

## **One-Minute Timings**

### **#1 What is a Computer?**

A computer is an electronic device that manipulates information, or data. It has the ability to store, retrieve, and process data. You can use a computer to type documents, send email, and browse the Internet. You can also use it to handle spreadsheets, accounting, database management, presentations, games, and more.

All types of computers consist of two basic parts, hardware and software. Hardware is any part of your computer that has a physical structure, such as the computer monitor or keyboard. Software is any set of instructions that tells the hardware what to do. It is what guides the hardware and tells it how to accomplish each task. Some examples of software are web browsers, games, and word processors such as Microsoft Word.

### **#2 What are the Different Types of Computers?**

When most people hear the word computer they think of a personal computer such as a desktop or laptop computer. However, computers come in many shapes and sizes, and they perform many different functions in our daily lives. When you withdraw cash from an ATM, scan groceries at the store, or use a calculator, you are using a type of computer. Some desktop computers have a built-in monitor to save space. These are often called all-in-one desktop computers.

### **#3 Desktop Computers**

Many people use desktop computers at work, home, school, or the library. They can be small, medium, or large in style, and usually sit on a desk. Once you add a monitor, mouse, and a keyboard, you have what is typically known as a desktop computer.

Most desktop computers are easy to upgrade and expand, or add new parts. Another benefit of desktop computers is the cost. If you compare a desktop and a laptop with the same features, you will most likely find that the desktop computer is priced lower.

## **#4 Laptop Computers**

The second type of computer that you may be familiar with is a laptop computer, or laptops as they are often referred to. Laptops are battery or AC-powered personal computers that are more portable than desktop computers, allowing you to use them almost anywhere.

Since a laptop is smaller than a desktop, it is more difficult to access the internal components. That means you may not be able to upgrade them as much as a desktop. However, it is usually possible to add more RAM or a bigger hard drive.

## **#5 Servers**

A server is a computer that "serves up" information to other computers on a network. Many businesses have file servers that employees can use to store and share files. A server can look like a regular desktop computer, or it can be much larger.

Servers also play an important role in making the Internet work: they are where web pages are stored. When you use your browser to click a link, a web server delivers the page you requested.

## **#6 Other Types of Computers**

Today, there are lots of everyday devices that are basically specialized computers, even though we don't always think of them as computers. A few examples would be tablet computers, mobile phones, game consoles, and TVs.

Tablet computers use a touch-sensitive screen for typing and navigation. Since they don't require a keyboard or mouse, tablet computers are even more portable than laptops. The iPad is an example of a tablet computer.

## **#7 Other Types of Computers Continued**

Mobile phones can do a lot of things a computer can do, such as browsing the Internet or playing games. These phones are often called smartphones.

A game console is a specialized kind of computer that is used for playing video games. Although they are not as fully-featured as a desktop computer, many newer consoles, such as the Nintendo Wii, allow you to do non-gaming tasks like browsing the Internet.

Many TVs now include applications that let you access various types of online content. For example, you can view your Facebook news feed or watch streaming movies on Netflix.

## **#8 PCs and Macs**

Personal computers come in two main styles: PC and Mac. Both styles are fully functional, but they do have a different look and feel, and many people prefer one or the other.

The PC computer began with the original IBM PC. Other companies began to create similar computers, which were called IBM PC Compatible or PC. Today, this is the most common type of personal computer, and it typically includes the Microsoft Windows operating system.

The Macintosh computer was introduced later and it was the first widely sold personal computer with a Graphical User Interface, or GUI (pronounced gooey). All Macs are made by one company, Apple Inc., and they almost always use the Mac OS operating system.

## **#9 What is an Operating System?**

An operating system is the most important software that runs on a computer. It manages the computer's memory, processes, and all of its software and hardware. It also allows you to communicate with the computer without knowing how to speak the computer's language. Without an operating system, a computer is useless.

## **#10 The Operating System's Job**

You have probably heard the phrase boot your computer, but do you know what that means? Booting is the process that occurs when you press the power button to turn your computer on. During this process the computer runs a test to make sure everything is working correctly. It also checks for new hardware and then it starts up the operating system.

## **#11 Types of Operating Systems**

Operating systems usually come preloaded on any computer that you buy. Most people use the operating system that comes with their computer, but it is possible to upgrade or even change operating systems.

The three most common operating systems for personal computers are Microsoft Windows, Apple Mac OS, and Linux. Modern operating systems use a Graphical User Interface, or GUI (pronounced "gooey"). A GUI lets you use your mouse to click on icons, buttons, and menus, and everything is clearly displayed on the screen using a combination of graphics and text.

## **#12 Microsoft Windows**

Microsoft created the Windows operating system in the mid-1980s. Over the years, there have been many different versions of Windows, but the most recent ones are Windows 8 (released in 2012), Windows 7 (2009), and Windows Vista (2007). Windows comes preloaded on most new PCs, which helps to make it the most popular operating system in the world.

If you are buying a new computer or upgrading to a newer version of Windows, you can choose from several different editions of Windows, such as Home Premium, Professional, and Ultimate. You may need to do some research to decide which edition is right for you.

### **#13 Apple Mac OS X**

Mac OS is a line of operating systems created by Apple Inc. It comes preloaded on all new Macintosh computers, or Macs. All of the recent versions are known as Mac OS X (pronounced Mac O-S Ten), and their specific version names are Mountain Lion, Lion, and Snow Leopard. According to Global Stats, Mac OS users account for about eight percent of the operating systems market as of January 2013 - much lower than the percentage of Windows users which is over ninety percent. One reason for this is that Apple computers tend to be more expensive. However, many people prefer the look and feel of Mac OS.

### **#14 What is an application?**

You may have heard people talking about using an application or an app. But what exactly does that mean? An application is a type of software that allows you to perform specific tasks. Applications for desktop or laptop computers are sometimes called desktop applications, and those for mobile devices are called mobile apps. When you open an application, it runs inside the operating system until you close it. Much of the time, you will have more than one application open at the same time, and this is known as multitasking.

App is a very common term for an application, especially for simple applications that can be downloaded cheaply or even for free. Many apps are also available for mobile devices and even some TVs.

### **#15 Mobile Apps**

Desktop and laptop computers are not the only devices that can run apps. You can also download apps for mobile devices like smartphones and tablet computers, which opens up a lot of new possibilities.

Compared to traditional applications, mobile apps are relatively cheap. Many of them cost as little as 99 cents, and others are free. If your mobile device has an Internet connection, you can download apps directly onto the mobile device. Otherwise, you can download them to your computer and then transfer them over.

## **#16 What is the Cloud?**

You may have heard people using terms like the cloud, cloud computing, or cloud storage. But what exactly is the cloud? Basically, the cloud is the Internet - more specifically, it is all of the things that you can access remotely over the Internet. When something is in the cloud, that means it is stored on servers on the Internet, instead of on your computer. It lets you access your calendar, email, files and more, from any computer that has an Internet connection.

## **#17 What is a Web App?**

Previously, we talked about how desktop applications allow you to perform tasks on your computer. However, there are also web applications (or web apps), which run in the cloud and do not need to be installed on your computer. These are sometimes called cloud apps. Some examples are online email services, Google Docs, and Facebook.

Web apps are becoming more and more integrated with websites, and it may be hard to distinguish between a web application and a regular website. In many cases, you may be using a web application without even knowing it.

## **#18 How Do Web Apps Work?**

When you use a web app, you are working from your computer or mobile device, but much of the actual processing is done by a network of servers. These servers can pool all of their processing power in order to handle requests from all over the world. They also use specialized servers to store the data that you are working with, as well as the data from all of the other users. All of this happens very seamlessly, so it looks almost like the application is running on your computer.

## **#19 How Do I Keep My Computer Healthy?**

Computers are expensive, and with all big purchases, you probably want to protect your investment. Luckily, it is not difficult to keep your computer healthy and in good working order. Maintaining a computer involves three things: keeping it physically clean, protecting it from malware, and backing up your important files.