Computer Hardware & Software Notes:

**Computer Hardware**

- **Monitor** – primary device for **displaying** information from the computer

- **Tower** – metal **casing** that holds all of computers **components**. For example: motherboard, hard drive, etc.

- **Keyboard** – the primary device for **entering** information into the **computer**

- **Mouse** – the primary device for **navigating** and **interacting** with the computer

- **Processor** – **sends** and **receives** information, completes **tasks**, makes things **work** smoothly

- **RAM** – Random Access **Memory** – makes things **easier** for the computer to **access**

- **ROM** – Read Only **Memory** – small **memory** chip only used at start up

- **Hard Drive** – stores **data** inside a computer

- **USB Ports** – Universal Serial **Bus** – most widely used **interface** for connecting **devices** to a computer

**Computer Software**

- **Software** – a set of **programs** and **procedures** that are intended to perform some **tasks** on a computer system; makes computer **useful**

- **Operating System Software (OS)** – **software** system that enables the computer **hardware** to communicate and **operate** the computer **software**. Without the OS, the computer would be **useless**.
  - Four types of operating systems:
    - Windows, Mac, Unix, Linux
  
  - **Software Application Programs** – set of **instructions** that tell the computer what to do – used to accomplish specific **tasks** like manipulating text, numbers and **graphics**. For example, making a **letter**, working in a **spreadsheet** or creating a slide **show** or movie.
  
  - Five types of application software:
    - Microsoft Word, Microsoft **Excel**, Microsoft PowerPoint, **Movie** Maker, Accelerated **Reader**

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