# 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



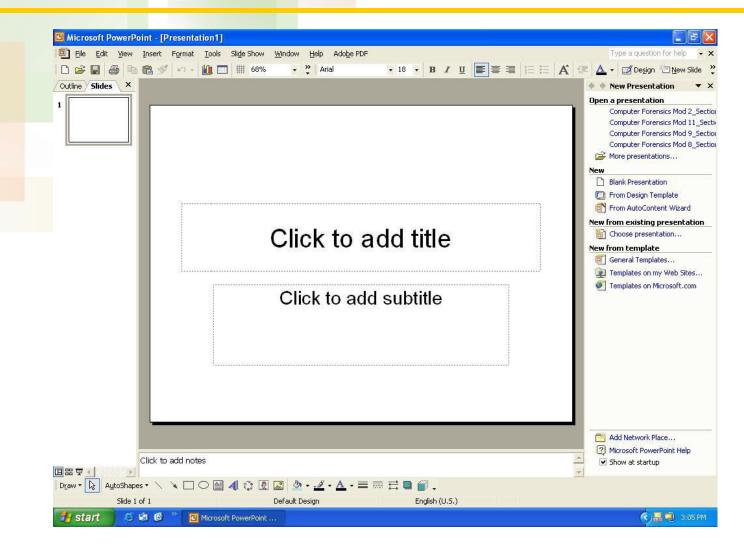
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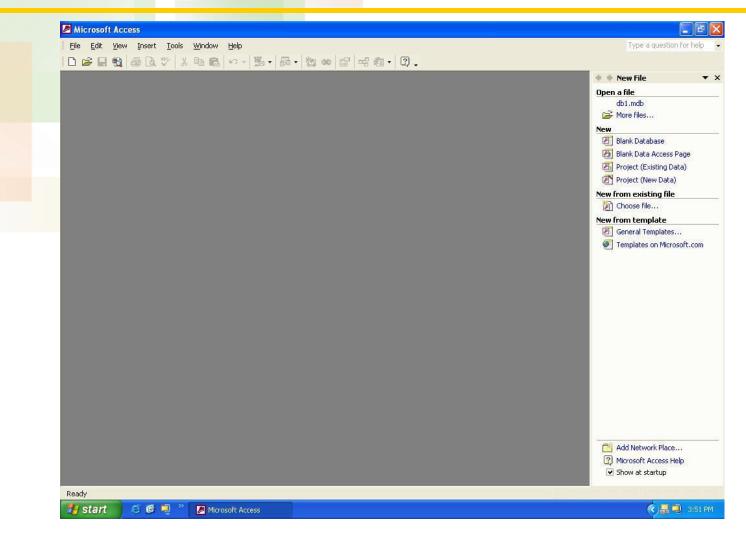
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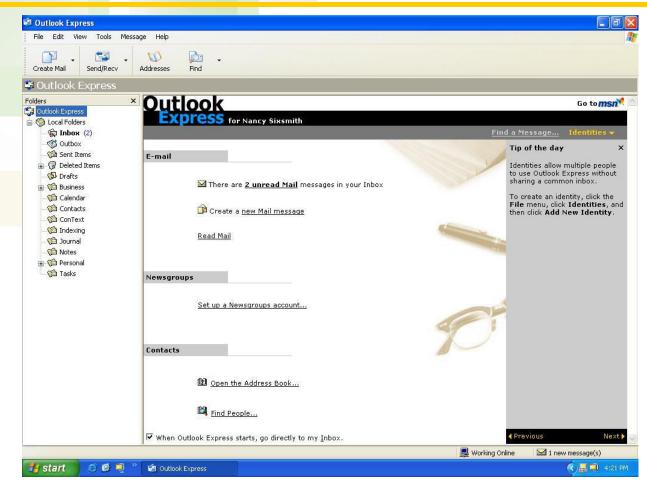
#### **Presentation Software**



### **Database Software**



#### **E-Mail and Calendaring Software**



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#### **E-Mail and Calendaring Software**

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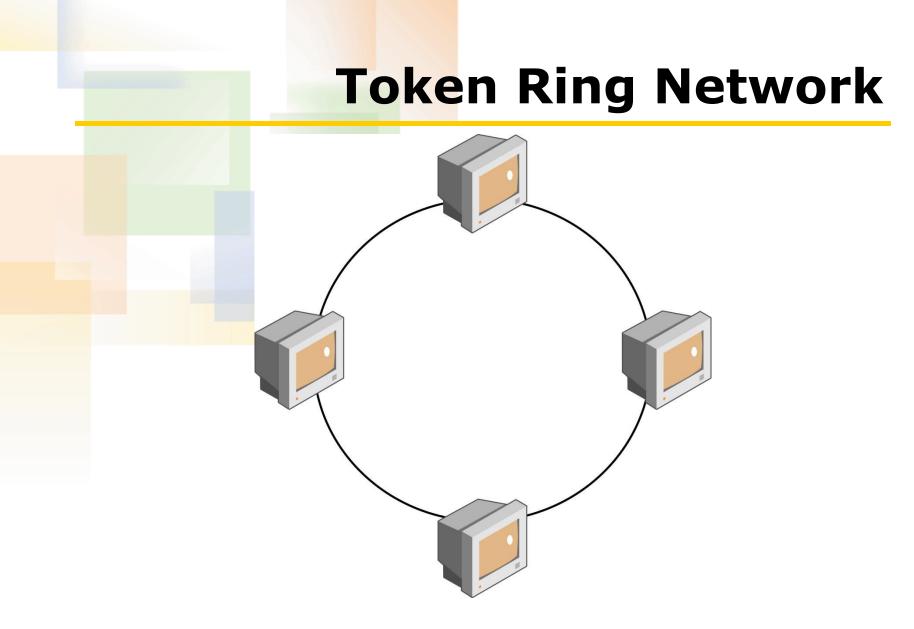
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# **Common Web Applications**

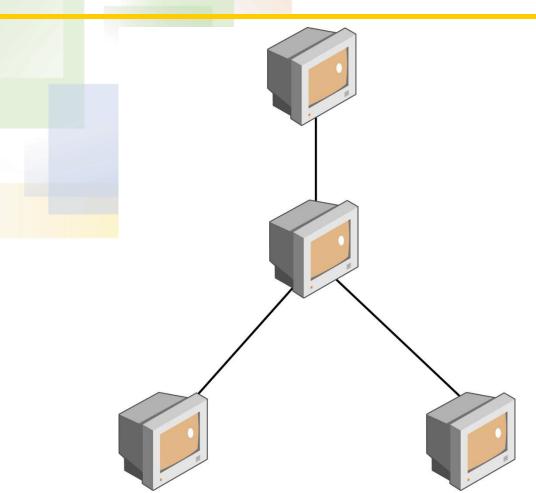
- Search tools (Yahoo, MSN, Google)
- Shopping applications (online storefronts, catalogs, etc.)
- Secure credit card transactions
- Travel
- Online banking
- Entertainment
- News

# **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)



## **Star Network**



## **Benefits of a Network**

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