

UNIT -I
INTRODUCTION TO ICT

- ❑ Why ICT? Social and Ethical Concerns related to the use of technology.
- ❑ School Computer and Network **Acceptable Use Policy**: It tells us how to use school computers sensibly, safely and legally and it is important for everyone to read it.
- ❑ **File Hierarchy**: To maintain and keep *My Documents* and desktop tidy and organised.
- ❑ **Social Networking Sites**: Pros and cons.
- ❑ **Electronic Mail**: know mail-hosting services Host we use to send and receive electronic mail (e-mail). Check your e-mail regularly, reply to, and delete e-mails efficiently.
- ❑ **File Attachment**: You can attach other files to an e-mail e.g. a homework assignment. Be careful to follow the **Email Protocol, which** is with the Acceptable Use Policy on the network and in general.
- ❑ **Think Green**: Do you really need to print? Check the the *Print Preview (File menu)* to check it looks good first. Print **back-to-back** to save paper and recycle any paper you do not need.
- ❑ **Backup**: Why Backup and How to Back up?
- ❑ **Application Software**: What is Application Software? You can present information in all your subjects using **word processing** (*Microsoft Word*), PowerPoint **presentations** (*Microsoft PowerPoint*) or **sound files** (*Audacity*).
- ❑ **Audience**: Know your audience