

HOËRSKOOL STAAT PRESIDENT C R SWART
COMPUTER APPLICATION TECHNOLOGY
GRADE 10

INSTRUCTIONS

1. NOTE: Please use a **192** page workbook, leave **TWO** pages open and then copy the notes that are provided.
2. Make sure to underline each heading and sub-headings, and also to rule of after each module.
3. All drawings must be included in your notes.
4. Please mail me at kleso@hspcrswart.co.za if you have any questions.
5. Welcome and see you soon!



Date

Module 1.1: Introduction to computers

What is a computer?

Computers consist of two main components known as **Hardware** and **Software**.

Hardware and Software

We refer to the physical parts of a computer that we can touch and see as *hardware*.

Examples include the mouse, the monitor, the keyboard, a printer and the different parts found inside the computer box.

To get the computer to do something useful, we need to give it very specific instructions. These instructions are what we know as programs or *software*.

How does a computer work? (Information Processing Cycle)

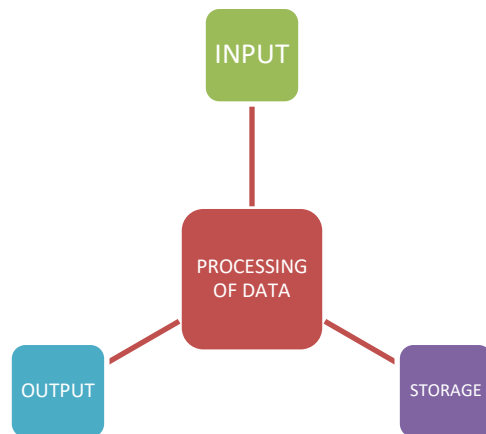


Fig 1.1: Computers process data into information

Computers receive **input** – usually from the keyboard or the mouse, do something with it (**process it**), and then produce some form of **output** – usually on the screen or on a printer.

Often the output needs to be **stored** for use later.

Introduction to windows

Start-up time

Logging on:

- Gaining access to the programs and data.
- Using of an username and password.

The unique username and password is used for security purposes so that only YOU can access your files.

The desktop

- Start button
- Quick launch toolbar
- Gadgets
- Start menu
- Taskbar notification area.
- Icons

The mighty mouse

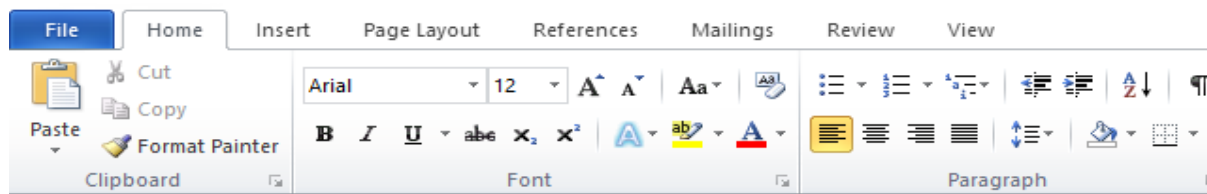
- **Clicking** – Resisting the pointer on an object and then selecting the object by clicking the left button once.
- **Double-Clicking** – Quickly clicking the left button twice.
- **Right-Clicking** – Clicking the right mouse button instead of the left mouse button
- **Dragging** – Clicking on an object, holding down the left mouse button and moving the mouse. The object will move along with the pointer.
- **Scrolling** – Most mouses have wheel between the two buttons, which is used to scroll up and down in a document on the screen.

Components of a window

- Title bar
- Menu bar
- Minimise
- Maximize
- Close button
- Toolbar
- Scrollbars

The ribbon – fluent user interface

Tab with commands organized in logical groups



How to save

1. File
2. Save As
3. Save in: My documents
4. File Name: First painting your name

What happens when we save our work?

A file is a collection of **data** or **information** that is stored by the computer under a single name.

Data – is unprocessed items. This can include text, numbers, images, audio and video.

Information – is the result of the *processing* of data and should be useful and meaningful.

PRACTICE!!

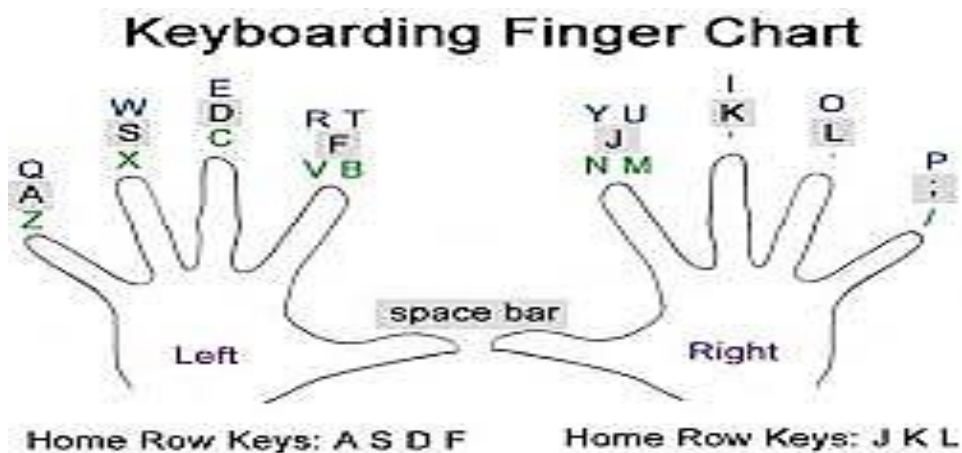
PRACTICE!!

PRACTICE!!

Honing your keyboard skills

The Keyboard (*input device*)

Fig 1.2:



Homework

Computer, part of your life Grade 10, 2nd Edition

Module 1.1.

Written module activity – page: 13

Question 1 to 9