

INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS

Class IX , Ch-3 Information and Communication
Technology Skills: I (IT #402)

Session 5: Basic Computer
Operations

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Learning outcome of this Session

After completing this session, you will be able to

- start and shut down a computer.
- identify the various keys on a keyboard and their associated functions.
- use a mouse.
- type simple words.

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Computer hardware and software

- A computer system consists of two main parts—the hardware and the software.
- The physical parts that we can see and touch are called the hardware. It is the machinery of a computer. These are the keyboard, monitor, CPU, etc.
- The software that we cannot see makes the hardware work the way we want.
- The most important software in any computer is the Operating System (OS). This is the software that starts working as soon as we switch on a computer. It displays the desktop on the monitor. Some of the most commonly used operating systems for laptops and desktop are Ubuntu, Microsoft Windows and Mac OS.
- Mobile devices also have operating system that helps them perform their functions. Some of the mobile operating systems are Apple iOS and Google Android



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Starting a computer

- ❑ To start a computer, press the Power button on the CPU. This will start the Windows operating system and display the Windows desktop on the monitor.
- ❑ When a computer is switched on, it performs some basic processes/ functions, before it is ready to take instructions from the user.



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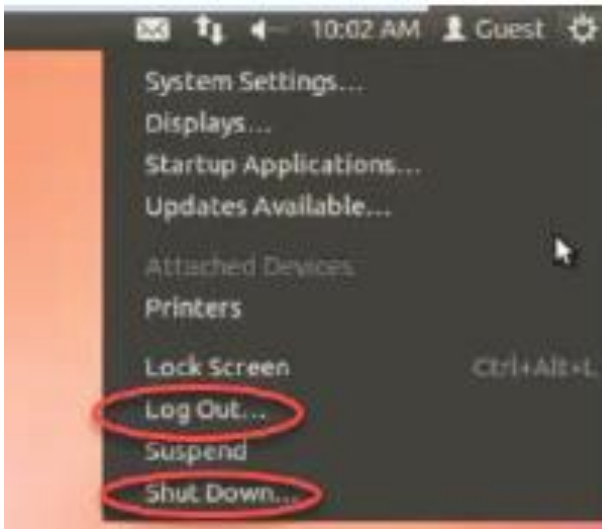
Basic functions performed when a computer starts

- ❑ A computer automatically runs a basic program called BIOS (Basic Input-Output System) as soon as it is switched on or the power button is pushed on.
- ❑ The BIOS first does a self-test. If the self-test shows that the system is fine, the BIOS will load the Operating System. This means that the computer's operating system is now ready to take inputs from the user.

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Login and Logout

- When multiple people use the same computer, each person has his/her own files and applications. To make sure nobody else sees your work, you have login-IDs and passwords.
- Once you finish working, you must log out or sign out so that no one else can see your work.



Sign-in in Ubuntu



Sign-in in Windows

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Shutting Down a Computer

- You can shut down the computer in Ubuntu by clicking “Systems” at the top right and then click on Shut Down. When you click Shut down, the Operating System will close all the applications and turn off the computer.

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Using the keyboard

Identify the various keys on a keyboard and their associated functions.

Ans: Keyboard: A keyboard is an input device used to type text, numbers and commands into the computer. Some keyboards may have fewer function keys.



Parts of a Keyboard

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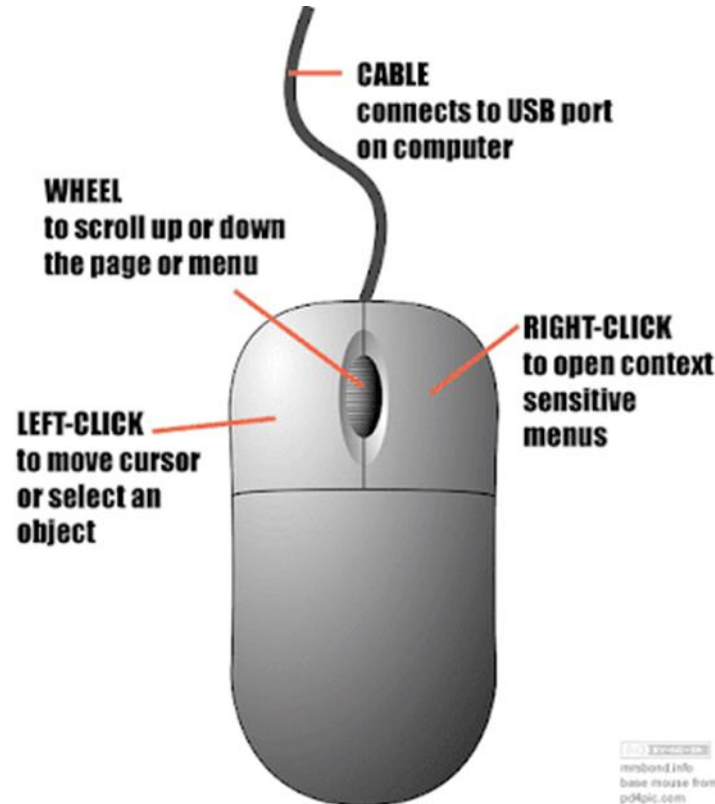
Keyboard Keys

- (a) **Control keys:** Keys, such as Control (CTRL), SHIFT, SPACEBAR, ALT, CAPS LOCK and TAB are special control keys that perform special functions depending on when and where they are used.
- (b) **Enter key:** The label on this key can be either ENTER or RETURN, depending on the brand of computer that you are using. You use the ENTER or the RETURN key to move the cursor to the beginning of a new line. In some programs, it is used to send commands and to confirm a task on a computer.
- (c) **Punctuation keys:** Punctuation keys include keys for punctuation marks, such as colon (:), semicolon (;), question mark (?), single quotation marks (‘ ’), and double quotation marks (“ ”).
- (d) **Navigation keys:** Keys, such as the arrow keys, HOME, END, PAGE UP, and PAGE DOWN are navigation keys. These are used to move up and down, right and left in a document. The HOME and END keys move the cursor to the left/right end of a line of text, respectively. The PAGE UP and PAGE DOWN keys are used to move one page up and one page down, respectively.
- (e) **Command keys:** Keys, such as INSERT (INS), DELETE (DEL), and BACKSPACE are command keys. When the INSERT key is turned ON, it helps you overwrite characters to the right of the cursor. The DELETE key and the BACKSPACE key are used to remove typed text, characters and other objects on the right and left side of the cursor, respectively.
- (f) **Windows key:** Pressing this key opens the Start menu

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Using a mouse

Mouse : A mouse is a small device that you can use to move, select and open items on your computer screen.



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Using a mouse

Mouse Functions are:

- **Roll Over or Hover:** Some actions can be done by simply rolling over or hovering over an item. When you bring the mouse over a file in File Explorer, it will show the details of that file
- **Point and Click :**As you move the mouse on your desk, a pointer moves correspondingly on your screen. The mouse allows you to select an item on the screen. When you click a particular file, it gets selected .
- **Drag and Drop :** To move an item, you need to click it, and then holding the mouse button down, move the item to a new location. After you move the item to the new location, you release the mouse button. This is called drag and drop. When you drag a file in File Explorer, you can pick it up from the present location and drop it in a new location where you release the mouse .
- **Double-click:** Double-clicking means to quickly click the left mouse button twice. When we double click on a file, it will open the file.

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A Quick Recap Of This Session

In this session, you have learnt about the procedure for starting and shutting down a computer. You have identified the various keys on a keyboard and their associated functions. You have also learnt about the use of a mouse for performing various operations.

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Home Assignment

A. Multiple choice questions

1. Which of the following functions are performed using a mouse. Choose and tick all the correct options.
 - a) Turn on computer
 - b) Typing
 - c) Right click
 - d) Drag and Drop an Icon
2. What is the term used when you press and hold the left mouse key and move the mouse around?
 - a) Highlighting
 - b) Dragging
 - c) Selecting
 - d) Moving

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Home Assignment

A. Multiple choice questions

3. Rearrange the steps for starting a computer in the correct sequence.
 - a) Desktop appears after login ()
 - b) Login screen appears ()
 - c) Power on Self-Test (POST) starts ()
 - d) Operating system starts ()
 - e) Welcome screen appears ()

B. Short answer questions

1. Describe the functions of at least 5 types of keys.
2. Describe the functions of a mouse.

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THANKING YOU

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