

## COMPUTER HARDWARE AND SOFTWARE STUDY GUIDE

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### BASIC TERMS

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**Software** – A set of instructions that tell the computer what to do.

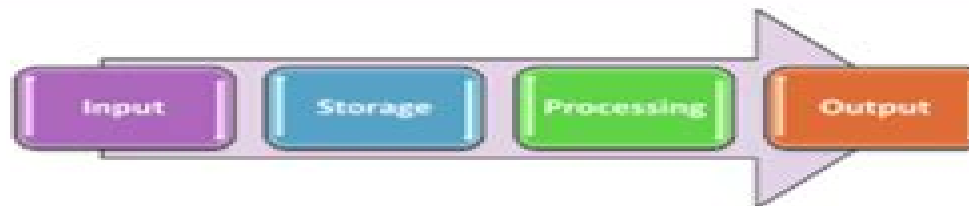
**Hardware** – Components of the computer that you can physically touch.

**Operating System Software** – Software that helps a computer control itself to operate efficiently and keep track of data. Examples: Windows and Macintosh OS

**Application Software** – Software that allow people to do specific things on the computer. Examples: Microsoft Office, Adobe Photoshop

### FOUR STEP COMPUTER PROCESS

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#### Step 1: Input

During step 1, Input, the computer gets information from the user.

Input devices used at this step are: Keyboard, Microphone, Mouse, Scanner, and Digital Camera

The arrow you see when you move the mouse is called the pointer.

Moving objects across the screen is called dragging.

Clicking – select

Double-clicking - Open

A scanner allows you to convert printed images into computer graphics.

#### Step 2: Storage

During step 2, Storage, the computer stores data.

Storage devices are: the hard disk drive (main storage device in most computers), CD, DVD (Digital Versatile Disk), zip or floppy disks, flash drives, portable hard drives.

The Hard Disk Drive is the permanent storage device inside the computer. This storage device contains rotating disks where data is stored magnetically.

# Computer Hardware And Software Study Guide

**Robert Stern, Nancy Stern**



## **Computer Hardware And Software Study Guide:**

**IT Essentials** Patrick Regan, 2008 IT Essentials PC Hardware and Software Labs and Study Guide Third Edition Patrick Regan The IT Essentials PC Hardware and Software version 4 course in the Cisco Networking Academy is designed to prepare you to take and pass the CompTIA A exams based on the 2006 objectives You must pass both the A Essentials and one of the technician exams to earn the A certification Chapters 1 through 10 cover the foundational knowledge that aligns with the CompTIA A Essentials exam 220 601 Chapters 11 through 16 explore more advanced concepts in greater depth to prepare you for the specialized CompTIA A technician exams 220 602 for IT Technician 220 603 for Remote Support Technician and 220 604 for Bench Technician IT Essentials PC Hardware and Software Labs and Study Guide Third Edition is designed as a valuable teaching and learning tool incorporating new features to improve your hands on skills and reinforce the key topics of the course Each chapter contains a Study Guide section and a Labs section The Study Guide section is designed to provide additional exercises and questions to reinforce your understanding of the course topics preparing you for the course assessments and focusing on preparing for the associated certification exams The Labs section features the complete collection of the lab exercises and worksheets specifically designed by Cisco to give students hands on experience in a particular concept or technology Chapters 1 10 cover the following skills and competencies Core competencies in the latest hardware and software technologies Information security skills Safety and environmental issues Soft skills for career development Chapters 11 16 cover the following skills and competencies Advanced troubleshooting skills Preparation for all three CompTIA job environment certification exams Advanced installation of computers peripheral devices networks and security components Use this book with IT Essentials PC Hardware and Software Companion Guide Third Edition ISBN 10 1 58713 199 4 ISBN 13 978 158713 199 8 Patrick Regan has been a PC technician network administrator engineer design architect and security analyst for 16 years He holds many certifications including the Microsoft MCSE MCSA and MCT CompTIA s A Network Server Linux Security and CTT Cisco CCNA and Novell s CNE and CWNP Certified Wireless Network Administrator CWNA This book is part of the Cisco Networking Academy Series from Cisco Press Books in this series support and complement the Cisco Networking Academy curriculum

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