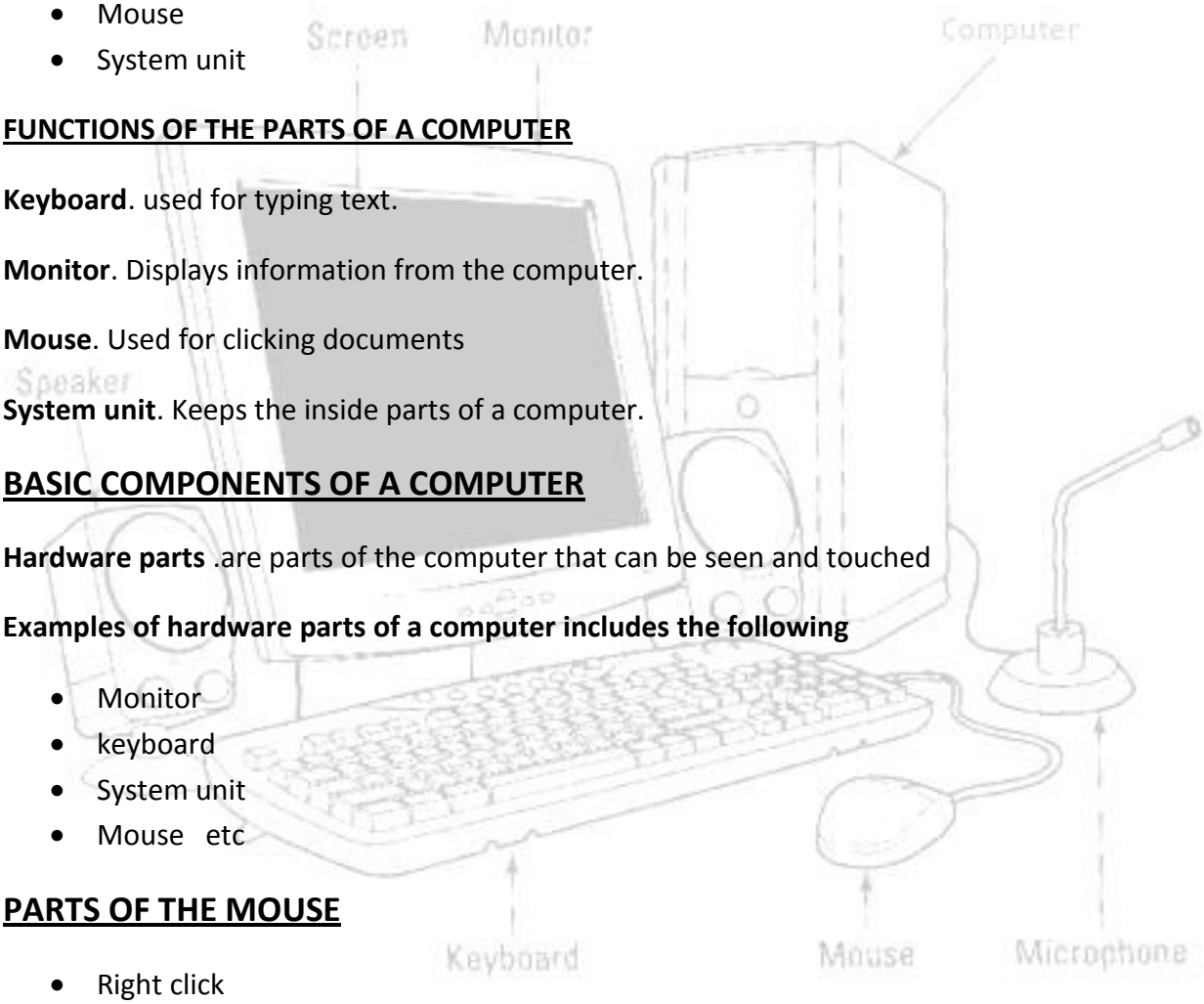
## A computer

Is a machine that accepts inputs and gives out output.

## Parts of a computer

- Keyboard
- Monitor
- Mouse
- System unit




**FUNCTIONS OF THE PARTS OF A COMPUTER**

**Keyboard**. used for typing text.

**Monitor**. Displays information from the computer.

**Mouse**. Used for clicking documents

**System unit**. Keeps the inside parts of a computer.

## BASIC COMPONENTS OF A COMPUTER

**Hardware parts** .are parts of the computer that can be seen and touched

**Examples of hardware parts of a computer includes the following**

- Monitor
- keyboard
- System unit
- Mouse etc

## PARTS OF THE MOUSE

- Right click
- Left click
- Scroll button

## SPECIAL KEYS ON THE KEYBOARD

- Enter key
- Caps lock
- Backspace
- Spacebar

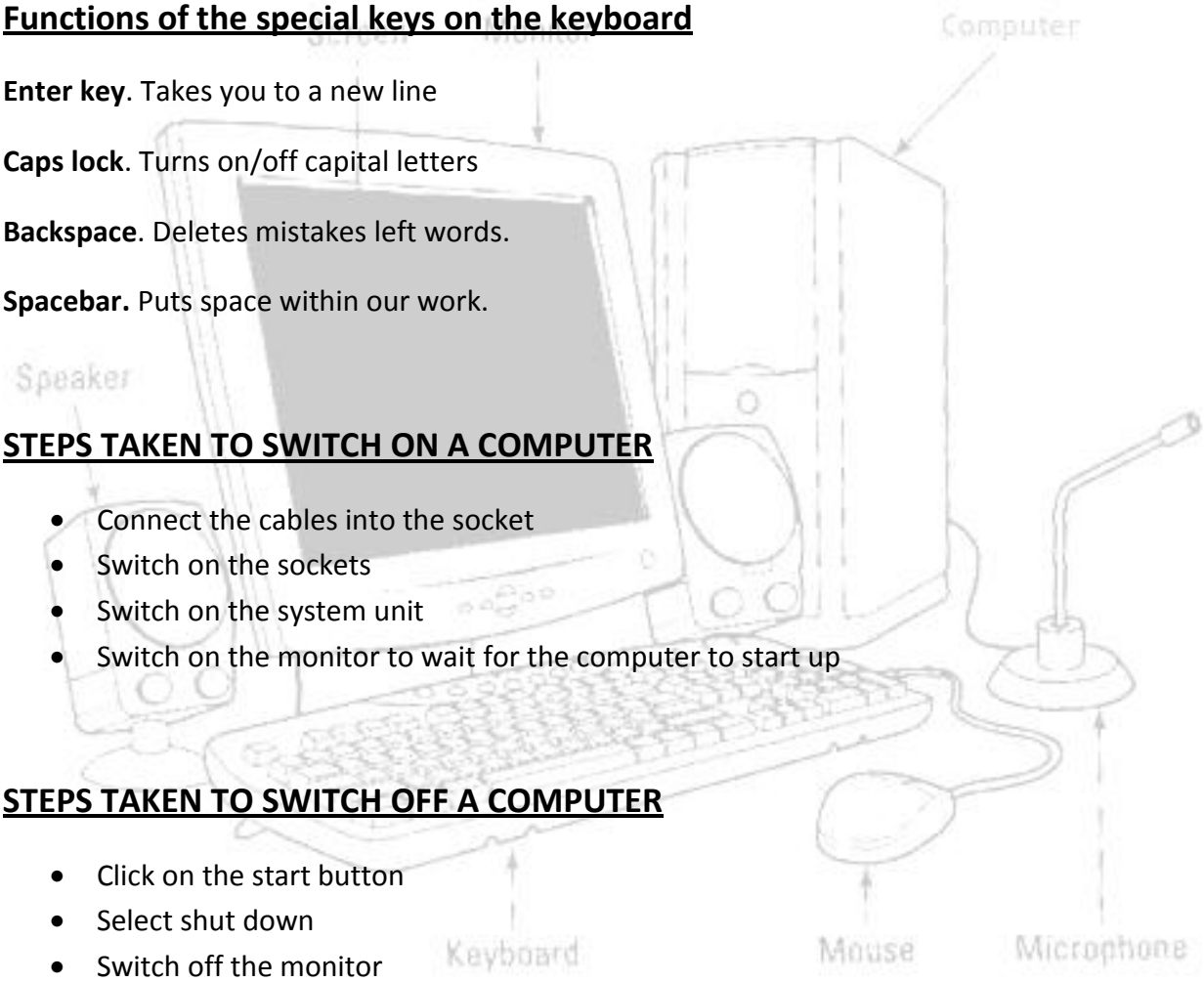
## Functions of the special keys on the keyboard

**Enter key**. Takes you to a new line

**Caps lock**. Turns on/off capital letters

**Backspace**. Deletes mistakes left words.

**Spacebar.** Puts space within our work.




## STEPS TAKEN TO SWITCH ON A COMPUTER

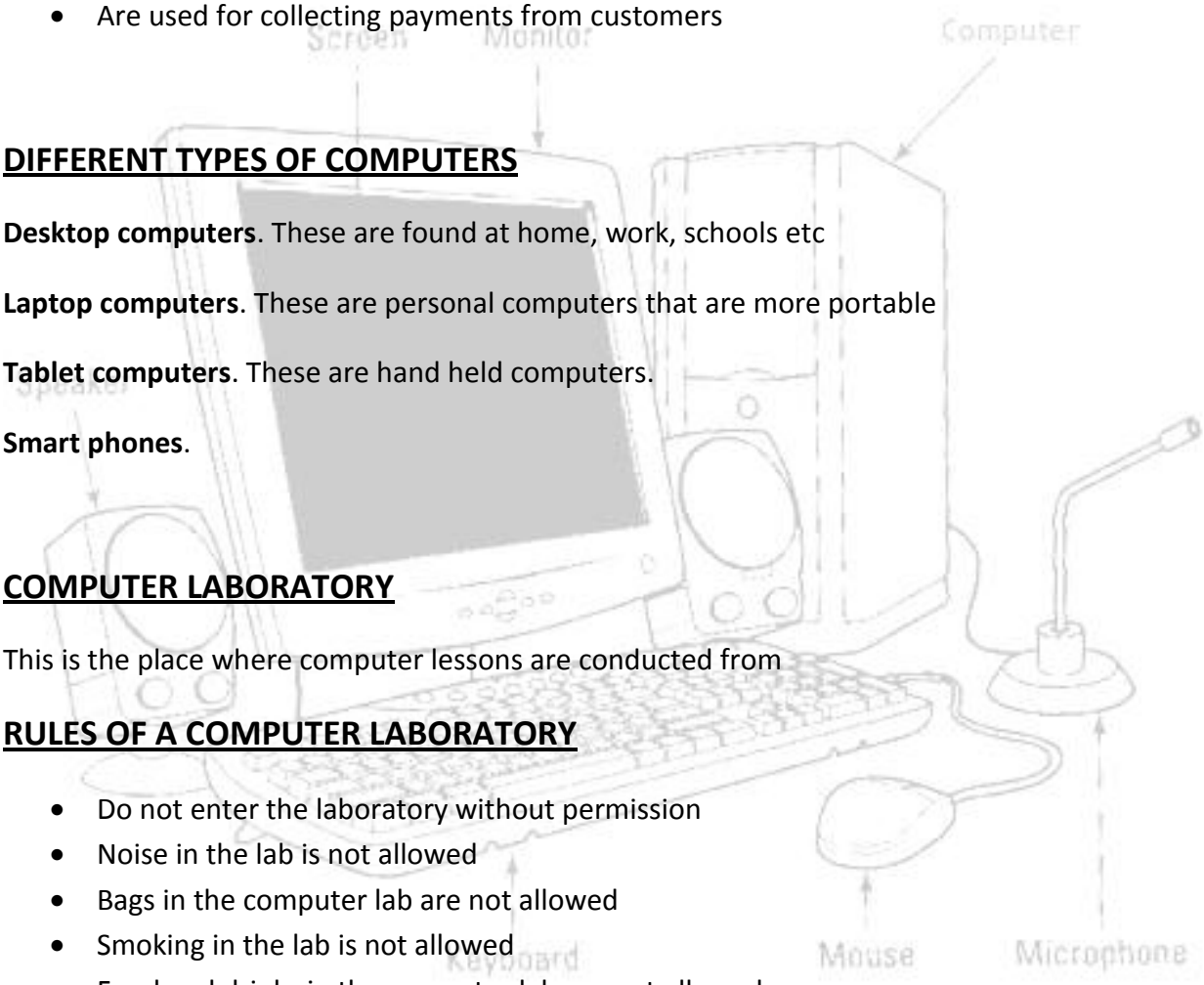
- Connect the cables into the socket
- Switch on the sockets
- Switch on the system unit
- Switch on the monitor to wait for the computer to start up

## STEPS TAKEN TO SWITCH OFF A COMPUTER

- Click on the start button
- Select shut down
- Switch off the monitor
- Switch off the sockets

## USES OF COMPUTERS

- They are used to play games
- They are used to play music
- Computers are used for online shopping
- Are used to watch videos
- They are used to type and print documents
- Computers are used to send emails
- Are used for collecting payments from customers




## DIFFERENT TYPES OF COMPUTERS

**Desktop computers**. These are found at home, work, schools etc

**Laptop computers**. These are personal computers that are more portable

**Tablet computers**. These are hand held computers.

**Smart phones**.

## COMPUTER LABORATORY

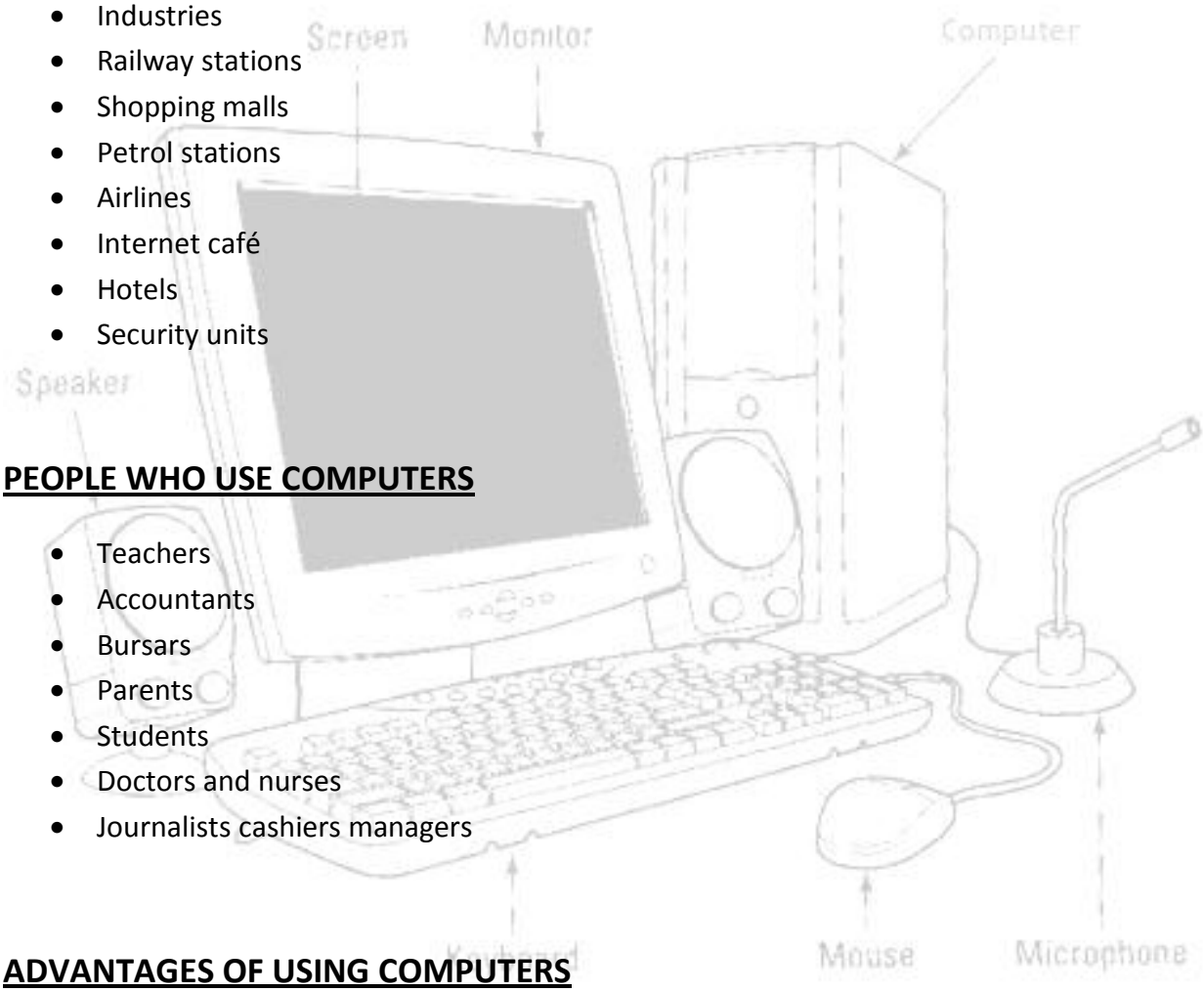
This is the place where computer lessons are conducted from

## RULES OF A COMPUTER LABORATORY

- Do not enter the laboratory without permission
- Noise in the lab is not allowed
- Bags in the computer lab are not allowed
- Smoking in the lab is not allowed
- Food and drinks in the computer lab are not allowed
- Un necessary movements in the lab are not allowed
- Use of the computer lab is for academic activities only
- Always switch off the computers after use

## PLACES WHERE COMPUTERS ARE USED

- Schools
- Hospitals
- TV stations
- Offices
- Radio stations
- Banks
- Industries
- Railway stations
- Shopping malls
- Petrol stations
- Airlines
- Internet café
- Hotels
- Security units




## PEOPLE WHO USE COMPUTERS

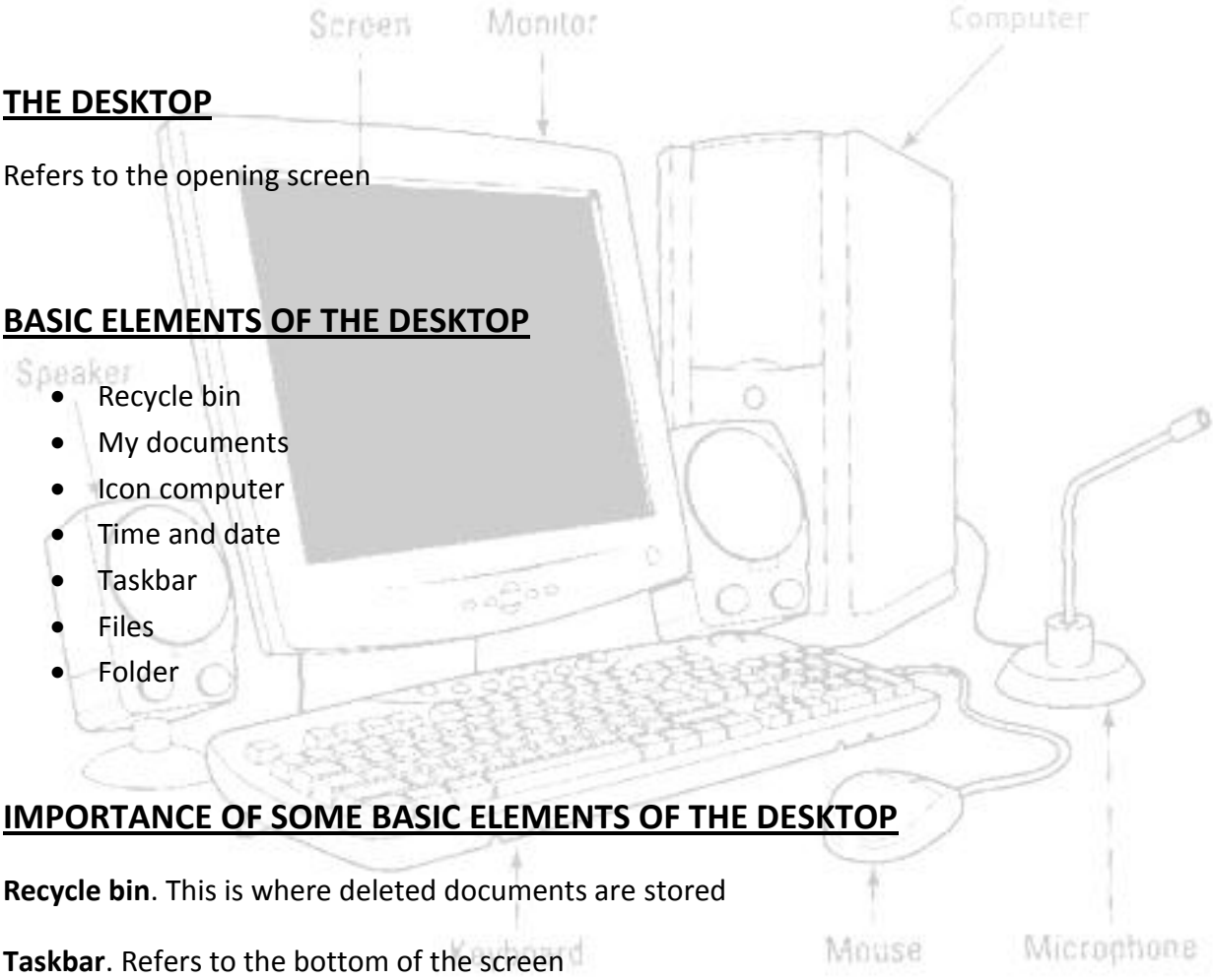
- Teachers
- Accountants
- Bursars
- Parents
- Students
- Doctors and nurses
- Journalists cashiers managers

## ADVANTAGES OF USING COMPUTERS

- They perform work quickly
- They save time
- For record keeping
- For online banking
- For paying bills
- For easy communication

## DISADVANTAGES OF USING COMPUTERS

- Leads to un employment
- Harm eyes
- Expensive to buy
- Needs educated people
- Loss of information through virus
- Stealing people's money through ATM




## THE DESKTOP

Refers to the opening screen

## BASIC ELEMENTS OF THE DESKTOP

- Recycle bin
- My documents
- Icon computer
- Time and date
- Taskbar
- Files
- Folder

## IMPORTANCE OF SOME BASIC ELEMENTS OF THE DESKTOP

**Recycle bin**. This is where deleted documents are stored

**Taskbar**. Refers to the bottom of the screen

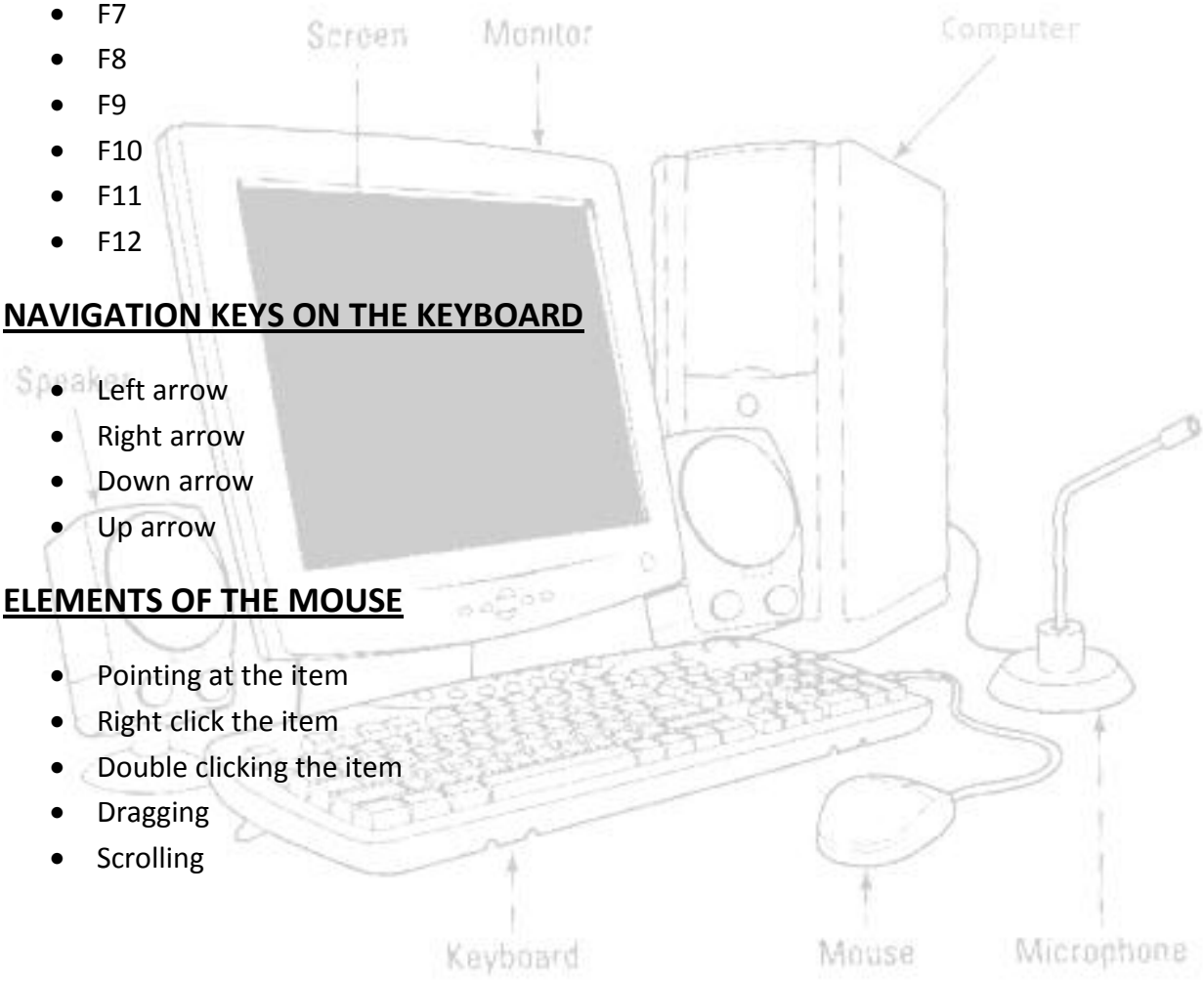
**My documents**. Default saving area

**Files**. Refers to the collection of text

**Folders**. Refers to the collection of files

## FUNCTION KEYS ON THE KEYBOARD

- F1
- F2
- F3
- F4
- F5
- F6
- F7
- F8
- F9
- F10
- F11
- F12




## NAVIGATION KEYS ON THE KEYBOARD

- Left arrow
- Right arrow
- Down arrow
- Up arrow

## ELEMENTS OF THE MOUSE

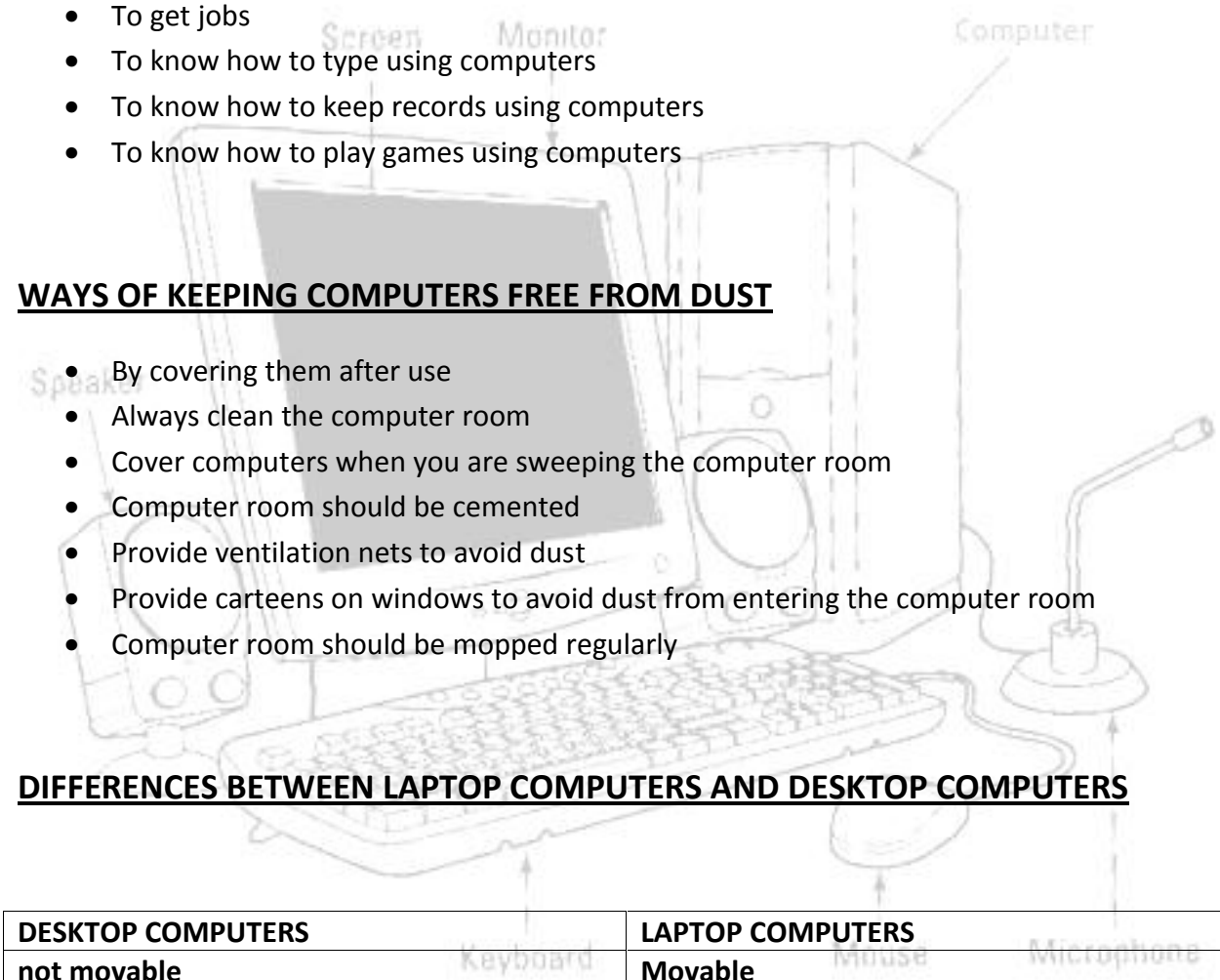
- Pointing at the item
- Right click the item
- Double clicking the item
- Dragging
- Scrolling

## TIPS FOR USING YOUR MOUSE SAFELY

- Ensure a clean surface
- Hold your mouse lightly
- Keep your fingers relaxed
- Avoid throwing your mouse down

## REASONS WHY YOU STUDY COMPUTER AS A SUBJECT

- To get computer skills
- To know how to play music on computers
- To learn how to play videos on computers
- To learn how to conduct online education
- To know how to control cameras in banks using computers
- To know how to store important documents on computers
- To get jobs
- To know how to type using computers
- To know how to keep records using computers
- To know how to play games using computers




## WAYS OF KEEPING COMPUTERS FREE FROM DUST

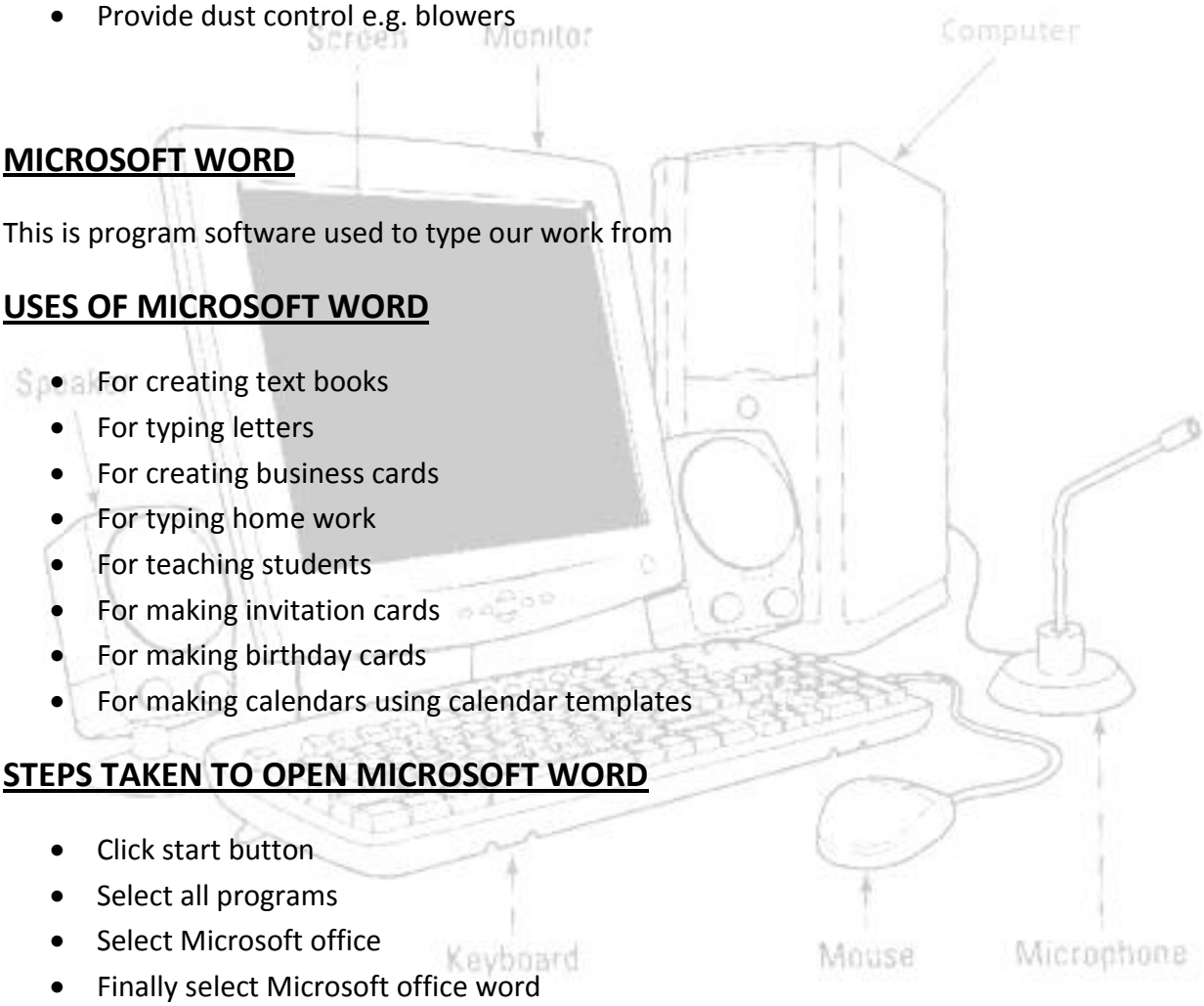
- By covering them after use
- Always clean the computer room
- Cover computers when you are sweeping the computer room
- Computer room should be cemented
- Provide ventilation nets to avoid dust
- Provide carteens on windows to avoid dust from entering the computer room
- Computer room should be mopped regularly

## DIFFERENCES BETWEEN LAPTOP COMPUTERS AND DESKTOP COMPUTERS

| DESKTOP COMPUTERS | LAPTOP COMPUTERS |
|---|---|
| not movable | Movable |
| Have separate parts | All in one computer |
| Use much power | Use less power |
| Big in size | Small in size |
| No battery is used | Can work on a battery incase there is no power |
| faster | Not faster |
| Can be easily expanded | Not expanded |

## FACTORS TO CONSIDER WHEN SETTING UP A COMPUTER LABORATORY

- Security of computers
- Stability of power source
- Amount of dust in the environment
- Install security cameras
- Provide first aid kits
- Provide fire extinguisher
- Provide dust control e.g. blowers




## MICROSOFT WORD

This is program software used to type our work from

## USES OF MICROSOFT WORD

- For creating text books
- For typing letters
- For creating business cards
- For typing home work
- For teaching students
- For making invitation cards
- For making birthday cards
- For making calendars using calendar templates

## STEPS TAKEN TO OPEN MICROSOFT WORD

- Click start button
- Select all programs
- Select Microsoft office
- Finally select Microsoft office word

## COMMON TERMS ASSOCIATED WITH MICROSOFT WORD

**Editing text**. Means making changes to the content of a document

**Copy**. This means making a duplicate copy in another place

**Cut**. Means removing text or document from its original place to another place

**Hardcopy.** A copy of document printed out on a physical paper

**Softcopy**. Copy of a document that is stored on a disk

**Deleting**. Means removing

**Insert**. It means putting or adding

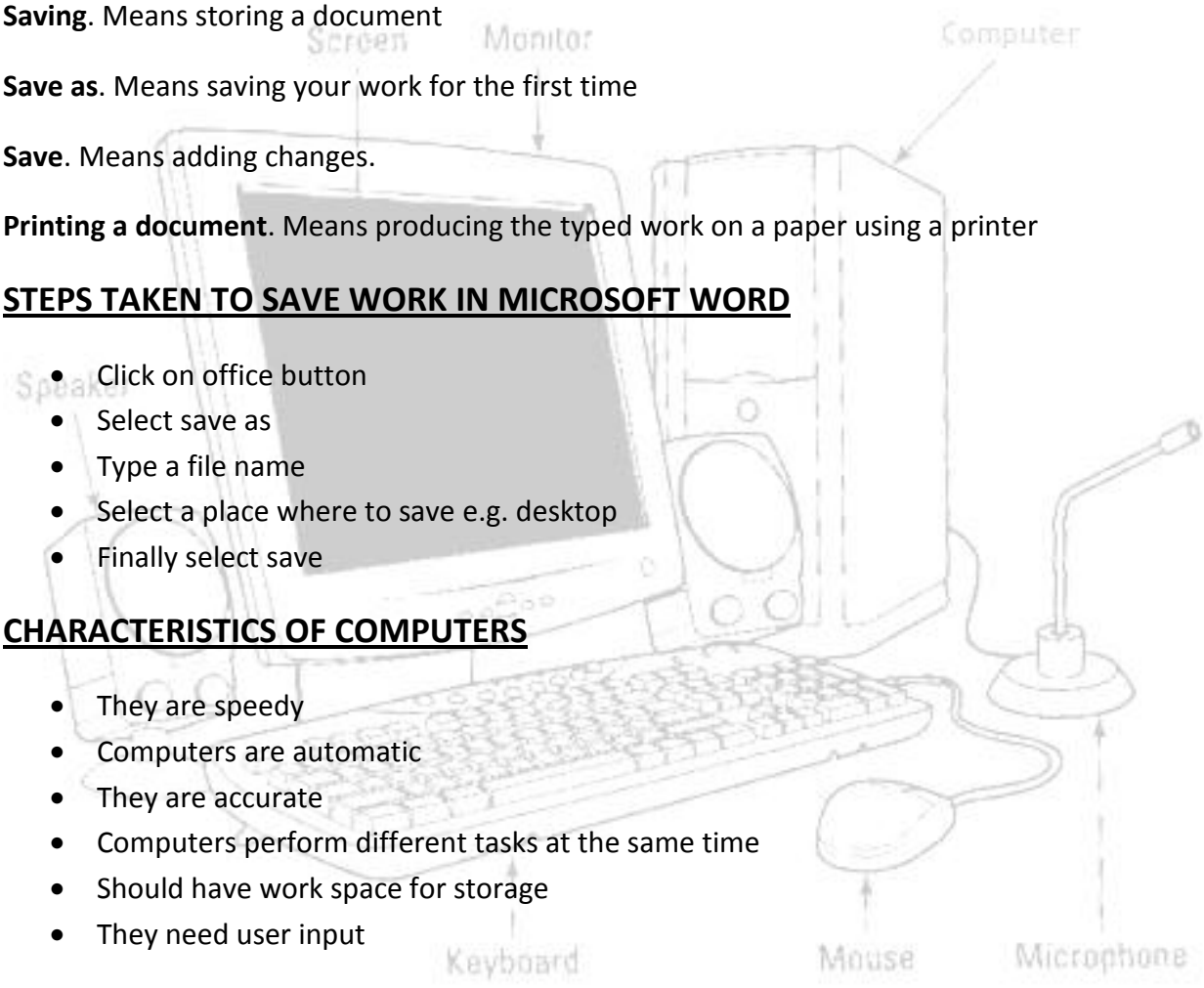
**Formatting**. Refers to the changing the appearance of your work

**Saving**. Means storing a document

**Save as**. Means saving your work for the first time

**Save**. Means adding changes.

**Printing a document**. Means producing the typed work on a paper using a printer




## STEPS TAKEN TO SAVE WORK IN MICROSOFT WORD

- Click on office button
- Select save as
- Type a file name
- Select a place where to save e.g. desktop
- Finally select save

## CHARACTERISTICS OF COMPUTERS

- They are speedy
- Computers are automatic
- They are accurate
- Computers perform different tasks at the same time
- Should have work space for storage
- They need user input

## CATEGORIES OF COMPUTERS

- Computer categories are basically three
- Digital computers
- Analogue computers
- Hybrid computers

## Examples of analogue computers

- Thermometers
- Voltmeters
- Ammeters
- Speedo meters
- Barometers

## Examples of digital computers

- Personal computers
- Laptops
- Digital watches

## Examples of hybrid computers

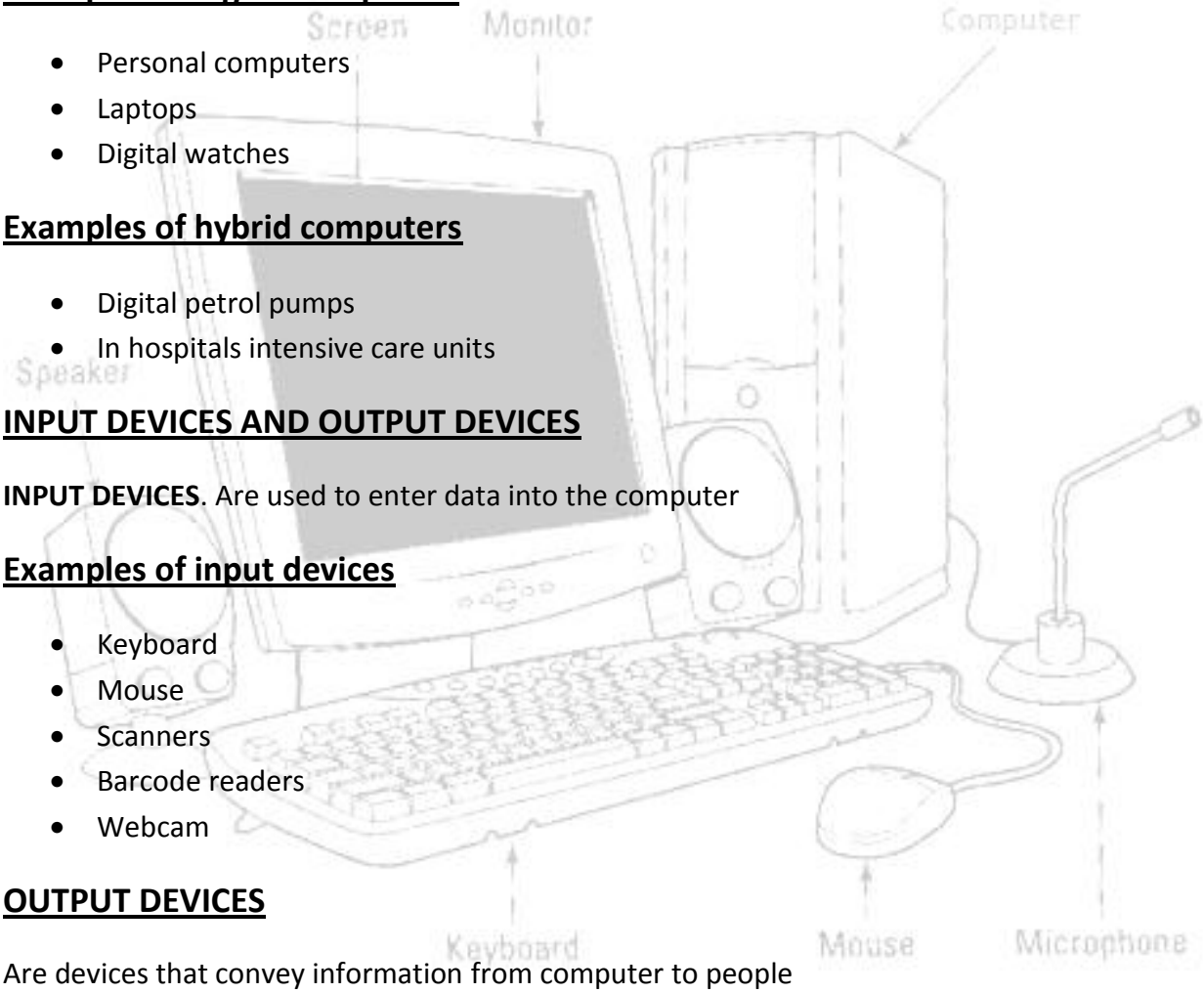
- Digital petrol pumps
- In hospitals intensive care units

## INPUT DEVICES AND OUTPUT DEVICES

**INPUT DEVICES**. Are used to enter data into the computer

## Examples of input devices

- Keyboard
- Mouse
- Scanners
- Barcode readers
- Webcam




## OUTPUT DEVICES

Are devices that convey information from computer to people

## Examples of output devices

- Monitor
- Speakers
- Printers

## STORAGE DEVICES

These are devices where information is stored or kept

## Examples of external storage

- Hard disk
- Flash disk
- Memory cards
- Compact disk (CD)
- Digital versatile disc(DVD)

## Examples of internal storages

**RAM**. Random Access Memory

**ROM**. Read Only Memory

## COMMON COMPUTER CONCEPTS

**ICT-** Information Communication Technology

**Information** refers to the processed data with meaning

**Communication** refers to the sending and receiving of electronic messages from one point to another

**Technology** is the technique used to do something

**PC-** personal computer

**CPU-** central processing unit

**OS -**operating system

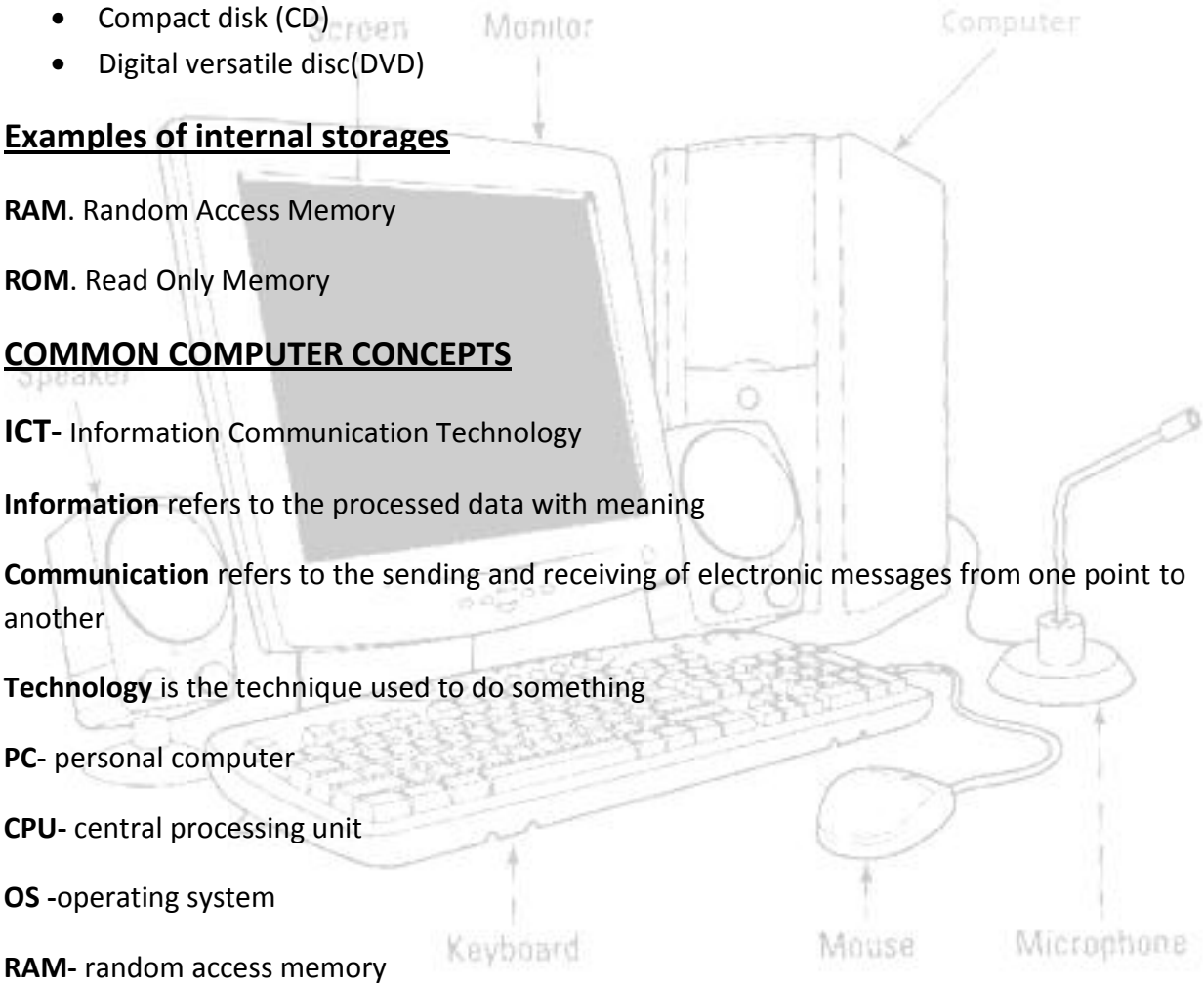
**RAM-** random access memory

**ROM-** read only memory

**CD -**compact disc

**DVD** -digital versatile disc

**ATM -**automotive teller machine



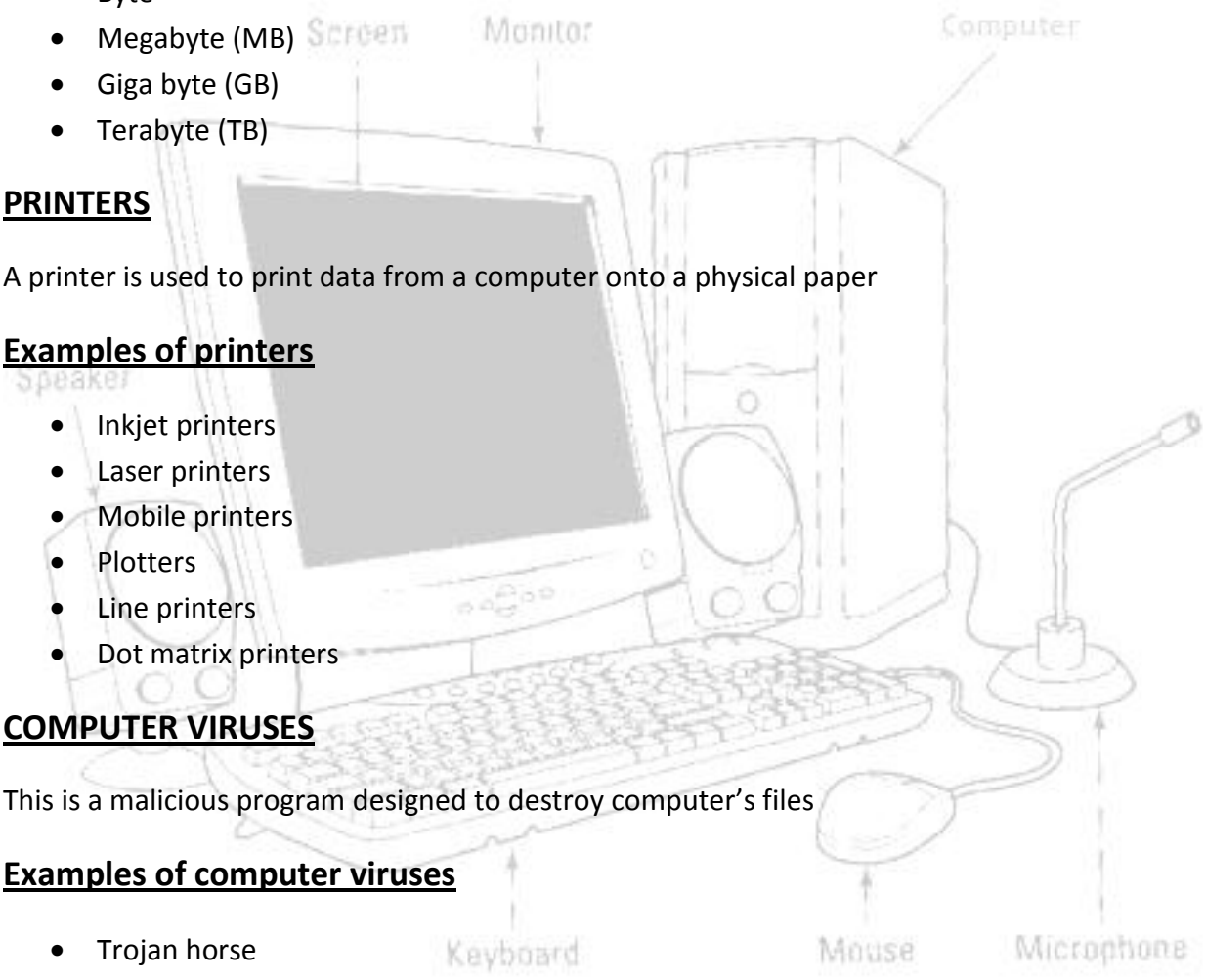
**USB-** universal serial bus

**IT-** information technology

**WWW-** World Wide Web

## UNITS OF MEASURING COMPUTER STORAGE DEVICES

- Bit
- Byte
- Megabyte (MB)
- Giga byte (GB)
- Terabyte (TB)




## PRINTERS

A printer is used to print data from a computer onto a physical paper

## Examples of printers

- Inkjet printers
- Laser printers
- Mobile printers
- Plotters
- Line printers
- Dot matrix printers

## COMPUTER VIRUSES

This is a malicious program designed to destroy computer's files

## Examples of computer viruses

- Trojan horse
- Worms
- Macro viruses
- Directory viruses

## WAYS OF PREVENTING COMPUTER VIRUSES

- Install anti-virus software
- Always scan flash disks before opening them
- Avoid sharing un trusted files
- Update your anti-virus software
- Avoid downloading un trusted files from the internet

**NB** anti virus is a program that scans the computer for viruses and deletes infected files

## Examples of anti-virus software

- AVGA anti virus
- Avast anti virus
- Avira anti virus
- Kaspersky anti virus
- Norton anti virus
- Bit defender anti virus

## ORIGIN OF COMPUTING

The origin of computing started with the early man who used fingers, stones, sticks etc to calculate and count

In 3000 BC the abacus was developed as the first machine by the Chinese for counting and calculations

## ELECTRONIC ERA (PERIOD) OF COMPUTERS (1946-DATE) INCLUDING COMPUTER GENERATIONS

**Computer generations are categorized into five generations as seen below;**

- The first generation (1946-1958)
- The second generation (1958-1964)
- The third generation (1965-1970)
- The fourth generation (1971-date)
- The fifth generation (today- future)

## In summary

The first generation computers used vacuum and were large in size

The second generation computers used transistors and were small in size as compared to first generation computers

The third generation computers used integrated circuits (IC). It was a combination of thousands of transistors and tiny wires to develop them. Extremely reduced in size

The fourth generation computers used micro processor; they combined thousands of transistors into a single chip. Hard disks, laptops came into place.

The fifth generation computers are made from Artificial Intelligence (AI) where by computers have human capabilities such as the five senses (to see, hear, feel, taste and smell) plus understanding and communicating

NB artificial Intelligence (AI) refers to the ability of machines to have human capabilities such as the five senses

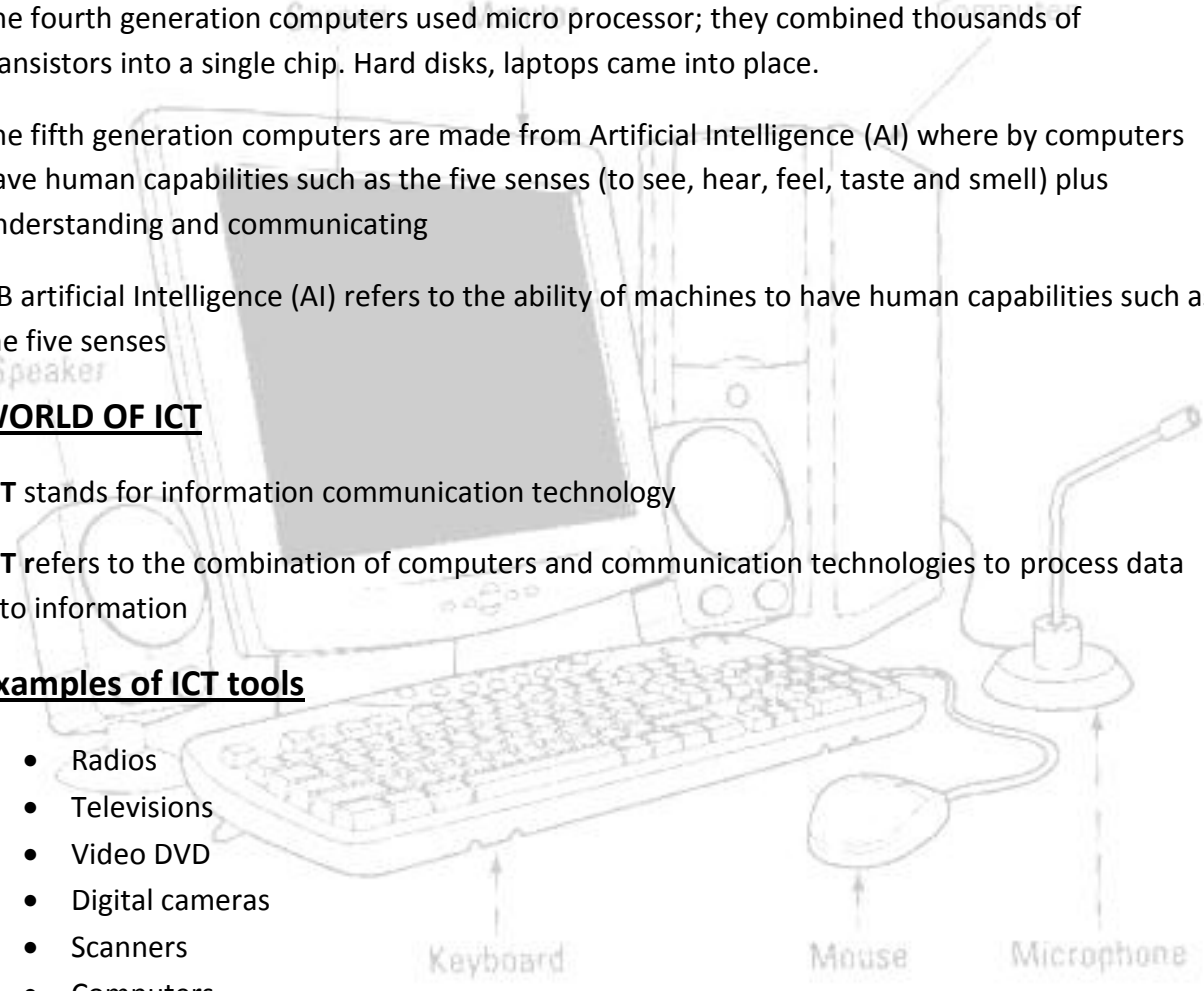
## WORLD OF ICT

**ICT** stands for information communication technology

**ICT r**efers to the combination of computers and communication technologies to process data into information

## Examples of ICT tools

- Radios
- Televisions
- Video DVD
- Digital cameras
- Scanners
- Computers



## VARIOUS AREAS WHERE ICT CAN BE USED

- Homes
- Schools
- Hospitals
- Police stations
- Office
- Entertainment

## USES OF ICT AT HOME

- For online shopping
- For playing videos, music and games
- ICT tools like computers can be used for printing out home documents like budgets
- For communication purposes
- ICT tools like computers can be used to pay bills
- For online education

## SPREAD SHEET (MICROSOFT EXCEL)

Spread sheet software refers to the application software packages that are used for calculations

## Examples of spread sheet software applications

- Microsoft excel
- Apple numbers
- King soft spread sheets
- Open office.org.

## Common functions in excel

- MAX
- MIN
- AVERAGE
- MODE
- PRODUCT
- SQRT
- SUM
- SMALL

## Meaning of the above some of the excel functions

**MAX**. Means finding the largest number in the range

**MIN**. to find the smallest number in the range

**AVERAGE**. Find the average number

**Mode**. Returns the commonest number

**PRODUCT**. Multiplies the number in the cell.

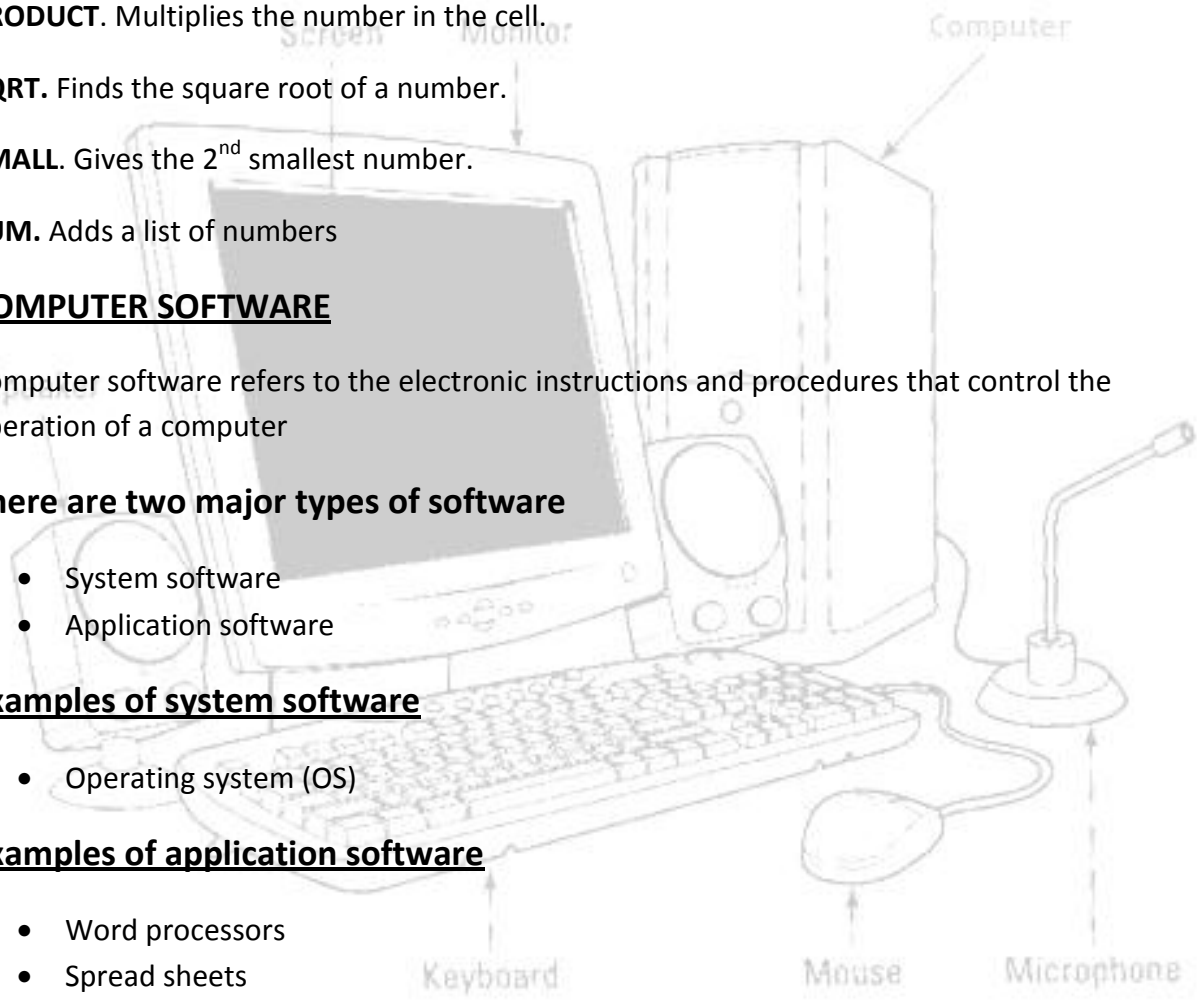
**SQRT.** Finds the square root of a number.

**SMALL**. Gives the 2nd smallest number.

**SUM.** Adds a list of numbers

## COMPUTER SOFTWARE

Computer software refers to the electronic instructions and procedures that control the operation of a computer




### There are two major types of software

- System software
- Application software

## Examples of system software

- Operating system (OS)

## Examples of application software

- Word processors
- Spread sheets
- Media players
- Games

## BOOTING PROCESS

Booting is the process of starting up a computer

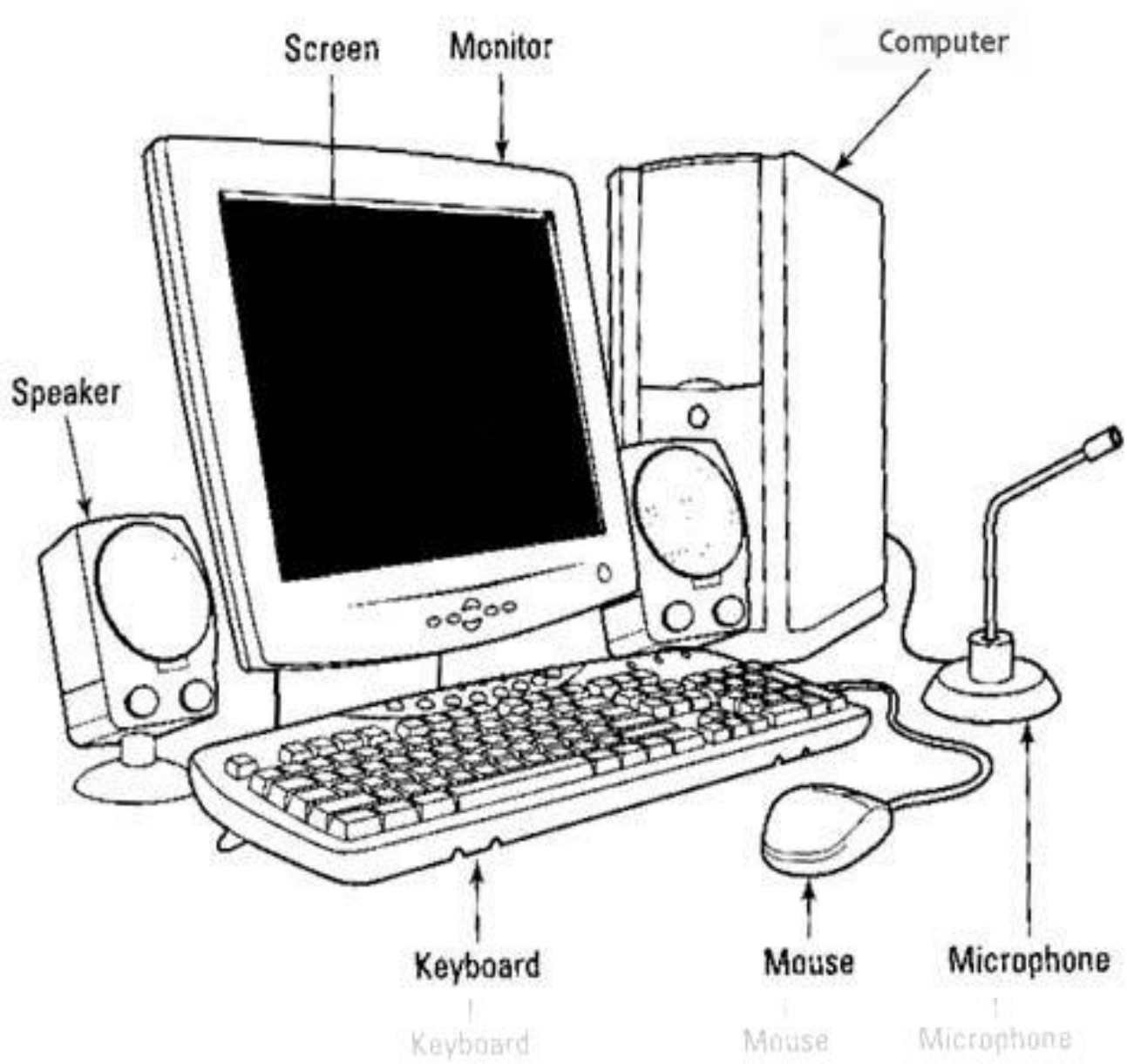
## Types of booting

- Cold booting
- Warm booting

**Cold booting** is the process of starting up a computer which has been completely off

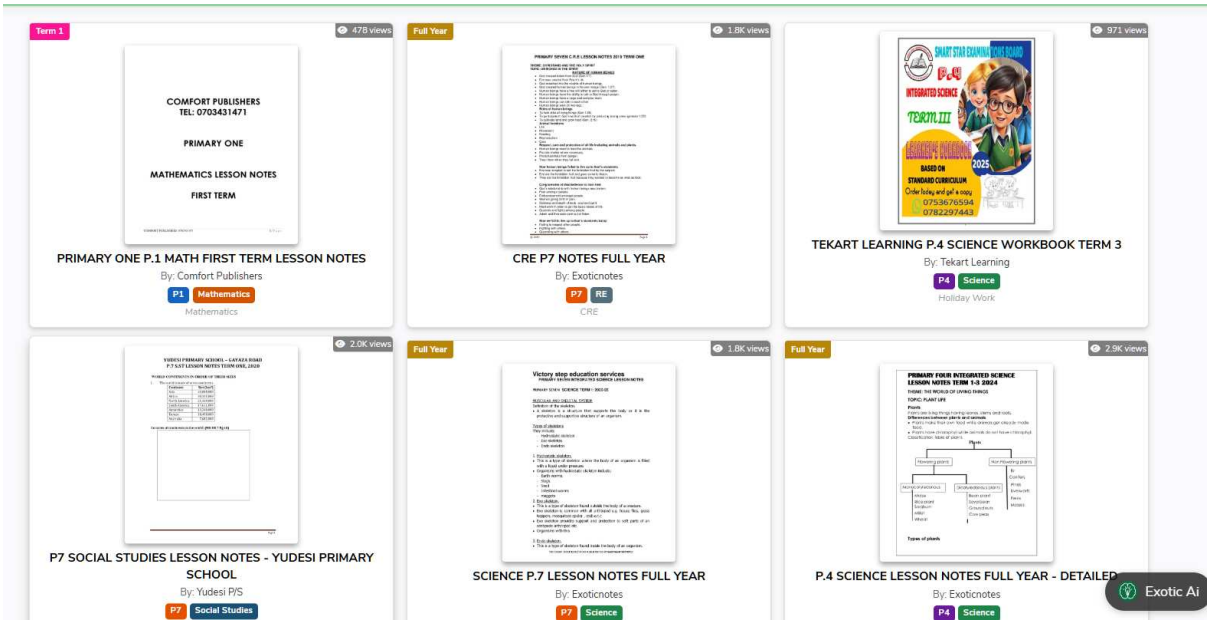
**Warm booting** is the process of restarting a computer which is already running






**THE END! FOR ALL COMPUTER SERVICES CALL: 0706743543/0774328942**

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