

# Business computer systems



# Computer system basics

- The most common type of business computer is a PC (personal computer). PCs are made by different companies but all use the same underlying technology. They usually run Microsoft Windows and are the type of computer most people are familiar with.
- The main alternative is an Apple Mac. Macs are more expensive than comparable PCs and have traditionally been used in creative industries.
- Macs can be popular with employees and some companies use a mix of PCs and Macs, depending on staff preferences and roles.



# Business computer systems are available as:

- Desktops, consisting of a base unit, monitor, keyboard and mouse. They are designed to be set up and used in one place.



Laptops, portable computer systems that can be used on the move.

Laptops come in many sizes, from thin 'ultraportables' to larger units.

Although a desktop computer system will usually be cheaper than a laptop

of equivalent specification, laptops offer the added benefit of portability.

In a world where flexible working is increasingly common, your business

may value the possibilities offered by laptops.



- There is, arguably, a third type of business
- computer system to consider.
- Tablet computers are touch screen devices

you can slip into your bag and take anywhere





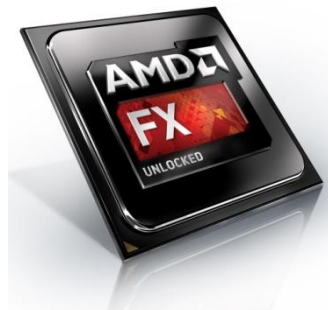
# Features of a business computer system

- The business computer market is cut-throat, which keeps prices generally low.
- As long as you avoid entry-level business computer systems, you can be fairly confident that your new computer will be up to running typical business software.
- It's wise to pay attention to these key features of a business computer system:



# Processor

- Also called the central processing unit (CPU), this is the computer chip that does all the hard work.
- Two main factors determine a CPU's performance: the number of cores and the speed at which it runs. The speed is measured in gigahertz (GHz).
- A dual or quad core chip is effectively two or four CPUs in one. This makes your computer more effective when it runs several programs at once.
- Make sure your new business computers have at least a dual core processor running at a minimum of 2.5GHz.



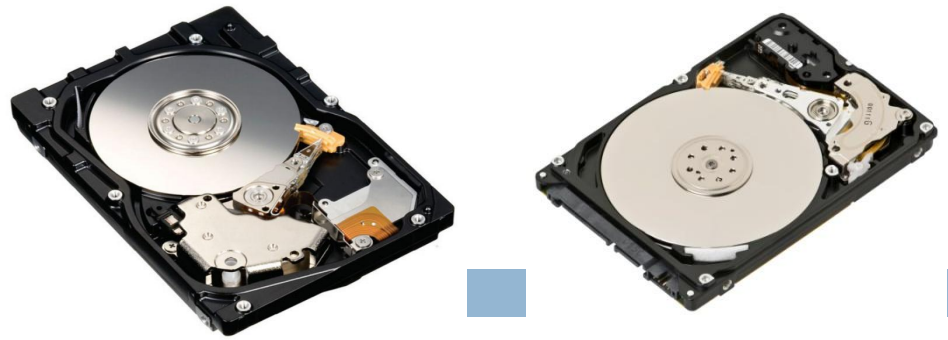
# Memory

- Random access memory (RAM) is where a business computer stores data it uses frequently.
- RAM is measured in gigabytes (GB). For general business tasks – like word processing and using the internet – 4GB is the absolute minimum.





# Hard drive



- The hard drive (HD or HDD) is used for longer-term storage of files. HD capacity is also measured in GB.
- Most companies encourage employees to save their work centrally, either onto a network server or cloud storage.
- This means that your individual business computer systems probably don't need massive hard drives. A good minimum is 250GB, although many systems will come with more as standard.
- Some higher-end laptops now use a solid state drive (SSD) instead of a hard drive. SSDs are faster and more reliable, because they have no moving parts.
- If you have the choice, it is usually better to opt for a smaller SSD over a large HD.

# Monitor

- desktop computers usually come with a flat screen monitor. For laptops, it's a good idea to buy separate external monitors for use in the office.
- Cheap monitors are adequate, but basic. Spending a little more on larger screens can make employees more productive.
- Look for a 21-inch or larger screen with a resolution of at least 1920 x 1080 pixels (this is also called 'full HD'). Learn more about screen size and resolution.
- Brightness, sharpness and colour representation can vary between different monitors. The best way to choose a screen is to sit down in front of it and see if you like it.
- Watch out for screens with a shiny coating. They can sometimes cause troublesome reflections. Touch screens are also becoming more common, although they have limited use.



# Business computer system accessories

- When purchasing business computer systems, remember to budget for any accessories you may need.
- In addition to monitors (see above), you may require a keyboard and mouse for each employee. Opting for cheap items can be a false economy. These are the tools employees use to interact with their computers, and so it's important they are comfortable and durable.
- Make sure your computer accessories meet relevant health and safety rules. There may also be other accessories that would be beneficial.



# Business computer prices

- Basic PCs start at £250, but may need replacing sooner. Mid-range PCs are best for general business tasks like word processing and accessing the internet. They cost £350 – £500 and should last about three years.
- High-end PCs with fast processors start at £600. They can handle intensive tasks like video editing and large databases. These office computers may also be better able to handle system upgrades.
- These prices are for desktop computers. Expect to pay a little more for a standard laptop, or significantly more for an ultra-thin model.

thank for watching



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