INTRODUCTION TO COMPUTERS
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BASIC COMPUTER KNOWLEDGE
What Is A Computer?
COMPUTER DEFINITION

• A computer is an electronic device that manipulates information, or data. It has the ability to store, retrieve, and process data.

• Combines physical machinery and instructions (programs, codes).
HARDWARE & SOFTWARE

• The physical components of the computer are called hardware.

• Software is the collection of code (think instructions) that tells the computer how to do things. Examples you might know:
  • Word (word processing)
  • Excel (spreadsheets)
  • PowerPoint (presentations)
  • Adobe (word processing, forms)
  • PhotoShop (manipulating photos)
OPERATING SYSTEMS (OS)

• Controls and manages the hardware and software. (It's the 'language' of the computer.)

• There are three well-known systems:
  • Windows (from Microsoft)
  • iOS/macOS (from Apple)
  • Android (from Google)
CONNECTING

• Modem (connects you to the Internet—used to mean modulating telephone lines; makes it compatible with your Internet Service Provider--ISP)

• Router (joins networks—connecting the Internet to your personal network)

• USB Port (Universal Serial Bus--there are now different sizes of connections)

• HDMI (often found on TVs)

• Bluetooth (wireless technology)
STORAGE

• It’s very important to have a plan to store things you create so that you can retrieve them/use them later. From documents to photos, you will want to decide how to store these items.
  • Hard drives—on your actual computer’s drive
  • Portable hard drives—separate drives or flash drives (flash drive/USB drive/thumb drive/jump drive/memory stick—same things)
  • Clouds such as Google Drive/iCloud
  • CDs & DVDs (writeable)
  • Memory Cards/SD Cards (SD--Secure Digital)
  • Email
  • Servers—usually for businesses, stored separately or offsite
STORAGE continued…

• Different ways to store have different advantages—
  • Where will you need to access from? Home? Library? Family member’s computer?
  • Do you want to be able to carry with you?
  • Will you need/want to print?

• Back up your important items!
  • If stored ‘locally’ then there is no definite back-up
  • If you store in the cloud, or email, or a second device, you can retrieve if something happens.

• (Memory is NOT storage—runs apps and improves multi-tasking)
ORGANIZING: Files & Folders

• You can store items in separate folders to keep them organized. You can make folders on your computer or on your storage device and name them.

  • Folders in email
  • Folders on your hard drive
  • Folders on flash drive

Examples might be making a separate folder in your email for the emails relating to job hunting, or from family members.
SECURITY

- There are various companies that provide Security software to protect your computer. They usually have a fee. Many just load the software via the Internet onto your computer. Usually updated automatically. Sometimes one fee will cover multiple devices.

Well-known companies:
- McAfee
- Norton
- Kaspersky
- Webroot
- Bitdefender

Protection from:
- Viruses
- Malware
- Spyware
- Ransomware
HOMEWORK

• Make a list of the items in your home that are/have computers.
• Find out what operating system you have on your home computer.
• Make a plan for how you want to store your data.