* Hardware:- The physical parts of the computer
* Software:- a type of program that is embadded
into the microProcessor.
* Softwares allow users to access the capabilities
of the hardware.
* Searching for files:- the best way to Look for file
is to find the magnifying glass icon.
* opening files:- a filename usually includes a full stop
followed by some letters
* in the bin:- deleted files usually go into recycling
or trush bin and can be opening the bin and taking
ths file out.
* Moving data:- Emails can be used to attach
Pictures, files, floders or documents to a message
* Saving and backing up:- its useful to back up files
using either a separate hard dilk or an online backup
services.

*Application software:- is designed to completes specific tasks on a computer.

*text editor:- A very simple version of word processor is called but this is solely for text and can't handle images.

*Zip Programs:- reduce the size of a file in a reversible way.

*search engine:- is a program that looks through the world wide web for webpages containing particular words or phrases.

*search terms:- the words typed into a search engine.

الاختصارات :-

CPU :- central processing unit

OS :- operating system

SD :- secure Digital

www :- world wide web

SEO :- search Engine optimiztion

app :- application

* OS:- which controls the computer's basic functions - is the most common example it makes the computer work by displaying information on the screen and getting user input.

* words:- to create many styles of document

* Numbers:- spreadsheets allow users to work with numbers and other data applying mathematical and statistical Fromulae.

* Images:- photo editing applications allow users to modify their pictures

* videos:- video applications allow users to adjust and improve lighting and colour and add special effects.

* Apps:- its usually used to describe a program that runs on smartphone.

* File compression:- They can also be used to compress.