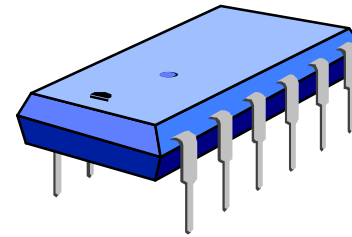


Computer Technology

Review Part II

Store Information

- Memory and storage devices are used to store information
- Primary storage is the computer's main memory
- Secondary storage uses disks or other media



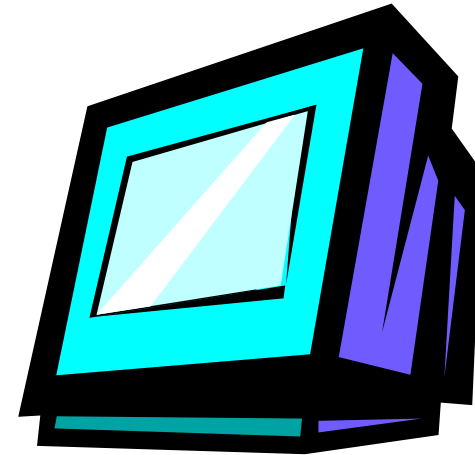
Buses, Ports, and Peripherals

- Slots and ports also allow external devices called **peripherals** to be added to the system (keyboard, monitor, and mouse).
- Without **peripherals**, the CPU and memory are like a brain without a body.

Output Devices

- Computers produce information and send it to the outside world.
- A video monitor is a common output device.

- Printers also produce output.



Information

Information comes in many forms

- Words . . . Numbers . . .
Pictures . . . Sounds
- Computers only understand
information in digital form
 - ❖ Information must be
broken into bits

Bits, Bytes, and Buzzwords

- Common terms might describe file size or memory size:
 - **Bit**: smallest unit of information
 - **Byte**: a grouping of eight bits of information
 - **K**: (kilobyte); about 1,000 bytes of information - technically 1024 bytes equals 1K of storage.



Bits, Bytes, and Buzzwords

MB: (megabyte): about 1 million bytes of information

GB: (gigabyte): about 1 billion bytes of information

TB: (terabyte): about 1 million megabytes of information



Speed

- The computer's speed is measured by the speed of its internal clock - a device to synchronize the electric pulses.

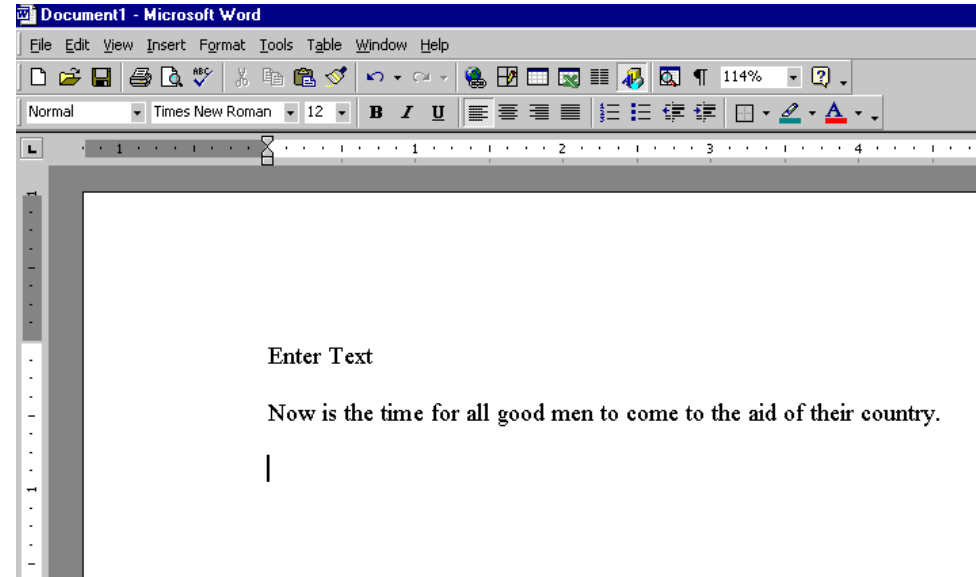


- Speed is measured in units called Hertz (Hz). Instead of megahertz it is now up to gigahertz

Word Processing

Entering text

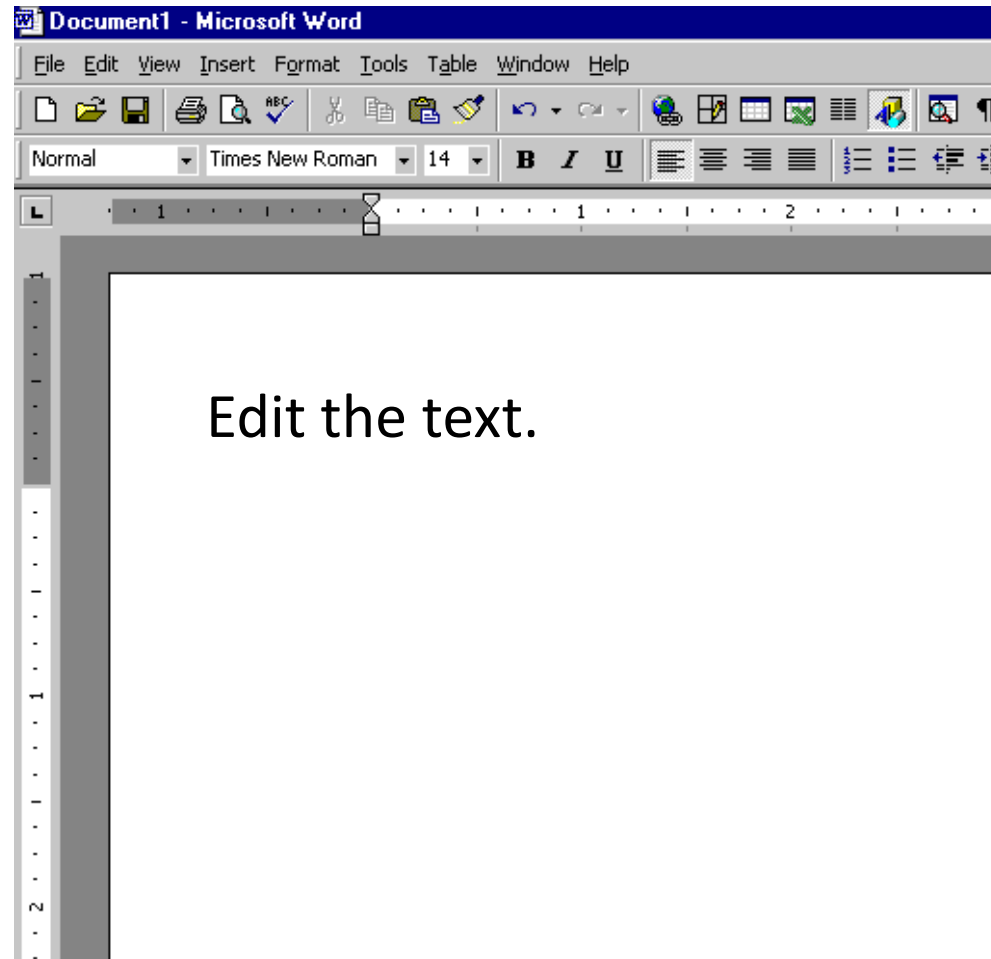
As you type on the computer keyboard, your text is displayed on the screen and stored in the computer's RAM.



Word Processing

Editing text

- **Editing** is the process of rewriting and refining a document.
- Text can be deleted, inserted, moved, copied, and searched.

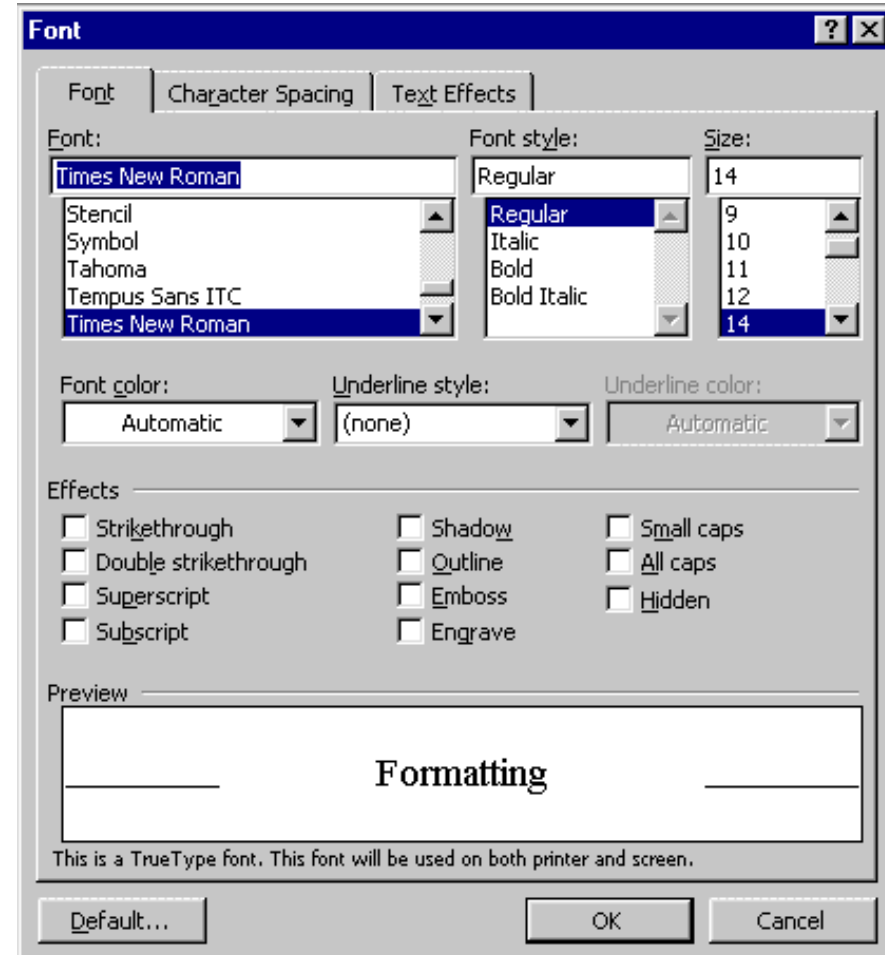


Word Processing

Formatting text and document layout

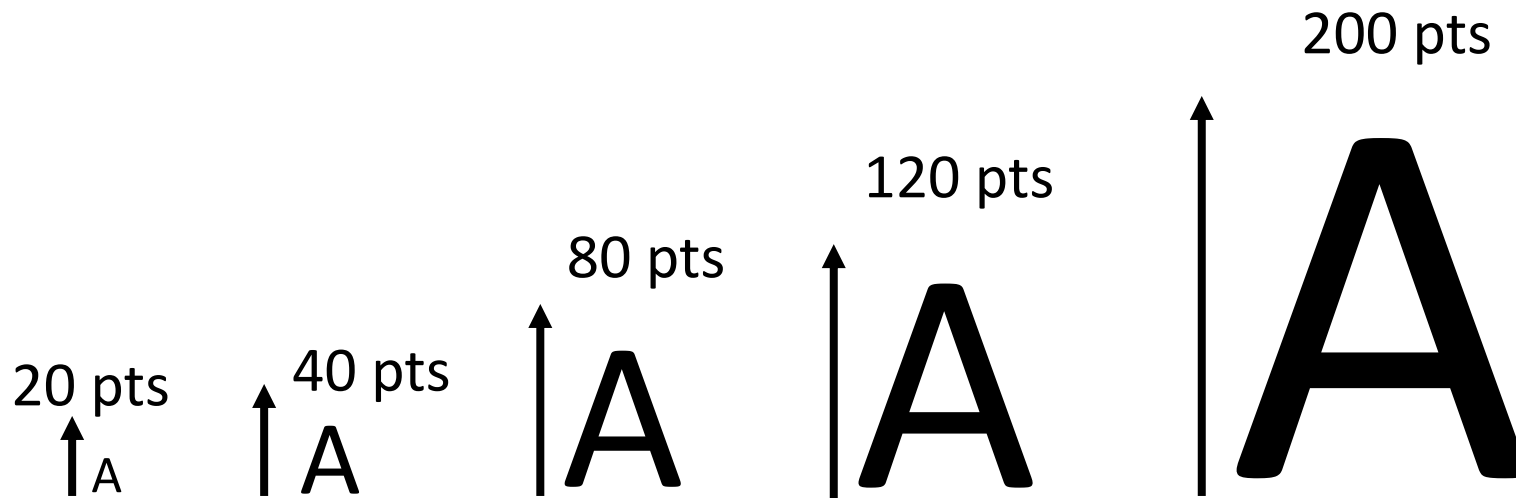
Text **formatting** commands allow you to control the format and style of individual characters and paragraphs as well as complete documents.

WYSIWYG
"what you see is what you get"



Formatting Characters

Character size is measured in points, with 72 points is equal to one inch.



Formatting Characters

A font is a size and style of typeface such as:

Times
Courier

Regular Joe
Birch
Remedy

Zapf Chancery
Kuenstler Script

Helvetica
Avant Garde

Formatting Characters

Serif Fonts are embellished with fine lines at the ends of the main strokes like these fonts:

Times
Courier

Zapf Chancery

Sans-serif Fonts have plain, clean lines like these:

Helvetica
Avant Garde

Arial

Formatting Paragraphs

Justification allows you to adjust the left/right margins in four different formats.

This text illustrates **left** justification. For left-justified text the left margin is smooth and the right margin is ragged.

This text illustrates **right** justification. For right-justified text the right margin is smooth and the left margin is ragged.

This text illustrates **centered** justification. For centered text both margins are ragged. Centered text is often used for titles.

This text illustrates **full** justification. For fully justified text, spaces between words are adjusted to make both margins smooth.

Formatting the Document

Changing the document formats include:

- Headers, footers, margins
- Multicolumn tables
- Inserting multimedia
- Footnotes

