COMPUTER BASICS/COMPUTER STUDY NOTES FOR PRIMARY LEVEL.

1. **A computer** is an electronic machine that stores and process data into information.

Parts of a computer

Computers have two basic parts;

1. Hardware
2. Software

- **Hardware parts**

  These are parts of a computer which you can see, touch and feel.

  Examples of hardware parts of a computer

  Monitor, keyboard, mouse, system unit etc.

- **Software parts**

  These are parts which we can see but cannot touch.

  Examples of software parts of a computer.

  Microsoft word, excel, PowerPoint, operating system etc

  Diagram of a computer system.

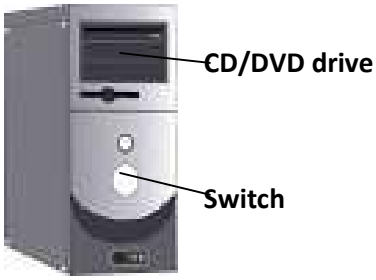


Mouse Keyboard

Uses of the following parts on the computer.

- **System unit**

The system unit keeps the internal components e.g. CPU, motherboard hard disks etc



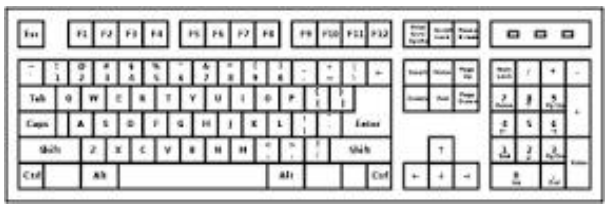
- **Mouse**

A mouse is used to click and select items on your computer screen



- **Keyboard**

A key board is used for typing work.



❖ **Monitor**

A monitor shows information from the computer e.g. letters, numbers etc



3. **TURNING ON AND OFF A COMPUTER**

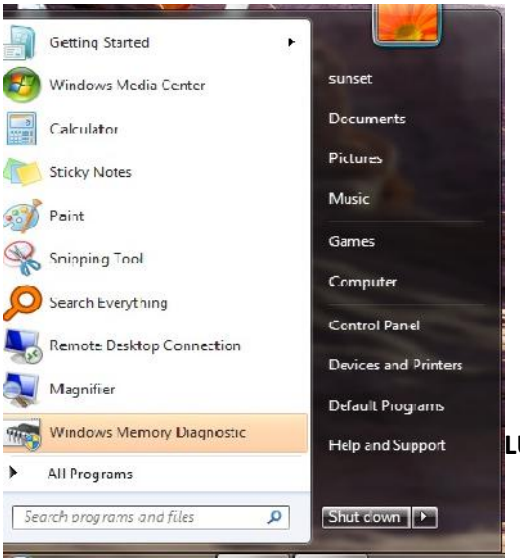
TURNING ON

- ✓ Make sure all cables are connected.
- ✓ Switch on electricity sockets.
- ✓ Press power button on monitor and system unit.

TURNING OFF/SHUTTING DOWN.

Click start button down on your left hand corner

Finally click shut down the computer to go off



Shut down

4. THE DESKTOP

It's that area that appears on the screen when windows start.



Desktop

Common icons on the desktop

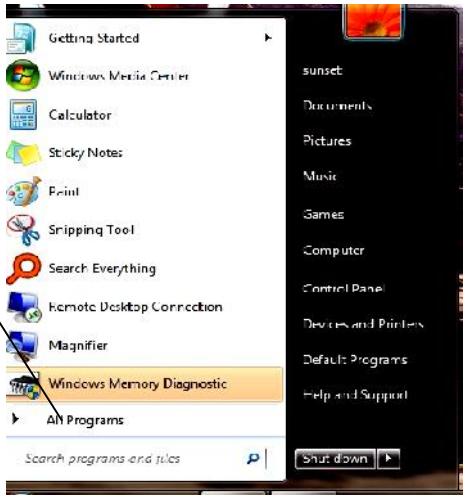
- My computer
- Recycle bin
- My documents.

5. OPENING AN APPLICATION

Basic steps

- ✓ Click start button at the bottom left of your screen.
- ✓ Click all programs.
- ✓ Slide across to the next menu and select anapplication e.g. Microsoft word
- ✓ Click on the name to start an application

All programs

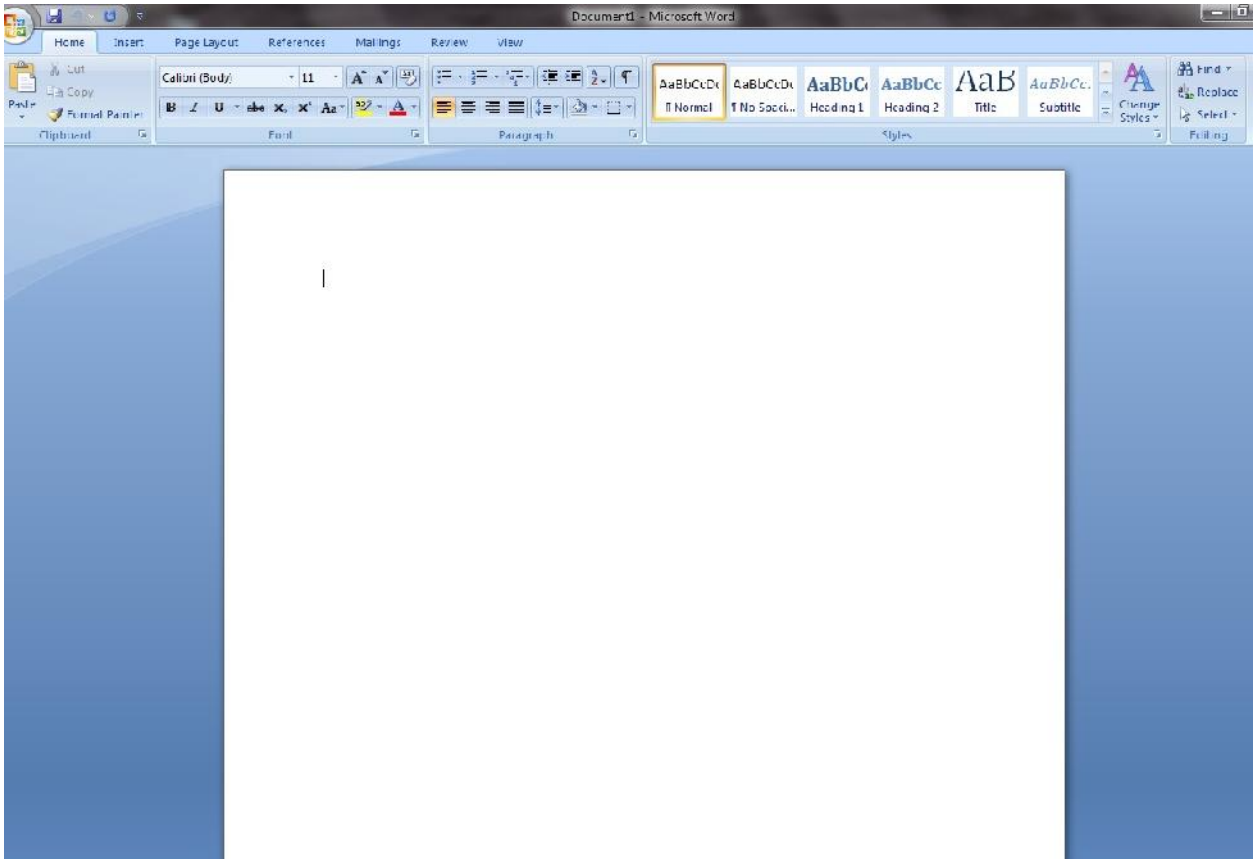


6. **OPENING MICROSOFT WORD.**

This is the program that you can use to create and edit documents.

Basic steps.

- ✓ Click start
- ✓ Click all programs.
- ✓ Click Microsoft office
- ✓ Finally click Microsoft word



There are four main parts of Microsoft word;

The standard toolbar

The toolbar contains buttons for basic commands including saving and printing.

The formatting tool bar

This contains buttons that you can use to format text in your document for example, changing color, aligning text, font sizes etc

The ruler

It's used to position text in your document.

USES OF COMPUTERS

It is for typing and printing documents e.g.letters, reports and notes.

It is used to send emails.

It is used to play games.

It is used to watch, play and record music and videos

It is used for shopping online.

Used for collecting payments from customers.

DIFFERENT TYPES OF COMPUTERS

Desktop computers

These are computers found at work, school, etc., they can be small, medium or large and they usually sit on desk.



Laptop computers

These are personal computers that are more portable than desktop computers.



Tablets computers.





These are handheld computers e.g. iPod

COMPUTER LABORATORY

This refers to the building where computers are set up for sturdy purpose

Computer laboratory rules.

Do not enter the lab without permission.

Noise in the lab is not allowed.

Bags in the computer lab are not allowed.

Smoking in the lab is not allowed.

Do not eat in the computer lab.

Un necessary movements in the lab are not allowed.

Never use your computer during storm/heavy rain.

PLACES WHERE COMPUTERS ARE UESD

Schools and colleges.

Libraries

Hospitals

Industries

Banks

Offices

Shopping malls

Internet café

Petrol stations

TV stations

Radio stations

PEOPLE WHO USE COMPUTERS**.**

Teachers

Accountants

Bursars

Parents

Students

Doctors and nurses

Managers

Cashiers

Write the following computer terms in full

P.C

- Personal computer

CPU

- Central processing unit(Brain of computer)

ICT

- Information communication technology

9. What is word processing (Microsoft ward)?

This is where we type our work

10. Uses of word processing (Microsoft word)

- For writing reports
- For writing letters
- For writing books
- For writing CVs

Most common keys/buttons on the keyboard and their functions.

- Caps lock-------- Puts on capital letters.
- Space bar-------- creates space between our work.
- Backspace--------Rubs/deletes mistakes in our work leftwards.
- Enter key----------takes you to another line.

Common toolbars of Microsoft word

- Standard toolbar
- Formatting toolbar
- Status bar

Basic rules of saving work/documents

- Where do you want to save?
- What do you want to name it?

Folders and files

- A folder is a collection of files/documents
- A file is a collection of information/text

Control buttons of an open window and their functions

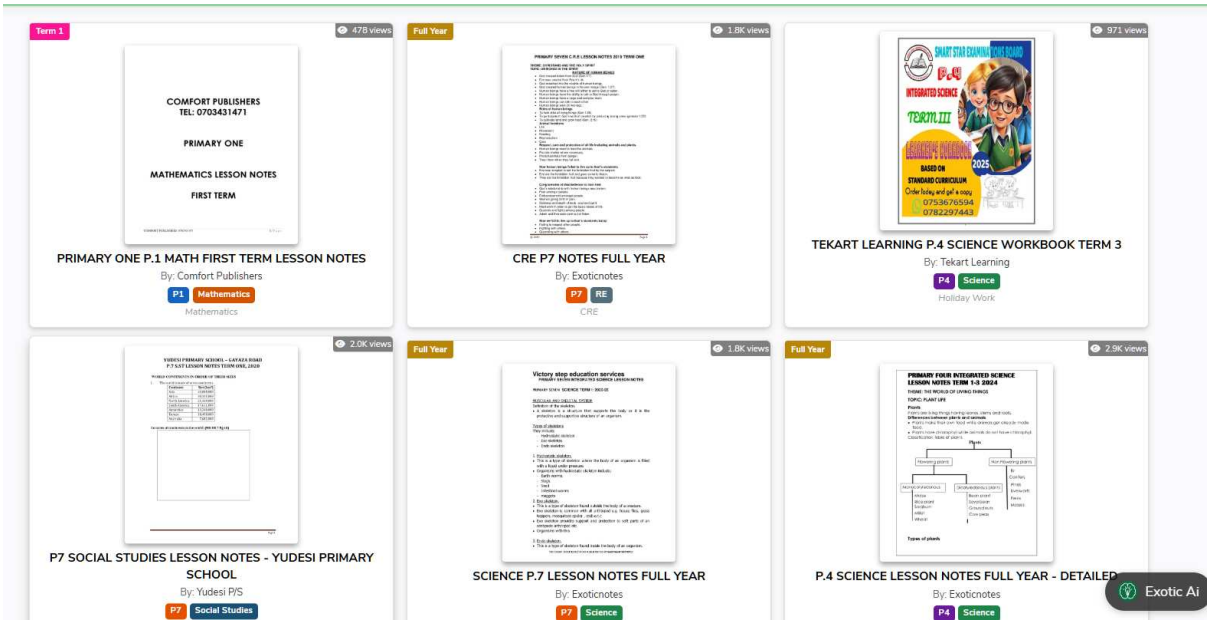


 Minimize button----brings window down to the status bar

 Restore button------Narrows the window to make the desktop visible.

 Close button---------- Always closes the window completely.

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