

Class III

IT

HARDWARE AND SOFTWARE

- Hardware – The parts of the computer that you can touch and feel is called hardware.
- Software – The programs and applications on the computer like Tux paint, MS Word are software.
- Hardcopy – The printout on paper is called hardcopy.
- Softcopy – The information on computer is called softcopy.

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INPUT AND OUTPUT

- INPUT – The data entered into the computer is called Input.
- OUTPUT – The result shown by the computer is called output.
- INPUT DEVICES – The object used to enter the data are called Input devices.
eg. Keyboard, Mouse
- OUTPUT DEVICES - The object used to see the result. eg. Monitor, Speakers.

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KEYBOARD

We use Keyboard to type on the computer. We have 104 keys on the keyboard.

Types of keys.

- Alphabet Keys - There are 26 alphabet keys from A – Z. These are used for

typing in small or capital letters.

- Number Keys - These are from 0 – 9 and are used for typing numbers.
- Space bar Key – It is the longest key on the keyboard. It is used to give spaces.
- Arrow Keys - These are used to move the cursor in all the four directions.
- Enter Key - It is used to move the cursor to the next line.
- Backspace Key – It is used to erase letters to the left of the cursor.
- Delete key - It is used to erase letters to the right of the cursor.
- Shift Key – It is used to type the special symbols on the keyboard.
- Caps lock key - It is used to type in capital letters.
- Numlock key – It is used to type numbers.

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