ICT

Practice Manual for Group D

DIRECTORATE OF TECHNICAL EDUCATION,

UNION TERRITORY, CHANDIGARH

Brief of ICT Manual for Group D

Total Duration: 20 Hours

Module	Title of the Topic	Duration
A	**Basic Computer Fundamentals** 1. How to on and off computer system. 2. Awareness about different parts of Computer System. 3. Knowledge of I/O devices. 4. Basics of operating system (desktop, files, folders)	Day 1 (4 Hours)
B	**Knowledge about connections of Computer System** 1. Knowledge of I/O ports 2. How to make internet connection. 3. How to use search engine like Google. 4. Creation of email account. 5. Use of Google Map. 6. Knowledge of printer, scanner and troubleshooting of printer.	Day 2 (4 Hours)
C	**Microsoft Word** 1. Familiarization with MS Word 2. Creating and saving of documents using MS Word 3. Inserting and formatting tables and other objects 4. Working with Page layout settings and printing documents 5. Working with Mail Merge 6. Practice of using shortcut keys	Day 3 (4 Hours)
D	**Basic concepts of Microsoft Excel** 1. Creating and Saving document in MS-Excel 2. Formatting Cells in MS-Excel 3. Using Basic Functions of all major Categories 4. Sorting and filtering Data 5. Setting Page Layout and Printing	Day 4 (4 Hours)
E	**Social media awareness** 1. Instant messaging like WhatsApp. 2. Creating account on Facebook and use 3. Creating account on Twitter and use	Day 5 (4 Hours)

A. BASIC COMPUTER FUNDAMENTALS

1. How to on and off Computer System.

Turning on:

1. Make sure your computer is plugged into a power source through UPS.
2. Locate your computer's power button on the CPU and press it.
3. Switch on the monitor.

Turning off:

1. Go to ‘Start’ button and click on ‘Shut Down’.
2. Turn off the CPU.
3. Turn off the monitor.
4. Switch off the power supply.



Figure 1: Turning On and Off Computer System

2. Awareness about different part of Computer System.

A computer is an electronic machine that processes data. Information given to the computer is called data. Computer works very fast. It saves your time and energy. It does not make mistakes. It can remember a lot of things. The basic parts of a computer are shown in the picture given here (Fig 2).



Figure 2: Basic Parts of Computer

These parts of the Computer and some other devices are connected together with the help of wires and cables.

3. Knowledge of I/O Devices:

Input Devices

Input devices are used to provide information to a computer, such as typing a letter or giving instructions to a Computer. Some examples of input devices are as follows:

Mouse: A standard mouse has a left and a right button. You use the left button to select items and provide instructions by clicking an active area on the screen. You use the right button to display commonly used menu items on the screen.

Keyboard: A set of keys that resembles a keyboard on a typewriter. You use the keyboard to type text such as letters or numbers into the computer.

Scanner: A device that is similar to a photocopy machine. You can use this device to transfer an exact copy of a photograph or document into a computer. A scanner reads a page and translates it into a digital format that a computer can read. For example, you can scan photographs of your family using a scanner.



Figure 3: Input Devices

Output Devices

An output device is any device used to send data from a computer to another device or user. Most computer data output that is meant for humans is in the form of audio or video. Thus, most output devices used by humans are in these categories. Examples include monitors, projectors, speakers, headphones and printers.

Monitor – A monitor looks like a TV screen. It shows whatever you type on the keyboard or draw with the mouse.

Speakers - The speakers are the output devices that produce different types of sounds processed by the computer. You can listen to songs or speeches stored in the computer with the help of speakers**.**

Printer - A printer prints the results of your work from the computer screen on a sheet of paper. This is called a printout or hardcopy.

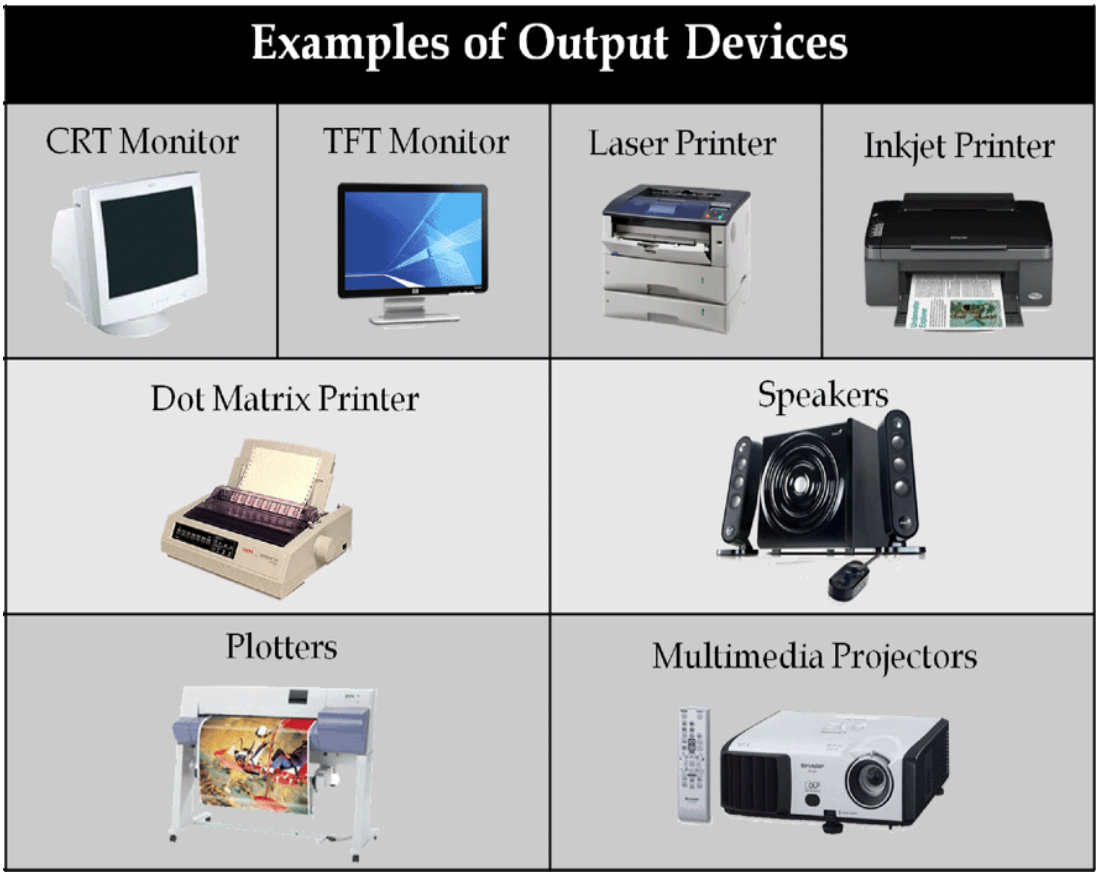


Figure 4: Output Devices

4. Basics of Operating Systems.

Desktop - The Desktop **(**Fig. 5**)** is a system of organization of icons on a screen. The Microsoft Windows Desktop was first introduced with Microsoft Windows 10 and has been included with every version of Windows since then.

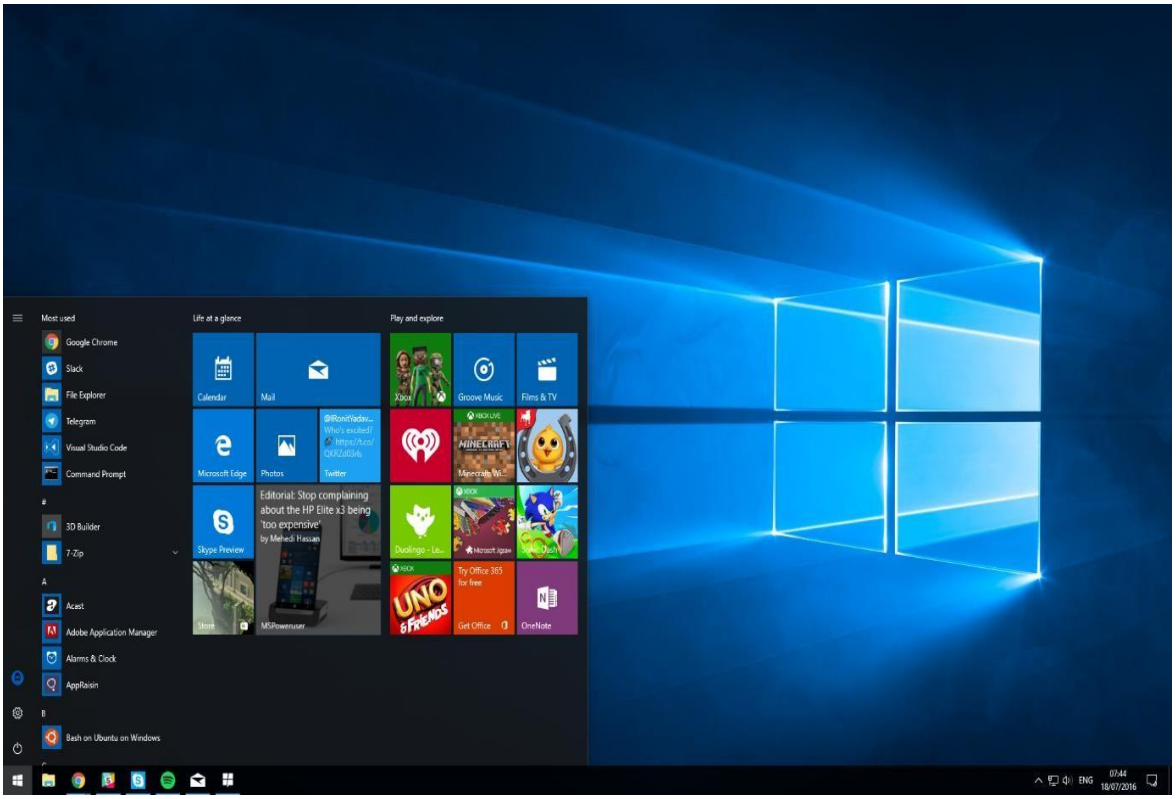


Figure 5: Desktop

Files -A file is an object on a computer that stores data, information, settings, or commands used with a computer program. For e.g. document, excel, pdf, PowerPoint, word etc.



Folders -A folder is a storage space that many files can be placed into to group them together and organize the computer.

B. KNOWLEDGE ABOUT CONNECTIONS OF COMPUTER SYSTEM

1. Knowledge of I/O ports.

a. USB- A USB port is a standard cable connection interface for personal computers and consumer electronics devices. USB stands for Universal Serial Bus, an industry standard for short-distance digital data communications. USB ports allow USB devices to be connected to each other with and transfer of digital data over USB cables

b. Memory card slot - In this slot the memory card is inserted. It is either present on the side of the laptop or on the front side.

c. Ethernet port– An Ethernet port (jack or socket) is an opening on computer network equipment that Ethernet cables plug into. Their purpose is to connect wired network hardware in an Ethernet LAN, metropolitan area network (MAN) and wide area network (WAN).

d. Serial Port - Serial ports transmit data sequentially one bit at a time. So they need only one wire to transmit 8 bits Serial ports are usually 9-pin or 25-pin male connectors.



Figure 6: I/O Ports

2. How to make Internet Connection.

Step 1: Set up your wireless router.

If there is a Wi-Fi adaptor, a Wi-Fi icon should also appear in the system tray in the bottom right-hand corner of the screen. (Fig 7)

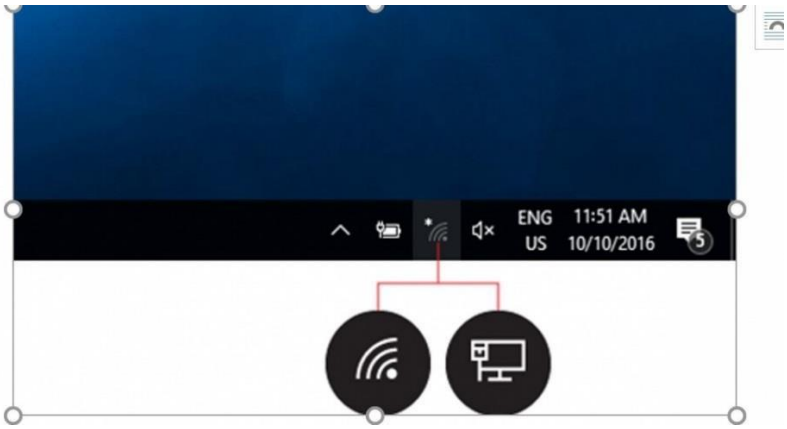


Figure 7: Wi-Fi icon

Step 2: To connect to a wireless network, click the Wi-Fi icon. You should now see a list of available networks. (Fig 8)

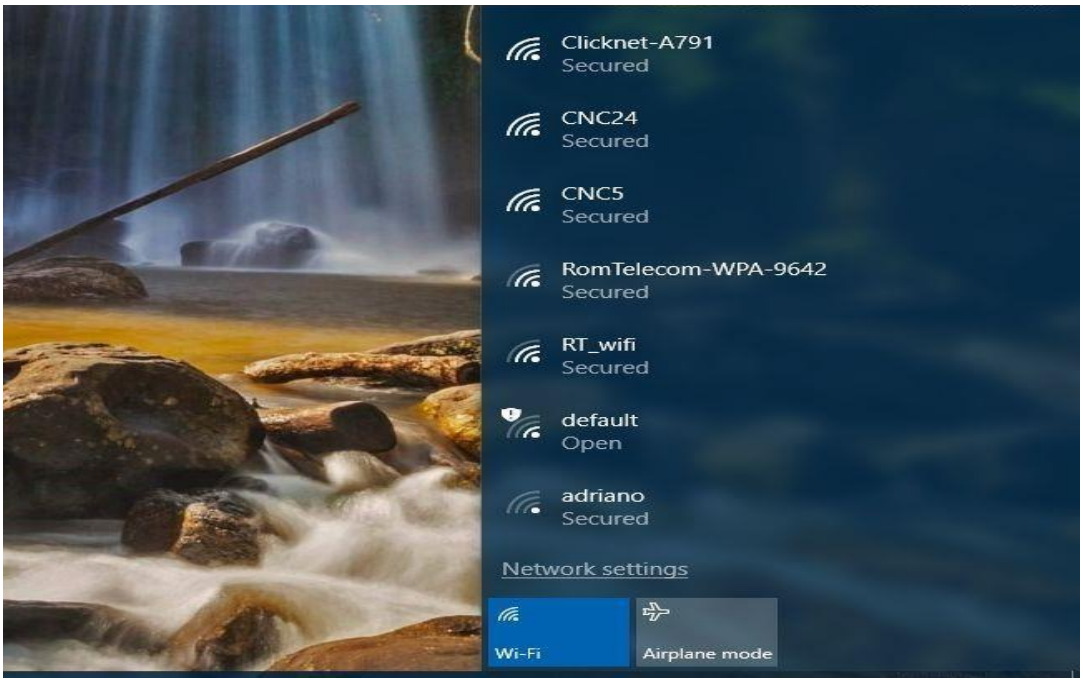


Figure 8: Available Networks

Step 3: To connect to a network, just click on its name. If it's a secure network and it's the first time you've used it, you'll need a password. If it's your home network, your internet provider will have given you a password – sometimes it's printed on a sticker attached to the router. (Fig 9)

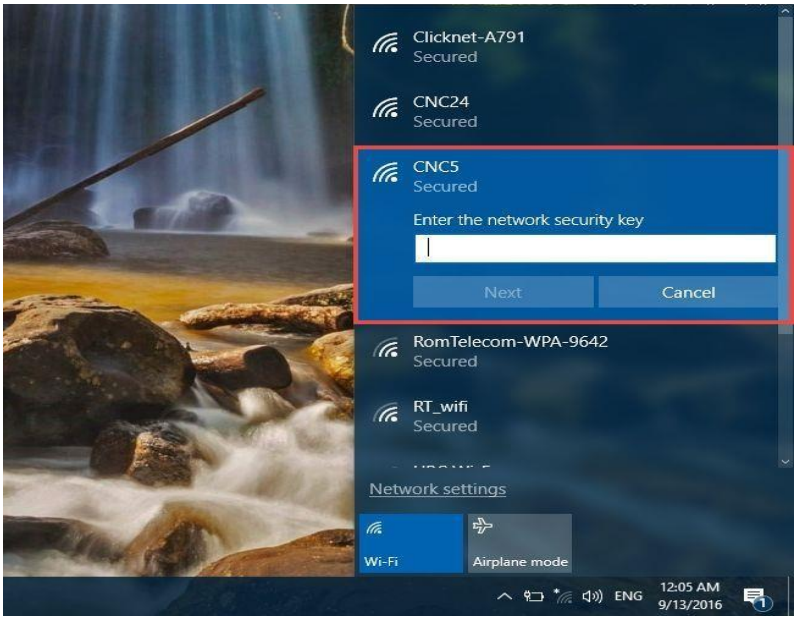


Figure 9: Password

Once you have done this your device is finally connected to the internet.

3. How to search on search engine like Google?

Step 1- Go to your web browser and type www.google.in and hit 'Enter'. Step 2- Enter Your Search Terms. Type anything you want to search. (Fig 10) Step 3- Review Your Search Results (Fig 11)

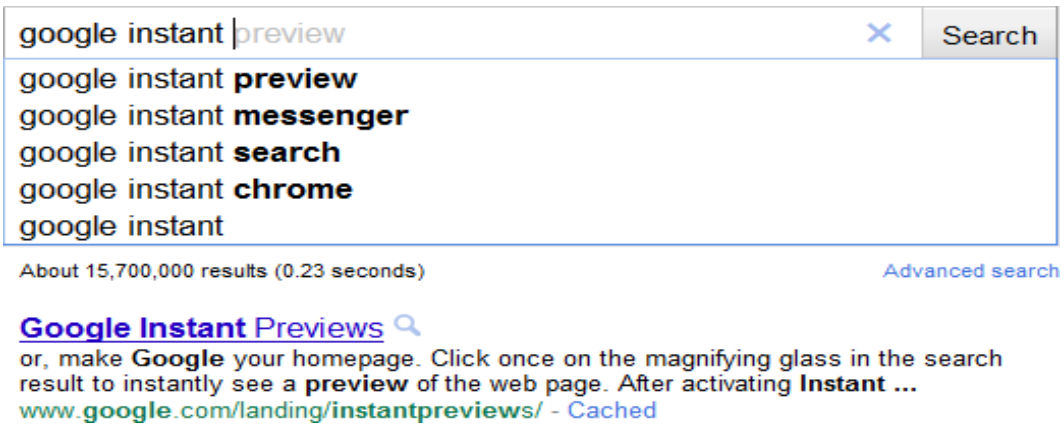


Figure 10: Google Search

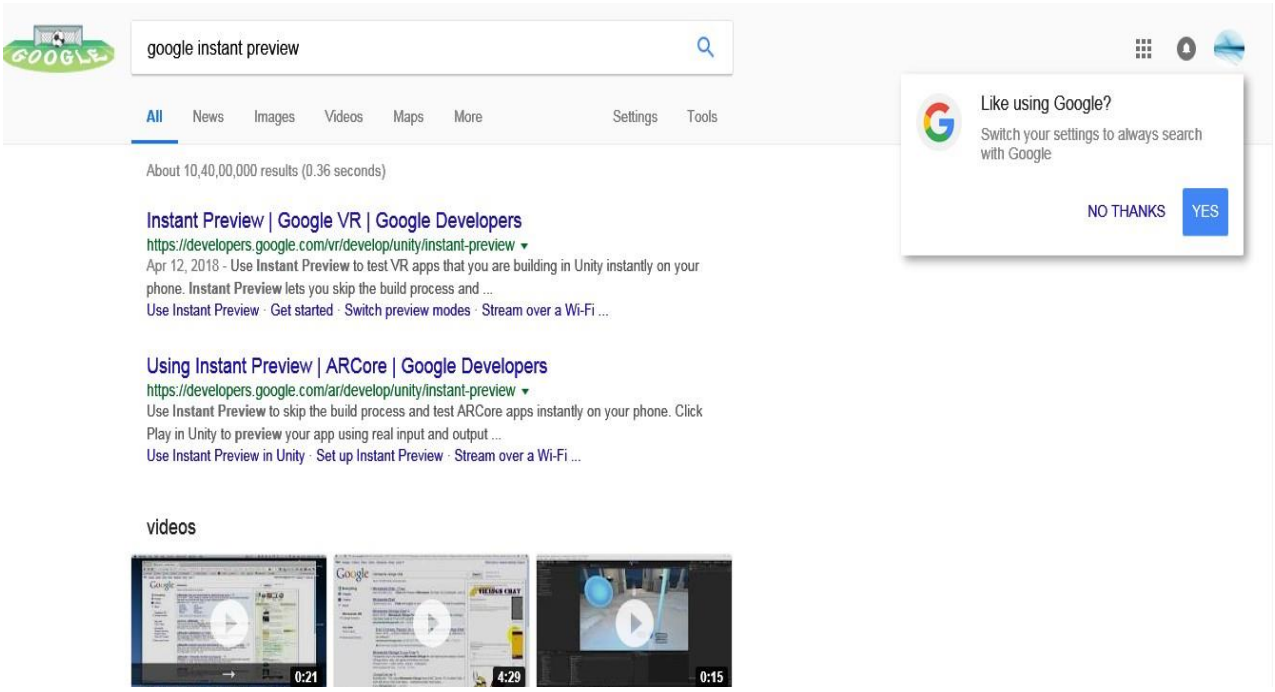


Figure 11: Review Google Search

4. Creation of Email Account

- Go to **www.gmail.com**.
- Click “Create account” Fig 12.

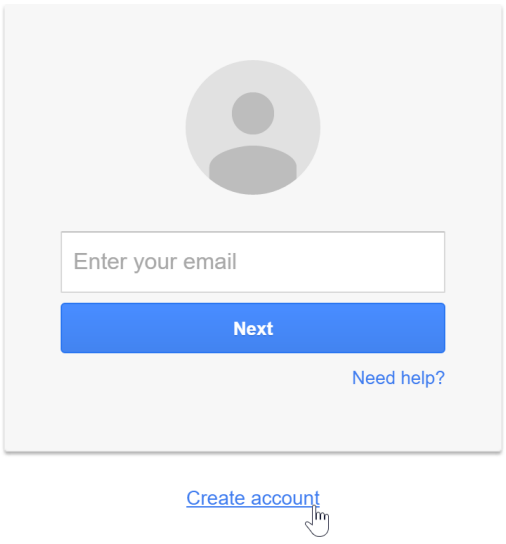


Figure 12: Create Account

- The **signup** form will appear. Follow the directions and enter the required information.(Fig 13)

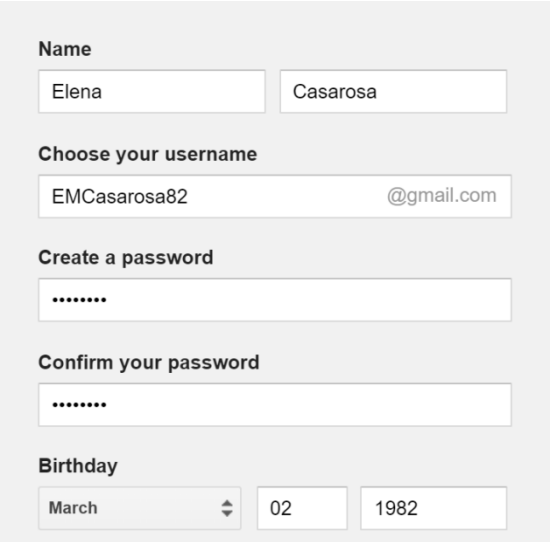


Figure 13: Sign Up Form

- Review **Google's Terms of Service** and **Privacy Policy**, click the check box, then click **Next step**.

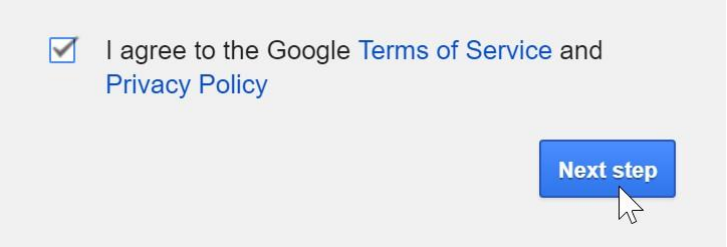


Figure 14: Google's Terms of Service

- Your account will be created, and the Google welcome page will appear.

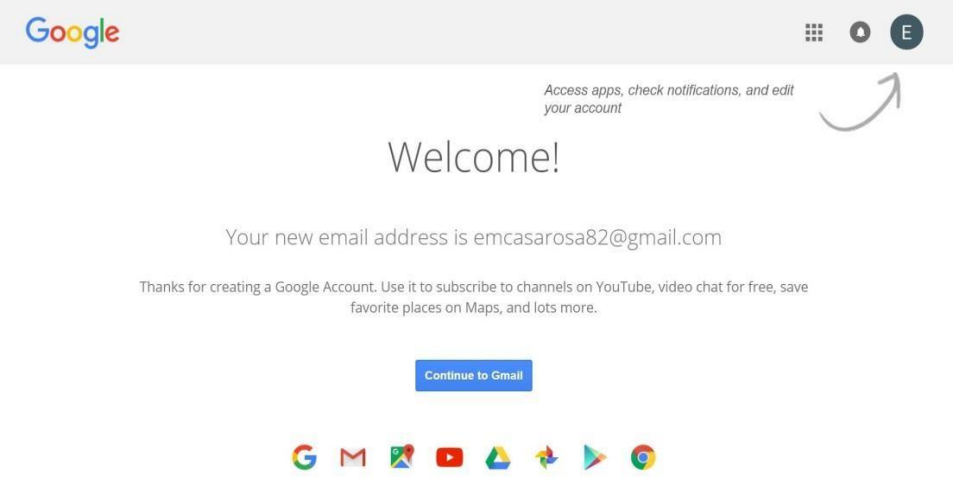


Figure 15: Welcome Page

5. Use of Google Map

Step 1:- Go to GOOGLE MAP.

Step 2:- Type in the search box the name, address or postcode of the place you're looking for – in this case, "Punjab University". Click on the icon of the magnifying glass to search or choose from the auto complete suggestions if the place is listed.

Step 3:- Having found the place on the map, you can also ask Google for directions for either driving or walking there. Click **Directions**.

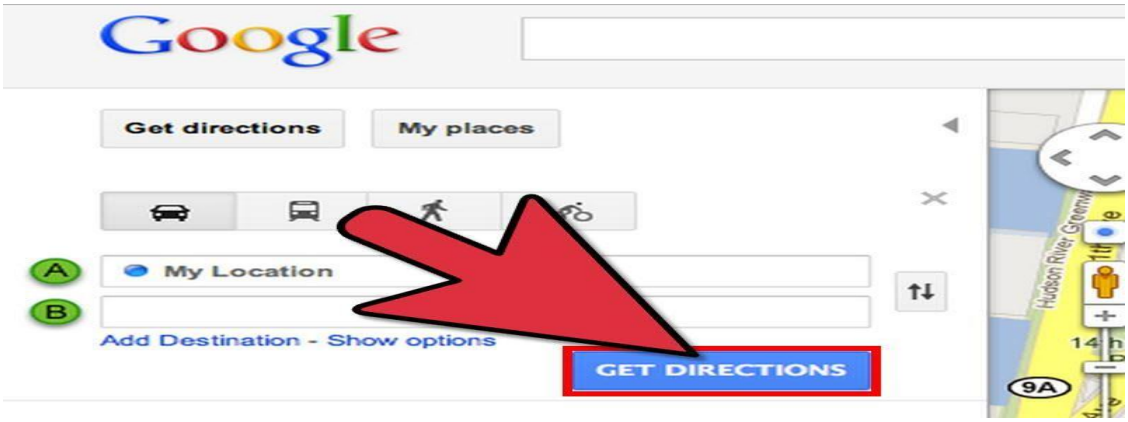


Figure 16: Get Directions

6. Knowledge of printer, scanner and troubleshooting of printer

Printer - A printer (Fig.17) is a piece of hardware for a computer. It allows a user to print on paper, such as letters and pictures. Mostly a printer prints under the control of a computer.

Many can also work as a copying machine or with a digital camera to print directly without using a computer.



Figure 17: Printers

Troubleshooting printer-

1. Out of Paper: Check all paper, confirm the correct paper source.
2. Paper jams: Clean the paper path, check the paper type.
3. Lines and smearing, ghosted image.

Scanner- A scanner (Fig 18) is a device that captures images from photographic prints, posters, magazine pages, and similar sources for computer editing and display. Scanners come in hand-held, feed-in, and flatbed types and for scanning black-and-white only, or color. Scanners usually attach to your personal computer.



Figure 18: Scanner

C. MICROSOFT WORD

1. Familiarization with MS Word

Microsoft Word (or simply **Word**) is a word processor developed by Microsoft. It was first released on October 25, 1983 under the name Multi-Tool Word for Xenix systems. Subsequent versions were later written for several other platforms including IBM PCs running DOS (1983), Apple Macintosh running the Classic Mac OS (1985), AT&T Unix PC (1985), Atari ST (1988), OS/2 (1989), Microsoft Windows (1989), SCO Unix (1994), and OSX (2001).

Microsoft Word (Fig 19) is a word-processing application that can be part of the Microsoft Office suite or a stand-alone program installed on to your computer. The program can be used to write letters and different types of documents that can include graphics and pictures. Microsoft Word allows users to alter the appearance of text easily by changing its color, font style and size. The document is easily saved as a file on a computer or other media device and retrieved whenever needed for editing, sharing or printing.

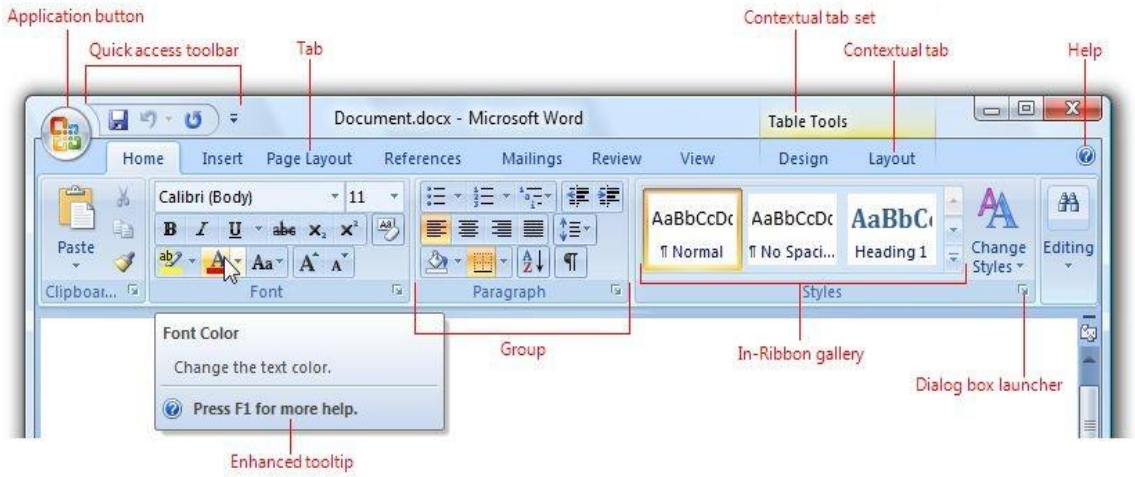


Fig 19: Screen Shot of MS-Word Application

2. Creating and Saving of Documents using MS Word

Follow these step-by-step instructions to create a document in Microsoft Word:

Step 1: From the desktop or from your 'Start' menu, open Microsoft Word.

Step 2: Microsoft Word will open up and present you with an option to select a document template, or a blank document.

Step 3: If you don't want to use any of the templates on display, click on the blank document.

Step 4: A new blank document will open up ready for you to start typing.

Follow these step-by-step instructions to save a document:

Step 1: Start a new document in Word and type your text.

Step 2: Click **File** in the top left-hand corner of the screen. Some versions of Word may have an 'Office' button in the top left-hand corner. Click on this to bring up the menu to continue. **Step 3:** From the menu, choose **Save** (Fig 20).

Step 4: A 'Save' dialogue box will come up. At the top and at the left-hand side in the list of folder options, it will show the folder where you'll be saving the document. If you wish to change this folder, navigate through the folders on the left-hand side of the dialogue box to choose the one where you want to save your document.

Step 5: Word will automatically give your document a name, based on the first few words of your text. If you don't like the given one, once you have chosen the destination folder, type a name for your document in the 'File name' box. Come up with a name that is concise but will allow you to find the document easily again.

Step 6: Once you have typed in the name of your document, click **Save.**

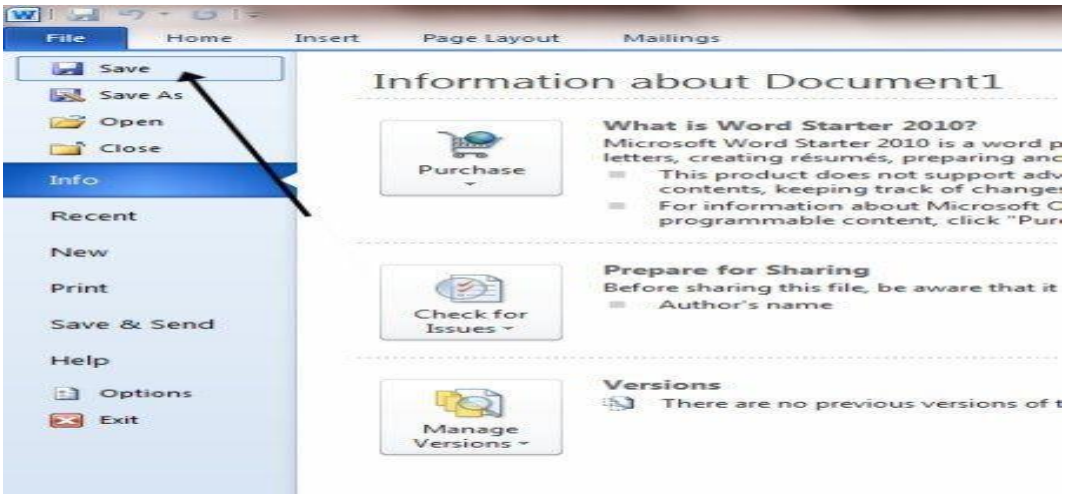


Fig : Save Button in MS-Word

Step 7: Your document will now have a name, which will be shown at the very top of your document screen. If you make changes to your document and then save them after it has been saved originally, the dialogue box will not come up again. It will just save your changes without any visual notification being shown.

Step 8: The 'Save As' menu – the link to which is on the left-hand side of the 'File' dialogue box, beneath 'Save' – is used to save an existing document under another name.

3. Inserting and formatting Tables and other objects

To insert a blank table:

- Click on insert tab and then click on table.
- This will open a drop-down menu that contains a grid (fig 21). Hover over the grid to select the number of columns and rows you want.
- Select the required grid.
- To **enter text**, place the insertion point in any cell, then begin typing.

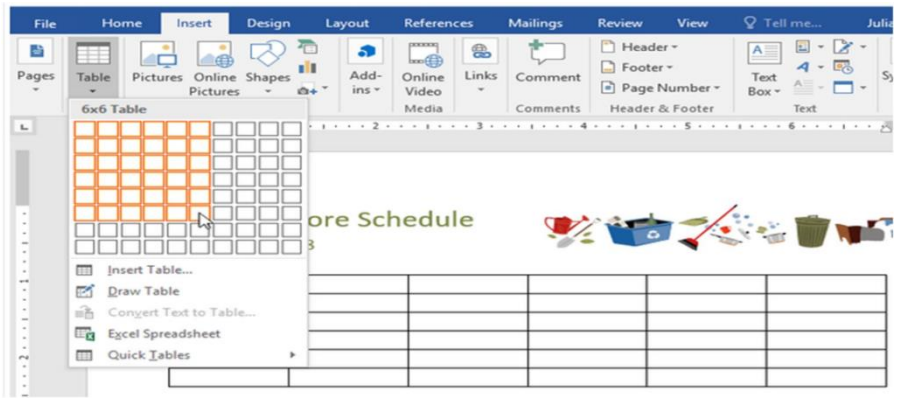


Fig : Inserting Table into the Document

Other than Tables, Pictures, ClipArt, Shapes, Header, Footers and Charts can also be inserted into Blank Document.

Inserting a new object

Microsoft Word allows you to embed objects created in other programs into one document. These objects can offer data and other resources to support your document's objectives and create a visually pleasing layout for your recipients' view. Open the Word document and click the "Insert" tab on the command ribbon. Click the "Object" button in the Text group to open the Object dialog box. In the **Object** dialog box, click the **Create New** tab, and then select an option from the **Object type** list (fig).

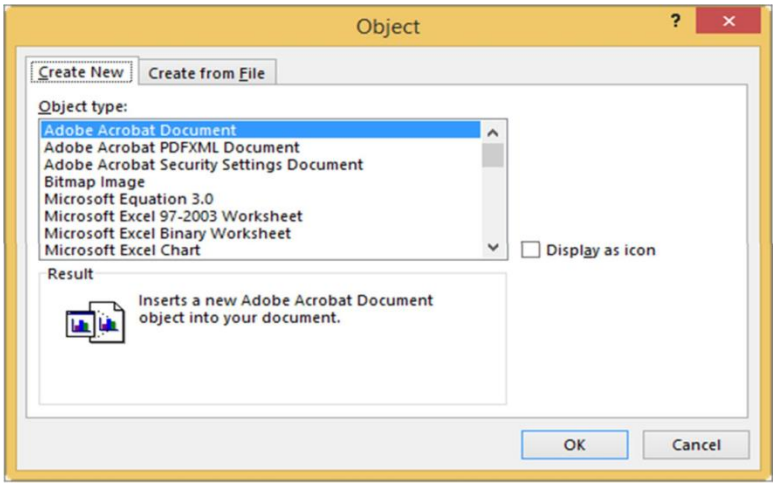


Fig 22: Inserting Object into the Document

4. Working with Page Layout setting and Printing documents.

Page layout:-

The Page Layout Tab holds all the options that allow you to arrange your document pages just the way you want them. You can set margins, apply themes, control of page orientation and size, add sections and line breaks, display line numbers, and set paragraph indentation and lines. In the **Page Layout** tab, a drop-down menu will appear. Click the predefined **margin size** you want. The margins of the document will be changed and then click the **Margins** command (Fig 23).In Page layout Tab, Page Orientation can be set as: **Portrait** or **Landscape** to change the page orientation (Fig 24).

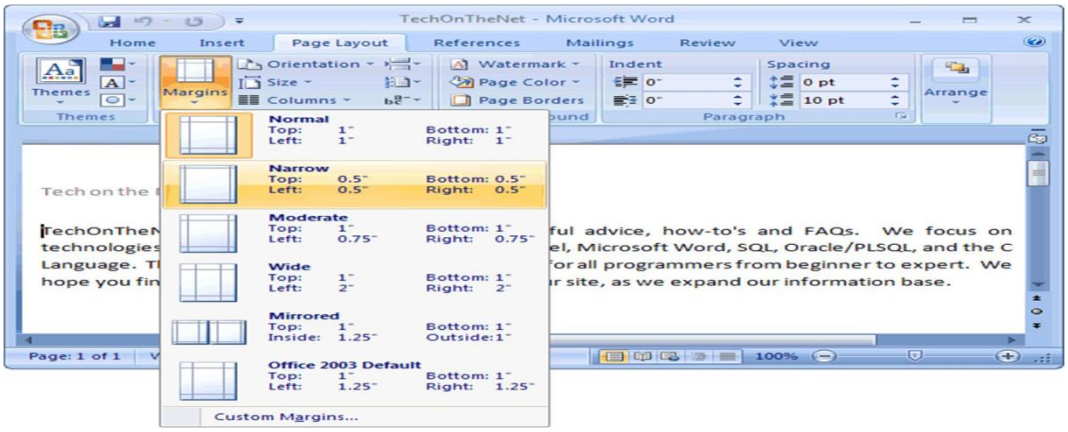


Fig 23: Margin Command in Page Layout Tab

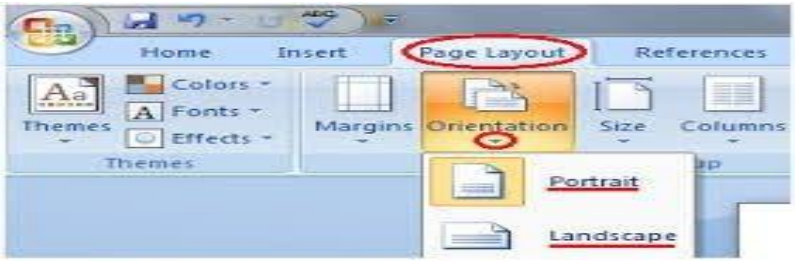


Fig 24: Page Orientation

Other Features of Page Layout

- To change the size of the Page, Select the **Page Layout** tab, then click the **Size** command.
- On the Page Layout Tab, in the Paragraph group, use the spacing controls to adjust the line spacing before and after each line. You will see the changes in your document.
- In the Paragraph group, use the Left and Right indent controls to indent the paragraph at the left, right or both margins.

Printing the Documents

- Open an existing Word document or start a new document and type your text. Once you've completed your document and are ready to print, click **File** in the top left-hand corner of your document. Alternatively, some versions of Word may have an Office button instead of a 'File' button – it's a round Office icon in the top left-hand corner of the screen. Click on this if you have one.
- Move down and click **Print** in the menu. This will bring up the 'Print' dialogue box. Choose how many copies of your document you need.

- Depending on your printer options, you can choose other printing features such as whether you want to print all pages or only certain pages. You can also change the orientation of the print from portrait to landscape and tell your computer and printer whether you're printing on a certain size of paper.
- You'll also see, on the right, a preview of your printed document will look like. When you're happy with your settings, click **Print**. The document will now start printing on your printer.

5. Working with Mail Merge.

Mail Merge is a useful tool that allows you to produce multiple letters, labels, envelopes, name tags, and more using information stored in a list, database, or spreadsheet.

Step 1: Prepare data in Excel for mail merge.

- Column names in your spreadsheet match the field names you want to insert in your mail merge.
- All data to be merged is present in the first sheet of your spreadsheet.

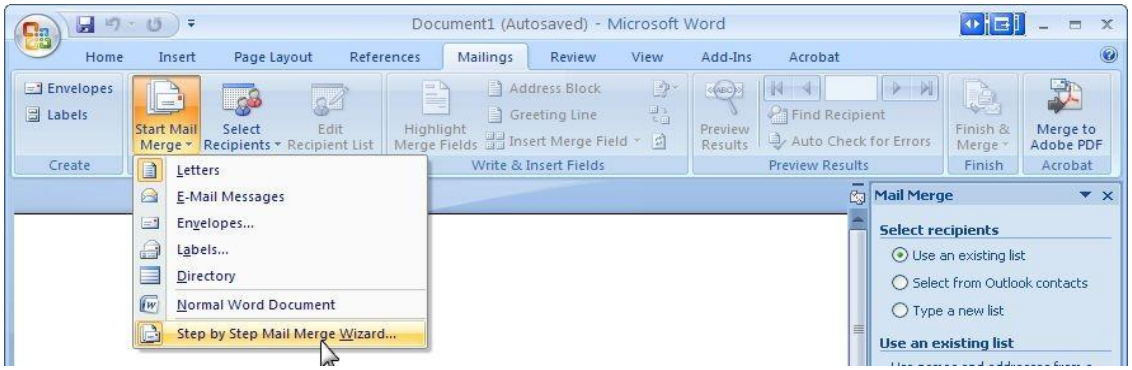


Fig 25: Mail merge

Step 2: Start the mail merge.

- In Word, choose **Blank Document>Mailings>Start Mail Merge**, and then choose the kind of merge you want to run (Fig 25).
- Choose **Select Recipients** for adding new list or existing list of recipients (Fig 26).In the **Mail Merge Recipients** dialog box (Fig 27), clear the check box next to the name of any person who you don't want to receive your mailing.



Fig 26: Select Recipients

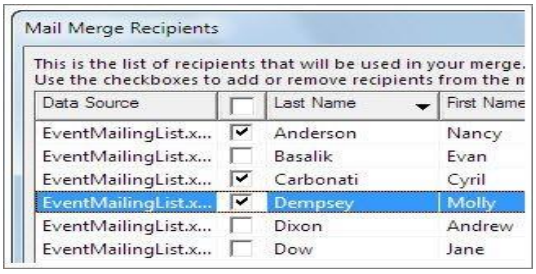


Fig 27: Mail Merge Recipients

STEP 3:- To insert an address block for an envelope, a label, an email message, or a letter.

a) On the Mailings tab, in the Write & Insert Fields group, choose Address Block (Fig 28).

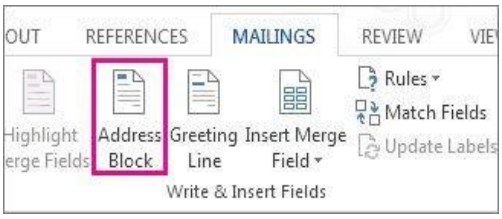


Fig 28: Address Block

b) In the **Insert Address Block** dialog box, choose a format for the recipient's name as it will appear on the envelope (Fig 29). Finish the mail merge. In the Finish group, choose Finish & Merge (Fig 30), and choose Print Documents or Send Email Messages.



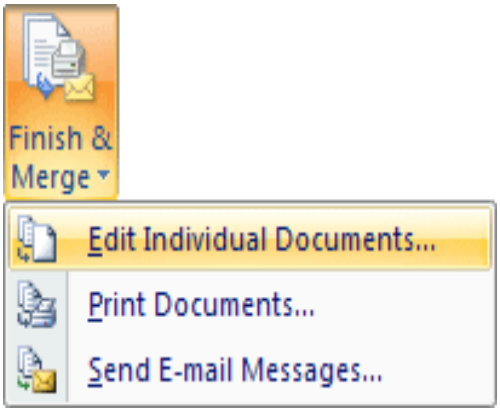


Fig 29: Insert Address Block Fig 30: Finish and Merge

6. Practice of using shortcut keys.

Shortcut Keys are combination that causes a specific command to be executed. Typically, shortcut keys combine the Ctrl or Alt keys with some other keys. Some of the examples of shortcut keys are:

Common Shortcut Keys:-

- Ctrl+C -> COPY , Ctrl+X -> CUT , Ctrl+V -> PASTE
- Ctrl+A -> SELECT ALL , Ctrl+F -> FIND WORD

PRACTICE QUESTIONS

Q.1: Start the Mail Merge under Mailings. Choose Letters, then Select Recipients, Create New List, adding about 5 records to the List, save your document, and then fill in the Template document by adding Merge Fields to the document that reflect the data records that you just created. Also add some text. Save the Template Document.

Q.2: In a given following figure, Change the Page Margins to Narrow, Sort the students names alphabetically in ascending order, Add numbering to the "Students" and "Teachers" lists separately, Change the layout of the "Students" list into two columns

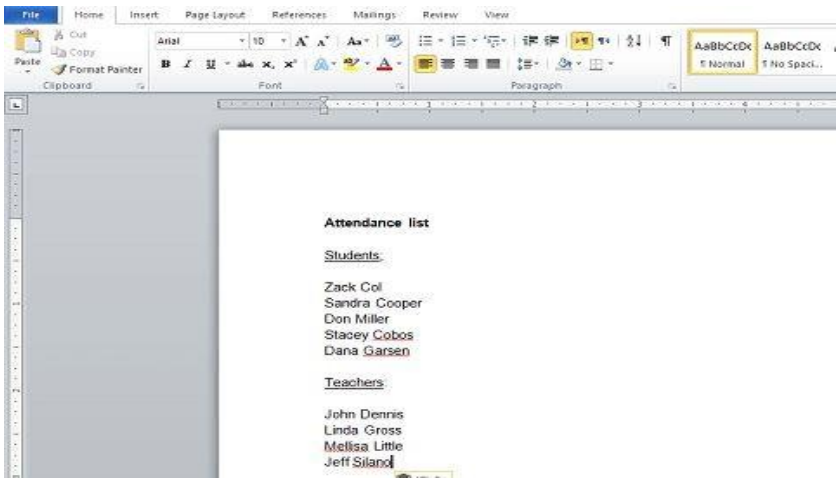


Fig 31

Q.3: Copy the logo of any Chandigarh Administration from the web site, resize and crop picture, change its text warping attributes to “In Front of Text” so that you can move the logo around the page at will and place it in front of any text on the page.

D. BASIC CONCEPTS OF MICROSOFT

Microsoft Excel has the basic features of all spreadsheets using a grid of cells arranged in numbered rows and letter-named columns to organize data manipulations like arithmetic operations. It has a battery of supplied functions to answer statistical, engineering and financial needs. In addition, it can display data as line graphs, histograms and charts

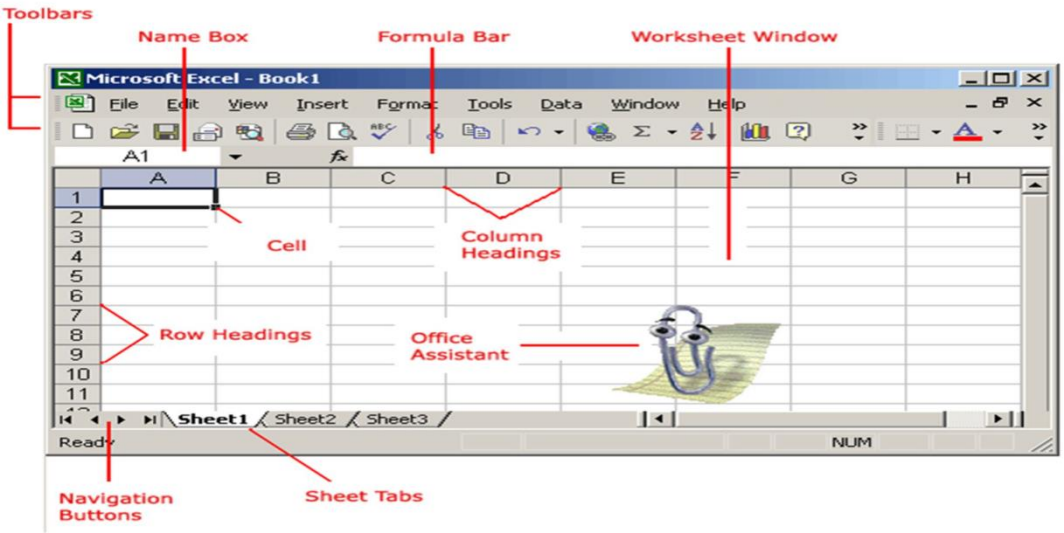


Fig 32: Ms-Excel Application

1. Creating and saving document in MS-Excel

To save a workbook:

1. To create a new blank workbook: Select the **File** tab (fig 32). Keyboard shortcut: To quickly create a new, blank workbook, you can also press CTRL+N
2. Select New, then click Blank workbook. A new blank workbook will appear. Locate and select the Save command on the Quick Access Toolbar.
3. You'll then need to choose where to save the file and give it a file name. To save the workbook to your computer, select Computer, then click Browse
4. The Save As dialog box will appear. Select the location where you want to save the workbook.
5. Enter a file name for the workbook, then click Save.

2. Formatting Cells in MS-Excel

About Cell Formats

Each cell in a worksheet can be formatted with many properties. However, we must point out here that the format of a cell does not affect the actual value in the cell**.**

The Number Tab

The **Number tab** contains categories for the type of data that is in the cell. The default category is General. Other categories are number, currency, accounting, date, time, percentage, fraction, scientific, text, special, and custom.

Alignment Formatting Options

The second tab is **Alignment**. There are three "Text Control" options on this tab that are especially useful when formatting a spreadsheet with titles, subtitles, and column headings. They are "Wrap text" and "Merge Cells." The option, "Shrink to fit" will take the cell value and make the font small enough to be completely displayed.

Font Formatting

The third tab is **Font** and the usual options that one sees in most Microsoft Office products are available: font name, font style (regular, italic, bold), color, size, underline style (single, double, etc.), and the special effects of strike-through, superscript, and subscript.

Creating Borders on Worksheet Cells or Group of Cells

The Border tab provides a variety of border styles, and any color may be selected for a border. A border style and border color can be set for each side of an individual cell or a group of cells.

Patterns or Fill

The background of a single cell or range of cells can be filled with any imaginable color, and a variety of pattern styles are available, such horizontal, vertical, or diagonal stripes, dots, and crosshatches of different widths and percentages of gray.

Locking and Hiding Cell Contents

This feature allows the user to define certain cells as Locked and/or Hidden. If a cell is formatted as Hidden, when that cell is selected in the worksheet, its contents will not display in the Formula Bar.

3. Using Basic Functions of all major categories

Functions are predefined formulas and are already available in Excel. A formula is an expression which calculates the **value** of a **cell**.

Let's look at some of the most commonly used functions in Excel.

S No.	FUNCTION	CATEGORY	DESCRIPTION
	SUM	Math & Trig	Adds all the values in a range of cells
	MIN	Statistical	Finds the minimum value in a range of cells
	MAX	Statistical	Finds the maximum value in a range of cells
	AVERAGE	Statistical	Calculates the average value in a range of cells
	COUNT	Statistical	Counts the number of cells in a range of cells
	LEN	Text	Returns the number of characters in a string text
	SUMIF	Math & Trig	Adds all the values in a range of cells that meet a specified criteria
	AVERAGEIF	Statistical	Calculates the average value in a range of cells that meet the specified criteria
	DAYS	Date & Time	Returns the number of days between two dates
	NOW	Date & Time	Returns the current system date and time

Numeric functions

As the name suggests, these functions operate on numeric data. For e.g. ISNUMBER, RAND, ROUND, MEDIAN, PI etc.

String functions

These functions are used to manipulate text data. Some of the common string functions

are LEFT, RIGHT, MID, ISTEXT etc.

Date Time Functions

These functions are used to manipulate date values. The following table shows some of the common date functions e.g. DATE, DAYS, MONTH etc.

VLOOKUP function

The VLOOKUP function is used to perform a vertical look up in the left most column and return a value in the same row from a column that you specify.

i. Relative and Absolute References

There are two types of cell references: **relative** and **absolute**. Relative and absolute references behave differently when copied and filled to other cells. Relative references **change** when a formula is copied to another cell. Absolute references, on the other hand, remain **constant**, no matter where they are copied.

Relative references

By default, all cell references are **relative references**. When copied across multiple cells, they change based on the relative position of rows and columns. For example, if you copy the formula **=A1+B1** from row 1 to row 2, the formula will become **=A2+B2.** Relative references are especially convenient whenever you need to **repeat** the same calculation across multiple rows or columns.

Absolute references

There may be times when you do not want a cell reference to change when filling cells. Unlike relative references, **absolute references** do not change when copied or filled. You can use an absolute reference to keep a row and/or column **constant**. An absolute reference is designated in a formula by the addition of a **dollar sign ($)**. It can precede the column reference, the row reference, or both.

4. Sorting and filtering data

Using Sorting in Excel:

- Select a cell in the column you want to sort by.
- Select the Data tab on the Ribbon and then click A-Z command to sort A to Z, or the Z-A command to sort Z to A (fig 33).
- The worksheet will be sorted by the selected column

To filter data in Excel:

- Begin with a worksheet that identifies each column using a header row.

Select the **Data** tab, and then locate the **Sort & Filter** group.

- Click the **Filter** (fig 34) command. Drop-down arrows will appear in the header of each column. Click the **drop-down arrow** for the column you want to filter. In this example, we'll filter the Type column to view only certain types of equipment.
- The **Filter** menu appears.

- **Uncheck** the boxes next to the data you don't want to view, or uncheck the box next to **Select All** to quickly uncheck all. **Check** the boxes next to the data you do want to view. In this example, we'll check Laptop and Projector to view only these types of equipment. Click **OK**. All other data will be filtered, or temporarily hidden. Only laptops and projectors will be visible.

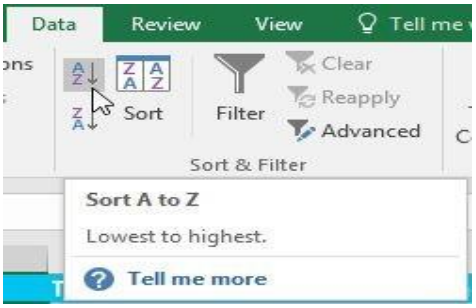


Fig 33: Sorting in Excel

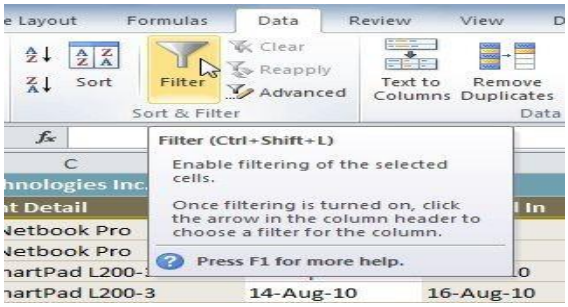


Fig 34: Filter in Excel

5. Setting Page layout and Printing

Page Setup:

- Click on the **Page Layout** (fig 35) tab, then in the **Page Setup** group, click the **Dialog Box Launcher**.

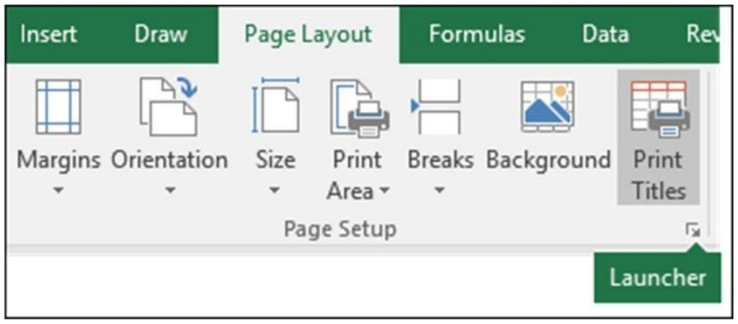


Fig 35: Page Layout Tab

Orientation Choose between landscape and portrait.

Scaling Enlarges or reduces the worksheet or selection when you print so that it fits on the specified number of pages.

- **Adjust to** when you select **Adjust to**, you can enter a percentage in the **% normal size** box.
- **Fit to** When you select **Fit to**, you can enter a number in the **page(s) wide** box and the **tall** box.

PRACTICE QUESTIONS

There's no SUBTRACT function in Excel. However, there are several ways to subtract numbers in Excel. Are you ready to improve your Excel skills?

1. For example, the formula below subtracts numbers in a cell. Simply use the minus sign (-). Don't forget, always start a formula with an equal sign (=).

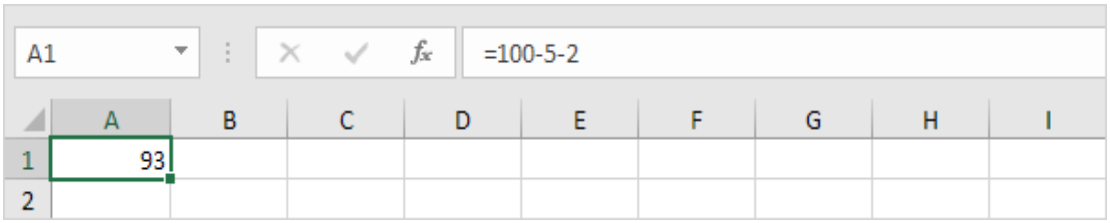


Fig 36

2. The formula below subtracts the value in cell A2 and the value in cell A3 from the value in cell A1.

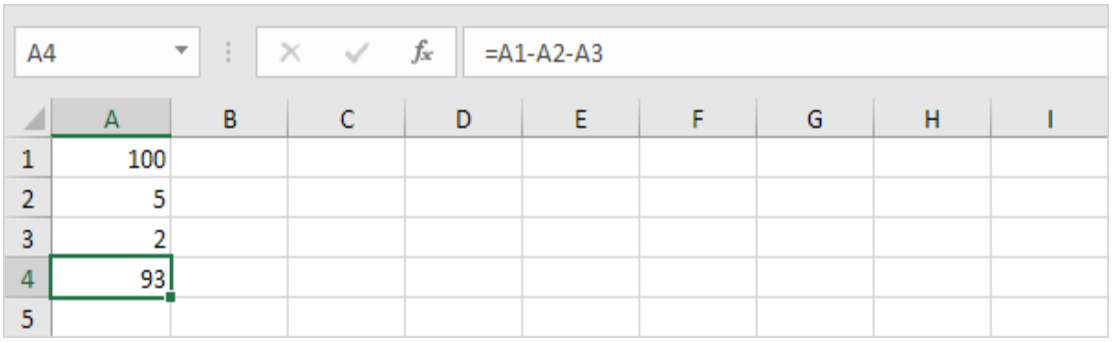


Fig 37

3. As you can imagine, this formula can get quite long. Simply use the SUM function to shorten your formula. For example, the formula below subtracts the values in the range A2:A9 from the value in cell A1.

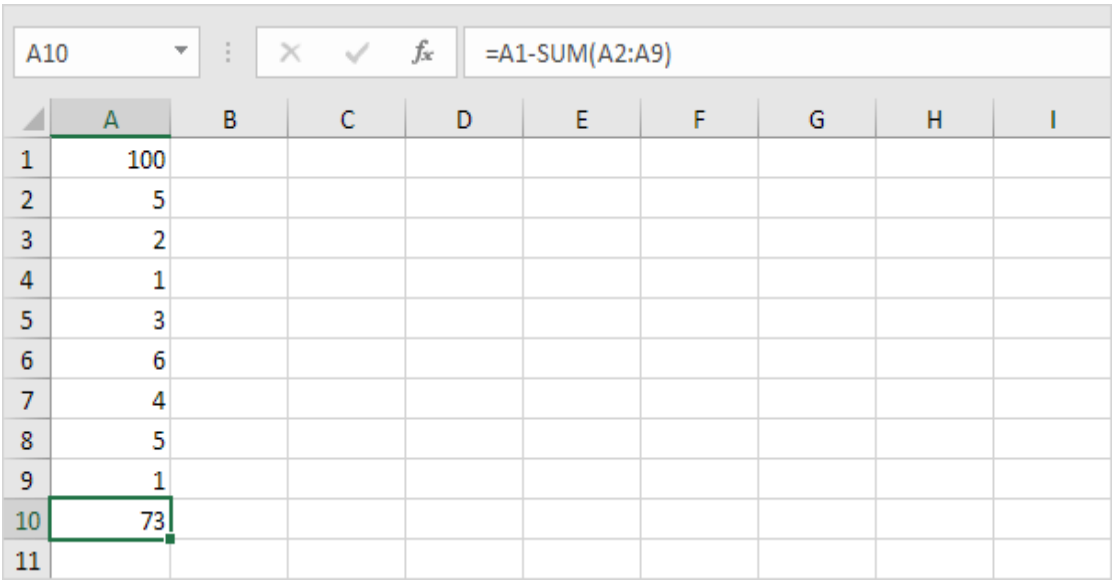
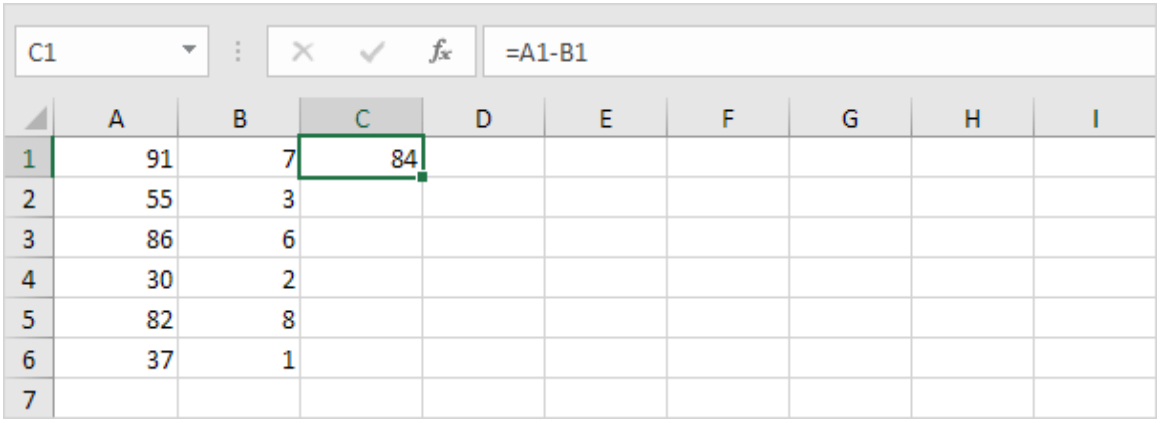


Fig 38

Take a look at the screenshot below. To subtract the numbers in column B from the numbers in column A, execute the following steps.

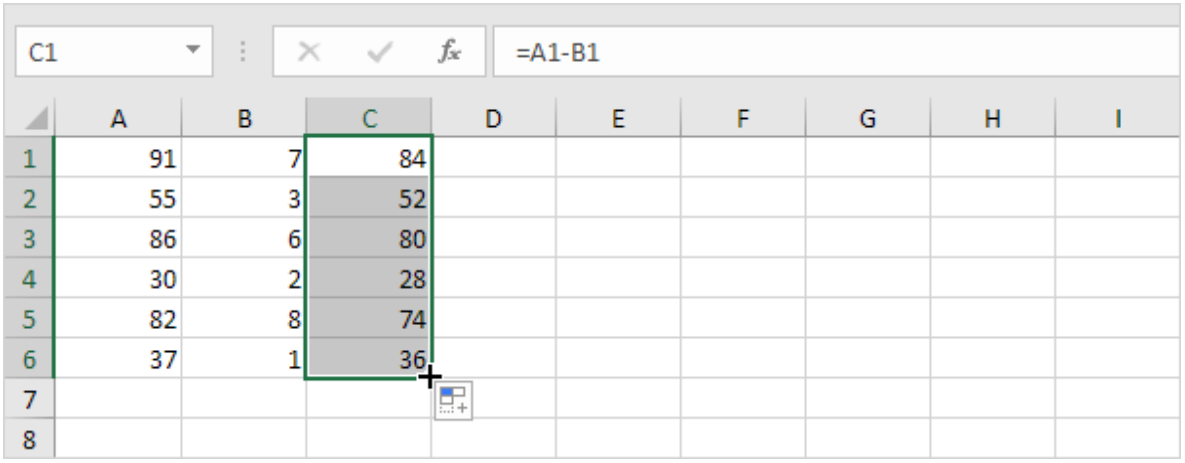
4a. First, subtract the value in cell B1 from the value in cell A1.



	A	B	C	D	E	F	G	H	I
1	91	7	84						
2	55	3							
3	86	6							
4	30	2							
5	82	8							
6	37	1							
7									

Fig 39

4b. Next, select cell C1, click on the lower right corner of cell C1 and drag it down to cell C6.

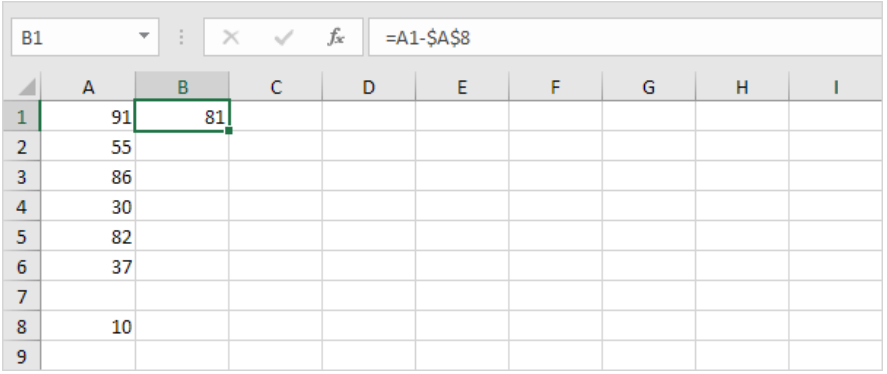


	A	B	C	D	E	F	G	H	I
1	91	7	84						
2	55	3	52						
3	86	6	80						
4	30	2	28						
5	82	8	74						
6	37	1	36						
7									
8									

Fig 40

Take a look at the screenshot below. To subtract a number from a range of cells, execute the following steps.

5a. First, subtract the value in cell A8 from the value in cell A1. Fix the reference to cell A8 by placing a $ symbol in front of the column letter and row number (A8).



	A	B	C	D	E	F	G	H	I
1	91	81							
2	55								
3	86								
4	30								
5	82								
6	37								
7									
8	10								
9									

Fig 41

5b. Next, select cell B1, click on the lower right corner of cell B1 and drag it down to cell B6.

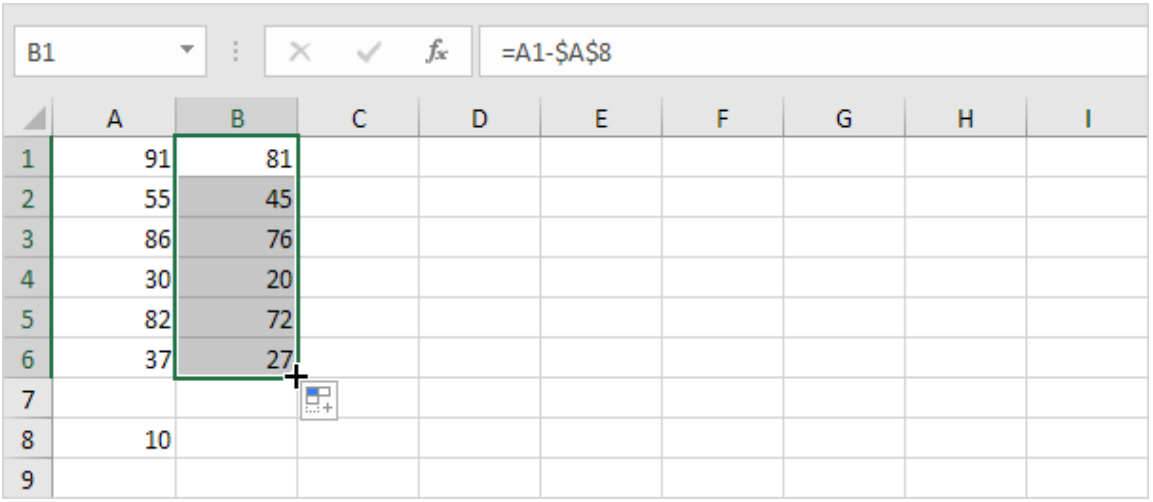


Fig 42

Explanation: when we drag the formula down, the absolute reference (A8) stays the same, while the relative reference (A1) changes to A2, A3, A4, etc. Maybe this is one step too far for you at this stage, but it shows you one of the many other powerful features Excel has to offer.

E. SOCIAL MEDIA AWARENESS

1. Instant Messaging like WhatsApp

Step 1: Install WhatsApp to your Android Phone. Go to 'Google Play Store' and search for 'WhatsApp' then click on 'Install' (Fig 43).

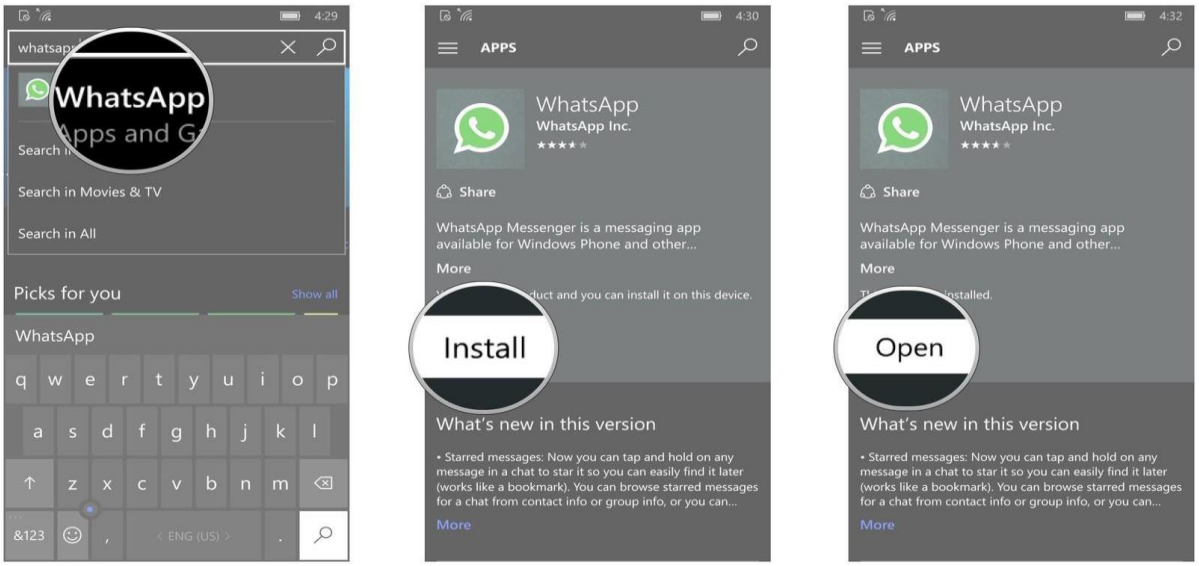


Figure 43: Installing WhatsApp

Step 2: Register and Verify your Phone Number.

Step 3: Sending and receiving messages. To send a message click on the contact and type the message then click on send button.

2. Creating account on Facebook and use

1. <u>Creating Your Account</u>

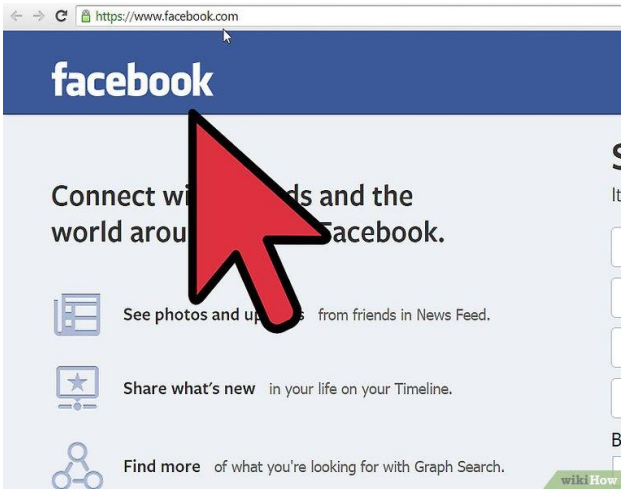


Fig 44

Open the Facebook homepage. You will need to be at least 13 years old to create a Facebook account. Facebook accounts are free, but you can purchase things for your Facebook account. You can only create one Facebook account per email address.



Fig 45

Enter in your information. On the Facebook homepage, enter in your first name, last name, email address, password, birthday, and gender. You must use your real name for your account. Nicknames are allowed as long as they are a variation on your real name (Jim instead of James, for example).



Fig 46

Click the "Sign Up" button. If all of your information is correct, you will be sent a verification email to the address you provided.

Open the verification email. It may take a few minutes for the email to get delivered. Click the link in the email to activate your account.

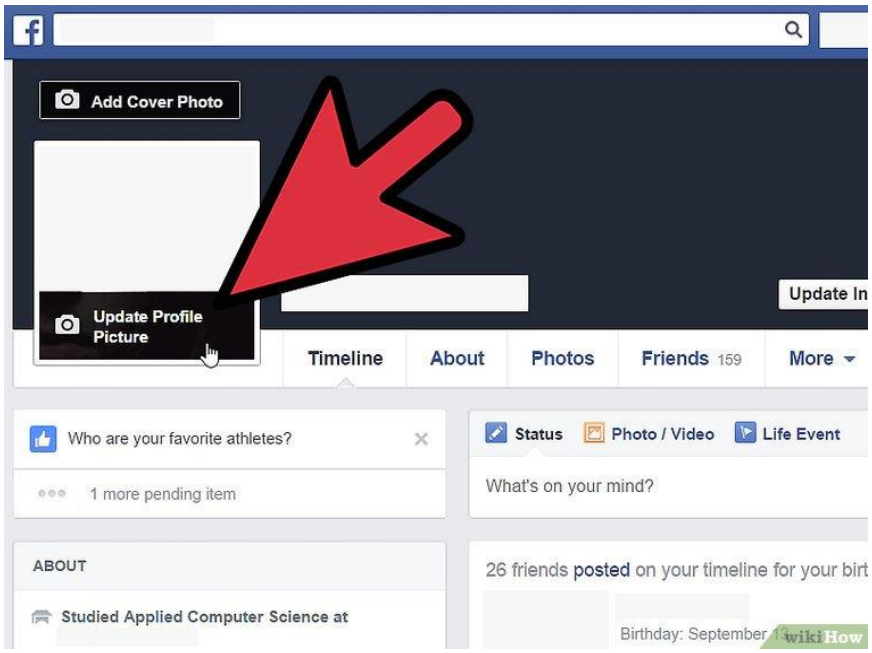


Fig 47

Add a profile picture. The first thing you should do after creating an account is add a profile picture. This will allow others to quickly see who you are, making conversations between friends and family easier.

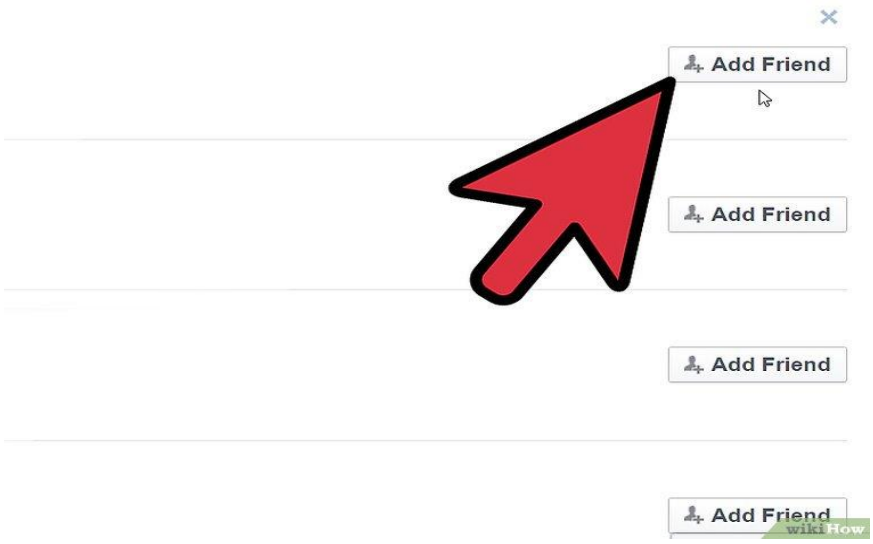


Fig 48

Add friends. Facebook is nothing if you don't have friends and family to share with. You can search for people by their name or email, import your contact lists, and invite friends that aren't currently using Facebook.

When you find someone that you want to add, you will need to send a friend invite.

Once they accept your invitation, that person will be added to your Friends list.

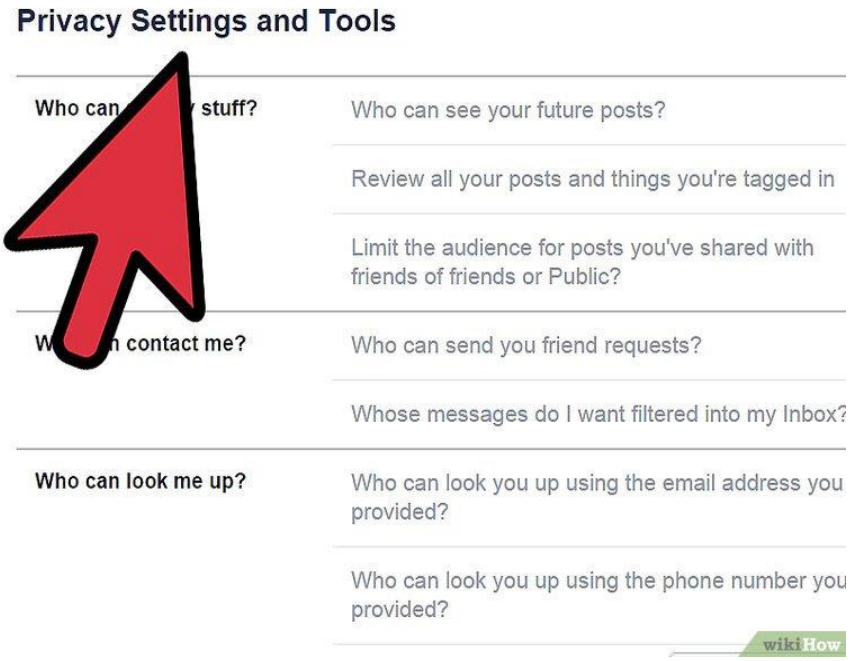


Fig 49

Manage your privacy settings. There are countless horror stories of people posting things that they don't want others to see, or losing a job because of something controversial they shared. Take some time to set up your privacy settings to prevent the wrong people from seeing what you post.

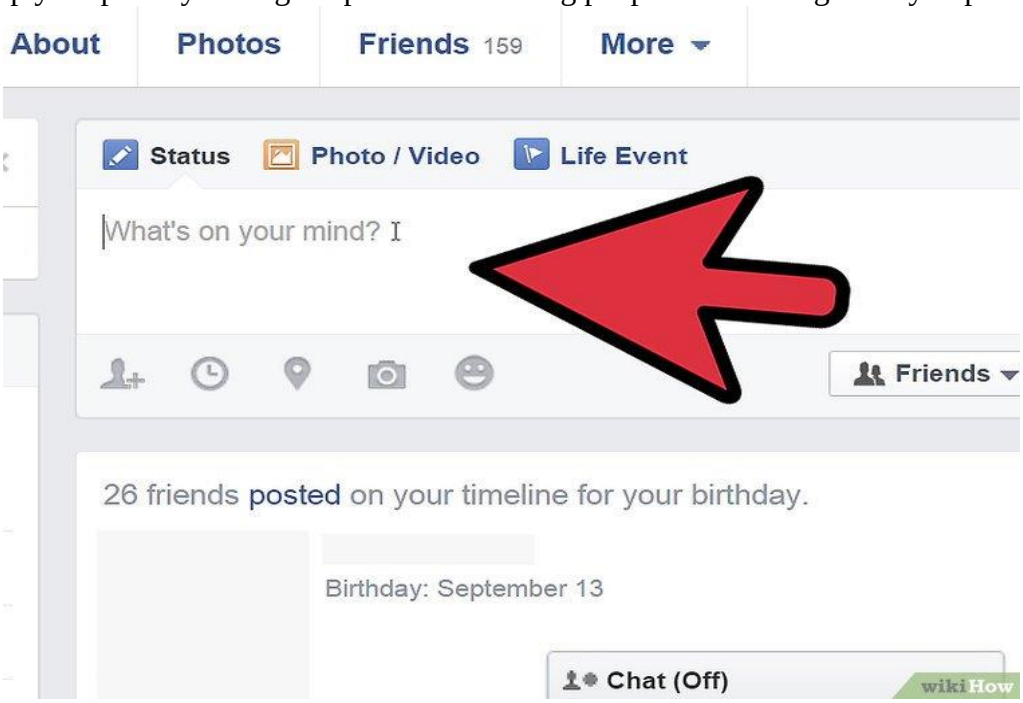


Fig 50

Share and post. You can post to your own timeline or post to your friends' timelines. You can also share content from elsewhere on the internet, including links, images, and videos.

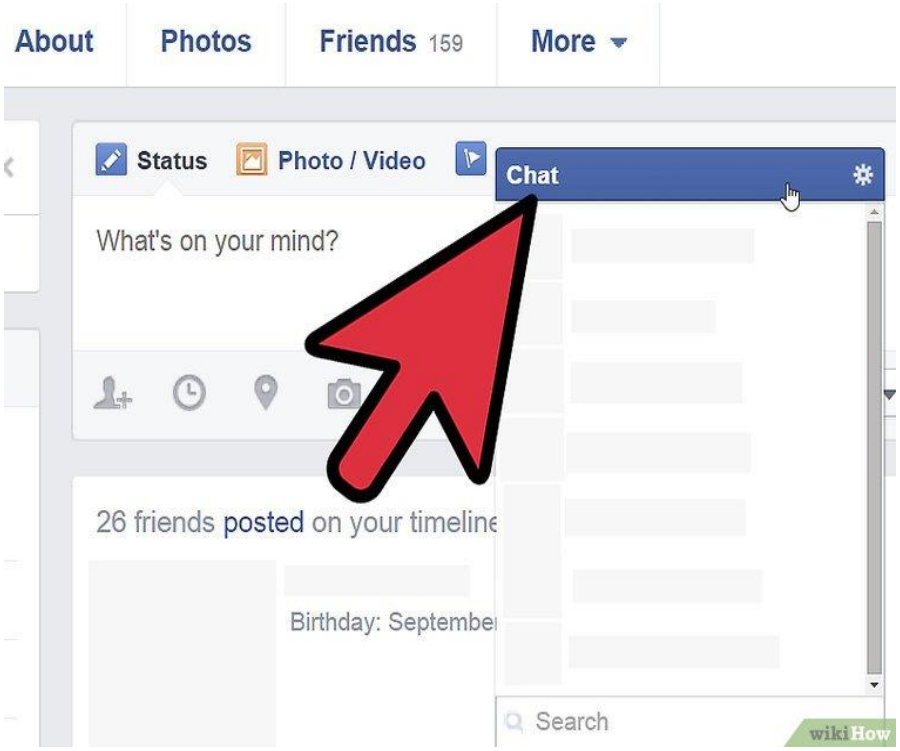


Fig 51

Chat on Facebook. Facebook allows you to chat with anyone on your friends list. If the person you are chatting with is not online, they will receive your message the next time they log in. You can also download the Messenger app for your phone to chat on the go.

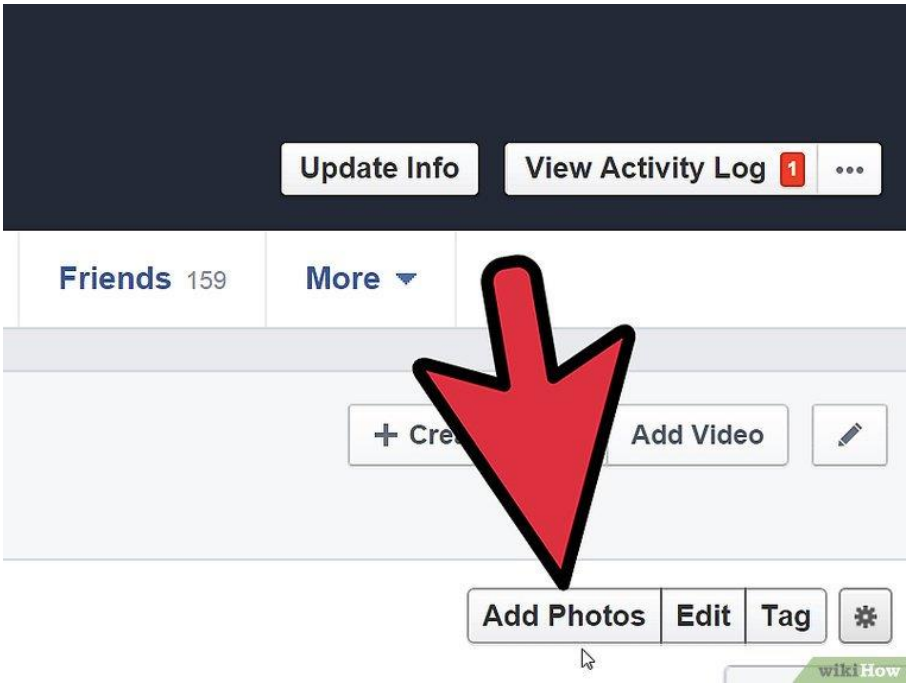


Fig 52

Upload photos. Facebook allows you to upload your photos to post to your profile and

share with friends and family. You can upload single photos or organize your photos into albums. Make sure to not upload anything containing questionable content.

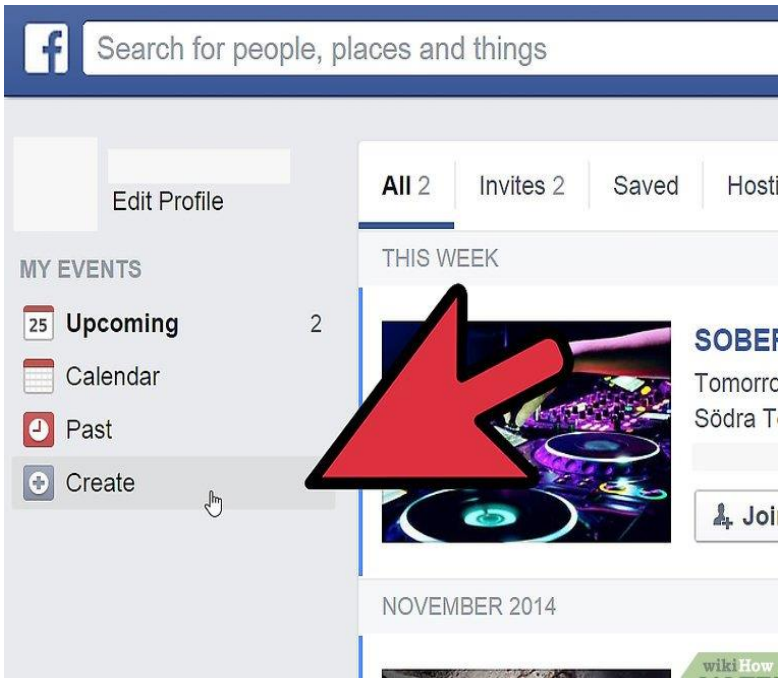


Fig 53

Create an event. You can use Facebook to create events and invite people. You can set the date and time, enter a location, make posts for people that will be attending, and invite specific people. Facebook events are quickly becoming one of the main ways that people organize gatherings.

3.Creating account on Twitter and use

Begin your Twitter journey by visiting the Twitter homepage. Here, you see an option to either sign up or log in. Click sign up and a small window appears, prompting you for more information.

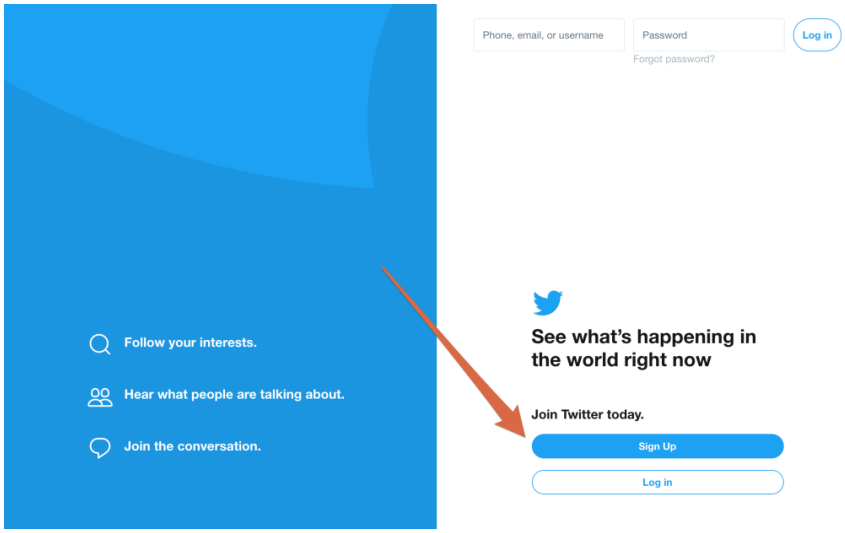


Fig 54

Within that window, there are two places to enter information. One asking for a name, and another asking for a phone number. If you are creating a business account that multiple people may have access to, I suggest using the designated email account mentioned earlier. Do this by clicking “Use email instead.”

Double check both of these for accuracy, as they will be used to verify your identity and can be used to reset your password in the future.

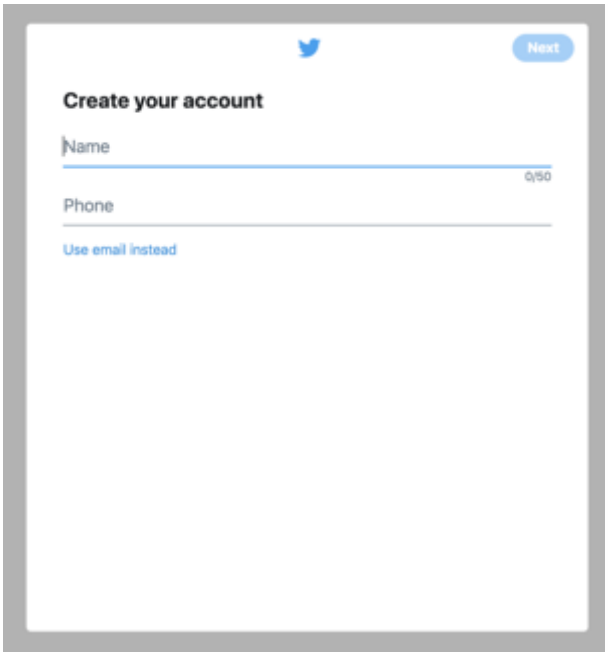


Fig 55

If you used an email to sign up, Twitter asks again for a phone number. You can skip this step if you wish. Although, linking a phone number allows for two-step verification. This means your number is used to get back into your account should you become locked out. Adding a phone number also serves to connect you with any of your contacts who are already Twitter users.

Click next once more and you are directed to create a password. Create a strong password to keep your account safe. It’s incredibly important to maintain strong passwords on any social media account to reduce the risk of being hacked. In 2016, credentials to more than 32 million Twitter accounts were stolen. I recommend using one of the many free password managers to keep track of your passwords.

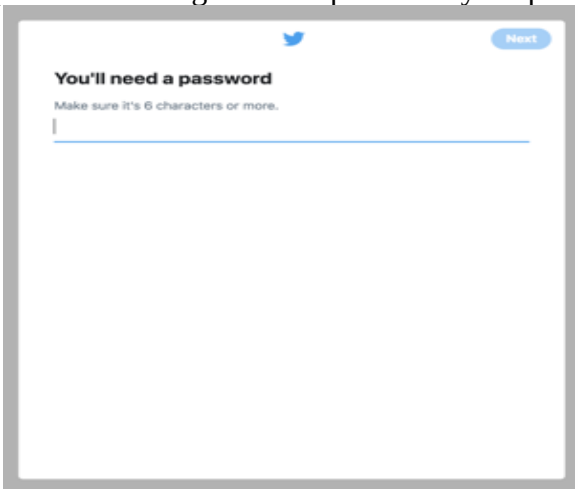


Fig 56

After creating a secure password, click next and the window shows you a space to create your username. Usernames (or handles, as they're sometimes called) are how Twitter users interact with each other.

Usernames should very simply be your name or the name of your company. For example, my personal account is @derekdoeing and G2 Crowd's is @G2Crowd. This makes it easier for any potential followers to find you. If this is already taken, try adding a middle initial or number for a personal account or, for a business, the city you're located in.

You can also get fun and creative with usernames. This is especially true if your full name is already taken. If you choose this type of username, you can choose for your actual name to also appear on your account, so there's less risk of confusing your followers. Keep it short and memorable so people can remember it if they want to tweet you.

First steps in setting up your Twitter account

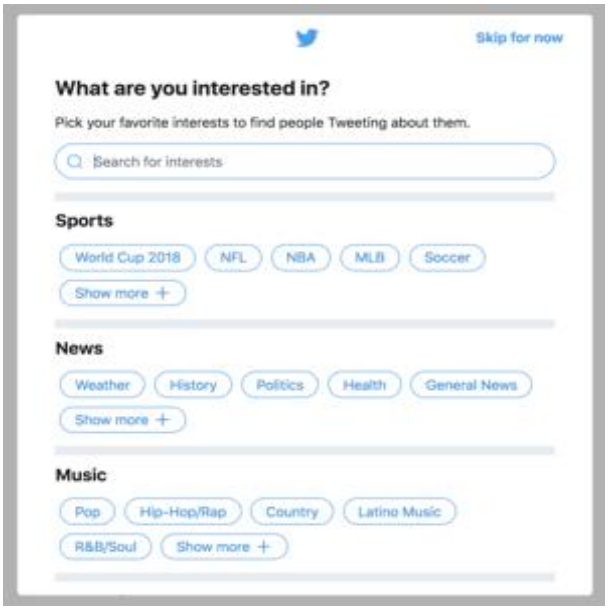


Fig 57

Starting out with an empty newsfeed can feel lonely. Twitter helps you out by prompting you to select interests and then showcasing a few accounts that you might want to follow based off these selections.

You can also search for your interests if Twitter doesn't suggest them. If you're short on time, this step can be skipped and returned to later.

After inputting this information, you are taken to your newsfeed. It may seem a little empty at first, but it's bound to fill up as you follow more people and start tweeting yourself!

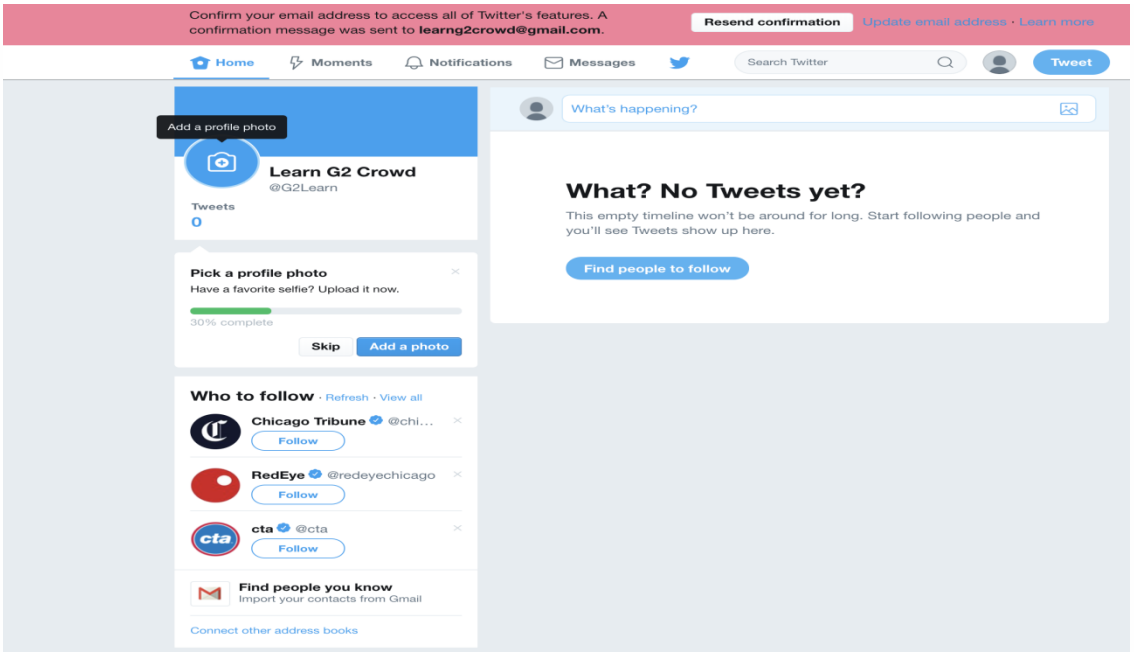


Fig 58

There are a few things you should do when you come to this screen. Let's begin at the top.

The red banner catches your attention as it prompts you to confirm your account through an email sent by Twitter. Find this email in your inbox and click on the link as instructed to verify your account



Fig 59

Next, add a profile photo. There are two buttons you can click to take you to this step. The first is in the top left corner and contains a camera icon with a plus sign in it. The second is a blue button midway down the screen that reads "Add a photo."

Both of these open a file selection window. A good profile image should be clear and represent you or your business. This is a great place to use your logo. Profile images should be square shaped and at least 400 x 400 pixels in size.

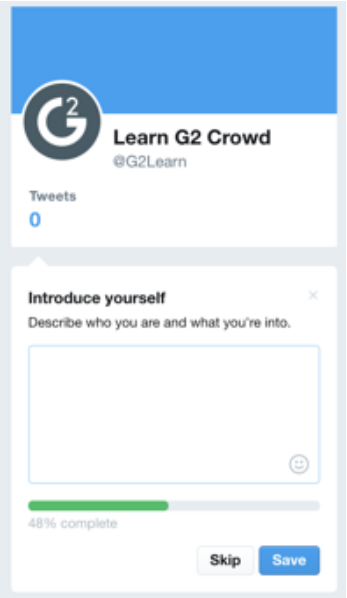


Fig 60

Upon selecting a photo, upload it and a new window opens containing a positioning tool for your photo. You may notice that while the photo should be square, Twitter crops it into a circle. Once you are comfortable with the image in the circle, click apply.

You are now taken back to the newsfeed, where a new prompt has appeared to write a description for your account. The goal here is similar to the profile photo. Craft a brief description that tells Twitter users about you or your company.

My own description describes my role here at G2 Crowd, the university I attend, and the fraternity I am a member of. A business or brand, however, may choose to link to a support account or other social media profiles.



Figure 61

After writing your description, you are prompted to enter more details on your profile. Add in your location to allow customers in your area to find you and don't forget to include your website so they can learn more about you or your brand. If you're creating a personal account, this space is a great place to link your portfolio or another social media account of yours.

Feel free to change the theme color to match your brand, or leave it as Twitter's signature blue. Input your birthday next. (Twitter may surprise you with some virtual balloons when your day comes around.)

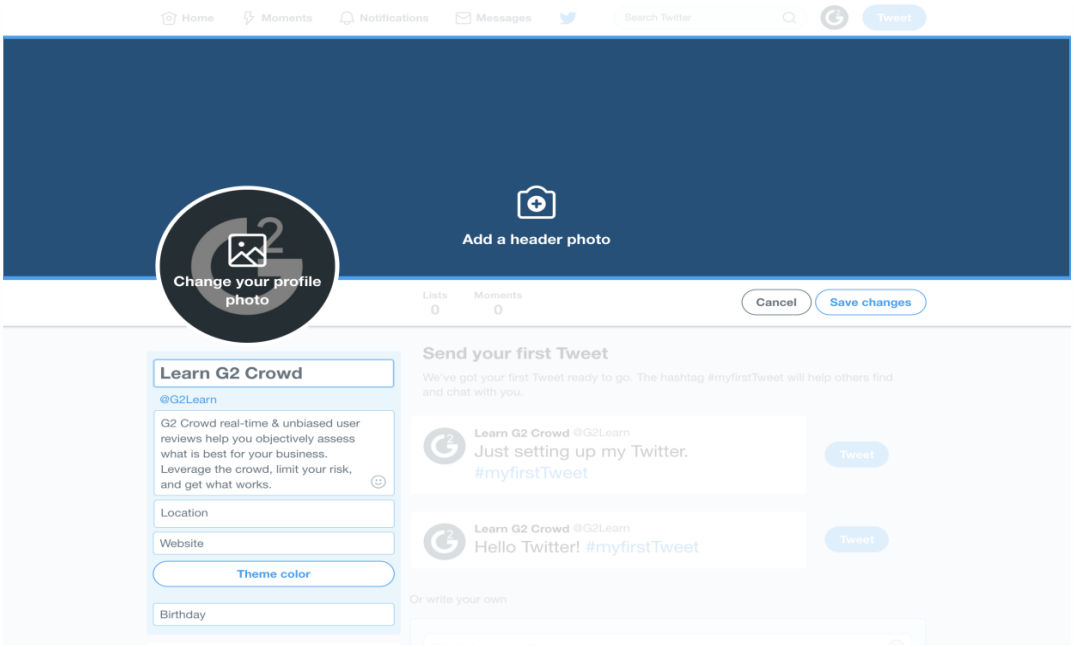


Fig 62

The final step is adding a header photo.