Introduction to Computers

Directions: Fill in the blank.

1. Microcomputers, different from those giant mainframes and supercomputers, are designed for individuals. In fact, the microcomputer is often called the ____________.

2. ________ and ________ computers are the most commonly seen microcomputers.

3. Just like human beings, computers communicate through receiving and sending messages. We refer to those message receiving components as ________ devices and those which send messages as _____ devices.

4. All keyboards are made up of the main ______ area, the ______ keys and the ______ keys. Most desktop and some larger laptop computer keyboards contain a 10-key ______ pad.

5. Like a mouse, a touchpad is a pointing device. It features a ____________, which can translate the motion of your fingers to movement on screen.

6. LED monitors take advantage of the ______________ technology, which provides better quality images.

7. Many printers use a ______________, or USB cable to connect to the computer.

8. Once you open the computer, the first thing you see is a big board, which holds all the components together. We call it the ________, or sometimes the ____________.

9. Every computer contains an internal clock, which tells us how fast the CPU can process data. The higher the ________, the faster the CPU.

10. Once you open a file or a program, the software and data will load from the ____________ back to the ________.
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11. On a PC, the _____ stores the BIOS (Basic Input /Output System).

12. The ___________converts power from the electrical outlet to the lower voltages your computer parts need.

13. We also have a _______ card and a _____card. Their job is to allow the computer to connect to the Internet.

14. _______________ attach the power supply to the internal devices. Their job is to supply and distribute power to the computer components.

15. ___________, on the other hand, are responsible for transferring data between the mother board and storage devices.

16. The computer's main hard drive is a(n) ____________, because it is located inside the computer.

17. ______________ is a set of computer programs which instruct computer how to complete tasks.

18. ______________ software assists you in writing computer programs or instructions which make a computer perform certain tasks.

19. During the _______ stage, the software developer identifies the software's requirements, or what it should accomplish.

20. During the _____________stage, the developer begins writing the code, or programming language, for the project.

21. During the __________ stage, the software is released for distribution to those who will be using it.

22. Your new software might require a key or a(n) ____________, which can usually be found either on the software instruction sheet or the back of the CD- or DVD-ROM case.
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23. External devices, like printers and scanners, need a program called a ________ to help the computer communicate with the device.

24. If you are unable to install the program or you get an error, start by making sure your computer meets the ______________.

25. If you are a person who travels a lot, or if you have to use your computer in different places, a ________ is a good choice.

26. Sometimes adding more _____ can make more difference than upgrading the CPU.

27. Most computers come with a one year warranty. If you think this is not enough, you can choose to purchase an extended warranty from the manufacturer, the retailer, or a ______________.

28. Because your computer will have many different electronic components, a(n) __________ may be necessary in order to have enough outlets to power all of your computer hardware.

29. Most monitors connect to the computer through a ______________ connector.

30. The cord connecting your computer to the Internet is called a(n) ________. It looks similar to a phone cord, with wider connectors on the ends.

31. In the event of a power surge, such as a lightning strike, the ________ will protect your computer electronics from massive electrical damage.

32. Hardware maintenance consists of keeping the physical parts of computer ______, ______ and ______.

33. Special cleaning solutions can be found at electronic stores. Never use ____________ or ________, as these could ruin computer devices.
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34. A __________ is a program which copies itself and spreads from one computer to another.

35. __________, also called defragmenting, works to clean up your hard drive.

36. There are certain things which may be beyond your ability. For example, upgrading your ____ can be a tricky task. If it is not done correctly, your computer can be left useless.

37. Never open the ______________ to try to fix it, the electricity inside could seriously injure you.