

# STARTING UP AND SHUTTING DOWN THE COMPUTER

## Starting up the Computer

You will now start to familiarize yourself with the practical operation of a computer, and the first task is to turn it on.

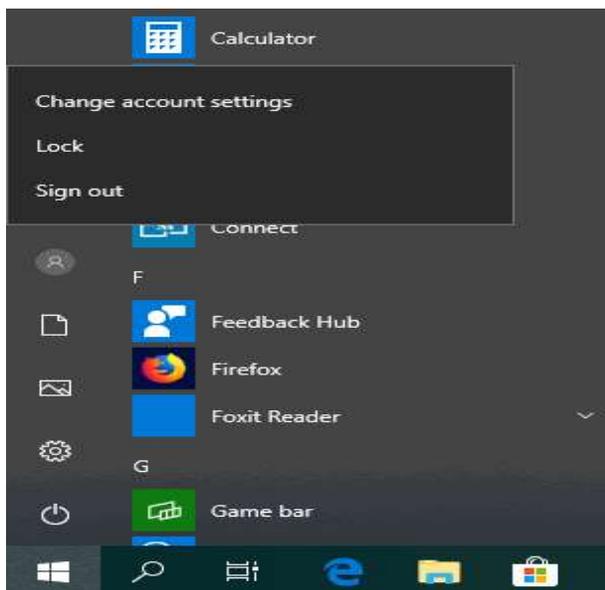
1. Make sure all the cables are properly plug, then press the power button. (Before you can use your computer, it has to run through a process of booting up.)
2. Once the computer has booted up, you may need to log in.

## Sign Out.

Sign Out a system means that the user who is currently signed in ends their session, but leaves the computer running for someone else to use. This basically done when multiple user makes use of the computer system.

## Steps

- ❖ Click the Windows button
- ❖ Click the account setting icon 
- ❖ Select Sign out

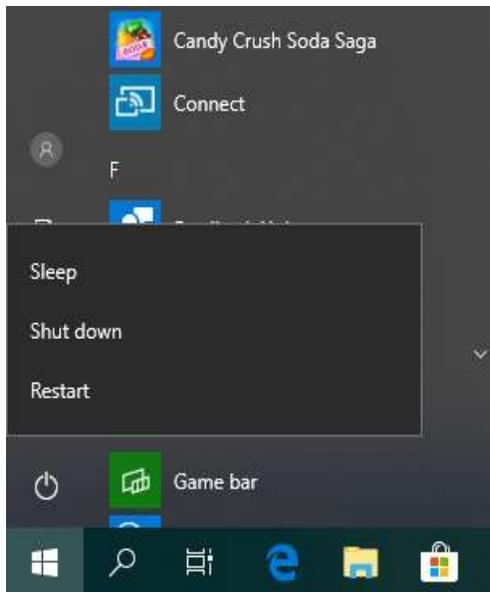


## Restarting

Restarting (or rebooting) puts the computer through a process that shuts it down and then starts it back up again. This is frequently required after software installations or during troubleshooting.

### Steps

- ❖ Click the Windows button
- ❖ Click the power option button
- ❖ Select Restart



## Shutting Down a Computer

Shutting down (or powering down / powering off) puts the computer through a process that shuts down the computer completely. It will not come back up again without someone powering it back on.

### Steps

- ❖ Click the Windows button
- ❖ Click the power option button
- ❖ Click Shutdown



## DESKTOP, ICONS AND SETTINGS

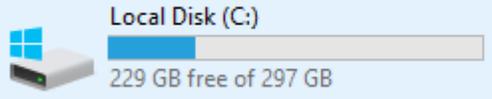
The desktop is what you see when your computer has completed the start-up process. It will look different depending on what type of operating system you are using, but it generally consists of a bar at the bottom, top, and/or sides of the screen, with the rest of the screen containing a desktop background or wallpaper.

You can find icons of files, applications, or shortcuts on the desktop background area.



# ICONS

An icon is a symbol or image that represents files, applications, shortcuts, or devices. Your computer desktop displays a range of different icons.

Desktop ICON	Example
Files	
Folders	 Pictures
Application	 Word 2013  Excel 2013  Access 2013  PowerPoint 2013
Drives	▼ Devices and drives (2)  Local Disk (C:) 229 GB free of 297 GB  DVD RW Drive (D:)
Shortcuts	 VLC media player
Recycle Bin	 Recycle Bin

## Selecting and Moving Icons

Click on the icon to select it and then drag it to where you need the icon.

**To arrange icons by name, type, date, or size:**

## Step

- ❖ Right-click on a blank area on the desktop.
- ❖ Click Sort.
- ❖ Click the command that indicates how you want to arrange the icons (by Name, by Type, and so on).
- ❖ To arrange automatically, click Auto Arrange.
- ❖ To arrange manually, click Auto Arrange to remove the check mark.

## Manipulating Shortcut

A shortcut is a link to a file, folder, or program on the computer. Shortcuts can, for example, be placed on the desktop for easy access. A shortcut icon is differentiated from the original file by the arrow that appears at the bottom left of the icon.



### To create a new shortcut:

1. Navigate to the location of the item that you want to create a shortcut.
2. Right-click the item and click Create shortcut. The shortcut appears in the same location as the original item.
3. Drag the new shortcut to the desired location, for example the desktop. You can also right-click the item, select Send to, and click Desktop (create shortcut). A shortcut to that file / folder will be created on the desktop.

### To rename a shortcut:

1. Right click on the shortcut.
2. Click Rename.

3. Type a new name and press Enter

### **To move a shortcut:**

1. Right click on the shortcut.
2. Click Cut.
3. Go to the location where you want to move the shortcut to.
4. Right-click on a blank area.
5. Click Paste.

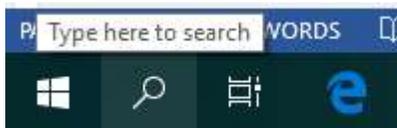
## **Using Help Functions**

The built-in help system for Windows 10 is located at the taskbar just before the windows button.

You can use the help system to get the following:

- ❖ Answers to common questions
- ❖ Suggestions for troubleshooting
- ❖ Instructions for carrying out tasks.

To open Windows Help and Support:

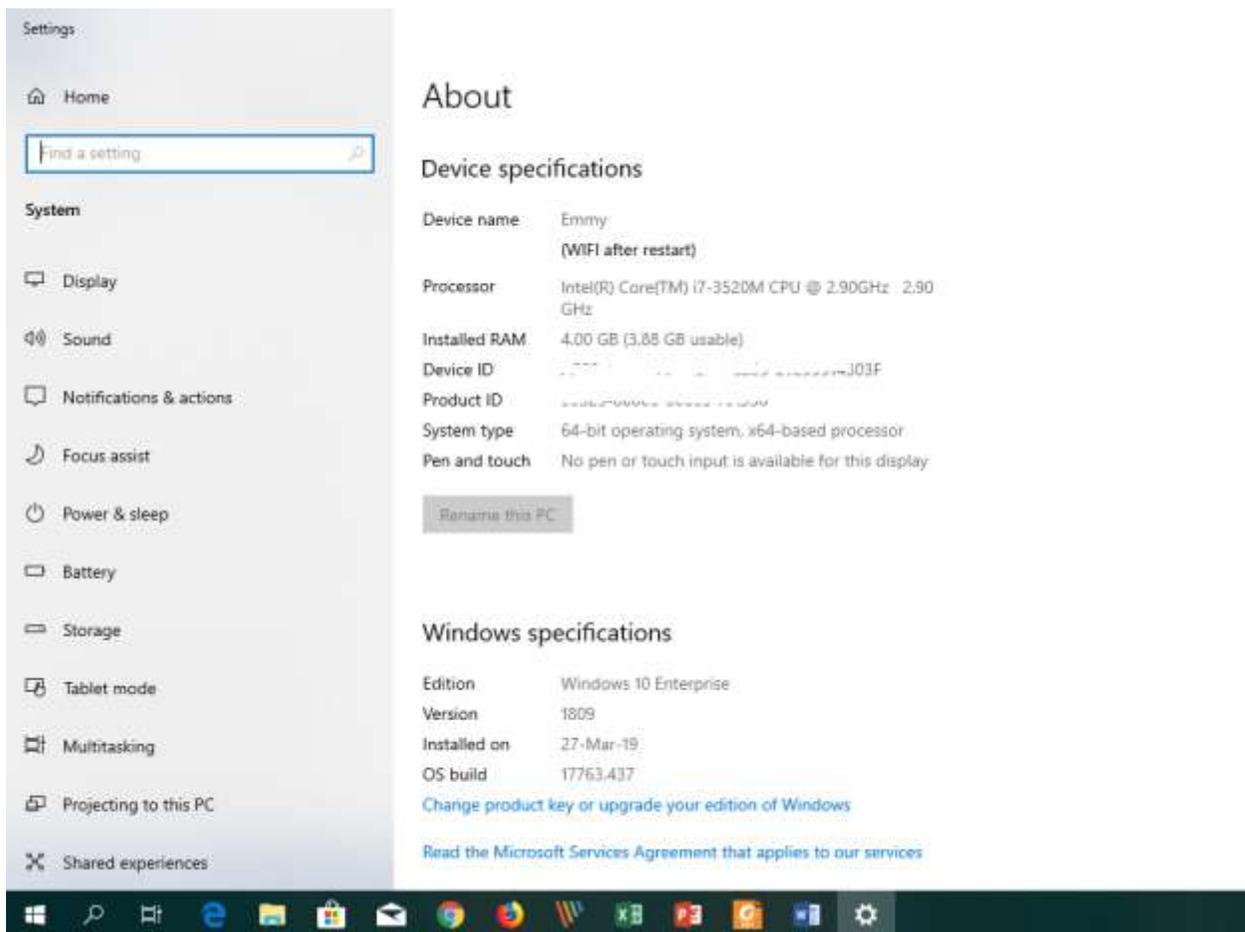


1. Click the
2. Type in the desired name to search.

## Viewing Computer System Information

You can see important information about your computer by opening System in Control Panel. This shows basic hardware information, such as your computer's name.

- ❖ Click the Search button
- ❖ Type about your PC
- ❖ Select the result
- ❖ Click open



System presents a summary view of basic details about your computer, including:

Device Specification:

- ❖ Device name
- ❖ Processor
- ❖ Installed RAM

❖ Device I.D

❖ System Type

❖ Product I.D

❖ Pen or Touc

Windows Specification

- ❖ Windows Edition
- ❖ Version
- ❖ Date Installed
- ❖ OS build

## Setting Screen Resolution, Orientation, Scale and Layout.

Screen resolution is related to the number of pixels (these are tiny display “units”) shown on a screen. At higher resolutions, images and text appear sharper and smaller, and more items fit on the screen. At lower resolutions, items appear larger; however, fewer fit on the screen.

### Steps

- ❖ Right click on the desktop background
- ❖ Select display settings (*the display windows open*)

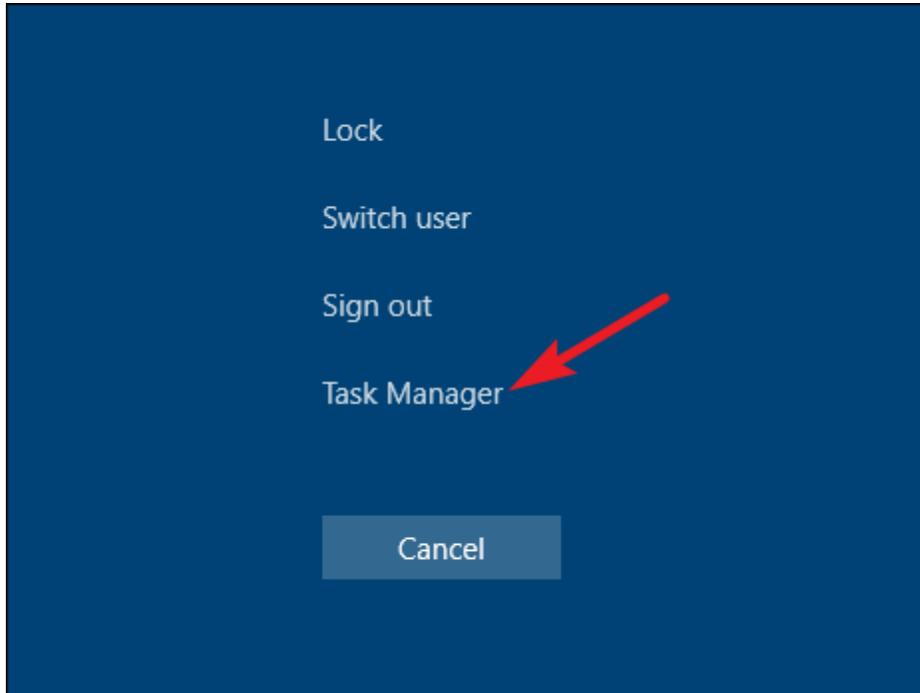


## Shutting Down a Non-Responding Application

Sometimes an application fails to respond, or it ‘hangs’. Usually, non-responsive applications cannot be closed in the normal way. When this happens, you need to follow these steps in order to shut down (close) the program:

- ❖ *Press Ctrl, Alt and Delete at the same time on your keyboard.*

A window appears, and you will see a list of options you can choose from.



- ❖ Click on Start Task Manager. You will see a list of programs in the Windows Task Manager Dialog box.
- ❖ Click on the program that is not responding, and click on End Task. The End Program dialog box will be displayed.
- ❖ Click the End Now button.

## **INSTALLING AND UNINSTALLING AN APPLICATION**

Applications are typically installed from a CD or DVD, or from the Internet. The installation method varies slightly depending on where the application is installed from.

## **To install an application from a CD, DVD or USB Drive.**

Insert the disc into your computer.

Follow the steps displayed on the screen.

Type the administrator password or provide confirmation if prompted.

Many installation CDs or DVDs open an installation wizard for the program automatically.

In these cases, the AutoPlay dialog box appears and you can choose to run the wizard.

You may want to remove an application from your computer if, for example, you do not use it anymore or if you experience problems when it runs.

## **To uninstall an application:**

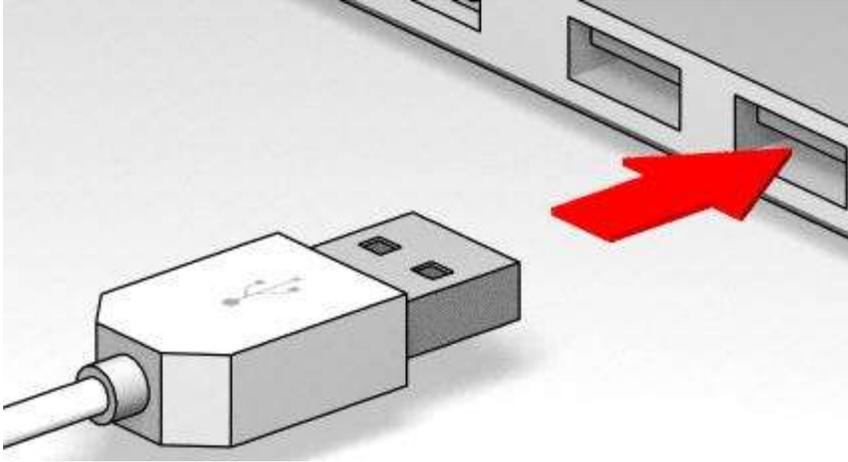
- ❖ Click the Start button.
- ❖ Click Control Panel.
- ❖ Click Uninstall a Program underneath Programs.
- ❖ Select the application that you want to uninstall.
- ❖ Click Uninstall and then click yes.

## **CONNECTING AND DISCONNECTING A DEVICE**

When you connect a device, such as a digital camera, to your computer, a driver, a small Programme may be needed to allow the device to interact with the computer. Windows usually does this automatically when you connect a new device, but some devices require that you install the drivers manually. In such cases, the device manufacturer usually includes a software disc and instructions on installing the driver before plugging in the device.

### **Connect a USB flash drive**

Plug in the USB flash drive into the USB port.



If Windows can find and install the device driver automatically, you will be notified that the device is ready to use.

### **Disconnecting a device**

Before unplugging storage devices, such as USB flash drives, you need to ensure that the computer has finished saving any information to the device.

- ❖ Click the Show hidden icons in the notification area on the right side of the taskbar. A list of devices will appear.
- ❖ Click the device that you want to remove.

### **SCREEN CAPTURE**

If you need to take a picture of what is shown on your computer, you can use the print screen key (often designated PrtScn or PrtScr). Pressing the key will copy an image of your screen to the Clipboard. This is called a screen capture, or screen shot. Taking a screen capture allows you to, for example, print out the screen capture or e-mail it. First, however, you have to paste it into an application such as Microsoft Word or Paint to save it. If you only want to capture what is in your current active window instead of the whole screen, press Alt+PrtScn.

# FILE MANAGEMENT

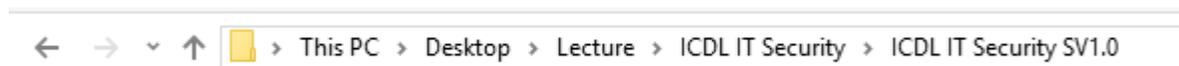
## Understanding Files and Folder Structure

You can think of the information on your computer as being stored hierarchically: In other words, your computer has one or more drives which contain folders; these folders contain files, such as documents or pictures, or other folders.

A file is an item that is used to store information, such as text or images. On your computer, files are displayed as icons; this makes it easy to recognize the file type by looking at its icon. Folders are used to organize your files just like a filing cabinet. Grouping files into folders will help you manage your files in a logical, structured way on the computer. Folders may contain other folders. These are known as subfolders.



When you double click on a folder, its contents are displayed. The address bar at the top of the folder window displays your current location as a series of links separated by arrows.



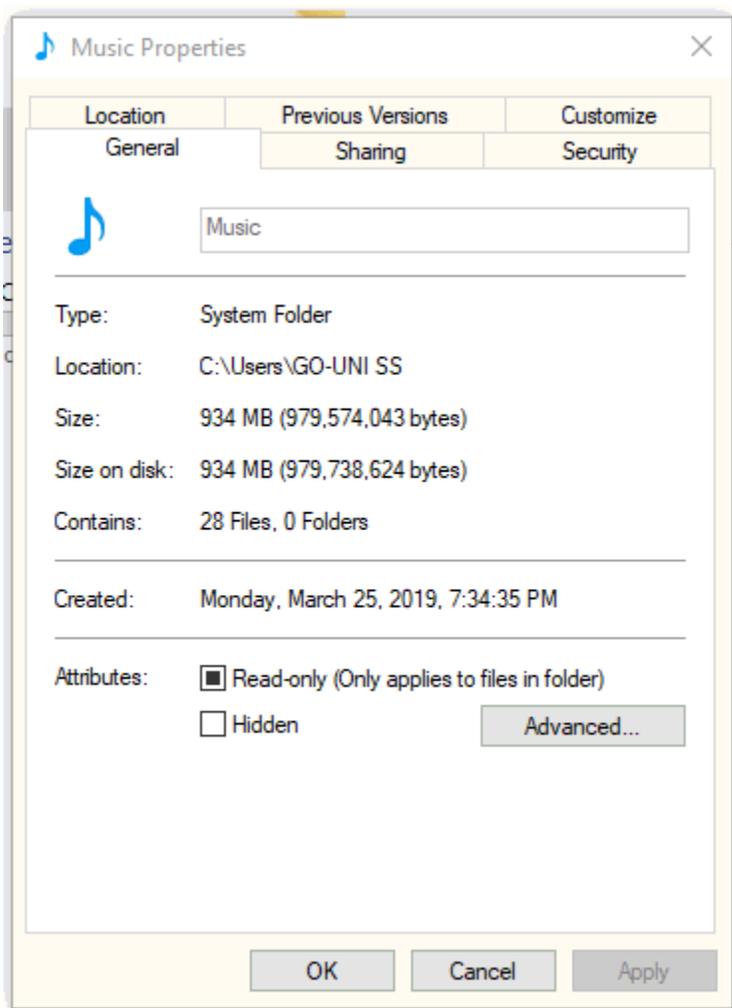
You can click the Back button and the Forward button to navigate through locations you have already visited.

## Displaying File or Folder Properties

You can learn more about a file or folder by viewing its properties. Properties are not part of the actual file content, but are pieces of information about the file. Properties of a file or folder may include name, size, date modified, and location.

To display file or folder properties:

- ❖ Right-click the file or folder.
- ❖ Click Properties.
- ❖ Common properties such as name, size and location display.



## CREATING A FOLDER

To create a folder:

- ❖ Navigate to where the folder is to be created, for example in another folder or on the desktop.
- ❖ Right-click a blank area on the desktop or in the folder window and click new.

- ❖ Enter a folder name, and then press Enter key.



The new folder will appear in the location you specified.

### **Renaming a File or Folder**

- ❖ Right-click the file or folder that you want to rename.
- ❖ Click Rename.
- ❖ Enter the new name, and then press Return.

### **COPYING AND MOVING FILES AND FOLDERS**

#### **To move or copy files or folders using the drag and drop method:**

- ❖ Open the folder containing the file or folder that you want move or copy (source).
- ❖ Open the folder where you want to move or copy to in a different window (destination).
- ❖ Arrange the two windows side by side on the desktop.
- ❖ To move, drag the file or folder from the first folder (source) to the second folder (destination). While
- ❖ To copy, press Ctrl while dragging.

When using the drag-and-drop method across two folders on the same hard disk, the item is moved. However, if the destination is a different location such as a USB drive, the item is copied. You can also copy / move files and folders by using the copy and cut functions.

**To use the copy and cut functions:**

- ❖ Right-click on the file or folder you wish to copy or cut.
- ❖ Click Copy or click Cut.
- ❖ Click on the new location you wish to paste the new item to.
- ❖ Right-click a blank space and click Paste.

## **DELETING AND RESTORING FILES AND FOLDERS**

### **DELETE FILES AND FOLDER**

- ❖ Select the items to delete.
- ❖ Press Delete.
- ❖ Click Yes.

You can also delete a file or folder by dragging it to the Recycle Bin. When you delete a file or folder, it is not deleted right away. Instead, it is stored in the Recycle Bin until the Recycle Bin is emptied.

**To restore a deleted file or folder:**

- ❖ Open the Recycle Bin by double-clicking the Recycle Bin on the desktop.
  - ❖ Select the deleted item.
  - ❖ Click Restore this item on the toolbar
- Or
- ❖ Right Click and then
  - ❖ Click on Restore