

Gyan Bharti College Of Education

Session:

EPC: 3

Critical Understanding Of
ICT

Submitted To:

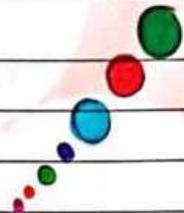
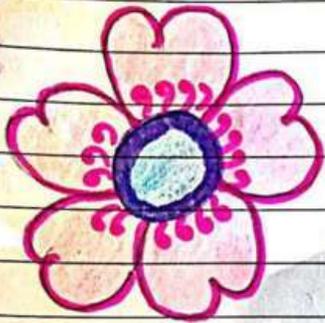
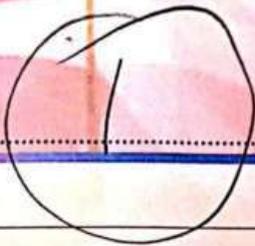
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Topic _____

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Information

And

Communication

Technology



Meaning of ICT :->

ICT stands for information and communication technology. This term possibly comprises all communication technologies such as internet, cell phones, satellite communication, wireless network etc.

ICT in education and technology makes students and other persons makes familiar with their tech. Use of ICT has redefined the whole concept of teaching.

Applications of ICT :->

* **In Business** :-> Today almost companies have its own website to promote its services, which has proved to be beneficial. These organization use internet to provide financial databases. Meetings can be scheduled and conducted through video conferencing facility.

* **In education** :->

- Teachers hold back to acquire the full potential of ICT
- ICT tools are expensive hence not in reach of everyone
- Require technical literate staff
- The opportunity to interact with fellow classmates become limited.

* In Healthcare:->

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- Medical reports can be generated by automobile machines
- Huge database of patients stored electronically
- Medical reports can be transferred from one doctor to another doctor using real time feature
- It reduces mortality rate which subsequently increase the age of person.

* In Governance:->

- helps the government of any country to improve its efficiency of service delivery, exchange of information
- Due to ICT, govt. has set a stage for greater transparency, possibility for greater citizen participation.

* In Communication:->

- Now a days people are in touch with the help of ICT through chatting, E-mail, Voice mail, Social networking sites.
- It is the cheapest means of communication.

* In Commerce:->

- It helps in the boosting of economy. It makes buying and selling activities easier and faster.
- Suppliers of ICT to keep track of their transactions.

- employees use ICT to communicate with their customers for any inquiries.

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(Tools Of ICT)

ICT tools are devices or objects used in information and communication tech.

ex: → Radio, TV, digital library, computer etc.

Tools of ICT are given below: →

(i) Radio: → Radio is the oldest tool and provides entertainment to masses to a great extent in recent past.

It seeks to build up the listener's attitudes favourable towards the new information useful to them.

(ii) Newspaper: → It is the most important ICT tools. Agriculture related issues, sports, business etc. or any other related issues people get knowledge about this.

(iii) Television: → Being for communication with audience low literacy skills, an audio visual medium, T.V has been more advantageous than other medium.

The large no. of transmitter, door-to-door has cover the entire population.

(i) Computer and Internet: →

The internet is emerging as potential tools to contribute to agriculture development as one can have access to vast global information resources. People can easily access its services.

(ii) Telephone and Mobile: →

Telephone is also one of strong way of communication. Simplest and easiest way of communication. Now a days, it has become the most important part of life.

(iii) Internet: → An internet is a computer network that uses internet protocol technology to share information, operational systems or computing services within an organisation.

(iv) Teleconferencing: → This involves multiple interconnected telephone/PCs. Each person can hear and talk to all of the others in the call. Since it involves a telephone network, a teleconference call or something an audio conferencing call.

(v) Digital library: → It was designed & developed to provide extension service. It provides information on various aspects:

COMPUTER

FUNDAMENTAL



Meaning of Computer :->

Computer is derived from the word "Compute" which means to calculate. Hence; A computer is normally considered to be a calculating device which can perform arithmetical, logical as well as relational operations at a very high speed and accuracy.

* Different definitions of Computer :->

1. A computer is an electronic device which converts raw data into meaningful information.
2. Acc. to V Gupta :-> "A computer is an electronic equipments which is capable of creating solution by performing complex processing of information without manual intervention and that too at a tremendous speed."
3. It can accept data, store data, process data as desired, retrieve the stored data as and when required and print the results in desired format.

Application of Computer

Computers now a day are being used in almost every department to do the

work at a greater speed and accuracy.

* Some important applications of Computers are given below :->

1. Education :-> When Computer is used as a teaching aid it is referred to as Computer Assisted Instruction (CAI). They are also effectively used in classrooms and libraries. In classroom, students enjoy direct participation in the lesson without much help from the teacher.

2. Business and offices :-> Computers are very efficiently used for business purposes. They are used to keep record of all the items in shops. In offices, computers are used to keep record of all the employees and prepare their salary bills in a matter of minutes. These days almost all offices have computers.

3. Medicine and health care :->

Computers are diagnostic and monitoring tools. Several expert programs have been developed to diagnose diseases and recommend treatments. The records of patients are also maintained with the computer. Some special computers, which help the doctors to test and also help in the Skilinc operation process of the human body.

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4. Banking application :->

Banking is yet another type of business that benefits from computerization. They are also used to keep the account balance of every customer safe to safe. Some banks have the automatic teller machine. This machine is used to take out money from the bank at any time.

5. Advertising :-> The purpose of advertising is to sell a product or service. With computer, advertising professionals create art and graphics, write and revise copy, and print and disseminate ads with the goal of selling more products.

6. Military :->

Computers are being extensively used in defence. Now a days military and other defence facilities are more modern. Modern tanks, torpedos, missiles, weapons etc. employ computerized control systems.

7. Industrial Control :->

Computers are finding their greatest use in factories and industries of all kinds. They are being used not only in risky and dangerous jobs like welding but also high complex jobs like process control.

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Types of Computer

Computers can be classified into different types, depending upon their hardware design, and storage capacity:

A) Classification based on hardware: →

(i) Analog Computers: →

Analog means continuous variation. The computer which measures the continuous variations is called an analog computer. They accept input data in the form of analog signals and convert them to numeric value. The major advantage of analog computer is that all calculations are done in parallel and are very fast. Used in scientific and engineering fields.

(ii) Digital Computers: →

Digital computers are those computers which represent data in terms of discrete numbers and process data using the standard arithmetic operations. They count rather than measure. They deal with discrete signals. These computers directly operate on numbers and produce precise

Skilene results:

(iii) Hybrid Computer:->

These computers are the combination of analog and digital computers. The computer which has the qualities of both analog and digital computers called hybrid computer. They measure the analog quantities and then convert it into digital signals for the purpose of signals. They are used in the field of space research and satellites.

B.) Classification based on Size and Storage Capacity:->

(i) Micro Computer:-> Micro computer is the smallest type of computer system. It is called micro for 2 reasons — one because it is miniature in size and another because it uses micro-processor. These computers are used for small business, at home for entertainment and educational purposes.

(ii) Mini Computer:-> Mini computers are larger than the micro-computers and are more powerful in terms of processing power. They usually designed to serve multiple users simultaneously. They can process data more quickly. They are mainly used for reservation, banking and for design and development of graphic oriented jobs.

(iii) Main frame Computers :->

These computers are larger, faster and more expensive than the other. They are used to handle huge volumes of data. They have a large number of terminals and can be used by many users simultaneously. They have large primary storage capability and have high processing speed. Railways and airline reservations are some of the applications of mainframe computers. Examples: IBM's 308X-508 Series etc.

(iv) Super Computers :->

They are the largest, fastest, and most expensive in the world. These are based on the concept of parallel processing. They have many processing units working simultaneously to perform billions of scientific and arithmetic operations every second. They are used for weather maps, atom bomb, earthquake prediction. The speed of these computers are measured in nanoseconds and gigaflops. Example: CRAY, CYBER and PARAM.

Input devices

Input devices are those devices that are meant for feeding data, programmes, commands, instructions and user response into the computer.

They allow information from outside the computer to be communicated to the computer. The data and instructions are to be inputted into the computer system using these devices.

Some important input devices are given below:

1. Keyboard: → Keyboard is one of the popular input devices. This device resembles a typewriter. Keyboard contains alphabets, numeric and special characters. Keyboard records the data into the computer. Keyboard is encoded into the computer system's data coding scheme and is stored in computer's memory.

2. Mouse: → Mouse is a pointing device, which is about the size of tape cassette. It has one or more buttons on the top. It enables pointing to different regions of the screen. It is very easy in graphical environment to move and also for drawing pictures on screen.

3. Light pen: → Light pen is another pointing device which is used to select a displayed

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menu item or draw pictures on the monitor screen. It consists of a photocell and an optical system placed in a small tube. (14)

4. Tracker ball :-> This is another pointing device, which is similar to the mouse. This has got a spherical ball, which can be rotated by fingers in various directions to affect screen movements.

5. Joy stick :-> It is used to move the cursor position on a CRT screen. A joystick is a stick, which has spherical ball at its lower end as well as its upper end. A joystick uses a lever to control the position of the cursor. It is also used for playing games. It internally translates the lever position and speed with which it is moved into digital signals.

6. Touch Screen :-> The idea is to dispense with the keyboard and allow data to be inputted by touching the screen with the fingertip or other unit provided for the same purpose. This form of input is particularly suitable to applications designs for use by the general public.

7. Magnetic Ink Character Recognition :-> MICR is widely used coding device. This system reads the character printed in a special magnetic ink into the computer. The main users of MICR are

banks. They use it to read information from cheques into their computers so that the cheques can be washed.

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{ Output Devices }

The devices which are used to get the output result from the computer system are known as output devices. Output is the process of translating data in machine-readable form into a form which is normally understandable by humans.

Some important Output devices are given below:->

(i) Monitor:-> Monitor is the most common output device. It is also called Visual Display Unit or simply Screen. It is television-like device used to display data or information. It comes in various sizes and capacities and is available in various modes for text and graphical outputs.

(ii) Printer:-> Printers are also one of the most common output devices. It is used to print the information on paper. It provides the user with a permanent visual record of the output data in human readable form known as hard copy.

(iii) Plotters: → Plotters are used to get hard copy of designs, graphs, large pictures or images. These are used by architects and designers to produce blue prints. Plotters use the pen or inkjet for printing. These are slow but we can get a high degree of accuracy with plotters. Plotters can be hooked up with computers to do on-line plotting. The data can also be recorded on magnetic media.

(iv) Speakers: → Speakers are one of the most common output devices used with computer systems. Some speakers are designed to work with computers, while others can be hooked up to any type of sound system. Speakers are transducers that convert electromagnetic waves into sound waves. Speakers receive audio input from a device such as a computer or an audio receiver. The sound produced by speakers is defined by frequency and amplitude.

(v) Video card: → A video card is an important output device. A video card connects to the motherboard of a computer system and generates output images to display. Video cards are also referred to as graphical cards. Video cards include a processing unit, memory, a cooling mechanism and connections to a display device.

{ Storage Devices }

A storage device is any computing hardware that is used for storing, posting and extracting data files and objects. It can hold and store information both temporarily and permanently, and can be internal or external to a computer, server or any similar computing device.

Some of the important storage devices were given below:

1. Floppy disks: → These disks were developed in late 1960's. A floppy disk is made up of a circular thin plastic jacket coated with magnetic material. Its outer cover which is a hard plastic protects thin plastic disk. It can hold 1.44 MB data.

2. Hard disk: → Hard disk is made up of metal disk and coated with a metal oxide used to store bulk of data. These disks can store more information than floppy disks, upto 10 or 100's of gigabytes.

3. Compact disk: → CD ROM is a read only disk. It can store large amount of data which

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of users. It is expensive and fast, but its access time is longer than that of magnetic disk.

4. USB :-> USB stands for Universal Serial Bus. It is portable memory device which is used to store data that needs to be transferred to the other device using USB port of the system.

5. Memory card :-> Memory card is a memory device. It is used as an easy, fast and reliable medium to store and transfer data from one device to the other. It is used in digital cameras, game consoles, mobile phones etc.



MS

Windows



Introduction:-

Windows is a Graphical User interface based operating system developed by MS Corporation of USA. It allows the user to use both mouse and keyboard as input device.

Windows comes in various versions like window 95, Window 98, Window NT. Most latest version of window is Window 7.

Features of MS-Windows

(i) Easier to Use:-> Windows is an easy to use operating system. Its graphics based interface allows the user to select file and folders easily by pointing rather than typing.

(ii) GUI operating system:-> MS window is GUI based operating system. This makes working on MS window not only easy and interesting but also more productive.

(iii) Reliable:-> MS window tools can help you regularly test your hard disk and check your system files and even automatically fix some problems.

(iv) Faster:-> Windows and programs open faster than ever before. You can easily improve your

Computer speed and efficiency:

Starting MS Windows

As soon as we switch on the power of the computer, it automatically boots up the windows OS. Just as the screen shown as under appears we know that the system has been properly booted. The very first view of the windows operating is called as Desktop that contains icons, shortcuts, windows and the task bar.

Parts of Window Screen

There are following main parts of window screen:

- a.) Desktop: → When you start your computer, the first thing you see is the desktop. This is your on-screen work area, where your icons, windows and menu appear.
- b.) Icons: → An icon is a graphical symbol which represents a window element like file, folder or shortcut. Icons help you execute commands quickly.
- c.) Window: → A window is an area on your desktop within which all programs run.

This is commonly identify as a user interface.

d) Taskbar: → The taskbar is located on the bottom edge of the desktop. You can click on the taskbar and drag it to other locations.

e) Start Menu: → The start menu is activated by clicking the start button. The start button is located on the taskbar and by default is in the lower left hand corner.

Anatomy Of Windows

A window is an area on your desktop within which all programs run. We will continue to use MS word to point out the main components of a window. You will find these components in all the different types of windows on a MS window operating system.

(i) Title Bar: → The title bar is located at the top of a window. The name of the window, application or document appears here.

(ii) Menu Bar: → The menu bar is located just below the title bar. It contains the menu options such as file, edit, view, insert, format, tools, table, window and help.

(iii) Tool Bar: → Tool bars are generally located below the menu bar. These provide shortcuts to menu

commands that are used frequently:

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(i) Window Border :->

This is the area framing the window. It separates the windows from the desktop.

(ii) Work area :-> The work area is located in the centre of the window. You perform most of your work in the work area.

(iii) Scrollbar :-> If the contents of the work area do not fit in the window, scroll bars will appear. The vertical scrollbar provides a way to move up and down the page.

(iv) Status bar :-> The status bar provides you with information about the status of your program.

Types of Windows

There are two types of windows :->

(i) Application Window :->

An application window is the window that corresponds to the program that you are running and are working with. MS Word, excel, powerpoint, calculator etc. are some common examples of application windows.

(ii) Document Window :-> The window in which an application displays data is called document window.

Skilene An application can have multiple document windows.

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Windows, all of which remain within the bordered of the application window.

Some applications use the work space for the data display and do not have document windows.

Windows Explorer

The Windows Explorer is the main tool for viewing the files and folders on your hard disk, floppy disk or any other storage medium. The Windows Explorer displays file and folders in two portions:

→ The left hand side portion displays the folders.

→ The right hand side portion displays the content of a particular folder, which has been selected.

* Opening Window Explorer

- (i) click the start button on the taskbar.
- (ii) From the start → Programs menu and then click windows explorer.

Control Panel

The Control panel is a component of MS Windows that provides the ability to view and change system settings. It consists of a

Set of applets that include adding or removing hardware and software, controlling user accounts, changing accessibility options. Additional applets are provided by third parties such as audio and video drivers; VPN tools, input devices. The control panel is normally part of the GUI, which provides easy management and access to panel components.

File Manager

The file manager is the GUI through which end users could see and manipulate files and folders on early version windows computers.

In actual practice, the file manager proved to be a powerful and intuitive move away from traditional DOS. File name formation proved to be a major limitation of windows file manager, which supported only traditional DOS-type 8.3 filenames. Windows file manager was included with windows versions prior to windows 95 and windows NT 4.0, but is no longer in service.

Windows Accessories

Windows accessories include calculator, games, paint, notepad etc.

Skilene (i) Calculator: → windows provide an application

known as calculator, which is used for simple as well as Scientific and Statistical calculations.

(ii) Games: → Windows provide some games. These games also provide a very good means to understand the windows environment.

(iii) Paint: → Paint is a window program used to draw pictures on your computer.

Opening the paint program

- click on start button on the taskbar
- From the start → Programs menu and then click accessories
- From the accessories, finally click on Paint.

(iv) Wordpad: → Wordpad is a simple word processor program used to create documents such as letters and memos. It offers basic features for creating the documents such as boldfacing, italicizing and underlining the text.

(v) Notepad: → Notepad is a generic text editor included with all versions of MS windows that allows you to create, open and read plaintext files. If the file contains special formatting or is not a plaintext file, it will not be able to read in notepad.

If you are looking for a free alternative to Notepad we highly recommend Notepad++, which is excellent free.

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MS
WORD

Introduction: →

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MS-Word is a word processing package, developed by Microsoft Corporation. It helps you to create, edit, store, manipulate and print the documents according to your requirement. MS Word also allows you to change the appearance of text by changing the font sizes, styles and colours. A document looks more organized if you add page numbers, page numbers, headers and the footers at the top and bottom of a page to display useful information.

Features of MS-Word

1. Easy to Use: → MS Word is a very easy to use. In Word, it is simple to write, edit, manipulate, store and print text and much faster than the traditional type-writers, as there is no need to retype the pages in case of errors.

2. Formatting Features: → The typed text can be appeared to look more attractive by formatting it like making it bold, italics or underlined. Different fonts can also be applied. All this is possible due to formatting features of word.

3. Editing: → Any type of corrections can be made easily as and when required. Text can be previewed on the screen. Any errors can be corrected before the text is actually printed. Paragraphs can be moved anywhere in the document and characters can be changed, inserted or deleted with just a few keystrokes.

4. Adding graphics: → MS-Word also has a gallery of various graphics, which can be incorporated in the document to make the text more communicative.

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5. Mail Merge: → This feature of Word enables you to print a large number of letters/documents, in which the contents is same, only the names and addresses are to be changed. In such a case, mail merge proves to be very useful.

Starting MS Word

1. Click on the start button at the bottom left corner of the windows.
2. Select the programs option of the start menu.
3. Select the MS-Word option from the programs submenu.

SkilStart → Select programs → MS-WORD

Components Of Word Document

The following are the main components of the word document:

1. Title bar: → Title bar is located at the top of the screen. It displays the name of the application.

Title bar contains various buttons at the top right corner:

a) Minimize button: → It is used to minimize the work window.

b) Maximize button: → It is used to maximize the window that it restores.

c) Restore button: → Sometimes maximize button becomes restore button. This button is used to restore the window to its previous size.

d) Close button: → It is used to exit MS-WORD.

2. Menu bar: → Menu bar is located below the title bar. It lists the word menu options like File, Edit, View, Insert, Format, Tools, Tables, Window, Help.

3. Formatting toolbar: → It is displayed at the top of the screen below the menu bar. It provides shortcuts to menu command. It consists tools

Skilene used for formatting document.

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4. Standard toolbar :-> It is displayed at the top of the screen below the menu bar. It provides shortcuts to menu command. It consists of most frequently used command and utilities like open a document, creating a document.

5. Ruler Bar :-> Ruler bar appears underneath the toolbar. It allows to format the vertical alignment of text in a document. It is used to set the tabs stops, margins and indents of the document.

6. Status bar :-> It is located at the bottom of MS-Word. It contains information about the active document such as page number, total no. of pages in the document, the column and the line number.

7. Scroll bar :-> It is used to scroll the contents of a layout vertically and horizontally. They are used to view different areas of the active window.

8. Different layout buttons :-> It is located on the left hand side of the horizontal scroll bar. It can be used to view the open document in different format.

9. Skipline workspace :-> It is also known as text area.

It is the area in the document wherein you type the text and insert or draw graphics and pictures of your document.

10. Cursor → Flashing line on the screen that indicates where the text which is to be typed will appear.

Creating a New Document →

- (i) Select the option file from the Menu bar. A dropdown menu will be displayed.
- (ii) From this menu, select the option New. The new dialogue box will be displayed.
- (iii) Select blank document under general option, for the time being.
- (iv) Finally, click on OK button. A new document window will be displayed for you to enter your text.

Opening a Document →

- (i) Select File menu option. From the drop down menu select open. The open dialogue will be displayed.
- (ii) Press $ctrl + O$
- (iii) Click on open icon in the standard toolbar.
- (iv) Type or click on the document, which you want to open in the file name textbox.

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Saving a Document

- (i) click on the option file on the menu bar.
- (ii) Select the option save from the dropdown menu.
- (iii) The Save as dialog box will be displayed on screen.
- (iv) Type the name of new file in file name text box.
- (v) click on save to complete the process.

Closing a Document

- (i) Select file menu option. From the dropdown menu, select close.
- (ii) select the close button in the upper right corner of the document window.

Printing a Document

- (i) If the document is open, click the file menu and then click Print. The box will open.
- (ii) To print using the default settings, simply click the print button. Your document is printed out on the currently selected printer. Later you will be able to change the default print settings. The option will allow you to select a printer, select the page range, select the number of copies to be printed.

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Copying Selected Text

1. Select the text that you want to move or copy, and then press $\text{ctrl}+\text{x}$ to move the text, or press $\text{ctrl}+\text{c}$ to copy the text.
2. click where you want to paste the text, and then press $\text{ctrl}+\text{v}$.
3. click the paste options button, which appears after you paste the text.

Moving Selected Text

1. click and drag the selected text where you want it
2. Copy the text by pressing $\text{ctrl}+\text{c}$, place the cursor where you want the text and then paste it by pressing $\text{ctrl}+\text{v}$.

Deleting Text

1. Place the cursor next to the text then press backspace key
2. Place the cursor to the left of the text then press delete key
3. Select the text and press the backspace or delete key.
4. *Skilini Designer* select the text and type over it the new text.

How to Select all text

1. click anywhere within the document.
2. Press $Ctrl+A$ on your keyboard to select all text in the document.

Searching Text

1. click on Edit menu and then select Find option. The Find dialogue box appear.
2. Make sure that the Find tab is selected.
3. In the Find What box, enter the text that you want to search for.
4. click the Find Next button, to find the next word, you have entered in the Find What box.
5. To find the next word, that matches with the word, you have entered; click the Find Next button again and so on.
6. To cancel find operation, click on cancel button or press ESC key.

Replacing Text

(1) click on Edit menu, and then click Replace option. Consequently the Find and Replace dialogue box appear.

(2) In the find what box, enter the text that you want to search for.

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3. In the Replace with box, enter the replacement text.

(4) Click the Find next to find the next word; you have entered in the find what box.

(5) To replace the word, click on replace button.

(6) If you do not want to replace the word, click on find next button.

(7) To replace all such words in the document automatically, click on Replace All button.

Character Formatting

A.) To change the Font and Size of text:

1. Select the text to be changed.

2. Click on Font option of Format menu to display the Font dialogue box.

3. From the dialogue box, choose the desired font, size, effects, colour and Underline types.

4. Click OK to confirm, Cancel, to abandon.

B.) To make Bold/Italics/Underline Text:

(1) Select the text you want to make Bold/Italics/Underline.

(2) Either click in formatting toolbar or use shortcut keys $ctrl+B$ (for Bold), $ctrl+I$ (for Italics), $ctrl+U$ (for Underline).

Changing Case of Text

- (1) You can change the selected text into either upper case, lower case, Title case or toggle case.
- (2) Highlight the text. Select the Format menu option.
- (3) Choose change case option. You will get the dialog box.
- (4) From the list of options select uppercase to convert lower case into uppercase.

Spelling and Grammar checking of Word document :->

- (1) Open any word document.
- (2) Click tools menu and then click spelling and grammar option. You will get the dialog box.
- (3) Note all words that appear red colour in first box are spelling mistakes. If you want to accept the suggested word, in the 2nd box click on change.
- (4) Continue this process until you get the dialog box.
- (5) Click OK button.
- (6) Save your work when the spell check is complete, so that the corrections are saved.

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Page Setup Options

- (1) click file menu
- (2) Select and click - Page Setup options. You will get the following Screen.
- (3) Here you can set options (top, bottom, right and left), paper size, paper source and layout.
- (4) click OK button.

Inserting a document into another document

Inserting a document into another document is also the inserting of an existing file into the body of the currently opened document.

- (1) Open the document file in which you want to insert another file.
- (2) If you insert the file to the bottom of the document then make the cursor to the bottom of the document by pressing $ctrl + End$ key combination from the keyboard. If you want to insert second file in b/w the currently opened file, then make the pointer at the location where you want to insert and click the mouse button.
- (3) Now select the file command from the insert menu. When you click it, an insert file dialog box appear.
- (4) From insert file dialog box you can select

the required file from the particular drive by giving a complete path.

(5) After typing the name, click OK button.

(6) Now you can save the file by using the save command newly saved file has the contents of two files. This is the inserting of contents of one file into an opened file.

Font Controlling

(1) To get different character styles we can change font type

(2) click on format menu

(3) select Font option. you will get a screen.

(4) You can set font type, font style and font size and colour of the selected text.

(5) click OK button.

Alignment

Alignment refers to the position of the text in relation to its margins.

(1) open a word document

(2) Block the text by first clicking at the start of the text and holding the left mouse and drag to the desired position and then release the left mouse button. The selected area will be highlighted.

(3) Move the mouse pointer to Align left

button on the toolbar and click once. You selected text will be left aligned.

(4) Move the mouse pointer to Align right button on the toolbar and click once. You selected text will be right aligned.

(5) Move the mouse pointer to Center button on the toolbar and click once. You selected text will be centered.

(6) Move the mouse pointer to justify button on the toolbar and click once. You selected text will be justified.

Creating Tables

Tables are preferred when compared to using spaces or tabs for alignment to give a table format, but word has another excellent feature for alignment called 'tables'. This feature is used to create financial reports, catalogues etc.

Tables consist of rows and columns. The text can be typed in the cells. The size, shape of a cell are controllable features.

To create a table using Insert Tables button :->

① Move the cursor to the place where you want to insert the table.

② Choose tables button from the standard Designer toolbar.

Teacher's Sign.

- Drag the mouse to highlight the desired number of rows and columns in the tables menu.
- Release the button. An empty table is inserted.

To create a table using table menu

1. To choose insert table from table menu. You will find a dialogue box.
2. Now type the number of columns and rows as you require and set column width auto. So that the column will be equal to the width of the text. Now click 'ok'.

Insert Rows

1. Place the cursor in the table, where rows to be inserted.
2. Choose table and click insert rows option to insert rows in the table.

Delete Rows

- (i) Select the row which is to be deleted.
- (ii) click table and click delete cells option.

In the same way you can do with Column also.

Using Formulae in table

Tables can be used to prepare financial statements. Different func. can be used to calculate column totals, Row totals, Average, Maximum and minimum of given values.

To Use a formula in table

- * Keep the mouse cursor at the place where the value has to come.
- * click table menu and then click formula option.
- * Then click ok button.

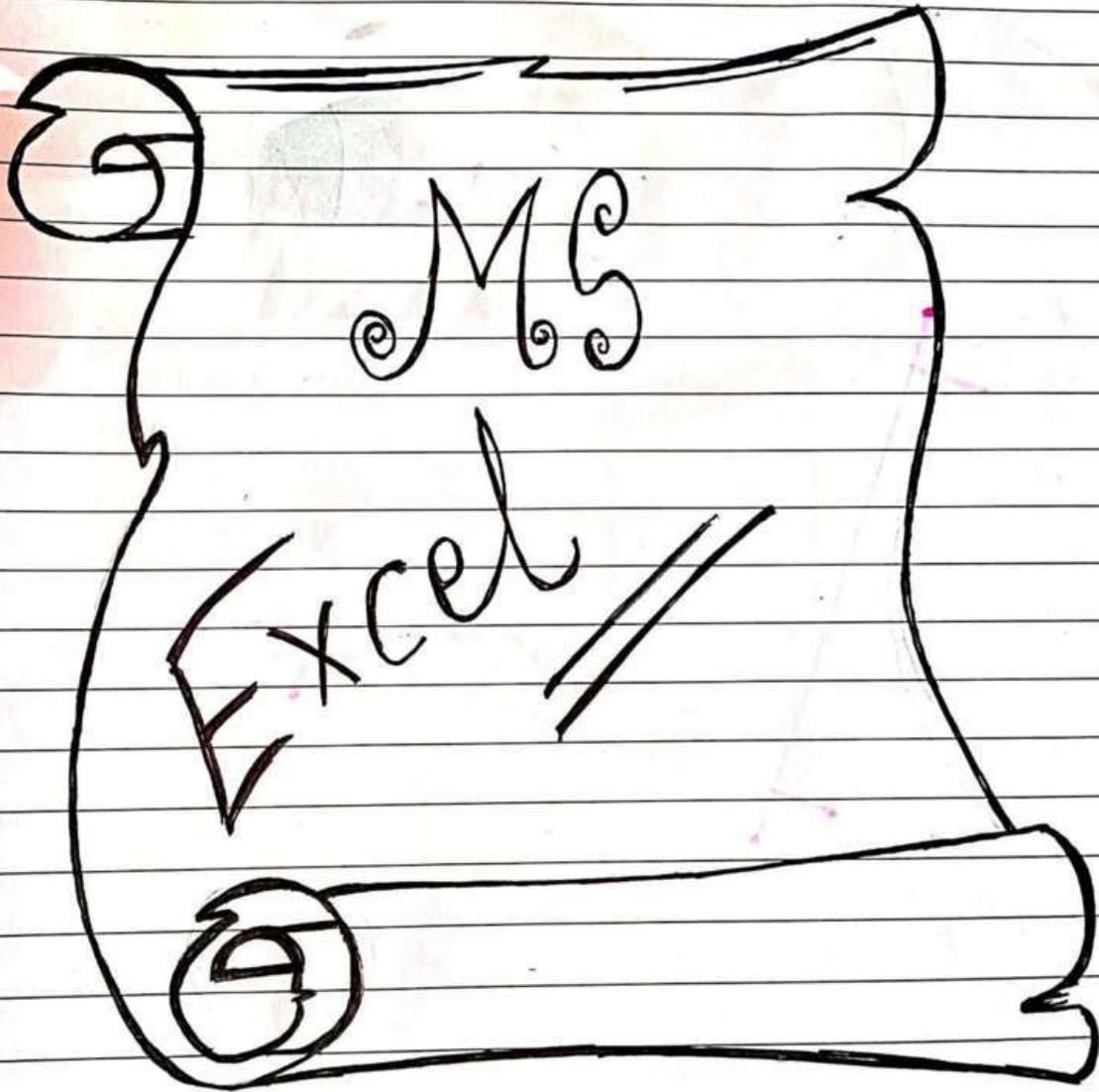
Inserting pictures into document

A) Inserting clip arts

- * click insert menu, click picture and then click clip Art. You will get screen
- * Select the picture and then click Insert button. The selected picture will be inserted at the cursor position.

B) Inserting Word Arts

- * click insert menu, click picture and then click word art. You will get a screen
- * Select a word art style format and then click ok button to get the below screen.
- * Here enter your own text and then click ok button.



Introduction of MS Excel: →

MS Excel is the most powerful spreadsheet package developed by MS Corporation in USA. Spreadsheet packages use the concept of an electronic spreadsheet. Spreadsheets are designed to work with numbers and can easily perform simple as well as complex mathematical operations. Electronic spreadsheets have now become an essential tool in developing a computerized management information system.

MS Excel Basics: →

a) Workbook: → An excel document is a workbook and each workbook is made up of many worksheets. A new workbook contains 3 worksheets, but you can add or delete sheets.

b) Worksheet: → Also called a spreadsheet, it consists of cells that are organized into rows & columns. A worksheet is always stored in a workbook.

c) Cell: → Each intersection of row and column is called a cell. Cell is a basic unit of worksheet where number, text, formulas etc. can be placed.

Skilled Designer Cell pointer: → It is used to make a cell

active. Active cell is the cell in which data is entered when you begin typing. The active cell is bounded by a heavy border.

e) Row Number: → Data in a worksheet are divided in rows and columns. Each row is a given number that identifies it. Row numbers start from 1 and go as 2, 3, 4....

f) Column Number: → Each column is given a letter that identifies it. Column letters start from A and go as B, C, D...Z, AA, AB, AC, AZ etc.

g) Range of cell: → It is a group of cells. A range is specified by giving the address of first cell in range.

Starting Of MS Excel

1. click on the start button on the task bar
2. From the start → Programs menu, click at Microsoft excel.

Entering Data in Worksheet

Three types of data can be entered in MS excel. Three types of data entries are: Numbers, Text, Formulas.

Numbers:→

These are numeric entries. These entries can be used in calculations. In excel, a number can contain only the following characters:

0 1 2 3 4 5 6 7 8 9 + - () , / \$ % . E e

MS excel ignores plus (+) and treats a single period as a decimal. All other combinations of no.s and non numeric characters are treated as text.

Text:→ Text is any combination of numbers, spaces and non numeric characters. The following entries are example of text:

14BS134, 566, 456FG

Formulas:→ A formula is an equation that perform operations on worksheet data. Formulas can be entered to do Mathematical calculations, addition, subtraction, multiplication, division or they can be entered to compare values.

Formulas in MS excel always begin with an (=).

Numeric Entries in Worksheet

following to indicate the type of calculation you wish to perform:

+ Addition

Skilinc Subtraction

- * Multiplication
- / Division
- ^ exponential

Performing Mathematical Calculations

The following exercises demonstrate how to perform mathematical calculations.

* Addition :->

1. Move your cursor to cell A1
2. Type 1
3. Press Enter
4. Type 1 in cell A2
5. Press Enter
6. Type = A1 + A2 in cell A3
7. Press Enter. Cell A1 has been added to cell A2 and the result is shown in cell A3.

* Subtraction :->

1. Press F5. The Go to dialog box opens
2. Type B1 in the reference field
3. Press Enter. The cursor should move to B1.
4. Type 5 in cell B1
5. Press Enter
6. Type 3 in cell B2
7. Press Enter
8. Type = +B1 - B2 in cell B3
9. Press Enter. Cell B1 has been subtracted from cell B2 and the result is shown in cell B3.

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* Multiplication: →

1. Hold down the ctrl key while you press (ctrl-g)
The go to dialog box opens
2. Type C1 in the reference field.
3. Press Enter. You should now be in cell C1.
4. Type 2 in cell C1
5. Press Enter
6. Type 3 in cell C2.
7. Press Enter
8. Type = C1*C2 in cell C3
9. Press Enter. Cell C1 is multiplied by Cell C2 and the result is displayed in cell C3.

* Division: →

1. Press F5
2. Type D1 in the reference field
3. Press Enter. You should now be in cell D1.
4. Type 6 in cell D1
5. Press Enter
6. Type 3 in cell D2
7. Press Enter
8. Type = D1/D2 in cell D3
9. Press Enter. Cell D1 is divided by Cell D2 and the result is displayed in cell D3.

* The Auto Sum Icon: →

It is on the standard toolbar automatically add a column of numbers. The following illustrates the SUM function:

Creating a chart in MS-Excel

- (1) Select the range for which you want to make a chart.
- (2) Now click the chart wizard icon on the standard toolbar or choose option from the insert menu.
- (3) Now the chart wizard dialog box is displayed. In the chart wizard step 1 of 4 chart type dialog, select the desired chart type and sub type.
- (4) click the Next > button to display the chart wizard. In this dialog box if you change the data and labels for the chart, click in the data range box.
- (5) click the Next button to display chart wizard. First click on titles tab to specify the various titles of chart.
- (6) click the Next button to display the chart wizard (step 4 of 4). specify the chart location.
- (7) click the finish button. The chart will be created and displayed.

Editing a chart

- (1) Right click a component within the chart, such as its legend, x axis and choose format object from the shortcut menu.
- (2) You can also double-click a chart

1. Go to cell F1
2. Type 3. Press Enter
3. Type 3. Press Enter
4. Type 3. Press Enter
5. Click the Auto Sum button, which is located on the standard toolbar.
6. F1 to F3 should now be highlighted.
7. Press Enter. Cells F1 through F3 are added.

* Automatic Calculation :->

If you have automatic calculation turned on, MS Excel re-calculates the worksheet as you change cell entries.

Setting :->

1. Choose Tools > Options from the menu
2. Choose the Calculation tab
3. Select Automatic if it is not already selected.
4. Click OK.

* Some basic functions :->

Functions can be a more efficient way of performing mathematical operations than formulas. For example, if you wanted to add the values of cells D1 through D10, you would type the formula " $= D1 + D2 + D3 + D4 + D5 + D6 + D7 + D8 + D9 + D10$ ".

Shortest way: " $= SUM(D1:D10)$ ".

Saving a Workbook

- (i) Select File \rightarrow Save
- (ii) Press $\text{ctrl} + \text{S}$
- (iii) Click on Save icon in the standard toolbar.
- (iv) The Save as dialog will be displayed on the screen. Type the name of the file name area at the bottom of the dialog box. File will be saved with extension XLS.

Close the Workbook

To close the open workbook, select File \rightarrow Close. The workbook will be closed.

Create a Workbook

1. Select File \rightarrow New
2. Press $\text{ctrl} + \text{N}$
3. Click on New icon in the standard toolbar. New dialog box will appear, select workbook and click on Ok button.

Open a Workbook

- (1) Select File \rightarrow Open
- (2) Press $\text{ctrl} + \text{O}$
- (3) Click on Open icon in standard toolbar.

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Topic.....

Date.....

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Component to display its Format dialog box.

- (3) Select the chart area and the menu bar displays a chart menu. You can see the options on the chart menu to change the type of chart, the source data, various chart locations.
- (4) Right-click the chart area to display the shortcut menu, which contains the same commands that appear on the chart menu.

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Topic..... Date..... 52.



Ms

Pointpoint



Introduction of MS powerpoint :->

MS powerpoint is a component of MS office kit and is one of the most powerful presentation graphics package. It helps the user in creation of various presentation materials. It also includes many features to help the user to create, format. In powerpoint user can use graphics, text, movies, sounds, Internet to share information on any topic.

Components of Presentation :->

A presentation is simply the way an idea or a thought is communicated to another person or group of persons.

- a) **Slides** :-> Slides are the individual pages of your presentation. Slides can have titles, text, graphics, shapes, drawn objects, drawn art.
- b) **Handouts** :-> To support your presentation you have the option of providing handouts for your audience.
- c) **Speaker's notes** :-> During the presentation, a set of notes is required to aid the presenter. Powerpoint allows you to create notes which is small image of the slides.
- d) **Outlines** :-> Outlines are a summarized version of your slides, which display only titles and the main text.

Components Of Presentation: Powerpoint (55)

(i) Title bar: → Title bar generally appears at the top of the screen. The title bar displays the title of current presentation.

(ii) Menu bar: → Menu bar displays the menu. You use the menu to give instructions to powerpoint.

(iii) Standard and Formatting toolbars: → It is the most commonly used toolbar which is called standard and formatting toolbar. Toolbars provide shortcuts to menu commands.

(iv) Rulers: → Rulers are vertical and horizontal guides. You use them to determine where you want to place an object. They are marked in inches.

(v) Status bar: → Status bar generally appears at the bottom of the screen. The status bar displays the number of the slide that is currently displayed.

(vi) Drawing toolbar: → The drawing toolbar generally appears near the bottom of the screen. It contains tools for creating & editing graphics.

Components Of Slides:-

A slide is an electronic page in slide show. A good slide is one that successfully communicates a message.

(i) Title:-> Each slide has a place holder for the title of the slide. It gives the audience an idea of what the slide is trying to say.

(ii) Subtitle:-> A descriptive message of the slide data. A subtitle emphasizes the slide's central idea.

(iii) Drawing objects:-> Various types of drawing objects can be placed on slide using the drawing toolbar.

(iv) clipart and pictures:-> MS office software comes with its own set of pictures or graphics in clip gallery. The pictures in this gallery are called clipart.

Starting Powerpoint

1. click the start button on the taskbar.
2. From the start -> Programs menu, click at microsoft powerpoint.

creating Presentation

1. select File -> New menu option. The New Slide dialog box appears. Select the

with desired layout.

2. The first slide of a presentation is usually the title slide, giving the title to the presentation. click on ok button.
3. click on the common tasks button on the formatting toolbar. select New slide option to insert another slide.
4. Select the layout of slide you want to insert. click on ok.
5. Enter the contents you want should appear on the slide. You can also change the slides as per your need.
6. Repeat 3-5 steps to enter as many slides as you want.
7. When finished, save the presentation.

Working with slides

a) Insert a New Slide :->

1. On the insert menu, click New slide
2. Alternatively, select Common tasks menu from formatting toolbar, select New slide option
3. Select the layout, and click on it.

b) Delete a slide :->

1. Select the slide you want to delete
2. On the edit menu, click delete slide.

Skill c) Duplicate a slide :->

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1. Select the slide you want to duplicate.
2. On the insert menu, click duplicate slide.

Slide Master

The slide master is the top slide that controls all information about the theme, layout, background, color, fonts and positioning of all the slides.

To apply slide Master; follow these steps:

1. Select the slides to which you want to apply the alternate slide master.
2. Click the home tab on the ribbon and then click the layout button.
3. Select the slide master layout you want to the slides you selected.

Preparation of Different Types of slides

There are 3 types of slides :->

(i) Title slides :->

This is the slide in which you describe what the rest of the powerpoint is about. On the top is a title, and the bottom box should be left to give credit to the creator or subtitle it. There should generally only be one of these slides in a presentation, but it is very complicated or long.

Skilines slides.

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(ii) Standard slide:→

Next is the standard slide for when you create a new one. To create a new one, click on the home tab and then click New slide. This slide, which you should use for the majority of your presentation, features a title bar on the top describing what the slide is about.

(iii) Comparison slide:→

A more niched form of slide is the comparison slide. This has two boxes side by side that each have individual title slides and content. This is great when you are comparing two things. These could call potentially the useful for demonstrating what you want to inside the powerpoint.

Slide Design

To apply slide design; follow these steps:

1. Open the presentation you want to apply a different design to.
2. On the formatting toolbar, click Common tasks, and then click apply design template.
3. The apply design template dialog box appears. Find the design you want to use and then click apply.
4. The new design is applied. Any previous *Skiline* design is overridden.

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Slide Transition

Slide transitions are special movement effects that introduce a slide in a slide show. These effects may include any kind of display changes, appearance or any sound effect.

To apply slide transition, follow these steps:

1. Select the slide which you want to add a transition
2. From slide show menu choose slide transition.
3. In the effect session, select the transition effect that you want from dropdown list.
4. You can also add sound. Select the sound from the 'Sound' section that you want to play with transition effect.
5. If you want the slide show to proceed on click of the mouse then select on mouse click.
6. To apply the transition to selected slide click apply. To apply transition to all slides, click apply to all button.

Slide Animation

Animation effects occur within a slide.

You can add bulleted points, graphic objects.

You can add animations to your presentation.

Skills by :-

1. Present animation:→

To apply present animation, follow these steps:

1. Select the object you want to animate.
2. On slide show menu, click Present animation.
3. Choose any animation effect from the Submenu.

2. Custom animation:→

To create a custom animation, follow these steps:

1. Select the slide where you want to insert animation effect.
2. Display it in the slide show.
3. Select Custom animation from slide show menu to display the custom animation dialog box.
4. Select the items you want to animate. Also set the order and timings.
5. Click on the effect button to choose the effects from the drop down list. Choose the options as per your own choice.
6. Click on preview to visualize the effect of animation.
7. Click on OK button.

Printing Slides (Presentation)

You can print your entire presentation or specific slides, handouts, note's pages. You can print in colour, grey scale or black and white.

white.

To print slides, follow these steps:

1. Choose print option from the file menu. The dialog box appears
2. Select the name of the printer.
3. In the print what box, click the item you want to print.
4. In the print range area, select whether to print all the slides. You can give slide numbers or slide ranges to print.
5. In the copies area, specify the number of copies you want to print.
6. To print in pure black and white, select the pure black and white check box.
7. click OK button.



Multimedia

What is Multimedia:

Multimedia means that computer information can be represented through audio, video and animation in addition to text, images, graphics and drawings. Multimedia is a media that uses multiple form of information content and information processing.

Basic Components of Multimedia

* **Text**: → characters that are used to create words, sentences and paragraphs. It is the primary component of Multimedia. We can be emphasized the text by using different fonts, colours, styles etc.

* **Graphics**: → A digital representation of non-text information such as drawing, photographs etc. are known as graphics. The graphic medium can be used with text medium.

* **Animation**: → The animation medium presents the sequence of still images of our work at a rapid speed that looks like the image is moving.

* **Video**: → The effective medium presents the information. It presents the moving images

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It displayed the sequence of slightly varied picture at the speed of 10-30 frames per second.

* **Audio:** → Audio is one of the important components of Multimedia. It is music, speech or any other sound. It is normally combine with animation medium.

Microsoft Publisher

MS publisher is a graphic design application that is similar to MS word but differs in the fact that its emphasis lies more on page layout and design, and less on word composition and formatting. It provides easy-to-use and less expensive publishing options for creating designs and logos for small businesses, where using other high-end applications may not be feasible. MS publisher is an entry-level graphic design program included in some versions of MS office. It is considered idea for small business.

Photo Draw

An earlier image editing program from MS that combined painting and drawing tools in one package. Photo draw was used for scanning and re-touching photos, developing banner ads

and images for websites and enhancing MS Office graphics with a wide variety of clip art. Photo draw provided essential vector elements, curves and other shapes that could be resized and edited.

Types of Multimedia Presentation

- Two types of Multimedia Presentation
- (i) Linear: linear active content progresses often without any navigational control for the viewer such as a cinema presentation
 - (ii) Non linear: Non linear uses interactively its control progress as with a video game or self-faced computer based training.

@ Applications

* Multimedia in Entertainment :->

In entertainment, activities include listening to music, watching a video, playing games, meeting people at virtual environment etc. Higher interactivity, mobility, content awareness is major roles played by the multimedia application.

* Multimedia in Business :-> Training, informational, promotional material, sales presentation point-of-

Sales displays that allow for consumer integration and communication within and outside the organization are all the applications of multimedia in business.

* Multimedia in Education and Training :->

In education, multimedia is used to produce computer based training & providing reference books like encyclopedia. Computer based training leads the users go through the CD of the presentation text about particular and associated information in various formats.

* E-learning :-> It has become a very good communication media b/w students and teachers. Several lines of research evolved the possibility for learning and instructions are nearly endless. Audio, Video, Conferencing, internet, TV, Computer, audio tapes etc are means of e-learning.

* Multimedia in Software :->

Software engineers may use multimedia in computer from entertainment to training such as military industrial training, designing digital games, it can be used as a learning process. This multimedia software's are created by professionals and software engineers.

Advantages Of Multimedia

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- (i) It is flexible. Being digital, this media can easily be changed to fit different situations & audiences.
- (ii) It is integrated and interactive. All the diff. mediums are integrated through the digitisation process. Interactivity is heightened by the possibility of easy feedback.
- (iii) It doesn't take much energy out of the user. It is very user-friendly.

Disadvantages Of Multimedia

- (i) Information overload. Because it is so easy to use, it can contain too much information.
- (ii) It takes time to compile. Even though it is flexible, it takes time to put the original draft together.
- (iii) It is expensive.

Internet



Scanned with
CamScanner



Introduction Of Internet :->

Internet can best be defined as International network of computers. It is the world largest computer network, the global network, the worldwide network of networks, a window to the 'information Superhighway', scattered all over the world. It is the gold mine of professionals, set of computers, place of talk, place of work, unlimited commercial opportunity.

World Wide Web (WWW)

The world wide web (www) is a hypertext based service on the internet. It is a graphical representation of information. It is a system of internet servers responsible for supporting specially formatted pages and documents. WWW is a fast emerging as a new and important advertising medium. Any user having access to the internet can now view or read the contents of this area but not necessarily change them. WWW is user friendly, support frames, interactive, support hyperlink files and it is a document on the internet that can contain text plus any of these multimedia elements.

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CamScanner

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Websites

The first website was built by Tim Berners Lee. A website refers to a central location that contains more than one web page or a series of web pages. For eg: In the URL, the website is Comptexhope.com. A website may be accessible via a public internet protocol network, such as local area network, by referencing a URL that identifies the site. They may incorporate elements from other websites with suitable markup languages.

Web Browser

A web browser is an application used to access and view websites. Common web browsers include Microsoft's internet explorer, Google chrome, Mozilla Firefox and apple Safari. As websites have evolved, so have web browser requirements.

The primary function of a web browser is to render HTML, the code used to design or mark up web pages.

Two major web browsers are:

1. Microsoft internet explorer
2. Netscape Communicator

Web browser is a software used to view resources on the internet.

Uniform Resource Locator (URL)

URL is an addressing system that is used by WWW as a standard system for specifying a particular website on web. It combines information about the type of protocol being used, the address of the site where the resource is located, the sub-directory location and name of the file.

A URL has three parts:

- The Scheme (protocol)
- Domain name Server (DNS)
- The filename for the page

Example: →

http://www.Microsoft.Com/ftp.html	
http	: Protocol
www.Microsoft.Com	: Server name
ftp.html	: File name

Search Engines

A search engine is designed to search for information on the internet. Search engine presents the search results in the form of a search results list. The search results can be web pages, images, videos and other type of files.

Example of search engines are given below:

1. Google: → Google is a web search engine developed by Google LLC. It is the most

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Used search engine on the world wide web of all platforms. The main purpose of Google is to hunt for text in publicly accessible documents offered by web servers.

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2. Bing: → Bing is another search engine developed by Microsoft. It provides a standard web search, as well as specialized searches for images, videos, news, maps etc. Bing's home page includes a background image or video that is updated every day.

3. Yahoo!: → Yahoo is web search engine owned by Yahoo. It's headquarter in California. It provides interface that sent queries to a searchable index of pages supplemented with its directory of websites.

Download Materials from Websites

1. Scroll through the website page you just selected.

2. Download an image or picture:
For help, see:

web technologies skill 2:4: To save a picture from web.
or web technologies skill 4:4: To save a picture from web.

3. Download a document:

For help, see:

web technologies skill 2:1: To download a document from web.

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or web technologies skill 4.1: To download a document.

4. To download a song: →

For help see:

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Web technologies skill 2.5: To save a song from web.

or web technologies skill 4.5: To save a song from web.

5. Download a movie: →

For help, see:

Web technologies skill 2.6: To save a movie from web.

or web technologies skill 2.6: To save a movie from web.

Social Networks

Social networks has become one of the main ways to keep people in touch. There were few social networking sites which are given below:

1. Facebook: → Fb is used by about 1 billion people. If you have family or friends that lives far away. You can use facebook to keep up with their lives. You can also share things you've found online that interest you.

2. Twitter: → Twitter lets you share brief messages with the entire world or with friends and relatives. By following people with similar interests, you can discover new things that you would not have found otherwise.

3. LinkedIn: → It is site which is used for business. It allows you to connect with other people in your field and find out about new job opportunities.

Internet Connectivity

Here, in this topic, we will discuss how to connect to internet.

Internet Service Providers (ISP)

It is a company offering access to internet. They offer various services:

- Internet access
- Domain name registration
- Dial up access
- Leased line access

Types of ISP: →

ISP can broadly be classified into six categories:

- * **Access Providers:** They provide access to internet through telephone lines, cable wi-fi.
- * **Mailbox Providers:** Such providers offer mailbox hosting services.
- * **Hosting ISPs:** It offers a small, email and other web hosting services such as virtual machines, clouds etc.
- * **Virtual ISPs:** Such ISPs offers internet access via other ISP services.
- * **Free ISPs:** Free ISPs do not charge for internet services.

Connection Types

There exist several ways to connect to the internet. Following are these connection types available.

1. Dial up connection: → Dial up connection uses telephone line to connect PC to the internet. It requires a modem to set up dial up connection.

This modem works as an interface b/w PC and the telephone line. There is also a communication program that instructs the modem to make a call to specific number provided by an ISP.

It uses either of the following protocols:

- (1) Serial line internet Protocol
- (2) Point to point protocol

2. ISDN: → ISDN is a acronym of integrated services digital network. It establishes the connection using the phone lines which carry digital signals instead of analog signals.

There are two techniques to deliver ISDN services:

1. Basic rate interface (BRI)
2. Primary rate interface (PRI)

3. DSL: → DSL is a acronym of Digital Subscriber Line. It is a form of broadband connection as it provides connection over ordinary telephone lines.

4. Cable Tv internet Connection:->

Cable Tv internet connection is provided through cable Tv lines. It uses coaxial cable which is capable of transferring data as much higher speed than common telephone lines. The cable modem comprises of two connections: one for internet service and other for cable Tv signals.

5. Satellite internet connection:-> It offers high speed connection to the internet. There are two ways of satellite internet connection:

* One way connection:-> We can only download data but if we want to upload, we need a dialup access through ISP over telephone line.

* Two way connection:-> We can download and upload data by satellite. It does not require any dialup connection.

6. Wireless Internet Connection:->

It makes use of radio frequency bands to connect to the internet and offers a very high speed. The wireless internet connection can be obtained by either wifi or bluetooth.

Chatting

© chatting is the other method for internet conversation.

- o It enables people connected anywhere for on the internet to join in live discussions.
- o chat sessions allow many users to join in the same free-form conversation, usually centered around a discussion topic.

Examples:

- MSN Messenger
- Yahoo Messenger
- IRC
- Pidgin

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E Mail

E mail is a very powerful tool for electronic communications, which enables to send and receive data and messages etc. network on the computer network. This service provides facility of sending and receiving messages on the internet. The E-mail messages can be saved and can be sent to as many people on Internet as we want irrespective of the place and time. To send an E-mail one should have an E-mail account and the E-mail address of receiver should be known.

- E-mail address

Someone @ mail server

- The e-mail address has three parts:

- a user name
- an "at" sign (@)

the address of the user's mail server

Sending an E-mail

(19)

1. Start an E-mail program
2. Give the address of where to send E-mail
3. Compose a message using that e-mail program
4. Give the command send to send the message.

Receiving an E-mail

1. At the top right of the page, go to "Settings", "Filters", "create a new filter".
2. where it says "From", enter biomedcentral.com
3. click "Next Step"
4. click the box "never send it to spam"
5. click "create Filter"

Saving an E-mail

click more Settings. In the internet E-mail Settings dialog box, click the folders tab. click choose an existing folder or create a new folder to save your sent items for this account in. click a folder to save the sent items in, or click New folder.

Blogging

The blog is what's known as a "one to one" communication platform, and it is

specialized for that role. Blogs are designed to let the group admins communicate what's on their mind to the rest of the group members. The feedback options on a blog the comments section - are fairly limited, because the focus is on the admin's message.

Some of the key features of blog are:

- (i) Limited posting rights: Only group admins can create blog posts. Group members may comment on post, if the admin allows it.
- (ii) Only one blog per group: → Because the blog is the exclusive domain of the group admins, a group can only ever have one blog tab.

Discussion Forums

In contrast with the blog, the discussion forum is a "many to many" platform.

Instead of having one person or a small group of admins running the show, discussion forums give every group member a chance to participate equally in an ongoing conversation.

In light of this, the differences between blogs and forum make more sense. Guests of group spaces are not able to see discussion boards. All group members can post to a discussion forum. Group administrators can create as many discussion forums as they like, and members can participate in all of them currently.



ICT Tools
And its
integration
in education



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Introduction:->

ICT have become the most building block of modern industrial society in a very short time. Mastering information technology and understanding basic skills and concepts of ICT are highly regarded by many countries. These technologies have become central to contemporary societies. ICT is shorthand for the computers, software, networks, satellite etc.

ICT can work in number of general ways as follows:

- > It can be used to train students in skills which they will need in further education.
- > It can provide access to information and communication outside the classroom.
- > It can be used to support teacher development via external networks
- > It can support potentially transform the learning and teaching process.

* Integration of Some ICT Tools in Education are given below:->

1. Overhead Projector:->

The overhead projector facilitates an easy low cost interactive Skilene environment for educators. Teaching materials

can be pre-printed on plastic sheets, upon which the educator can directly write using a non-permanent, washable color making pen.

Teachers trying to use more modern ways to communicate information and develop understanding might not consider overhead projectors as their first choice. An overhead needs an appropriate space in the class-room. The projector should sit in the front of the room on a flat surface; classroom desks that have an angle are often problematic unless you can use books to prop the machine up.

2: LCD Projectors: → The new LCD projectors offer ways of reaching students in different ways. They allow the teacher to interact with students better, to use a multimodal form of teaching and to provide more entertaining ways to teach and get their lesson objectives and facts across. Today, the liquid crystal display (LCD) tech. becoming common in homes has also made its way into the class-room.

If you are an educator who teaches in a school equipped with LCD Screens. Allow students to use the LCD projector for their own class presentations and group activities.

Skiline 3. Television: → Educational TV is the use of
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TV programs in the field of distance education.

In the social aspects of TV, several studies have found that educational TV has many advantages.

TV has been given importance in many countries as a source and a tool of teaching. The importance of TV to communicate information, ideas, skills and attitudes has been affirmed by researchers. TV can be attached with school curriculum and time tables. TV is adaptable and can follow different approaches when used in the different educational situations.

4. Digital Camera: → An electronic device that digitizes images, today you can find one in just about any cell or smart phone.

Here, are a few applications that you and your students cell or smart phone's digital camera may be used for:

- ⊙ Use a photo as prompt for narrative or describing writing
- ⊙ School newspaper, class newspaper or newsletter
- ⊙ Graphics for written reports and presentations
- ⊙ Send photos via e-mail to electronic pen pals
- ⊙ Publicize a class play or project
- ⊙ Take photos on field trips, to aid in writing about them later.

5. Visualizer: → The purpose of any visualization is to be used in an educational

Context is to facilitate the learning of some knowledge. Visualization is the graphical display of information. A visualization to be effective it must draw upon the knowledge base of the viewer. The purpose of this graphical display is to provide the viewer a visual means of processing the information. If the viewer does not possess the knowledge to understand the graphical entities, visualization has many applications. They can be classified into two categories:

1. Data Exploration
2. Communicating information

6. Interactive Boards: → Enhance classroom instruction and learning. Anything that can be done on a computer monitor, can be replicated on the interactive white board. A teacher can create engaging lessons that focus on one task. The interactive whiteboard in the classroom is a cost saver as the technology demonstrates how a single computer can provide an appropriate learning stimuli for an entire class-room. It is also more cost effective compared to equipping every student with a laptop.

7. CD Player: →

A CD player is an electronic device that plays audio compact discs.

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which are a digital optical disc data storage format. CDs typically contain recordings of audio material such as music.

The role of educational CDs in the field of education is four fold: it is included as a part of curriculum, as an instructional delivery system, as a means of aiding instructions and also as a tool of enhance the entire learning process. It helps students to understand and retain concepts better. CD allows distant learning which literally means that it deliver a 'class-room' in the homes.

8. DVD Player: → A DVD player is a device that plays DVD discs produced under both the DVD Video and DVD Audio technical standards. Some manufacturers originally announced that DVD players would be available.

Video in the classroom has become an essential teaching source. Beginning with VCR over two decades ago to current technologies providing teachers with a variety of video sources, the incorporation of video presentation as a part of course content permeates the modern class-room.

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