

A computer

Is a machine that accepts inputs and gives out output.

Parts of a computer

- Keyboard
- Monitor
- Mouse
- System unit

FUNCTIONS OF THE PARTS OF A COMPUTER

Keyboard. used for typing text.

Monitor. Displays information from the computer.

Mouse. Used for clicking documents

System unit. Keeps the inside parts of a computer.

BASIC COMPONENTS OF A COMPUTER

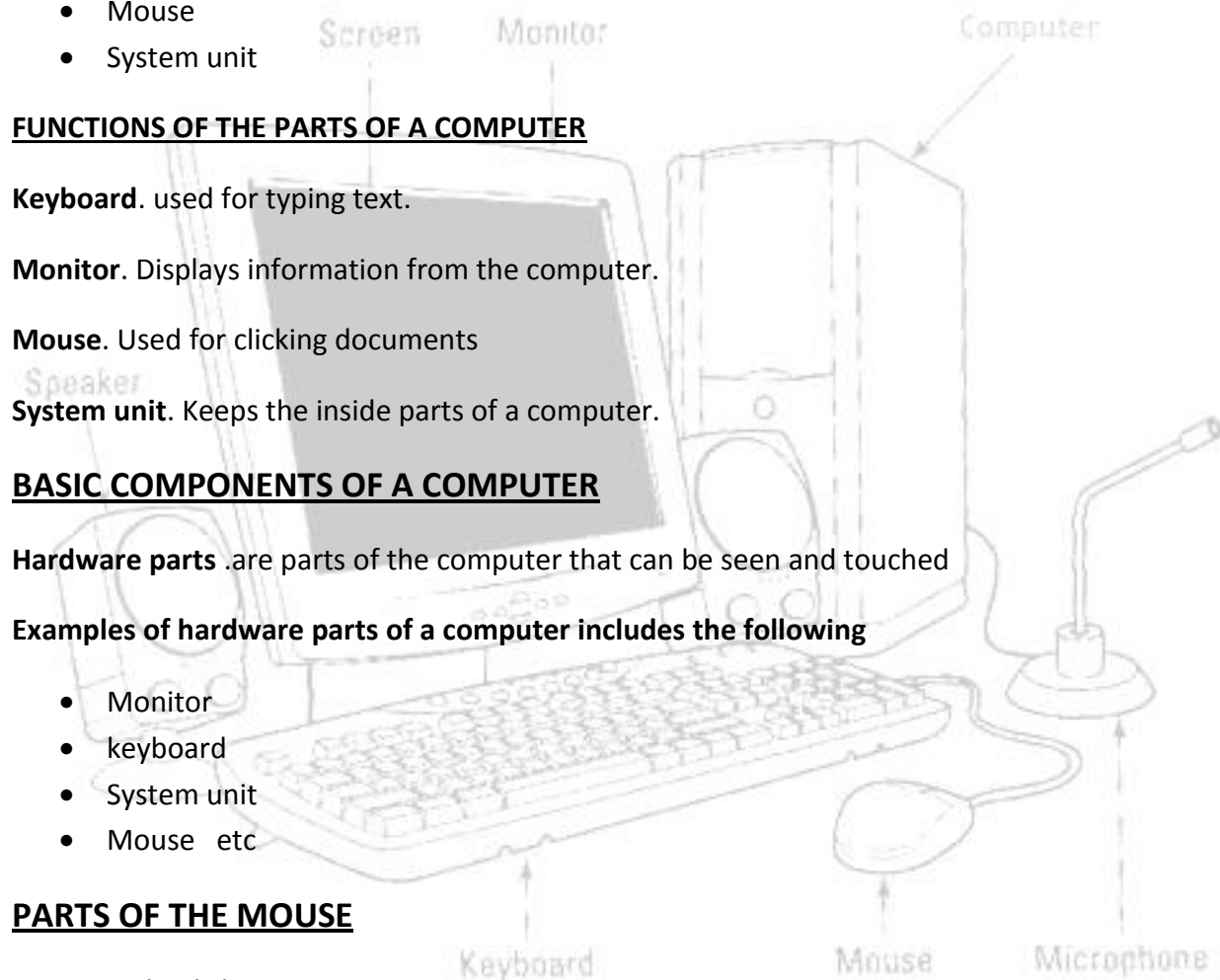
Hardware parts .are parts of the computer that can be seen and touched

Examples of hardware parts of a computer includes the following

- Monitor
- keyboard
- System unit
- Mouse etc

PARTS OF THE MOUSE

- Right click
- Left click
- Scroll button



SPECIAL KEYS ON THE KEYBOARD

- Enter key
- Caps lock
- Backspace
- Spacebar

Functions of the special keys on the keyboard

Enter key. Takes you to a new line

Caps lock. Turns on/off capital letters

Backspace. Deletes mistakes left words.

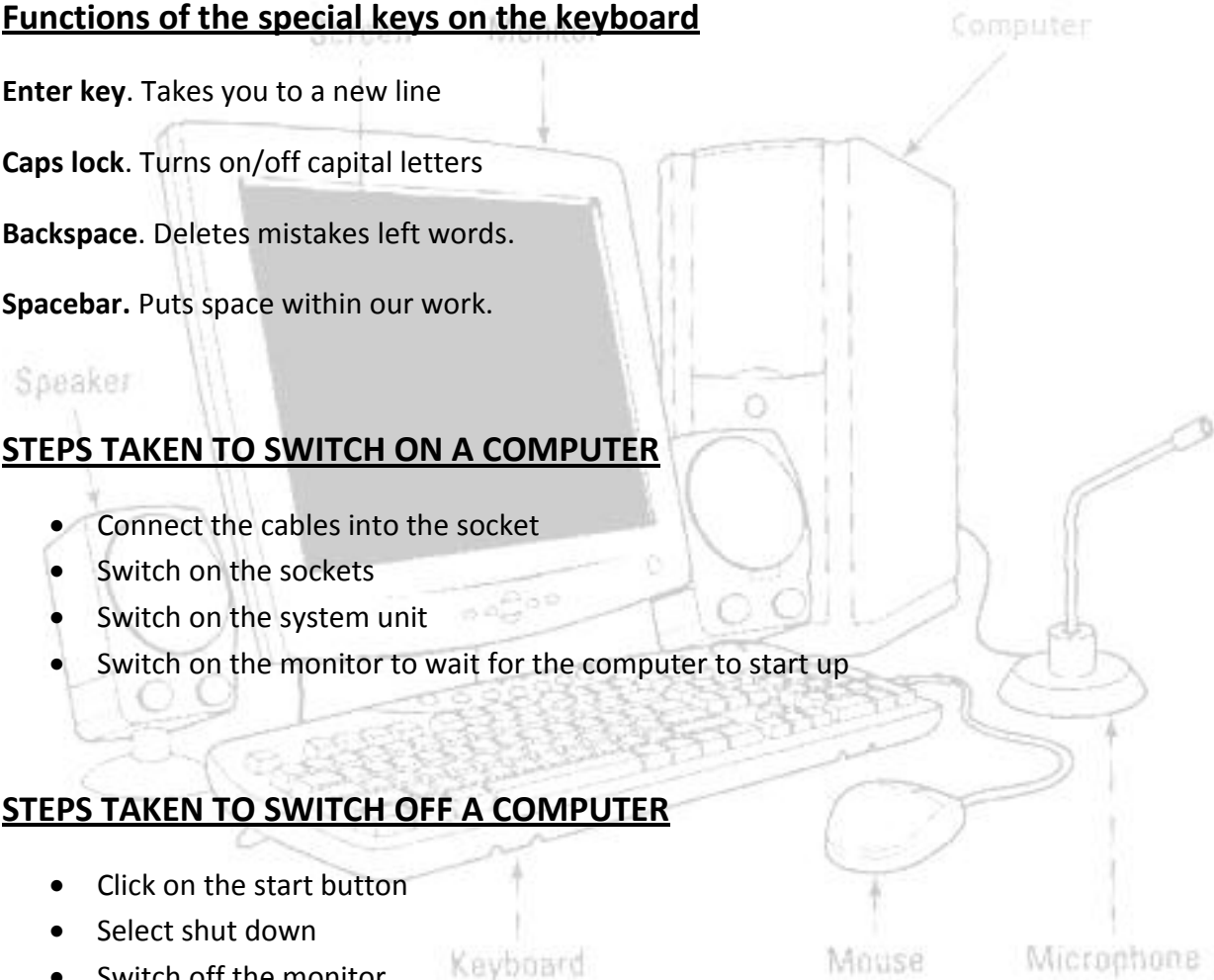
Spacebar. Puts space within our work.

STEPS TAKEN TO SWITCH ON A COMPUTER

- Connect the cables into the socket
- Switch on the sockets
- Switch on the system unit
- Switch on the monitor to wait for the computer to start up

STEPS TAKEN TO SWITCH OFF A COMPUTER

- Click on the start button
- Select shut down
- Switch off the monitor
- Switch off the sockets



USES OF COMPUTERS

- They are used to play games
- They are used to play music
- Computers are used for online shopping
- Are used to watch videos
- They are used to type and print documents
- Computers are used to send emails
- Are used for collecting payments from customers

DIFFERENT TYPES OF COMPUTERS

Desktop computers. These are found at home, work, schools etc

Laptop computers. These are personal computers that are more portable

Tablet computers. These are hand held computers.

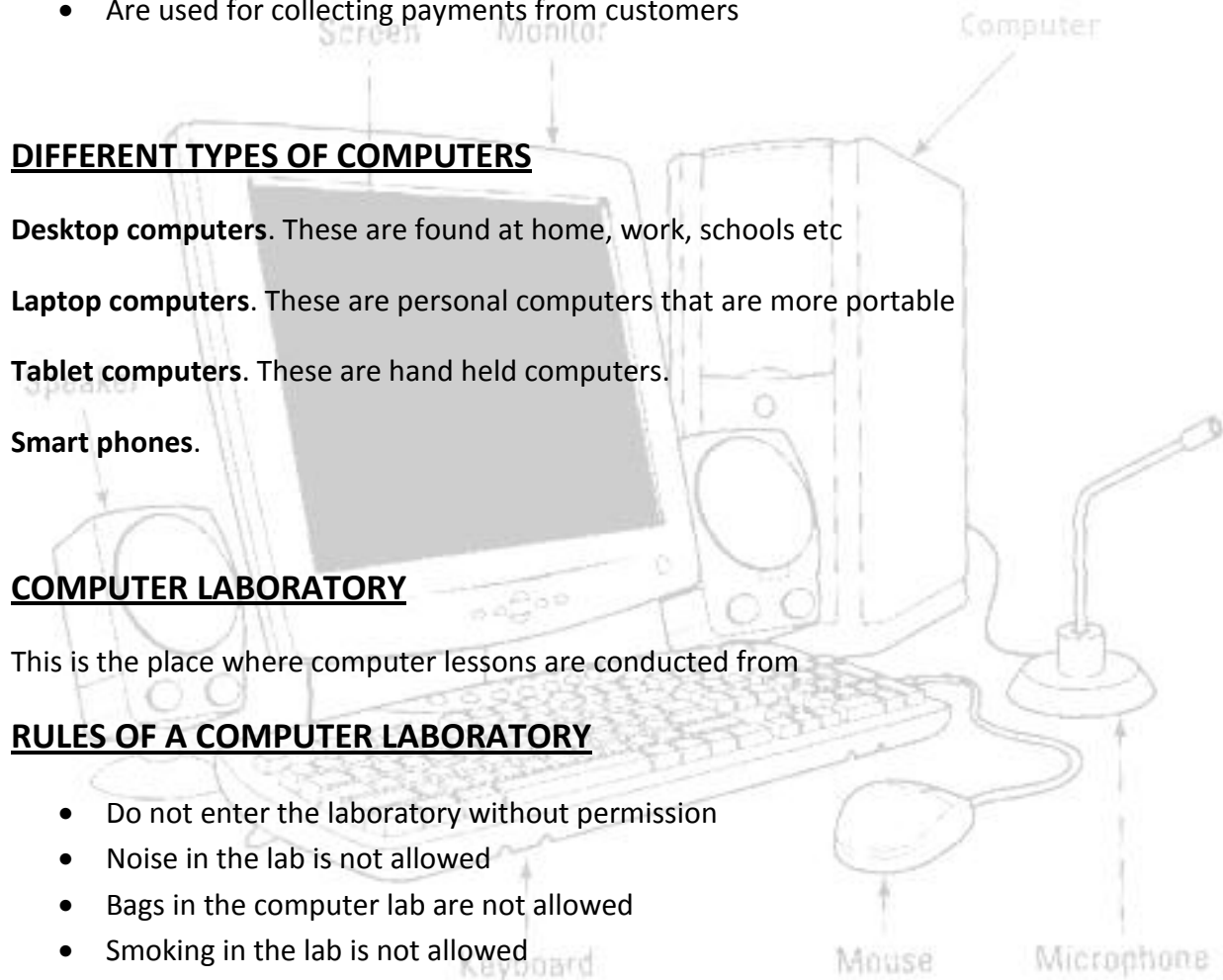
Smart phones.

COMPUTER LABORATORY

This is the place where computer lessons are conducted from

RULES OF A COMPUTER LABORATORY

- Do not enter the laboratory without permission
- Noise in the lab is not allowed
- Bags in the computer lab are not allowed
- Smoking in the lab is not allowed
- Food and drinks in the computer lab are not allowed
- Un necessary movements in the lab are not allowed
- Use of the computer lab is for academic activities only
- Always switch off the computers after use



PLACES WHERE COMPUTERS ARE USED

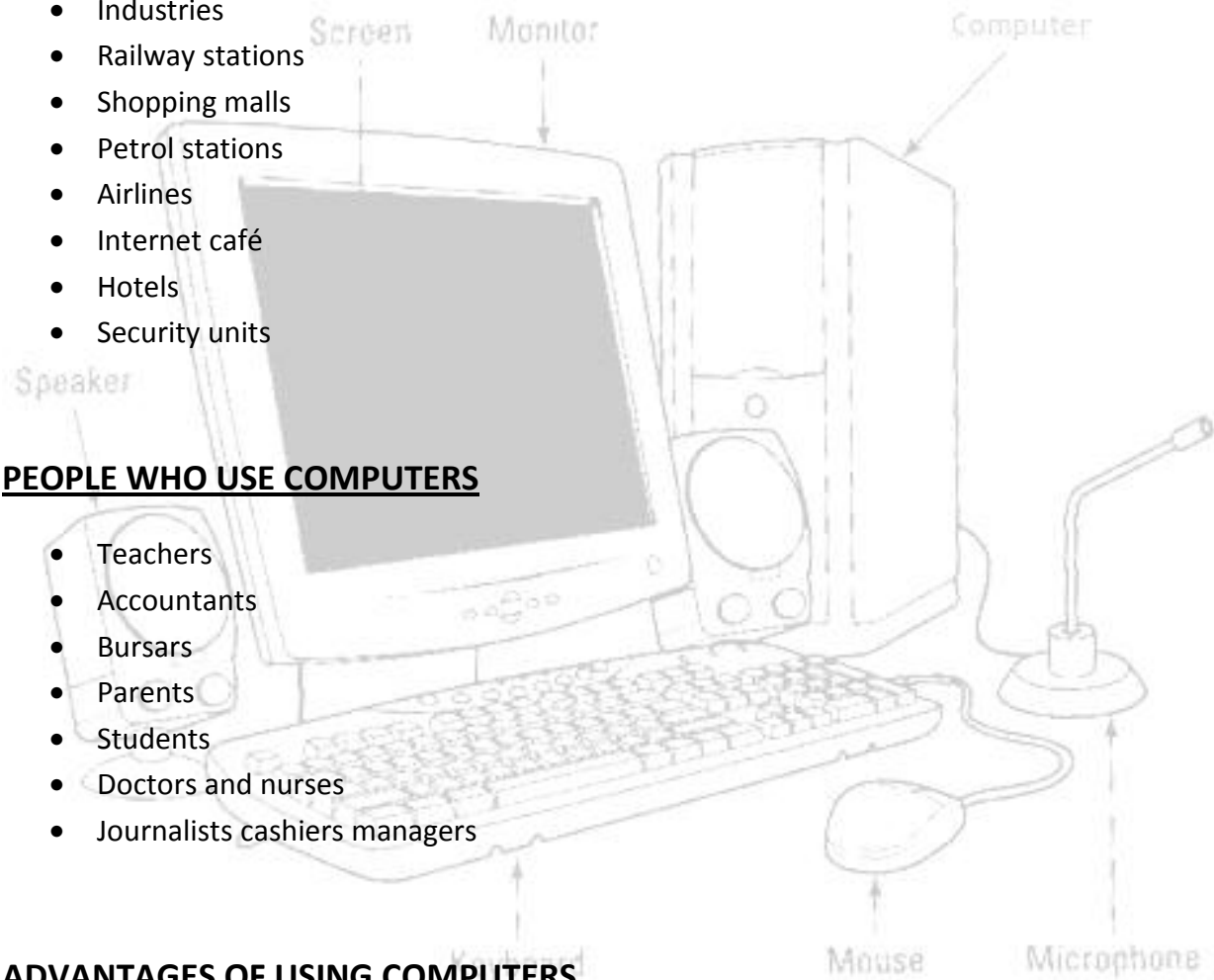
- Schools
- Hospitals
- TV stations
- Offices
- Radio stations
- Banks
- Industries
- Railway stations
- Shopping malls
- Petrol stations
- Airlines
- Internet café
- Hotels
- Security units

PEOPLE WHO USE COMPUTERS

- Teachers
- Accountants
- Bursars
- Parents
- Students
- Doctors and nurses
- Journalists cashiers managers

ADVANTAGES OF USING COMPUTERS

- They perform work quickly
- They save time
- For record keeping
- For online banking
- For paying bills
- For easy communication



DISADVANTAGES OF USING COMPUTERS

- Leads to unemployment
- Harm eyes
- Expensive to buy
- Needs educated people
- Loss of information through virus
- Stealing people's money through ATM

THE DESKTOP

Refers to the opening screen

BASIC ELEMENTS OF THE DESKTOP

- Recycle bin
- My documents
- Icon computer
- Time and date
- Taskbar
- Files
- Folder

IMPORTANCE OF SOME BASIC ELEMENTS OF THE DESKTOP

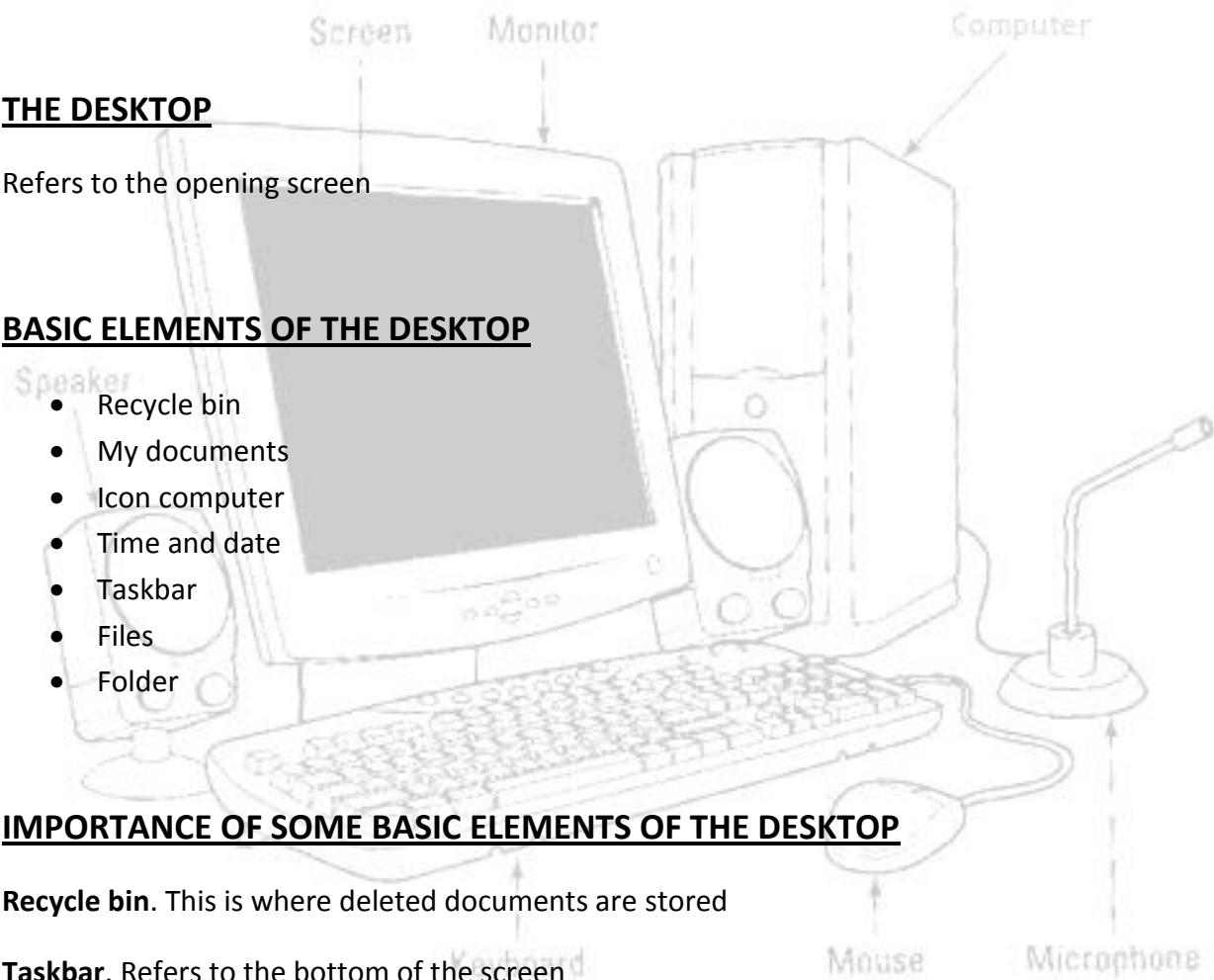
Recycle bin. This is where deleted documents are stored

Taskbar. Refers to the bottom of the screen

My documents. Default saving area

Files. Refers to the collection of text

Folders. Refers to the collection of files



FUNCTION KEYS ON THE KEYBOARD

- F1
- F2
- F3
- F4
- F5
- F6
- F7
- F8
- F9
- F10
- F11
- F12

NAVIGATION KEYS ON THE KEYBOARD

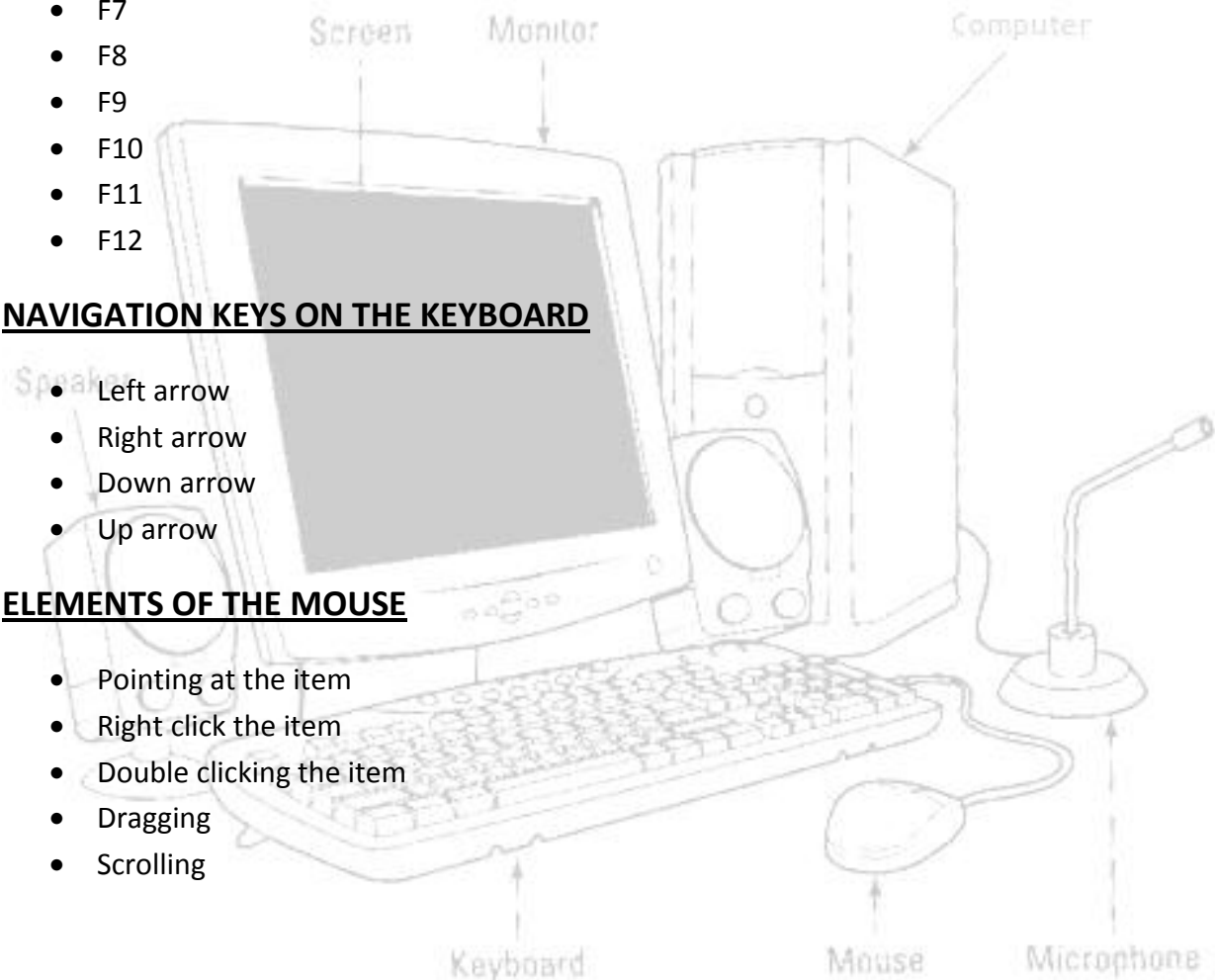
- Left arrow
- Right arrow
- Down arrow
- Up arrow

ELEMENTS OF THE MOUSE

- Pointing at the item
- Right click the item
- Double clicking the item
- Dragging
- Scrolling

TIPS FOR USING YOUR MOUSE SAFELY

- Ensure a clean surface
- Hold your mouse lightly
- Keep your fingers relaxed
- Avoid throwing your mouse down



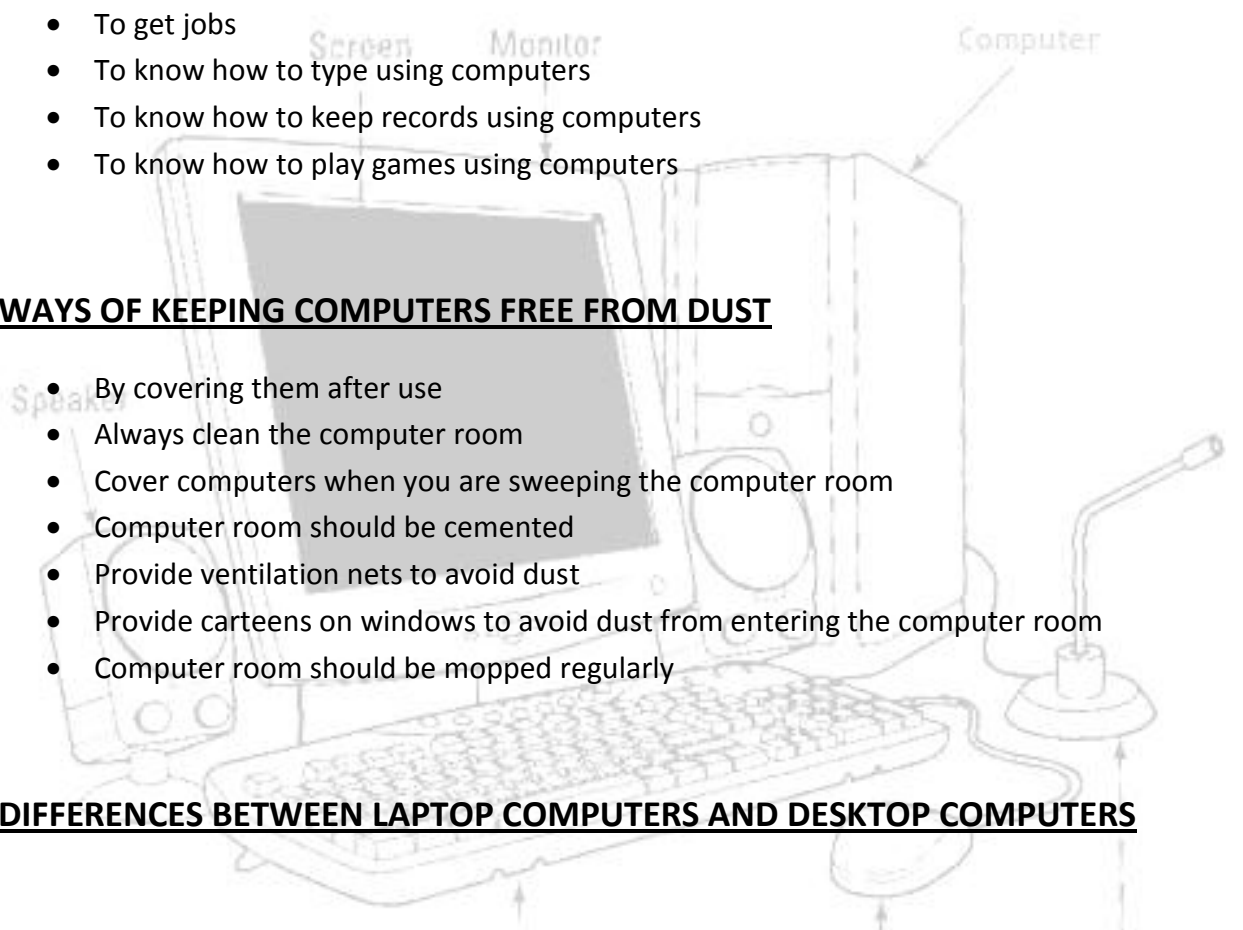
REASONS WHY YOU STUDY COMPUTER AS A SUBJECT

- To get computer skills
- To know how to play music on computers
- To learn how to play videos on computers
- To learn how to conduct online education
- To know how to control cameras in banks using computers
- To know how to store important documents on computers
- To get jobs
- To know how to type using computers
- To know how to keep records using computers
- To know how to play games using computers

WAYS OF KEEPING COMPUTERS FREE FROM DUST

- By covering them after use
- Always clean the computer room
- Cover computers when you are sweeping the computer room
- Computer room should be cemented
- Provide ventilation nets to avoid dust
- Provide cartoons on windows to avoid dust from entering the computer room
- Computer room should be mopped regularly

DIFFERENCES BETWEEN LAPTOP COMPUTERS AND DESKTOP COMPUTERS



DESKTOP COMPUTERS	LAPTOP COMPUTERS
not movable	Movable
Have separate parts	All in one computer
Use much power	Use less power
Big in size	Small in size
No battery is used	Can work on a battery incase there is no power
faster	Not faster
Can be easily expanded	Not expanded

FACTORS TO CONSIDER WHEN SETTING UP A COMPUTER LABORATORY

- Security of computers
- Stability of power source
- Amount of dust in the environment
- Install security cameras
- Provide first aid kits
- Provide fire extinguisher
- Provide dust control e.g. blowers

MICROSOFT WORD

This is program software used to type our work from

USES OF MICROSOFT WORD

- For creating text books
- For typing letters
- For creating business cards
- For typing home work
- For teaching students
- For making invitation cards
- For making birthday cards
- For making calendars using calendar templates

STEPS TAKEN TO OPEN MICROSOFT WORD

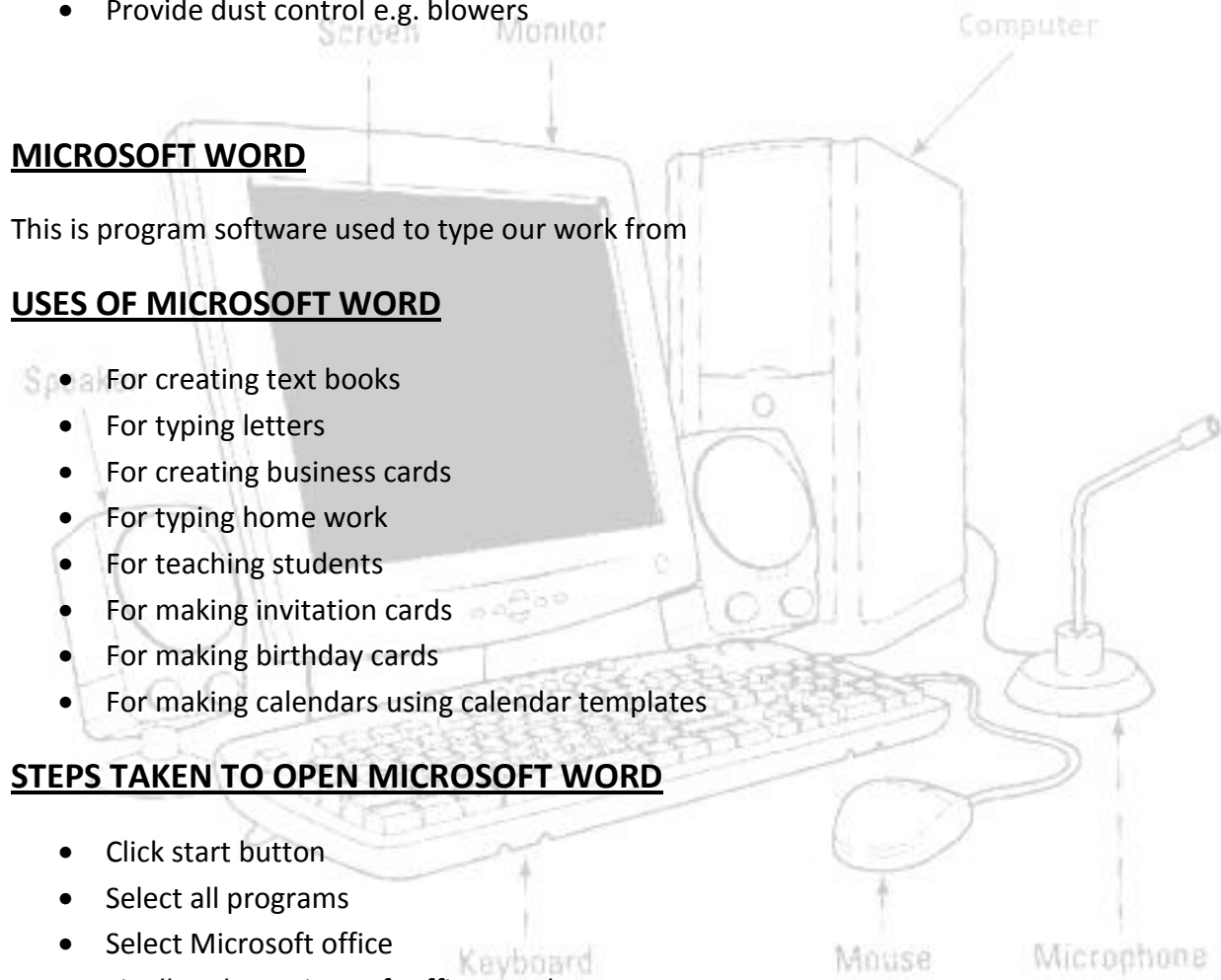
- Click start button
- Select all programs
- Select Microsoft office
- Finally select Microsoft office word

COMMON TERMS ASSOCIATED WITH MICROSOFT WORD

Editing text. Means making changes to the content of a document

Copy. This means making a duplicate copy in another place

Cut. Means removing text or document from its original place to another place



Hardcopy. A copy of document printed out on a physical paper

Softcopy. Copy of a document that is stored on a disk

Deleting. Means removing

Insert. It means putting or adding

Formatting. Refers to the changing the appearance of your work

Saving. Means storing a document

Save as. Means saving your work for the first time

Save. Means adding changes.

Printing a document. Means producing the typed work on a paper using a printer

STEPS TAKEN TO SAVE WORK IN MICROSOFT WORD

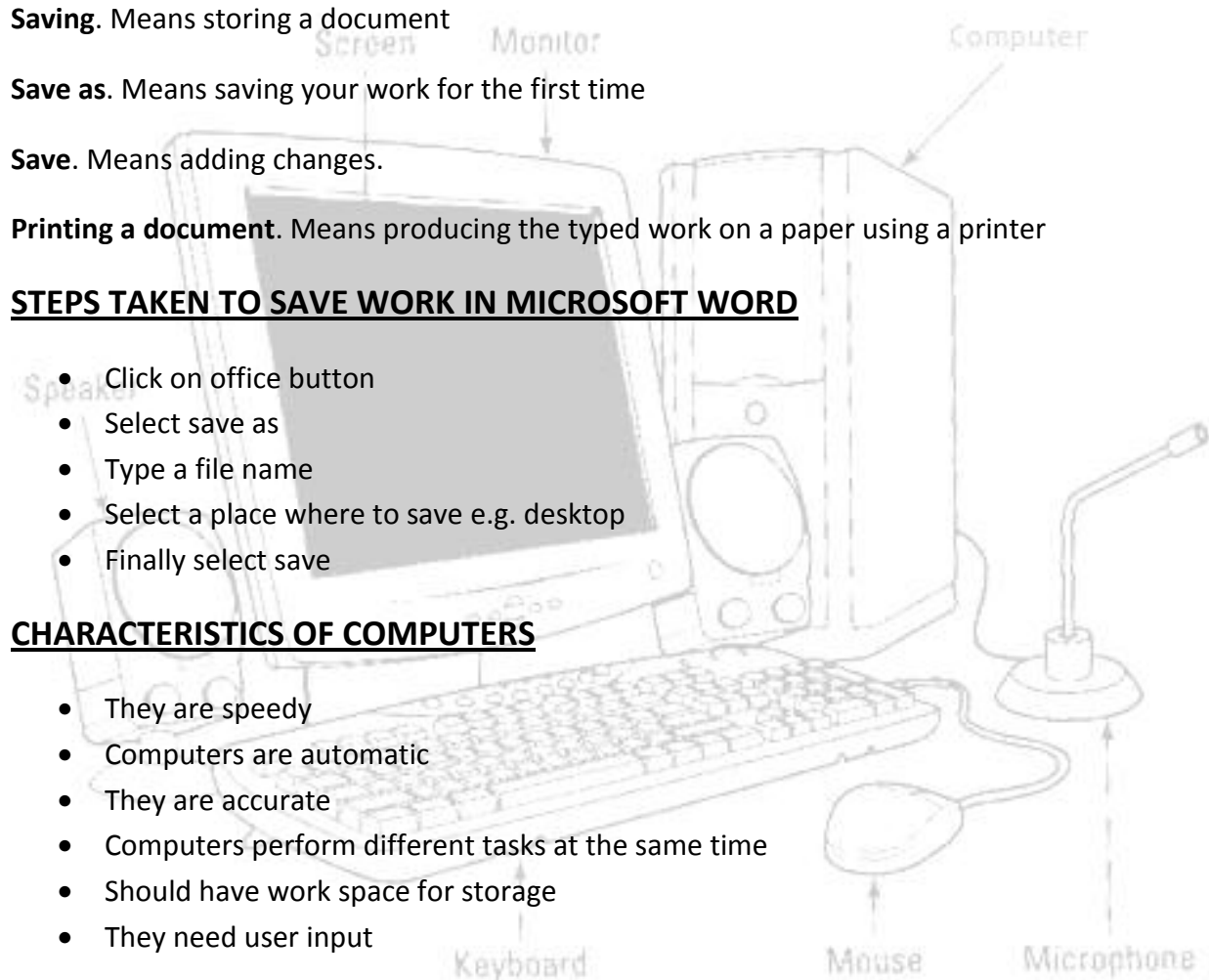
- Click on office button
- Select save as
- Type a file name
- Select a place where to save e.g. desktop
- Finally select save

CHARACTERISTICS OF COMPUTERS

- They are speedy
- Computers are automatic
- They are accurate
- Computers perform different tasks at the same time
- Should have work space for storage
- They need user input

CATEGORIES OF COMPUTERS

- Computer categories are basically three
- Digital computers
- Analogue computers
- Hybrid computers



Examples of analogue computers

- Thermometers
- Voltmeters
- Ammeters
- Speedo meters
- Barometers

Examples of digital computers

- Personal computers
- Laptops
- Digital watches

Examples of hybrid computers

- Digital petrol pumps
- In hospitals intensive care units

INPUT DEVICES AND OUTPUT DEVICES

INPUT DEVICES. Are used to enter data into the computer

Examples of input devices

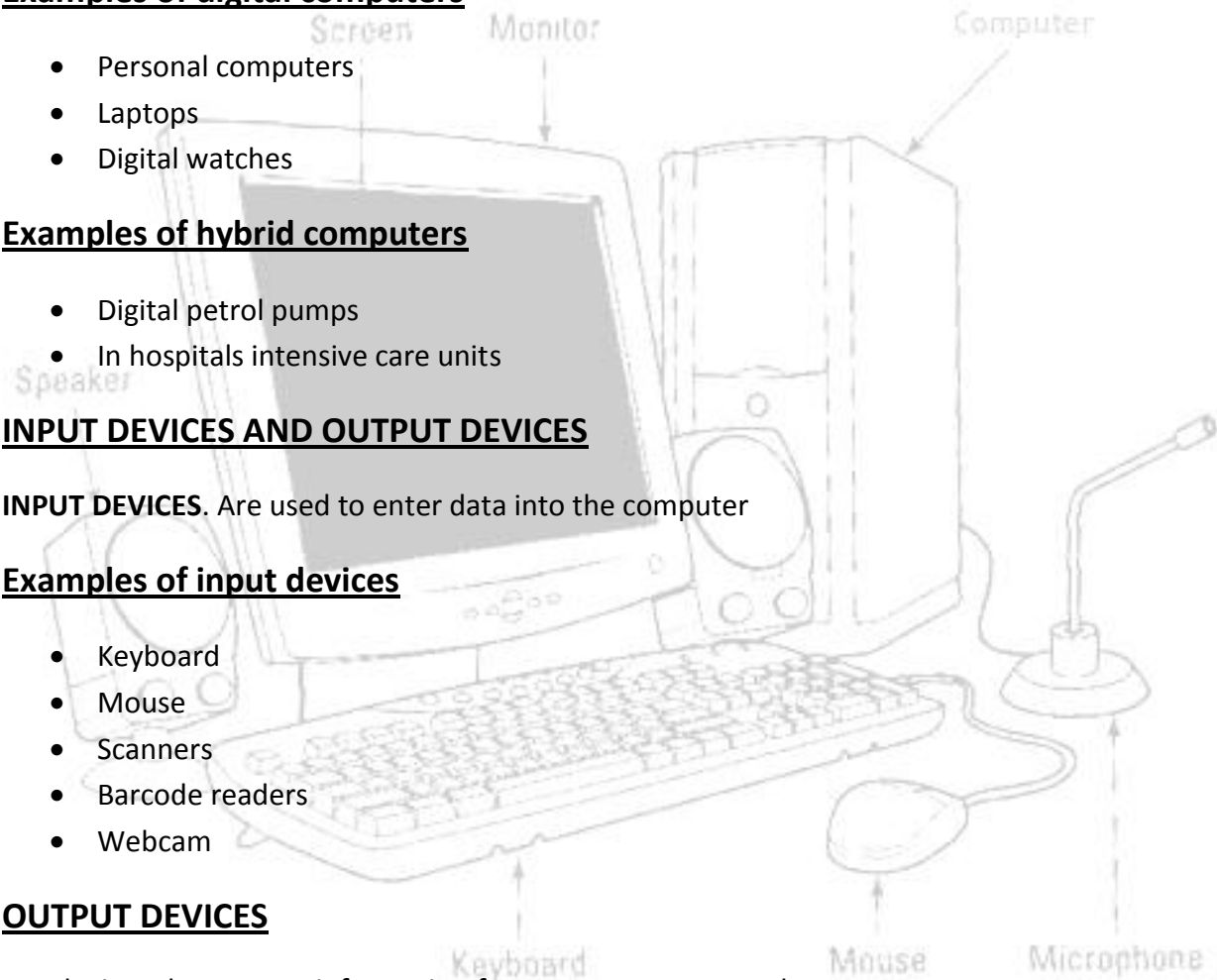
- Keyboard
- Mouse
- Scanners
- Barcode readers
- Webcam

OUTPUT DEVICES

Are devices that convey information from computer to people

Examples of output devices

- Monitor
- Speakers
- Printers



STORAGE DEVICES

These are devices where information is stored or kept

Examples of external storage

- Hard disk
- Flash disk
- Memory cards
- Compact disk (CD)
- Digital versatile disc(DVD)

Examples of internal storages

RAM. Random Access Memory

ROM. Read Only Memory

COMMON COMPUTER CONCEPTS

ICT- Information Communication Technology

Information refers to the processed data with meaning

Communication refers to the sending and receiving of electronic messages from one point to another

Technology is the technique used to do something

PC- personal computer

CPU- central processing unit

OS -operating system

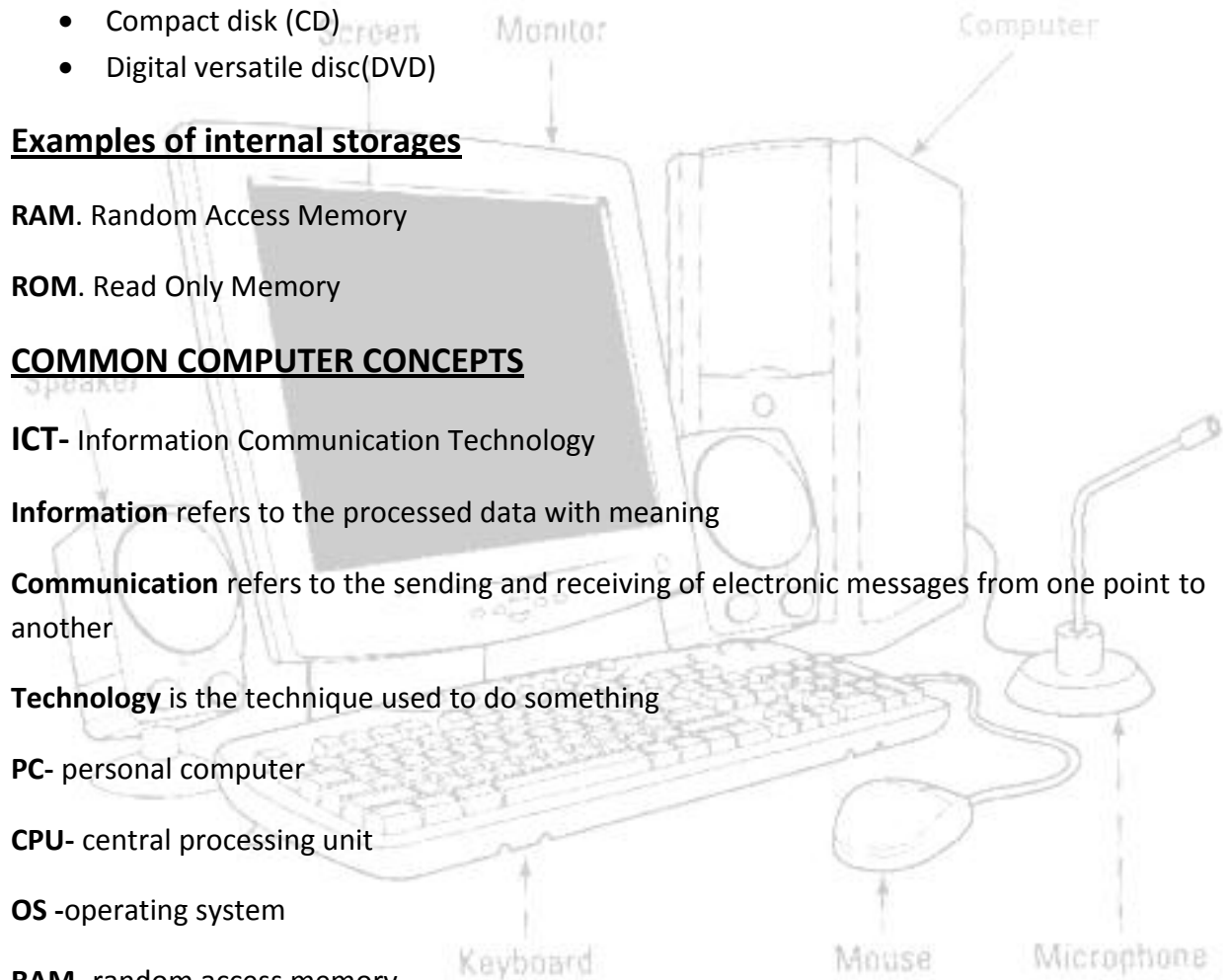
RAM- random access memory

ROM- read only memory

CD -compact disc

DVD -digital versatile disc

ATM -automotive teller machine



USB- universal serial bus

IT- information technology

WWW- World Wide Web

UNITS OF MEASURING COMPUTER STORAGE DEVICES

- Bit
- Byte
- Megabyte (MB)
- Giga byte (GB)
- Terabyte (TB)

PRINTERS

A printer is used to print data from a computer onto a physical paper

Examples of printers

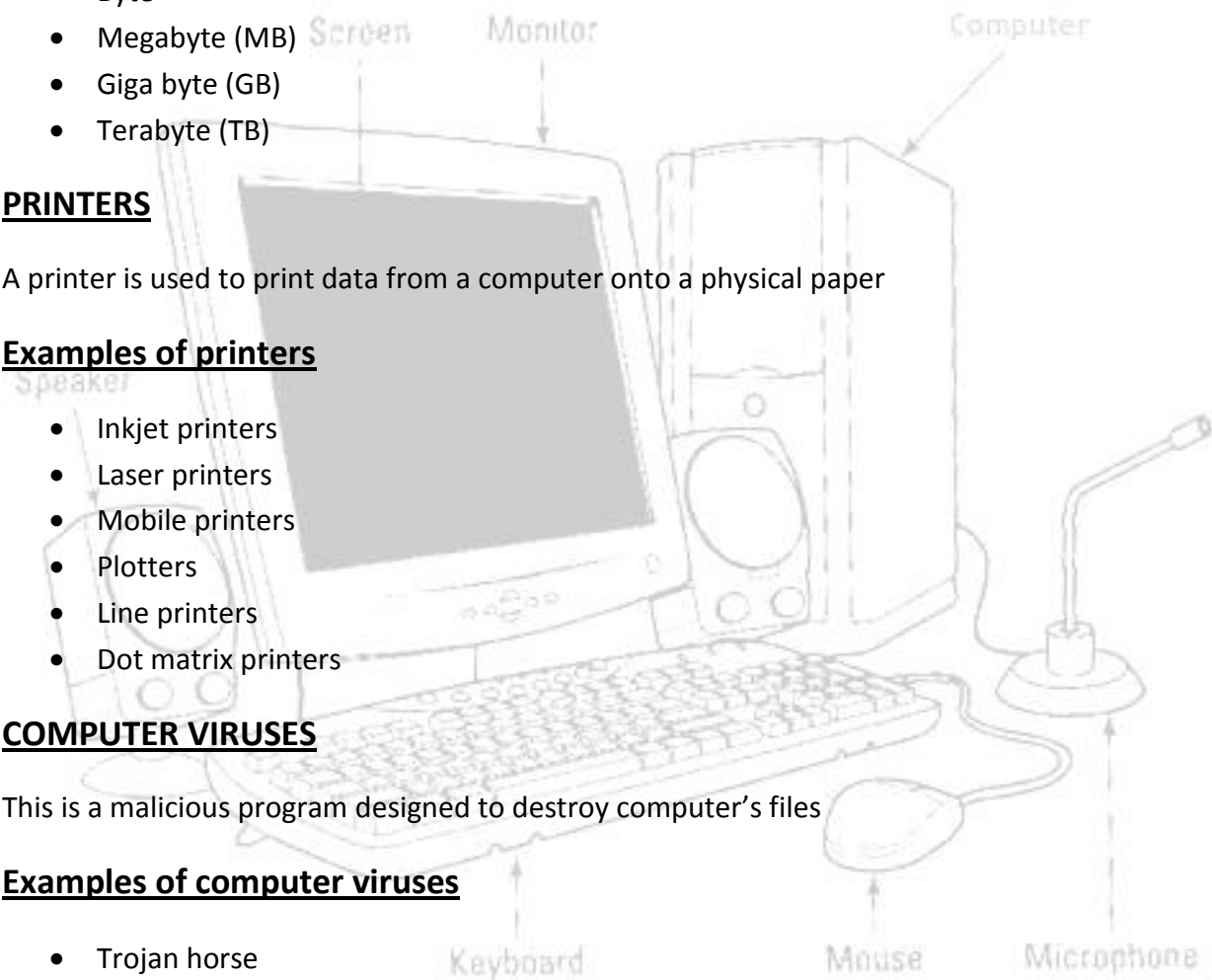
- Inkjet printers
- Laser printers
- Mobile printers
- Plotters
- Line printers
- Dot matrix printers

COMPUTER VIRUSES

This is a malicious program designed to destroy computer's files

Examples of computer viruses

- Trojan horse
- Worms
- Macro viruses
- Directory viruses



WAYS OF PREVENTING COMPUTER VIRUSES

- Install anti-virus software
- Always scan flash disks before opening them
- Avoid sharing untrusted files
- Update your anti-virus software
- Avoid downloading untrusted files from the internet

NB anti virus is a program that scans the computer for viruses and deletes infected files

Examples of anti-virus software

- AVGA anti virus
- Avast anti virus
- Avira anti virus
- Kaspersky anti virus
- Norton anti virus
- Bit defender anti virus

ORIGIN OF COMPUTING

The origin of computing started with the early man who used fingers, stones, sticks etc to calculate and count

In 3000 BC the abacus was developed as the first machine by the Chinese for counting and calculations

ELECTRONIC ERA (PERIOD) OF COMPUTERS (1946-DATE) INCLUDING COMPUTER GENERATIONS

Computer generations are categorized into five generations as seen below;

- The first generation (1946-1958)
- The second generation (1958-1964)
- The third generation (1965-1970)
- The fourth generation (1971-date)
- The fifth generation (today- future)

In summary

The first generation computers used vacuum and were large in size

The second generation computers used transistors and were small in size as compared to first generation computers

The third generation computers used integrated circuits (IC). It was a combination of thousands of transistors and tiny wires to develop them. Extremely reduced in size

The fourth generation computers used micro processor; they combined thousands of transistors into a single chip. Hard disks, laptops came into place.

The fifth generation computers are made from Artificial Intelligence (AI) where by computers have human capabilities such as the five senses (to see, hear, feel, taste and smell) plus understanding and communicating

NB artificial Intelligence (AI) refers to the ability of machines to have human capabilities such as the five senses

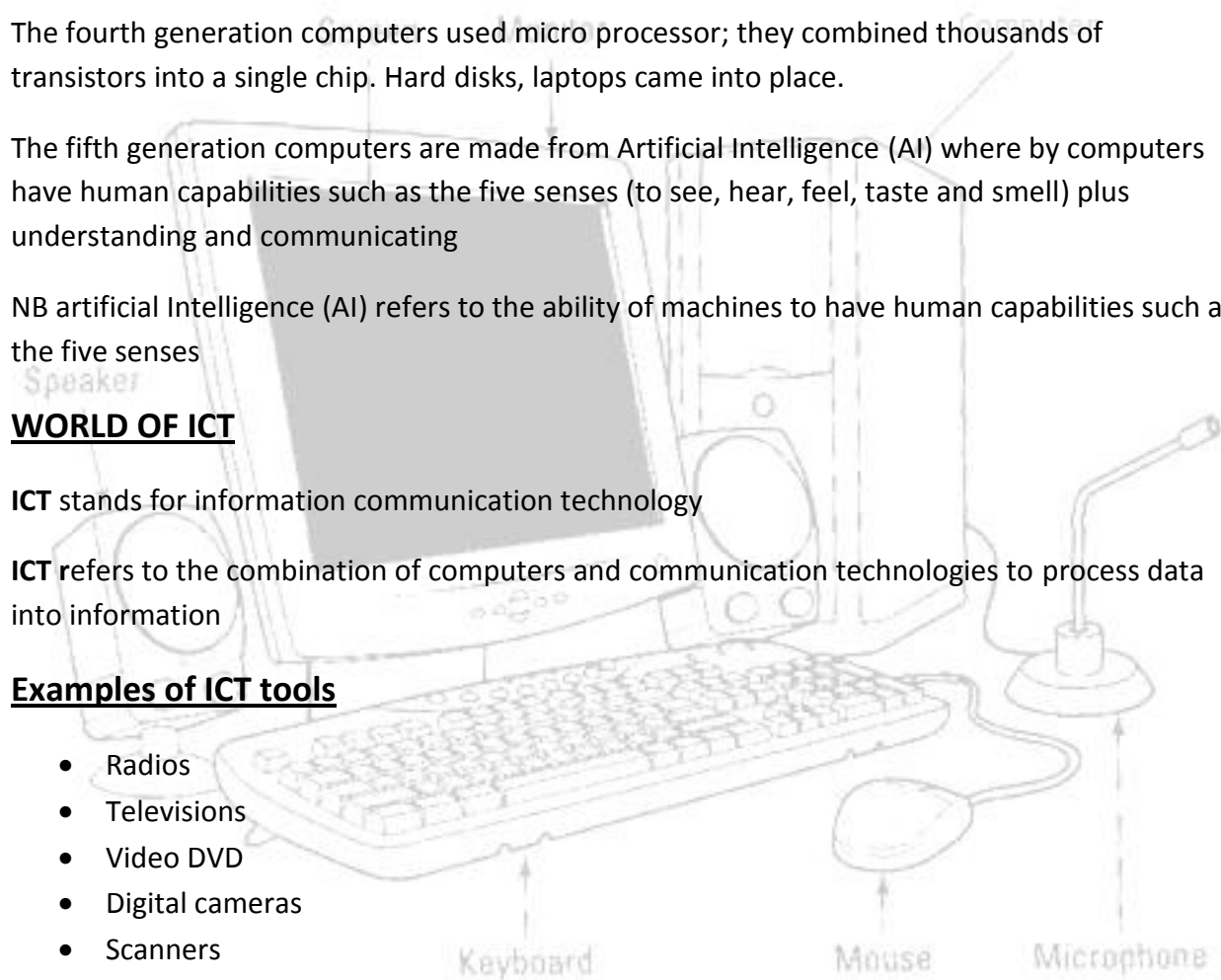
WORLD OF ICT

ICT stands for information communication technology

ICT refers to the combination of computers and communication technologies to process data into information

Examples of ICT tools

- Radios
- Televisions
- Video DVD
- Digital cameras
- Scanners
- Computers



VARIOUS AREAS WHERE ICT CAN BE USED

- Homes
- Schools
- Hospitals
- Police stations
- Office
- Entertainment

USES OF ICT AT HOME

- For online shopping
- For playing videos, music and games
- ICT tools like computers can be used for printing out home documents like budgets
- For communication purposes
- ICT tools like computers can be used to pay bills
- For online education

SPREAD SHEET (MICROSOFT EXCEL)

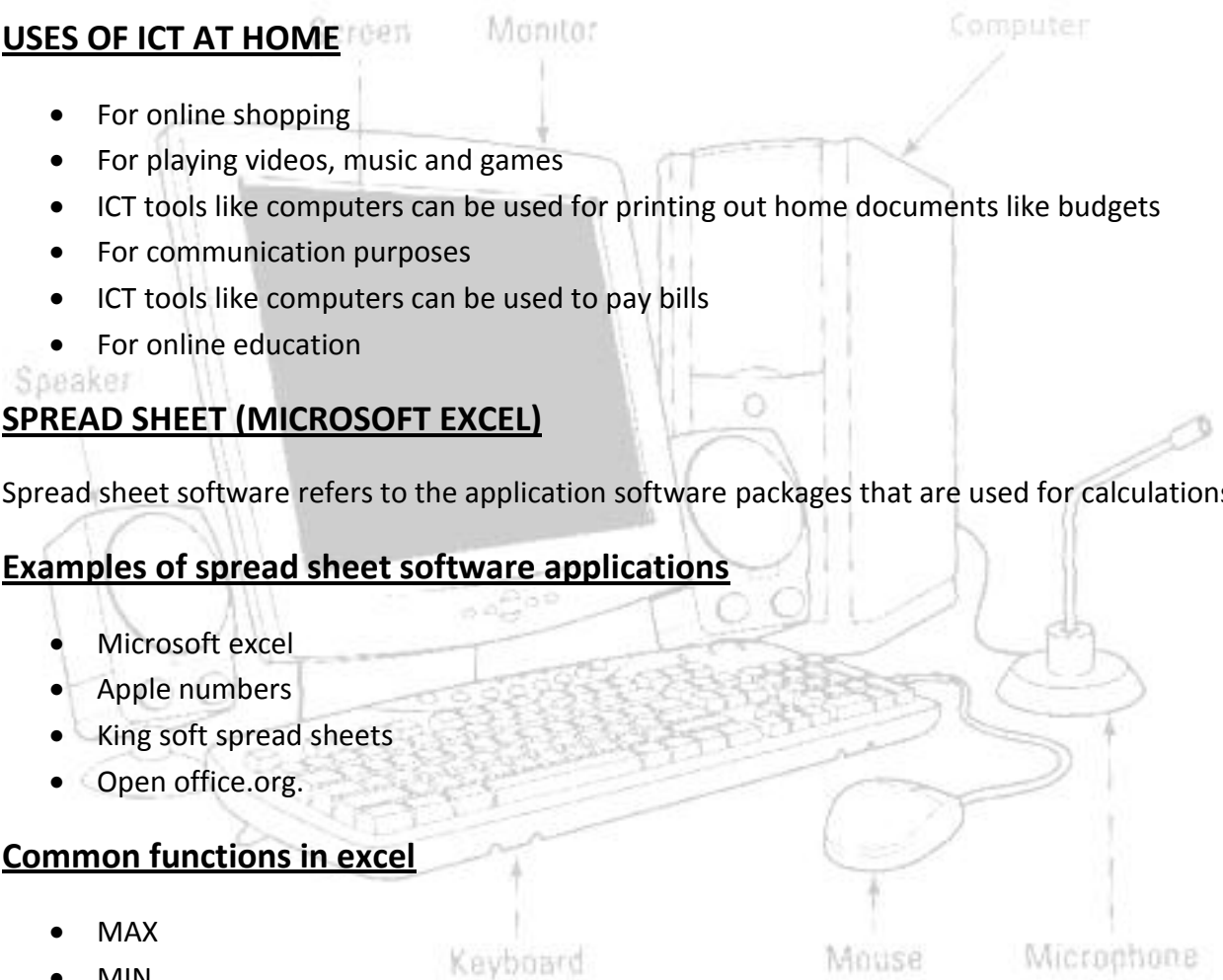
Spread sheet software refers to the application software packages that are used for calculations

Examples of spread sheet software applications

- Microsoft excel
- Apple numbers
- King soft spread sheets
- Open office.org.

Common functions in excel

- MAX
- MIN
- AVERAGE
- MODE
- PRODUCT
- SQRT
- SUM
- SMALL



Meaning of the above some of the excel functions

MAX. Means finding the largest number in the range

MIN. to find the smallest number in the range

AVERAGE. Find the average number

Mode. Returns the commonest number

PRODUCT. Multiplies the number in the cell.

SQRT. Finds the square root of a number.

SMALL. Gives the 2nd smallest number.

SUM. Adds a list of numbers

COMPUTER SOFTWARE

Computer software refers to the electronic instructions and procedures that control the operation of a computer

There are two major types of software

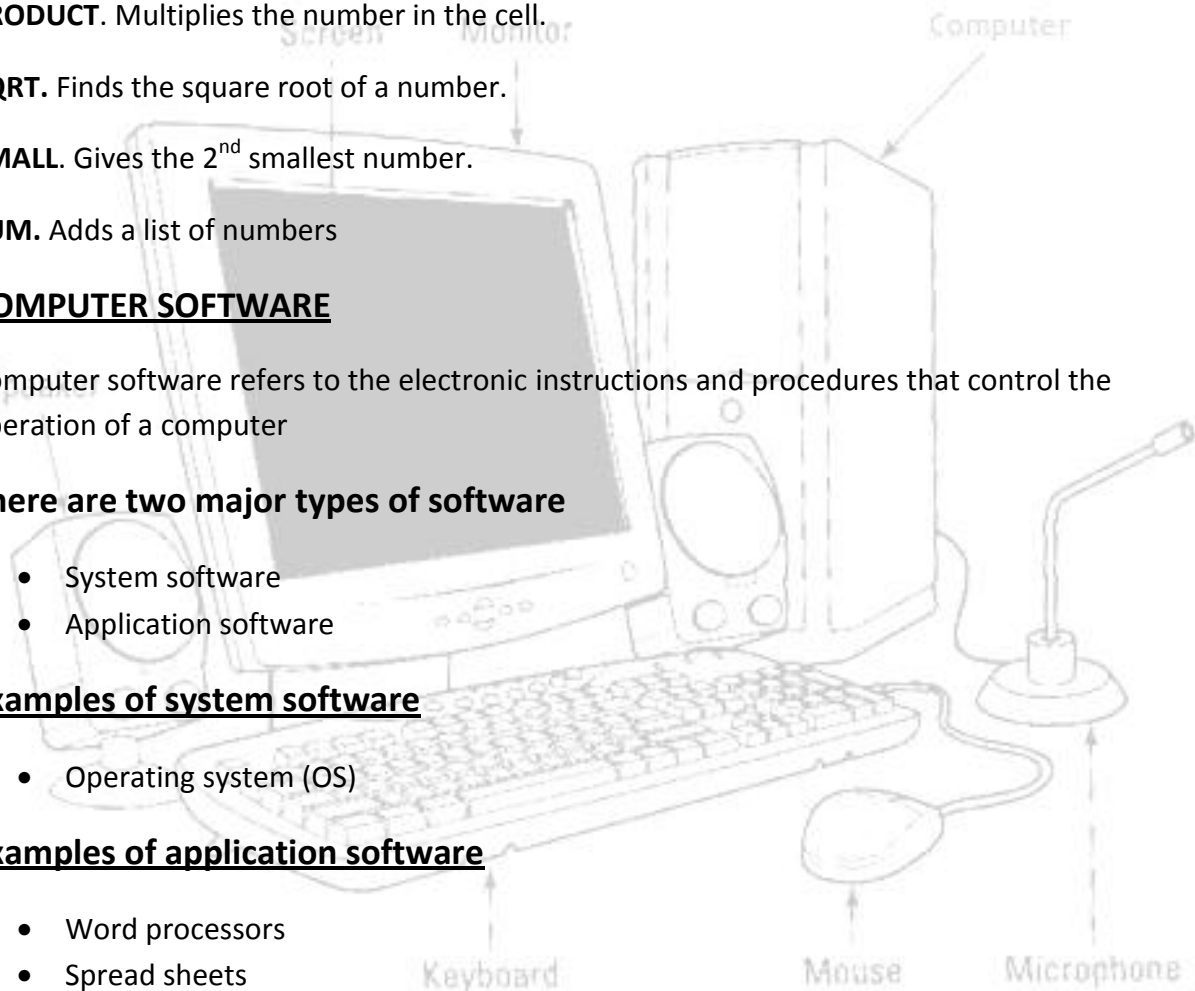
- System software
- Application software

Examples of system software

- Operating system (OS)

Examples of application software

- Word processors
- Spread sheets
- Media players
- Games



BOOTING PROCESS

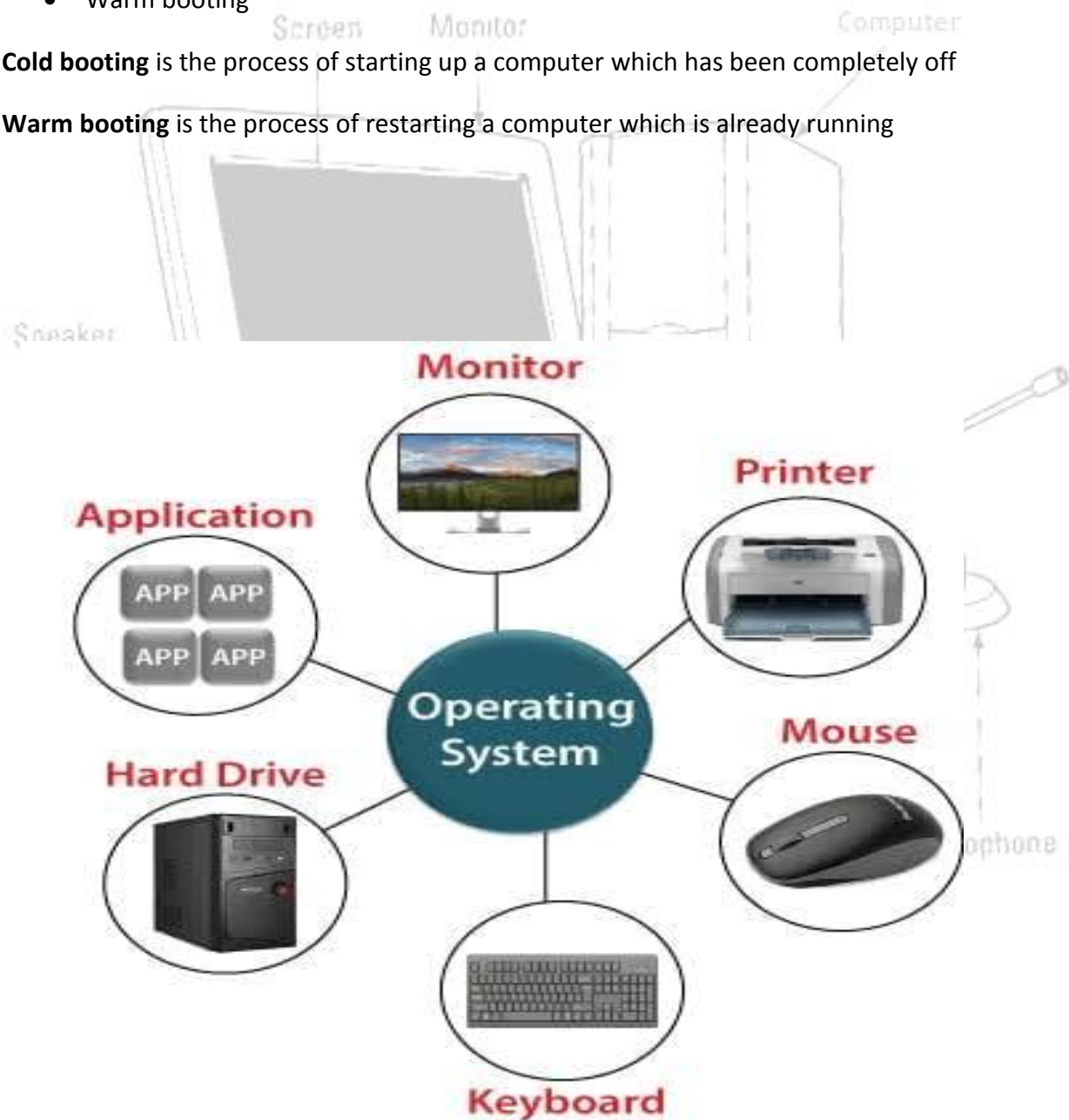
Booting is the process of starting up a computer

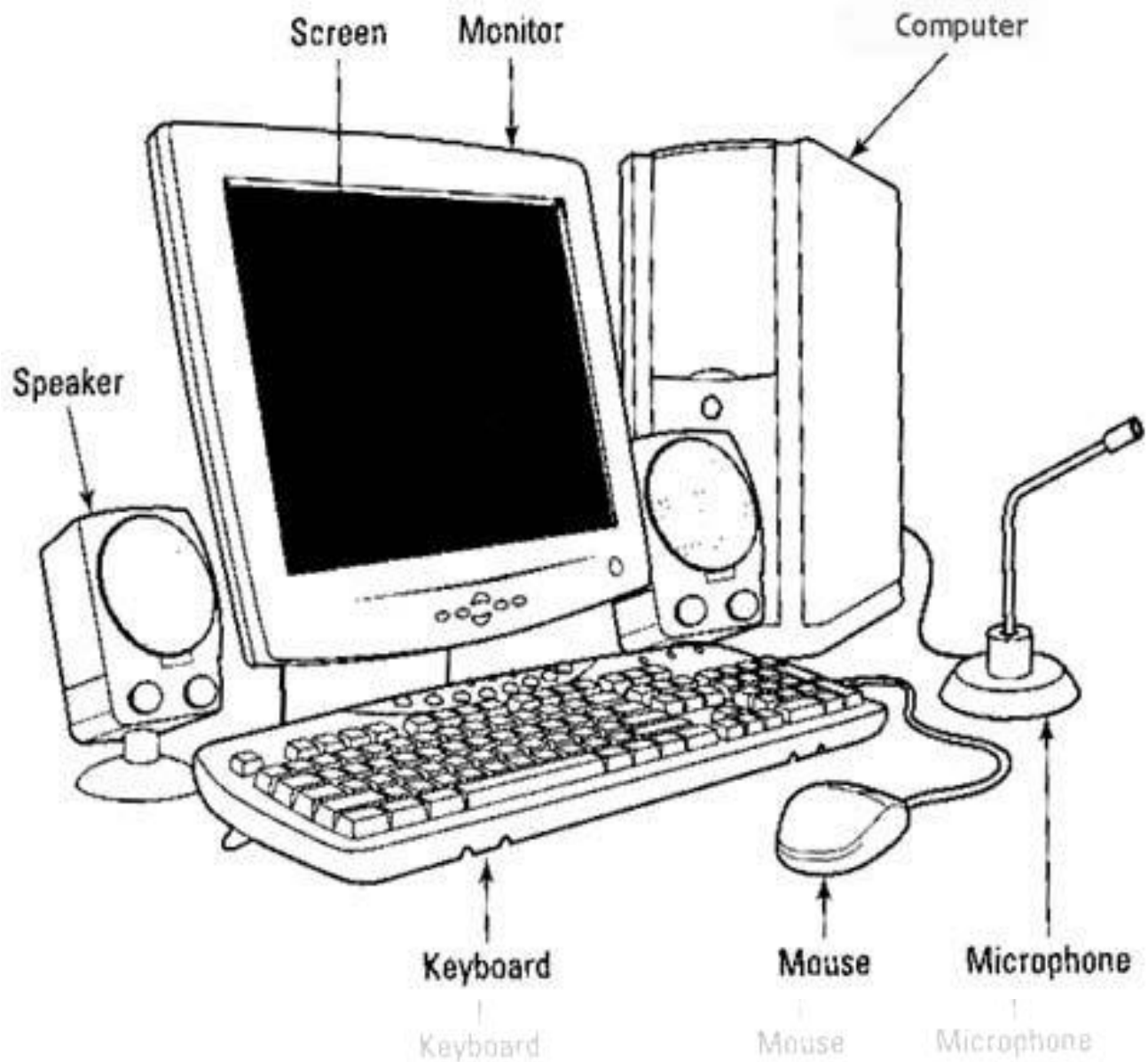
Types of booting

- Cold booting
- Warm booting

Cold booting is the process of starting up a computer which has been completely off

Warm booting is the process of restarting a computer which is already running





THE END! FOR ALL COMPUTER SERVICES CALL: 0706743543/0774328942