

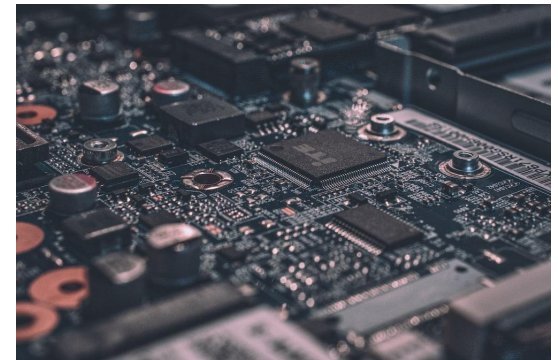
Computer Applications Lab

A computer is an electronic device for processing information or data.
Has the ability to store, retrieve, and process data.

The computer consists of



Hardware is any part of your computer and has a physical structure, tangible like a keyboard or mouse. It also includes all the internal parts of the computer



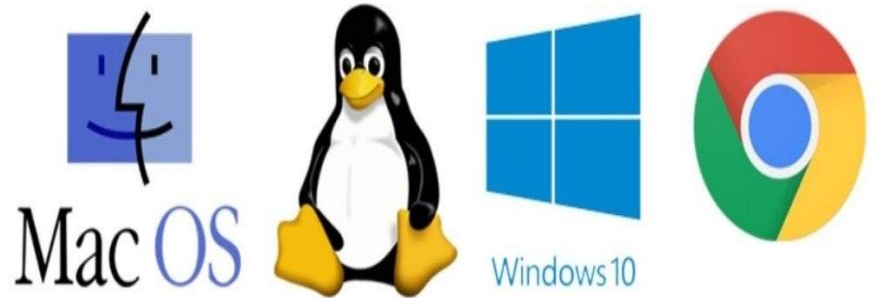
Software is any package of instructions that tells physical components what to do and how to do it. Examples of software include web browsers, games, and word processors



Some computer terminology

OS:

The operating system is defined as a group of basic programs that manage a computer, organize all the tasks it performs, and make it easier for the user to benefit from the equipment and accessories that make up the device.



memory:

It is an electronic device used to save data and programming commands permanently or temporarily on a computer. The computer's memory is divided into a large number of small parts, each of which is known as a cell. There are two types of memory, read-only memory, known as ROM, a memory in which data is saved permanently and nothing can be changed. In which

Random access memory (RAM) is a memory in which all information and data that are currently used in the computer are stored, which provides quick access to data and information that is automatically deleted from this memory.

RAM



ROM



Input and output units:

Input and output units are one of the foundations of the computer system. Most of these units fall under two things: input and output units. Input units mean the parts that are used to enter data and commands. Among the most famous input units are



-The mouse: It is an input unit and is used to click on icons. It appears on the computer screen in the form of an arrow, and when there is a word that contains a number of other page addresses, it appears in the form of the palm of a hand.

Keyboard: It is a medium-sized rectangle with dozens of buttons that contain many types of data, such as Arabic or English letters, Arabic or Hindi numbers, as well as symbols and punctuation marks. Through it, the user can press the button that bears the shape of the letter, number, or symbol, and writes on It appears on the screen immediately upon pressing.

Scanner: It is divided into a manual scanner, which is the one that is held in the hand and the image is scanned with the light source that radiates from it, so the image appears on the screen, and the other is a desktop scanner, which cannot be held like a hand, but is placed on the desk and the image is placed inside it until it appears on the screen.

Steps to use a computer

1- turn on computer

To start working on the computer, you must first make sure that all the connections are connected correctly, then look for the power button located somewhere on the computer (of course, its location varies from one device to another), but you can identify it simply, as the power button icon takes the shape of a circle with a vertical line through it, which is the clear figure in the picture.

Once the computer is turned on, it will take some time before you can use it. This process takes between 15 seconds and 5 minutes, and this period is called the computer boot phase.

After this stage is over, the computer may ask you to log in, and all you have to do in this case is write the username and password that you specified previously. If you are not logged in, then you must create a user account.

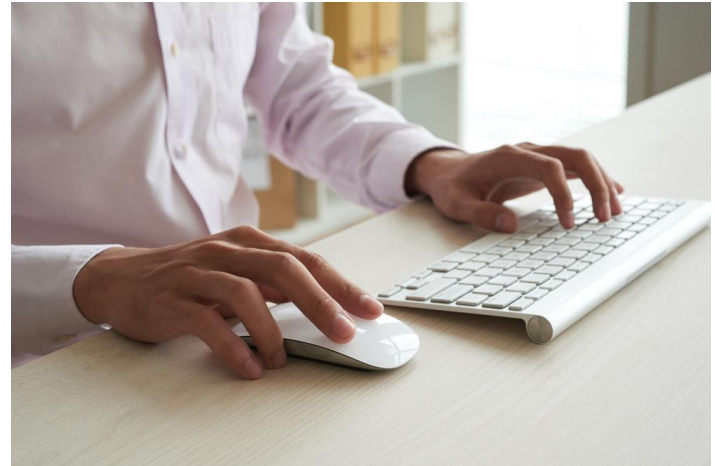


2-Use the keyboard and mouse

One of the basics of the computer is that dealing with it is mainly done through the keyboard and mouse (mouse) or using the touchpad on mobile devices.

The mouse controls the cursor on the screen, so no matter how you move the mouse, the cursor will move in the same direction. The same applies to the touch panel. Mouse buttons are used to click on different icons or buttons on the screen or show various options, and the same applies to the touchpad, which you can click once or twice to perform the same tasks as the mouse buttons.

As for the keyboard, it is used to perform various input operations, such as texts, letters, and numbers, or to move between lines of a file or pages, or even to move between images and icons.

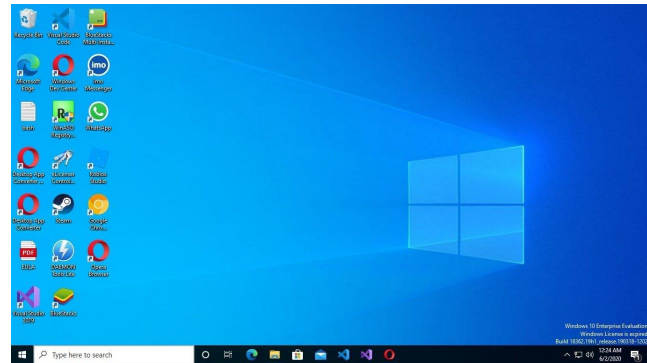


3-Icons and folders

When the booting process is complete, you will go to the desktop screen, which is considered the main screen on the computer. From here you can access all computer programs. Icons are used to represent files and applications, and an icon is a thumbnail image that tells you what the program or file is doing. Double-clicking on the icon opens the file or launches the program.

You can access the full set of programs by pressing the menu button, which is usually located in the lower corner of the screen, and then the full list of programs will appear to you. When you enter a specific application or folder, a window will open within a frame equipped with a group of various options that you can easily view.

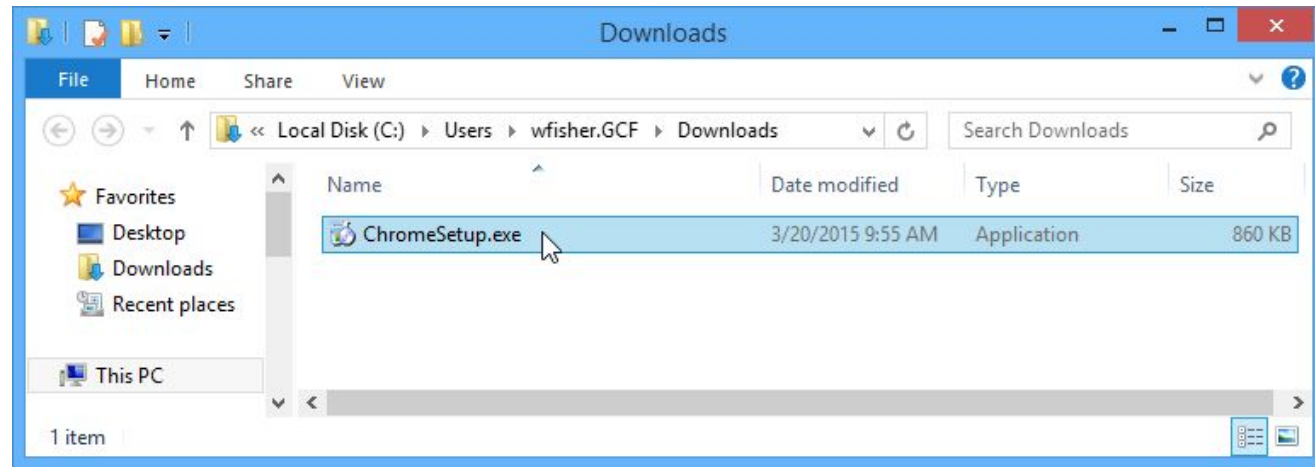
You can close program windows and various windows by pressing the X button located in the upper corner of the window frame. While the two buttons next to it are limited to adjusting the size of the window frame.



4-Install software

Of course, one of the basics of the computer is that when you first start using it, you will not find all the programs that you may need to use, so you will have to install the program that you need.

The process of installing software is often very straightforward. Just follow the instructions that came with the program. You can also find out how to install each program by searching the Internet.



5- Office suite of programs

When you first start using a computer, the first recommended program to install will be the Office suite. But what is this group?

These programs are distinguished by their many services, as they are a set of integrated programs that provide you with many tasks, starting from writing texts using Microsoft Word, the most widely used program in the world, creating various tables using Excel, or even designing presentations using Powerpoint, in addition to many other things. This is another program that will provide you with many facilities on your trip.



6- Turn off or restart the computer

You can do this when you finish working on your computer, by simply clicking on the menu at the bottom of the screen and clicking on the same power icon that we talked about previously, and then you can select the option to turn off the computer and confirm your desire to do this. Or you can choose to restart the computer to restart the process of shutting down and restarting automatically. This process is usually used to apply some changes to the system (such as installing, changing the language, etc.).

