CATEGORIES OF COMPUTERS (P.7 NOTES TERM ONE 2020)

Computer categories are basically three;

1. Digital computers- presents data in binary digits
2. Analogue computers- deals with variables
3. Hybrid computers- converts analogue signals to digital

Examples of Analogue computers

1. Thermometers
2. Voltmeters
3. Ammeters
4. Speedometers
5. Barometers etc

Examples of digital computers

1. Personal computers
2. Laptops
3. Digital watches

Examples of hybrid computers

1. Digital petro pumps
2. Intensive care units in hospitals

Factors to consider when setting up a computer laboratory

1. Security of computers
2. Stability of power source
3. Amount of dust in the environment
4. Install security cameras
5. Provide security Aids kits
6. Provide fire extinguisher
7. Provide dust control equipments e.g. blowers

INPUT DEVICES

Are used to enter data into a computer

Examples of input devices

1. Keyboard
2. Barcode readers
3. Mouse
4. Image scanner etc

OUTPUT DEVICES

Are used to convey information to one or more people

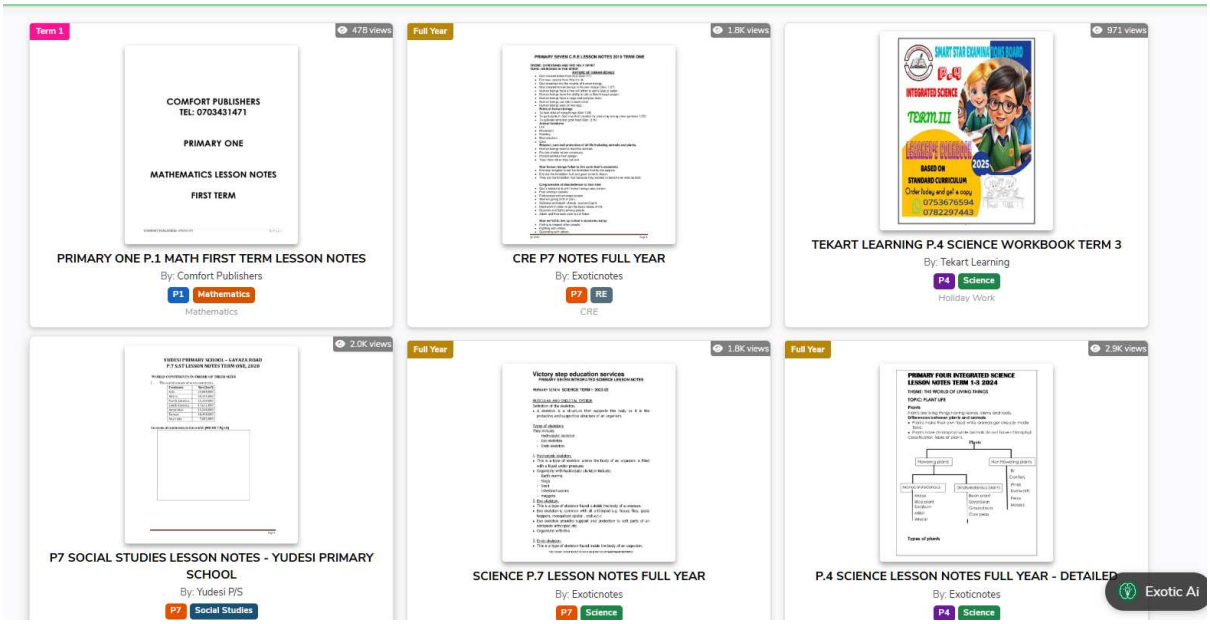
Examples of output devices

1. Monitor
2. Printers
3. Computer speakers etc

BASIC CONCEPTS ASSOCIATED WITH MICROSOFT WORD

1. **Editing text**. Means making changes to your work
2. **Copy**. This means making a duplicate copy (second copy) in another place
3. **Cut**. Means removing a text or document from its original place to another place
4. **Deleting**. Means removing text
5. **Insert**. It means putting in or adding
6. **Formatting a document**. Refers to the changing the appearance of the document
7. **Saving**. Means storing a document.
8. **Printing a document**. Means producing the typed work on a paper using a printer.

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