
Pharmacy Technician Academy



Fundamentals of Computer VIL

By

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**Pharmacy Technician Academy is a Platform
Empowering Technician Student's Beyond Basics.**

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The term 'computer' is derived from the word **'compute'**

Four basic functions of computers are Input, Process, Output, and Storage

The four basic functions of computers are also known as the **information processing cycle**

Computer **accepts data** from an input device

There are **four types** of computer

Mainframes computers have **much greater memory and storage** capacities than other types of computers

Server is an **important component** of computer network

Server **manage** network

Microcomputers are designed to be **used by** individuals

Supercomputer is designed to **run fewer programs at one time, but** to do so as **quickly as possible**

Keyboard is a **primary input device** for the PC

Standard keyboard has **104 keys**

Mouse is **also primary input device** for the PC

CD **RW: Compact disk Rewritable.** (Capacity up to **700MB**)

DVD: **Digital Video Disk** (capacity up to **17GB**)

Floppy disks can store up to **1.44 MB** of data

Floppy is usually **3.5 inches** in size

Scanner translates printed images into an **electronic format**

Light pen is an **input device**

A printer produces output **on paper** or **transparencies**. The output is referred to as **hard copy**

The hard disk **contains the operating system** and the information on all the programs you use

Hard disks are available in **100GB** to **2-Terabyte**

1-Terabyte or **1-TB = 1000GB**

The compact disc or **CD** is **4.75-inch** optical disk

You can **only burn data a single time** on CD and you **cannot physically delete data**

Disk operating system, an operating system originally **developed for IBM** personal computers in 1981

The main functions of **DOS** are to **manage disk files, allocate system resources** according to the requirement

Instructions written for a particular task is known as a **computer program**

Low-level language is classified as **Machine language** and **Assembly language**

A modem is a device that **enables a computer to transmit data**

Data transfer speeds over a **local area network** can from **10 MBps to 1 GBps** (Gigabit Ethernet)

The most **well known WAN** is the Internet

Norton Utilities have **three main tools**, Performance, Privacy and Recovery

1. Byte (B) = 8 bits
2. Kilobyte (KB) = 1024 bytes
3. Megabyte (MB) = 1024 kilobytes
4. Gigabyte (GB) = 1024 megabytes
5. Terabyte (TB) = 1024 gigabytes
6. Petabyte (PB) = 1024 terabytes

Ctrl + A: Select all

Ctrl + B: Bold (in text editors)

Ctrl + C: Copy

Ctrl + D: Bookmark a page (in web browsers)

Ctrl + E: Center align text (in word processors)

Ctrl + F: Find

Ctrl + G: Go to (or Find Next)

Ctrl + H: Replace

Ctrl + I: Italicize (in text editors)

Ctrl + J: Justify text (in word processors)

Ctrl + K: Insert hyperlink

Ctrl + L: Left align text (in word processors)

Ctrl + M: Indent

Ctrl + N: New (open new document/window)

Ctrl + O: Open (file or document)

Ctrl + P: Print

Ctrl + Q: Quit application (in some programs)

Ctrl + R: Right align text (in word processors)

Ctrl + S: Save

Ctrl + T: Open new tab (in web browsers)

Ctrl + U: Underline

Ctrl + V: Paste

Ctrl + W: Close window/tab

Ctrl + X: Cut

Ctrl + Y: Redo (or repeat)

Ctrl + Z: Undo

F1: Help Menu

F2: Rename Files

F3: Activate Search

F4: Close Window

F5: Refresh Content

F6: Address Bar

F7: Spell Check

F8: Boot Options

F9: Variable Function

F10: Access Menus

F11: Full Screen

F12: Save As

Ctrl: Control Functions

Alt: Alternate Commands

Tab: Tab Navigation

Caps Lock: Capitalize Text

Shift: Change Case

Windows Key: System Commands