

2nd Term Data processing year 11 Scheme of Work 2019/2020 session

WEEK	TOPIC
1	Revision of 1 st term work
2	File Organization
3	Internet I: Definition of Internet and Benefits
4	Internet II: Internet Security and Abuse of Internet
5	Presentation packages: Meaning, Component, Uses and Examples
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WEEK 2

File Organization refers to the logical relationships among various records that constitute the **file**, particularly with respect to the **means** of identification and access to any specific record. In simple terms, Storing the files in certain order is called **file Organization**.

Types of File Organization

In order to make effective selection of file organizations and indexes, here we present the details different types of file Organization. These are:

1. Heap (unordered) File Organization

An unordered file, sometimes called a heap file, is the simplest type of file organization. Records are placed in file in the same order as they are inserted. A new record is inserted in the last page of the file; if there is insufficient space in the last page, a new page is added to the file. This makes insertion very efficient.

2. Sequential file organization: It is the storing of files in a sequential order.
3. Cluster file organization: It is a method of storing two or more records in one file.
4. Hash file organization: This is a method that uses the computation of hash function on some fields of the records.

5. **ISAM- Indexed Sequential Access Method:** This is a method that records are stored using the primary keys while an indexed value is generated for each primary key.
6. **B+ file organization:** It is an advance method of access sequential file. It uses tree like structure.

What is internet ?

Internet is the global system of interconnected computers to share information.

Benefits of internet

1. **INFORMATION:** The internet gives you access to information on any subjects of your interest online.
2. **RESEARCH:** You can make use of the internet search facilities to research just about any topic you can think of.
3. **E-MAIL (electronic mail):** Electronic mails enable us to exchange message with people around the world, including friends, family members, colleagues, customers and even people you meet on the internet
4. **ENTERTAINMENT:** The internet offer many different forms of entertainment, such as radio and television broadcast, video and music. You can find picture from the latest film, watch live interview of your favorite celebrities and listen to music before it is available in stores.
5. **PROGRAM:** You can find thousands of programs that can be used on your computer, such as word processors, drawing programs, games and accounting programs.
6. **ONLINE SHOPPING:** You can order for products on the internet, while sitting at home. You can purchase items such as books, flowers, music, CDs, pizzas, stock and used cars.
7. **CHATTING:** Chat features allow you to exchange typed message with another person on the internet. The message you send will instantly appear on the other person's computer. You can chat with a person or a group at the same time.
8. **BANKING:** You can use the internet to find financial sites that enables you to do your banking and investing online. Banking online is much more convenient and much less time consuming than doing it in person. Online banking is extremely secure because all modern browsers support robust security protocol which ensures that your financial data remains safe.

9. **E-LEARNING:** E-learning is a training or education program by electronic means. E-learning involves the use of computer or an electronic device (GSM handset) to provide training on educational technology as a tool for learning . Distant education can be done by e-learning.
10. **JOB SEARCH:** Internet makes life easy for both employers and job seekers as there are plenty of job sites which connect employers and job seekers.

Internet Security

Internet security is an act of providing safety on **Internet**, browser, World Wide Web and computer network

Abuse of internet

Internet abuse refers to improper use of the **internet**.

Introduction

Everything has pros and cons. The internet is created by man and if a man cannot be perfect how can any of its creations be? The power to use it lies in our hands. Let this invention be a friend to the mankind and not a foe.

10 Dangerous Ways the Internet is Being Aused



1. Jeopardy of identity

Do you hold an account on any social website or ever posted an ad on any of these “Buy and Sell” websites? You might be completely heedless to the fact that the “Oh so long friend list” can fetch you a lot of trouble in many ways. You can’t judge whether everyone you add to your list is a genuine account holder or just a fake id.

2. Cyber Menace

There are a lot of fake ids and profiles all over the internet which can threaten you to demise either for fun or extorting money.

3. Porn

It is one of the most ignominious uses of the internet. The internet has made it a child’s play to access pornographic stuff. Exposure of such stuff to minors has a negative influence on their young minds.

4. Bootlegging

It refers to black market production or piracy. People get involved in such acts as it fetches them huge sums of money. Who would want to shoo away money earned without toil? But what about the loss caused to those who sweat hard to produce the original stuff.

5. Hacking

:Sharing your passwords, security statements with a friend, forgetting to log out at the cyber cafe can put you in this pit. It is one of the most widespread cybercrime nowadays which makes it possible for criminals to hack security systems of companies and felony them of their assets.

6. Unsolicited emails

Spam or junk emails are unwanted emails that are addressed to various recipients in bulk. Their major disadvantage is that they use a lot of network bandwidth. These include opening emails or downloading attachments which may infect your computer with a lot of viruses you unknowingly download and get your stuff corrupted and damaged. One must be really cautious with these emails.

7. Squandering

Time and tide wait for none. We seek the internet's aid to save time but while browsing the same we tend to forget the sole purpose behind it. The fact that the internet is the quickest way for winding up work is indisputable but what happens when a "SALE" ad suddenly pops out on your screen and you get drifted towards the same lured by the offer no matter you actually need it or not. But you get magnetized and tend to open the same wasting hours getting caught in the vicious circle of the offers forgetting what you actually had to do. Pop up ads of online games, chat rooms, porn, etc. tend to distract us from our goal and we spend even more time than we could have saved by doing our task without the aid of this best friend of ours.

3. Exposure to negativity

Just as we talked about squandering, we might even get into the pool of negativism. It is so easy to get linked to websites which are not useful to you in any way but do throw you in the pit of negativity. Exposure to pornography, violence and criminal videos are ways of shifting your mind towards deprecation. In no time can you find videos which illustrate how to create explosives, how to commit suicides, and the list goes endless. Is it then a friend?

9. Bogus publicity

People use the internet as a platform for fulfilling their evil desires. We tend to get into traps laid for us getting attracted to posts offering us jobs, paying huge sums of money or say for that matter advertisements of products that we might not even need but their endorsement is done in such a fashion that we tend to buy it and submit our details while purchasing them online which can be really dreadful as the post might be fake. It is advisable to stay away from such offers.

10. Beware of jesters

Similar to cyber bullying is the role of pranksters or madcap. People spoof just to derive pleasure out of disturbing people which is not only immoral but even causes loss to people which could be monetary or psychological. Turning the pages of my memory, I remember once I had been to a cyber cafe for some work and I overheard a group of boys laughing at their sheer act of ordering some stuff online and getting it delivered to their neighbor's house 'Cash On Delivery '. What pleasure could it bring to such demon souls? They would not just cause trouble to their neighbor but even to those who will be involved in delivering the products. Why should such fun be done when it causes misery to others?

PRESENTATION PACKAGE

A **presentation** program is a **software package** used to display information in the form of a slide show. Example of a presentation package is power point.

Uses of a presentation package

1. It is used to insert text and format it.
2. It is used for manipulating graphic images suitable to a particular purpose.
3. It uses a slide-show system to display our desirable content.
4. It is an economic way for teachers and therapists to design the unique materials they want for their students and clients.
5. It makes lessons more accessible for individuals with low vision.
6. It is used to generate materials in a wide variety of formats.

WEB DESIGN PACKAGES

Web design is the process of creating websites.

COMPONENTS OF A WEB DESIGN PACKAGE

webpage layout, content production, and graphic **design**. While the terms **web design** and **web development** are often used interchangeably, **web design** is technically a subset of the broader category of **web development**.

10 great web design components to incorporate in your website

It is imperative to design an attractive, simple and functional website to encourage visitors to hit the *BUY*, *Subscribe* or *Download* button. There are certain essential elements that every website must have in order to please today's tech-savvy Internet users. These components are:

1. An effective color scheme

One of the major components of an aesthetically pleasing website is an effective color scheme. Select a color scheme, which complements the logo, banner and other elements of your website. While there are endless combinations of colors that you can use for this purpose, there are two basic types of color schemes, which are widely used by designers.

Analogous colors – On the color wheel, analogous colors are adjacent to one another.



Image credit: [Pinterest](#)

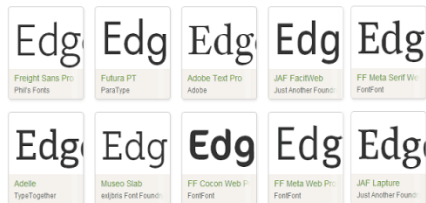
Complementary colors – Complementary colors are opposite to each other on the color wheel. Settle for this color scheme to create a bold contrast on your website.

2. Consistency across all pages

Maintaining consistency across all the web pages is a given. With the exception of your homepage, which can have a different, striking layout to capture the attention of visitors, you need to make sure that all the inner pages are in-sync with the overall theme of your website.

3. Typography that suits your website's theme

Typography is one of the main factors, which fuel web design aesthetics. There are endless fonts that you can select and use on your website or even design custom.



website

4. Unique contact page design

An impeccable website design that does attract visitors on your website is going to be of no use when they do not find the contact information to get in touch with you.

5. A clutter-free interface

A website with an awesome layout, easy navigability and readability is definitely going to be more effective in getting the message of the company across to the target audience

than the one, which includes an overabundance of text and image and little whitespace.



Image credit: [Archeeve](#)

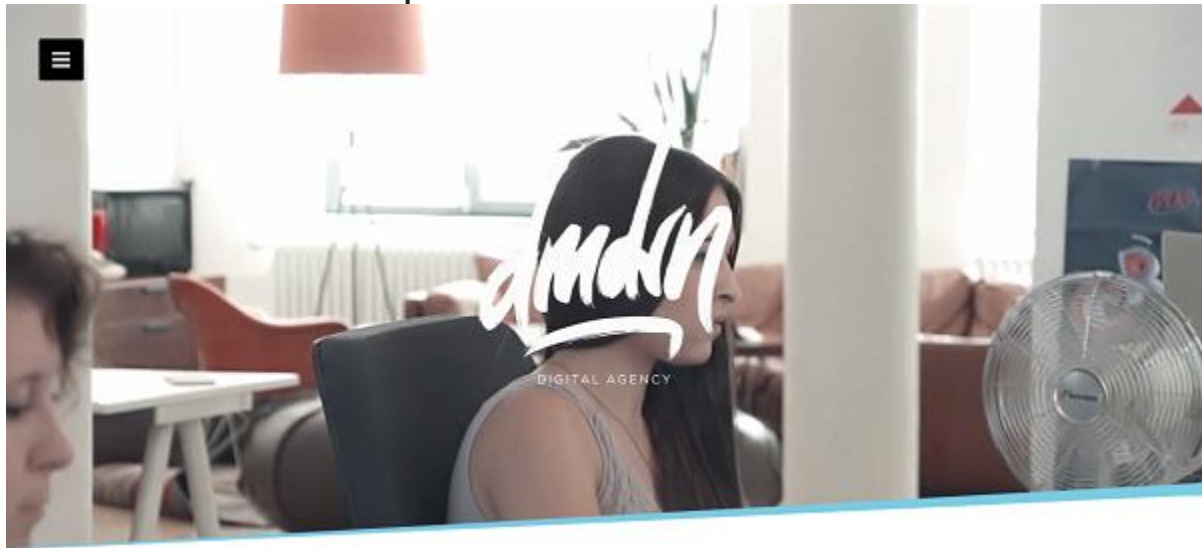
6. High quality images

Stock photography or stock images have been used left, right and center on endless websites. More often than not, newly launched websites with low budgets settle for these images.

7. Hidden menus

The advancement in technology has led to a tectonic shift in buyer behavior; most of them use their mobile devices to surf

the internet and shop online.



Welcome to Demodern

8. Storytelling

One of the essential components to maximize visitor engagement on your website is through interactive storytelling. For instance, you can create a timeline of your brand and let the visitors learn more with each click or simply via scrolling.

9. Social Media Engagement

Social media owns the internet at the moment. Love it or hate it, there is no escaping the fact that it is essential for boosting your business. Allow your visitors to share information on your website by incorporating social media buttons and social

media widgets on the pages.



10. Flat Icons

Flat web design is the trend these days. However, if you don't want to change your website from the scratch, you can still use Flat icons, which are a part and parcel of numerous responsive/minimalistic websites.

USES OF WEB DESIGN PACKAGES

HERE ARE FIVE REASONS TO LOVE WEB DESIGN:

1. SEARCH ENGINE OPTIMIZATION

Excellent web design boosts your business in search engines by playing a big role in the **search engine optimization** process.

2. MOBILE RESPONSIVE WEBSITES

In the post-“Mobilegeddon” world, Google and other search engines continue to demand that your business has a mobile responsive website.

3. GOOGLE ANALYTICS

Google may be all about algorithms, but that can be a big help when it comes to the use of Google Analytics.

4. PARTNERSHIP

Web design does not have to be a one-and-done deal. In fact, our Find8 Digital web design team believes that good web design involves an established, ongoing relationship and a lot of working together.

5. BRANDING

Last, but certainly not least, are the branding benefits that come with excellent web design. Here at Find8 Digital, our **web design team** helps you establish or keep a clear brand for your business that we then apply to all of the design elements of your website.

EXAMPLES OF WEBSITE DESIGN PACKAGES

Companies provide one fit solutions comprising multiple web design packages For instance:

1. Package catering small.
2. Package for medium sized enterprises
3. E-commerce websites
4. Redesigning of templates according to the requirements.
5. Hosting plan packages. E.g seahawk, GoDaddy and GoDaddy Pro.

Practical

Download a free website design App and build any website of your choice.