

# COMPUTER LITERACY

MODCOM Institute Of Technology



# Computer Literacy

Familiarization of computer usage and keyboard shortcuts to increase user productivity. This means learning how to use a computer to minimize the steps required to complete a certain task. Thereby saving a lot of time!

# 1. What is a computer?

- An electronic device for storing and processing data, according to instructions given to it in a program.

## Examples and types of computers



Desktop computer



Laptop



Netbook



Hybrid



Tablet



Smartphone

# 2. Advantages of a Computer

- Advantages of Computer :
- **Multitasking Multitasking**
  - Multitasking Multitasking is one among the main advantage of computer. Person can do multiple task, multiple operation at a same time, calculate numerical problems within few seconds. Computer can perform millions or trillions of work in one second.
- **Speed**
  - Now computer isn't just a calculating device. Now a day's computer has vital role in human life. One of the most advantages of computer is its incredible speed, which helps human to finish their task in few seconds.
- **Cost/ Stores huge**
  - Amount of knowledge it's a coffee cost solution. Person can save huge data within a coffee budget. Centralized database of storing information is that the major advantage which will reduce cost.
- **Accuracy**
  - One among the basis advantage of computer is which will perform not only calculations but also with accuracy.
- **Data Security**
  - Protecting digital data is understood as data security.
- **Task completer**
  - Completes tasks that might be impossible for humans to complete.
- **Communication**
  - Computer helps the user in better understanding and communication with the other devices.
- **Productivity**
  - The level of productivity gets automatically doubled as the computer can done the work at very fast.
- **Reduces work load -**
  - Information are often accessed by more then one person with the necessity for work to be duplicated.
- **Reliability -**
  - Computers can perform same sort of work repeatedly without throwing up errors thanks to tiredness or boredom, which are quite common among humans.
- **Storage -**
  - Computer are used to store data

# 3. Advantages of a Computer

- Disadvantages of computer :
- **Virus and hacking attacks -**
  - Virus may be a worm and hacking is just an unauthorized access over computer for a few illicit purpose. Virus can go to other system from email attachment, viewing an infected website advertisement, through removable device like USB etc.
- **Online Cyber Crimes -**
  - Online cyber-crime means computer and network may have utilized in order to commit crime. Cyberstalking and fraud are the points which comes under online cyber-crimes. (need for cyber security session, to be covered later)
- Reduction employed opportunity -
- Mainly past generation wasn't used of the pc or they need the knowledge of computer they faced an enormous problem when computer came in field.
- **Distractions/disruptions -**
  - If you've got ever spent hours browsing the web or watching videos on YouTube, then you recognize how distracting computers can be! Because of their high entertainment value.
- **Increases waste and impacts the environment -**
  - With the speed that computers and other electronics get replaced, all of the old devices that get thrown away have a big impact on the environment.

### 3. Computers Manufacturers

**TOSHIBA**



**IBM**

*acer*



**FUJITSU**

**lenovo**



**SONY**



Mac

**ALIENWARE**  
HIGH-PERFORMANCE SYSTEMS

**DELL**

**COMPAQ**

**SONY**  
VAIO

ETC



# 4. Types of Computers

## Types of Computer



Microcomputer



Minicomputer



Personal computer



Supercomputer



Laptop



Tablet

[www.InformationQ.com](http://www.InformationQ.com)

# 5. Parts of a Computer - Hardware

Computer

OR CPU - Control Processing Unit

Desktop Computer (System Unit)

Flat-panel Display (Output Device)

Speaker (Output Device)

Keyboard (Input Device)

Mouse (Input Device)

**Computer hardware**, includes the physical parts of a computer.



# 6. External Storage

Removable



They include

- Memory Cards,
- CD/DVDs
- Flash Drives
- External Hard disks

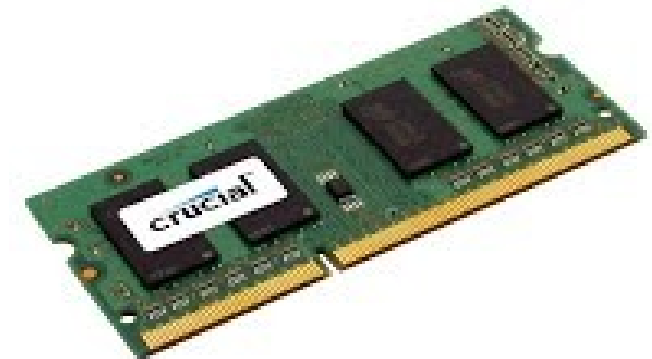
# 7. Internal Storage

Non - Removable



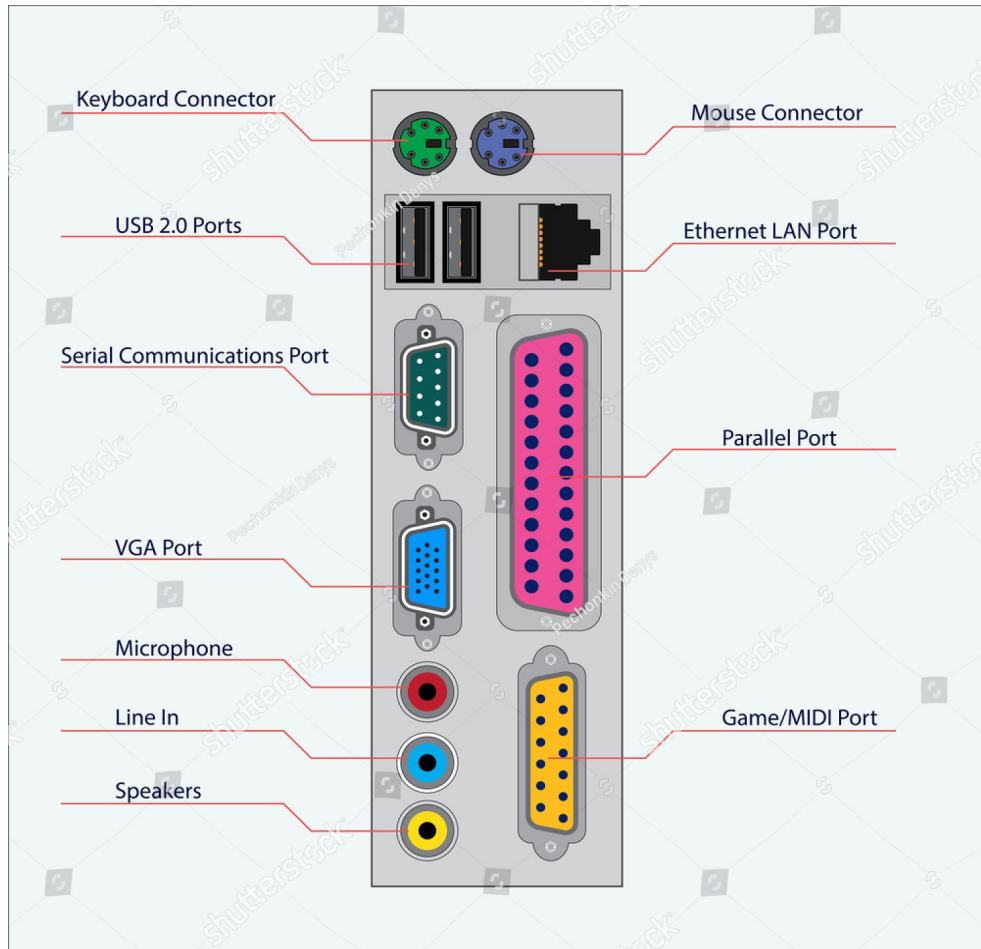
They include

- Hard disk
- RAM



# 8. Ports/Drives in a computers

## Desktop PC



### Most used ports

- USB - Flash/Mouse/Keyboard
- Speakers -Audio
- LAN - Internet

## Laptop | Computer Port Explained



# 9. Powering a Computer



Power a Computer  
Computer must be connected to power.

## **Desktop**

Both System Unit and Monitor must be powered.

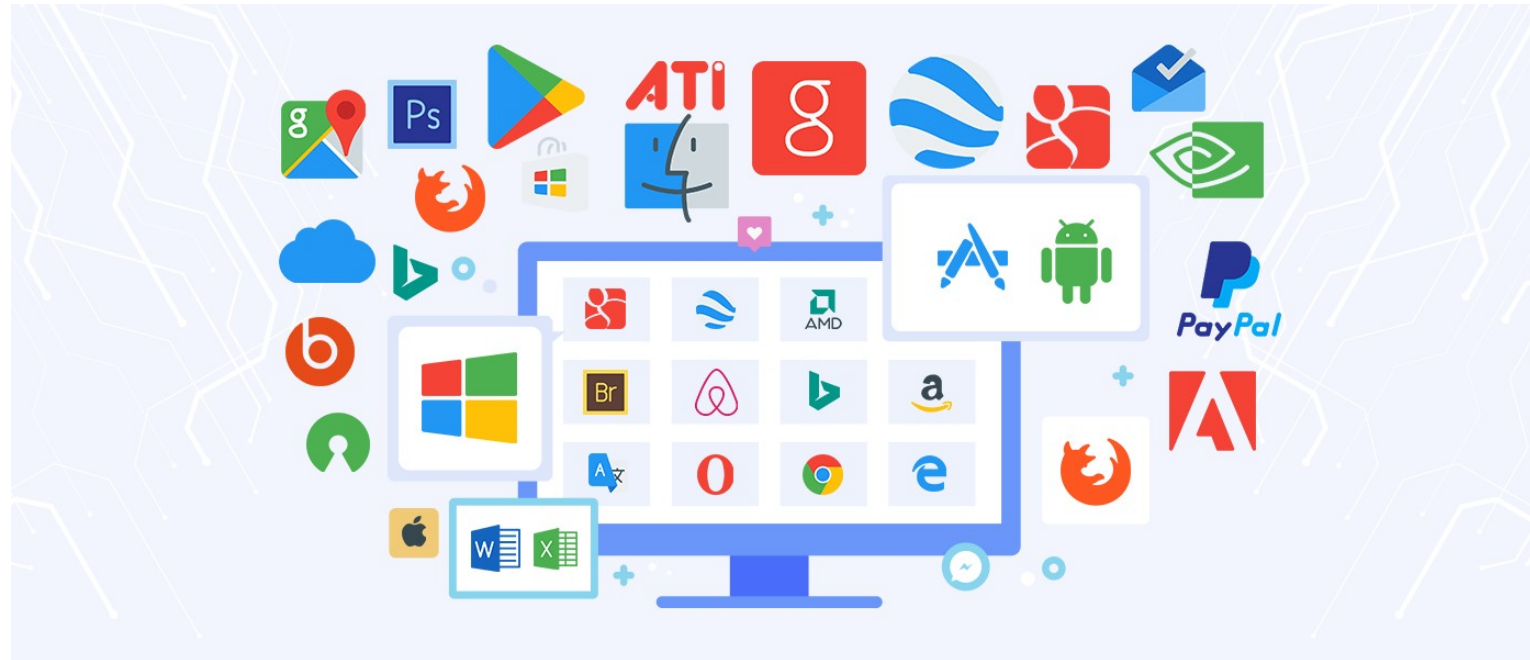
## **Laptop**

Laptop are usually charged



# 10. Computer Software

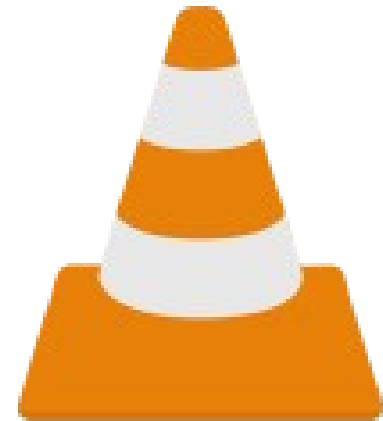
Software, instructions that tell a computer what to do. Software comprises the entire set of programs in a computer.





# 11. What Are Computer Programs?

- A program is a collection of instructions that can be executed by a computer to perform a specific task.
- Examples of programs
  - Browser, Sublime, Media Player, Image Viewer



# 12. What is an OS

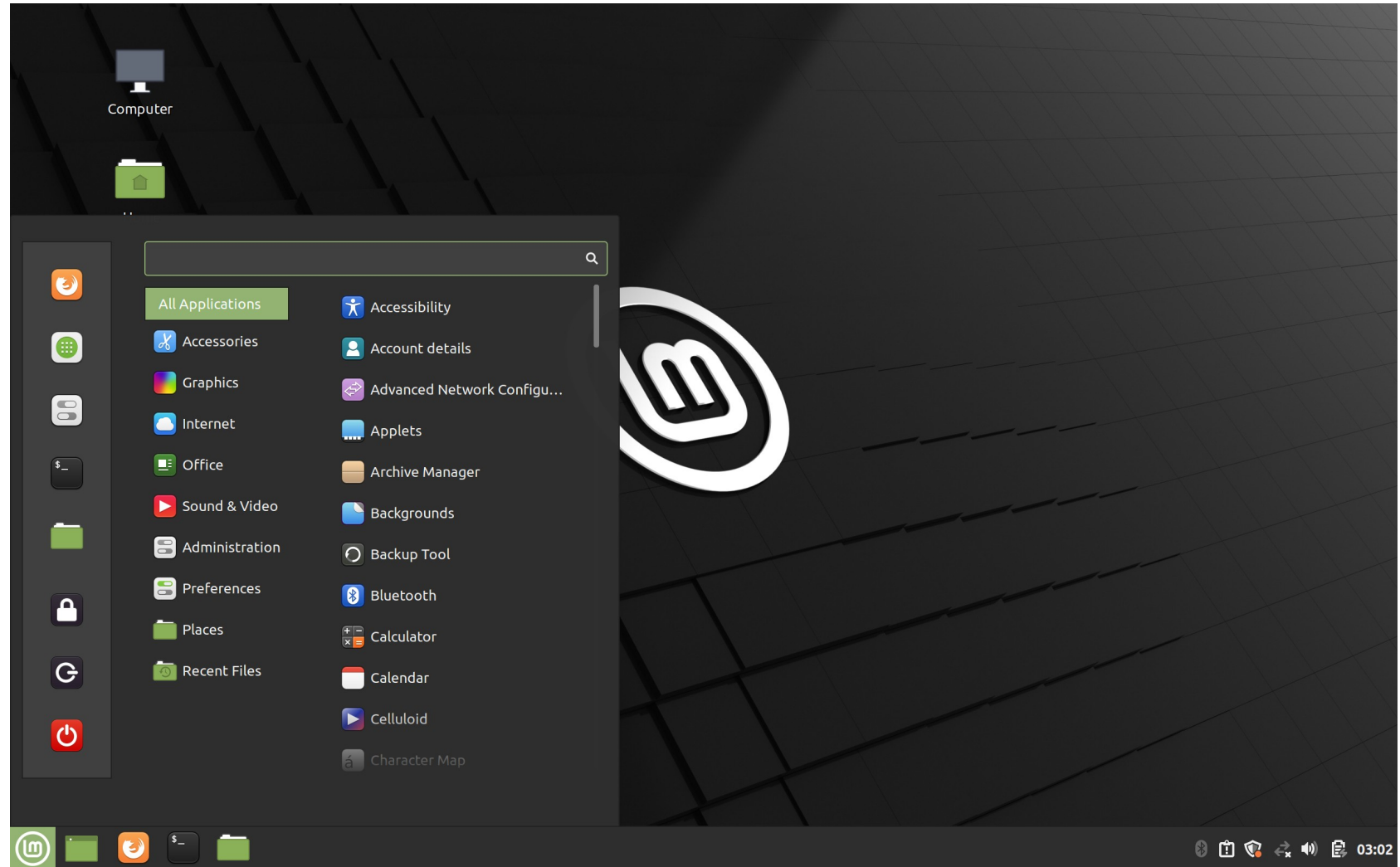
An operating system (OS) is system software that manages computer hardware, software resources, and provides common services for computer programs



# 13. Examples of OS

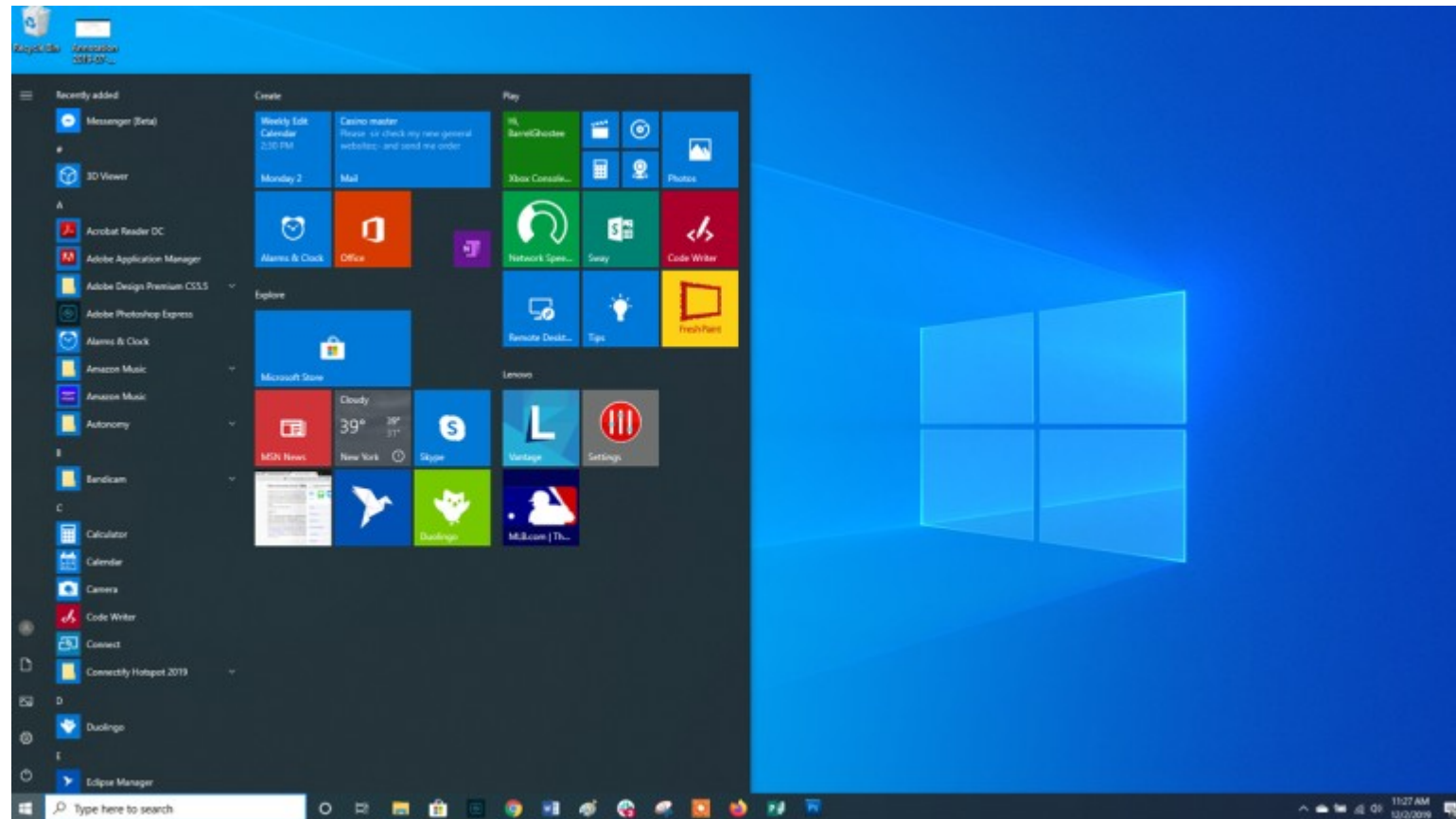


# 14. Linux Mint OS



**Our computer are installed on Linux Mint OS**

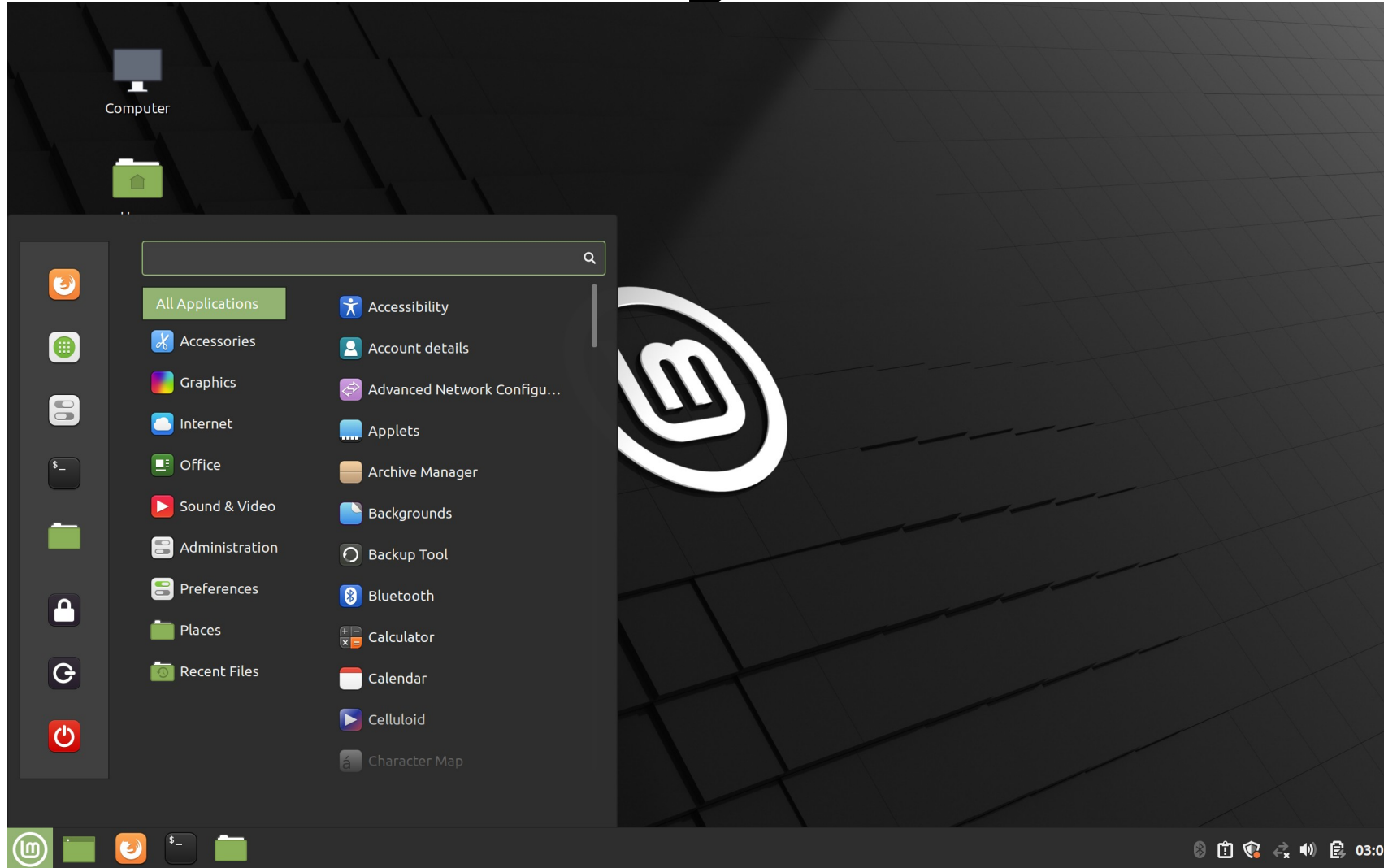
# 15. Linux Mint OS



Students laptops might be running on Windows 10

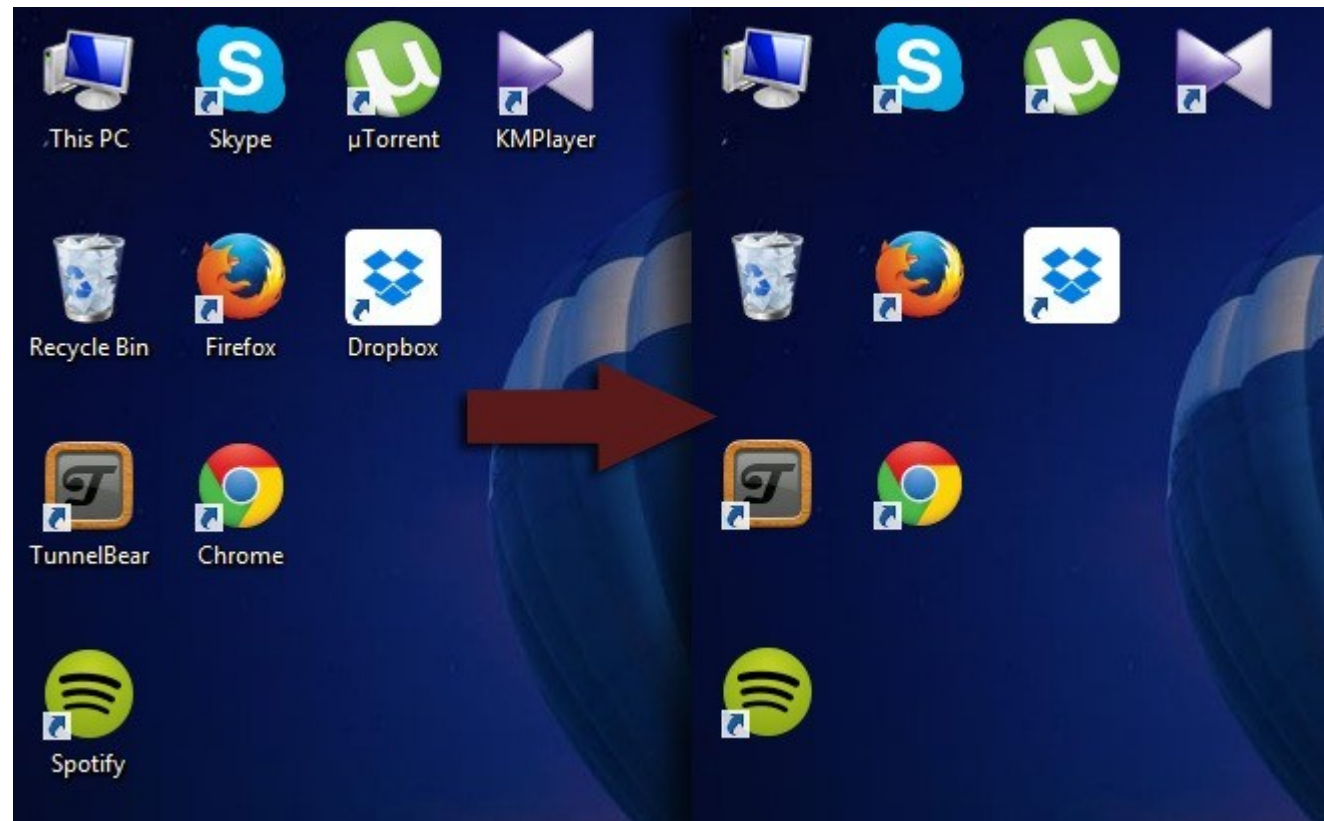


# 16. Understanding Linux Mint

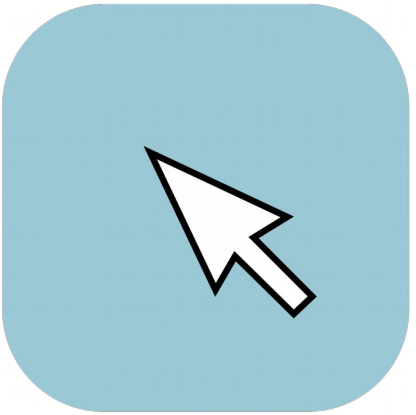


# 17. Desktop

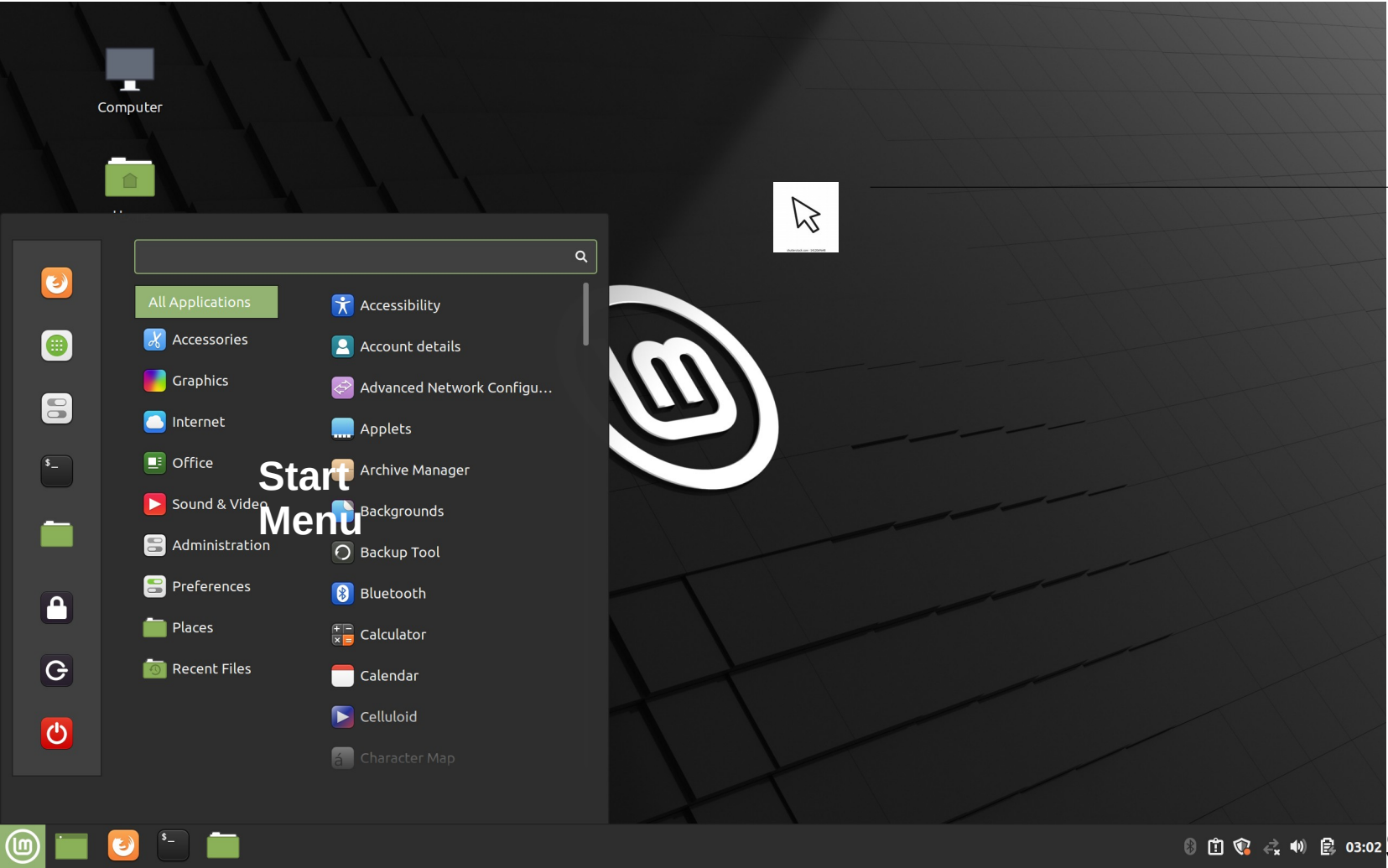
The first screen when an operating system starts, includes icons. Icons are small pictures that represent files, folders, programs,



# 18. Other parts



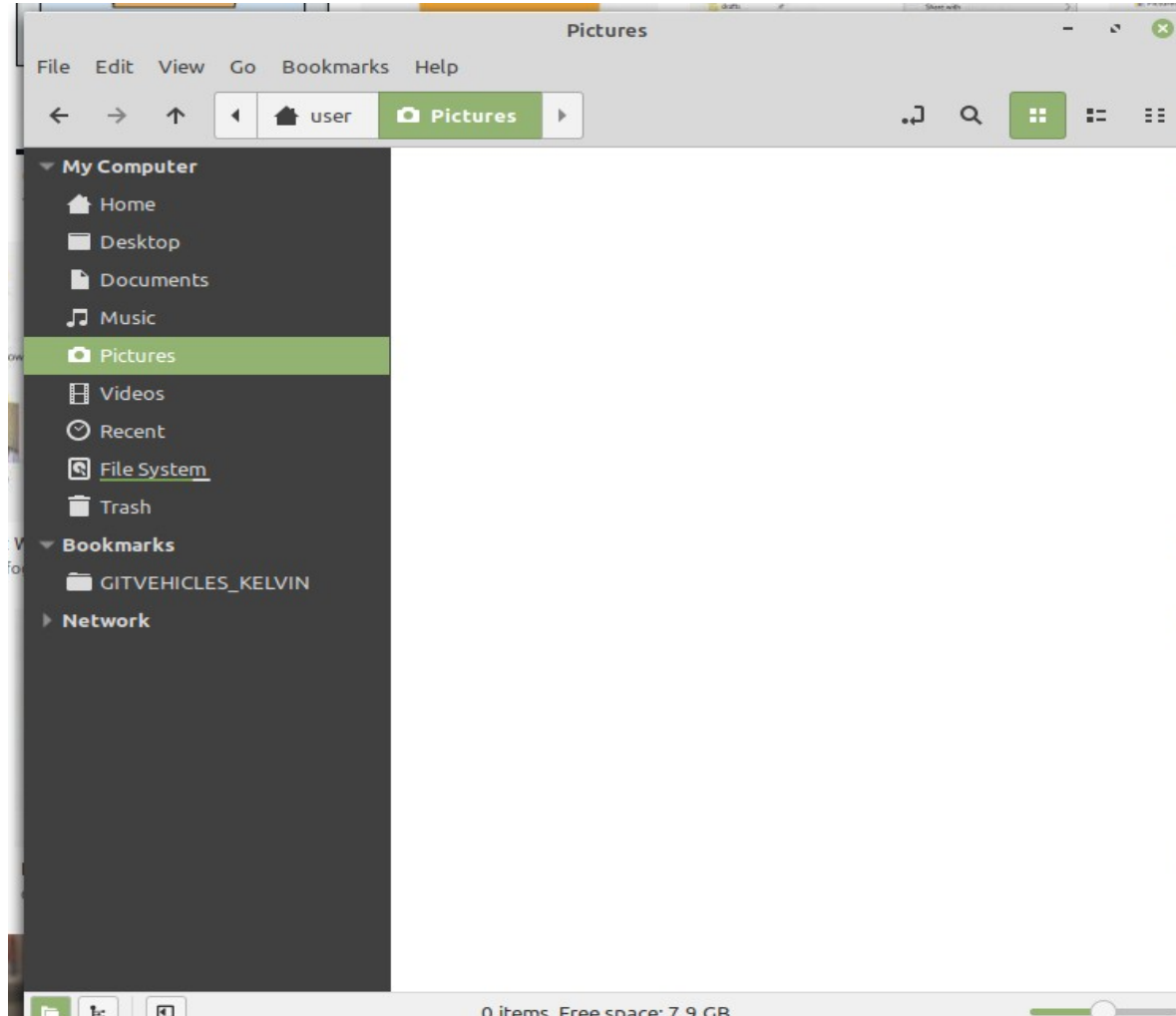
a cursor is an indicator used to show the current position for user interaction on a computer



Start  
Button

System tray

# 19. Computer Places/My PC



An operating system has different places:

- Documents - store your documents
- Downloads – store downloaded files
- Music - Store your music files
- Pictures - stores your images, photos
- Videos - stores videos files
- Recent – shows your recent files

# 20. Folders and Files

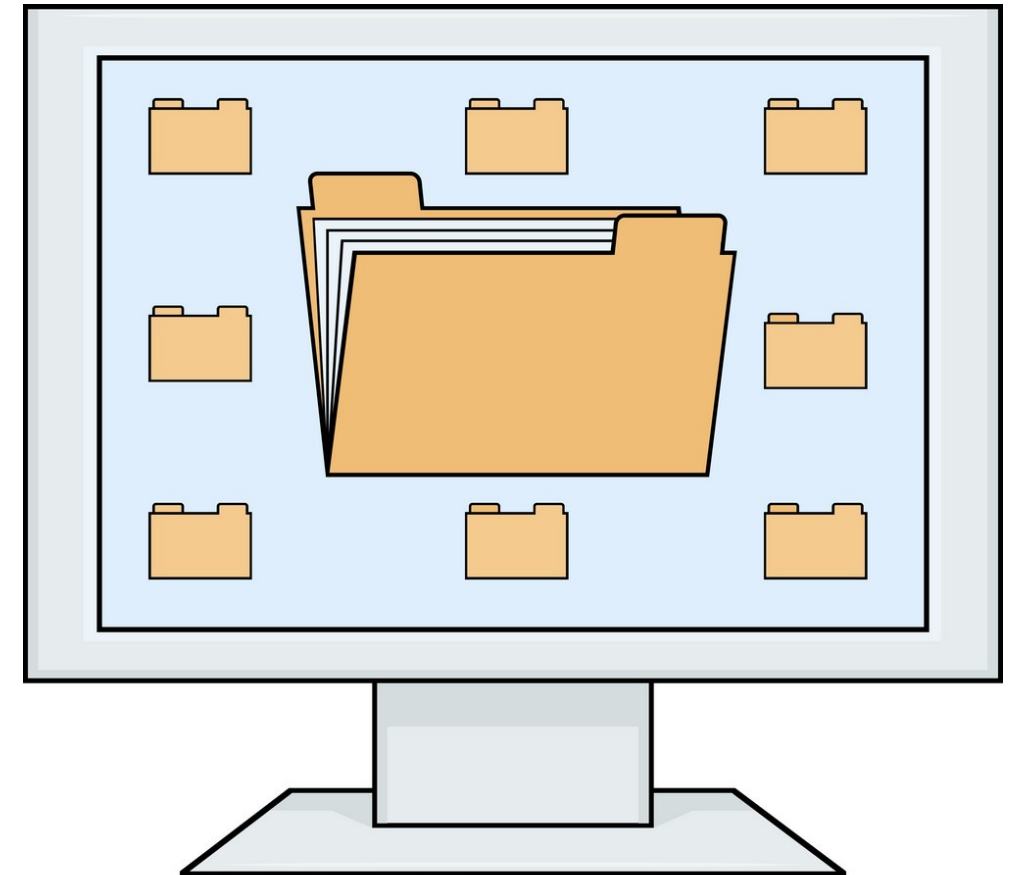
A folder, also called a directory, is a space used to store files, other folders

A file on a computer used to store data, information

Files come with different extensions  
i.e .mp4, mp3, .pdf, doc, ppt, csv, jpeg

Extensions represent the data the file is holding

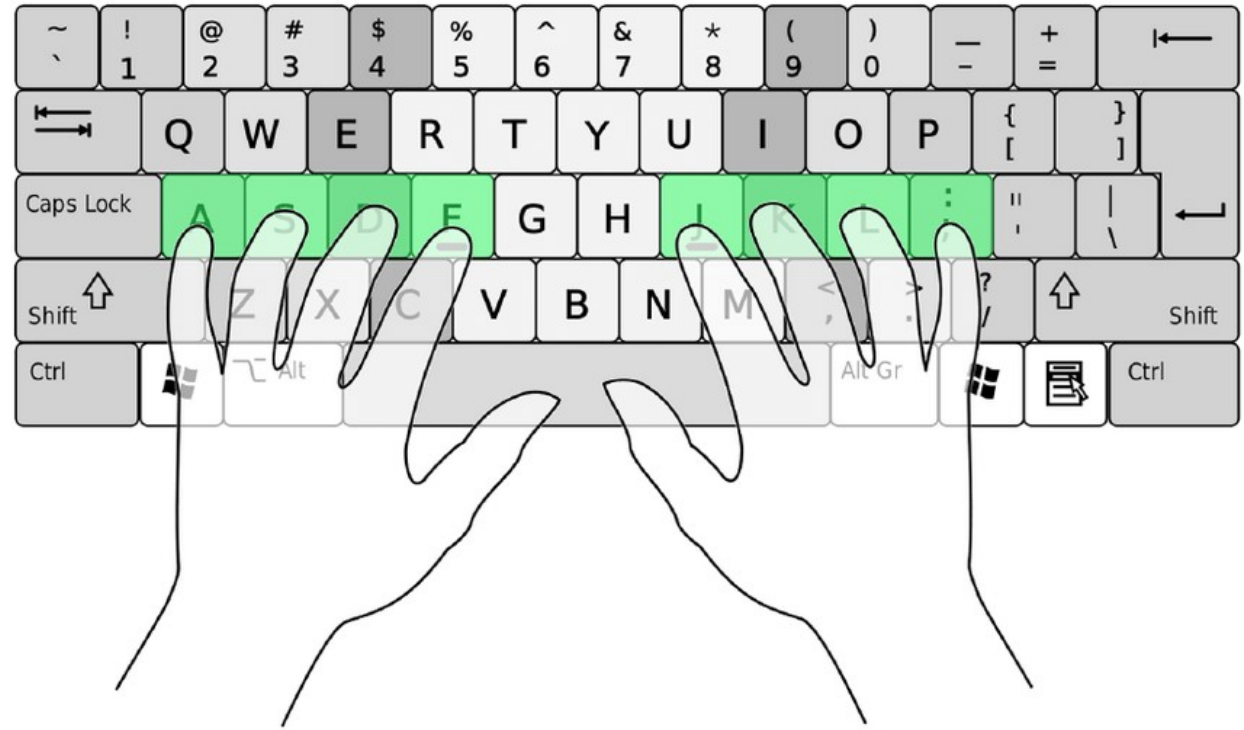
## PRACTICE ON CREATING FILES AND FOLDERS





# 21. Typing

- The keyboard layout, qwerty keyboard layout
- Has 6 rows of keys
- Finger placement



# Special Keys on the keyboard

- Esc – Exit Context.
- Prt sc– Take a screenshot.
- Delete – Remove selected component.
- Home – Beginning of a line/content
- End – End of a line/content
- Backspace – Remove letters
- Tab – a group of white spaces
- Caps lock – toggle between Upper & Lowercase letters
- Enter/Return – Execute
- Shift
- Ctrl
- Window Btn
- Alt
- Space – adds one white space

# Keyboard Symbols

1. ~ - Tilde
2. ` - backtick/backquote
3. ! - not/exclamation
4. @ - at
5. # - hash/number
6. \$ - dollar sign
7. % - modulus/percentage
8. ^ - caret
9. & - and
10. \* - wildcard/asterisk/multiply
11. ( ) - parenthesis
12. - - dash/hyphen/subtract
13. \_ - underscore
14. + - add/concatenate/join
15. = - assign/equals
16. [ ] - square brackets
17. { } - curly braces
18. | - Vertical bar/pipe
19. \ - backward slash
20. : - colon
21. ; - semicolon
22. " - double quote
23. ' - single quote
24. < > - angle brackets
25. , - comma
26. . - period/full stop/dot
27. ? - question mark
28. / - forward slash/divide

# Uses of symbols in programming

## 1. Delimiters/Separators

- i. Space -
- ii. Tab -
- iii. Comma - ,
- iv. Period/dot - .
- v. Forward slash - /
- vi. Backward slash - \
- vii. Colon - :
- viii. Semi Colon - ;

## 2. Context/Enclosers/Scope

- i. Parenthesis - ()
- ii. Curly Braces - {}
- iii. Square Brackets []
- iv. Backquote ``
- v. Double Quote ""
- vi. Single Quote ''
- vii. Angle Brackets <>

## 3. Arithmetic/Mathematical Operators

- i. Addition - +
- ii. Subtraction - -
- iii. Multiplication - \*
- iv. Divide - /
- v. Modulus - %

## 4. Logical Operators

- i. And - &&
- ii. Or - ||
- iii. Not - !

## 5. Comparison Operators

- i. Greater than - >
- ii. Less than - <
- iii. Greater than or equal to - >=
- iv. Less than or equal to - <=
- v. Equal to - ==
- vi. Not equal to - !=

# 22. Internet Basics

- Browser
  - A Program that allows a computer user to find and view information on the Internet. Has as address bar to enter a website address, *Urls, address bar, how to open a given website*

## Downloading

The transmission of a file from one computer system to another. Usually through a network. Prac to download I.e an image.

## Googling

Search for information about (someone or something) on the internet using the search engine Google. Prac to search something