

Introduction text desktop. Hardware, software, files and folders

The parts of the computer you can see and touch are called **hardware** because these parts are tangible. Pieces of hardware are, for example: keyboard, mouse, hard disk, processor and monitor.

Software is called software because it is not tangible: you cannot touch or see it. Software is a set of instructions written in a special code that controls the operation of the computer. All of these instructions together are often called a software program.

To organize your files, so you can always find them again the next day, you can use folders and drives.

- **Folders** are objects that contain files and folder icons. They are useful for grouping together related files and folders. Imagine these folders as a filing cabinet that could hold papers (files) and other folders.
- **Drives** can be thought of as filing cabinets that store folders and files. Drives are part of the computer's hardware that actually stores the files and folders that you have saved. In many cases, a drive is the same as a hard disk in a computer. It can also be just a part of a hard disk or even more than one hard disk.
- The **Windows desktop** is the main work area on the computer screen. It consists of everything you can see on the screen: windows, icons and dialogue boxes. You can think of the Windows desktop as a regular furniture desktop. The windows, icons and dialogue boxes are like the papers, pens and other objects you would see on a regular desk.