



Computer Fundamentals

Input Unit

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Input Unit

- This unit contains devices with the help of which we enter data into the computer.
- This unit creates a link between the user and the computer.
- The input devices translate the information into a form understandable by the computer.

Input Devices

- An input device is any hardware device that sends data to a computer, allowing you to interact with and control the computer.
- The most commonly used the primary input devices on a computer the keyboard and mouse.
- However, there are dozens of other devices that can also be used to input data into the computer.

- Following are some of the important input devices which are used in a computer –
 - Keyboard
 - Mouse
 - Joy Stick
 - Light pen
 - Track Ball
 - Scanner
 - Graphic Tablet
 - Microphone
 - Magnetic Ink Card Reader(MICR)
 - Optical Character Reader(OCR)
 - Bar Code Reader
 - Optical Mark Reader(OMR)

1. Keyboard

- Keyboard is the most common and very popular input device which helps to input data to the computer.
- The layout of the keyboard is like that of traditional typewriter, although there are some additional keys provided for performing additional functions.
- Keyboards are of two sizes 84 keys or 101/102 keys, but now keyboards with 104 keys or 108 keys are also available for Windows and Internet.



The keys on the keyboard are as follows –

S.No	Keys & Description
1	Typing Keys These keys include the letter keys (A-Z) and digit keys (09) which generally give the same layout as that of typewriters.
2	Numeric Keypad It is used to enter the numeric data or cursor movement. Generally, it consists of a set of 17 keys that are laid out in the same configuration used by most adding machines and calculators.
3	Function Keys The twelve function keys are present on the keyboard which are arranged in a row at the top of the keyboard. Each function key has a unique meaning and is used for some specific purpose.
4	Control keys These keys provide cursor and screen control. It includes four directional arrow keys. Control keys also include Home, End, Insert, Delete, Page Up, Page Down, Control(Ctrl), Alternate(Alt), Escape(Esc).
5	Special Purpose Keys Keyboard also contains some special purpose keys such as Enter, Shift, Caps Lock, Num Lock, Space bar, Tab, and Print Screen.

2. Mouse

- Mouse is the most popular pointing device. It is a very famous cursor-control device having a small palm size box with a round ball at its base, which senses the movement of the mouse and sends corresponding signals to the CPU when the mouse buttons are pressed.
- Generally, it has two buttons called the left and the right button and a wheel is present between the buttons. A mouse can be used to control the position of the cursor on the screen, but it cannot be used to enter text into the computer.