### Input devices

The input device required depends on the business’ needs.

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| Device | Features | Uses |
| Keyboard | Most keyboards have the following features:   QWERTY key layout – the letters are laid out in a particular way   Number pad – usually found to the right-hand side of the keyboard the number pad contains the number keys 0–9 and associated maths symbols   Function bar – the function bar contains pre-programmed keys that perform functions such as turn on the wireless connection or lighten the screen display   Arrow keys – these allow left/right and up/down movements on the screen | A keyboard is used to enter text into a computer system. |
| Mouse | Mice can move in any direction required.  There are several types of mouse:   Wired/wireless (wireless can use radio frequency or Bluetooth receiver) mice work through sensors inside the mouse   Optical mouse – uses LED   Laser mouse – more sensitive | To assist with moving a cursor around the computer screen and selecting menu options and icons. |
| Microphone |  This input device records speech and sound. The user speaks into the input device.   It can be omnidirectional to allow Internet audio to be converted | Entering audio, normally analogue.This is useful for users who have limited hand movement / difficulty typing. |
| Sensors  http://www.fiat.co.uk/uploadedImages/Fiatcouk/Accessories/Fiat_500/Safety_and_Infotainment/parking_sensors_50901737.jpg |  A sensor is a device that changes analogue to digital signals so the computer can process them.   A sensor collects mostly analogue input –moisture, heat, pressure, etc.   No human intervention is required.   This input device is accurate. | To collect analogue data so that it can be processed by a computer system |
| Specialist keyboards  http://www.kenstone6.net/fcp_homepage/images_specialist_keyboard_fcp/03_specialist_keyboard_fcp.jpg |  These keyboards have keys that are specific to the application they are required for.   The keyboard can be designed to suit the business application. | A numeric keyboard is used in accountancy firms.  A virtual keyboard, which can pop up on a screen, is used like a conventional keyboard.  Businesses, for example fast-food restaurants, can use a keyboard pre-programmed with specific keys for food items. |
| Remote controls |  Remote controls are designed to suit the application, e.g. they could have two buttons or several keys.   They can be wired or wireless.   They work using radio waves or infrared.   The device they are operating needs to be in the line of sight. | Remote controls are used for gaming, operating televisions and home entertainment centres. |
| Scanners    http://www.netbanker.com/Images/scanner.jpg |  A beam of light is passed over the information to be captured which is reproduced according to the patterns of the light that make up the information.   Scanners are available as hand-held or flat-bed scanners.   The scanned information can be edited provided there is software that can convert the patterns of light into text. This is known as OCR (optical character recognition). | Scanners are used to enter large amounts of typed information and objects such as pictures into a computer system.  They are useful for entering information that does not need to be altered. |
| Digital cameras |  A digital camera takes digital photographs.   The photographs can be uploaded to a computer system.   The photographs can be saved onto a memory card inside the camera. | Digital cameras are used to take photographs that can be entered into a computer system. |
| Magnetic strips and chip and PIN  http://boakes.org/pics/2005/chipandpin/chipandpin.png |  A magnetic strip is a black strip on a plastic card and tends to hold static information.   Chip and PIN refers to a card with a microchip and a PIN number that can process information.   It is sometimes also called a smartcard. The card needs to be placed in a special terminal that can read the chip.   The PIN entered is checked to see if it matches the PIN registered to the chip. If a match is identified, the required processing can take place. | Magnetic strips are useful for information that you do not want to alter.  Chip and PIN are useful for data that requires processing such as loyalty cards or bank cards. |
| MIDI instruments |  MIDI stands for musical instrument digital interface. | MIDI instruments are used for composing and entering music into a computer system. |