

# Using Computers

## The Right Way



### Focus of the chapter

- ▶ Switching ON a Computer
- ▶ Switching OFF a Computer
- ▶ Do's and Don'ts of a Computer



Chapter

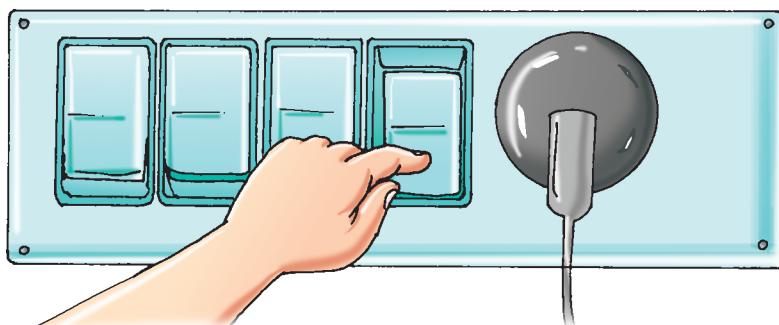
# 6



### Switching ON a Computer

We need to be careful while handling computer. Starting a computer is very easy. Here are the simple steps which you need to follow:

**Step 1 :** As you already know, the computer needs electricity to work, so switch ON the main power supply button first.



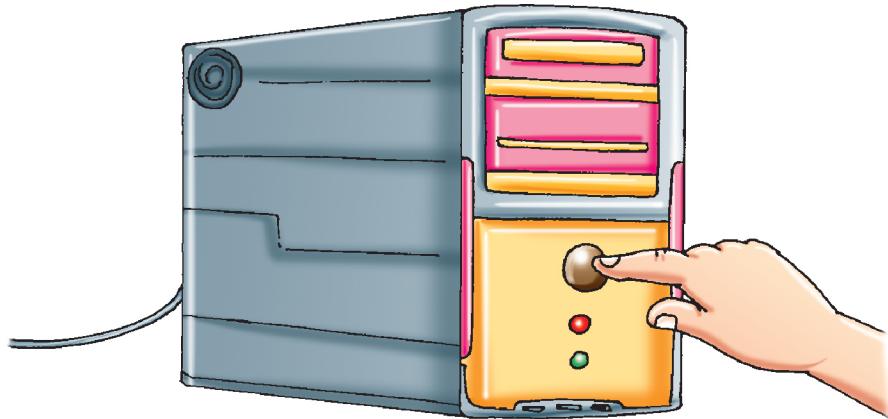
**Step 2 :** Switch on the UPS. The UPS is a device that maintains a continuous supply of electricity to your computer.



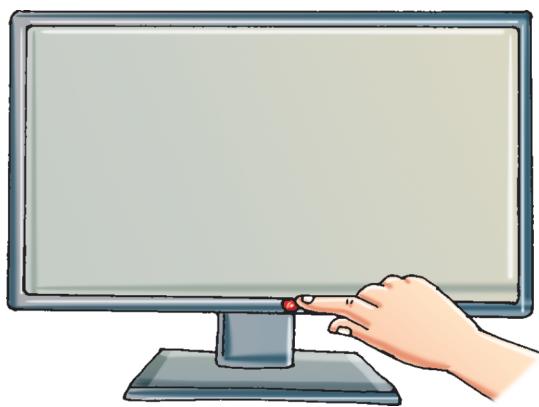
#### InfoBit

UPS stands for Uninterrupted Power Supply.

**Step 3 :** Switch ON the power button on the CPU.



**Step 4 :** Switch ON the monitor button and wait for some time.



As soon as you will switch the CPU on, keyboard, and mouse will also switch ON by themselves.

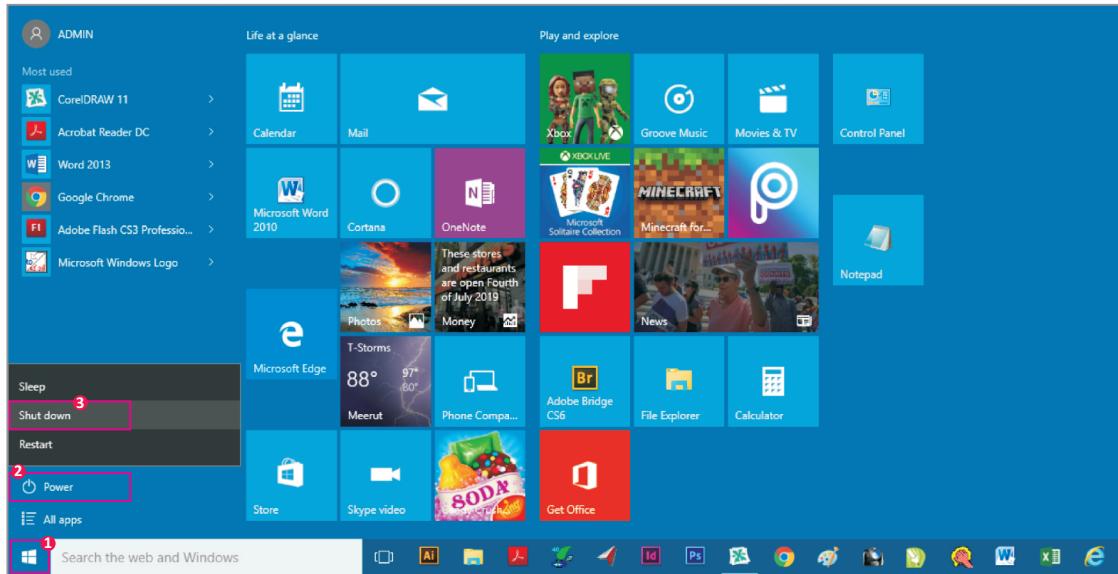
When we switch ON a computer, it takes some time before we can work on it. We say that the computer is '**booting up**'.

After some time you will see a picture on the screen with many small pictures on it. This is called '**desktop**'. You will learn more about the screen that appears later.

## **Switching OFF a Computer**

After finishing your work, it is very important to properly shut your computer down so you need to follow these steps for proper switch OFF.

**Step 1 :** Click on the Start  button present at the bottom of screen.

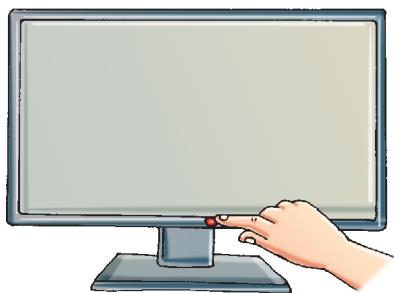


**Step 2 :** Then click on the Power  button.

**Step 3 :** A menu will open. Click on the Shut down option.

**Step 4 :** After some time the picture disappear from the screen and CPU, keyboard, mouse power will switch OFF.

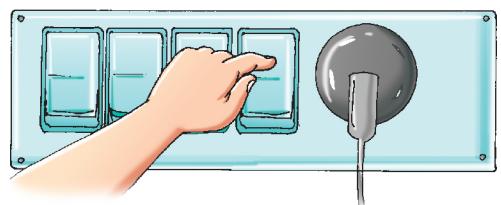
**Step 5 :** Now switch OFF the monitor, UPS and main power supply one-by-one.



*Switch OFF  
monitor*



*Switch OFF  
UPS*



*Switch OFF  
main power supply*

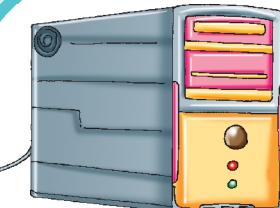
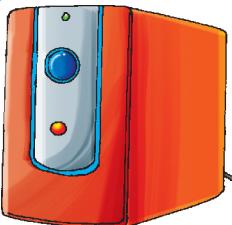
### **InfoBit**

Never shut down a computer by directly switching OFF the main power button.



## Try Out

**Number the steps in the correct order to start a computer:**



## Do's and Don'ts of a Computer



There are some good habits that we should follow while using a computer. These are as follows:

- Go to the computer lab in a line without making noise.



- Do not eat food in computer lab.



- Do not use wet cloth to clean the parts of a computer. Always use clean and dry cloth to remove the dust.

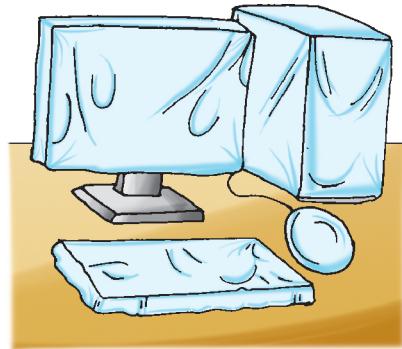


- Keep your chair at the proper height. Keep a proper distance from the monitor.



■ Do not pull any wires connected to the CPU.

■ Cover the computer when it is not in use.



## Chapter in Short

- We need to be careful while handling computer.
- To switch ON the computer, first switch on the main power supply, then UPS, and then switch on the power button on the monitor and CPU.
- After finishing your work, it is very important to properly shut your computer down.
- Do not eat food in computer lab.
- Do not pull any wires connected to the CPU.
- Cover the computer when it is not in use.



### A. Fill in the blanks:

CPU, UPS, Booting, wet, Start

1. The \_\_\_\_\_ is a device that maintains a continuous supply of electricity.
2. \_\_\_\_\_ is the process of starting a computer.
3. Click the \_\_\_\_\_ button to shut down a computer.
4. We should never use a \_\_\_\_\_ cloth to clean a computer.
5. Do not pull any wires connected to the \_\_\_\_\_.

**B. Write 'T' for true and 'F' for false:**

1. We should not eat while working on a computer.
2. Starting a computer is a different process.
3. UPS stands for Uniform Power Supply.
4. It is important to properly shut your computer down.
5. We should use a dry cloth to clean a computer.

**C. Tick (✓) the correct option:**

1. \_\_\_\_\_ maintains a continuous supply of electricity.

- (a) CPU  (b) UPS  (c) monitor

2. Which of these buttons is used to shut down computer?

- (a)   (b)   (c) 

3. Start button can be seen at the \_\_\_\_\_ of screen.

- (a) top  (b) bottom  (c) left

4. Use \_\_\_\_\_ cloth to remove the dust from computer.

- (a) wet  (b) dry  (c) sticky

**D. Answer the following questions:**

1. What is booting?

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2. What is the full form of UPS?

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3. Where is Start button located?

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4. Write any two don'ts to be followed in computer lab.

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## Activity Corner

**A. Match the following to arrange the steps for switching OFF the computer:**

- |                           |            |                          |
|---------------------------|------------|--------------------------|
| 1. Switch OFF UPS         | (a) Step 1 | <input type="checkbox"/> |
| 2. Switch OFF the Monitor | (b) Step 2 | <input type="checkbox"/> |
| 3. Click on Start         | (c) Step 3 | <input type="checkbox"/> |
| 4. Click on Shut Down     | (d) Step 4 | <input type="checkbox"/> |
| 5. Click on Bower         | (e) Step 5 | <input type="checkbox"/> |

**B. Tick (✓) the things that are present in computer lab :**

