### 1.1.3Advantages

Following list demonstrates the advantages of computers in today's arena.

### 1) High Speed

- Computer is a very fast device.
- It is capable of performing calculation of very large amount of data.
- The computer has units of speed in microsecond, nanosecond, and even the picosecond.
- It can perform millions of calculations in a few seconds as compared to man who will spend many months for doing the same task.

### 2)Accuracy

- In addition to being very fast, computers are very accurate.
- The calculations are 100% error free.
- Computers perform all jobs with 100% accuracy provided that correct input has been given.

### 3)Storage Capability

- Memory is a very important characteristic of computers.
- A computer has much more storage capacity than human beings.
- It can store large amount of data.
- It can store any type of data such as images, videos, text, audio and many others.

### 4)Diligence

- Unlike human beings, a computer is free from monotony, tiredness and lack of concentration.
- It can work continuously without any error and boredom.
- It can do repeated work with same speed and accuracy.

### 5)Versatility

- A computer is a very versatile machine.
- A computer is very flexible in performing the jobs to be done.
- This machine can be used to solve the problems related to various fields.
- At one instance, it may be solving a complex scientific problem and the very next moment it may be playing a card game.

### 6)Reliability

- A computer is a reliable machine.
- Modern electronic components have long lives.
- Computers are designed to make maintenance easy.

### 7)Automation

- Computer is an automatic machine.
- Automation means ability to perform the given task automatically.
- Once a program is given to computer i.e., stored in computer memory. the program and instruction can control the program execution without human interaction.

## 8)Reduction in Paper Work

- The use of computers for data processing in an organization leads to reduction in paper work and results in speeding up a process.
- As data in electronic files can be retrieved as and when required, the problem of maintenance of large number of paper files gets reduced.

## 9)Reduction in Cost

- Though the initial investment for installing a computer is high but it substantially reduces the cost of each of its transaction.

## 1.1.4Disadvantages

Following list demonstrates the disadvantages of computers in today's arena

## 1)No I.Q

- A computer is a machine that has no intelligence to perform any task.
- Each instruction has to be given to computer.
- A computer cannot take any decision on its own.

## 2)Dependency

- It functions as per a user's instruction, so it is fully dependent on human being

## 3)Environment

- The operating environment of computer should be dust free and suitable.

## 4)No Feeling

- Computers have no feelings or emotions.
- It cannot make judgement based on feeling, taste, experience, and knowledge unlike a human being.

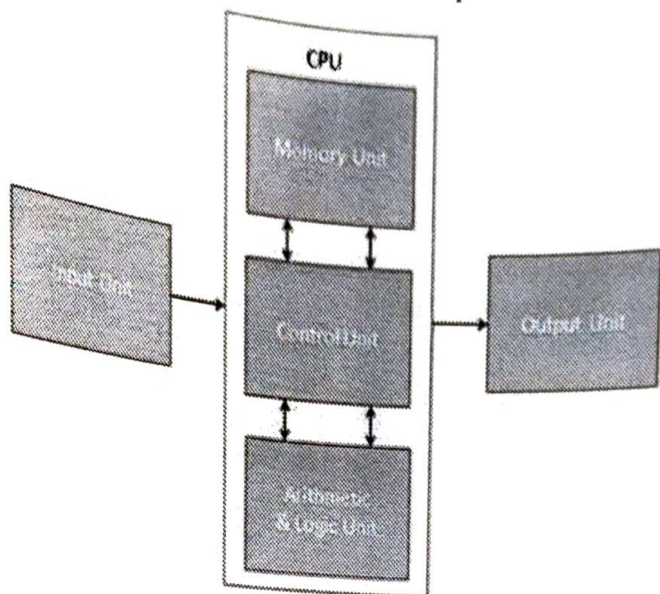| 2 | Store Data | Saving data and instructions so that they are available for processing as and when required. |
| 3 | Processing Data | Performing arithmetic, and logical operations on data in order to convert them into useful information. |
| 4 | Output Information | The process of producing useful information or results for the user, such as a printed report or visual display. |
| 5 | Control the workflow | Directs the manner and sequence in which all of the above operations are performed. |



## Input Unit

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

## CPU (Central Processing Unit)

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

CPU itself has following three components

- ALU(Arithmetic Logic Unit)
- Memory Unit
- Control Unit

## Output Unit

Output unit consists of devices with the help of which we get the information from computer. This unit is a link between computer and users. Output devices translate the computer's output into the form understandable by users.