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PARTS OF A COMPUTER



CHAPTER OBJECTIVES

- Main parts of a Computer
 - ❖ Monitor
 - ❖ Keyboard
 - ❖ Mouse
 - ❖ CPU
- Other parts of a Computer

We have learned that a computer is not just a single piece of machine. It comprises of many parts like Monitor, Keyboard, Mouse, CPU etc. Each part performs a different function. All of them together makes a computer work efficiently. Let us learn more about the different parts of a computer.

MAIN PARTS OF A COMPUTER

A computer system mainly consists of four parts.



MONITOR

The main parts of a Computer

A monitor looks like a television screen. It is used to display output.

Whatever we type on the computer keyboard appears on the screen of the computer.

It produces the softcopy of an output.

We can also see movies, draw pictures and play games on the computer screen.

A Monitor is also known as the VDU (**Visual Display Unit**).





A monitor can be of three types.



CRT monitor



LCD monitor



LED monitor

KEYBOARD

A Keyboard is the main input device. It is used to provide data to the computer. It has many small buttons called keys. A standard keyboard has about 104 keys.

You can enter words, sentences, numbers and special characters using, the keyboard.



A Keyboard

! IMPORTANT FACT

Keyboard is a medium through which information is sent to the CPU.

VARIOUS KEYS ON A KEYBOARD

- Alphabet Keys:** It includes the keys from A to Z in QWERTY format.
- Numeric Keys:** There are 10 numeric keys from 0 to 9. There are two sets of number keys. One at the top and the other towards the right.
- Function Keys:** There are 12 Function keys F1 to F12 situated at the top line of the keyboard. Each function key has a special function depending on the application used.
- Spacebar:** It is the longest key which is used to add spaces, while typing.





- e. **Arrow Keys:** These keys are used to move the cursor to the left or right and up or down.
- f. **Backspace Key:** It is used to delete one character to the left.
- g. **Delete Key:** It is used to delete one character to the right or a group of characters or an object on the screen.
- h. **Special Keys:** Shift, Alt and Ctrl keys are special keys. They are used in combination with other keys.
- i. **Tab Key:** It is used to jump the cursor to the next preset tab stop.

MOUSE

The mouse is a very common input device. It is a pointing device.

It has two buttons and a scroll wheel in the middle.

It is used to perform single click, double click, drag and drop and right click operations.

It helps to move the cursor on the screen. Using a mouse makes it easier to draw pictures or select objects on the screen. The mouse works better when it is kept on a mouse pad. A computer mouse may be attached to the CPU with a long wire or it may be a wireless mouse.

TYPES OF MOUSE

a. Button Mouse

A button mouse consists of two buttons – the left button and the right button. Both the buttons have different functions.

b. Scroll Mouse

It has a scroll button in the middle of the left and right buttons. It is used to scroll the page up or down.

c. Ball Mouse

It has a ball under it. When we move the mouse on a mouse pad, a ball moves which moves the pointer on the screen.

d. Optical Mouse

It uses light instead of a ball to move the pointer on the screen.



Button Mouse



Scroll Mouse



Ball Mouse



Optical Mouse





FUNCTIONS OF MOUSE



1. **Single Click:** We gently press the left mouse button once to perform the selection.
2. **Double Click:** We gently press the left mouse button twice, quickly, to open a document or a file on the computer screen.
3. **Drag and Drop:** We gently press the left mouse button, hold it and move the mouse to move the object to a desired place and then release the mouse.
4. **Right Click:** We press the right mouse button to perform certain functions depending on the application being used.



CPU (Central Processing Unit)

It is sometimes called the System Unit. It controls the other parts of the computer.

All the other parts of the computer are connected to CPU by wires.

All calculations and processing are done inside the CPU.

It is also called the **Brain of the Computer**.

It stores information just as the human brain.

CPU is kept inside a box known as the CPU cabinet.



The CPU



OTHER PARTS OF A COMPUTER

We have learnt that there are four main parts of a computer which helps the computer to work properly. Other than these, there are some other parts which can be attached to the computer system to perform different functions:



Printer

A printer is an output device. A printer copies the information from a computer to a paper. It can be used to print text and pictures on paper. It can produce black and white or coloured prints. It produces the hardcopy of what we see on the screen. The printed paper is called the printout or Hardcopy.



Printer





Speakers

- ◆ Speaker is an output device that lets us listen to music.
- ◆ It produces output through sound effects.

Scanner

Scanner is an input device used for scanning texts and images from a paper onto the computer.

Microphone

Microphone or Mic is an input device which is used to record a voice and sound into the computer. While chatting or conferencing, we need a microphone.

Head Phones

A Headphone is connected to the CPU. They are used to record voice or any other audio and are also called earphones.

Hard Disk

Hard disk is the main secondary storage device. It is fixed inside the CPU. It is used to store large amounts of data and information. It is also called the **Hard Drive**.

UPS

UPS stands for Uninterrupted Power Supply. It keeps the computer running for some time in case of power failures. It has a battery which is placed inside it.

Pen Drive

Pen Drive is a small external storage device. Now a days, we mostly use pen drives. It can store lots of data. It can easily be carried in our pockets. You can store documents, songs, videos and movies in a Pen Drive. It is also known as **Flash Drive**.



Speaker



Scanner



Microphone



Head Phones



Hard Disk



UPS



Pen Drive





Snapshot

- ◆ Monitor is used to display an output.
- ◆ All calculations and processings are done inside the CPU.
- ◆ Keyboard is used to provide data to the computer and has about 104 keys.
- ◆ Mouse is a pointing device which is placed on a mouse pad.
- ◆ Speaker and headphone is used to produce audio effects.
- ◆ Printer is used to print text and picture outputs on a paper.
- ◆ UPS stands for Uninterrupted Power Supply.
- ◆ Hard Disks and Pen Drives are used to store data.

CHECK YOUR KNOWLEDGE



A. Tick (✓) the correct option:

1. A CPU is also called the of computer.

a. Brain <input type="checkbox"/>	b. Heart <input type="checkbox"/>	c. Versatile <input type="checkbox"/>
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2. A mouse is an ,

a. Input device <input type="checkbox"/>	b. Pointing device <input type="checkbox"/>	c. Both a and b <input type="checkbox"/>
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3. The standard keyboard has about keys.

a. 112 keys <input type="checkbox"/>	b. 104 keys <input type="checkbox"/>	c. 110 keys <input type="checkbox"/>
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4. is used to record our voice.

a. Speaker <input type="checkbox"/>	b. Microphone <input type="checkbox"/>	c. Headphone <input type="checkbox"/>
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5. The runs our computer in case of power failure.

a. CPU <input type="checkbox"/>	b. Headphone <input type="checkbox"/>	c. UPS <input type="checkbox"/>
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B. Fill in the blanks with the help of the given hints:

(Hints : optical mouse flash four keys output)

1. A computer system mainly consists of parts.
2. An uses light instead of a ball to move the pointer on the screen.
3. A Printer is an device.
4. Pen Dive is also known as drive.
5. Keyboard has dozens of small buttons called





C. State True or False:

1. Monitor is used to display an output.
2. A mouse helps in moving the cursor on the screen.
3. Spacebar is the shortest key.
4. Pen Drive is used to store small amounts of data.
5. Hard Disk is fixed inside the CPU.

D. Give one word answers for the following:

1. What is also called a CPU ?
.....
2. What are the 'F1 to F12' keys on a keyboard known as ?
.....
3. Which device is called a pointing device ?
.....
4. Which device runs a computer in case of power failure ?
.....
5. Which device is also called a Flash Drive ?
.....

E. Answer the following questions:

1. What are the four main parts of a computer ?
.....
.....
2. What does a Central Processing Unit perform ?
.....
.....
3. Name the different types of keys on the keyboard of a computer.
.....
.....
4. How many types of mouse are there ?
.....
.....
5. What is the use of a headphone and a speaker ?
.....
.....



My Activity



A. Who am I? (Solve the jumbled words)

1. I am the brain of a computer. PCU
2. I am used to record our voice. ROMCIPOHEN
3. I display the softcopy of output. TROINOM
4. I am a very common input device SOEMU



B. Find the computer parts in the grid below and circle them with different colors.

M	A	F	E	M	L	Y	X	K	H
O	P	E	N	D	R	I	V	E	A
U	G	B	O	B	C	P	U	Y	R
S	P	E	A	K	E	R	Z	B	D
E	H	H	P	U	F	I	V	O	D
I	N	C	J	G	K	N	W	A	I
K	J	I	Q	T	D	T	A	R	S
L	M	D	R	S	L	E	D	D	K
M	O	N	I	T	O	R	B	C	E

- Hints :**
- MOUSE
 - PEN DRIVE
 - SPEAKER
 - KEYBOARD
 - CPU
 - MONITOR
 - HARDISK
 - LED
 - PRINTER



C. Look at the pictures in column A and match with the correct options in column.

A



B

- Hard disk
- Microphone
- Pen drive
- Printer
- Optical Mouse
- Speaker

