



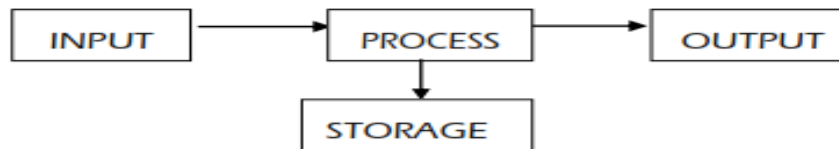
WEEKLY HOME STUDY PACKAGE - WEEK 1 (05/07/21 – 09/07/21)

Subject	Office Technology	Year/Level	9
Strand	OT 9.2 Computer Concepts and Skills		
Sub-strand	OT 9.2.1 Using application software		
Content Learning Outcome	Demonstrate knowledge of the use of Microsoft Word and PowerPoint to enter text and present information.		

LESSON NOTES:

Major Functions and Parts.

- A Computer is an electronic device that accepts input data, processes data, stores data and produces output into useful information.
- Data is a collection of raw unprocessed facts, figures and symbols. Computers process data to create information.
- Information is data that is organized, meaningful, and useful.
- A computer system is composed of Hardware and Software.
- A computer system consists of 3 main components or parts and each part is responsible for the 3 major functions that constitute a computer. The parts are:



Flow of information

Components	Function
Input device	Put in the data
Processor	Process the data
Output device	To get the information out
Storage device	To file information for future use

Components and Function

ACTIVITY

1. Define the term computer (1 mark)

2. Differentiate between data and information. (2 marks)

3. List the 4 components of a computer system (4 marks)

4. Describe the following components:

a. input device (1 mark)

b. processor (1 mark)

c. output device (1 mark)

d. storage device (1 mark)

5. Define hardware, give an example. (2 marks)

6. Define software, give an example. (2 marks)
