

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 components responsibility. Fill in the blank with the correct answer from the box. Some may be used more than once or not at all.

CPU	BIOS	power supply	hard drive	network card
Motherboard	RAM	USB Port	ROM	video card

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. _____

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.

information	flash drive	CD	primary	DVD	secondary
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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 components responsibility. Fill in the blank with the correct answer from the box. Some may be used more than once or not at all.

Research	Spreadsheet	Database
Entertainment	Desktop Publishing	Word processing

1. Creating a birthday card for a friend. _____
2. Balancing your checkbook. _____
3. Finding information on pyramids. _____
4. Playing solitaire. _____
5. Calculating Math _____
6. Keeping an address book. _____
7. Writing an essay. _____
8. Making a newsletter. _____
9. Writing a story about aliens. _____

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.

downloaded	translators	installing	programming	program	programmers
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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.

Windows	operating system	graphics	upgraded	user friendly
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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.

GUI windows	icon tool bar	Recycle Bin scroll bar	Start Menu wallpaper	task bar title bar
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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
3. ___ Yes ___ No Windows 2000, Pentium 333, 64MB RAM, 150 MB free hard disk space, 24x CD-ROM drive.
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.

<ol style="list-style-type: none"> 1) _____ 2) _____ 3) _____ 4) _____ 5) _____ 6) _____ 7) _____ 8) _____ 9) _____ 10) _____ 11) _____ 12) _____ 13) _____ 14) _____ 	<ul style="list-style-type: none"> Hard Drive Sound Power Supply CD/DVD CPU Motherboard BIOS RAM Video USB Network (NIC) Graphics Port Key Board Mouse 	
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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.

Organizing Files

rentals.xlsx	brochure.pub	mla.docx
maze.pptx	gpa.xlsx	france.pptx
tabs.doc x	calendar.pub	card.pub
memo.docx		



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