

# COMPUTER BASICS

## PART 1 – HARDWARE

### What is a Computer?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### How does my computer work?

Signals are sent to the computer's \_\_\_\_\_ (\_\_\_\_\_)

- CPU is also known as the \_\_\_\_\_
- Performs \_\_\_\_\_ & carries out \_\_\_\_\_
- Speed is measured in \_\_\_\_\_, or cycles.
  - Megahertz (MHz) – \_\_\_\_\_ of cycles per second
  - Gigahertz (GHZ) – \_\_\_\_\_ of cycles per second

### Bits, Bytes, and Binary Numbers

Computers process only \_\_\_\_\_ numbers: \_\_\_\_\_

A string of 1s and 0s is called a \_\_\_\_\_

Language is known as \_\_\_\_\_

Each \_\_\_ or \_\_\_ is known as a \_\_\_\_\_

**Byte** is \_\_\_\_\_ (basic building block of information)

Kilobyte \_\_\_\_\_

Megabyte \_\_\_\_\_

Gigabyte \_\_\_\_\_

Terabyte \_\_\_\_\_

### Hardware Basics

**Hardware** is \_\_\_\_\_

- Also known as \_\_\_\_\_

Hardware components may be \_\_\_\_\_ or \_\_\_\_\_

- Internal components are housed inside the \_\_\_\_\_
- \_\_\_\_\_ are connected on the outside of the system unit

### Input and Output Devices

Input and output devices are \_\_\_\_\_ that you use to

\_\_\_\_\_ with your computer.

**Input** – \_\_\_\_\_

**Output** – \_\_\_\_\_

### Types of Input Devices

1. \_\_\_\_\_

3. \_\_\_\_\_

2. \_\_\_\_\_

4. \_\_\_\_\_

### Types of Output Devices

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## PART 2 – MEMORY AND STORAGE

### Memory and Storage Basics

Computers store data in three main places:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### When do I use RAM or ROM?

#### Read-Only Memory (ROM)

- \_\_\_\_\_ information
- Holds your computer's \_\_\_\_\_
- Cannot be \_\_\_\_\_ or \_\_\_\_\_

#### Random Access Memory (RAM)

- \_\_\_\_\_ information
- \_\_\_\_\_ when you \_\_\_\_\_ your computer

### How is information stored?

When you save a file, you move the information from \_\_\_\_\_ to a

\_\_\_\_\_.

| Storage Device | What It Does | Size                                     |
|----------------|--------------|--|
| Hard Drive     |              | 40 GB to 320 GB or more                  |
| Flash Drive    |              | 256 MB to 4 GB or more                   |
| CDs and DVDs   |              | CD = 700-800 MB<br>DVD = 4.7 GB to 17 GB |
|                |              |  |

## PART 3 - SOFTWARE

### Software Basics

**Software** – set of \_\_\_\_\_ that makes it possible for your computer to \_\_\_\_\_

Two main categories:

- O \_\_\_\_\_ S \_\_\_\_\_ Software
- A \_\_\_\_\_ Software

### **Operating System Software**

\_\_\_\_\_ for the computer to work

May be referred to as the \_\_\_\_\_

Examples: \_\_\_\_\_

Windows uses a \_\_\_\_\_

GUI uses \_\_\_\_\_ and \_\_\_\_\_ to help the user perform tasks

System software allows the user to \_\_\_\_\_.

Multitasking is having more than one \_\_\_\_\_.

### **Application Software**

Programs that \_\_\_\_\_

Many different types

- Word Processing – \_\_\_\_\_
- Spreadsheet – \_\_\_\_\_
- Presentation – \_\_\_\_\_
- Web Browser – \_\_\_\_\_

## **PART 4 – NETWORKS**

### **Network**

A \_\_\_\_\_ of computers \_\_\_\_\_ together.

Enables people to share \_\_\_\_\_ and \_\_\_\_\_

such as \_\_\_\_\_, storage devices and Internet connections.

Connects \_\_\_\_\_ computers to a central \_\_\_\_\_

## Network Terms

**Server** – a \_\_\_\_\_ computer that lets users \_\_\_\_\_  
\_\_\_\_\_ and \_\_\_\_\_.

May be known as the \_\_\_\_\_.

**Client/Workstation** – Refers to a \_\_\_\_\_  
connected to a network.

**LAN (L \_\_\_\_\_ A \_\_\_\_\_ N \_\_\_\_\_)**

Computer network that is located within a \_\_\_\_\_,  
such as a \_\_\_\_\_ or \_\_\_\_\_.

**WAN (W \_\_\_\_\_ A \_\_\_\_\_ N \_\_\_\_\_)**

Interconnected group of computers that cover a \_\_\_\_\_,  
such as multiple buildings.

## IP Address

A \_\_\_\_\_ assigned to each computer connected  
to the internet.

## PART 5 – FILE MANAGEMENT

**What is file management? Why is it important?**

**File management** is \_\_\_\_\_

Allows you to \_\_\_\_\_ find your work

Organizes information using \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_

**Drives** are the \_\_\_\_\_ storage area and are identified with

a \_\_\_\_\_ followed by a colon

A:

C:

D:

H:

N:

A **path** is the \_\_\_\_\_ of a \_\_\_\_\_ on the computer.

N:\Bus Comp Tech\Word>AboutMe.docx

### **Move vs. Copy**

To **move** a file from its original location to a new location, use \_\_\_\_\_.

To make a **copy** of a file (keeping the original in its location and making another copy), use \_\_\_\_\_.

Information that is cut or copied is placed on the \_\_\_\_\_ (a memory location in \_\_\_\_\_).

### **Selecting Multiple Files**

**Shift** key – use to select multiple files that are \_\_\_\_\_

**Ctrl** key – use to select multiple files that are \_\_\_\_\_

### **Renaming and Deleting Files and Folders**

Use names that \_\_\_\_\_ what is in the file or folder

Names should be \_\_\_\_\_

Files cannot be \_\_\_\_\_ when renaming

Be sure when renaming files to keep the three letter \_\_\_\_\_

To delete a file or folder, select then press the \_\_\_\_\_ key

Deleting a folder will delete all of its contents

### **Saving Files**

When you save a file the first time, you can \_\_\_\_\_ the file and specify the file \_\_\_\_\_

\_\_\_\_\_ – shortcut key to save; will leave same name and same location

**Save As** – allows you to give the file a \_\_\_\_\_ and/or

\_\_\_\_\_ while leaving the original file the same