What is a computer?

A **computer** is an **electronic** device that receives input, stores or processes the input as per user instructions and provides output.

Computer

(Input,Store,Process)

Input Output

| **Basis For Comparison** | **Electrical Device** | **Electronics Device** |
| --- | --- | --- |
| Definition | It is defined as the device which uses the electrical energy for performing the work. | The device which controls the flow of electrons for performing the particular task is known as the electronics devices. |
| Current | Alternating Current | Direct Current |

Benefits of Using a Computer:

1. **Increases your productivity**
2. **Connects to the Internet:**
3. **Storage:**

Example :- ATM, **Smartphones**

Hardware

**Hardware** = **physical structure**, such as the keyboard or mouse.

It also includes all of the computer's internal parts, which you can see in the image below.

Software

**Software= set of instructions**

It tells the hardware what to do and how to do it. Examples of software include web browsers, games, and word processors**.**

**Three types**

## 1) System Software

The system software is the main software that runs the computer. e.g O.S,BIOS

## 2) Application Software:

## Specific task, Computer can run without application software. e.g MS Office

## 3) Programming Software:

It is a set or collection of tools that help developers in writing other software or programs

# What is Microsoft Word

Microsoft Word is **word processing** software. It is developed by Microsoft and is part of Microsoft Office Suite. It enables you to create, edit and save professional documents like letters and reports.

# What is Excel?

Microsoft Excel is a helpful and powerful program for data analysis and documentation.

It is a **Spreadsheet** program, which contains a number of columns and rows,

Each intersection of a column and a row is a “cell.” Each cell contains one point of data or one piece of information.