

## Hardware & Software Lesson 2



### PC hardware Issues

- How much do you need to spend for each PC?

#### Basic new PC

Word-processing / Spreadsheets / Database entry / Web browsing / email

#### You need a better PC for:

Computer programming / Large Databases / complicated calculations / Video production / multimedia editing / server

#### Macs are useful for:

Graphics Artists / Professional desktop publishing / Music production and video production

### Printer Issues

- Laser Printer**  
Good for high volume / Often has duplex functionality / higher purchase price / lower running costs
- Inkjet**  
Low initial purchase price / higher running costs / Good for colour
- Professional Printing**  
Higher quality printing / high volume / less flexibility / different materials etc

### Backup Devices

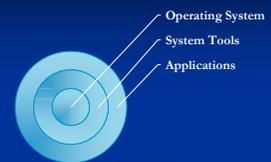
| Storage device | Cost of data storage | Reliability | Portability | Access to data |
|----------------|----------------------|-------------|-------------|----------------|
| CD drives      | Exercise 1           |             |             |                |
| DVD drives     |                      |             |             |                |
| Tape streamers |                      |             |             |                |
| Hard disks     |                      |             |             |                |
| Floppy Disks   |                      |             |             |                |
| Key disks      |                      |             |             |                |

### Other hardware

- Screen size – Larger screens allow workers to fit more data on screen / reduce eye strain
- LCD screens – Lower fire risk / less electricity  
Better for your eyes / less space
- Mice – Standard mouse / Optical mouse (More accurate)

### Software

- Operating System – Essential for every computer
- System Tools – Background tools e.g. network management, virus protection etc
- Applications – Word Processors, Web browsers etc.



## Operating Systems

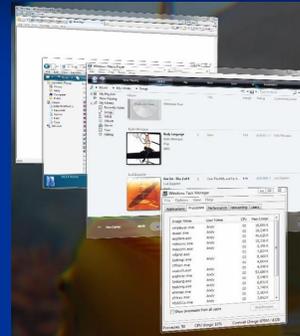
- Unix (Linux) – Used primarily for managing servers, but is popular with techies for day-to-day use. Linux and most Linux applications are free. It also uses less power than Windows.
- Mac OS – Used for Macintosh computers
- Windows – Used in the majority of PCs.

## Windows Vista Vs XP

### Start Menu



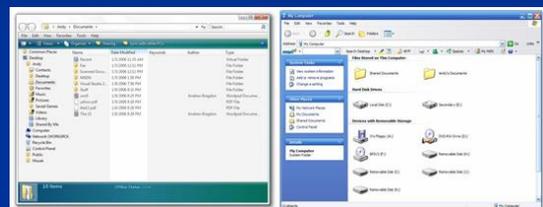
### Window Switch



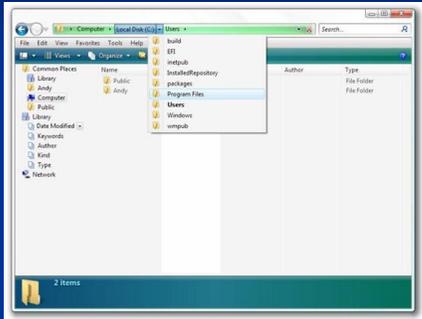
### Preview Windows



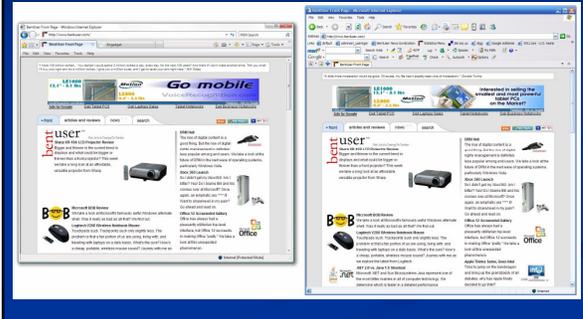
### My Computer



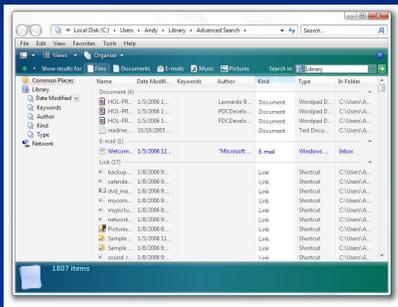
## My Computer – Bread Crumb Bar



## Internet Explorer



## Search



## Windows - Summary

- |   |  |
|---|--|
| <p>Vista</p> <ul style="list-style-type: none"> <li>■ Better Search</li> <li>■ Easier to find Windows</li> <li>■ Easier to multi-task</li> <li>■ Future Support</li> <li>■ Potentially faster</li> <li>■ Intellectual Property Protection built-in</li> </ul> | <p>XP</p> <ul style="list-style-type: none"> <li>■ Runs all current software</li> <li>■ Runs all current hardware</li> <li>■ Designed for today's PCs</li> </ul> |
|---|--|

## System Tools

- Virus Protection
- Firewall
- Network control
- Other system tools required by software

## Applications

- Databases – Most MIS systems need databases.

Other applications

- Word Processors / Desktop publishing / email
- Spreadsheets / Statistical packages
- Presentation software
- Web Browser

Exercise 2 – With a partner fill out the software you use.

# MS Office Upgrade

Upgrading to Office 2007

## MS Office 2007 (Upgrade)

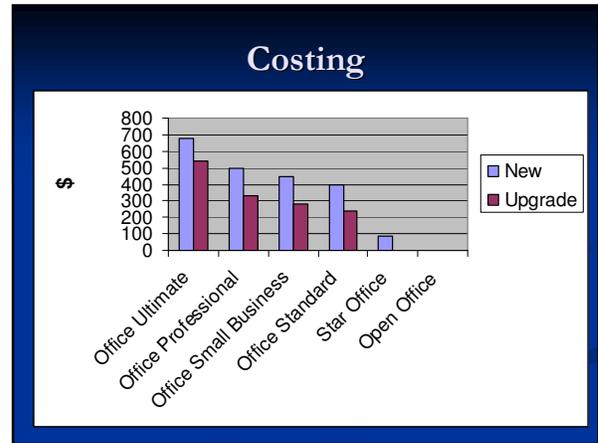
### The Good

- Smart Art makes drawing easier
- Improved Formatting
- Workflows introduced
- Many Small Improvements
- Better Customization
- Create PDFs – With Add-on
- Create better templates & themes
- Better security & document sizes

## MS Office 2007 (Upgrade)

### The Bad

- Some relearning required
- No adherence to Windows Themes
- Some power users may find Office "dumbed down"
- No Full 64-bit support



## Software Choices

| Category                 | Microsoft Product(s) | Alternative(s)  | KMFMS Recommends         |
|--------------------------|----------------------|---|--------------------------|
| Desktop Operating System | Windows              | Linux, Mac OS X, and many, many more  | Fedora (Linux), Mac OS X |
| Web Browser              | Internet Explorer    | Firefox, Netscape, Opera, Lynx, ELinks, Cachi, and many, many more          | Firefox                  |
| Office Suite             | Microsoft Office     | OpenOffice.org, StarOffice, Corel Office, Appleworks, KOffice, GNOME Office | OpenOffice.org           |
| Email Client             | Outlook              | Thunderbird, Pegasus, Eudora, and many, many more                           | Thunderbird              |

## The Internet

- Email & Discussion Groups
- Research & Information
- News
- Entertainment
- Download Files
- E-Shopping
- Financial matters
- Auctions
- Telephony & conferencing
- Career advancement
- Distance Learning
- E-Business

Exercise 3 – How can you do each of these things and what are the Websites you would use

## Programming Languages

- Older languages – FORTRAN, COBOL & Pascal
- Low level languages – C, Assembler & Binary
- Application Development – C++ JAVA Visual Basic
- Database development – SQL .net ASP Oracle Dbase
- For Web development – html, xml, PHP, ASP

## Support for your computer

- Users have problems with software – Loss of productivity / loss of business
- Often ask friend who is more knowledge – loss of their productivity
- Still Can not solve problem, so phone somebody else and so on...

## How to choose software

- Make sure it is easy to use
- Make sure that the help files are actually helpful!
- Do you get printed manuals?
- Do you get software training?

Always make sure you either have:

- Good quality internal company support
- Pay for good quality technical support

## Summary

- Hardware is important, but what is most important is the software you run on it.
- There are cheaper alternatives to MS products
- The Internet is a key tool for business & personal use
- Knowing the uses of programming languages can help you hire the right people.
- Training and support are essential parts of your decision