

COMPUTER



How to Use a Computer

You need:

1. CPU
2. Keyboard
3. Monitor
4. Mouse
5. Printer (Optional)
6. Speakers (Optional)

Here are the steps to operate a computer:

1. Before plug of powering up the computer system, make sure that the power cable is connected to the back panel of the CPU and is plugged into the electric socket.
2. Make sure the video cable is already connected to the monitor and the back panel of CPU correctly.
3. Make sure other devices such as mouse and keyboard have connected to the back panel of CPU in the right side. Other hardware can also be connected such as speaker, printer, and so forth.
4. When everything is plugged in securely, then press the power button on the CPU is usually located on the front panel of the CPU.
5. The computer will display the Windows logo and displays the desktop image
6. Once the desktop image appears then the computer is ready to operate
7. The proper way to shut down or turn off the computer system is by clicking on the 'Start' button and choosing the 'Turn Off Computer' option. This then will display the options to 'Standby', 'Restart', or 'Turn Off' the CPU. Click 'Turn Off' to turning off the computer. Thank you!



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How to Use an ATM

ATMs, or Automated Teller Machines, provide a simple, convenient way to access your bank account from just about anywhere. Though ATMs **may seem confusing at first, they're actually** incredibly straightforward and easy to operate. Here are some simple steps to use an ATM especially to withdraw some money.

How to Use

1. To use an ATM, first insert your debit card into the machine.
2. Select your language if necessary.
3. **Enter your account's secure 4-digit PIN number.** For security, cover the number pad while typing to make sure nobody sees your PIN.
4. Once the menu screen pops up, select whether you want to withdraw money, deposit money, transfer money, make a payment, or check your account balance.
5. To withdraw money, for instance, select withdrawal menu and then set the amount of money you'd like to withdraw.