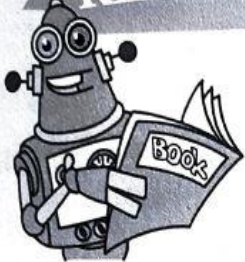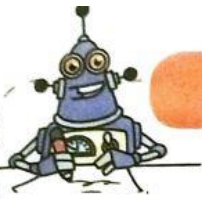➢ *Important terms:-*

Words to Know

- **Search engine:** A software that searches the webpages for particular information.
- **Email or electronic mail:** One of the most widely used methods of communication or exchanging messages on the Internet.
- **Chat:** Real time textual communication between two users through computers.
- **Video conference:** A service on the internet that allows people at two or more locations to communicate and interact with one another via audio and video transmission.
- **Blog:** A website or part of a website that contains personal diary-type entries in reverse chronological order.
- **Web feed:** A facility for providing information to the users about the updates on new content on the websites of their choice over the Internet.
- **e-commerce:** Buying and selling of goods and services over electronic systems like the Internet or other networks.
- **e-governance:** Government's use of information technology to exchange information and services with citizens, businesses and other government bodies.
- **e-learning:** Use of technology to enable people to learn anytime and anywhere.
- **Cloud Computing:** Technology that makes use of a network of remote servers hosted on the Internet to store, manage and process data, rather than a local server.

RECAP ZONE

- Internet is a worldwide network of computers.
- You can search for information on any topic using a search engine.
- Email or electronic mail can be used to send messages with attached files to a number of people.
- Video conference is a very cost effective way to conduct meetings over the internet.
- Blogs let you express yourself and share your views with the rest of the world.
- Many newspaper sites offer the facility of web feeds.
- You should upload content or post messages with a lot of caution on a social networking site.
- People are now making use of online courses to gain certification and upgrade their skills.
- Various initiatives have been taken by the government to digitally empower the citizens.
- Cloud computing and cloud storage offer cost effective and convenient ways to store, manage and process data.

By: - Brajesh Kumar

Practice Zone

Fill in the blanks.

1. _____ is a worldwide network of computers.

2. Bing and Google are examples of _____.

3. Pictures, documents or files sent along with email message are known as _____.

4. _____ and _____ are two commonly used software for chatting.

5. An unwanted email sent to numerous people is called _____ mail.

Answers of Practice Zone:-

1. Internet   2. Search engine   3. Attachment

4. What's app and Google talk   5. Spam

Practice Zone

Fill in the blanks.

1. Twitter is an example of _____ site.

2. Flipkart.com is an example of _____ site.

3. _____ and _____ are examples of two services under the Digital India campaign.

4. RSS stands for _____.

5. A person who maintains a blog is known as a _____.
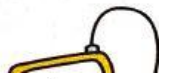
Answers of Practice Zone:-

1. Social networking   2. E-commerce

3. National Scholarships portal and Swachh Bharat Mission

4. Rich site summary   5. Blogger

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ASSESSMENT ZONE

A. Choose the correct answer.

1. _____ is an instant messenger that is used for chatting.
   a) Google Talk
   b) Microsoft Excel
   c) Microsoft Windows
   d) Altavista

2. Which is the odd one out?
   a) Facebook
   b) Twitter
   c) Lycos
   d) LinkedIn

3. Real-time textual communication between two users using computers is known as
   a) chat.
   b) email.
   c) newsgroups.
   d) social networking site.

4. They are known as online bulletin boards where users can post messages that can be seen by everybody.
   a) Video conferencing
   b) Newsgroups
   c) Email
   d) Search engine

5. It is the technology that lets organisations cut costs by making use of a network of remote servers hosted on the Internet to store, manage and process data.
   a) e-learning
   b) Video conferencing
   c) Chatting
   d) Cloud computing

6. The online facility that lets you track the status of your EPF account or Aaadhar card is an example of
   a) e-governance.
   b) e-awareness.
   c) e-learning.
   d) e-commerce.

7. Which of the following is not covered under the Digital India campaign?
   a) Digital Locker
   b) Swachh Bharat Mission (SBM) Mobile app
   c) Buying and Selling of goods online
   d) National Scholarships Portal

Answers of Choose the correct answer:-

1. (a)   2. (c)   3. (a)   4. (b)   5. (d)   6. (a)   7. (c)

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B. Fill in the blanks using the words given in the box.

Emoticons	dropbox	e-commerce	web feed
Social networking sites		blog	search engine

1. You can find information with the help of a _____.

2. _____ are the symbols that are used to express emotions in textual messages.

3. Buying and selling of goods and services through the Internet is known as _____.

4. _____ are a great tool to find old friends and stay in touch with them.

5. A website that contains diary-like entries in the reverse chronological order is called a _____.

6. You can use _____ to store files and access them from any computer or mobile phone with Internet access.

7. RSS and Atom are two _____ formats.

Answers of B:-

1. Search engine   2. Emoticons   3. E-commerce
   4. Social networking sites   5. Blog   6. Dropbox
   7. Web feed

C. Answer the following questions.

1. What is a search engine? How does it work?

2. Differentiate between the Cc and Bcc options used in emails.

3. What is the structure of an email address?

4. Give the advantages of video conferencing.

5. What is a blog?

6. What is cloud computing? What are its advantages?

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C. Answer the following questions:-

1. **Answer:-** A software that searches the webpages for particular information is called search engine. It works on given instruction by the user and give results on receiving information from the internet server.

2. **Answer:-** CC stands for carbon copy. It contains all secondary recipients(secondary receivers)

But,

BCC stands for blind carbon copy. It contains secret recipients that means email mentioned in the bcc field are not visible to the other receiver.

3. **Answer:-** An email address consists of a username and a domain name of the server that provides the email facility. The username and the domain name are separated by the symbol @.

4. **Answer:-** There are many advantages of video conferencing:-

   (i)   We can do any class from anywhere and anytime

   (ii) Many organization conduct online meetings

   (iii) Government conduct online emergency meetings at central level

   (iv) Doctors and scientists can use video conferencing to discuss medical problems and share their experiences.

5. **Answer:-** A blog is a website or part of a website that contains personal diary-type entries in the reverse chronological order (last in first info posting)

6. **Answer:-** Cloud computing is a technology that makes use of a network of remote servers available on the internet to store, manage and process data , rather than a local server.

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