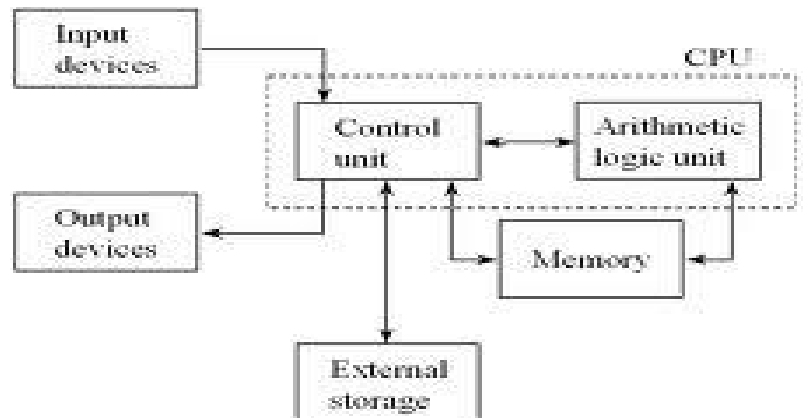


Architecture of Computers:



Input Devices:

Those devices which help to enter data into computer system. Eg. Keyboard, Mouse, Touch screen, Barcode Reader, Scanner, MICR, OMR etc.

Output Devices:

Those devices which help to display the processed information. Eg. Monitor, Printer, Plotter, Projector

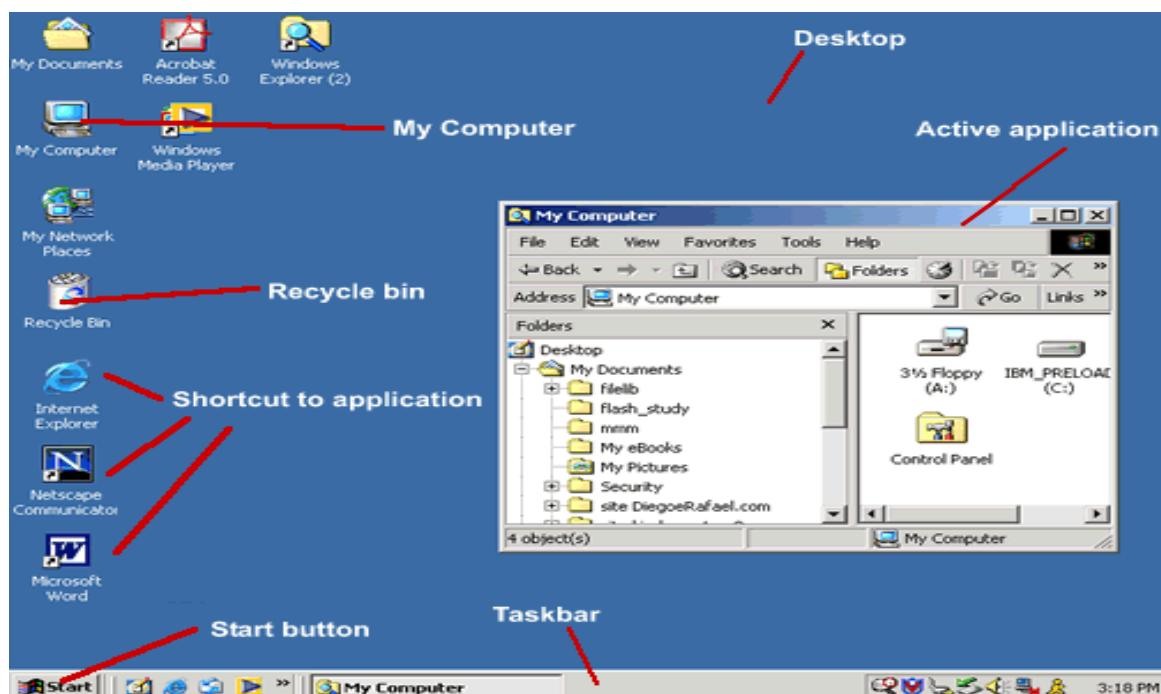
CENTRAL PROCESSING UNIT (CPU):

The main component to make a computer operate is the computer chip or microprocessor. This is referred to as the Central Processing Unit (CPU) and is housed in the computer case. Together, they are also called the CPU. It performs arithmetic and logic operations. The CPU (Central Processing Unit) is the device that interprets and executes instructions.

Windows and its components:

The main components of Windows when you start your computer are the Desktop, My Computer, Recycle Bin, Start Button, Taskbar, and shortcuts to applications.

After opening an application, you will also have a window with an active application which will appear in your desktop and taskbar.



Desktop:

The Desktop is the very first screen you see after Windows starts. There you find the folders: My Documents, My Computer, the Recycle Bin and any Shortcuts for applications and files that you have created.

My Computer:

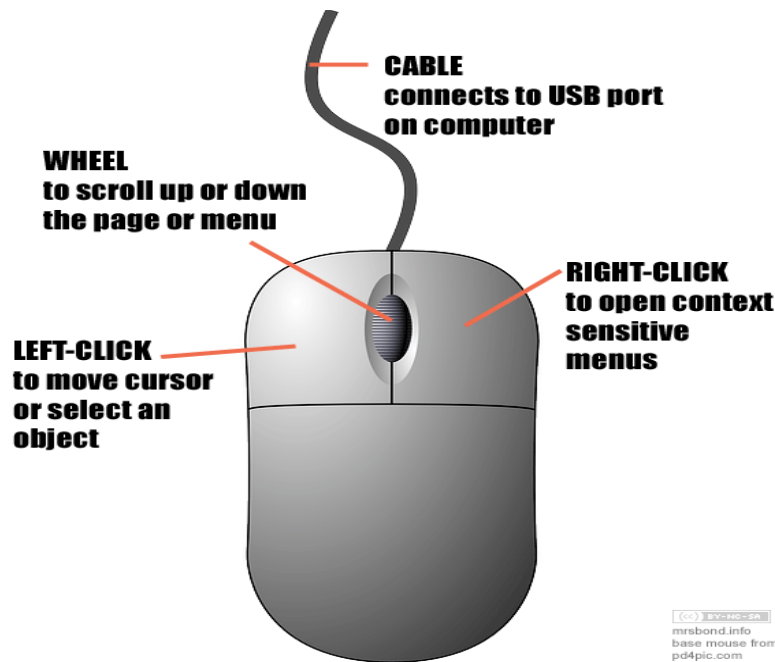
When you double-click on the My Computer icon on the desktop, it will open a window similar to the one shown below, where you can navigate between the computer's drives and Control Panel tools.

Recycle Bin:

When you delete a file from your computer's hard drive, it is removed to the folder called Recycle Bin. Files deleted from your hard drive are still available for restoring if needed, unless you empty your Recycle Bin.

To restore the files, open the Recycle Bin folder by double-clicking the icon on your desktop, select the file and then select Restore.

Mouse Use:



Your basic computer mouse has two buttons (three if your scroll wheel can be pressed down)

Here's a basic explanation of what these buttons are for.

Left Click:

You use the left button to select objects within the operating system (double-clicking programs on the desktop, clicking links online, and so on).

You can also drag the mouse with this button held down to draw a selection field on the desktop, allowing you to highlight multiple programs on the desktop at once.

Scroll Wheel / Middle Click:

You move the scroll wheel up or down to scroll along the contents of a window, document, or web page.

If your mouse supports it, pressing down on the scroll wheel will allow you to quickly scroll by dragging the mouse up or down.

If on a website, you can middle click on a link to open it in a new tab.

Right Click:

Right clicking will bring up a context menu with more options. On the Windows desktop, for example, right-clicking will bring up a menu listing options like "Personalization", "Display Settings", and an option to create a new folder or file.

NB

Just press "Alt" and "F4" together. Then, select shutdown.

