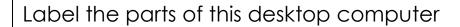
COLORADO PUBLIC COMPUTER CENTERS

COMPUTERS FOR BEGINNERS WORKSHEET



Central Processing Unit (CPU) Monitor Keyboard Mouse







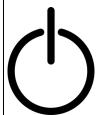


Label the parts of this laptop computer

Central Processing Unit (CPU) Monitor Keyboard Mouse



Symbols and Terms



Power button symbol



USB symbol

USB port



USB cable



USB drive

USB - (Universal Serial Bus) is a standard type of connection for many different kinds of devices. Generally, it refers to the types of cables, ports and connectors used to connect these many types of external devices to computers. USB ports and cables are used to connect devices such as printers, scanners, flash drives, external hard drives and more to a computer. In fact, USB has become so popular, it's even used in nontraditional computer-like devices such as video game consoles, wireless phones and more.

Glossary of Computer Terms

CPU: Acronym for Central Processing Unit. You can think of the CPU as the brain of the computer; it is responsible for everything the PC does. There are different brands of processors such as Pentium or Celeron. The speed at which a CPU processes information is measured in Megahertz (MHz) or Gigahertz (GHZ).

Flash drive: One of the best and most popular portable storage methods used today is the flash drive (also called a thumb drive or jump drive). These tiny devices plug directly into your computer via a USB port. Files can be moved to or from a flash drive as many times as you want, and you can even edit files right on the drive

Hard drive: The primary storage area within your computer, usually a hard, metal disk. The higher the number attached, the more storage room you have for programs as well as files created with those programs.

Hardware: Anything you can physically touch, such as the mouse, keyboard, monitor, CPU, or printer.

Modem: Device used to access the Internet via the telephone. Modems are measured by how much information can be transferred per second, or kilobits per second (Kbps).

Operating System: The operating system, or OS, is a piece of software that runs the computer. The operating system is responsible for starting the computer and executing commands like printing documents, opening programs, and so forth. Windows is the operating system most likely installed on your computer and is the operating system used here at the library.

PC: Stands for Personal Computer.

Presentation program: One used to create slide show presentations. An example of a presentation program is Microsoft PowerPoint.

Program "suite": A series of programs that function as a package. The Microsoft Office suite contains Word, Excel, PowerPoint, and Access.

Software: Software is installed on your computer. Often times the words program or application are used to refer to a piece of software.

Spreadsheet program: One used to perform calculations or store data. Many people use spreadsheet programs to manage business or household budgets. An example of a spreadsheet program is Microsoft Excel.

Word processing program: One used to create written documents such as letters and résumés. An example of a word processing program is Microsoft Word.