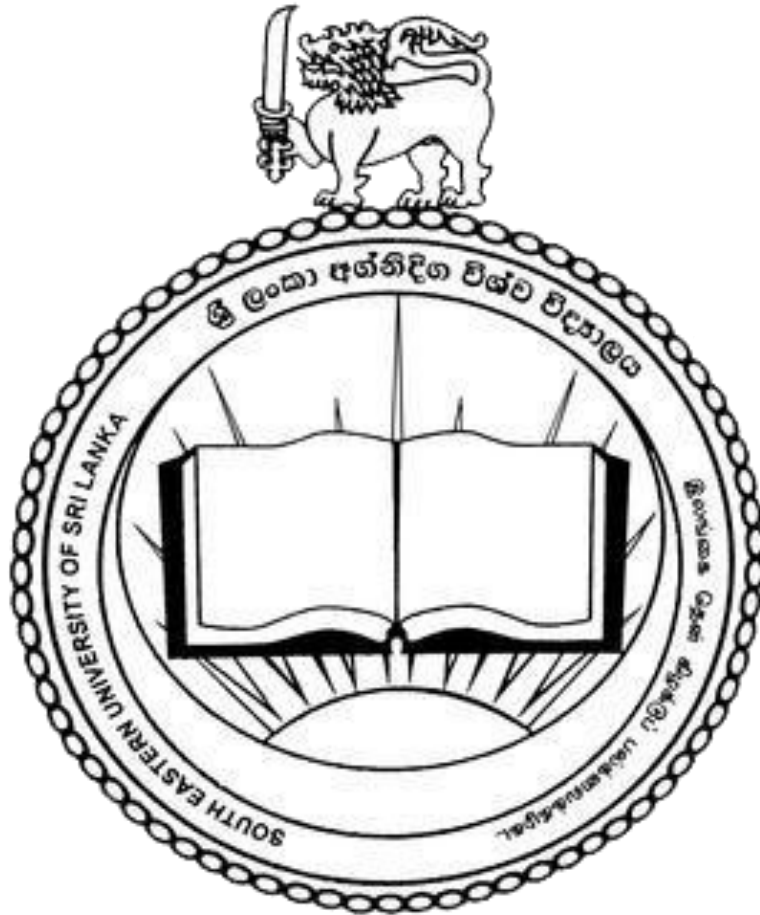


SEU/IS/22/ICT/091



Subject Code: CIS11042

Subject Name: Practical for essentials of ICT & PC application

Name: M. M. B. Mushan

Department of Information and Communication Technology

Faculty of Technology

South Eastern University of Sri Lanka

Title: Working with communication software

Aims:

- Getting Knowledge on different types of communication tools.
- Working with team collaboration tools and services.
- Using Remote Desktop Control application for file sharing and remotely control others' desktop
- Getting more familiar with cloud storage and sharing applications

Task:

1. Working with instant messaging and collaborative applications.

a. Create the new account in LinkedIn and use it as a business and employment-oriented service.

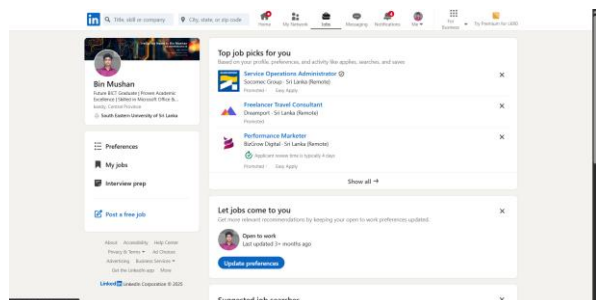
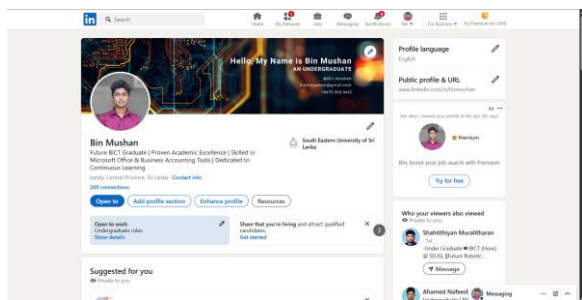
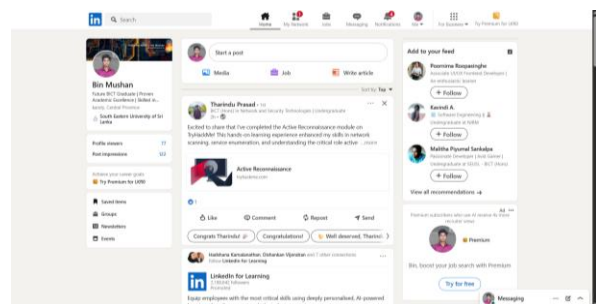
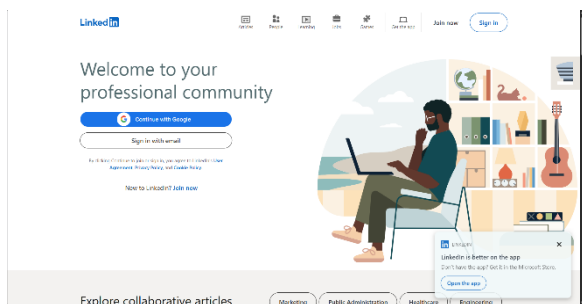
- i. Login to LinkedIn
 - Go to LinkedIn and click “Sign in”.
 - Enter your email address and password, then click “Sign in”
- ii. Profile settings.
 - Click on your profile picture at the top right corner, then select “Settings”.
- iii. Get connected to the people in your network
 - Use the search bar to find people you know
 - Click on their profile and select “Connect”
 - Optionally, add a note to personalize your invitation.
- iv. Apply for jobs and provide jobs via LinkedIn.
 - Go to the “Jobs” tab and search for jobs.
 - Click “Apply” to submit your application.
- v. Direct Message Service.
 - Click on the “Messaging” icon at the top to send a direct message to your connections
- vi. Manage posts, activities.
 - Go to your profile.
 - Click “See all activity” to manage your posts, articles, and comments
- vii. View post in home page
 - The home page feed shows updates, news, and posts from we connections.

viii. Work with LinkedIn's business services

- Access LinkedIn Business Services like LinkedIn Learning, Ads, and Sales Solutions via the “Work” icon at the top right.

ix. Sign out from LinkedIn

- Click on your profile icon at the top right.
- Select “Sign Out”.



b. Create the new account in Twitter and get its services as online news and social

networking site.

i. Login to Twitter

- Visit Twitter and click on “Log in”.
- Enter your username/email and password
- Click “Log in”.

ii. Profile settings

- Click on your profile icon on the left or top.
- Select “Profile”.
- Click “Edit profile” to update your bio, location, website, birthday, and
- profile photo
- Save your changes.

iii. Search people and get followers in Twitters

- Use the search bar at the top to find people you know or topics of interest.
- Click on profiles you find and hit “Follow” to start following them.
- Your followers can grow as people see your tweets and decide to follow you back.

iv. Tweet

- Click the “Tweet” button (the blue feather icon).
- Type your tweet text (up to 280 characters).
- Optionally, add images, GIFs, or polls.
- Click “Tweet” to post.

v. See, Like, retweet comment and direct messages to news and other's tweets in home page.

- See Tweets: Home page shows a feed of tweets from people you follow.
- Like: Click the heart icon to like a tweet.
- Retweet: Click the two arrows icon to share it to your followers.
- Comment (Reply): Click the speech bubble icon to reply.
- Direct Messages: Click the envelope icon in the left menu to start private conversations.

vi. Sign out

- Click on your profile icon or the three dots icon in the menu.
- Select “Log out”.

Get the better use of **WhatsApp Messenger** as messaging service provide by creating a new account.

- i. Chat with your contacts.
 - Tap the chat icon to start a new conversation.
 - Select a contact from your phone's address book.
 - Type your message and tap send (paper airplane icon)
- ii. Creating WhatsApp groups and chatting with the group of people.
 - Tap the three dots (menu) on the top right, then select "New Group".
 - Choose contacts to add and tap "Next"
 - Enter a group name and an optional group icon.
 - Start group chats by typing and sending messages.
- iii. Creating a new broadcast
 - Go to the chats tab, tap the three dots icon, then select "New broadcast".
 - Select the contacts you want to broadcast to.
 - Tap check mark to create.
 - Send a message in the broadcast list it will be sent individually to each contact
- iv. Using WhatsApp web
 - On your computer, go to web.whatsapp.com
 - Open WhatsApp on your phone.
 - Tap the three dots > Linked devices > Link a device
 - Use your phone to scan the QR code on your computer screen.
- v. Updating and checking status updates
 - Go to the Status tab (bottom bar in iPhone, top in Android).
 - Tap the "My Status" icon to add a new status update (photo, video, text).
 - Tap a contact's status update to view.
- vi. Make calls in WhatsApp
 - Open a chat with the person you want to call.
 - Tap the phone icon to make a voice call or the video icon for a video call.

vii. WhatsApp Settings

- Account setting
 - Privacy, security, change number, and two-step verification.
- Chats settings
 - Chat backup, wallpaper, font size.
- Notification setting
 - Manage message, group, and call notifications.
- Invite friends to connect with WhatsApp
 - Tap “Tell a friend” In settings to invite people

c. Creating an account in Facebook to get use of it as a social networking service provider

a. Login to Facebook

- Visit www.facebook.com and click “Create new account”.
- Enter your name, email/phone number, password, birthday, and gender
- Follow the verification steps (email or SMS).
- To log in later, go to Facebook and enter your email/phone number and password,
- then click “Log in”

b. Going through newsfeed/ home page and like, comment and share posts.

- The Newsfeed/Home page shows updates and posts from friends and pages you follow.
- To like a post, click the thumbs-up icon
- To comment, click the speech bubble and type your message.
- To share, click the arrow icon (Share button).

c. Make a post, sharing photo or albums and sharing live video

- Click “What’s on your mind?” at the top of your home page.
- Type a status, upload a photo/album, or click “Live video” to stream.
- Click “Post” to share.

d. Profile settings.

- Click your profile picture in the top bar.
- Click “Edit profile” to update bio, photo, cover photo, and personal info

- e. Timeline view.
 - Your Timeline shows all your posts, photos, and activities in chronological order.
 - Click your name or profile picture to view it.
- f. Connect with friends by sending and accepting friend requests.
 - Search for people using the search bar.
 - Click “Add Friend” to send a friend request.
 - Accept friend requests by clicking “Confirm” in the Friends section.
- g. Direct messages.
 - Click the Messenger icon (speech bubble with lightning bolt) to open private conversations.
 - Click “New message” to start a new chat
- h. Creating events, groups and pages
 - Events:
 - Click “Events” in the left menu and choose “Create Event”.
 - Groups:
 - Click “Groups” > “Create new group”.
 - Pages:
 - Go to Facebook Pages to create a business, brand, or community page.
- i. Ask for recommendations
 - In a post, click “Ask for Recommendations” (available in some regions).
 - Your friends can reply with suggestions.
- j. Account security settings
 - Click the arrow icon > Settings & privacy > Settings.
 - Select “Security and login” to update your password, enable two-factor authentication, and review logged-in devices.
- k. Privacy settings
 - In Settings, click “Privacy” to control who can see your posts, friend requests, and profile info.
- l. Logout
 - Click the arrow icon in the top bar.
 - select “Log Out”.

Cloud Storage and sharing Applications

a. Google Apps

i. Gmail

1. Create email account

- Go to Gmail Sign Up.
- Enter first name, last name, desired email, password, and phone number.
- Follow the verification and complete your profile.

2. Send and receive emails, attach fail, photos and links with emails

- Click “Compose” to start a new email.
- Enter the recipient’s address, subject, and message.
- Click the paperclip icon to attach files/photos.
- Click “Send”

3. Delete mails

- Select the checkbox next to emails, then click the trash icon to delete.

ii. Google drive

1. Create new folder

- Go to Google Drive.
- Click “+ New” > “Folder”.
- Name your folder and click “Create”.

2. Upload files

- Click “+ New” > “File upload”, then choose files.

3. Upload folders

- Click “+ New” > “Folder upload”

iii. Google Docs

1. Start a new blank document

- Go to Google Docs and click “Blank”

2. Start a new document with templates

- in Google Docs, click “Template Gallery” and select a template.

3. Working with text and objects in google Docs

- Use the toolbar to edit, format text, add images, tables, and links.

4. Open comments thread

- Click the comment icon or highlight text and click “Add comment”.

5. Share document with people by giving privileges to edit, comment and view
 - Click “Share”.
 - Enter email addresses and set permissions
6. Get sharable link for your doc and share it with people
 - Click “Share” > “Copy link”
7. Download doc
 - File > Download > Choose your format.

vii. Google sheets

- Start a new blank sheet
- Start a new sheet with templates
- Share sheet with people by giving privileges to edit, comment and view
- Get sharable link for your sheet and share it with people
- download

viii. Google Slides

1. Start a new blank presentation
 - Go to Google Slides and click “Blank”
2. Start a new presentation with templates
 - Choose from the template gallery
3. Share presentation with people by privileges to edit, comment and view
 - Same sharing steps as above.
4. Get sharable link for your presentation and share it with people
 - “Share” > “Copy link”
5. Download presentation
 - File > Download

ix. Google Classroom

1. Create classroom

- Go to Google Classroom, click “+” > “Create class”

2. Invite student to classrooms

- In the class, go to “People” > “Invite students”.

3. Join classrooms

- Use the class code shared by your instructor

4. Attach teaching materials

- In the Classwork tab, click “Create” > “Material”

5. Create question, assignments and announcements

- In Classwork, click “Create” to choose what to post.

x. Google Forms

1. Create new forms

- Go to Google Forms and click “Blank”.

2. Create new form with templates

- Click the template gallery.

3. Customize theme

- Click the palette icon to change colors

4. Preview

- Click the eye icon

5. Send

- Click “Send” to email or get a link.

xi. Hangout

1. Make video calls to your

- Go to Google Meet or Hangouts.
- Start a new meeting or join one.

2. Make phone calls

- In Hangouts, click the phone icon to make calls (requires Google Voice in some regions).