Name       Period

**T**echnology **O**perations and **C**oncepts/**D**igital **L**iteracy

**Unit 1—Basic Computer Terms Study Guide**

Instructions: Open the Basic Computer Terms PowerPoint from the shared drive. Fill in this worksheet. Tab will move you forward one box at a time. Shift Tab will move you back.

Save as: “Lastname Firstname Basic Computer Terms Study Guide P#”.

1. What is a computer?
2. List the 4 steps in the Information Processing Cycle
3.
4.
5.
6.

Define hardware.

1. Software allows you to:      ,       and      .
2. A collection of raw data from the outside world that is put into the computer is called      .
3. Give 3 examples of input devices
4. b.       c.
5. Processing is defined as

Define storage.

1. The results of processed data are called      .
2. Give 2 examples of output.
3. b.
4. Give 3 examples of output devices
5. b.       c.
6. Define peripheral devices

1. Indicate if the devices below are an input device (I) output device (O) or both (B).

|  |  |  |  |
| --- | --- | --- | --- |
| **Device** | **I, O or B** | **Device** | **I, O or B** |
| Scanner |       | Web Cam |       |
| Plotter |       | Inkjet Printer |       |
| Joystick |       | Biometric Devices |       |
| Monitor |       | Mouse |       |
| Microphone |       | Speakers |       |
| LaserJet Printer |       | Digital Camera |       |
| Trackball |       | Graphics Tablet |       |
| Touch Screen |       | Projector |       |
| Touchpad |       |  |  |

1. What is a plotter?

What is a plotter used for?

1. What are biometric devices?

Give 2 examples of biometric devices?