

*Orientation
Course*

Introduction to Computers



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@2026

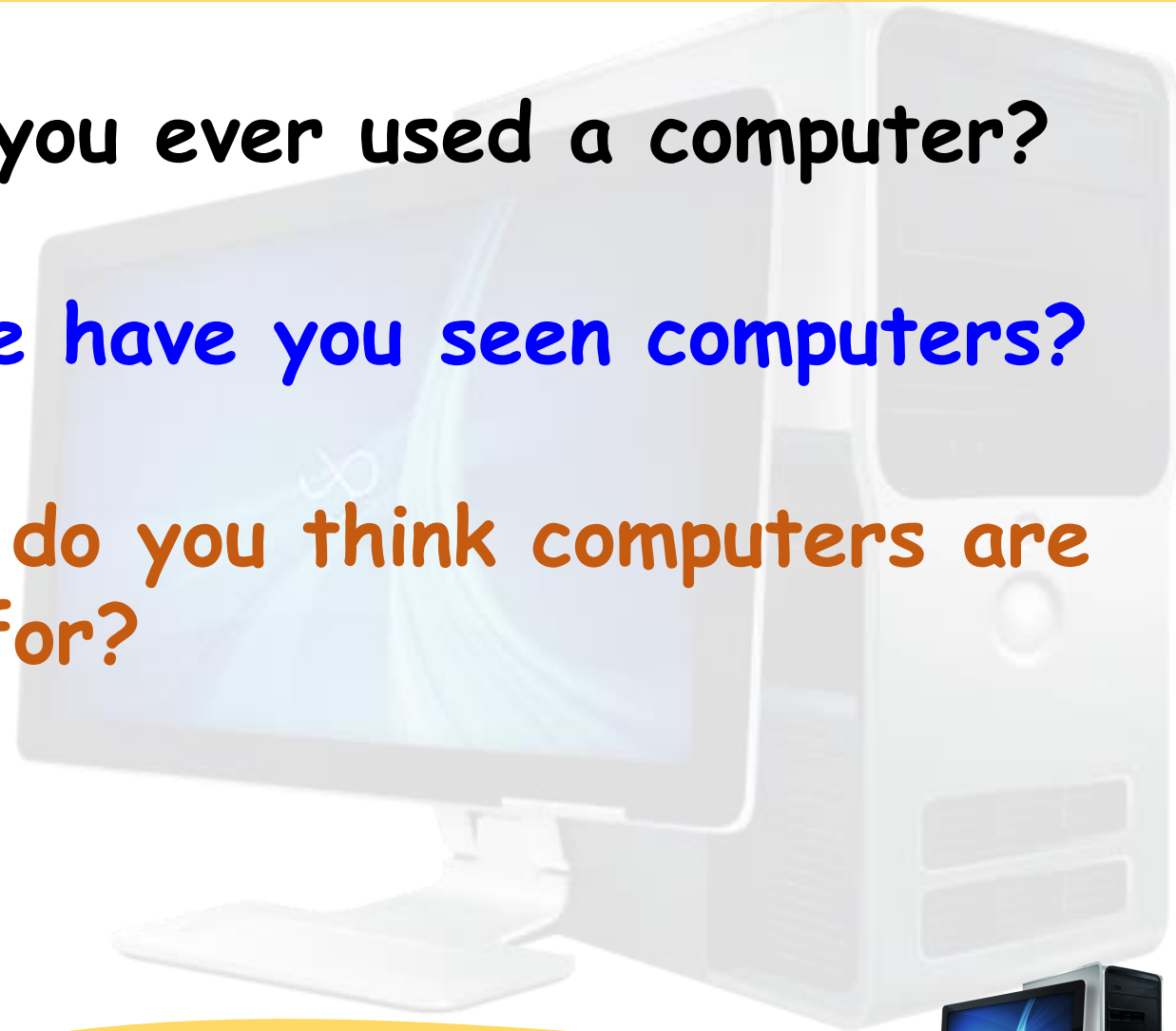
Let's Think



Have you ever used a computer?

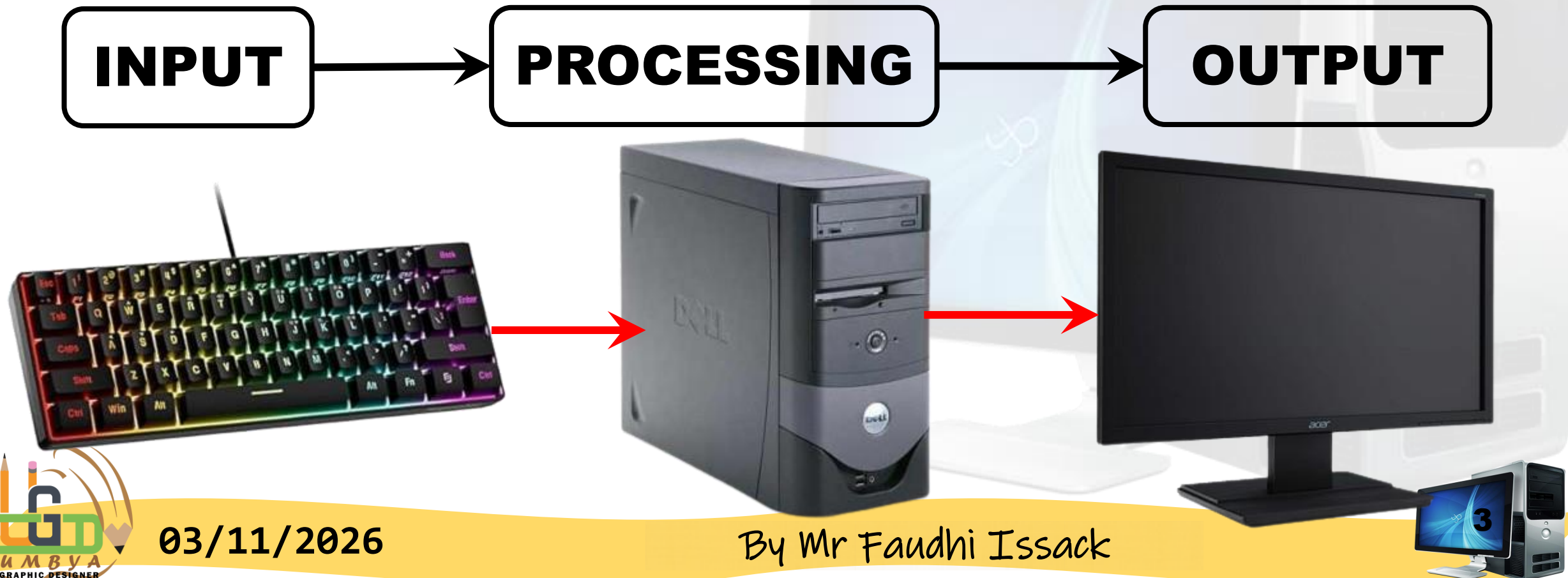
Where have you seen computers?

What do you think computers are used for?



What is a Computer?

A **computer** is an electronic device that receives **data**, processes it, stores it, and produces **information**.



Examples of Computers



Desktop



Laptop



Tablet



Smartphone

In this lab we mainly use Desktop Computers

Parts of a Desktop Computer



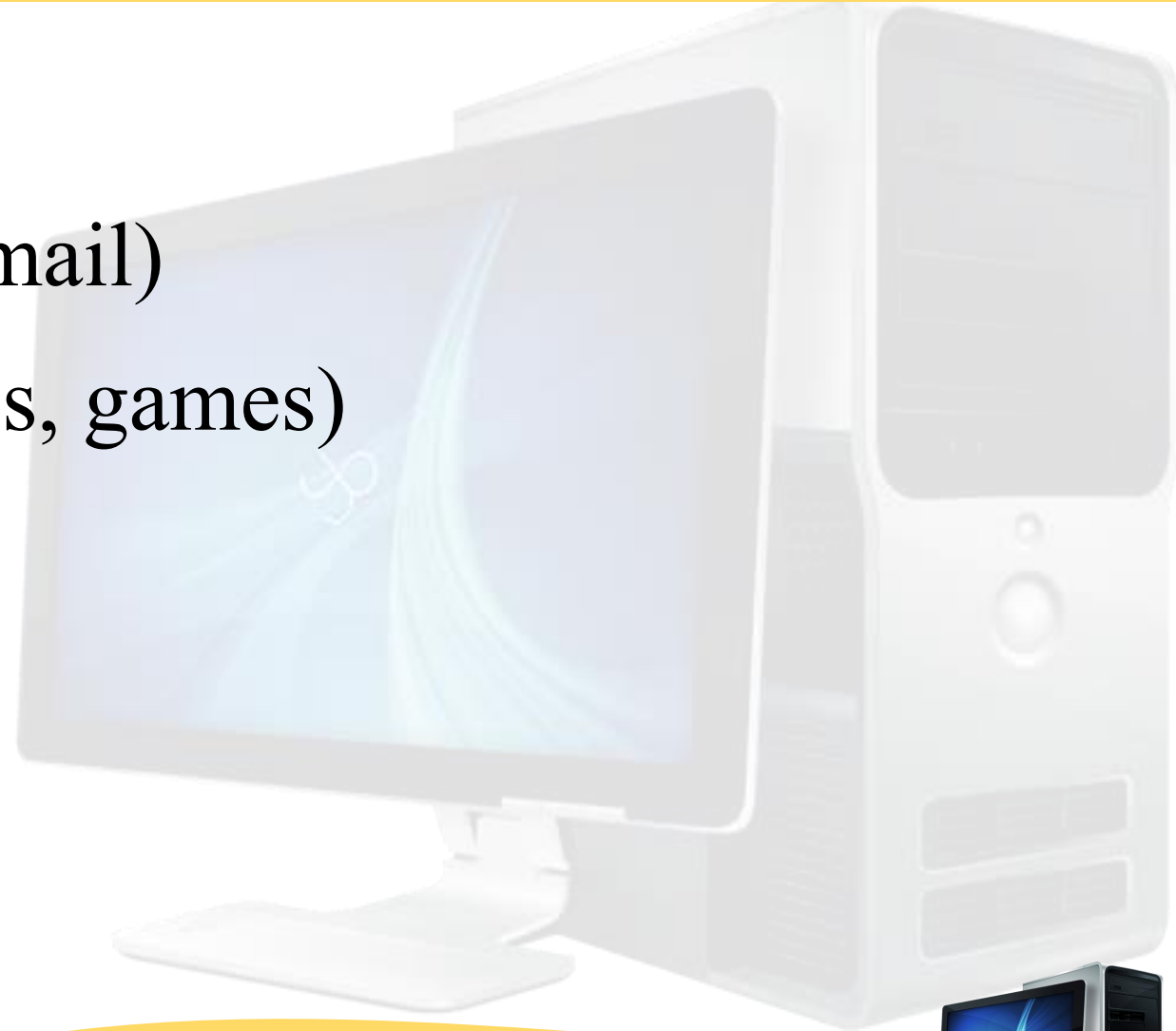
Functions of Computer Parts

Part	Function
Monitor	Displays information
Keyboard	Used for typing
Mouse	Used to point and select
System Unit	Processes and stores data



Uses of Computers

- Education and learning
- Communication (internet, email)
- Entertainment (music, videos, games)
- Business and banking
- Storing information
- Designing



Computer Laboratory Rules

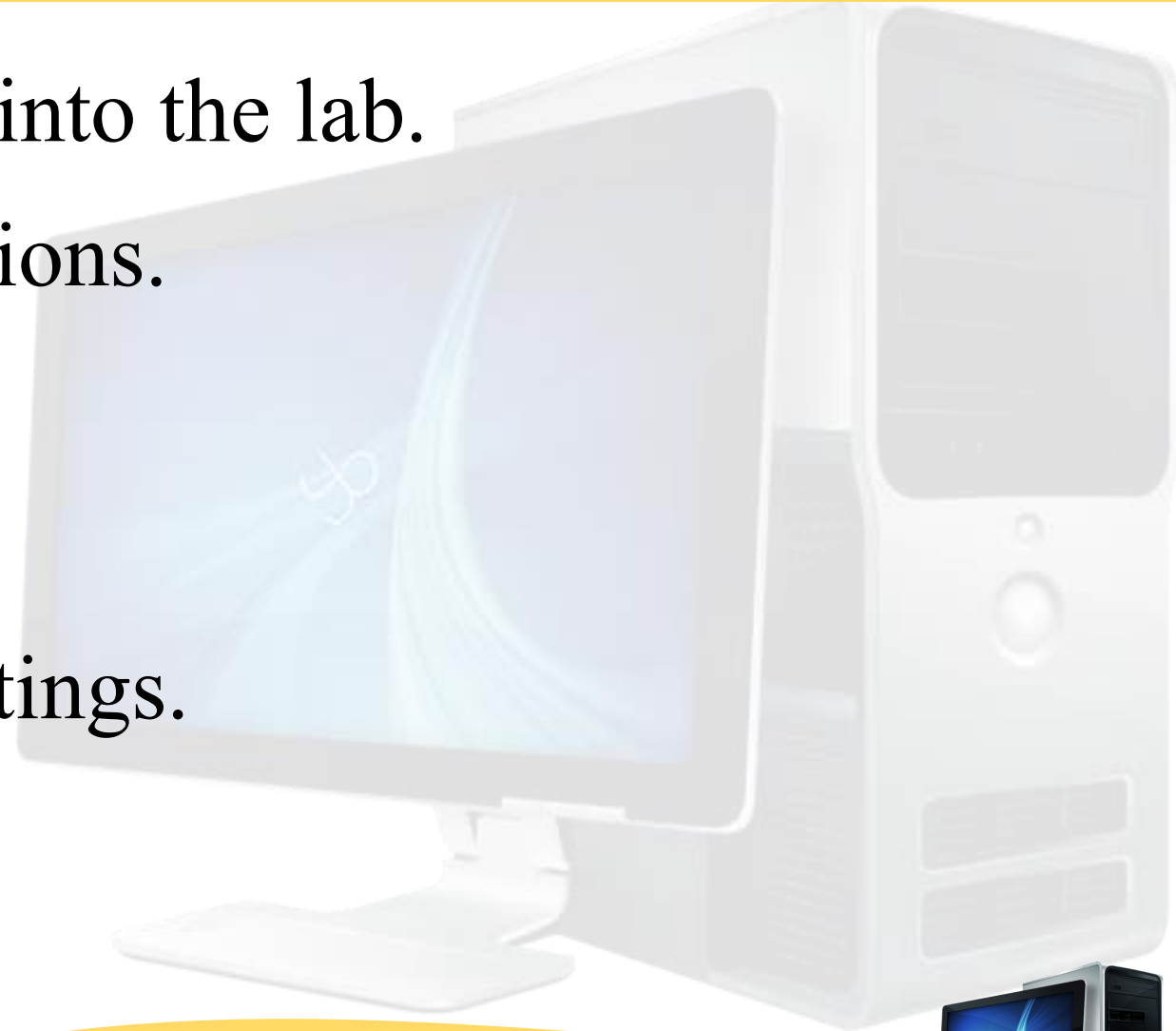
🖥️ Do not bring food or drinks into the lab.

🖥️ Follow the teacher's instructions.

🖥️ Handle equipment carefully.

🖥️ Do not run inside the lab.

🖥️ Do not change computer settings.



Safety Precautions

- Do not touch power cables.
- Do not unplug devices.
- Do not open the system unit.
- Do not install programs.
- Do not insert flash disks without permission.



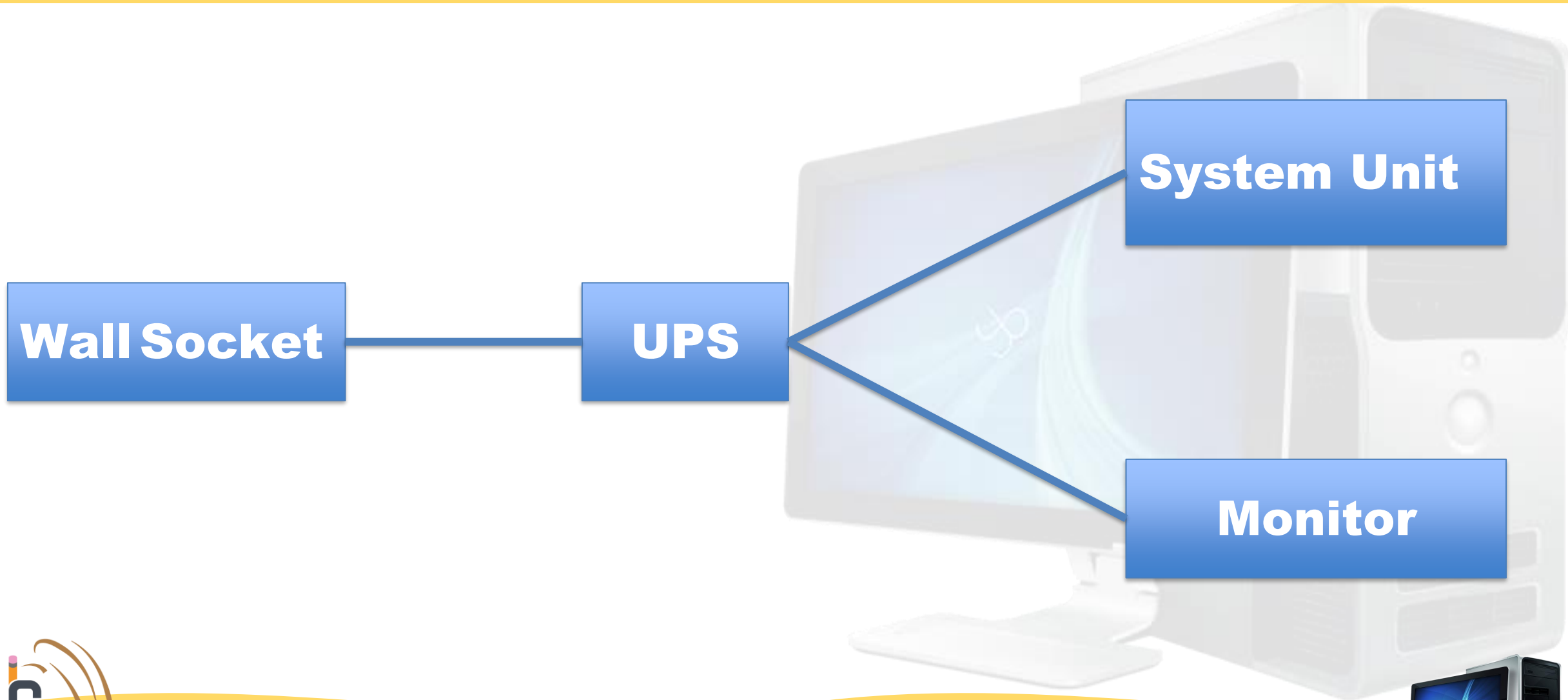
UPS (Uninterruptible Power Supply)

- 🖥️ A UPS provides temporary power when electricity goes off.
- 🖥️ It protects the computer from sudden power loss.
- 🖥️ It allows safe shutdown of the computer.

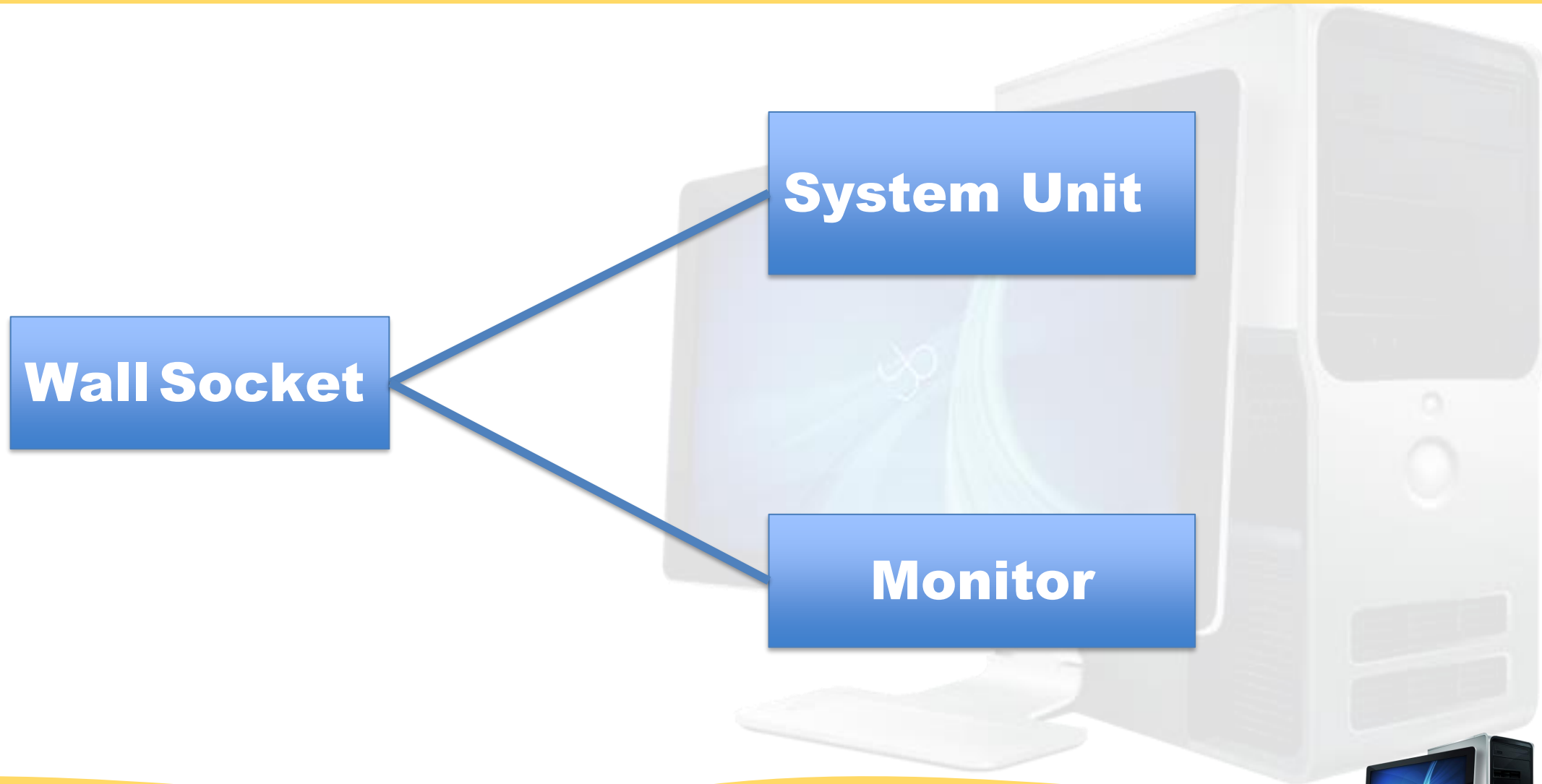


← UPS

Power Connection Using UPS

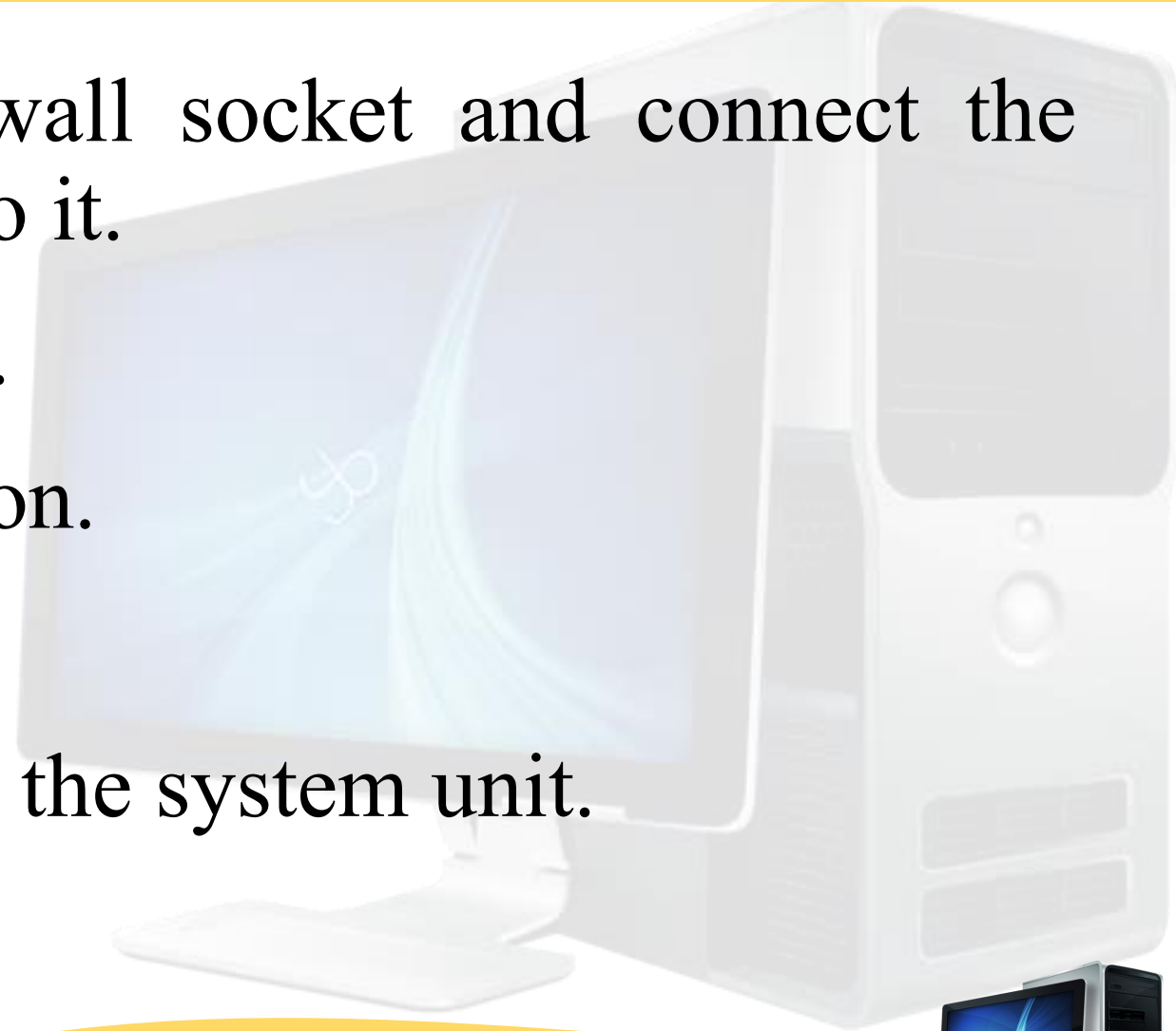


Power Connection Without UPS



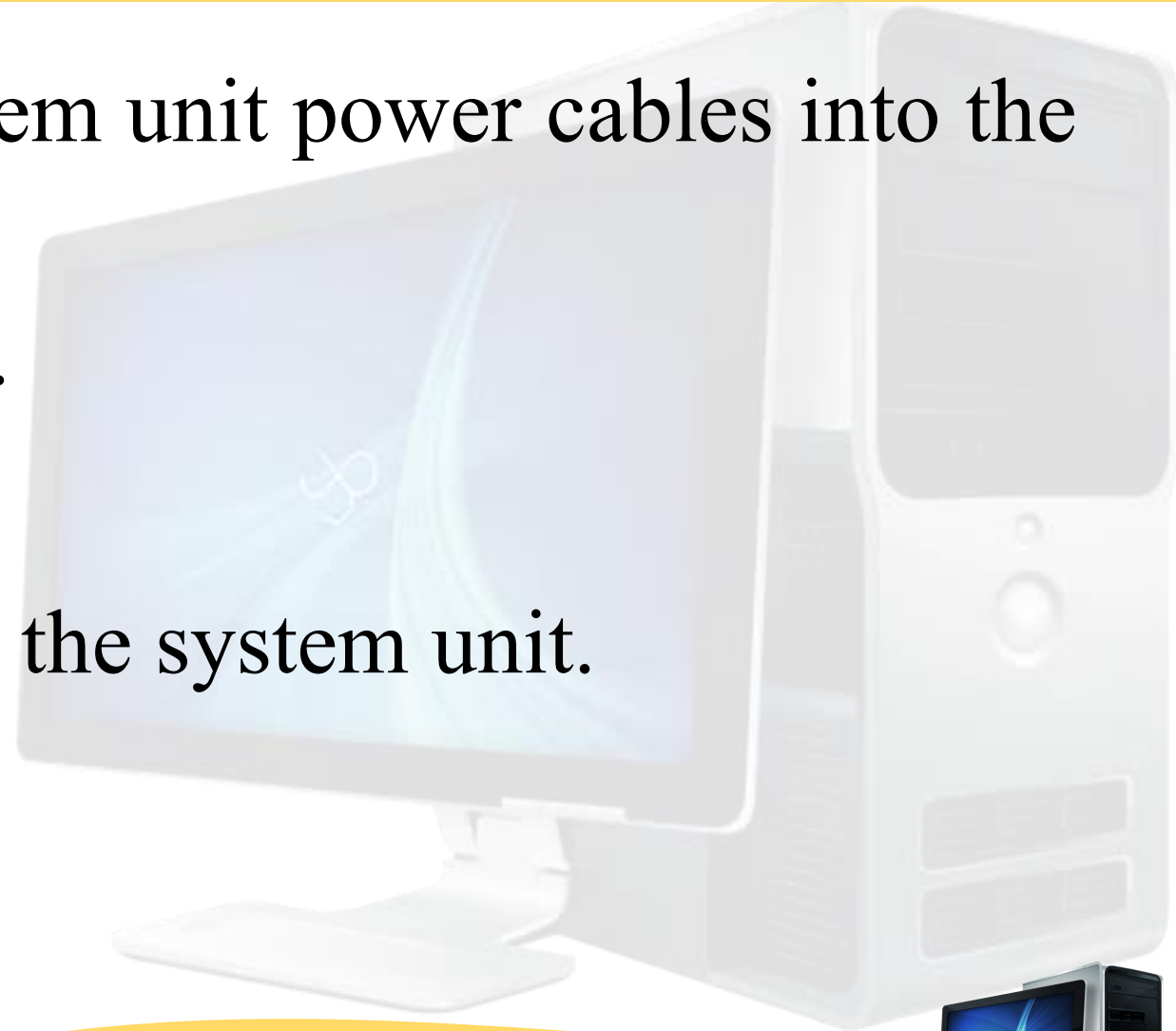
How to Switch On a Computer (With UPS)

1. Plug the UPS into the wall socket and connect the system unit and monitor to it.
2. Switch on the wall socket.
3. Press the UPS power button.
4. Switch on the monitor.
5. Press the power button on the system unit.



How to Switch On a Computer (Without UPS)

1. Plug the monitor and system unit power cables into the wall socket.
2. Switch on the wall socket.
3. Switch on the monitor.
4. Press the power button on the system unit.



How to Shut Down a Computer

1. Click **Start**.
2. Click **Power**.
3. Click **Shut Down**.
4. Wait until the computer turns off.

⚠ Important:

Never switch off power directly.



Practical Activity: Microsoft Word

1. Open Microsoft Word.
2. Type your Name.
3. Type your Class.
4. Change font size and color.
5. Make the text Bold and Center it.



Activity: Identify the Parts

- 🖥️ Point to the Monitor.
- 🖥️ Point to the System Unit.
- 🖥️ Point to the Keyboard.
- 🖥️ Point to the Mouse.
- 🖥️ Find the UPS.
- 🖥️ Find the Power Button.



Let's Review



**TIME FOR
REVIEW!**

- 💻 What is a computer?
- 💻 Mention two uses of computers.
- 💻 Mention two parts of a desktop computer.
- 💻 What is the function of a UPS?



Thank you



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By Mr Faudhi Issack



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