Class 4 of BCA part 1(By Sachin Kumar)

1. **Input devices:➔**

Input unit consists of external devices—that is, components outside the computer's CPU. It provides or fetches information and instructions to the computer. These include keyboard, mouse (mechanical/ opto-mechanical/ opticals), light pen, joystick, scanner, microphones (voice recognition modules), Optical Character Reader (OCR), Magnetic Ink Character Reader Recognition (MICR), Bar code reader, badge reader, digitizer, touch screen and optical mark reader (OMR).

   a. **Light pen:➔**This is a stylus with a light sensitive tip that is used to draw directly on a computer's video screen or to select information on the screen by pressing a clip in the light pen or by pressing the light pen against the surface of the screen. The pen contains light sensors that identify which portion of the screen it is passed over. It is mostly used with Laptop

   b. **Mouse:** ➔This is a pointing device designed to be gripped by one hand. on the bottom that enables the user to control the motion of an on-screen pointer, or cursor, by moving the mouse on a flat surface. As the device moves across the surface, the cursor moves across the screen. To select items or choose commands on the screen, the user presses a button on the mouse.

   c. **Joystick**:➔ it is a pointing device composed of a lever that moves in multiple directions to navigate a cursor or other graphical object on a computer screen.

   d. **Keyboard:➔** Keyboard is typewriter-like devices that allows the user to type in text, numeric and execute commands with the aid of the functional keys on the keyboard

   e. **Optical Scanner:➔** This is light-sensing equipment that converts images such as a picture or text into electronic signals that can be manipulated by a computer. For example, a photograph can be scanned into a computer and then included in a text document created on that computer. The two most common scanner types are

the flatbed scanner, which is similar to an office photocopier, and the handheld scanner, which is passed manually across the image to be processed

f. **Microphone:** →This is a device for converting sound into signals that can then be stored, manipulated, and played back by the computer. A voice recognition module is a device that converts spoken words into information that the computer can recognize and process.

g. **Modem:**→ It stands for modulator-demodulator, is a device that connects a computer to a telephone line or cable television network and allows information to be transmitted to or received from another computer. Each computer that sends or receives information must be connected to a modem.

2. **Output devices:**→ Output devices consists of hardware that transfer information from the computer's CPU to the computer user. This includes the monitor, Printer, plotters, or speaker.

Video Graphic Adapter: This is a device that converts information generated by the computer into visual information called Monitor. It looks similar to a television set. Information from the CPU is displayed on the screen of the monitor

Printers: Information and graphics processed or produced with the aid of computer are printed out as hardcopy with the aid of printer. There are different types of printers; Dot-matrix printers, Laser printers, Inkjet, etc.

Plotters: Computer output to microfilm or fiche (COM) which process information on rolls of film (drum plotter) or slide of film (flatbed plotter