

## Carol Standard Convent, Ichi

### Computer Studies

#### SS1

### Applications of ICT

- Teleconferencing: this is the meeting of two or more people using ICT
- Videoconferencing: or videoconference or videoteleconference: this is a telecom technology that allow two or more people to communicate simultaneously with audio and/ or video
- Telepresence: this technology allows users to interact with each other face-to-face as if it were real
- Telecommunication and networking: this involves the use of internet facilities and services to control and store information
- Telecommuting: this is the use of computers for communication
- Messaging: this is an object of communication using ICT and may be in form of text or multimedia
- Information search: this is the use of search engine to retrieve information from the internet.
- Internet of Things (IOT): This is a new ICT area that brings internet to almost everything such as vehicles, buildings, equipment and even animals

### Booting

Booting is the loading the Operating System components to the main memory. It starts immediately after the power button is pressed

### Categories of Booting Process

There are two categories of Booting process:

Cold (Hard) Booting

Warm (Soft) Booting

#### 1) Hard (Cold) Booting

Restart a computer is referred to as rebooting, It can be "hard" or "cold", e.g. after power to the CPU is switched from off to on. In this category of booting the computer starts from a completely dead state.

For instance, when we press the Power Button, the system starts with its initial state. It reads all the information that is stored in the Read-Only Memory (ROM) and automatically the Operating System will be loaded into the system's main memory.

## 2) Soft (Warm) Booting

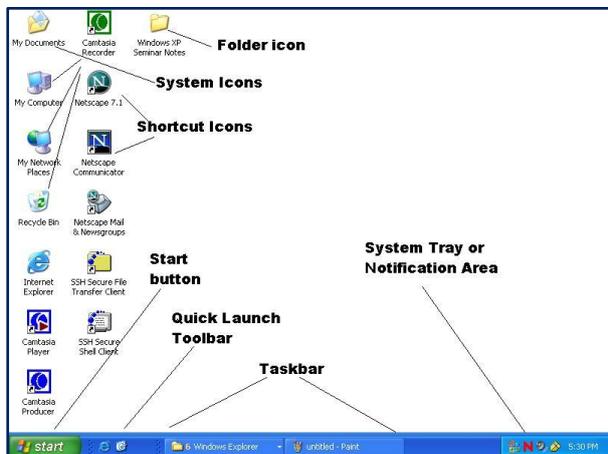
In "soft" or "warm" booting, the power is not cut. In some systems, a soft boot may optionally clear RAM to zero.

### POST (Power On Self Test)

The Power On Self Test happens each time after turn on your computer. It is a diagnostic testing sequence for all the hardware devices. It checks hardware device availability. It sends a signal to all the hardware devices and they send an acknowledgment back to it. If an acknowledgment is sent by that device then that device is working, if not then it will be removed from the system.

If there is any error then a beep like sound generates or some error messages displays on the monitor. These beeps are referred to as POST beep codes.

### Components of Windows Desktop



**Note:** ->The recycle bin contains deleted files and folders. Such items in the recycle bin can be restored but cannot be opened from the recycle bin. However, when an item is deleted from the recycle bin, it cannot be recovered.

->Folders are storage sections where files and sub folders (a folder in a folder) are kept

->My Computer (Computer or this PC) displays the available drives and hardware that are connected or installed in the computer.

→My Network Places show a list of other computers, resources and network facilities that are linked to the computer.

→Control Panel is a place to make settings and customize the functionality of your computer

### **Shutting Down a computer**

To shut down means to remove power from a computer's main components in a controlled way. After a computer is shut down, main components such as CPUs, RAM modules and hard disk drives are powered down automatically. The process is: Click on the start button and click power, then click shut down. There may be slight variations due to charms in Windows 8 or Confirmation dialog in XP or the availability of the shut down command in windows 7 start menu

### **Word processing**

This is the production of typewritten documents with automated and usually computerized typing and text-editing equipment.

A **word processor** is software or a device that allows users to create, edit, and print documents. It enables you to write text, store it electronically, display it on a screen, modify it by entering commands and characters from the keyboard, and print it. Examples of Word processing applications are: Microsoft office word, Word Star, Corel Word Perfect, Word Pad, Adobe Pagemaker, among others

**Application areas of Word processing** include but not limited to:

Journalism, Educational Article, Publishing, Reports, Minutes and web

Some of the Facilities available in word processor include: Type document, edit document, Store Document, Move, copy, past, type, using different font types and sizes, insert, remove words, sentence or paragraph, etc.

The Features are: Editing, Formatting, Justification, Search and replace, spell check, thesaurus, file merging and so many more.

### **Presentation Packages**

A presentation program is a software package used to display information in the form of a slide show. It has three major functions: an editor that allows text to be inserted and formatted, a method for inserting and manipulating

graphic images, and a slide-show system to display the content. Eg. Microsoft PowerPoint, Corel Presenter, Powtoon, Keynote

## **CPU**

Central processing unit (CPU) is the principal part of any digital computer system, generally composed of the main memory, control unit, and arithmetic-logic unit

## **ALU**

An arithmetic logic unit (ALU) is a digital circuit used to perform arithmetic and logic operations.

## **CU**

The control unit (CU) is a component of a computer's central processing unit (CPU) that directs the operation of the processor. It tells the computer's memory, arithmetic and logic unit and input and output devices how to respond to the instructions that have been sent to the processor.

## **Memory Unit**

The Memory Unit is the part of the computer that holds data and instructions for processing. Memory associated with the CPU is also called primary storage, primary memory, main storage, internal storage and main memory.

## **TYPES OF MEMORY**

There are two types of memory:

Primary (Main) Memory

Secondary (Auxiliary) Memory

**Primary memory** is a computer memory that is accessed directly by the CPU. This includes several types of memory, such as the processor cache and system ROM. However, in most cases, primary memory refers to system RAM.

Secondary Memory on the other hand is not accessed directly by the CPU, Secondary memory refers to storage devices, such as hard drives and solid state drives. It may also refer to removable storage media, such as USB flash drives, Floppy disks, magnetic tapes and disks, memory cards, CDs, and DVDs.

## Digital Storage Units

Computers store information in the form of "1" and "0"s in different types of storages such as Main memory, hard disk, USB drives etc. The most common digital data storage unit is byte which is 8 bits.

Computer data is expressed as bytes, kilobytes, megabytes as it is in the metric system, but 1 kilobyte is 1024 bytes not 1000 bytes.

**Note:** A nibble is 4 bits, 2 nibbles = 1 byte.

### Explanation:

8 bits = 1 Byte

1024 Bytes = 1 Kilobyte

1024 Kilobytes = 1 Megabyte

1024 Megabytes = 1 Gigabyte

1024 Gigabytes = 1 Terabyte

1024 Terabytes = 1 Petabyte

1024 Petabytes = 1 Exabyte

1024 Exabyte = 1 zettabyte

1024 zettabyte = 1 Yottabyte

1024 Yottabytes = 1 Xenottabyte

1024 Xenottabytes = 1 Shilentnobyte

1024 Shilentnobytes = 1 Domegemegrottebyte

1024 Domegemegrottebytes = 1 Icosebyte

Note: This term is filled with a lot of practical. You will get the video practical tutorials on our website: [www.carolstandardconventichi.com](http://www.carolstandardconventichi.com) , you can also help yourself by looking for alternative ways of learning Microsoft office Word and Power Point.