**Computer Basics**

A computer is a device that processes information. It is a tool which is used to speed up a number of tasks and which can be used to increase business efficiency and productivity. Most computers you will see are desktop personal computers, small size computers which can sit on your desk. In smaller businesses, computers are best known for applications like word-processing, record-keeping, finance and accounting.

Most people use computers for word processing, spread sheets or databases. The many standard packages which exist can be bought off the shelf at their high street retailer or specialist computer shop. They come with full instructions as to how to load and operate the software.