

Computer Basics

Quick Reference Card

General Concepts

Understanding Hardware, Software, and Information Technology (IT): A computer's hardware is a computer item you can physically see or touch. The software is a computer program that tells computer hardware how to operate. Information Technology (IT), is the broad subject related to computers and managing and processing information.



Main Parts of a Personal Computer

Central Processing Unit (CPU): The computer's brain or heart, the CPU is a computer's main chip. It calculates and processes information, and its speed is measured in Megahertz (MHz) and Gigahertz (GHz).

Hard Disk: The computer's main, long-term storage device.

Common Input Devices:



Mouse: Acts as a handheld pointing device and controls the actions of that blinking item on your computer screen known as a cursor.

Keyboard: Lets you enter information and commands into a computer.



Digital camera: Lets you take pictures and transfer them to a computer.



Common Output Devices:



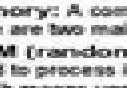
Monitors: Looks and works a lot like a TV screen. The monitor is really only half of what makes text and images appear on the screen. The other half is the graphics card. The monitor plugs into the graphics card in the back of the computer.



Printers: Transfers processed information to printed page. Main types of printers are: Inkjet; Laser and color laser; Multifunction; Dot matrix; and Plotter.



Speakers: Allow you to hear the sounds produced by the sound card.



Memory: A computer's temporary storage place, where it gets its work done. There are two main types of memory on your computer:

RAM (random-access memory): Computer's main memory, which is used to process information (example: work with a file). This memory is volatile, which means unsaved data disappears when you shut off the computer.

ROM (read-only memory): Computer's low-level memory, which is used to perform its most basic functions (example: start the computer). This memory is nonvolatile, which means data remains even when you shut off the computer.

Measuring Memory:

Bit: Short for binary digit, a bit is the smallest memory unit. Eight bits equal one byte.

Byte: Short for binary digits eight, one byte equals one character (letter, number, or symbol).

Kilobyte (K or KB): 1,024 bytes

Megabyte (M or MB): 1,048,576 bytes

Gigabyte (G or GB): 1,073,741,824 bytes

Terabyte (TB): 1,099,511,627,776 bytes

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Computer Performance

CPU Speed: Arguably the single most important factor that determines a computer's performance is the speed of its CPU.

RAM: Generally, the more RAM a computer has the better its performance.

Multitasking: Microsoft Windows can run more than one program at a time. The more programs or tasks being done at a time, the longer it takes to complete each one, and hence a drop in computer performance.

Software

Graphical User Interface (GUI): Makes computers easier to operate by using pictures and icons to represent files and programs.

An Operating System: Loads automatically and controls just about everything on your computer.

An Application Program: Helps you accomplish a certain task, such as writing a letter, browsing the Internet, or playing a game.

New Software Versions and Releases: Come out periodically and add new features and improve components of a program. New versions also take advantage of ever-improving technology.

Networks and the Internet

LAN: Stands for Local Area Network, and connects computers in the same geographic area or building, using cables.

Internet: The Internet is the largest computer network in the world, connecting millions of computers. People use it for many reasons, such as to make purchases, research information, or send e-mail.

World Wide Web: The World Wide Web is a hypertext system that operates over the Internet. The hypertext is read by browsers, which display the web pages from web servers.

Storage Devices

Memory Devices: Memory devices are very useful for sharing or transporting information. They are also useful for backing up your information. A comparison of some of the most common storage devices appears below.

Device	Speed	Capacity	Cost
Zip disk	Significantly slower than most hard disks.	100 to 250 Megabytes (MB).	Expensive when compared to costs of other storage devices.
CD-ROM	Much slower than a hard disk.	About 650 Megabytes (MB).	Very inexpensive.
DVD	Faster than a CD-ROM drive, but not as fast as a hard disk.	About 4 Gigabytes (GB), although future DVDs are rumored to hold up to 17 (GB).	Slightly more than a CD-ROM but still very inexpensive.
Internal Hard Disk	Very fast. Most hard disks have an average access speed of between 8 to 15 milliseconds (ms).	Enormous. Many hard disks have more than 200 Gigabytes (GB) of storage.	Byte for byte they are the most inexpensive way to store data.
External Hard Disk	Very fast, though normally slower than internal hard disks.	Enormous – same as internal hard disks.	Slightly more expensive than internal hard disks.

Basic Guide Computers

Toby Miller,Cassade

Basic Guide Computers:

The Complete Idiot's Guide to Computer Basics Joe Kraynak,2009 Most computer documentation is based on the assumption that the computer s owner already knows something beyond the basics about computer operation The Complete Idiot s Guide to Computer Basics Fifth Edition assumes differently This book places the reader in charge of the computer rather than the other way around and correctly identifies that the reader wants to do something practical with his or her computer but has little knowledge for doing so In The Complete Idiot s Guide to Computer Basics Fifth Edition readers will find Clear explanations of the basics of office programs Ways to tap the power of the Internet Information on finding lost or misplaced files Coverage of newsgroups message boards and mailing lists The basics of working with music photos and video on your computer Ways to help protect the environment with green computing as well as maintenance and upgrading

Absolute Beginners Guide to Computing Wallace Wang,2016-11-25 Learn and understand how you can perform a wide range of tasks on your new Windows computer including managing files browsing the internet and protecting yourself as well as interacting with Cortana Using Absolute Beginners Guide to Computing you will see how to use Windows and how you can connect and communicate with others You will learn the basics of browsing the web how to send email and sign up for services You will learn about some of the social media sites such as Facebook and Twitter You will also learn how to connect and use external hardware and process digital music photos and video Written by an author who has written multiple computing titles this book is friendly and approachable and can teach anyone how to use a computer With simple steps easy troubleshooting and online resources it s the best place to learn how to make computing a part of your life What You ll Learn Get picturesonto your computer to share Listen to digital music What clubs groups and other resources there are to help Who this Book Is For Anyone that wants to learn all the latest Windows features Beginners who want to use their new Windows computer to share pictures or video clips on YouTube or Facebook to those seeking a common sense approach to safe computing

The Beginner's Guide to Computers Robin Bradbeer,Peter De Bono,Peter Laurie,1982 Explains the development of modern computers how they work and their uses Computer Basics Absolute Beginner's Guide, Windows 10 Edition Michael Miller,2015-06-27 Make the most of your new Windows 10 notebook desktop computer or tablet without becoming a technical expert This book is the fastest way to get comfortable get productive get online get started with social networking make more connections and have more fun Even if you ve never used a Windows computer before this book shows you how to do what you want one incredibly clear and easy step at a time Computer basics have never ever been this simple Who knew how simple using computers could be This is today s best beginner s guide to using your computer or tablet with the new Windows 10 operating system simple practical instructions for doing everything you really want to do Here s a small sample of what you ll learn Set up Windows 10 and get online fast Use the new Windows 10 Modern interface Get started with social networking on Facebook Twitter Pinterest and LinkedIn Use Windows 10 s built in apps and find great

new apps in the Windows Store Connect printers and external storage and set up automatic file backup Create a home network in just minutes Go online to shop sell your stuff manage your money and do research Get your office work done fast Organize view and share photos Play music using Windows 10 iTunes or streaming music services Watch TV shows and movies online Protect yourself against viruses spyware and spam Keep your system running reliably at top speed ***The Complete Idiot's Guide to Computer Basics*** Joe Kraynak,2004-01-06 The computer how to that s actually coherent Now in its third edition this book puts the reader in charge of the computer rather than the other way around It identifies practical uses for the computer and shows how to get the most out of your machine simply and step by step New information on going digital with music photos and video Updates for Windows XP Updates for soon to be released Microsoft Office 2003 Step by step instructions for backing up data Advice for troubleshooting common problems Latest info on upgrades components and accessories Ideal for any new user including the large numbers of senior citizens teaching themselves how to use the computer

Computer Basics Absolute Beginner's Guide, Windows 10 Edition Michael Miller,2019-11-21 Updated for the Latest Windows 10 2019 This is today s best beginner s guide to using your computer or tablet with the Windows 10 operating system Make the most of your Windows 10 notebook or desktop computer without becoming a technical expert This is the fastest way to get comfortable get productive get online get started with social networking make more connections and have more fun Even if you ve never used a Windows computer before this book shows you how to do what you want one incredibly clear and easy step at a time Here s a small sample of what you ll learn Set up your computer and use the Windows 10 Start menu and desktop Connect to the Internet and browse the Web with Microsoft Edge Get started with social networking on Facebook Twitter Pinterest and LinkedIn Use Windows 10 s built in apps and find great new apps in the Windows Store Connect printers and external storage and set up automatic file backup Connect to a home wireless network or public Wi Fi hotspot Go online to shop and sell and smart search with Microsoft Cortana Get work done quickly with Microsoft Office Organize view and share photos Listen to streaming music with Pandora and Spotify Watch streaming movies and TV shows with Amazon Prime Video Hulu Netflix and more Protect yourself against viruses spyware and spam Keep your system running reliably at top speed ***The Complete Idiot's Guide to Computer Basics, 5th Edition*** Joe Kraynak,2009-02-03 Time for an upgrade The fifth edition of The Complete Idiot s Guide to Computer Basics places the reader in charge of the computer rather than the other way around and places the focus on software troubleshooting rather than hardware techno babble The reader wants to do something practical with his or her computer this book shows them how Covers basic office programs and how to manage photo video and music files Advice on safe web surfing including coverage of newsgroups message boards and mailing lists New green computing initiatives that help protect the environment Maintenance and upgrading information ***Computer Basics*** Steven M. Martin,2018-06-04 This book is for beginner computer users It was designed to assist people of all ages on the most basic essentials of the computer The day to day life of

most people consist of using a computer in some way or another Whether it be on your job in your home or at your school this basic knowledge will enhance your skill set **Absolute Beginner's Guide to Computer Basics with a Simple Guide to Office XP** Toby Miller,Cassade,2003-11-10 **Understanding Computers (Text/a Beginners Guide to Basic)** Parker,1996-05-01 *Absolute Beginner's Guide to Computer Basics* Michael Miller,2007 Guides beginning users through basic PC operations in Microsoft Windows demonstrating how to print letters manage finances shop online send and receive e mail and customize the desktop **PC Hardware: A Beginners Guide** Ron Gilster,2001-04-26 Ideal for PC owners looking for an accessible easy to follow reference this beginner s guide to PC hardware offers expert advice on every component processors motherboards memory BIOS CD ROM and DVD drives video cards and much more You ll also get details on external devices including monitors printers keyboards and modems The book covers both Intel and non Intel CPUs and USB and AGP ports *Beginners Guide to Building Your Own Computer* Pete Cleverly M D,2021-04-29 C m ut ng has h ng d a lot n the last d d F r m n smartphones h v become th g t m th d f l ng g m t ng in t u h w th fr nd nd browsing the Web f r n w r t spur of the moment trivia u t n and v w ng t tur Wh n u n d m m th ng m r w rful or with a b gg r r n u m ght r h f r a tablet And f actual r l w rk ll th l t you d use r b bl v lt l ght nd t l h Traditional bulk desktops are increasingly r r and wh n u them th r u u ll ll n n or d k d ut w th designs th t r m nt to be n t d Let s f it n one really bu ld th r wn d kt PC n m r r ght Wr ng tu ll DIY m n t b ll t u d t b but t t ll a thr v ng sector f th PC industry and n th t any serious m ut r u r w m n th t of person wh r more b ut wh t a m ut r n d th n h w m ll n envelope it n slide into should be w r of B u f u w nt the tr ng t m t adaptable m t u gr d bl nd m t r n l m ut r u n bl get th r no w around t Y u need to bu ld it ur lf By r r h ng each individual m n nt capabilities nd l m t t n u n t l r your purchases t ur x t n d n w nd in th futur And if ur requirements r your mood h ng tomorrow n xt w k next m nth r n xt year u can l pull out nd replace few as n f the nd ur m ut r is rf t for u yet g n N th ng l g v you th mu h ntr l or satisfaction Y u ll have t r f m m b a l t f portability but the r ult w ll be m th ng u can t t ll nd d l call ur wn u n v r w ll b able t w th n un h ng bl t m d gn d nd manufactured nt r l b m n l I can bet you that you will love and appreciate every bit of effort you invest in building your pc and with this book guide you won t be along through the journey

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