Chapter 19: Computer Basics

I-Summary: This chapter describes the purpose and function of computers on the workplace. People depend on computers to handle many different tasks. A computer is an electronic device that accepts and stores data for processing. An organized computer workstation is important. Ergonomics are design factors meant to maximize productivity at work by minimizing discomfort. A computer system includes hardware, software, and data. Computer hardware includes memory, input and output devices, data storage devices, and a microprocessor. A microprocessor is a small computer chip that is commonly referred to as the brain of the computer. The memory stores information for rapid retrieval and processing. Input and output devices include keyboards and monitors, respectively. Hard drives are data storage devices. Software is a program that tells the computer what to do. Software includes operating systems, office suites, groupware, and web development programs. An operating system directs the processing of programs. An office suite is a collection of programs that usually contain word processing and spreadsheet programs. Groupware is project management software. The Internet plays an important role in business. Web development programs allow business to market their products on the Internet.

I-Quiz

Quiz yourself to check your understanding. For each question, you will hear four answer choices. After you hear all four answer choices, choose your answer during the pause. Then you will hear the correct answer. Let's begin.

Question 1

Which is intended to increase productivity and minimize discomfort?

a.   computers

b.   information technology

c.   telecommuting

d.   ergonomics

Question 2

Which is considered the brain of a computer?

a.   the operator

b.   software

c.   microprocessor

d.   virtual reality

Question 3

Which is equal to 1,024 bytes?

a.   megabyte

b.   kilobyte

c.   terabyte

d.   gigabyte

Question 4

Which is a collection of application programs?

a.   software

b.   internet

c.   hardware

d.   suite

Question 5

Which is used to store data in a way that allows for rapid search and retrieval?

a.   desktop publishing

b.   operating system

c.   database management

d.   firmware

Answer Key

1. The correct answer is D, ergonomics. Ergonomics are design factors that are intended to maximize productivity by minimizing a worker's discomfort.

2. The correct answer is C, microprocessor. A microprocessor is a small computer chip; also know as the central processing unit. It is also known as the brain of a computer.

3. The correct answer is B, kilobyte. A kilobyte is equal to 1,024 bytes.

4. The correct answer is D, suite. A suite is a collection of integrated application programs or software applications that work as a single program.

5. The correct answer is C, database management. A database management program is used to store data organized for rapid search and retrieval.