



## LITTERA PUBLIC SCHOOL

### CLASS 1

### CHAPTER 3 COMPUTER ETIQUETTE

### COMPUTER

#### Steps to turn on a computer:-

- Step 1:- switch on the power switch
- Step 2:- switch on the ups by pressing the power button on it.
- Step 3:- switch on the system unit by pressing the power button on it.
- Step 4:- switch on the monitor by pressing the power button on it.

#### Steps to turn off a computer:-

- Step 1:- with the help of the mouse, click on the start button on the desktop screen.
- Step 2:- Click on the power option then click on shut down option in the start button.
- Step 3:- Switch off the monitor by pressing the power button on it.
- Step 4:- switch off the ups by pressing the power button on it.
- Step 5:- switch off the power switch.

#### How to take care of a computer

- Do not eat or drink near the computer system.
- Do not switch off the computer directly.
- Keep your fingers, pencils of the screen.
- Sit assigned seat only.
- Leave the computer as it was when you entered the lab.
- Do not fight with your computer partners.