

SELF-MANAGEMENT SKILLS

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

Session 1: Basic Computer Operations

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Link for more material:

<https://csiplearninghub.com/unit-3-basic-ict-skills-class-10-notes-it-402/>

CHANGING YOUR TOMORROW

Learning outcome of this Session

After completing this session, you will be able to

- demonstrate the process of starting a computer.
- identify the various keys on a keyboard and their associated functions.
- perform various mouse functions.

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1. What is the function of the ENTER key?

Ans: 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

2. How will you prevent others from using your computer?

Ans: A login ID and password is like a key to the lock which allows you to use the computer. When you login to the computer with your login-ID and password, the computer knows that you are an authorised person and allows you to work on the applications in the computer. Once you finish working, you must log out or sign out so that no one else can see your work.

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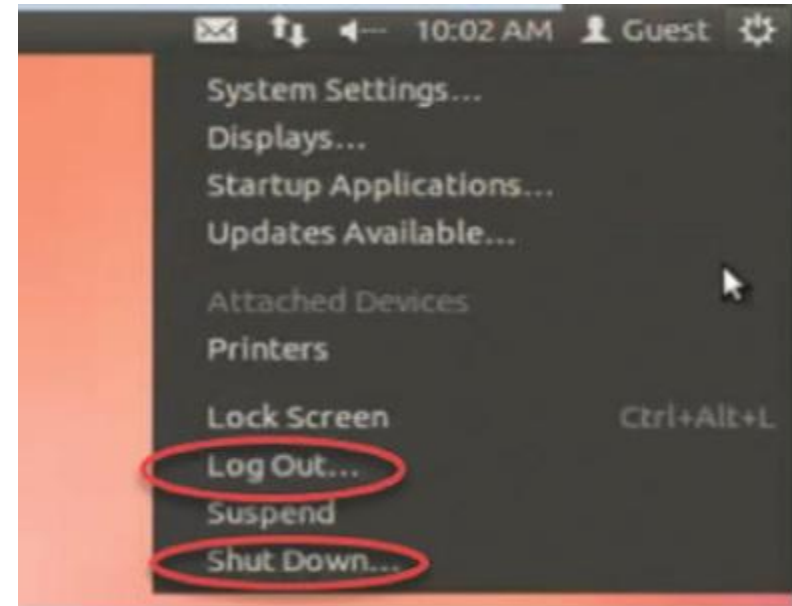
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3. Demonstrate the process of starting a computer.

Ans: To start a computer, press the Power button on the CPU. This will start the operating system and display the Ubuntu desktop or the main screen on the monitor.

4. Demonstrate the process of shutting down a computer.

Ans: We can shut down the computer in Ubuntu by clicking Systems button at the top right and then click Shut Down. When you click Shut down, the Operating System will close all the applications and turn off the computer.



Log Out

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4. 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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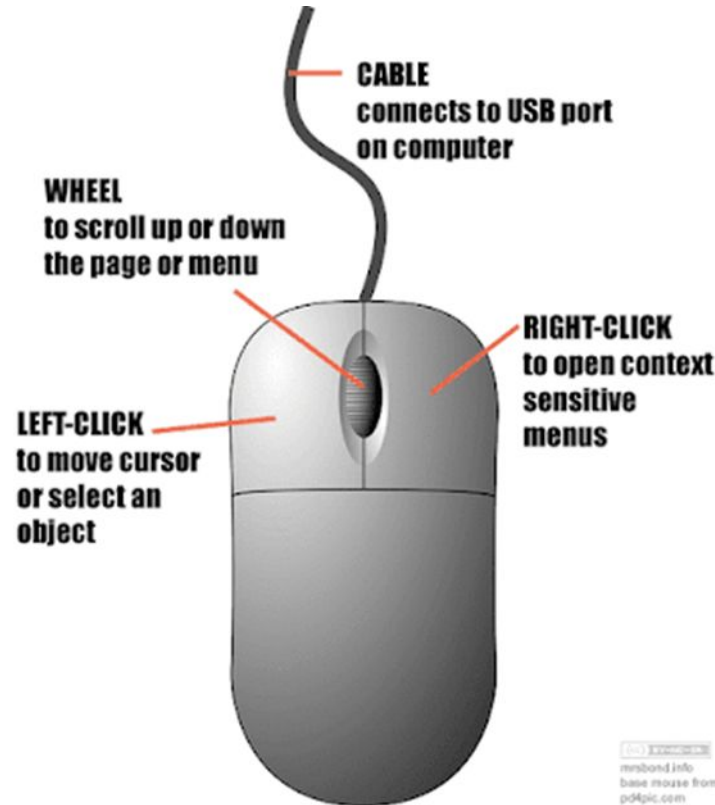
- (a) **Control keys:** Keys, such as Control (CTRL), SHIFT, SPACEBAR, ALT, CAPS LOCK and TAB are special control keys that perform special functions depending on when and where they are used.
- (b) **Enter key:** The label on this key can be either ENTER or RETURN, depending on the brand of computer 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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5. Perform various mouse functions.

Ans: 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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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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Quick Recap of this Session

What 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, for example, Ubuntu, is now ready to take user inputs.



Define the mouse functions.

- Roll Over or Hover
- Point and Click
- Drag and Drop
- Double-click

Define some keyboard keys.

- A: Control keys: Keys, such as Control (CTRL), SHIFT, SPACEBAR, ALT, CAPS LOCK etc.
- 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.
- 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.
- 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.
- F: Windows key: Pressing this key opens the Start menu

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Home Assignment

A. Multiple choice questions

Read the questions carefully and circle the letter (a), (b), (c) or (d) that best answers the question.

1. Which of the following functions is not performed using a mouse?

- (a) Turn on
- (b) Hover
- (c) Right click
- (d) Drag and Drop

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

3. Here are the steps that take place when starting a computer. Rearrange the steps in the correct order.

- (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. Subjective questions

- 1. What is the function of the ENTER key?
- 2. How will you prevent others from using your computer?

THANKING YOU

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