UNIT 1

1. Hardware and software are two main parts of a computer system.
2. Information in the form of programs and data is called software.
3. Program is a set of instructions telling the computer what processes have to be carried out.
4. Pieces of equipment making up the computer system are known as hardware.
5. The most important item of hardware is CPU.
6. All the other devices in the computer system which can be connected to the CPU are known as peripherals.

UNIT 2

1. There are specialized input devices which can be divided into different types.
2. A numeric keypad is a small keyboard allowing a lot of numerical data to be input easily.
3. A touchpad has symbols which only have be touched to input information.
4. Cursor movements can be made very quickly using mouse and joystick.
5. A lightpen and graphic tablet are used for Computer-Aided Design.
6. A voice recognizing device allows the user to input data by speaking into microphone.