



COMPUTER BASICS AND APPLICATIONS

CFM B

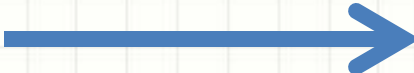
Knowing Your Computer

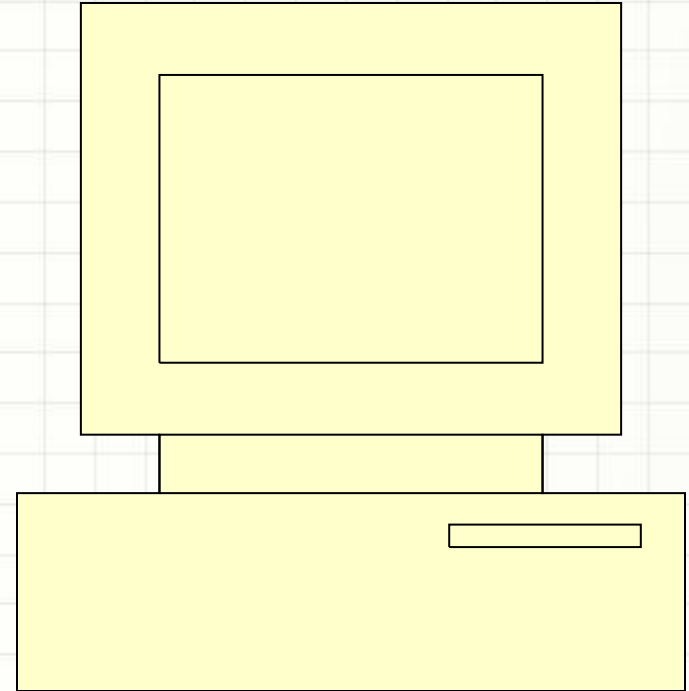
- Why is knowing the “ins and outs” of computers important?
- <http://vimeo.com/24762526>

Knowing Your Computer

- Hardware vs. Software
- Hardware is the physical components of the computer
- Software is the programs and applications you use on the computer

Hardware

- System Unit – The metal case that holds the internal components of the computer



Hardware

- Central Processing Unit
 - The “brain” of the computer
 - Determines the system’s overall speed and abilities
 - Plugs into the motherboard



RAM

- Random Access Memory
 - “Working Memory”
 - Temporarily holds information
 - Clears when you shut down
 - ALWAYS SAVE YOUR WORK



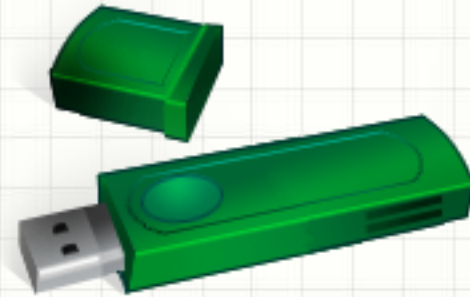
Hard Disk

- Magnetic storage material within the hard disk drive
- This is where your work gets saved on the computer!



Removable Storage

- Flash Drive
- External Hard Drive
- Floppy Disk
- iPod



Hardware

- Monitor
- Keyboard
- Mouse



Software

- Operating System Software (OSS)
 - Windows on PCs
 - Mac OS on Macs (Apple products)
- Software, Programs, Applications
 - All mean the same thing and will be used interchangeably

Word Processors

- Create text-based documents
 - Letters
 - Essays
 - Memos
 - Reports
- We will be using **Microsoft Word**



Spreadsheets

- Organize data
- Present information in rows and columns
- We will be using **Microsoft Excel**



Presentations

- Create slides as a visual aid for presentations
- Text, pictures, animations, audio, video, graphs
- We will be using this program, **PowerPoint**



Databases

- Stores data in records
- Create reports, records, and tables
 - Address books, product information, inventory, catalogs, student records
- **Microsoft Access**



Web Browsers

- Programs that you use to surf the Internet
- Compatible with other software programs that allow file sharing, video streaming, and thousands of other uses
- **Internet Explorer, Google Chrome, Mozilla Firefox**





COMMON COMPUTER NAVIGATION TERMS

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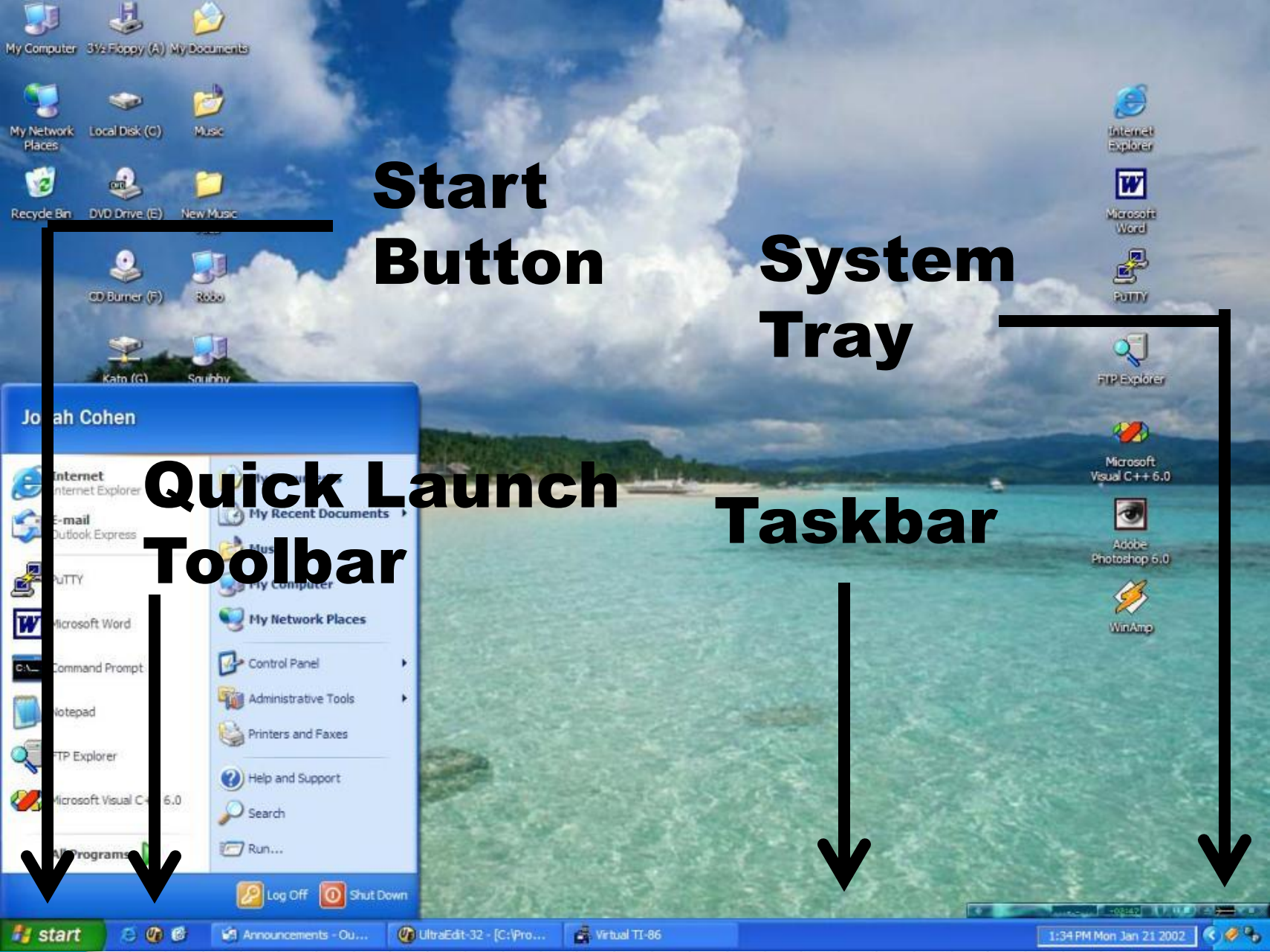
Desktop



Icons

Start Menu





**Start
Button**

**System
Tray**

**Quick Launch
Toolbar**

Taskbar