

System Start - Up

- **Cold Boot:** if the system is turned off.
 - STEP 1: Turn **ON** the **monitor** and any other peripherals {speakers, printer, scanner, etc...}
 - STEP 2: Turn **ON** the **C.P.U.**

- **Warm Boot:** if the system is already ON and needs to be restarted.
 - STEP 1: Press **CONTROL – ⌘(command/apple) - RESET** {WinTel: CONTROL - ALT - DELETE}
 - STEP 2: Release **RESET – ⌘(command/apple) – CONTROL** {WinTel: DELETE - ALT - CONTROL }If this does not work, look for a manual reset switch located on the CPU.

System Lock - Up

- **Force Quit {End Task} - Macintosh:** if the system locks-up, always try to force quit the application before rebooting.
 - STEP 1: Press **CONTROL - OPTION - ⌘(command/apple) - ESC**
 - STEP 2: Follow any user prompts that may appear on the screen.
 - STEP 3: Generally it's a good idea to restart the computer to reset the operating system. This would be done by going to the **SPECIAL** pull down menu and choosing the **RESTART** option.

- **End Task {Force Quit} – Windows:** if the system locks-up, always try to end tasks before rebooting.
 - STEP 1: Press **CONTROL - ALT - DELETE**
 - STEP 2: Follow any user prompts that may appear on the screen.
 - STEP 3: Generally it's a good idea to restart the computer to reset the operating system. This is done by choosing the **SHUT DOWN** option from the **START** button, then select **RESTART THE COMPUTER** from the shut down window.

Basic Operations

- Terminology:
 - **Menu {full screen} / Pull Down Menu** - a list of options to choose from.
 - **Icon** - a small picture that represents a menu option or computer function.
 - **GUI** - Graphical User Interface.
 - **Window(s)** - a position on the monitor for activity.
 - **Desk Top** - when a file is stored in the memory banks. Not necessarily on the disk.
 - **DELETE / Backspace key** – erases one character at a time moving to the left.
 - **Arrow Keys** – moves the cursor without affecting the document.

- The Mouse:
 - Moving the cursor** - moves the cursor with in the document without making any changes to the document.
hold the mouse with your finger tips on the button(s) and move it on the desktop.
 - Single Click** - chooses an object or selects a menu item.
gently press and release the mouse button one time quickly.
 - Double Click** - chooses an object or menu item and activates its function.
gently press and release the mouse button two times quickly.
 - Dragging** - moves a selected object within the document.
highlight a group of objects or text by holding down the mouse button and moving the mouse over the area.
 - Scrolling** - moves vertically (up/down) and/or horizontally (left/right) through a document / screen / page.
this capability is only available on mouse that is equipped with scroll wheel or button.

 - Macintosh** – hold the **CONTROL&** click opens the contextual menu for the selected item.
 - Windows** – right – click opens the contextual menu for the selected item.