

# Table of Contents

Introduction .....	4
<b>What Is a Computer?</b>	
• A Computer Is a Machine .....	6
• A Computer Is a Tool .....	7
• What Can a Computer Do? .....	8
• Proper Care of Your Computer .....	9
• Artificial Intelligence .....	10
• Why Do We Use Computers? .....	11
<b>History of Computers</b>	
• Early Counting Tools .....	13
• Abacus .....	14
• Early Pioneers of Computers .....	15
• The Development of Computers .....	17
• Five Generations of Computers .....	18
<b>Hardware</b>	
• Parts of a Computer .....	20
• The Keyboard and Its Keys .....	21
• The Keyboard .....	23
• The Monitor .....	24
• The Printer .....	25
• Disk Drives .....	26
• The Mouse .....	27
• Scanners .....	28
• Modems .....	29
<b>Inside a Computer</b>	
• Chips .....	31
• Circuit Boards .....	32
• Motherboard and Daughterboards .....	33
• Central Processing Unit (CPU) .....	34
• RAM and ROM .....	35
• Bits and Bytes .....	36
<b>Disks</b>	
• Floppy Diskettes .....	38
• CD-ROM Discs .....	39
• Caring for Your Disks .....	40
<b>Software</b>	
• What Is Software? .....	42
• Disk Operating System (DOS) .....	43

# Table of Contents *(cont.)*

## **Software *(cont.)***

- Windows .....44
- Application Software .....45
- Utility and Simulation Software .....46
- Educational and Entertainment Software .....47
- Read the Software Box .....48

## **Word Processing**

- What Is Word Processing? .....50
- Highlighting Text .....51
- Scrolling Text and Wrap-Around Text .....52
- Setting Up Your Text .....53
- Sample Letter .....54
- Editing Text—Insert, Delete, Move, and Copy .....55
- Spell Check, Thesaurus, and Word Count .....56
- Fonts .....57
- Saving Your Document to a Disk and Printing .....58
- Menus and Icons .....59

## **Desktop Publishing**

- What Is Desktop Publishing? .....61
- More About Graphics .....62
- Drawing Tools .....63

## **Databases and Spreadsheets**

- What Is a Database? .....65
- Creating and Setting Up a Database .....66
- What Is a Spreadsheet? .....67
- A Sample Spreadsheet .....68

## **Computers at Work**

- Input—>Processing—>Output .....70
- Input Devices .....71
- Output Devices .....72
- Multimedia and Telecommunications .....73
- How Computers Are Used Today .....74
- Computer Related Occupations .....75
- What to Look for When Purchasing a Computer .....76

**Computer Star Award** .....77

**Computer Glossary** .....78

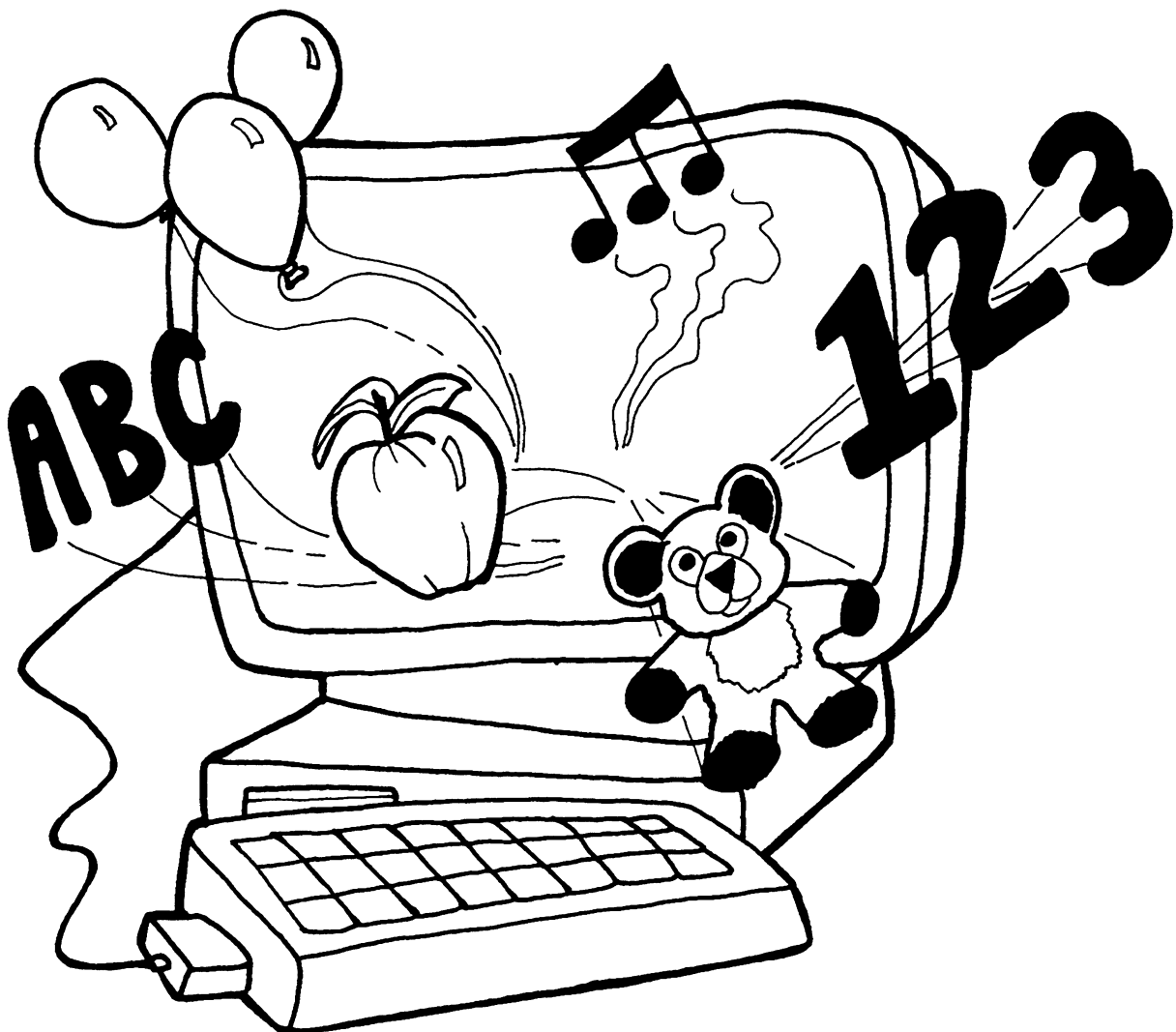
**Bibliography** .....80

# Introduction

*Computers Don't Byte*, for primary students, has been written to provide a medium for teachers and students to help them understand the operational aspects of computers and thereby use them as invaluable tools with wide and diverse areas of application. *Computers Don't Byte* will also serve as an instructional guide in fostering computer literacy and proficiency, with the ultimate hope of reducing fears and/or anxieties towards effective use of computers. This will be accomplished by making students aware of the powerful capabilities computers have to offer as workable tools and by improving the quality of learning and instruction.

Computer technology will be part of our children's futures, and we as educators must provide opportunities that meet their present and future needs. This student activity book is related to cognitive computer basics and understanding. It will benefit students by adequately providing them with a basic understanding of how computers influence their lives and society as a whole.

*Computers Don't Byte* will not only provide a better understanding of computers for our students but also a much needed resource for teachers.



# A Computer Is a Machine

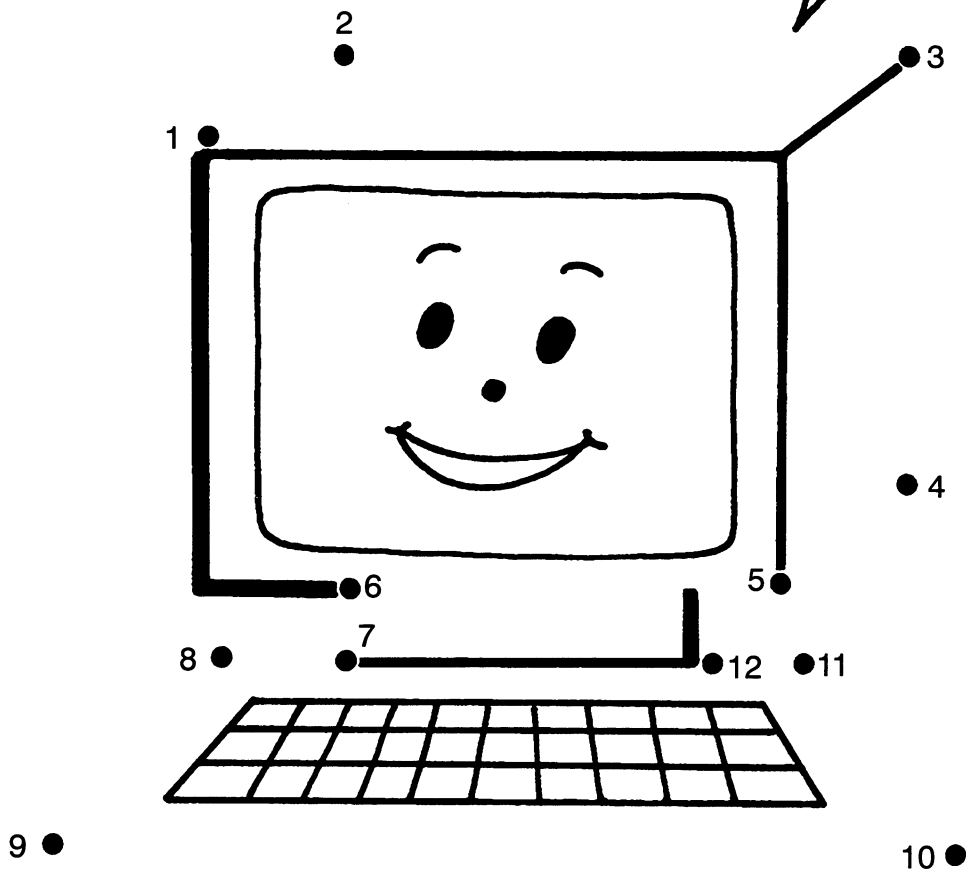
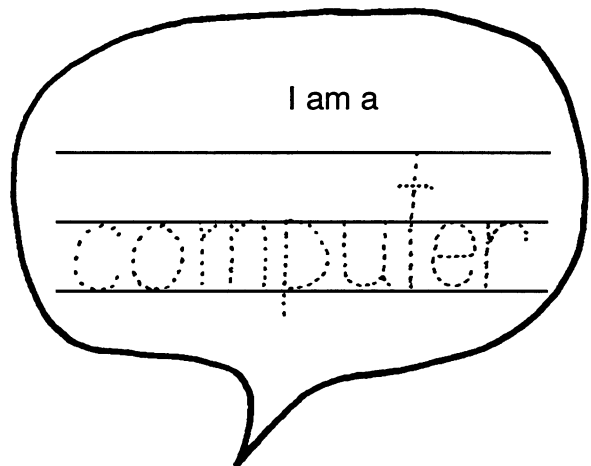
A computer is a machine. It is used to help you with your work. You may think that a computer is very smart, but it really is not. It is only a machine and, like any machine, can only do what you tell it to do.

## Activity:

I am a computer.

Trace my name.

Connect the dots and draw a picture of a computer.



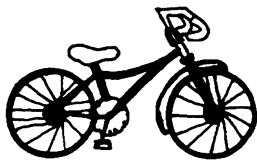
**Extension:** Allow your students to name other machines they use or see used every day. Stress that these machines (tools) all have special jobs. For example, a washing machine cleans their dirty clothes.

# A Computer Is a Tool

A computer is a tool that is used to do work. You use many tools each day. You can hold tools in your hands. For example, pencils, rulers, and books are tools you use in school. You use crayons, scissors, clay, and paint to make creative art projects. If you play cricket, you need a bat and a ball. At home you use a spoon to eat cereal and a toothbrush to brush your teeth.

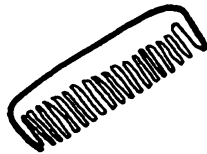
**Activity:** Look at the pictures below and draw a line from the picture of the tool to the job it helps you do.

1.



Draw a picture.

2.



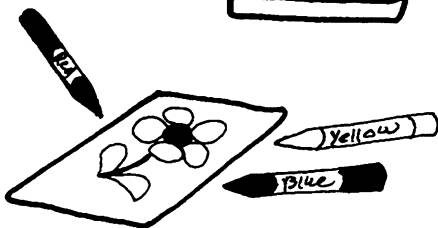
Eat your dinner.

3.



Go to a friend's house.

4.



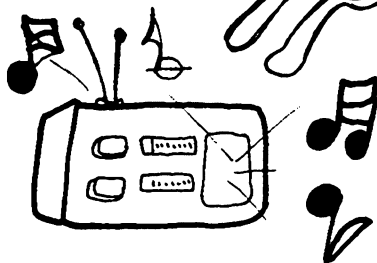
Listen to music.

5.



Add  $3 + 5$ .

6.



Comb your hair.

**Extension:** Ask your students to list all the tools they use every day. Can anyone list more than 25?

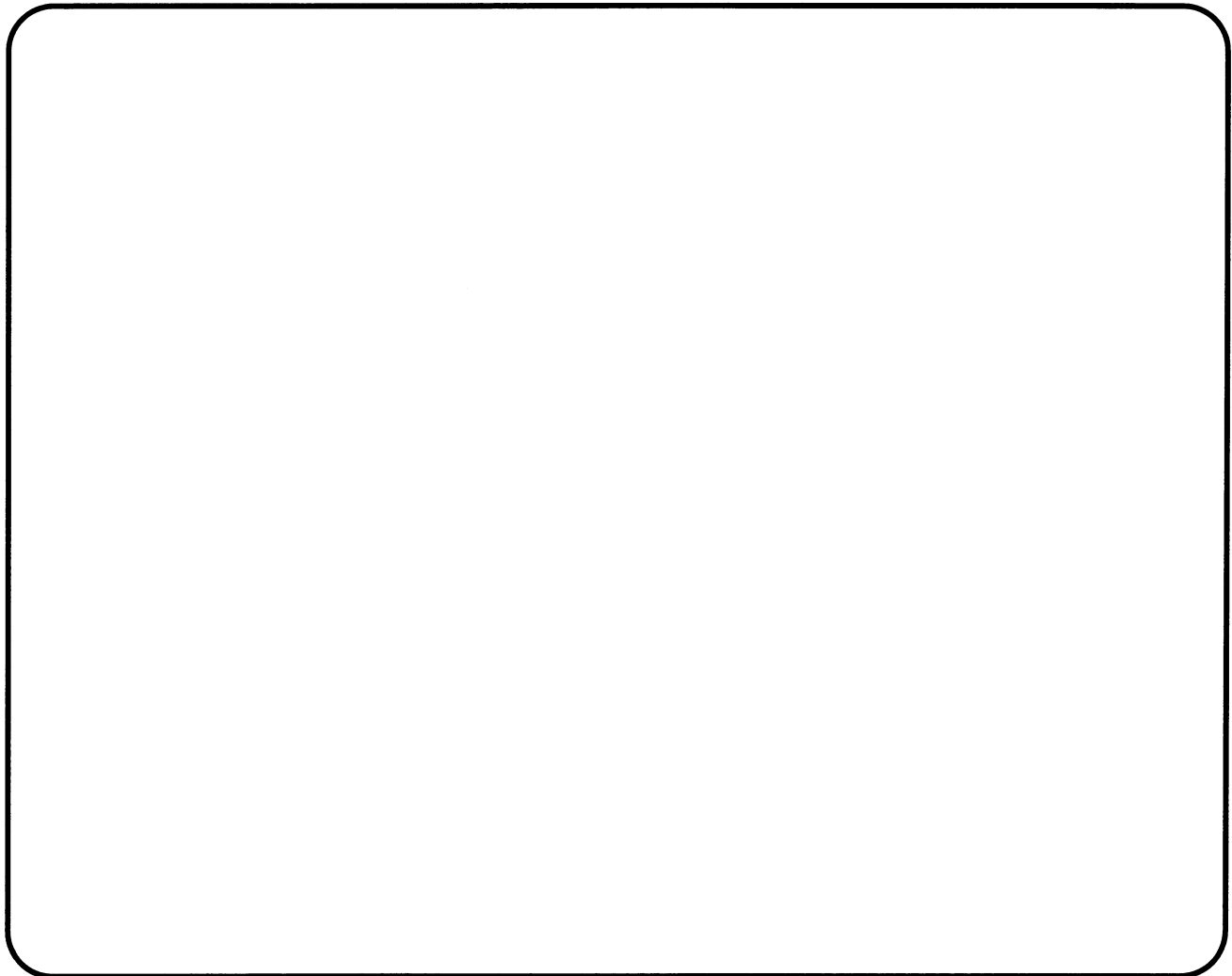


# What Can a Computer Do?

We have learned that computers are both machines and tools used to help us do work. A computer may seem to be smart, but it is not small at all. It cannot think for itself and does not have any feelings like you do. It cannot be happy or sad. A computer does not eat or sleep, or decide what to wear, each day. In order for a computer to do anything at all, you or someone like you must tell it what to do.

**Activity:** Pretend you have a computer that can do anything you would like it to do. Use your imagination and draw a picture of this computer and what it can do.

My computer can . . .



**Extension:** List similarities and differences between yourself and a computer.