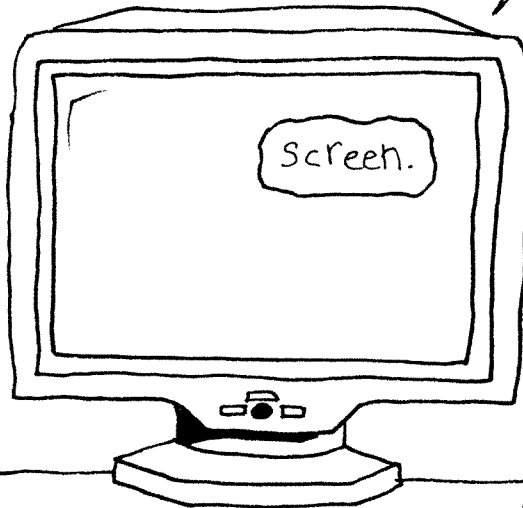


THE COMPUTER (1)

A computer stores, processes and communicates information

Hardware means the hard bits of the computer. You can see or touch most of them e.g. the screen.



Hard drive.
(inside system unit.)

system unit

zip drive

Floppy drive

keyboard

C.D. Rom drive

Floppy disk.

Compact disc

Software means the programs which tell the computer what to do. You cannot see or touch software. There are two types of software :-

1 OPERATING SYSTEMS are programs which the computer needs to run itself. E.g. programs like M.S. Dos and windows will control how information is displayed on the screen.

2 APPLICATION PROGRAMS allow you to carry out particular tasks on the computer. e.g. a word processing package will make it possible for you to type.

1. What does a computer do?
2. Write a list of as many items of computer hardware as you can.
3. Is WINDOWS an operating system or an applications program?
4. Describe in your own words what an operating system does.
5. Which of the following is NOT an applications program: Supercalc, MS-DOS, WORD, Excel.
6. Why do you need a floppy drive as well as a hard drive?
7. Would you usually store an encyclopedia on a) a floppy disk b) a hard disk c) a compact disk?
8. Copy the diagram.
9. Imagine you were producing this worksheet yourself. Describe how you would go about it - writing, graphics, storing information, hardware and software used etc.