



_____ **Pathfinder's Name**

Computer

- 1. Write 200 words or give a three-minute oral report about the history of computers.
- 2. What is the definition of the following terms:

Hardware _____

Software _____

Floppy Disk _____

Hard Drive _____

Mainframe _____

Desktop Computer _____

Laptop Computer _____

ROM _____

RAM _____

Alphanumeric _____

CPU _____

Circuit board _____

Cursor _____

Port _____

Program _____

DOS or OS _____

CD Rom _____

- 3. What are the proper handling and storage techniques of disks?

- 4. Describe the function of and point out the following components of a personal computer:
Keyboard _____
Monitor _____
System Unit or Central Processing Unit _____

Printer _____
Disk drive _____

- 5. Know the difference between and the uses for the following printers:

	Differences	Uses
Letter Quality	_____	_____
Dot Matrix	_____	_____
Laser	_____	_____
Plotter	_____	_____
Ink Jet	_____	_____
Thermal	_____	_____

6. Show or describe how to protect a computer system from:
dust _____
dirt _____
static electricity _____
power surges and outages _____
Other potentially dangerous factors that could hamper or hurt a computer system.

7. Name at least four input devices for computers.
1. _____
2. _____
3. _____
4. _____

8. What does it mean to back up a disk or a file?

Why is it important?

9. What is computer preventive maintenance?

Why is it important?

10. Successfully boot, load (install), and use a prepared software program for use in a computer system. (No computer games.)

11. Tell several ways an individual or family could use a personal computer other than for games.

Computer, Advanced

- 1. Have the Computer Honor.
- 2. What is the definition of the following terms:
 - Baud rate _____
 - Dip switch _____
 - Data base _____
 - Word processing _____
 - Nanosecond _____
 - DOS _____
 - Internal modem _____
 - External modem _____
 - Peripheral _____
 - Default disk drive _____
 - A "K" of memory _____
 - Screen saver _____
 - Byte _____
 - Scanner _____
 - E-mail _____
 - Font _____
- 3. What is the work of the following people associated with computers:
 - Operator _____
 - _____
 - Data-entry _____
 - _____
 - Programmer _____
 - _____

Systems Analyst _____

Consultant _____

4. How can it be determined when the computer is reading or writing on a disk?

What precautions should be taken while the computer is performing this function?

5. What is the difference between serial and parallel communications?

Serial _____

Parallel _____

6. What does it mean for a computer to be compatible?

7. What legal responsibility applies to software with the following designation:

Public domain _____

Shareware _____

Copyright _____

- ❑ 8. Successfully using the operating system of a personal computer, do the following:
 - a. Clear the screen of the computer without turning the power off.
 - b. Show the contents of a diskette on the computer screen.
 - c. Prepare a diskette for use in disk drive giving it the label name of "Pathfinders."
 - d. Do the same as above again, but this time place the system files on the disk automatically when preparing (formatting) the diskette.
 - e. Show how to check for bad sectors on a diskette or hard drive.
 - f. Rename a file on the disk to a different name.
 - g. Copy the entire contents of one disk to another in a perfect "mirror image."
 - h. Show that you have successfully completed the previous by having the computer "compare" the two disks and show no difference between them.
 - i. Show how to copy a file onto a disk.
 - j. Show how to delete a file from a disk.

- ❑ 9. Research at least four different computer languages (such as BASIC, VISUAL BASIC, PASCAL, C-C++) to find out why they were developed and for what type of application they are used. Type a 200-word report on your findings or give a three-minute oral report.

	Languages	Why developed	Uses
1.	_____	_____	_____
		_____	_____
2.	_____	_____	_____
		_____	_____
3.	_____	_____	_____
		_____	_____
4.	_____	_____	_____
		_____	_____

Report : _____

- ❑ 10. Show proficiency in the use and operation of three of the following:
- a. A Word Processing program by doing the following: Type and print a letter to at least five different people using the same text, but personalizing each letter with the addressee's name appearing at least three times and using the following functions of the Word Processing program.
 - (1) Right justify
 - (2) Center title
 - (3) Change margins and page length
 - (4) Move paragraph
 - (5) Save
 - (6) Copy and paste
 - b. A data base program by making a list of at least 15 people, their addresses, phone number, birth date, and age. Perform a sort function which will list the people alphabetically by last name, list by zip code, list by age, and list by birth date. Make a printout of each list.
 - c. An accounting program by doing one of the following:
 - (1) Perform invoice entry and bill printing of accounts receivable.
 - (2) Perform invoicing and check printing of accounts payable.
 - (3) Perform journal entry and financial reports of the general ledger.
 - d. A newsletter program by preparing three pages of double column text with at least four different computer-generated graphics (such as graphs or clip art), two different fonts, and one headline.
 - e. A spreadsheet program by showing how to add columns, move columns, put a calculation in the field, save, reload, and print. Also perform the function of adding column A and B, dividing the sum by column C, and placing the answer in column D.
 - f. An educational program by teaching any student in grades 1 to 4 how to successfully do a solo operation of a program designed for their age level.
- ❑ 11. Visit the computer department of any business or have someone from a business computer department visit your classroom or club. At a minimum, gather the following information:
What type of computers are used?
-
-

For what applications are the computers used in the business?

Do the computers communicate with each other and how?

How does the business service, maintain, change, and upgrade their hard ware and software?

What percentage or amount is budgeted for the computer purchases and maintenance?

What kind of backup procedures and other precautionary measures are used?

What kind of education is needed and/or useful for a career with computers?

Date completed _____

Instructor's Signature _____