9. Recall

1. Home screen is called

   a. operating system b. desktop c. motherboard d. computer

2. The_____is an element of an operating system located at the bottom of the screen.

   a. search bar b. task bar c. time and date d. notification bar

3. Task Bar allows you to see the programs that are

   a. closed b. currently open c. corrupted d. desktop

4. Starting a computer is also called

   a. booting b. scanning c. operating d. running

5. Arrange the following in a sequence for connecting the phone to the computer.

   a. Locate the phone folder on the computer and transfer the files.

   b. Turn both your and computer on.

   c. Connect USB wire to your phone and the computer.

6. The_____serves as an interface between the computer and the user, helping the user give commands to the computer.

   a. system operation b. operating system c. software d. hardware

7. _____is the heart of the computer system.

   a. desktop b. Central Processing Unit c. window d. keyboard

8. Operating systems have a special language called

   a. system code b. binary code c. reboot code d. linuxcode

9. _____is more stable than windows. It can run for 10 years without a single need to reboot.

   a. Mac OS X b. Safari c. Linux d. Google chrome

10. _____ is an operating system created by Apple.

    a. Safari b. Mac OS c. Mac OS X d. Mozilla Firefox

11. Mac OS comes preloaded on all new

    a. Macintosh computers b. Windows computers c. Android d. Windows 8

12. Modern operating systems do not allow multitasking.

    True False

13. Modern operating systems allow many processes to get active at the same time.

    True False

14. The operating system controls the behind the scene activities of the computer.

    True False

15. The operating system interferes with the functioning of the program.

    True False

16. When you login to windows 8, the first screen you see is new 'Start screen' also known as

    a. apps b. icons c. metro d. desktop

17. If you cannot find a particular file, right click the mouse in the space at the _____of the screen.

    a. bottom b. upper c. center d. right

18. Microsoft edge deputed windows 10 replacing _____as the default web browser.

    a. chrome b. safari c. internet explorer d. mozillafirefox

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19. Paint can enable 'painting' by _____and using different types of artisticbrushes or pens that can give for example a watercolour or oil effect.

a. dragging the mouse b. pressing ctrl button c. shift + ctrl button d. clicking the left click

20. Use the spray paint function in MS-Paint to add _____ leadingto incredible depth in pictures, using just a few colours.

a. spray texture b. color texture c. pixel texture d. paint texture

21. Windows 8 has start menu.

True False

22. Windows 10 operating system is the latest one.

True False

23. Microsoft released windows 10 as a followup to windows 8.

True False

24. MS Paint is found in the Windows Start menu outside the Accessories Folder.

True False

25. The simplest way to find the things we need is to _____and _____them well.

a. organize, store b. collect, store c. save, organise d. organise, File

26. A DVD stores only _____ where as a CD can store music, videos and pictures.

a. videos b. audios c. images d. files

27. To place the disc in the tray, make sure the shiny side faces_____

a. Up b. Down

28 Once you connect the _____ to the computer, you can open the files inside USB.

a. card b. folder c. USB d. internet

29. Once you have entered a CD or DVD, if you don't see any buttons appear, search for windows media player of _____ to open your file.

a. computer b. google chrome c. paint d. VLC media player

30. Match the following.

Sl. No.	Column A	Column B	Answer
	CD	Personal Computer	
	DVD	Central processing unit	
	USB	Digital Versatile Disk	
	CPU	Universal Serial Bus	
	PC	Compact Disk	

31. In the CPU of the computer, press start button on the disk drive.

True False

32. If it is a laptop, press the button on the side of the laptop and the tray opens up. Place the CD or DVD outside the tray.

True False

33. Close the tray gently by pressing the enter key.

True False

34. You will a folder named DVD RW Drive (E), once you

True False

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35.Primary storage devices are

a. DVD b. CD c. RAM, ROM d. USD

36. Secondary storage Devices are

a. RAM, ROM b. USB c. hard disk d. optical disk

37. RAM allows the computer to read data quickly to run

a. applications b. computer c. processing d. memory

38. What is the Full form of RAM

a. Random Access Memory b. Recording Access Memory

c. Remove Access Memory d. Redeemed Access Memory

39. What is the abbreviation of ROM

a. Random optical memory b. Received organised memory

c. Read- Only Memory d. Revise Only Memory

40. ROM is also a form of data storage that can be easily altered or reprogrammed.

True False

41. Hard disk speed is the speed at which content can be read and written on a hard disk.

True False

42. Arrange the following in a sequence to Create a New Folder or File in Windows.

a. If you're on a computer with a trackpad instead of a mouse, click the trackpad with two fingers to perform a right-click.

b. Right-click on a blank space. Doing so opens a drop-down menu. Make sure you don't right-click on a file or folder instead, as this will open the wrong drop-down menu.

c. **Select New.** This option is near the bottom of the drop-down menu and opens another pop-out menu.

d. If you are in an existing folder (for example, Documents), you can also click the Home tab on the top-left side of the File Explorer window and click New Folder in the toolbar that appears.

e. If you are on a computer with a trackpad instead of a mouse, click the trackpad with two fingers to perform a right-click.

43. Match the following.

Sl. No.	Column A	Column B	Answer
a	MS-word	presentation software developed	
b	MS-PowerPoint	spreadsheet program	
c	MS-Excel	graphical word processing program	
d	Notepad	takes up less storage space and can be transferred to other computers more quickly than uncompressed files	
e	Zipped(compressed files)	basic text-editing program	

44. Arrange the following in a sequence to create a document on MS word and save it:

a. When a new blank document opens, the insertion point or cursor will appear in the top-left corner of the page. If you want, you can begin typing from this location.

b. Once you open MS-word, you will need to create a New Document. Select New document.

c.Select Blank Document by clicking on the area.

d. Select This PC and desktop for selecting location of the file.

e. Press CTRL+S on the keypad after finishing your typing.

f. Give your new copy a name and click Save.

g. Save a copy as a new file (Save As).

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45. Match the following.

Sl. No.	Column A	Column B	Answer
a	Ctrl+N	Save a document	
b	Ctrl+O	Open the Save As dialog box	
c	Ctrl+S	Create a new document	
d	F12	Open an existing document	

46. You must not enter a name for the file if you are saving a file for the first time.

True False

47. Press CTRL+S on the keypad after finishing your typing. You have to press both the buttons together.

True False

48. By default, Office will save the copy in the same location as the original.

True False

49. The_____ in your document Indicates where you can enter text on the page.

a. blinking vertical line b. arrow on the window c. spacebar d. Press enter

50. To add text ,place the_____where you want to add the text.

a. cursor b. space c. text d. line

51. _____determines the position of the text within a section of a document relative to the top and bottom margins, and is often used to create a cover page.

a. alignment b. vertical alignment c. horizontal alignment d. margins

52. The_____ includes command buttons such as Save, Open, Copy, and Paste whereas, the formatting toolbar includes Bold, Italic, Underline, Numbering, and Bullets.

a. formatting toolbar, standard toolbar b. standard toolbar, formatting toolbar

c. taskbar, control bar d. insert tab, formatting toolbar

53. Match the following.

Sl. No	Column A	Column B	Answer
a	A resume is a	skills and experiences accurately, precisely and in an attractive manner.	
b	Resume is important as it is	summary of your education and work history.	
c	Resume should reflect	as it is the first impression you give to a potential employer.	

54. When a new blank document opens, the insertion point or cursor will appear in the..... corner of the page.

a. top-left b. top - right c. bottom - left d. bottom right

55. To find MS Word in your computer

a. click on the computer b. click the start button

c. click on the task view d. click on the file explorer

56. To save an MS word file, press _____ on the keyboard after finishing your typing.

a. CTRL+S b. CTRL+N c. CTRL+P d. CTRL+V

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57. To save a file on the desktop, you need to click on the file and select save as then click on

a. downloads b. documents c. desktop d. 3d objects

58. Arrange the following in a sequence of printing a resume on MS word.

a. Press Ctrl + P

b. Select the number of pages you want to print and press the Print Tab.

c. Open the document you want to print.

59. Arrange the following in a sequence to have print preview

a. Choose the number of copies, and any other options you want, and click the Print button.

b. To preview each page, click the forward and backward arrows at the bottom of the page.

c. If the text is too small to read, use the zoom slider at the bottom of the page to enlarge it.

d. Click File>Print

60. There is one standard resume format only. No other format can be used.

True False

61. Everything you put in your résumé should be truthful, because the employer can ask you questions on all the things mentioned in your resume.

True False

62. Taking printout of a resume to the interview is very important. Without a printed copy of your resume, the interviewer may not even take your interview.

True False

63. There is alimit to what you can do using the computer and internet.

True False

64. A computer system consists of hardware and software components.

True False

65. Hardware is the operating system and programmes installed in the computer.

True False

66. The_____performs all calculations and takes all decisions.

a. CPU b. monitor c. UPS d. keyboard

67. _____helps us select things on the screen to open, close, move, delete, etc.

a. CPU b. mouse c. monitor d. software

68. _____lets you type an uppercase letter or characters when used in combination with another.

a. shift b. Alt c. backspace d. windows

69. _____allows a space to be indicated when pressed.

a. backspace b. delete c. space bar d. shift

70. _____provides higher contrast and better viewing angles than LCD monitor.

a. CRT b. LED c. projector d. laptops

71._____are often used in meetings and presentations so that everyone in the room can view the presentation.

a. LED b. LCD c. projector

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10. Basics of Excel

At the end of this lesson, you shall be able to:

- identify the basics of Excel worksheet
- recognize the importance of Excel
- use Excel to enter data.

Excel or Spreadsheets

A spreadsheet is an electronic document in which data is arranged in rows and columns. It is in the form of a grid and is used for calculations.

Features of a Spreadsheet

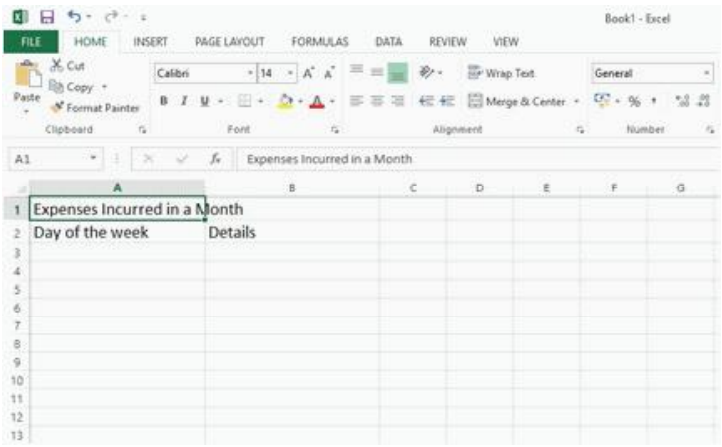
A spreadsheet provides flexibility, speed and accuracy. Many features and functions are built into it making it easy to use. Microsoft Excel is widely used to make data and tables for official and personal use. Spreadsheets are used for a variety of tasks, such as:

- maintaining records
- analyzing data
- creating MIS (management information system) reports
- generating graphs (for pictorial representation of data)
- financial calculations
- budgeting.

KWL

What I already Know	What I Want to find out	What I Learned

This is the icon for spreadsheets or Excel.



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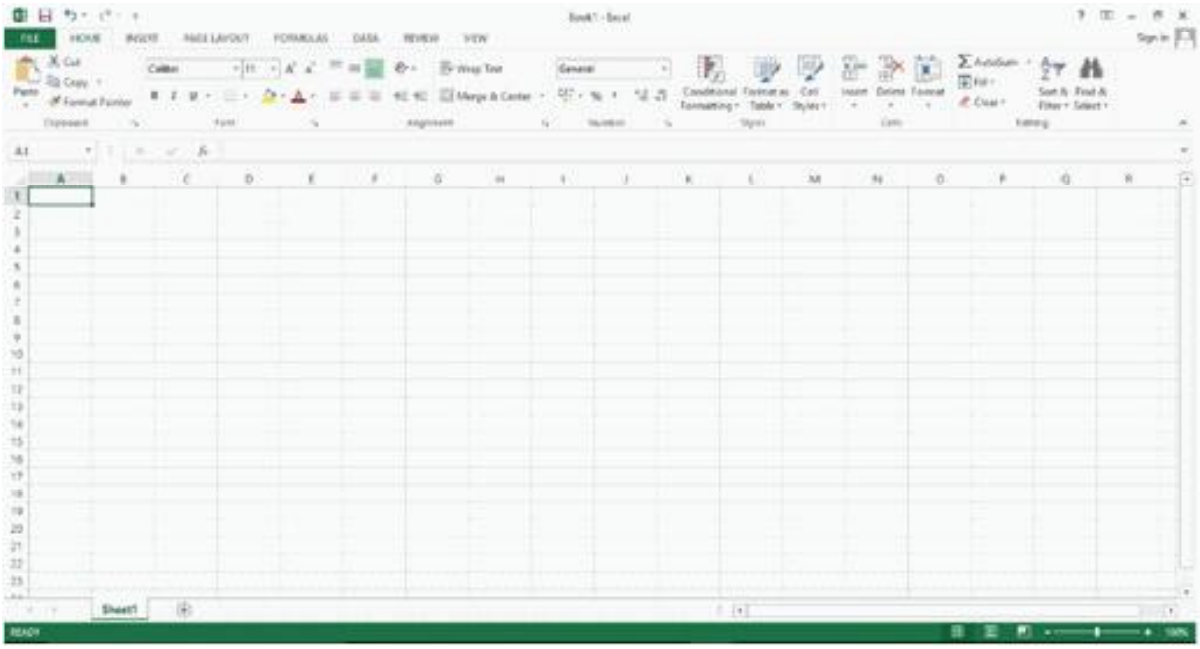
1. Locating Microsoft Excel

i. Click Start.

ii. From the sub-menu point to Microsoft Excel.

iii. Microsoft Excel will open.



Microsoft Excel worksheet has the following components:

Worksheet – a grid of horizontal rows and vertical columns. Worksheet is also called an array of cells.

Workbook– contains one or more worksheets.

Column – a vertical arrangement of cells. The columns are named by letters of the English alphabet.

Row – a horizontal arrangement of cells. The rows are named by numbers.

Cell Address – identifies location of the cell. It is a combination of column name and row number of the cell, such as A1 or B3, etc.

Cell – intersection of the rows and columns. It may contain text, number, date or a formula. It is the fundamental element of a worksheet. This is where numbers or text are entered.

Formula Bar – located below the Ribbon. It displays the contents of the active cell. It can also be used to enter and edit data.

Ribbon – contains multiple tabs, each with several groups of commands. These tabs are used to perform most common tasks in Excel.

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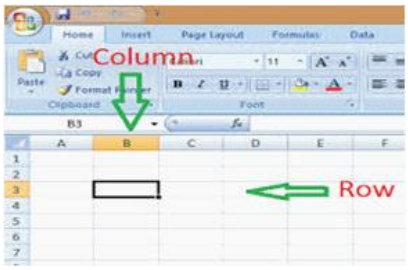
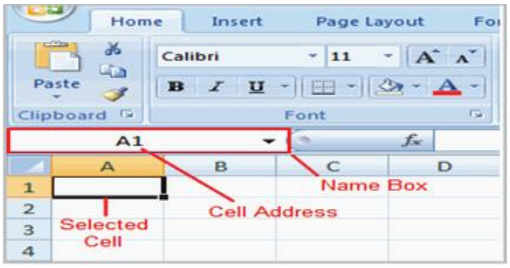


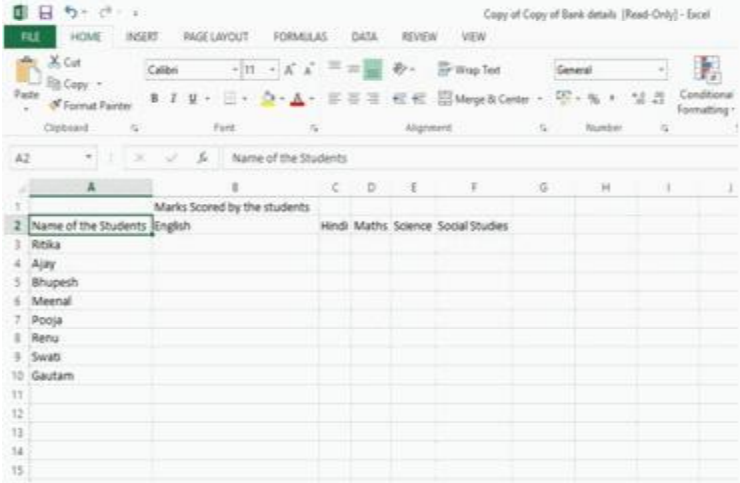


2. Functions commonly used in Microsoft Excel are:

1. creating a new document
2. formulae
3. font, bold, alignment
4. sheet tabs
5. cut, copy, paste
6. deleting column content
7. saving a new document
8. printing a document.

3. Creating a new Excel document

Click on the start button in your computer. From the menu, click on Microsoft Excel and a new worksheet will open. This is a blank worksheet. Use the mouse and keyboard to navigate and work on the worksheet. However, using the keyboard is much faster and a better solution.



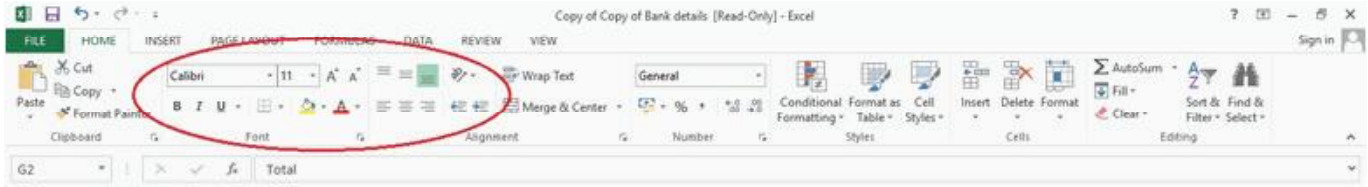
Make note of marks scored by the students in their exams. A sample is given here:

As you can see in the sheet, in column A we have the students' names. Columns B, C, D, E, F are marked for the subjects. Similarly, Row 2 has Names of the students. Subject names are written in Row 2. The marks will appear on the right side under each particular subject.

4. Choosing Font, Font Size, Alignment and modifying using Bold, Italics or Underline

Like Microsoft Word, the font type, font size of the document can be changed in MS-Excel too.

The alignment of the words in a cell to Left, Right or Centre aligned can also be changed. Similarly, a word can be made bold or underlined. These functions are found in the ribbon of the worksheet on the top.



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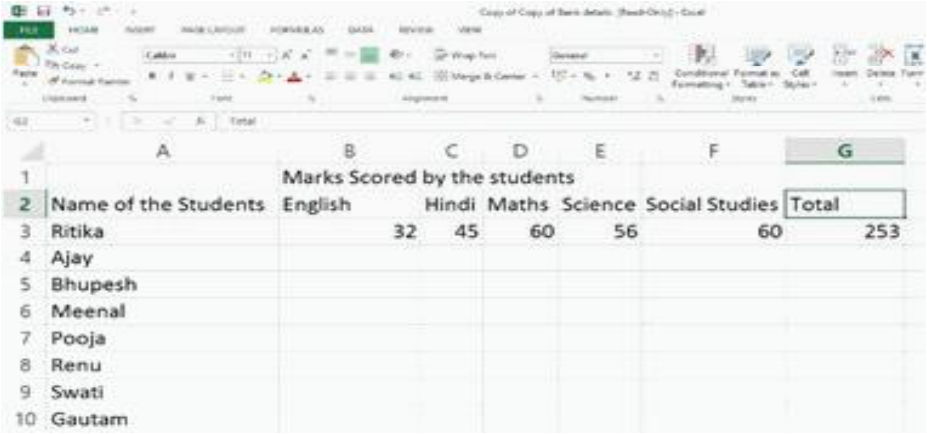
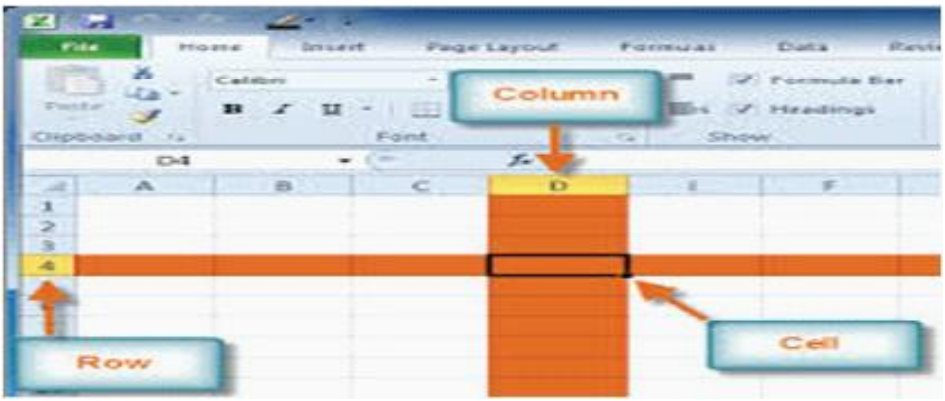
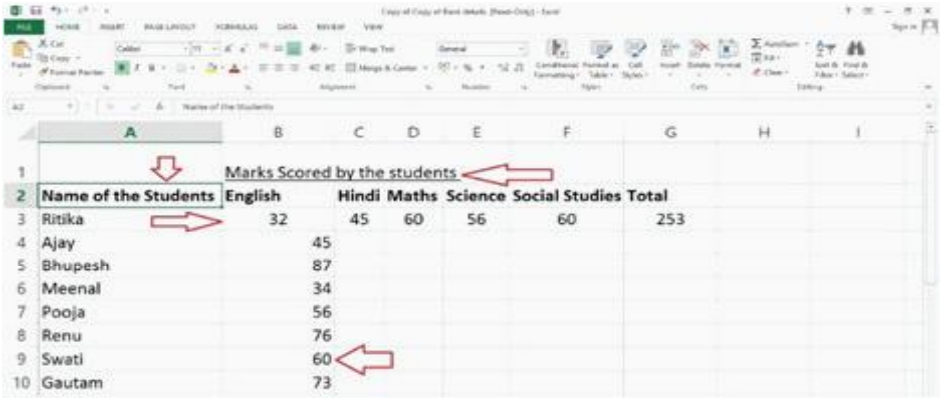
For example, we can change the Name of the students to bold, all the marks can be centrally aligned and the heading can be underlined.



	A	B	C	D	E	F	G
1		Marks Scored by the students					
2	Name of the Students	English	Hindi	Maths	Science	Social Studies	Total
3	Ritika	32	45	60	56	60	253
4	Ajay						
5	Bhupesh						
6	Meenal						
7	Pooja						
8	Renu						
9	Swati						
10	Gautam						



Only Ritika's marks are centrally aligned and the marks of all other students are still on the right side of the cells.



	A	B	C	D	E	F	G	H	I
1		Marks Scored by the students							
2	Name of the Students	English	Hindi	Maths	Science	Social Studies	Total		
3	Ritika	32	45	60	56	60	253		
4	Ajay	45							
5	Bhupesh	87							
6	Meenal	34							
7	Pooja	56							
8	Renu	76							
9	Swati	60							
10	Gautam	73							

5. **Now that you have understood what is Microsoft Excel is and its uses, you have to enter the following data to make an order list for Shreya's Cake Shop.**

Renu's birthday on 12/3/2019. Party at Shreya's cake shop terrace at 7:00 PM. Number of people is 35. Food items to be served - Cake, Pastry, Samosa. Total advance paid-Rs. 5000. Total amount for the party - Rs. 15000.

Amir's birthday on 13/3/2019. Deliver cake to the home address provided. Advance paid-Rs. 200. Total cost - Rs. 500.

John's party on 16/3/2019. Party at Shreya's cake shop at 3:00 PM. Food items to be served - Cake, Pastry, Samosa. Advance paid - nil. Total amount for the party - Rs. 6,000. Number of people expected at the party is 10.

a. Create a new Excel sheet on the computer.

b. Enter the above data in the format given:

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Name of customer	Date of / order	Venue	No. of people Expected (in case of a party)	Food items ordered	Advance paid	Total amount	Remaining balance

c. Save the Excel sheet.

d. Share the Excel sheet with your trainer by email (optional).

KWL

Complete the What I learned column in the KWL chart.

Why do you think it is important to learn Excel?

_____

_____

Which features of Excel do you think are most useful for you?

_____

_____

https://www.youtube.com/watch?v=rwbho0CgEAE

https://www.youtube.com/watch?v=J4zq3R8b5dQ

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11. Simple Functions on Excel

At the end of this lesson, you shall be able to:

- save and print Excel worksheets/workbook
- recognize and use add, average functions
- calculate sum and average in Excel.

a. Saving a Workbook

It is important to save the workbook whenever a new project is started or when changes are made to an existing one. Saving early and often can prevent the work from being lost. Paying close attention to where the workbook is saved is important to find it easily when needed.

b. Ways to Save a Workbook

Save: While creating or editing a workbook, use the Save command to save changes. This command will be used most of the time. While saving a file, choose a file name and location the first time. After that, just click the Save command to save it with the same name and location.

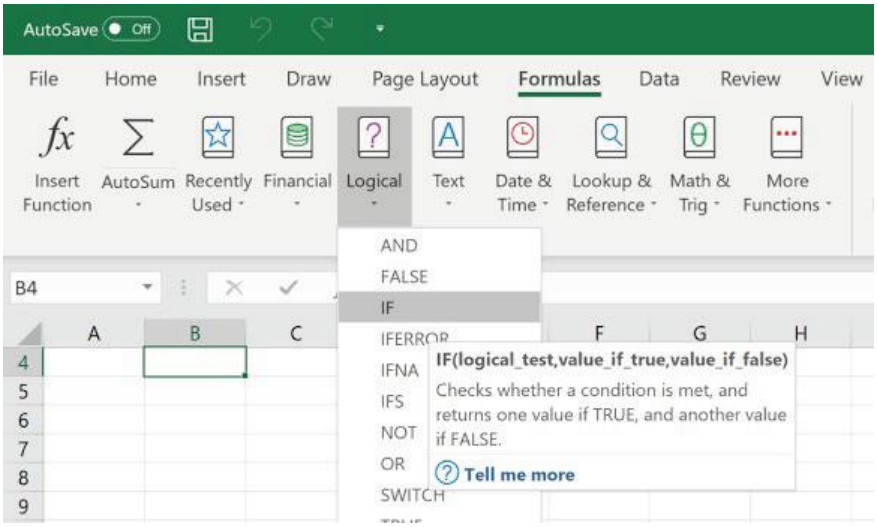
Save As: Use this command to create a copy of a workbook while keeping the original. While using Save As, choose a different name and/or location for the copied version.

c. Printing a document

There may be times when a workbook has to be printed to view and share data offline. It is easy to preview and print a workbook from Excel using the Print pane.

KWL

What I already Know	What I Want to find out	What I Learned



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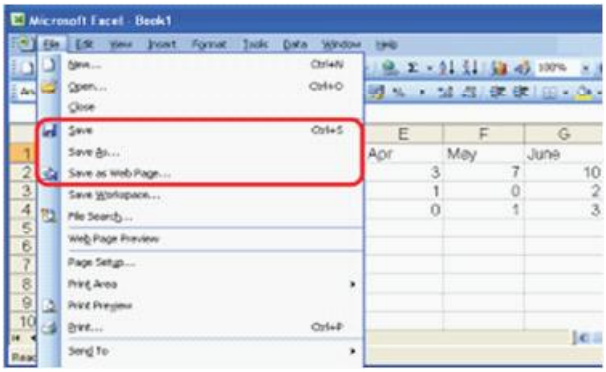
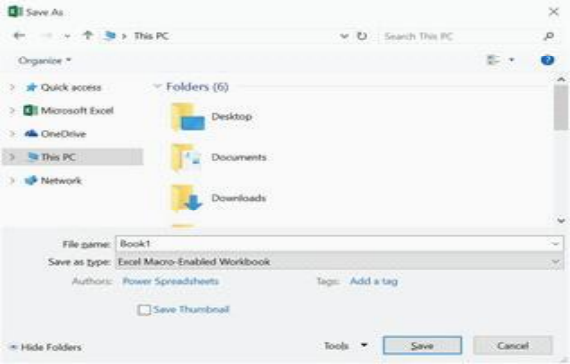
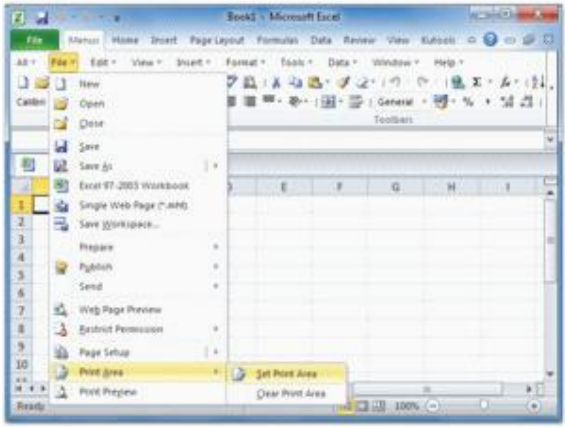
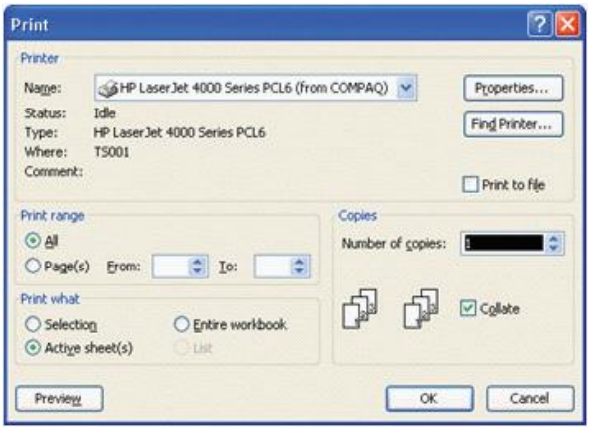
1. **Steps to save the workbook**
   a. In the Quick Access bar, click the Save icon.
   b. Click Save As.
   c. Select Desktop as your location to save the file.
   d. Type File name in the File name field box.
   e. Type Homework.
   f. Click Save.
   g. Workbook is saved as "Homework".
   h. Click Save icon to continue to save work anytime.
   i. To close the file, click the File option from the Quick Access bar.
   j. Select Close.
   k. You can also close a workbook by clicking the close icon.





2. **Printing an Excel document**
   a. Click File from the menu bar. The shortcut is to press CRTL+P.
   b. Click Print. Print pane will be displayed.
   c. Click Copies drop down arrow to choose how many copies of the workbook to print.
   d. See a preview of how the worksheets will look when printed.
   e. Choose to print the active sheets, the entire workbook, or a selection of cells.
   f. Choose portrait or landscape orientation.
   g. Adjust the page margins, to help the data fit more comfortably on the page.
   h. Choose how to scale your worksheets for the printed page. You can scale worksheets at their actual size, fit the entire worksheet on one page, fit all columns on one page, or fit all rows on another.
   i. To print the workbook, click the Print icon.





There are many different functions on an Excel sheet like addition, subtraction, multiplication, division, percentage and average.

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3. Adding numbers on Excel

There are a variety of ways to add up the numbers found in two or more cells in Excel.

The SUM () function is a much more efficient way to add up cells. It also allows you to add up a range of cells simply by specifying the first and last cell in a range of cells to be added up. The SUM () function will then add up the values in all the cells from the start to the end of the range. It is particularly powerful because it can be used to add up hundreds or thousands of cells.

If we look at our earlier example, you could use SUM () as shown in the following formula, which would achieve the same result as our earlier example:

	A	B
1		Sales
2	Monday	125
3	Tuesday	233
4	Wednesday	244
5	Thursday	502
6	Friday	123
7		
8	Total for week	=SUM(B2:B6)

After this press ENTER.

4. How to calculate AVERAGE in Excel?

The AVERAGE function is a much more efficient way to add up cells. The AVERAGE function will then add up the values in all the cells from the start to the end of the range selected. It is particularly powerful because it can be used to calculate the average of hundreds or thousands of cells.

To understand the uses of the AVERAGE function, look at the example We get the following result

	A	B	C	D
1				
2		AVERAGE Function		
3				
4		Test 1	Test 2	Test 3
5		125	150	200
6		90		90
7		85	85	#N/A
8		0	85	75

E5 =AVERAGE(B5:D5)

	A	B	C	D	E	F	G
1							
2		AVERAGE Function					
3							
4		Test 1	Test 2	Test 3	Average		
5		125	150	200	158.33		
6		90		90	90.00		
7		85	85	#N/A	#N/A		
8		0	85	75	53.33		

KWL

Complete the What I learned column in the KWL chart.

What are some of the functions on Excel that you know about?

_____

What are some of the functions that you would like to explore on Excel?

_____

Which are the resources that you can use to explore Excel further?

_____

You have learned the basics of Excel. Now explore the following functions on Excel. Cut and paste; copy and paste; add rows; delete rows; add a sheet; delete a sheet; bold; italics; underline; highlight cells; colour text; subtract numbers; multiple numbers; divide number.

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12. What is Internet?

At the end of this lesson, you shall be able to:

- recognize what internet is
- identify how to access the internet
- learn the uses and benefits of the internet.

What is internet?

Internet, sometimes simply called "Net", is a worldwide system of computer networks. Global communication has become very easy now, thanks to a worldwide computer network that is called Internet.

It is a network of networks in which users on any one computer can get information from in many other computers. Computers communicate with each other through internet and they form networks of connections. These networks help us share a lot of information.

In less than 20 years, internet has expanded to link up around 210 different countries. Internet has made the world into a Global village.

The top uses of the Internet are: communication with people, social networking, research about new things, education purposes, online transactions, news updates, online booking of tickets, buying and selling things, job search, etc.

KWL

What I already Know	What I Want to find out	What I Learned

We are connected with people across the globe through the internet.

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a. Requirements for an Internet Connection

To connect to the Internet, you need a computing device, a connection device and an Internet Service Provider (ISP).

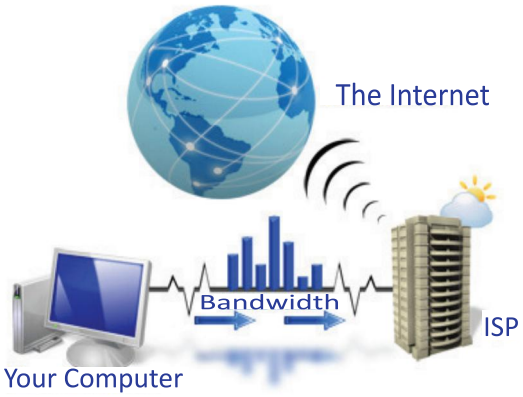
- A computing device can be a laptop, desktop, a tablet or a mobile phone.
- A connection device such as a modem helps you connect to the Internet. A modem converts digital information into analog information and transmits over phone lines.
- An ISP is a company that provides Internet connectivity to individuals, businesses and organizations.

b. Wireless Internet Connection

To connect to the Internet using wireless technology, the computing device such as your laptop should have a WiFi or a wireless fidelity card. This WiFi Card connects to the access point (in a wireless mode), which is a wireless router. The router is then connected to a wired network provided by an Internet Service Provider or an ISP.

c. Bandwidth

Bandwidth is the amount of data that can be transmitted over a network in a certain amount of time. To understand bandwidth, let's take the example of a pipe. The amount of water flowing through a pipe depends on its thickness. Similarly, the amount of data that your network can receive or send depends on its bandwidth. Bandwidth is measured in Mbps (Megabites per second). Kbps (Kilobites per second), bps (bites per second).



d. Types of Connections

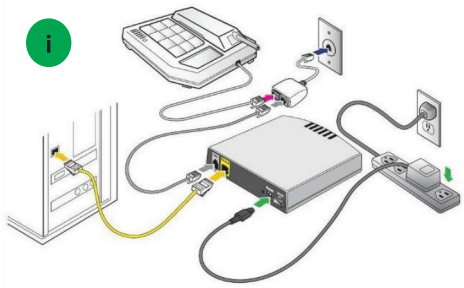
You can use many types of technologies to connect to the Internet. Each technology supports a different bandwidth. The actual rate of transfer of data depends on the ISP's equipment, the type of Internet connection and the number of people using the same connection at one time.

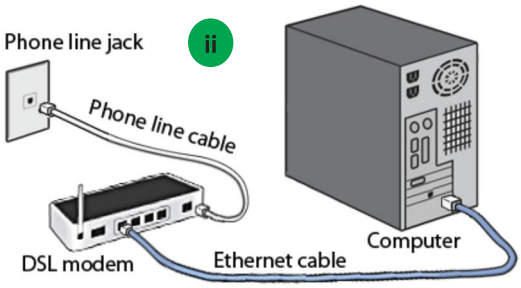
i. Dialup connection

Most Dial-up connections offered today allow data transfer rates up to 56.6 Kbps.

ii. DSL

If you use a DSL connection, you are always connected to the Internet. The data transfer rate of DSL Internet connection is 384 Kbps to 8 Mbps.





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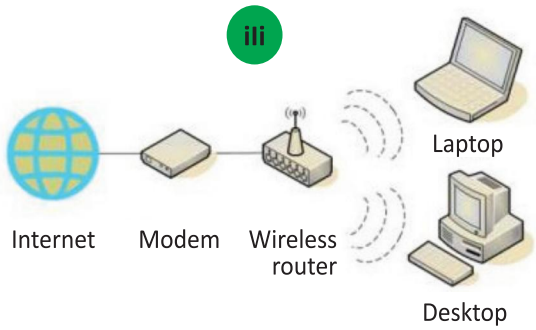
iii. Cable connection

You can get high-speed Internet connection from the cable TV provider. This connection supports data transfer rates of 4 Mbps.

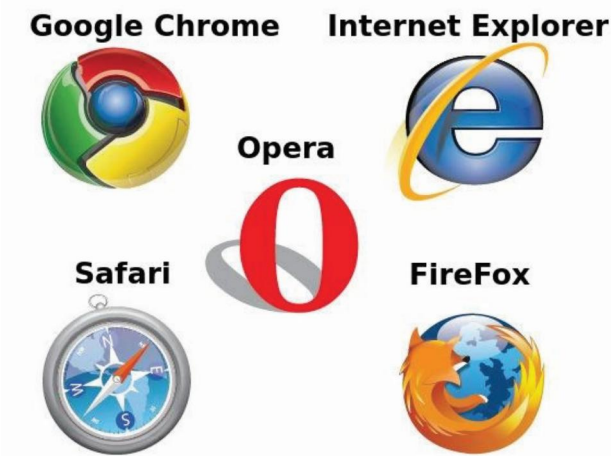
iv. Wireless connection

You can connect to the Internet by using wireless technology which further connects to a wired connection such as a cable modem. The data transfer rates of wireless Internet connections can range from 11 Mbps to 45 Mbps.



e. Internet Browser

There are various Internet browsers available. Internet browser is a software which helps you access web pages from various websites. Various Internet browsers are: Google Chrome, Mozilla Firefox, Safari, Opera and Internet Explorer.



1. Read the story of the electric wind boy and respond to the questions that follow.

This teenager from Africa had a dream of bringing electricity and running water to his village. He was not ready to wait for years for anyone to do this.

He wanted to do something in 2002 following one of worst rainless period in his country that killed thousands of people. Lack of rain had left his family without food. Unable to attend school, he continued education by using a local library from time totime. Interest in science changed his life one day, when he picked up a torn textbook and saw a picture of a windmill.

He was very interested when he got to know that using windmill one could make electricity and pump water. He decided to make one by himself. In all his free time when he was not working on maize farm, he would work on his new project. People in his community made fun of him and thought he was mad. One day, he climbed up the windmill he had made and attached a car light bulb to the turbine of the windmill. As the blades began to spin in the breeze, the bulb glowed and the crowd was shocked!

This boy came to be known as 'the electric wind boy' in his village. As he became famous, he was invited to a conference where he was introduced to the Internet. "I had never seen the Internet, it is amazing," he says. "I Googled about windmills and found so much information."

Now he has his own website which talks about his work. He has co-written a book called "Boy who Harnessed the Wind". There is also a movie being made on him.

How did the story of an amazing journey of a simple boy from Africa find its way to be an inspiration for the entire world? The Internet connected this young man to the world and showed everyone in Africa how they could use wind to generate power.

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a. Benefits of using the Internet

Imagine that you are Aladdin and you have your own Genie. Your Genie knows everything and fulfills all your wishes. It shares anything you want and connects you with anyone you need! Well, the Internet is just like that. Take your magical lamp (which is your device – computer, tablet or mobile) and rub it (connect to the Internet), and your genie appears helping you with anything you need!

Great source of learning – There are many websites that offer online educational courses for free. Students can learn a new language, computer programming, gardening and even cooking using these online courses/ tutorials.

Always available – Webpages and websites on the Internet are available round the clock. It is like a supermarket which never closes.

Wide range of information – From education to sports to healthcare to films, a wide range of information is available. You can learn about anything you like from how to find the best college to take admission in, to how do you understand mathematics better, where can you find the cricket bat that you want, the latest movie songs etc.

Easy to connect with people – Some sites help you stay in touch with friends and also connect with inspiring role models from any field. LinkedIn is an example of such a site, and you need the Internet to access that.

Global connection – Because it is a global platform, the Internet can help you connect to anyone anywhere in the world. You can also access information from around the world.

Multiple solutions to challenges – The Internet has simplified how we shop, do banking, set up business and learn. The Internet has helped spread awareness about the problems in different countries around the world. So, now students and researchers around the world are working to find solutions for problems like water crisis, cheaper health care, pollution, etc.

Complete the What I learned column in the KWL chart.

What did you learn today?

_____

What is the benefit of using the internet?

_____

List a few ways in which you will use the internet. Mention the purposes too.

_____

Now that you have understood the uses of the internet, spend 30 minutes using the internet. Share with your friends what you have learned while using the internet.

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