

Computer Basics Review

Directions: Complete this worksheet by filling in the blanks or as directed by your instructor.

Pay close attention to the directions for each section.

When finished study the answers CAREFULLY.

Section 1 - Input/Output

Click on the link (Input/Output) in canvas and review the power point about peripheral devices. As you read the information decide which of the following peripheral items INPUT information or OUTPUT information. Designate the type of peripheral component by writing INPUT or OUTPUT by each of the items below

1. Monitor OUTPUT
2. Keyboard INPUT
3. Scanner INPUT
4. Laser Printer OUTPUT
5. Mouse INPUT
6. Speakers OUTPUT
7. Digital Camera INPUT

Section 2 – What’s Inside a Computer?

Click on the link (What’s Inside a Computer) on Canvas and review the power point. After reading the material answer the questions below about each components responsibility. Fill in the blank with the correct answer from the box. Some may be used more than once or not at all.

CPU	BIOS	power supply	hard drive	network card
Motherboard	RAM	USB Port	ROM	video card

1. I connect computers and allow them to talk to each other. network card
2. I wake up the computer and remind it what to do. BIOS
3. I am the brain of the computer. CPU
4. Information is stored on my magnetic cylinders. hard drive
5. I hold all of the other circuit boards. motherboard
6. I handle the graphics that are displayed on the monitor. video card
7. I am the type of port used by flash drives USB Port

Section 3 - Storage

Click on the link (Storage) in Canvas and review the power point. Fill in the blanks with the vocabulary words from the box. Use each word only once. You may want to refer back to the vocabulary list that was given above.

information	flash drive	CD	primary	DVD	secondary
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1. **Primary** memory is stored on chips located on the motherboard.
2. **Secondary** memory is stored on the hard drive.
3. A **flash drive** can hold information greater than a CD or DVD.
4. A **CD** usually holds up to 650 to 700 MB.
5. A **DVD** holds even more information at least 7 GB.
6. The purpose of storage in a computer is to hold **information** or data.

Section 4 - Programs

Click on the link (Programs) in Canvas and review the power point. After reading the material answer the questions below about each components responsibility. Fill in the blank with the correct answer from the box. Some may be used more than once or not at all.

Research	Spreadsheet	Database
Entertainment	Desktop Publishing	Word processing

1. Creating a birthday card for a friend. **Desktop Publishing**
2. Balancing your checkbook. **Spreadsheet**
3. Finding information on pyramids. **Research**
4. Playing solitaire. **Entertainment**
5. Calculating Math **Spreadsheet**
6. Keeping an address book. **Database**
7. Writing an essay. **Word Processing**
8. Making a newsletter. **Desktop Publishing**
9. Writing a story about aliens. **Word Processing**

Section 5 - Programs

Click on the link (Computer Basics Vocabulary) in Canvas and review the power point. After reading the material answer the questions below. Fill in the blank with the correct answer from the box. Some may be used more than once or not at all.

downloaded	translators	installing	programming	program	programmers
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1. A **program** is a set of instructions that tells the computer how to perform a specific task.
2. Programs are like **translators** that allow people to work with computers without learning the computer's language.
3. Using bits and bytes in different combinations to represent a code is known as **programming.**
4. Copying a program onto your computer's hard drive from another source is known as **installing** the program.
5. People who write codes to create programs are known as computer **programmers.**
6. Some programs can be **downloaded** from the internet directly to your hard drive

Section 6 - Operating Systems

Click on the link (Operating Systems) in Canvas and review the power point. After reading the material answer the questions below. Fill in the blank with the correct answer from the box. Some may be used more than once or not at all.

Windows	operating system	graphics	upgraded	user friendly
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1. The large program that controls how the CPU communicates with other hardware components is the **operating system.**
2. A computer that is easy to operate is called **user friendly.**
3. **Windows** is the most common operating system for PCs.
4. Operating systems are constantly being **upgraded** as technology advances.
5. A Graphical User Interface (GUI) uses **graphics** to help the user navigate within the computer system.

Section 7 - The Windows Desktop

Click on the link (*The Windows Desktop*) in Canvas and review the power point. After reading the material answer the questions below. Fill in the blank with the correct answer from the box. Some may be used more than once or not at all.

GUI	icon	Recycle Bin	Start Menu	task bar
windows	tool bar	scroll bar	wallpaper	title bar

1. You put things in the **recycle bin** that you no longer need or want.
2. A **GUI** uses graphics or pictures to help the user navigate and access programs.
3. The Start Menu and clock are found on the **task bar**.
4. An **icon** is a small picture that links to a file or program.
5. At the top of each window, the **title bar** contains the title and buttons to close, minimize and resize.
6. Moving the **scroll bar** up or down allows you to see all of the information in a window.
7. Programs and applications run inside **windows** that can be opened, closed or resized.
8. The **wallpaper** is like a backdrop on your desktop that can be changed.
9. Found below the menu bar in some windows, the **tool bar** contains icons or options that allow you to perform specific tasks.
10. The **start menu** contains basic operations such as run, shut down, log off and find.

Section 8 – Cloud Computing

Directions: Read the information from the link (*Cloud Computing*) in Canvas and fill in the A & B tables below.

A) What are the Advantages and Disadvantages to “Cloud Networking”?

Advantages	Disadvantages
Lower cost computer and software	Requires a constant Internet connection
Fewer maintenance costs	Requires a high speed Internet connection
Instant Software updates	Stored data might not be secure
Ability to share (collaboration)	
Unlimited storage capacity	

Section 10 - Organizing files and folders

Click on the link (The Windows Desktop) in Canvas and review the power point. After reading the material answer the questions below. Under each Program Name and folder, write the appropriate file name and extension.

Organizing Files

rentals.xlsx	brochure.pub	m1a.docx
maze.pptx	gpa.xlsx	france.pptx
tabs.docx	calendar.pub	card.pub
memo.docx		



Excel

rentals.xlsx

gpa.xlsx



PowerPoint

Maze.pptx

france.pptx



Publisher

brochure.pub

calendar.pub

card.pub



Word

tabs.docx

memo.docx

m1a.docx

4 Main Parts of a Computer

Part 1: This type of device is known as a(n) INPUT device. (Section 1)

- It enables information to be passed into the computer.
- It includes the: Keyboard, mouse, scanner, digital camera, microphone, etc.

Part 2: This device is responsible for STORAGE (Section 3)

- A unit that holds and gives information to the processor as needed.
- There are two types of storage:
 1. Temporary storage which holds information for short periods and only when the computer is on.
 - i. Examples of temporary storage include RAM (RANDOM ACCESS MEMORY)
RAM allows stored data to be accessed in any order. (i.e., at random).
 2. Long term storage holds information for as long as you want it.
 - i. Examples of Long-term storage include Hard Disk Drive, CD-Rom, DVD, Flash Drive.

Part 3: This is the brains of the computer.

The PROCESSING (Section 6)

- It controls all functions.
- The processor is called the CPU (CENTRAL PROCESSING UNIT)
- The motherboard holds the CPU and physically connects all the other main parts of the computer.
- Cases and chassis house the motherboard and the CPU.

Part 4: This type of device is known as a(n) OUTPUT device. (Section 1)

- A device that receives information from the processor in the form of words, sounds or pictures.
- These devices include printers, speakers and Monitor.

Section 12 – Fill in the blank areas with the correct answer

1. Wallpaper:
Backdrop (background) on the desktop

2. Icon:
A small picture that links to a file or program

3. Tool Bar:
Contains icons or options that allow you to perform specific tasks

4. Windows:
Programs and applications that can be opened, closed or resized

5. GUI:
Graphical User Interface
Helps user navigate & access programs

6. Title Bar:
Contains title and buttons to close, minimize and resize

7. Scroll Bar:
Allows you to see all of the information in a

8. Recycle bin:
Where you put things you no longer want

9. Start Menu:
Contains basic operations such as run, shut down, log off and find

10. Task Bar:
Includes the Start Menu and the Clock