



How to Start your Computer

- On the front of the **base unit/tower** you will find the **start button** which has a symbol like this on it: 
- Press it firmly and then let go.
- You will also need to turn on the **monitor** by pressing a button with a similar symbol on it: 
- The computer then starts the process of '**booting up**'
- In order to start up successfully the computer first has to check that all its' parts are working properly. You can hear the computer working away at this task, and see text on the screen which tells you what is happening.
- The computer then has to load the **Operating System** ~ the instructions that help it to run other programs.
- Once this process is completed successfully you will see the **Windows start up** screen which tells you which version of the operating system is running e.g. Windows XP or Windows 2000.
- Finally, you will see the **Windows desktop** screen & **Taskbar** and you will know that the computer is ready for use...
- If you are going to use the **printer**, you will have to turn that on too!

How to Stop your Computer

Close all programs that you have open, by clicking on the **Close** button in the top right hand corner of the screen



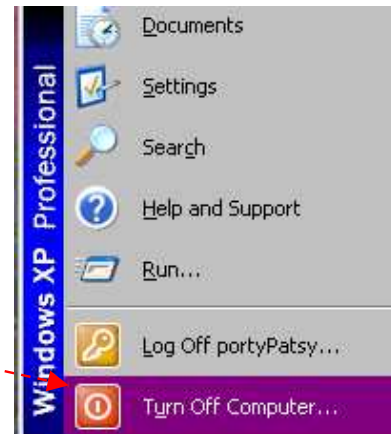
- Don't forget to close any programs that you have open, but **minimised**, on the task bar at the bottom of the screen:



- One of the strange things about the PC is
- that you **stop** it from the **Start** Menu!



- Using your mouse click on the **Start** button in the bottom left hand corner of the screen which opens the start menu



- Click on **Turn Off Computer** button
- Which opens



- Click on the **Turn off** button
- This will complete the process of closing down the PC, but just as the computer takes time to boot up, so the shutting down process takes time as the computer shuts down all its' operations safely.