Your Name:-Nawal Alghamdi

Course Name:-Oxford CIT Computer Basics

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Group Name:-M-FON-A2-S1-B

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Unit Title	Computer Basics	Unit Reference #	Y/502/0189	Credit Value	1

SA1

Appendix 1:- Computer Basics 1.1, 5.1
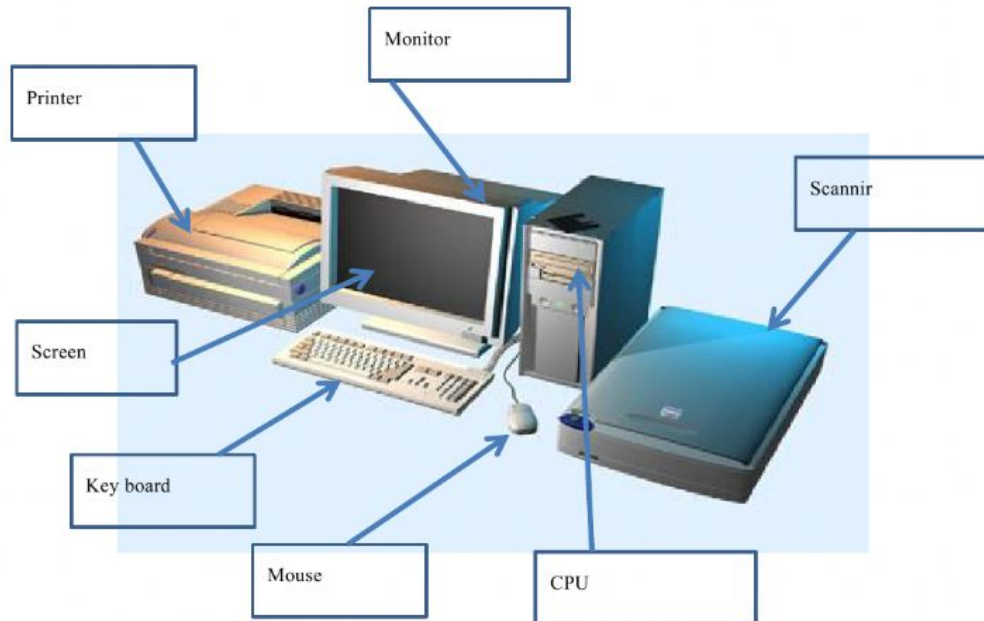   *Part:* - Computer Basics 1.5

Describe five (5) uses of computers and why you think computers have become a central part of our everyday life:

1) We used to stay connected with other people

2) Help us to do our homework easily

3) Print the documents and files

4) Used in hospital management system payroll recording, and patient data recording

5) Download lessons and books and facilitates the distance learning process

Why computers have become a central part of our everyday life:

Appendix 2:- Computer Basics 1.2

       Part: - Computer Basics 1.5

Parts of a Computer System: Name the different parts of the computer system below.

Printer	Monitor
Screen	Scannir
Key board	
Mouse	CPU

-Oxford CIT: Document1

Appendix 3:- Computer Basics 1.3

       Part: - Computer Basics 1.5

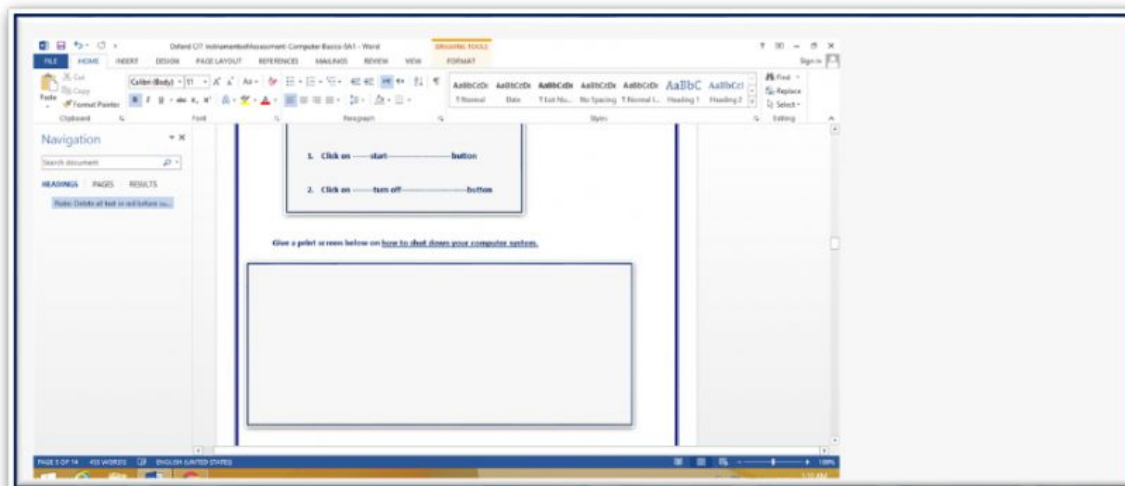**List the steps for starting and shutting down a computer:**

3.1 To start a computer system:

    a) **Press the screen on your computer.**

    b) **Press the keyboard on your computer.**

    c) **Press the Power Button on your computer.****

    d) **Press the mouse on your computer.**

3.2 To shut down your computer system,

> 1. **Click on ------start---------------------- button**
>
> 2. **Click on -------turn off-----------------------button**

Give a print screen below on <u>how to shut down your computer system.</u>

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Appendix 4a:- *Part:* - Computer Basics 1.4

The six groups of keys on a keyboard are:-

1) **Control keys**

2) **Function keys**

3) **Typing (alphanumeric) keys**

4) **Navigation keys**

5) Numeric keypad

6) Indicator lights

LIVEWORKSHEETS

Appendix 4b:- *Part: -* **Computer Basics 1.4**

Using the image below, name the groups of keys. The colors have been used to differentiate each group.

Keyboard Color Code	Group of Keys	Keyboard Color Code	Group of Keys
🔴	Control keys	🟢	Navigation keys
🟣	Function keys	⚫	Numeric keypad
🟡	Typing (alphanumeric) keys	🟤	Indicator lights

Appendix 5:- Computer Basics 2.1

Using the table below, name at least 5 major components of a computer hardware.

Primary Hardware Components of a Computer	Picture
1)Monitor	Monitor

2) Screen

Screen