CIS 11042 – Practical for Essential of ICT and PC Applications

Information And Communication Technology

Faculty of Technology

South Eastern University Of Sri Lanka

Reg. Number: *SEU/IS/22/ICT/075*

Academic Year: *22/23*

Date: *25.05.2025*

Practical Number: *Lab Sheet 21*

Title: *working with Communication software.*

z

Task:

1.

a.

    i. Open your "web browser" → Go to "LinkedIn website" → Enter your "login credentials" (Mail Id or phone number) → Enter your "password" → Click on "Sign in" → then you can access your LinkedIn account.

    ii. Navigate to Your "Profile" → click on "Settings & Privacy"

    iii. <u>Connecting with People in Your Network</u>

- Create a "Strong Profile" → Build Your Network → Engage in Content → Direct Messaging.

Applying for Jobs

- Job Search → Apply Through LinkedIn → Connect with Recruiters → Use Your Network.

Providing Job Opportunities

- Share Job Openings → Use the Job Posting Feature → Recommendations → Participate in Groups.

iv. Log In to "LinkedIn" → Access the Messaging Feature → Select a Connection →Compose Your Message → Send the Message.

v. Creating and Publishing Posts

- Log In → Navigate to the Home Feed → Create a Post → Compose Your Post → Add Media → Tag People or Companies → Add Hashtags → Choose Post Visibility → Publish.

Engaging with Activities

- Respond to Comments → Like and Share → Direct Messages.

vi. Log in to "LinkedIn" → Go to the "Homepage" → View "Posts".

vii.
- Create a Company Page → Optimize Your Company Page.
- Content Sharing.
- LinkedIn Ads.
- LinkedIn Showcase Pages.
- LinkedIn Groups.
- LinkedIn Events.
- LinkedIn Analytics.
- Employee Advocacy.
- LinkedIn Learning.
- Recruitment and Talent Solutions.

- Customer Engagement.

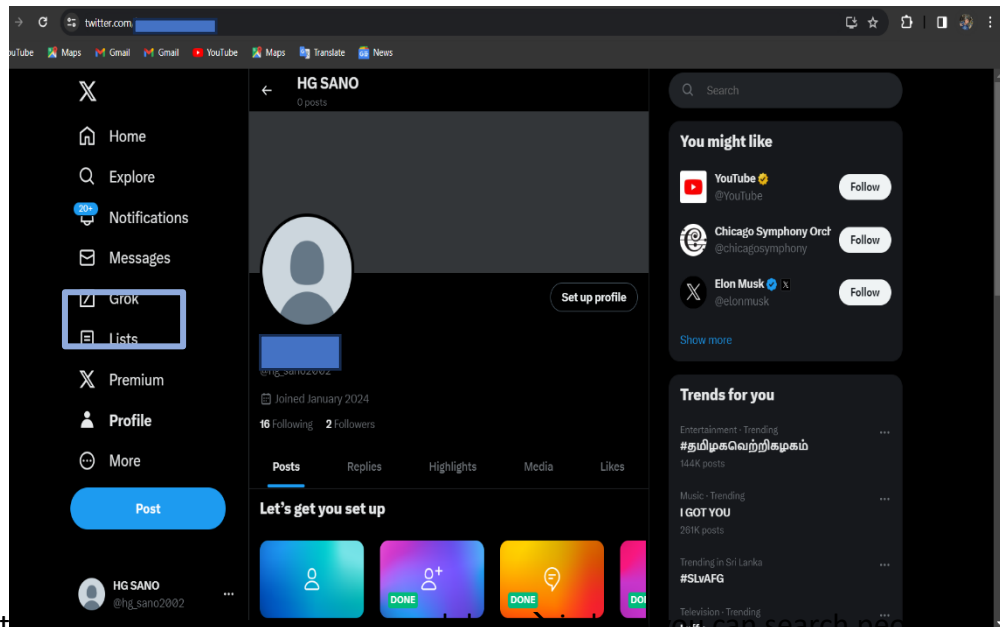**viii.** Click on "me" drop down arrow → Click on "sign out".
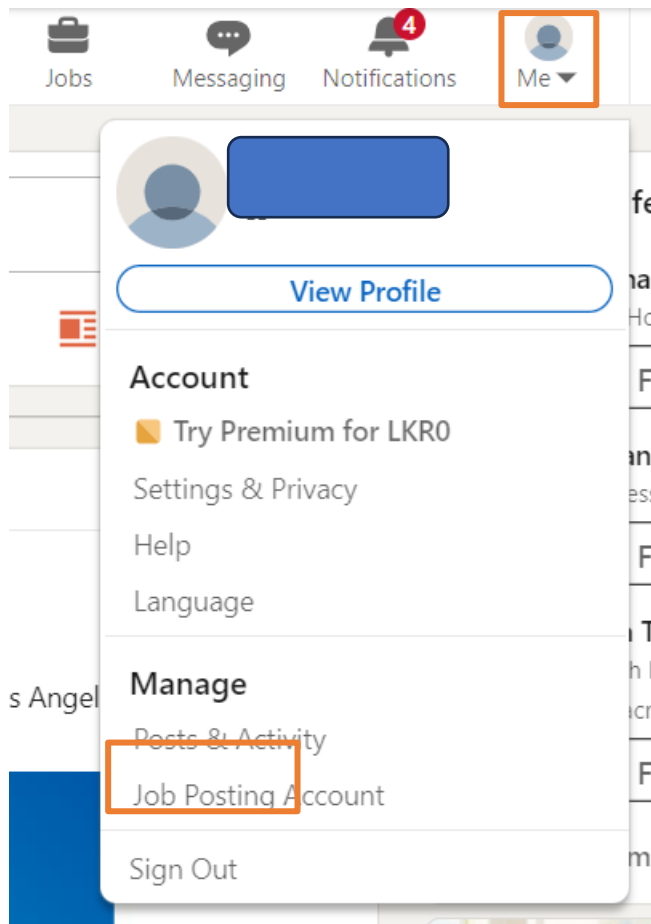
b.

i. Open "Twitter Website" → Enter "Username or Email" → Enter "Password"

➔ Click "Log in" ➔ Access Your Twitter Account.

ii. left site you can see so many tabs ➔ in there click on "profile" ➔ here you can customize your profile setting.

iii. right site top corner you can see search box ➔ in here you can search people.

iv. Navigate to the "Tweet Composer" ➔ Compose Your Tweet ➔ Add Media (Optional) ➔ Tag Users (Optional) ➔ Add Hashtags (Optional) ➔ Review Your Tweet ➔ Tweet.

v. **See Tweets :-** Scroll through the timeline to see tweets from people you follow.

Like a Tweet :- Below each tweet, you can see a heart icon ➔ click on the heart icon to like the tweet.

Retweet a Tweet :- Below each tweet, you can see a circular arrow icon ➔ click on it to retweet the tweet.

Comment on a Tweet :- Below each tweet, you can see like this icon ➔ click on it ➔ type your comment & sent.

Send Direct Messages :- go in site of the tweeter id ➔ you can see like this icon ➔ click on it & sent message.

Sign out :- below the home page in left site corner you can see there dots →
click on it → then you'll see log out option → click on it.

C.

   i. Open WhatsApp → go to a contact → type message → sent it.

   ii. Open WhatsApp → click on "+" symbol in the top right corner → click on
   "new group" → select contacts & click "next" → type group name & click
   create → In the created group you can type the message & send.

Open WhatsApp → click on "+" symbol in the top right corner → click on
"new broadcast" → select contacts & click "create" → In the created
broadcast you can type message & send.
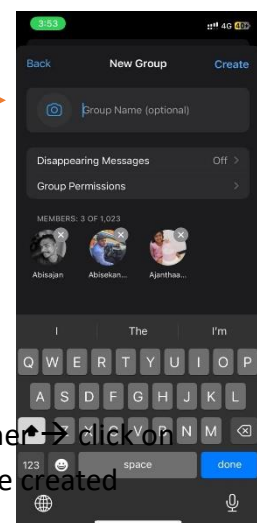
iv. Open any bowser in your pc → search WhatsApp web → open WhatsApp web (you can see a QR Code) → in your phone go to WhatsApp settings → Click on "Linked Devices" → click on "link a device" → scan the QR code that is in your PC.

V. Go to status tab → here you can see all statuses → click on status → in here you can upload a status.

vi. Open any contact number → click on call icon → here you can make video or audio call.

vii.

      1. Open "WhatsApp" → go to "settings" → click on "Account" → in here you can customize account setting.

      2. Open "WhatsApp" → go to "settings" → click on "chat" → in here you can customize chat setting.

      3. Open "WhatsApp" → go to "settings" → click on "Notification" → in here you can customize Notification setting.

      4. Click on the "+" icon that is in the top right corner → click on "New Contact" → if the number person hasn't WhatsApp there will be show "Invite to WhatsApp" → then you'll send the invite link to that number by using another app.
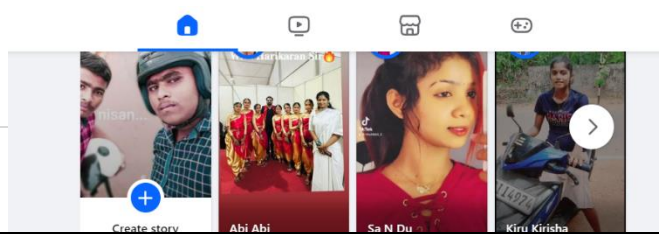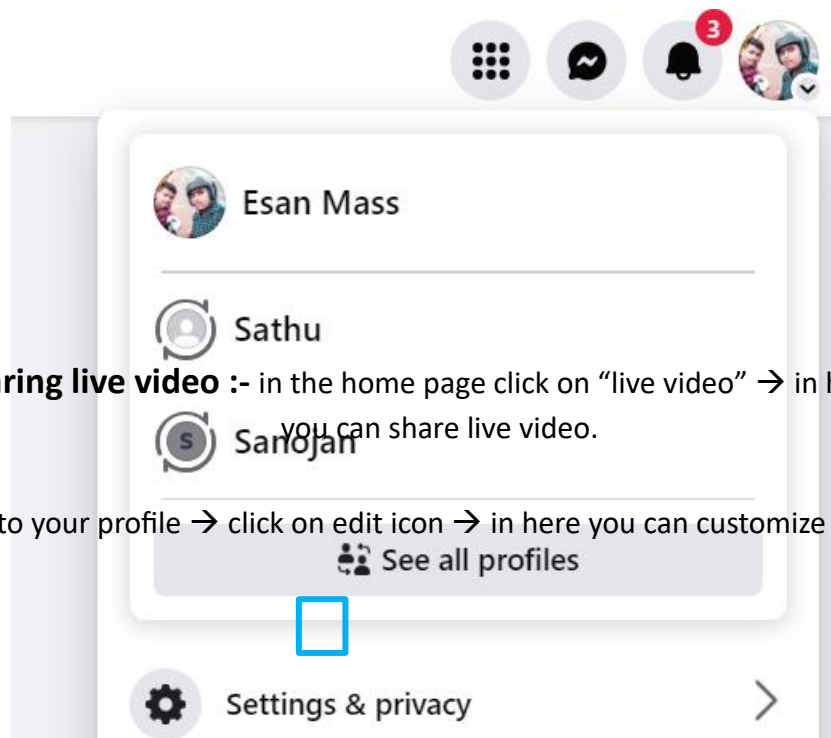
d.

   a. Open "browser" → search "Facebook login" → Type "phone number or e-mail" & type password → click on "login".

   b. go to "home page" → here you can see posts → the bottom of the post you can see three icon → 1st like icon , 2nd comment icon , 3rd share icon → in here you can like, comment & share the post.

   c.

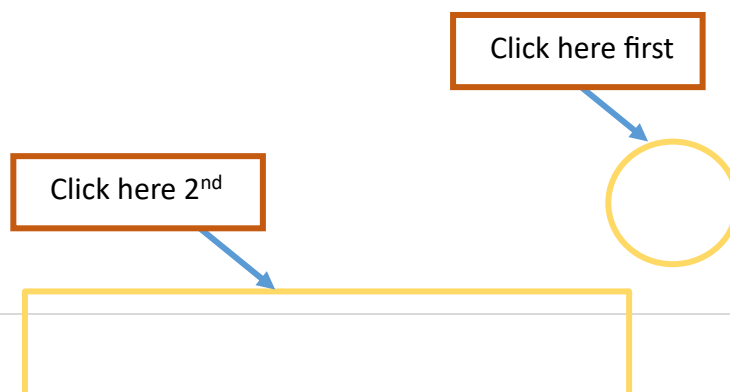   **Make a post :-** in the home page click on "photo/video" → in here you can make a post.
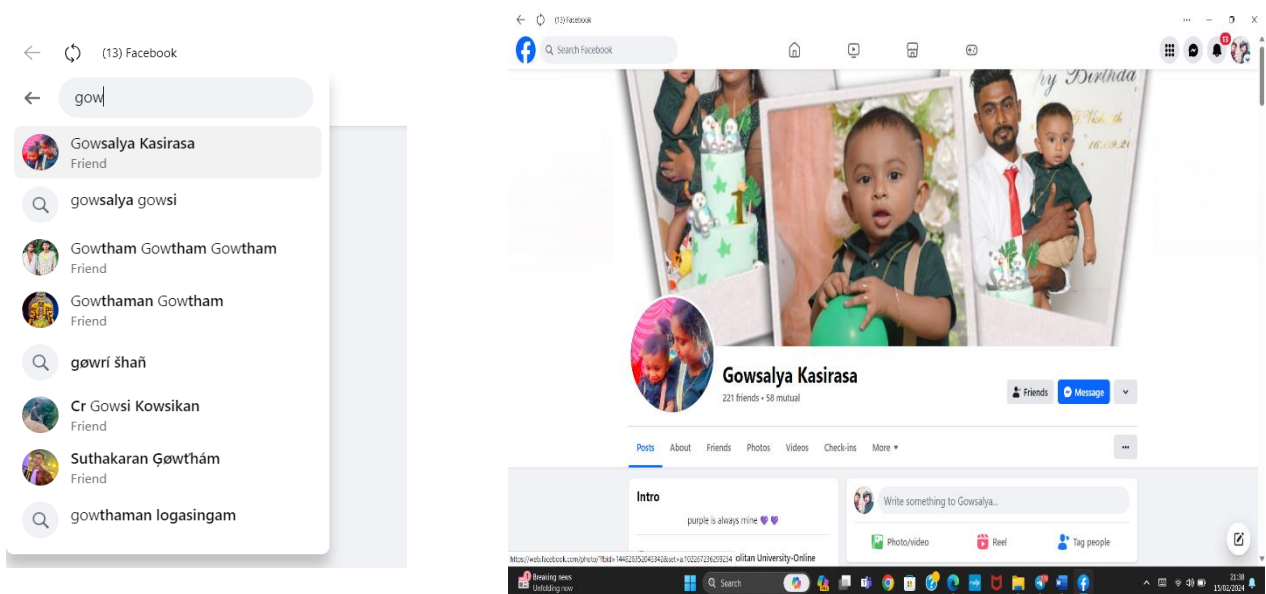
Esan Mass

Sathu

Sharing live video :- in the home page click on "live video" → in here you can share live video.

Sanojan

d. go to your profile → click on edit icon → in here you can customize profile setting.

See all profiles

⚙ Settings & privacy >

e.

Click here first

Click here 2nd

f. click on "friends" → go to friend request → in here you can sent & accept friend request

g. in the search box search their Facebook id & go to their account → in there click on "message" → in here you can sent message directly.
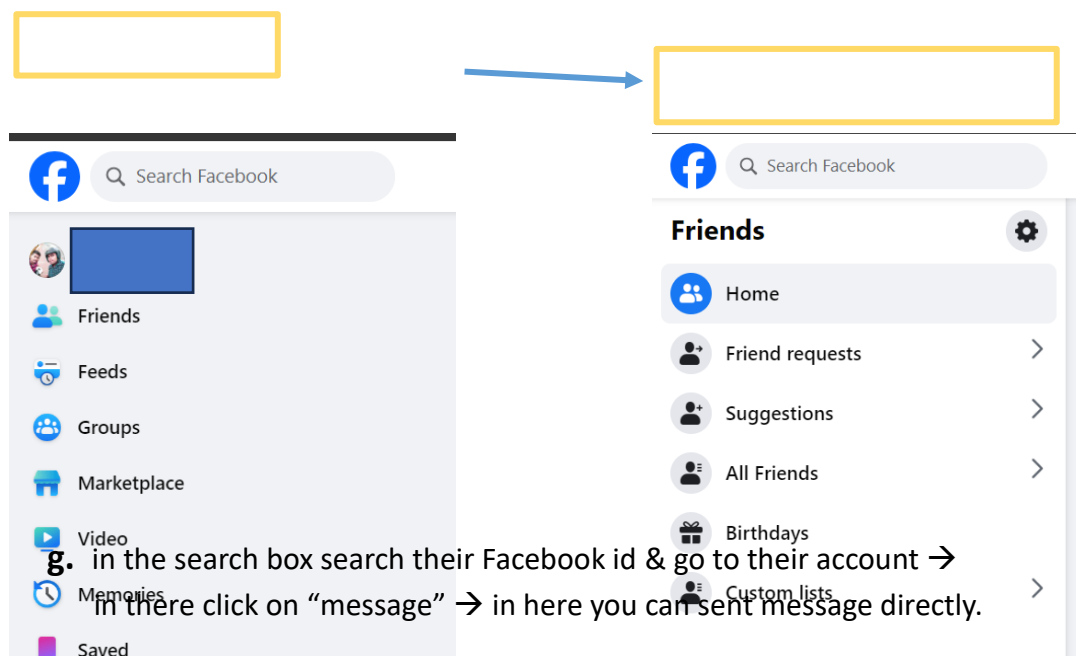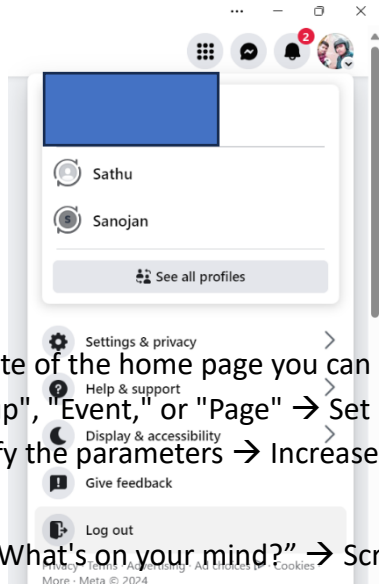
h. left site of the home page you can see so many tabs → in here Select either "Group", "Event," or "Page" → Set up details by following the instructions → Modify the parameters → Increase the content → Write or publish.

i. click "What's on your mind?" → Scroll down and click Ask for Recommendations click on "Add a Location" to select the city where you're looking for recommendations.

j.
   • To increase the security of your Facebook account, go to Settings & Privacy → Settings → Security and sign in.
   • Set up login alerts, examine sessions, enable two-factor authentication, and change your password on a regular basis.
   • To aid with account recovery, confirm that the contact information you provided is correct.

k. go to "setting & privacy" → click on "privacy centre" → in here you can customize setting privacy.

j. click on your account drop down arrow → click on "Log out".

e.

    a.

      i.

1. go to Gmail sign-up screen → select "Create account" → Enter your details (password, desired email address, and name) → Include a phone number in order to verify → Finish the security inspection → After accepting the terms, click "Next" → Modify the settings on your account → Your Gmail account is prepared.

2. go to your Gmail account → click on "Compose" → Enter message, subject, and email address of recipient , Click the paperclip symbol to attach a file or picture , Click the link button to input a link , In order to send the email → click "Send".

3. Launch Gmail → Click the checkboxes to choose emails → Press "Delete" on your keyboard or click the "Delete" button → You can also select "Move to Trash" → Select "Empty Trash now" under "Trash" to permanently erase.

      ii.

1. Launch Google Drive → Click "New" on the left → Choose "Folder." → Give your folder a name → Select "Create".

2. Launch Google Drive → Select "New" from the left-hand menu → click on "file upload" in here you can upload your file.

3. Launch Google Drive → Select "New" from the left-hand menu →

click on "folder upload" in here you can upload your folder.

iii.
1. Launch Google Docs → click on "new blank document".

2. launch google docs → go to "template gallery" → click a "template" & do your work.

3. Open a document
   - To add text :- click where you want to start typing.
   - For objects :- click "Insert" → choose element.
   - Format text using toolbar options.
   - To move objects :- click and drag.

4. Start the Google Docs file → To add comments, either highlight the text or find the relevant area → Select the "Comment" button → Type your feedback → Hit the Enter key. Now that comments are accessible, they can be addressed or resolved.

5. Launch Google Documents → Start the file → Select "Share" from the drop-down menu → Type in email addresses → Select the watching, commenting, and editing rights → If desired, include a message → Select "Send." → Depending on the permissions allowed, recipients of an email can modify, comment, or see the content.

6. Open your Google Docs document → Click "Share" in the top right → In the sharing settings, click "Copy link" → Choose the sharing settings (view, comment, or edit) → Click "Copy" → Share the copied link with others via email or messaging.

7. Find the file that you wish to download → Select "File" from the menu → select and hold "Download" Select a format (such as Microsoft Word) → Your device will begin to download the document.

iv.
1. Open Google Sheet → in the home screen select "Blank spreadsheet".

2. launch Google Sheet → select "Template Gallery" → Select a template.

3. open Google Sheet → Select "Share" from the upper right menu → Type in email addresses → Select the desired access level, "Viewer" for view-only, "Editor" for edits, or "Commenter" for comments.

4. open Google Sheet → Select "Share" from the drop-down menu → Select "Copy link" from the bottom-left option → Select who has access , "Anyone with the link" or certain individuals → Assign authorization.

5. Select "File" from the menu → Select "Download" → Decide on the format you want (Excel, for example) → The download will initiate on its own.

v.

1. Open Google Slides → Click on "blank presentation".

2. Launch Google Slides → choose a template from the collection of templates → Modify the template.

3. Launch Google Slides → Select "Share" from the top-right menu → Include email addresses → Select between watching, commenting, and editing access → Feel free to include a note → Select "Send" → Depending on the permissions you gave, the recipients can now watch, change, and leave comments on your presentation.

4. Start your presentation in Google Slides → Select "Share" from the drop-down menu → Choose "Copy link" from the sharing menu → Modify authorizations as necessary → Send a message or email with the copied link → With the shared link, other people can now view your presentation.

5. Select "File" from the menu → Select "Download" → Decide on the format you want → The download will initiate on its own.

vi.

1. Open Google Classroom → click on "+" button → select "Create class" → Enter the section and name of the class → Select "Create".

2. Launch Google Classroom → Select the class by clicking → In the upper right corner, select "People" → select "Invite students" → Select a choice (class code, email, etc.) → Disseminate the invitation details → Students accept the email

invitation or enter the code to join.

3. Launch Google Classroom → click on "+" symbol or "Join class." → Type in the teacher-provided class code → Select "Join".

4. Launch Google Classroom → Find your way to your class → Select the tab for classwork → Click "Create" → click "Material" → Provide instructional materials via links or uploads → If required, include a title, instructions, and a deadline → Click "Save" or "Assign" to distribute the resources to your pupils.

5. Launch Google Classroom → Decide on the course → Click "Classwork" → click "Create" → select "Question" to start a new question → Use the same procedures for assignments or announcements, but choose "Assignment" or "Announcement" Upon completing the form and attaching any necessary files, select "Assign" or "Post".

vii.
1. Start a Google Form → Press "Blank form" to start a new form → Include questions and a title → Adjust the parameters and question types → To examine the results, click "Responses" or "Send" to share.

2. open Google Form → Select a template → Add questions to make your form more unique → Modify the parameters as necessary → To share, click "Preview" or "Send".

3. Start a Google Form → Press the "Customize Theme" button → Select a ready-made theme or select "Custom" to change the fonts and colors → Modify the colors of the form, header, and background → Select "Done".

4. open Google Form → Choose the form you wish to see a preview of → Select Preview by clicking the "eye" icon.

5. open Google Form → Open an already-existing form or create a new one → Select "Send" from the menu in the upper-right corner → Select the method of delivery (email, link, or embed) → Adjust the parameters → Select "Send" → Distribute the form appropriately.

viii.
1. Open the Google Hangout app → To call a specific person, click on their name → Click the video icon in the chat box → Hold off till the person responds →

Enjoy your video call after you've connected.

2. Open Hangouts app → click "Chat" or "Contacts" → Select contact or enter number → click on phone icon → Choose "Voice call" or "Video call" → Wait