UNIT 2

**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**

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| **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 21st 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 |