

Chapter 2 – Basic Skills and Concepts

1. The Control Unit in the CPU performs MANAGEMENT and control.
MANAGEMENT
2. Dedicated interface chips provide the CONVERSION between analogue and digital data.
CONVERSION
3. The QWERTY keyboard was designed with the keys to SLOW the typist down.
SLOW
4. Function keys can be programmed to perform various OPERATIONS.
OPERATIONS
5. The digitising tablet contains a grid of electronic SENSORS which detect the stylus.
SENSORS
6. Interaction with a pen based visual display involves pointing and GESTURES.
GESTURES
7. PC's show output on either a screen (soft copy) or a PRINTER (hard copy).
PRINTER
8. Resolution equates to the FINENESS of detail that can be displayed.
FINENESS
9. Dot matrix printers produce dots by striking an INKED ribbon against paper.
INKED
10. Laser printers are non-impact bit mapped devices much like a PHOTOCOPIER.
PHOTOCOPIER
11. Primary memory requires ELECTRICAL power to function, typically RAM.
ELECTRICAL
12. Utility software manages the resources of a computer, for example ANTI-VIRUS.
ANTI-VIRUS
13. If there is insufficient storage for an application, a better COMPUTER might be needed.
COMPUTER
14. Workstations should be designed to avoid excessive REPETITIVE movements.
REPETITIVE
15. Regularly switch off computer equipment and clean away DUST and dirt.
DUST