

Computer Basics

Turning ON the Computer.

1. Turn the Monitor **ON**.
2. Turn the Computer **ON**.
3. Sit back and wait until the computer turns **ON**.
4. When the computer has finished booting two small squares will appear on the monitor screen. One square is named: **Administrator**, the second square is named: **Guest**.
5. Scroll the mouse until the mouse indicator appears over the square named **Guest**.
6. Click the **left mouse button** on the mouse.
7. The computer should start automatically.
8. The start screen should now be on the monitor. Two methods to start a program are:

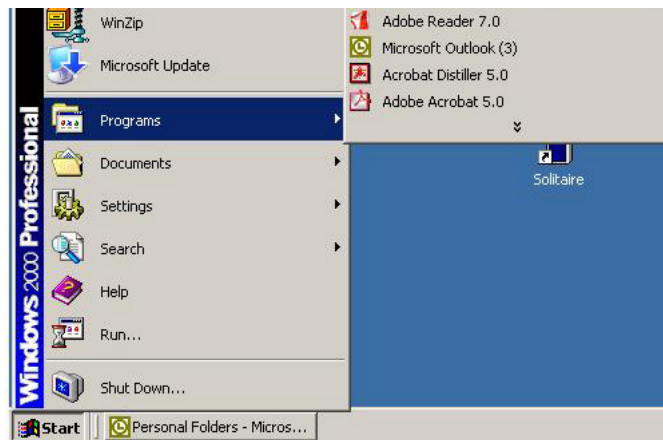
- A. **Double click the left mouse button** when the mouse indicator is over the program icon on the screen for the program you would like to run. To run Microsoft Outlook place the mouse indicator on the icon and **double left click** or



- B. Scroll the mouse indicator to the lower left of the screen where it indicates **start**.



- C.
 - a. **Left click** the mouse. A menu should appear on the left of the screen.



- b. Scroll up the menu until the indicator is at **Programs**. The **Programs** box should now be a blue color and a listing of the programs installed on the computer should appear at the right. The ten most recently used programs will appear immediately. Scroll to the down arrows and all the programs installed in the computer will be shown.
 - c. Scroll to the program you wish to run and **left click** the mouse.
9. Congratulations! You are now ready to run the program.

Turning OFF the Computer.

1. Scroll the mouse to the top right of the screen. There should be a box with an **X** at the top right of the screen. When the indicator is over the box, **left click** the mouse. This should close the program.
2. The start screen should be on the monitor.
3. Scroll to the lower left of the screen and **left click** over the **start** box.



4. Scroll up to **Turn Off Computer**. When the box is colored blue, **left click** the mouse.



5. A **Turn Off Computer** menu box should appear.
6. Scroll to the **Turn Off** box and **left click** the mouse.



7. It may take some time but the computer should turn itself **OFF**.
8. When the computer has turned **OFF**, turn the monitor switch to **OFF**.