

BTT- Introduction to Information Technology in Business

INFORMATION TECHNOLOGY REFERENCE MANUAL

Unit 1 - Information Technology - Sheet #2

"Input/Output Hardware (Devices)"

Refer to the slideshow to complete the following chart. Match the terms listed in the "TERMS" box with the definitions provided on the following pages.

| TERMS: | | |
|----------------------|------------------|-------------------|
| • Mouse pointer | • Hardware | • Speakers |
| • Light pen | • Joystick | • Mouse |
| • Trackball | • Keyboard | • Bar code reader |
| • Pointing devices | • Touchpad | • Soft copy |
| • Peripheral devices | • Scanner | • Digital Camera |
| • Hard copy | • Microphone | • Resolution |
| • Bubble-jet printer | • Cursor | • Monitor |
| • Output devices | • Input hardware | • Ink-jet printer |
| • Touch screen | • Laser Printer | • Modem |
| • Plotters | | |

| TERM | DEFINITION |
|------|--|
| | • Photoelectric scanners that translate the bar code symbols (vertical zebra-striped marks seen on most manufactured retail products) into digital code. |
| | • A video display screen that has been sensitised to receive input from the touch of a finger. |
| | • Allow the digital sound to be heard |
| | • Provides sound input to the sound card |
| | • A hardware device that is used to convert digital signals to analog ones in order to send signals over telephone lines |
| | • External devices that are connected to the computer cabinet but are not inside the main cabinet → i.e. keyboard, mouse, monitors, and printers. |
| | • The physical parts of the computer that accept data (information) and converts it into a form that can be used for computer processing. |
| | • Any physical component of the computer. You can touch it. |
| | • A device that displays softcopy output |

| | |
|--|--|
| | <ul style="list-style-type: none"> • A device that is used mainly to enter words and numbers into the computer. • Also has keys called <i>function keys</i> that are used to enter specific software commands. |
| | <ul style="list-style-type: none"> • A device that is rolled about on a desktop to direct a pointer on the computer's display screen. |
| | <ul style="list-style-type: none"> • Also called the <i>insertion point</i>. • The symbol on the screen that shows where data may be entered next. |
| | <ul style="list-style-type: none"> • Translates images of text, drawings and photos into digital form • The images can then be used by a computer |
| | <ul style="list-style-type: none"> • Physical devices that provide the user with a way of viewing and using information produced by the computer |
| | <ul style="list-style-type: none"> • Output that can be physically held in your hand |
| | <ul style="list-style-type: none"> • Output displayed on a monitor or by audio (sound) |
| | <ul style="list-style-type: none"> • Devices that control the position of the cursor or pointer on the screen → ie: mouse, trackballs, joysticks |
| | <ul style="list-style-type: none"> • The symbol that indicates the position of the mouse on the display screen |
| | <ul style="list-style-type: none"> • A moveable ball on top of a stationary device that is rotated with the fingers or palm of the hand → sometimes found on laptop computers |
| | <ul style="list-style-type: none"> • A pointing device that consists of a vertical handle, like a gearshift lever, mounted on a base with one or two buttons → often used for playing computer games |
| | <ul style="list-style-type: none"> • A flat rectangular device that uses a very weak electrical field to sense the user's touch. As the fingertip is moved, so does the cursor → often found on laptop computers |
| | <ul style="list-style-type: none"> • A light sensitive pen like device where the user brings the pen to a specific spot on the display screen, presses the pen button which then identifies the screen location to the computer → sometimes used by engineers and graphic designers |
| | <ul style="list-style-type: none"> • Uses a light sensitive processor chip to capture photographic images in digital form on the camera's small disk |
| | <ul style="list-style-type: none"> • Works in a similar manner as a photocopies • Images are created on a drum, treated with a magnetically charged ink like toner (powder) then transferred from a drum to paper |
| | <ul style="list-style-type: none"> • Forms images with little dots • Sprays small, electrically charged droplets of ink from four nozzels from holes in a matrix |
| | <ul style="list-style-type: none"> • Similar to an ink jet printer • Uses miniature heating elements to force special ink through print heads with 128 tiny nozzles |
| | <ul style="list-style-type: none"> • Used to produce high quality graphics in a variety of colours • There are two types: flatbed and drum → used to create architectural drawings and maps |
| | <ul style="list-style-type: none"> • The clarity or sharpness of a display screen • The higher the number of pixels, the better it is |