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

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?