

NAME: DADA, OLUWAFOLAKE

SCHOOL: STRONG TOWER ACADEMY, IKORODU

SUBJECT: BUSINESS STUDIES

CLASS: JSS 1

TOPIC: TOPIC: PARTS OF A COMPUTER

A computer is an electronic device that accepts, receives, processes, stores and retrieves written information whenever it is needed. Data are raw information. The four main parts of a computer include;

- Keyboard
- Monitor
- Central processing unit (C.P.U)/ System unit
- Mouse.

COMPUTER KEYBOARD

A computer keyboard is a primary tool for assessing and inputting data, it features functions and keys that are essential to other users. It's one of the most important parts of the computer that enters command, text, numerical data and other types of data by pressing the keys on the keyboard. Parts of a computer keyboard are:

- Qwerty pad/ typing pad: is the main section of letters on the keyboard, it holds alphabetic characters such as letters, special characters and numbers, used for word processing and typing.
- Number pad/ numeric key pad: the far right side of the keyboard features a number pad, it is essential for number-oriented programmes such as excel, but also used for inputting numbers while typing.
- Arrow keys/ Navigation keys: is the right bottom of a keyboard features four directional arrow keys. These keys provide navigations through documents and help you scroll in web browsers.
- F Bar/ Function keys: is located at the top of a keyboard and there are 12 function keys starting from F1 through F12. These keys are used for special purposes and most programmers use, these keys to perform specific tasks.
- Extra keys: newer keyboards sometimes have shortcut keys above the F keys.

THE MONITOR: is the part of the computer that displays information on the computer screen. The monitor looks like a television with a screen that enables keyed messages to be displayed.

THE SYSTEM UNIT: the central processing unit is the brain of a computer, where the keyed data is processed and also used for calculations.

THE MOUSE: is an input device that enables a user to navigate around the surface of the screen.

SIMILARITIES BETWEEN THE COMPUTER AND TYPEWRITER KEYBOARD

1. They both receive data with the help of an input device.
2. They both process data.
3. They both store data.
4. They both produce visible information.

5. They both have buttons to press.

ASSIGNMENT: Define a computer and state the main parts of a computer.