Computing Fundamentals

Book 1 of 4
Computing Fundamentals

Book 1 of 4
IC3 Info Sheet

This book including the entire family of IC3-specific courseware in the **Digital Whizkids Series** developed by Innovative Training Works Inc. is specifically aligned towards your attainment of **Certiport’s Internet and Computing Core Certification (IC³®)**.

IC3 is the ideal certification for anyone that wants to demonstrate critical computer and Internet skills valued in today’s academic and professional environments. Because digital literacy is vital to success in both of these endeavors, IC³ is the perfect credential for both traditional and non-traditional students as well as employees. (note: taken from [http://www.certiport.com/Portal/desktopdefault.aspx?tabid=229](http://www.certiport.com/Portal/desktopdefault.aspx?tabid=229))

With IC3, you can tell the world

- you have the necessary computer skills to excel in a digital environment whether at work or at home.
- you are adept at using a broad range of computer technology – from basic hardware and software, to operating systems, applications and the Internet
- ready and able to face the challenges of colleges and universities or the modern workplace
- ready to advance through additional computer certifications for specialization

With the **Digital Whizkids Series**, you are assured of using only the best courseware available for IC3 certification.

When you see the Certiport Approved Courseware logo on our covers, this signifies that our books have undergone extensive professional reviews through third-parties to ensure it meets the IC3 exam objectives and skill sets. Packed with relevant and up-to-date information, we take pride in our easy-to-understand format making your ascendance to digital literacy as smooth and stress-free as possible.

For more information on the **Digital Whizkids Series** of IC3 Courseware, visit [www.itworkscentral.com](http://www.itworkscentral.com). For more information on IC3, visit [www.certiport.com](http://www.certiport.com).
You wouldn’t learn a McTwist, varial flip, or backslide lipslide and not show your friends, right? Let’s face it. When you’ve got the skills, you want the world to know.

Now you can flaunt your computer skills by earning your Certiport Internet and Computing Core Certification (IC³). Today more than ever, basic computer and Internet skills are considered prerequisites for college scholarships and top-paying jobs. With IC³ you’ll achieve more, distinguish yourself, and advance your education and career with a global credential that validates your skills and demonstrates your digital literacy.

To learn more about IC³ certification exams, trick on over to www.certiport.com/ic3skills, or call 1-888-572-9250.

Certiport is a registered trademark of Certiport, Inc. in the United States and other countries.
TABLE OF CONTENTS

Chapter 1
Getting to Know the Computer
  Lesson 1 - What is a Computer? ................................................................. 2
  Lesson 2 - Elements of the Computer ....................................................... 7

Chapter 2
Input Devices
  Lesson 1 - The Keyboard ........................................................................... 20
  Lesson 2 - The Mouse ............................................................................. 51
  Lesson 3 – More ....................................................................................... 60

Chapter 3
Processing, Storage, and Output Devices
  Lesson 1 - The System Unit ...................................................................... 68
  Lesson 2 – Storage Devices ..................................................................... 84
  Lesson 3 – Output Devices ...................................................................... 90
  Lesson 4 – Printers and Other Output Devices ....................................... 97

Chapter 4
The Computer and Windows
  Lesson 1 - What is the Windows operating System? .............................. 108
  Lesson 2 – How to Open Programs in Windows XP? ............................. 127
  Lesson 3 – Installing Hardware Devices ................................................ 137

Chapter 5
The Internet
  Lesson 1 - The Internet ............................................................................ 144
  Lesson 2 – Starting the Internet ............................................................... 148
TABLE OF CONTENTS

Chapter 6
My Own Personal Computer

Lesson 1 - How to Select My Personal Computer ........................................ 158
Lesson 2 – Taking Care of Your Computer ..................................................... 110
Chapter 3

Processing, Storage, and Output Devices

Chapter Preview

At the end of this chapter, pupils should be able to:

- identify the parts of the system unit;
- name the parts of the system unit;
- enumerate the different types of storage devices;
- differentiate softcopy from hardcopy; and
- enumerate the kinds of printers.
Lesson 1
The System Unit

The System Unit thinks and tells the computer what to do. Inside the system unit is the Central Processing Unit (CPU). The CPU is the brain of the computer. The CPU works like the human brain. The CPU processes the command given to it then executes it.

Every action that you do to the mouse passes through the system unit.

After the commands are typed on the keyboard or done by the mouse, the data travels through the wire connected to the system unit.

Then the System Unit starts to look for answers.
Two Parts of the System Unit

1. External Parts

External Parts - These are the parts that are found outside the system unit.

2. Internal Parts

Parts of System Unit:

1. **Power Switch** - used to turn the computer on and off.

2. **Disk Drive** - where diskettes are inserted.

3. **Casing** - a metal cover that protects all the parts inside the unit.

4. **Reset Switch** - used to restart the computer.

5. **LED** - the lights found in front of the system unit.
There are many *external devices* that you can connect to your computer. External devices such as monitor, speaker, keyboard, mouse, and microphone are all connected at the back of the system unit through cables and ports.
**Ports** are the slots into which you plug the cable. See the different ports at the back of the system unit below:
Activity 1

Directions: Color the different parts of the system unit as follows:

1 - Blue
2 - Yellow
3 - Green
4 - Violet
5 - Red
Activity 2

Directions: Connect the dots to form the system unit. Color it.
Activity 3

Directions: Name the parts of the system unit. Choose from the word bank and write the answers on the space provided.

Word Bank
- casing
- reset switch
- power switch
- disk drive
- LED

1. _____________________ 4. _____________________
2. _____________________ 5. _____________________
3. _____________________
Activity 4

Directions: Circle the words found up, down, left, right or diagonal. Put a check inside the box when you find that word.

1. ☐ external
2. ☐ power
3. ☐ reset
4. ☐ switch
5. ☐ disk drive
6. ☐ turbo

Sample only
**Internal Parts** - These are the parts that are found inside the system unit.

- **Chip** - a small device that is usually attached to printed circuit cards inside the system unit. Examples are ROM, RAM, and microprocessor.

- **Power Supply** - it gives the system unit power to process commands.
Disk Drive - a machine that reads data from and writes data to a disk.

Fan - it cools the microprocessor inside the system unit to avoid over-heating.

Motherboard - a large printed circuit board where the processors, cards, and memory chips are placed.

Hard disk - a giant floppy disk that can store a lot of information.

Speaker - it produces internal sounds.
**Video Card** - it generates the visual output from your system to the monitor.

**Slots** - This is where cards are inserted.

**System clock** - controls the timing within a computer.

**System Clock Battery** - It keeps the computer clock accurate even if it is turned off.

**Microprocessor** - known as the CPU. It is the brain of the computer.
Microprocessor

A CPU is commonly known as the microprocessor. This little chip is the brain of a computer. It does all the operations and computations like adding, subtracting, multiplying, and dividing.

In using the computer, it is important to know the speed of the microprocessor. Its speed is measured in megahertz and gigahertz. This is what we also call the CPU speed.

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Stands for</th>
<th>Spoken as</th>
<th>Approximate No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mhz</td>
<td>Megahertz</td>
<td>meg</td>
<td>1,000,000 (a million)</td>
</tr>
<tr>
<td>Ghz</td>
<td>Gigahertz</td>
<td>gig or giga</td>
<td>1,000,000,000 (a billion)</td>
</tr>
</tbody>
</table>

The bigger the number, the faster the speed of the microprocessor in processing data on your computer.
Activity 5

Directions: Name the parts of the System Unit. Write the answers on the spaces provided.
**Whiz Words**

**System unit** is the part of the computer that processes the data.

**External parts** are parts that can be found outside the system unit.

**Casing** covers all the parts contained inside the system unit.  
**Power switch** is used to turn the computer on and off.

**Reset switch** allows you to restart the computer in the event of an error.

**Disk drive** is where you insert the diskette.

**LED** refers to the lights you see outside the system unit.

**Internal parts** are parts that can be found inside the system unit.

**Chip** is a small device that is found inside the system unit. Examples are ROM, RAM, and microprocessor.

**Power supply** - gives the system unit power to process your commands.

**Floppy Disk drive** is a machine that reads data from and writes data onto a small disk.

**Fan** keeps the microprocessor from overheating inside the system unit.

**Motherboard** is where the processors, cards, and memory chips are placed.

**Hard disk drive** is like a giant floppy disk that can store a lot of information.

**Speaker** produces internal sounds.
Slots are where cards are inserted.

Microprocessor is known as the CPU. It is the brain of the computer.
Study Help

Directions: Put a check mark (✓) on the space before each number if the sentence is correct. Put a cross mark (x) if the sentence is incorrect.

1. The CPU is the brain of the computer. ✓
2. There are two processing devices: the system unit and the monitor. ❌
3. The power switch turns the computer on and off. ✓
4. The floppy disk drive is where the diskette is inserted. ✓
5. The reset switch starts the computer. ✓
6. The brain of the computer is in the monitor. ❌
7. The casing is a metal cover protecting the system unit. ✓
8. The LED tells if the computer is on or off. ✓
9. The mouse is an example of a processing device. ❌
10. The power switch and reset switch are parts you see outside the System Unit. ✓
11. Internal parts can be found outside the system unit. ❌
12. Motherboard is where the processors, cards, and memory chips are placed. ✓
13. The power supply gives the system unit power to process. ✓
14. Hard Disk is a giant floppy disk that can store small amount of information. ❌
15. External and Internal parts are the two parts of the system unit. ❌
Lesson 2
Storage Devices

Our memory helps us to remember things. The computer’s memory is one of the most important parts of the computer. The memory of a computer is like the memory of a human being. It can remember a lot of information.

Measuring Memory

<table>
<thead>
<tr>
<th>Unit</th>
<th>Abbreviation</th>
<th>Size</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bit</td>
<td></td>
<td>the smallest unit of memory</td>
<td></td>
</tr>
<tr>
<td>Byte</td>
<td></td>
<td>8 bits</td>
<td>A single letter, a number, or a symbol.</td>
</tr>
<tr>
<td>Kilobyte</td>
<td>K or KB</td>
<td>1,024 bytes</td>
<td>A one-page letter to your friend.</td>
</tr>
<tr>
<td>Megabyte</td>
<td>M or MB</td>
<td>1,048,576 bytes</td>
<td>Can be your favorite book.</td>
</tr>
<tr>
<td>Gigabyte</td>
<td>G or GB</td>
<td>1,073,741,824 bytes</td>
<td>An encyclopedia set.</td>
</tr>
<tr>
<td>Terabyte</td>
<td>T or TB</td>
<td>1,099,511,627,776 bytes</td>
<td>A bookstore.</td>
</tr>
</tbody>
</table>
Types of Memory

1. **Main Memory** - This is where all the important commands and instructions are placed.

   **Kinds of Main Memory**

   A. **RAM - Random Access Memory**

      It is a place where all programs and data in current use are kept for easy access. It is also known as “temporary memory.” All information stored here will be erased when you turn off the computer.

   ![RAM memory chip]

   B. **ROM - Read Only Memory**

      It is also known as “permanent memory.” Information stored in here will not be changed or erased when you turn off the computer.

   ![ROM memory chip]
2. **Secondary Memory** - This supports the main memory. It also stores data and information for future use.

**Types of Secondary Memory**

**DISKS** - These are round and flat disks used for saving and entering data during processing.

- **Hard disk drive** - It acts as a giant floppy disk inside the system unit. It has a bigger storage capacity compared to a floppy disk. It can provide long-term data storage inside the computer.

- **Compact disk** - it can be carried anywhere. It is less expensive than the hard disk. It can store more information than the floppy disk.

**Ex. DVD** (*digital versatile disk* or *digital video disk*)

**CD-ROM** (*Compact Disc-Read-Only Memory*)

**Types of Compact Disk**

**CD-ROM** (Compact Disc, Read-Only Memory) - a type of CD that can only be read and new information cannot be added anymore.

**CD-R** (Compact Disc-Recordable) - a type of CD that enables you to write to them once.

**CD-RW** (Compact Disc-Rewritable) - unlike CD-R, CD-RW allows you to write onto it many times.
• **Floppy disk** - also known as a diskette. It is a small, removable storage device. It is less expensive compared to a hard disk drive and the compact disk.

**Tape Drives** - it is a device used to record and store sounds for future use.

The **Zip drive** is a medium-capacity removable disk storage system

*ZIP disks* are similar to floppy disks, except that they are much faster, and have greater capacity

**Network Storage** - is secondary or tertiary storage attached directly to a network which another computer can open copy or read files from.

**Memory Card** - another example of a data storage device that can be used in digital cameras, laptop computers and other appliances that uses removable memory cards.
**Whiz Words**

**Main Memory** - This is where all the important commands and instructions are kept.

**RAM** - **Random Access Memory** is also known as the “temporary memory.” All information stored here will be erased when you turn off the computer.

**ROM** - **Read Only Memory** is also known as the “permanent memory.” Information stored here will not be changed or erased when you turn off the computer.

**Secondary Memory** - This supports the main memory. It also stores data and information for future use.

**DISKS** - These are round and flat plates used for entering and saving data during processing.

**Hard disk** acts as a giant floppy disk inside the system unit. It has a bigger storage capacity compared to a floppy disk.

**Compact disk** - This can be carried anywhere. It is less expensive than the hard disk. It can store more information than the floppy disk.

**Floppy disk** - also known as soft disk. It is a small, removable storage device. It is less expensive than the hard disk and compact disk.
Lesson Summary

Different types of storage devices:

- RAM
- ROM
- Floppy disk
- Compact disk
- Hard disk

Study Help

Enumerate the following:

1. Kinds of Main Memory
   _______________________
   _______________________

2. Types of Secondary Memory
   _______________________
   _______________________
   _______________________
   _______________________
Lesson 3
Output Devices

When the computer is done processing and performing the command you gave, the monitor will display the result. The output is the final result of the processed data made by the computer.

It can be printed on paper or shown on the screen. There are two (2) output devices that help you see the result.

These are the monitor and the printer.
The **monitor** is like a television set that allows you to see what you are doing on the computer. This is when you see the result of your command. The result shown by the monitor is called **softcopy**.

**Softcopy** means output that you can see but cannot touch.

The pictures, letters, or numbers you see on the monitor screen are examples of softcopy.

**Parts of the Monitor:**

- **screen**
- **LED**
- **power switch**
- **monitor stand**
- **adjustment knobs**
1. **Power switch** is used to turn the monitor on and off.

2. **Screen** is where you can see the pictures, numbers, and letters or the softcopy of your work.

3. **Monitor stand** supports the monitor.

4. **Adjustment knobs** are the buttons on the monitor used for adjusting the color and clearness of the screen.

5. **LED** are the lights seen when the monitor is on.

---

### Activity 1

**Directions:** Change this black and white monitor into a colored monitor using your crayons.
Activity 2

Direction: Connect the lines then color the monitor.
Activity 3

Direction: Name the different parts of the monitor. Look for the answer in the word bank. Write it on the space provided.

Word Bank

display screen  monitor stand
LED  power switch
adjustment knobs

1. _____________________  4. _____________________
2. _____________________  5. _____________________
3. _____________________
Activity 4

**Direction:** Color the monitor red if the sentence is correct. Color the monitor yellow if the sentence is not correct.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>(red)</td>
<td>(yellow)</td>
</tr>
</tbody>
</table>

1. Softcopy is the output in the monitor screen.
2. Adjustment knobs are used for adjusting the color of the screen.
3. The monitor stand turns the monitor on and off.
4. The screen is where you see pictures and letters.
5. The light on the keyboard shows if the monitor is on or off.

continued...
6. Adjustment knobs help the monitor to stand straight.

7. The monitor is an example of an output device.

8. The printer is another output device.

9. The output can be seen on paper or on the monitor screen.

10. The monitor is like a television set that allows you to see what is being done on the computer.
Lesson 4
Printers and other Output Devices

What can be seen on the monitor can also be seen on paper if it is printed. The printer copies on paper what you see on the monitor screen.

The copy you have on paper is called a hardcopy which you can see and touch. You can also bring it anywhere.
There are three kinds of printers:

1. **Dot matrix** - uses tiny dots to make a copy on paper. It is slow and makes loud sounds when printing. The output you get from this kind of printer does not look very good.

2. **Ink-jet Printer** - sprays ink on paper through tiny nozzles. It works quietly and prints faster compared to the Dot Matrix Printer. The output you get from this kind of printer is better than what is printed from a dot matrix printer.

3. **Laser Printer** - uses laser heat and powdered ink to print on paper. It is also quiet and prints very fast. The output you get from this printer is very good.
You can also use other devices like a projector to show your output from the computer to a big audience using a wall-screen or voice synthesizer to mimic human sounds on your computer.

**Projector** - displays the image on a wall screen.

**Plotter** - is a large-format printer that can print very large sheets for billboards, maps and posters.

**Voice Synthesizer** - a tool used to produce manipulated sound.
Activity 5

Direction: Color the printer using your favorite colors.
Activity 6

Eye Spy!

One night, a thief broke into a computer store and stole some computer devices. He was in a hurry when he heard that the police were coming. So he had to hide the computer devices in places where he thought no one could see them.

On the next page, let us help the police find the following computer devices.

(2)

(2)

(2)

(2)

continued...
Eye Spy!
Activity 7

Maze Craze!

Direction: Draw a line to connect the printer to its output.
Activity 8

Directions: Connect the dots then color each printer. Write the kind of printer on the space provided.

laser printer  ink-jet printer  dot matrix printer
**Whiz Words**

**Output** is the final result of the data processed by the computer.

**Monitor** allows you to see what you are doing on the computer.

**Power Switch** is used to turn the monitor on and off.

**Ink-jet printer** is the kind of printer which sprays ink on paper to make an image

**Softcopy** is the output displayed by the monitor.

**Display screen** is used to display the softcopy of your work.

**Monitor Stand** - is used to adjust the viewing angle and support the monitor.

**Printer** - is used to print the processed data on paper.

**Dot matrix printer** - a kind of printer that uses tiny dots to make pictures on paper.

**Adjustment knobs** - are used for adjusting the color brightness and contrast of what you see on the screen.

**LED** - are the lights in front of the monitor.

**Laser printer** - is a kind of printer that uses laser heat and powdered ink to copy pictures on paper.

**Hardcopy** - is the output made by the printer.
Lesson Summary

There are the two (2) kinds of output devices:

Monitor

Printer

Parts of the Monitor:

1. Power switch
2. Adjustment knobs
3. LED
4. Display screen
5. Monitor stand

Types of Printer

1. Dot matrix printer
2. Ink-jet printer
3. Laser printer

Output is the final result of the processed data made by the computer. It can be printed on paper or displayed on the screen.

Softcopy is the resulting output shown by the monitor.

Hardcopy is the printed output on paper made by the printer.
Study Help

Multiple Choice

Direction: Color the computer that has the correct answer for each question.

1. This is like a television set that lets you see what you are doing on the computer.
   - Monitor
   - System Unit
   - Printer

2. This is an output device that makes letters and pictures on paper.
   - Printer
   - Monitor
   - System Unit

3. This kind of printer sprays ink to make letters and pictures on paper.
   - Ink-jet
   - Laser
   - Dot matrix

4. This kind of printer is the most expensive. It is also quiet and prints fast.
   - Laser
   - Ink-jet
   - Dot matrix

5. This kind of printer uses tiny dots to make pictures on paper.
   - Dot matrix
   - Ink-jet
   - Laser
A. Direction: Write the letter of the correct answer on the space provided before each number.

1. The monitor is called an output device because ________.
   a. you can see what you are doing on the computer
   b. it processes data
   c. it prints data on paper

2. The lights shown when the monitor is tuned on are called __________.
   a. adjustment knobs
   b. LED
   c. power switch

3. The final result of the data processed by the computer is called __________.
   a. input  b. output  c. processing

4. The output device that prints processed data on paper is __________.
   a. monitor  b. printer  c. system unit

5. The output shown by the monitor is a __________.
   a. hardcopy  b. softcopy  c. xerox copy

6. The most expensive printer is the ________ printer.
   a. dot matrix  b. laser  c. ink-jet

7. The output printed on paper is the ________.
   a. hardcopy  b. softcopy  c. xerox copy
8. The device where you can see the softcopy of your work is on the ____________.
   a. monitor       b. printer       c. system unit

9. The buttons used to adjust the color and clarity of what is on the screen are called ____________.
   a. LED         b. power switch      c. adjustment knobs

10. The part of the monitor that shows the letters, numbers, and pictures on the computer.
    a. screen       b. LED           c. power switch

B. Enumeration: Write the answers on the space provided.

1. Give the 3 kinds of printers.
   a. ________________       f. ________________
   b. ________________       g. ________________
   c. ________________       h. ________________
   i. ________________       j. ________________

2. Write the 2 output devices.
   d. ________________       k. ________________
   e. ________________       l. ________________

3. Write the 5 parts of the monitor.

4. Write the 2 types of memory.
CHAPTER 3 - PROCESSING, STORAGE, AND OUTPUT DEVICES
Lesson 1 - The System Unit

Duration: 120 minutes

I. TOPIC OUTLINE

1.1 System Unit and Its definition

1.2 Parts of the System Unit
   1.2.1 Power Switch
   1.2.2 Disk Drive
   1.2.3 Reset Switch
   1.2.4 Casing
   1.2.5 LED

II. MAIN GOAL

This lesson aims to help the pupils understand how the System Unit works and its components.

III. OBJECTIVES

At the end of the lesson, the pupils will be able to:

• define the SU
• recognize the functions of the System Unit
• identify the parts of the System Unit
• label the parts of the System Unit
IV. PREPARATION

1. Assign the reading of the lesson

2. Ask the pupils to list down all the newfound words.

3. Secure an example of System Unit (can be a drawing or actual) for the class to view.

V. TEACHING STRATEGIES

1. Give the letters to some students. Ask the students to paste the letters on the board and try to arrange the letters to come up with the word system unit.

2. Discuss the function of the System Unit. Let the students compare the function of SU and the human brain.

3. Discuss and describe each part of the SU

4. Ask the students to identify the parts and write their answers on a piece of paper.

VI. EVALUATION

1. Ask the pupils to define the newfound words. Administer this as seatwork.

2. Have the pupils answer the study help and activities at the end of the lesson.
VII. ANSWERS TO ACTIVITY / STUDY HELP

1. Kinds of Main Memory
   a. RAM
   b. ROM

2. Types of Secondary Memory
   a. Disks
   b. Memory Card
CHAPTER 3 - PROCESSING, STORAGE, AND OUTPUT DEVICES
Lesson 3 - Output Devices

Duration: 120 minutes

I. TOPIC OUTLINE

1.1 Measuring Memory
1.2 Types of Memory
1.3 Types of Secondary Memory

II. MAIN GOAL

This lesson aims to help the pupils understand the relation of the memory in processing and learn to identify types of memory according to its purpose.

III. OBJECTIVES

At the end of the lesson, the pupils will be able to:

- know how to measure memory
- identify types of memory used by the computer
- differentiate primary and secondary memory used by the computer

IV. PREPARATION

1. Give time for the pupils to browse the lesson
2. Ask the pupils to list down all the newfound words.
3. Make graphical representation of how memory is measured
4. Prepare samples of the types of memory for the class

V. TEACHING STRATEGIES

1. Show to the class the graph that you have made in explaining how memory is measured.
2. Discuss the types of memory while showing the samples you have brought.
3. Let the pupils hold the samples.
4. Assign one pupil to show the class the sample memory and read aloud the function of it from the book.

VI. EVALUATION

1. Ask the pupils to define the newfound words. Administer this as recitation.
2. Assign the pupils to answer the study questions and activities at the end of the lesson.
CHAPTER 3 - PROCESSING, STORAGE, AND OUTPUT DEVICES
Lesson 3 - Output Devices

Duration: 120 minutes

I. TOPIC OUTLINE

1.1 The Monitor
   1.1.1 Definition of Monitor
   1.1.2 Parts of the Monitor
      1.1.2.1 Adjustment knobs
      1.1.2.2 Screen
      1.1.2.3 LED
      1.1.2.4 Power Switch
      1.1.2.5 Monitor Stand
   1.1.3 Definition of Softcopy

II. MAIN GOAL

   This lesson aims to help the pupils understand how processed data comes out of the computer using output devices.

III. OBJECTIVES

   At the end of the lesson, the pupils will be able to:
   • differentiate the monitor
• define the uses of the monitor
• identify the parts of the monitor
• differentiate softcopy and hardcopy

IV. PREPARATION

1. Assign the reading of the lesson

2. Ask the pupils to list down all the newfound words.

3. Prepare examples of a printed hardcopy using Dot Matrix, Laser, and Inkjet printer

V. TEACHING STRATEGIES

1. Show examples of hardcopy. Ask the pupils which part of the computer could possibly create the given examples.

2. Discuss the meaning of output, devices, monitor, and printer.

4. Show the class an example of a softcopy (use computer unit) and a hardcopy.

5. Have the pupils compare softcopy to hardcopy.

6. Pass around to the class the samples of a hardcopy. Ask the pupils to compare the printing quality of each hardcopy.

VI. EVALUATION

1. Ask the pupils to define the newfound words. Administer this as recitation.
2. Assign the pupils to answer the study questions and activities at the end of the lesson.

VII. ANSWERS TO ACTIVITY / STUDY HELP

Activity 3 (p. 90)

1. Adjustment Knobs
2. Screen
3. LED
4. Power Switch
5. Monitor Stand

Activity 4 (p. 91)

1. Red
2. Red
3. Yellow
4. Red
5. Yellow
6. Yellow
7. Red
8. Red
9. Red
10. Red

Study Help (p. 102)

1. Monitor
2. Printer
3. Inkjet
4. Laser
5. Dot Matrix
CHAPTER 3 - PROCESSING, STORAGE, AND OUTPUT DEVICES
Lesson 3 - Printers and Other Output Devices

Duration: 120 minutes

I. TOPIC OUTLINE

1.1 Kinds of Printers

1.2 Other Types of Printers

II. MAIN GOAL

This lesson aims to help the pupils understand how the printer works.

III. OBJECTIVES

At the end of the lesson, the pupils will be able to:

• identify types of printers
• understand other types of printers

IV. PREPARATION

1. Print pictures of the types of printers
2. Bring sample print-out of the types

V. TEACHING STRATEGIES

1. Show examples of hardcopy. Ask the pupils which part of the computer could possibly create the given examples.
2. Discuss the meaning of printer.
7. Show the class an example of a hardcopy.

8. Pass around to the class the samples of a hardcopy. Ask the pupils to compare the printing quality of each hardcopy.

VI. EVALUATION

1. Ask the pupils to define the newfound words. Administer this as recitation.

2. Assign the pupils to answer the study questions and activities at the end of the lesson.

---

CHAPTER 3 - PROCESSING AND OUTPUT DEVICES

Chapter Review

A. B.

1. A A. Dot Matrix
2. B B. Laser
3. B C. Ink jet
4. B D. Monitor
5. B E. Printer
6. B F. LED
7. A G. Adjustment knobs
8. A H. Monitor Stand
9. C I. Screen
10. A J. Power Switch