Name_____**Date**_____

✔ CheckPoint 3

Getting Started

Turning The Computer On:
What are the steps for turning on the computer system?

1.   _____

2.   _____

3.   The password for my computer (in class) is _____.
(If your instructor gives you a password for the computer you are using in class, write the password here.)

Shutting Down (Turning It Off)
Put these steps in the correct order:

_____ Point to the words **Shut Down**. Click the left mouse button.

_____ Close all open programs.

_____ A message will appear on your screen – "It is now safe to turn your computer off." Press the power button on the system unit to turn it off. You will need to push the monitor button/switch to turn it off.

_____ Move the mouse pointer to the **Start** button in the bottom left-hand corner of the screen, and click the left mouse button.

_____ A dialog box will open asking you to confirm that you want to shut down. Make sure that the radio button beside the words **Shut Down** has a dot in it, and then click OK.