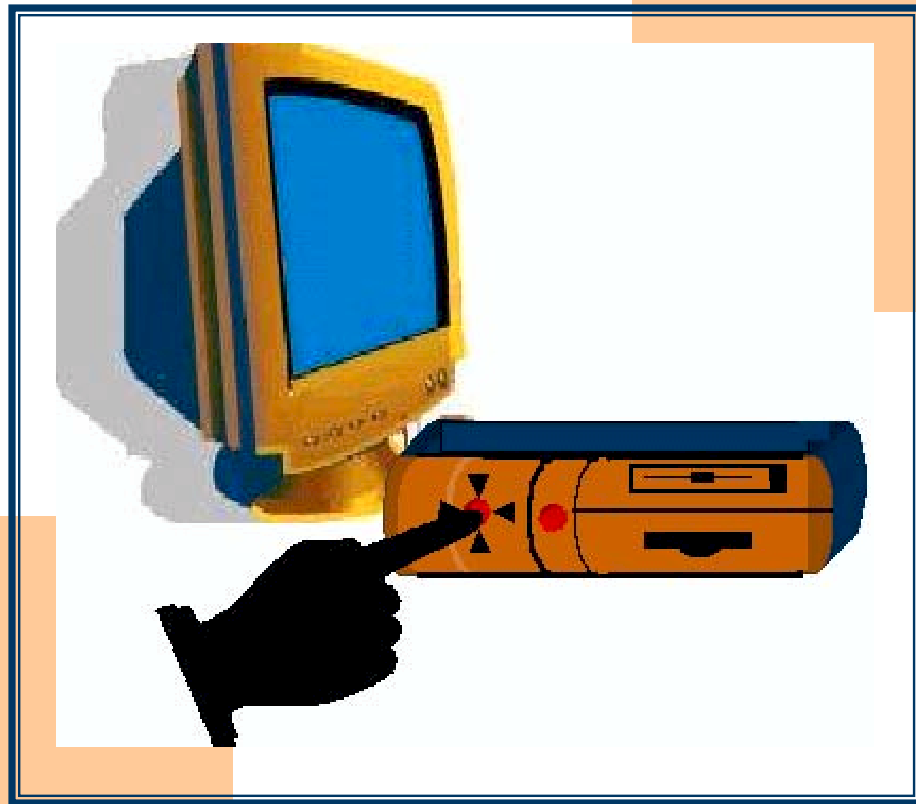


COMPUTER BASICS 2

Turning the Computer On and Off



Level:	All ESL Levels
Media Needed:	Computer

Learn New Words



Do this page at your desk.

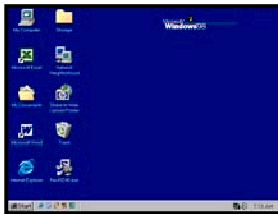


Directions: Write the words.



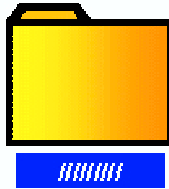
keyboard

keyboard



desktop

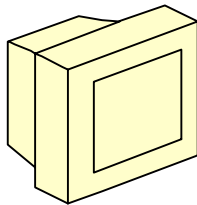
d



folder



menu



monitor



computer or CPU

c

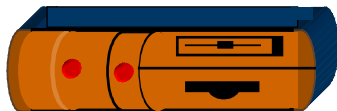
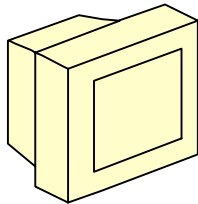
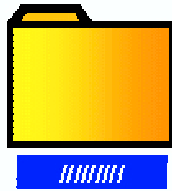
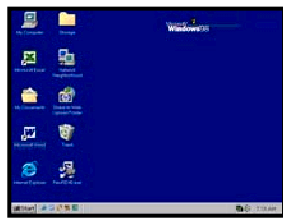
Practice New Words



Do this page at your desk.



Directions: Match the pictures and the words.



monitor

keyboard

CPU or
Computer

folder

menu

desktop

Steps to Turning Off the Computer

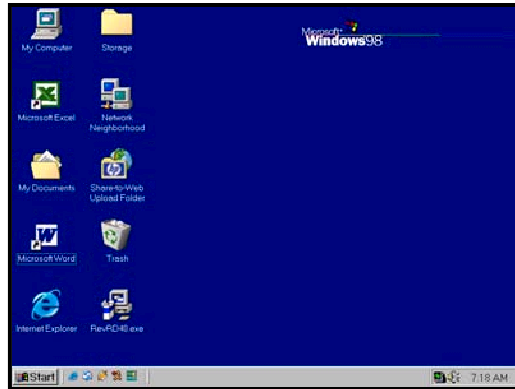


Do this page at your desk.



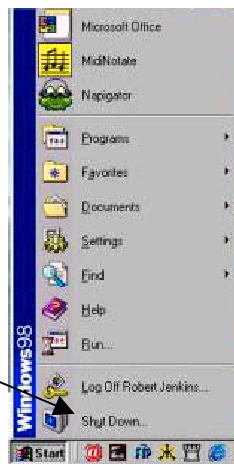
Directions: Write the five steps to turning off a computer on this and the next page. Use the sentences in the box.

Click Shut Down on the menu. Click OK. Turn off the monitor
~~Click Start on the desktop.~~ Click Shut down in the box.



1. Click Start on the desktop.

Start →



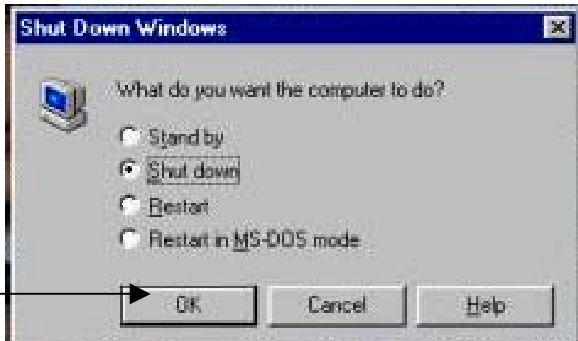
Shut Down →

2. _____

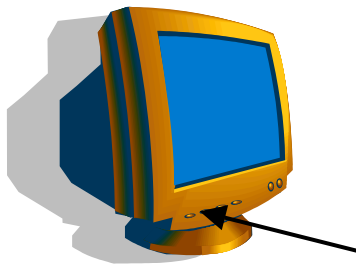
Steps to Turning Off the Computer (continued)



3. _____



4. _____



5. _____

Directions: Write the five steps to turning off the computer.

1. _____
2. _____
3. _____
4. _____
5. _____



NOW GO TO A COMPUTER



Ask a student with experience or your teacher to help you with the next pages.

Note to teacher or tutor:

Depending on the set up and the version of Windows, the instructions and dialog boxes may vary from the pictures displayed.

Sometimes computers will turn themselves off after shutting down and other times students need to physically push the power button. Sometimes computers will ask you to close other programs as well. The students should start the following pages with the computer on and all programs and dialog boxes closed.

There are also some shortcuts that will help the students perform some of the following tasks. To ensure successful implementation, please place MSWord, MS Excel, and Internet Explorer as shortcuts on the desktop.

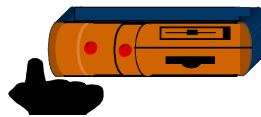
Turning Off and On the Computer

Directions: Follow the steps and turn **off** the computer one time.

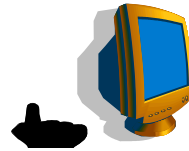
1. Click **Start**.
2. Click **Shut Down** on the menu.
3. Click **Shut down** in the box.
4. Click **OK**.
5. Turn off the monitor.

Directions: Follow the instructions and turn **on** the computer.

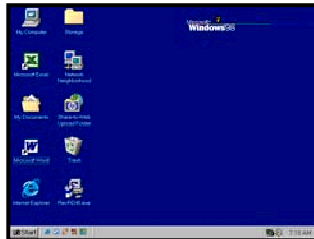
1. Push the button on the computer.



2. Push the button on the monitor.



3. Wait for the desktop.



4. Turn the computer off and on 3 times. Be sure to wait about 20 seconds after you turn the computer off before turning it on again.

1 time



2 times


3 times

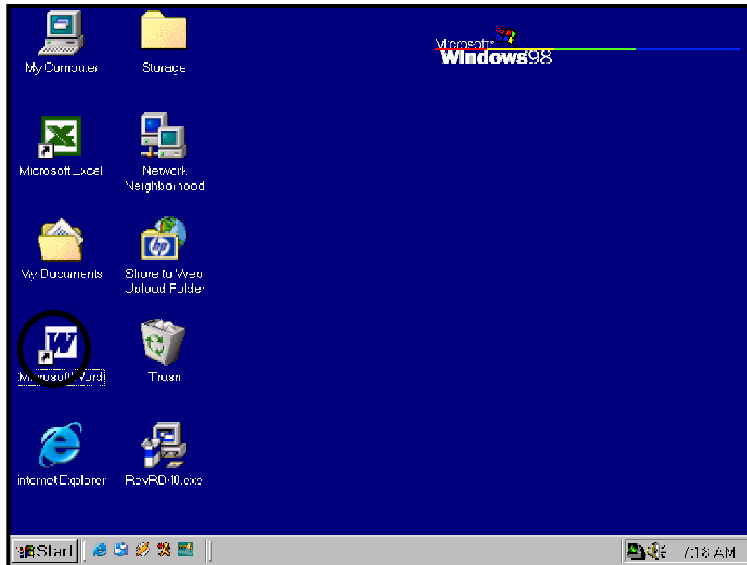
Opening Programs




Ask your teacher or a friend to help you with this page.

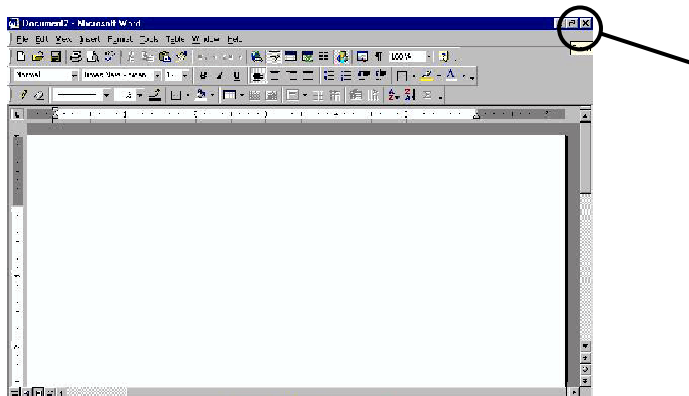


Directions: Double click (click 2 times fast) on  from the desktop.



Closing Programs

Directions: Click on  to close.

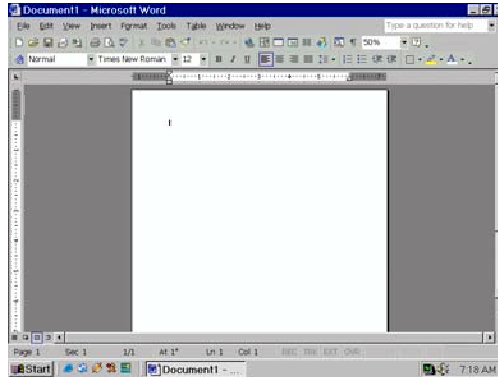


Practice Opening and Closing Programs

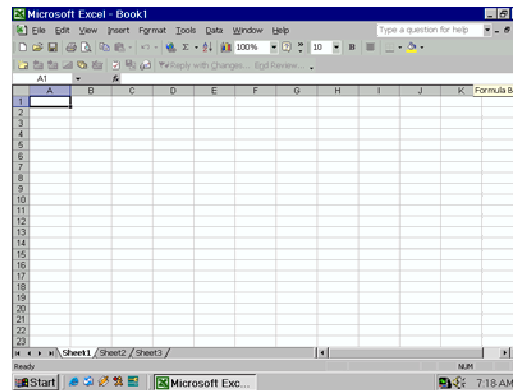
Directions: Open and close the programs.



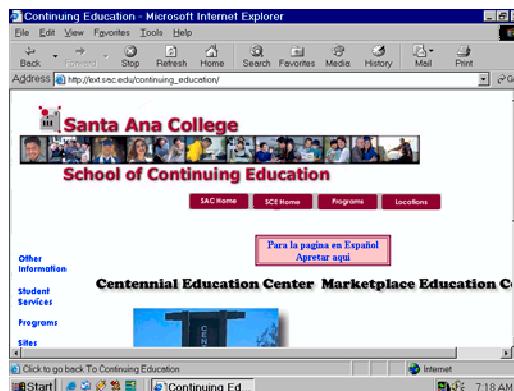
Microsoft Word



Microsoft Excel



The Internet



Teaching Others

Teach one other student what you learned in this lesson.

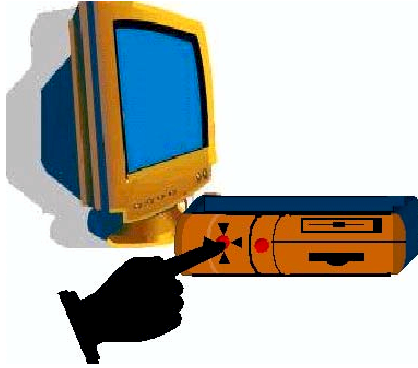
Partner's Signature

date



COMPUTER BASICS 2

Turning the Computer On and Off



CHECKLIST: Check ✓ each worksheet when you finish.

- ___ Learn New Words (page 2)
- ___ Practice New Words (page 3)
- ___ Steps to Turning Off the Computer (page 4-5)
- ___ Turning Off and On the Computer (page 7)
- ___ Opening and Closing Programs (page 8)
- ___ Practice Opening and Closing Programs (page 9)
- ___ Teaching Others (page 10)

I finished all the worksheets and activities.

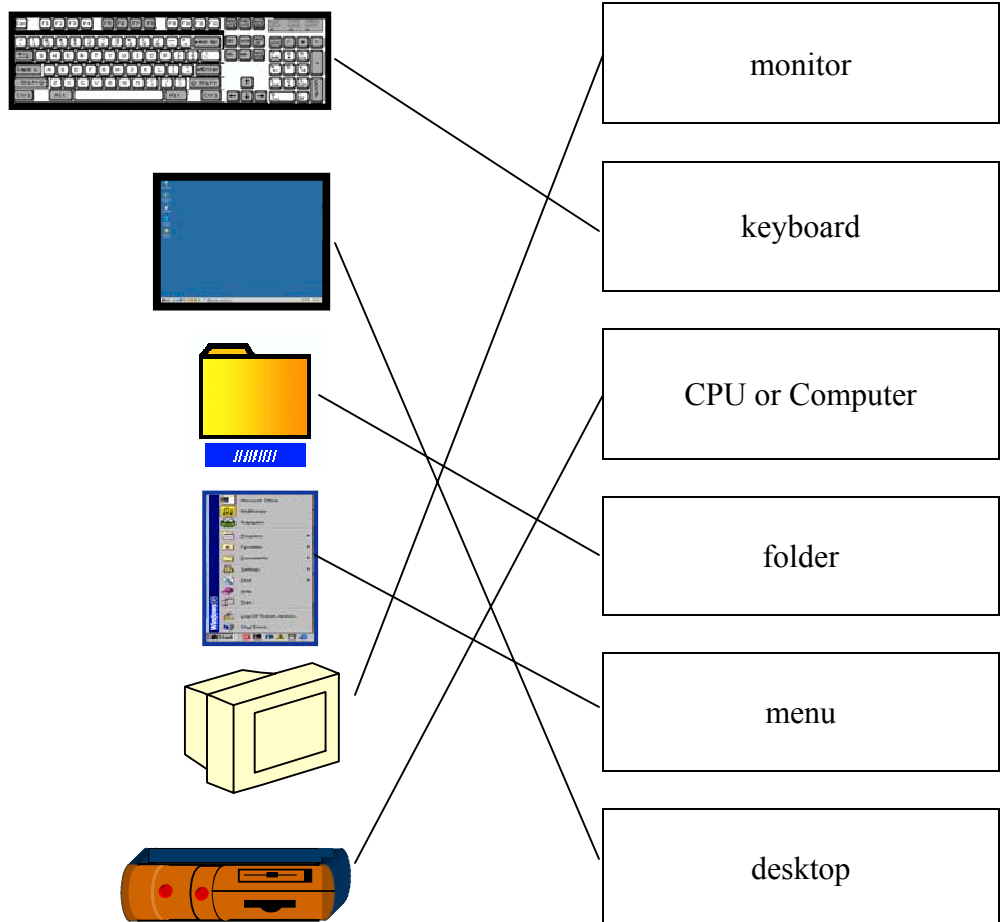
Student's Signature

Instructor's Signature

ANSWER KEY

Turning the Computer Off and On

Practice New Words (page 3)



Steps to Turning Off the Computer (page 5)

1. Click Start on the desktop.
2. Click Shut Down on the menu.
3. Click Shut down in the box.
4. Click OK.
5. Turn off the monitor.