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Chapter 1: Introduction

1.1 History of computers

today's rapidly advancing digital age, computers have become indispensable in nearly every facet of modern life. Whether for personal, educational, or business purposes, computers are fundamental tools that streamline a wide array of tasks and processes. They are no longer limited to high-end industries or large organizations; today, virtually everyone interacts with a computer or computer-like device daily, be it a smartphone, tablet, or desktop.

"The first rule of any technology used in a business is that automation applied to an efficient operation will magnify the efficiency. The second is that automation applied to an inefficient operation will magnify the inefficiency. We always overestimate the change that will occur in the next two years and underestimate the change that will occur in the next ten. Don't let yourself be lulled into inaction. Computers and technology are catalysts for change. They improve efficiency, enhance creativity, and enable collaboration across borders. At the core of this transformation is our ability to make information more accessible, understandable, and actionable."

Computers have also revolutionized communication. Gone are the days when people had to rely solely on physical mail or telephones. Now, instant communication through emails, video calls, and messaging apps has become the norm. This has made the world a more connected place, allowing people from different parts of the globe to collaborate in real-time. Businesses use computers to manage global teams, conduct virtual meetings, and store vast amounts of data in cloud systems accessible from anywhere.

Furthermore, the ability to process and store enormous quantities of data is another vital function of computers. Companies rely on databases to organize information about their employees, customers, or clients, which can be quickly retrieved and analyzed. Data analysis allows businesses to make informed decisions, predict trends, and stay competitive in the fast-paced market. Computers make all of this possible by enabling quick data processing that would otherwise take human beings an impractical amount of time to accomplish.

For educational purposes, computers have transformed how knowledge is imparted. From online classes and digital textbooks to virtual labs and simulations, computers provide interactive and engaging ways to learn. Students can access resources from all over the world, improving their knowledge and skills without being constrained by geography. According to a well-known quote by Steve Jobs, *"Technology is nothing. What's important is that you have faith in people, that they're basically good and smart, and if you give them tools, they'll do wonderful things with them."*

In essence, understanding computers is no longer an option but a necessity in our technology-driven world. Mastering the basics—such as knowing the different types of computers, their components, how they function, and how they are networked together—is vital for both personal and professional success. Whether you're looking to enhance your skills for career growth or simply stay informed in a technology-driven society, having a solid foundation in computer literacy opens countless doors and helps you navigate the complexities of the modern world.

This document aims to serve as an introduction to the various types of computers, their components, the software that runs them, and the importance of networking in connecting them. Through a better

understanding of these essential concepts, readers will gain insights into how computers shape our everyday lives and the potential they hold for the future.

improve your technological skills or a business professional looking to better integrate computers into your work, this overview will provide you with the basic knowledge required to make the most out of today's digital tools.

1.2 Some Common Styles

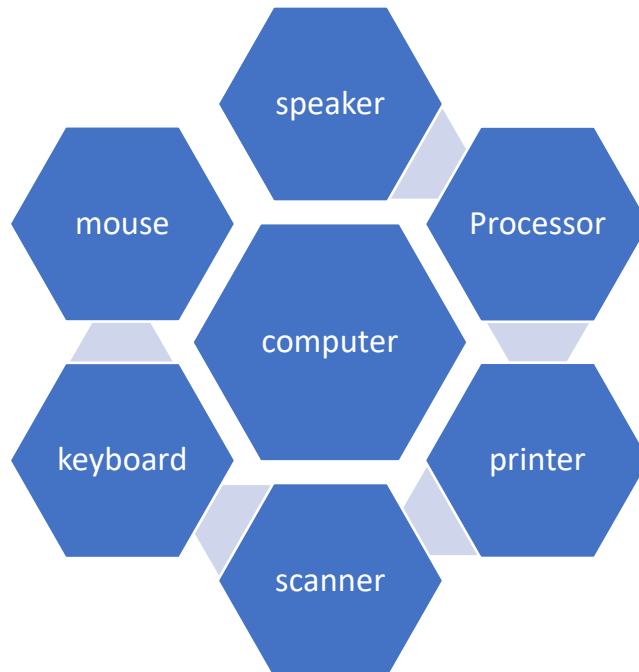
Mathematical formulas

$$A = \pi r^2$$

$$(x-2)^2 = \sum_{k=0}^2 \binom{2}{k} x^k 2^{2-k}$$

$$f(x) = a_0 + \sum_{n=1}^{\infty} \left(a_n \cos \frac{n\pi x}{L} + b_n \sin \frac{n\pi x}{L} \right)$$

Smart Art



Image



Fig 1: list of output and input devices

Quotes

“Software is a great combination between artistry and engineering.” – Bill Gates

Chapter 2: Types of Computers

Computers can be classified into several types based on their size, purpose, and functionality. The main types of computers include:

1. **Personal Computers (PCs):** Used for general purposes by individuals. They come in desktop and laptop forms.
2. **Workstations:** More powerful than PCs, used for tasks requiring high performance, such as graphic design and engineering.
3. **Servers:** Provide resources and services to other computers over a network.
4. **Mainframes:** Large computers used by organizations for bulk data processing.
5. **Supercomputers:** The most powerful type of computers, used for complex simulations and calculations.

Chapter 3: Computer Components

A computer consists of several components that work together to perform tasks. Key components include:

1. **Central Processing Unit (CPU):** The brain of the computer that processes instructions.
2. **Memory (RAM):** Temporary storage used by the CPU to hold data and instructions.
3. **Storage Devices:** Such as Hard Disk Drives (HDD) and Solid-State Drives (SSD), which store data permanently.
4. **Motherboard:** The main circuit board that connects all components.
5. **Input and Output Devices:** Devices like keyboards, mice, monitors, and printers.

Table

Table 1: Comparison of Storage Devices

Device	Capacity	Speed	Cost
HDD	Up to 10TB	slower	Lower
SSD	Up to 8 TB	Faster	Higher
Hybrid	Up to 2 TB	Medium	medium

Chapter 3: Computer Components

A computer consists of various components that work together to perform tasks efficiently. Understanding these components is crucial for effective computer use.

1. Central Processing Unit (CPU)

The CPU is the primary component responsible for executing instructions. It processes data and performs calculations. Modern CPUs have multiple cores, enabling them to handle several tasks simultaneously.

2. Memory (RAM)

Random Access Memory (RAM) is temporary storage that allows the CPU to access data quickly. More RAM enables better multitasking and faster performance.

3. Storage Devices

Storage devices retain data permanently. Common types include:

- **Hard Disk Drives (HDD):** Traditional magnetic storage with large capacities.
- **Solid-State Drives (SSD):** Faster, more reliable flash storage with lower access times.
- **External Drives:** Portable storage options for data backup and transfer.

4. Motherboard

The motherboard is the main circuit board that connects the CPU, memory, and storage devices. It facilitates communication between all components.

5. Input and Output Devices

Input devices allow users to interact with the computer (e.g., keyboard, mouse), while output devices present information to users (e.g., monitor, printer).

Chart 1: network Usage

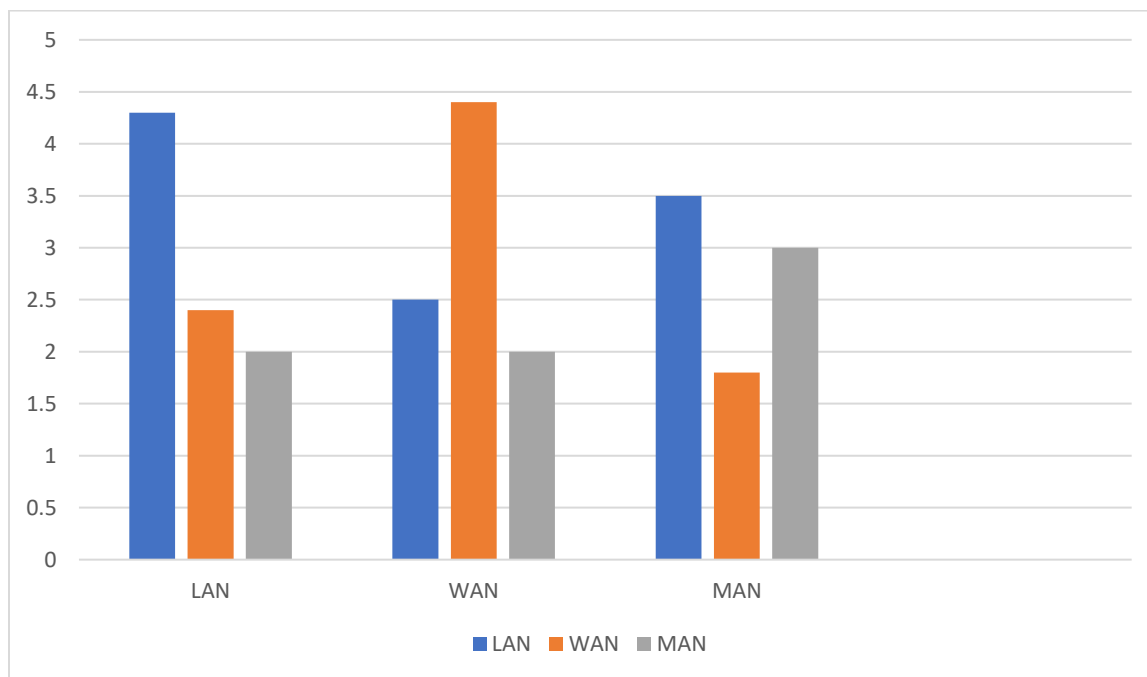


Chart 1:

Chapter 5: Internet and Networking

The Internet is a global network that connects millions of computers, allowing them to communicate and share information. Networking involves connecting computers and devices to share resources. Key concepts include:

1. **Local Area Network (LAN):** A network covering a small geographic area, like a home or office.
2. **Wide Area Network (WAN):** A network that spans a large geographic area, such as the Internet.
3. **Protocols:** Rules governing data transmission, such as TCP/IP.

Chart 1: Network Types Usage

(Imagine a bar chart here illustrating the usage of LAN, WAN, and MAN.)

The Importance of Computer Skills

In today's fast-paced digital world, computer skills have become essential for personal, academic, and professional success. As technology continues to advance and permeate every aspect of our lives, the ability to effectively use computers and related technology is not just an advantage—it is a necessity. This document explores the various reasons why computer skills are crucial in our contemporary society.

1. Career Advancement

The job market has undergone significant transformations due to the integration of technology in almost every industry. Most employers seek candidates with strong computer skills, as these skills enhance productivity and efficiency in the workplace. Proficiency in basic applications, such as word processors and spreadsheets, is often a prerequisite for many jobs. Additionally, specialized skills in software programs like graphic design, data analysis, or programming can set candidates apart in a competitive job landscape.

Moreover, as remote work becomes more prevalent, having a solid foundation in computer skills is essential for effective communication and collaboration. Tools like video conferencing, project management software, and collaborative platforms rely on users being technologically savvy. Employees who can navigate these tools with ease are more likely to succeed and advance in their careers.

2. Educational Opportunities

Education has been transformed by technology, making computer skills vital for students at all levels. From primary education to higher learning, students are increasingly using computers for research, writing papers, and completing assignments. Learning to utilize educational software, online resources, and digital libraries can enhance a student's ability to access information and engage with their studies.

Furthermore, online learning platforms have gained popularity, offering flexible education options. Students must possess the necessary computer skills to navigate these platforms, participate in virtual classes, and submit assignments online. By developing computer skills early on, students position themselves for academic success and lifelong learning.

3. Everyday Life and Communication

Computer skills significantly improve individuals' daily lives by facilitating tasks such as online banking, shopping, and social networking. Understanding how to use the internet safely and efficiently allows users to access essential services and stay connected with family and friends. Social media platforms, email, and messaging applications rely on users' comfort with technology to communicate effectively.

Moreover, computer skills enable individuals to take advantage of various digital tools that enhance their quality of life. For instance, managing personal finances through budgeting software, using productivity apps to stay organized, and utilizing health management applications are all made possible through a fundamental understanding of computers.

4. Problem-Solving and Critical Thinking

Proficiency in computer skills fosters problem-solving and critical thinking abilities. Navigating technology often requires individuals to troubleshoot issues, analyze data, and devise solutions. Whether fixing a software problem or optimizing a workflow, computer skills encourage users to think analytically and develop practical solutions to challenges.

5. Conclusion

In conclusion, computer skills are indispensable in our increasingly digital world. From career advancement and educational opportunities to improved daily life and enhanced problem-solving abilities, the importance of these skills cannot be overstated. As technology continues to evolve, individuals who prioritize developing their computer skills will be better equipped to navigate the complexities of modern life, ensuring personal and professional success.

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