**File Management**

Is working on 2 or more open programs

Steps:

1.

2.

**Save / Save As**

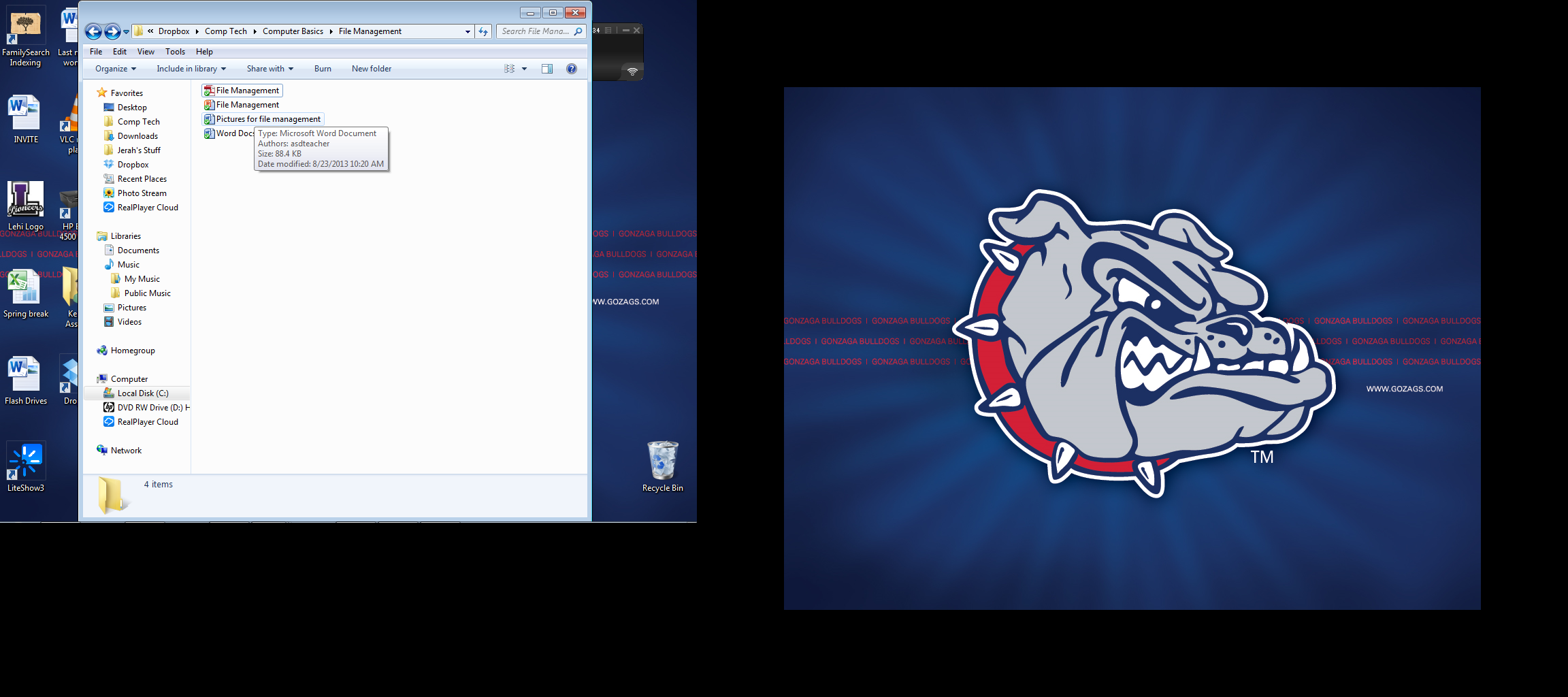
Save:

Save As:

**Copy:**

**Move:**

**How to Delete a file/folder:**



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

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

**How to Rename a Folder:**

1.

2.

**COMPUTER BASICS 2 Name:**

**Information Processing Cycle**

**Computer System**

A **computer** is

**Network: Virus:**

Hertz

Megahertz

Gigahertz

Binary / Base 2

Bit

Byte

Kilobyte

Megabyte

Gigabyte

Terabyte

Petabyte, Exabyte, Zettabyte, Yottabyte

**COMPUTER BASICS 2 ASSIGNMENT Name:**

**Write the letter of the term in the left column that goes with the definition in the right column.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| a. | input devices |  | n. | computer system |
| b. | database |  | o. | virus |
| c. | output devices |  | p. | network |
| d. | monitor |  | q. | ROM |
| e. | RAM |  | r. | applications/programs |
| f. | operating system |  | s. | windows |
| g. | spreadsheet |  | t. | magnetic storage |
| h. | peripheral |  | u. | processing devices |
| i. | electronic presentation |  | v. | software |
| j. | storage devices |  | w. | CPU |
| k. | word processing |  | x. | optical storage |
| l. | printer |  | y. | hardware |
| m. | DOS |  | z. | browser |

|  |  |
| --- | --- |
| 1. | Software programs that allow users to perform specific tasks to make the computer do what they want it to do (word processing, games, graphics, etc.). |
| 2. | A **software application** that allows you to open and see documents on the World Wide Web. |
| 3. | A complete working computer that has all of the necessary parts (hardware and software) to make the computer function. |
| 4. | The *brains* of a computer system that process all information. |
| 5. | A **software application** that is used to enter and manage large collections of data. |
| 6. | An old *operating system* that uses text commands instead of icons and menus. Written by Bill Gates in the early 1980s. |
| 7. | A **software application** that allows a user to create a computerized *slide show*. |
| 8. | The actual equipment you can see and touch. |
| 9. | Any hardware, such as a keyboard, mouse, or trackball, that allows a person to enter data and give instructions to a computer. |
| 10. | One type of storage - hard disks, floppy disks, cassette tape. Disks or tape have an oxide coating that allows data to “stick”. |
| 11. | The most common type of output device. Some common types are CRT (pixels), LCD, and flat-panel. |
| 12. | Two or more computers that are connected in order to share information and resources. (LAN and WAN) |
| 13. | Software that is the “master controller” of the computer. It manages RAM, controls peripheral devices, manages file operations (saving, opening, deleting, renaming, etc.), monitors system performance, and provides a user interface (command line or graphical user interface – GUI). |
| 14. | When you use this type of storage, data is recorded and read by two lasers (CDs and DVDs). |
| 15. | A device, such as a printer, monitor, or speaker, that displays data from a computer to a user. |
| 16. | Hardware that is not necessary for a computer to work – usually connected to the computer by a cord or cable. |
| 17. | An output device that produces a “hard copy” of information. Two common types or inkjet and laser. |
| 18. | The main parts of a computer system that process information (CPU and memory). |
| 19. | Memory inside of a computer that is used to **temporarily** store programs and data. |
| 20. | Memory inside of a computer that contains **permanent** instructions, information, or data placed on the chip by the manufacturer of the computer. |
| 21. | A set of electronic instructions or a program that tells a computer what to do. |
| 22. | A **software application** that provides a way of organizing, calculating, and presenting *numeric* information. |
| 23. | Devices needed for permanently *storing* important information such as computer programs, files, and data. |
| 24. | A program that can cause serious problems and crash a computer system or cause data to be lost. |
| 25. | A GUI (graphical user interface) operating system/environment that makes computers much easier to use and allows the computer user to do *multitasking* (more than one software program running at a time). |
| 26. | The most widely used of all **software applications**. It is used to create letters, reports, and other documents that are mostly text. |