

Turning Devices On and Off Safely

How to use: Print first for the main practice. Then use the device to repeat activities and save progress.

LEARNING OBJECTIVES

- 1 Follow the correct steps to turn a device on and shut it down safely
- 2 Explain why using the right procedure protects the device and saves files

MINI LESSON

Every time you use a computer, tablet, or any digital device, there is a right way — and a wrong way — to turn it on and off. Following the correct steps keeps your work safe and protects the device from damage.

Turning a device ON — the start-up steps

- Step 1: Make sure the device is plugged in or has enough battery.
- Step 2: Press the power button once — do not hold it down or press it multiple times.
- Step 3: Wait for the device to fully load. A loading screen or logo usually appears first.
- Step 4: Log in with your username and password if required.
- Example: Press the power button once, wait for the desktop, log in, and begin.

Turning a device OFF — the shut-down steps

- Step 1: Save your work — close or save any open documents or programs.
- Step 2: Go to the Start menu (or power icon) and choose Shut Down.
- Step 3: Wait for the screen to go dark — do not press the power button until the screen is fully off.
- Step 4: If using a laptop or tablet, close the lid gently after the screen turns off.

Why does the shut-down order matter?

- Holding the power button to force-quit can corrupt files — your saved work may be lost or broken.
- Unplugging the device without shutting down first can damage the operating system.
- Proper shut-down lets the computer finish its tasks and store everything safely.

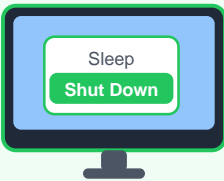
Caring for the device when it is off

- Store laptops and tablets flat or in a case — never pile books on top of them.
- Keep devices away from water, food, and direct sunlight.

Turning ON	Shutting DOWN
<p>1 Check power / battery first</p>	<p>1 Save all open work first</p>
<p>2 Press power button once</p>	<p>2 Choose Shut Down from menu</p>
<p>3 Wait for the screen to load</p>	<p>3 Wait for the screen to go dark</p>
<p>4 Log in and begin</p>	<p>4 Close lid gently or store safely</p>

Safe or Unsafe?

Safe




Use the menu

Save work first,
then choose
Shut Down.

Files are safe!

Unsafe



Hold power button

Forces the device
to stop suddenly.
Work can be lost!

Files may be damaged!

! Ask yourself: "What is the very first thing I should do before turning a computer off? Why?"

TRACING PRACTICE

Trace each word, then copy it twice on the lines below.

TRACE

start up

COPY 1

COPY 2

TRACE

shut down

COPY 1

COPY 2

TRACE

power button

COPY 1

COPY 2

TRACE

save

COPY 1

COPY 2

TRACE

log in

COPY 1

COPY 2

TRACE

menu

COPY 1

COPY 2

TRACE

battery

COPY 1

COPY 2

TRACE

device

COPY 1

COPY 2

Tip: Write "SAVE first!" in big letters next to the shut-down steps.

EXERCISES — PUT IN ORDER

Put the shut-down steps in the correct order from 1 to 4.

- Save all open work and close programs.
- Go to the menu and choose Shut Down.
- Wait for the screen to go completely dark.
- Close the lid gently or store the device safely.

Number the circles in the correct order.

EXERCISES — MULTIPLE CHOICE

1. What is the first thing you should do before shutting down a computer?

- Save all open work and close programs.
- Press and hold the power button.
- Unplug the power cord immediately.

2. What is the correct way to turn a computer off?

- Pull the power cord out of the wall.
- Hold the power button until the screen goes black.
- Choose Shut Down from the Start menu or power icon.

3. When turning a device on, how many times should you press the power button?

- As many times as needed until the screen lights up.
- Once, then wait for the device to load.
- Three times quickly.

5. After choosing Shut Down, what should you do next?

- Immediately press the power button again.
- Unplug the device right away.
- Wait for the screen to go completely dark.

7. You press the power button and a logo appears on screen. What should you do?

- Wait for the device to finish loading before doing anything.
- Press the power button again to speed it up.
- Unplug and plug the device back in.

9. What is the correct order for shutting down a device?

- Choose Shut Down, save work, wait for screen, store device.
- Save work, choose Shut Down, wait for screen, store device.
- Store device, save work, choose Shut Down, wait for screen.

4. What can happen if you hold the power button to force a computer off?

- Files can be corrupted and unsaved work can be lost.
- The computer will start up faster next time.
- The keyboard will be cleaned automatically.

6. Why should you check the battery or power connection before starting a device?

- Because the device will not respond to the keyboard otherwise.
- Because a device without power cannot start and may turn off unexpectedly during use.
- Because the screen colors will not work properly if the battery is low.

8. What should you keep devices away from when they are not in use?

- Books and pencils.
- Other electronic devices.
- Water, food, and direct sunlight.

10. Why is it important to follow the correct shut-down steps every time?

- It lets the computer finish its tasks and keep files and the operating system safe.
- It makes the computer start up faster next time.
- It automatically updates all the apps on the device.

ASSESSMENT

PARENT / TEACHER CHECKLIST

- Recites the four power-on steps in the correct order without looking at notes: check power, press button once, wait, log in.
- Recites the four shut-down steps in the correct order without looking at notes: save work, choose Shut Down, wait for dark screen, store device.
- Explains in their own words why saving work before shutting down is important.
- Identifies at least two unsafe behaviors (holding the power button, unplugging without shutting down) and states why each one is harmful.