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**Lesson 1: Introductions to Computers**

**Directions:** Launch the Internet and go to [www.gcflearnfree.org/computers/computerbasics](http://www.gcflearnfree.org/computers/computerbasics). Click and Review each lesson under “*Introduction*” to answer the following questions. Raise your hand if you need help.

Section 1. **What is a Computer?**

**Answer in complete sentences**

1. What exactly is a computer?

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1. Explain how hardware is different from software.

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1. List 3 examples of computer hardware.
   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_b.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_c.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. List 3 examples of computer software.
   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_b.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_c.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Write a brief description for each of the following type of computer.
   1. Desktop

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* 1. Laptops

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* 1. Tablets

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* 1. Servers

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* 1. Game Consoles

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1. What computer was introduced in 1984 and is made by Apple Inc.?

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1. What computer was introduced in 1981 and is the most common type of personal computer?

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1. *\* Critical Thinking Question:* **Is it a computer that controls the stoplights so people can drive to work? Justify your answer with a detailed explanation.**

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Section 2. **Understanding Operating Systems**

**Answer in complete sentences**

1. What is an **Operating System**?

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1. What are the 3 most common operating systems for personal computers?
   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_b.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_c.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Define **graphical user interface**, or **GUI**

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1. What is the **most popular operating system** in the world and what is the latest version?

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1. What operating system do the MAC users use?

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1. How is the **Linux Operating System** different from others operating systems?

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1. What operating system does your computer use?

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**Directions:** Launch the Internet and go to [www.gcflearnfree.org/computers/computerbasics](http://www.gcflearnfree.org/computers/computerbasics). Click and Review each lesson under “*Introduction*” to answer the following questions. Raise your hand if you need help.

Section 3. **Understanding Applications**

**Fill in the Blanks**

You may have heard people talking about using (an) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or (an) \_\_\_\_\_\_\_. But what exactly does that mean? An **app** is a type of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that allows you to **perform specific tasks**. Applications for desktop or laptop computers are sometimes called\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and those for mobile devices are called\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. When you open an application, it runs inside the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_until you close it. Most of the time, you will have more than one application open at the same time, and this is known as\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**App** is a common term for (an) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, especially for simple applications that can be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ inexpensively or even\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Many apps are also available for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and even some **TVs**.

**Answer in complete sentences**

1. Write a brief description for the following types of desktop applications:
   1. **Word Processor**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* 1. **Web browser**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* 1. **Gadgets**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. What is the “**readme**” file that is included in many applications?

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1. Why can’t certain files on one computer be opened on another?

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1. How do you find out a **file’s format**?

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1. What are some **examples of mobile apps**?

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Section 4. What is the Cloud?

**Fill in the Blanks**

You may have heard people using terms like **the cloud**, **cloud computing**, or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. But what exactly is the cloud? Basically, the cloud is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—more specifically, it's all of the things you can \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_over the\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. When something is **in the cloud**, it means it is stored on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on the Internet instead of on your\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. It lets you access your **calendar**, **email**, **files**, and **more** from any \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that has an Internet\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

If you've ever used web-based\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, you've used the\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. All of the emails in your inbox are stored on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. However, there are many other services that use the cloud in different ways.

**Answer in complete sentences**

1. Write a brief description for the following web-based services that use the cloud.
   1. **Dropbox**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* 1. **Evernote**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* 1. **Mozy**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Explain why computer users should use **the cloud**?

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1. How is a **web app** different from a **desktop application**??

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1. Do you use any apps or websites now that you think are **cloud-based**? If so, what do you use?

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*If you've ever used web-based email, you've used the cloud. All of the emails in your inbox are stored on servers.*

Section 5. Basic Parts of a Computer

**Directions:** Use the Internet or the website: [www.gcflearnfree.org/computers/computerbasics](http://www.gcflearnfree.org/computers/computerbasics).

Label each part and write a short sentence about it.

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Fill In the Blank**

*Use the lesson, “Basic Parts of a Computer” on* [*www.gcflearnfree.org/computers/computerbasics*](http://www.gcflearnfree.org/computers/computerbasics)

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is the metal and plastic box that contains the main \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_of the computer. It houses the\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, central processing unit (\_\_\_\_\_\_\_\_\_), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and more.

Computer cases come in different \_\_\_\_\_\_\_\_\_\_\_\_and \_\_\_\_\_\_\_\_\_\_\_\_. A \_\_\_\_\_\_\_\_\_\_\_\_ case lies flat on a desk, and the \_\_\_\_\_\_\_\_\_\_\_\_ usually sits on top of it. A \_\_\_\_\_\_\_\_\_\_\_\_ case is tall and sits next to the monitor or on the floor. The \_\_\_\_\_\_\_\_\_\_\_\_ of the case usually has an on/off switch and one or more \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Answer in complete sentences**

1. What component located inside the computer case allows the monitor to display images and text on the screen?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What can you use to protect your computer from voltage spikes?

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1. How is an optical mouse different from a mechanical mouse?

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1. What is a touchpad?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**The 4 Functions of a Computer**

A computer is an electronic device that executes the instructions in a program. A computer has four functions:

**Function 1:**  **INPUT**

* This function enables information to be passed \_\_\_\_\_\_\_\_\_\_\_\_\_ the computer. Everything we tell the computer is **Input.**
* Example of input devices include a:
  1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Function 2:**  **STORAGE**

* A computer can store results and keep huge amounts of data.
* There are two types of storage:
  + Temporary Storage which hold information for short periods and only when the computer is on.
    - An example of temporary storage is RAM

(**R**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **A**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **M**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

RAM allows stored data to be accessed in any order. (i.e., at random)

* + Long Term Storage holds information for as long as you want it.
    - Examples of Long-term storage include:
      * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
      * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
      * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Function 3: Processing**

* Processing is the **thinking** that the computer does - the calculations, comparisons, and decisions.
* The processor is called the CPU, which stands for:

(**C**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **P**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **U**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

* The CPU is the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the computer.

**Function 4: Output**

* **Outputs** are the results from the processing in the form of words, sounds or pictures.
* Examples of Output devices include:
  1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The **System Unit** is the main body of a computer, consisting of a plastic or metal enclosure, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, internal disk drives, power supply, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and circuit boards.
2. The **CPU (Central Processing Unit)** is housed on a tiny \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that contains millions of \_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_ that help your computer interpret and execute instructions.
3. What are some **internal components**?
4. What is a **motherboard**?
5. What is **RAM** (Random Access Memory)?
6. What is **ROM** (Read Only Memory)?
7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ devices convert the results of processing into a form that can be understood by users.
8. List some **output devices**. If you do not know what some of these output devices are, be sure to include the definitions.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ store data and programs when they are not being processed.
2. List some **storage devices**. If you do not know what some of these storage devices are, be sure to include the definitions.
3. What does it mean to format a disk?
4. What is a **CD-R**?
5. What is a **CD-RW**?
6. What are **communication** devices?
7. List some **communication devices**. If you do not know what some of these communication devices are, be sure to include the definitions.
8. **(Look at Vocabulary Sheet for these answers.) Data** is measured in \_\_\_\_\_\_\_. A **bit** is the smallest unit of information handled by the computer. Most computers group **8 bits** together to equal a \_\_\_\_\_\_\_\_. Measurements include:
   1. **Kilobytes** ( )
   2. **Megabytes** ( )
   3. **Gigabytes** ( )
   4. **Terabytes** ( )