

G2 T3 Mid-Term Exam Study Guide: Online Communication

Introduction

This study guide will help you prepare for your exam on online communication. It covers email, internet safety, online etiquette, and basic computer operations related to online activities.

Section 1: Understanding Online Communication

What is Online Communication?

Online communication means talking to people using the internet. This includes:

- Sending and receiving emails
- Messaging friends
- Video chatting
- Posting on social media
- Commenting on websites

This is different from communication using phones, mail, or radio, which don't necessarily use the internet.

Benefits of Online Communication

Online communication has many advantages:

- It's fast - messages arrive almost instantly
- It's easy to use once you learn the basics
- It's convenient - you can communicate from anywhere with internet
- It's fun and entertaining
- It helps us learn new things
- It keeps us connected with friends and family who are far away

Challenges of Online Communication

There are also some difficulties with online communication:

- Messages can be misunderstood without tone of voice or facial expressions
- It can be unsafe if you're not careful about sharing personal information
- It can become distracting or take too much of your time
- Some people might be unkind online

Section 2: Email Basics

What is an Email Address?

An email address is your online identity that lets you send and receive electronic mail. It works like a digital mailbox. Every email address has:

- A username (the part before the @)
- The @ symbol
- A domain name (the part after the @)

Example: student@school.edu

Creating and Sending Emails

To create a new email:

1. Open your email program or website
2. Click on the "New," "Compose," or "Write" button
3. Enter the recipient's email address
4. Add a subject line that describes what your email is about
5. Write your message in the main box
6. Click "Send" when you're finished

Email Etiquette

When writing emails, remember to:

- Be polite and respectful
- Write clearly and check for mistakes
- Use an appropriate greeting and closing
- Keep your message organized and to the point
- Never send mean or hurtful messages
- Ask for permission before forwarding someone's email

Difference Between Email and Messages

- Emails are usually more formal and can be longer
- Messages (like text messages or chat) are usually shorter and more casual
- Emails often have subjects and can include attachments
- Messages are typically for quick conversations

Section 3: Internet Safety

Protecting Your Personal Information

Always remember:

- Never share your full name, address, phone number, or school name with people you don't know online
- If someone asks for this information, tell a trusted adult right away
- Don't share passwords with friends
- Be careful about sharing photos that might reveal where you live or go to school

Dealing with Unkind Behavior

If someone is being mean or rude online:

1. Don't respond or be mean back

2. Take a screenshot as evidence
3. Block the person if possible
4. Tell a trusted adult right away
5. Never continue conversations that make you uncomfortable

Online Friendship

Good online friends:

- Are kind and supportive
- Respect your feelings and opinions
- Share appropriate content
- Don't pressure you to do things you're uncomfortable with

Fun activities to do with online friends:

- Play appropriate games together
- Share interesting stories or jokes
- Learn about new topics
- Watch videos or listen to music

Section 4: Computer Skills for Online Communication

Starting Email Programs

To start using email:

1. Turn on your computer and log in
2. Look for an email icon or app on your screen
3. Click on the email icon to open the program
4. Enter your username and password if asked

Copying and Pasting

Copying text:

1. Highlight the text you want to copy by clicking and dragging your mouse over it
2. Press Ctrl+C on Windows or Command+C on Mac

Pasting text:

1. Click where you want to put the copied text
2. Press Ctrl+V on Windows or Command+V on Mac

Saving Images from the Internet

To save a picture from a website:

1. Right-click on the image
2. Select "Save Image As" from the menu
3. Choose where you want to save it on your computer
4. Click "Save"

Difference Between Saving and Downloading

- Saving means keeping a copy of something you're working on
- Downloading means getting a copy of something from the internet to your computer

Section 5: Understanding Software and Web Pages

Email Programs vs. Web Pages

- An email program (or app) is special software designed just for sending and receiving emails
- A web page is a document you view on the internet through a browser
- You might use a web-based email service that works inside your browser

Web Browsers

Web browsers are programs that let you visit websites. Popular browsers include:

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- Microsoft Edge
- Google Chrome
- Safari
- Firefox

Study Tips

1. Practice creating and sending test emails to a family member
2. Learn to identify what information is safe to share online versus what is personal
3. Practice copying and pasting text between documents
4. Try saving images from appropriate websites (with permission)
5. Make a list of online communication rules to remember

Remember: Being safe, respectful, and responsible online is the most important thing to learn!