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BCA 505 Lab on E-Commerce

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Practical No.1

Download readymade free templates of E-Commerce websites and modify it.

1. Sign Up and Log In

1. **Create a Canva Account:** If you don't have a Canva account, go to [Canva's website](#) and sign up for free. You can also use a Google or Facebook account to sign in.
2. **Log In:** Enter your credentials to access your Canva dashboard.

2. Find and Use Templates

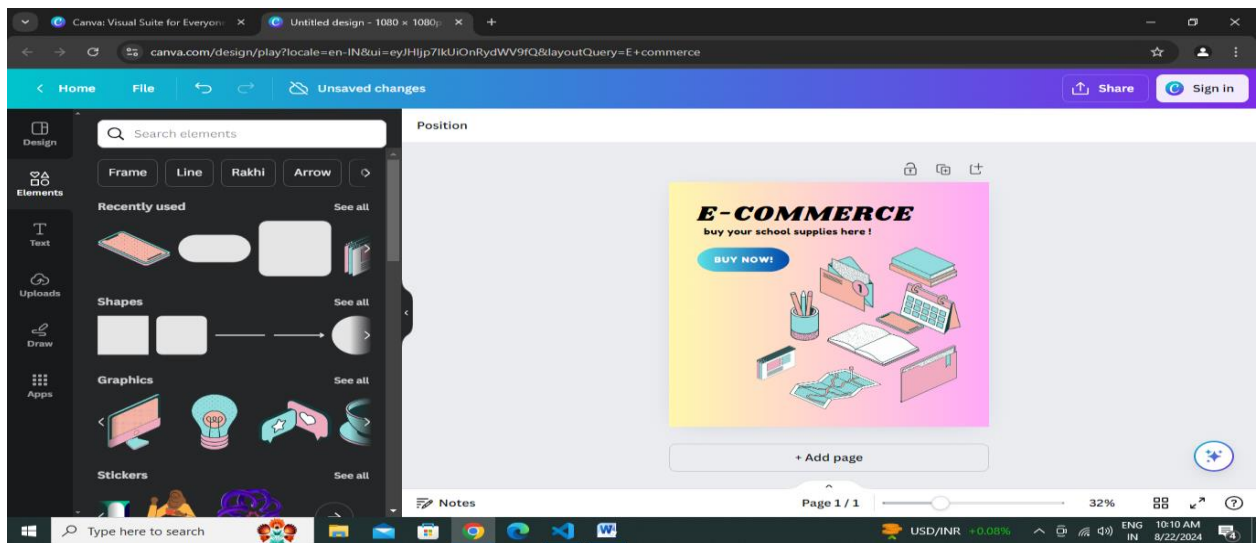
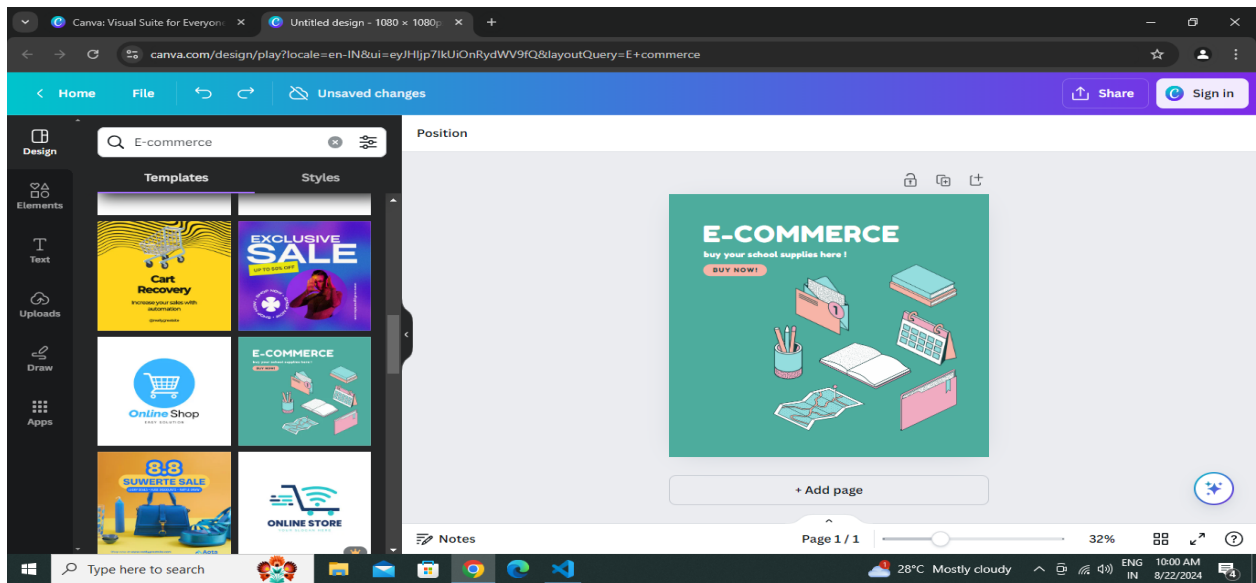
1. **Search for Templates:**
 - **E-Commerce Templates:** Use Canva's search bar to find templates related to e-commerce. You can search for specific types of templates like "e-commerce banner," "product ad," "sale flyer," etc.
2. **Choose a Template:**
 - Browse through the available templates and select one that fits your needs. Canva offers a variety of free templates, but some may require a Pro subscription or a one-time purchase.

3. Customize Your Template

1. **Open the Template:** Click on the template to open it in the Canva editor.
2. **Edit Text:**
 - Click on text boxes to modify the content. You can change font styles, sizes, colors, and more.
3. **Change Images:**
 - **Upload Your Own:** Click on the "Uploads" tab to upload your own product images or other graphics.
 - **Use Canva's Library:** Search Canva's library for stock photos, illustrations, or icons that you can use.
4. **Modify Colors and Fonts:**
 - **Colors:** Click on the elements to change their colors using Canva's color picker.
 - **Fonts:** Select text elements to change fonts from Canva's wide range of typefaces.
5. **Adjust Layouts:**
 - Resize or move elements to better fit your design needs. Canva allows you to drag and drop elements easily.
6. **Add New Elements:**
 - **Shapes and Icons:** Use Canva's elements tab to add shapes, icons, and other graphics.
 - **Backgrounds:** Change the background color or add patterns and images.

4. Preview and Download

- **Preview Your Design:** Use the preview option to see how your design looks before finalizing it.
- **Download Your Design:**
 - Click on the "Download" button in the top right corner.
 - Choose the file type you need (e.g., PNG, JPG, PDF) and click "Download" to save the file to your computer.



Practical No. 2

Create simple and static demo web page for online shopping site.

Main.html.

```
<FRAMESET ROWS="20%, 80%">
<FRAME SRC="TOP.HTML" NAME="TOP">
<FRAMESET COLS="25%,75%">
<FRAME SRC="LEFT.HTML" NAME="LEFT">
<FRAME SRC="RIGHT.HTML" NAME="RIGHT">
</FRAMESET>
</FRAMESET>
```

TOP.HTML.

```
<HTML>
<BODY BGCOLOR="PINK" TEXT="BLUE">
<IMG SRC="2.PNG" ALIGN="LEFT" HEIGHT="120" WIDTH="300">
<IMG SRC="3.JPG" ALIGN="CENTER" HEIGHT="120" WIDTH="980">
<IMG SRC="4.JFIF" ALIGN="RIGHT" HEIGHT="50">
<MARQUEE><H1 ALIGN="CENTER"><B><U>SALE ! SALE !! SALE !!!!!!!!</U></B></H1></MARQUEE>
</BODY>
</HTML>
```

LEFT.HTML.

```
<HTML>
<BODY BGCOLOR="AQUA">
<H3>
<UL>
<LI><A HREF="LOGIN.HTML" TARGET="RIGHT"><FONT COLOR="BLACK">
LOGIN</FONT></A></LI><BR><BR>
<LI><A HREF="REGISTRATION.HTML" TARGET="RIGHT"><FONT COLOR="BLACK">
REGISTRATION</FONT></A></LI><BR><BR>
<LI><A HREF="PROFILE.HTML" TARGET="RIGHT"><FONT COLOR="BLACK">
USER PROFILE</FONT></A></LI><BR><BR>
<LI><A HREF="CAT.HTML" TARGET="RIGHT"><FONT COLOR="BLACK">
CATALOG</FONT></A></LI><BR><BR>
<LI><A HREF="SCART.HTML" TARGET="RIGHT"><FONT COLOR="BLACK">
SHOPPING CART</FONT></A></LI><BR><BR>
<LI><A HREF="PAYMENT.HTML" TARGET="RIGHT"><FONT COLOR="BLACK">
PAYMENT</FONT></A></LI><BR><BR>
<LI><A HREF="ORDER.HTML" TARGET="RIGHT"><FONT COLOR="BLACK">
ORDER CONFIRMATION</FONT></A></LI><BR><BR>
</UL>
</BODY>
</HTML>
```

RIGHT.HTML

```
<HTML>
<BODY BGCOLOR="FF00FF" TEXT="RED">
<BR><BR><BR><BR><BR>
<H2 ALIGN="CENTER">
<B><P> WELCOME TO ONLINE SHOPPING . PRESS LOGIN IF YOU ARE
HAVING ID OTHERWISE PRESS REGISTRATION.
</P></B></H2>
</BODY>
</HTML>
```

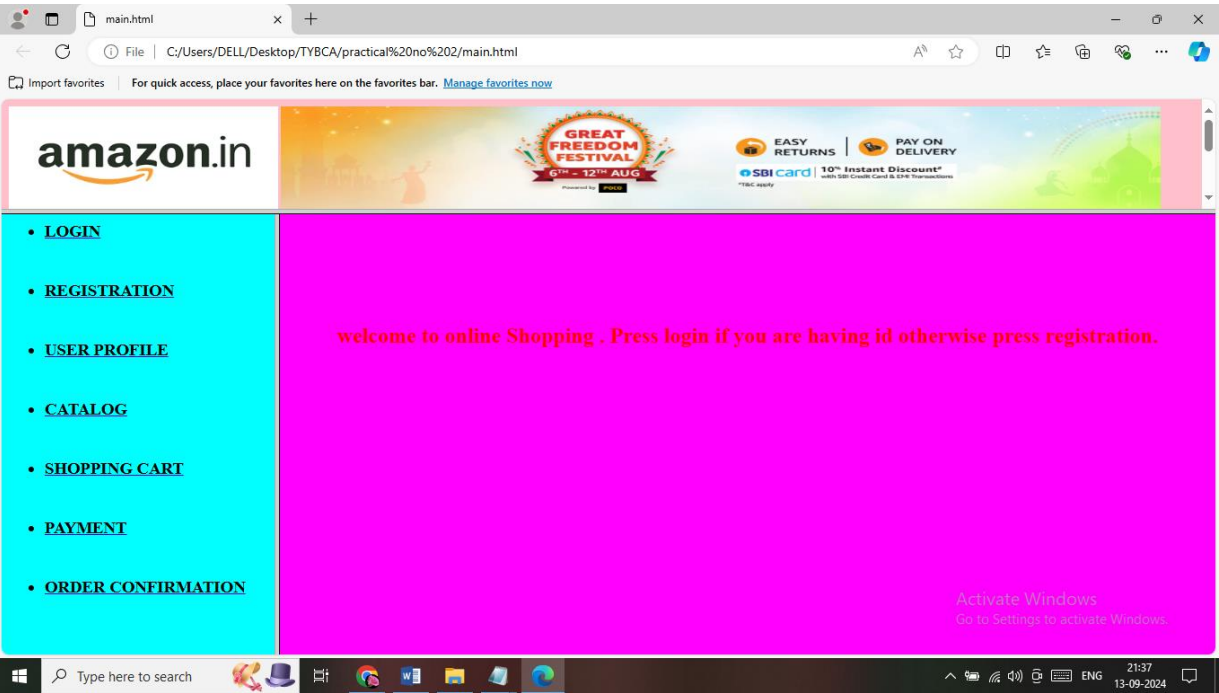
CAT.HTML

```
<HTML>
<HEAD>
<TITLE> CATALOGUE </TITLE>
</HEAD>
<BODY BGCOLOR="PINK">
<FORM ACTION="ORDER.HTML">
<TABLE BORDER="1" WIDTH="100%">
<TR>
```

```
<TD>
<IMG SRC="o1.JPG" WIDTH=100 HEIGHT=100/>
</TD>
<TD> ELECTRONIS: <BR> OVEN <BR> LG LTD
</TD> <TD>6000RS. &NBSP;&NBSP;&NBSP;</TD>
<TD> <INPUT TYPE="SUBMIT" VALUE="ADD TO CART"/></TD> </TR>
<TR>
<TD> <IMG SRC="CAM.JFIF" WIDTH=100 HEIGHT=100/></TD>
<TD> CAMERA<BR> SONY PVT LTD
<BR> </TD> <TD>18000 &NBSP;&NBSP;&NBSP;</TD>
<TD> <INPUT TYPE="SUBMIT" VALUE="ADD TO CART"/></TD> </TR>
</TABLE> </FORM>
```

*****OUTPUT*****

MAIN.HTML.



PRACTICAL NO. 3

CREATE SIMPLE AND STATIC FEEDBACK FORM (WEB PAGE) FOR ONLINE SHOPPING SITE

```
<HTML>
<HEAD>
  <TITLE>Feedback Form</TITLE>
</HEAD>
<BODY>
  <H1>Feedback Form</H1>
  <FORM action="mailto:simon.long@cit.ie" method="post" enctype="text/plain">
    First Name : <INPUT type="text" name="firstname" placeholder="Enter name here">
    Last Name : <INPUT type="text" name="secondname" placeholder="Enter surname here">
    <BR>
    <BR>

    <INPUT type="radio" name="gender" value="male">Male<BR>
    <INPUT type="radio" name="gender" value="female">Female
    <BR>
    <BR>

    E-Mail: <INPUT type="email" name="mail" placeholder="e-mail address">
    <BR>
    <BR>
    Contact :<INPUT type="number" name="num" placeholder="Mobile number">
    <BR>
    <BR>
    Comment :<BR>
    <TEXTAREA rows="6" cols="50" name="commentfield"></TEXTAREA>
    <BR>
    
    <BR>
    <INPUT TYPE="submit" value="Send Feedback">
    <INPUT TYPE="reset" value="Reset">
  </FORM>

</BODY>
</HTML>
```

OUTPUT:-

Feedback Form

First Name : Last Name :

☐ Male
☐ Female

E-Mail:

Contact :

Comment :

☆☆☆☆☆

Activate Windows
Go to Settings to activate Windows.

Type here to search

Create simple and static demo product catalog web page for online shopping site






[illegible]

*****OUT PUT*****

SyllabiCatalogue


FileC:/Users/DELL/Desktop/TYBCA/practical%20no%202/cat.html

Catalog Page

	Electronis: Oven LG LTD	₹6000	Add to cart
	Camera SONY PVT LTD	₹18000	Add to cart
	Speaker SONY PVT LTD	₹12000	Add to cart
	Tablets Lenovo Tab M10 FHD Plus	₹ 28,999.00	Add to cart
	WebCams Logitech Brio 100 Full HD	₹90000	Add to cart

Activate Windows
Go to Settings to activate Windows.

Type here to search



21:51
13-09-2024

Practical No. 5

Demonstrate domain registration.

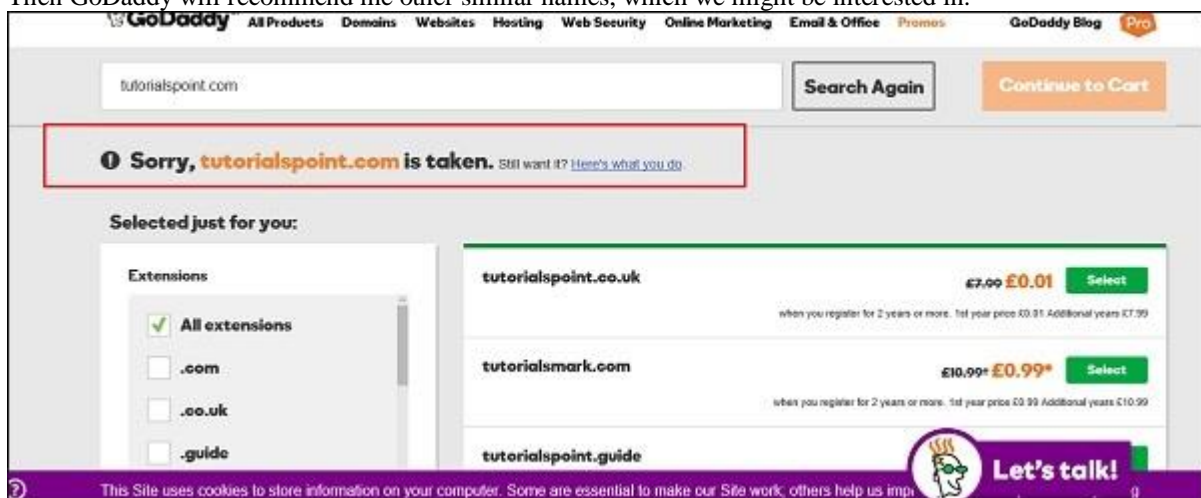
Firstly, we should choose our domain name and see if it is free for purchase.



In my case, I wrote "tutorialspoint.com" and clicked "Search Domain".

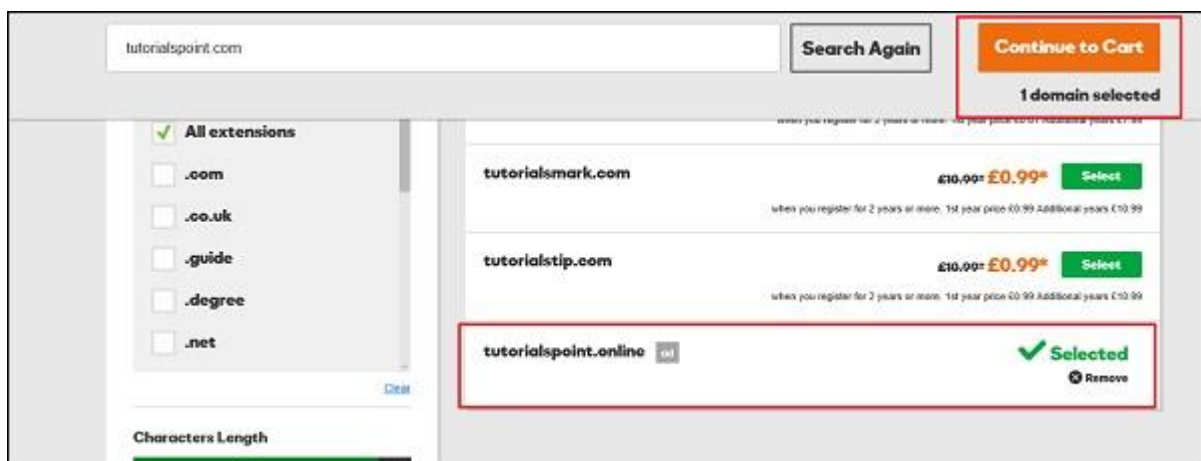


As you can see in the results that are in the following screenshot, this domain is already taken and it is not free. Then GoDaddy will recommend me other similar names, which we might be interested in.



We will select another domain name that GoDaddy suggested us, which is "tutorialspoint.online".

- Click on the green "Select" button.
- Then click on "Continue to Card" as shown in the screenshot given below.



On the other page, GoDaddy will ask if I want to hide my personal information from the internet for an extra fee with regards to this domain name, because by default they are open to public.

Make it private.

When you register a domain, your name, address, email address and phone number are automatically published for the world to see. Protect yourself from spam and scams with GoDaddy Privacy Protection, which replaces your personal information with ours.

[How thieves get your information ?](#)

Your info without privacy	Your info with privacy
Jane Smith	DomainsByProxy.com
jane@BusinessExample.com	ProxiedDomain@DomainsByProxy.com
1234 Elm Street	14747 N Northsight Blvd
Hometown, AZ 85000	Suite 111, PMB 309
(480) 555-5555	Scottsdale, AZ 85260
	+1.480.642.2599

As low as **£3.99/domain per year**

No Thanks

Privacy Protection
~~£6.99~~ **£3.99/domain per year**

- Hides your personal information - name, email, address and phone number - in the public WHOIS directory
- Prevents domain-related spam
- Helps stop domain hijacking

Scroll down to continue to cart

GoDaddy is an accepted Domain name registrar. It is also a Hosting provider which offers you hosting services for your website. It allows you to purchase and at the same time gives a suitable plan for your website.

Website Builder

- No technical skills required
- Perfect for personal and small business websites
- Includes free domain*, hosting and 1 year of Office 365 email**

As low as **£1.00/mo**

No Thanks

Linux Web Hosting

- Ideal for web pros and designers
- Fast, reliable cPanel® hosting for full-featured websites
- Includes free domain*

As low as **£3.99/mo**

No Thanks

Economy
~~£4.99~~ **£3.99/mo**

- 1 Website
- 100 GB Disk Space
- Unlimited Bandwidth
- 100 Email Addresses**
- 10 MySQL Databases (1 GB ea.)

Get an email address that matches your domain

continue to cart

Click “Continue to Cart”.

As low as **£2.99/mo**


No Thanks

Continue to Cart

*. **. 1. 2. 3. **. *. *. *. Click here for product limitations.

In the webpage that opens next, you must choose the number of years for your domain that it will be required with the possibility to extend this period.

- Also, you have the possibility to buy other similar domains.
- Click “Proceed to Checkout”.

Product	Term	Unit Price	Subtotal
 tutorialspoint.online .ONLINE Domain Registration 93% Off <small>*Plus ICANN fee of £0.11/yr</small>	1 Year 1 Year 2 Years 3 Years 5 Years 10 Years	£1.99/yr* Save £31.00	£1.99 Remove
Protect your personal information. <input checked="" type="radio"/> Keep my personal info public <input type="radio"/> Make my domain private for £3.99/yr! SAVE £3.00!			
Matching Domains Available (.biz, .mobi)			
tutorialspoint.BIZ - £44.99 £5.99 + Add			
tutorialspoint.MOBI - £42.99 £5.99 + Add			
Add All Domains for £11.98 + Add All			

Subtotal **£1.99**

Estimated Taxes & Fees **£0.11**

Have a promotional code? [Add](#)

Total (GBP) **£2.10**

Proceed to Checkout

Questions?
Call Us: 020 7084 1810

As we are a new customer, we will click on “Continue”.

New Customers

New to GoDaddy? Continue to checkout.

Continue

Returning Customers

Already have an account? Log in.

Username or Customer #

Password

[Forgot your password?](#)

Log In

Order Summary

ICANN Fees* **£0.11**

Total cost (GBP) **£2.10**

Questions?
Call Us: 020 7084 1810

In the Billing Section, we should fill genuine data because it should match with the payment information.

The screenshot shows a four-step progress bar at the top: 1. Cart, 2. Billing & Payment (active), 3. Place Your Order, and 4. Thank You. Below the progress bar, a link says "Not 141949779? [Click here](#) to change accounts." The main section is titled "Billing Information". It contains an orange warning box that reads: "Please use the Latin Alphabet (A ~ Z). At this time, WHOIS only accepts registrant information in Latin characters. This information is publicly available using the WHOIS service." Below the warning box are input fields for "First Name" (containing "Florjan"), "Last Name" (containing "Llapi"), and "Country / Region". To the right, the "Order Summary" shows "ICANN Fees*" as £0.11 and "Total cost (GBP)" as £2.10. Below the summary, it says "You will not be billed yet." and there is an orange "Continue >" button. At the bottom right, there is a "Questions?" link.

In the account information, we will enter an email id (we will get all the billing related and other notifications to this email address), username, password and PIN (this email id is also important for account resetting or other ownership issues, if the account gets hacked).

The screenshot shows the "Account Information" section. It starts with a checked checkbox labeled "Use the above billing information for your account information." Below this is the "Email Address" field with the text "(Completing this field gives us permission to contact you.)" and the value "florillapi@hotmail.com". The "Username" field contains "tutorialspoints". The "Password" field is masked with dots, and there is a "Show password" link below it. The "PIN" field contains "1233". Each input field has a help icon (a question mark in a circle) to its right.

Now, we should enter the credit card details or PayPal details. Then click “Continue” as shown in the following screenshot.

Credit/Debit/Prepaid Card

VISA MasterCard American Express

Card Number: 23235353423232 **Security Code (optional):** 2334 ?

Invalid number

Name on card: Florjan Llapi

Expiration: 01 - January 2016

☒ Use as ExpressCheckout for future purchases. ?

☐ Make this the Alternate payment Method for my account

☐ PayPal

☐ Moneybookers Pay by Skrill

☐ UnionPay

< Back to Cart Your credit card will not be billed yet. Continue >

The following screen will show up once the purchase of the domain is successful.

GoDaddy It's go time®

Find a domain Go

Create an account or Log In

24/7 Support: (480) 505-8877 Hablamos Español

Products Domain Names Websites Hosting Web Tools Support My Account Cart

Thank you

Your order has been submitted.

Print This Page

Order Details

Order Number: AS17.97

Order Date: [REDACTED]

Paid With: [REDACTED]

Print receipt

Account Information

[REDACTED].com

Bro: [REDACTED]

Need help?

02 8023 8592

Schedule a call

Support

> How did you hear about us?

Practical No.6

Search Web Hosting Plans with configuration

Step 1: Research Web Hosting Plans

1. **Select Hosting Providers** Choose at least three web hosting providers. Examples include:
 1. Bluehost
 2. SiteGround
 3. HostGator
 4. InMotion Hosting
 5. DigitalOcean
2. **Gather Information** For each provider, gather the following information for their entry-level and mid-tier hosting plans:
 1. Plan Name
 2. Monthly Cost
 3. Storage Space
 4. Bandwidth
 5. Domains Allowed
 6. Email Accounts
 7. Database Support
 8. Additional Features (e.g., SSL certificate, backups, security features)
 9. Support Options (e.g., 24/7 support, live chat, phone support)
 10. Server Type (e.g., Shared, VPS, Cloud)
3. **Record Data** Fill in the collected information in your comparison matrix. Use the following format:

Provider	Plan Name	Monthly Cost	Storage Space	Bandwidth	Domains Allowed	Email Accounts	Database Support	Additional Features	Support Options	Server Type
Bluehost	Basic	\$2.95	50 GB	50 GB	1	5	5 MySQL databases	Free SSL, Free CDN, 24/7 Support	24/7 Support	Shared
SiteGround	StartUp	\$3.99	10 GB	10 GB	1	10	10 MySQL databases	Daily Backup, Free CDN, 24/7 Support	24/7 Support, Live Chat	Shared
HostGator	Hatchling	\$2.75	Unmetered	Unmetered	1	100	1 MySQL database	Free Website Builder, 24/7 Support	24/7 Support, Phone	Shared
DigitalOcean	Basic Droplet	\$5.00	25 GB SSD	1 TB	Unlimited	Unlimited	Unlimited	Scalable Resources, Pay-as-You-Go	24/7 Support	Cloud

Step 2: Analyze and Compare

1. **Compare Basic Features**
 - Assess which plan offers the most storage, bandwidth, and features for the cost.
 - Note any special features that could be beneficial (e.g., SSL certificates, free CDN, backups).

2. **Evaluate Support Options**
 - Compare the support options provided by each hosting provider (e.g., availability of 24/7 support, types of support channels).
3. **Consider Server Type**
 - Determine the type of server (Shared, VPS, Cloud) and how it might affect the performance and scalability of your website.
4. **Perform Cost-Benefit Analysis**
 - Calculate the cost per GB of storage and bandwidth.
 - Determine which plan provides the best value based on your needs.

Step 3: Make a Recommendation

1. **Determine Your Needs** Based on your analysis, decide which hosting plan best meets your needs. Consider factors like expected website traffic, resource requirements, and budget.
2. **Write a Summary Report** Prepare a summary report including:
 - The top hosting provider(s) based on your criteria
 - Reasons for your choice
 - Any recommendations for specific types of websites (e.g., small business, personal blog, e-commerce)
3. **Review and Submit** Review your findings and submit the comparison matrix and summary report as required.

Practical No.7

Demonstrate free hosting with control panel.

Step 1. Sign Up for Free Hosting

1. Navigate to the Hosting Provider's Website
 - Open your web browser and go to [Infinity Free](#) or another free hosting provider.
2. Create a New Account
 - Click on “Sign Up” or “Get Started.”
 - Enter your email address, choose a password, and complete any additional required fields.
 - Agree to the terms of service and privacy policy.
 - Click “Sign Up” or “Create Account.”
3. Verify Your Email
 - Check your email inbox for a verification message from the hosting provider.
 - Click the verification link in the email to activate your account.

2. Log In and Access the Control Panel

1. Log In to Your Account
 - Return to the hosting provider's website.
 - Click “Log In” and enter your email and password.
 - Click “Log In” to access your account dashboard.
2. Open the Control Panel
 - From your dashboard, locate the link to the control panel (often labeled “Control Panel” or “cPanel”).
 - Click the link to open the control panel.

3. Explore the Control Panel

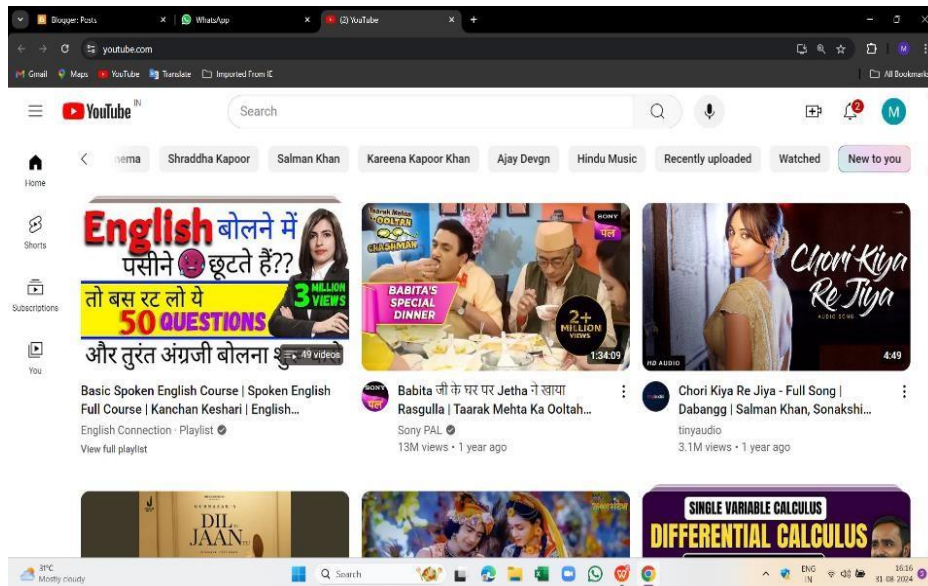
1. Dashboard Overview
 - Familiarize yourself with the control panel layout. Key sections often include “File Manager,” “Domains,” “Email,” “Databases,” and “Software.”
2. Manage Domains
 - Add a Domain: If your plan allows custom domains, navigate to the “Domains” or “Addon Domains” section.
 - Click “Add Domain” and enter your domain name.
 - Follow the instructions to link your domain to your hosting account.
 - Use a Subdomain: If using a subdomain (e.g., [yoursite.infinityfreeapp.com](#)), ensure it is set up correctly in the “Subdomains” section.
3. Upload Website Files
 - Go to the “File Manager” section.
 - Navigate to the `public_html` directory.
 - Click “Upload” and select your website files (HTML, CSS, images) from your computer.
 - Ensure files are placed in the correct directory for public access.
4. Create and Manage Databases
 - Navigate to “MySQL Databases” or a similar section.
 - Create a New Database:
 - Enter a name for your database.
 - Click “Create Database.”
 - Add a User:
 - Enter a username and password for the database user.
 - Assign the user to the database with appropriate permissions.
5. Manage Email Accounts
 - If your plan includes email services, go to the “Email Accounts” section.
 - Click “Create Account” and enter the required information (e.g., email address, password).
 - Manage existing email accounts as needed.
6. Install Applications

- Many control panels offer one-click installers for CMS platforms like WordPress. Find the “Softaculous Apps Installer” or a similar section.
 - Choose the application you want to install and follow the installation prompts.
7. Set Up Security Features
- Check for SSL/TLS options in the control panel. Some free hosts offer free SSL certificates.
 - Enable any security features such as firewalls or backups if available.
4. Test and Launch Your Website
- a) Preview Your Website
 - a. Open a web browser and visit your domain or subdomain to see your website in action.
 - b. Check that all pages and functionalities are working correctly.
 - b) Troubleshoot Issues
 - a. Use the control panel’s error logs or support documentation if you encounter any issues.
 - c) Publish Your Site
 - a. Once your website is fully set up and functioning, it is live and accessible to visitors.
5. **Monitor and Maintain Your Website**
- 1. Monitor Usage
 - Regularly check the control panel for usage statistics such as storage, bandwidth, and visitor counts.
 - 2. Update Content
 - Use the file manager or your CMS to update and manage website content.
 - 3. Backup Regularly
 - If your hosting provider does not offer automated backups, manually back up your website files and database.

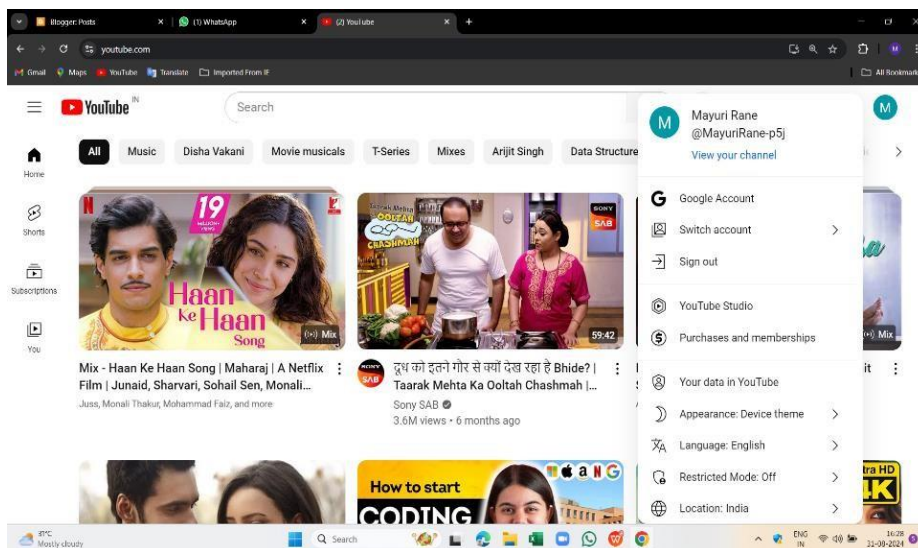
Practical No 8

Upload any demo video on YouTube.

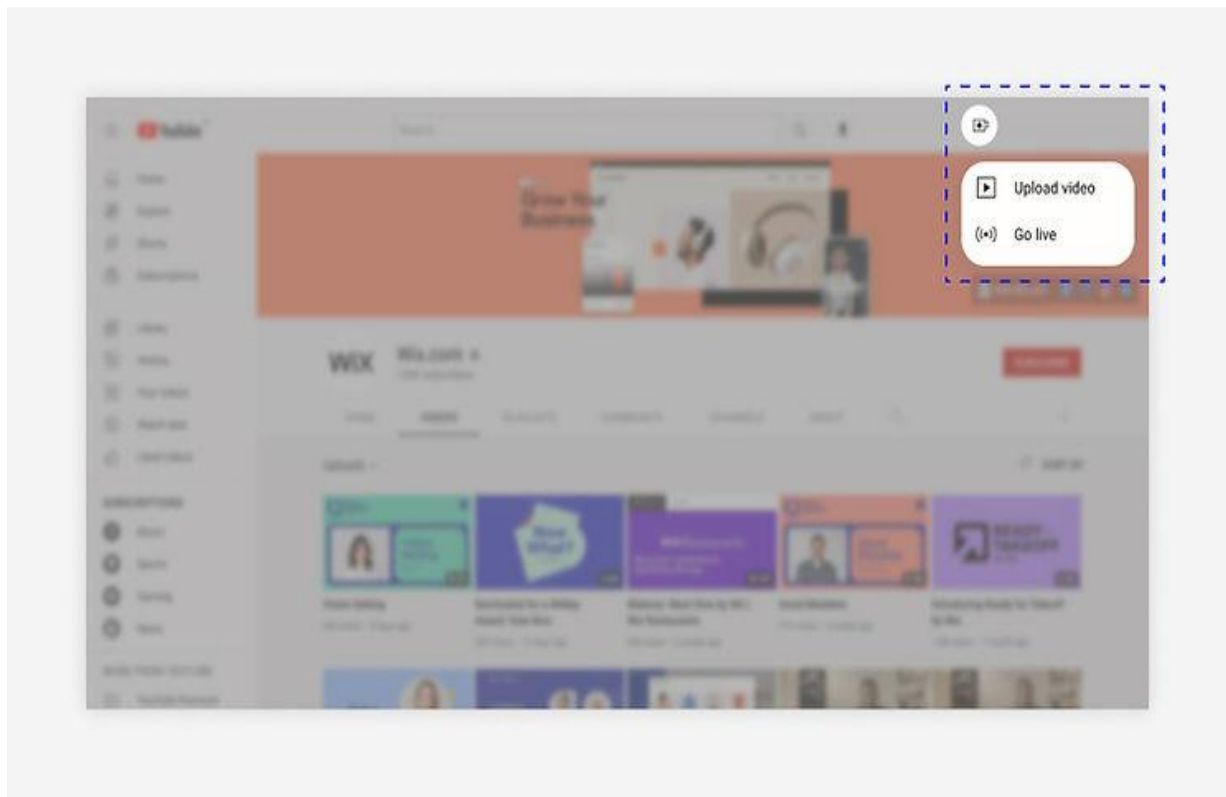
Step 1 : Search on google youtube.com , click on 1st website and sign in your account after that we can see YouTube is open



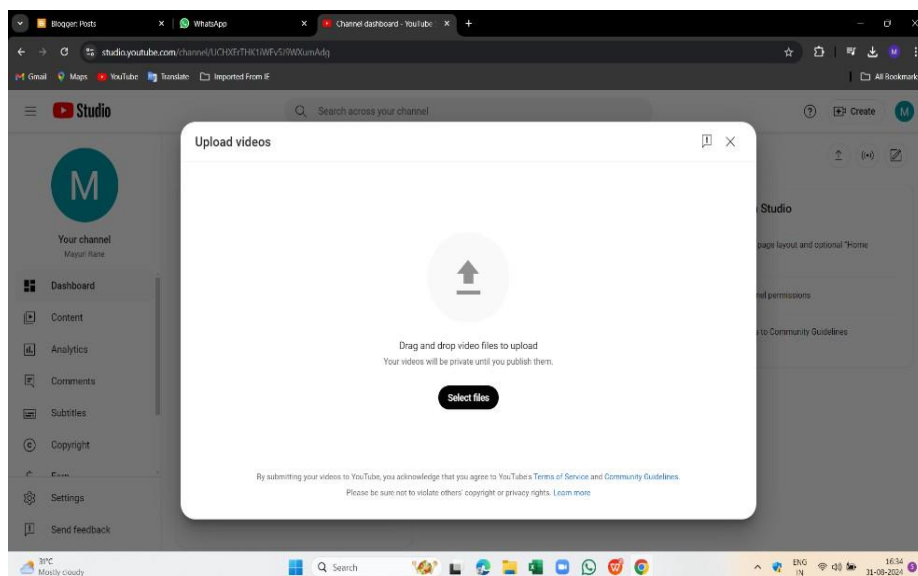
Step 2: Go to your profile, select YouTube studio



Step3: Click on the video icon at the top right-hand side of the window, which can be found next to your user icon, messages, apps and notifications.



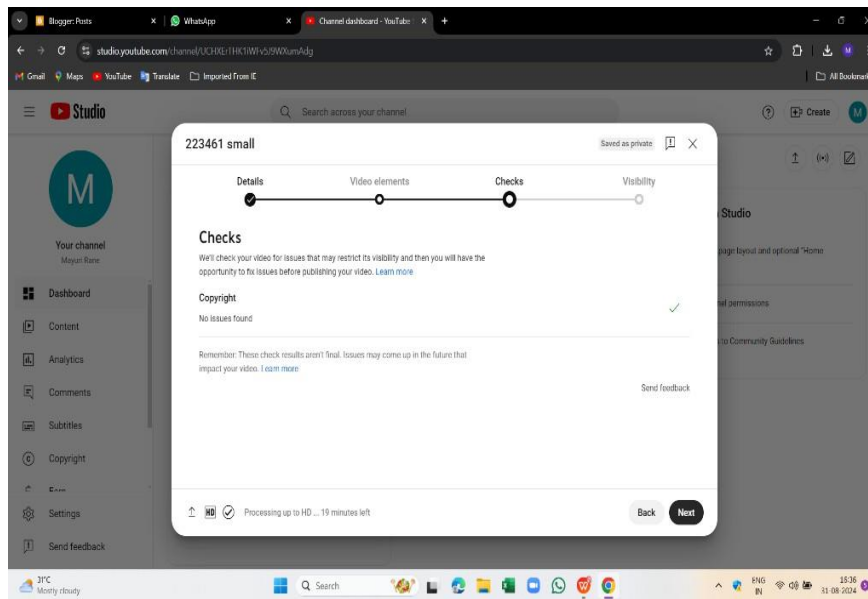
Step 4 : Click ‘Upload a Video.’



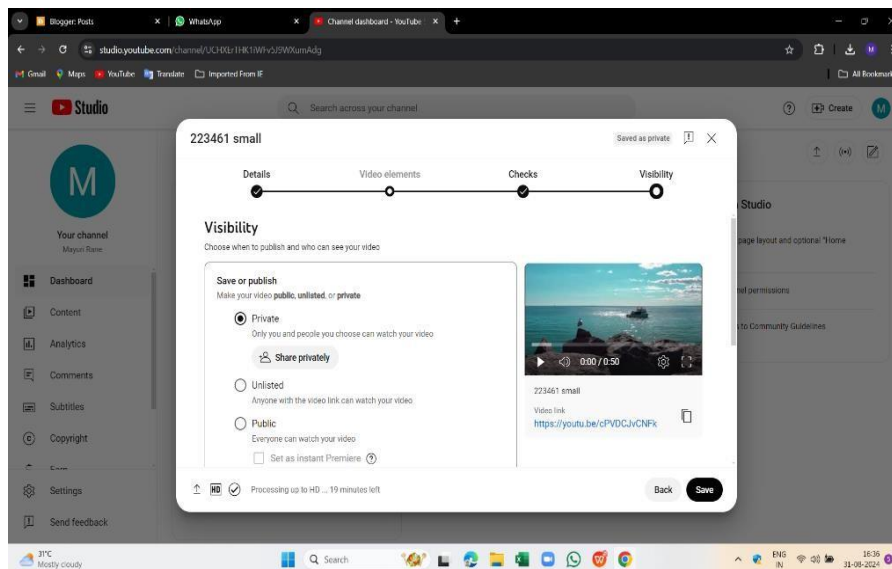
Step 5:

Then, press ‘Select files’ to find the video file saved on your computer. Or, you can drag and drop it into the window.

Step 6 :click on next



Step 7: Save the video and publish it privately, now the video is uploaded



Practical No 9

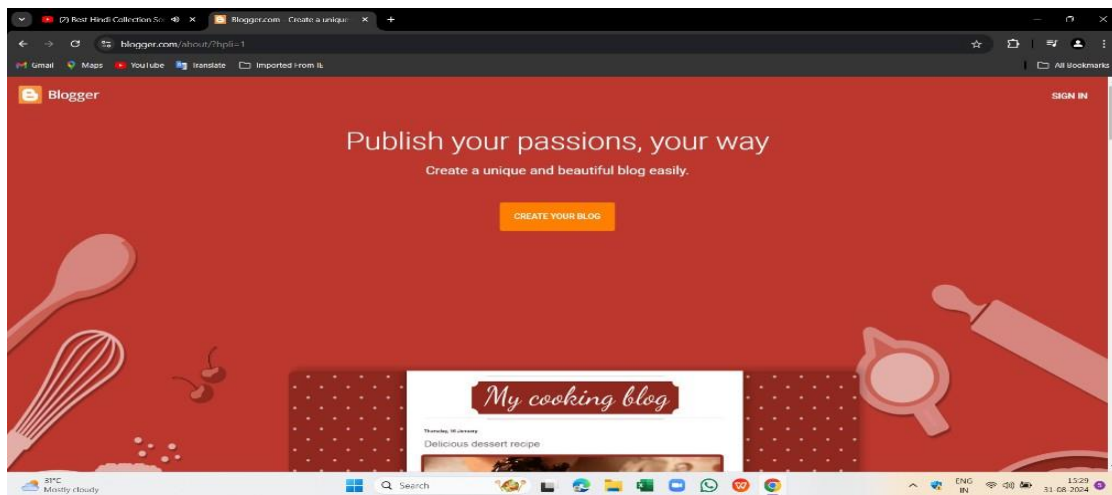
Create and develop your blog

Practical No.9

Create and develop your blog

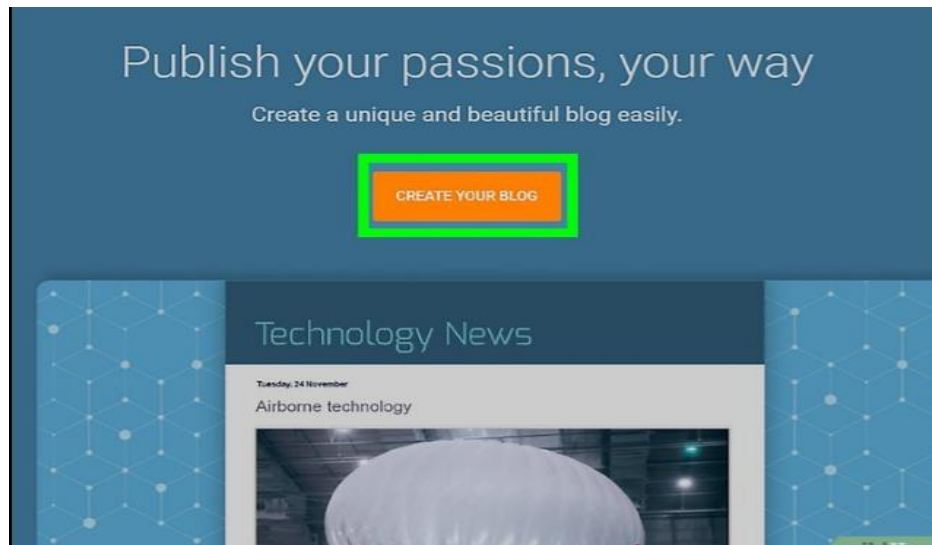
- Log into <https://www.blogger.com> Blogger. If you haven't logged in before, you can use your Google account, or create a new account.
- Make a new post by hitting the "New post" button. You can play around with font, color, and layout from within Blogger's text editor.
- When you are done, review your post by hitting "Preview". When you're ready, finish by hitting the "Publish" button.

Creating a Blog

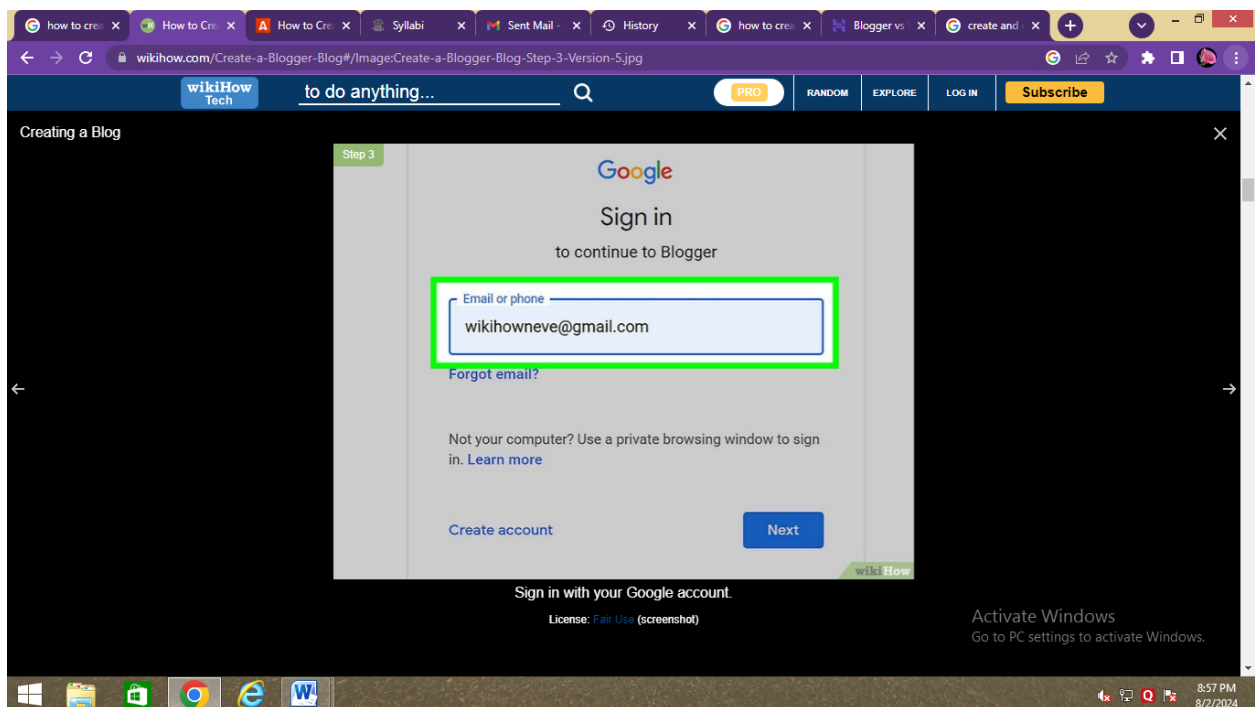


Open <https://www.blogger.com> in your internet browser. You can use any web browser on your PC or Mac.

- Alternatively, you can use the Blogger app on your smartphone or tablet. You can download and install the Blogger app for free from the Google Play Store on Android devices or the App Store on iPhone and iPad.



2. Click the **CREATE YOUR BLOG** button. This is an orange button in the middle of the page. It will prompt you to sign in with your Google account.



3. **Sign in with your Google account.** You will need to use your Google account to sign in and use Blogger. If you don't have a Google account, you can create one for free by creating a new Gmail. Use the following steps to log into Blogger:[1]

- Enter your Google email or phone number, or click your account.
- Click **Next**.
- Enter your account password.
- Click **Next**.

Choose a name for your blog

This is the title that will be displayed at the top of your blog.

Title

The Tiny House Enthusiast

25/100

SKIP CANCEL NEXT

wikiHow

4. Enter a title for your blog. When you sign in, you'll be prompted to create your new blog in a pop-up window. Click the text field next to "Title" at the top of the pop-up, and enter a blog name here.[2]

- If you don't automatically see this window, click the orange **CREATE NEW BLOG** button in the middle.

Step 5

Choose a URL for your blog

This web address is how people will find your blog online

Address

thetinyhouseenthusiast .blogspot.com

Checking address availability...

PREV CANCEL NEXT

5. Enter a URL address for your blog in the "Address" field. Click the text field next to "Address" below "Title," and type the URL address you want to use for your blog.

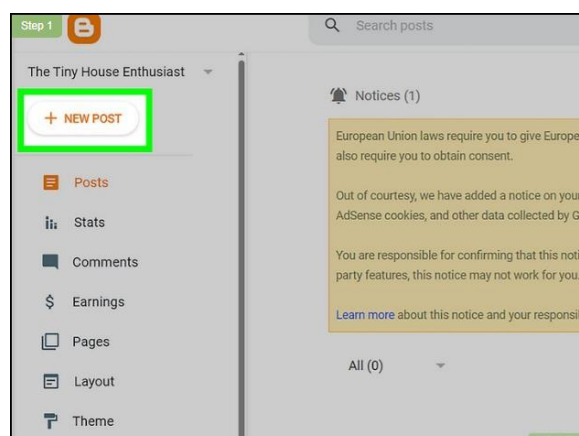
- As you type, available URL addresses will show up on a drop-down list. You can click an address here to select it.
- You will see a white checkmark icon in a blue square next to the Address field. It means this address is available, and you can use it for your blog.
- If you see a "!" icon in a red square, this means the address is already taken by somebody else and you will need to enter a new address.

6. Enter a display name. This will be your username that will appear next to all your posts. Enter your chosen display name on the bar in the middle of the screen.

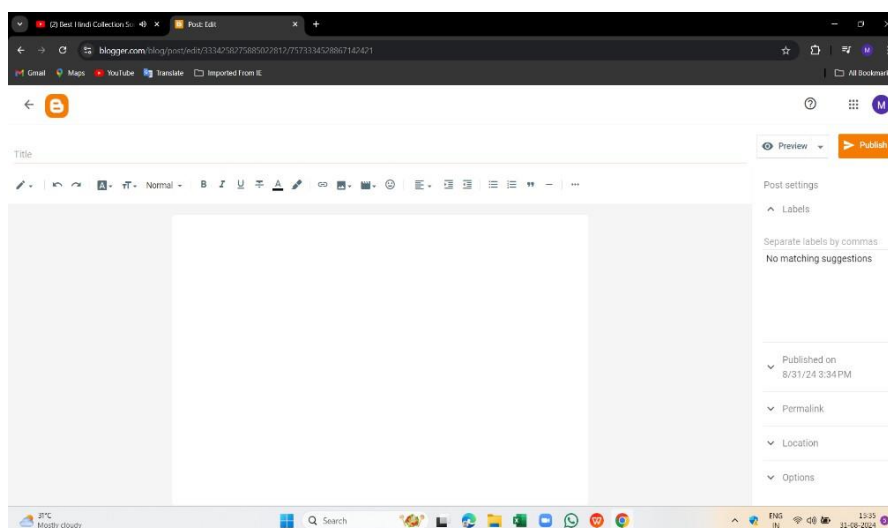
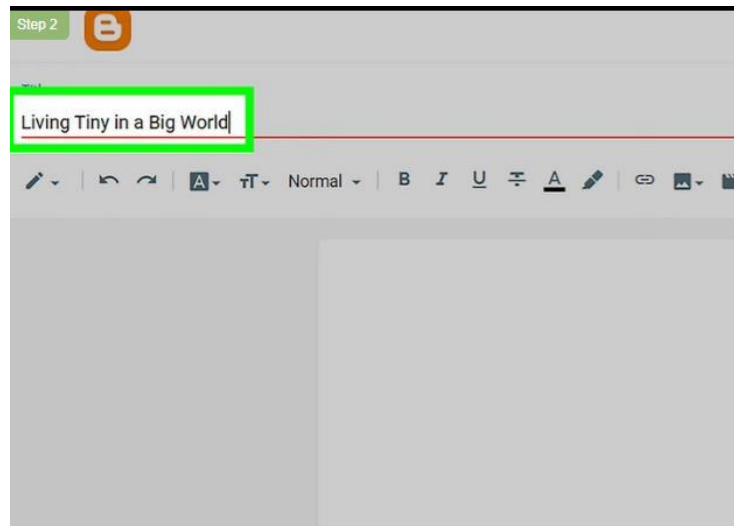
- If you see a "!" icon in a red square, this means your username is already taken by somebody else and you will need to enter a new username.

7. Click Finish. It's in the lower-right corner of the window in the middle of the screen. It will take a few minutes to process your information and then your blog will be created.

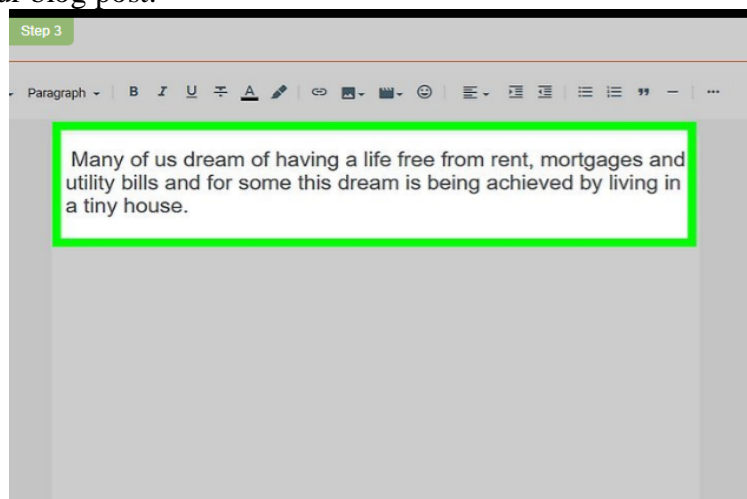
Making A New Post



1. Click the + New post button. This is an orange button near the upper-left corner of your blog's admin dashboard. It will open Blogger's text editor, and allow you to compose your new post.

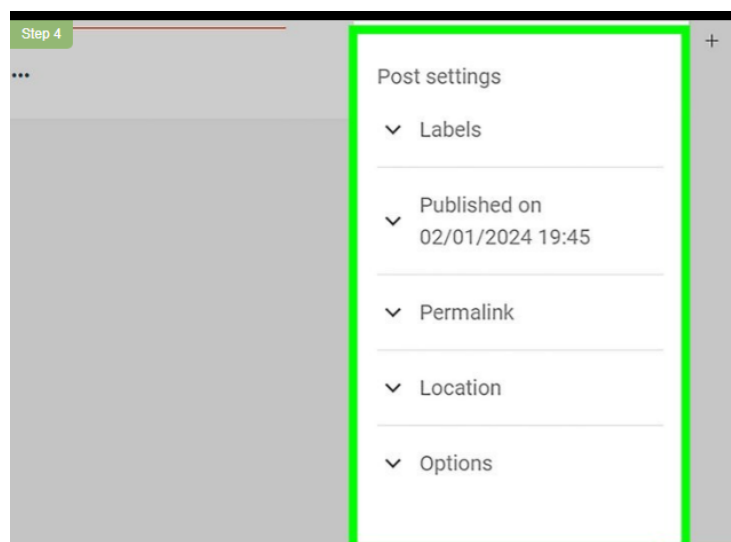


2. Enter a title for your post. To do so, click the "Title" field at the top of the page. Then type a title for your blog post.



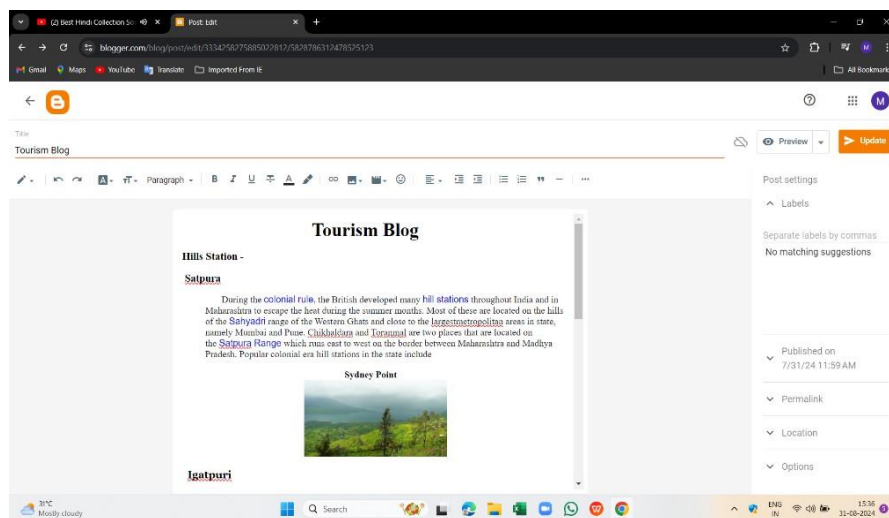
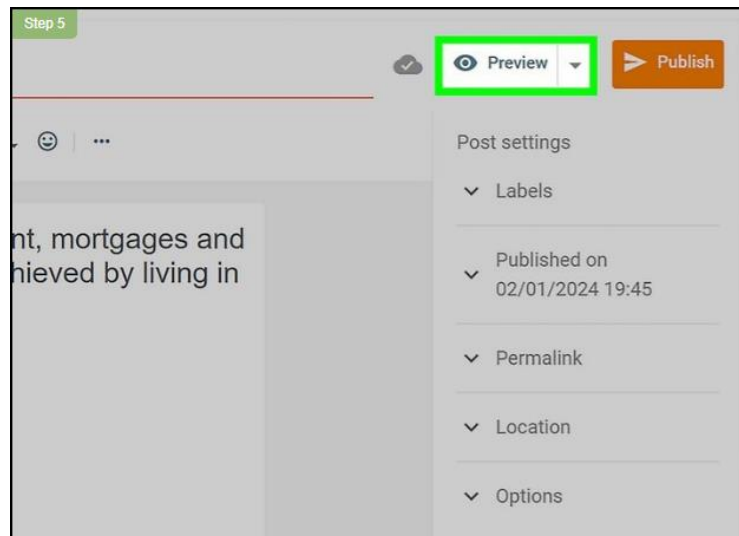
3●Write your blog post. Type your blog post in Blogger's text editor as you would in a typical text editor, such as Word or Google Docs.

- You can use the toolbar at the top to edit your post's fonts, sizes, text color, and layout.
- You can also use the chainlink, image, film clapper, and smiley buttons on the toolbar to add a hyperlink, picture, video, emojis, or special characters to your post.
- Alternatively, you can write your post in a different text editor, and then copy and paste it here later.
- If you want to type your post in HTML, click the **HTML** button on the top-left.



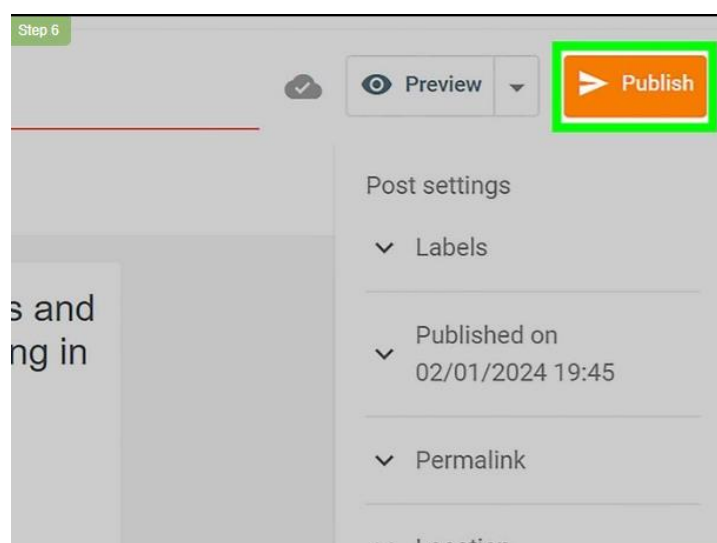
4.Click Post settings on the right (optional). This is an orange drop-down menu below the **Publish** button near the top-right.[5]

- **Labels** — You can add tag labels to your post to group posts of similar content. Labels will help your readers find similar posts on your blog, and help search engines find content that matches a user's search. Make sure that your tags are accurate, short, and helpful.
- **Schedule** — You can either have your post published immediately, or you can schedule it to be posted at a future time and date.
- **Permalink** — This option allows you to customize the URL address that links directly to your post. By default, it will be based on the post title, but you can change it to whatever you'd like here.
- **Location** — This allows you to add a location tag to your post. This is especially useful for travel blogs.
- **Options** — You can adjust various other options for your post here, including whether or not readers can comment on the post, and how the HTML code is interpreted.



5. Click the Preview button (optional). This button is near the upper-right corner of the page. It will open a preview of your new post in a new tab.

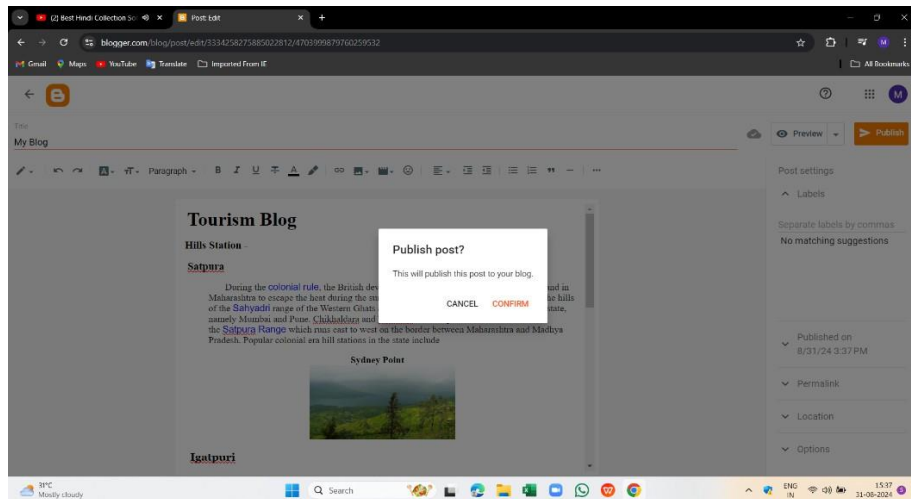
- IF you are happy with how to blog post looks, you can



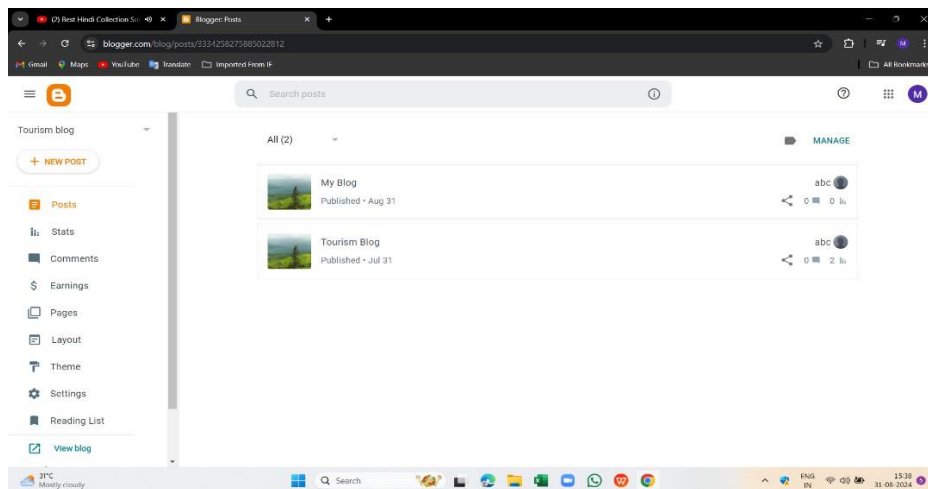
6. Click the Publish button. This is an orange button near the upper-right corner. It will

publish your new post on your blog.[6]

- If you want to save this post, click the drop-down menu next to the "Preview" button. Then click **Save**. Alternatively, you can click the Back arrow in the upper-left corner to return to the dashboard.



Here we can see our blog is published.

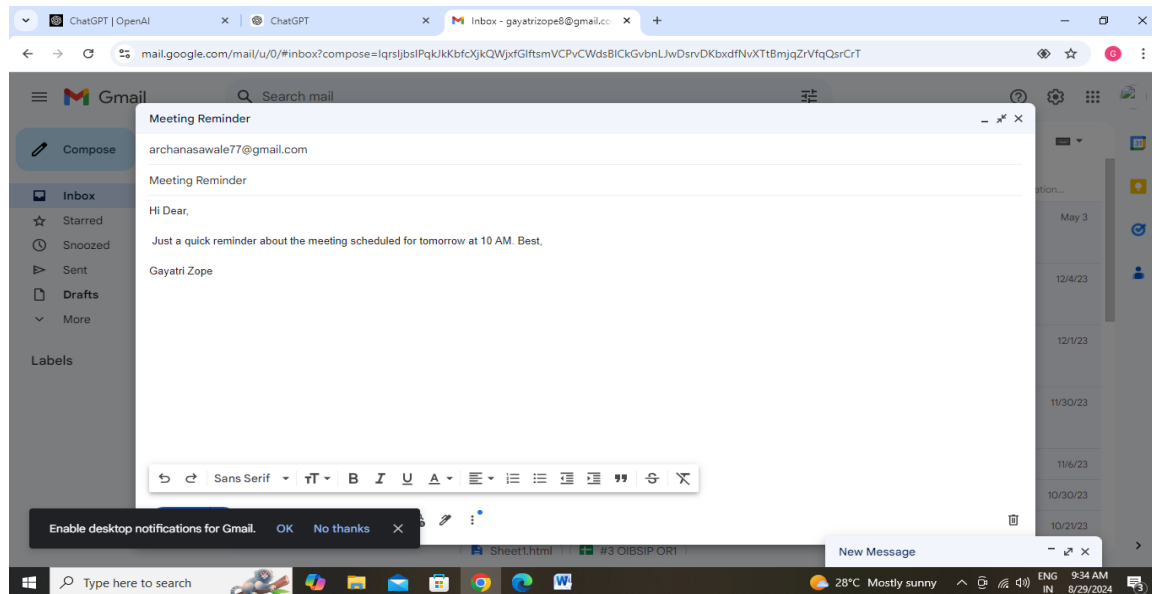


Practical No.10

Demonstrate E-mail Functions.

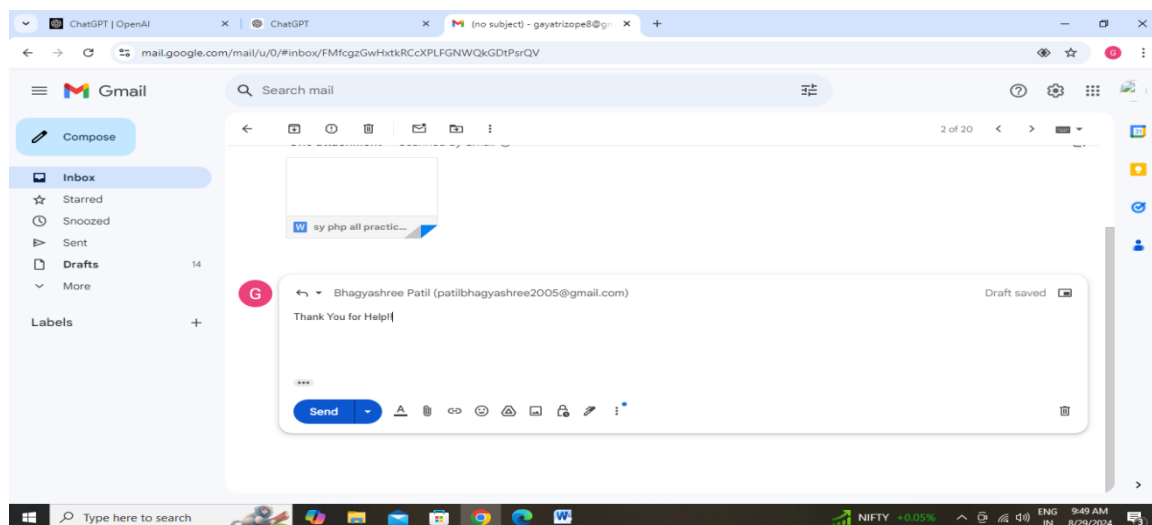
1. Sending an Email

To send an email, you typically need to provide the recipient's email address, a subject, and the body of the email. You might also include attachments.



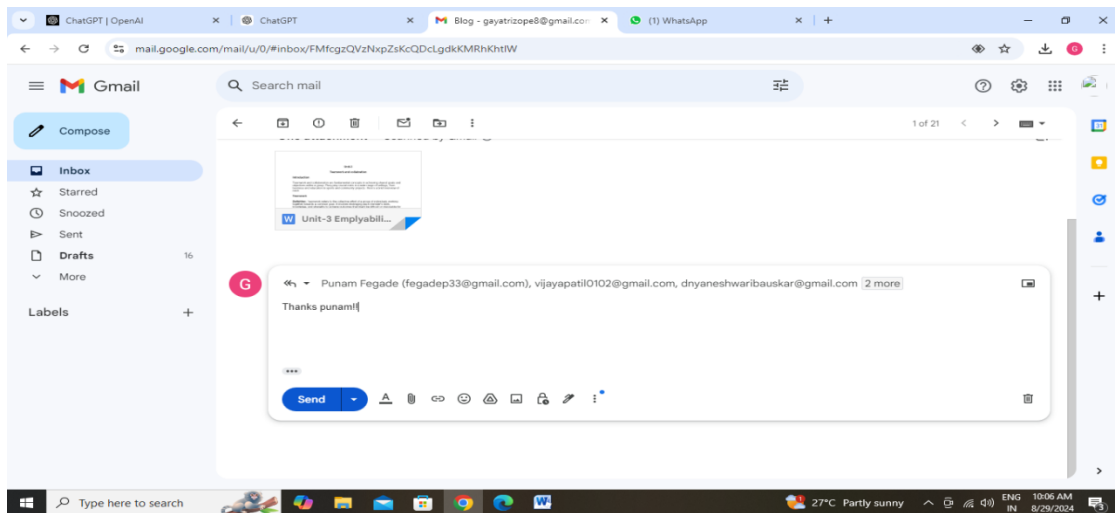
2. Replying to an Email

When you receive an email, you can reply to the sender, which usually includes the original message in your response.



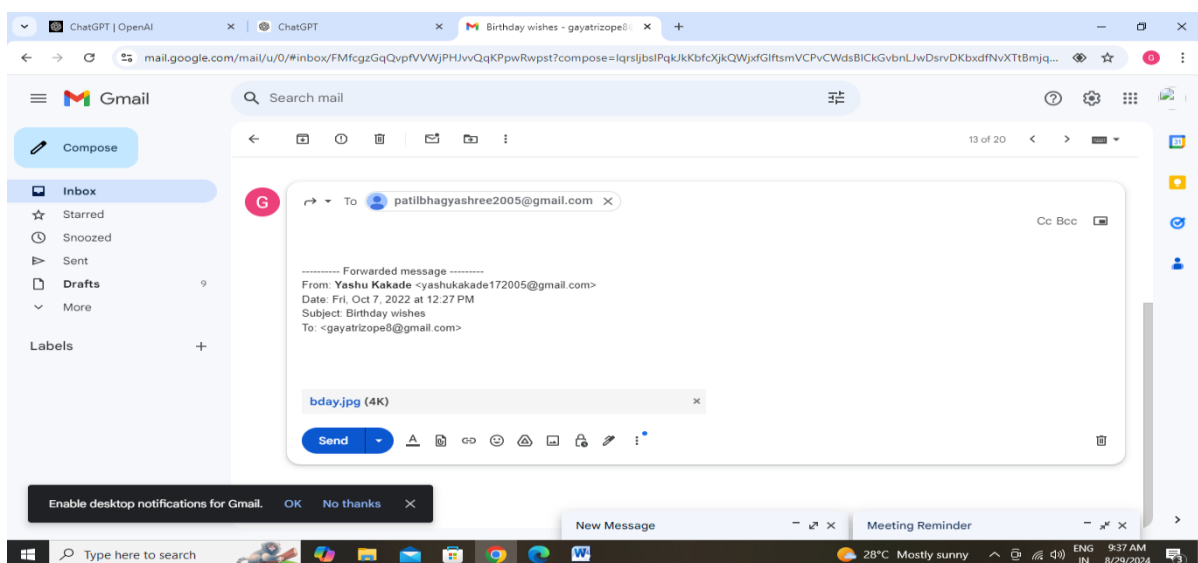
3. Replying All

This function allows you to reply to all recipients of the original email, not just the sender.



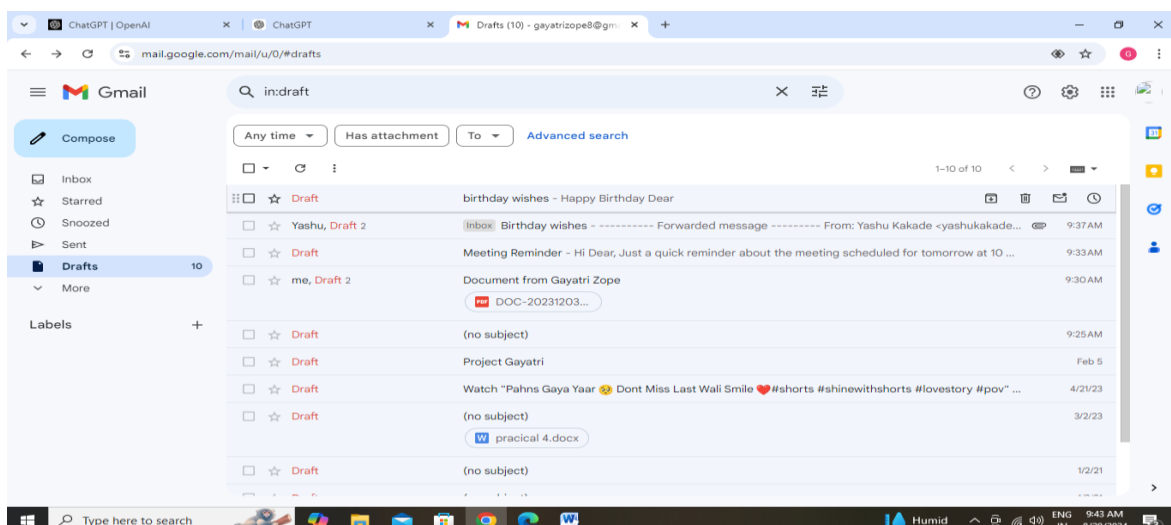
4. Forwarding an Email

You can forward an email to a different person or group of people. This typically includes the original message as well.



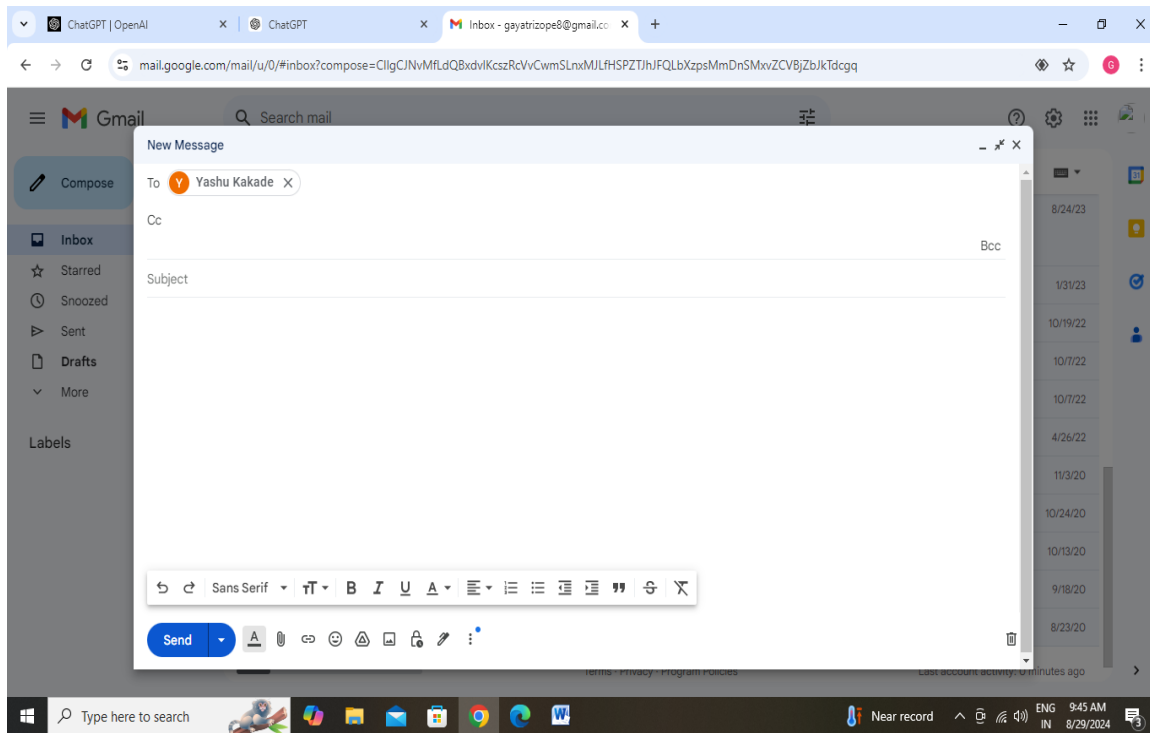
5. Creating a Draft

Before sending an email, you can save it as a draft to review and finalize later.



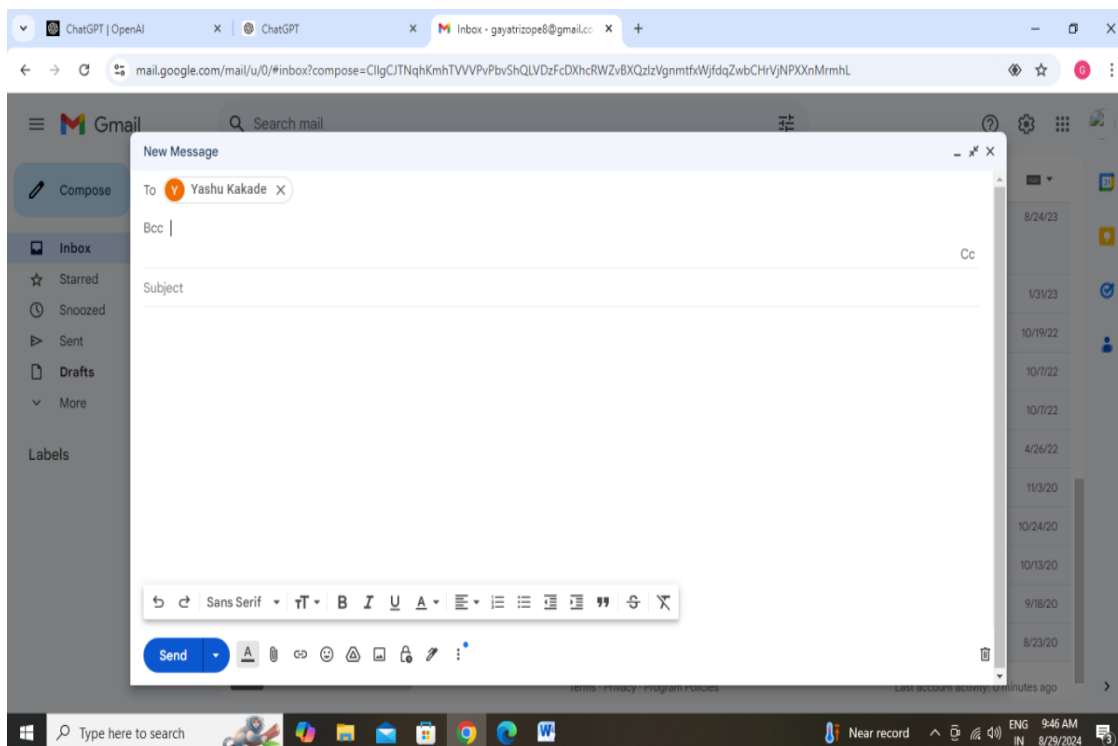
6. Using CC (Carbon Copy)

You use CC to send a copy of the email to additional recipients who are not the primary addressees.



7. Using BCC (Blind Carbon Copy)

BCC allows you to send an email to multiple recipients without them knowing who else received the email.



8. Attaching Files

You can attach files to your email, such as documents, images, or other media.

