Hardware

Hardware is any physical part of the computer which can be touched or seen.
These are the main types of hardware:

- Monitor
- Mouse
- Keyboard
- Disk Drives
- Printer
- Speakers
- Tower

Types of hardware

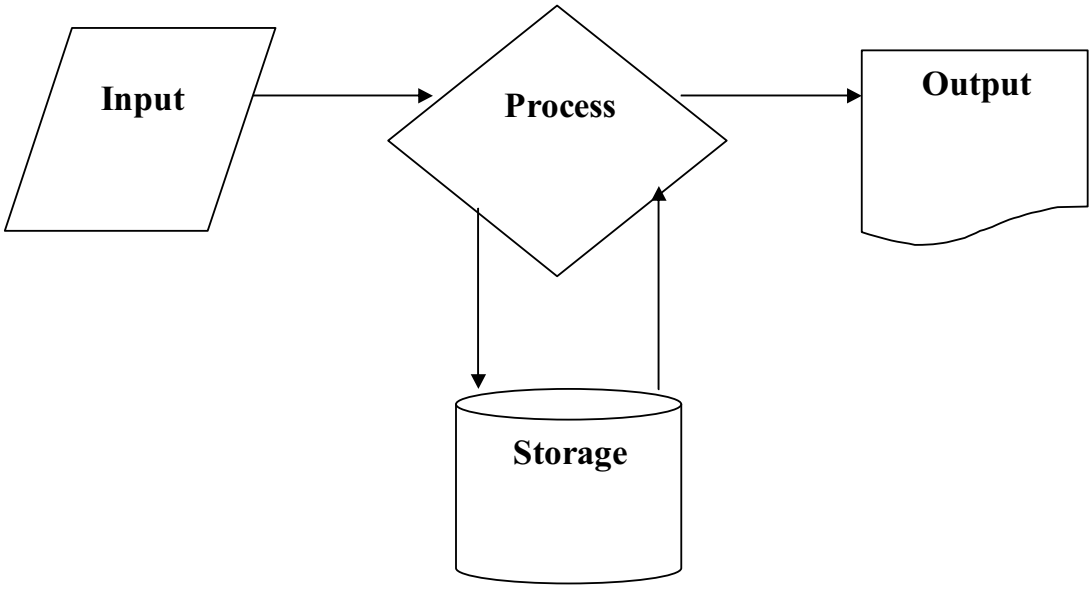
There are four types of hardware.

Input
Input is that type of hardware which is used to enter data into the computer.

Process
Process is that hardware which manipulates the inputted into useful form.

Storage
Storage is where the data is stored.

Output
Output devices allow you to view information produced after data has been processed.



These are the following hardwares I used;

Input
Keyboard, mouse and scanner

Process
Central Processing Unit

Storage
RAM, USB flash drive and hard disk

Output
Printer and monitor

In the following table I will describe the hardware I have used in my system, the way they work and the advantages and disadvantages.

Name of device	Price	The way it works	Advantages	Disadvantages
Keyboard	£20	When a letter, number or a symbol is pressed on the keyboard then a signal is	Keyboards come in many types. For example. QWERTY, concept, ergonomic etc. This	Using to much keyboard can lead to RSI.

		immediately sent to the CPU. Then the CPU passes on the information to the monitor which outputs it.	means that you can choose the one that suits you.	
			A keyboard can do the same job of a mouse, like scrolling through pages by just the touch of one button.	People who are unfamiliar with keyboards will get a lot of mistakes and will type very slowly because the buttons are mixed up.
			The buttons in a keyboard are arranged in such a way that you feel comfortable to use and become used to the layout.	The buttons in a keyboard are very close to each other and very light, this means that there could be a lot of errors.
Mouse	£13	There are two main types of a mouse. • Optical Mouse. • Balled Mouse. The way you move the mouse, in the same direction the arrow will move.	A mouse can be used to play computer games.	The ball in a balled mouse can get lost.
			A Mouse with a keyboard to enter data into data computer.	Using the mouse to much can lead to RSI.
			A mouse is very easy to control.	A mouse will only work well on flat surfaces.
Scanner	£60	A beam of light is shone on the object which is going to be scanned. The light is then reflected to a sensor which detects the colour of the light. A digital image is the created inside the computer.	You can get 3 in1.It includes scanner, printer and photocopier.	A scanner can be very expensive.
			An image which is scanned can be edited and then be used in numerous forms.	An image which is scanned can take up a lot of computer memory.
			Using a scanner saves time because data is inputted within matter of seconds.	The scanner can be damaged because it is made of glass.
1GB USB flash drive	£5	It can store large amounts of information and you can transfer files from one computer to	They are portable and come in many designs and makes.	Because they are very small they can fall out from your pocket and get lost.
			They can take in any format.	USB devices transfer viruses from one

		another.		computer to another.
			They come in different sizes. From 32 MB to 64 GB.	They are valuable, so there are chances of getting stolen.
Monitor	£100	Monitors come in two types. • TFT • CRT Thousands of tiny dots called pixels are displayed which then create an image.	TFT monitors are slim, so they take up lees space.	TFT monitors can get scratched or damaged easily.
			TFT monitors create less heat than CRT.	CRT monitors create too much heat and the room gets stuffy.
			CRT monitors are massive, so there are less chances of getting damaged.	Some monitors do not have good graphics, so the image quality will not be as good.
CPU (Intel Pentium Dual Core)	£80	The CPU is the brain of the computer. It processes data. In the CPU all the sorting and calculations take place.	It is small, so it will take less space.	If it is damaged then the computer will not work.
			There is no need of buying it separate because it already comes with the computer.	If there is no fan next to it then it will blow up.
			It is very fast because it can carry out millions of instructions per second.	It is very expensive to buy.
Laser printer	£250	They work using powdered ink which is fused onto paper by heat and pressure. They do not use cartridges but use toners.	Hundreds of pages could be printed in an hour.	They are very expensive to buy.
			The print outs are of very good quality.	Toners are used instead of cartridges, this means that there will be extra costs
			It is very quiet and does not make any noise.	They are massive and bulky; this means that if it breaks down then repairs will be very expensive.
RAM (3 GB)	£45	To load programs it uses memory. RAM lets you open many programs at once.	The more RAM you have the faster your computer will be.	If you have less ram then your computer will crash a lot.
			You can even get to 4 GB RAM.	It is quite expensive to buy in shops.
			It responds fast to signals.	If the data is not saved and computer is switched ff, then the data will be lost.

Hard disk (250 GB)	£85	The hard disk is the main storage device of the computer. All the data files and applications are stored in it.	You do not loose any data when the computer is switched off.	The hard disk can stop the computer from working if it crashes.
			They can store very large amounts of data. They can go up to 1 TB or sometimes even more.	If the hard disk crashes on a regular basis the data from the hard disk could be lost.
			They come with every computer. This means you do not have to buy one when you buy a computer.	The hard disk comes fixed inside the computer and can be difficult to transfer data to another computer.

Alternatives

In the following table I will give an alternative device to the hardware listed in the above table. I will also describe the way it works, its advantages and disadvantages and what difference it will make if used.

Name of device	Alternative	The way it works	Advantages	Disadvantage	Difference it would make if used
QWERTY Keyboard	Concept Keyboard	It has a sheet spread on a grid which has pictures and symbols. The user can identify what each button will do.	People who are unfamiliar with QWERTY keyboards can use this one.	It has a limited amount of options to be programmed.	The difference it would make if used a concept keyboard is that I will not have to move my hands and fingers too much.
			It could be used to teach little children.	They make a lot of sounds and noises.	
			It is very useful when ordinary keyboards might be damaged by spillages etc.	They are not good for numeric input, though some come with a numeric pad.	
Balled mouse	Optical mouse	There is a laser at the bottom of the mouse which detects the movement. The way the mouse is move the same way the arrow on the screen will move.	There is no ball to get lost or dirty.	The laser might stop working and then you can't do anything.	The difference it will make is that it will be easier to drag than a balled mouse.
			The mouse will work on most surfaces.	The mouse will not work on glass surface because the light will go through.	
			It is faster and easier to move than balled mouse.	The light might attract children and they will mess it up.	
CRT monitor	TFT monitor	TFT monitors work the same way as CRT bit it is slimmer in size.	TFT monitors do not have glass this means that the screen will not break.	TFT monitors are more expensive than CRT monitors.	The difference it will make is that you will feel more comfortable because it gives out less
			The graphics are much	TFT monitors with low	

			better than CRT monitors.	graphics can give out dull pictures.	heat and you will have to pay for less electricity because it is small.
			They save place and give out very less heat compared to CRT monitors.	Because it very slim it can be damaged immediately if knocked over.	
Scanner	Digital camera	Digital cameras electronically save images on memory cards rather than films. Then the memory card can be inserted in the computer to get the digital image.	Digital cameras take very high quality images.	If the battery runs out then you will have to recharge the camera.	The difference it will make is that images taken will be of much higher quality than a scanner.
			You can view the images on the camera and you don't have to put them on computer to see them.	They only take a certain type of memory card. For example; Micro SD etc.	
			Images taken can be edited and be used in numerous forms.	You will have to buy the memory card which is often expensive.	
1 GB USB	Floppy disks	They operate the same ay but they are inserted into a different slot.	Floppy disks are very cheap to buy and you get them in packs.	Floppy disks can store very less amounts of data.	The difference it will make is that I can only put on small amount of information on it. Floppy disks are not very useful.
			Floppy disks are light and slim.	They may be damaged because they are very slim.	
			Floppy disks will not get stolen because they are not as valuable.	Floppy disks are not popular so if a new computer is bought then it may not have a floppy disk slot.	
Laser printer	Inkjet Printer	Inkjet printers work by heating ink as it flows through small	Print outs are very neat compared to other print outs.	Print outs may come out a little wet and this may get smudged.	The difference it will make is that inkjet printers are big and space
			Nozzles cost less than	The colour printing quality	

		nozzles. It then creates a dot on the paper and keeps happening until a picture forms.	toners which are used in laser printers.	is very low.	consuming.
			Inkjet printers are quite fast at printing.	Inkjet printers are noisier than laser printers.	
CPU (Intel Pentium Dual Core)	CPU (Intel Pentium Quad Core)	The CPU is the brain of the computer. It processes data. In the CPU all the sorting and calculations take place.	It is much faster than a standard CPU Because it is made so that things can be done at a fast pace.	It can be damaged easily if it is not handled with extreme care as it is small and delicate.	The difference it would make if I used it is that I can do my work much faster and in a very short period of time.
			It is not portable because it is inside the computer so therefore there are no risks of getting lost.	It can be mare expensive than other CPUs as it is one of the latest models.	
			It is not space consuming because it is really small.	If it gets damaged then a replacement or a repair could be very expensive.	
Hard disk (250 GB)	Hard disk (500 GB)	The hard disk is the main storage device of the computer. All the data files and applications are stored in it.	There is enormous amount of memory; this means that more space to store large amounts of data.	If the hard disk constantly crashes then all the data that is inside it could be lost.	The difference it would make if I used it is that I would be able to save more and large amounts of data.
			It is one of the main parts of the computer, so this means that it will already come with the computer.	It would be really expensive to buy due to the enormous amount of memory.	
			No data is lost	The computer	

			from it when the computer is switched off.	switches off if it crashes.	
RAM (3 GB)	RAM (4 GB)	To load programs it uses memory. RAM lets you open many programs at once.	It has a lot of memory; this lets you open many different tasks at once.	If the data is not saved and the computer is switched off then all the data will be lost.	The difference it would make if I used it is that I would be able to open many programs at once and do different tasks at a time.
			It already comes with the computer so no need to buy.	If it gets damaged then a repair or a replacement is very expensive.	
			It is a very small part of the computer, this means that it will take up less space.	It is very expensive to buy from shops.	

Software

Software is that part of the computer which can not be touched.
These are the 2 main types of softwares:

1. Operating Software (O.S)
2. Application Software

Operating Software (O.S)

There are 2 main types of Operating Software. They are the following:

1. CLI which means ***Command Line Interface***.
2. GUI which means ***Graphical User Interface*.**

Type of O.S	The Main Functions	Advantages	Disadvantages
GUI	GUI is an interface which allows the user to interact with devices. For example; computer, game boys etc. It uses pictures and icons to control the device instead of typing commands.	It is very easy and straightforward to use and understand.	They take up a very large amount of space on the hard disk.
		It is colourful and attractive for users.	Sometimes it can take very long to open applications.
		With GUI there is no setup required which means that it is ready to use.	It can crash and get messed up and repairs are very costly at times.
CLI	CLI is an interface in which the user has to manually input commands.	CLI does not need an operating system to run it.	Commands which are typed in incorrectly need to be typed in all over again.
		CLI needs less power to make it operate.	Commands have to be typed in correctly or it will not be carried out.
		It is very fast for a person who is experienced and knows what command to give.	CLI are harder to use than GUI because it is on black screen and this can put a person off.

The operating software I used was GUI. If I used an older version like Windows 98 then everything would be slow and there will not be good features. If I used a newer one like Windows Vista then my work would be presented in a better manner because it has extra added features.
If I used a CLI then it will be really hard because I will have to learn all the commands and at the same time get used to it.

Application Software

These are the following application softwares I have used.

1. Microsoft Word
2. Microsoft Access
3. Microsoft Internet explorer

4. Paint

The following table shows the softwares I used, its functions and advantages and disadvantages.

Name of Application	Price	Main Functions	Advantages	Disadvantages
Microsoft Word	£40	The main function of Microsoft word is that it allows you to enter unlimited amount of text, basic shapes and pictures.	It lets you enter unlimited amount of information or data.	It is not suitable for make leaflets, magazines, catalogues etc.
			It lets you create big, fancy and colourful headings using Word art.	You can not draw pictures but you to take them off Clip art.
			It has a lot of options and features. For example; font, font size, bold, italic etc.	If you accidentally typed in upper case then there is problem sorting it out.
Microsoft Access	£40	The main function of Microsoft access is creating databases and storing information which can be stored and referred back to later rather than using filing cabinets.	It keeps you organised and is easy to use.	It takes up a lot of memory.
			It is very common so if you need help then you can ask someone.	When you log on then you have to carry out a few steps.
			It lets you enter unlimited amount of information.	Sometimes it can be very hard to find some important tools which are needed.
Microsoft Internet Explorer 6	FREE (Comes with every computer)	The main function of Microsoft Internet Explorer 6 is to surf the web, e-mail, play games, and listen to sound clips, watch movies, and download things and many more things.	It lets you communicate with people around the world using email addresses.	When downloading then it might have viruses.
			You can find out the latest news and stay up to date.	Sometimes it loads very slow and then ends up crashing.
			You can play online games with players around the globe.	A monthly fee has to be paid to the provider.
Paint	FREE	The main functions of paint are drawing	It gives a lot of options like choosing paint	To create an accurate image it will take a long

	(Comes with every computer)	simple pictures and shapes using the tools provided. You can also edit pictures created before or a picture which has been scanned.	brush size and colour.	time.
			It is straight forward and no instructions are needed.	You are not able to put in advanced data.
			It is very good for little children as they can create colourful pictures.	Elder users may find it Childish.

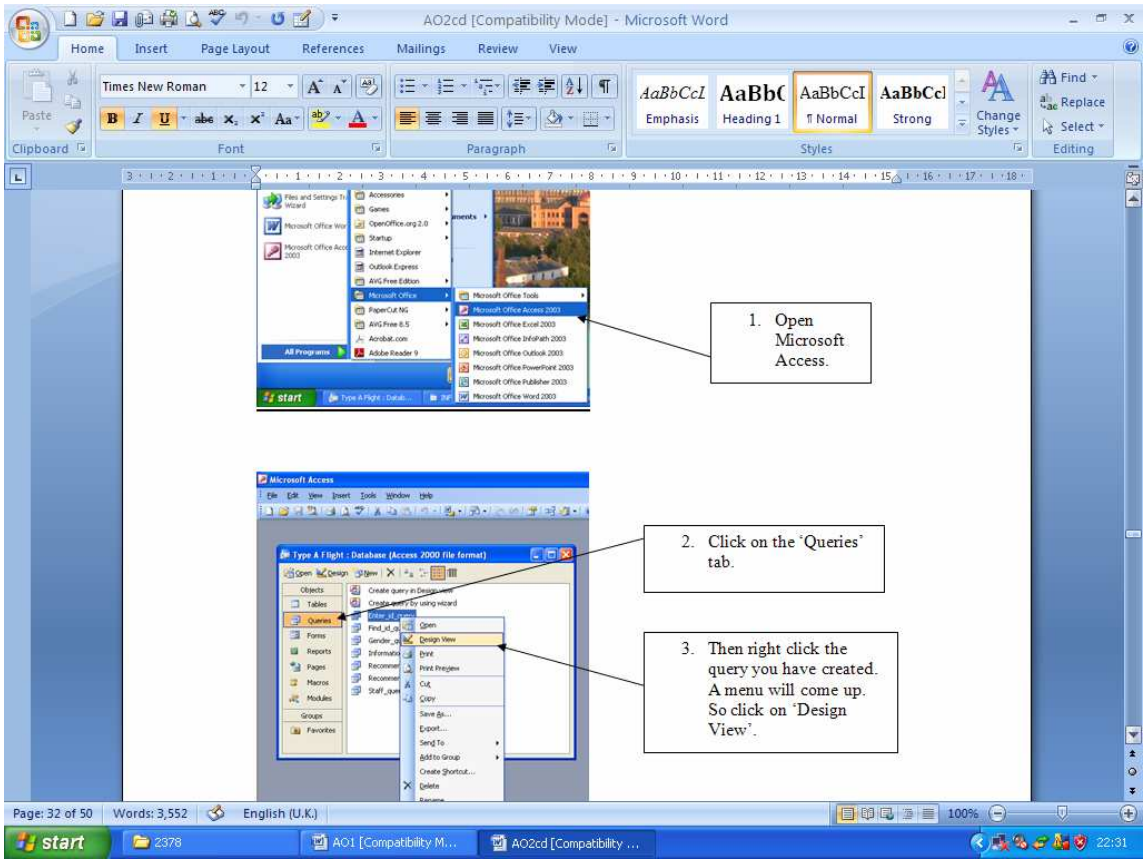
Alternatives

The following table shows the alternatives to the applications mentioned above, the way it works, advantages and disadvantages and the difference made.

Name of Application	Alternative Application	The way it works	Advantages	Disadvantage	Difference it would make if I used it
Microsoft Word	Note pad	You can only type in text and no pictures.	It is very good for small and quick notes.	It all has to be in one font and size.	The difference it will make is that it will not have colour and will only be in black writing.
			It is good for beginners to practice typing.	You can not put in pictures or borders.	
			It takes very little memory.	It is not a good application for professionals.	
Microsoft Access	Open Office Base	It is the same but the steps of doing things are totally different.	It is very fast and reliable.	It is rare so if you need help then you are less likely to get help.	If I used it then I can do my work faster because it is very easy to use.
			It is similar to Microsoft Access so it is easy to use.	It has much less features than Microsoft Access.	
			It is easy and straight forward.	It takes up a lot of memory.	
Microsoft Internet Explorer 6	Mozilla Firefox	It works almost the same but it is faster.	Mozilla Firefox is faster than Microsoft Internet Explorer 7.	It takes quite a bit of time to download from internet.	The difference it will make if I used it is that I will be safer on the web.
			It is good because it has security which stops viruses and hackers.	You have to pay for it because it does not come free.	
			You can get information, play games and email really fast.	It is a bit advanced so it may be hard to use for some users.	

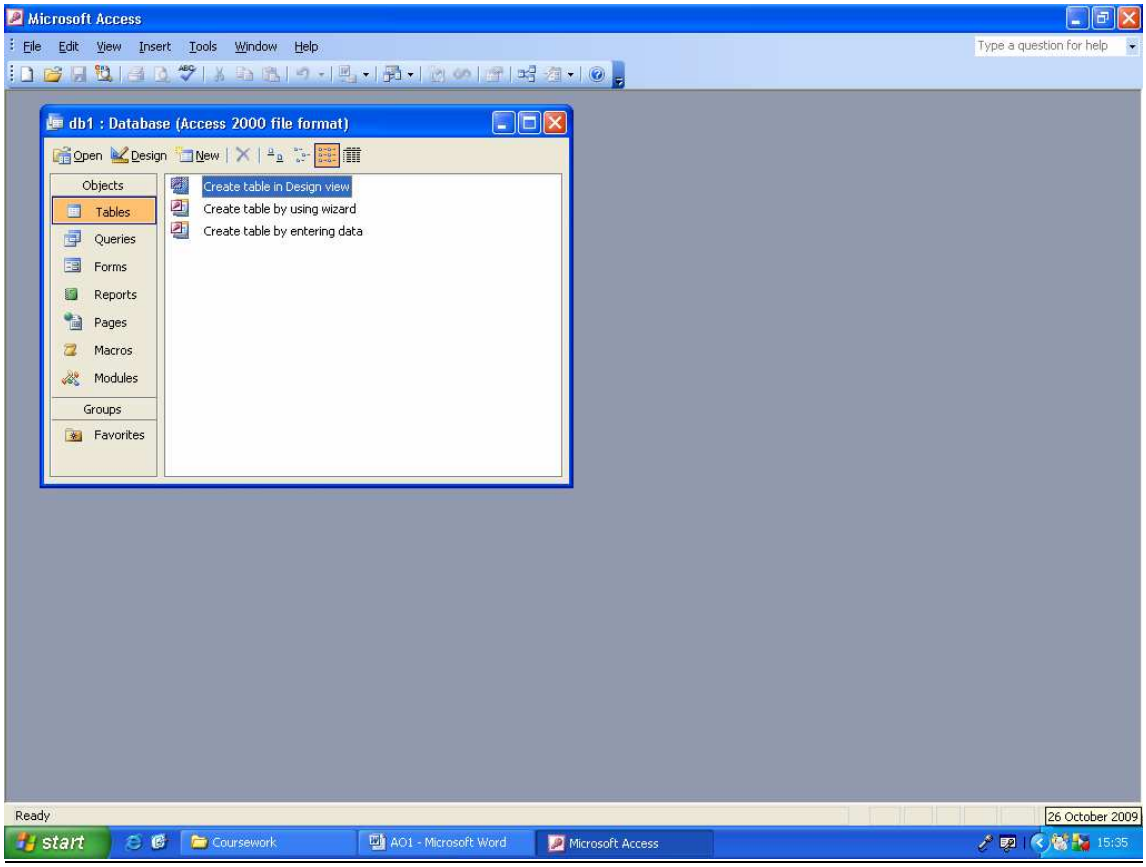
Paint	Adobe Photoshop	It works almost the same as paint.	You are able to change the colour of the picture.	The images take up a lot of hard disk memory.	The difference it will make is that I will be able to draw more accurate images than paint.
			It has more options and tools than paint.	It does not come with the computer; you will have to buy it.	
			You can also make changes in photos etc.	It is a bit hard to use, so experienced people can use it.	

Microsoft Word



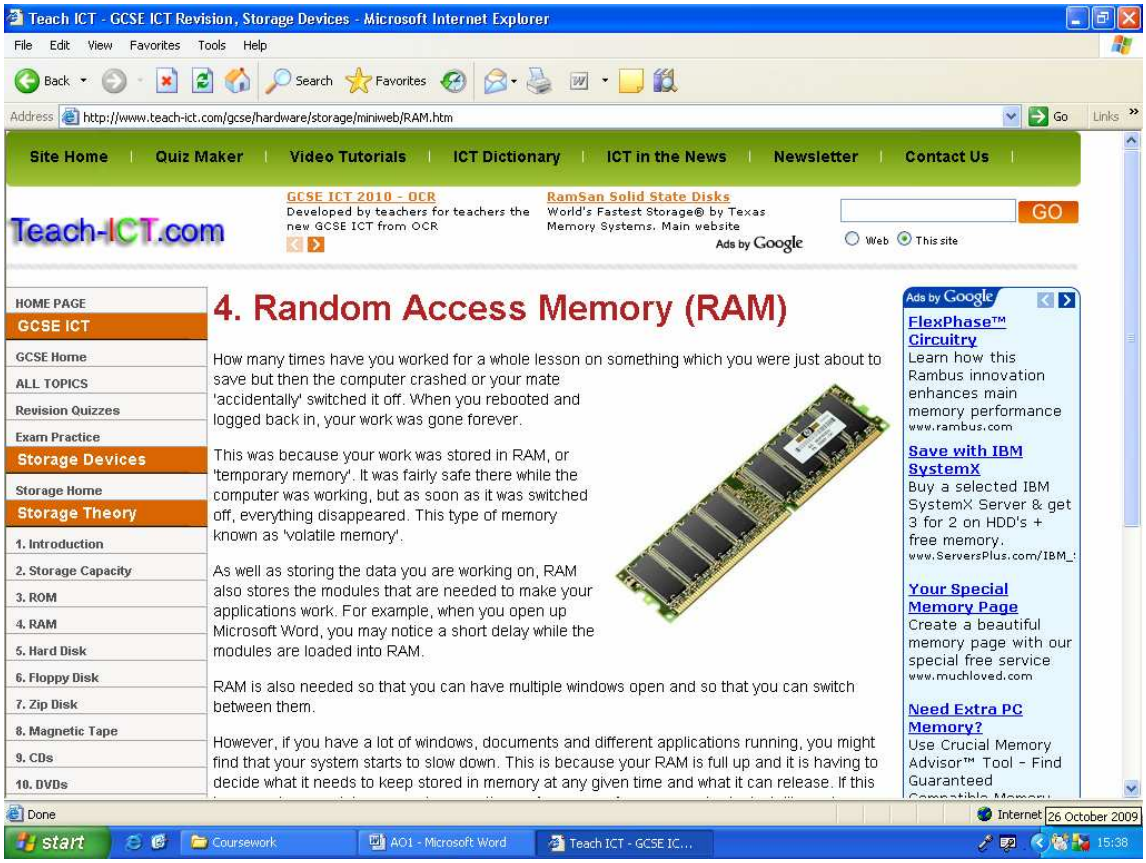
The main function of Microsoft word is that it allows you to enter unlimited amount of text, basic shapes and pictures.

Microsoft Access



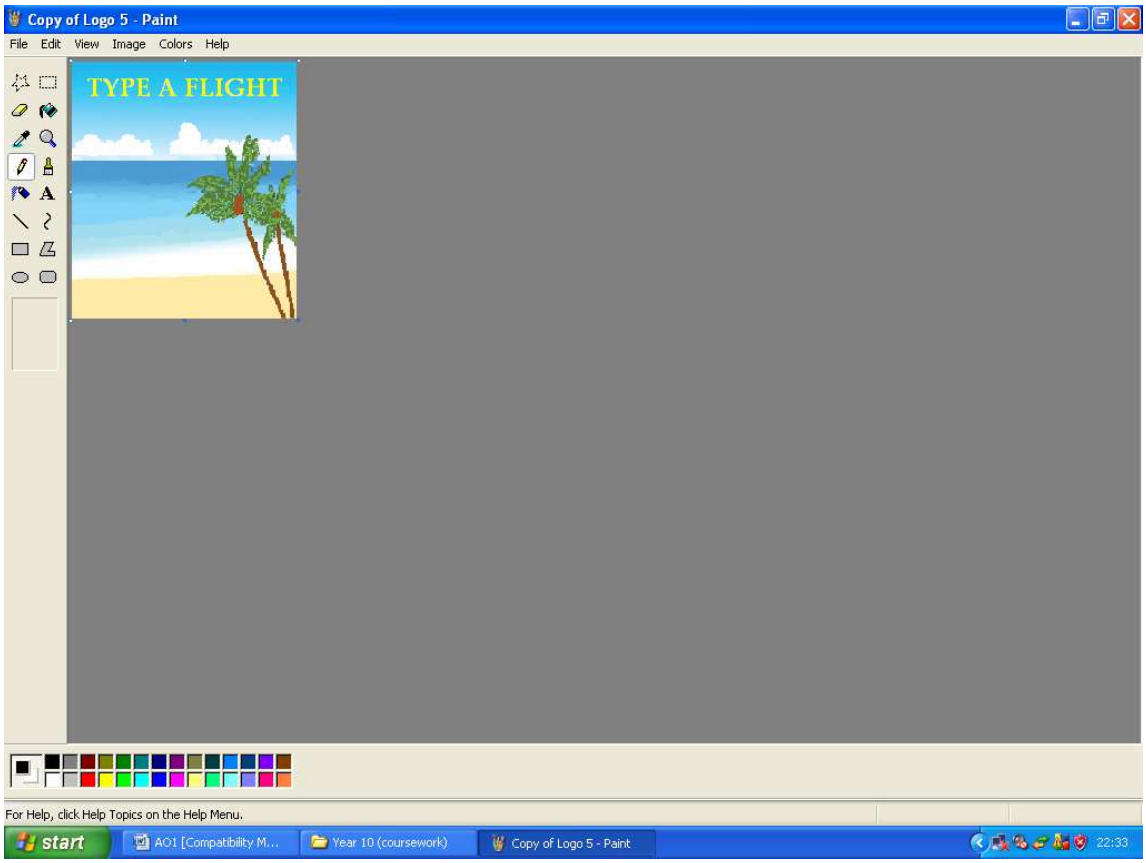
The main function of Microsoft access is creating databases and storing information which can be stored and referred back to later rather than using filing cabinets.

Microsoft Internet Explorer 6



The main function of Microsoft Internet Explorer 6 is to surf the web, e-mail, play games, and listen to sound clips, watch movies and many more things.

Paint



The main functions of paint are drawing simple pictures and shapes using the tools provided. You can also edit pictures created before or a picture which has been scanned.

Input

An input device is that hardware which allows you to put data into the computer. The main input devices I have used are keyboard, mouse and scanner.

Device	Speed	Errors that can be made	Way to correct errors
Keyboard	The keyboard does not have a set amount of speed it all depends how fast the typist is typing. The speed is calculated in Words Per Minute (WPM).	The errors which can be made are that you can type in a word by mistake or do spelling mistakes.	If you have typed a word wrong then you have to press back space or if it is a spelling mistake then put the spell check on which underlines the mistake in red. It then gives you a list of words to correct to.
Mouse	The speed of the mouse actually depends on how fast you move the mouse.	You may click on icon which you did not want to press.	You have to press back or if t has opened an application then exit it.
Scanner	The speed of the scanner depends on how powerful the scanner is. The more powerful the faster. Latest models will have more power.	You might want to see what goes on in scanner and will lift the lid up.	You have to wait till the scanning finishes then you have to repeat it all over again.

Keyboard

The way I detected my errors is that I checked my work twice. The way I corrected my errors is that I clicked the underlined words and chose a suitable word from the list. Spelling mistakes are underlined in red like this and grammatical mistakes are underlined in green like this. If there was none suitable then I would re-type the correct word. Thereafter I gave it to friend for proof reading.

Mouse

The way I detected the errors is that when I went on an unwanted page. The way I corrected it is that I simply went back. To prevent such errors; I done my work slowly. If I was on the internet and I made a mistake then I would click the button called 'BACK' 

which is on the top left corner.

Scanner

After the image was been scanned, I checked if there were any mistakes in the digital image. If there were any then I restarted the scanning. The way I prevented these errors was that before scanning I made sure that the page was the right way round and having no creases on the paper.

Effects of Inaccurate Data

Inaccurate data will affect the system by mainly consuming time and causing problems for customers.

Data	Effect	Way it can be prevented
Name spelt incorrectly	If the name is spelt incorrectly then when the tickets reach the person and the name does not match the name on the passport then the person can not go abroad.	The way it can be prevented is that tell the customer to repeat it twice. Also tell the customer to say it in phonetics. And lastly, confirm before putting the phone down.
Address not correct, such as postcode	If the address or the postcode is not correct then letters may not reach the person and go elsewhere.	The way it can be prevented is that tell the customer to repeat it twice. Also confirm before putting the phone down. For the postcode I shall also keep an input mask which is **LL0\ 0LL**.
Recommendations not checked correctly	If the recommendation is not checked correctly then customers may not get the offers which they have the right to get.	The way it can be prevented is that make sure that the recommendation is there and recheck it at a later stage.
Gender not entered correctly	If the gender is not entered correctly then a staff could put a customer to shame if it is said wrong over the phone.	The way it can be prevented is that tell the customer to repeat it twice. Also confirm before putting the phone down. Also I will make sure that nothing other than male or female is entered into the gender. I will do this by entering a validation rule and validation text. This means that every time something is typed wrong in that field than it will not be valid and then a message will come up say what to do.
Date of birth not entered in correct format	If the date of birth of birth is not entered in the correct format then part of the database could go wrong and it would also cause problems to the customers if it is in the wrong format on tickets and letters.	The way it can be prevented is that keep a strict format that all the staff could stick to. Also recheck if it is entered according to the format. And if talking to the customer over the phone then ask which format it is. For

		example; DD/MM/YY or MM/DD/YY or YY/DD/MM. I have also thought of having a set format for the date of birth. To maintain this I shall have an input mask which is **00/00/0000;0;;**
Subscriptions not entered in correct format	If the subscription is not entered in the correct format then the subscription could go on and on for ever if the expiry date is not entered correctly.	The way it can be prevented is that recheck if the date is there and it is entered correctly with the correct format. For this also I will have a set format and to maintain this I will an input mask which is **00/00/0000; 0;;**

I think that the overall best method of checking the accuracy of the data is that it is rechecked and confirmed. Also I would prefer having an input mask where possible in places like date of birth and post code.

Validation

It is very important that you have correct and accurate data or else this could lead to many major problems. Validation is a very good way to ensure that you have the correct data. Validation is when the computer itself automatically checks the work and makes sure that the data entered is reasonable but it does not check the accuracy. The main aim of validation is that it makes sure that the data entered is reasonable, allowable and sensible. For example; if you typed in the date of birth of a secondary school student then it is likely to be between 1988 and 1995.If 1955 was entered then it would definitely be wrong and the computer will not accept. This is making sure that the data is reasonable. If Sam's date of birth is 1992 and 1989 was typed then it will be still accepted but the data is not true. This is not checking the accuracy of the data.

The following are a few methods of validation:

1. **Presence check**

This checks that data has been entered into a field.
An example of this method is;

- In most databases a key field can not be left empty.

2. **Check digit**

The last one or two digits in a code are used to check if all the other digits are correct.
An example of this method is;

- In shops and super markets, barcode readers use check digits.

3. **Type check**

This checks that of a certain type is entered into a field.
An example of this method is;

- In a clothes shop, dress sizes may range from 8 to 18.For this type of data, a number data type would be suitable. If the data type is set as number then only numbers could be entered and a person will be prevented form typing in letters and words. If size 'ten' or 'eleven' was entered, then it would be rejected and '10' or '11' would need to be entered.

4. **Format check**

This checks if data is in the correct format.
An example of this method is;

- A National Insurance number is in the form LL 99 99 99 L. In which 'L' is any letter and'9' is any number.

5. **Spell check**

This looks up words in a dictionary.
An example of this method is;

- When word processing.

6. **Length check**

- This checks that the data entered is not too long or too short.

An example of this method is;

- A password which needs to be six characters long.

7. **Range check**

This checks that a value fall within the specified range.
An example of this method is;

- Number of hours worked must be no more than 50 hours and more than 0 hours.

8. **Look up table**

This looks up acceptable values in a table.
An example of this method is;

- There are only seven possible days in a week.

Verification

Verification is to check if the data meets the required standards. For example; if a password is created, then you have to verify by typing it a second time to see if they both match. If the passwords did not match each other then the computer does not allow him to go through because the required standard is that the passwords must match each other and must be typed in correctly.

The following are a few methods of verification:

1. **Re-typing the data**

Re-typing the data could get rid of a lot of mistakes. This method is only ideal for small amounts of data such as passwords.
However, also in small amounts of data there is also a problem which is that the mistake could be repeated in the second piece of data and this does not pick up the mistake.
The reason why it is not ideal for large amounts of data is for three main reasons. They are as follows;

- You would end up with two copies of the data.
- Mistakes which are repeated will not get picked up.
- It would be time consuming to re-type large amounts of data.

2. **Checking the data on the screen with the original paper document**

This method saves having to re-type the data. It can help where in data has been transposed or entered incorrectly.
However, it is not easy and can get tough trying to move your eyes back and forth paper copy and monitor.

3. **Printing out a copy of the data and then comparing it with the original copy**

This is probably the easiest method because you bath copies side by side and you can check for mistakes.
However, this method can also become time consuming if large amounts of data have to be checked. Also if you go too quick the mistakes could be left.

Output

Output device allow you to view information after it has been processed.

Device	Type	The way it works	Advantages	Disadvantages	Best place to use it
Printer	Laser	In laser printers powdered ink is fused on to paper by heat and pressure. They use toners instead of cartridges.	They produce a very high quality of output.	Laser printers are very expensive to buy.	The best place to us it is in a library or any study area because they are very quiet and fast.
			Laser printers are very quiet and do not disturb.	Toners are used instead of cartridges this means that there may be extra costs.	
			Hundreds of pages could be printed within an hour.	They are very huge so if there are any breakdowns then repairs could be very costly.	
	Inkjet	Inkjet printers work by heating ink as it flows through small nozzles. It then creates a dot on the paper and keeps happening until a picture forms. Ink is stored in cartridges.	It is quite fast but not faster than Laser printers.	The quality of colour printing is very low.	The best place to use it is in your house because it is cheap and it is worth the price.
			Print outs are very neat compared to other print outs.	Print out may come out wet and this may smudge.	
			Nozzles are much cheaper than toners.	Inkjet printers are very noisy.	
	Dot-matrix	Dot-matrix printers work by using a set of steel pins which strike an inked ribbon onto	Dot-matrix printers are cheap to buy.	They are very noisy and disturbing.	The best place to use it would be something like a factory because they make a lot of noise
			It is very cheap to operate.	They are very slow and take ages.	
			They are not very hard to use.	You can not make colour copies.	

		paper producing a sequence of dots.			and in a factory printers are used very less
Monitor	TFT	Thousands of tiny dots called pixels are displayed which then create an image.	TFT monitors are very slim and take up less space.	TFT monitors are very slim and can easily get knocked over.	The best place to use a TFT monitor would be in an office or an ICT room because It would be less stuffy and more nice and comfortable to use.
			They create very less heat in the room.	They can produce dull and low quality images if the monitor is not good.	
			TFT monitors are not made of glass so the screen will not break.	The screen can be damaged if it is poked many times.	
	CRT	Thousands of tiny dots called pixels are displayed which then create an image.	CRT monitors are big and hard to get knocked over.	They create a lot of heat and it can get very stuffy in the room.	The best place to use a CRT monitor would be in a nursery where there are lots of small children and the chances of getting damaged are very high as the children will be running about.
			CRT monitors They are very cheap.	They take up too much space and they are less stylish.	
			They are hard to be stolen because they are massive.	CRT monitors can make a lot of noise.	

After looking at all the different types of input devices, my work has been affected greatly. I have also tried my best to use the best out of all the output devices in my task.

Conclusion

Most of the components and other things I used for my tasks were very suitable. For example, a CRT monitor can not be used in an office and a TFT would be the best.

The following are a few extra things that the company will need to use.

Name of Hardware	The way it works	The way it will be used by the company
Dot-matrix printer	Dot-matrix printers work by using a set of steel pins which strike an inked ribbon onto paper producing a sequence of dots.	The company can use this type of printer when they are not in need of making colour copies as this type of printer only prints out in black.
Web Cam	With a web cam you can see other people around the world with the help of internet.	The way the company can use it is that if the staff want to contact the customers or vice versa then it would be very easy to communicate.
Speakers	The computer has to have a sound card which gives out sound through external speakers.	The way the company can used it is that if a staff makes mistake then the computer will immediately and automatically make a beeping sound which will then alert the person that he or she has made mistake.

Choosing and Describing Applications = 3
Describing using Hardware =3
Describing using Software = 3
Characteristics, Benefits, and drawback of each system = 6

Demonstrate use of Input Methods = 1
Comment on their speed, accuracy and validation = 4

Describe your system outputs = 1
Comparing Output devices Alternative outputs and drawbacks to your system= 4