

COMPUTER LITERACY

MODCOM Institute Of Technology



Computer Literacy

Familiarization of computer usage and keyboard shortcuts to increase user productivity. This means learning how to use a computer to minimize the steps required to complete a certain task. Thereby saving a lot of time!

What is a computer?

- An electronic device for storing and processing data, according to instructions given to it in a program.

Examples and types of computers



Desktop computer



Laptop



Netbook



Hybrid

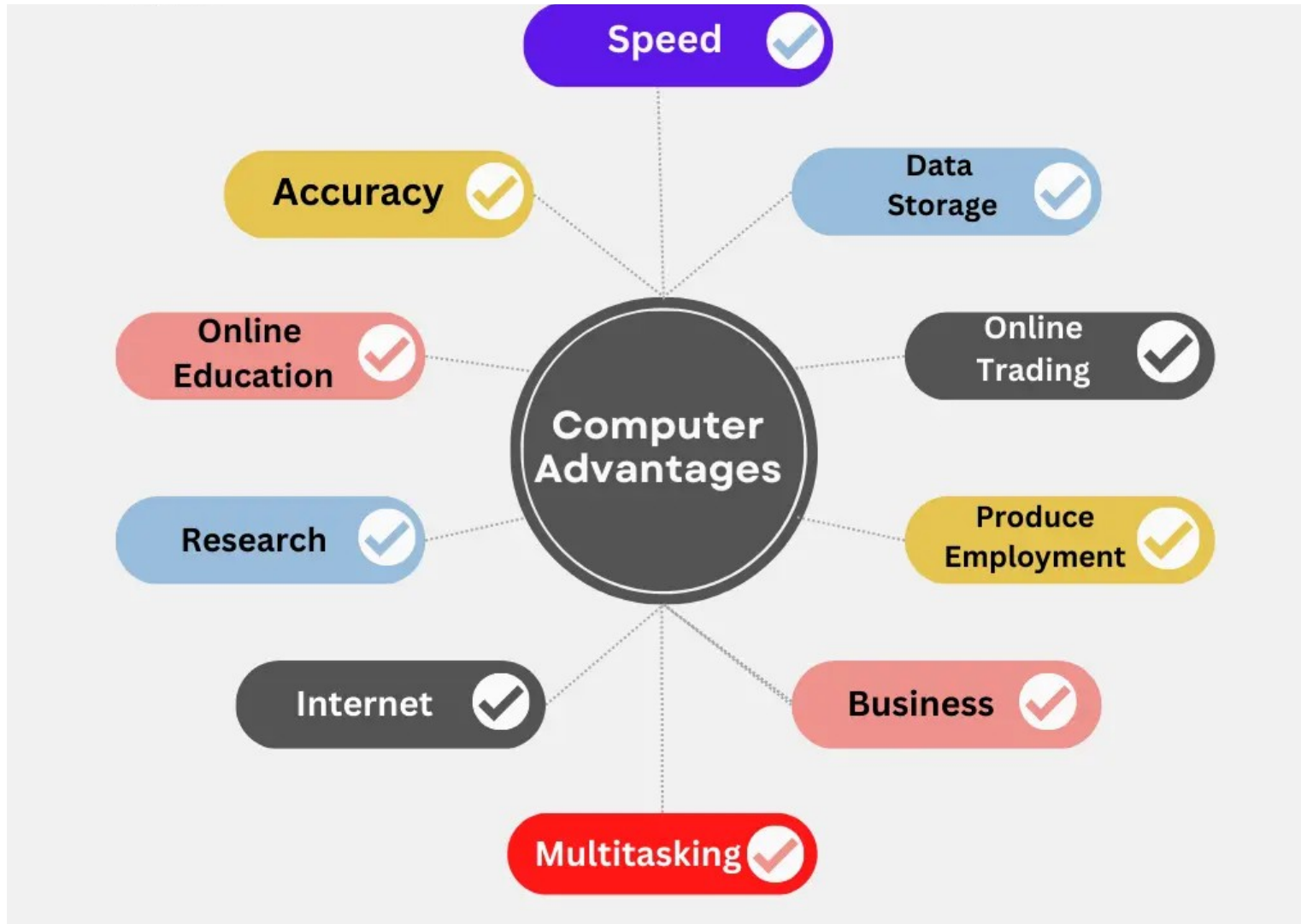


Tablet



Smartphone

Advantages of a Computer



Parts of a Computer - Hardware

Computer

OR CPU - Control
Processing Unit

Desktop Computer (System Unit)

Flat-panel Display (Output Device)

Speaker (Output Device)

Keyboard (Input Device)

Mouse (Input Device)

Computer hardware, includes the
physical parts of a computer.

Powering a Computer



Power a Computer
Computer must be connected to power.

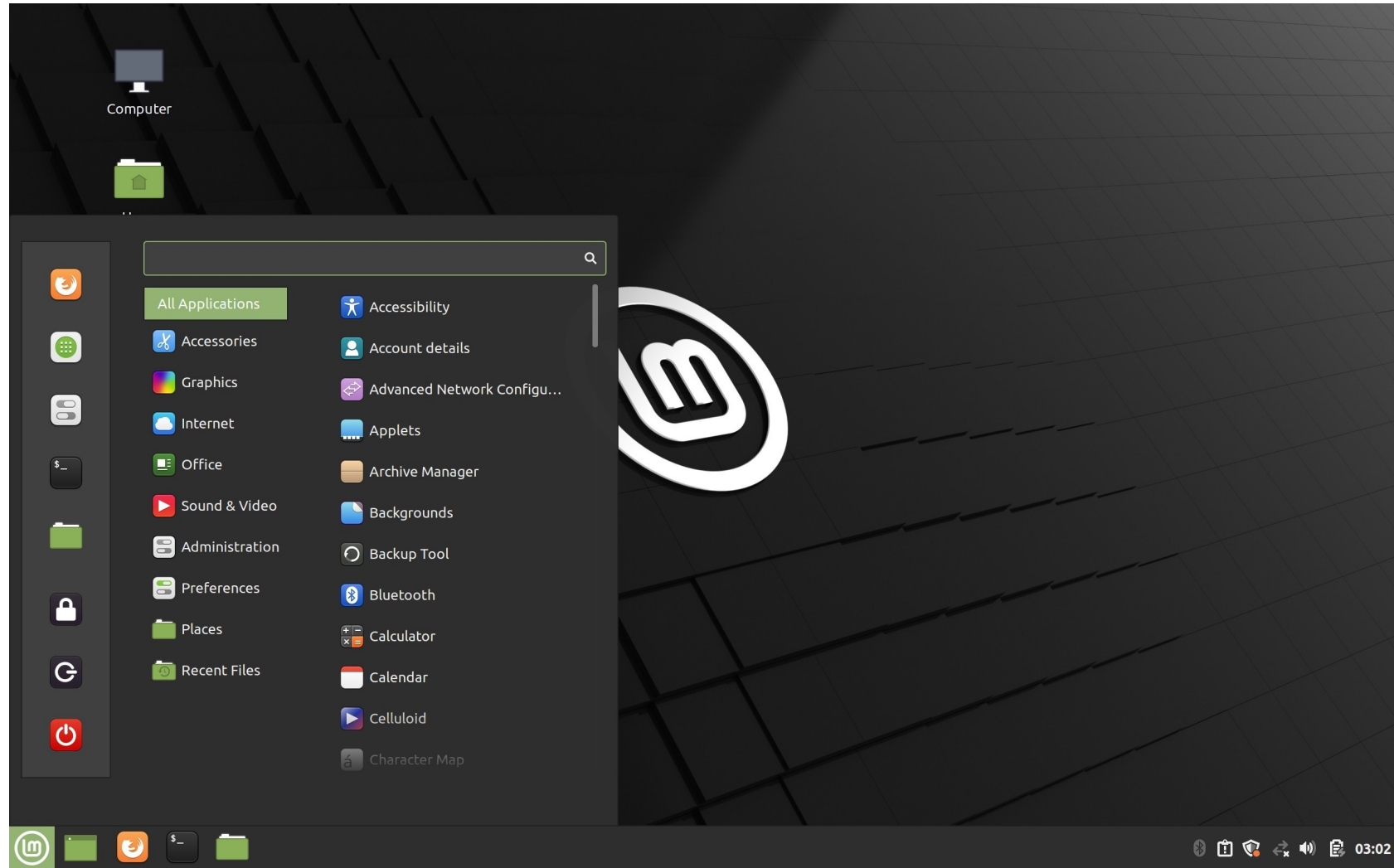
Switch Your Computer ON, and Login with a Password

What is an OS

An operating system (OS) is system software that manages computer hardware, software resources, and provides common services for computer programs



Linux Mint OS



Our computer are installed on Linux Mint OS

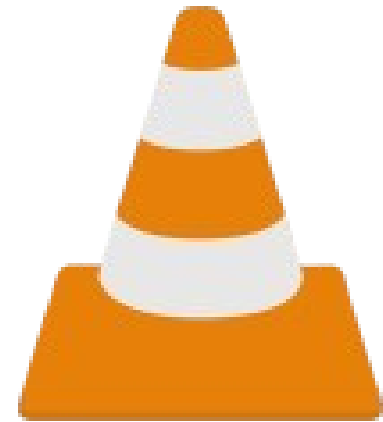
Windows OS



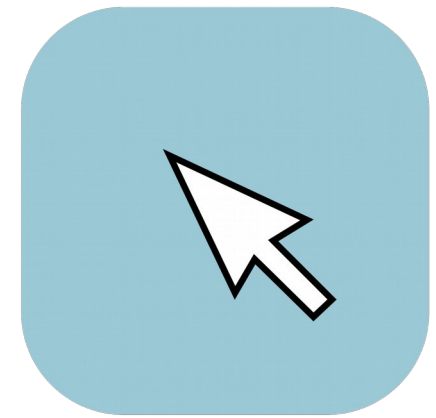
Students laptops might be running on Windows 10

What Are Computer Programs?

- A program is a collection of instructions that can be executed by a computer to perform a specific task.
- Examples of programs
 - Browser, Sublime, Media Player, Image Viewer

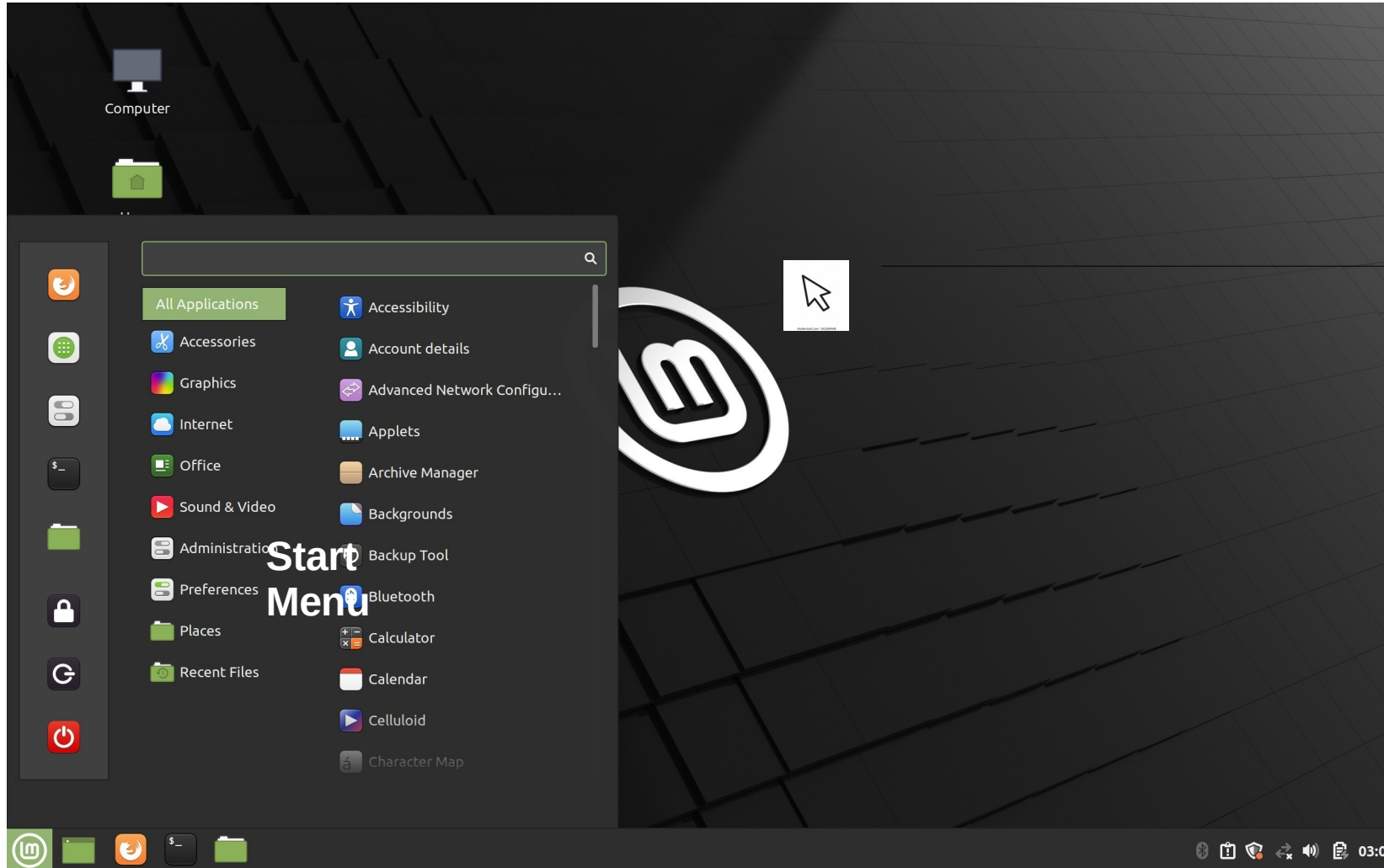


Other parts, Desktop, Startup Menu



a cursor is an indicator used to show the current position for user interaction on a computer.

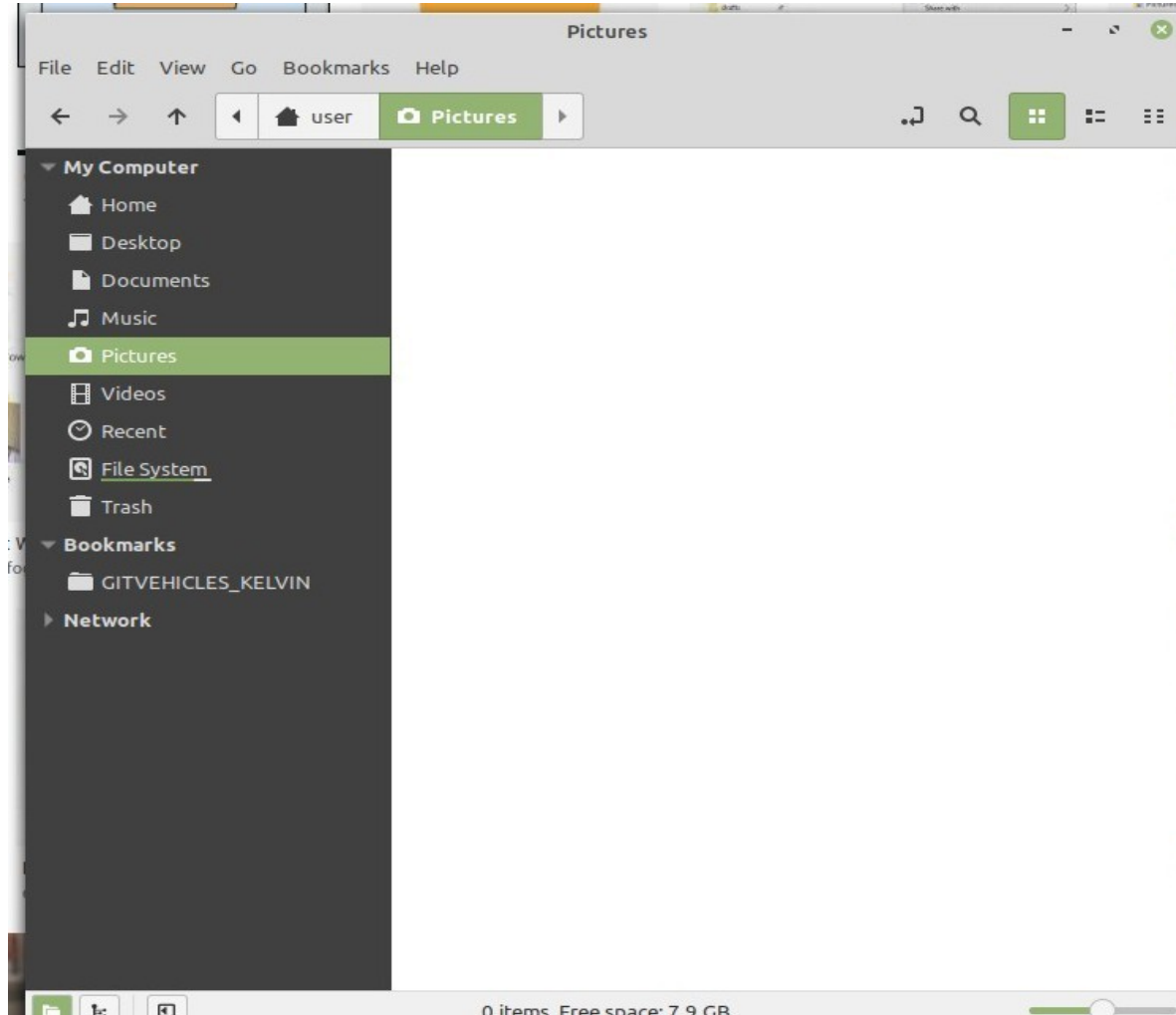
Search a Calculator



Start Button

System tray

Computer Places/My PC



An operating system has different places:

- Documents - store your documents
- Downloads - store downloaded files
- Music - Store your music files
- Pictures - stores your images, photos
- Videos - stores videos files
- Recent - shows your recent files
- Minimize, Maximize, task bar

Folders and Files

A folder, also called a directory, is a space used to store files, other folders

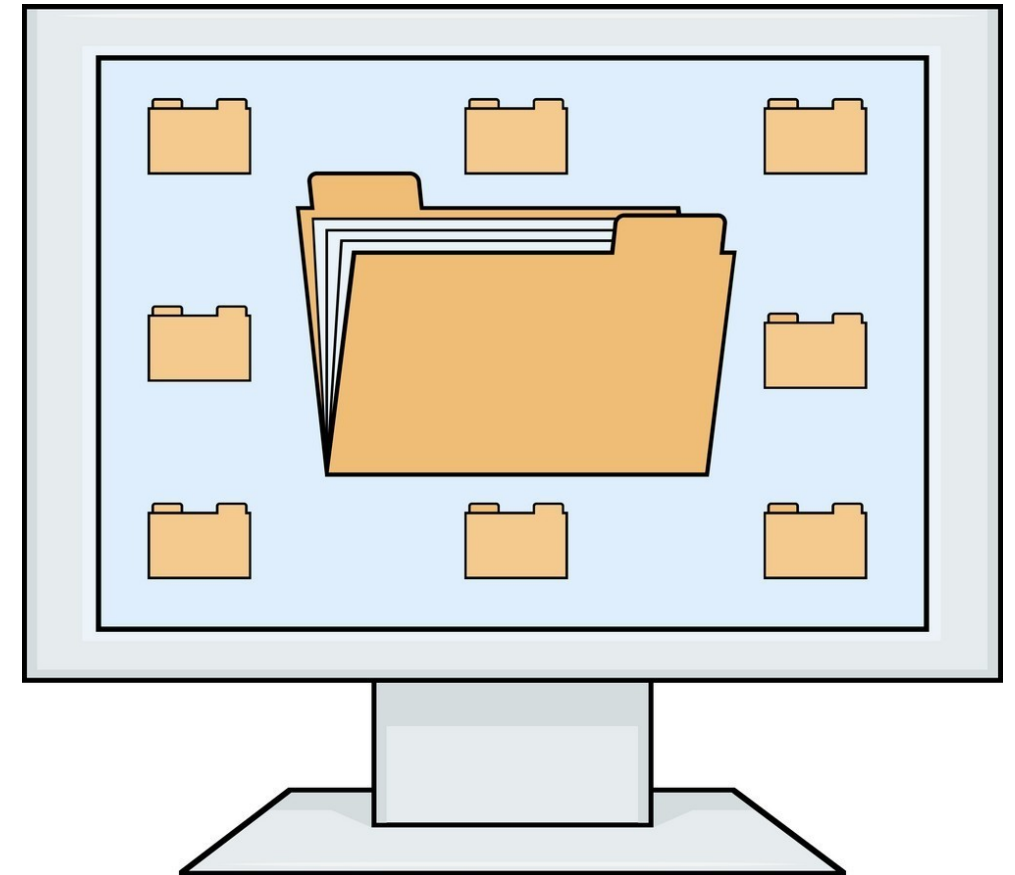
A file on a computer used to stores data, information

Files comes with different extensions
I.e .mp4, mp3, .pdf, doc, ppt, csv, jpeg

Extensions represent the data the file is holding

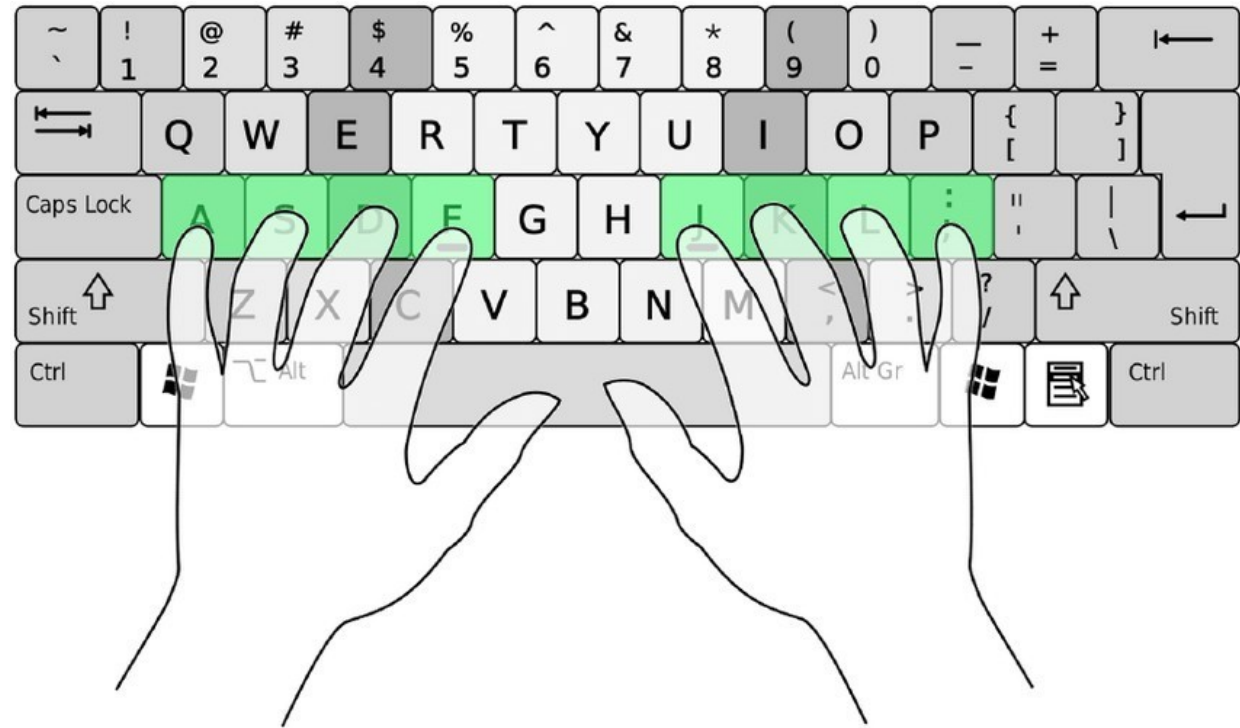
PRACTICE ON CREATING FILES AND FOLDERS

Check Student Practice PDF



Typing

- The keyboard layout, qwerty keyboard layout
- Has 6 rows of keys
- Finger placement



Special Keys on the keyboard

- Esc – Exit Context.
- Prt sc– Take a screenshot.
- Delete – Remove selected component.
- Home – Beginning of a line/content
- End – End of a line/content
- Backspace – Remove letters
- Tab – a group of white spaces
- Caps lock – toggle between Upper & Lowercase letters
- Enter/Return – Execute
- Shift
- Ctrl
- Window Btn
- Alt
- Space – adds one white space

Keyboard Symbols

1. ~ - Tilde
2. ` - backtick/backquote
3. ! - not/exclamation
4. @ - at
5. # - hash/number
6. \$ - dollar sign
7. % - modulus/percentage
8. ^ - caret
9. & - and
10. * - wildcard/asterisk/multiply
11. () - parenthesis
12. - - dash/hyphen/subtract
13. _ - underscore
14. + - add/concatenate/join

15. = - assign/equals
16. [] - square brackets
17. { } - curly braces
18. | - Vertical bar/pipe
19. \ - backward slash
20. : - colon
21. ; - semicolon
22. " - double quote
23. ' - single quote
24. < > - angle brackets
25. , - comma
26. . - period/full stop/dot
27. ? - question mark
28. / - forward slash/divide

Uses of symbols in programming

1. Delimiters/Separators

- i. Space -
- ii. Tab -
- iii. Comma - ,
- iv. Period/dot - .
- v. Forward slash - /
- vi. Backward slash - \
- vii. Colon - :
- viii. Semi Colon - ;

2. Context/Enclosers/ Scope

- i. Parenthesis - ()
- ii. Curly Braces - { }
- iii. Square Brackets []
- iv. Backquote ``
- v. Double Quote ""
- vi. Single Quote ''
- vii. Angle Brackets < >

3. Arithmetic/Mathematical Operators

- i. Addition - +
- ii. Subtraction - -
- iii. Multiplication - *
- iv. Divide - /
- v. Modulus - %

4. Logical Operators

- i. And - &&
- ii. Or - ||
- iii. Not - !

5. Comparison Operators

- i. Greater than - >
- ii. Less than - <
- iii. Greater than or equal to - > =
- iv. Less than or equal to - < =
- v. Equal to - ==
- vi. Not equal to - !=

Internet Basics

- Browser
 - A Program that allows a computer user to find and view information on the Internet. Has an address bar to enter a website address, *Urls, address bar, how to open a given website*

Googling

Search for information about (someone or something) on the internet using the search engine Google. Prac to search Planets