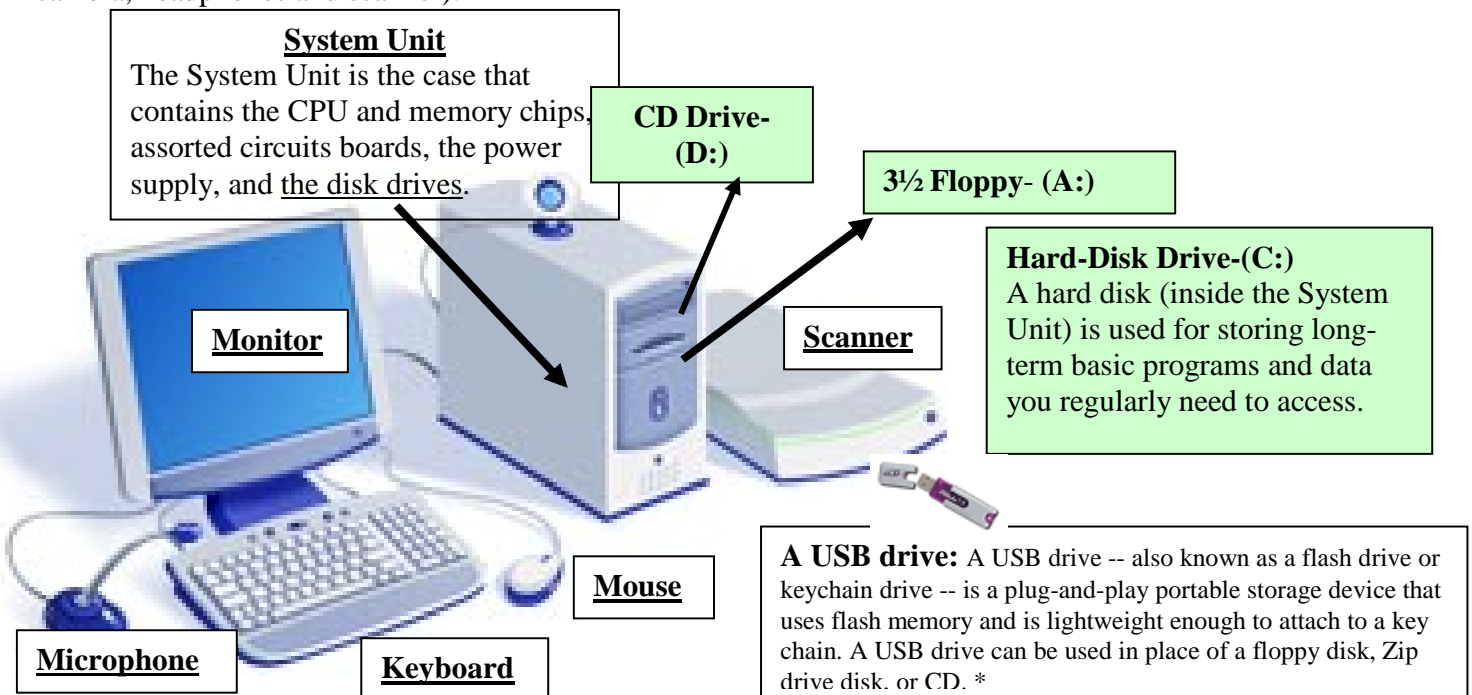


INTRODUCTION TO COMPUTERS

Hardware and Software are the two basic parts of a computer system.

Hardware is any part of a computer system you can see or touch. (This is all the stuff that sits on your desk). One of the most important of this is the **System Unit**. It houses the Central Processing Unit, or CPU, which is the brain of the computer. Other hardware components are: monitor, keyboard, mouse, printer, speakers, digital camera, headphones and scanner).



Software (Program) A set of instructions that tells the computer how to process data into *meaningful information* - the results that you, the computer system user want. Every program contains instructions that tell the computer exactly what to do.

Application Software lets you achieve *specific tasks*. Popular application software includes Microsoft Office: (Word, Excel, PowerPoint, Access, Outlook and Publisher), Adobe, QuickBooks, Internet Explorer, games and much more.

Operating System: All computers have an "Operating System" program. OPERATING SYSTEM (**O-S**) is the SOFTWARE THAT MAKES A COMPUTER RUN. Windows and Macintosh are operation systems. An "**O-S**" is the software that controls the whole activity of a computer. An "**O-S**" makes certain that all the parts of a computer system work together smoothly and efficiently. All the software and hardware used in a computer is controlled by the "**O-S**".

HOW COMPUTERS WORK

A computer collects, process, stores and outputs information.

INPUT: Puts codes into the system. All the messages you send to the computer are called input because you are putting them into the computer. Get it? Put in, input!

An **input** device lets you communicate with a computer. You can use **input** devices to enter information and send commands. You can use a keyboard or a mouse to send messages (**input**) to your computer. Your computer doesn't know what to do until you give it instructions. Other **input** devices are: scanners, digital cameras, and joysticks.

PROCESSING: Arranges codes in a way that the computer can understand (the conversion of input to output).

OUTPUT: Changes codes into words, numbers, pictures or sound that people can understand. The messages that go out from the computer to the screen, create and print documents or generate sound are called **output**, because the computer puts them out. An **output** device lets a computer communicate with you.

STORE: Storage saves these words, numbers, pictures or sounds so that they can be used again. (Hard-Disk Drive (C:), floppy disk (A:), CD-ROM drive (D:), CD-R, CD-RW and **Flash** drive or **Jump** drive*).

CPU: This device, known as the **Central Processing Unit**, is the "brain" of the computer; it reads and executes programs instructions (software), performs calculations, and makes decisions. The **CPU** communicates with input, output and storage devices to perform tasks.

Note: You may also hear the term peripherals applied to **input or output** devices.





*4GB USB2.0 Flash Drive \$369 (2005) (2008) - Best Buy \$67	*1GB USB2.0 USB Flash Drive. (2005) \$68.4 (2008) \$21	256MB JumpDrive USB 2.0 for \$29.99. (2005) (2008) \$10
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USB Drive, USB Pen Drive, USB Flash Drive, USB Thumb Drive, Flash Drives, 512MB, 1GB, 2GB, 4GB, 8GB



INPUT DEVICES




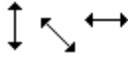




MOUSE: You can use a pointing device to give your computer instructions. The most popular type of pointing device is the **mouse**. The **mouse** controls a pointer that identifies your location on the screen. Think of the mouse as an extension of your hand, when you move the mouse on your desk, the pointer moves as well.

MOUSE ACTIONS

 <p>Click Press and release the left mouse button. (A click often selects an item on the screen)</p>	 <p>Double-click Quickly press and release the left mouse button twice. (A double-click often opens a document or starts a program)</p>
 <p>Right-click Press and release the right mouse button. (A right-click often displays a list of commands on the screen)</p>	 <p>Drag and Drop Position the mouse pointer over an object on the screen and then press and hold down the left mouse button. Still holding down the button, move the mouse to where you want to place the object and then release the button.</p>

Common **MOUSE POINTER SHAPES**

The pointer assumes different shapes ( or ) depending on its location on the screen and the task you are performing.

SHAPE	USED TO
	Select items, choose commands, start programs, and work in programs
	Position mouse pointer for editing, inserting or selecting text; called the insertion point or I-beam.
	Indicates Windows is busy processing a command
	Change the size of a window, appears when mouse is on the border of a window (Vertical, Diagonal, and Horizontal Resizes)
	Unavailable
	Move
	Link Select
	Help Select