

Activity 3

Which input devices are packaged with the computer system you selected in Activity 1?

In your notebook (below the pictures you pasted in Activity 1) draw a table similar to the one below:

Input devices	Output devices	Storage devices

Examine the specifications of the computer system selected and list all the input, output and storage devices.

System unit

system unit ▶ The system unit is the case that houses the computer's internal processing circuitry, including the CPU, connection ports for peripherals and some storage devices such as hard disk drives and DVD drives.

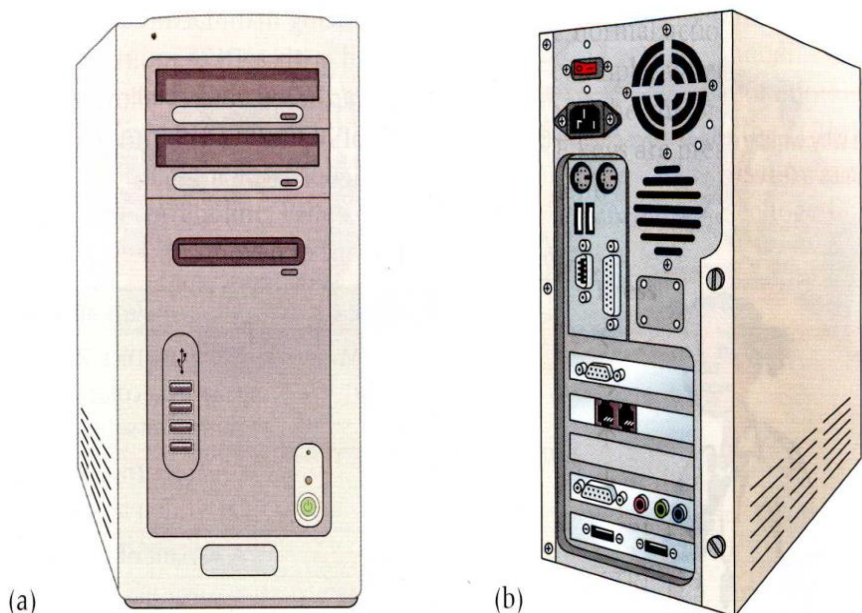


Figure 1.15 System units come in a range of shapes and sizes. Some are placed horizontally on a desk while others are placed vertically. (a) Front view showing on/off button, USB ports and connection ports for microphone and speakers. (b) Rear view showing expansion slots and connection ports.

Uses and benefits of input devices and storage media

Data used to prepare documents come from a variety of sources. These include books, magazines, typed notes, handwritten notes, voice recordings and photographs. Data may be in the form of text, images, audio or video. Text and images, whether in a book or on a handwritten document, are in a human-readable format. A photograph captured by a digital camera is in a machine-readable format and may be transferred to a computer system, after which it can be stored, retrieved, manipulated and shared many times. Input devices are responsible for changing human-readable data to machine-readable data. Storage media ensure that the information remains safely stored and available when needed.

Users derive a wide range of benefits from using various input devices. These include achieving higher levels of efficiency, reduced operational costs and more flexibility in the way day-to-day tasks are carried out.

Device	Use	Benefit
Mouse/ touchpad	Manipulates (select, click and drag) windows, icons, menus and text in applications.	Users are more efficient as tasks can be completed accurately in less time and with less effort.
Scanner	Converts printed documents to digital format. Converts text on documents to editable text. Converts images of documents such as receipts, photographs and diagrams to digital format.	Businesses benefit from reduced operational costs as digital versions of physical documents can be created with a scanner and manipulated and/or transmitted electronically by fax or e-mail.
Digital camera	Captures still images and video.	Pictures can be captured by office staff, rather than professional photographers, and included in documents and presentations.
PC camera	Video conferencing.	Users in remote locations can see each other, thereby improving communications and at the same time eliminating travel costs.

Table 1.4 Uses and benefits of various input devices

Activity 4

Which additional peripheral devices (input, output and storage) would you want to add to your computer system? Copy and complete the following table in your notebook.

Device category	Device wanted	Reason for wanting this device
Input		
Output		
Storage		

Software

Computer hardware depends on software to operate. Without software, input devices would sit idly by, monitors would be blank and disk drives would be empty. Two types of software allow the computer system to operate effectively: system software and application software. An operating system is a type of system software.

system software ►

operating system (OS) ►

Operating systems

An operating system (OS) is a set of programs that coordinates all the activities among the computer's hardware devices.

The Windows family of operating systems is the most common desktop OS in use. It is installed on nearly nine out of 10 PCs worldwide. Some of the more recent releases in the Windows family are Windows XP, Windows Vista, Windows 2000, Windows 7 and Windows 8.

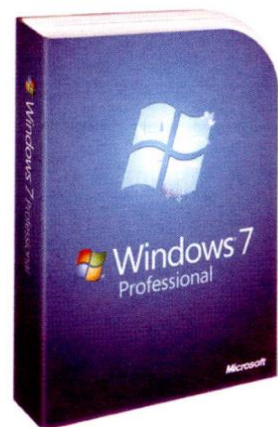


Figure 1.16 Windows 7 is produced by Microsoft Corporation

Activity 5

Conduct the necessary research and write answers to the following in your notebook:

- 1 Which operating system is sold with the computer system you selected in Activity 1?
- 2 Is the operating system stated above the latest version produced by that manufacturer?

Application software

application software ▶ Programs that perform specific tasks for users are application software.

Type of application software	Named examples
Database management	Microsoft Access, OpenOffice Base.
Electronic spreadsheets	Microsoft Excel, IBM Lotus 1-2-3, OpenOffice Calc.
E-mail	Microsoft Outlook Express, Mozilla Thunderbird, Gmail, Hotmail.
Presentation graphics	Microsoft PowerPoint, Prezi, Keynote, Open Impress.
Web browsers	Microsoft Internet Explorer, Mozilla Firefox, Safari, Google Chrome.
Word processors	Microsoft Word, Corel WordPerfect, OpenOffice Writer.

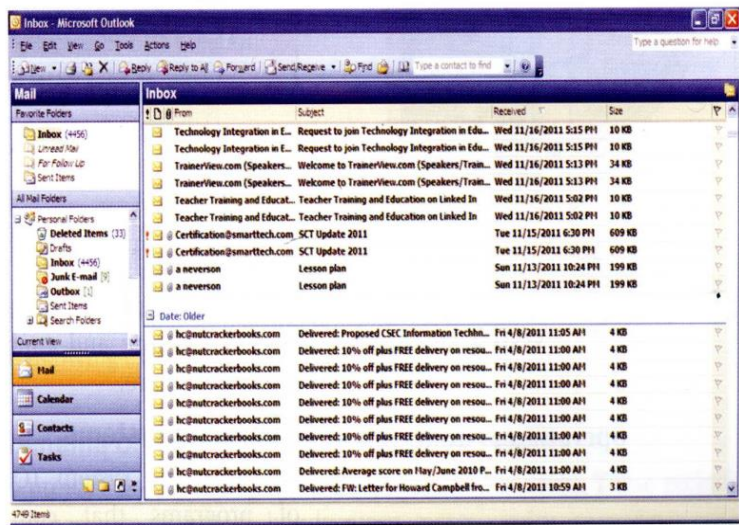
ITQ9

Name TWO types of application software that are likely to be used in an organisation for electronic document preparation.

Table 1.5 Common application software includes word processors, electronic spreadsheets, database management systems, presentation graphics software, web browsers and e-mail software



(a)



(b)

Figure 1.17 Screenshots of (a) Google Chrome web browser and (b) Outlook e-mail. Both applications are used on the Internet.

Activity 6

Explore the product description of the computer system you selected in Activity 1. Make a list of the application software programs that are pre-installed.