

## **Background Information**

### ***WAN***

Wide Area Network – like Barclays Bank cash machines – a network of computers spread over a wide area.

### ***LAN***

Local Area Network – like the computers at York College - a network of computers spread over a small, local area.

### ***ISP***

Internet Service Provider – like Aol or Freeserve, the company that provides the software you need to connect to the Internet.

### ***Browser***

Internet Explorer and Netscape Navigator – this is the software that displays the Web Pages you see on the Internet.



software that

### ***Input devices***

What you use to get information **into the computer** eg. Mouse, keyboard, bar code reader, joystick, light pen, scanner, roller ball,

### ***Output devices***

What you use to get information **out of the computer** eg. Screen = VDU = Visual Display Unit = Monitor, printer, plotter

### ***Storage devices***

What you store the information in eg. hard disk of the computer, floppy disk, CD Rom, network drive (eg. \examples\teapool etc.), zip drive, back up tape,

### ***Saving Work***

You save on the hard disk, floppy disk, your own network area. Most software has an automatic save function known as AutoSave. Once you have saved your document with a filename the AutoSave function will automatically save every 5 – 10 minutes or so.

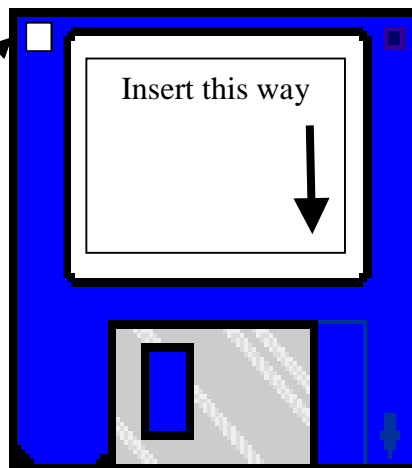
## ***Back up***

You should back up your work - this just means saving it in two different places. You should be safe to use your network drive for saving because the network technicians back that up.

If you use only a floppy disk for saving your work you should definitely back it up. These disks are well-known for getting lost or corrupted and damaged.

There should be a square hole here to show that the disk is not **Write Protected**.

A Write Protected disk can be read in a computer as normal but nothing can be saved on it.



It is known as a removable storage medium. Standard 3.5 inch floppy disks can store just over 1MB of information. Because floppies have been the most widely used removable storage medium since the mid-to-late 1980s, they are the most convenient way to transfer files between computers.

## ***Reasons for Using IT***

- ✓ Working from home now possible
- ✓ New types of business now available on Internet eg. Information finders, auction sites,
- ✓ Find information easily eg. Cinema and travel information
- ✓ Email
- ✓ Shopping on the Internet
- ✓ Debit cards

### ***Advantages of IT***

- ✓ New jobs in computer manufacture, software design, Internet
- ✓ Many jobs made more interesting and quicker eg. Secretaries, designers
- ✓ Debit cards make loss or theft of cash more rare
- ✓ Faster at supermarket checkout with bar code readers
- ✓ Shelves can be filled quicker because shops know what it being sold minute-by-minute
- ✓ You can order goods over the Internet from anywhere in the world provided you have a credit card
- ✓ You can have an Email address and stay in touch with people all over the world
- ✓ Easier to get hold of information eg. Online encyclopaedias, web sites of universities, colleges, schools and others
- ✓ Buy holidays, insurance almost anything you like, even organic vegetables
- ✓ New jobs are created to handle orders and pack goods

### ***Disadvantages of IT***

- ✓ Some jobs are no longer available eg. Banks are shutting branches as more cash machines and Internet banking take over
- ✓ You must have a bank account, which you may be charged for
- ✓ Debit cards not accepted in every shop eg. Market stalls, newsagent
- ✓ Smaller shops going out of business because of supermarkets and Internet shopping
- ✓ There will be more trucks and vans on the roads delivering all the goods
- ✓ There can be loss of privacy as your Email address can be used by others to send you adverts
- ✓ Feel increased pressure to buy, find information – can lead to stress