

13. Searching for Information on the Internet



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

- identify search engines to browse the internet
- search information on the internet
- explore tools to search information on the internet.



Searching information on the internet: The internet is a wonderful tool that has lots of benefits and can make your life easy. The internet has millions of websites and webpages. You can search for almost anything – from learning new things to getting the latest news, to new movies and tips of doing something you don't know. To search the internet effectively you need a search engine.



What I already **K**now

What I **W**ant to find out

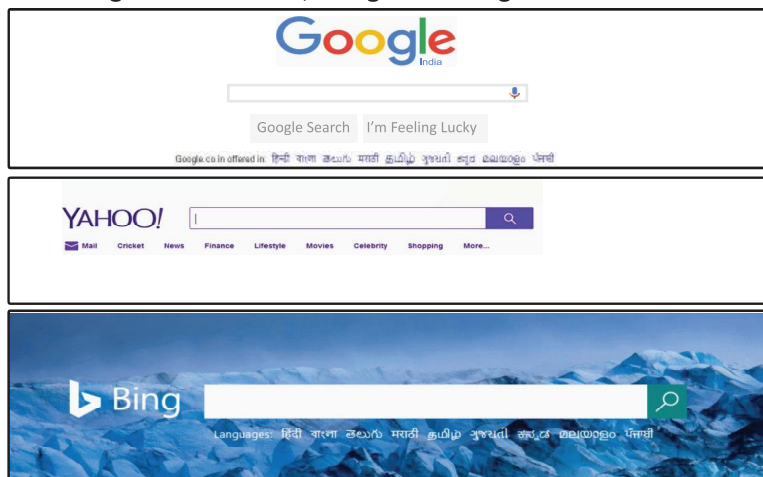
What I **L**earned



a. What is a search engine?

A search engine is a software programme that is designed to search for information on the World Wide Web.

Once you type the topic on which you want to find information, a search engine will scan through thousands of websites and webpages on the internet and collect, organize and display the most relevant information. Some examples of popular search engines are: Yahoo, Google and Bing.



b. Address bar

Every website on the internet has an address which is unique. For example, the address for the Facebook site is www.facebook.com. Here, www stands for World Wide Web. Most websites have this at the beginning.



1. How to search when the website address is known?

We know that every website on the internet has a unique address. If you know the exact address of the website that you are looking for, the following steps can be used to access that website:

- a. Open the browser on your device and type the name of the website in the address space provided.
- b. Click on the web page and once it opens, you can read through it to find the information that you need.

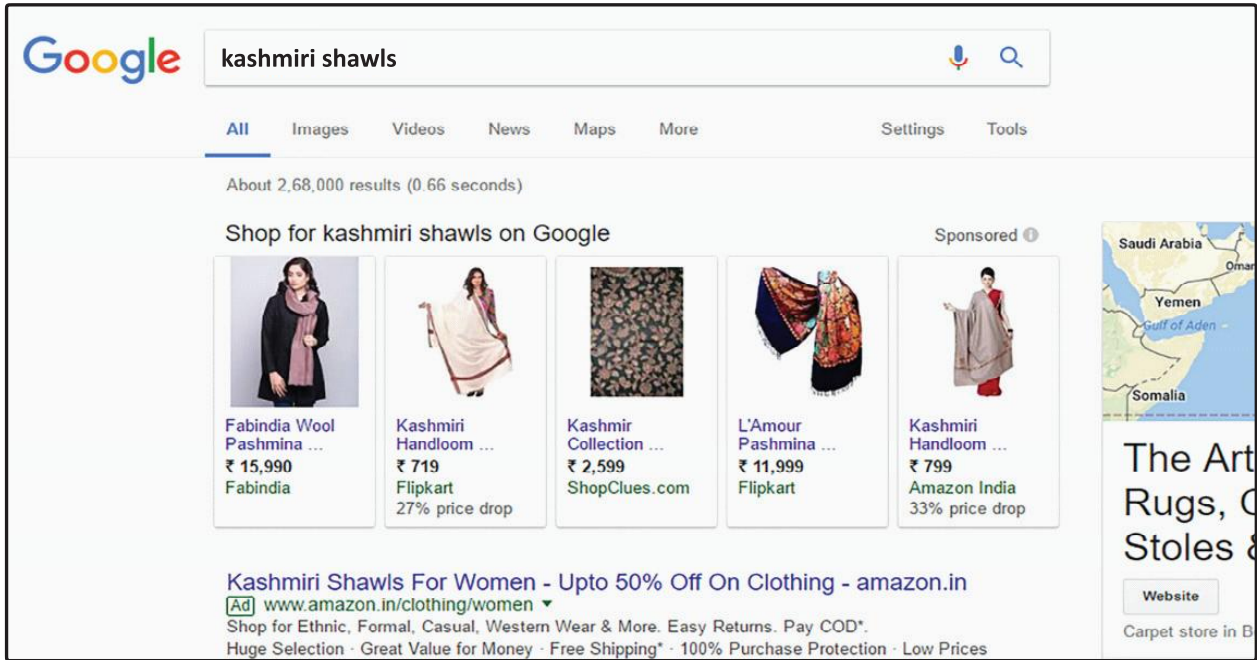
2. How to search when the website address is not known?

Suppose now you want to search the internet and don't know the exact website. What do you do? Well, there is a trick to finding exactly what you need from among millions of webpages and websites on the Internet. This trick is knowing the keywords. Keywords are words that help us find what we are looking for on the Internet.

- i. Open the browser.
- ii. In the search box, type the keywords.

For example, if you are looking to purchase Kashmiri shawl in a large market in Delhi, you will use "Kashmiri Shawl" as key words along with "Delhi" to get better search results.

- iii. Click and choose any link from the options given to get more information on what you are searching for.



3. Answer the following questions.

Name the sites you can visit to read the news.

What are the steps to get to the site?

If you don't know the site, how will you get to a new site?



Complete the What I learned column in the KWL chart.



What did you learn today?

How can you search information online when you don't know the website?

What are some of the things that you would like to know using the internet? List them down below. Write the keywords that you will use to find that information online.



You have learned how to search information online. Now go online and find out the names of any ten presidents of any 10 countries of your choice.

<https://in.video.search.yahoo.com/yhs/search?fr=yhs-trp-001&hsimp=yhs-001&hspart=trp&p=how+to+use+in+ternet+videos+beginners#id=8&vid=d1baed90c7c6fd89f8bd3cb8458beaf0&action=view>



14. Best Practices to Follow on the Internet



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

- identify good practices on the internet
- recognize how to spot fake news
- use the internet facility securely.



It is important to follow safe ways to browse the internet. Careful online transactions, user name password, using protective software are some safe ways to use the internet.



What I already K now	What I W ant to find out	What I L earned



a. Ways to protect your computer

There are many guidelines you should follow to protect your computer.

i. Implement user identification

An effective way to implement unauthorized individuals from accessing your computer is by setting up accounts for authorized users of the computer.

ii. User name and password

You can also increase security and limit unauthorized access to your computer by setting up a username and password.

iii. Keep passwords secure

Some guidelines to keep your password secure are:

- Be careful while typing your password to prevent anyone else from seeing it.
- Do not share your password with others.
- Do not write the password and leave it on your computer or desk.
- If you think that the password has been compromised, change it immediately.

iv. Lock your computer

When a computer is locked, it immediately hides the content of the screen and does not allow any operation until the computer is unlocked with the correct username and password combination. For example, in Windows, you can lock your computer by pressing CTRL+ALT+DEL, and then clicking the Lock this computer option.



v. Protective Software

You can protect your computer from viruses and spyware by installing antivirus and antispyware software.

vi. Online transactions

When you give your credit card details on a secure site, the merchant site will send the information via the Internet using a web payment software to the merchant's bank. The merchant's bank will send the information to the credit card issuing bank via the credit card network for authentication.

b. Securing online transactions

The actions that you can take to secure online transactions are:

i. Strong Passwords are a combination of upper and lower case letters, numbers and special characters and it must be created for all accounts.

ii. Antispyware: Spyware are small programmes that get installed on your computer and transmit your personal data to hackers. Antispyware delete such programmes installed on your computer and can prevent them from getting installed.

iii. Clear browsing history: Personal information can be stored in browser history, cache memory and cookies. Delete this content regularly to prevent hackers from getting your information.

iv. Avoid sharing personal information: Give personal information especially bank account or credit card details in online forms only on secure sites.

v. Use secure site only: A website is secure if it has https as its prefix and a locked padlock symbol.

vi. Configure security components: Windows Control Panel provides many utilities such as Firewall, Malware protection, automatic security related updation and Internet settings which provide protection against security threats.

vii. Disable active content: You can use browser settings to disable active content which are small programmes that get installed in your computer while browsing and cause a security threat.

c. Securing emails and IM

E-mails and Instant Messages (IM) can be used to send you files containing harmful software. To ensure e-mail and IM security:

- be cautious when opening e-mail and in messages with attachments.
- do not respond to unknown commercial mails.
- protect yourself from fake sites that look authentic and try to get your information.
- limit chat activity to people whom you know.
- report abuse to your Internet Service Provider (ISP).

d. Protecting against Online Predators

Online predators assume fake identities to lure children into inappropriate relationships and target adults to financially exploit them. You can take the following measures to protect yourself:

i. Know the signs

Online predators tend to get intimate very quickly. You need to ensure that you and your family members can detect such behaviour to avoid contact with potential online predators.

ii. Cautious of gifts

Online predators usually attract their targets with gifts or other tempting offers.

iii. Educate your family

Educate your family members on appropriate chat room behaviour to avoid being targeted by online predators. The screen names must not give away their actual name, age, gender, or contact information because this information can be misused.

iv. Block inappropriate sites

You can enable your browser's Content Advisor feature to control the type of web sites that your family members can visit while browsing the Internet.



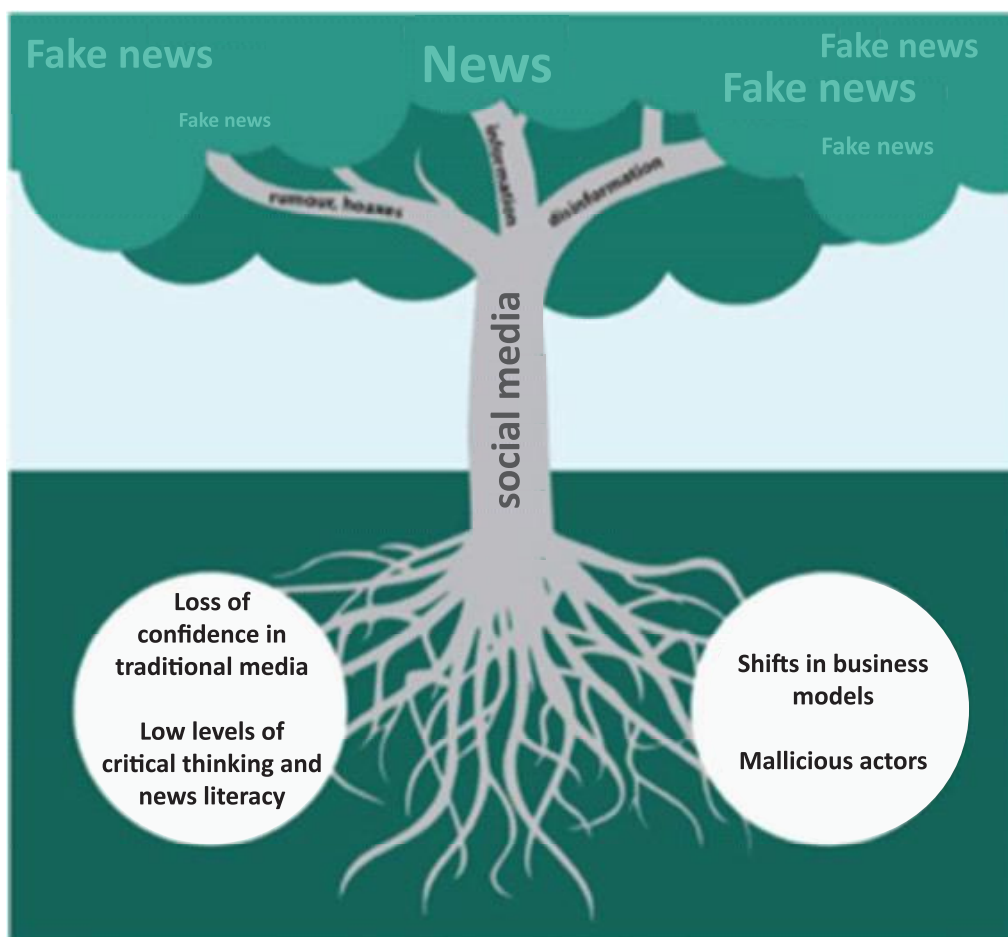
1. Ramesh is looking for job online. He comes across a company called Youthful which manufactures sports equipment. He really likes the company and finds a vacancy exactly matching his interest and qualifications. He sends his resume and cover letter to the HR department at Youthful.

One week later, Ramesh receives a call for interview. He is very excited. In order to prepare for the interview, Ramesh does a search for the company online. However, he finds that there is an article on a social media site about CEO of the company resigning and selling the company. He does a further search but does not find any such information on this matter. Ramesh gets scared and does not attend the interview.

Do you think what Ramesh did was correct?

What would you have done if you were in Ramesh's position?

What are the ways in which you can find out if a news item is true or fake?



The roots of "fake news", UNESCO's World Trends Report

Why should we check if the news is real or fake?

Fake news refers to false news that has no basis, but is presented as being factually accurate. Fake news is written and published usually with the intent to mislead in order to damage a person/group/company's name.



Complete the What I learned column in the KWL chart.



What does the image convey?

What are the steps to be followed?

How does the date of publication help?

What did you learn today?

What are the ways in which you can check if information is true or fake?

What are some of the tips or best practices that you will follow when you are online?



Open any news article that you see on a social media site. Use the steps mentioned about to verify if it is real or fake news.

15. Communicate Using Email



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

- create and use an email account
- attach a document or file to the email
- explore the use of cc and bcc.



Electronic mail (E-mail) is an electronic message transmitted over the Internet or computer network from one user to another. It consists of lines of text and can include file attachments. Attachments could be pictures, documents, spreadsheets, audio files, video files, etc.



What I already Know

What I Want to find out

What I Learned



1. How to create an email account?

To set up an email account, there are a number of popular providers to choose from:

Gmail (run by Google)

Outlook (run by Microsoft)

Yahoo! Mail (run by Yahoo).




Steps to open an email account on Gmail:

- a. Go to www.gmail.com.
- b. Click Create account.


The signup form will appear, which looks like the image below.

Create your Google Account

One account is all you need
One free account gets you into everything Google.



Take it all with you
Switch between devices and pickup wherever you left off.



Name
First Last


Choose your username
@gmail.com

Create a password

Confirm your password

Birthday
Month Day Year

Gender
I am...

Mobile phone
 +91


Your current email address

Location


You will need to fill your name and details in the signup form.

Create your Google Account

One account is all you need
One free account gets you into everything Google.



Take it all with you
Switch between devices and pickup wherever you left off.



Name
sri kumar


Choose your username
@gmail.com
That username is taken, Try another Available [ksn9755](#)

Create a password

Confirm your password

Birthday
Month Day Year

Gender
I am...

Mobile phone
 +91

Your current email address

c. Fill in other details such as your phone number, country of residence, etc.

d. Review Google's Terms of Service and Privacy Policy, click the small box, and then click Next step as shown.

Privacy and Terms

By choosing "I agree" below agree to Google's [Terms of Service](#)

You also agree to our [Privacy Policy](#), which describes how we process your information, including these key points.

Data we process when you use Google

When you use Google services to do things like write a message in Gmail or comment on a YouTube video, we store the information you create.

When you search for a restaurant on Google Maps or watch a video on YouTube, for example, we process information about that activity including information like the video you watched, device IDs, IP addresses, cookie data, and location.

We also process the kinds of information described above when you use apps or sites that use Google services like ads, Analytics, and the YouTube video player.

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 (myaccount.google.com)

Why we process it

We process this data for the purposes described in our policy, including to

- Help our services deliver more useful, customized content such as more relevant search results:
- Improve the quality of our services and develop new ones:
- Deliver personalized ads, both on Google services and on sites.

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

Welcome

Your new email address is srikumar19812@gmail.com

Thanks for creating a Google Account. Use it to subscribe to channels on Youtube, video chat for free, save favorite places on Maps, and lots more

[Continue to Gmail](#)

2. Email Message Format

From: Shows a sender's email address

To: Shows a recipient's email address. This can be more than one.

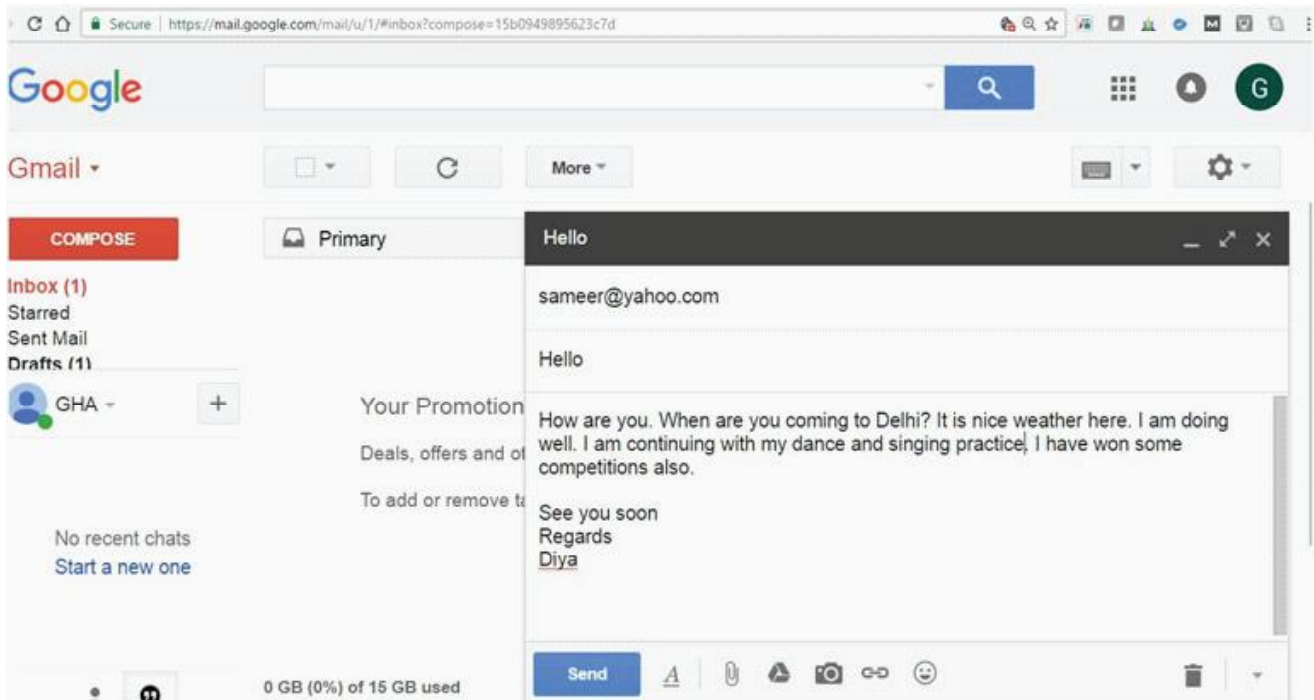
CC: The full form of CC was carbon copy. Email addresses of other people who have been sent a copy of the email. The recipients of the email can see all of the email contacts to whom the copies have been sent.

BCC: The full form of BCC is Blind carbon copy. Email addresses of other people who have been sent blind carbon copies of the email. The recipients of the email do not know that the same email has been sent to other email address in BCC.

Subject: Shows the topic of the message

Message body: The body consists of the text message and any attachments to be sent.

When email appears in your inbox, you can tell if it is a new or unopened email as it will appear in bold. You can see who the email is from and the subject of the email.

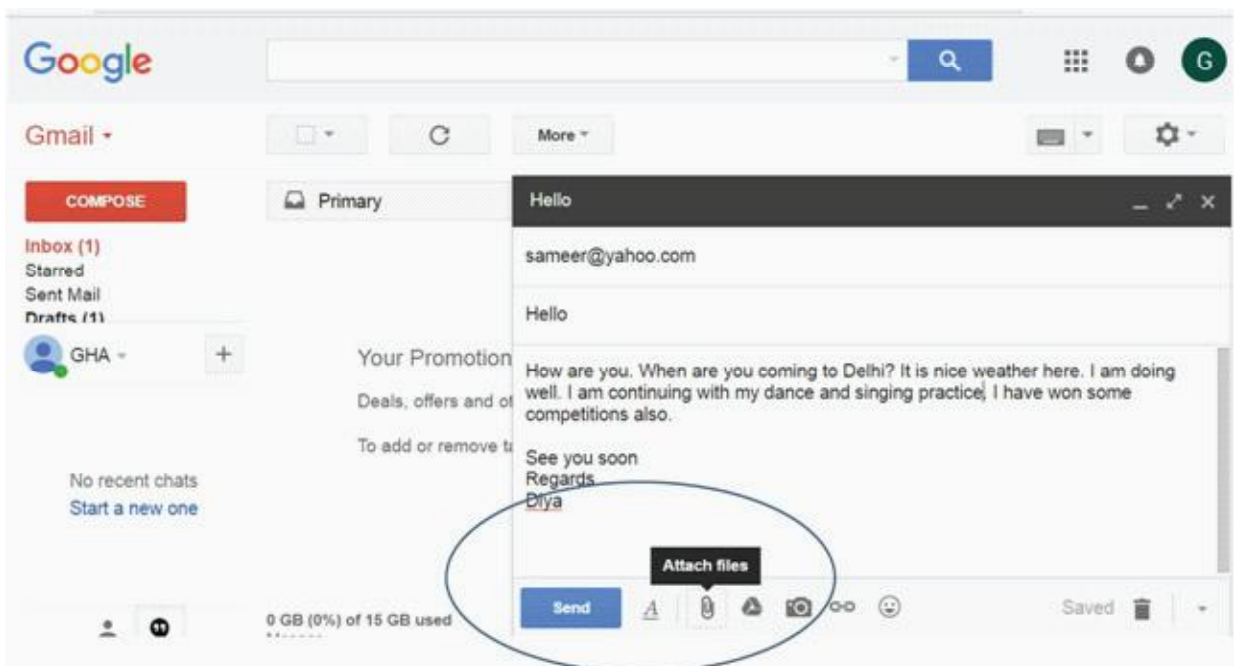


3. Attaching a file to an email

An attachment is a type of file such as a photo or document that you can send along with your email. To add an attachment, you need to click on the Attach button.

- The Attach button often has a paper clip as its symbol.
- When you click on the Attach button, it opens up a new window.
- The window shows you files and folders on your computer.
- Find and then click on the file you want to attach and press OK.
- The file will now show as an attachment in your email.
- The name of the file will be shown next to a paper clip symbol.

Look at the image given for reference:

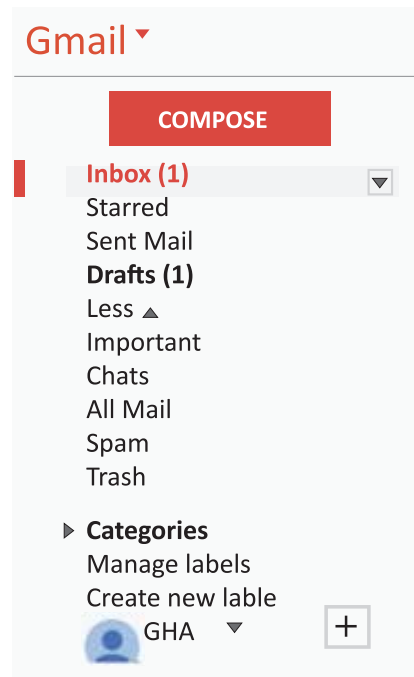




4. Managing your email

There are different folders that could help you manage and organize your emails.

- The Inbox holds emails that people have sent to you.
- The Sent folder holds emails that you have sent to people.
- The Drafts folder holds all the emails you have started writing, but not yet sent.
- The Junk/ Spam folder holds emails that may not be useful.
- The Trash can or folder holds emails that you no longer need and have deleted. To delete an email. You select an email and then click on the Delete button for it to be moved from inbox to trash folder.



Complete the What I learned column in the KWL chart.



Why do you think it is important to have an email address?

Which email features of Yahoo or Gmail seem most exciting to you?



Send a short email to any one person in your classroom. When you receive an email from a classmate, make sure to respond to them.

16. Internet Safety



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

- recognize the importance of internet safety
- identify ways to be safe on the internet
- use the internet safely.



Internet safety: Internet has made our lives easy. We can communicate via emails, shop online, make reservations, etc., through the internet. Safety on the internet is very important. Email passwords and other passwords should not be disclosed to anyone. While accessing emails and making online transactions, etc., on the computer in browsing centres or personal devices, the account has to be properly logged out.



What I already **K**now

What I **W**ant to find out

What I **L**earned



1. Answer the following questions.

Do you know anyone who has lost money online? Write about the incident.

What are the steps that you can take to ensure that you do not lose any money online?



The internet is a wonderful tool that has lots of benefits. It can make your life easy. Unfortunately, the features that make it easy for people to use, can also be misused by people intending to cheat. However, you should not let fear stop you from using the internet. Here are a few simple steps that you can follow to keep your personal informationsafe.

a. Safeguard your personal computer/mobile

Antivirus software will help remove or prevent viruses from causing harm along with other forms of dangerous programmes.

b. Safeguard your Usernames and Passwords

You need usernames and passwords to register on most websites. It may be your email account, Facebook, banking, shopping, online courses or any other online transactions. Your username is your unique identity, just like your real name. Your password is the secret code or key that helps ONLY you to access your online accounts.

Choose a password that is easy to remember and not easy for someone else to guess. The best type of passwords mix letters and numbers. This is known as a strong password. A strong password has more than 8 characters (the longer, the better), numbers and symbols, upper and lowercase alphabets or letters. For example, Moon&star901@we; Qwerty6378*wr#; #@375dofguard.

Tips for creating a strong password

- Never use personal information such as your name, birthday, user name, or email address. This type of information is often publicly available, which makes it easier for someone to guess your password.
- Use a longer password. Your password should be at least six characters long, although for extra security it should be even longer.
- Don't use the same password for all accounts. If someone discovers your password for one account, all of your other accounts will be in danger.
- Never to give your password to anybody.
- Change your passwords regularly.

c. Safeguard your email account

To protect your emails, follow these tips:

- Don't open an email from someone you have never heard of. Delete it immediately.
- If you open it by accident, don't click on any links.
- Never reply to a SPAM email.
- You can put a block on unwanted SPAM email on your email account. This will also block most unwanted emails.
- Don't tell your password or any personal information to anyone or even on any website. No legitimate company will ever ask you for your password.

d. Safeguard yourself from false information

Just like in the real world, the Internet is full of good and bad information. Good information comes from verified sources and standard websites such as BBC News, WebMD, government portals, etc. Some sites often offer something for "free" and tell you to click on a link to win lots of money or valuables. Never open such sites or click on these links which offer such promises. They are false and may contain viruses. Similarly, many sites offer unscientific and incorrect information, especially about health, science, religion and technology. Ensure to check the website and verify with your instructor/someone else who knows the Internet well, before downloading or believing such information.

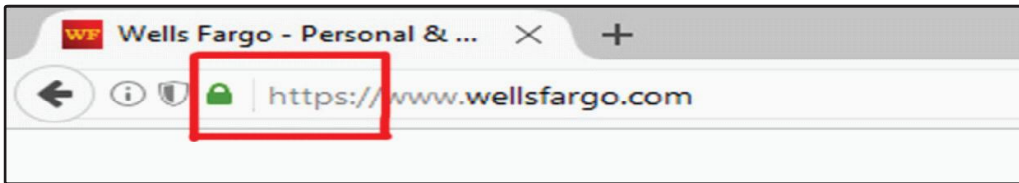
e. Safeguard yourself while shopping on the Internet

One of the benefits of the Internet is the ability to shop from a wide range of stores and buy items on sale.

Many times, you may get things on the Internet websites that are much cheaper than in actual stores. Follow these tips to protect yourself when shopping online.

- Visit sites that have a good reputation as ‘trusted brands’.
- Follow the security advice carefully on websites that you trust.
- Make sure that you are on a secure site when you need to give credit or debit card details.
- Do not ever give your credit or debit card details on the phone if someone calls claiming to help you with online shopping.

One of the best ways to identify safe websites is to check for the lock symbol in the address bar. This is most commonly seen with certain types of websites, like online stores and banking sites. This means the website is safe to enter your personal information.



Complete the What I learned column in the KWL chart.



What are the ways to follow to stay safe on the internet?

Why should you have a strong password?

What are the ways to strengthen passwords?



<https://youtu.be/25G4tLVH1JE>

<https://youtu.be/5JdM95WQKys>



17. Introduction to Mobile Applications



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

- explore the advantages of a mobile phone
- identify how to learn using a mobile phone
- use a mobile phone.



Introduction to Mobile Applications: If a young person is seen with a mobile phone, the most common words they get to hear are ‘why are you wasting time on your phone’, isn’t it? Many people today see the mobile phone as a tool that is meant for distraction or entertainment. Mobiles phones are used to send and receive several messages, play games, talk to others, browse on social media, click pictures and watch videos. While it is true that mobile is a big source of entertainment, if used properly, they can have many advantages too.

As a student, you can use it for your benefit. A mobile phone can help you learn many new things, be updated with the latest technology and also help you pass your exams! If you manage your time well and learn to use the right kinds of apps and features on your phone, you can be a life-long learning journey.

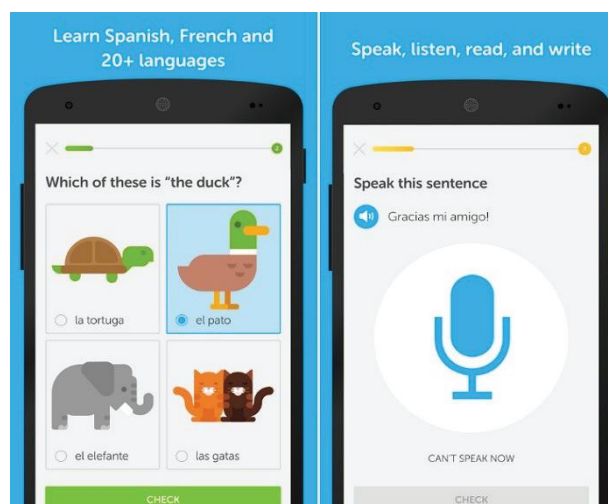
So, the next time your elders or parents say, stop wasting time you can show them the different ways in which you can learn using the mobile and make them proud!



What I already **K**now

What I **W**ant to find out

What I **L**earned





- a. Learning using mobiles is called M-Learning.
- b. The most popular thing that people learn using mobile phone is languages. There are more than 300 apps to help you learn English!
- c. You can learn many, many things through apps – From yoga, cooking, poems, dieting, stitching and carpentry. There are free apps to help you learn almost anything you want.



1. **Ranjith’s father recently bought a mobile phone. It is a touch screen smart phone, with 3G Internet. Ranjith’s father cannot read and write English very well. He is also not comfortable using mobile phones. In fact, Ranjith’s father thinks a mobile phone can be used only for making calls and send/receive SMS. Help Ranjith explain the benefits of a smart phone to his father. Below are some hints to get you started.**

A smartphone can be used for

- making simple calculations using Calculator
- taking pictures
- reading news on the internet.

2. **Ranjith, just like you, studies in an ITI. He has promised his father that he will use the mobile phone for only one hour in the day. Ranjith does not want to waste the entire one hour on watching YouTube videos, using Facebook or messaging on Whatsapp. He wants to make good use of 30 minutes to learn something useful for his career and life.**

What type of subjects, apps or websites would you suggest to Ranjith?

Here are some hints to get you started. Fill up the blanks and suggest new topics for Ranjith.

Subjects/Topics	Name of Apps	Name of websites
English	Hello English	
Typing	Typing Master	
Communication Skills		www.bharatskills.gov
Writing Resume		
Time Management		
About Trade		www.bharatskills.gov www.youtube.com/NSDCIndiaOfficial
Online Payment	BHIM UPI	



Let’s learn some basic concepts about mobile phones first. There are two ways through which you can benefit from a mobile phone. By using the Internet or using Apps. You already know what the internet is and how to search on it smartly.

A mobile application, most commonly referred to as an app, is a type of application software designed to run on a mobile device, such as a smartphone or tablet computer. Apps are generally small, individual software units with limited functions. Mobile Apps can be free or paid. You can download apps from the playstore or app store.



Here are a wide range of things you can use the mobile phone for:

- internet search – search anything you want by typing keywords
- google maps – to find route from one place to another and find out traffic information
- recorder – record important audio (lectures, conversations, etc.)
- clock – to set alarm and reminders
- connecting to friends and family
- listening to music
- organizing time using calendar
- learning new topics and skills.

There are several applications to order food, watch videos and TV shows online, pay bills, scan documents, book tickets for travel, movies, shop and even order services like electrician, carpenter, plumber, beautician etc., to our homes.

One of the most important benefits of a mobile phone is learning. Many people do not use a mobile phone for learning purposes. But education institutions and universities (especially abroad) are encouraging students to learn using different apps and websites. Learning using mobile phones is a very unique and new way of learning.

Here are some advantages of learning using computers and mobile phones.

Learning on mobile and computers is known as M-learning or Digital Learning. This is a new way to access learning content using mobiles. With the help of mobile devices, mobile learning supports, continuous access to the learning process. This can be done using devices like your phone, laptop or tablet. You can learn wherever and whenever you want.

Read the image on “Type of Apps for Daily Life” carefully and ask your trainer to help you understand all the benefits of learning using mobile or digital devices.

- quick access to information
- easy and free access to information
- supports learning by different ways – using audio, video, pictures
- learners can access it anywhere and anytime
- learners can learn without pressure of others watching or judging them

- learners can view or learn information again and again by watching/reading the material. This way, they can learn as slowly or as fast as they want to
- learners can see the concepts explained visually. This can help them remember better
- learners can have fun, play games or quizzes while they learn
- learners can recap or recall any lesson by going back to it
- learners can learn in multiple languages, if the app allows it.



KWL

Complete the What I learned column in the KWL chart.

🔄

What are the different ways in which you can use mobile phone for positive purposes and not waste time on it?

Do you think you will enjoy mobile or digital learning the most?

What are the advantages that students will benefit from using mobile or digital learning method?

🧩

<http://www.youtube.com/watch?v=ZLNO2c7nqjw>

18. Simple Mobile Applications



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

- identify mobile applications and their use
- scan and use a QR code
- transfer funds online using BHIM UPI.



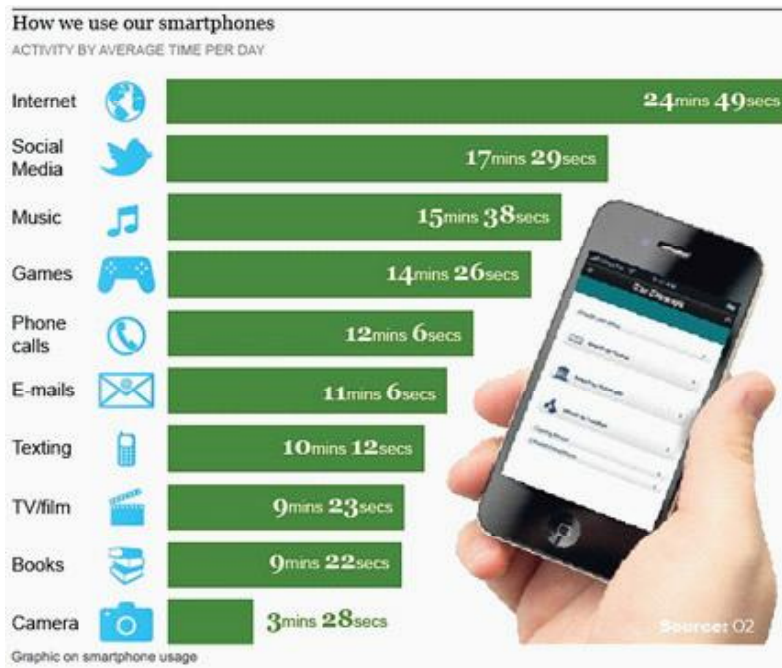
Simple Mobile Applications: Mobile phones have become very important and are everywhere. If you observe carefully, you will notice that mobile phones are used like computers. For example, a computer was used to send emails, calculate numbers, create videos, edit photos, search for information online, etc. Modern smartphones have many new features that make them as effective as a computer.



What I already Know

What I Want to find out

What I Learned





1. Observe the images below. Discuss with your friends and trainers and write down the major differences between these two types of mobile phones.

	
SMART PHONE	OLD MOBILE PHONE
Has Camera Touch screen	No Camera Has buttons and pad

One of the best options is to use a payment app (short form for application), such as BHIM UPI, Paytm, Google Pay, etc. In most of the shops today, shopkeepers display a black square image. You can scan this image and make the payment using an app on your phone. The best part is, you can even make payment of 1 rupee using this app. This kind of application is known as a UPI app.



2. Read to understand how to use a UPI app.


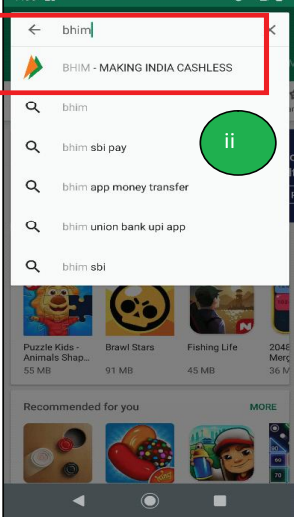


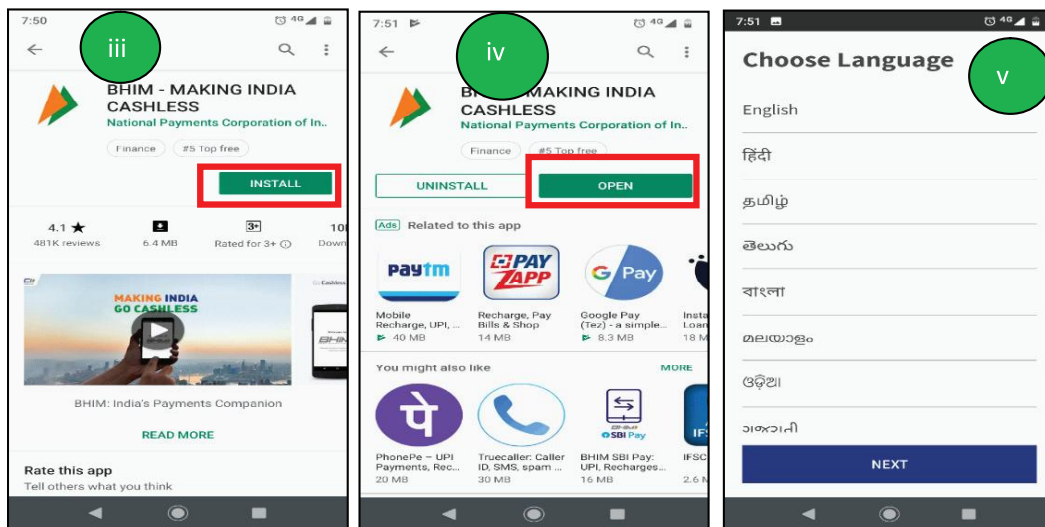
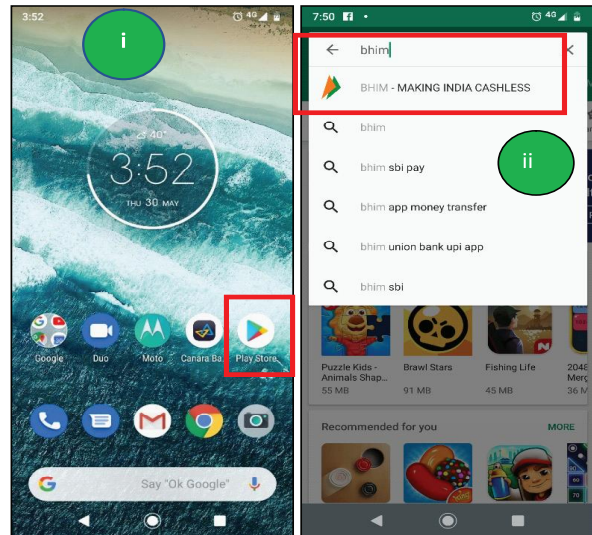
Bharat Interface for Money (BHIM) is a payment app that lets you make simple, easy and quick transactions using Unified Payments Interface (UPI). You can make direct bank payments to anyone on UPI using their UPI ID or scanning their QR with the BHIM app. You can also request money through the app from a UPI ID.

Developed by National Payments Corporation of India (NPCI), BHIM has been conceived and launched on 30th December 2016 to simplify banking through digital banking.

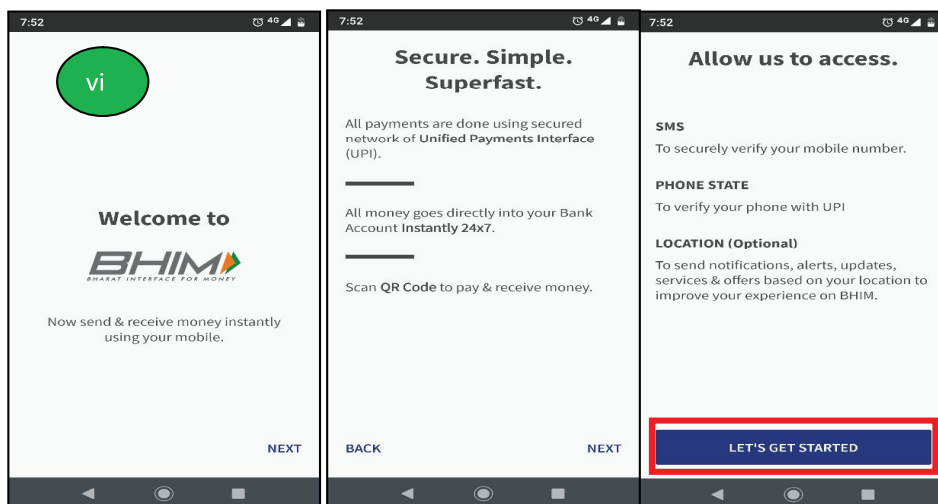


3. How to access BHIM (first time users)

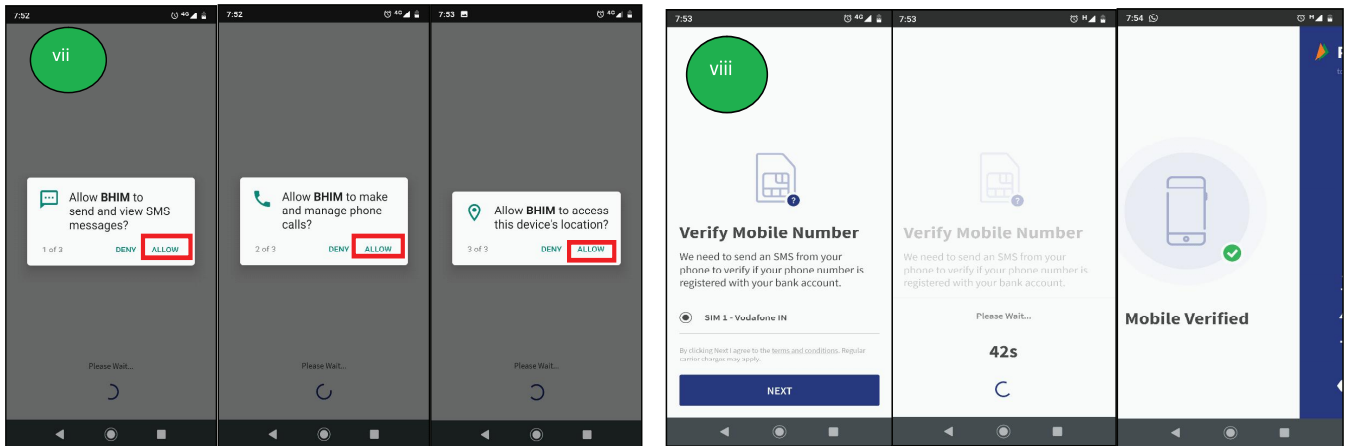
- i. Open the Play Store on your Android phone. It is the  icon in the app drawer or on the home screen.
- ii. Type QR code reader into the search box and tap the search button. This displays the BHIM app in the  Play store.
- iii. Tap Install.
- iv. BHIM app will now be installed on your Android. When the app finished installing, the "Install" button will say "Open," and you'll have a new icon in the app drawer. Click Open.
- v. This opens the app, which will ask you to choose a language. Here, we choose English.



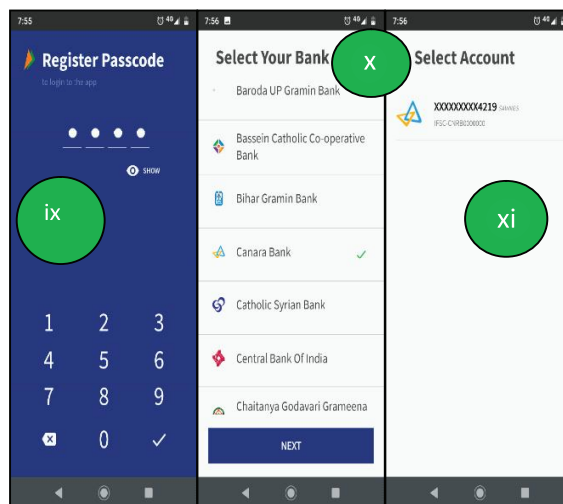
- vi. You will see the welcome screen. By clicking next, you will see LET'S GET STARTED button.



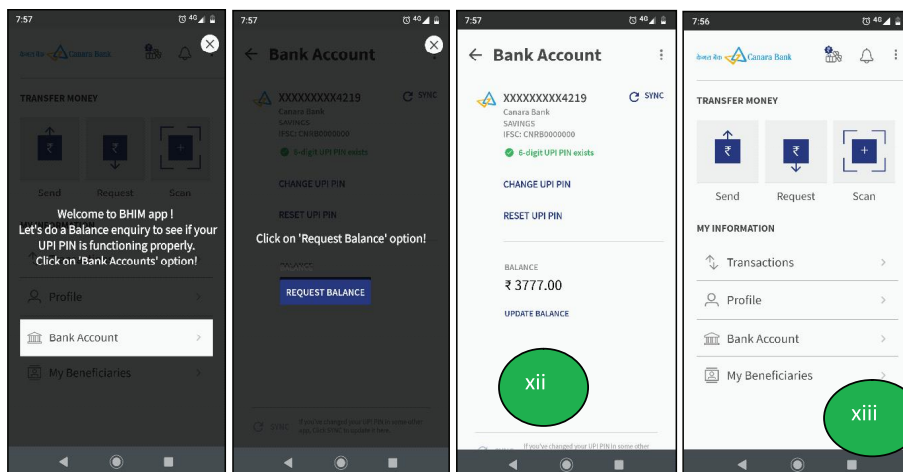
- vii. The BHIM app will request for access to send and view SMS messages, make and manage phone calls and to access this device's location. Tap ALLOW for all the 3 requests.
- viii. The app will prompt you to verify your phone number using an SMS. Click on Next and wait for the verification process to be completed.



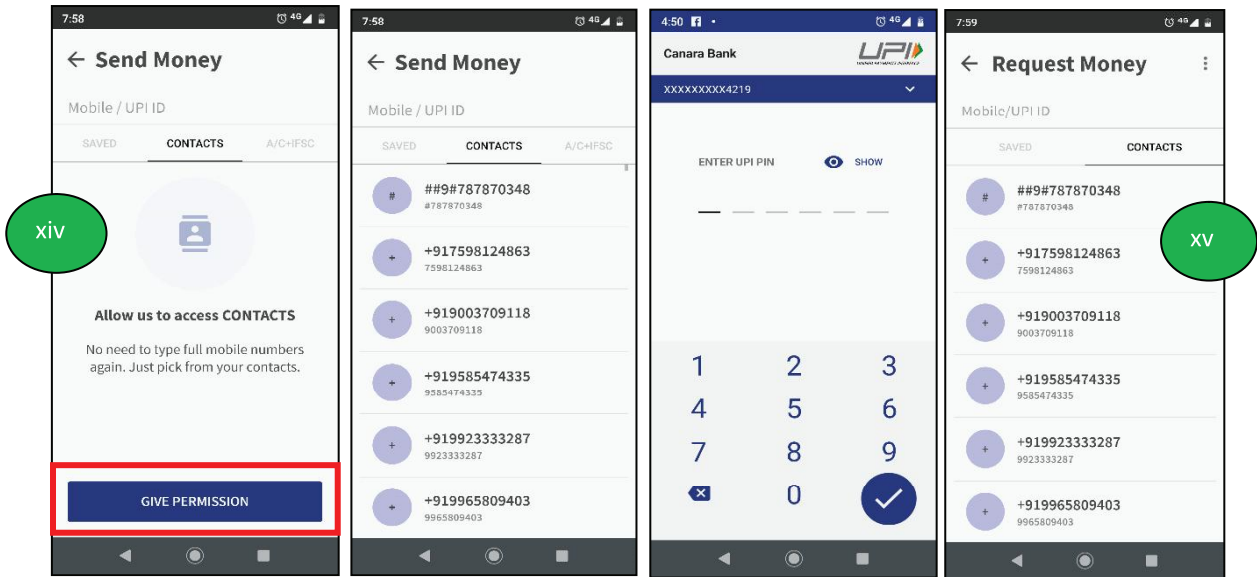
- ix. Enter a 4 digit Passcode that you will need to type whenever you login to the app.
- x. After a passcode is set, the app will ask you to select your bank.
- xi. Once the bank is selected, the app automatically picks up your details using your phone number. Select the primary bank account that will be used for all your transactions.



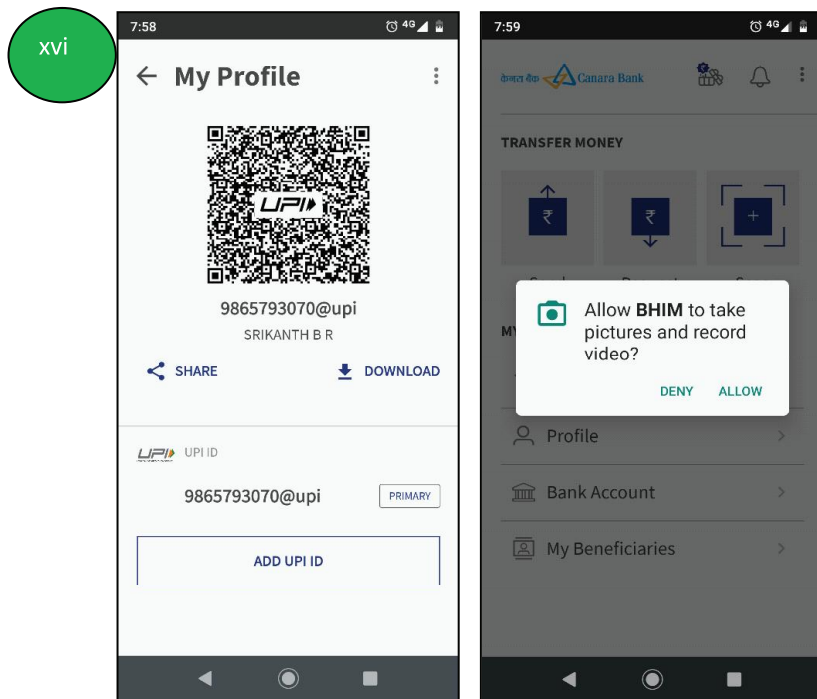
- xii. Check your balance as per the instructions in the images given below.
- xiii. The app displays three options — send, request and scan/pay. Transactions are possible only between verified phone numbers.



- xiv. To send money to someone, type in their phone number and the amount to be transferred. Give permission for the app to access your contacts. The app will prompt you to input your MPIN, usually a four or a six-digit code that authenticates a mobile transaction.
- xv. Likewise, you can request money from someone, using their phone number.



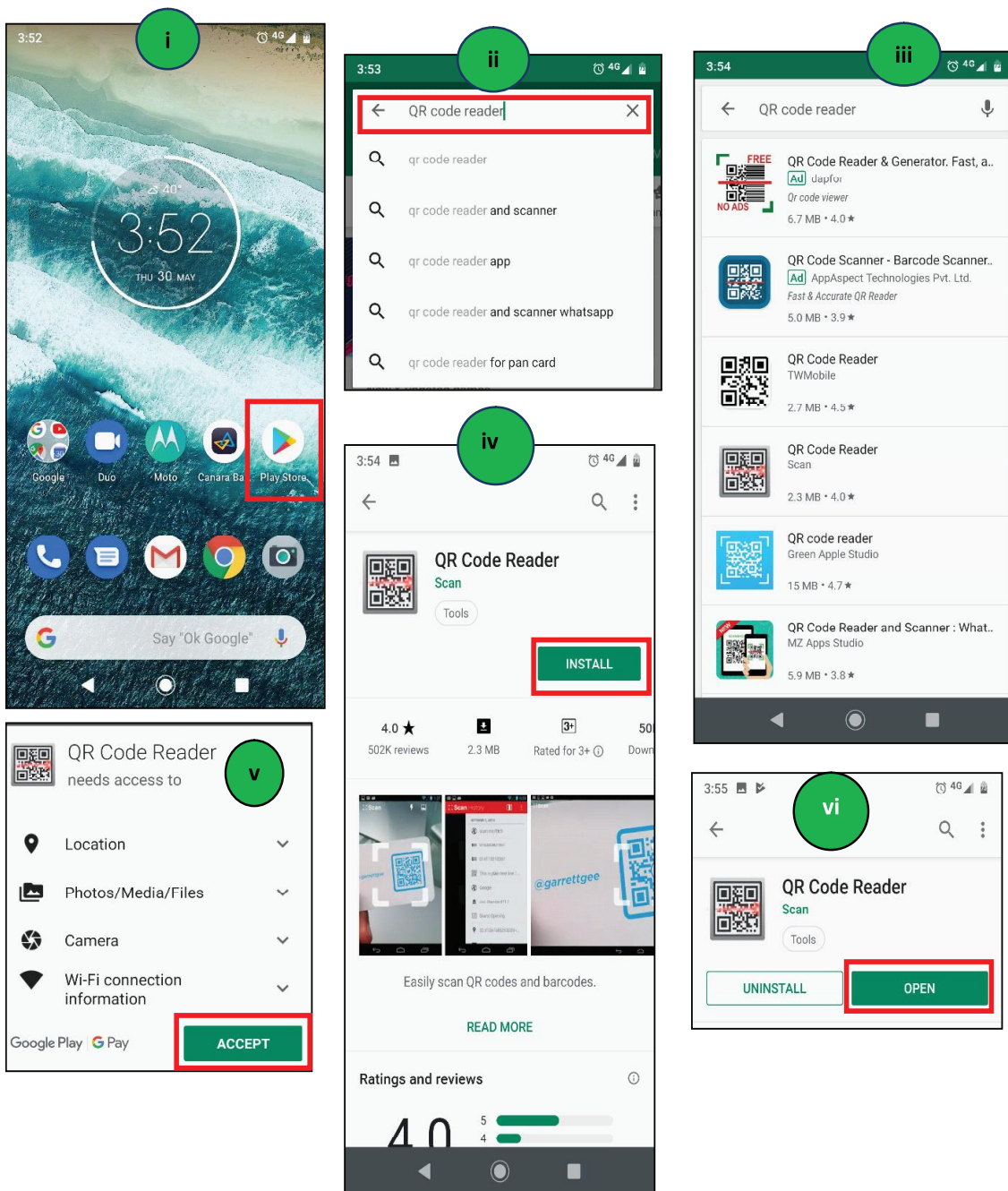
- xvi. The third option, scan and pay, allows users to transfer money using a QR code, a two dimensional black and white barcode which can be decoded by a smartphone or a tablet. Each phone number is assigned a QR code which can be accessed under profile on the home screen.



4. Scan and use QR code

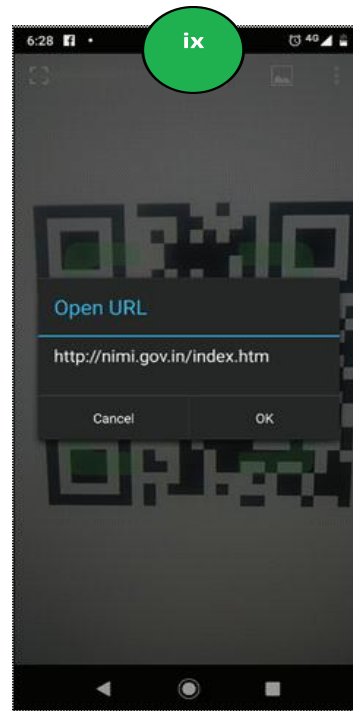
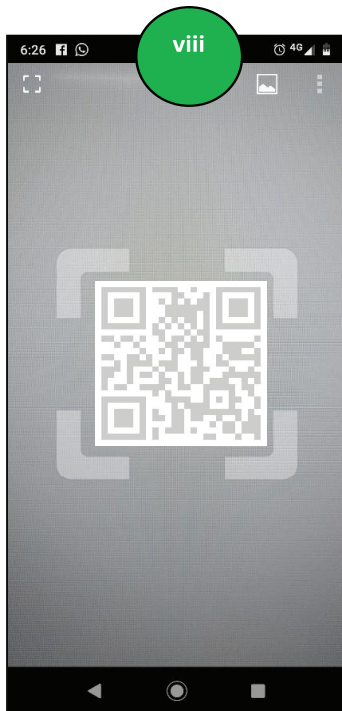
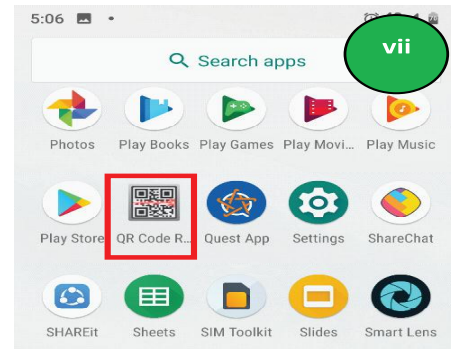
Read to understand how to use QR codes for other websites.

- i. Open the Playstore on your Android. It is the icon in the app drawer or on the home screen. Type QR code reader into the search box and tap the search button.
- ii. This displays a list of QR code reading apps.
This book explains how to use QR Code Reader by Scan, but you can choose whichever reader you like. Just make sure to read its reviews before you download. The steps should be similar for all QR code reading apps.
- iii. Tap Install.
- iv. A pop-up will appear, asking you to give permission for the app to access information on your Android. Tap Accept.
- v. QR Code Reader will now be installed on your Android. When the app has finished installing, the “Install” button will say “Open,” and you’ll have a new icon in the app drawer.
- vi. Open QR Code Reader. It is the icon that looks like a QR code in the app drawer.





- vii. This opens the app, which looks like a standard camera screen. Line up the QR code in the camera frame. It is like you are taking a photo, except you don't have to press any buttons.
- viii. When the scanner reads the code, a pop-up containing the URL in the code will appear.
- ix. Tap OK to open the website. This launches your default web browser and navigates to the URL in the QR code.



Basically, a QR code works in the same way as a barcode at the supermarket. It is an image that can be scanned instantly to read using a smartphone camera. Every QR code consists of a number of black squares and dots which represent some information. When your smartphone scans this code, it translates that information into something that can be easily understood by humans.

KWL

Complete the What I learned column in the KWL chart.



What is UPI?

What are the benefits of having a UPI app?

Do you think having a bank account is necessary to open a UPI App? If yes, why?



<https://in.video.search.yahoo.com/yhs/search?fr=yhs-trp-001&hsimp=yhs-001&hspart=trp&p=bhim+application+tutorial#id=1&vid=cce2c533ef0b726f2a443678c44188c7&action=click>

<https://in.video.search.yahoo.com/yhs/search?fr=yhs-trp-001&hsimp=yhs-001&hspart=trp&p=bhim+application+tutorial#id=3&vid=96c6c6e98dc19da07e1c6dd2c7570c12&action=click>

<https://in.video.search.yahoo.com/yhs/search?fr=yhs-trp-001&hsimp=yhs-001&hspart=trp&p=bhim+application+tutorial#id=2&vid=51a25c8de3739a91bf3ec9e7a0a3fb85&action=click>

19. Exploring Popular Sites for Learning and Career Growth



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

- identify popular sites for learning and career growth
- apply for apprenticeship training online.
- explore popular job search sites, learning portals.



Apprenticeship

The Apprentices Act, 1961 was enacted with the objective of regulating the programme of training of apprentices in the industry to impart on-the-job training. Ministry of Skill Development and Entrepreneurship is the administrative ministry responsible for the implementation of the Act.



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



a. Benefits of Apprenticeship Training

- Hands-on Experience:** Apprentices receive practical on-the-job training in a wide variety of occupations and industries, such as health care, construction, information technology, transportation, energy and advanced manufacturing.
- Knowledge and Skills:** Apprentices receive hands-on training resulting in improved skills and competencies.
- Career:** Once apprenticeship is completed, workers are on their way to a successful long-term career with a competitive salary.



b. Eligibility and Requirements for Apprentices

Category of Apprentice	Minimum Age (Years)	Maximum Age (Years)	Minimum Educational Qualification	Aadhar Number	Aadhar linked Bank Account
ITI Pass Out	14	Not applicable	As per Trade	Mandatory	Mandatory
Dual-Mode Trainee of ITI	14	Not applicable	As per Trade	Mandatory	Mandatory
PMKVY/MES Pass Out	14	Not applicable	As per Trade	Mandatory	Mandatory
Fresher	14	21	As per Trade	Mandatory	Mandatory

c. Duration of Apprenticeship Training

Apprenticeship training consists of Basic training and On-the-Job-training/Practical training at the workplace in the industry. Duration of apprenticeship training for different routes for getting the financial benefits of the scheme will be as follows:

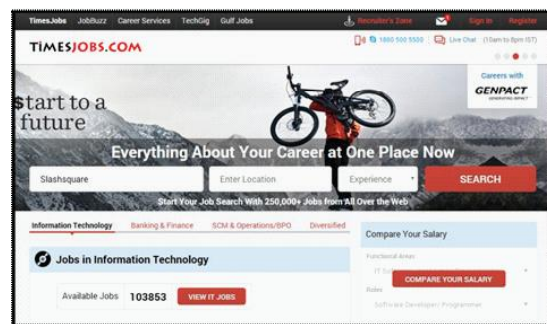
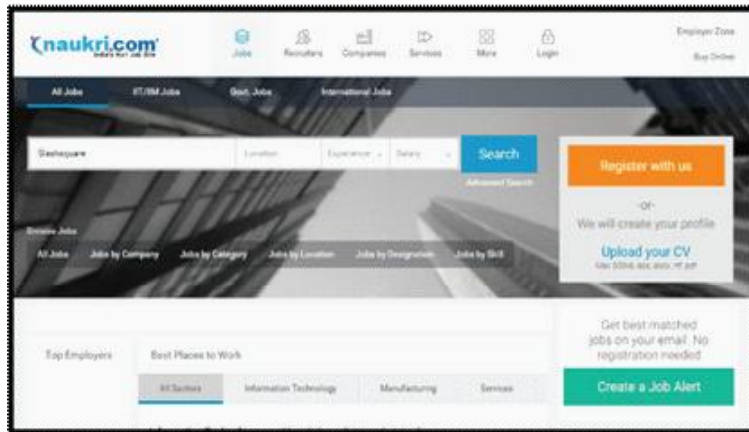
Routes of apprenticeship training	Duration of Basic Training	Duration of Practical Training/ On-the-job Training	
	Maximum	Minimum	Maximum
ITI Pass out	Not required	1 year	2 years
Trainees who have completed PMKVY/ MESSDI courses or courses approved by State Governments/ Central Government		1 year	2 years
Graduates/ diploma holders or persons pursuing graduation/ diploma in any engineering stream or medical or paramedical (Apprentices who are not covered under NATS administered by MHRD).		1 year	2 years
Graduates/ diploma holders / 10+2 vocational certificate holders or persons pursuing graduation/ diploma in Arts or Commerce or Science streams such as B.A., B.Sc., B.Com., L.L.B., etc.		1 year	
Dual-learning mode from ITI		5 – 9 Months	
Fresher apprentices	3 months	1 year	2 years



1. Looking for jobs online

If you are looking for jobs, there are many websites that provide this information. Some examples of the common ones are provided below:

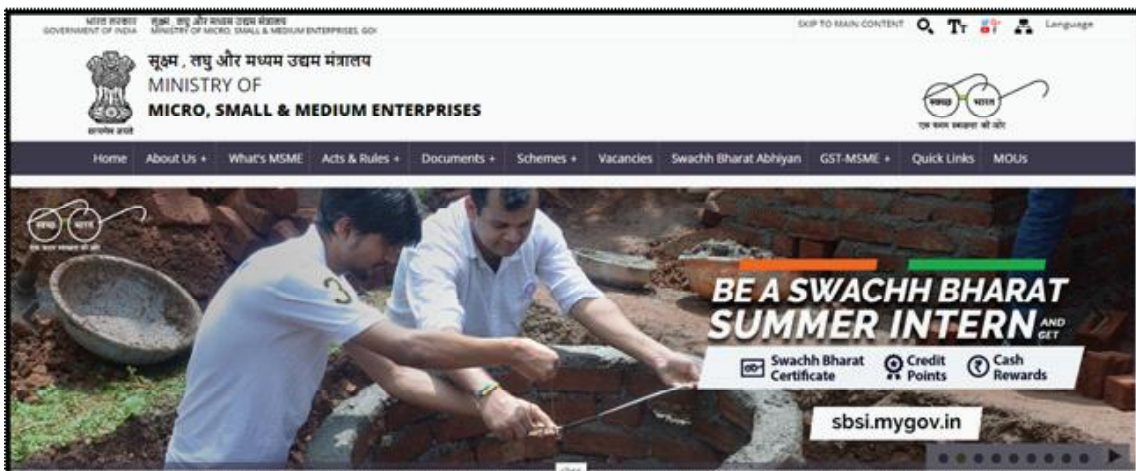
- www.naukri.com
- www.monster.com
- www.timesjob.com
- www.sheroes.com
- LinkedIn jobs: <https://www.linkedin.com/jobs>



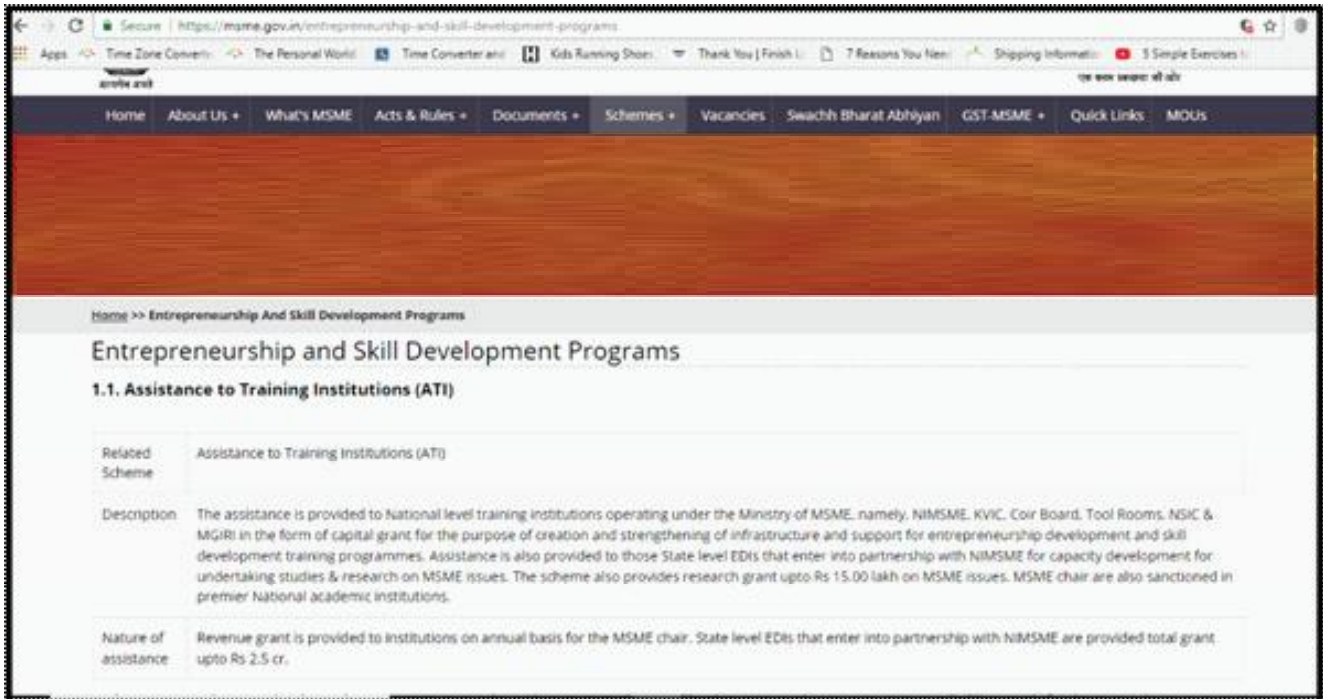
2. Self-Employment

Self-Employment means working for oneself as a freelancer or the owner of a business rather than for an employer. Today, many people are turning towards self-employment as a source of income for self and their families.

Many people also use the Internet to help learn a new skill. In India, today the government also provides a lot of support for people who want to run their own business. The largest government agency that helps small entrepreneurs is the Ministry of MSME (Ministry of Micro, Small and Medium Enterprise). <https://msme.gov.in>



The ministry of MSMEs plays crucial role in providing large employment opportunities. It also organizes training programmes for individuals looking to be an entrepreneur. Entrepreneurship and Skill development programmes are run all across major cities in India. They provide technical and non-technical training programmes. For more information visit their website at: <https://msme.gov.in/entrepreneurship-and-skill-development-programmes>



Other than MSME you can also check the sites of NSIC or National Small Industries corporation (<http://www.nsic.co.in/>). The government of India has many finance options available for an entrepreneur.

Some other important websites to know are:

- <https://www.india.gov.in/>
- <https://services.india.gov.in/>

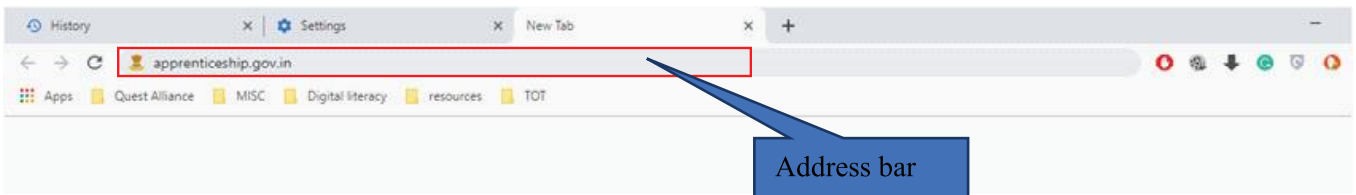
3. Applying for Apprenticeship

Now, let us learn how to apply for apprenticeship using the NCVT MIS Portal.





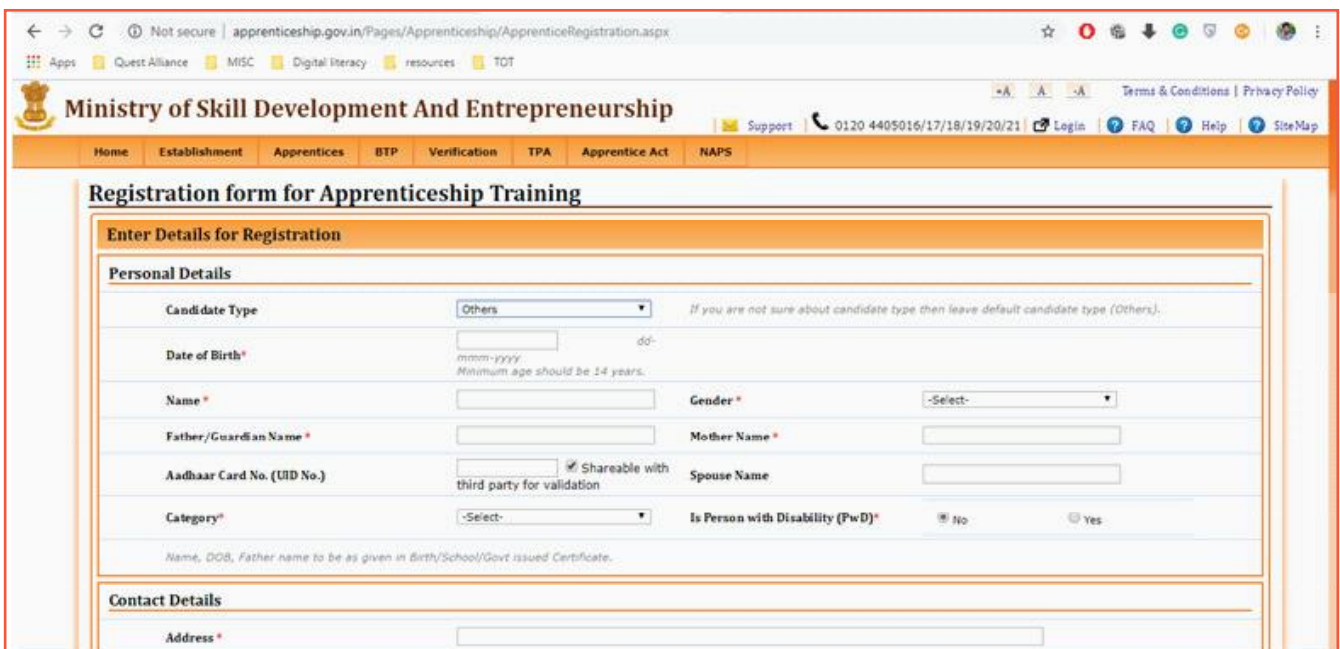
- a. Open any web browser which is located in the desktop or in the taskbar.
 - b. In the address bar type www.apprenticeship.gov.in and click enter.
- This is the official website to apply for the apprenticeship training.



Apprentices tab – you will be able to find Candidate registration.

Click on it , and it will take you to the registration form.

- c. Fill in your basic details.
- (*) Fields marked are mandatory fields.



d. Enter the qualification, from the drop down list select the right qualification.

Qualification Details

Academic Qualification*

Maximum Marks*

Overall Percentage

Technical Qualification (Please fill if applicable)

Name of Institute*

Name of Council/University*

Name of Trade/Course*

Course Start Date*

e. Enter the marks obtained.

Enter the marks as given in the marks card.

f. Attach the valid marks card (scanned copy from the computer).

Qualification Details

Academic Qualification*

Maximum Marks*

Overall Percentage

Attach Document

Obtained Marks*

Technical Qualification (Please fill if applicable)

g. Enter the technical qualifications.

Technical Qualification (Please fill if applicable)

Name of Institute*

Name of Council/University*

Name of Trade/Course*

Course Start Date*

Course End Date*

Maximum Marks*

Obtained Marks*

Overall Percentage*

Add

Clear

Institute Name	Council/University	Name of Trade	Training Start Date	Training End Date	Obtained Marks	Overall Percentage	View	Update	Delete
No records found.									



Once the details are entered, it will be updated.

h. Select trade preference. Click select as preference 2, 3...We can choose upto 3 trade preferences.

Course End Date*	mmmm-yyyyy	Maximum Marks *	500
Obtained Marks*	300	Overall Percentage *	60
Add		Clear	

Institute Name	Council/University	Name of Trade	Training Start Date	Training End Date	Maximum Marks	Obtained Marks	Is Highest Qualification	Edit	Delete
Govt ITI	NCVT	Fitter	31-Jul-2018	21-May-2019	500	300	<input type="checkbox"/>	Edit	Delete

Select the Preference

Trade Preference

Trade*	Sector	<input checked="" type="checkbox"/> Select as 1st Preference	MarineEngineFitter(24 Months)	<input type="button" value="Click to Remove"/>
Mechinist(24 Months) Mechinist (5 Months) Mechinist (6 Months) Mechinist (8 Months) Mechinist (10 Months) Mechinist (12 Months) Mechinist (15 Months) Mechinist (18 Months) Mechinist (24 Months)	Production and Manufacturing <small>Sector in which the selected trade belongs.</small>	<input checked="" type="checkbox"/> Select as 2nd Preference		<input type="button" value="Click to Remove"/>
		<input checked="" type="checkbox"/> Select as 3rd Preference		<input type="button" value="Click to Remove"/>

Upload Your Passport size Photograph *
Choose File No file chosen
Upload JPG/JPEG/GIF/PNG up to 200 KB with minimum size of 10 KB and dimensions that are atleast 3.5cm x 4.5cm(132 x 170 pixels)

DOB Document*
Choose File No file chosen
Upload Doc/Docx/PDF/JPG up to 200 KB with minimum size of 10 KB and dimensions that are atleast 15cm x 15cm(566 x 566 pixels)

Select the trade

Final steps:

- i. Upload the passport size photograph.
- j. Upload scanned copy of valid birth certificate.
- k. Tick the checkbox () – Declaration which mentions that the information is correct.
- l. Click Submit.

MarineEngineFitter(24 Months) **Select as 3rd Preference**

Upload Your Passport size Photograph * No file chosen
Upload JPG/JPEG/GIF/PNG up to 200 KB with minimum size of 10 KB and dimensions that are atleast 3.5cm x 4.5cm(132 x 170 pixels)

DOB Document * No file chosen
Upload Doc/Docx/PDF/JPG up to 200 KB with minimum size of 10 KB and dimensions that are atleast 15cm x 15cm(566 x 566 pixels)

Declaration
 I hereby declare that the information submitted by me is correct and true to the best of my knowledge. I shall be liable for any disciplinary/punitive action in case any of the details are found to be incorrect.

Submit

Attach Passport size photograph

Attach Valid birth certificate

Click Submit

Tick the checkbox ()

Ministry of Skill Development And Entrepreneurship

Home Establishment Apprentices Verification TPA Apprentice Act NAPS NCVT Home Placement CFI

Registration form for Apprenticeship Training

Your registration form for Apprenticeship training has been submitted successfully but registration is inactive.

An email has been sent to your registered email address [redacted]@gmail.com with activation link.

Please click the registration link in the email to activate your registration.

Congratulations, you have successfully registered in the apprenticeship portal. Please note down the registration number for the future reference.

Note: Check the mail for the link.

Gmail - 1-50 of 62

Primary Social (17 new) Promotions (2 new)

DGT Registration for Apprenticeship Training - Registration for Apprenticeship Training Greetings from NCVT MIS P...

YouTube Accounts (2) YouTube Support - Hello. Thank you for your account suspension appeal. We have decided to keep your account sus...

YouTube YouTube Account Notification - We'd like to inform you that due to repeated or severe violations of our Community C...

You will get an email in your inbox for activating the account.

Gmail - 1 of 62

Registration for Apprenticeship Training

DGT (noreply@dget.gov.in) to me - 1:49 PM (0 minutes ago)

Registration for Apprenticeship Training

Greetings from NCVT MIS Portal!

Thanks for your Registration for Apprenticeship Training. In order to complete your registration please click following link:

[Activate Registration](#)

Thanks!!
NCVT MIS Portal

This is an auto generated email, Please do not reply to this email.

Click on activate registration

Ministry of Skill Development And Entrepreneurship

Home Establishment Apprentices Verification TPA Apprentice Act NAPS NCVT Home Placement CFI

Registration form for Apprenticeship Training

Your registration for Apprenticeship training is now complete.

Your Apprenticeship Registration Number is : **A031**

Please note down this unique registration number; it will be key field for any future actions.

To search and apply for Apprenticeship Training please refer this link of Establishments offering Apprenticeship training.

4. Job Search Hackathon

A job search hackathon is a group activity aimed to help you learn about different ways to find a job, online and offline. Here students take on 3 unique roles of 'searcher', 'documenter' and a 'caller', so that they can discover a number of job opportunities together. This activity is done in groups. This activity will help you learn:

- how to look for a job online
- call the company and speak to the HR/concerned person
- fix an appointment for interview or exposure visit
- go for an exposure visit or interview.

Create a group of 3 people. Assign the following roles to each group member – ‘searcher’, ‘documenter’ and ‘caller’.

Searcher: A searcher leads the online job searching process starting from google search to using websites like LinkedIn and different job portals.

Documenter: A documenter is one who collects all the information from the searcher and documents it in the format provided.

Caller: A caller needs to call the shortlisted companies and extract as much information as possible about job vacancies and exposure visits.

- Create an Excel sheet with the following columns
- Document the details on an Excel/google doc in this format:

Company Name	Address/ Location	Contact person & Designation	Contact number & Email	Job role/ Salary/ Job type	Remarks

Each member plays the specific role that has been assigned. Each team should try and document at least 10 jobs. Once you are done with documenting the jobs, share the list with other classmates over email.



Complete the What I learned column in the KWL chart.



What did you learn today?

What are the documents to be submitted to apply for apprenticeship training?

What is the minimum duration of the apprenticeship training?



Now that you have explored many websites that will be useful for your career growth, explore bharatskills.gov.in and find different information related to your trade.





20. Recall

1. A row is a vertical arrangement of cells.
True False
2. Which of the following functions can be performed with the help of spreadsheets?
a. doing calculations b. searching for information c. create documents d. create videos
3. Where can you click to edit data?
a. on the worksheet b. on the formula bar c. inside the cell d. cell address
4. What are spreadsheets?
a. a sheet that we can spread b. an electronic programme that is used to compute data
c. a type of butter d. a sheet used for printing documents
5. If you press ____, the Excel sheet gets ready for printing.
a. Tab b. Ctrl+P c. P d. Alt+Enter+P
6. With which of the following all formulae in Excel start?
a. / b. * c. \$ d. =
7. What is the name of the addition formula on Excel?
a. add b. sum c. plus d. together
8. There are only two functions in Excel—addition and average?
a. True b. False
9. What is the internet?
a. pizza stand b. fisherman's net c. world wide web
d. computers that are all linked together in a network
10. What is a website?
a. start a computer b. where spiders live
c. house where the inventor of Internet lives d. destination on the Internet to find information
11. What does website address mean?
a. air well b. a name to access a website on internet c. a holiday destination d. address of library
12. Which of the following is a true statement about the Internet and the library?
a. They both provide knowledge. b. They both have strict rules about returning books.
c. They both close after hours. d. They both are very expensive.

13. Using keywords on the internet

For each of the information requests below, write the list of keywords you would use. One example is given for your reference

Example: You need to find out what people in China eat.

Key words : Food in China

1. You need to find out what languages people in Indonesia speak
Key words:
2. You need to find out the full name of former President A P J Abdul Kalam.
Key words:
3. You need to find out how to make a PayTM account.
Key words:
4. You need to find out which mobile phone is good.
Key words:



14. Choose the correct answer by ticking the correct option.

- i. Browser: a. It's a computer programme. b. It's a brown colour page online.
c. It's an online site. d. all of the above
- ii. Key Words: a. words with keys and links b. a computer programme
c. describe what you are searching for online d. key chain
- iii. Search engine: a. a software system used to search the internet. b. an engine picture on the net.
c. automatically searches the internet. d. diesel engine
- iv. Benefits of: a. helps people who also don't know how to spell b. useless one
search engine c. helps people to design an engine d. helps people in giving suggestions
- v. Where do you type the address when you are looking for a website?
a. address bar b. anywhere on the computer c. on Gmail d. in LinkedIn

15. How much money did Nida get on her birthday?

Nida has lived in many different countries. On her birthday, she received gifts from her numerous friends and family members. An American friend gave her 10 Dollars. Her sister living in Australia gave her 30 Australian Dollars. An uncle from Britain gave her 15 British Pounds. Her parents gave her 500 Indian Rupees.

- i. Look up a currency converter website to convert the various currencies to Indian Rupees.
- ii. How much money in Indian Rupees did Nida totally get on her birthday?
- iii. Name the websites you visited to calculate the amount of money received.

1. There is no fake news on the internet.

- True
- False

16. There is no way to protect ourselves from online predators.

- True
- False

17. An email cannot be sent to more than one person at a time.

- True
- False

18. Which of the following statements are correct? Select all the correct options.

- a. Email is an electronic message transmitted over internet or computer network from one user to another.
- b. You can attach pictures, documents, spreadsheets, audio files, video files, etc., in an email.
- c. The recipient of email can open the email at his or her convenience.
- d. Email addresses are long and difficult to remember.

19. Which of the following are points to be borne in mind while sending emails?

- a. Check spellings, use full sentence structure and use proper grammar.
- b. Have a nice greeting: Hi, Hello, etc.
- c. Have a proper sign off: Thank you, Sincerely
- d. All of the above.

20. Which of the following are email services?

- a. Google.com
- b. Hotstar.com
- c. Cartoon Network
- d. Hotcrossmail.com

21. While shopping on the internet, you should:

- a. visit sites that look good and have good products.
- b. visit sites that have a good reputation as 'trusted brands' or established brands.
- c. visit as many sites as you can and download details.

22. A stranger on an internet social site asks you if you want to meet up. What will you do?

- a. say yes and meet up with them.
- b. say no and log off the site.
- c. say yes but go with your friends.



23. What should you do if a random person in a chatroom asks for your picture?
- Find a good photograph and send it to them.
 - Ask them to send their picture to you first.
 - Do not send your picture and tell an adult.
24. Unwanted programmes can be harmful to the data stored in your computer or mobile device.
True False
25. Special applications called anti-virus software are used to detect hackers.
True False
26. You do not always need usernames and passwords to visit on most websites.
True False
27. A strong password has:
- more than 8 characters (the longer, the better)
 - contains numbers and symbols
 - contains upper and lower case alphabets
 - all of the above
28. Using your date of birth and Name is a strong password.
True False
29. People cannot send you emails to try and access your private information such as bank account or credit card details.
True False
30. In Windows, you can lock your computer by pressing
- CTRL+ALT+DEL
 - CTRL+ALT+D
 - ALT+D+Shift
 - CTRL+ALT+Fn
31. When a computer is locked, it immediately hides the content of the screen.
True False
32. To unlock a locked computer, you need to
- create an account
 - enter any username
 - enter you email username and password
 - enter the correct username and password
33. To implement user identification of a computer, you need to
- set up password
 - set up account
 - choose an authorised name
 - reboot computer
34. You can protect your computer from viruses and spyware by
- locking your computer
 - setting up a username and password
 - installing antivirus and antispyware software.
 - avoiding the use of external hard disk
35. What is a Protective Software?
- a software to protect your password
 - a software to detect people hacking your computer
 - a software that keeps you away from receiving fraud emails
 - a software programme that detects and remove viruses and spyware present in your computer.
36. What are Spyware?
- a Small programmes that get installed on the computer and transmit personal data to hackers.
 - a Small programmes that get installed to help you
 - a Small programmes that delete unwanted documents
 - a Small programmes that protect computers from virus
37. You cannot block inappropriate sites in your computer and devices.
True False



38. The Apprentices Act, 1961 was enacted for imparting
a. Entrepreneurship b. Skill development c. On-the-job training d. Career development
39. Which is the administrative ministry responsible for implementation of the Apprenticeship Act?
a. Ministry of Commerce and Industry.
b. Ministry of Communications and Information Technology.
c. Ministry of Heavy and Public Enterprises
d. Ministry of Skill Development and Entrepreneurship
40. Minimum age eligibility and requirements for apprentices is
a. 18 b. 17 c. 14 d. 21
41. Aadhar linked Bank Account is not mandatory to register for apprentices
True False
42. For ITI passouts the minimum duration of practical training/on-the-job training is 9 months and maximum is 3 years.
True False
43. The largest government agency that helps the small entrepreneur is
a. Ministry of Skill Development and Entrepreneurship
b. Ministry of Micro, Small and Medium Enterprise
c. Ministry of Communications and Information Technology
d. Ministry of Finance
44. (*) Fields marked are not mandatory fields to be filled by apprentices in the portal.
True False
45. How many trade preferences can be made?
a. upto 5 b. only 1 c. upto 3 d. upto 2
46. Which of the following is the final step in registering in apprenticeship portal?
a. upload the passport photograph and scanned copy of valid birth certificate
b. click the home button
c. tick the checkbox () – Declaration which mentions that the information is correct.
d. click Submit
47. An email will be sent in your inbox for
a. activating the account of your apprenticeship. b. for submitting the registration
c. verifying your identity d. accepting to terms and conditions