

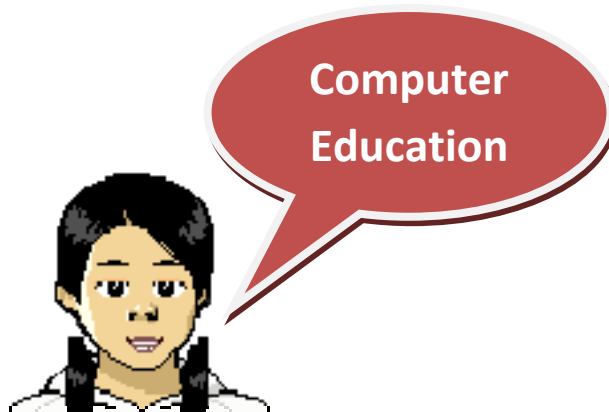


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**Computer
Education**



**Introduction
Level One**



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What is a Computer?

A computer is an electronic machine which can take in data, stores and processed the data, and then produces information

Data is information such as:

- Words
- Numbers
- Sounds
- Pictures

In-Input

The input is the data that you enter to the computer.

Out-Output

Output is what the computer produces. Output is information.



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Memory

A computer uses memory and storage to store data so you can work with the computer.

The Parts of a Computer

Hardware is the parts of the computer you can see and touch. Each piece of hardware is called a **device**.

Input Device

You use the Input device to enter data into the computer. You put an input device to enter data into the computer.

Examples of input device

Mouse:

The mouse is a pointing arrow. You move the mouse on a mouse pad on your desk to move a pointer on the screen.



You press the mouse button to enter data.



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The press is called a **click**.

You drag, point, click, and **double-click** the mouse to give commands to the computer.

Keyboard



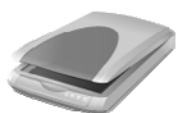
The keyboard is an input device that is attached to a computer. You use the keyboard to input data into the computer. To type you press the keys on the keyboard.

Microphone



A microphone inputs sound and changes it into data for the computer.

Scanner



A scanner captures whatever is on the page as input for the computer.



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Output Device

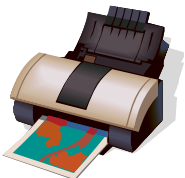
You use the Output device to get information out of the computer.

A Monitor



Shows you information on a screen.

A Printer



Prints the information on paper.

Speakers & Headphone



Let you hear information.





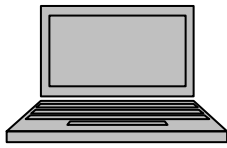
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Types of computers

- **PC**  A Personal Computer or PC is a computer which is used by people.
- **Desk top**  Personal Computer sits on a desk.
Examples of personal computers are Windows PCs - Macintosh computers.
- **A laptop**  or a notebook.
- **Handheld** computer is a smaller personal computer
that fits in your hand it also called PDA.



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Using a Mouse

When you first switch your computer and monitor on, your screen might look something like this.



The small pictures or images on top of the big picture are called **icons**.

To get some practice with using your mouse, click on each of your Desktop icons.

- Drag.
- Point
- Click
- Double-click



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A pointer can be:

- ❖ A line
- ❖ An arrow
- ❖ A hand pointer

Steps to use the mouse:

- 1. Move the mouse on the mouse pad, the pointer on the screen moves.**
- 2. Move the mouse toward you over the mouse pad, the mouse pointer moves down.**
- 3. Move the mouse away from you over the mouse pad, the mouse pointer move up.**
- 4. Move the mouse to point an icon.**
- 5. Place your right hand on the mouse put your pointer finger on the left mouse button press quickly then lift your finger up that is a click.**
- 6. Double-click means two very fast clicks (click click.)**
- 7. Point to an icon press the left mouse button and hold the button down move the mouse to drag the icon and then lift your finger from the mouse button you dragged the icon to a new place.**



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The Keyboard

Use the keyboard to type letters numbers, and symbol keys.

The keys are not in ABC order.

The Keyboard



Press letter **A**
on the keyboard



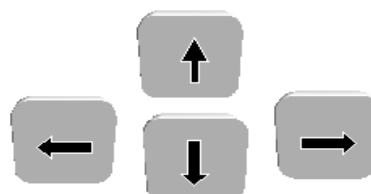
Press letter **B**
on the keyboard

SHIFT

Press **SHIFT** key
It is a special key
works with other keys



Press **SPACEBAR**
It is a long bar at the
bottom of the key board



The four **ARROW** keys