SSI COMPUTER STUDEIES/DATA PROCESSING SCHEME OF WORK

- **Basic Computer Operation**
- **Word processing I**
- **Presentation Packages**
- **Operating Systems**
- **Word Processing II**
- **Spreadsheets**
- **Database Management**
- **Computer Ethics**
- **Safety Measures**

Basic Computer Operations

Lesson Objectives

1. Define Booting process
2. List type of booting
3. List the steps to startup a computer
4. Discuss the components of a desktop
5. State steps to run an application program
6. State the steps to shut down a computer

Booting process

Booting is the process of starting the computer and loading the operating system. This is the process where the computer prepares itself for proper operation.

Types of booting

- Cold booting
- Warm booting

Cold booting: is the process of starting the computer from a switched off state.

Warm booting: is the process of re-starting the operating system without switching on the computer. In windows this can be done by pressing the "Alt" and "ctrl" with the two left fingers.

Components of a window desktop

The basic components of the window desktop are:

1. Icons
2. Tasks bar
3. Background

   - Icons: An icon in windows is a small picture or objects that represents a file, program, web page or command. Most of the time an icon picture relates to the function of the item its represents. Icons are located in the desktop, start menu, and several places. Example of icons include my computer, my network places, recycle bin etc.
   - Taskbar: a taskbar is a visual device on the desktop that typically shows the user which applications (tasks) are currently active and running. Some commonly used programs and utilities such as the system clock, antivirus, wireless network, system date and many others are found at the bottom of the taskbar.

- <u>Background:</u> A background is also called a desktop. It is the area where icons and windows are displayed. It is the beginning point after the operating system is fully loaded; the desktop is the windows interface and your primary usage area.

Running an application

Running an application program such as a word processing package (Microsoft Word) is about the easiest to operate. To load Microsoft word, take the following steps

1. Click on the **start** button
2. Select **All Programs** ; *a sub menu will popup*
3. Select Microsoft Office; *a sub-sub menu will popup*
4. Select Microsoft Office Word 2003 and click on it.

The process of shutting down the computer system

Before you turn off your computer, you must close all opened windows application packages to ensure you do not lose any data or configuration.

To shut down the computer, you follow the steps below

1. Click on the **start** button
2. Navigate to turn-off computer option and click. The following options are displayed:
   a. Shut down the computer
   b. Restart the computer
   c. Standby
   d. Cancel.
3. Select the option of your choice and wait for the system to respond.

In this lesson we have being able to:

1. Define Booting process
2. List type of booting
3. List the steps to startup a computer
4. Discuss the components of a desktop
5. State steps to run an application program
6. State the steps to shut down a computer

Assignment
1. Mention the two ways of booting the computer
2. List the steps to run an application in your computer.
3. Identify the type of operating system you have in your computer.
4. When you select shutdown in your computer what do you observe?