





MODERN DIGITAL SKILLS

**CHAPTER1:DEVICES AND SOFTWARE OPERATIONS**

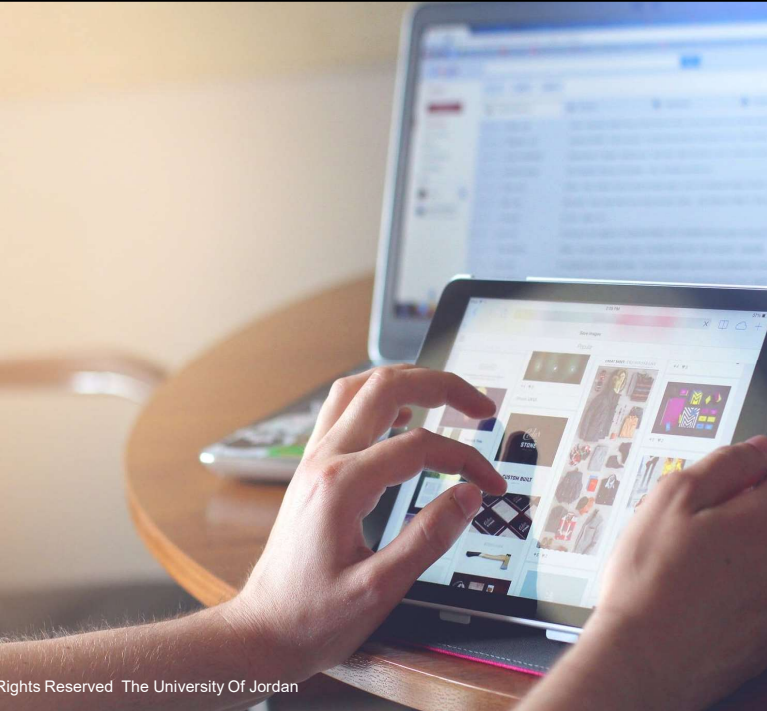


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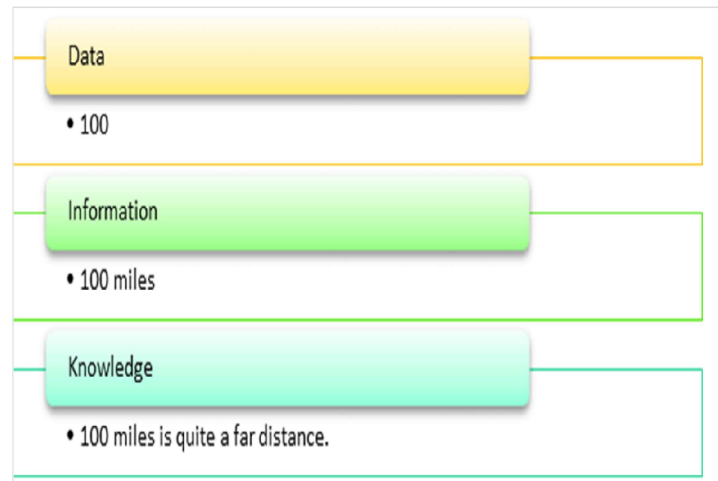
1. Data ,Information and Knowledge.
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3. The Functionality of Computers
4. The evolution of storage media
5. Personal Computer characteristics:  
Hard disk, CPU, RAM.
6. Software ( System & Applications)



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## Data – information – knowledge

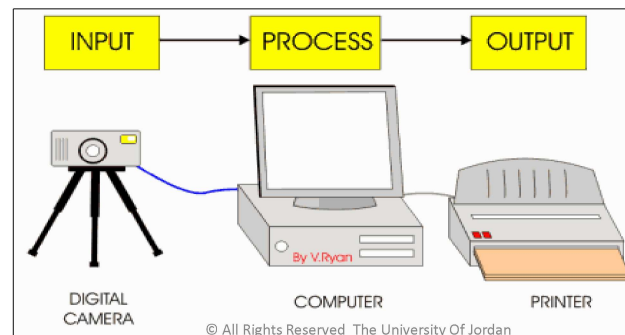
- **Data** are the raw alphanumeric values obtained through different acquisition methods.
- **Information** is created when data are processed, organized, or structured to provide context and meaning (Processed Data).
- **Knowledge** is what we know.



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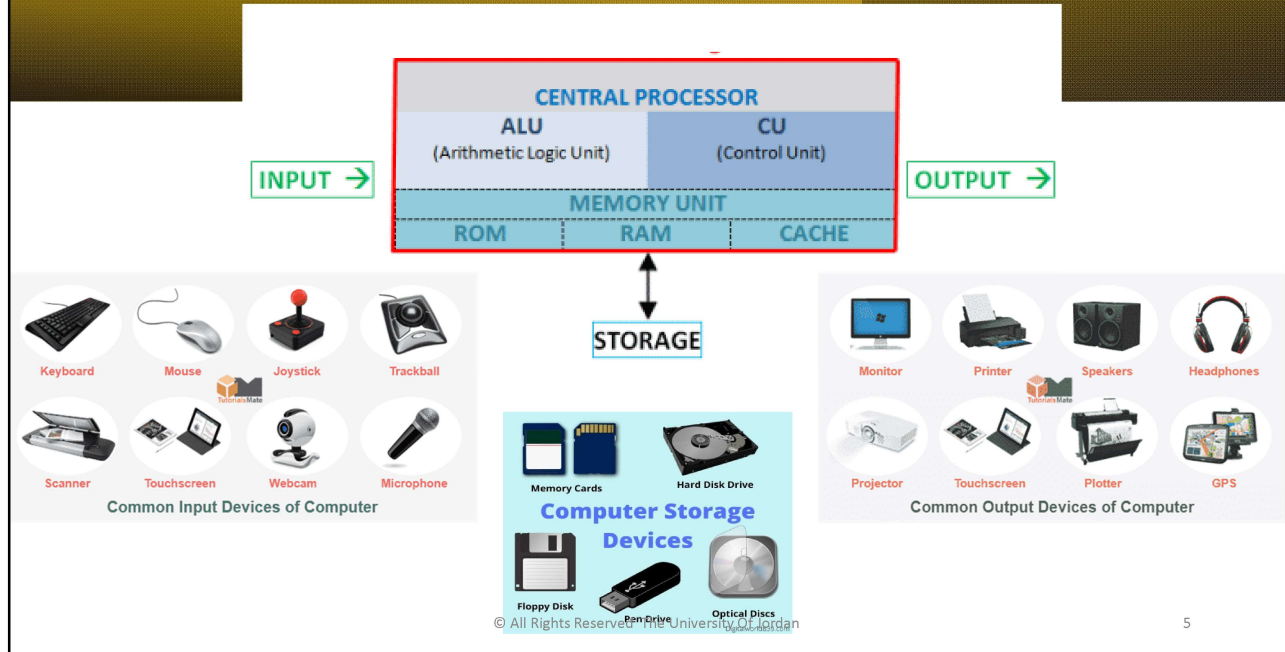
## The data processing cycle



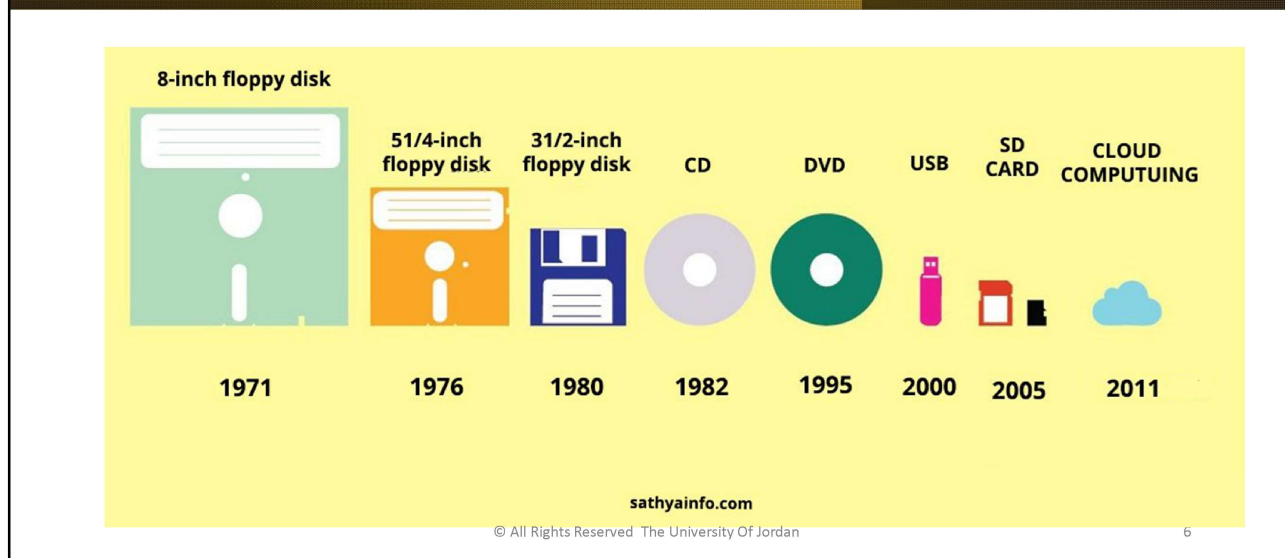
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# The Functionality of Computers



# The Evolution of Storage Media



## Types Of Memory



•Computers store data in:

•**Primary memory**: RAM(Main Memory) and ROM

•**Secondary memory**: hard drives, USB flash memory, CDs, cloud ..etc

If **Main memory** has enough space →  
Computer will operate **faster**

If **Secondary memory** has enough space →  
Computer will have a **better capacity** and will **store many files**.

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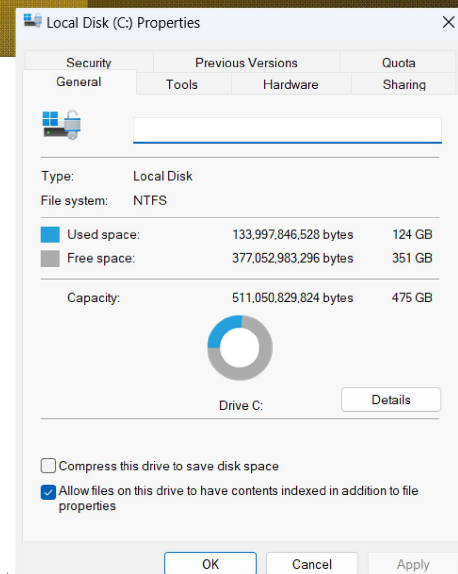
## Personal Computer characteristics Hard disk

**Hard disk** is a kind of computer secondary storage:

- Its where your applications, operating systems and files are stored in.
- It determines the **capacity** of your computer.
- It can be internal or external

• **Steps to know the properties of Hard Disk:**

1. Double click on This PC in the desktop
2. Select DEVICES AND DRIVES
3. Right click on the Local Disk
4. Select properties



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## Personal Computer characteristics RAM and CPU

- RAM and CPU determines the *speed of your computer*

### •RAM (Random Access Memory):

A type of main memory that is volatile.

### CPU (central processing unit):

Where the processing takes place.

- **ALU:** Arithmetic and Logical Unit
- **CU:** Control Unit.

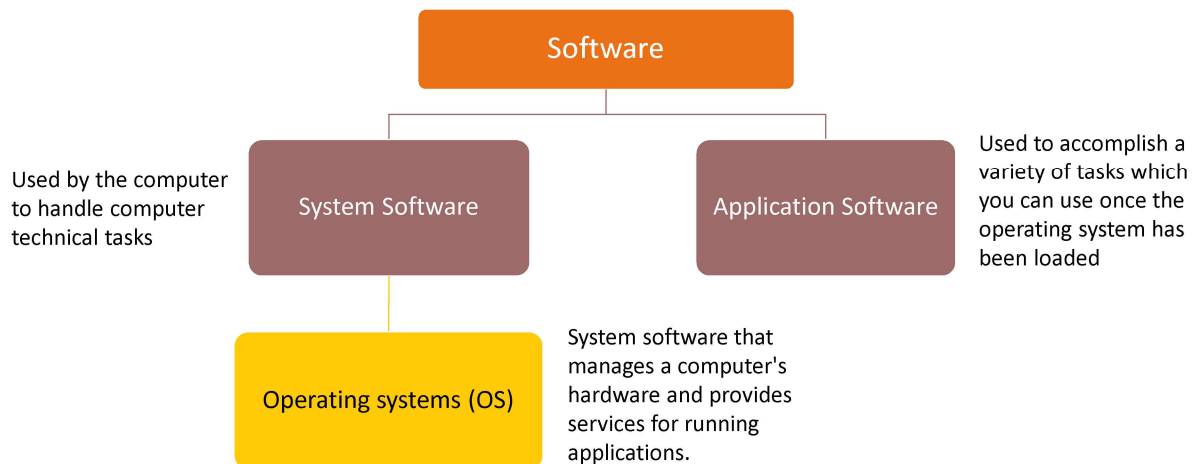
### Steps To know the properties of CPU and RAM:

1. Choose PC in the desktop
2. Right click and select properties

## Software

Hardware cannot work without programs

**Software** is a program that represents a set of instructions that tells the computer what to do and how to do it



## Software

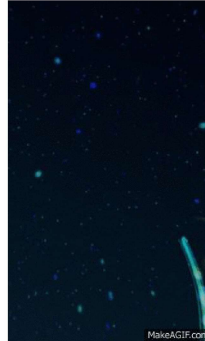
### System software: (Operating Systems)



- There are many types of Operating System (OS), which are designed for both PCs and smart phones.

#### Some Operating Systems for Computers:

1. Windows (from Microsoft)
2. Mac OS (From Apple)
3. Linux



#### Some Operating Systems for smart phones:

1. Android
2. IOS

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## Software

### Application software: (Web Browsers)

- There are many types of Application software.
- You can install them to your desktop, laptop, tablet or smart phone.

#### • Some famous Web Browsers:

1. *Edge (Microsoft)*
2. *Chrome (Google)*
3. *Safari*



**Safari**  
Apple

MacOS, iOS



**Firefox**  
Mozilla

MacOS, MS Windows, Linux OS, Android OS



**Chrome**  
Google

MacOS, MS Windows, Linux OS, Android OS, Chrome OS



**Edge**  
Microsoft

MS Windows, MacOS, iOS, Android OS



**Opera**  
Opera Software

MacOS, MS Windows, Linux OS, Android OS



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## Software Application Software (Meta)

1. Facebook
2. Messenger
3. Instagram
4. WhatsApp



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## Software Application software: (Microsoft Office and Search Engine)

- Office Applications from Microsoft are Available for Computers and smart phones.

- Some Office applications are:

1. Microsoft Word
2. Microsoft PowerPoint
3. Microsoft Excel
4. Microsoft Access

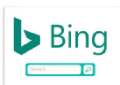


**Office 365**



- Search Engine from Microsoft:

- Microsoft Bing (Search Engine)



➤ Office 365 version is free for students at the University of Jordan 😊

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## Software

### Application software: (Google Apps)

- There are many applications from Google (Available for Computers and smart phones),
- Some of these applications are:

- *YouTube (Video sharing app)*
- *Google Search engine*
- *Google Maps*
- *Google Drive (Cloud storage)*
- *Google Chrome (web browser)*
- *Gmail (Email service)*
- *Google Translate*
- *Google Play Store*
- *Google Scholar*

# Google

