



DAR ES SALAAM SCHOOL OF JOURNALISM

- ❖ MODULE NAME: BASIC COMPUTER APPLICATIONS
- ❖ MODULE CODE: JST 04103
- ❖ DEPARTMENT : ICT
- ❖ MODULE LEVEL: BASIC TECHNICIAN CERTIFICATE
- ❖ MODULE SEMESTER: FIRST SEMESTER
- ❖ TUTOR'S NAME:MS. PENDO BONIPHACE KIBUTI

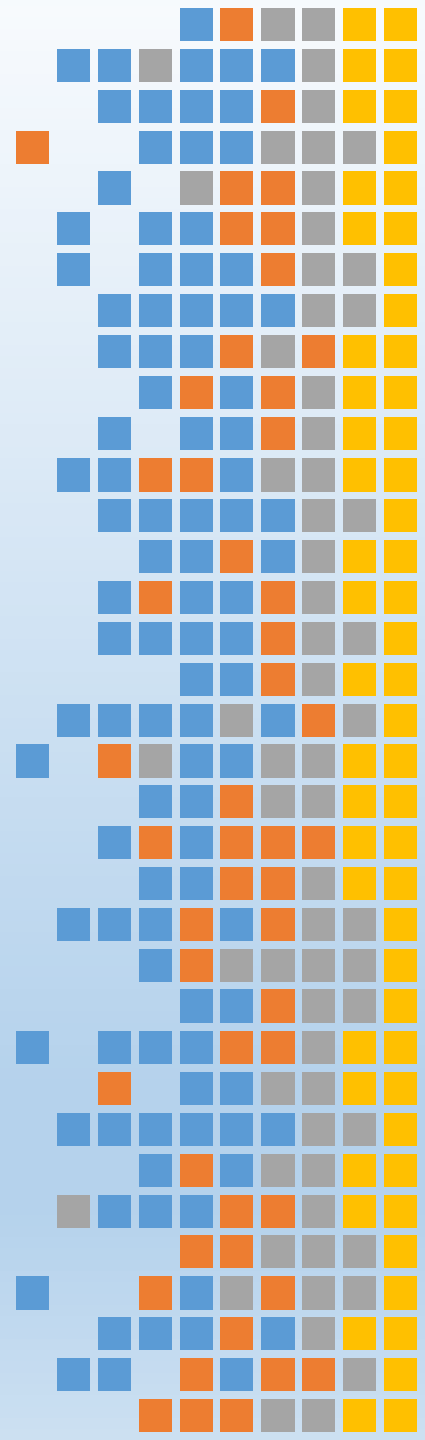


OUR MOTTOR: MEDIA FOR DEMOCRACY



STARTING-UP (BOOTING) A COMPUTER

1. Before switching on a computer, make sure that all the components are properly connected, and that the computer is connected to an active power source.
2. Turn on the switch at the **source of the power supply**. If your computer is connected to a constant voltage **Stabilizer** or an **Uninterrupted power supply (UPS)**, turn it on after switching the main supply.
3. Turn on the switches on the System unit and the Monitor. Switch on the power button on the Monitor first, then followed by that of the System unit. After the power is on, the computer automatically goes through a process called **Booting**.



Booting is a term used to describe the starting up of a computer. It is the entire process that makes the computer ready for use.

Types of Booting.

There are 2 types of booting, namely;

a). **Cold booting.**

b). **Warm booting.**

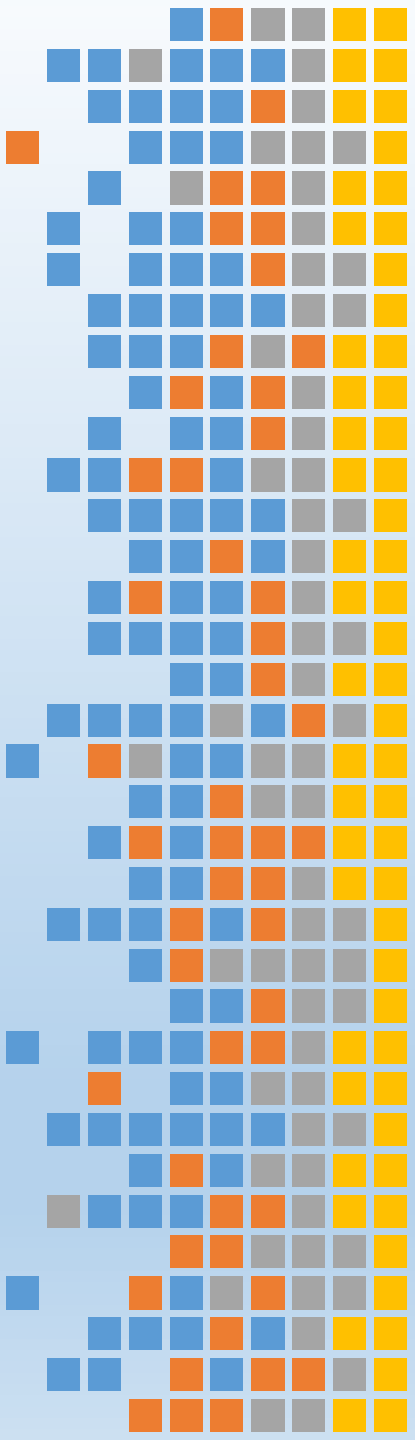
Cold booting.

This happens when a computer that was originally off is switched on by pressing the power button on the system unit.

Warm booting.

This happens when a computer that was originally on is forced to restart by pressing the *Restart* button on the System unit or by pressing a combination of keys on the keyboard (**Ctrl+Alt+Del**).

In Windows operating systems, one can use the **Restart** option on the Shutdown dialog box to



perform a warm boot.

When Power is switched on, the computer starts by checking all its components to determine whether they are available for use and whether they are functioning correctly. It does this by executing a small program called **the Power-On-Self-Test (POST)** that is permanently stored in ROM.

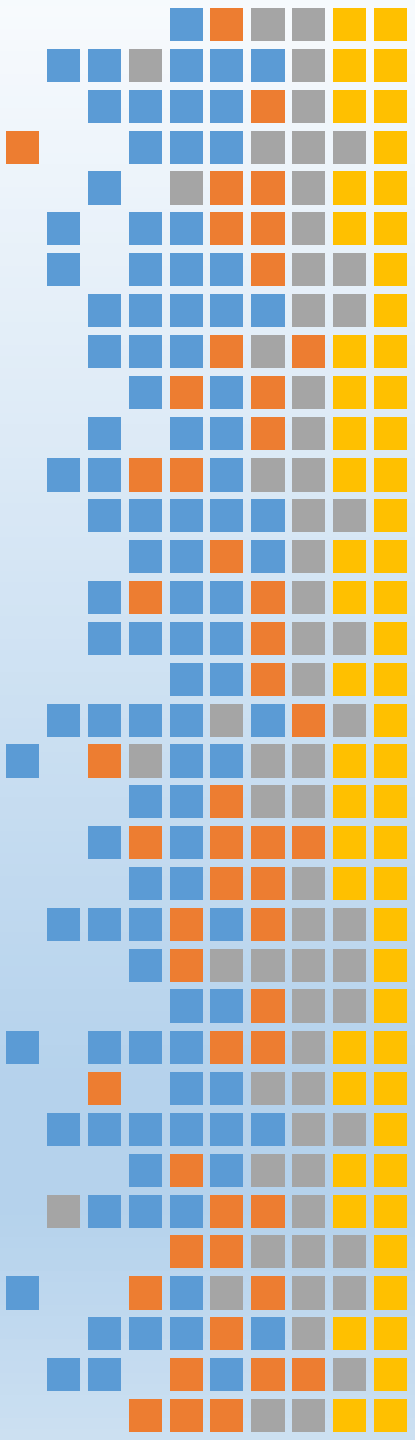
POST prepares the computer for use by instructing it to perform a number of diagnostic tests

when booting up. It instructs the computer to check the *memory (RAM)* to make sure it is operating correctly; check the *CMOS (BIOS), Hard disk controller, Floppy disk drive controller* & the *Keyboard*.

During this process, some monitors display information showing the status of each device being

tested. If a problem is found, e.g., in case one of the devices is faulty or missing, the process will

halt and display an appropriate error message on the screen indicating to the user where the



problem is located. Sometimes, an error code is displayed with the message, or an abnormal number of beeps are sounded.

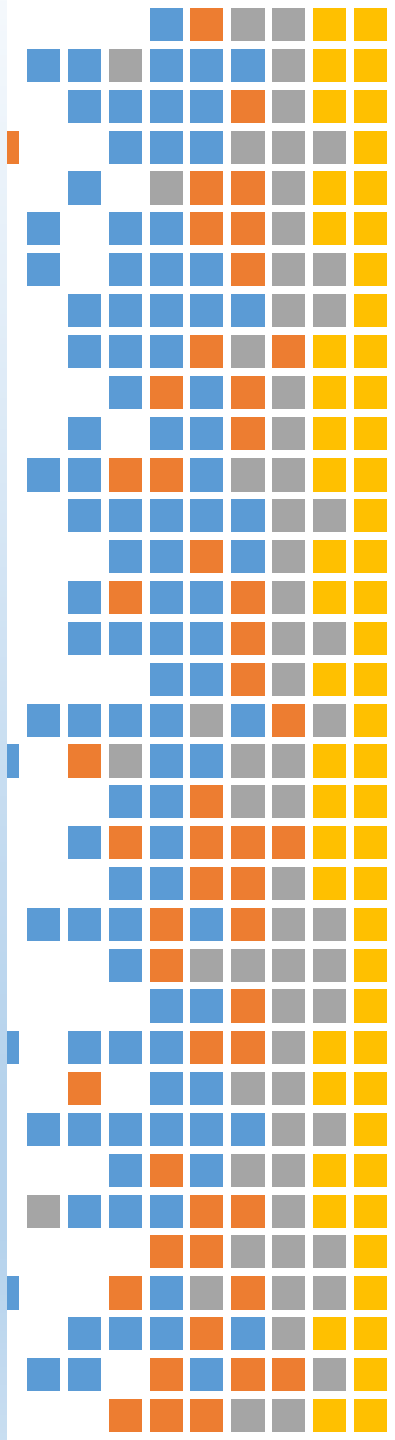
The special program that directs the POST process is called the *Basic Input Output System (BIOS)*.

Shutting down a computer.

After finishing working with the computer, the user must follow the correct procedure of shutting down the computer in order to ensure that loss of data, damage of programs and computer components does not occur.

1. Save all the work done on the computer, and close all programs that may be currently running.
2. Remove any floppy disk you might have inserted in the computer.
3. Follow the proper shut-down procedure required before switching off the computer.

Computer Hardware



For example;

To turn off any computer running Windows operating systems:

- a). Click the Start button on the screen, then select Shut Down from the list.
 - b). In the prompt that appears, select Shut down, then press the Enter key on the keyboard.
 - c). After a few seconds, the message “It is now safe to turn off the computer” appears on the screen. Switch off the System unit, then the Monitor.
- Note. Some system units switch themselves off automatically. In such a case, press the button on the Monitor to turn off the screen.
4. Press the button on the monitor to turn off the screen.

