

EMPOWERMENT TECHNOLOGIES

2nd Quarterly Assessment

TYPE OF EXAM: MULTIPLE CHOICE

L2: NETIQUETTE

NETIQUETTE - short term for “Internet etiquette”, which means proper behavior in cyberspace.

CORE RULES OF NETIQUETTE ACC. TO VIRGINIA SHEA:

- **RULE #1: REMEMBER THE HUMAN** - remember that you are interacting with a person on the other end that deserves respect.
- **RULE#2: ADHERE TO THE SAME STANDARDS OF BEHAVIOR ONLINE THAT YOU FOLLOW IN REAL LIFE** - always be lawful and ethical regardless of where you are
- **RULE #3: KNOW WHERE YOU ARE IN CYBERSPACE** - being rude is prohibited; always know where you are
- **RULE #4: RESPECT OTHER PEOPLE’S TIME AND BANDWIDTH** - ensure that the content you give is meaningful and time is not wasted
- **RULE #5: MAKE YOURSELF LOOK GOOD ONLINE** - always produce quality content while being true to yourself.
- **RULE #6: SHARE EXPERT KNOWLEDGE** - make sure that the information you are sharing is reliable and credible.
- **RULE #7: HELP KEEP FLAME WARS UNDER CONTROL** - never post messages that are provocative, for these add fuel to the fire.
- **RULE #8: RESPECT OTHER PEOPLE’S PRIVACY** - there is always a reason why something is private; never publicly expose private information.
- **RULE #9: DON’T ABUSE YOUR POWER** - nobody has the right to take advantage of being knowledgeable in cyberspace.
- **RULE #10: BE FORGIVING OTHER PEOPLE’S MISTAKES** - give people the benefit of the doubt as they can commit mistakes; nobody is perfect.

L3: GOVERNMENT LAWS FOR INTERNET USERS

TERMS AND CONDITIONS

- The stipulations of an agreement to protect the user and the service provider before anyone use its services

- Common on websites offering services

INTERNET LAW

- “Cyber law”
- Set of principles applied in using the internet and other computer-related actions and interactions of people

DIFFERENT TYPES OF INTERNET REGULATIONS

4 WAYS TO REGULATE THE INTERNET:

- Laws
- Architecture
- Norms
- Market Regulation

INTERNET POLICIES AND REGULATIONS

1. Policies for Online Marketing - to prevent deceptive and unfair marketing.

LIST OF ONLINE MARKETING POLICIES:

- Consumer Act of the Philippines
- Electronic Commerce Act of 2000
- CAN-SPAM Act

2. Laws for Intellectual Property - copyright, trademark, and patent laws are implemented to protect authors, artists, and inventors.

LIST OF IPR:

- Intellectual Property Code of the Philippines
- Fair Use
- Consumer Protection Act

3. Laws for Online Privacy

LIST OF LAWS FOR PRIVACY:

- Cybercrime Prevention Act of 2012
- The Anti-Bullying Act of 2013
- Computer Fraud and Abuse Act

L4: ETHICS IN CONDUCTING ONLINE RESEARCH

ONLINE RESEARCH - a method that involves the collection of information from the internet.

SEARCH ENGINE

- a computer program used to search for information online according to the researcher’s query
- Google, Yahoo, and Bing are 3 commonly used search engines

SEARCH ENGINE OPTIMIZATION

- SEO

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- Using it will give you better results for the information you need.

ADVANTAGES OF ONLINE RESEARCH

- Easy access to large information
- Acquire diverse information in different formats
- Save more time when researching online
- Get up-to-date and relevant information
- Reduce the cost of conducting research

DISADVANTAGES OF ONLINE RESEARCH

- One may encounter inconsistent information
- It is hard to determine if sources are reliable
- One may be charged with payment
- One may find it difficult to locate information
- One may risk online security and privacy

5-STEP SIMPLE SEARCH PROCESS (KATHLEEN MORRIS):

1. Clarify
2. Search
3. Delve
4. Evaluate
5. Cite

These are skills researchers need to develop for productive online research

L1: GETTING TO KNOW WORD PROCESSING

WORD PROCESSOR

- a type of software that enables users to create, edit, and format text using various tools.
- It enables users to produce documents that consist of text and graphics.
- It is widely used in different kinds of industries.
- may also be available over the internet through cloud-based platforms.

POPULAR WORD PROCESSOR PROGRAMS

- Microsoft Word - commonly used
- Google Docs
- Apple iWork Pages
- WPS Writer

Aside from a computer or laptop, we can also use these word processors with our mobile devices

WORD PROCESSING SKILLS - a set of capabilities that users need to possess so as to maximize the use of the software

BASIC WORD PROCESSING SKILLS:

- Keyboard and User Interface
- Familiarization
- Typing Speed and Accuracy
- Page Layouting - Text Formatting - Inserting Objects

STANDARD FEATURES:

1. **INSERT** - adds objects such as tables, images, and shapes
2. **DELETE** - removes text or object from the document.
3. **CUT** - deletes chosen data from the page and keeps it on the clipboard.
4. **COPY** - keeps data on the clipboard
5. **PASTE** - places copied data on the chosen field
6. **PAGE AND SIZE MARGINS** - This allows users to choose or even customize their preferred page sizes and margins for the document.
7. **SEARCH AND REPLACE** - This allows users to search for a particular word or phrase within the document. They can also replace a group of characters with another everywhere that it appears within the document.
8. **PAGE SETUP** - sets the layout of the entire document.
9. **FIND** - tool to search for a string of text and to provide an option to replace it with another.
10. **WORD WRAP** - formats the alignment of your text and object/s.
11. **PRINT** - produces a hard copy of the document when connected to a printer.
12. **FILE MANAGEMENT** - This feature provides file management capabilities that allow users to create, delete, move, store, and search for specific files.
13. **FONT SPECIFICATIONS** - allows users to change fonts within the document. They can select from bold, italics, and underline for text style. They can also choose or customize the text size. Most word processors let users change the design of the text from the installed typefaces in the program.
14. **WINDOWS** - permits multiple screens for users to work on.
15. **SPELL CHECK** - prompts the user for words spelled differently from the built-in dictionary.

ADDITIONAL FEATURES:

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- **GRAMMAR CHECK** - identifies sentences and punctuation marks that do not meet the commonly recognized sets of grammar rules used by the program.
- **FOOTNOTES AND CROSS-REFERENCES**- allows users to easily cross-reference other sections of the document by placing footnotes.
- **AUTOMATED LIST** - adds numbering or bullets to your list of text.
- **GRAPHICS** - allows the user to insert objects such as diagrams, images, or shapes.
- **HEADERS, FOOTERS, AND PAGE NUMBERING** - permits customization of the top and bottom part of the document page.
- **PARAGRAPH LAYOUT** - adjusts the indentation and spacing of a paragraph.
- **MACROS** - allows the user to automate templates or patterns for your document.
- **MAIL MERGE** - lets the user send out letters or documents in bulk to different recipients.
- **TABLE OF CONTENTS AND INDEX** - lists topics included in the document.
- **THESAURUS** - built-in synonym provider.
- **COLLABORATION** - allows multiple editors to access the document online.
- **INTERNET FEATURES** - provides links to external sources via the Internet.
- **TRANSLATION AND SPEECH VOICE**- voice commands, text reading, and translation.

