

COMPUTER BASICS 2

***Note to teacher:** *encourage students to buy a flash drive or thumb drive. Tell them it is something that they can use to transfer their homework to their home computers.*

Turning the Computer On and Off



Level:	All ESL Levels
Media Needed:	Computer

Learn New Words



Do this page at your desk.



Directions: Write the words.

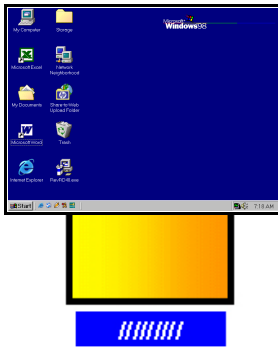
keyboard

keyboard



desktop

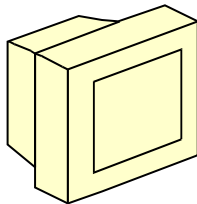
d



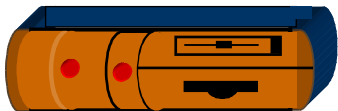
folder



menu



monitor



computer or CPU

c

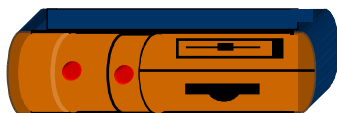
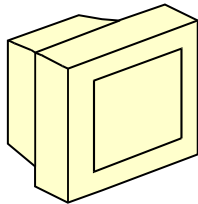
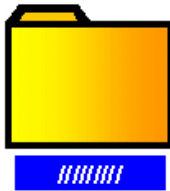
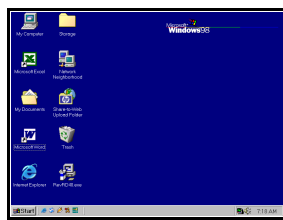
Practice New Words



Do this page at your desk.



Directions: Match the pictures and the words.



monitor

keyboard

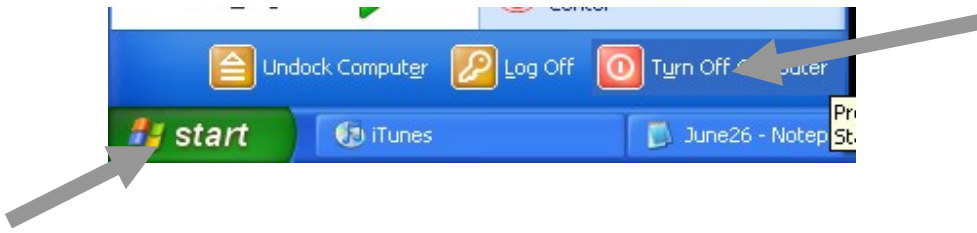
CPU or
Computer

folder

menu

desktop

Steps to Turning Off the Computer



Directions: Write the five steps to turning off the computer.

1. S _ _ _ _ _
2. S _ _ _ _ D _ _ _ _ or
T _ _ _ _ _
3. O _ _
4. T _ _ _ _ O _ _ _ M _ _ _ _ _

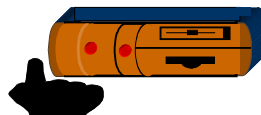
Turning Off and On the Computer

Directions: Follow the steps and turn **off** the computer one time.

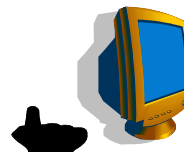
1. Click **Start**.
2. Click **Shut Down** on the menu.
3. Click **Shut down** in the box.
4. Click **OK**.
5. Turn off the monitor.

Directions: Follow the instructions and turn **on** the computer.

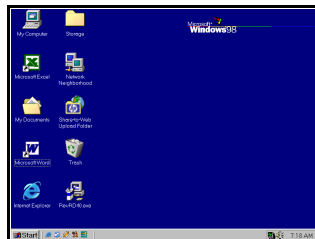
1. Push the button on the computer.



2. Push the button on the monitor.



3. Wait for the desktop.



4. Turn the computer off and on 3 times.

- 1 time
- 2 times
- 3 times




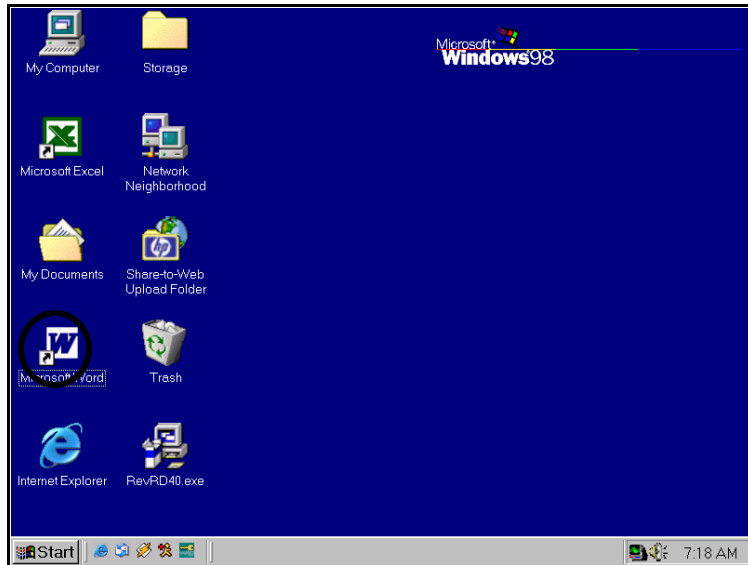
Opening Programs



Ask your teacher or a friend to help you with this page.

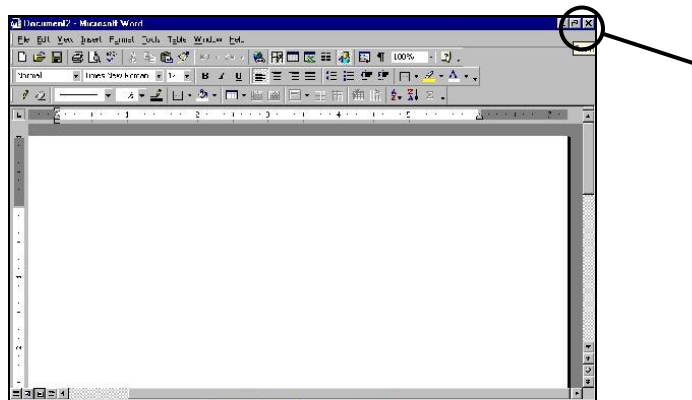


Directions: Double click (click 2 times fast) on  from the desktop.



Closing Programs

Directions: Click on  to close.

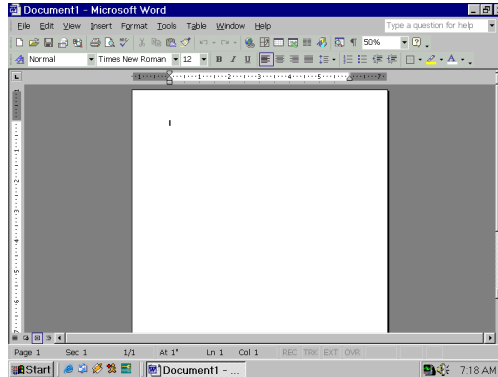


Practice Opening and Closing Programs

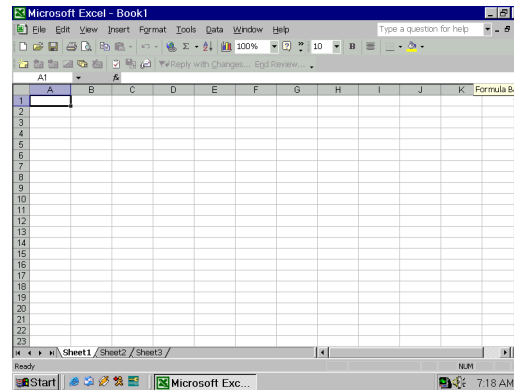
Directions: Open and close the programs.



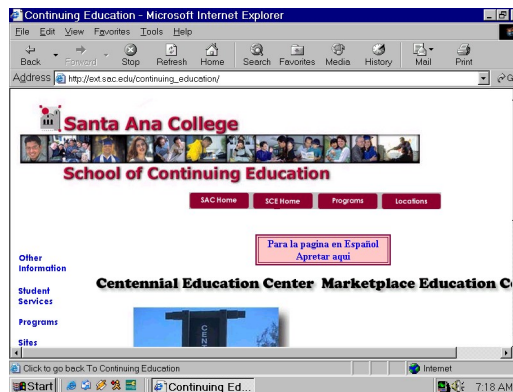
Microsoft Word



Microsoft Excel



The Internet



Teaching Others

Teach one other student what you learned in this lesson.



Partner's Signature

date

COMPUTER BASICS 2

Turning the Computer On and Off



CHECKLIST: Check ✓ each worksheet when you finish.

___ Learn New Words (page 2)

___ Practice New Words (page 3)

___ Steps to Turning Off the Computer (page 4-5)

___ Turning Off and On the Computer (page 7)

___ Opening and Closing Programs (page 8)

___ Practice Opening and Closing Programs (page 9)

___ Teaching Others (page 10)

I finished all the worksheets and activities.

Student's Signature

Instructor's Signature

ANSWER KEY

Turning the Computer Off and On

Practice New Words (page 3)

Steps to Turning Off the Computer

1. Click Start on the desktop.
2. Click Shut Down on the menu.
3. Click Shut down in the box.
4. Click OK.
5. Turn off the monitor.

monitor

keyboard

CPU or Computer

folder

menu

desktop