

Fundamental of IT

Please complete the tasks on this worksheet and bring it you on your first day

Section 1 – Devices

Research the different devices listed in the table below. Use your findings to complete the table. The first one has been done for you

Ensure that all columns of the tables are completed.

Devices	Type of device e.g. INPUT, OUTPUT, PROCESSING, STORAGE	What does the device do for the computer
Keyboard	Input	It allows data to be entered into the computer
CPU		
Projector		
Motherboard		
Speakers		
SD Card		
RAM		
Hard Drive		
Flash/Thumb Drive		
Scanner		
Speakers		

Microphone		
Stylus		
Touch Screen		
ROM		
Trackball		
TouchPad		
Printer		
Digital Camera		
WebCam		
Credit Card Reader		
Mouse		
Monitor		
Printer		

Section 2 – What's Inside a Computer?

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

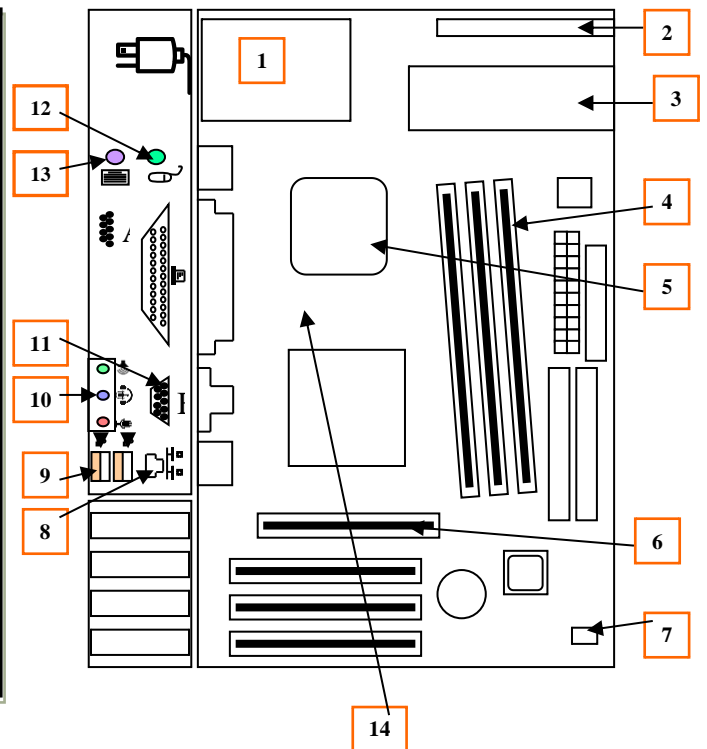
- I connect computers and allow them to talk to each other. _____
- I wake up the computer and remind it what to do. _____
- I am the brain of the computer. _____
- Information is stored on my magnetic cylinders. _____
- I hold all of the other circuit boards. _____
- I handle the graphics that are displayed on the monitor. _____
- I am the type of port used by flash drives _____

Section 3 - Hardware Basics

Label the parts by finding the diagram in the presentation link above.

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Hard Drive
Sound
Power Supply
CD/DVD
CPU
Motherboard
BIOS
RAM
Video
USB
Network (NIC)
Graphics Port
Key Board
Mouse



Section 4 – Application Programs

Answer the questions below about each programs use. 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 - Operating Systems

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	MAC
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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.
6. Apple computers use a _____ operating system.