

Session 02

STARTING UP AND SHUTTING DOWN A PC



Starting up (turning the PC on)



This is a typical PC **on** button, on the front, in the middle of the tower



This is a typical laptop **on** button. Most laptops have the **on** button just above the keyboard but below the screen

Step 1: Find the 'on' button

← It probably looks like this (but might be square or oblong!)

Step 2: Push the button

On some computers, the button lights up when the computer is on. On laptops, there's often a light on the front that comes on. You may have to keep pushing for a couple of seconds to make this happen, but don't worry – you'll soon get to know how your computer works



If nothing happens!

If nothing happens, there are a few things you can check easily:

- If you're using a laptop, the battery might be flat. So plug in the charger, plug the charger into the mains and let the laptop recharge. You can continue to use it while it's doing this.
- If you have a PC, make sure that the plug or any of the other wires haven't become disconnected.
- Ensure that the monitor is turned on. Most PC monitors have an 'on/off' button on the bottom corner of the screen (see left). The button often lights up green when the monitor is on



The Windows 7 desktop



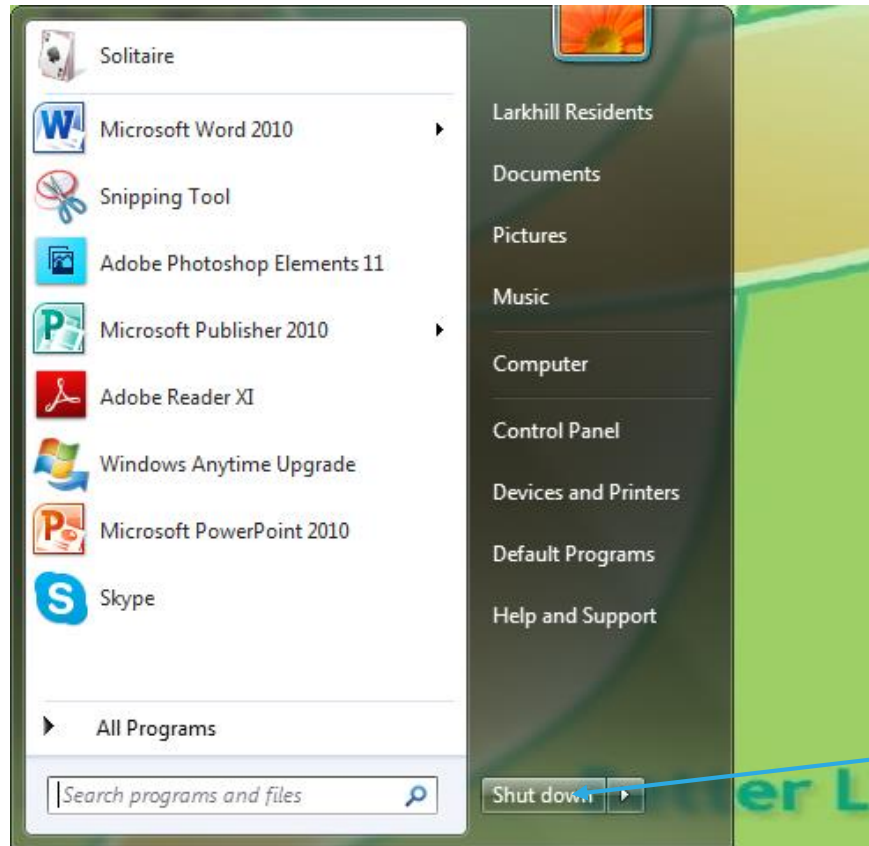
Icons so that you can quickly launch (run) programs

Task Bar – is always visible and let's me launch programs without going back to the desktop – including Windows Explorer shown here

Status Area – time, network status, etc.



Shutting down Windows 7



It's **really important** to shut down Windows before turning off the power to the PC.

Click the Windows 7 Start Button at the left end of the Taskbar



and this menu will appear

Then click the Shut Down button(not the arrow just the button)



Logging in to Windows 10



- The log in experience will be (slightly) different depending on the version of Windows you are running and how many users have been set up to use your PC
- You will usually be asked for a password or PIN

 *for information only*

The Windows 10 desktop



Icons so that I can quickly launch programs – you will have far fewer

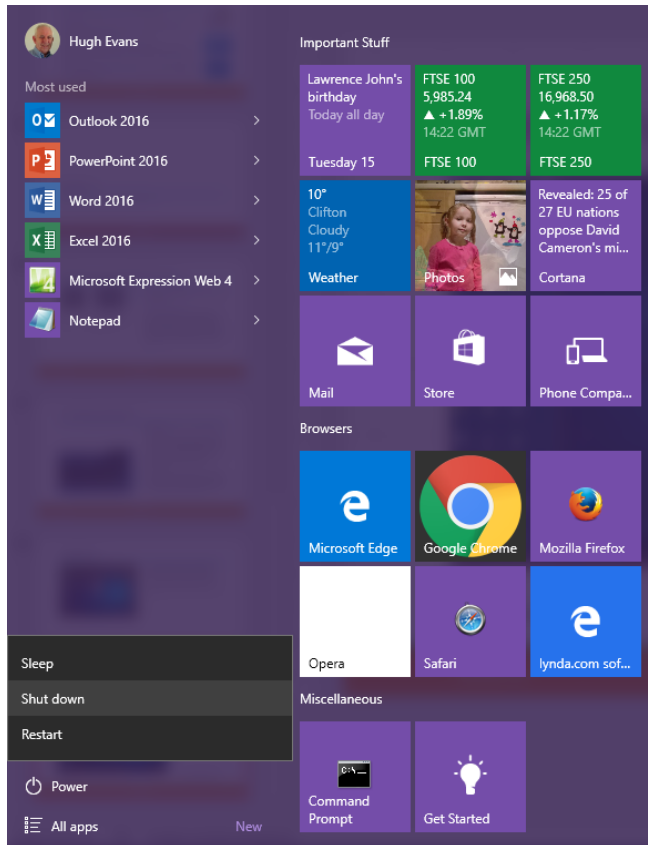
Task Bar – is always visible and let's me launch programs without going back to the desktop

Status Area – time, network status, etc.

Start Button

 *for information only*

Shutting down Windows 10



It's **really important** to shut down Windows before turning off the power to the PC.

Click the Windows 10 icon in the left of the Taskbar



Then click the Power icon



And choose one of the three shut-down options – Sleep, Shut Down or Restart

 *for information only*

Practice Session

START UP, LOG IN AND SHUT DOWN



- To shut down, you will need to use the mouse! and we haven't done any training on that - yet!
- Make sure you can see the mouse 'pointer' ...
- When you place the mouse over (it's called "hovering") the start button, the icon should change colour
- To activate the button click the left mouse button – once
- Move the mouse until it's over the Power button and click the left mouse button once again
- Move the mouse to the shut down option you want and click the left mouse button (once) again



Some things I recently did online

Had a (free) [Skype](#) video call with my friends Kevin & Karen in France



Sent flowers online for my Aunt Evelyn's 92nd birthday using [Serenata Flowers](#)

Amethyst



Booked tickets for "The Commitments"



Ordered lots of Christmas presents online through [Amazon](#)



Browsed the website of our grand-daughter's primary school



Downloaded a handbook (that I had mislaid) for my DAB Radio



Designed my Digital Champion business cards online through [Vistaprint](#)



Watched my favourite team playing rugby in Italy – on Italian TV



Watched a [YouTube](#) video by Hozelock that explained how to fix my hose



In your own time ...

MAKE A LIST OF THE SORTS OF THINGS YOU MIGHT WANT TO DO
ONLINE