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| A picture of a winding road and trees  assignment  GROUP WORK | |  |  | | --- | --- | | NAME | REGISTRATION NUMBER | | Mary Wangui | HSB214-0084/2022 | | Sammy Wangari | HSB214-0482/2022 | | Caleb Mulandi | HSB214-0096/2022 |       COURSE  Bsc. MEDICAL BIOCHEMISTRY |
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**The Computer System**

A computer can be viewed as a system, which consists of a number of interrelated components that work together with the aim of converting data into information. In a computer system, processing is carried out electronically, usually with little or no intervention from the user. To attain information, data is entered through input unit, processed by central processing unit (CPU), and displayed through output unit. In addition, computers require memory to process data and store output. All these parts (the central processing unit, input, output, and memory unit) are referred to as **hardware** of the computer.

The general perception of people regarding the computer is that it is an “intelligent thinking machine”. However, this is not true. Every computer needs precise instructions on what is to be done and how to do it. The instructions given to computers are called **programs**, which constitute the software

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**1.5.1 Basic Components of a Computer System**

A computer system comprises the following components:

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| * **Input Unit**: | | * This unit accepts instructions and data. |
| * **Central Processing Unit** | * **(CPU)**: | * This unit performs processing of instructions and data inside the computer. |
| * **Output Unit** | | * : This unit communicates the results to the user. |

**Language Translators**: Computers only understand a language consisting of 0s and 1s called **machine language**. To ease the burden of programming entirely in 0s and 1s, special programming languages called **high-level programming languages** were developed that resemble natural languages like English. Therefore, a tool was required which could translate a program written in a programming language to machine language. Along with every programming language developed, a language translator was also developed, which accepts the programs written in a programming language and executes them by transforming them into a form suitable for execution. To be precise, they convert programming statements into the 0s and 1s that the computer is able to process. Depending on the programming language used, language translators are divided into three major categories: *compiler*, *interpreter*, and *assembler*.

**System Utility**: System utility programs perform day-to-day tasks related to the maintenance of the computer system. They are used to support, enhance, and secure existing programs and data in the computer system. They are generally small programs, having specific tasks to perform. Some utility programs are usually provided along with the operating system; some are free while some need to be purchased from the third party commercial vendors. Most common functions of system utilities include:

* *File Management*: These utilities make it easier to manage data files. Many programs are written to help users to find the files, create and organise directories, copy, move, and remove files. For example, the Windows Explorer in Microsoft Windows operating system does all the said activities in user-friendly interface.
* *Backup*: It may happen that sometime data files are corrupted, or accidentally deleted. In such a case, data backups become very useful. A backup system utility is essential for those organisations, which want to keep their data intact.
* *Data Recovery*: It is the process of retrieving deleted or inaccessible data from failed electronic storage media such as computer hard disk drives, removable media, optical devices, and tape cartridges. The data might become inaccessible due to a software problem, computer virus, mechanical or electrical malfunction or a deliberate human act. Using these tools, experienced technicians can successfully recover 80 to even 100 percent of lost data.
* *Virus Protection*: Anti-virus programs are essential system utilities for a computer system functioning in a network. They provide the security to the system from viruses that can damage the computer system. Viruses are small programs written with malicious intent, which copy themselves to the hard disk from Internet or other infected systems. Viruses keep on spreading to other computers through the network or exchange of infected storage devices such as floppies and CDs. Once installed on the system, anti-virus software scans the hard disk for any kind of virus and, if found, remove them. In addition, they monitor the clean (virus free) computer for any activity of viruses. Examples of some of the anti-virus programs are Norton anti-virus and McAfee anti-virus that protect the system from viruses.

**Setting Indents**

You can use indents to set paragraphs off from other text in your documents. Word documents can include first-line indents, hanging indents, and negative indents. The commands for indent­ing paragraphs are available in the Paragraph command group on the Home tab, as well as in the Paragraph command group of the Layout tab. Both command groups have dialog box launchers that give you access to additional commands.

An **indent** is a blank space inserted between text and the left or right margin. A **first-line indent** inserts blank space between the left margin and the first line of the paragraph (one-half inch is the default setting for this indent). A **hanging indent**, common in legal documents and bibliogra­phy pages, begins the first full line of text in a paragraph at the left margin; all the remaining lines in the paragraph are then indented from the left margin. A **negative indent** extends paragraph text into the left margin. You can indent paragraphs from the left margin, the right margin, or both, and you can set the sizes of indents using Word’s paragraph-formatting tools. You can also drag the markers on the ruler to set indents (Click the View Tab and check the Ruler on the Show command group).

**Setting Line Spacing**

In Word, you can determine how much space separates lines of text, and you also can set the spacing between paragraphs. By default, Word sets line spacing (the space between each line of text) to 1.08. Line spacing is paragraph based and can be customized by specifying a point size. Paragraph spacing, which affects the space above and below paragraphs, is set to 8 points after each paragraph by default. The higher the point size is, the greater the space between paragraphs.

**Line spacing** is the amount of space between the lines of text in a paragraph. Line spacing options are available on the Home and Layout tabs in the Paragraph group by using the Line and Paragraph Spacing button. You can also access the line spacing options through the Indents and Spacing tab of the Paragraph dialog box. In addition, the Design tab includes Para­graph Spacing settings. The table below provides additional information regarding line spacing options and descriptions.

To perform this task, do the following:

1. Select the text
2. On the Home tab, click the **dialog box launcher** in the Font group. The *Font* dialog box opens.
3. Click the **Advanced** tab.
4. **OPEN** the **Scale** drop-down list and click 90%.
5. **OPEN** the **Spacing** drop-down list and click **Expanded**. Leave the By amount set to the default of 1 pt.
6. Click **OK**.