

**SPEAKERS**

Used to produce audio output.

**MONITOR**

An output device that lets you see your work as you go.

**CD/DVD DRIVE**

Reads CD/DVD discs.

**SYSTEM UNIT**

The case that contains the CPU, memory, the power supply, disk drives, and all other hardware—such as a modem—that are in an internal format.

**PRINTER**

Produces printed copies of computer output.

**MICROPHONE**

Used to get spoken input.

**FLOPPY DISKS**

Used for storing small amounts of data for backup or to transport data to another PC.

**KEYBOARD**

The principal input device; used to type instructions into the computer.

**CD/DVD DISCS**

Commonly used to deliver programs and store large multimedia files.

**MOUSE**

A pointing device used to make on-screen selections.

**FLOPPY DISK DRIVE**  
Reads from and writes to floppy disks.

**HARD DRIVE**

Located inside the system unit and used to store programs and most data.

**FLASH MEMORY CARD READER**

Used to read flash memory cards.

