

Parts of the computer

Hardware

The word 'hardware' is used to talk about the parts of the computer that you can see and touch.

These are:

The VDU (Visual Display Unit), or the screen.

The main processor unit.

The keyboard.

The mouse.

The printer.

Software

The word 'software' is more difficult to understand. It is used to talk about how a computer works. In other words, software talks about what happens **inside** the computer.

There are two areas of software:

1. **Operating system software** – this type of software is inside your computer when you buy it. It is a special language which is stored in the computer, and tells your computer how it works.
2. **Applications software** – this type of software is used for particular jobs.
If we want to write letters and documents, we use the application Microsoft Word.
If we need to do difficult mathematics, we use the application Microsoft Excel.
If we need to keep a record of a lot of information, we use Microsoft Access.

Important

Do not open files on the computer.

The computers are networked. Do not go onto the internet without your teacher's permission.

Remember to open and close your computers correctly.

Switching on the computer

Switching on and switching off the computer correctly are very important. You can damage your computer if you don't switch it on and switch it off correctly, so please read carefully.

1. Make sure there are no disks in the computer before you switch it on.
2. Press the 'on' button on the main processor unit and also the monitor.
3. Wait. Do not press anything on the keyboard or click the mouse.
4. The first screen you see is called the **desktop**.

Working with Microsoft Word

For writing documents and letters we need to work in the application software called Microsoft Word. We need to open Microsoft Word.

How do we do this?

1. In the bottom left hand corner of the screen you see the **start button**. Use the left button of your mouse to **click on** the start button.
2. You now see a **menu**. On the menu you can see the word programmes and an arrow.▶ **Rest** the mouse on the word programmes (do not click).
3. You will see another menu. On this menu you can see a blue 'w' with the words 'Microsoft Word'. Use the **left button** of the mouse to **click on** the Microsoft Word symbol.
4. You now see a white screen.

Well done! You have opened Microsoft Word.

Find some work which you have done in class and start typing.