

Operating a Computer

Learning Outcomes



After studying this chapter, you will be able to:

- Switch ON the computer
- Know about the desktop
- Shut down the computer

Children, you have already studied about different parts of a computer. Let us now learn about the correct ways of starting and shutting down the computer.

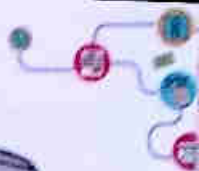
Starting a Computer

To start a computer, use the following steps.

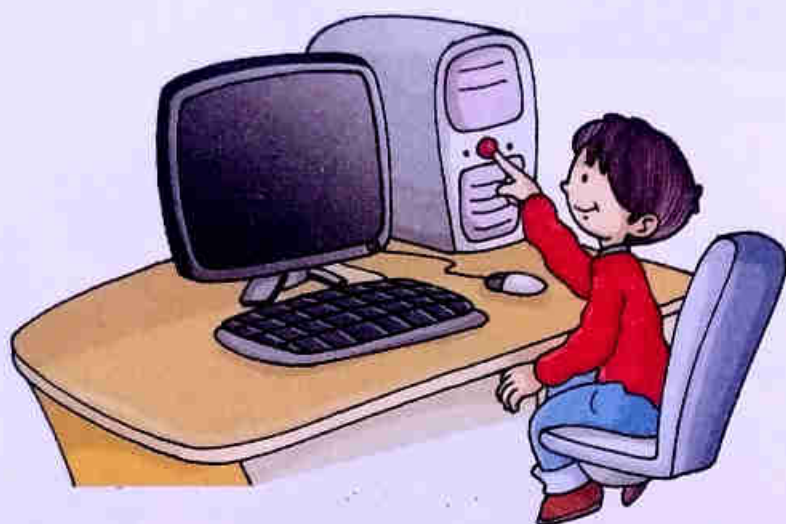
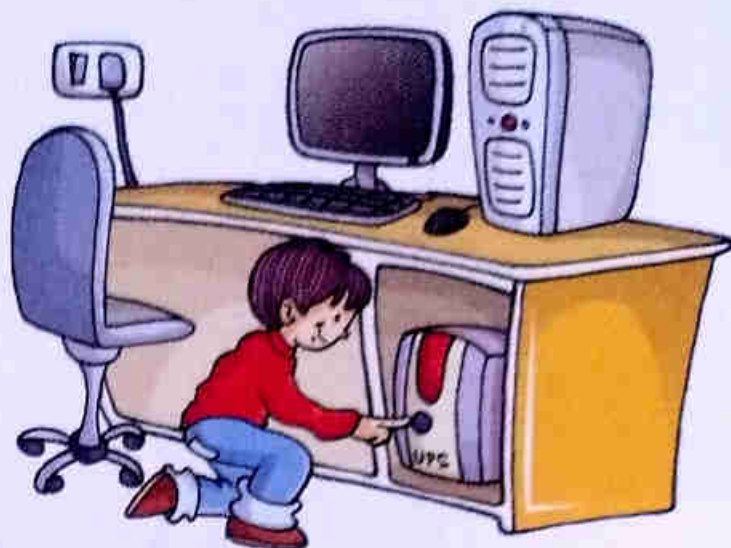
Step 1 : Switch ON the main power supply button.



Note : Always switch ON the main power supply button in your elder's presence.



Step 2 : Switch ON the UPS button.



Step 3 : Switch ON the system cabinet button.

Step 4 : Switch ON the monitor and wait for loading operating system.



The operating system is a program that makes the computer work. Windows 10 is an operating system.

Once, the operating system is loaded, the following screen appears :




The desktop

- This screen is called **desktop**.
- The desktop holds many small pictures. These small pictures are called **icons**.
- The desktop also holds a Start button and a Taskbar.
- The background image of desktop is called **wallpaper**.

Shutting Down a Computer

To shut down a computer, use the following steps.

Step 1 : Click on the **Start**  button. The Start menu appears.



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Step 2 : Click on the Power  option.

Step 3 : Click on the Shut down option.

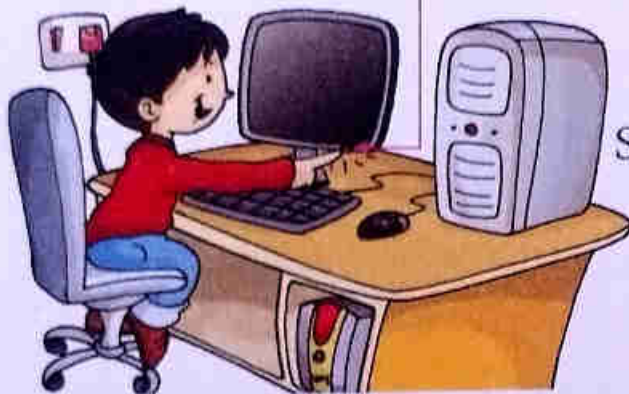
Step 3

Step 2



The desktop fades away and computer turns OFF automatically.

Step 4



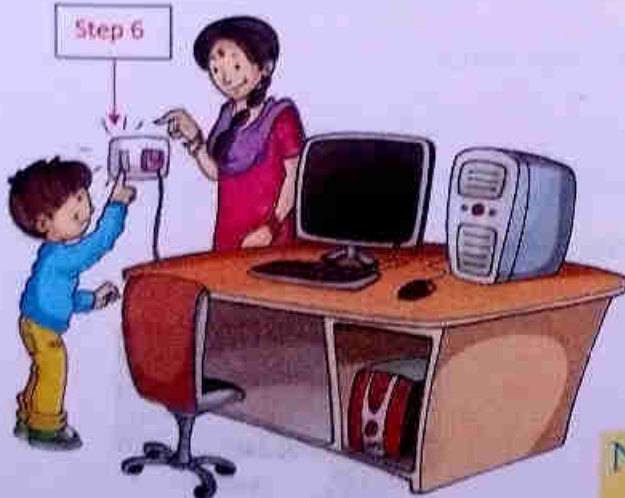
Step 4 : Now, switch OFF the monitor button.



Step 5

Step 5 : Switch OFF the UPS button.

Step 6



Step 6 : Switch OFF the main power supply button.

Note : Always switch OFF the main power supply button in your elder's presence.



Never switch OFF the main power supply button directly. If you do so, this may harm your computer.

Summary



- You should follow the correct steps to start and shut down a computer.
- The desktop holds many small pictures. These small pictures are called Icons.
- The desktop also holds a Start button and a Taskbar.
- The background image of desktop is called wallpaper.



Test Yourself

A. Tick ☒ the correct option.

1. What appears on the monitor screen when you switch ON the computer?

a. Wallpaper <input type="checkbox"/>	b. Icon <input type="checkbox"/>	c. Desktop <input type="checkbox"/>
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2. What is the background image of the desktop called?

a. Drawing <input type="checkbox"/>	b. Wallpaper <input type="checkbox"/>	c. Screen <input type="checkbox"/>
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3. Which button on the desktop is first clicked to shut down a computer?

a. Start button <input type="checkbox"/>	b. Taskbar <input type="checkbox"/>	c. Shut down <input type="checkbox"/>
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4. What are the small pictures present on the desktop called?

a. Icons <input type="checkbox"/>	b. Buttons <input type="checkbox"/>	c. Rectangles <input type="checkbox"/>
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B. Fill in the blanks to complete the steps for starting a computer.

UPS system cabinet monitor main power supply

1. Switch ON the _____ button.
2. Switch ON the _____ button.
3. Switch ON the _____ button.
4. Switch ON the _____ button.



C. Write T for true and F for false statements.

1. We can switch OFF our computer directly.
2. The Start button is placed at top of the desktop.
3. The operating system makes the computer work.
4. Desktop appears after loading the operating system.
5. We should switch ON or OFF the main power supply button in the presence of an elder.

D. Match the following.

- | | |
|--|---------------------|
| 1. A program that makes the computer work | a. Wallpaper |
| 2. The first screen appeared on the monitor screen | b. Desktop |
| 3. Small pictures present on the desktop | c. Operating system |
| 4. The background image of desktop | d. Icons |

E. Answer the following questions.

1. Which screen appears on the computer screen when the operating system is loaded?

2. What are icons?

3. Write names of the things that you can see on the desktop.

4. Write the steps to shut down a computer.

5. What is a wallpaper?

Activity TIME

A. Find and circle the following words in the given wordsearch.

1. Monitor
2. CPU
3. UPS
4. Desktop
5. Computer
6. Switch
7. Icon
8. Wallpaper

C	O	M	P	U	T	E	R	C
P	D	E	S	K	T	O	P	P
U	F	V	D	I	C	O	N	U
S	W	I	T	C	H	V	S	P
F	M	O	N	I	T	O	R	S
W	A	L	L	P	A	P	E	R

B. Label the following screen.



In the Lab

- Start the computer by following the correct steps.
- Type a paragraph in WordPad. Save your work with the help of your teacher.
- Shut down the computer by using the correct steps.



Teaching Notes

- Demonstrate the steps of starting and shutting down a computer.
- Make the students aware of the precautions that must be taken while starting and shutting down a computer.

Model Paper 1

(Based on chapters 1 to 4)

A. Tick ☒ the correct option.

1. A computer helps us to _____.
a. drink ☐ b. dance ☐ c. draw and colour ☐
2. In banks, computers are used to _____.
a. diagnose a disease ☐ b. deposit money ☐ c. book tickets ☐
3. Which of the following is also called VDU?
a. Monitor ☐ b. Keyboard ☐ c. Mouse ☐
4. Icons are present on the _____.
a. desktop ☐ b. keyboard ☐ c. mouse ☐
5. Background image of desktop is called _____.
a. drawing ☐ b. wallpaper ☐ c. picture ☐

B. Fill in the blanks using the words given in the box.

games airports feelings start fast

1. Computer works very _____.
2. We can play _____ on computers.
3. At _____, computers are used for booking tickets.
4. To shut down the computer, we first click the _____ button.
5. Computers have no _____.

C. Match the following.

1. Monitor
2. Printer
3. UPS
4. Microphone
5. System cabinet



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D. Write T for true and F for false statements.

1. Computer can eat food.
2. Humans have no feelings.
3. We should switch OFF the computer directly.
4. Windows 10 is an operating system.
5. Computers can be used to do a variety of tasks.

E. Answer the following questions.

1. State two characteristics that humans have but not a computer.

2. Why is computer called a smart machine?

3. Write any two uses of computers.

4. List the names of any four places where computers are used.

5. Which part of the computer is called the brain of computer?

6. Which part of the computer is used to listen to music?

7. What are icons?

8. Write the steps to switch ON the computer.
