

# 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"> <li>• A device that is used mainly to enter words and numbers into the computer.</li> <li>• Also has keys called <i>function keys</i> that are used to enter specific software commands.</li> </ul>
	<ul style="list-style-type: none"> <li>• A device that is rolled about on a desktop to direct a pointer on the computer's display screen.</li> </ul>
	<ul style="list-style-type: none"> <li>• Also called the <i>insertion point</i>.</li> <li>• The symbol on the screen that shows where data may be entered next.</li> </ul>
	<ul style="list-style-type: none"> <li>• Translates images of text, drawings and photos into digital form</li> <li>• The images can then be used by a computer</li> </ul>
	<ul style="list-style-type: none"> <li>• Physical devices that provide the user with a way of viewing and using information produced by the computer</li> </ul>
	<ul style="list-style-type: none"> <li>• Output that can be physically held in your hand</li> </ul>
	<ul style="list-style-type: none"> <li>• Output displayed on a monitor or by audio (sound)</li> </ul>
	<ul style="list-style-type: none"> <li>• Devices that control the position of the cursor or pointer on the screen → ie: mouse, trackballs, joysticks</li> </ul>
	<ul style="list-style-type: none"> <li>• The symbol that indicates the position of the mouse on the display screen</li> </ul>
	<ul style="list-style-type: none"> <li>• 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</li> </ul>
	<ul style="list-style-type: none"> <li>• 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</li> </ul>
	<ul style="list-style-type: none"> <li>• 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</li> </ul>
	<ul style="list-style-type: none"> <li>• 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</li> </ul>
	<ul style="list-style-type: none"> <li>• Uses a light sensitive processor chip to capture photographic images in digital form on the camera's small disk</li> </ul>
	<ul style="list-style-type: none"> <li>• Works in a similar manner as a photocopies</li> <li>• Images are created on a drum, treated with a magnetically charged ink like toner (powder) then transferred from a drum to paper</li> </ul>
	<ul style="list-style-type: none"> <li>• Forms images with little dots</li> <li>• Sprays small, electrically charged droplets of ink from four nozzels from holes in a matrix</li> </ul>
	<ul style="list-style-type: none"> <li>• Similar to an ink jet printer</li> <li>• Uses miniature heating elements to force special ink through print heads with 128 tiny nozzles</li> </ul>
	<ul style="list-style-type: none"> <li>• Used to produce high quality graphics in a variety of colours</li> <li>• There are two types: flatbed and drum → used to create architectural drawings and maps</li> </ul>
	<ul style="list-style-type: none"> <li>• The clarity or sharpness of a display screen</li> <li>• The higher the number of pixels, the better it is</li> </ul>