NUR AFRICA ACADEMY

IT GRADE 1



CENTER OF WISDOM

Operating the Computer

- Let us start the Computer
- Switch On

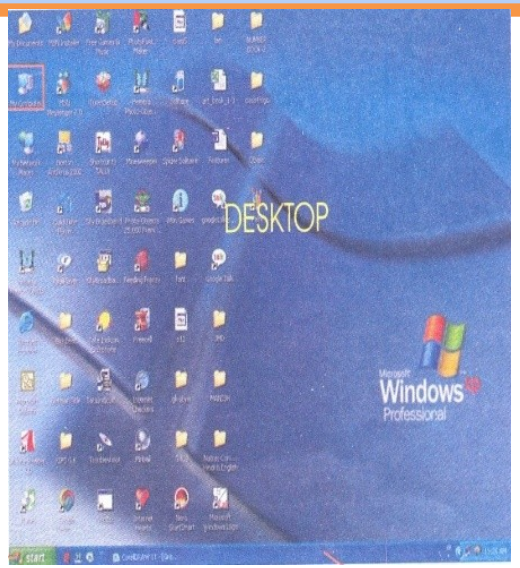
Step 1:- Switch ON the main power button of the CPU.



Step 2:- Switch ON the power button of the monitor.



The windows Screen that appears First after switching on the Computer is called DESKTOP.



Always follow the following steps to switch off your Computer.

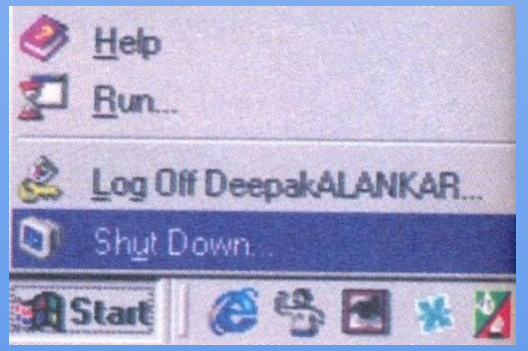
Step 1:- Click on → 

button.



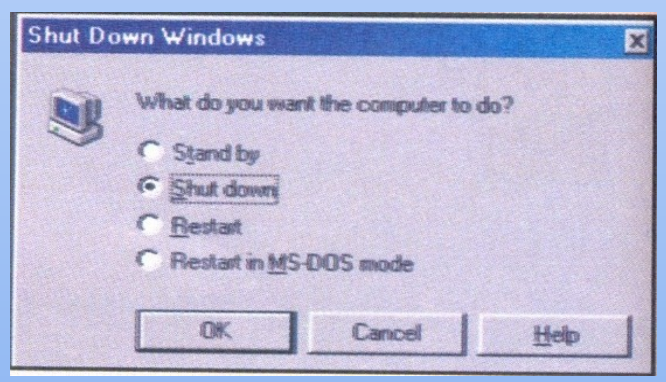
Step 2:- Click on → 

button.



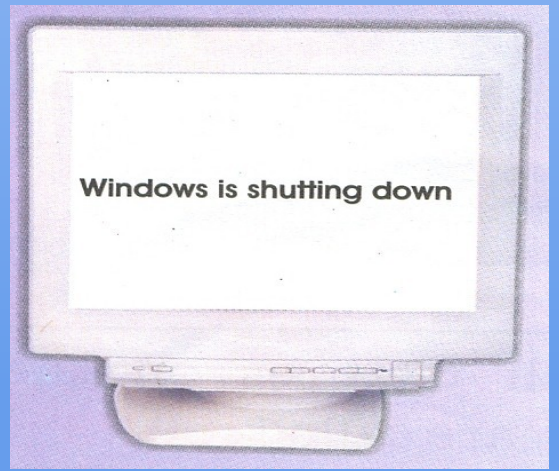
Step 3:- Click on ⟶ Shut Down

and Click 'Ok'.



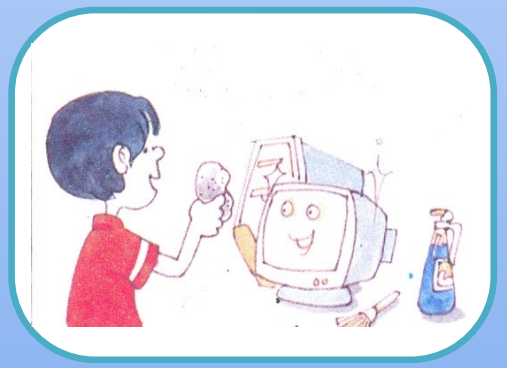
Step 4:- Wait until the monitor displays,

"Windows is shutting down".



Care for Computer

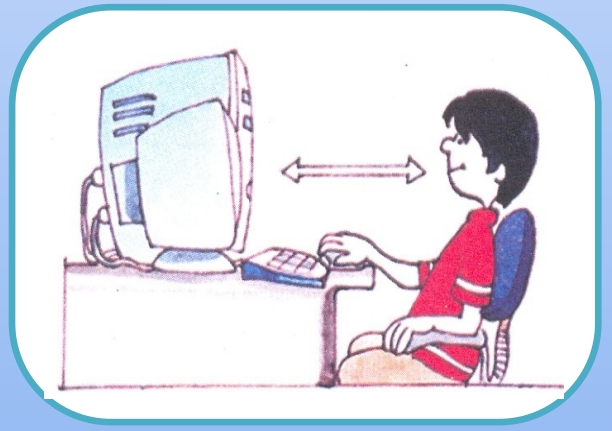
. Always clean the parts of computer with soft cloth.



Keep eatables and drinks away from the computer.



3. Always sit at a distance from the monitor to avoid strain on your eyes.



4. Always place your Mouse on the mouse pad for its proper function.



5. Press the keys of the keyboard very softly to protect the keys from damaging.



6. Before switching off the computer, close all the programs like paint and then shut down the system.

