Vidya Care
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Participant's Guide

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Computing & Peripherals

	At the end of this session you will be able to: Understand the concept of computing and peripherals.

Session Plan

1	Computer and its Components

Computer and Its components

A computer is a truly amazing machine that performs a specified sequence of operations as per the set of instructions (known as programs) given on a set of data (input) to generate desired information (output). Being a machine, it will not perform independently or creatively. It will do only, what it is instructed to do, in specific terms. It is based on a complex technology, but works on a simple principle as follows:

Input ⟶ Process ⟶ Output

The following features characterize this electronic machine:

- Speed
- Accuracy
- Storage and Retrieval
- Repeated Processing Capabilities
- Reliability
- Flexibility
- Low cost

Overview of a Computer System

Every computer system has two main units:

(i)   Hardware

(ii)   Software

All physical parts of the computer (or everything that we can touch) are known as Hardware. Software gives intelligence to the computer. For example in a television the wires, switches etc. are the hardware while the programs, watched on TV, is the software.

Although the hardware of a computer is capable of performing marvelous tasks, it can't actually accomplish any of them without the vital instructions that software provides. In this section, we'll look at the physical components of the machine, the hardware & then turn to the software that brings life to the physical components.

Hardware

Hardware refers to the physical units of a computer, which includes electronic and electrical circuitry, components and devices.

Regardless of its shape, size or capabilities, every computer that people use directly has same general design.

Computer Hardware = Processing Unit + Secondary Storage Devices + Peripheral Devices

The various units of computer hardware consist of the following components:

1. Central Processing Unit (CPU)

    - Processor

    - Primary Storage

2. Secondary Storage Devices (External Storage)

    - USB

    - Hard Disks

    - Tape

    - Optical Disks

3. Peripheral Devices

    - Input Devices

    - Output Devices

    - Other Peripherals

Peripherals

Peripheral devices are devices connected to the computer externally. If a peripheral device is disconnected, the computer will still be able to work; only functions performed by this peripheral device will not be available. Mainly there are following types of peripheral devices:

- Input Devices
- Output Devices
- Other Peripherals

Input Devices Input devices accept data and instructions from the user. Following are the examples of various input devices, which are connected to the computer to provide input.

There are many input devices. Some important input devices are as follows:

1. Keyboard
2. Mouse
3. Joystick
4. Light Pen
5. Optical/magnetic Scanner
6. Touch Screen
7. Microphone for voice as input
8. Track Ball

Software

Computer needs instructions to tell it what to do, how to do and when to do. Thus the electronic instructions well defined and well organized, that people write to tell the hardware what to do to get desired results, are called programs. Software refers to a set of programs that makes the hardware perform a particular set of tasks in a particular order. Software can be classified mainly in two categories as follows:

- System Software
- Application Software

Customer Interaction Prior to Visit
At the end of this session you will be able to: State the information required for customer interaction.

Session Plan	
1	Customer Service
2	The listening process

Fig. 1

Step 3 '**Starting Windows**' with the Windows7 logo will appear.
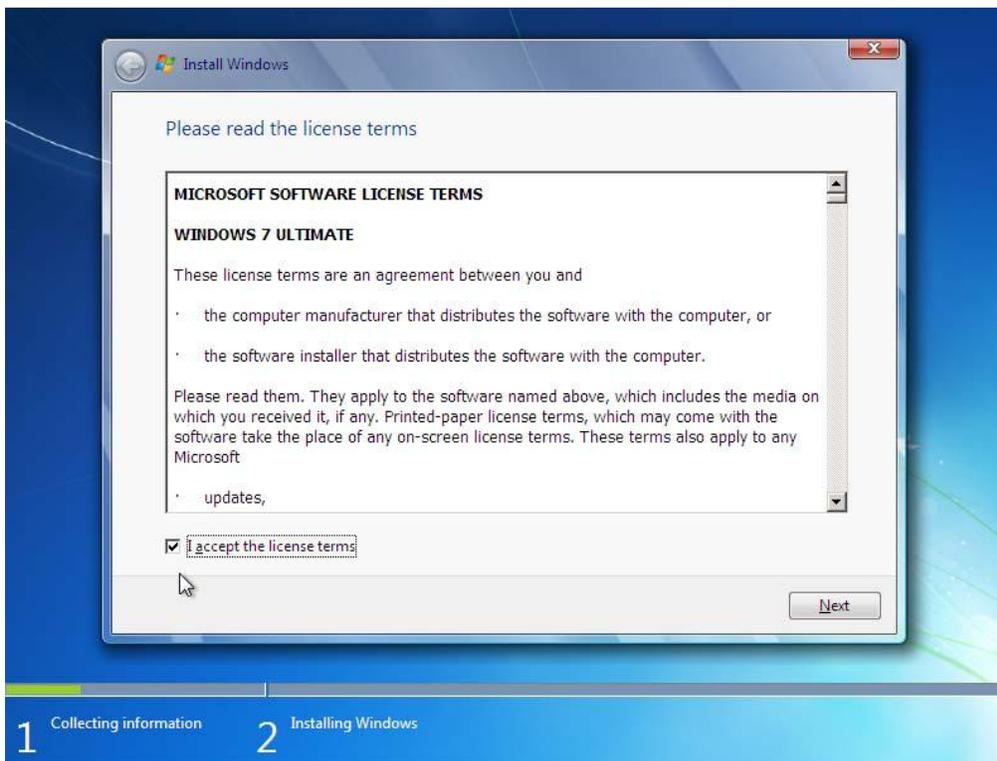

Fig. 2

Step 4. Language options, by default English will be set along with "time and currency format" and "keyboard or input method"

Fig. 3

Step 5 Click "Install Now"

Fig. 4

Step 6. End User License Agreement (E.U.L.A.), check the box to accept, and click "Next"