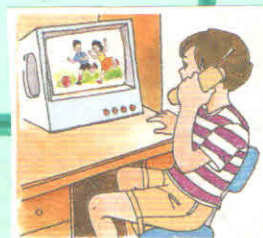
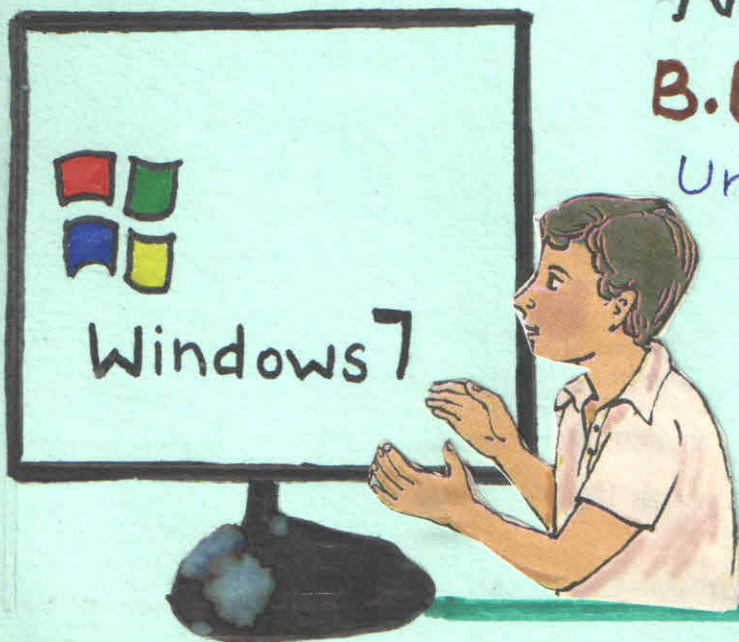


The Krishna Education Research
and Technological Institute

Critical Understanding of I.C.T

Submitted by:-
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B.Ed Ist yr.

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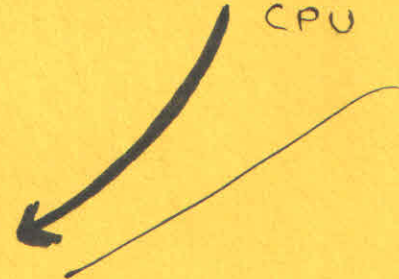
Input

Input device
• Data



Process

CPU



Output

output Devices
• Information

INTRODUCTION TO COMPUTER

The word "COMPUTER" originates from the word "COMPUTE", which means to calculate. Earlier computer was considered to be a calculating device, which can perform arithmetic operation at enormous speed.

It can perform a variety of jobs which are mentioned as under:

- speedy and accurate calculations

- Storage of information

- Retrieval of information

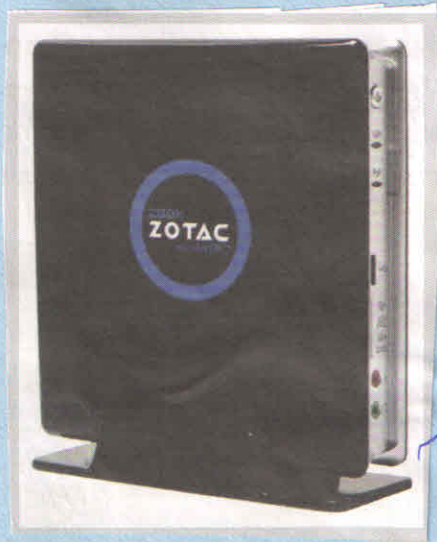
- Processing of information.

CHARACTERISTICS OF COMPUTER :-

Computer is a small machine which has a mixture of various characteristics.

Speed:- A computer is a very fast device. It can perform in few seconds, the amount of work that a human being can do in an entire year.

Accuracy:- Computer is very accurate device. The accuracy of a computer is principle high.



Mini Computer



Micro computer



Mainframe Computer

Memory:- Computer has a brain, but unlike human beings. A computer can store data and information.

NO I.Q (Intelligence Quotient):- A computer is not a magical device. It is not intelligence of its own.

No Feelings:- Computer has not feelings. They have no emotions, because they are machine. Computer is not like human heart and soul.

Classification Of Computer:-

Modern computers are electronic and digital.

Microcomputers:- These are low cost small size computers. These have been named as micro computer on account of their employing microprocessor.

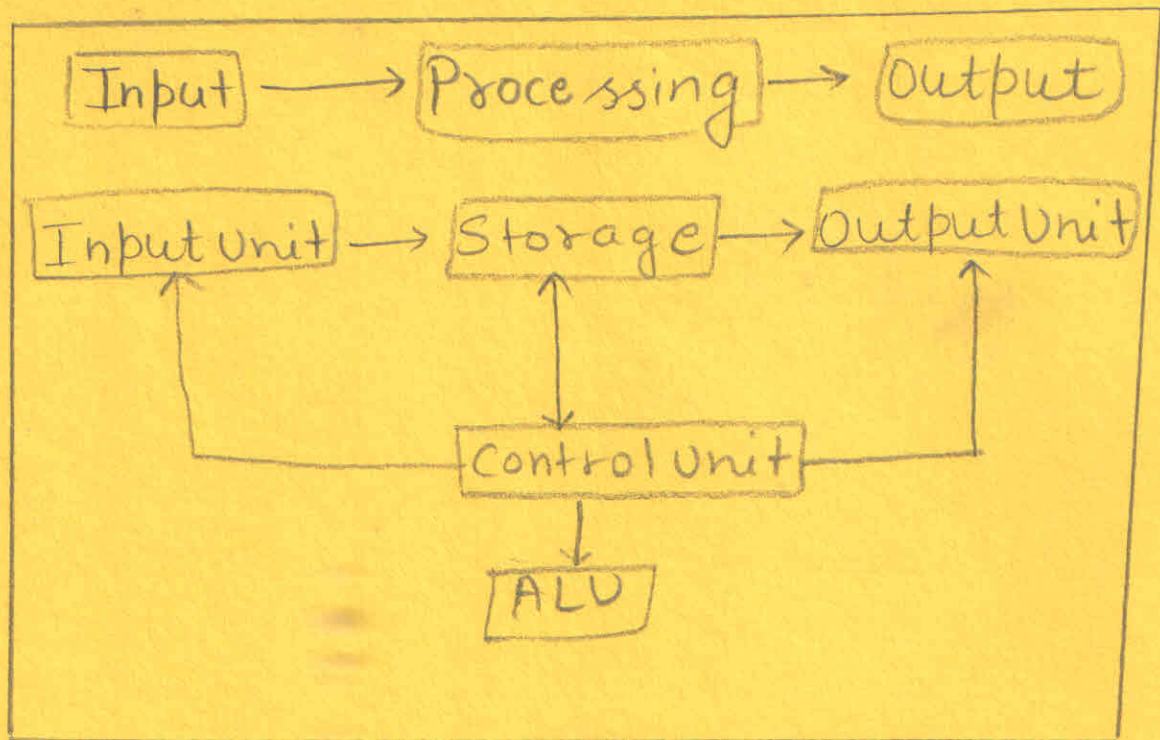
Minicomputers:- Minicomputers perform better are larger in size and cost more than microcomputers. They also possess larger storage capacities and are faster in speed.

Mainframes:- Mainframe computers are more powerful and faster than minicomputer. They have a quite larger storage capacity.



Super Computers

Components of a Computer System



Super Computers:- Where microcomputers lie at the lowest end of the computer range. They are most powerful, fastest and most expensive machines and thus can be afforded only by the main organization working on the national level.

Components Of a Computer System

Memory:- Enables a computer to store at least temporarily data & programs.

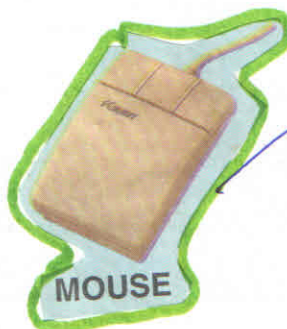
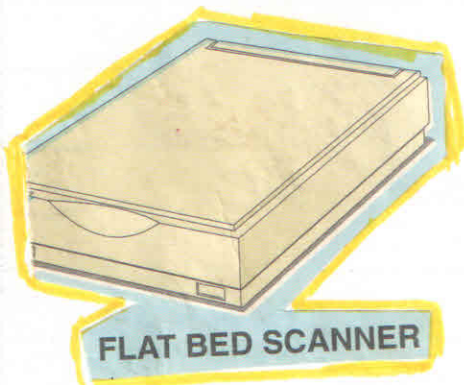
Central processing Unit:- The heart of the computer, this is the component that actually executes instructions.

Mass storage It Allows a computer to permanently retain large amounts of data.

Input unit:- Usually a keyboard & mouse the input device is the conduit through which data and instructions enter a computer.

Output unit:- A display screen, printer or other device that lets you see what the computer has accomplished.

INPUT DEVICES



Computer Devices:

INPUT DEVICES

Input devices are those devices that are meant for feeding data or instructions into the memory of computer in computer understandable form. Some input devices are given below.

Keyboard:- A computer keyboard is one of the primary input devices for a computer system. Many styles of keyboards exist but a few common components.

Mouse:- It is another widely input device. It is a pointing device which is used in the process of feeding the data.

Joystick:- It is a pointing device with a vertical lever mounted on a base. The lever usually included buttons called triggers, which activate certain events when pressed.

Touch Screen:- A touch screen is a touch-sensitive display. Touch screen are often used for information kiosks located in department stores, hotels, airports and museums.

Voice Recognition:- Voice recognition, or speech recognition, is the computer's capability to discern spoken words.

OUTPUT DEVICES



SPEAKERS

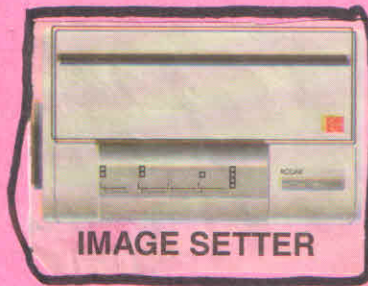
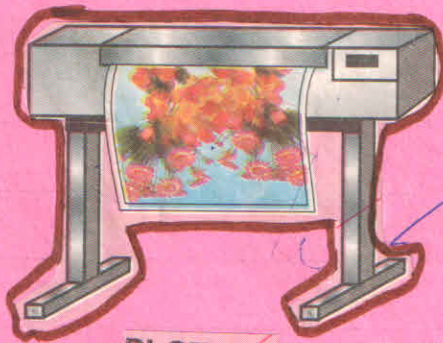


IMAGE SETTER



PLOTTER



LASER PRINTER

OUTPUT UNIT

In the world of computers input/output refers to the communication b/w a computer & the user. Input is the data sent to the system, whereas output is the data sent by the system to the outside world.

Monitor:- A monitor is also called as video display terminal. The visual display of the processed data, which the users can view is got through the monitor.

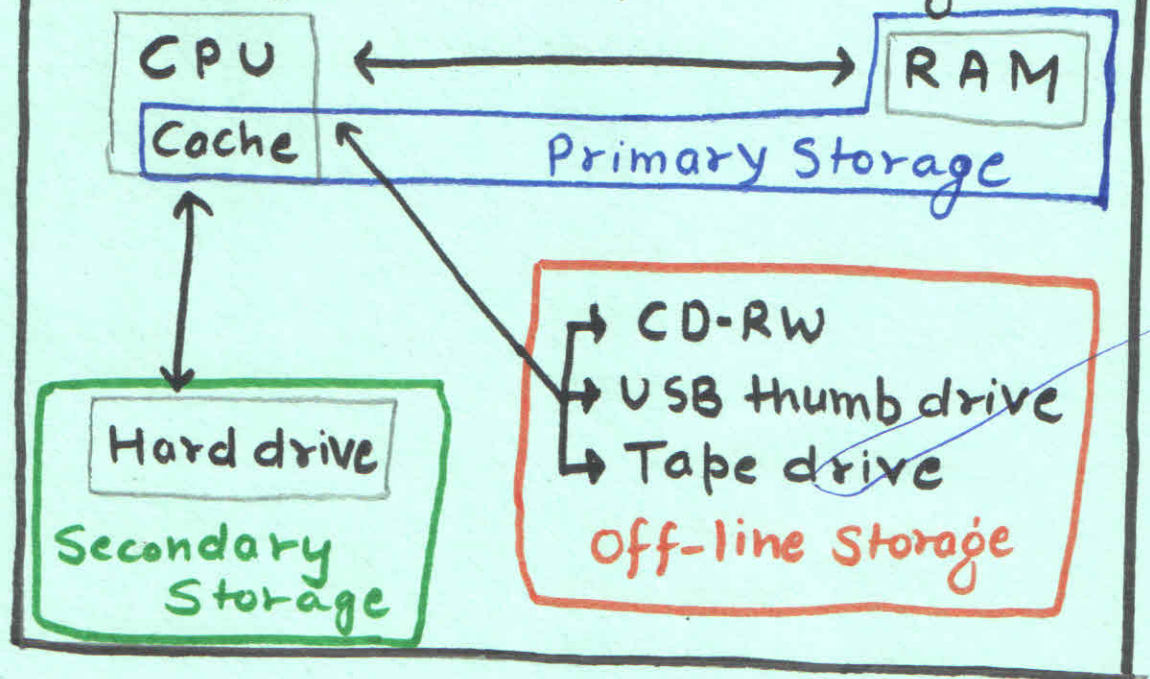
Printer:- In Computing, a printer is a peripheral which produces a text and graphics of documents stored in electronic form, usually on physical print media such as paper or transparencies.

Speaker:- A speaker is a hardware device, that is connected to a computer's sound card, which outputs sound generated by the card.

Projector:- It is a hardware device, with which an image like a computer screen is projected onto a flat screen.

Video Card:- Alternatively referred to as a video controller, a video adapter is an internal circuit board that allows a display device such as a monitor to display image.

Types of computer storage



MEMORY UNIT :- A data storage device is a device for recoding information. Recording can be done using virtually any form of energy, spanning from manual muscle power in handwriting, to acoustic vibrations in phonographic recording.

Primary Storage Device :- Also known as internal memory and main memory, primary storage is a storage location that holds memory for short periods of time while the computer is on.

Random Access Memory :- RAM, also known as main memory or system memory, is a term commonly used to describe the memory within a computer. Unlike ROM, RAM is a volatile memory and requires power; if power is lost, all data is also lost.

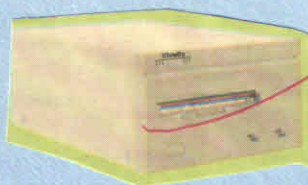
Secondary Storage devices :- Also known as external memory and auxiliary storage, secondary storage is a storage medium that holds information until it is deleted or overwritten regardless if the computer has power.



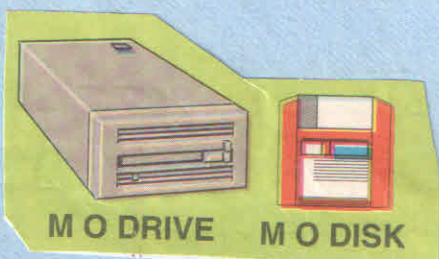
FLOPPY DISK DRIVE



ZIP DISK



DISKETTE DRIVE



MO DRIVE

MO DISK



ZIP DRIVE



CASSETTE DRIVE

CASSETTE

Floppy Disk Drive:- A floppy Disk Drive, or FDD for short is a computer disk drive that enables a user to easily save data to removable diskettes.

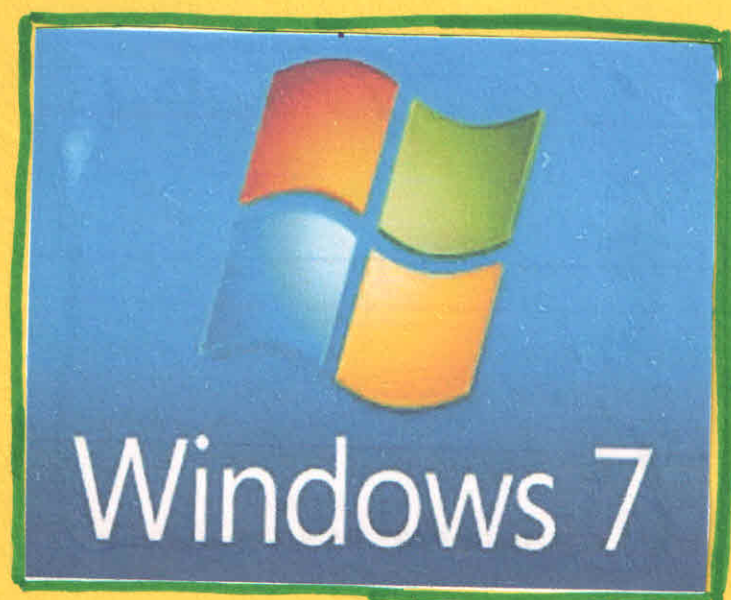
Hard Drive:- The computer's main storage media devices used to permanently store all data on the computer.

Magnetic tape:- Magnetic tape is a medium for magnetic recording, made of a thin magnetizable coating on a long, narrow strip of plastic. It was developed in Germany, based on magnetic wire recording.

Diskettes:- You can use the diskettes to store small amount of information. According to mediastorage devices.com, a widely used diskette has a capacity of 1.44 mb.

Compact Disc:- stands for Compact Disk. CDs are circular discs that are 4.75 in diameter. It is proposed by Sony & Phillips in 1980 and technology was introduced to the US in 1983.

USB Flash Drives:- The convenience of storing and transferring data in a device that is portable and has a large capacity comes with the USB flash drive.



Windows 7

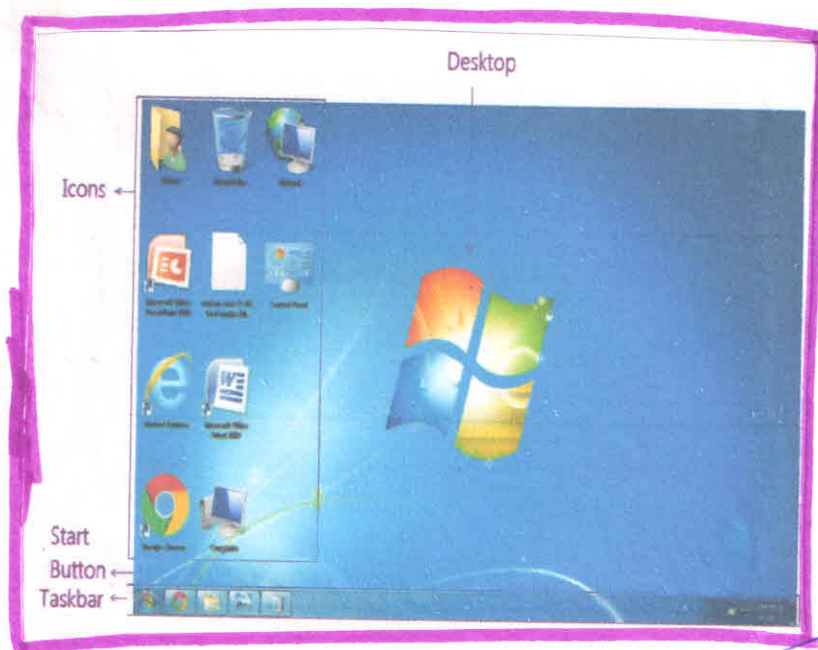
WINDOW -

What is window?

Window means a frame of the screen. Microsoft window is a software programme that makes a computer easy to use. In window each programme or document is executed in its own separate window while using window the computer screen is called 'Desktop'. All the work that is done on the desktop in rectangular areas called window.

Window 7

Window 7 is the latest version of windows operating system by Microsoft. It is the successor to Microsoft windows Vista. This operating system is specifically designed to meet the needs of both business and personal users. Windows 7 was released to manufacturing on July 22, 2009 and general retail available on Oct 22, 2009.



Features of Window-7 :- there are different features of windows operating system that increased the efficiency and productivity of user.

❖ Working with files :- Window 7 provides many ways to manage files stored on our computer.

❖ Working with Images :- Window 7 provides many ways to work with images. we can create our own pictures.

❖ Playing Music :- Window 7 provides / allows us to play music CDs watch DVD movies and also helps us to find the latest music & movies on the Internet.

❖ Access the Internet :- Windows 7 allows our computer to connect to the Internet or Browse the world wide web.

Basic Desktop elements

❖ Desktop icons :- An icon on the Desktop represents a program or window 7 features. A program we install often adds its own icon on the desktop.

❖ Mouse Pointer :- When we move our mouse, this pointer on the screen moves along with it.

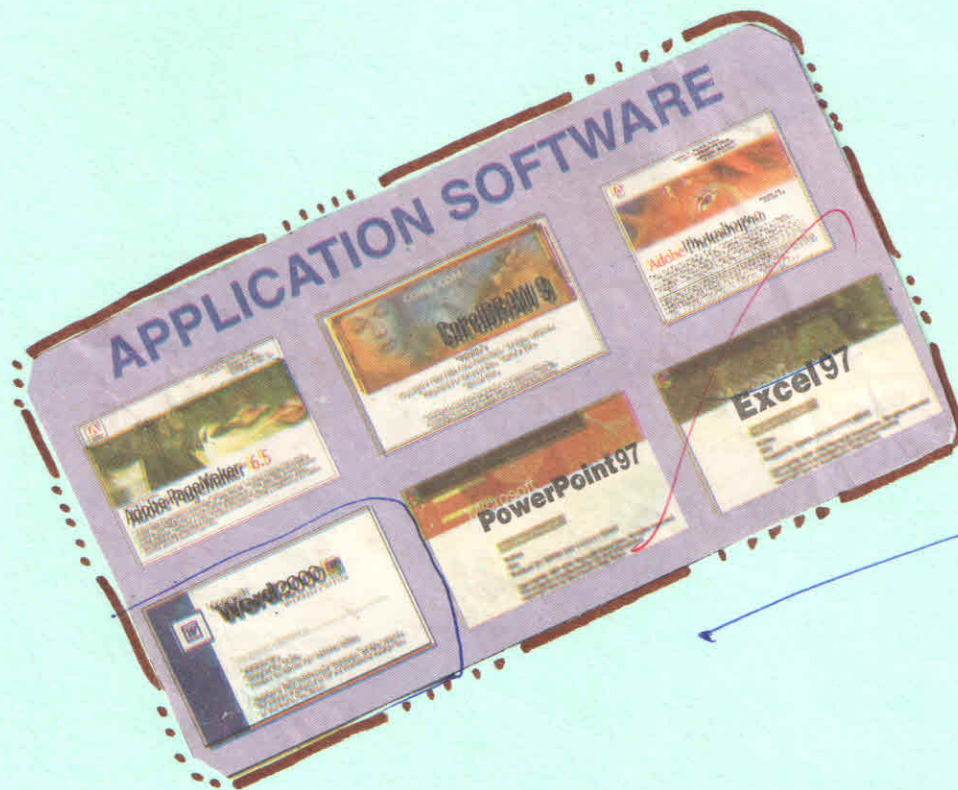
❖ Time and Date :- It displays the current date and time on our computer.

- ❖ **Notification area:-** This area displays small icons that notify us about things that are happening on our computer.
- ❖ **Taskbar icons:-** We use these icons to launch some windows 7 features with just a mouse click.
- ❖ **Start Button:-** we use this button to start programs & launch many of window 7's features.
- ❖ **Start menu:-** Start menu lists all the installed programs in the computer.

Function Of Windows 7

Windows 7 will do the following functions for our computer to work:-

- ❖ It coordinates interactions among hardware components, such that receiving input from the keyboard and mouse, displaying output on monitor & locating programs & files on the hard disk.
- ❖ It acts as an interface b/w us and our computer, so that we can work a visual way.
- ❖ It enables our computer to communicate with other computers & peripherals devices such as printers.
- ❖ It interacts with programs installed on our computer.



MICROSOFT OFFICE

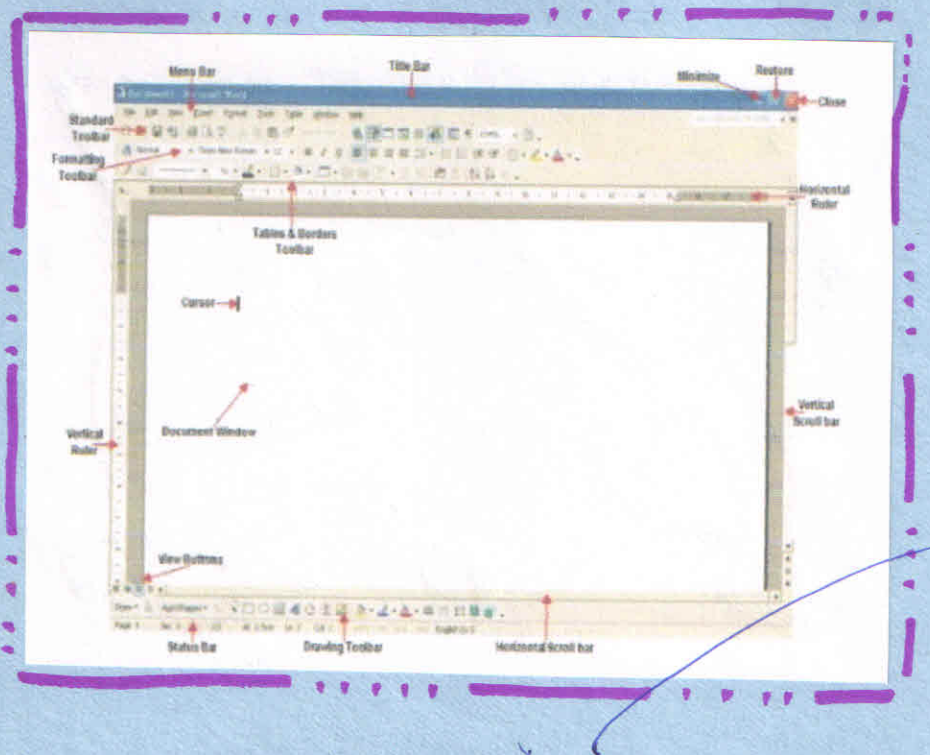
Microsoft office is an office suite of interrelated desktop applications, services and services for the Microsoft Windows and macOS operating system, introduced by Microsoft in 1989. Initially a marketing term for a bundled set of application, the first version of office contained Microsoft Word, Microsoft Excel and Microsoft PowerPoint. Additionally a "Pro" version of office included Microsoft Access and Schedule Plus. Over the years office applications have grown substantially closer with shared features such as a common spell checker, OLE data integration & Microsoft Visual Basic for applications Scripting languages. Microsoft also positions office as a development platform for line-of-business software under the office Business Application (OBA) Brand.

There are three main components in MS office

MS WORD

MS POWER POINT

MS EXCEL



Microsoft Word

INTRODUCTION ABOUT MICROSOFT WORD

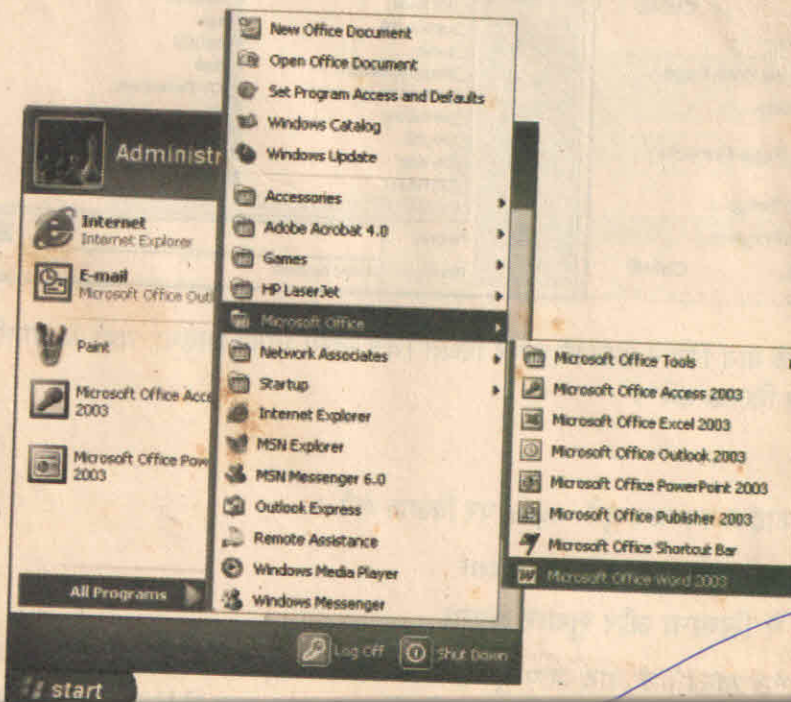
Word is an application program that allows you to create and type letters, reports, memos, proposals, new letters, brochures, graphic presentations, tables from letters - virtually all communication required in today's businesses.

MS-WORD for windows is a what you see is what you get program which means that the user can see all fonts and graphics on the screen exactly as they will print out.

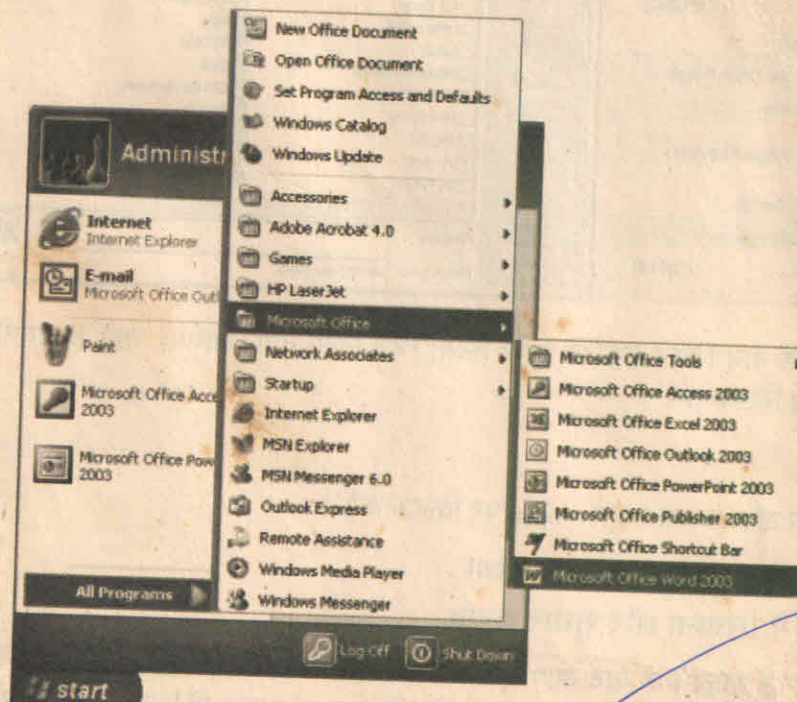
Features of Microsoft WORD

- ❖ Using word you can create the document and edit them later as and when required, by adding more text.
- ❖ Changing the size of the margins can reformat complete document or part text.
- ❖ Font size and type of fonts can also be changed.

Stat menu → All Programme → Microsoft Office → Microsoft Word



Stat menu → All Programme → Microsoft Office → Microsoft Word



- ❖ Spelling can be checked and correction can be made automatically in the entire document. Word count and other statistics can be generated.
- ❖ Text can be formatted in columnar style as we see in the newspaper.
- ❖ Tables can be made and included in the text.
- ❖ Word also allows the user to mix the graphical pictures with the text.
- ❖ Word also provides the mail-merge facility.

We Can go inside MS-WORD by

1. take the mouse pointer to START button on the task bar. Click left mouse button.
2. In that menu identify where Microsoft office is placed. Move the cursor horizontally to come out of programs.
3. Move into the rectangular area meant for Microsoft word.
4. the computer will start MS-WORD you will find the screen as follows.

COMPONENTS OF MS-WORD

- ∴ Insertion Point :- It is a blinking vertical cursor that indicates the position on the screen where the text or graphic will be inserted.
- ∴ Workspace :- It is the area in the document window where the text is typed.
- ∴ Vertical Scroll Bar :- It is used to move a document vertically.
- ∴ View Buttons :- They allow you to view a document in different layouts.
- ∴ Horizontal Scroll Bar :- It is used to move document horizontally.

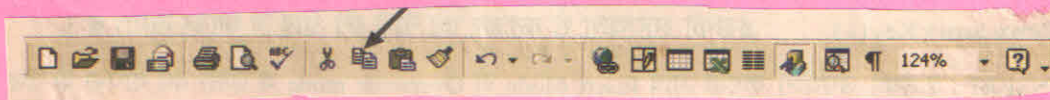
STATUS BAR :-

∴ Menu bar

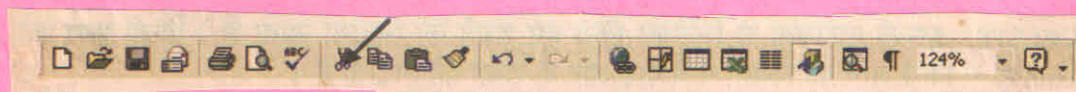
As you click any word on the menu bar, a drop-down list appears, outlining all related tasks that can be performed under that heading. There are different menu bars in our MS word.

- HOME MENU
- Insert menu
- Page layout menu
- References menu
- Mailings menu
- Review menu
- View menu

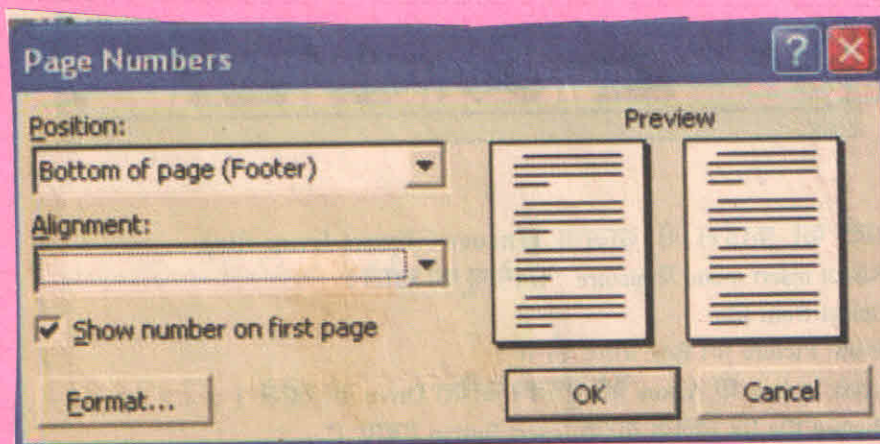
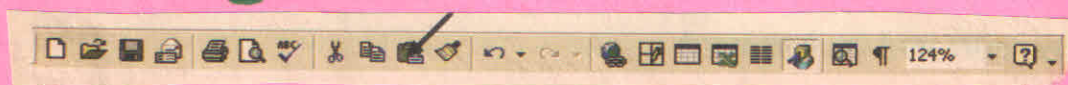
COPY



CUT



PASTE



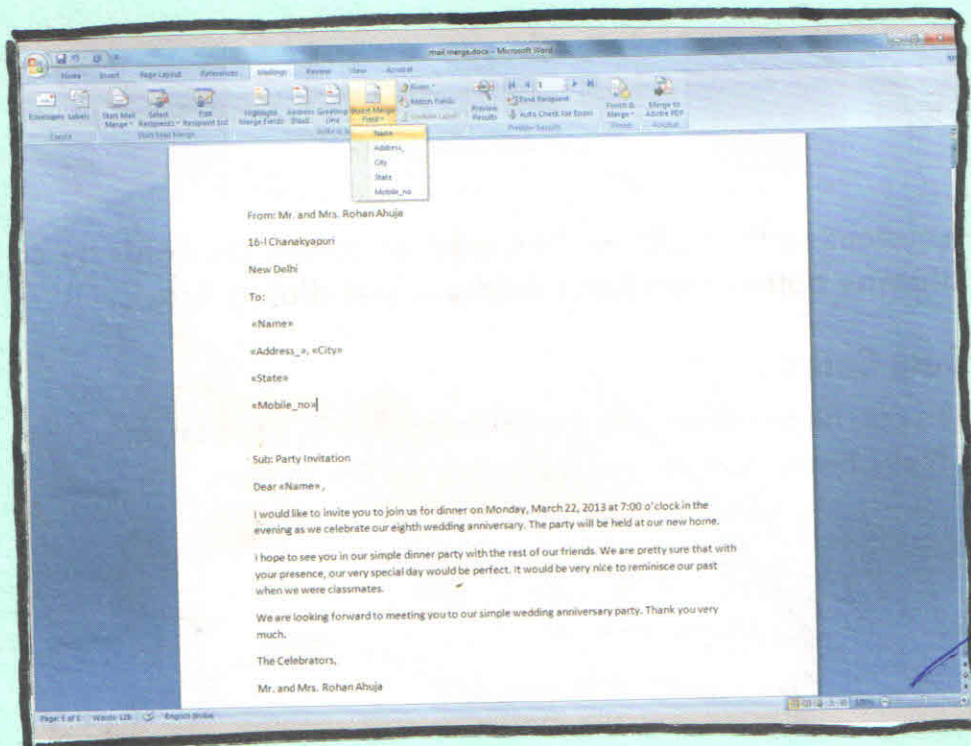
HOME MENU

It included the following functions.

- ❖ Cut removes the selection from the active document and places it on the clipboard.
- ❖ Copy to copy the selected text
- ❖ Paste this command is used only if you have cut or copied an object, text or contents of a cell.
- ❖ Font type this command is used to change font
- ❖ Font size this command is used to change font size.
- ❖ Text alignments :- eg left, center or right alignments.

INSERT

- ❖ Break:- Inserts a page break, column break, or section break at the insertion point.
- ❖ Text Box:- Draws a text box with horizontal text direction where you click or drag.
- ❖ Page Number:- Inserts page number that automatically update when you add or delete pages.
- ❖ Date & Time:- Adds the date & time to the document using the format you choose.



- ❖ Picture - add a picture to the document from a file.
- ❖ Symbol - Inserts symbols and special characters from the fonts that are installed on your computer.
- ❖ Header & Footer - It shows the header & footer area on a toolbar.

PAGE LAYOUT :-

- ❖ Margins select the margin size for the entire document.
- ❖ Orientation switches the page b/w portrait & landscape.
- ❖ Columns split the text in two or more columns.
- ❖ Watermarks Insert ghosted text behind the content.
- ❖ Page borders insert or change border around the page.
- ❖ Indent to change the left and right spacing of the paragraph.
- ❖ Spacing to change spacing in paragraphs.

REFERENCES:-

- Table of content - to add in the table of content to the doc.
- Add text - add current paragraph to the table of content.
- Footnote - to add a footnote to the document.
- Endnote - to add an endnote to the document.

MAILINGS:-

- Envelops - to create and print envelops
- Labels - to create and print labels
- Start mail merge - used to start mail merge which one intend to print or mail multiple times

REVIEW:-

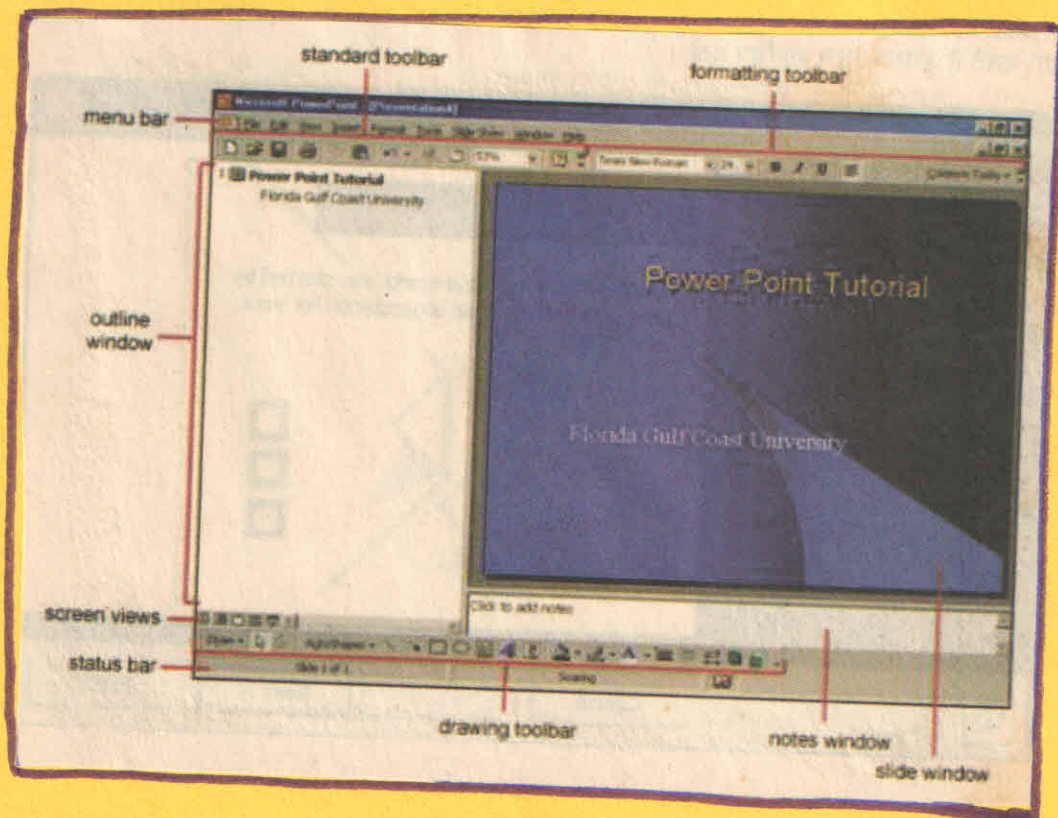
- ❖ Spelling and Grammar check the active document for possible spelling, grammar or writing style errors.
- ❖ Translate to translate the selected text into different languages.
- ❖ New comment to add a comment about the selection.
- ❖ Track changes to track all changes to the document including deletion, insertion or formatting changes.
- ❖ Compare to compare or combine multiple versions of documents.
- ❖ Protect document to restrict how people access the document.

VIEW:-

- ❖ Print layout view the document as it will appear on the printer.
- ❖ Web layout view the document as it would look as a webpage.
- ❖ Ruler to view the rulers to lineup or measure objects in the document.
- ❖ Zoom to open the zoom dialogue box to specify the zoom level of the document.

FORMAT

- ❖ Crop - to crop the selected object to remove any part.
- ❖ Brightness - to increase or decrease the brightness of picture.
- ❖ Recolor - to recolor the picture to give it a stylish effect.
- ❖ Compress - picture in a document to reduce its size.
- ❖ Reset picture - to discard all formatting changes.
- ❖ Shadow - to add a shadow effect to the shape.
- ❖ Rotate - to rotate or flip the selected object.



MICROSOFT POWER POINT

INTRODUCTION ABOUT MICROSOFT POWER POINT

PowerPoint is a tool you can use to communicate your ideas through visual aids that appear professionally designed yet are easy to produce with PowerPoint you can create a variety of media, including black & white overheads, color overheads, 35-mm slides and onscreen electronic slide show.

Features of Microsoft PowerPoint

- ❖ Quick and easy, high-impact visuals:- PowerPoint's Auto content and Pick a look wizards and templates not only help to design a presentation, but also gives a basic presentation outline to follow.
- ❖ Fact-filled Presentation with plenty of graphs and charts:- PowerPoint's Graph, organization chart & Table modules can help to create elaborate visuals.
- ∴ You can assemble existing text and graphics from the Microsoft Office application.

THE STANDARD TOOLBAR

New slide:- Inserts a blank slide with the page

Insert microsoft word table:- Inserts a table in the microsoft word table formats.

Insert MS excel Worksheet:- Invokes excel & allows the user to create a worksheet, which is added onto the presentation.

Insert Graph:- Generates a graph

Insert Organization chart:- Generates an organization

Clip art Insert a picture from the clipart gallery

Apply design template provides a list of templates to change the format of the active presentation.

Undo:- Reverses the most recent operation done.

THE FORMATTING TOOLBAR

Increase font size:- Increase the font size in steps of 4 points for the selected text.

Decrease font size:- Decreases the font size in steps of 4 points for the selected text.

Shadow:- Applies a shadow to the selected object

Color:- Change the color of the font for selected

Promote:- Decreases the indent of the selected lines

Demote:- Increases the indent of the selected lines.

Bold- To bold face the selected text.

Italic- Italicize the selected text

Underline- Underline the selected text.

PALETTE

Fill color:- Used for changing the color for filling any obj.

Line color:- used for changing the color for drawing.

Shadow color:- For changing the color of the shadow.

Line style:- used for setting the width of the line.

Dashed lines:- used for setting the type of dashed line.

Arrow heads:- used for drawing arrow.

Ungroup - converts the grouped obj to individual obj.

Rotate left - Rotates the selected obj to the left.

Rotate right - Rotates the selected obj to the right.

Flip horizontal - Flips the selected obj about the y-axis.

Flip vertical - Flips the selected obj about the x-axis.

Loading of MS-Powerpoint

To start MS-Powerpoint, go for

Start menu > Programs > Microsoft Powerpoint

Presentation

Presentation is a form of communication, where we get a chance to project our thoughts and ideas to a group of people.

Creating a new presentation.

Choose blank presentation and click ok.

From many options choose on auto layout and click ok.

Creating a new slide

Select the slide after which a new slide has to be inserted.

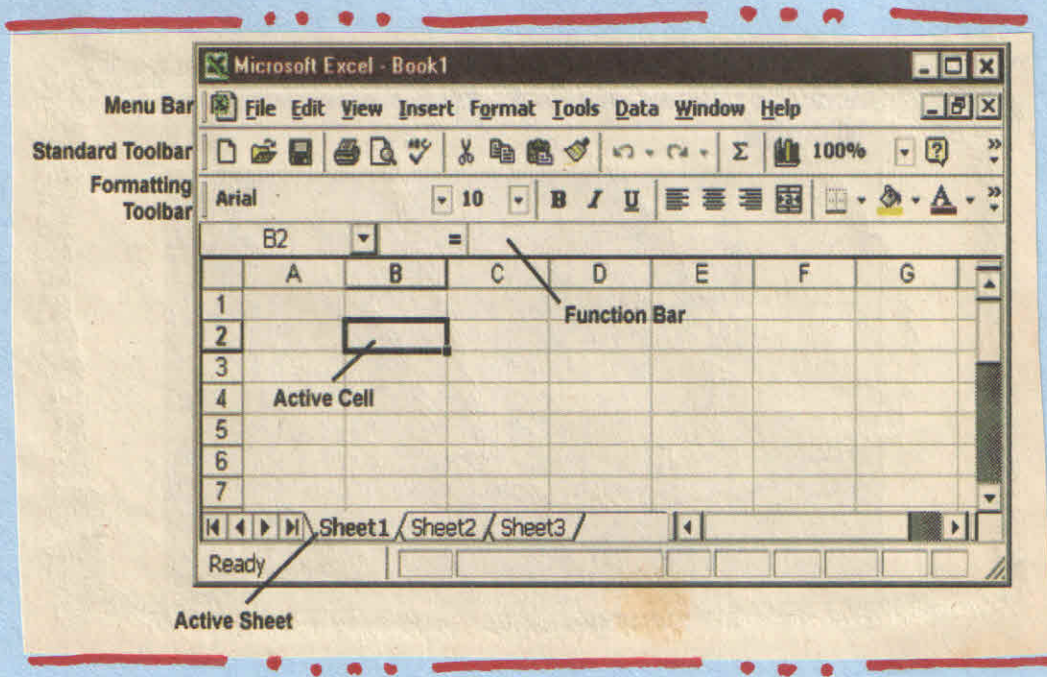
select insert menu > new slide or click the new slide button on the standard toolbar. In the choose an auto layout list, select a layout and then click ok.

DIFFERENT TYPE OF VIEWS

Slide View :- you must be working in slide view to edit text, images, or colors on the slides.

Outline View :- In outline you can quickly scan the entire presentation, edit text, but not the color of text, or do a spell check. You could also print the outline view to keep for speaker's.

Slide Sorter View :- from this view you can move, copy & paste a slide and make duplicate slide.



MICROSOFT EXCEL

Introduction About Microsoft Excel

MS excel is a windows based spread. It is an excellent tool for calculating manipulating and analyze and also for presenting information. Each worksheet is made of up of 256 columns & 65536 rows. The columns are lettered across the top of the document window, beginning with a through z and continuing with aa through az, ba through bz and so on through column iv. The rows are numbered from 1 to 65536 down the left side of the document window.

Starting The MS-Excel Application

Step-1 Click start button

Step-2 Click programs option

Step-3 Click Microsoft office

Step-4 Click Microsoft office excel.

WORKBOOK AND WORKSHEET

When you open Excel, the Excel application window opens with a new Excel workbook.

A workbook is a multi-page Excel documents.

Each page in the workbook is called a worksheet.

Row and column:-

Each worksheet is divided into columns & rows. The horizontal divisions are known as column.

CELLS:- A cell is a point where the row & the column intersect. for eg. cell A1 is the intersection of column A and row 1.

ACTIVE CELL:-

When a cell is active, you can type data in it.

CELL REFERENCES:-

When we copy a formula from one cell to another excel automatically adjusts each cell reference in the formula.

SHEET TABS:-

Excel allows you to have multiple worksheets stored in a single file. The first worksheet is designated as "sheet 1" while the second as "sheet 2".

CHANGING THE NAME OF THE SHEET TABS OF WORKSHEETS

- Double-click on the worksheet you want to rename or right click on the tab.
- select rename option from the context sensitive popup menu.
- The current name will be highlighted.
- Type a new name and press enter key.

The screenshot shows the Microsoft Excel interface. The ribbon at the top includes tabs for Home, Insert, Page Layout, Formulas, Data, Review, View, and Acrobat. The 'Formulas' tab is active, showing the 'Formula Bar' with the formula $=85+75+79+82$. Below the ribbon, the spreadsheet grid is visible. The columns are labeled A through G. The rows are numbered 1 through 8. The data in the spreadsheet is as follows:

	A	B	C	D	E	F	G
1	Name	Roll No.	English	Hindi	Maths	Science	Total
2	Mohit	5741	85	75	79	82	$=85+75+79+82$
3	Rahul	5742	88	77	80	74	
4	Gautam	5743	69	73	88	73	
5	Rohan	5744	72	69	82	76	
6	Meghna	5745	52	58	56	81	
7	Priya	5746	78	55	65	69	
8							

Entering Data in the worksheet

Click the cell where you want to enter data.

Type the data & press enter or tab

MATH FUNCTIONS

functions are structured programs that calculate a specific result. functions are formulae.

SUM

=SUM(<Range>)

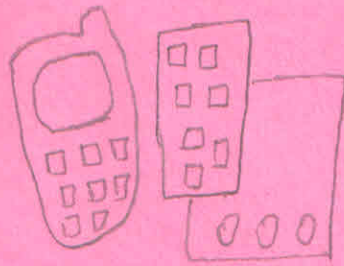
Range is a group of cells to be calculated by the function.

for example

SUM(50, 60, 80) we can use values in the function Result is 190

=SUM(D2:F2) Give the reference of the first cell then a colon sign(:) and then cell reference of the last cell of the range.

Press Enter key to get the result 190.



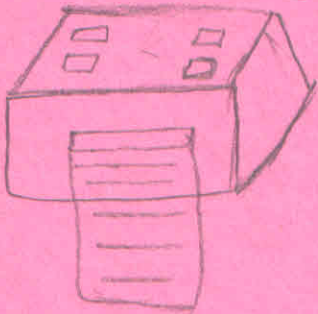
mobile



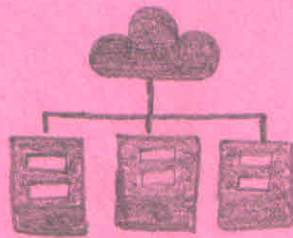
Communication



Desktop



Printer



Server

INTERNET

Internet is the short name or abbreviation for internetwork system. Internet is known as the largest WAN in the existing today. Accordingly, it may be defined as the world's largest internetwork system that may provide the fastest, easiest and cheapest means for the countless users to get and provide information as well as communicate among themselves on a global basis.

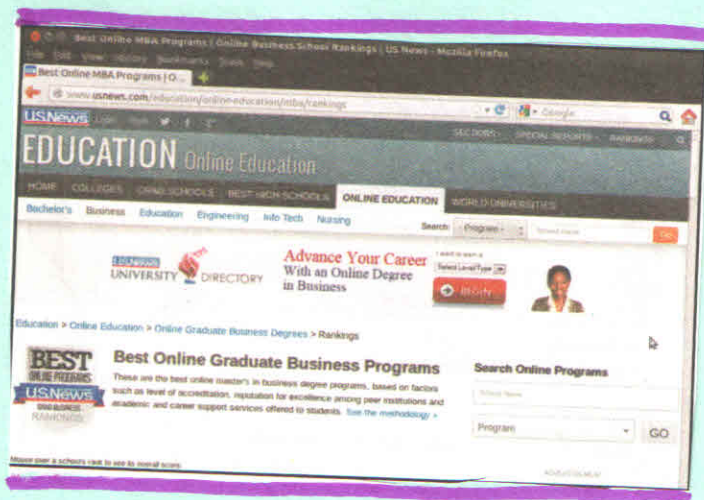
Internet may be defined as a network of networks that are

- Interconnected physically
- Capable of communicating or sharing data with each other.
- Able to act together as a single network.

History of Internet

Advanced Research Projects Agency Network laid the foundation of today's Internet almost three decades ago. It was established to test the security of a network.

In 1982 TCP/IP became the protocol suite for ARPANET



National Science foundation a network known as the backbone of Internet come into existence in 1986 and until 1995 NSFNET was operated by Advanced Network & Services a research oriented non profit company set up by Merit Network.

Application Of Internet

Internet is playing a very important role in the National Development by extending the following major benefits to the citizens world wide.

- Education
- Publishing
- Shopping
- Advertising
- Financial services
- Government and Regulations
- Careers

Some other applications of Internet are:-
Integration We can link on-line activities with internal, back-end processes for max impact, distribute information & customer interactions across functions.

Electronic Journals or Newsletters :- There are hundreds of electronic journals or news letters on the Internet. These journals are like printed counterparts in that they appear on a regular schedule.

Coordination :- Information can be maintained centrally on a network server and still be displayed, accessed and disseminated on an individual basis.

E-commerce :- Internet offers Electronic Commerce which supports on line ordering purchase orders inventory & delivery tracking.

Interactions :- Two-way or multi channel, communication is possible on the net. we can get immediate and focused feedback from customers and forward on-line customer queries to immediate appropriate internal resources so that appropriate action can be taken.

Discussion Lists :- There are hundreds of electronic discussion lists and conference proceeding available over the Internet. They give users direct access to scholars in disciplines they are interested. Discussion lists give users an opportunity to ask or offer help.



Hardware and Software requirements for Internet

The minimum hardware & software required to get an Internet connection is as follows.

Computer:- All computer right from PC to Pentium & mainframes suitable for Internet.

Modem:- It is a device that converts the digital signal from a computer into an analog one, which is suitable for transmission over telephone line or other convenient communication channels.

Linkage Mechanism:- The following are the methods using which linkage can be established on the Internet.

Dial-up STD Telephone.

Very Small Aperture Terminal

Radio wave link.

Communication Software:- These days modems come with all types of communication software. And if these are not supplied as a part of modem delivery then it is either exclusively requested from the vendor or Internet is loaded with all kinds of freeware & shareware.



**Mozilla
Firefox**



**Google
Chrome**



**Microsoft
Internet
Explorer**



**Apple
Safari**



Opera

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Web browser:- A web browser or Internet browser is a software application for retrieving, presenting, and traversing information resources on the world wide web. An information resource is identified by a Uniform Resource Identifier and may be a web page, image, video, or other piece of content like www.google.com.

Various types of web browser are used to access information like Internet explorer.

- Mozilla FireFox
- Internet Explorer
- Google Chrome
- opera



Email

E-mail, i.e. electronic mail or the letter which is sent electronically started in 1970 with just simple text facility. But as the time progress it has developed as a great communication tool with fast speed and minimal cost.

Electronic mail, commonly called email or e-mail, is a method of exchanging digital messages from an author to one or more recipients. Modern email operates across the Internet or other computer networks.

Some early email system required that the author and the recipient both be online at the same time, a instant messaging.

Today's email systems are based on a store and forward model. Email servers accept, forward, deliver and store messages. Neither the users nor their computers are required to be online simultaneously; they need connect only briefly, typically to an email server for as long as it takes to send or receive messages.

General Structure Of E-mail :-

➤ Head

∴ To :- This section of the mail contains the unique email ID of the receiver of your message.

∴ CC :- This section contains the e-mail ID of the person to whom you want to send the copy of your mail.

∴ BCC :- This section contains the email ID where your message is returned if it is not delivered to the above mentioned ID.

➤ Subject :- This section contains the path of the document or file which you want to attach with your message. It can be a text, audio, video or image file as well.

➤ ~~Body :-~~ Body :- This part of an e-mail contains the original message just like a hand written letter.

➤ File attachment :- This section contains the path of the document or file which you want to attach with your message.

➤ Signature :- This is part of the body but not an actual part of the message. This part is not just a ordinary signature like → name, contact number etc.

➤ Only To and Body are essential other are optional.



Web Search Engine

Web search engine is designed to search for information on the world wide web and FTP Servers. The search results are generally presented in a list of results and are often called hits.

The information may consist of web pages, images, information and other types of files. Some search engines also mine data available in databases or open directories. Unlike web directories, which are maintained by human editors, search engines operate algorithmically or are a mixture of algorithmic and human input.

Popular Search Engines

- ∴ Ask Jeeves :- Ask Jeeves lets you type a question in plain English and get back easy-to-understand answers.
- ∴ Google :- Google needs no introduction. It has index of 10 billion web pages.
- ∴ MSN :- Microsoft's attempt at a search engine is average.
- Yahoo!
- Bing



Handling Available Equipment

OVERHEAD PROJECTOR

Overhead projector is a very helpful teaching aid. It is quite an advanced type of teaching aid. It is used for projecting image of the transparency on the screen. This projector makes the image above the shoulders of the teacher. Therefore, it is called overhead projector. It can be used in many ways as it projects words or pictures written on transparent sheet.

Uses of Overhead Projector

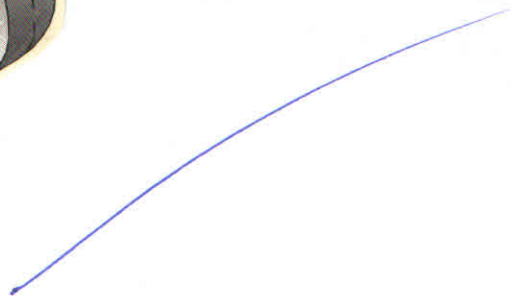
The teacher can develop a diagram without turning back to the chalk-board in the class. In this way, he can keep an eye on the students. It is very helpful in a class having a larger number of students.

An overhead projector helps the teacher in engaging the students in tutorial work.

With the help of overhead projector, a personal approach is maintained.

Overhead projector makes a very image of word or pictures.

Overhead projector can be used without making the room dark.



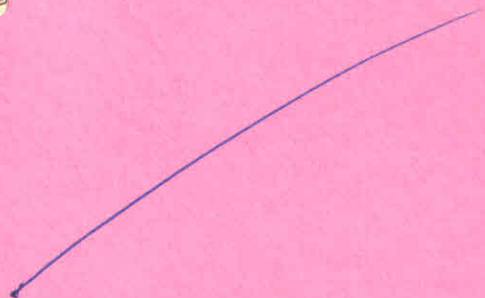
TAPE RECORDER

Tape Recorder is an audio aid. With the help of tape-recorder, valuable information can be recorded and can be played whenever required.

No doubt, it is expensive but now it has become very popular. It can serve many useful purposes in the teaching of English.

Uses of Tape-Recorder

- ∴ Tapes are available for good pronunciation, prose reading, poem, reciting, stress, intonation etc.
- ∴ Tapes are useful and useful for creating interest in the language.
- ∴ Tape-recorder can be used for learning the spelling of words.
- ∴ It can be helpful in recording the working of the various seminars and conferences organised in the institution.
- ∴ It may be helpful in various co-curriculum activities of the institution.
- ∴ It may be useful for the teacher to assess his own teaching work.
- ∴ It may be helpful in preparing useful commentary for the display of filmstrips and slides.

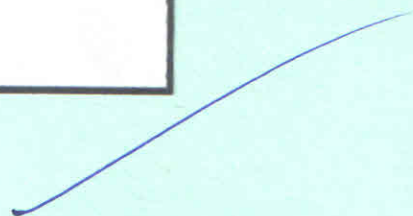
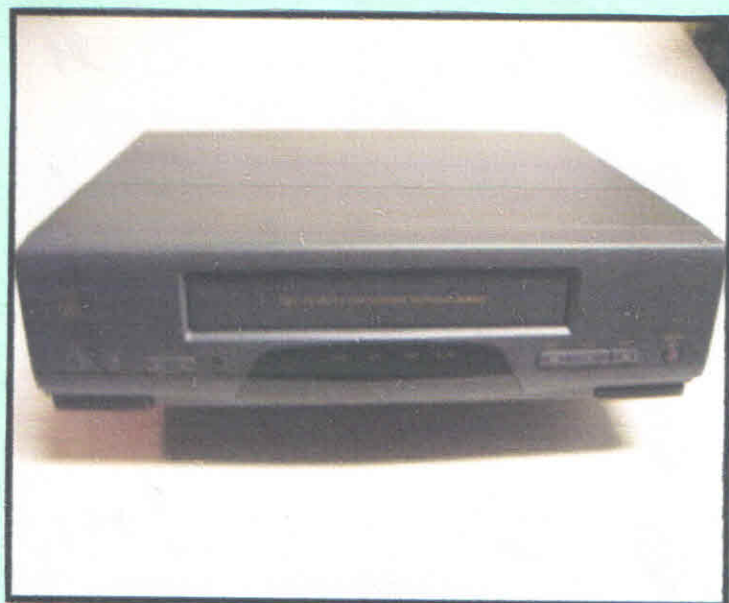


TELEVISION

Television is a major audio-visual aid. It appeals to both hearing and sight senses. It is the most modern type of audio-visual aid which has gained popularity in the world. The learners may see and listen to whatever is being said. At present, television is being used for teaching purposes in many big cities of our country.

Uses Of Television :-

- ∴ With the help of television, a large number of students can be given information at a time.
- ∴ It helps in improving the pronunciation of the students.
- ∴ It develops the skills of listening, speaking, reading and writing.
- ∴ Television is an important means to non-formal education that is distance education or open learning.
- ∴ It attracts the attention of the students and maintains their interest in the learning.
- ∴ Teaching by talented teachers through television is helpful in enhancing the quality of education.
- ∴ The most difficult topics like phonology, morphology and syllabus can be taught more easily through the television.
- ∴ The sol. of different problems related to education can be easily made with the help of educational Post on T.V.



VIDEOCASSETTE RECORDER:-

The videocassette recorder is a type of video tape recorder that uses video removable videotape cassettes containing magnetic tape to record audio and video for a television broadcast so it can be played back later. Most VCRs have their own tuner and a programmable timer.

Uses of Tape-Recorder:-

- ∴ It can be useful for creating interest in the language.
- ∴ It can be used for learning the spelling of the words.
- ∴ It can be helpful in recording the working of the various seminars and conferences organised in the institutions.
- ∴ It may be helpful in various co-curriculum activities of the institution.
- ∴ It may be useful for the teacher to assess his own teaching work.
- ∴ It may also help in learning the art and skills relate to speech, conversation, lecturing and discussion.



SLIDE PROJECTOR

A slide projector is an opto-mechanical device to view photographic slides. It has four main elements a fan cooled electric light bulb or other light source, a reflector and "condensing" lens to direct the light to the slide, a holder for the slide and focusing lens.

Uses of Slide projector

- ∴ Many concrete ideas can be concretised with the help of slides. These making teaching clear, interesting & intelligible.
- ∴ With the help of SP, small things can be shown in big form and shape.
- ∴ Children are attracted towards pictures by nature. These can develop children's interests in teaching learning process.
- ∴ Their use brings variety in teaching.
- ∴ The sequence of events seen through slides are retained by the students for a longer period of time in their.

Just