

SUMMARIES OF INTERACTIVE MULTIMEDIA

GRADE 10 - 12

INTERNET TECHNOLOGIES

1. Introduction to Electronic Communications

Use this lesson to:

- Understand the differences between the various e-communications modes
- Send and reply to e-mails
- Attach documents and forward e-mails
- Use your Contacts, Contact Groups and Address Book
- Manage your Inbox
- Use your Calendar and Tasks

It is important to know the difference between the 2 main types of internet address, details of which are provided in this lesson.



ISP-based e-mail

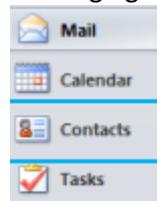


Web-based e-mail

The lessons provides detailed steps on how to:

- Compose e-mails
- Attach documents to e-mails
- Send e-mails
- Reply to e-mails
- Forward e-mails

Also be sure to follow the steps provided for managing Contacts



Using folders and sub-folders makes it much easier to manage e-mails. There are 3 easy steps:

1. Right click on the Inbox
2. Choose 'New Folder' from the menu that appears
3. Enter the name of the new folder in the field name and press OK

This lesson also explains other things you can do with mail, like:

- Group e-mails
- Set up rules for e-mails

	<ul style="list-style-type: none"> • Prioritise e-mails • Archive e-mails • Use the calendar • Use tasks
<p>2.</p>	<p>Using Electronic Communications</p> <p>By the end of this lesson you will be able to:</p> <ul style="list-style-type: none"> • Identify several different digital communication modes and devices that are commonly used • Apply acceptable netiquette rules for electronic mail and online social activities • Explain the social implications and threats relating to electronic communication and Internet surfing <p>You will learn about smart phones, mobile devices, wireless networks, using VoIP and video conferencing.</p> <p>There are also a number of new trends in technology that you need to be aware of, like:</p> <ul style="list-style-type: none"> • 3D printing • The ‘web of things’ • Data privacy • Wearable technology • Cloud services • And many more, covered in the lesson. <p>It’s important to guard against cyber bullying and identity theft. It is also essential to follow the netiquette rules, like these:</p> <ul style="list-style-type: none"> • Spell check • Subject line • Messages • Being courteous and concise • No gossiping • Reducing the size of attachments • Not typing in capital letters <p>Don’t forget that there are also a number of dangers to be faced when using electronic communications. Learn about Spyware, Adware, Malware, Viruses, Spam, Trojan Horses, Worms, Pharming, Spoofing, Phishing and Hoaxes. There are some useful tips in this lesson about how to determine if your computer or device has a virus and how to fix online threats, using:</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>Anti-virus software</p>  </div> <div style="text-align: center;"> <p>Anti-spyware software</p>  </div> <div style="text-align: center;"> <p>Firewalls</p>  </div> </div>

3. Using the Worldwide Web and Online Services

This lesson is perfect for answering questions like:

1. What are the purposes, uses and types of websites available?
2. What are some of the applications that facilitate e-communications and how can these be used?
3. What types of online services are available to help with daily tasks?
4. How can these online services be used safely?

The lesson starts by defining the differences between these 2 aspects of e-communications:



Internet



World Wide Web

There are 4 types of Internet connection available at the moment, namely:

- Fixed Internet connection
- Portable Internet devices
- WiFi Hotspot
- WiMAX dongle

Use the lesson to understand:

- parts of a URL
- types of websites
- the difference between a browser and a search engine

This is also a great lesson to learn about:

Blogging
Online services
Advantages and disadvantages of social networking
Good practice for social networking
Popular social networking sites
Online harassment or stalking



4. Using Online Communications Successfully

Learners will be able to do the following by the end of the lesson:

- identify the impact of communications on the workplace, employment practices and globally
- identify ways in which you can protect yourself and your computer while online
- Identify various communication tools
- Use and acknowledge materials found online

- Identify and understand several kinds of computer crimes and criminals

Use online communications for studying working and being social. When using online communications, including creating a website, it's vital to take the following into account:

- Planning is key – this is the most important step
- Readability – easy to read, neat, with a good layout
- Layout – reduce distracting images, keep it simple, neat and attractive
- Navigation – there should be no need to guess where to click or find a link
- Consistency – keep the same theme, colour scheme and font throughout

Remember to use utility programs to protect your computer and ensure it performs at optimum levels. There is also anti-virus software to scan, detect and remove viruses, and anti-spyware to monitor e-mails, websites and file downloads for spyware programs. A firewall is also essential, to stop unauthorised access to or from a private network – so hackers, worms and viruses will not be able to get into your computer. Remember that even GPS software can make us vulnerable to people who may want to know where we are and follow us.

LINKED ONLINE TUTORIALS (How To's)

Here is a list of the titles of **How To's** that are related to the multimedia lessons about Internet Technologies. As indicated in the table below, some are more suited to specific grades than others, but viewing all of them would give a thorough overview of the section.

Internet Technologies	
Grade 10	<ol style="list-style-type: none"> 1. E- communication using a Computer 2. Applications for E-communication 3. The Basics of E-mail 4. Faxing with a Computer 5. Etiquette for e-communication 6. Basic use of Internet and E-mail 7. Using Hyperlinks 8. Using Netiquette Rules 9. Sending and Receiving E-mails 10. E-mail Attachments 11. What is the Internet 12. Overview of the Worldwide Web 13. Using Browsers 14. Using Search Engines 15. Basic Browsing and Searching Techniques 16. Downloading and Uploading Techniques
Grade 11	<ol style="list-style-type: none"> 17. Types of Digital Communications 18. Using Online Services 19. Using Social Websites 20. Managing E-mail 21. Exploring the Usability of Web Pages and Websites
Grade 12	<ol style="list-style-type: none"> 22. Types of Digital Communications 23. The Many Uses of Digital Communications 24. Practical Blogging 25. Practical Social Networks 26. Practical E-mail

Note: there are no interactive multimedia lessons for this section on Internet Technologies.