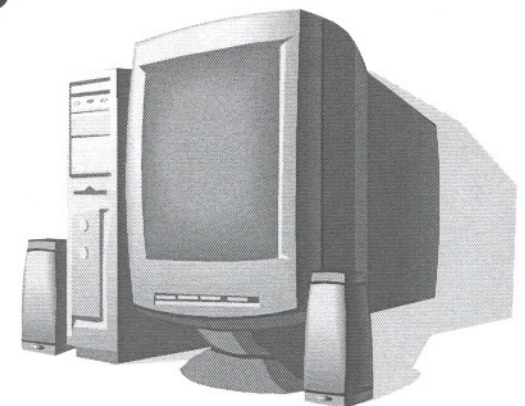


What Is A Computer?

- An electronic device that receives data, processes data, stores data, and produces a result (output).
- Classified by size, speed and application
- Uses hardware and software
- Comes in different types



Types of Personal Computers

- Desktop computer: designed to be used on a desktop.



- Notebook/Tablet computer: designed to be used on a desktop but still small enough to be portable.

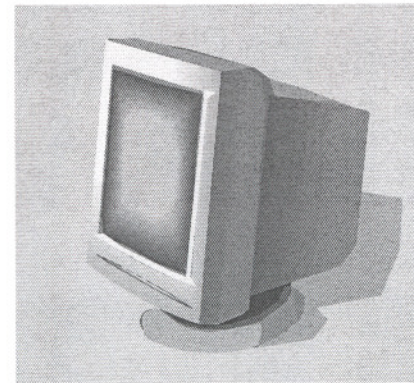


- Laptop computer: designed to be small enough and light enough to be used on your lap.



Hardware

- The tangible, physical equipment that can be seen and touched such as:
 - Computer Case
 - Monitor
 - Keyboard and Mouse
 - Disk Drive
 - Speakers



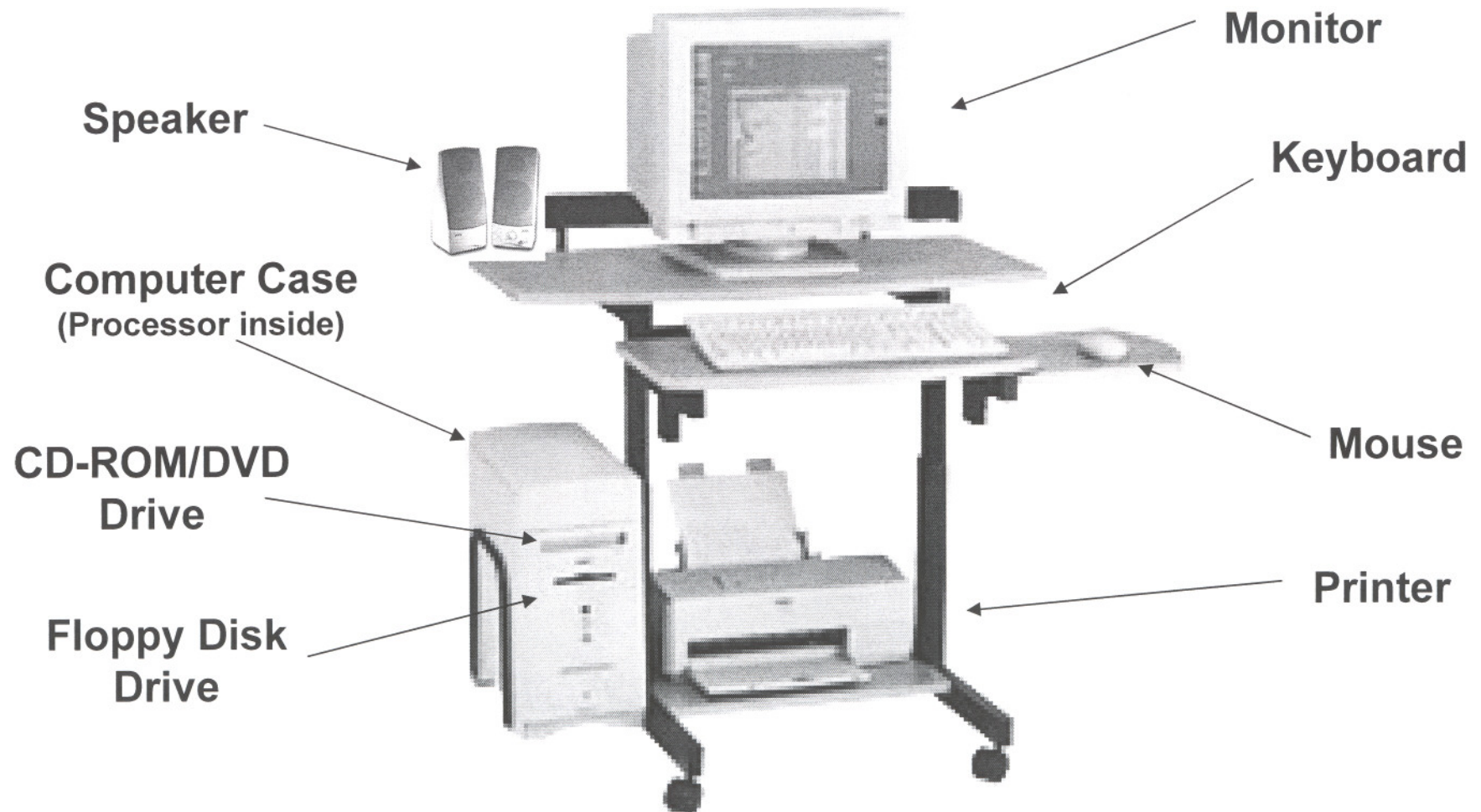
Computer Components: Hardware

- **Hardware –**

**the physical equipment of the computer that
you can see and touch**



PARTS OF A COMPUTER SYSTEM



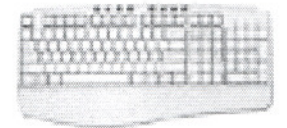
The Parts A of Computer

- CPU (Central Processing Unit)
 - The “brains” of the computer housed on a tiny silicon chip inside the computer case.
- Floppy Disk Drive
- CD-ROM/DVD Drive
- Monitor
- Keyboard
- Mouse
- Speakers
- Printer
- Scanner



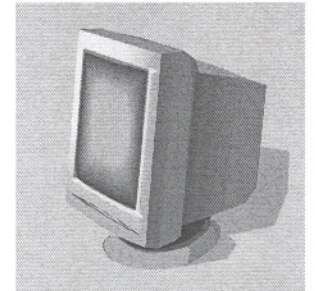
Input Devices

- Keyboard
- Mouse/Trackball
- Joystick
- Light Pen
- Pointing Stick
- Touchpad
- Touch Screen
- Bar Code Reader
- Scanner
- Microphone
- Graphics Tablet
- Digital Cameras



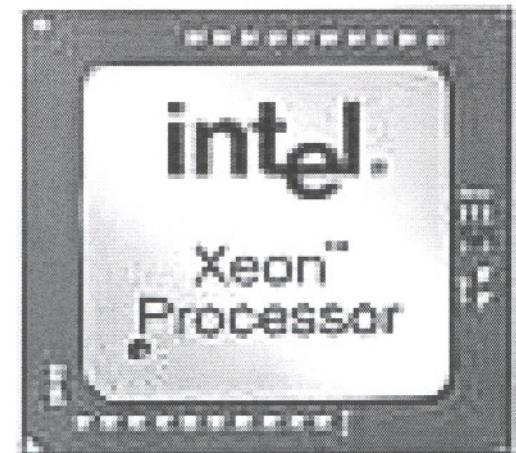
Output Devices

- Monitor: screen that displays information such as text, numbers, and
- Printer: gives you information pictures.
 - Softcopy
 - from the computer in printed form.
 - Hardcopy
- Speakers: allow you to hear voice, music, and other sounds from your computer.



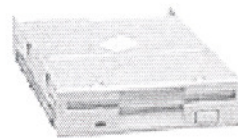
Processing Device

- Central Processing Unit (CPU)
 - known as the heart or “brain” of the computer and is responsible for processing the information that has been entered into the computer

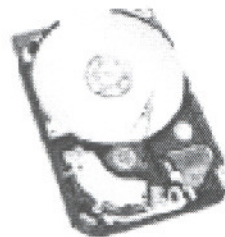


Storage Devices

- Hard Disk Drive: used to store data inside of the computer.



- Magnetic platter that holds a large amount of information in a form the computer can understand.



- Floppy Disk: flat circles of iron oxide-coated plastic enclosed in a hard plastic case.

- Most are 3 ½ inches and have a capacity to hold 1.44 MB or more of data.

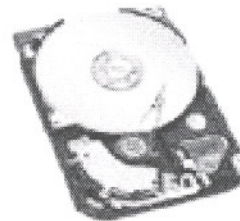
- CD ROM Drive: a compact disk that reads only memory.

- CD-RW: a device that allows you to read and write to a compact disk

Storage Devices (Con.)

- **Internal Storage:**

Allows you to store information inside of the computer



Hard Drive:

Allows the fastest access to information

RAM (Random Access Memory) – temporary

ROM (Read Only Memory) - long-term memory

- **External Storage:**

Allows you to use devices to store information outside of the computer

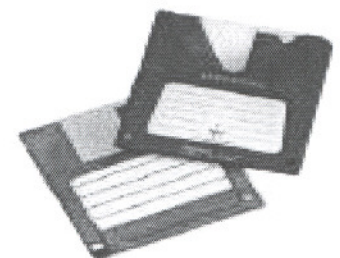
Floppy Disks

CD-ROMs (Compact Disc Read Only Memory)

CD-RW (Compact Disc (Read and Write))

DVDs (Digital Video Disc)

USB/Jump Drives



Which Storage Device Holds The Most Information?

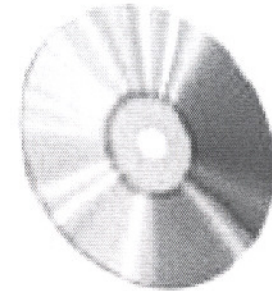
FLOPPY DISKS

1.44



CD-ROM DISC

640 MB



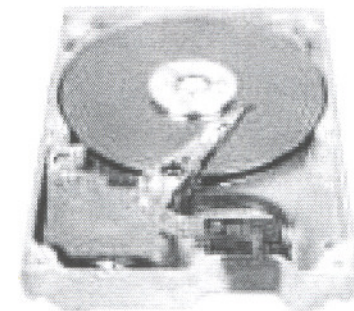
DVD DISC

17 GB



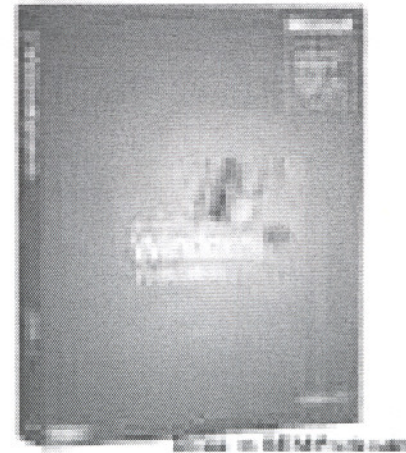
HARD DRIVES

80 and above GB



Software

- The intangible set of instructions that tells the computer what to do; known as programs or software programs.

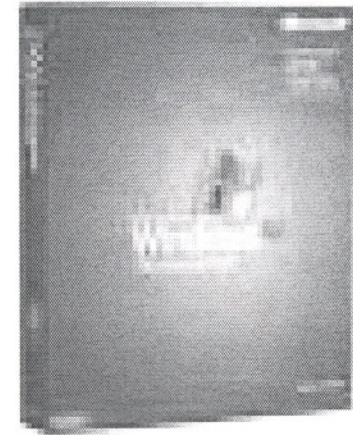


Types of Software

- Operating System Software
 - Sets the rules for how computer hardware and application software work together, controls the operation of the computer.
 - Example: Windows
- Application Software
 - Lets you accomplish specific tasks based on your needs.
 - Examples: MS Word, Excel, Access, MS Works

Operating System Software Tasks

- Boots (starts up) the computer
 - Formats disks
 - Creates folders
 - Saves and retrieves files
 - Moves and copies files
-
- Every Computer Has Operating System Software!



Application Software

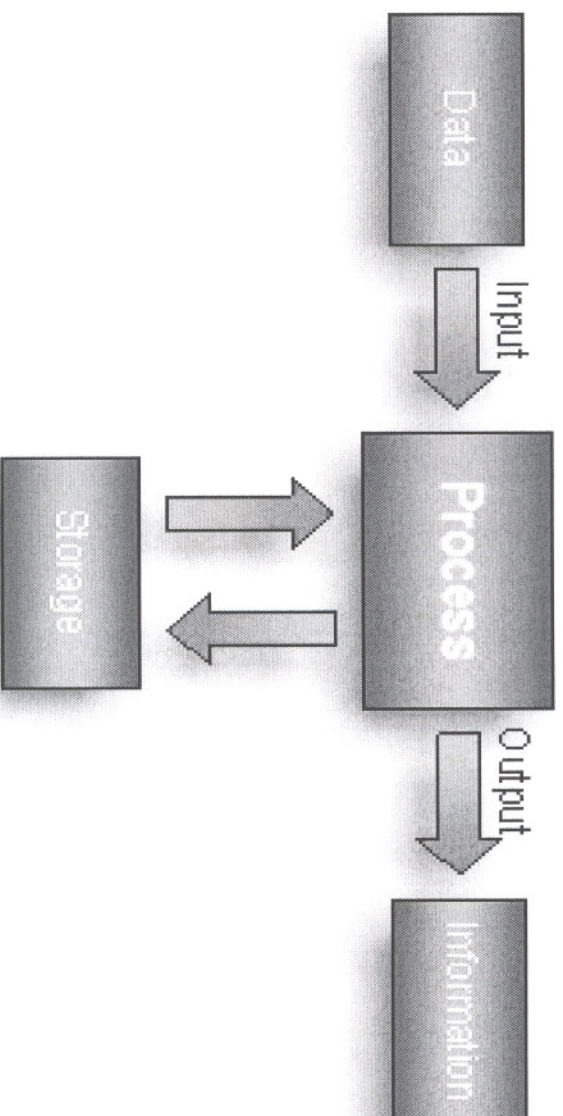
- Software that works with the operating system to meet a specific need or perform a specific task
- Examples:
 - MS Word
 - MS Excel
 - MS PowerPoint
 - MicroType Pro
 - Internet Explorer



Types of Application Software

- Word Processing
 - Program that allows you to create, edit, and print text documents
 - Report, flyer, memo
- Spreadsheet
 - Numbered Rows and Lettered Columns
 - Intersection of a row and column is a cell
 - Grade book, financial info
- Database
 - Lets you set up an electronic filing system
 - Enter text and numbers
 - Find, search, and print info in different ways
 - Address book, Card Catalog

The Information Cycle



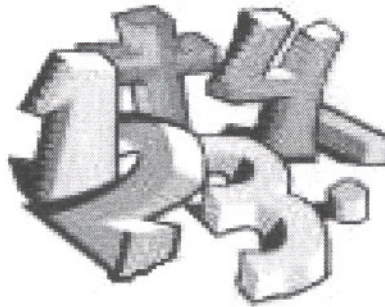
WHAT DOES IPOS STAND FOR?

- **Input**

*Enters data into the
computer*

- **Output**

*Sends data out of the
computer*



- **Processing**

*Changes data into
usable form*

- **Storage**

Saves for use later

What Happens During The IPOS Cycle?

- **INPUT –**

when information is entered into the computer; the computer receives information

- **PROCESSING –**

when the computer processes the information that has been entered

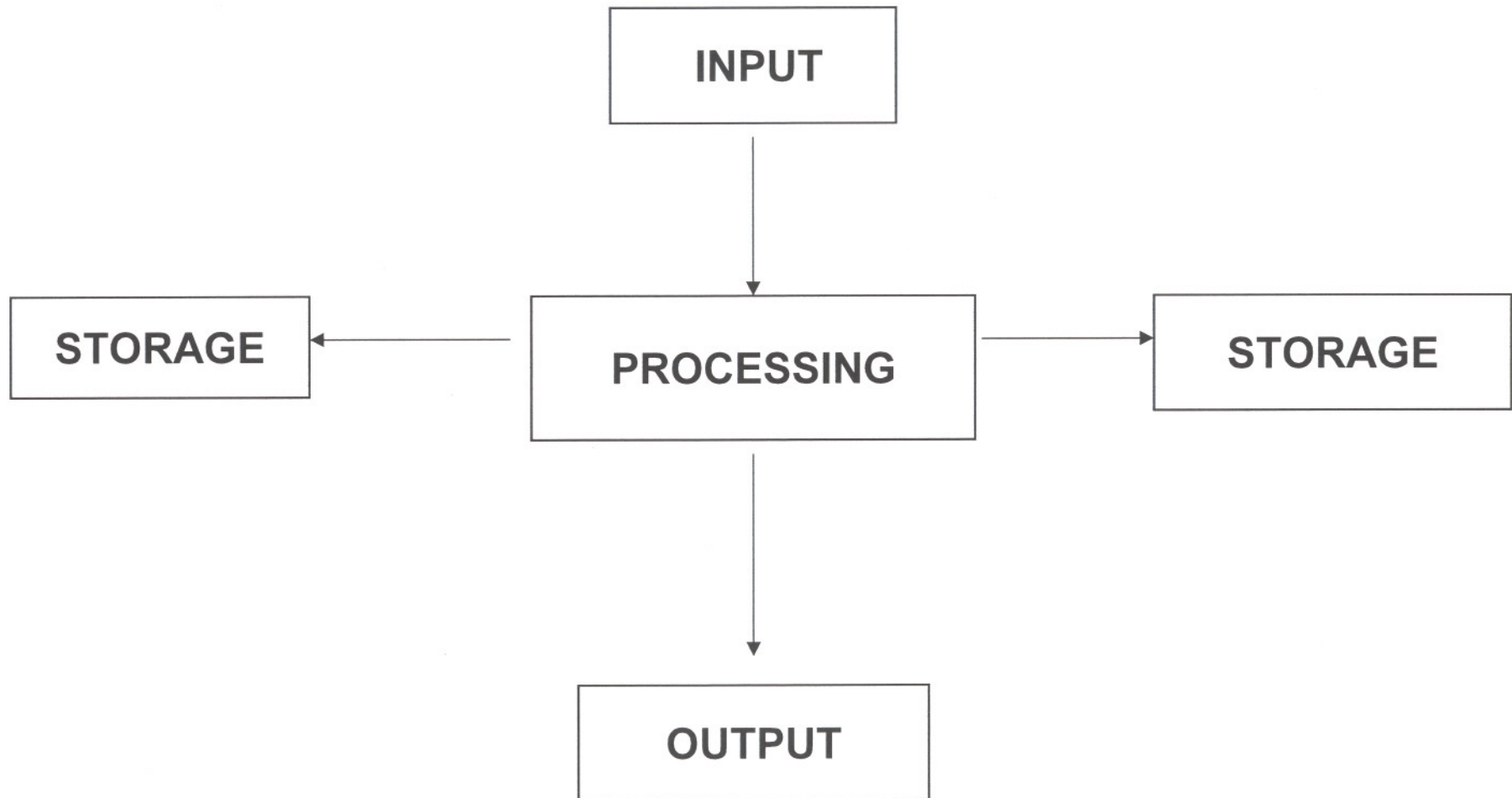
- **OUTPUT –**

when information leaves the computer

- **STORAGE –**

when information is stored to be used later.

How The IPOS Cycle Works



Input, Output, & Storage Devices

- **Input device:**
hardware that allows you to communicate with your computer.

- **Output device:**
hardware that allows your computer to communicate with the user

- **Storage device:**
allows you to store or retrieve information

