Steps to Start and Shut Down a Computer

Start a Computer:

Step 1:   Press the **start button** on the CPU tower.

Step 2:   Wait while the computer **boots**. When the computer has finished booting, it will show a **dialogue box** that will ask for a **user name** and **password**.

Step 3:   Enter your user name and password, then **click** "OK."

Step 4:   Your computer is now ready to use.

Shut Down a Computer:

Step 1:   To **shut down** your computer, click "Start" on the main menu.

Step 2:   **Highlight** and click on "Shut Down."

Step 3:   You will see a gray dialogue box. Click "Shut Down," then click "OK."

Step 4:   Please wait while your computer shuts down.

TO CONNECT COMPUTER AND A PROJECTOR

Follow these instructions for connecting your laptop to an LCD projector.

1. Setup the projector facing the screen, and plug in the power cord. Set your laptop next to the projector.
2. Plug one end of VGA cable (shown above) into the **COMPUTER 1 IN** port on the projector.
3. Plug the other end of the VGA cable into your laptop's monitor port. If you have a display adapter for your laptop, connect that to the VGA cable before connecting it to your laptop.
4. Turn on your laptop first. Then turn on the projector by first turning power button to on (side of the projector) and then push

the top power button.
The lamp will take a minute to warm up and display.
If there is a display problem, continue to step 5.
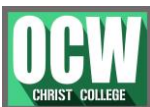5. Switch your monitor .

SHORT CUT KEYS USED IN COMPUTER

QWERTY Keyboard

Shortcut Keys	Description
Alt+F	File menu options in current program.
Alt+E	Open *Edit* options in current program.
Alt+Tab	Switch between open programs.
F1	View help information (F1 is used by almost every Windows program t
F2	Rename a selected file.
F5	Refresh the current program window.
Ctrl+D	Bookmarks the current page in most Internet browsers.

Ctrl+N	Create a new or blank document in some software, or open a new tab in
Ctrl+O	Open a file in the current software.
Ctrl+A	Select all text.
Ctrl+B	Change selected text to be bold.
Ctrl+I	Change selected text to be in italics.
Ctrl+U	Change selected text to be underlined.
Ctrl+F	Open find window for current document or window.
Ctrl+H	Open history box
Ctrl+S	Save current document file.
Ctrl+X	Cut selected item.
Shift+Del	Cut selected item.
Ctrl+C	Copy selected item.
Ctrl+Ins	Copy selected item
Ctrl+V	Paste
Shift+Ins	Paste
Ctrl+Y	Redo last action.
Ctrl+Z	Undo last action.
Ctrl+K	Insert hyperlink for selected text.
Ctrl+P	Print the current page or document.
Home	Goes to beginning of current line.
Ctrl+Home	Goes to beginning of document.
End	Goes to end of current line.
Ctrl+End	Goes to end of document.
Shift+Home	Highlights from current position to beginning of line.
Shift+End	Highlights from current position to end of line.
Ctrl+Left arrow	Moves one word to the left at a time.
Ctrl+Right arrow	Moves one word to the right at a time.

PART -2 (MODULE 1)
HANDLING A COMPUTER
Ms. NISHA RAVEENDRAN, DEPARTMENT OF COMPUTER SCIENCE

Ctrl+Esc	Open the Start menu.
Ctrl+Shift+Esc	Open Windows Task Manager.
Alt+F4	Close the currently active program.
Alt+Enter	Open the properties for the selected item (file, folder, shortcut, etc.).