Computer Basics Worksheet

Directions: Complete this worksheet by filling in the blanks or as directed by your instructor.

To learn about each section click on the section headings then answer the section questions. Pay close attention to the directions for each section.

When finished study the answers CAREFULLY. Turn in the worksheet to your instructor unless directed otherwise.

Start by reviewing the Computer Basic Overview. Click here for Vocabulary

Section 1 - Input/Output

Click on the link above (Input/Output) and review the power point about peripheral devices. As you read the information decide which of the following peripheral items INPUT information or OUTPUT information. Designate the type of peripheral component by writing INPUT or OUTPUT by each of the items below

1. Monitor ________________
2. Keyboard ________________
3. Scanner ________________
4. Laser Printer ________________
5. Mouse ________________
6. Speakers ________________
7. Digital Camera ____________

Section 2 – What’s Inside a Computer?

Click on the link above (What’s Inside a Computer) and review the power point. After reading the material answer the questions below about each component’s responsibility. Fill in the blank with the correct answer from the box. Some may be used more than once or not at all.

<table>
<thead>
<tr>
<th>CPU</th>
<th>BIOS</th>
<th>power supply</th>
<th>hard drive</th>
<th>network card</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motherboard</td>
<td>RAM</td>
<td>USB Port</td>
<td>ROM</td>
<td>video card</td>
</tr>
</tbody>
</table>

1. I connect computers and allow them to talk to each other. ________________
2. I wake up the computer and remind it what to do. ______________________
3. I am the brain of the computer. ______________________
4. Information is stored on my magnetic cylinders. ______________________

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5. I hold all of the other circuit boards.  

6. I handle the graphics that are displayed on the monitor.  

7. I am the type of port used by flash drives  

Section 3 - **Storage**

*Click on the link above (Storage) and review the power point. Fill in the blanks with the vocabulary words from the box. Use each word only once. You may want to refer back to the vocabulary list that was given above.*

<table>
<thead>
<tr>
<th>Information</th>
<th>Flash Drive</th>
<th>CD</th>
<th>Primary</th>
<th>DVD</th>
<th>Secondary</th>
</tr>
</thead>
</table>

1. ________________ memory is stored on chips located on the motherboard.  

2. ________________ memory is stored on the hard drive.  

3. A ________________ can hold information greater than a CD or DVD.  

4. A ________________ usually holds up to 650 to 700 MB.  

5. A ________________ holds even more information at least 7 GB.  

6. The purpose of storage in a computer is to hold ________________ or data.  

Section 4 - **Programs**

*Click on the link above (Programs) and review the power point. After reading the material answer the questions below about each component’s responsibility. Fill in the blank with the correct answer from the box. Some may be used more than once or not at all.*

<table>
<thead>
<tr>
<th>Research</th>
<th>Spreadsheet</th>
<th>Database</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entertainment</td>
<td>Desktop Publishing</td>
<td>Word processing</td>
</tr>
</tbody>
</table>

1. Creating a birthday card for a friend.  

2. Balancing your checkbook.  

3. Finding information on pyramids.  


5. Calculating Math  


7. Writing an essay.  

8. Making a newsletter.  

9. Writing a story about aliens.  

2/22/2013
Section 5 - Programs

Click on the link above (Vocabulary) and review the power point. After reading the material answer the questions below. Fill in the blank with the correct answer from the box. Some may be used more than once or not at all.

<table>
<thead>
<tr>
<th>downloaded</th>
<th>translators</th>
<th>installing</th>
<th>programming</th>
<th>program</th>
<th>programmers</th>
</tr>
</thead>
</table>

1. A ________ is a set of instructions that tells the computer how to perform a specific task.

2. Programs are like ________ that allow people to work with computers without learning the computer’s language.

3. Using bits and bytes in different combinations to represent a code is known as ________________

4. Copying a program onto your computer’s hard drive from another source is known as ____________ the program.

5. People who write codes to create programs are known as computer ________________

6. Some programs can be _________ from the internet directly to your hard drive

Section 6 - Operating Systems

Click on the link above (Operating Systems) and review the power point. After reading the material answer the questions below. Fill in the blank with the correct answer from the box. Some may be used more than once or not at all.

<table>
<thead>
<tr>
<th>Windows</th>
<th>operating system</th>
<th>graphics</th>
<th>upgraded</th>
<th>user friendly</th>
</tr>
</thead>
</table>

1. The large program that controls how the CPU communicates with other hardware components is the ______________

2. A computer that is easy to operate is called ____________

3. ____________ is the most common operating system for PCs.

4. Operating systems are constantly being ____________ as technology advances.

5. A Graphical User Interface (GUI) uses ____________ to help the user navigate within the computer system.
Section 7 - The Windows Desktop

Click on the link above (The Windows Desktop) and review the power point. After reading the material answer the questions below. Fill in the blank with the correct answer from the box. Some may be used more than once or not at all.

<table>
<thead>
<tr>
<th>GUI</th>
<th>icon</th>
<th>Recycle Bin</th>
<th>Start Menu</th>
<th>task bar</th>
</tr>
</thead>
<tbody>
<tr>
<td>windows</td>
<td>tool bar</td>
<td>scroll bar</td>
<td>wallpaper</td>
<td>title bar</td>
</tr>
</tbody>
</table>

1. You put things in the ____________ that you no longer need or want.
2. A ____________ uses graphics or pictures to help the user navigate and access programs.
3. The Start Menu and clock are found on the ____________.
4. An ____________ is a small picture that links to a file or program.
5. At the top of each window, the ____________ contains the title and buttons to close, minimize and resize.
6. Moving the ____________ up or down allows you to see all of the information in a window.
7. Programs and applications run inside ____________ that can be opened, closed or resized.
8. The ____________ is like a backdrop on your desktop that can be changed.
9. Found below the menu bar in some windows, the ____________ contains icons or options that allow you to perform specific tasks.
10. The ____________ contains basic operations such as run, shut down, log off and find.
Section 8 - System Requirements

Directions: New software always has a minimum system requirement. Meaning that the computer CPU, RAM, etc. has to be of a certain quality to run that program. Look at the sample below, then, look at each specification listed to determine whether or not it will support the software. Check “yes” if the specification meets the system requirements, or check “no” if it does not.

THE SOFTWARE’S MINIMUM SYSTEM REQUIREMENTS ARE:

Windows 2000/XP 32 MB RAM or more
Pentium 333 MHz or faster 16x CD-ROM drive or faster
56 MB available hard disk space

THEN WILL THE FOLLOWING SYSTEMS WORK?

1. Yes    No    Windows XP, Pentium 333, 64 MB RAM, 150 MB free hard disk space, 24x CD-ROM.
2. Yes    No    Windows 98, Pentium 100, 8 MB RAM, 32 MB free hard disk space, 8x CD-ROM
4. Yes    No    Windows XP, Pentium 4 (1.70 GHz), 256 MB RAM, 12 GB free hard disk space, 24x CD-ROM drive

Section 9 - Hardware Basics

Label the parts by finding the diagram in the presentation link above.

1) ________________
2) ________________
3) ________________
4) ________________
5) ________________
6) ________________
7) ________________
8) ________________
9) ________________
10) ________________
11) ________________
12) ________________
13) ________________
14) ________________

Hard Drive
Sound
Power Supply
CD/DVD
CPU
Motherboard
BIOS
RAM
Video
USB
Network (NIC)
Graphics Port
Keyboard
Mouse
Section 10 - **Organizing files and folders**

Click on the link above (The Windows Desktop) and review the power point. After reading the material, answer the questions below. Under each Program Name and folder, write the appropriate file name and extension.

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### Organizing Files

<table>
<thead>
<tr>
<th>Program</th>
<th>File Name</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excel</td>
<td>rentals.xlsx</td>
<td></td>
</tr>
<tr>
<td></td>
<td>brochure.pub</td>
<td></td>
</tr>
<tr>
<td></td>
<td>mla.docx</td>
<td></td>
</tr>
<tr>
<td>PowerPoint</td>
<td>maze.pptx</td>
<td></td>
</tr>
<tr>
<td></td>
<td>gpa.xlsx</td>
<td></td>
</tr>
<tr>
<td></td>
<td>france.pptx</td>
<td></td>
</tr>
<tr>
<td>Publisher</td>
<td>tabs.docx</td>
<td></td>
</tr>
<tr>
<td></td>
<td>calendar.pub</td>
<td></td>
</tr>
<tr>
<td></td>
<td>card.pub</td>
<td></td>
</tr>
<tr>
<td>Word</td>
<td>memo.docx</td>
<td></td>
</tr>
</tbody>
</table>

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- **Excel**
  - 
  - 
  - 

- **PowerPoint**
  - 
  - 
  - 

- **Publisher**
  - 
  - 
  - 

- **Word**
  - 
  - 
  -
Section 11 – Parts of a Computer

Fill in the blanks #1-#7

4 Main Parts of a Computer

Part 1: This type of device is known as a(n)________________ devise. (Section 1)

- It enables information to be passed into the computer.
- It includes the: Keyboard, mouse, scanner, digital camera, microphone, etc.

Part 2: This device is responsible for ____________________________ (Section 3)

- A unit that holds and gives information to the processor as needed.
- There are two types of storage:
  1. Temporary storage which holds information for short periods and only when the computer is on.
     i. Examples of temporary storage include RAM
        (R__________A__________M__________ )
        RAM allows stored data to be accessed in any order. (i.e., at random).
  2. Long term storage holds information for as long as you want it.
     i. Examples of Long-term storage include Hard Disk Drive, CD-Rom, DVD, Flash Drive.

Part 3: This is the brains of the computer.
The _________________________________ (Section 6)

- It controls all functions.
- The processor is called the CPU
  (C___________P___________U__________)
- The motherboard holds the CPU and physically connects all the other main parts of the computer.
- Cases and chassis house the motherboard and the CPU.

Part 4: This type of device is known as a(n)________________ devise. (Section 1)

- A devise that receives information from the processor in the form of words, sounds or pictures.
- These devises include printers, speakers and Monitor.
Section 12 – Fill in the blank areas with the correct answer

1. **W**________: Backdrop (background) on the desktop

2. **I**________: A small picture that links to a file or program

3. **________ Bar**: Contains icons or options that allow you to perform specific tasks

4. **W**________: Programs and applications that can be opened, closed or resized

5. **________**: Graphical User Interface Helps user navigate & access programs

6. **________ Bar**: Contains title and buttons to close, minimize and resize

7. **________ Bar**: Allows you to see all of the information in a

8. **________ _____**: Where you put things you no longer want

9. **________ Menu**: Contains basic operations such as run, shut down, log off and find

10. **________ Bar**: Includes the Start Menu and the Clock