Introduction to Computers

Directions: Fill in the blank.

1. Microcomputers, different from those giant mainframes and supercomputers, are designed for individuals. In fact, the microcomputer is often called the **personal computer**.

2. **Desktop** and **laptop** computers are the most commonly seen microcomputers.

3. Just like human beings, computers communicate through receiving and sending messages. We refer to those message receiving components as **input** devices and those which send messages as **output** devices.

4. All keyboards are made up of the main **typing** area, the **function** keys and the **control** keys. Most desktop and some larger laptop computer keyboards contain a 10-key **number** pad.

5. Like a mouse, a touchpad is a pointing device. It features a **tactile sensor**, which can translate the motion of your fingers to movement on screen.

6. LED monitors take advantage of the **Light Emitting Diodes** technology, which provides better quality images.

7. Many printers use a **Universal Serial Bus**, or USB cable to connect to the computer.

8. Once you open the computer, the first thing you see is a big board, which holds all the components together. We call it the **motherboard**, or some times the **main board**.

9. Every computer contains an internal clock, which tells us how fast the CPU can process data. The higher the **clock rate**, the faster the CPU.

10. Once you open a file or a program, the software and data will load from the **hard drive** back to the **RAM**.

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11. On a PC, the **ROM** stores the BIOS (Basic Input/Output System).

12. The **power supply** converts power from the electrical outlet to the lower voltages your computer parts need.

13. We also have a **network** card and a **wireless** card. Their job is to allow the computer to connect to the Internet.

14. **Power connectors** attach the power supply to the internal devices. Their job is to supply and distribute power to the computer components.

15. **Storage device cables**, on the other hand, are responsible for transferring data between the mother board and storage devices.

16. The computer's main hard drive is a(n) **internal device**, because it is located inside the computer.

17. **Computer software** is a set of computer programs which instruct computer how to complete tasks.

18. **Programming** software assists you in writing computer programs or instructions which make a computer perform certain tasks.

19. During the **planning** stage, the software developer identifies the software's requirements, or what it should accomplish.

20. During the **implementation** stage, the developer begins writing the code, or programming language, for the project.

21. During the **deployment** stage, the software is released for distribution to those who will be using it.

22. Your new software might require a key or a(n) **serial number**, which can usually be found either on the software instruction sheet or the back of the CD- or DVD-ROM case.

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23. External devices, like printers and scanners, need a program called a **driver** to help the computer communicate with the device.

24. If you are unable to install the program or you get an error, start by making sure your computer meets the **minimum requirements**.

25. If you are a person who travels a lot, or if you have to use your computer in different places, a **laptop** is a good choice.

26. Sometimes adding more **RAM** can make more difference than upgrading the CPU.

27. Most computers come with a one year warranty. If you think this is not enough, you can choose to purchase an extended warranty from the manufacturer, the retailer, or a **third-party seller**.

28. Because your computer will have many different electronic components, a(n) **power strip** may be necessary in order to have enough outlets to power all of your computer hardware.

29. Most monitors connect to the computer through a **Digital Visual Interface** connector.

30. The cord connecting your computer to the Internet is called a(n) **Ethernet cable**. It looks similar to a phone cord, with wider connectors on the ends.

31. In the event of a power surge, such as a lightning strike, the **surge protector** will protect your computer electronics from massive electrical damage.

32. Hardware maintenance consists of keeping the physical parts of computer **clean**, **dry** and **cool**.

33. Special cleaning solutions can be found at electronic stores. Never use **household** cleaners or **water,** as these could ruin computer devices.

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34. A **computer virus** is a program which copies itself and spreads from one computer to another.

35. **Defragging**, also called defragmenting, works to clean up your hard drive.

36. There are certain things which may be beyond your ability. For example, upgrading your **CPU** can be a tricky task. If it is not done correctly, your computer can be left useless.

37. Never open the **power supply** to try to fix it, the electricity inside could seriously injure you.

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