



# Using the Computer

## LESSON PLAN

**After this lesson, students will be able to:**

- » Recall the different parts of a computer.
- » State the need for starting and shutting down the computer correctly.
- » List the steps to start a computer.
- » Define what booting up means.
- » List the steps to shut down the computer.
- » Identify the computer's desktop screen.
- » List the steps to taking care of the computer, which include:
  - Covering it with dust cover
  - Using a clean, dry cloth to clean it
  - Not touching the cables
  - Pressing the keys gently
  - Not sitting too close to the screen

## WARM UP

**Match the following.**

**Ans.**

**Column A**

**Column B**

- |                 |   |   |                                |
|-----------------|---|---|--------------------------------|
| 1. Car          | • | → | (a) Water them every day.      |
| 2. Mobile phone | • | → | (b) Wash it regularly.         |
| 3. Plants       | • | → | (c) Cover and refrigerate it.  |
| 4. Food         | • | → | (d) Wash and comb it properly. |
| 5. Hair         | • | → | (e) Charge and cover it.       |

## CHAPTER NOTES

- » The four standard parts of a computer are keyboard, mouse, CPU and monitor.
- » Keyboard has many keys on it. It is used for typing.
- » Mouse has two buttons and a scroll wheel. It is used as a pointing device.
- » CPU is the brain of the computer. It contains the power button.
- » Monitor looks like a TV screen. It displays our work.
- » The computer must be turned on and off properly; otherwise, it may not work.
- » To switch on a computer:
  - Switch on the main power button.
  - Switch on the UPS.
  - Switch on the CPU.
  - Switch on the monitor.
- » Once we switch on the computer, it boots up, i.e., it gets ready for use.
- » When the computer starts fully, we can see the desktop on the screen.
- » To switch off a computer:
  - Close all the windows.
  - Click on the Windows key or button.
  - Click on the power button.
  - Click on Shut down.
  - Switch off the monitor.
  - Switch off the main button.
  - Switch off the UPS.

- » We must take proper care of our computer by doing the following tasks:
  - Covering the computer with a dust cover.
  - Using a clean and dry cloth to remove dirt.
  - Not touching the cables.
  - Pressing the keys gently.
  - Not sitting too close to the screen.

## DEMONSTRATION

- » Switch on the computer.
- » Switch off the computer.
- » Restart the computer.
- » Clean the computer.

## LAB ACTIVITIES

Type the following text in Notepad.

### **How to take care of your computer**

1. Do not eat or drink near the computer.	2. After working on the computer, shut it down properly.
3. Do not open anybody's file on the computer without permission.	4. You should wash your hands before using the computer to keep its parts clean.
5. Keep the mouse on the mouse pad while working on the computer.	6. Do not press the keys of the keyboard too hard.
7. Surf only the safe sites on the internet to avoid virus in your computer.	8. Keep the computer in a cool place because it is a delicate machine.

9. Do not play with the wires of the computer or pull them because the parts of the computer may get damaged.

10. Do not download anything from the Internet without asking your elders.

## **ASSESSMENT**

- » Practical assessment of lab activities.
- » Oral Quiz: Why is it important to turn the computer on and off properly?