

COMPUTER LITERACY (WHAT YOU SHOULD KNOW)

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Introduction to Computers

Data are symbols that represent raw facts, objects and ideas about people, places, events and things that are of importance in an organization.

Examples of Processing (manipulation of data)

- Arithmetic Calculations.
- Sorting a list.
- Drawing Graphs.

1.1 Memory and Storage

Memory is the area of a computer that temporarily holds data that is being processed or waiting to be processed, stored or output.

Storage is the area where data can be left on a permanent basis while it is not needed for processing.

Classification of computers

1. Size
 - a. Super Computers
 - b. Mainframe
 - c. Micro/Personal Computers
2. Technology
3. Purpose

A **Computer System** is a computer with all its hardware interconnected with it.

- Hardware
- Software
- Data/Information
- People
- Procedures

Processors/CPU: A set of electronic circuits the perform the computer's processing actions.
A **Chip** is a collection of electronic components in a very small, self-contained package.

RAM	ROM
Volatile – holds its data only when the power is on.	Non-Volatile – never loses its content.
Holds data and instructions temporarily while the CPU works on them.	Permanent storage of programs.

1.2 Computer Software

1 System Software

System Software is a program that controls the computer's hardware or that can be used to maintain the computer in some way so that it runs more efficiently.

- **OS** is a program that tells a computer how to use its own components.
- **Network Operating System** is a program that allows a computer to communicate and share data across a network while controlling network operations and overseeing the network's security.
- **Utility** is a program that makes a computer system easier to use or performs a specific function.

2 Application Software is a program that tells a computer how to accomplish a specific task e.g., word processing.

1.3 Data and Information

A **File** is a named collections of data stored on a storage medium. (Data and executable files).

A **Document** is a file that a user can open and edit.

A **folder** is a place where a group of computer files and other folders can be kept and organized.

A **file extension** describes a file's content.

A **bit** is the smallest unit of data a computer can recognize or use.

A **Byte** is the smallest unit of data storage, 1 byte = 8bits.

ASCII (American Standard Code for Information Interchange) uses 7bits.

Extended ASCII uses 8bits.

EBCDIC (Extended Binary Coded Decimal Interchange Code) use 8bits.

Unicode uses 16bits.

Central Processing Unit (CPU)

Internet and WWW