

**CIS 11042 – Practical for Essential of ICT and PC Applications**

Information and communication Technology

Faculty of Technology

South Eastern University Of Sri Lanka

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Lab Sheet 01

**Title:** Work with Computer System, tools for work & study and Desktop accessories

**Aim:**

* Getting familiar with Computer System/ Windows Operating System environment (GUI).
* Customize and Configure Desktop and Start Screen.
* Use appropriate utility tools to do necessary changes or configuration.

**Task:**

1. Basic Operations
   1. Starting up and shutting down the computer (alt + f4):

**Starting Up:** press UPS power button to turn UPS on **->** after making sure UPS Turned on Turn on PC by pressing power button.

**Shutting Down:** In Start menu click **“power”** menu **->** click on **“Shutdown”** **OR** Press “**alt + f4”** in Desktop to bring up **“shutdown windows”** menu after making sure drop-down menu is set on Shutdown press OK

* 1. Restarting a computer:

**Start Menu -> Power menu -> click on “Restart”**