AMI 4 SURVEY OF BUSINESS

**INSTRUCTIONS**: **After reading the text below, fill in the blanks on Page 2 (USING PAGE 3 AS YOUR ANSWER SHEET).**



A computer is an electronic device that manipulates information or “data.” It sees data as zeros and ones. It combines groups of these numbers to form pictures, websites, games, and more.

Hardware is any physical part of the computer, which includes, all of the internal components and the external parts, such as the monitor and keyboard.

Software is any set of instructions that tells the hardware what to do, such as a web browser, media player, or word processor.

Two types of personal computers are desktops and laptops.

Two styles of personal computers are PC’s and Mac’s.

The type of operating system typically used by a PC is Microsoft Windows.

MAC’s are made by Apple and come with the OS X (ten) operating system.

Other devices that have built-in computers include:

1. Mobile phones
2. Tablets
3. Game consoles
4. TV’s

A server is a computer that serves up information to other computers on a network. Web servers deliver information to your computer. Servers are used in offices to store and share files.

The computer case contains the main parts of the computer. Cases are either tower cases or desktop cases.

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A \_\_\_\_\_\_\_\_\_\_\_1\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is an electronic device that manipulates information or “data.” It sees data as \_\_\_\_2\_\_\_\_\_ and \_\_\_\_3\_\_\_\_\_\_. It combines groups of these numbers to form pictures, websites, games, and more.

\_\_\_\_\_\_\_\_\_\_\_\_4\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is any physical part of the computer, which includes, all of the \_\_\_\_\_\_5\_\_\_\_\_\_\_\_\_\_components and the \_\_\_\_\_\_6\_\_\_\_\_\_\_\_\_\_ parts, such as the monitor and keyboard.

\_\_\_\_\_\_\_\_\_\_\_\_7\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is any set of instructions that tells the hardware what to do, such as a web \_\_\_\_\_\_\_8\_\_\_\_\_\_\_, media \_\_\_\_\_\_9\_\_\_\_\_\_\_\_, or word \_\_\_\_\_\_\_10\_\_\_\_\_\_\_\_\_.

Two types of personal computers are \_\_\_\_\_\_\_\_\_\_\_\_\_11\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_12\_\_\_\_\_\_\_\_\_\_\_\_.

Two styles of personal computers are \_\_\_\_\_\_\_\_13\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_14\_\_\_\_\_\_\_\_\_\_.

The type of operating system typically used by a PC is \_\_\_\_\_\_\_\_\_\_\_\_15\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

MAC’s are made by \_\_\_\_\_\_\_\_\_16\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and come with the \_\_\_\_17\_\_\_\_\_ X operating system.

Other devices that have built-in computers include:

1. \_\_\_\_\_\_\_\_18\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_19\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_20\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_21\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A \_\_\_\_\_\_\_\_\_\_\_\_22\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a computer that serves up information to other computers on a network. \_\_\_\_\_\_\_\_\_\_\_23\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ servers deliver information to your computer. Servers are used in offices to \_\_\_\_\_\_\_\_\_\_\_24\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_25\_\_\_\_\_\_\_\_\_ files.

The \_\_\_\_\_\_\_\_\_26\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ contains the main parts of the computer. Cases are either \_\_\_\_\_\_27\_\_\_\_\_\_\_\_ cases or \_\_\_\_\_\_28\_\_\_\_\_\_\_\_\_ cases.

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