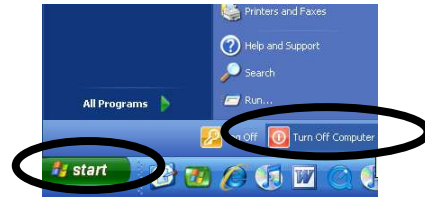


Grade 4 Computer Basics: Cleaning the Computer

Shut Down the Computer

1. From the “Start” menu (in the bottom left corner of your screen), choose “Turn Off Computer”.



2. Click on the popup menu that appears, and choose “Shut Down”.
3. Turn off your monitor by pushing the power button in the bottom right corner of the screen.



Get Your Cleaning Supplies

- Cotton cloth
- Cleaning spray (with NO bleach)
- Compressed air



Start Cleaning

1. Turn AWAY from other people, and spray the cleaner on the cotton cloth (never spray the cleaner directly onto the computer).
2. Take the cloth and wipe all parts of the computer—monitor, CPU, keyboard and mouse—top, sides, and front.
3. Use the compressed air to blow the dust out of the keyboard and from the back of the computer.
4. Use the cloth to wipe the table around the computer.

