

## NATIONAL OPEN UNIVERSITY OF NIGERIA

## SCHOOL OF SCIENCE AND TECHNOLOGY

**COURSE CODE: CIT101** 

**COURSE TITLE: COMPUTERS IN SOCIETY** 

## COURSE GUIDE

## CIT101 COMPUTERS IN SOCIETY

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# **UNEDITED VERSION**



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## **INTRODUCTION**

The aim and objective of *Computers in Society* as a course is computer literacy. Information Technology is the frontier hero of the new century, driven by ambition and full of courage, replicating itself like a virus and sweeping all before it. So in order not to be marginalized one needs to get involved as Information Technology influences virtually all the areas of human endeavour.

#### WHAT YOU WILL LEARN IN THIS COURSE

This course will give you in brief what you need to know in Computer Science and Technology. At the end of the course you will be an expert of some sort in Computer Science and Technology.

#### WORKING THROUGH THIS COURSE

Each module, each unit, in the course contains notes as well as set exercises. The set exercises are listed in form of a table. The table has two volumes. The last column contains the heading "what you do" while the right column is headed "comments/prompts". The left column contains the steps that you must follow. The right column serves as additional information.

Computers will be provided at study centres and will be equipped with the required programs. If you have the means, buy your PC and the stipulated software.

Each unit contains a *Tutor-Marked Assignment*, which must be done as stipulated and handed to the tutor on schedule.

#### **ASSESSMENT**

The final grade in the course will have two components; continuous assessment and final examination. Basically, the tutor-marked assignment will form the continuous assessments while NOUN will inform you about the final examination.

#### HOW TO GET MOST FROM THIS COURSE

In distance learning, the study units replace the University lecturer. This is one of the great advantages of distance learning, you can read and work through specially designed study materials at your own pace, and at a time and place that suits you best. Think of it as reading the lecture instead of listening to a lecturer. Just as a lecturer might give you an in-class exercise, your study units provide exercises for you to do at appropriate points.

Working through the assignments and exercises will help you to achieve the objectives of the unit and prepare you for the final examination. If you run into trouble, arrange to meet your training tutor. Note the following:

- 1. Read this course guide thoroughly
- 2. Organise a study schedule. Whatever method you choose to use, you should decide on it and write in your own dates for working on each.
- 3. Once you have created your own study schedule, do everything you can to stick to it. The major reason that students fail is that they get behind with their course work.
- 4. For each unit, read the introduction and the objectives.
- 5. Read through the materials. Work through the unit.
- 6. At the end of the unit, review the objective and see how many of them you have achieved.
- 7. Do the tutor-marked assignment and submit as required.
- 8. Proceed unit by unit throughout the course.

#### **SUMMARY**

Computers in Society intend to make you computer literate. At the end of the course you will achieve the objective if you follow the instructions and do what you are expected to do.

We wish you a huge success.

## MAIN COURSE

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#### **MODULE 6**

Unit 1	Networking, Internet and E-mail
Unit 2	Internet
Unit 3	Further Practical Work on the Internet
Unit 4	Electronic Mail
Unit 5	Reading and Responding to an E-Mail Message

## UNIT 1 NETWORKING, INTERNET AND E-MAIL

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#### 1.0 INTRODUCTION

An interconnected set of two or more computers with data communication devices may be called a computer network. The wired arrangement consists of a communication software (Network Operating System), computer systems (Nodes), Network interface cards (connectors) and network cable (medium).

#### 2.0 OBJECTIVES

At the end of this unit, you should be able to:

- state the principles of Networking
- explain Local Area Network
- explain Wide Area Network

- explain what internet is
- explain what is World Wide Web.

The objective of this section of Module 6 is to give you a brief overview of the principles of Networking.

#### 3.0 MAIN CONTENT

## 3.1 Terminology

You will hear talk of LAN, MAN, WAN and WWW. This is often confusing, but let's attempt to define the terms:

LAN Stands for Local Area Network and refers to a network set up in one building.

**MAN** is a Metropolitan Area Network and refers to two LANs linked between two buildings in the same metropolis.

**WAN** is a Wide Area Network and refers to LANs or MANs that are connected between cities.

**WWW** is a World Wide Web and refers to the linking up the world's LANs, MANs and WANs to form a web of networks that cover the earth.

#### 3.1.1 Networks

When two or more computers are interconnected this is generally referred to as a network. Networks have become increasingly popular over the last decade. There are a various reasons for this phenomenon. The two main reasons are firstly convenience, and secondly cost savings.

Networks can be used to transfer information between computers, even if they use different operating systems. A network can also be used to send data to remote storage devices and printers, without having to send all of the signals through an expensive mainframe computer. Generally networks provide an inexpensive way to interconnect any number of systems and make communication and sharing of data quick and easy.

There are two main categories of networks used in the industry, which are LAN's (Local Area Network) and WAN's (Wide Area Network).

#### 3.2 Local Area Network (LAN's)

A LAN is a network in which all signals run on a single set of cables, which is fully administered by the owner. There are three typical network topologies (layouts). These are star, ring and bus shapes.

The star shape is the most common. Here outlying stations communicate through a central hub device.

In a ring network, messages circulate the loop, passing from station to station like an old fashioned bucket brigade of fire fighters.

Stations on a bus network send data to a transmitter at one end of the bus. This transmitter rebroadcasts the information back along the bus so that other stations can receive it.

#### Star network

#### **Token-ring network**

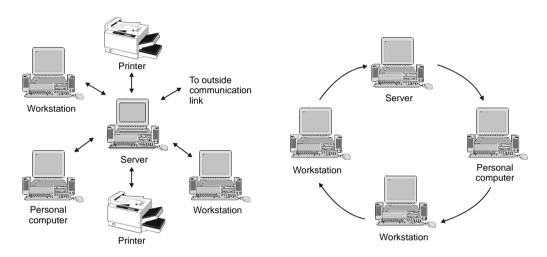


Figure 1.1 Source: Microsoft Encarta 98 Encyclopedia Deluxe Edition.

## 3.2.1 Network Components

Besides the cables linking the computers there are three components that are present in most networks. These are:

The File server

This is usually a high performance computer with a very large hard disk. The file server is a mass storage device that all users can share. It is used to store all shared programs and data on the network.

**Workstations** 

These are the computers on a network that users work on. Each computer has a network card installed in it, which allows the machine to receive and transmit messages on the network cable.

**Shared equipment** All users attached to a network can also make use of certain shared equipment.

It doesn't just end with a single LAN of course. Some companies prefer to keep separate workgroups (departments), which is accomplished by giving each workgroup their own LAN.

## 3.3 Wide Area Networks (WAN's)

LANs or MANs that are connected between cities are known as WAN's. Why do we need WAN's?

A LAN only has a range of approximately one-kilometre. Even if it could reach further, the cost of laying several hundred kilometres of coaxial cable from one city to another is prohibitively expensive. A better way to link remote computers together is to use a cable network that is already in place and has been carrying long distance messages for years – the telephone system.

To use the telephone system you first need to convert your electronic signal into something more suitable for the phone lines. Telephone transmits sounds, not the radio frequency signals that pulse around a LAN. To do the conversion a device called a Modem is used. The name is a contraction of Modulator-Demodulator. All that means is that the device takes a series of electronic signals and converts them into pulses of sound, which can be sent along the telephone lines.

A prime example of WAN is the Internet. The Internet could be regarded as the largest of all WAN's. It's a global network of LAN's all connected together using the international telephone system. So you can now send messages and data to people in Finland, China or any other country that you can phone.

#### 3.4 Overview of the Internet and the World Wide Web

#### **3.4.1** What is the Internet?

The Internet is a global network of computers that are able to communicate with one another, using a common language called HTML (Hypertext Mark-up Language). These computers are connected worldwide and can be accessed from anywhere in the world. All you need is a modem and the software to be able to get onto the internet.

The internet is similar to the international telephone system – no one owns or controls the whole system, but it is connected in a way that makes it function as a single big network.

#### 3.4.2 What is the World Wide Web?

Millions of people have Internet access today. The World Wide Web (the web or www) gives you a graphical, easy-to-navigate interface for looking at documents on the Internet. These documents, as well as the links between them, comprise a "web" of information.

The web lets you jump or "hyperlink" from one web page to other pages on the web. You can think of the web as a big library. Web sites are like the books, and web "pages" are like specific pages in the books. Pages can contain news, images, movies, sounds, and 3D worlds – just about anything.

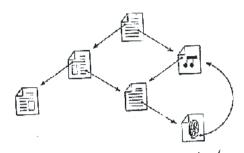


Figure 1.2: Hyperlinks

These pages can be located on computers anywhere in the world. When you are connected to the web, you have equal access to information worldwide; there are no additional long-distance charges or restrictions.

Over the last few years, the web has grown to include a vast array of information – everything from stock quotes to job opportunities, bulletin boards to news, previews of movies, literary reviews, and games.

People often talk about "surfing" the web and visiting new sites. "Surfing" means following hyperlinks to pages and subjects you may never have heard about, meeting new people, visiting new places, and learning about things from all over the world.

Remember that the Internet is not just about corporate information. Because it is very easy to publish on the web, many individuals have set up personal "home pages," pages about themselves and their interests, pictures of themselves and more. Some even have pointers to what they are wearing in the office that day, or their pet.

As mentioned earlier you can think of the World Wide Web as a big library on the Internet. Web "sites" are like the books in the library and web "pages" are like specific pages in the books. A collection of web pages is known as a web site. You start your journey through the web from a particular web site.

#### 3.5 Browser

A "browser" is a software tool that you use to look at web pages. As you learned, pages on the web are interconnected. You connect to other pages by clicking text or graphics that are called hyperlinks.

## 3.6 Hyperlinks

Hyperlinks are underlined or bordered words and graphics that have web addresses (also know as URL – Universal Resource Locator) embedded in them. By clicking a hyperlink, you jump to a particular page in a particular web site. You can easily identify a hyperlink. Hyperlink text is a different colour from the rest of the text in a web site.

Surfing the web means following hyperlinks to different web pages. As you surf around the web, you may find pages you have read about or seen mentioned on television. Have fun surfing the web to learn about subjects you are interested in and visiting new sites all over the world.

#### 3.7 Home Pages

A "home page" is the starting point for a web site. It is something like the cover page or the Table of Contents of a book.



Fig. 1.3: Examples of Home Pages

#### 4.0 CONCLUSION

Computer Network can be categorised into two: wired network and wireless network. The wireless network makes use of radio waves to transmit data or information from one node to another.

#### 5.0 SUMMARY

Here you learned important terms like LAN, MAN and WWW. You will learn more about them in this module.

#### 6.0 TUTOR-MARKED ASSIGNMENT

Briefly discuss the benefits of LAN and WAN.

## 7.0 REFERENCE/FURTHER READING

Ayo, C. K. (2001). *Information Technology: Trends and Applications in Science and Business*. Concept Publications.

#### UNIT 2 INTERNET

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- 1.0 Introduction
- 2.0 Objective
- 3.0 Main Content
  - 3.1 Internet Addresses
  - 3.2 Internet Service Providers (ISP)
  - 3.3 Internet Terminology
  - 3.4 Exercise 1: Examining the Start Page of Academy of Learning
- 4.0 Conclusion
- 5.0 Summary
- 6.0 Tutor-Marked Assignment

## 7.0 Reference/Further Reading

#### 1.0 INTRODUCTION

There are local, national and international networks and most major networks are interconnected. The Internet is a global network of interconnected computer networks.

#### 2.0 OBJECTIVE

At the end of this unit, you should be able to:

• work on the internet.

#### 3.0 MAIN CONTENT

#### 3.1 Internet Addresses

All home pages have what is called an Internet Address. It looks like this: http://www.ananzi.com. You can go to this page directly if you use this address in the address box.

The address box shows the address, or technically speaking, the URL of the page that you are currently viewing in your browser. URL stands for Universal Resource Locator, which is simply another word for address.

In our example home page, the address used is:

Address: file://C:AOL\AOLHOME.HTM

## Fig. 2.1 URL Address

## 3.2 Internet Service Providers (ISP)

These are the people who control the access to the web. A person has to sign on with an ISP before you can get onto the Internet. Normally a monthly fee is payable but there are also contracts which reduce the monthly costs.

There are many ISP available to you, you need to investigate them and decide with which one you wish to subscribe. Once you have subscribed they help you set up your Internet. They give you a POP address from which you can receive e-mail and get connected to the web. Once you are set up you can then get onto the Internet.

## 3.3 Internet Terminology

When working with the Internet, certain terms and terminologies are used to describe processes and concepts. A vast list of such terminology is available. Table 1 below describes a few of the more commonly used of these terms and terminologies.

Table 1

Terminology	Definition	
<b>Access Privileges</b>	The privilege to access and make changes to	
	folders.	
Address	The unique code assigned to the location of a file	
	in storage, a device in a system or network, or	
	any other data source on a network.	
Attachments	Multimedia files that are 'attached' to an E-mail;	
	can be text, graphics, sound, video, spreadsheet,	
	database or even an entire application.	
Baud	The number of signalling elements that can be	
	transmitted per second on a circuit. Older term	
	being replaced by bps-bits per second	
Bit	The smallest amount of information that can be	
	transmitted. A combination of bits can indicate	
	an alphabetic character, a numeric digit, or	
	perform signalling, switching or other functions.	
Browser	Application software that gives you a graphical	
	interactive interface for searching, finding,	
	viewing and managing information over a	
	network.	
<b>BBS</b> (Bulleting	An electronic bulleting board where users can	
board system)	leave messages. Many BBS's are on a	
	membership basis.	

Terminology	Definition	
Chat	"Chat" is a term used to describe real-time	
	conferencing. For example, IRC,	
	"WebChat", prodigy and aol chat rooms are	
	all examples of "chat".	
Client	A computer that uses the services of another	
	computer (a server or host). If you have a PC	
	on your desk and you retrieve information	
	from the World Wide Web, your PC is a	
	client of the Web server to which it is	
	connected.	
Cybercafe	A café or bar allowing customers to explore	
	the World Wide Web whilst having a drink	
	or snack, usually charged per half-hour of	
	usage.	
Cyberspace	Originally used in "Neuromancer," William	

	Gibson's novel of direct brain-computer		
	networking referring to the collective realms		
	of computer-aided communication.		
Database	A multi-user collection of information. Often		
	supports random access selectivity and		
	multiple "views" or levels of abstraction of		
	the underlying data.		
<b>Dedicated Line</b>	A private line leased from a		
	telecommunications carrier.		
Download	To transfer programs or data from a		
	computer to a connected device, usually		
	from a server to a personal computer.		
e-mail (Electronic	Messages sent on the Internet to a particular		
Mail)	individual.		
File Server	A computer that provides access to files for		
	remote users (clients).		
Firewall	A firewall sits at the gateway of a private		
	network and only lets certain types of		
	information in from and out to the network.		
Freeware	Software allowed to be distributed free by		
Freeware	Software allowed to be distributed free by the author, but often with certain conditions		
Freeware	the author, but often with certain conditions applying (i.e. the software cannot be		
Freeware	the author, but often with certain conditions applying (i.e. the software cannot be modified etc).		
Freeware  Home Page	the author, but often with certain conditions applying (i.e. the software cannot be		
	the author, but often with certain conditions applying (i.e. the software cannot be modified etc).  On the World Wide Web, this is the main navigation page owned by a company,		
	the author, but often with certain conditions applying (i.e. the software cannot be modified etc).  On the World Wide Web, this is the main navigation page owned by a company, organisation, university, individual etc, from		
	the author, but often with certain conditions applying (i.e. the software cannot be modified etc).  On the World Wide Web, this is the main navigation page owned by a company,		

Terminology	Definition	
HTML (Hyper Text	A "tag" language in which web pages are	
Markup Language)	formatted and web information is	
	distributed.	
HTTP (Hypertext	The method by which documents are	
Transfer Protocol)	transferred from the host computer or server	
	to browsers and individual users.	
Hyperlink	In World Wide Web pages, hyperlinks are highlighted text or images which, when selected (usually by clicking the mouse button), follow a link to another page. Hyperlinks can also be used to automatically download other files as well as sounds and video clips.	
MoDem (MODulator-	End of user computer interface that enables	
<b>DEModulator</b> )	digital data to be transmitted over analog	

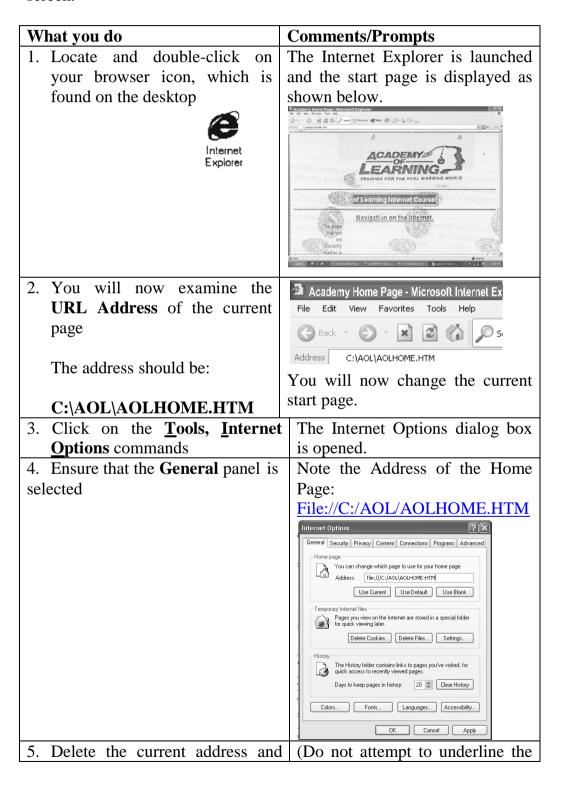
	transmission facilities like phone lines.	
Multimedia	Computer systems that integrate audio,	
	video and data.	
Network	A system of inter-related elements that are	
	interconnected in a dedicated or switched	
	linkage to provide local or remote	
	communication (of voice, video, data, etc.)	
	and to facilitate the exchange of information	
	between users with common interests.	
Newsgroup	A distributed bulletin board system about a	
	particular topic. Usenet news is a system	
	that distributes thousands of newsgroups to	
	all parts of the Internet.	
Page	A hypermedia document on the web.	
PKZIP	PKZIP is a shareware compression utility	
	for PCs. A program called PKUNZIP is	
	used to decompress.	
"POP" (point of	A "pop" is an Internet service provider's	
presence)	dial-up connection for modem users, used	
	particularly to describe local connections so	
	modem users don't have to dial long	
	distance. For example, a particular ISP	
	might be based in Johannesburg, but have	
	"POP's" in Cape Town and Durban.	
Server	In a network, a host data station that	
	provides facilities to other stations.	
Site	Address location of a server on the Internet.	

Terminology	Definition	
UNZIP	To unzip a file means to decompress, or	
	expand a file that has been made smaller	
	using a compression utility.	
URL (Uniform	The form of the site address that reveals the	
Resource Locator)	name of the server where the site's files are	
	stored, the file's directory path, and its file	
	name.	
WWW (World	Internet system for world-wide hypertext	
Wide Web)	linking of multimedia documents, making	
	the relationship of information that is	
	common between documents easily	
	accessible and completely independent of	
	physical location.	
ZIP	When one "compresses" (i.e. makes a	
	smaller but equal copy) a file using "pkzip",	

the resulting file is called a "zip" file. It usually ends with the file extension "zip".

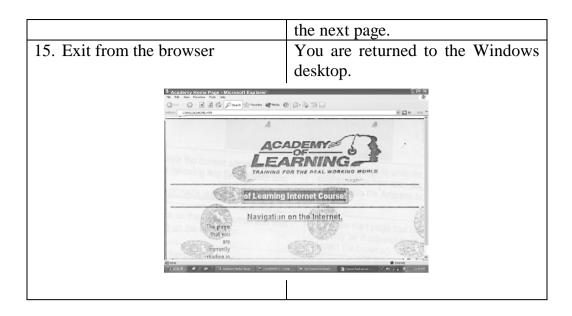
## 3.4 Exercise 1: Examining the Start Page of Academy of Learning

**Objective:** To open the Explorer, examine and change the start page Before you begin: Ensure that you have the Windows desktop displayed on your screen.



type the following into the Address box:	address) The new start page is entered into the Address box.
File://C:/AOL/AOLHOME.HTM	
6. Click on the <b>Apply</b> button and	The new start page has been set.
then click on the <b>OK</b> button	(It will only be displayed once
	you restart the browser).
7. Exit from the browser	You are returned to the Windows
	desktop.
8. Launch the browser	The new start page will be
	displayed on your screen.
	(Maximize if necessary).
	Your screen should now appear
	similar to the example shown on
	the next page.
Academy Home Page - Microsoft Internet Explorer  Re Cit New Favories Soils Help	
© Itols · ○ · · · · · · · · · · · · · · · · ·	₩ ₽ 60 Lines 20.
ABC Nature	Soc div -
Herbs and Wildflowers of the Southern Africa  Birds Equs of Southern	Specializing in South Africa's rarest and finest herbs, fragrant wildflowers, and plant extracts.

9. Click on the <b>Tools</b> , <b>Internet</b>	The Internet Options dialog is
Options command.	opened
10. Ensure that the <b>General</b>	Note the Address of the Home
panel is selected	page:
	file:///C:/AOL/AOLHOME1.HTM
	Next you will change the start page
	back to the original home page.
11. Delete the current address and	The new start page is entered into
type the following into the	the Address box
Address box:	
file://C:\AOLHOME.HTM	
12. Click on the <b>Apply</b> button and	The new start page has been set.
13. Exit from the browser	You are returned to the Windows
	desktop.
14. Launch the browser	The new start page will be
	displayed on your screen.
	Your screen should now appear
	similar to the example shown on



## 4.0 CONCLUSION

The Internet is used for

- Information browsing
- electronic mail (e-mail)
- Newsgroups
- File transfer
- Access to and use of other computers.

#### 5.0 SUMMARY

The advantages and terminology of global network (Internet) were outlined.

## 6.0 TUTOR-MARKED ASSIGNMENT

Discuss briefly what benefits Internet offers the Nigerian society.

## 7.0 REFERENCE/FURTHER READING

French, C. S. (2000). *Computer Science* (5<sup>th</sup> ed.). Gosport, Hants: Ashford Colour Press.

#### UNIT 3 FURTHER PRACTICAL WORK ON THE INTERNET

#### **CONTENTS**

- 1.0 Introduction
- 2.0 Objectives
- 3.0 Main Content
  - 3.1 Exercise 2: Navigating the Start Page
  - 3.2 Exercise 3: Links
  - 3.3 Exercise 4: Using the Address Box
  - 3.4 Newsgroups
- 4.0 Conclusion
- 5.0 Summary
- 6.0 Tutor-Marked Assignment
- 7.0 Reference/Further Reading

#### 1.0 INTRODUCTION

In this unit you open the Explorer and navigate around the start page. You will also use some of the links that are located in the start page before you conclude the unit you will navigate using the address box.

## 2.0 OBJECTIVES

At the end of this unit, you should be able to:

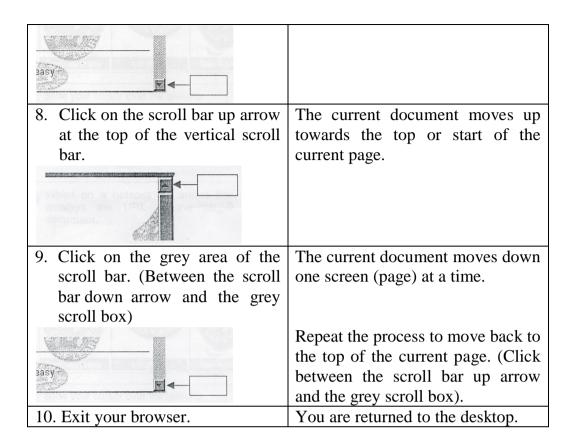
- open the Explorer and navigate around the start page
- use some of the links located in the start page
- navigate using the address box.

## 3.0 MAIN CONTENT

## 3.1 Exercise 2: Navigating the Start Page

**Objective:** To open the Explorer and navigate around the start page Before you begin: Ensure that you have the Windows desktop displayed on your screen.

What you do	Comments/Prompts
1. Locate and double-click on	
your browser icon, which is	
found on the desktop	
Internet Explorer	
2. Press the down arrow↓ key on	The down arrow key scrolls you
your keyboard	down the current documents, one
your keyboard	line at a time. You can use the up
Using the up arrow scroll to the	and down arrow keys to scroll the
top of the document.	current page within your browser
top of the document.	window.
3. Press the <b>Page Down</b> key on	The current document moves down
your keyboard.	one screen (page) at a time. The
your keyboard.	<page up=""> key moves you up one</page>
	screen at a time.
4. Press the <b>Page Up</b> > key on	The current document moves up to
your keyboard.	the top or start of the current page.
5. Press the <b><ctrl></ctrl></b> + <b><end></end></b>	The current document moves down
keys on your keyboard.	to the bottom or end of the current
keys on your keyboard.	
6. Press the <b><ctrl></ctrl></b> + <b><home></home></b>	page. The current document moves up to
keys on your keyboard.	the top or start the current page.
Reys on your Reyboard.	Now you will use your mouse to
	navigate in the current page.
7. Click on the scroll bar down	The current document moves down
arrow at the bottom of the	towards the bottom or end of the
vertical scroll bar.	
vertical scroll dal.	current page.



#### 3.2 Exercise 3: Links

**Objective:** To open the Explorer and use some of the links located in the Start Page.

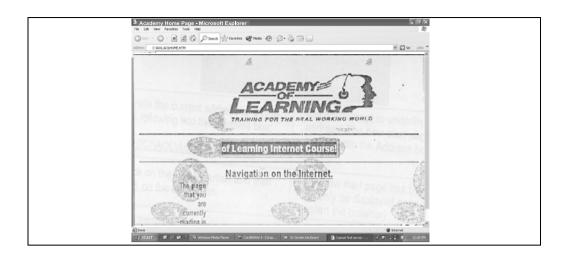
Before you begin: Ensure that you have the Windows desktop displayed on your screen.

What you do	Comments/Prompts
1. Locate and double-click on	The Internet Explorer is launched
your browser icon, which is found	and the
on the desktop.	start page is displayed as
	shown below.
Internet Explorer	
2. Scroll down the Start Page until the following buttons are visible.	The following buttons on the Start Page are displayed.
OF TENED	OF THE MANAGEMENT OF THE MANAG

Company Profile Locations How Adults Learn Courses Educor

3. Slide your cursor over the	As your cursor passes over a
buttons.	hotspot the cursor changes shape:
	ON LE LE
4. When on a hotspot the status	The URL (similar to the following
bar displays the URL of the target	example) is displayed in the status
document.	bar:
	Company Profile Locations
	② fileV//C:/ABL/AolLocat.htm
5. Scroll to the bottom of the	The following text links are
Start Page.	visible:
For those using a text only browser [Company Profile] [Locations] [How Adu	, here are the links in our toolbar: arn] [Courses] [Educor] [Registration] [News]

What you do	Comments/Prompts
6. Slide your cursor over the buttons.	As your cursor passes over a text hotspot the cursor changes shape as shown above.  To activate a link, simply position your cursor on the desired hotspot and click your primary mouse button.  We will activate the Company Profile link.
7. Position your cursor over the Company Profile button and click your mouse once.	The following page will be displayed in your browser. You have just followed a link to another web page.  Note the new URL address displayed in the Address box.



# 3.3 Exercise 4: Using the Address Box

**Objective:** To navigate using the address box

Before you begin: Ensure that your Internet Browser is open and that the Start Page is displayed on the screen.

What you do	Comments/Prompts
1. Click on the text entry in the	-
URL address box	•
File Edit View Fa	age - Microsoft Internet Ex evorites Tools Help   Line Color
2. Type: file://c:\aol\cartoon.htm	The following age is loaded
Press: <b><enter></enter></b>	
TALE AND PRODUCES TOO MADE TO TOO TOO TOO TOO TOO TOO TOO TOO TOO	TO NO DO TO NO DO TO THE PARTY OF THE PARTY
3. Click on the text entry in the	The entry is selected
URL address box	
4. Type: <u>file://c:\aol\aolhome.htm</u> Press: <b><enter></enter></b>	The Home Page is loaded
5. Close Internet Explorer	

## 3.4 Newsgroups

The next area of the Internet that we will look at in this course, is that of Newsgroups. The area on the Internet that comprises thousands of newsgroups is known as the Usenet.

A Newsgroup is basically an electronic bulletin board where messages are left (similar to e-mail – about which you will learn more in the second part of this course) for others to see and respond to if necessary. It is here that we have two-way communication. For example, you may have a question regarding your PC that nobody (that you know) can help you resolve. By using a newsgroup you can post the question and receive replies from anywhere in the world.

Newsgroup messages are stored on Internet servers, called News Servers, which are located throughout the world. Each Internet Service Provider (ISP) supplies a news server for use by all of its subscribers. The news server is divided into categories with each category being a newsgroup and each newsgroup having links to other servers on the Internet that contains the same category or newsgroup.

When you post a message to a newsgroup, it is posed onto your ISP's news server. When you view the messages in a newsgroup, the server automatically activates the links and scans the other servers for messages in the requested category. When you look at a list of articles in a newsgroup you can see each message header, when the relevant header is activated (double-clicked on) a connection with the appropriate server is made and the message is displayed in your browser window.

The newsgroups can be accessed either from links in the Web pages or from an integrated news browser which forms part of your Web browser.

#### 4.0 CONCLUSION

Here you opened the Explorer and carried out stipulated exercises.

#### 5.0 SUMMARY

An important area of internet is the Newsgroups.

#### 6.0 TUTOR-MARKED ASSIGNMENT

You wish to send an e-Mail message to a fellow teacher in the same school where you teach. Attached to this e-mail is a draft copy of an exam paper that you have set. Explain how you would go about creating the e-mail, attaching the document containing the exam paper and finally sending the e-Mail.

#### 7.0 REFERENCE/FURTHER READING

French, C. S. (1998). *Data Processing and Information Technology*. Gosport, Hants: Ashford Colour Press.

#### UNIT 4 ELECTRONIC MAIL

### **CONTENTS**

- 1.0 Introduction
- 2.0 Objective
- 3.0 Main Content
  - 3.1 Electronic Mail
    - 3.1.1 Microsoft Outlook Inbox
  - 3.2 Creating an E-Mail Message
  - 3.3 Exercise 5: Creating and Sending E-mail
- 4.0 Conclusion
- 5.0 Summary
- 6.0 Tutor-Marked Assignment
- 7.0 Reference/Further Reading

#### 1.0 INTRODUCTION

Each main user has a "mailbox" which is accessed via a computer terminal within the system by entering a password. Messages are drawn to user's attention when they enter the system.

#### 2.0 OBJECTIVE

At the end of this unit, you should be able to:

• use the electronic mail (e-mail).

#### 3.0 MAIN CONTENT

#### 3.1 Electronic Mail

Electronic mail is a network feature that has no equivalent in standalone computing. It is one of the most useful features of networking. Electronic mail (or e-mail) allows users to send messages and files to selected users or groups of users, while preserving the privacy of sensitive information.

Another advantage of e-mail is that the person to whom a message is addressed does not have to be attached to the network, when a message is sent, to receive it. If a person, who is not attached to the network, is sent a message, that message will be stored in the e-mail database until that person attaches to the network.

Electronic mail can also be sent to remote locations via the telephone system, provided the network software supports this feature. This makes it easy to communicate with people anywhere in the world quickly and cheaply. An e-mail message from South Africa to the UK costs about half of what a fax containing the same message would cost.

On this course you will use the program Microsoft Outlook to learn how to send mail.

#### 3.1.1 Microsoft Outlook – Inbox

Microsoft Outlook provides an electronic mail tool called the Outlook Inbox. As you work through this section you will be exposed to the two basic Outlook operations, that of sending and receiving e-mail from others in your workgroup.

By default, when Outlook is launched it will display your **Inbox**, listing all received electronic mail. Should the **Inbox** not be the current folder, simply click on the **Inbox** shortcut, located in the Outlook Shortcuts group. The following Inbox folder will be displayed.



Figure 4.1: The Inbox Folder



Fig. 4.2: Standard Toolbar options available for the Inbox Folder

Table 1 below: summarises the functions of the available tools.

Tool	Function
<u>New</u> ▼	Activates the New Message dialog box; used to
New Mail Message	create a new mail message.
<b>a</b>	Prints the active folder or selected items. Please
Print	note that this method of activating print does
rimt	not call up the print dialog box. To set print
	options, you would need to select <b>File</b> , <b>Print</b>
Date:	Enables you to move the selected item or items
	to a specific folder.
Move to Folder	
×	Used to delete items in a folder or the entire
	folder
Delete	
<b>©</b> AReply	Click on this button if you wish to reply to the
	sender only. The <b>Message Reply</b> window will
<b>R</b> eply	be displayed.

Reply to All	Click on this button if you wish to reply to the
Domley to All	sender and all recipients of the message. The
Reply to All	Message Reply window will be displayed.
Send/Regeive	This button may be used to check for mail
Send/Receive	waiting in your postbox or to send outgoing
	mail.
% Organi <u>z</u> e	This feature allows you to organise the Inbox.
	You can create rules through which future
Organi <u>z</u> e	information will automatically be organised,
	change view and manage junk e-mail messages.
	this is a new feature in Outlook 2000.
	Used to look up e-mail and fax information
	when you address messages.
Address Book	
- U	Used to find information about a contact stored
	in the Contacts folder.
Find a Contact	
2	Activates Microsoft Outlook Help.
Microsoft Outlook	
Help	

## 3.2 Creating an E-Mail Message

The procedure to create an electronic e-mail is as follows:

• The first step is to click on the New Mail Message button located on the standard toolbar (click on the picture, not the drop-down arrow).



• Outlook will display the following Message window with a label of "Untitled".

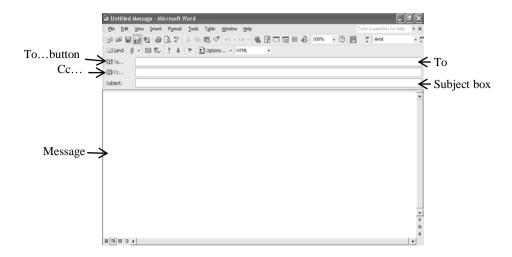


Fig. 4.3: The New Message Window

Study Figure 4.3 carefully.

The cursor automatically goes to the **To...** box. This is where the e-mail address/addresses of the recipient/recipients is/are typed.

The **Cc...** box is used if you want to send the same message to another person.

The **Subject**: box is for you to give your message a subject heading.

The box underneath subject is the **Message** detail box and is used to write the contents of your message.

• The next step is to address the message. To do this we will select the name of a recipient from the Post Office list. Click your primary mouse button on the <u>To</u> button to display the following **Select Names** dialog box:

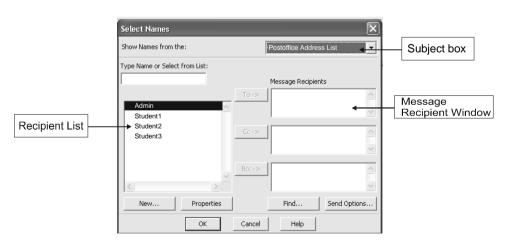


Fig. 4.4: Select Names dialog box

- Change the **Address** list to display the **Post Office Address List** as shown above. When the **Address List** is changed, all available recipients will be displayed in the **Recipient List** window.
- Select the name(s) of the individual(s) to receive your message by double clicking on the name(s) displayed in the list of recipients. (In Exercise 5 later in this module, you will send the first message to **Student2.**)
- The name(s) of the chosen recipient(s) will display in the **Message Recipients** window. Next click on the **OK** button. This will close the **Select Names** dialog box and place the recipient name(s) in the window of the new message.
- Type a subject heading in the Subject window. you will notice that the **Subject** is used as the message title in the title bar.
- Enter the message details into the message window. The message window will appear similar to *Figure 4.5* below:



Fig. 4.5: Completed message

• To send the message, click on the **Send** button located in the message window



Send button

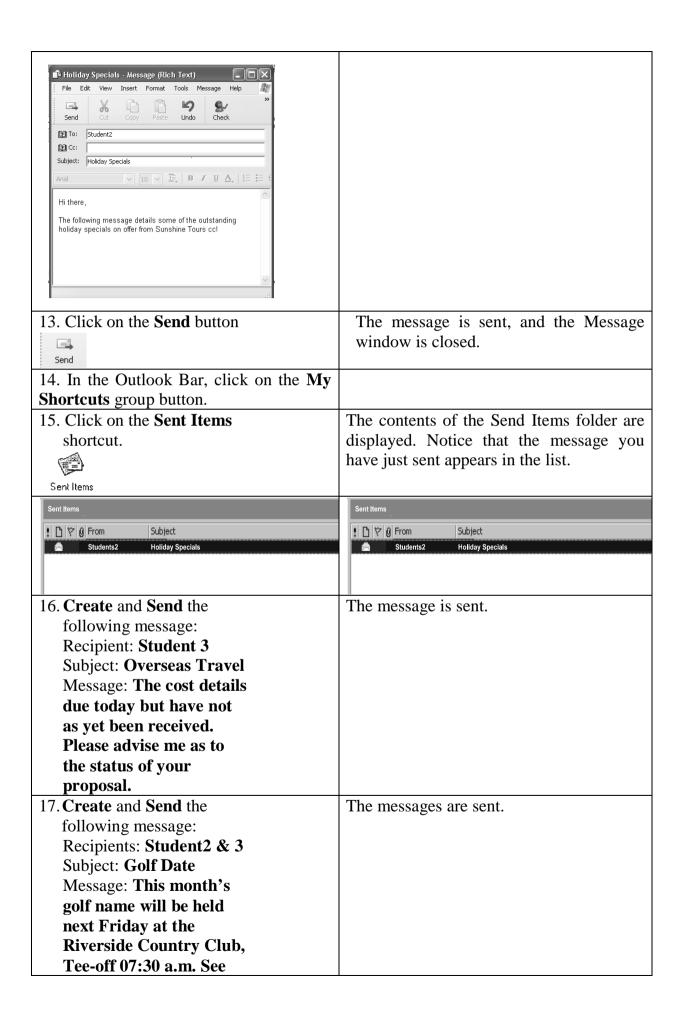
## 3.3 Exercise 5: Creating and Sending E-mail

**Objective:** To create and send an e-mail message

Before you begin: Launch Outlook 2000. (In the first few steps of the exercise you will be guided to select the user profile, Student1 and to Logon as Student1)

What you do			Comments/Prompts
1. When prompted select the	Profile		
Name: <b>Student1</b> Click on <b>OK</b>			
2. In the Microsoft Mail logon	dialog	box	The Inbox folder for Student1 will be

logon as:	displayed. (If it is not, click on the Inbox shortcut.
Mailbox: <b>Student</b>	mook shoreat.
Password: <b>Password</b>	
Click on the <b>OK</b> button.	
3. Click on the <b>New Message</b> button.	The following message window will appear.
4. Click on the To button	The following Select Names dialog box will be displayed.
型Unblied - Message (Rich Text)  By は Yew Front Figure 10ck Table Window Bylo  G 記 記 記 記 記 記 記 記 で メ 電 電 で シー マー 後 記 □ 図 10 00 00 10 10 10 10 10 10 10 10 10 10	Type a question for the p = X 22 and
5 Click on Chary Names from the	The Post Office Address List is selected
5. Click on <b>Show Names</b> from the: drop-down arrow and click	and all available recipients should appear
on the <b>Post Office Address</b> List	in the Recipient List window.
Option if Necessary.	in the receiptant Elist Windo Wi
Contacts ▼ X Outlook Address Book Contacts Personal Address Book Postoffice Address List	
6. Double click on <b>Student.</b>	Student2 is selected and the name appears in the Message Recipients window.
7. Click on the <b>OK</b> button.	You are returned to the message window. You will notice that the name <b>Student2</b> appears in the To box
8. Click in the Subject box. Type: <b>Holiday Specials</b>	
9. Press: <b><tab></tab></b>	The subject of the message is entered, and the insertion point moves to the Message box.
10. Type: <b>Hi there</b> ,	
11. Press: <b><enter> <enter></enter></enter></b>	
12. Type: The following message details	The text of the message is entered.
some of the outstanding holiday specials	You are now ready to send it.
on offer from Sunshine Tours cc!	



you there	·!				
18. Select the	My Sho	ortcuts			
group in t	he Outlo	ok bar.			
19. Select the	Sent Ite	ems			The content of the Sent Items folder is
shortcut					displayed.
20. Select	<u>F</u> ile,	<u>E</u> xit	and	Log	You are returned to the Windows desktop.
Off					_

## 4.0 CONCLUSION

The mailing system provides computerized ways of preparing, entering and editing text.

## 5.0 SUMMARY

The mailing system provides means of filing and retrieving messages.

## 6.0 TUTOR-MARKED ASSIGNMENT

Create an e-mail and send it to the Co-ordinator of National Open University.

## 7.0 REFERENCE/FURTHER READING

French, C. S. (1998). *Data Processing and Information Technology*. Gosport, Hants: Ashford Colour Press.

#### UNIT 5 READING AND RESPONDING TO AN E-MAIL MESSAGE

#### **CONTENTS**

- 1.0 Introduction
- 2.0 Objectives
- 3.0 Main Content
  - 3.1 Reading and Responding to an E-Mail Message
  - 3.2 Placing an Attachment to an E-Mail Message
  - 3.3 Reading a Message Attachment
- 4.0 Conclusion
- 5.0 Summary
- 6.0 Tutor-Marked Assignment
- 7.0 Reference/Further Reading

#### 1.0 INTRODUCTION

Here you will send more e-mail messages

## 2.0 OBJECTIVES

At the end of this unit, you should be able to:

- reply to an e-mail message
- place an attachment to an e-mail message
- read a message attachment.

#### 3.0 MAIN CONTENT

## 3.1 Reading and Responding to an E-Mail Message

As mentioned earlier, all incoming mail messages are stored in the Inbox.

The procedure to display an electronic mail message is detailed as follows:

- Double click on the relevant message in the **Inbox** listing. The message will open and be displayed in a message window.
- Whilst working in the message window, if you wish to view either the next or the previous message, simply click on the up or the down arrow.





#### **Previous Item button**

#### **Next Item button**

The procedure to respond to an electronic e-mail message is detailed as follows:

• In the message window, if you wish to reply only to the sender, click on the **Reply** button.



• If you wish to reply to the sender and all of the recipients of the message, click on the **Reply to All** button.



When clicking on either of the above buttons the **Message Reply** window will be displayed. By default the recipient name is automatically entered together with the original message. Scroll to the end of the original message and type your reply before clicking on the send button.

#### SELF ASSESSMENT EXERCISE 1

#### Replying to a Message

**Objective:** To reply to an e-mail message.

Before you begin: Launch Outlook 2000. (NB: In the first step of the Exercise you will be prompted to logon as Student2.

What you do	Comments/Prompts
1. When prompted select the	
Profile	
Name: <b>Student2</b>	
Click on <b>OK</b>	
Choose Profile	<u> </u>
Profile Name: Student2  OK Cancel	▼ New  Help Options>>
2. In the Microso	<u> </u>
dialog box logon as:	
Mailbox: Student2	
3. Password: <b>Password</b> Click on <b>OK</b>	The Inbox folder for Student2 will be displayed.
	Next you will check the mailbox for new mail.
4. Press your <b><f5></f5></b> key to check	The Delivering Messages dialog box
for new mail.	is displayed.
5. The <b>Inbox</b> will be refreshed	The messages will be displayed in the
and any new messages will be	message list as follows:
displayed.	
Inbox.	<u> </u>
Inbox -	Received ▼ △
Inbox -	
Inbox .  !□♥ØFrom  Subject	Received ▽
Inbox .  ! D P @ From Subject Students1 Golf Date	Received
Inbox →  Inbox →  Subject  Students1 Golf Date  Students2 RE: Holiday Specials	Received ▼ Fri 12/05/0 Fri 12/05/0
Inbox.  Students1 Golf Date  Students2 RE: Holiday Specials  6. Double click on the Golf Date message  7. Read the message. Then	The message will be opened, and displayed in the message window.  The Message window is closed. You
Inbox.  Students1 Golf Date  Students2 RE: Holiday Specials  6. Double click on the Golf Date message  7. Read the message. Then click on the Close button	Received V Fri 12/05/0 Fri 12/05/0  The message will be opened, and displayed in the message window.
Inbox.  Students1 Golf Date  Students2 RE: Holiday Specials  6. Double click on the Golf Date message  7. Read the message. Then click on the Close button Message window.	The message will be opened, and displayed in the message window.  The Message window is closed. You will now respond to a message.
Inbox.  Students1 Golf Date  Students2 RE: Holiday Specials  6. Double click on the Golf Date message  7. Read the message. Then click on the Close button Message window.  8. Double-click on the	The message will be opened, and displayed in the message window.  The Message window is closed. You
Inbox.  Students1 Golf Date  Students2 RE: Holiday Specials  6. Double click on the Golf Date message  7. Read the message. Then click on the Close button Message window.  8. Double-click on the Holiday Specials message	The message will be opened, and displayed in the message window.  The Message window is closed. You will now respond to a message.  The message is re-displayed.
Inbox.  Students1 Golf Date  Students2 RE: Holiday Specials  6. Double click on the Golf Date message  7. Read the message. Then click on the Close button Message window.  8. Double-click on the	The message will be opened, and displayed in the message window.  The Message window is closed. You will now respond to a message.
Inbox.  Students1 Golf Date  Students2 RE: Holiday Specials  6. Double click on the Golf Date message  7. Read the message. Then click on the Close button Message window.  8. Double-click on the Holiday Specials message  9. Click on the Reply button	The message will be opened, and displayed in the message window.  The Message window is closed. You will now respond to a message.  The message is re-displayed.  The Message Reply window is
Inbox.  Students1 Golf Date  Students2 RE: Holiday Specials  6. Double click on the Golf Date message  7. Read the message. Then click on the Close button Message window.  8. Double-click on the Holiday Specials message  9. Click on the Reply button	The message will be opened, and displayed in the message window.  The Message window is closed. You will now respond to a message.  The message is re-displayed.  The Message Reply window is displayed.
Inbox.  Students1 Golf Date  Students2 RE: Holiday Specials  6. Double click on the Golf Date message  7. Read the message. Then click on the Close button Message window.  8. Double-click on the Holiday Specials message  9. Click on the Reply button  Reply  10. Make sure that the insertion	The message will be opened, and displayed in the message window.  The Message window is closed. You will now respond to a message.  The message is re-displayed.  The Message Reply window is displayed.
Inbox.  Students1 Golf Date  Students2 RE: Holiday Specials  6. Double click on the Golf Date message  7. Read the message. Then click on the Close button Message window.  8. Double-click on the Holiday Specials message  9. Click on the Reply button  Reply  10. Make sure that the insertion point is located in the message	The message will be opened, and displayed in the message window.  The Message window is closed. You will now respond to a message.  The message is re-displayed.  The Message Reply window is displayed.
Inbox.  Students1 Golf Date  Students2 RE: Holiday Specials  6. Double click on the Golf Date message  7. Read the message. Then click on the Close button Message window.  8. Double-click on the Holiday Specials message  9. Click on the Reply button  PREPLY  10. Make sure that the insertion point is located in the message area (immediately above the	The message will be opened, and displayed in the message window.  The Message window is closed. You will now respond to a message.  The message is re-displayed.  The Message Reply window is displayed.
Inbox.  Students1 Golf Date  Students2 RE: Holiday Specials  6. Double click on the Golf Date message  7. Read the message. Then click on the Close button Message window.  8. Double-click on the Holiday Specials message  9. Click on the Reply button  Reply  10. Make sure that the insertion point is located in the message area (immediately above the	The message will be opened, and displayed in the message window.  The Message window is closed. You will now respond to a message.  The message is re-displayed.  The Message Reply window is displayed.

Thank you for your message. I will submit a detailed reply	
by noon today.	
11. Click on the <b>Send</b> button.	The reply is sent, and the original message is redisplayed.
12. Click on the <b>Close</b> button on the Title bar of the Message window.	The Message window is closed.
13. Update the Inbox listing if	
necessary by pressing <b><f5></f5></b> .	
14. Select: <b>File, Exit and Log</b>	You are returned to the Windows
off	desktop.
15. Launch Outlook again. Select	The message is displayed.
the <b>Student1</b> profile name and	
logon as Student1. Press <b><f5></f5></b> .	
Read your Messages	
16. <b>Exit</b> and <b>Log off</b> the Outlook program	You are returned to the Windows desktop.

## 3.2 Placing an Attachment to an E-Mail Message

So far, we have looked at sending and receiving standard e-mail messages using Outlook. If you wish, include items such as graphics, sounds, text and other information by attaching the relevant file to your e-mail message.

The procedure to attach a file to an electronic e-mail message is detailed as follows:

• Ensure that you are in the Message window, the click on the **Insert File** button.



#### Insert File Button

• In the **Insert File** dialog box that is displayed, select the relevant the name and click on the **OK** button. the message window will now display a file icon in the message as per the following example:



Fig. 7.10: Message with a File Attachments

Click on the **Send** button.

## 5.3 Reading a Message Attachment

It is possible to read an attachment without saving it first. Remember that you must have the application that the attachment is written in, in order to read it. To identify whether a message has an attachment, you will see a paperclip next to the message.

To read the attachment the mouse must be placed on the message. Click the right hand button on the mouse. Select view and the attachment will open.

#### **SELF ASSESSMENT EXERCISE 2**

**Objective:** To send a new e-mail message which contains an attachment.

Before you begin: Launch Outlook 2000. (NB: In the first step of the Exercise you will be prompted to logon as Student2.)

What you do	Comments/Prompts
1. When logging onto Outlook,	The Inbox, folder for Student2 will
use	be displayed.
Profile Name: <b>Student2</b>	
In the Missesser Mail land	
In the Microsoft Mail logon	
dialog box, logon as:	
36.11 6.1	
Mailbox: <b>Student2</b>	
Password: <b>Password</b>	
2. Click on <b>OK</b>	Next you will check the mailbox
	for new mail using <b><f5></f5></b> .
3. In the Inbox folder click on the	The Message window is displayed.

New Mail Message button	
Tew Wan Wessage outton	
<u>,                                    </u>	
4. Click on the <b>Tobutton.</b>	The select Names dialog box is displayed.
5. In the list of users, double click	The recipient is selected, and the
on the name <b>Student 1</b> , then	Message windows is redisplayed.
click on the <b>Ok</b> button	
6. Click in the <b>Subject</b> box.	The subject of the message is
Type: Family Crest	entered, and the insertion point
Press: <tab></tab>	moves to the Message box.
7. Type: Attached please find a	
copy of the family crest. Any	
comments?	The text of the masses as is entered
8. Press: <b><enter></enter></b> twice	The text of the message is entered. You will now attach an external
	graphic file.
9. Click on the <b>Insert File</b> button.	The Insert File dialog box is
5. Chek on the Insert Pite outton.	displayed.
9	displayed.
8	
10. Switch to folder <b>A:</b> \	The files from your data folder are
	displayed
11. In the list of filenames, click on	The filename is selected.
Blue.bmp.	
12. Click on the <b>Insert</b> button	The dialog box is closed, and the
	file is attached to the message.
	Notice that an icon representing
	the attached file appears below the
	message.
☐ Family Crest - Message (Rich Text)  [Be £th Yew   next   Figment   Took   Table   Window   High  [Be £th Yew   next   Figment   Took   Table   Window   High  [Be £th Yew   next   Figment   Took   Table   Window   High	The a negro for hole. 🔍 🗶
多吃香香香 每日本 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1 III 45 100%   17   M 2 Arisi   17
State: Family Crest	
Please find a copy of the family crest. Any comments?	
雪	
BLUE. BMP	
	_
13. Click on the <b>Send button</b>	The message is sent, and the
	Message window is closed.
Send	
14. <b>File, Exit</b> and <b>Log off</b> Outlook	
15. Launch Outlook using Profile	
Name: Student 1	
16. Logon as:	

Mailbox: <b>Student 1</b>	
Password: <b>Password</b>	
17. Open your <b>Inbox</b>	The Inbox is displayed.
18. Update the <b>Inbox</b> listing if	The inbox listing is refreshed and
necessary <f5></f5>	displays any new mail received.
Inbox -	
Students2 Family Crest	Received ▼
Students2 RE: Holiday Specials Students1 Golf Date	Fri 12/05/0 Fri 12/05/0
Students1 Holiday Specials	Fri 12/05/0
<u>"</u>	
19. Notice that the new message	The message is opened. Next you
has a paper clip icon next to the	will view the attachment.
sender's name, indicating that this	
message has an attachment.	
Double click on the Family Crest	
_	
message.	
20. In the newly displayed message	The attached file is opened and
there is an icon labeled <b>Blue.BMP</b>	displayed in Paint.
Double click on this icon.	
21. Exit <b>Paint</b> and Exit and Logoff	You are returned to the Windows
Outlook.	desktops.

## 4.0 CONCLUSION

You are now in a position to read and respond to e-mail messages.

## 5.0 SUMMARY

E-mail addresses have standard format.

## 6.0 TUTOR-MARKED ASSIGNMENT

Send another E-Mail message to the co-ordinator, National Open University.

## 7.0 REFERENCE/FURTHER READING

French, C. S. (1998). *Data Processing and Information Technology*. Gosport, Hants: Ashford Colour Press.