



COMPUTER BASICS monetization

2020



About This Course:

This course will give you an overview of how to use the computer and know the fundamentals particularly for beginners. You will learn about what exactly computer is, software, hardware and Internet research (Richard, 2020) as these are the basic modern way of using the computer. It's in two sections and I recommend you immediately purchase the next section after you complete this one.

At the end of this course, you will be able to;

1. Take administrative tasks (word document);
2. Serve the internet for right purpose
3. Make money with the basic skills (monetize the basics)

This Basic course also includes honest videos that make you start your own business plus a fundraising tool to raise your capital at your convenience.

Both experts and beginners can enroll into this course because, I teach things that will impact in your life.¹

INTRODUCTION:

This book contains the first part of this lesson, namely;

- a) Introduction to computers (fundamentals)
- b) Computer software (basics)

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- c) Computer hardware (basics)
- d) The internet

Disclaimer: This book contains the very medium basics of computers, experts may find it useless but there are **(how to:)** monitory features that makes it different from the others. It is recommended for beginners and the advanced but maybe not for the experts.

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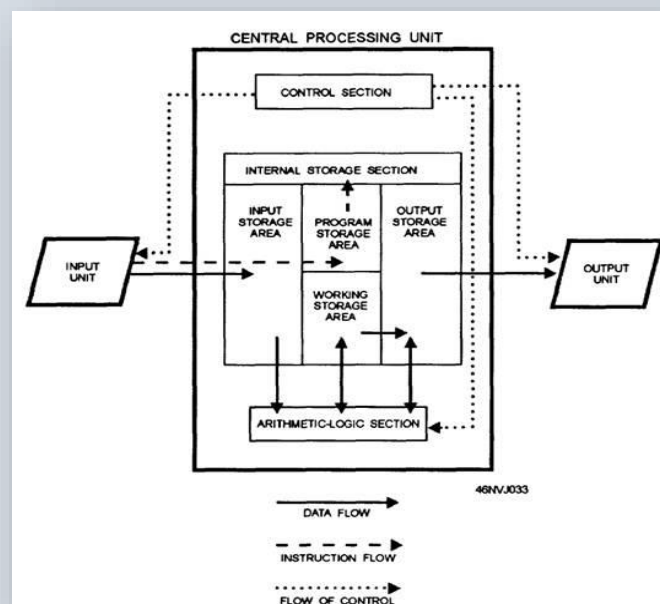
1.0 **Computer** is a task processing machine just like the washing machine and the microwave which basically operate in binary form (0's and 1's). it receives instruction from its users and process task designed for it to perform.

CHARACTERISTICS OF COMPUTERS

The characteristics of computers that have made them so powerful and universally useful are speed, accuracy, diligence, versatility and storage capacity.

A computer performs five major operations or functions irrespective of its size and make. These are • it accepts data or instructions as input, • it stores data and instruction • it processes data as per the instructions, • it controls all operations inside a computer, and • it gives results in the form of output.

1.1 The Functional Units



- Input Unit:** This unit is used for entering data and programs into the computer system by the user for processing. Examples are the keyboard, mouse, touchpad and the touch screen.
- Storage Unit:** The storage unit is used for storing data and instructions before and after processing. The examples to this unit are the hard disk, compact disk, the pen drive, etc.
- Output Unit:** The output unit is used for storing the result as output produced by the computer after processing. The monitor, the projector, the speaker are all common examples to this unit.



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- d. **Processing:** The task of performing operations like arithmetic and logical operations is called processing. The Central Processing Unit (CPU) takes data and instructions from the storage unit and makes all sorts of calculations based on the instructions given and the type of data provided. It is then sent back to the storage unit. CPU includes Arithmetic logic unit (ALU) and control unit (CU)
- **Arithmetic Logic Unit:** All calculations and comparisons, based on the instructions provided, are carried out within the ALU. It performs arithmetic functions like addition, subtraction, multiplication, division and also logical operations like greater than, less than and equal to etc.
 - **Control Unit:** Controlling of all operations like input, processing and output are performed by control unit. It takes care of step by step processing of all operations inside the computer.

1.2 Typing and movement of the mouse

Typing: is the process of writing or inputting text by pressing keys on a typewriter, keyboard, cell phone, or a calculator. It can be distinguished from other means of text input, such as handwriting and speech recognition.

"Learners should practice typing for fifteen minutes each day until their typing speed is at least 30 words per minute". Apps to use MS word or Note pad

Want to become more accurate in typing like speaking fluently? Check this quote:

***"The use of the computer is to make human work more easily and faster at a convenient rate. You practice and become perfect"** ~ Rich*

Mouse: In computing, a mouse is a pointing device that functions by detecting two-dimensional motion relative to its supporting surface.





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Now let's dive into the hardware and software component of the computer

2.0 Computer Hardware

Computer hardware is the collection of physical parts of a **computer** system. This includes the **computer** case, monitor, keyboard, and mouse. It also includes all the parts inside the **computer** case, such as the hard disk drive, motherboard, video card, and many others. **Computer hardware** is what you can physically touch.

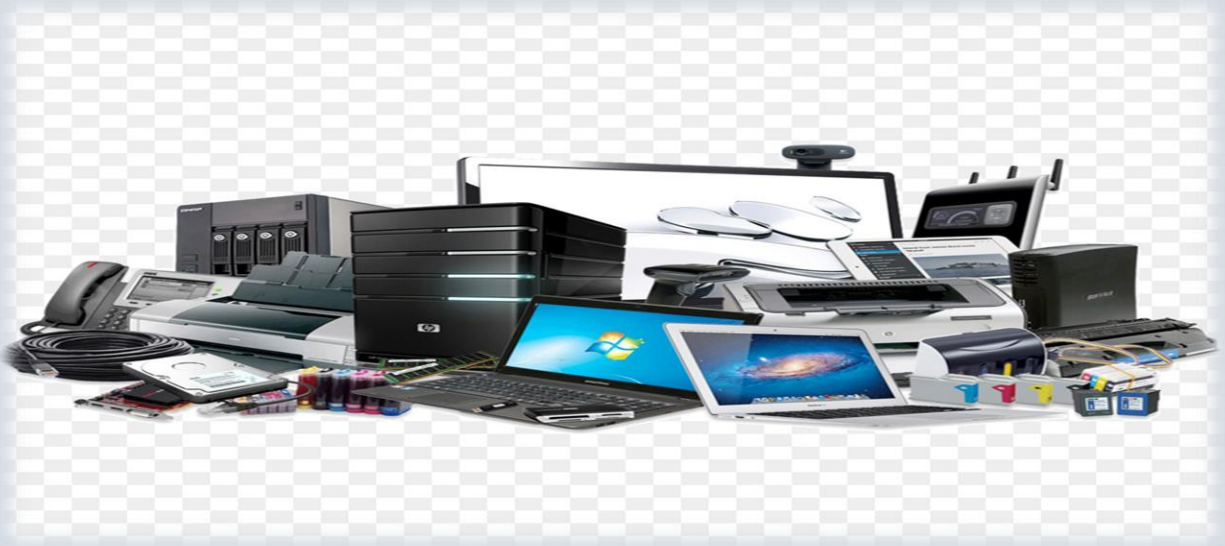


Image Example



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2.1 Uses of the hardware component of the computer

Central processing unit

The **processor** is the driver of the computer. Processors are usually differentiated by speed, measured in gigahertz (GHz), e.g. word processing, spreadsheets and some multimedia.

Random access memory (RAM)

The processor uses **memory** to run programs. Generally, the more RAM you have, the better your computer will run when using several programs at once.

Learn more Here: <https://www.nibusinessinfo.co.uk/content/computer-hardware-components-and-specifications>

3.0 Software

Computer software is the set of programs that makes the hardware perform a set of tasks in particular order. Hardware and software are complimentary to each other. Both have to work together to produce meaningful results. Computer software is classified into two broad categories; system software and application software.



3.1 Types/uses of application software are:

- **Word processing software:** The main purpose of this software is to produce documents. MS-Word, Word Pad, Notepad and some other text editors are some of the examples of word processing software.
- **Database software:** Database is a collection of related data. The purpose of this software is to organize and manage data. The advantage of this software is that you can change the way



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data is stored and displayed. MS access, dBase, FoxPro, Paradox, and Oracle are some of the examples of database software.

- **Spread sheet software:** The spread sheet software is used to maintain budget, financial statements, grade sheets, and sales records. The purpose of this software is organizing numbers. simple or complex calculations on the numbers entered in rows and columns. MS-Excel is one of the examples of spreadsheet software.
- **Presentation software:** This software is used to display the information in the form of slide show. The three main functions of presentation software are editing that allows insertion and formatting of text, including graphics in the text and executing the slide shows. The best example for this type of application software is Microsoft PowerPoint.
- **Multimedia software:** Media players and real players are the examples of multimedia software. This software will allow the user to create audio and videos. The different forms of multimedia software are audio converters, players, burners, video encoders and decoders.

4.0 The Internet Research



Internet research is the practice of using Internet information, especially free information on the World Wide Web, in research.

It focused and purposeful, uses internet information or internet-based resources, tends towards the immediate and tends to access information without a purchase price.

For example, on the Net, the Web can be searched and typically hundreds or thousands of pages can be found with some relation to the topic, within seconds. In addition, email, online discussion forums, and other discussion forums, and facilities can provide direct access to experts and other individuals with relevant interests and knowledge.

4.1 Benefit from serving the internet

There are numerous of benefits regarding the introduction of the internet. From individuals, small businesses, companies or organizations, enterprises, and government agencies. Below are some of these benefits;

- ✓ Information, knowledge and learning
- ✓ Connectivity, communication and learning



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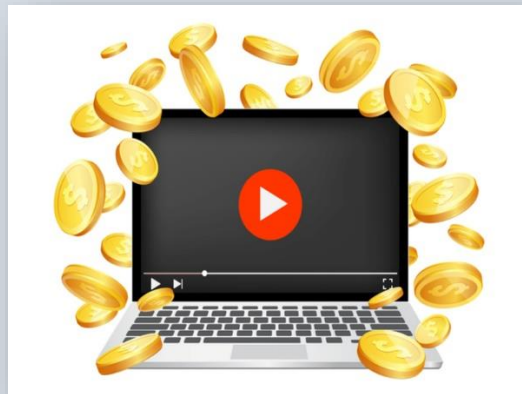
- ✓ Banking, billing and shopping
- ✓ Selling and making money
- ✓ Donation and funding
- ✓ Entertainment and many others

5.0 Computer basics monetization

Now, this is the most important and interesting part of this course. You may probably have heard all the above before, maybe from your primary, Secondary or tertiary schools. But the monetization part was or has not been communicated yet to you. Now this course and the advance one will give you more details on how you will make money with the basic computer knowledge you have.

5.1 Introduction

With the basic knowledge on the computer, the hardware and software and the internet you can make millions that you can't even imagine.



The basic ways to make money with the basic ideas are,

Sell Online

Online surveys

Freelance write

Affiliate marketing²

Start a blog

Online ads manager

² By: Richard Mensah

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And many more...

Now, let's get into details in the next course of this lesson. It gives you more details on what to start, when to start, how to start and many others on making money with computer basic skills. Purchase it now complete this course and start making money with your skills.

Get free ideas on online monetization and make the maximum profit on my YouTube channel.

