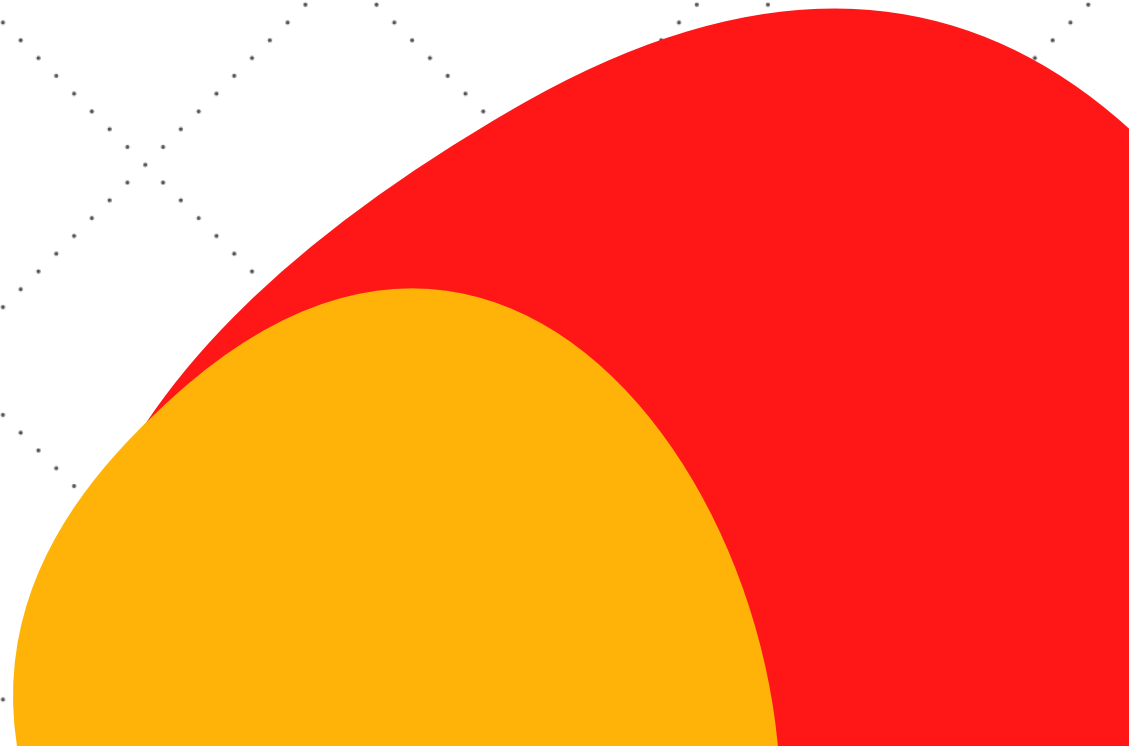# COMPUTER BASICS

TERMINOLOGY

Data

Any information stored by a computer; for example: files, emails, apps, video games, songs, and pictures

Boot or Booting

When we start our Computer then there is an operation which is performed automatically by the Computer which is also called as Booting.

Icon

A small symbol or picture that represents a program, application, file or folder.

Cursor

A small arrow on the screen that moves when you move the mouse and it is used to make a selection

Title bar

The horizontal bar at the top of a window that has the name of the file or folder it represents.

Taskbar

The horizontal bar that place on the bottom of your computer that shows what programs are open currently.

Menu

A list of program commands listed by topic.

Menu bar

The horizontal bar across the top of the screen that lists the menus.

Drag and Drop

when you click on something and hold the mouse button (Left) down, it moves the object you clicked on and leaves it where you let go of the button (it drags it and drops it)

Byte

Data is stored on a computer in Bytes. A byte is one character, which may be a number or letter. A byte is composed of 8 consecutive bits.

1,024 bytes = 1 kilobyte (K or KB)

1,024 KB = 1 megabyte (MB)

1,024 MB = 1 gigabyte (GB)

1,024 GB = 1 Terabyte (TB)

Bit

This is also the smallest unit of information stored on a computer as a 0 or 1.

Desktop

A full-size computer, with a central processing unit (CPU) connected to a monitor.

Laptop

Small portable computer.

Monitor

The screen that shows you what you are doing on your computer and allow you to see the data of your computer.

COMPUTER BASICS TERMINOLOGY

All Physical Parts Of Computer

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Peripheral

An accessory that you use with your computer; not part of the computer itself, but it connects to the computer via a cable or wireless access; for example: printers and scanners.

Keyboard

Where all the letters, numbers and other buttons are located; when you type on it, the symbols appear on the monitor.

Mouse

A little device you move with your hand, which then moves the cursor on the screen.

Router

Networking that allows computers to send and receive data via networks.

Printer

Device that prints out data sent from the computer onto paper.

Scanner

Device that scans something that is flat and sends the image to the computer.

Touchpad

An area on a laptop that substitutes for a mouse; you move your finger around on it to move the cursor.

Trackpad

Another term for touchpad; part of a laptop that functions as a mouse would function; you control the cursor on the screen by moving your finger on the device.

Microphone

Allows you to talk to others through your computer, assuming you are connected to them via a communication app.

Speakers

Devices that the sounds come out of; they are sometimes built into the monitor.

Hard Drive

The place where programs and files are stored in a computer. Also called the Hard Disc. On PCs this is often the c:// drive.

CPU

The CPU (central processing unit), is the brain of the computer where most calculations take place.

Motherboard

The motherboard is the main component of a computer that connects the all parts of the computer including the **CPU**, the **RAM**, the disk drives ,CD, DVD, hard disk and any others.

Port

A connection socket, or jack.

UPS

An uninterruptible power supply (UPS) is an electrical apparatus that provides emergency power to a load when the input power source or mains power fails.

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Computer

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TERMS

Operating system

The system software that controls the computer

Control Panel

A program that allows you to change settings in a program or change the way a Mac looks and/or behaves.

Driver

A file on a computer that tells it how to communicate with an add-on piece of equipment (like a printer).

Hardware

The physical components of thecomputer.They usually include the; monitor, printer, mouse, keyboard and modem.

Software

These are the programs (applications) that allow the computer to operate or do certain tasks.

Database

A database is an organized collection of structured information, or data

Folder

An electronic subdirectory that contains files.

Disk

A spinning platter made of magnetic or optically etched material on which data can be stored.

Dialog Box

An on-screen message box that appears when the computer requiresadditional information before completing a command.

Save

To write a file onto a disk.

Save as

(A File menu item) To save a previously saved file in a new location and/or with a new name.

Keyboard shortcut

A combination of keystrokes that performs some functionotherwise found in a pull down menu.

Compiler

A program the converts programming code into a form that can be used by a computer.

Clipboard

A portion of memory where the computer temporarily stores information.

Bus

An electronic pathway through which data is transmitted between components in a computer.

Graphic

A picture or an image

URL (Uniform resource locator)

The address of a site on the World Wide Web

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RAM

RAM stands for Random access memory. It is a high-speed component in devices that temporarily stores all information a device.

ROM

ROM (Read Only Memory) stands for non-volatile memory in computers., which means the information is permanently stored on the chip.

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