

Students Learning Outcomes

- Describe the purpose of a word processor.
- Create and edit a document using any word processing software (e.g., MS Word, Google Docs, notepad, Open Office, etc.)
 - Open a new Word document and tinker with the user interface of the word processor (MS Word).
 - Add and modify the text (underline, bold, italicize, font style, font size, font color) to a document in the word processor (MS Word).
 - Save and open files in the word processor (MS Word).
 - Format a document in the word processor (MS Word) (text alignment, bullets, page margins, page layout, spacing, indent).
 - Insert, resize and add text in images in the document.
 - Cut, copy, and paste text/image into a document.
 - Use spell-check.
 - Create and modify numbered and bulleted lists.
 - Demonstrate understanding of the difference between Save and Save as.
 - Insert and format a table.
 - Add header, footer, and page numbers in a document
 - Use thesaurus and synonym features
 - Apply a procedure to print a document
- Create a multimedia presentation by:
 - Adding new slides.
 - Adding various objects on the slides (image, text, video, audio, etc.)
 - Adding notes.
 - Creating a slideshow and an executable file.
 - Explain the importance of a presentation tool.
- Define the following terms
 - email address
 - password
 - contacts
- Use an email service to create an email account.
- Create an electronic mail, with the appropriate subject line, content, and signature, adding in appropriate addressee, cc, bcc, and attachments
- Send and receive emails with attachments.
- Organize emails using different folders/labels.
- Demonstrate ability to log in and log out from an email inbox.
- Demonstrate ability to use email as a means of authentication for another website login password.
- List the uses of electronic mail (e-mail).
- Identify and explain the common platforms for electronic mail.
- Create an e-mail address, and how to send electronic mail (tone, language, etc).
- Demonstrate the process of authentication.
- Demonstrate an appropriate use of email (signing out after usage etc).
- Explain standard email protocols like SMTP and POP3 and implications for those who use them.

2.1 The Purpose of a Word Processor

The word processor is one of the most-used computer applications in education. There are four primary functions of word processors which are:

- Composing
- Editing
- saving
- printing



2.1.1 Word Processing Software

A word processor is a program that allows us to enter, format, save and print text. Text are words and numbers. Microsoft Word (MS Word) is a popular word-processing program used mainly for creating documents, such as brochures, letters, learning activities, quizzes, tests, and students' homework assignments.

2.1.2 Open a new Word Document

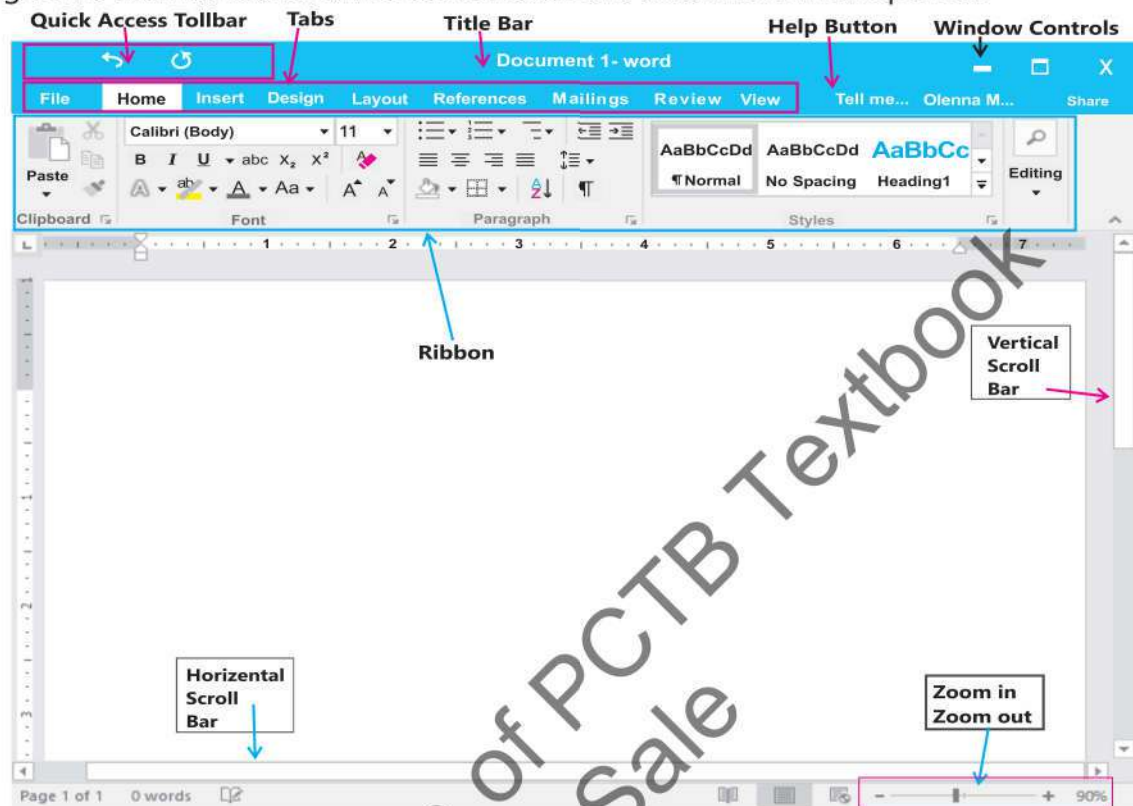
When creating new document in Word, you will often want to start with a new blank document. We have to follow the given steps to open new document in word.

1. Open Word. Or, if Word is already open, select File > New.
2. In the Search for online templates box, enter a search word like letter, resume, or invoice. Or, select a category under the search box like Business, Personal, or Education.
3. Click a template to see a preview
4. Select Create.



2.1.3 Interface of the Word Processor (MS Word).

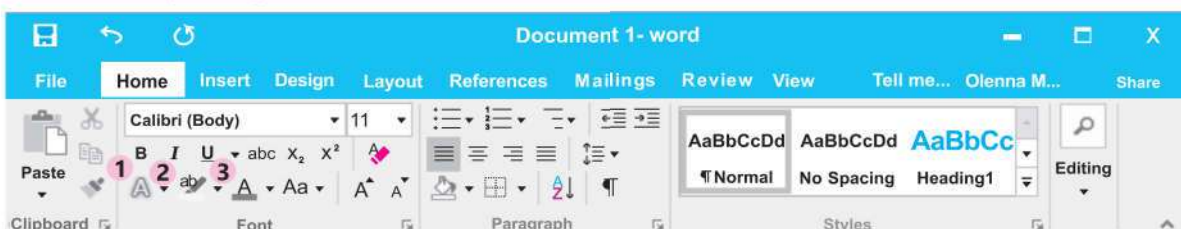
Below given is the interface of a Microsoft Word 2016 document when opened.



2.1.4 Adding and Modifying the Text (underline, bold, italicize, font style, font size, font color) to a Document in the Word Processor (MS Word)

Microsoft Word is a word processors software which offers many features which are not found in a traditional text editor or a plain-text file. Some of the most common features of Word includes changing the format (e.g., center), editing the font type, size, and color, inserting pictures, and much more.

Formatting that you apply to text is referred to as character formatting. In the Word document, you can apply character formatting. An individual character formatting includes font, font size, bold, italic, underline, strikethrough, subscript, superscript, font color, and highlight color. Font face can be used to change the shape of the text. This in other words mean that you can alter the handwriting. Font size can change the size of the font and text color can help changing the color of the text. To format any text in the Word document, we first need to select the text. Then we can format the text by using the tabs from the Home tab.



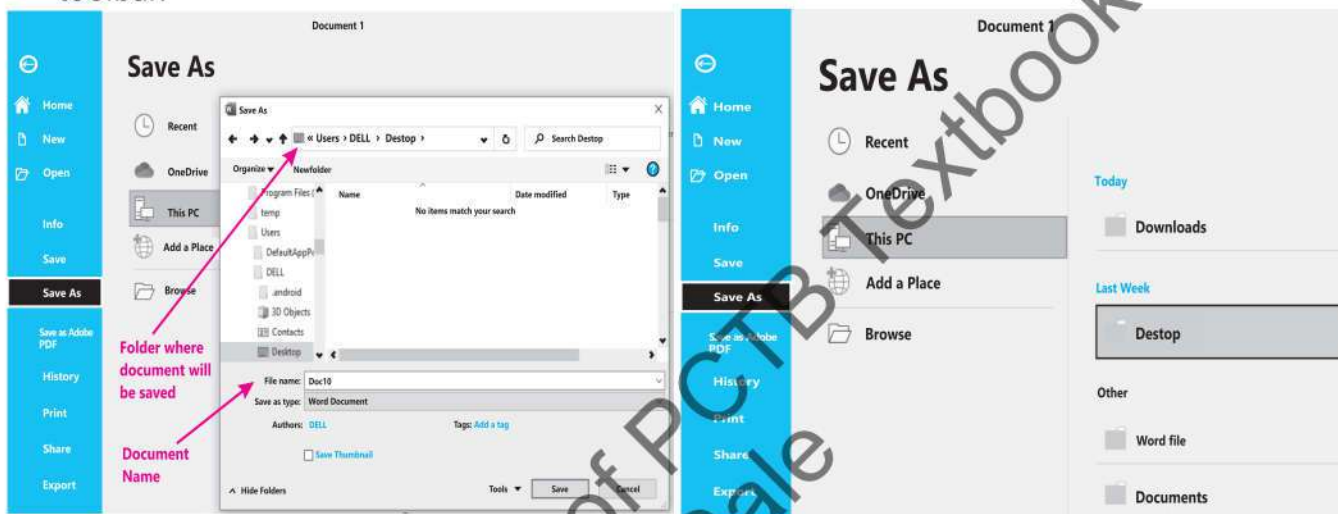
There are 3 types of Font styles on the home tab:

1. **Bold**: this makes the text appear thick and darker.
2. **Italics**: this makes the text slant towards one side.
3. **Underline**: this makes the text underlined with when selected.

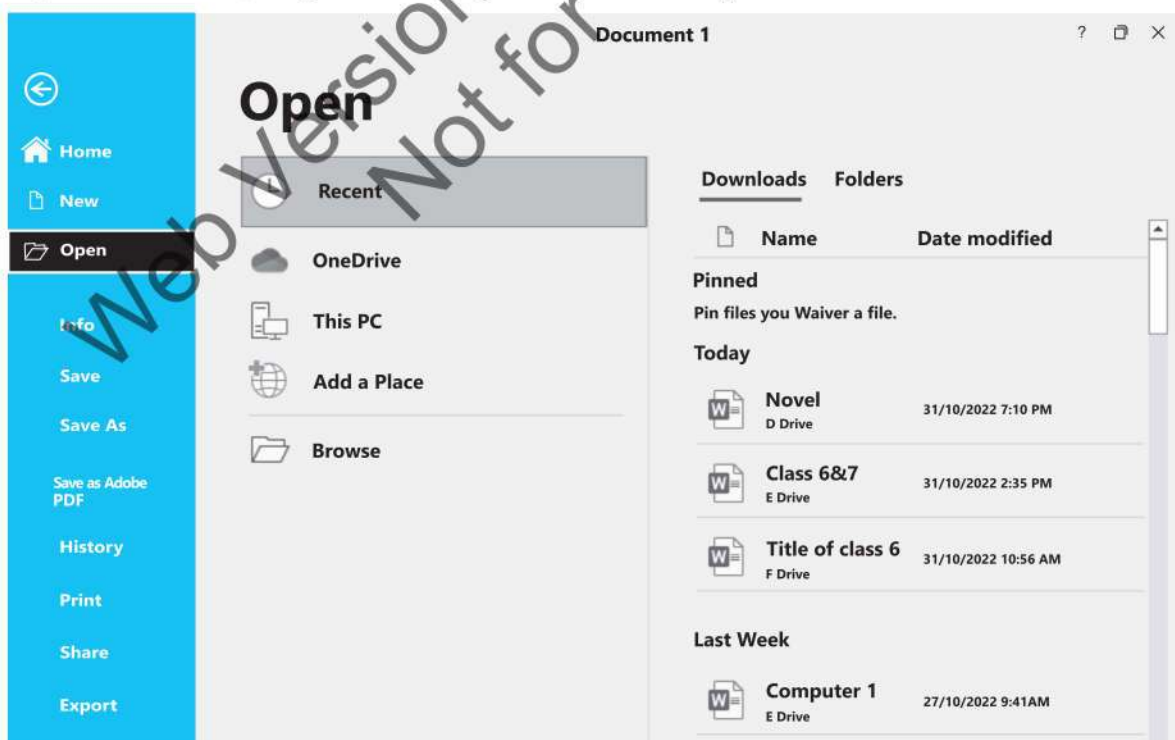
2.1.5 Save and Open Files in the Word Processor (MS Word).

After writing text in the document, it is important to save it. This allows us to open it and use it later.

- To save, we go to the File tab and press save option or click save button on the quick access toolbar.



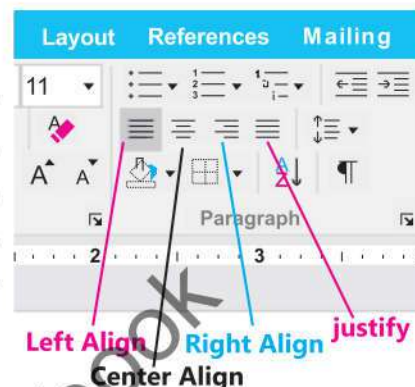
- To open a saved file, we go to the File tab and click on Open button.



2.1.6 Format a Document in the Word Processor

- **Text alignment**

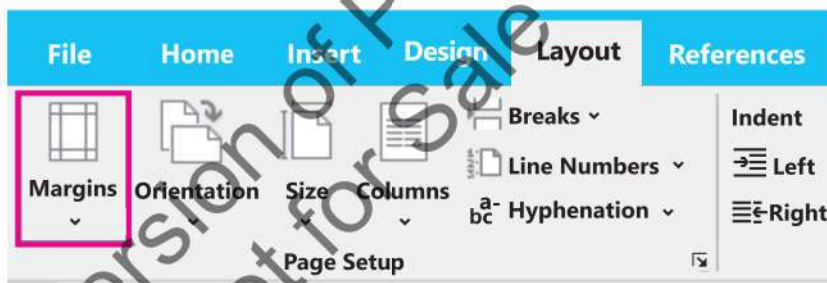
One of the essential things about formatting text in any word processor is the ability to align the text. You need to align pieces of text to the left, to the right, or center it on the page. Microsoft Word lets you do that easily. To make things even simpler for you, we have created this guide which illustrates four different ways of aligning text in **Word**, both horizontally and vertically.



- **Page margins**

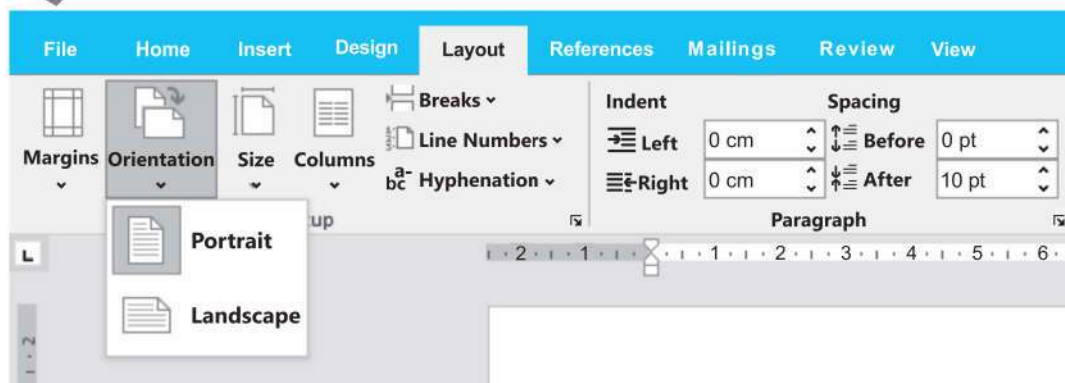
One of the first things that readers will notice when they see a document is the line spacing and margins. Not only that, but certain courses and citation styles call for certain formatting standards that determine what line spacing and margins you should use.

Margins are the blank spaces that lie on the top, bottom, and left and right sides of a document. They are important because they help make a document look neat and professional. To change margins, click on the Margins button, found on the Page Layout tab.



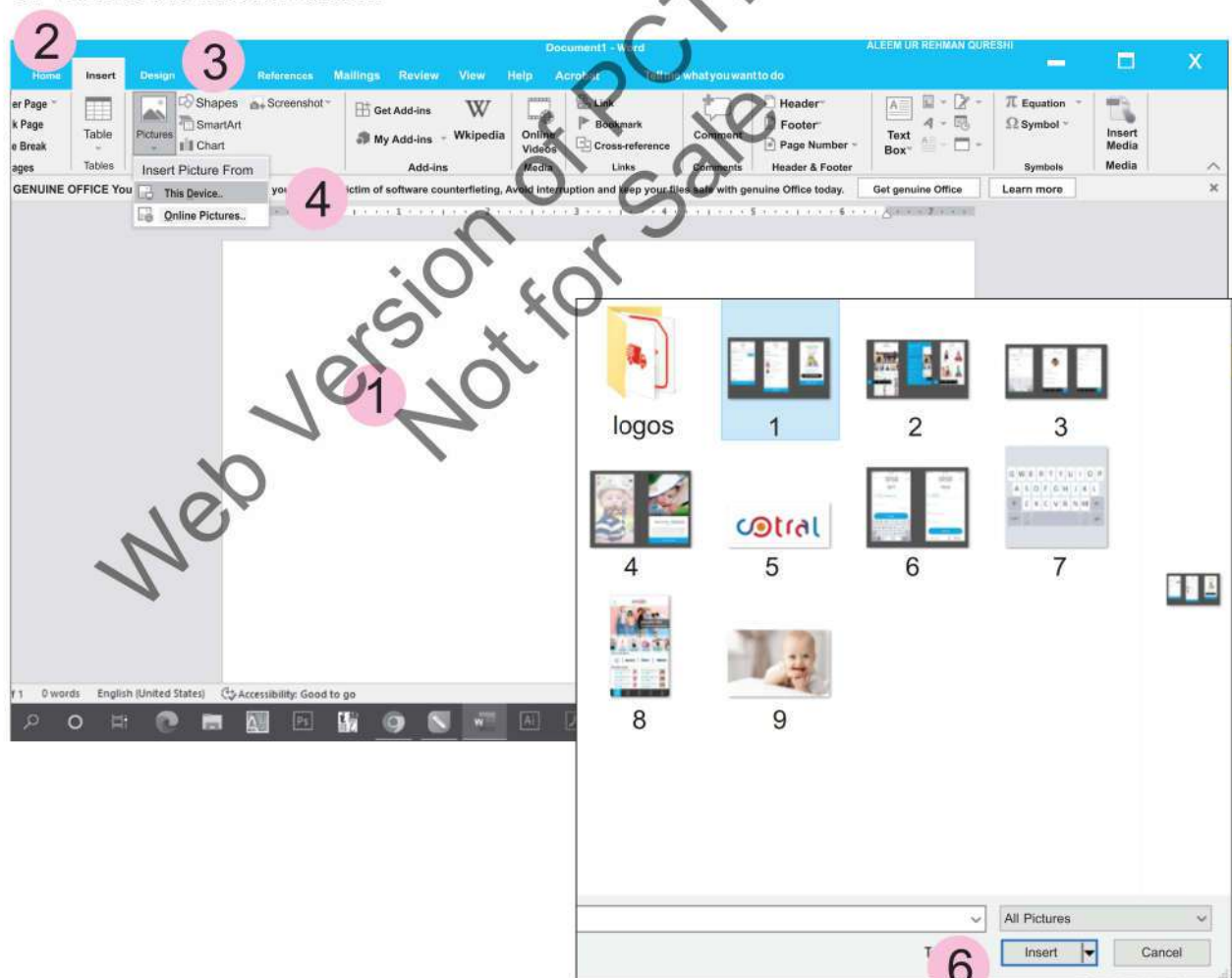
- **Page layout**

The **Page Layout Tab** lets you control the look and feel of your document in Microsoft Word. You can apply a global design to your document by using one of the available themes and color schemes. You can also change the document orientation, page size, margins, indentation, line spacing and paragraph settings (How to use them).



2.1.7 Insert, Resize and Add Text in Images in the Document

1. Place your cursor where you want to insert the image. (This is an approximate placement. You can change the alignment with the text after inserting the images, as shown in the section below.)
2. Select the Insert tab.
3. Select the Pictures button in the Illustrations group.
4. Select the location of the image from the Insert Picture From menu
 - This Device lets you choose an image stored on your computer or network server.
 - Stock Images lets you choose stock images, icons, cutout people, stickers, and illustrations.
 - Online Pictures lets you search for images through Bing, Microsoft's search engine. This option also provides a link to OneDrive
5. Locate the image in the Insert Picture dialog box
6. Select the Insert button.



Resize the image:

- Select the image. A border with resizing handles will appear when the image is selected.
- Select one of the resizing handles and then drag the image to a new size.

Align an Image with the Text in Microsoft Word

1. Select the image.
2. Select the Layout Options button.
3. Select an option from the layout menu: In Line with Text, square, tight, through, top and bottom, behind text and In Front of Text.

2.1.8 Cut, Copy, and Paste Text/Image into a Document

Cutting: When you cut text or an image, you are removing it from its original location, which can be your current Word document or another editable location, such as Microsoft Excel or Google Docs. Once cut, it will be placed in the Clipboard, which is a temporary storage area on your computer.

Copying: When you copy text or an image, you are placing a duplicate in the Clipboard, but you are not removing it from its original location.

Pasting: After cutting or copying, you can then use the paste function to move the text or image from the Clipboard to a new location in your document.

To Cut or Copy

1. Select the text or image you want to cut or copy.
2. Press the keyboard shortcut:
 - Cut: **Ctrl + X**
 - Copy: **Ctrl + C**

Your text or image should now be cut or copied.

To Paste

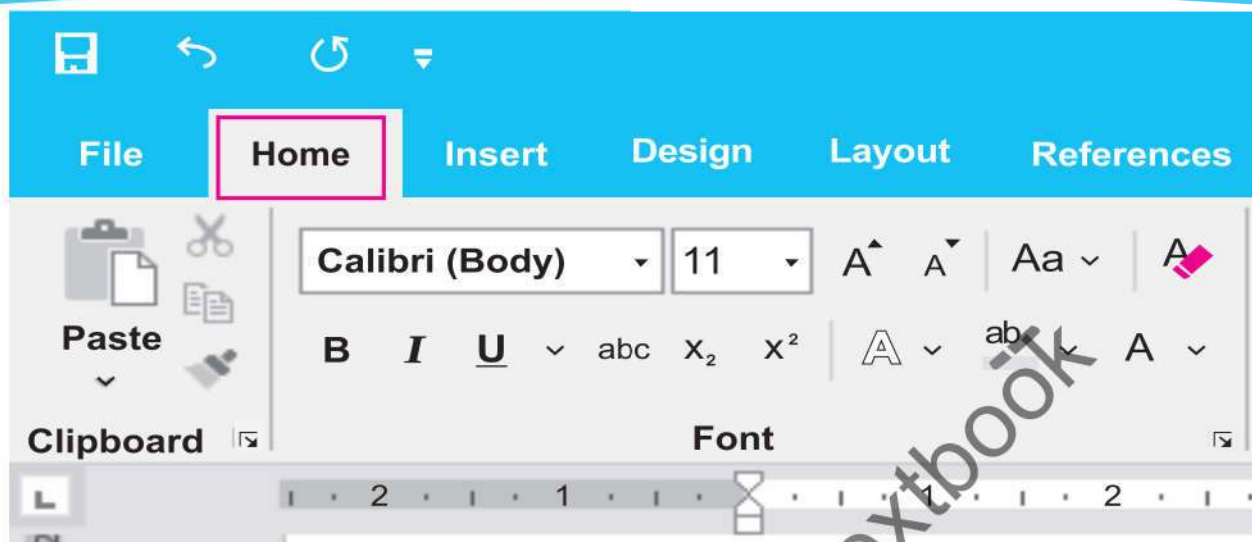
1. Place your cursor where you want to insert the text or image.
2. Press the keyboard shortcut: **Ctrl + V**

Your text or image should now be pasted into the new location in your document.

The ribbon method requires more steps than the keyboard shortcuts; however, it offers more customization options for pasting.

To Cut or Copy

1. Select the text or image you want to cut or copy.
2. Select the **Home** tab in the ribbon.
3. Select cut/copy from clipboard group.



2.1.9 Use spell-check.

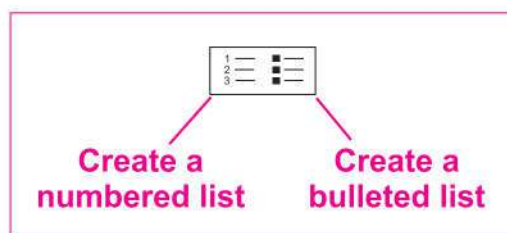
Spell check in Word is a useful built-in tool to proof your writing, it can be adjusted in several ways. You can spell check in Microsoft Word by using its built-in spelling and grammar checker.

- If enabled, it will automatically underline spelling and grammatical errors.
- You can also open the Spelling & Grammar dialog box to manually check all of the spelling and grammar issues in a document at once shortcut key "F7" is used to check the grammatical errors.



2.1.10 Create and modify numbered and bulleted lists.

The difference between numbered list and a bulleted list in Microsoft word is that numbered list has the corresponding number associated with it or the current number of sentence that you are writing, whereas a bulleted list does not contain any numbers but only have plain bullets.



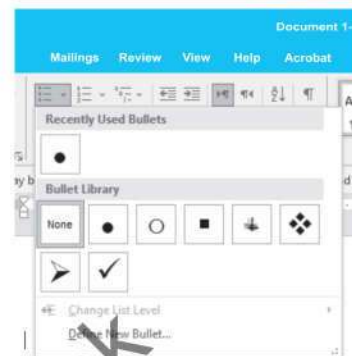
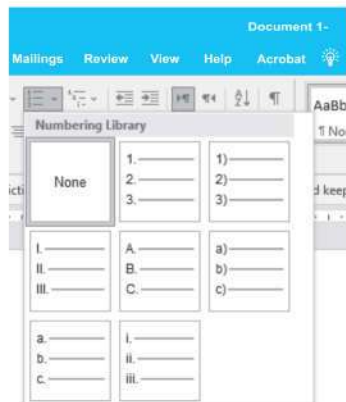
Bulleted and numbered lists help to simplify steps or items to readers. We often use bulleted lists to highlight important pieces of our lessons. Manuals often include numbered lists to assist readers with step-by-step instruction.

A bullet is usually a black circle, but it can be any other symbol used to highlight items in a list. Use bullets to list items that do not have to be in any particular order.

Numbers—or letters—are used when information must be in a certain order. You can use the default bullets and numbering settings by clicking the appropriate button on the Formatting toolbar.

To create a bulleted list:

- Click the **Bullets button** on the **Formatting** toolbar.
- Type the first item on your list, and press **Enter**.
- The next line will begin automatically with a new bullet.
- Type the next item on your list, and press Enter.
- When your list is complete, press the Enter key **twice** to stop the bulleted list.



To create a numbered list:

1. Click the **Numbering button** on the **Formatting** toolbar.
2. Type the first item on your list, and press **Enter**.
3. The next line will begin automatically with the next number.
4. Type the next item on your list, and press Enter.
5. When your list is complete, press the Enter key **twice** to stop the numbered list.

2.1.11 Difference between Save and Save as

1. Save:

Save allows us to update the last saved version so that it will match with the current working version and that last saved work will be updated with the new work. Short cut key for Save is Ctrl+S or Shift+F12 or Alt+Shift+F2. It is frequently used to prevent losing changes because it goes on saving your updated work. So we can say Save is used to apply changes to your current file. So you can use Save when you do not want to change the name and location of the document.

2. Save As:

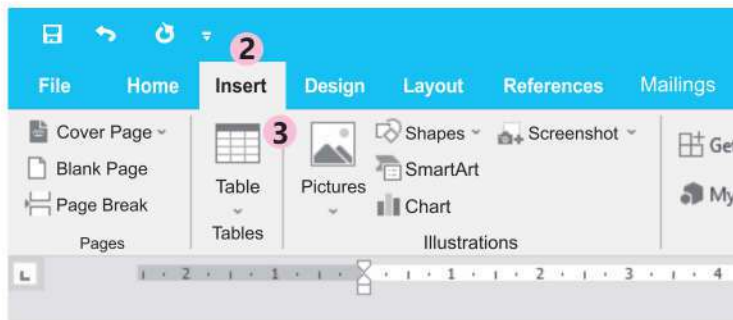
Save As allows us to save our work for the first time and also it will ask for in what name it will be saved and where it will be saved. Short cut key Save As is F12 or Alt+F+A. It is used to create a new file and/or preserve original file (Backup file). So, we can say Save As is used to apply changes on a new file. So, you can use Save As when you want to change the name, location, and format of the document.

SAVE	SAVE AS
A Command in the File menu that stores the data back to the file and folder it originally came from	A command in the File menu that allows to store a new file or to store the file in a new location
Helps to prevent data loss and to update the lastly preserved file with the latest content	Helps to store a new file or to store an existing file in a new location with the same name or with a different name
Applies to a current file	Can apply to a new file
Has only one step	Requires some additional steps
Does not allow saving the file in some other format	Allows the user to change File format

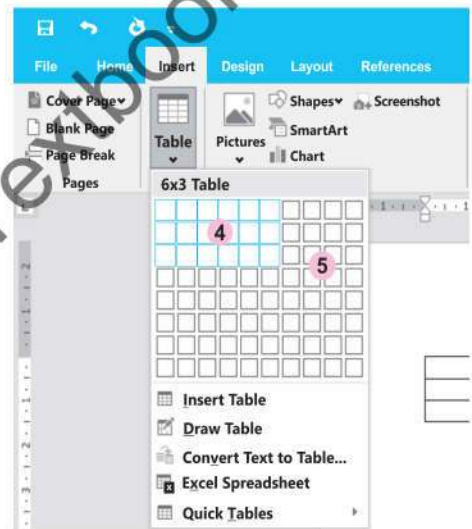
2.1.12 Insert and Format a Table.

The method is appropriate for most users who want to create a basic table for general use.

1. Place your cursor where you want to insert the table.
2. Select the **Insert** tab in the ribbon.



3. Select the **Table** button in the Tables group.
4. Move your pointer across and down the grid to select the number of cells (organized as rows and columns) needed in your table.
5. The selected cells will turn orange. Click the selected (orange) part of the grid or press **Enter** on your keyboard to insert the table.



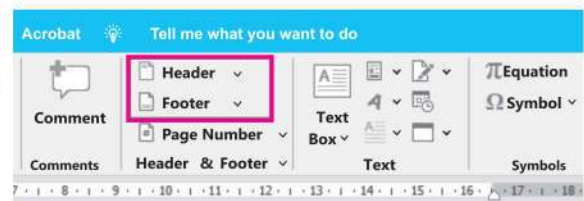
2.1.13 Add Header, Footer, and Page Numbers in a Document

In Microsoft Word, Headers and Footers are used to insert additional information such as title, file name, date and page numbers, etc. The presence of both header and footer in the Word document makes your document look more professional and easier to read as well as understand.

Headers appear at the top margin of the Word document, while Footers appear at the bottom margin of the Word document.

To insert a header and footer in Microsoft Word, follow the below given basic steps:

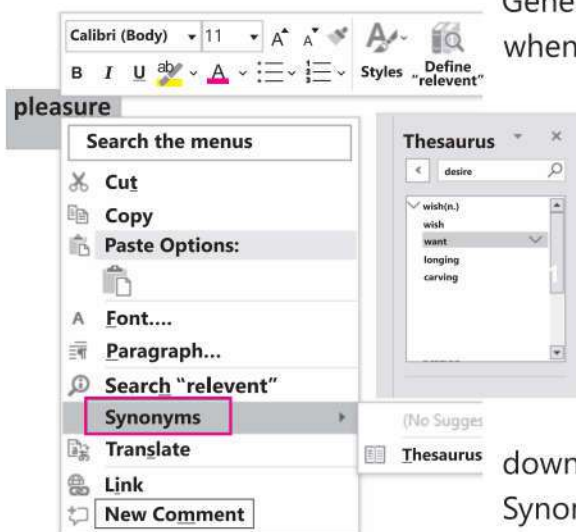
- Open the new or an existing Word document in which you want to insert header and footer.
- Go to the Insert tab at the top of the Ribbon.
- Click on either header or footer drop-down menu in the Header & Footer section.



2.1.14 Use Thesaurus and Synonym Features

The Thesaurus is a software tool that is used in the Microsoft Word document to look up (find)

synonyms (words with the same meaning) and antonyms (words with the opposite meaning) for the selected word.



Generally, the Thesaurus is used in the Word documents when we write an email, letter, project report, or research papers.

Open a new Word document or an existing Word document.

Type a new word or search a word from an existing document that you want for the Thesaurus.

Highlight the typed or selected word. A blue background will appear behind the word.

Right-click on the selected or typed word. A drop-down menu will appear on the screen. Place cursor on the Synonyms option. Click on the word that you think is best.

2.1.15 Apply a procedure to print a document.

The document in word can be printed easily provided with the fact that you have a printer attached to your device and its software installed in the system.

The following are the steps used to print a document:

- Open your Microsoft Word document by double clicking the file on your computer or going to File > Open... from the Microsoft Word app.
- With your document open, go to File > Print...
- Choose your printing options from the popup box that appears, and then click Print or OK.



2.2 Create a multimedia presentation

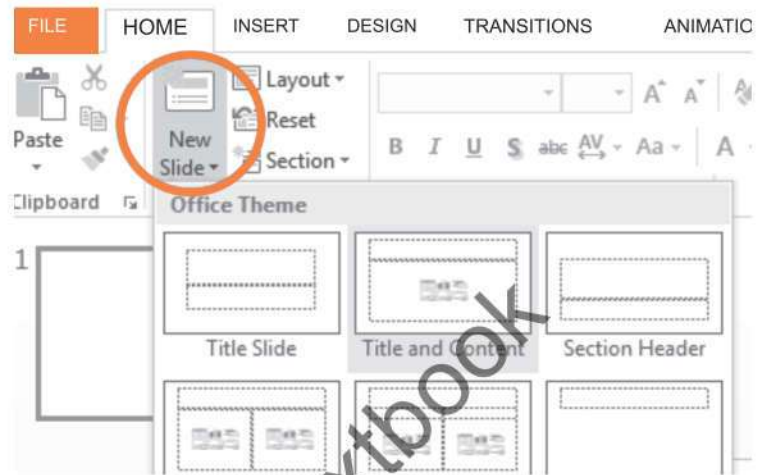
A multimedia presentation consists of a set of media objects, such as images, text objects, video clips, and audio streams. These are presented in accordance with various sequential constraints specifying when the object should be presented, and spatial constraints specifying where the object should be presented on a screen. In modern world multimedia presentations range from the millions of PowerPoint presentations created by users world wide, to more sophisticated presentations that are authored using specialized tools. The easiest way to create a multimedia presentation is in Microsoft PowerPoint. You can



add in video, a soundtrack and also a reasonable degree of animation. The biggest advantage of making multimedia presentations in PowerPoint is that it is easy for anyone to be able to edit the presentation.

2.2.1 Adding new Slides.

The following are the steps to start working on presentation and to add the slide:



1. On the Home tab, click New Slide.
2. In the New Slide dialog box, select the layout that you want for your new slide.
3. Select Add Slide

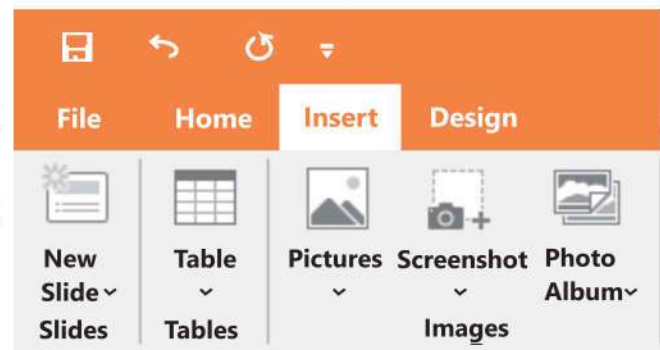
2.2.2 Adding Various Objects on the Slides (image, text, video, audio, etc.)

The dynamic features of PowerPoint provide many ways to insert clip art, images, audio or graphic into a slide. You can import files saved in several different formats or add your own graphic or PowerPoint has its own gallery of Microsoft clip art images.

1. To insert a clipart, choose a slide layout that has a content placeholder.
2. Click the Insert Clip Art button in the placeholder.

The following steps can be used to insert an object to the PowerPoint presentation:

1. Click in the slide where you want to place an object.
2. On the Insert tab, in the Text group, click Object.
3. If the object does not already exist, click Create new.
4. To display the content in your presentation, clear the Display as icon check box.



2.2.3 Adding notes.

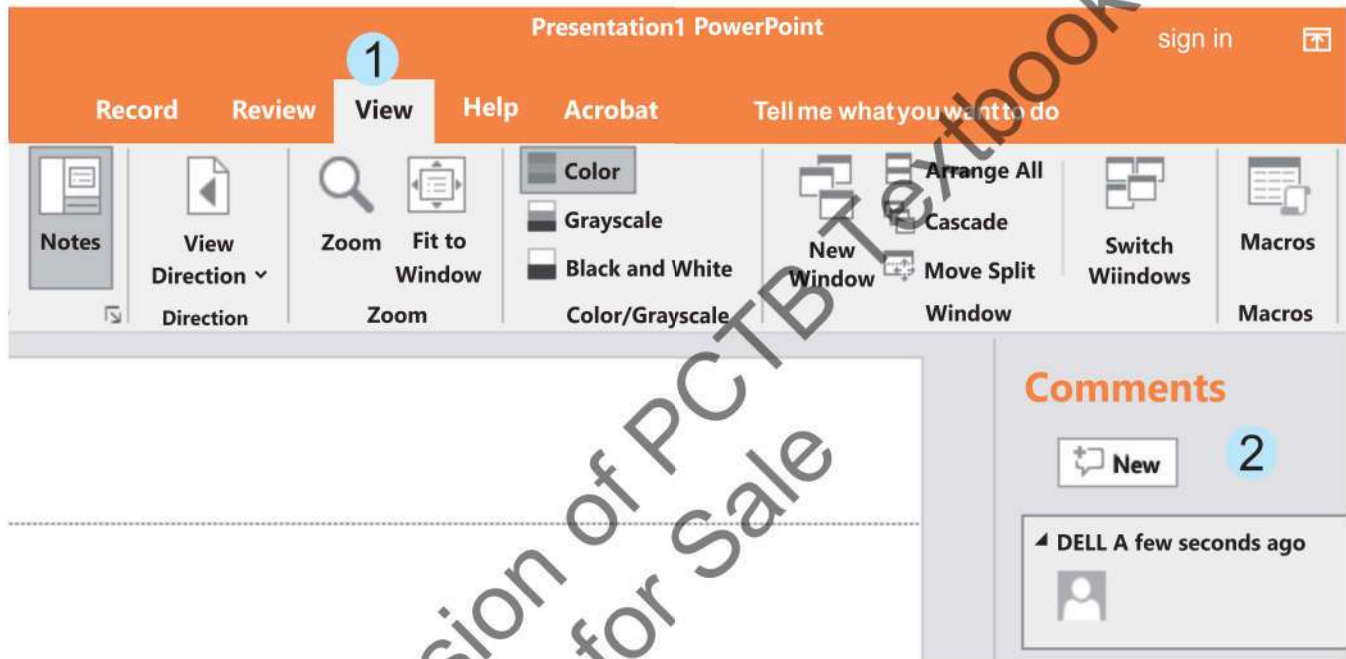
Power Point speaker notes help the speaker emphasize the main points during a presentation. Therefore, adding presenter simple notes to the PowerPoint slide makes it easier for the presenter to present. Using this method, there are multiple features to customize your PowerPoint notes further.

1. Open the PowerPoint Presentation

Open the PowerPoint presentation and under the PowerPoint menu bar, click the "View" > "Notes" button to add notes. Alternatively, you can also click the "Notes" button on the bottom of PowerPoint.

2. Add Notes

Click the "Click to add notes" section to input the speaker PowerPoint notes in the particular slide. There is no limit as to the number of notes to add.



2.2.4 Creating a Slide Show and an executable file.

When you have completed your slides, press "F5" to start show from first slide. Use arrow keys for navigation.

To set up the Slideshow, select Slide Show > Set Up Slide Show and choose one of the following:

- Browsed by an individual (window): Run the slideshow automatically and inside a window. This option works best when you save the slideshow to a CD.
- Browsed at a kiosk (full screen): Run the slideshow automatically and at full-screen size. This option works best when you convert the slideshow to a video.

Select OK when you're finished.

Add Timings to Each Slide in the Slideshow

Now it's time to decide how long each slide will appear in the slideshow. To begin, select Slide

Show > Rehearse Timings. The slideshow displays in full screen with a Recording toolbar and a timer.

While timing your presentation, use the Recording toolbar to advance through the presentation.

1. Select Next (arrow pointing to the right) to go to the next slide when the desired timing has been reached.
1. Select Pause to start and stop the timing.
2. Select Repeat to restart recording the time for the selected slide.
3. When you're finished and have set the time for the last slide, close the Recording toolbar.
4. Select Yes to keep the recorded slide timings.

How to Edit Timings on a Slide

If you need to increase or decrease the time for your slideshow, change how long slides appear during the slideshow.

To change the timing for a slide:

1. Select View > Slide Sorter.
2. Select Transitions.
3. Select a slide.
4. In the Advance Slide After text box, enter how long the slide should appear in the slideshow before proceeding to the next slide, then press Enter.
5. The new timing applies to the slide.

2.2.5 Explain the importance of a presentation tool.

Microsoft PowerPoint is one of the most popular multimedia tool that is being used by numerous people of all ages in their own capacities. It assists in presenting our views in more attractive and precise way with numerous special effects. In only a few clicks, user can add graphics, text, visuals, sounds and many more effects. In most of the Business meetings, PowerPoint presentation makes the sessions more interesting for the listeners compared to old traditional way of representation.

Here are some benefits of the Microsoft PowerPoint which adds importance to any of the presentations for any kind of users.

1. **Point to Point Focus:** PowerPoint helps in driving presentation focused detailed by pointing on important ideas or points through the slides. Rather writing paragraphs or stories on what you would like to present, a detailed statement with some voice or Animated or Graphical representation will make it more eye catching and interesting for listeners. This will help in letting us convey the message in a very detailed way with less of efforts and time saving.
2. **Attractive Visuals –** Visual representation leaves an impression in our mind rather listening

to verbal statements. PowerPoint have different multimedia options that will help users to represent with a colourful background, text and animation giving striking look to the representation.

3. **Numerous Resources:** PowerPoint have numerous features to add references from Internet by a single click offering a series of cues.
4. **Breaking the complexity:** With the Presentation, presenter gets the chance to use his skills to represent in a simpler way and saves efforts of users and his own. PowerPoint also has the capability of using laser pointers for narration that helps presenter to have an eye-eye contact with the audience at the same time concentrating on the bullet points.
5. **User Ownership:** PowerPoint gives an option to digital signature to the presentation that will not let any of users the modifying or adding any of the content to presentation without the consent of the user.
6. **Multimedia capability:** PowerPoint has ability to convert the presentation into Video or audio and can be shared on Internet and can be saved in DVD through DVD burner for parties, functions, academics, entertainment, etc. It also has the capability to be viewed on any device like iPhone, Samsung Galaxy, Blueberry etc.
7. **Easy accessible:** PowerPoint slide can be easily sent on email, shared through external storage devices.

2.3 The uses of electronic mail (e-mail)

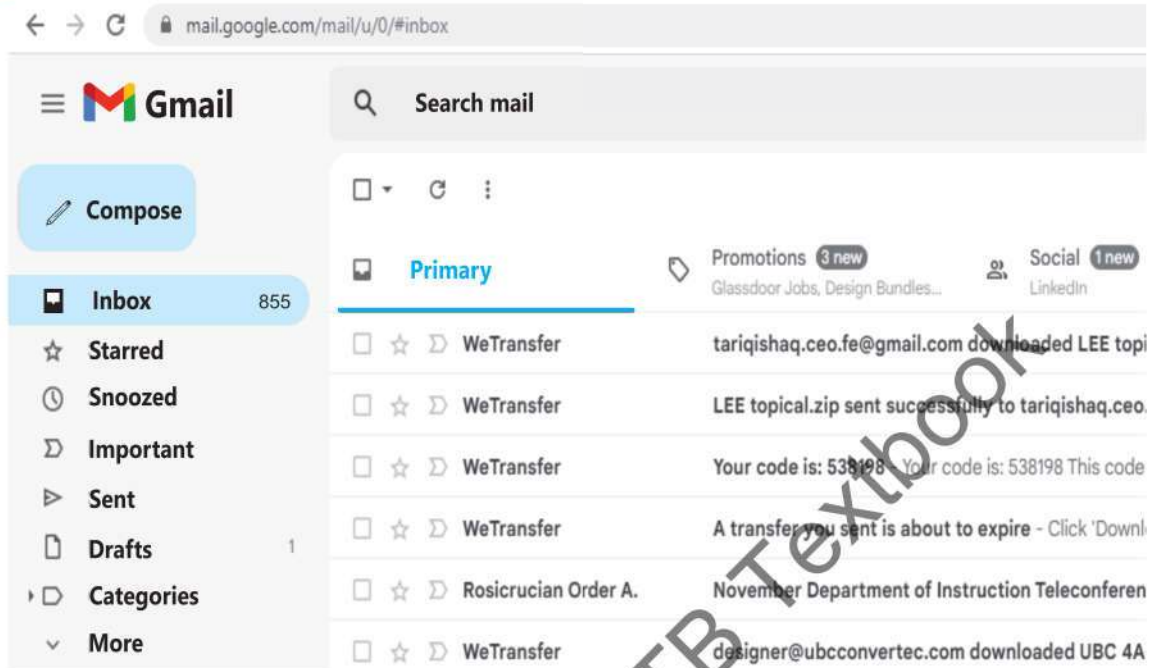
Electronic mail, commonly shortened to "email," is a communication method that uses electronic devices to deliver messages across networks.

Google mail can function as an email client connecting to the gmail server using a single organization protocol, as well as to standard mail servers using POP3 or IMAP protocol. It provides a multi-pane view for easy browsing of your mailboxes. You can use Word to compose email. Moreover, it is bundled with an effective client-side junk mail filtering tool.

2.3.1 Create an electronic mail

To communicate with the help of the computer using e-mail, you will need:

1. Email address
2. Password
3. The e-mail address of the person to whom you wish to send the e-mail
4. Internet connection



Types of emails

You should remove from list

- 1 BOUNCED
An email delivery on which is problematic or impossible
- 2 MALFORMED
An email of incorrect format which doesn't meet standards
- 3 FAKE
A set of symbols created fake emails generator
- 4 INACTIVE AN
Addresss which receives but never reads the newsletters
- 5 SERVICE
An email of support@company.com or team@company.com format
- 6 UNSUBSCRIBED
An address the owner which has refused to receive your message
- 7 DUPLICATE
An email which is mentioned in the list more than one time
- 8 SPAM TRAP
An email which was specially created for identifying spammers

2.3.2 Use an email service to create an email account

1. Click the compose button in left panel.
2. Enter a recipient's address. To: Contains the primary recipient's address....
 - To: Contains the primary recipient's address.
 - Cc (Carbon Copy): Sends a copy of the email to a secondary address.
 - Bcc (Blind Carbon Copy): Sends an additional copy to someone without anyone else knowing—except you, of course. Display this feature by clicking the Bcc button on the Options tab of the message.
 - If a recipient is in your Address Book, you can also click the To, Cc, or Bcc button to open the Select Names dialog box.

If you want to send the message to more than one person, insert a semicolon (;) between each email address.

3. Enter a subject in the Subject line.
4. Enter the message text in the body of the email.
5. Click the Send button

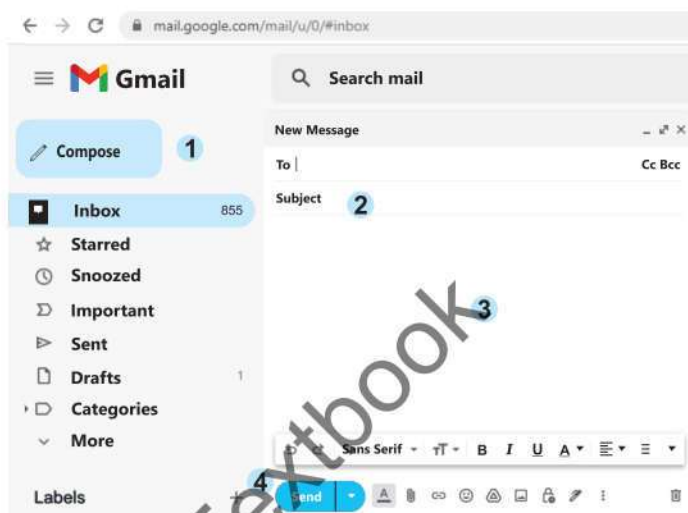
2.3.3 Send and Receive emails with Attachments.

An email attachment is a computer file that is sent within an email message. Mostly we can find the attached files in the Reading Pane, directly under the message header or subject. Occasionally, you'll see the attachments in the message body. Double-click the attachment icon to open the attachment. The following are the types of files that can be attached in an email as an attachment.

- bmp (Bitmap Image File)
- gif (Graphical Interchange Format File)
- jpg and .jpeg (JPEG Image)
- pdf (Portable Document Format file)
- doc and .docx (Microsoft Word document)
- xls and .xlsx (Microsoft Excel spreadsheet)
- csv (Comma-separated values)
- zip (Data compression file)

Some Good Habits for Writing an email

1. Use a clear, professional subject line
2. Proofread every email you send
3. Write your email before entering the recipient email address
4. Double check you have the correct recipient

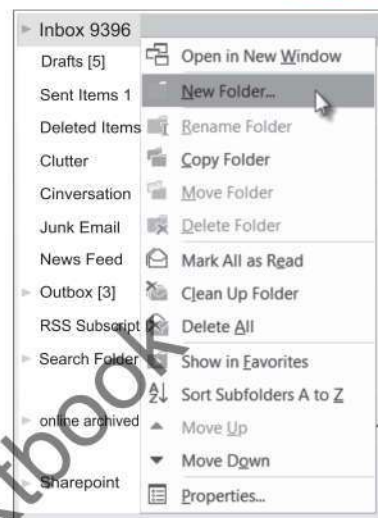


5. Ensure you CC all relevant recipients
6. You don't always have to "reply all"
7. Reply to your emails
8. Include a signature block
9. Use the appropriate level of formality
10. Keep emails brief and to the point

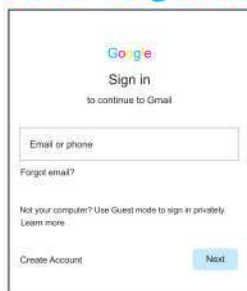
2.3.4 Organize emails using different folders/labels.

Folders provide a way to organize email messages, calendars, contacts, and tasks in gmail. To add a folder to the folder pane, do the following:

In the left pane of Mail, Contacts, Tasks, or Calendar, right-click where you want to add the folder, and then click New Folder. A new folder will be created that can be renamed as desired.



2.3.5 Log in an email inbox



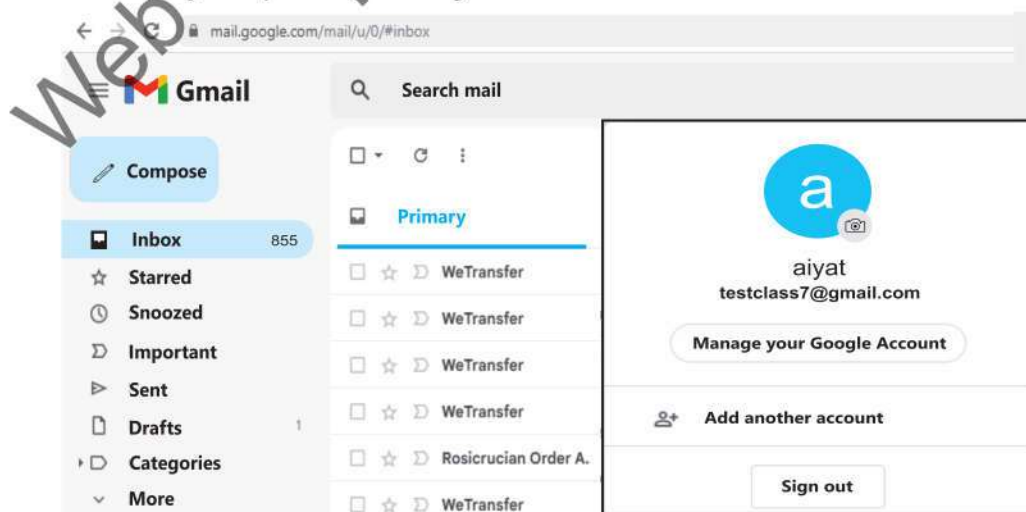
To log into an email account in outlook, you first need to open the outlook application or browse it on the website. The following steps can be used to log into your account in Microsoft outlook.

1. Go to mail.google.com page.
2. Click on gmail sign in option
3. Enter the email address and select next
4. Enter password and click on next button

2.3.6 An appropriate use of email (signing out after usage etc.)

On the other hand, its always safe to log out of your account if you are not using a personal device to access your account. To sign out your account, the following step can be followed:

1. On the top left of Gmail page click on user name. Some menu options will be displayed.
2. From the displayed options, click sign out button.



2.3.7 Use email as a means of Authentication for Another Website Login Password.

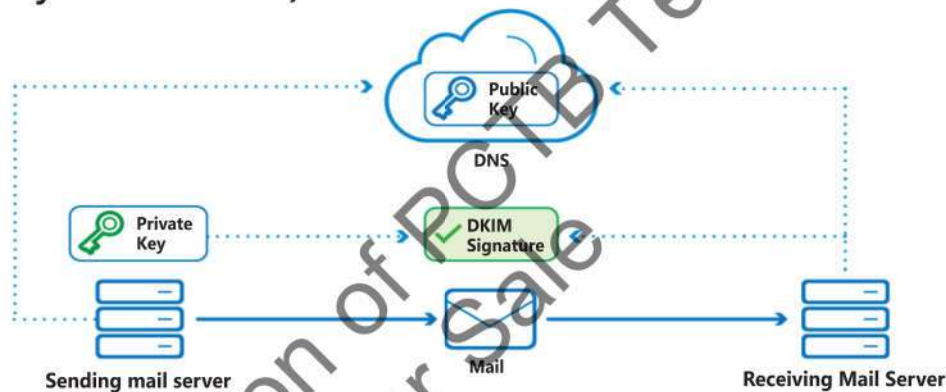
There are 3 common Authentication Type:

- Password-based authentication. Passwords are the most common methods of authentication.
- Certificate-based authentication.
- Biometric authentication.

There are 3 major methods used in email authentication, all based on DNS TXT records:

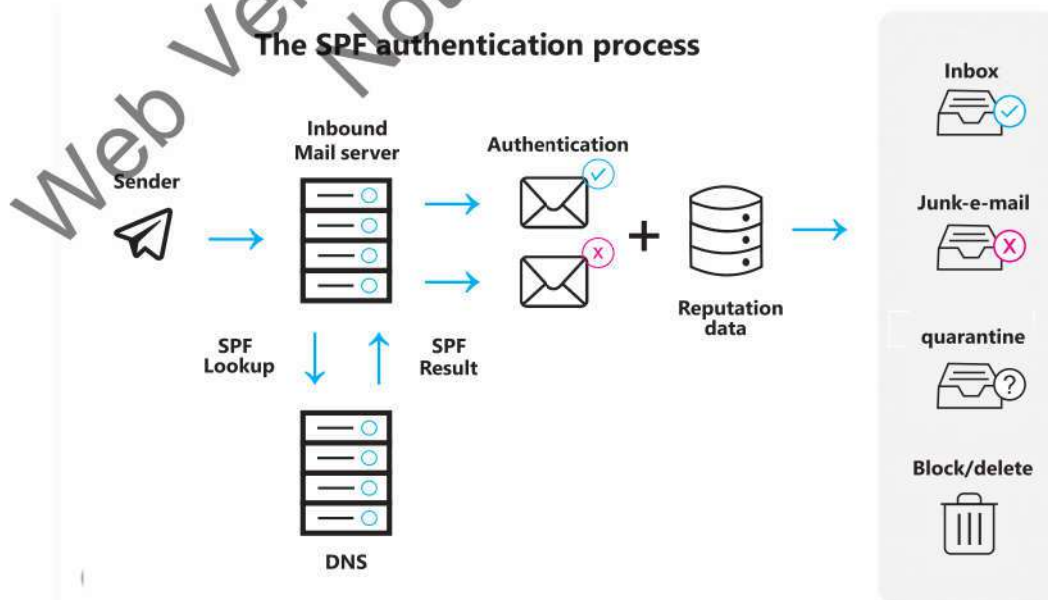
- DKIM (Domain Keys Identified Mail)
- SPF (Sender Policy Framework)
- DMARC (Domain-based Message Authentication, Reporting, and Conformance)

DKIM (DomainKeys Identified Mail)

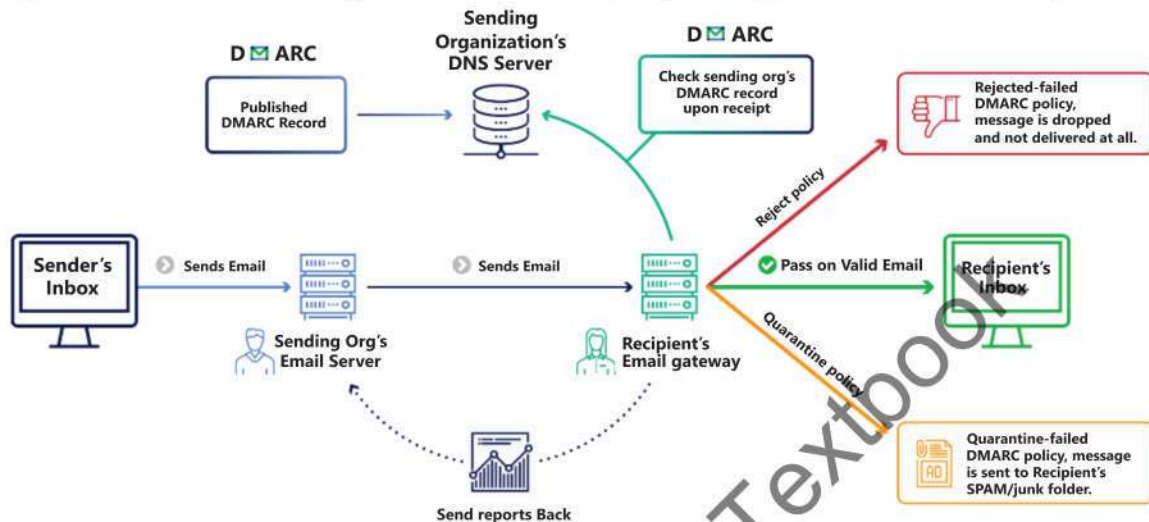


SPF (Sender Policy Framework)

The SPF authentication process



DMARC (Domain-based Message Authentication, Reporting, and Conformance)



2.3.8 Uses of Electronic mail (e-mail).

There are several uses of emails in this modern world. People around us are now preferring things to be fast and more text savvy in order to save us time. This is why email is being widely used and recommended as a mode of communication all around the globe.

The following are the uses of an electronic mail:

- Communicate with people all over the world for free
- Connect with more than one person at a time by sending group mails
- Document interactions
- Work in collaboration
- Can send attachments
- Can keep a conversation together for multiple people
- rating calendars and appointments



2.3.9 The common Platforms for Electronic mail.

There are several platforms for electronic emails widely being used in the world currently. Some of the most commonly used sites are:

- | | | |
|----------|---------------------|---------------|
| • Gmail. | • Microsoft Outlook | • Yahoo Mail. |
| • AOL. | • Zoho | • ProtonMail. |
| • com | | |

2.3.10 Create an e-mail Address, and How to Send Electronic mail (tone, language, etc.)

Using a free Gmail.com account, you can access your email, calendar, tasks, and contacts from anywhere you have an internet connection. When you are ready to open a new email account at gmail:

1. Open a web browser, go to the gmail.com sign up screen, and select **Create account**.
2. Select "For myself" option, new window will be displayed.

3. Enter first name, last name and user name in the relevant fields.
4. Enter a **password**, then confirm password and press next button.
5. Enter phone number and recovery email address (these fields are optional).
6. Enter your birthday.
7. Click on the drop-down arrow and select the gender, then click next button.
8. New pages for privacy and terms read these policies and click on "I agree" (you must read the privacy and term provided by gmail).
9. Gmail will set up your account and display a welcome screen. You can now open new gmail account on the web programs, on computers and mobile devices.

Google
Sign in
to continue to Gmail

Email or phone

Forgot email

Not your computer

Learn more

Create account

For myself

For my Child

To manage my Business

Next

Google

Create your Google Account
to continue to Gmail

First name

Last name

Username

@gmail.com

You can use letters, numbers & periods

Password

Confirm

Use 8 or more characters with a mix of letters, numbers & symbols

☐ Show password

Sign in instead

Next

Combining data

We also combine this data among our services and across your devices for these purpose. For example, depending on your account setting, we show you ads based on information about your interest, which we can derive from your use of search and YouTube, and we use data from trillions of search queries to build spell-correction models that we use across all of our services.

You're in control

Depending on your account settings some of this data may be associated with your google Account and we treat this data as personal information. You can control how we collect and use this data now by clicking "More Options" below you can always adjust Your controls later or withdraw your consent for the future by visiting My Account (myaccount.google.com).

More options

Cancel

I agree

ayat, welcome to Google

testclass7@gmail.com

Phone number (optional)

Google will use this number only for account security. Your number won't be visible to others. You can choose later whether to use it for other purposes.

Recovery email address (optional)

We'll use it to keep your account secure

Month

Day

Year

Your birthday

Gender

Why we ask for this information

Back

Next

2.3.11 Process of authentication.

Email authentication is a technical solution to verify that an email is not forged. In other words, it provides us with a way to authenticate that an email comes from who it claims to be from. Email authentication is most often used to block harmful or fraudulent uses of email such as spam.

2.3.12 Email Protocols

Email protocol is defined as a set of rules defined to ensure that emails can be exchanged between various servers and email clients in a standard manner. This makes sure that the email is universal and works for all users.

The common protocols for email delivery are usually Post Office Protocol (POP), Internet Message Access Protocol (IMAP), and Simple Mail Transfer Protocol (SMTP). Each of these protocols has a standard methodology to deal with the emails and also has defined functions.

➤ **POP (Protocol)**

POP stands for Post Office Protocol. Email clients use the POP protocol support the server to download the emails. This is primarily a one-way protocol and does not sync back the mails to the server.

➤ **IMAP (Protocol)**

IMAP stands for Internet Message Access Protocol. It is a standard email retrieval (incoming) protocol. It stores email messages on a mail server and enables the recipient to view and manipulate them as they were stored locally on their device(s).

➤ **SMTP (Protocol)**

SMTP stands for Simple Mail Transfer Protocol. SMTP is the principal email protocol that is responsible for the transfer of emails between email clients and email servers.



Summary

- The word processor is one of the most-used computer applications in education.
- There are four primary functions of word processors are:
 - Composing
 - Editing
 - saving
 - printing
- Microsoft Word (MS Word) is a popular word-processing program used mainly for creating documents, such as brochures, letters, learning activities, quizzes, tests, and students' homework assignments.
- To format any text in the Word document, we first need to select the text. Then we can format the text by using the tabs from the Ribbon.
- To save, we go to the File tab and press save or click save button on the quick access toolbar.
- To open a saved file, we go to the File tab and click on Open button.
- The difference between numbered list and a bulleted list in Microsoft word is that numbered list has the corresponding number associated with it or the current number of sentence that you are writing, whereas a bulleted list does not contain any numbers but only have plain bullets.
- Save allows us to update the last saved version so that it will match with the current working version and that last saved work will be updated with the new work.
- Short cut key for Save is Ctrl+S or Shift+F12 or Alt+Shift+F2.
- Save As allows us to save our work for the first time and also it will ask for in what name it will be saved and where it will be saved.
- We can insert a table from the insert tab and click on the table button.
- Headers appear at the top margin of the Word document, while Footers appear at the bottom margin of the Word document.
- The header and the footer can be added from the insert tab on the ribbon.
- The Thesaurus is a software tool that is used in the Microsoft Word document to look up (find) synonyms (words with the same meaning) and antonyms (words with the opposite meaning) for the selected word.
- A multimedia presentation consists of a set of media objects, such as images, text objects, video clips, and audio streams.
- Open the PowerPoint presentation and under the PowerPoint menu bar, click the "View" > "Notes" button to add notes. Alternatively, you can also click the "Notes" button on the bottom of PowerPoint.
 - To set up the slideshow, select Slide Show > Set Up Slide Show.
 - Click the New Email button on the Home tab of Mail. Press Ctrl + N.
 - Enter a recipient's address. To: Contains the primary recipient's address.
 - To: Contains the primary recipient's address.
 - Cc (Carbon Copy): Sends a copy of the email to a secondary address.

- Bcc (Blind Carbon Copy): Sends an additional copy to someone without anyone else knowing—except you, of course. Display this feature by clicking the Bcc button on the Options tab of the message.
- If a recipient is in your Address Book, you can also click the To, Cc, or Bcc button to open the Select Names dialog box.
- To communicate with the help of the computer using e-mail, you will need:
 - An e-mail address
 - A password
 - The e-mail address of the person to whom you wish to send the e-mail
 - Internet connection
- An email attachment is a computer file that is sent within an email message.
- In the left pane of Mail, Contacts, Tasks, or Calendar, right-click where you want to add the folder, and then click New Folder. A new folder will be created that can be renamed as desired.
- There are 5 common Authentication Type:
 - Password-based authentication. Passwords are the most common methods of authentication. ...
 - Multi-factor authentication. ...
 - Certificate-based authentication. ...
 - Biometric authentication. ...
 - Token-based authentication
- There are three major methods used in email authentication, all based on DNS TXT records:
 - DKIM (DomainKeys Identified Mail)
 - SPF (Sender Policy Framework)
 - DMARC (Domain-based Message Authentication, Reporting, and Conformance)
- The common protocols for email delivery are usually Post Office Protocol (POP), Internet Message Access Protocol (IMAP), and Simple Mail Transfer Protocol (SMTP).
- POP stands for Post Office Protocol. Email clients use the POP protocol support the server to download the emails. This is primarily a one-way protocol and does not sync back he mails to the server.
- SMTP stands for Simple Mail Transfer Protocol. SMTP is the principal email protocol that is responsible for the transfer of emails between email clients and email servers.



Exercise

Tick (✓) the Correct Answer:

1. To open a word document, we go to the _____ tab.
a. Open b. File c. Home d. Insert
2. _____ is a word processor, that allows us to enter, format, save and print text.
a. MS Excel b. MS PowerPoint c. MS Word d. MS Paint
3. We can format the text from the _____ tab.
a. File b. Format c. Insert d. Home
4. _____ make the text appear thicker and darker.
a. Italics b. Format c. Font face d. Bold
5. There are _____ types of alignments in text formatting in Word.
a. 3 b. 4 c. 5 d. 6
6. The _____ tab lets you control the look and the feel of your document in Microsoft Word.
a. Layout b. Margin c. Caption d. Format
7. We can insert the image in the Word document from the _____ tab.
a. Insert b. File c. Home d. View
8. We can resize the image by clicking and dragging on its _____.
a. Outline b. Center c. Resize handles d. Arrows
9. The keyboard shortcut to copy is _____.
a. Ctrl + X b. Ctrl + C c. Ctrl + P d. Ctrl + S
10. We can insert the table in the Word document from the _____ tab.
a. File b. Home c. Insert d. View
11. _____ appears at the top margin of the Word document.
a. Footer b. Title c. Address bar d. Header
12. To Print the Word document, we go to the _____ tab.
a. Print b. File c. Format d. Insert
13. The easiest way to create a multimedia presentation is to create it on _____.
a. Microsoft Word b. Microsoft Excel
c. Microsoft PowerPoint d. Microsoft Paint
14. The keyboard shortcut to create new email is _____.
a. Ctrl + S b. Ctrl + N c. Ctrl + M d. Ctrl + X

15. It is always safe to _____ your account, if not using it.

- a. Protect b. Sign out c. Sign in d. Delete

Briefly answer the following questions

1. Write a note on benefits of the Microsoft PowerPoint which adds importance to any of the presentation for any kind of users.
2. State the different ways in which we can use email as a mean of authentication for another website.
3. Discuss the importance and uses of email.
4. Write the proper protocol of signing out the email account when not using it.
5. Elaborate on the use of thesaurus and synonyms features in Microsoft Word.
6. Differentiate between save and save as tool on the file tab.
7. Describe the purpose of a word processor.
8. Identify and explain the common platforms for electronic mail.
9. Define the following terms:
 - Recipient
 - Attachments
 - Password
 - Email address
10. Explain the standard protocols like SMTP and POP3.

Answer the following questions in detail

1. Prepare a presentation on the book, the students read last time; while incorporating all the tools.
2. Create an email address using common freely available platforms like Microsoft or Google. Teachers can conduct a demonstration, and students can follow the process and create their own email inboxes.
3. Ask the students to write 3 things they have learned about the email, make 2 personal connections to email, or write 2 things they didn't understand about email, and 1 area that needs to be discussed with the peers or teacher.
4. Engage students with the topic by asking them to open Microsoft Word and allowing them to navigate freely for three minutes. At the end of this time, ask them to share experiences, questions, and comments.
 - Tell students they will be learning to use this program, then ask them to consider why learning to use Microsoft Word will be beneficial to them.
 - Have them open a New Document.
 - Have students preview the menus briefly by running their mouse across each but not

opening any options under. Preview and predict what each tab does.

- Discuss features and allow students to ask questions, but instruct them to refrain from going further than exploration for now.
- Ask - Which feature will you use to:
 - Determine margins?
 - Create page borders?
 - Check spellings?
 - Add a table of contents?
 - Preview the document?

Activity Based Questions

1. Students will prepare a presentation on the book they read last time; while incorporating all the tools.
2. Students will create an email address using common freely available platforms like Microsoft or Google. Teachers can conduct a demonstration, and students can follow the process and create their own email inboxes.