

Kentucky Class Notes

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**CS 101 Keen
Spring 2012
Test 1**

CS 101

Chapter 12: Office Fundamentals and File Management

Starting the Computer

-Starting your computer is also called “booting”. The word booting comes from the saying “pulling yourself by your own bootstraps”.

-The first instructions the processor sees have to be stored somewhere besides secondary storage (HD,DC) or ROM.

-There are four steps for booting computer:

- 1) First the on/off button is activated or turned on
- 2) Then A Power-on self-test (POST) checks attached hardware (i.e. the keyboard, mouse, printer, and monitor)
- 3) The operating system loads your documents, saved files, etc. from the memory in the boot device.
- 4) Last the specific settings on the computer are loaded (i.e. your desktop background and start up programs)



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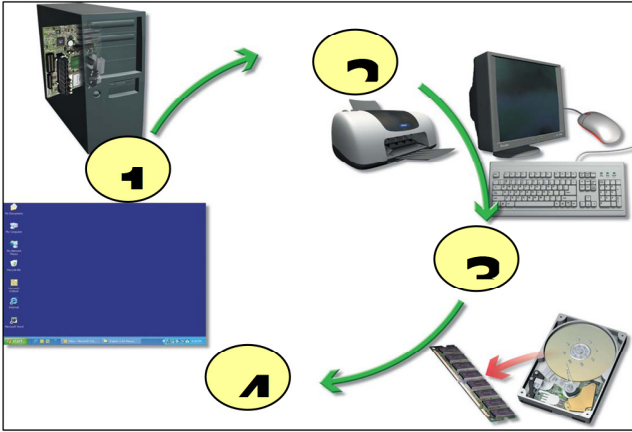
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Files

-When using an application (i.e. Microsoft Office) your work is saved in the RAM first.

-You use applications to write papers or make spreadsheets.

-There is one downfall to RAM it is very unstable. If your power goes out you lose your work.

-Saving a file will prevent you from losing your work because it is stored on a secondary storage device such as the hard drive.

-When you save a file it is named with a name, extension, time, date, and size.

File Systems- Drives

-All computers contain a File System. A file system stores all of your files and keeps them organized on your computer.

-File Systems are based on Physical Storage Devices or Drives which can be more local or a network.



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