Central Processing Unit (CPU)

Central Processing Unit (CPU) the central processing unit (CPU), also called a processor, is located inside the computer case on the motherboard. It is sometimes called the brain of the computer; it consists of the following features:

- CPU performs all types of data processing operations.
- It stores data, intermediate results, and instructions (program).
- It controls the operation of all parts of the computer.

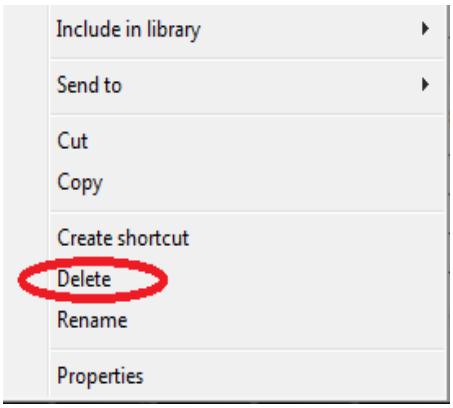
Memory types: Memory is divided into two types:

1. **Main Memory Unit (MMU)** is used to store data and instructions. It is the storage space in the computer, where data is to be processed and instructions required for processing are stored. It categorized into two:
   - **RAM:** Random Access Memory is read/write memory which stores data until the machine is working. Data and programs stored in RAM are volatile.
   - **ROM:** Read Only Memory is typically used to read but cannot write on it. This type of memory is non-volatile. No changes can be brought in that part of primary memory through CPU. ROM is faster than RAM. The inability of re- writing the ROM memory makes it faster.

2. **Secondary Memory**

Deleting Files

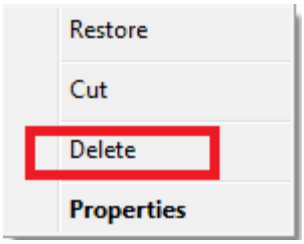
- To delete a file, simply right click on it and click Delete. The same procedure applies for a folder.
- Files and folders that the user deletes are placed in the recycle bin, from where the



user can permanently delete a file or restore it.

To permanently delete a file / folder:

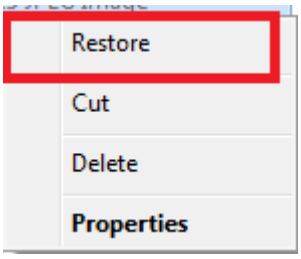
- In the Recycle Bin right click on the file / folder that the user wishes to remove permanently, then click on delete.



Restore files, folders from the recycle bin

To restore a file / folder:

- Right click on the file / folder (in the Recycle Bin) and click on restore. The file will be restored to its original location.



Empty the recycle bin.

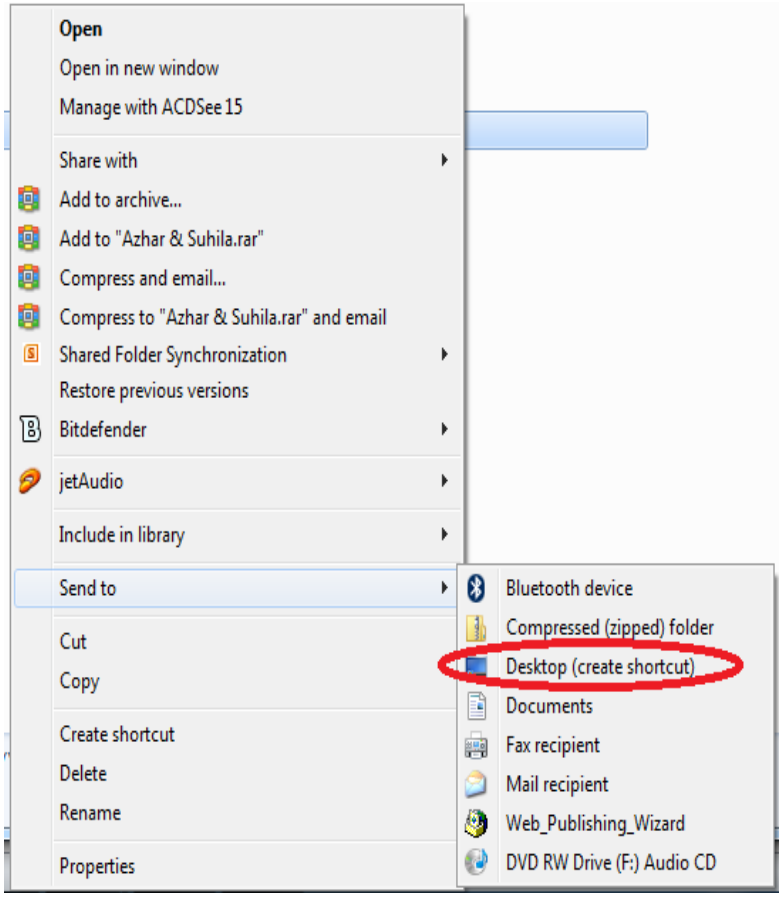
To empty the Recycle Bin:

- Double click on the Recycle bin to open it. Click, Empty Recycle Bin.

Creating Desktop Shortcut Icons

Sometimes it might be necessary for the user to create a shortcut on the desktop. Usually the reason behind this is that the user uses a particular file / folder on a regular basis and the user wants to be able to open it easily and quickly. To create a new shortcut:

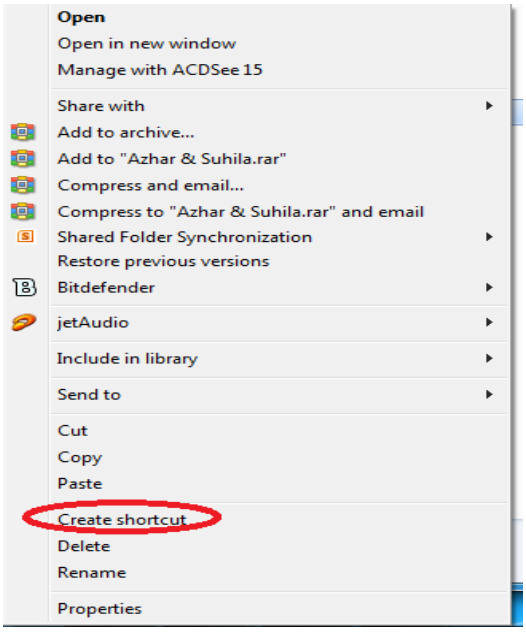
- Right click on a file / folder.
- Move the pointer to send to.
- Click Desktop (Create Shortcut). A shortcut to that file / folder will be created on the desktop.



Creating a Shortcut to another Location on the Computer

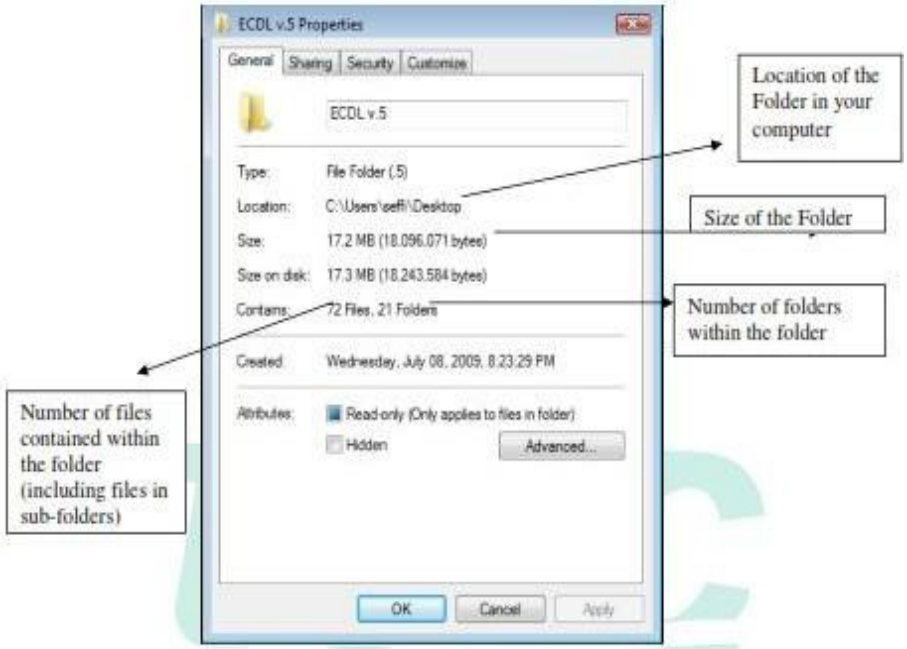
- Right click on a file / folder.

- Click create shortcut.
- The shortcut will be created next to the selected file / folder.



Open a window to display folder name, size, and location on a drive.

- Right click on the folder.
- Click Properties. The following window will appear:



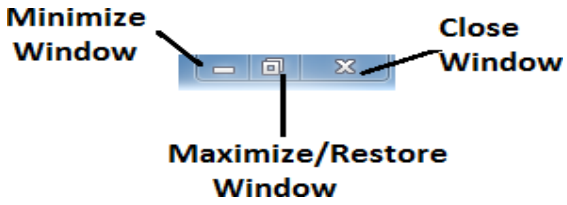
Desktop Icons

An **icon** is a small graphical representation of a program or file. When the user double-click an icon, the associated file or program will be opened.

- My computer icon.

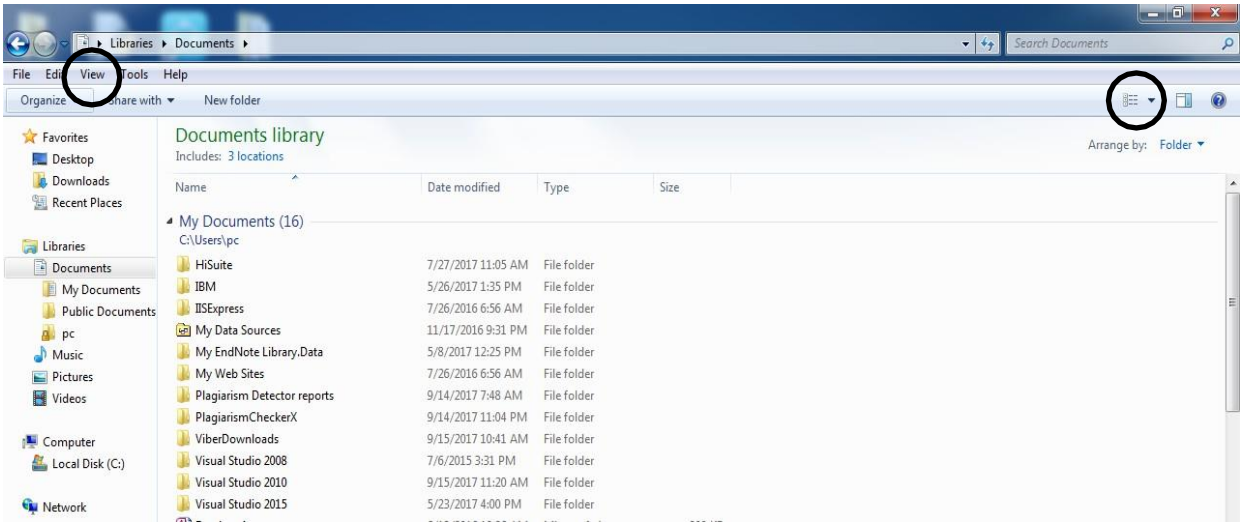
- Document icon.

- Recycle bin icon.

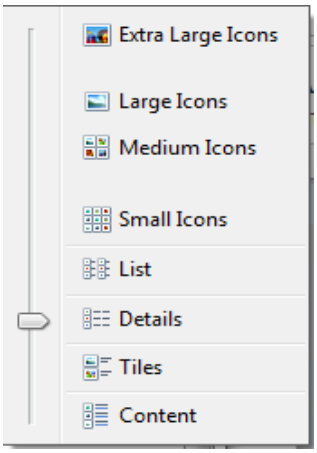


The Windows Explorer Views

The Views icon allows the user to set the view to display files. Open document icon from desktop, select view



Or clicking on the down arrow displays the following options.

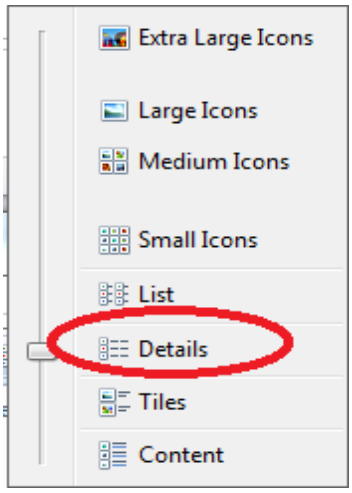


- **Medium and Large:** Displays picture files as a series of small pictures.
- **Tiles:** Displays only the file titles.
- **Small Icons:** Displays all objects as icons.
- **List:** Displays all files/folders in list format split into multiple columns.
- **Details:** Displays all files and associated file details such as name, size, type, and last accessed date in a single column.

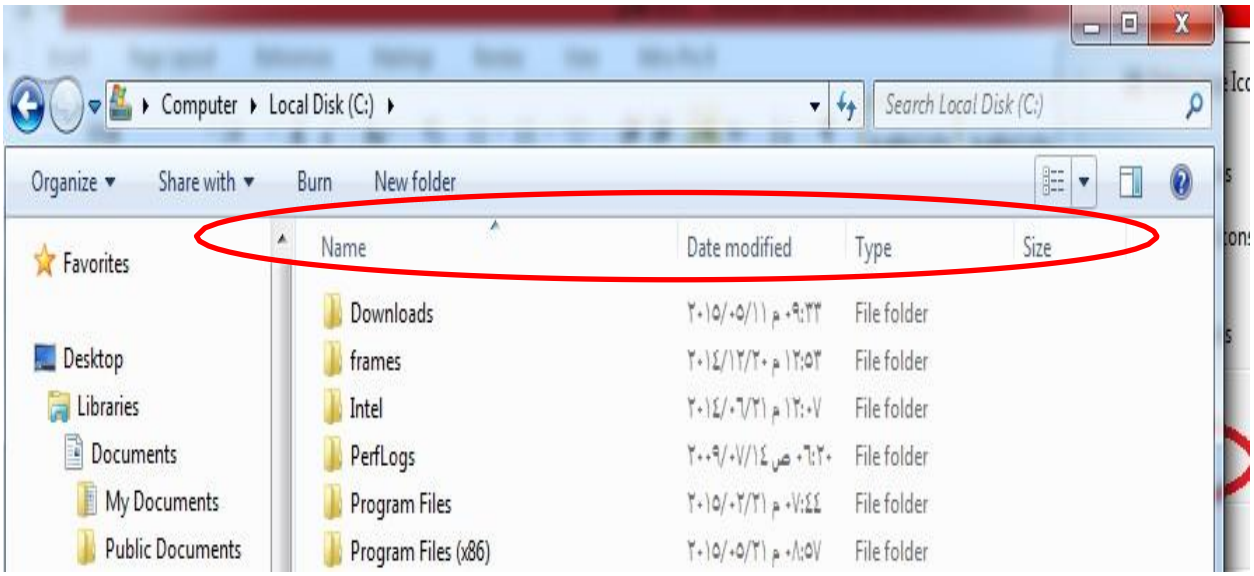
Sort files

The files displayed in My Computer window can be sorted by name, size, file type and the date/time last modified:

- Click View, Details.



- Click the appropriate header:


Computer
Local Disk (C:)
Search Local Disk (C:)
Organize
Share with
Burn
New folder
Favorites
Desktop
Libraries
Documents
My Documents
Public Documents
Name
Date modified
Type
Size
Downloads
frames
Intel
PerfLogs
Program Files
Program Files (x86)
File folder