- Point publish
- Click package to folder
- Type the name of presentation
- Click add files to include more presentation
- Click copy to cd
- Click ok
- Click close Click ok
- Click close

To run/ show a packed presentation
- Open the cd/ folder used in packing
- Open presentation CD
- Double click preview to open the presentation

INTERNET & E-MAIL

Internet is an interconnection of PCs throughout the world by use of ordinary telecommunication lines and modems or just satellite signals. Other names associated with internet;
- Information super highway
- Cyber space
- The net

INTRANET
It is network which is localized within an organization or a department using server to interconnect several computers.

EXTRANET
A network that would link computer across geographical regions is referred to as extranet.

Purpose of internet, extranet and intranet
The entire purpose of any interconnection is to access and share scarce information and resources conveniently irrespective of distance and location. All this is because the human beings want to save time and money yet enjoying the comfort of accessing volumes and volumes of information and resources.

COMMON TERMS USED IN INTERNET
1. **Webpage**

This is a single document/ page within the internet. It could be a text, picture, sound or a video. In the internet the user gets required webpage and number of hyperlinks to link to other related web page.

2. **Web site**

This is collection of related webpages, well organized and maintained by an organization, an academic institution or government agency. A individual can also create, organize and maintain his/ her own web site.

3. **Home page**

It is usually the first welcoming page that appears when you open the internet browser or a web site or even the first webpage of the email account. The home page is customized or set to meet the user's preferences.

4. **History**

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This comprises tracks of all web pages that has been viewed previously on connected computer, it enable the user go to specific information instead browsing afresh.

5. Hyper link
This is a special address that connects two or more related web pages in a website. It is usually an underlined text, a button or a picture which when clicked opens the link page.

6. Uniform resource locator (URL)
It is unique address assigned to each webpage or website within the internet for identification, it could be easy to display any webpage if you knew its URL, but in most cases the URLs are complex and it is hard to master them off head e.g. www.google.co.ke

Parts of a URL
Protocol name
Protocol is language that enables a computer to speak to one another if they are interconnected
It involves a set of rules and standard that enable computer to exchange information smoothly.
Site location
It indicates where the site is in the internet or elsewhere.
Name of organization
It indicates the company or organization whose server controls the website.
Extension/ suffix
This indicates the nature of organization or company: Whether commercial, academic, educational, military, and governmental etc.

7. Favorites
A collection of selected files by the browser if file are found to be necessary for future retrieve are kept in the favorite's folder. It's a provision within the internet where the user may create folders to store often accessed files.

8. Address bar
A space where the URL can be typed before a search is initiated

9. Search button
It is clicked after the keyword have been typed to begin the search to initiate the search.

10. Go button
The go button is clicked after a URL has been typed to open the website. The enter key can be pressed to serve the purpose.

11. Stop button
Clicked to end a search that may have taken more than enough time or wrong request has been made.

12. Refresh button
Clicked to re-open a webpage incase the page is not being displayed and the server or the connection may have some problem.

13. Home button
Take the user to the home page or mail home (inbox page) of own account.

BROWSING/ SURFING
Browsing is accessing and collecting different information bit by bit from the internet.
Surfing is finding out what new or what is out there in the net. Look at it in this perspective on one hand a student of ICT or IT may learn in class about the architecture of the CPU and later goes to the internet for further notes.
Steps to browse/ surf the net

- Turn on a connected computer
- Open the web browser as any other program
- Type a keyword in the search box
- Press enter key
- Use the link appropriate to relate information
- Print the information if necessary
- Keep the selected webpages in favorite's folder
- Download the important information to the computer, diskette, and flash disk etc. as take away information.

Logical operators

They are words attached to keywords in the search box to narrow a search. These are AND, OR, NOT among others, let's assume we are searching for political using logical operators it would be as follows

POLITICS AND AFRICA

This will search for politics only in Africa

POLITICS OR AFRICA

This will search for anything politics and anything Africa

POLITICS NOT AFRICA

This will search for anything politics and nothing in Africa

Some common search engines

➢ Google
➢ Yahoo

EMAIL ACCOUNT

Email stands for electronic mail. It is an address given to a individual or an organization after registering to be a member of the internet through some host. It facilitates communication among members of the internet.

Email account breakdown

ID (identity)

This is the name that identifies individual to the internet

Set up (@)

Indicate where the ID or the browser is hosted

Host

The organization that maintains the server to act as link between the internet and the members. It is ideal because it has a large storage capacity for electronic mails being exchanges. Most of the hosts are search engines.

A search engine is an organization with powerful software that can delve into the internet and retrieve the requested information. E.g. yahoo, Google, Hotmail etc.

Separator/ period

It puts distinctions between the host and the type of institution the host is.

Extension/ suffix

Indicates the nature of the host

OPENINNG AN EMAIL

Sign up

This is getting registered as a new member in the internet through some host. One can acquire as many email accounts as possible, but remember each email accounts must be activated often; otherwise it will be inactivated together with the mails.

Steps to sign up

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- Open the web browser on a connected computer
- Identify and open host
- Click sign up link button
- Fill in the registration form and submit it

Sign in

This is identifying oneself to internet by typing in the identity and the password. It is actually opening one's email account.

Steps to sign in

- Open the web browser e.g. internet explorer
- Open the host
- Click sign in link wherever it may be
- Type the ID
- Type the password
- Click sign in button or press enter key

To check and read mail

Most of incoming mails are kept in the inbox folder.
Steps

- Click inbox folder or inbox link
- Click the subject of mail to read
- The user may delete, reply, forward, mark, save, move or spam a mail
- Click back to message or next or previous to read another mail

Folders in email account home

Email accounts home is the main webpage in someone's email address because the main purpose of this facility is to enhance exchange of mails. There are several folders in this webpage:

Inbox folder

This contains most of the incoming mails. These mails according to the host are genuine or worth. The account holder may also move chosen mails into this folder.

Sent folder

Automatically the host keeps copies of all composed and sent mails into this folder for some duration of time.

Draft folder

In this folder the accounts holder keeps the copies of selected mails for reference or re-use.

Bulk folder

It contains mails that have been suspected by the host as spam. Spam is any unsolicited mail that could contain virus, scary message, or even trivia, the account holder is advised not to open these mails to avoid any harm to the computer or even to self.

Trash folder

All deleted mails are kept here, if completely these mails are not needed the holder may empty the folder.

My folders

These are customized folders set apart for the account holder to create and move specific mails for organization. Therefore there could be mails folders for family, friends or job.

Steps to compose a mail

- Click compose button
- Indicate recipient address
- Indicate CC and BCC if any
- Type the subject for the mail

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- Edit and format the mail if necessary
- May attach a file
- May save draft copy
- Click send button

FILE ATTACHEMENT
These are details already created in their respective source programs or already existing within the internet and should accompany the email.
Importance of attachment
- ✓ Saves ordinary time for creating such document
- ✓ Variety selection of items from the internet
- ✓ Save air time and thus save money

Point to note before file attachment
- ✓ The file to attach to the mail should be composed before hand
- ✓ If the file to attach will come from the internet it should be browsed for before hand

Steps to attach file
- Click attach file button
- Click browse button to identify the file
- Select the location with the file
- Select the file to attach
- Click open
- Click attach file and wait for attachment
- Click attach more file
- Click back to message
- Click send button

INTERNET ETIQUETTE
Internet is designed and improved every day to save time and energy to the user. Etiquette is the manners by which the user will conduct himself when online, therefore it is important to observe some conduct that may hinder the purpose of internet.
- ✓ Brief and precise to deliver messages
- ✓ Prepare or browse for attachments before hand
- ✓ Use short forms if possible e.g. its, coz
- ✓ Avoid retrogression or repetition
- ✓ Stick to the point when browsing or surfing

Sign out
This is ending the browsing session within the internet. It closes ones email account. It is important because it saves money and preserves secrecy.
Steps to sign out
- ✓ Click sign out button wherever it may be or
- ✓ close the web browser

BENEFITS OF INTERNET
Communication
Email enable people around the world send, receive and reply an electronic mails. This is faster more convenient and even cheaper than the ordinary mails.
Information
The internet provides information virtually on every topic; be it politics, science, religion etc. at reduced cost.

Programs

Computer wizards can find and retrieve volumes and volumes of application programs including anti-virus which are designed, dispatched and downloaded from the internet either free or at cost.

Entertainment

People can watch, matches, play games, listen to radio stations etc.

Discussion/ chat group

This involves internet browsers with email accounts who might be strangers or even friends, they pick on a topic and then privately or publicly discuss it. The discussion may be serious.

E-commerce

This is business over the internet or online. It enable ordering of goods and services over the internet and delivery don without the customer leaving the office desk or the home compound.

Advertisements

Because of millions of internet browsers are hooked on the net, companies find it ideal to market their products to broader clientele.

E-teaching/ E-learning

On one hand academic institutions have moved at higher gear to deliver education to student's online thus reducing congestion in their scarce physical facilities.

While on the other hand the students have embraced the move by enrolling more for travelling and accommodation costs have been slashed

E-banking

With EFI (electronic fund transfer) and other electronic facilities financial institutions have made it easy for their customer to make transaction very conveniently

DISADVANTAGES OF INTERNET

1. **Moral decay**

The ever booming pornography material online especially to children live them hanging on the verge of high cliff.

2. **Fraud**

Financial institutions lose millions daily to hackers who break into their system codes and make away with huge sums of money.

3. **Addiction**

Game players, chatters, movie watchers etc. waste crucial hours on computer at the expense of their daily chores.

4. **Anti-social community**

Man- made machines make people not to communicate face to face. This has in itself the physical interaction among friends and family members, many being left loners.

FACILITIES REQUIRED TO CONNECT THE INTERNET

1. **Personal computer (PC)**

The PC should have:
- ❖ High speed processor
- ❖ High capacity disk
- ❖ High quality monitor

2. **Web browser**

This is software that enables access to the internet e.g. internet explorer

3. **Modem**

A gadget or device that translates information from digital to analog and vice versa, it is two words;

Modulator and demodulator. Modem speed should be high at least 56mps.

4. **ISP (internet service provider)**

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It is a commercial organization that provides connectivity to the internet to its clients. It maintains security to its clients and also provide support service.

Example of ISPs in Kenya
- ❖ Wananchi online
- ❖ Access Kenya
- ❖ Kenya data networks(KDN)
- ❖ Jamii telkom
- ❖ Swift Kenya
- ❖ Ken stream
- ❖ Form net

5. **User name**

Registration name given to the ISP before connection and registration

6. **Password**

Secret coding to ensure security to one's account.

7. **Web server**

Computer or machine with certain software to enable answering of requests for documents from clients over the internet.