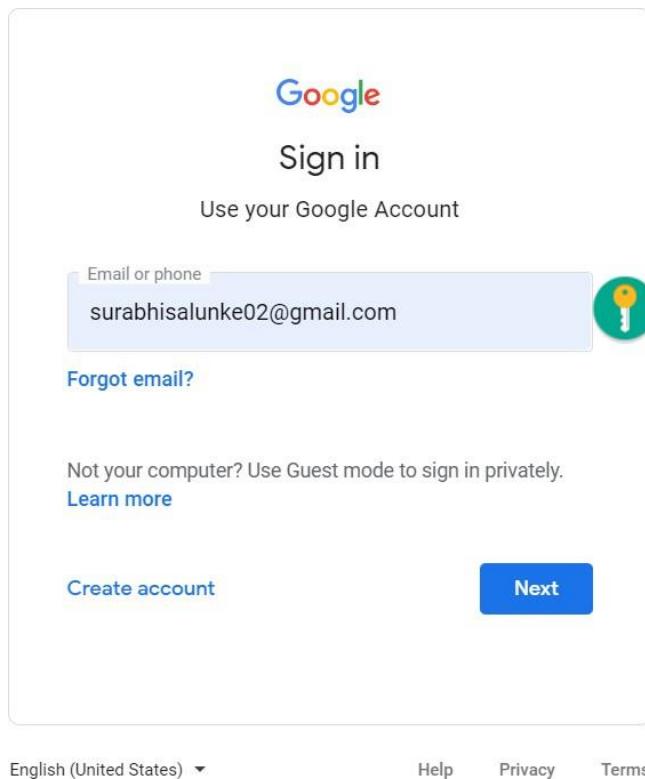


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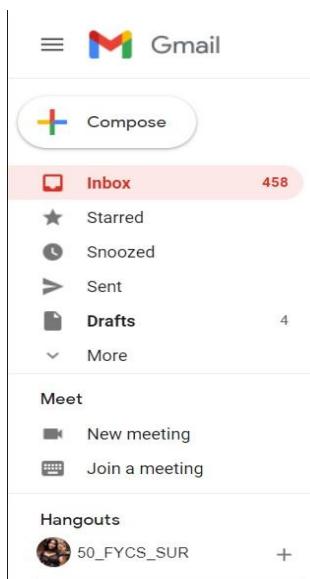
PRACTICAL 4

Writing EMAIL

Step 1: login to your google account.

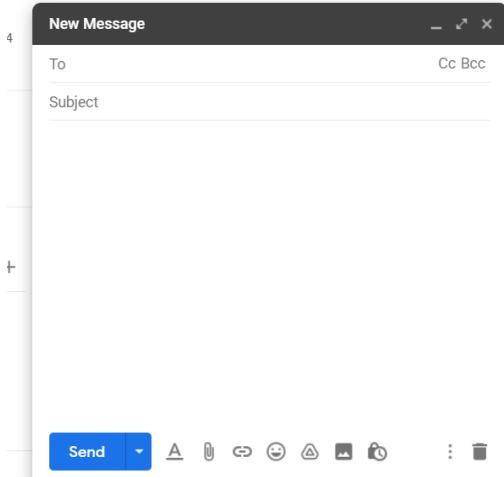


Step 2: search gmail and click on compose

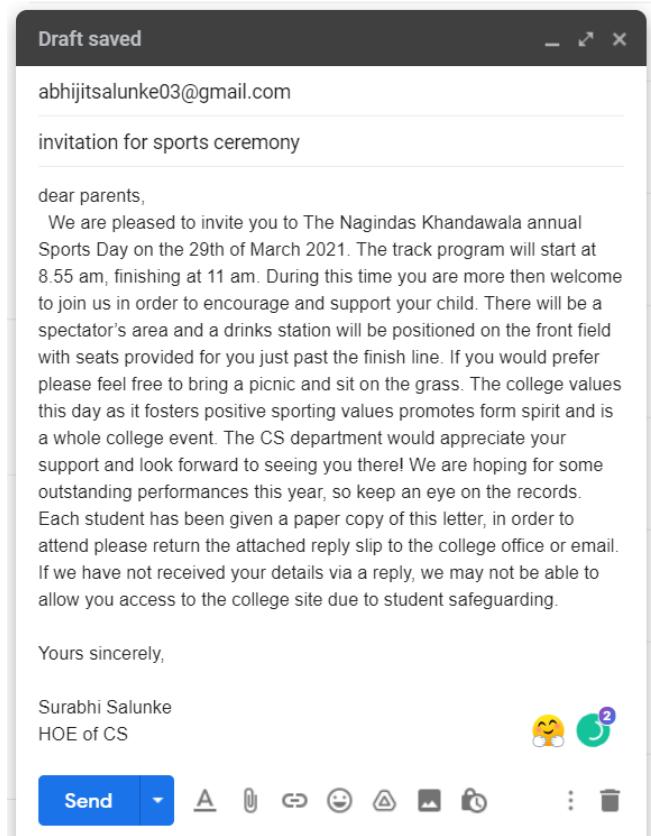


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Step 3: You'll get a window pop up like this



Step 4: In the “TO” section type the gmail id of the name or organization to whom you want to send the mail and write the subject below in the “Subject” section .
There are 2 types of email formal and informal, make sure you use the right format.



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How to write an email:

1. The Subject Line: write what the email is about.
2. Start with an appropriate greeting: be formal writing to elder people and informal if they are your age, but to be professional always use formal format.
3. Keep your message short and concise.
4. Use standard fonts.
5. Writing your closing. Use Yours sincerely, Yours truly to close your emails.
6. Do a final spelling and grammar check.

Step 5: use attach button to attach any file you want



Step 6: once you are satisfied with the outcome click on send to send you mail



PRACTICAL 5 **GREEN COMPUTING**

Using practical examples, describe green computing. List and explain the steps that you take to contribute to green computing

Green computing is environmentally responsible and eco-friendly use of computers. It is also defined by being the using and disposing of computing devices in a way that reduces their environmental contact.

Some steps that we could take to contribute to green computing are:

1) Power down when not in use

Seems simple but many of us leave computers powered up for a long time when not in use. A large sum of power is being wasted, so if you're not using the computer press the power button to shut it off until needed. This can be done even if the computer is working on something. Screensavers do not save power. The same goes for computers, you don't have to shut it down completely if you don't want to reboot, just use sleep or hibernation mode. This will help save energy and keep the system in its current state when you need it again.

2) Purchase energy-saving hardware

If you don't need super-fast computing power then look out for energy-efficient components when buying a new computer, such as green hard drives and low-energy processors. While performance is slower and they can use remarkably less power. Purchasing an energy-saving power supply unit for a desktop PC can help the environment and save money, they're often quieter too.

3) Use the power-saving features

All computers include power-saving options. Using these features you can command the computer to do various energy-saving tasks automatically, including shutting off unused hard disks, powering off a monitor after a given time, or even placing the computer into sleep mode when not in use. This is very useful on laptops to help preserve battery life.

4) Disposal of e-waste

While new computers are being made every day, old computers are being discarded—thus creating a lot of e-waste. When we throw away our old computers to buy new ones, we are just adding to the e-waste. You can't burn e-waste because it will release harmful gases. Try to sell your old products after buying new so that most e-waste can be avoided.

5) Use a laptop instead of desktop

Laptops are much better for the environment than desktop computers as they have components that require less power. If you don't need a desktop computer to consider buying a laptop instead, or if you have both, use the laptop as much as possible before considering the desktop.

6) Recycle responsibly

Computer hardware is filled with different materials which can be hazardous to the environment so make sure you dispose of old components effectively. Don't just throw broken technology in

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the bin, take the time to trace local recycling organizations. There should be companies that can remove the metals which may fix or furnish items. You should check with your local authorities to find out what facilities they offer for safe disposal of old computing parts.