Mineral Resources Infrastructure Work

Level - I

Learning Guide -10

Unit of Competence: -   Use Personal Computer

Module Title: -   Using Personal Computer

LG Code: -   MIN MRI1 M02   LO5-LG-10

TTLM Code: -   MIN MRI1 TTLM 0819v1

LO5: Shut down computer

Instruction Sheet-5	Learning Guide - 10

This learning guide is developed to provide you the necessary information regarding the following **content coverage** and topics –

- o Closing applications
- o Shutting-down computer

This guide will also assist you to attain the learning outcome stated in the cover page. Specifically, upon completion of this Learning Guide, **you will be able to –**

- Close all open applications.
- Shut-down computer according to user procedures

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below 3 to 6.
3. Read the information written in the information "Sheet 1 and Sheet 2".
4. Accomplish the "Self-check-1" **in page 5**.
5. If you earned a satisfactory evaluation from the "Self-check" proceed to "Operation Sheet 1 and Operation Sheet 2" **in pages 6.**
6. Do the "LAP test" **in page – 8** (if you are ready).
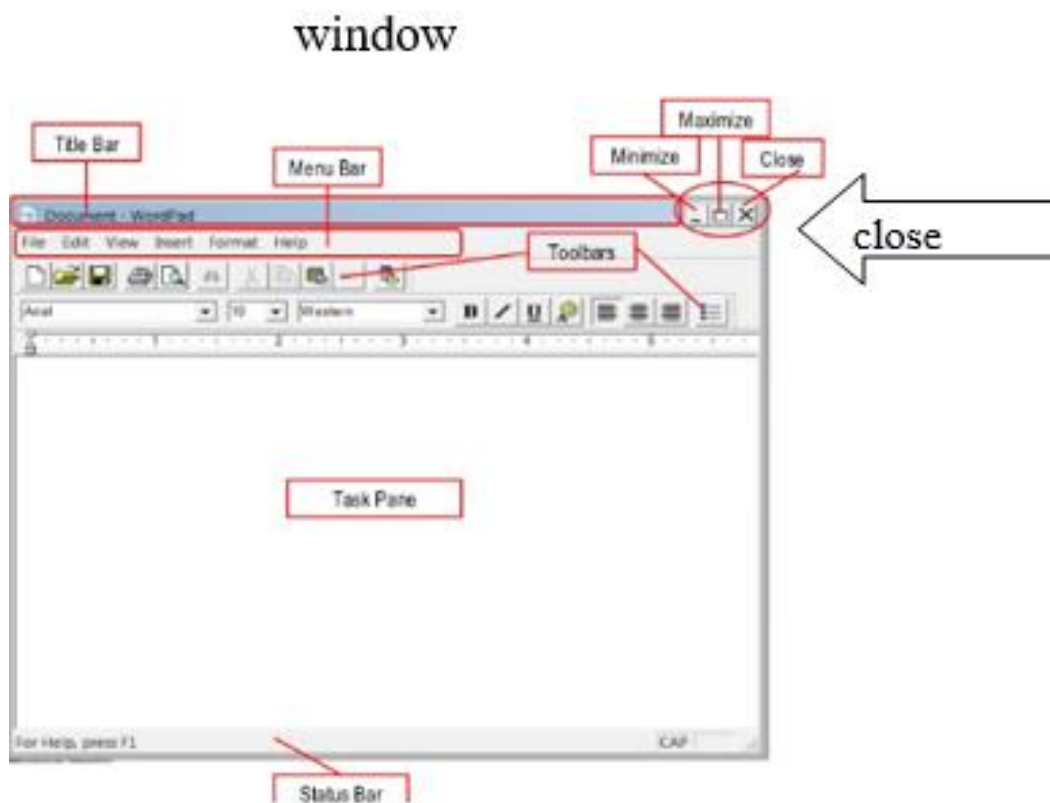1. Do the "cumulative LAP test or Final" **in page – 10** (if you are ready).

Information Sheet-1	Closing applications

1.1 Closing applications

Close is the action performed to terminate a program or exit a file. If a file has changed since it was opened, and the program is closed, any changes to that open file may be lost unless they are saved before closing.

E.g. closing window

To quickly **close** the current application, press Alt+F4.

F.g.1.1.window application

Information Sheet-2	Shutting-down computer

2.1 Shut-down computer

- To shut down or power off a computer is to remove power from a computer's main components in a controlled way. After a computer is shut down, main components such as CPUs, RAM modules and hard disk drives are powered down, although some internal components, such as an internal clock, may retain power.

- It should be noted that the system must be properly shut down before switching off the system.

F.g.2.1.shutdown menu

Self-Check -1	Knowledge Test

I.   Say true or false for the following statements

_____ 1. Any changes to that open file may be lost unless they are saved before closing the program.

_____ 2. After a computer is shut down, main components such as CPUs, RAM modules and hard

disk drives are powered down.

Note: **Satisfactory rating - 5 points**   **Unsatisfactory - below 5 points**

Answer Sheet

Score = _____

Rating: _____

Name: _____   Date: _____

Operation Sheet-1	Shutting-down computer

Shut down computer methods

1. By using the following steps.

   Step 1: To **shut down** your computer, click "Start" on the main menu.

   Step 2: **Highlight** and click on "Shut Down."

   Step 3: You will see a gray dialogue box. Click "Shutdown," then click "OK."

   Step 4: Please wait while your computer shuts down.

2. Press Ctrl + Alt + Del and click the power button in the bottom-right corner of the screen.

3. From the Windows desktop, press Alt + F4 to get the Shutdown Windows screen shown here.

Operation sheet-2	Cutting, coping, pasting file

There are three major methods of cutting, copying, and pasting: using the menu, using keyboard shortcuts, and using icons. In most programs, they work exactly as described here.

Method-1: Using the Menu:

Cut

➢ Select what you want to cut.
➢ Click Edit, which is located on the menu bar. A drop-down menu appears.
➢ Click Cut.

Paste

➢ Place the cursor at the point where you want to place the information that is currently on the Clipboard.
➢ Click Edit. A drop-down menu appears.
➢ Click Paste.

Copy

➢ Select what you want to copy.
➢ Click Edit, which is located on the menu bar. A drop-down menu appears.
➢ Click Copy.

Method- 2: Using Keyboard Shortcuts:

Cut

➢ Select what you want to cut.

➢ Press Ctrl-x.

Paste

➢ Place the cursor at the point where you want to place the information that is currently on the Clipboard.

➢ Press Ctrl-v.

Copy

➢ Select what you want to copy.

➢ Press Ctrl-c.

Method-3: Using Icons:

Cut

➢ Select what you want to cut.

➢ Click the Cut in Cut icon.

Paste

➢ Place the cursor at the point where you want to place the information that is currently on the Clipboard.

➢ Click the Paste in Paste icon.

Copy

➢ Select what you want to copy.

➢ Click the Copy in Copy icon

LAP Test -5	Shutdown your computer using keyboard

Press Alt+F4 to get the **Shut down** Windows screen and select **shut down**

Source /reference/ from website /internet/

1. Beginning computer literacy

2. Class-3 computer text book

3. Managing file

4. Computer basics

LAP Test /Final/	**Cumulative Practical Assessment**

Name: _____ Date: _____

Given time: 50 min

Instructions:

1. Prepare your workspace.
2. Open your computer using procedures
3. Open a folder in my document
4. Rename this folder by your name.
5. Create short cut of the folder and send to a desktop
6. Create Microsoft document in the desktop using right click then new
7. Rename the Microsoft document by a name TEST.
8. Open the Microsoft document and write the two paragraphs below using:
    - Times New roman font
    - Bold and underline the title with font size 14
    - Paragraphs: - font size 12, line spacing 1.5 and align the Paragraphs evenly between the margins.

Computer Based Tests

- ➢ Computer-based testing is now available for several admissions tests throughout our country Ethiopia and in most locations around the world. This way of testing is important because it can measure different skills or sets of knowledge in order to provide new and better information about your abilities. TVET colleges give personal computer training to their students to know about computer and its functions.

- ➢ A computer is a machine or device that performs processes, calculations and operations based on instructions provided by a software or hardware program. It is designed to execute applications and provides a variety of solutions by combining integrated hardware and software components. These programs enable computers to perform an extremely wide range of tasks.

9. Save
10. Print
11. Close and move the file to the previously created shortcut folder using drag-drop method.
12. Finally close the application (folder) and shutdown your computer

Note: **Satisfactory rating - 50 points   Unsatisfactory - below 50 points**

Answer Sheet

Score = _____

Rating: _____

Name: _____

Prepared by:

1. **Mr Yemane Haftay ……………………… Shire poly technique college /+251946879203/**

2. **Mr Gebremichael Tesfay……....…………Axum technical college /+251910828316/**