

INPUT ACCESSORIES OF PC

Keyboard

Connection: blue port PS2, USB port

Parts of keys:

- Alphanumeric part – letters and numbers (*Shift* – capital letters)
- Numeric part - numbers and mathematical symbols
- Controls *F1 - F12* - functions in current program
- Keys for cursor motion - movement darts, *Page Up, Page Down, Home, End*
- Keys for erase text – *Delete* - right from cursor, *Backspace* - left from cursor

Special keys:

- *Enter* (entrance to a program, to menu, like left mouse click in dialog window, execution activity)
- *Escape* - cancel elections, like clicking on "cancel" in dialog window
- *Insert* - switch insert mode and transcription text
- *Ctrl* (control), *Alt* (alternate) - in combination with other key for quick operation (key abbreviations)
- *Tab* (tabulate) - moving cursor on tab stop (to next cell in tablet)
- *Print Screen* - safekeeping current screens to clipboard
- *Caps Lock* - permanent writing capital letters
- *Num Lock* - activation/deactivation numerical keyboards

Mouse

Connection: green port PS2, USB port

Types: optical (power from PC), optical wireless (power from own battery)

- left push button - the most used - selection object under cursor (double-click - execution of choices action - like Enter on keyboard)
- right push button - unwrapping menu (what we can do with object)
- central push button (wheel) - function at need
- wheel of mouse – scrolling screen

- **Scanner** – connected to USB port - importing graphic application to PC (graphic resolution: 1200x1200 DPI – dots per inch)
- **Microphone** - connected to red jack port on sound card - to voice record or telephone by internet
- **Game controllers** – connected to USB port - joystick, wheel...
- **USB input devices** – all input devices connected to USB port (USB external DVD RW drive, USB HDD, camera, mobile phone ...)

OUTPUT ACCESSORIES OF PC

Monitor

- connected to VGA port on graphic card (VGA)
 - LCD – liquid crystal display (data projector)
- Parameters:
- screen size in inches - 17", 19", 21"
 - graphic resolution - 1280x1024 and more
 - refresh rate – 75Hz and more
- OSD – on screen display – menu for monitor settings

Printer

- connected to USB port

Types:

- ink printers – black/color
- laser printers – black/color

Parameters:

- printing density – DPI (dots per inch)
- printing speed – number of pages per min.
- multifunctional device: scan + print = copy

- **Speakers / headphones** – connected to green jack port on sound card, to reproduction of sound

- **Output USB devices** - all output devices connected to USB port (external USB DVD-RW drive, USB HDD...)
