

UNIT 2

DIGITAL LITERACY

ESSENTIAL OUTCOMES

- I am able to classify computer components and identify the parts and features of a computer.
For example:
 - types of computers
 - hardware
 - input/output/processing/storage devices
- I am able to describe the information processing cycle.
- I am able to understand computer performance and features. (Types of software)
- I am able to identify the functions and components of operating systems and programs.

ESSENTIAL VOCABULARY

TERM	DEFINITION & EXAMPLES
Application software	Software that works with the operating system to meet a specific need or perform a specific task Examples: word processing, spreadsheet, database, Internet Commonly called app (short for application).
CD-Rom drive	Reads CD-ROM discs which may contain stored data, audio, or video.
Central Processing Unit (CPU)	Known as the heart or "brain" of the computer system, responsible for processing the information that has been entered into the computer. This processing includes arithmetical, logical, and input/output operations of the computer system.
Computer	An electronic device that receives data (input), processes data (CPU), stores data (storage), and produces a result (output).

Computer case	Enclosure that houses the processor and other components of the computer system (sometimes simply called "case").
Database software	Application software that allows you to create an electronic filing system to store, modify, and extract information. Example: Microsoft Access
Desktop	Computer designed to be used on a desk.
External storage	Storage outside of the computer. Examples: Optical Hard Drives, CDs, DVDs, and flash drives (memory sticks).
Floppy disk drive	Reads floppy disks which were used for storage from the mid-1970's until the first decade of the 21 st century.
Hard copy	A printed document (permanent reproduction) produced by a printer.
Hardware	The physical equipment (devices) of the computer system that you can see and touch.
Input devices	Computer hardware equipment used to enter information into the computer. Examples: keyboards, mice, scanners, digital cameras, and joysticks
Internal storage	Storage inside of the computer on the computer's hard drive.
Keyboard	Input device containing a set of keys used to type (input) information into the computer.
Laptop	Portable computer designed to be small enough and light enough to be used on your lap.
Monitor	Output device (screen) that displays output from a computer. It allows the user (human) to visually see the result of processing.
Mouse	Input (pointing) device used to enter information into the computer by pointing, clicking, and dragging by user's hands.
Output devices	Computer hardware equipment used to send information out of the computer. Examples: monitors, printers, speakers, and projectors
Printer	Output device that produces a hard copy.
Random Access Memory (RAM)	Short term internal storage (temporary) – will be lost when the computer is turned off.
Read Only Memory (ROM)	Long term internal storage.
Soft Copy	A copy of the document that you can only see on the computer screen. You CANNOT hold a soft copy in your hands.

Software	Programs on your computer. Also known as instructions that tell the computer what to do.
Speakers	Output device that produces a sound. Examples: music and voice
Spreadsheet Software	Commonly used to calculate grades, organize information, and perform calculations. Example: Microsoft Excel
Storage Devices	Devices that allow you to store information. Example: USB, CD-ROM, Floppy Disk
System Software/Operating System	Allows computer hardware and software to work together. Example: Windows XP, Windows Vista, Mac
Tablet	Portable computer used by touching the screen. Does not have a physical keyboard. Example: iPad
USB Drive	Reads information from a USB/flash drive.
Word Processing Software	Application software that allows you to create, edit, and print document. Example: Microsoft Word