



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Tshwane South
TVET College

"achieve the future"

SUBJECT: COMPUTER PRACTICE

LEVEL:N4

MODULE NO: 1

After completing this topic, you will be able to:

- Name different kinds of a computer...
- Give definition of a computer
- Describe components of a personal computer
- Describe software of a Personal Computers

INTRODUCTION TO COMPUTERS

A computer is an electronic device which is capable of processing information to produce a desired result. It is composed of hardware (visible devices, peripherals) and software (programs). Computers are available in a variety of sizes and configurations.

COMPONENTS OF THE COMPUTER SYSTEM

The hardware components consists of:

- Input devices – keyboard and mouse
- Central processing unit (CPU) – built into the case
- Storage devices – diskette drive/hard drive/ flash drive and/or CD/DVD rom
- Output devices – screen, printer, speakers

PERIPHERALS

Peripheral devices include all devices attached to the CPU or motherboard. The keyboard, the screen (monitor or visual display unit/VDU/ the mouse, hard disk and CD-ROM drives are examples of peripherals.

STORAGE DEVICES

The hard drive is the primary storage device as the other devices are secondary storage devices which are also referred to as auxiliary storage units. These include:

- Diskette drives
- CD-ROMs
- DVDs
- Flash drives or memory sticks

SOFTWARE

Software can also refer to programs. A program is a set of instructions, written in a programming language interpreted by the Central Processing Unit. Software can generally be divided into two groups:

- System software and;
- Application Software

THE FUNCTION AND THEPURPOSE OF AN OPERATING SYSTEM

The operating system help to manage the hardware, files and folders. Hardware cannot be used without an operating system. It is the primary element of software – without it no other software can be used.

WHAT IS A FILE

A file is a collection of related information, saved on a diskette or on the hard drive of the computer. When a document, created in an application program such as MS Word or MS Excel, is saved, the document is called a file.

ERROR MESSAGES IN THE WINDOWS ENVIRONMENT

Windows stores its configuration information in a database called the registry. A good registry cleaner will clean and repair thousands of types of errors. Common error messages include:

- Runtime Error
- DLL Error
- Blue Death Screen, and
- .exe Errors

WINDOWS 7 COMMANDS

There are several commands possible on Windows 7 systems such as but certainly not limited to:

- Help support
- Formatting
- Disk copy
- Directory(DIR) and
- Date and time