

Name _____

UNIT 1: WORKSHEET 1

Make sure that you are familiar with all of the information detailed in this booklet. There are a number of tasks for you to carry out, be sure to read the information fully whilst completing the tasks. You could be asked about any of this in the test!

Use the theory notes in the lesson 1 section of the teach-ict.com site to help you complete this booklet.

INFORMATION TECHNOLOGY

Read & take note...

IT is short for Information Technology.

It is a term that encompasses all forms of technology used to create, store, exchange, and use information.

TASK 1: HARDWARE & SOFTWARE

Use the words below to fill in the gaps in the text.

desktop publishing
floppy disk drive
spreadsheets

work
monitors
hardware

Software
see
word processors

printers
databases
speakers

Computer **HARDWARE** are the physical parts that make up a computer system. They are the parts that you can **SEE** and touch.

Examples of computer hardware are:

1. **PRINTERS**
2. **FLOPPY DISK DRIVE**
3. **MONITORS**
4. **SPEAKERS**

SOFTWARE is used to provide instructions to the computer so that it can perform certain tasks. It is needed

Without software, the computer will not **WORK**.

Examples of computer software are:

1. **DESKTOP PUBLISHING**
2. **DATABASES**
3. **SPREADSHEETS**
4. **WORD PROCESSING**

Challenge:

Write down the extra fact that you found out about hardware:

Write down the extra fact that you found out about software:

TASK 2: PERIPHERALS

In your own words, explain the term 'peripheral'

A PERIPHERAL IS ANY HARDWARE DEVICE WHICH CONNECTS TO THE COMPUTER AND IS CONTROLLED BY THE CPU (with the exception of memory)

Write down the extra fact that you found out about peripherals:

On the picture below, draw an arrow to the peripherals and label them.



TASK 3: BITS AND BYTES

The name of the smallest unit of data which can be stored is a

BIT

8 bits of data are called a

BYTE

What is the storage size of this word: computer

8 BYTES

TASK 4: STORAGE SIZES

Put the following into the correct order of size:

Megabyte

Byte

Gigabyte

Kilobyte

Bit

Smallest

BIT

BYTE

KILOBYTE

MEGABYTE

GIGABYTE

Largest



Answer the following questions:

A Kilobyte is equivalent to 1024 bytes

A Megabyte is equivalent to 1024 Kilobytes

A Gigabyte is equivalent to 1024 Megabytes

Are the following statements true or false?

Statement	True	False
A film stored on DVD would be around 50 Kilobytes in size		✓
An email to a friend would probably be less than 100 kilobytes	✓	
A web site would probably be around 30 Kilobytes		✓
A letter applying for a job would be around 25 – 50 kilobytes	✓	
A short music CD would probably be around 3 – 5 megabytes	✓	
A Gigabyte is smaller than a Megabyte		✓

END OF WORKSHEET 1