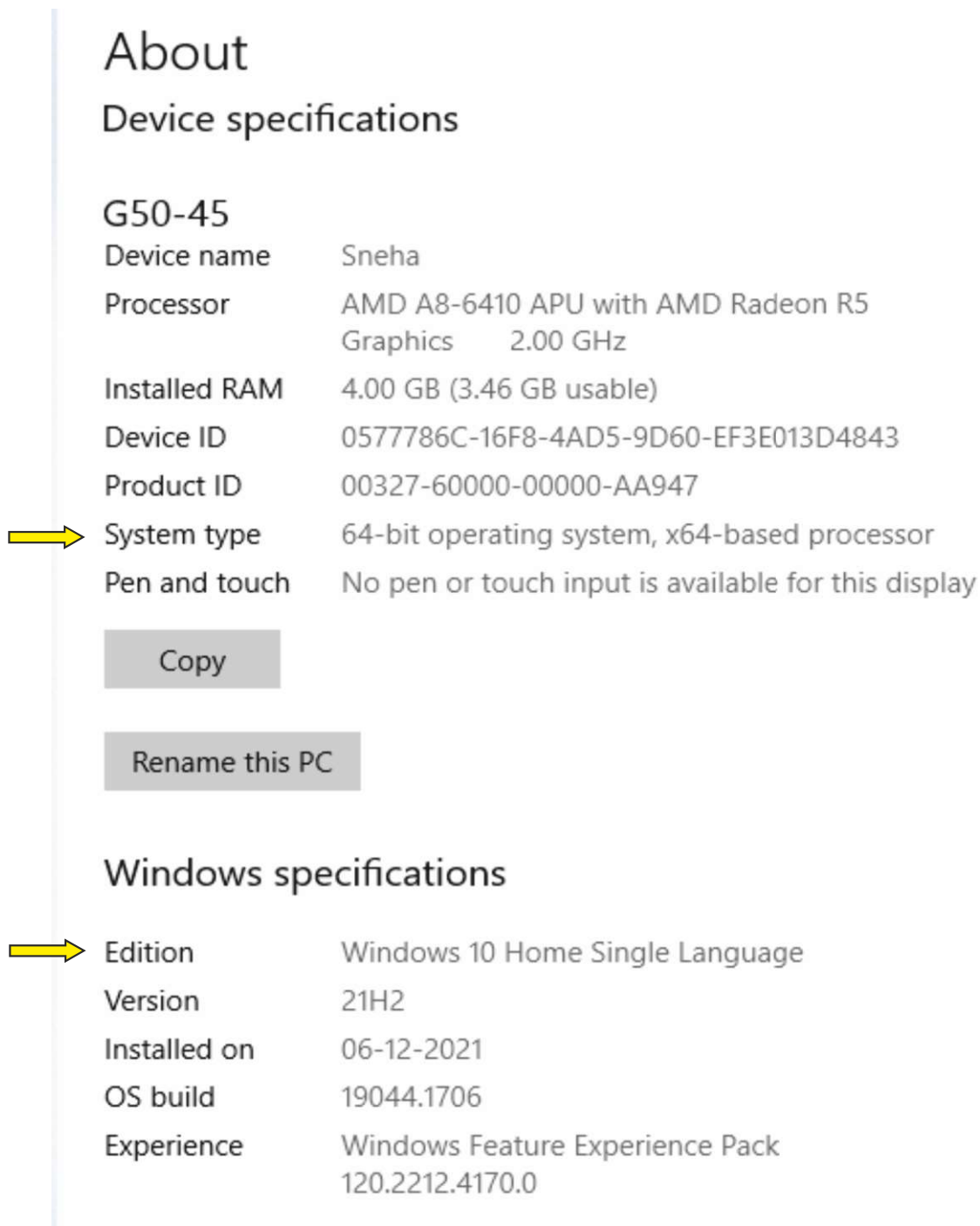
2. Click on [Setting](#) button. This will open a new window with setting options.



3. Click on [System](#) button. This will open a new window with System options. Click on [About](#) button.



4. Clicking on About button will open a new dialog box. This section will provide “*Device Specifications*”
 - a. Look for [Edition](#). This will provide you information about Windows edition like Windows 7, Windows 10 etc.
 - b. Look for [System type](#). This will provide you information about the type like **32-bit** and **64-bit**.



The screenshot shows the 'About' window in Windows. The title bar says 'About'. Below it is the section 'Device specifications'. It lists the following information:

G50-45	
Device name	Sneha
Processor	AMD A8-6410 APU with AMD Radeon R5 Graphics 2.00 GHz
Installed RAM	4.00 GB (3.46 GB usable)
Device ID	0577786C-16F8-4AD5-9D60-EF3E013D4843
Product ID	00327-60000-00000-AA947
System type	64-bit operating system, x64-based processor
Pen and touch	No pen or touch input is available for this display

Below the device specifications are two buttons: 'Copy' and 'Rename this PC'.

The next section is 'Windows specifications'. It lists the following information:

Edition	Windows 10 Home Single Language
Version	21H2
Installed on	06-12-2021
OS build	19044.1706
Experience	Windows Feature Experience Pack 120.2212.4170.0

Yellow arrows point to the 'System type' row in the device specifications and the 'Edition' row in the Windows specifications.

Desktop -

A **desktop** is a term commonly used to describe as

- desktop computer
- an area or window on a computer screen in which icons are arranged.

The image below is an example of the Microsoft Windows 7 desktop.

Windows 7 Desktop



In this example, there are **no icons** on the **desktop**, and the **wallpaper** is a **blue screen** with the **Windows 7 logo**. Also, the **taskbar** is at the **bottom** of the desktop and contains the

- Start button, taskbar icons,
- Windows Notification Area,
- and the time and date

Create & Delete Folder —

File is a collection of **information** stored together on a **storage device** like hard disk, CD, DVD etc. Folders store these files for organization purpose.

Creating a folder

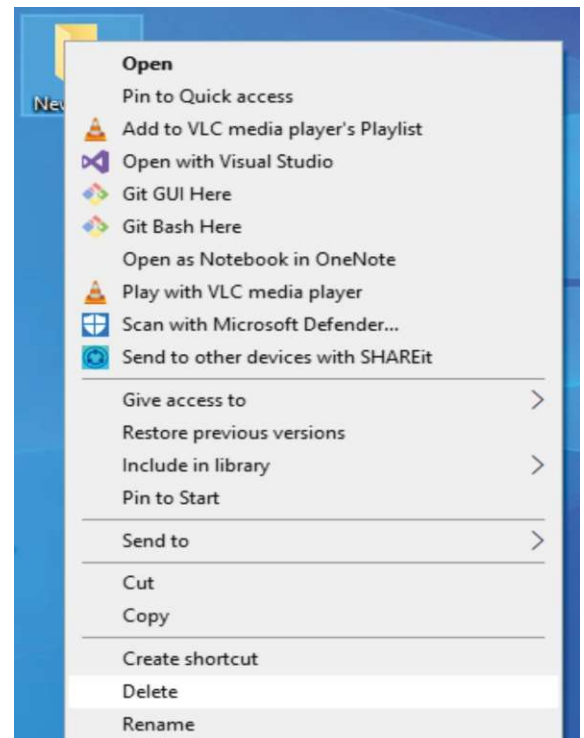
1. **Navigate** to the **area (location)** where you want to **create** the folder
2. **Right-click** on the **blank space** in the location
3. Select **New** option and then **Folder** option from the drop-down menu. Windows will create the new folder at your current location.



To Delete a Folder

Simply,

Right click on the folder and **click on Delete**



Computer Sleep

Vs

Computer Shutdown



Scenario 1: Mr. Dhoni is watching a movie on a computer. His friend rang the door bell. What do you think Mr. Dhoni should do with his movie and computer? Tick the right box below?

{ } Sleep or { } Shutdown

Scenario 2: Mr. Dhoni is still watching a movie but he is now feeling sleepy. He now plans to watch the remaining movie tomorrow. What do you think Mr. Dhoni should do with his movie and computer? Tick the right box below?

{ } Sleep or { } Shutdown

Computer Sleep

Sleep mode in simple terms is keeping system **just alive** by entering into a **low power state**. In this state, the computer is not powered off and thus when user needs to use it again, it **quickly comes back alive**. Everything will be right where you left of, all the applications will be available for you to resume the usage of computer.

Now in the **scenario 1** mentioned above. Mr. Dhoni has gone to meet his friend and may come back to finish his movie the same day. This is usually a scenario of **“short break”** and thus **“computer sleep”** is a **right choice** in scenario 1

SHORT BREAK

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. Performing this operation usually takes a **bit longer** than computer sleep operation because it goes through the complete cycle of power off or on.

Now in the **scenario 2** mentioned above. Mr. Dhoni is going to use the computer only tomorrow or some other day. This is a scenario of “**long break**” and thus “**computer shutdown**” is a **right choice** in scenario 2.

Long Break...

Sleep vs Shutdown - Practical

Let's learn practically. In this scenario your instructor will guide you to put your computer in sleep mode and shutdown the 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 relevant options.

