

After completing this lesson, you will know:

- What computers need to operate—basic hardware and peripheral devices
- Why and how to protect your computer and its data
- How operating systems work, including Microsoft Windows XP
- What the most popular software applications do and when to use them

Basic Computer Hardware

- Processor
- RAM (Random Access Memory)
- Monitor
- Hard disk drive
- Keyboard
- Mouse
- CD-ROM drive
- Sound card
- Speakers
- Modem

Computer Peripherals

- DVD drive
- DVD burner
- Zip drive
- Printer
- Scanner

Security Tips

- Restrict access to your computer
- Lock your computer
- Run antivirus software regularly
- Be wary of e-mail attachments
- Be wary of files downloaded from the Internet
- Disable macros attached to e-mail docs
- Make frequent backups of important data

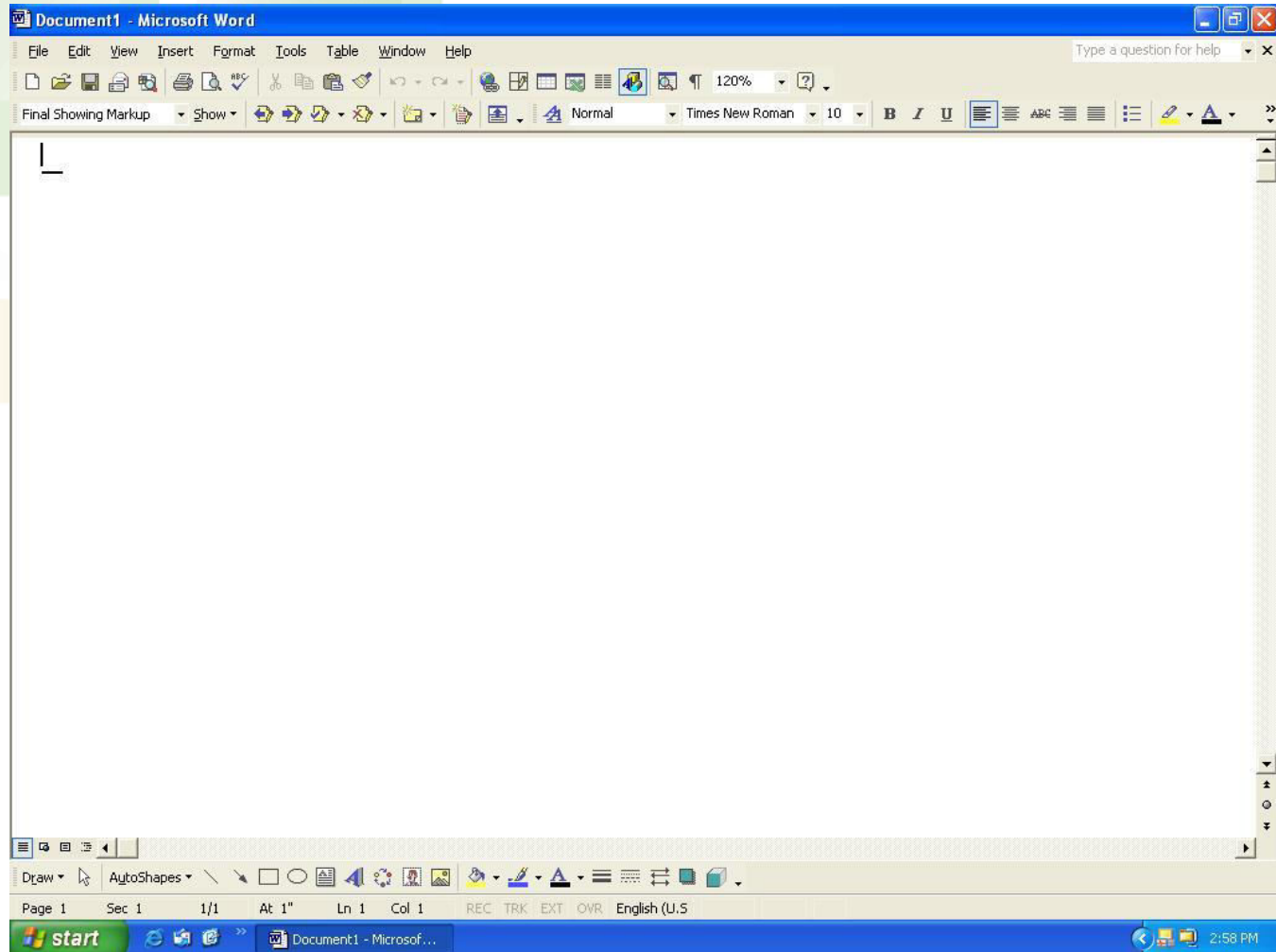
The Operating System

- The program that controls the operations of the computer's hardware
- Controls the allocation and use of:
 1. computer memory
 2. CPU (central processing unit) time
 3. disk space
 4. peripheral devices
- The foundation program on which all software applications depend

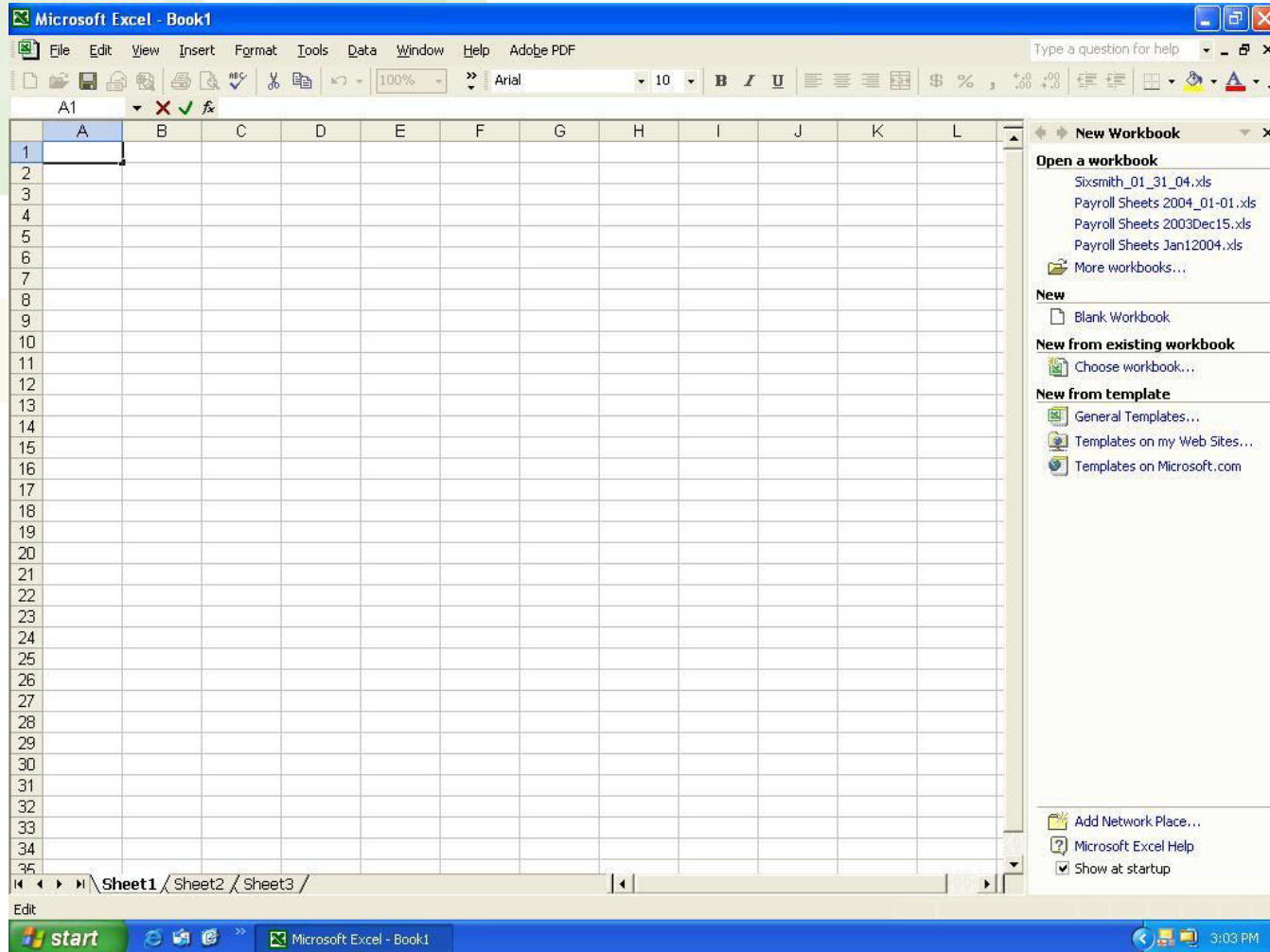
Windows XP Desktop



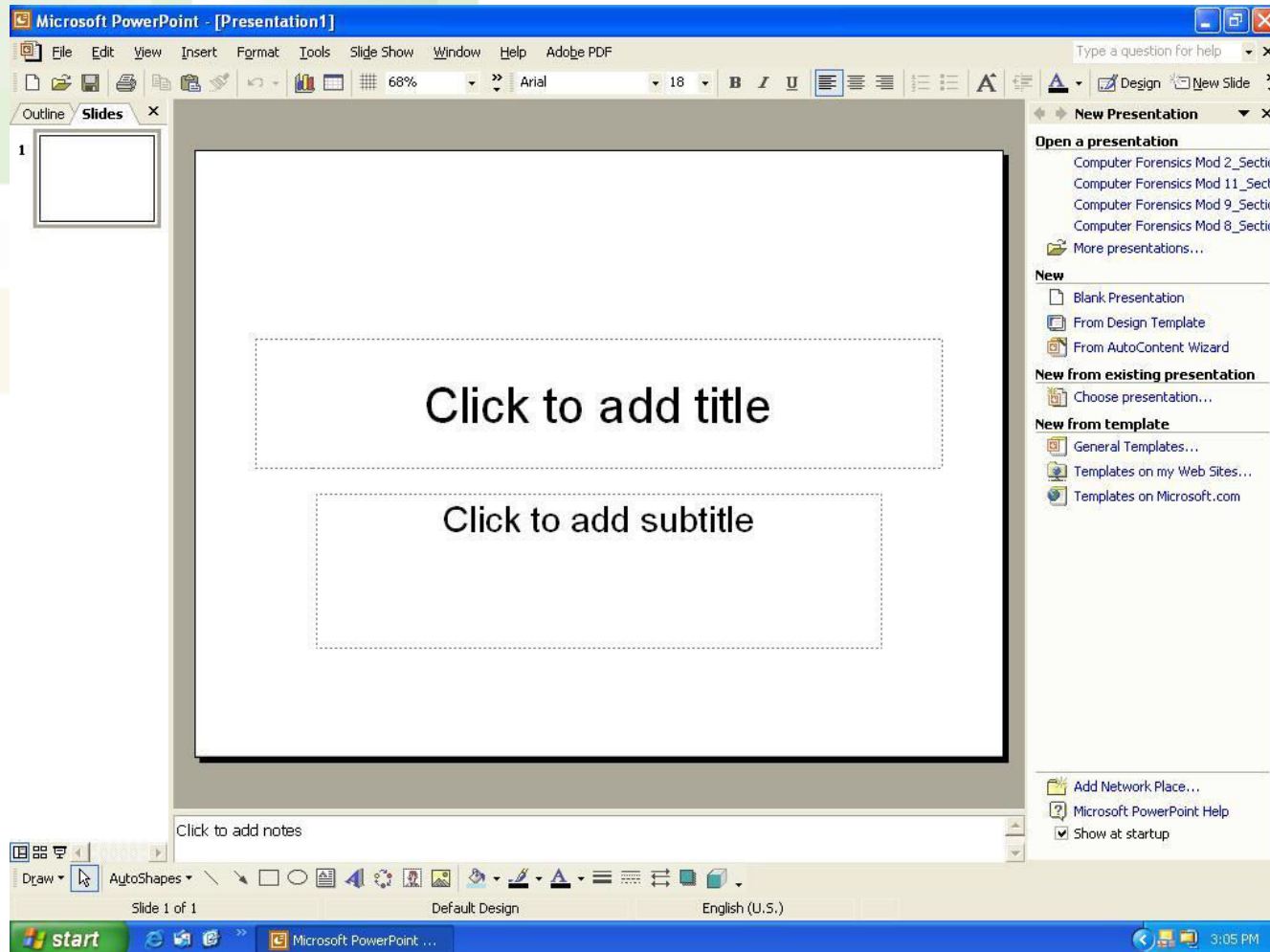
Word Processing Software



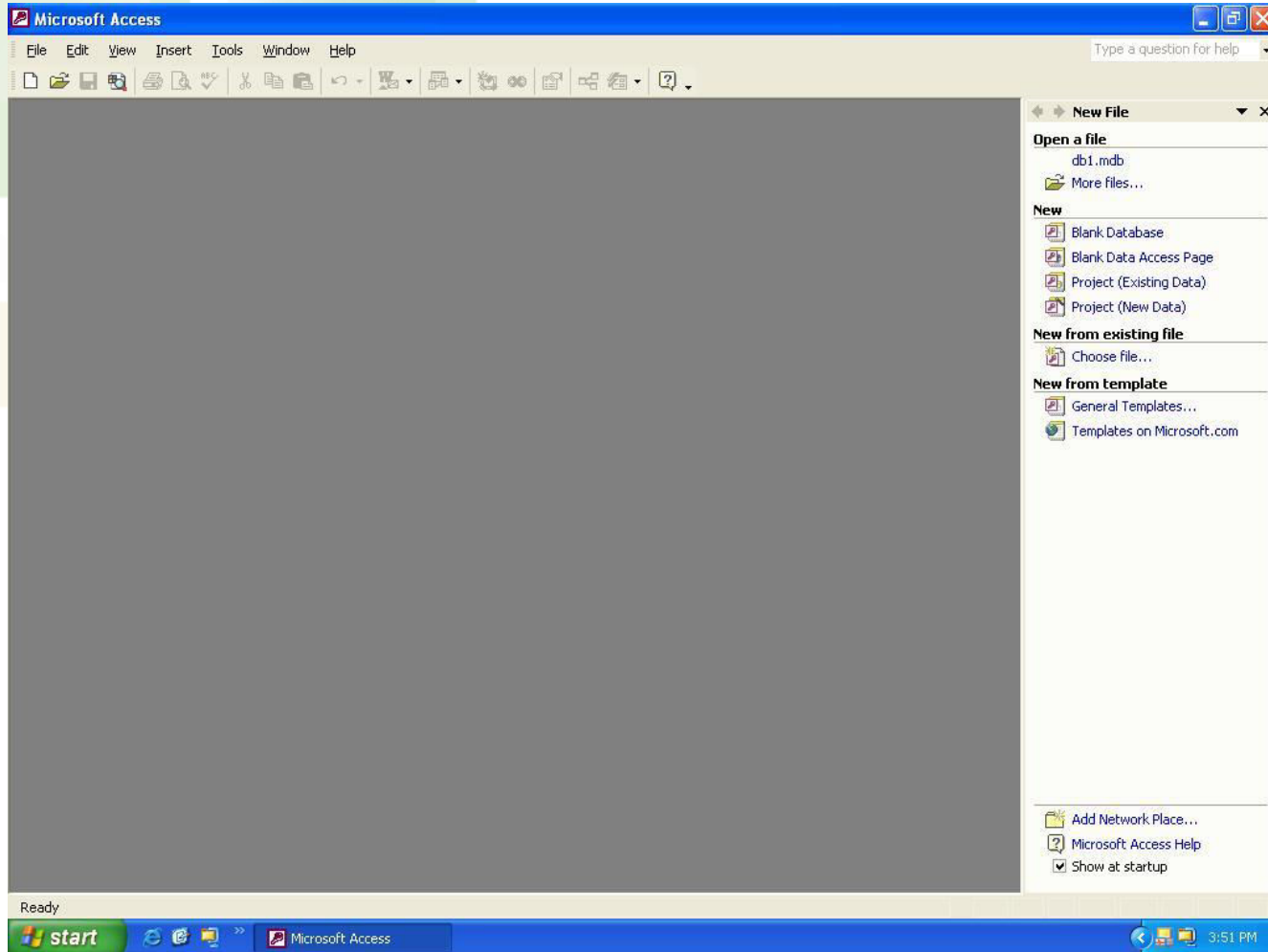
Spreadsheet Software



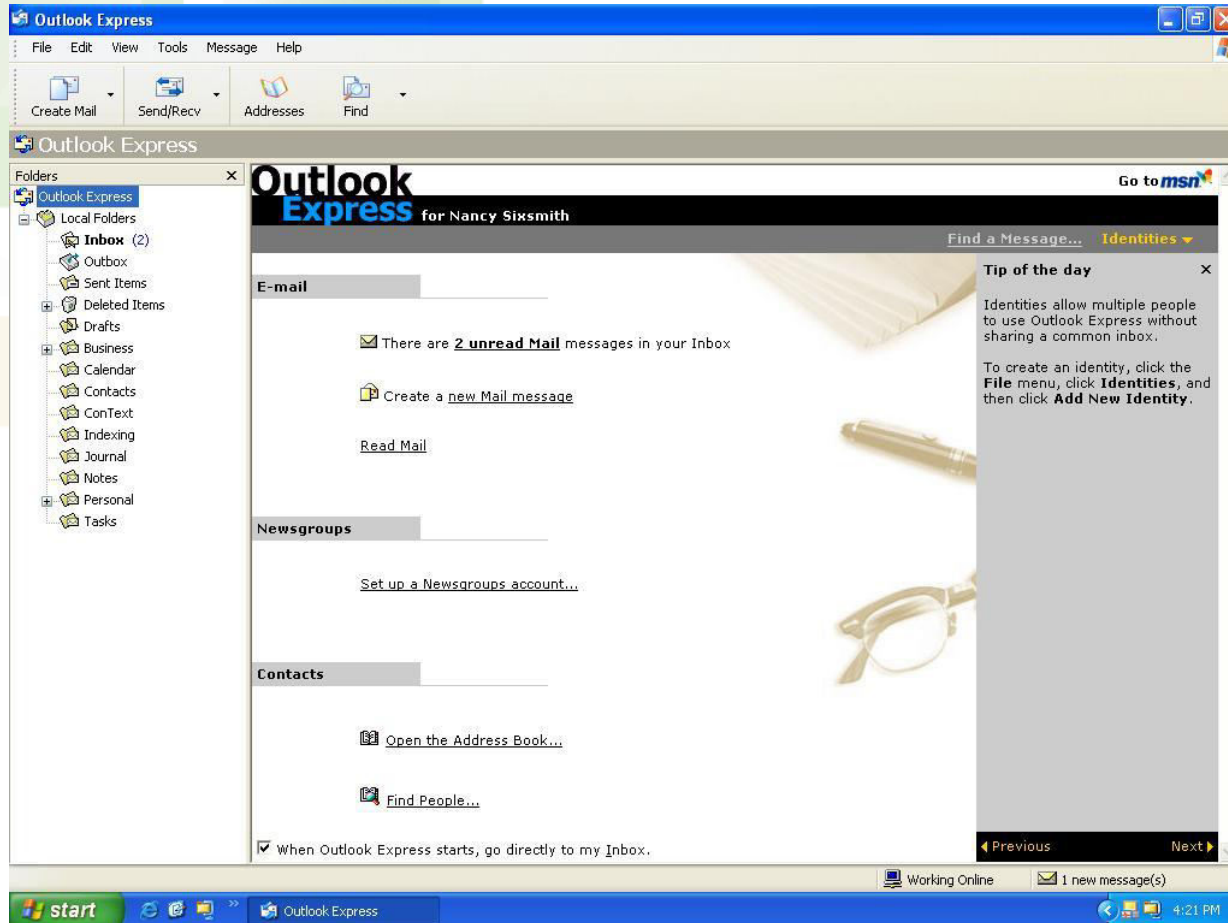
Presentation Software



Database Software



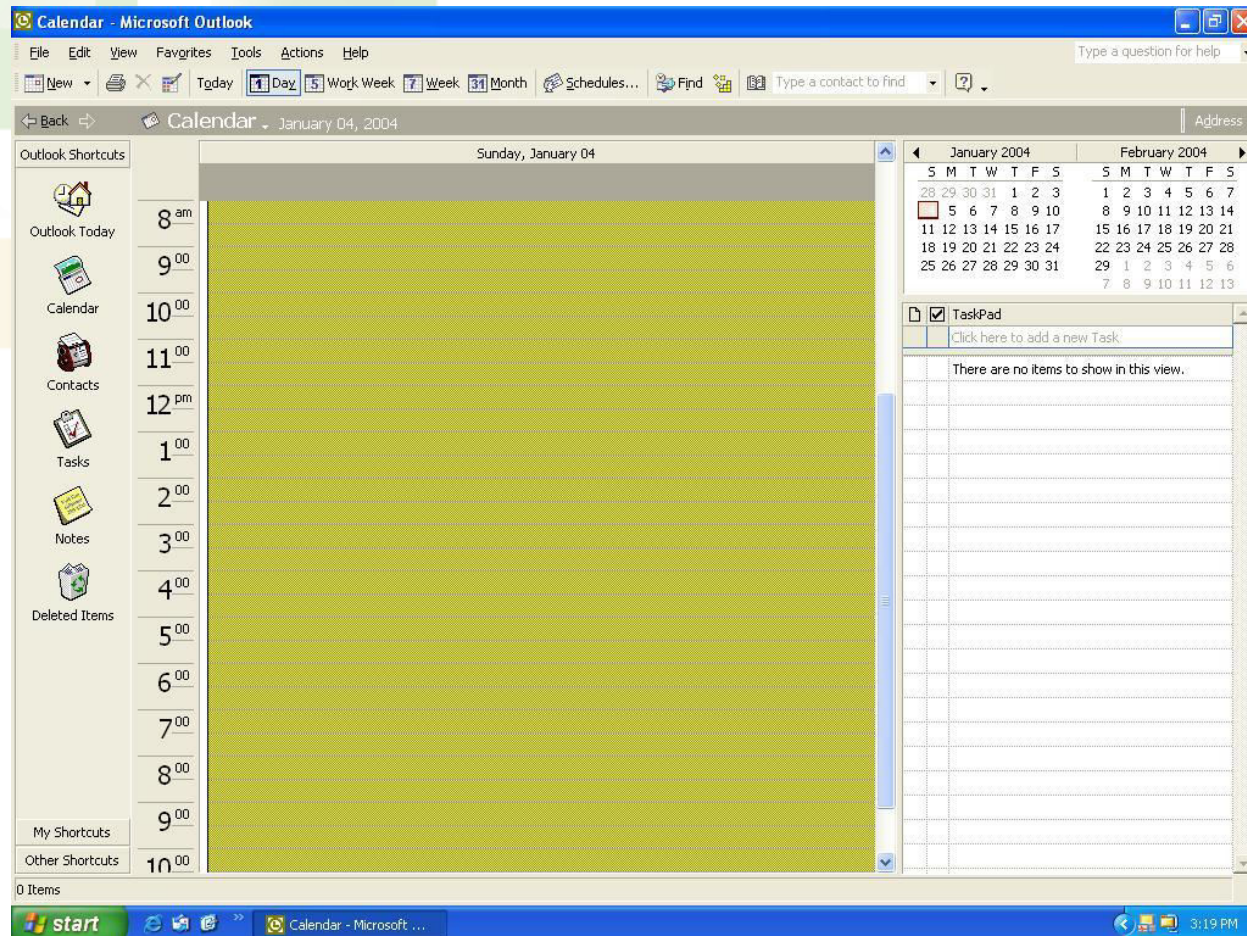
E-Mail and Calendaring Software



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E-Mail and Calendaring Software

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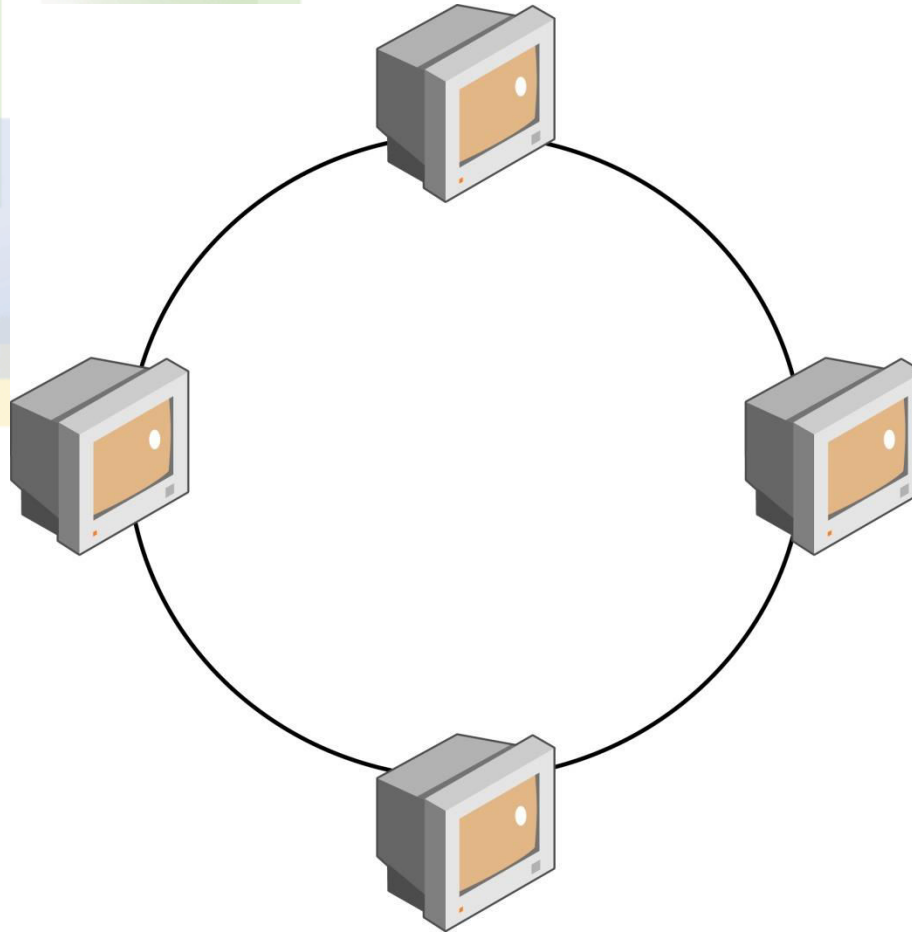
Common Web Applications

- Search tools (Yahoo, MSN, Google)
- Shopping applications (online storefronts, catalogs, etc.)
- Secure credit card transactions
- Travel
- Online banking
- Entertainment
- News

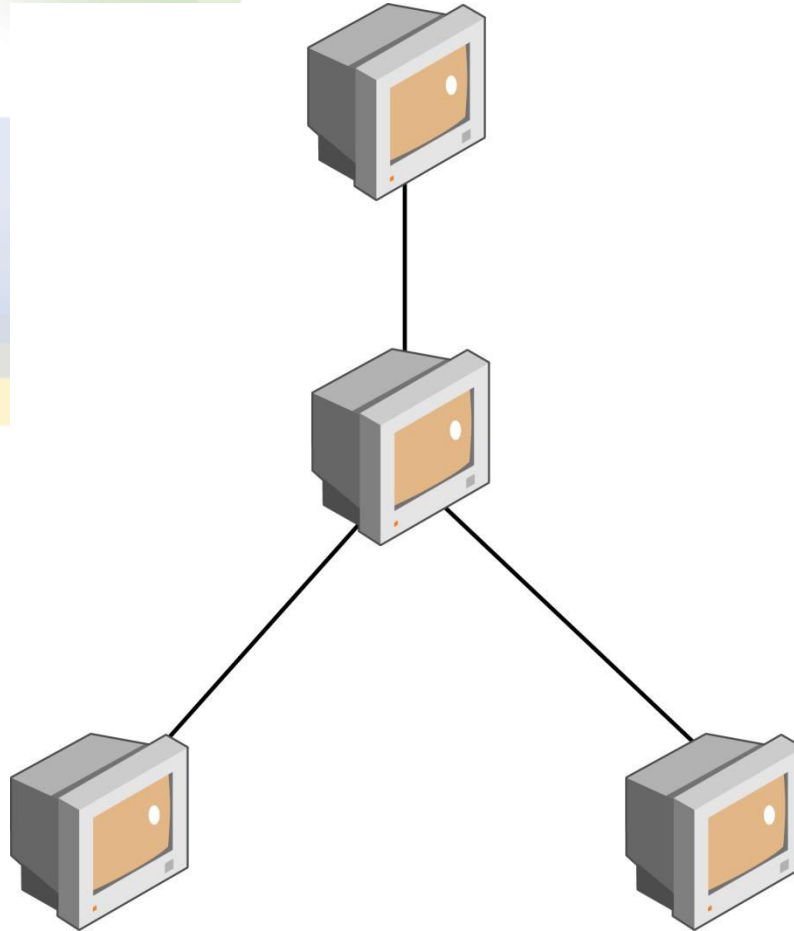
Network Components

- Computers
- Modem to connect to the Internet
- Network interface cards (NICs) to let your computers plug in to your network
- Hubs and routers, to help direct signals on your network
- Special cable to connect your computers to your modem, hubs, and routers (wireless connections are also possible)

Token Ring Network



Star Network



Benefits of a Network

- Share Internet access
- Share files
- Share printers
- Instant message and chat
- Play multiplayer games