Internet and Electronic Communications

Introduction to the Internet

The internet is a vast network that connects millions of computers globally, enabling communication and information sharing. It plays a crucial role in modern society, influencing how we interact, learn, and conduct business.

Differences Between the Internet and the World Wide Web

While the internet is the underlying network of connected devices, the World Wide Web is a system of information accessed via the internet. The web consists of websites and web pages that provide content and services.

Common Uses of the Internet

The internet serves various purposes, including:

- Browsing: Accessing information and resources.
- Research: Gathering data for academic and personal projects.
- Communication: Connecting with others through email, social media, and messaging.
- Entertainment: Streaming videos, playing games, and accessing music.

Web Browsers and Search Engines

Popular Web Browsers

Chrome: Known for its speed and extensive library of extensions.

Edge: Integrated with Windows, offering unique features and security.

Firefox: Focuses on privacy and customization options.

Using Search Engines

Search engines like Google and Bing allow users to find information online. They index web pages and provide relevant results based on user queries.

How to Use a Search Engine

To effectively use a search engine:

- Enter keywords related to your query.
- Use specific phrases to narrow down results.
- Explore the suggested links to find the most relevant information.

Search Techniques

Tips for Effective Searching:

- **Keywords: Use specific terms to improve search accuracy.**
- **Quotation Marks: Enclose phrases in quotes to find exact matches.**
- **Filters: Utilize search filters to refine results by date, type, or source.**

Introduction to Email

Email is a widely used electronic communication tool. Key components include:

- Inbox: Where received messages are stored.
- Subject Line: A brief summary of the email's content.
- CC and BCC: Options to send copies to additional recipients.
- Attachments: Files sent along with the email.
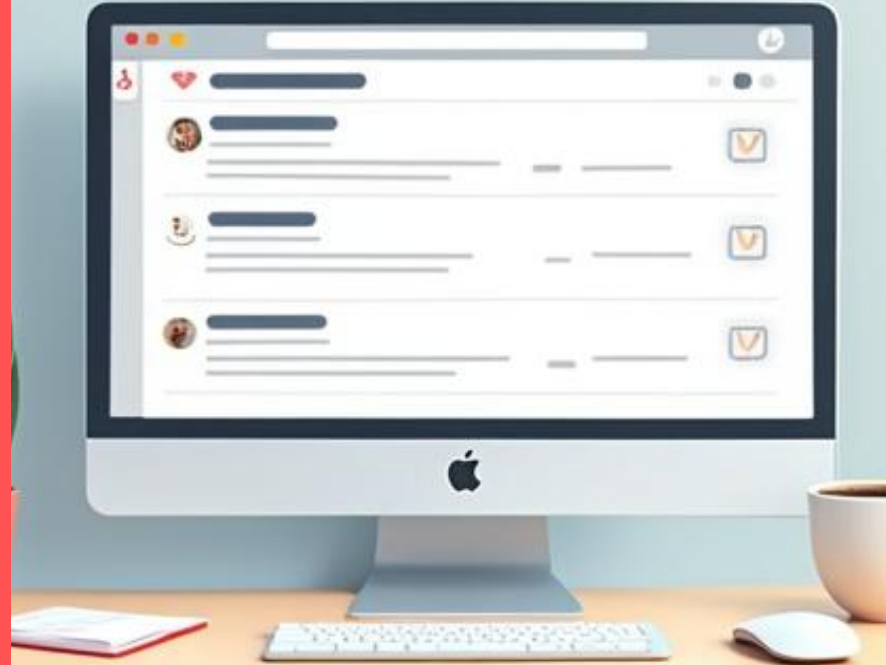
Creating and Sending a Basic Email

To create and send a basic email:

- Open your email client and click "Compose."
- Enter the recipient's email address in the "To" field.
- Fill in the subject line and write your message.
- Attach any necessary files and click "Send."

Email Etiquette

Important Practices:

- **Clear Subject Lines: Summarize the email's purpose.**
- **Appropriate Greetings: Use a respectful salutation.**
- **Concise Messaging: Keep your message brief and to the point.**

Other Online Communication Methods

Various online communication tools include:

- **Chat Apps: Instant messaging platforms for quick conversations.**
- **Discussion Forums: Spaces for sharing ideas and asking questions.**
- **Video Conferencing Tools: Applications like Zoom and Google Meet for virtual meetings.**

When and How to Use Online Communication Tools

Appropriate Contexts:

- **Chat Apps:** Best for informal, quick exchanges.
- **Discussion Forums:** Ideal for in-depth discussions and community engagement.
- **Video Conferencing:** Suitable for meetings, classes, and collaborative work.

Online Safety and Etiquette

Protecting Personal Information

Always safeguard your personal data by using strong passwords and being cautious about sharing information online.

Recognizing Phishing or Scam Emails

Be vigilant for suspicious emails that request personal information or contain unknown links. Always verify the sender's identity.

Being Respectful and Responsible Online

Digital citizenship involves being respectful and responsible in online interactions. This includes treating others with kindness, avoiding cyberbullying, and adhering to community guidelines.

THANK YOU