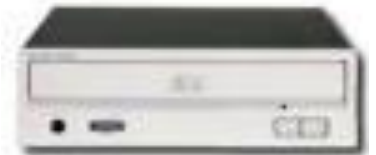


Parts of the Computer



Three Components of an Information System

1. Hardware

- The physical components that make up the computer and other devices connected to the computer.
- Includes monitor, disk drives, cables, printers, keyboards, etc.

The Four (4) Main Types of Hardware

- Input Device – used to enter information into the computer (most common is keyboard) (others include mouse, joystick, scanner, microphone, light pen, stylus, modem)
- Output Device – displays or prints information produced by a computer. (printer, speakers, monitor)

Four (4) Main Types of Hardware

- Processor – the device that processes data into information you can use (Central Processing Unit or CPU)
- Storage – the device that saves data so it can be used again. (disk drives, hard drives, flash drives)

Three Components of an Information System

2. Application software

- Computer programs designed to perform specific tasks such as calculating total fundraising sales for FBLA.
 - Word processing software (Microsoft Word)
 - Database software (Microsoft Access)
 - Spreadsheet software (Microsoft Excel)
 - Speech Recognition software (Dragon Naturally Speaking)
 - Presentation software (Microsoft PowerPoint)

What is Word Processing Software?

- An application that allows you to write and format memos, letters, reports, and tables
 - Microsoft Word
 - Microsoft Works – word processing
 - WordPerfect

What is Spreadsheet Software?

- An application software that allows you to prepare financial statements, and other accounting documents and functions
 - Microsoft Excel
 - Lotus 1-2-3
 - Corel Quattro Pro
 - Microsoft Money
 - Microsoft Works - spreadsheet

What is Database Management or Database Software?

- An application software that allows you to organize, manage, sort, search and store data
 - Microsoft Access
 - Microsoft Works – database
 - Corel Paradox

What is Presentation Software?

- An application software that allows you to create slideshows for speeches and other presentations
 - Microsoft PowerPoint
 - Hyperstudio

What is Graphics Software?

- An application software that allows you to create, revise, edit and produce drawings
 - PageMaker
 - Firewords
 - Adobe Photoshop

What is Communications Software?

- An application software that allows you to send and receive e-mail over the Internet
 - Eudora
 - Microsoft Outlook
 - Microsoft Outlook Express

What is Speech Recognition Software?

- An application software that allows you to use your voice to input and create letters, memos, tables, report, surf the Internet, create presentations.
- This software works in addition to other application software packages.
 - Dragon Naturally Speaking 7.0
 - IBM Via Voice
 - MS Office XP/2003 Speech Recognition
 - Voice Express

Three Components of An Information System

3. System Software

- Computer programs designed to manage basic operations such as starting and shutting down the computer and saving and printing files
- Divided into three (3) parts:
 - Operating software
 - Utility programs
 - Language translators
- Examples of system software are Windows XP, Windows 98, Windows 95, MS-DOS (Microsoft Disk Operating System), et al.

Vocabulary

- CPU (Central Processing Unit) – the “brains” of the computer where the work is done.
- Command-line interface – type of user interface in which the user types commands or presses special keys on the keyboard to enter data and instructions.

Vocabulary continued . . .

- Electronic spreadsheet – software packages used to create financial statements using mathematical calculations (add, subtract, multiply, and divide)
- Graphical-user interface – a menu based interface known as icons (pictures that appear on the desktop environment).

Vocabulary continued . . .

- Hardcopy – a printed page of text or graphics (output).
- Hardware – components that make up a computer system; the physical components (monitor, keyboard, disk drive, mouse, cables, scanner)
- Impact printers – a printer that strikes the paper in order to form images. Example: Dot Matrix Printer

Vocabulary continued . . .

- Input – information that is put into the computer
- Input device – hardware that is used to enter data into a computer
- Keyboard – an input device that enters data with letters, numbers, symbols, and special function keys.
- Modem – computer hardware that allows information to be passed through the telephone lines.
- Monitor – the video screen of the computer.

Vocabulary continued . . .

- Mouse - a pointing device used primarily with graphical interfaces.
- Non-Impact Printer – a printer that forms images without striking the paper. Example: Laser or Inkjet Printers. (Laser printers are considered to be the Cadillac of all printers)
- Output – the information that leaves the computer
- Random Access Memory (RAM) – a type of memory that can be read from and written to by the processor and other devices. RAM is volatile (can be changed)

Vocabulary continued . . .

- Read Only Memory (ROM) – a type of memory that is used to store permanent data and instructions because it is nonvolatile (cannot be changed)
- Scanner – used like a copy machine to allow information to be input into the computer (flatbed, handheld, bar code)
- Softcopy – data that appears on the monitor

Comparing Sizes of Computers



Alternative Input Devices



Computer Care Tips

- Keep food and drinks away from the computer and keyboard.
- Avoid dusty locations
- Avoid bright, sunny locations
- Do not move the computer while it is on.
- Always exit programs per user manual instructions.

Diskette Care Tips

- Avoid contact with magnets and electromagnetic fields.
- Keep disks stored in a clean, cool and dry place with a protective cover.
- Keep protective metal slider in place.
- Use a virus check program on a regular basis.
- Avoid heat and sunny locations
- Make a back-up copy of your programs and files.