



## Navigating the Windows Operating System

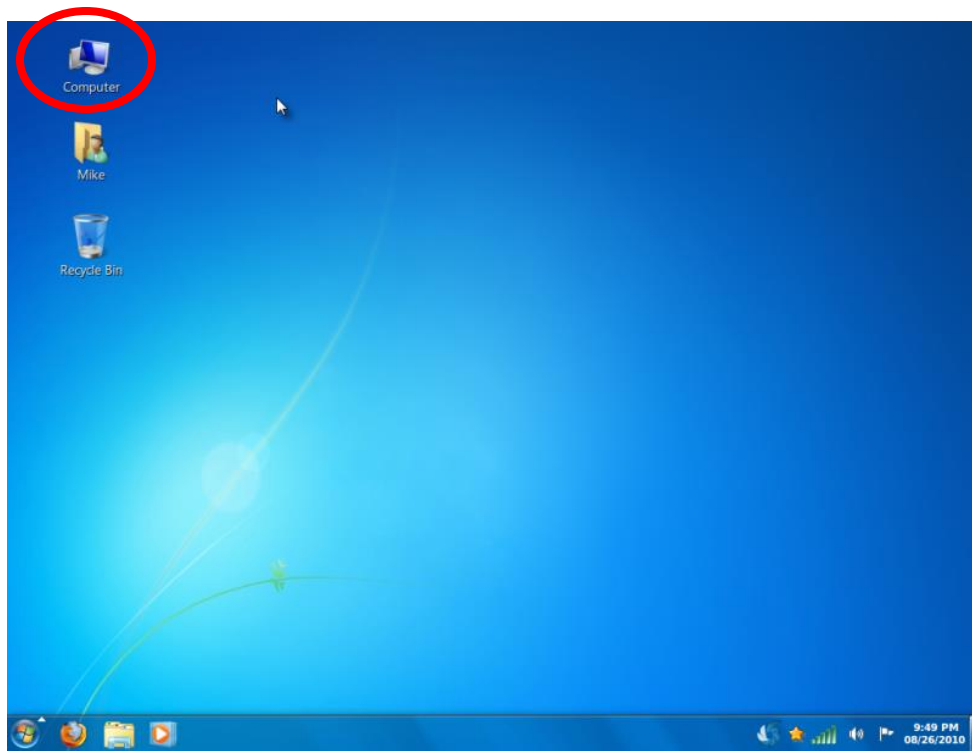
We have now reviewed the basics of the computer. We can look deeper into how to effectively use the Windows operating system (OS). An OS is the visual interface that you use to interact with your computer. For example, the task bar at the bottom of your screen is part of the Windows OS. Let's look over some common uses of the OS.

### Logging In

1. On your computer, there are “user accounts” that are like the same thing as bank accounts where each person has their own. These accounts are how you have access to a computer.
2. When you first turn on your computer, you will see that there will be “user accounts” that pop up which look like this:



3. As you can see, each box has a name below signifying who the account belongs to. Generally, there will be a “Guest” account you can use if you do not personally own the computer. Click on the box that represents your account (or Guest) to proceed.
4. Now, you are “Logged On” to your account and will be taken to the homepage. This page contains all of your programs you can access. You can see them all through their “icons” (circled below):



### Accessing Programs

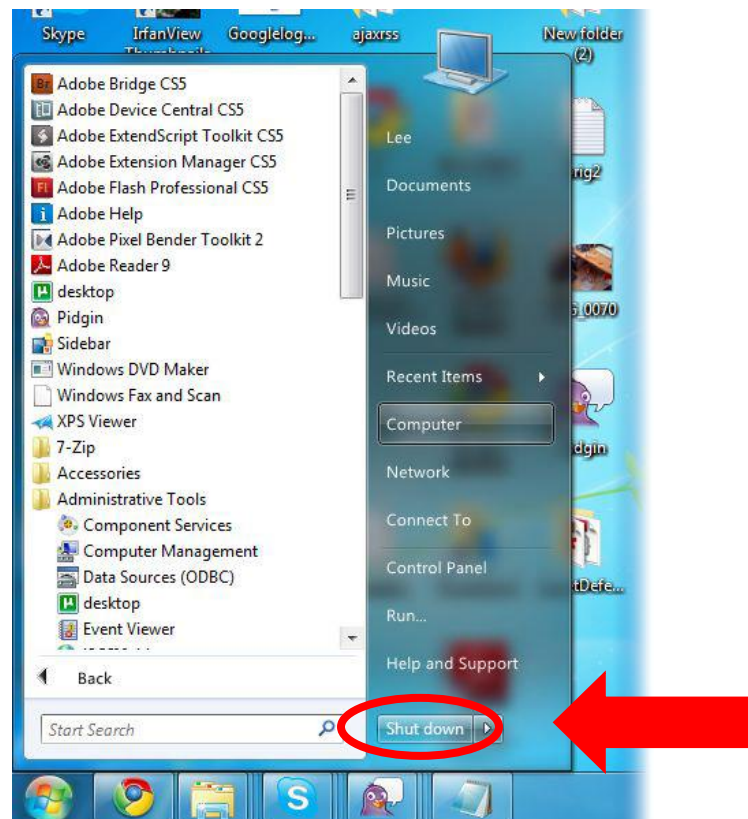
1. Now that you are logged in, you may want to start up a program, such as Microsoft Word. You can do this by clicking on the corresponding icon (like the one circled above) to open the program.

## Shutting Down

1. When you finish using your computer, you might want to turn it off so that no energy is wasted.
2. First, click on the blue circle with the flag inside of it on the bottom left of the screen:



3. Once you do this, a menu will pop up that has many different options on it. You will want to click on the “Shut down” button on the bottom right corner of the menu:



4. This will immediately shut down the computer. Once you do this, the screen will begin to turn off and you can no longer access your computer. If you did this by accident or wish to turn it back on later, you will click the “Power” button on your hard drive. This is NOT part of the screen and is instead a separate box next to the screen. The placement of the button varies with each computer but usually looks somewhat like this:



This is the basis for navigating through the Windows operating system. If you have any questions or concerns, please feel free to ask the instructor or (if you are by yourself) to send an email to [technocademy@gmail.com](mailto:technocademy@gmail.com) regarding any questions you may have.

**Phone: (470) 222-5194**

**Email: [technocademy@gmail.com](mailto:technocademy@gmail.com)**

**Website: [www.technocademy.org](http://www.technocademy.org)**