FIRST DAY IN COMPUTER CLASS

Complete Course Syllabus & Basic Introduction Handout

COURSE OVERVIEW & SYLLABUS

Chapter 1: Basic Accessories

- **Paint:** Drawing tools, shapes, and colors
- **Notepad:** Basic text creation & editing
- **WordPad:** Document formatting & typography

Chapter 2: Fundamentals

- **Introduction:** Computer definitions
- **Hardware & Software:** Basic understanding
- **Operations:** Starting & safe shutdown

Chapter 3: MS-Office Suite

- **MS-Word:** Word processing & styling
- **MS-Excel:** Spreadsheets, rows, & columns
- **MS-PowerPoint:** Presentations & slides

Chapter 4: Internet Basics

- **Browsers & Surfing:** Web navigation
- **Email:** Sending & receiving messages
- **Downloading:** Saving files safely

LESSON 1: WHAT IS A COMPUTER?

Letter	Full Form Definition
C	Common
O	Operating
M	Machine
P	Particularly
U	Used for
T	Technical
E	Educational and
R	Research

> **Summary Definition:** A **Computer** is a *Common Operating Machine Particularly Used for Technical, Educational, and Research* purposes.

HOW TO SWITCH ON

1. **Main Power Switch**
   Turn on the switch on the circuit board / UPS socket.
2. **Monitor Power**
   Press the power button on the monitor frame.
3. **CPU Power Button**
   Press the main power button on the CPU box.
4. **Wait for Booting**
   Wait ~1 minute for Windows to start up completely.

HOW TO SWITCH OFF

1. **Click Start Button**
   Click the Windows Start icon in the bottom-left corner.
2. **Select Shut Down**
   Click Power icon and select "Shut Down".
3. **Wait for System Off**
   Wait until screen and CPU lights completely switch off.
4. **Main Power Switch**
   Switch off the monitor button and main board switch.