

2. What are the advantages of networking?
3. What are the different types of networking?
4. Explain LAN and WAN.

## SESSION 3: INTRODUCTION TO INSTANT MESSAGING

### Relevant Knowledge

Instant messaging (IM) is a form of communication over the Internet that offers an instantaneous transmission of text-based messages from sender to receiver. Most instant messaging software include the option for performing file transfers, audio chat, video calling and conferencing, sharing desktops, etc. apart from standard text chat. Instant messaging software is widely used for personal and commercial use. In this session, you will be introduced to the concept of instant messaging, the steps to create an instant messaging account and also work with instant messaging software.

Unlike email, instant messaging happens in real-time and the response from participants can be spontaneous. Some instant messaging software allows users to view messages received when they are not logged on. These are called “Offline Messages”.

For utilizing audio and video chat or conferencing, you need to have microphones and headsets or speakers and web cameras so that users can talk or see each other.

### Key Features of an instant messaging are as follows:

- Text Messages can be sent to one or more person (Similar to SMS)
- Audio calling and conferencing.
- Video calling and conferencing.
- File transfers (Not limited to documents, spread sheets, audio files, video files, etc.)
- Message history (Save messages for future reference).

### Instant Messaging Account

Participants messaging to each other need to be signed in to the same instant messaging software. To use instant messaging software, a user must have a valid instant messaging account.

Instant messaging accounts differ in formats; some instant messaging software such as Yahoo! Messenger, Windows Live Messenger use email addresses for managing the account and software such as Skype use standard names.

## Instant Messaging Services

There are two kinds of instant messaging software – application based and Web based.

- Application based instant messaging software is downloaded and installed on user's computer. Some of the popular instant messaging software are:
  - Google Talk
  - Yahoo! Messenger
  - Skype
  - Windows Live Messenger
  - Rediff Bol, etc.
- Web based instant messaging software is accessed using browsers such as Internet Explorer, Mozilla Firefox, Google Chrome, etc. Some of the popular web based instant messaging software are:
  - Meebo
  - Yahoo! Messenger for the Web
  - MSN Web Messenger
  - IMO, etc.

### Creating an instant messaging account

In this exercise, you will learn to create an instant messaging account for using Google Talk.

Google Talk is an instant messaging service that provides both text and voice communication developed by Google Inc. Google Talk can also be used for making video calls and to view updates from GMAIL mailbox.

Google Talk is free and is available as application based (users need to download and install Google Talk application to their desktops, mobiles or laptops) and *web based* (users can use Google Talk through a browser after signing into their Gmail account).

Before you start using Google Talk, a Gmail account is required. You have learned how to create a Gmail account earlier. In this exercise, you will learn how to use Google Talk.

**Note:** You need to download and install Google Talk application from [www.google.com/talk](http://www.google.com/talk) prior to this exercise.

### Launching Google Talk

- To launch Google Talk, Click **Start > Programs >Google Talk>Google Talk.**

- You can also double-click on the Google Talk icon on the desktop if available.

You need to have a list of contacts that are available for chat. If you don't have any contacts, you can add their Gmail account to your contact list by sending an invite.

If you don't have a Gmail account already you can create a new Gmail account.

### **Signing In into your Google Talk Account**

To use Google Talk, you need to sign in with your account details.

After signing in into your Google Talk account, you should see a window similar to the one displayed below. Now the Google Talk application is ready for use.



**Figure 12**

**Figure 13**

## **EXERCISE**

Perform the following activity till you are confident:

S.No.	Activities
1.	You have learnt to sign-in into Google Talk. Now try Signing Out and Signing back in using Google Talk.

## **ASSESSMENT**

### **I. Fill in the blanks:**

- \_\_\_\_\_ is a form of communication over the Internet that offers an instantaneous transmission of text-based messages from sender to receiver.

2. \_\_\_\_\_, \_\_\_\_\_ & \_\_\_\_\_ & Web Camera are required for audio and video conferencing.

**II. Answer the following:**

1. List any five application based instant messaging software.
2. What do you mean by instant messages?

## SESSION 4: CHATTING WITH A CONTACT – GOOGLE TALK

### Relevant Knowledge

In this session, you will learn to chat with a contact that is already added to your contact list.

- Whenever your friend in the contact list is online you can see the person along with a green dot as in the figure 14:



**Figure 14**

- You can start sending text chat message instantly by double-clicking on a contact. A window will pop up as displayed in the figure below. You can type the text in the text box and press enter; the other person will see the text message and respond to your message.
- Go ahead and get the contacts of a couple of your classmates and chat with them.



Figure 15

There are some general rules and etiquettes to be followed while chatting. They are almost the same as those that apply for emails.

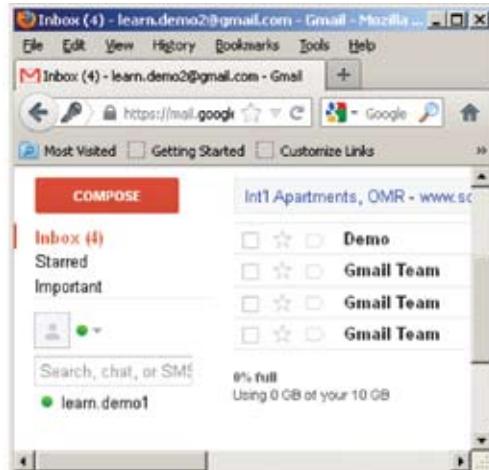
- Messages should be short and to the point.
- Always introduce yourself by name if your screen name doesn't reflect it.
- Always ask if the other person has time to chat first - regardless of how important you think what you have to say is, it's not going to be well received if the recipient is busy.
- In a business environment, know exactly what you want to discuss.
- Typing your messages in uppercase is extremely rude - it's considered shouting and very aggressive.
- Give people time to respond - Multiple questions sent to a recipient before they've had a chance to answer can seem more like an interrogation rather than a conversation.
- Wherever possible, give the person you are communicating with your undivided attention. It's not just a sign of respect, but if you have multiple conversations happening or are allowing other issues to distract you, you may miss an important point in the other person's messages or lose the gist of the conversation.
- It's important to properly end an IM conversation - you may think the chat is over, but the other person may not. While you're off doing other things, they may be sitting there staring at the screen waiting for further communication from you!!

### Chatting on Gmail

In this exercise, you will learn to chat with a contact using the Gmail account through a web browser.

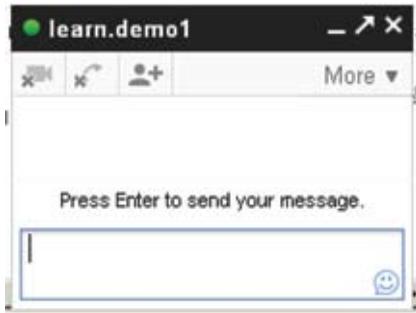
You can also use the chatting services after signing into their Gmail Account. The same procedure will be followed while making voice chats, text chats etc. using the Gmail Account.

Once you sign into your Gmail account, a contact window will be displayed either on the left side or the right side within the browser as displayed below.



**Figure 16**

If you would like to chat with a contact, double click on the contact's name. You will see a pop-up similar to the one displayed below.



**Figure 17**



**Figure 18**

Now you can start typing the message you want to send and the other contact should be able to respond to your chat message.

### Chatting on Yahoo

Having learnt to use one IM software, you will experiment with another. In this exercise, you will create an instant messaging account for using Yahoo! Messenger.

**Note:** You may need to download and install Yahoo! Messenger application from <http://in.messenger.yahoo.com/download/> prior to this exercise.

Before you start using Yahoo! Messenger, a Yahoo Mail account is required. If you don't have a Yahoo! Mail Account already you can use the built in option for creating a new Yahoo! Mail Account.

You should have a list of contacts that are available for chat. If you don't have any contacts, you can add their Yahoo Mail account to your contact list by sending an invite.

**Note:** If you would like to import your contacts from other sources such as Microsoft Outlook, Gmail, Hotmail, etc., you can use the import option.

Having used Yahoo! Messenger, now go ahead and chat with your classmates using a Yahoo mail account through a web browser.

You can also try using other chat services such as MSN, Rediff, Sify, etc. Refer to respective websites for further instructions to download and using the software.

## EXERCISE

**Perform the following activities till you are confident:**

S.No.	Activities
1.	Add more contacts to your contact list and chat with multiple contacts.
2.	Download, install and use Windows Live Messenger, Rediff, Sify messengers. Create respective accounts to practice.

## ASSESSMENT

**Answer the following:**

1. State any 03 rules and etiquettes to be followed while chatting on the Internet.
2. What are the basic needs to use instant messaging (chat) softwares.

## SESSION 5: CREATING AND PUBLISHING WEB PAGES - BLOG

### Relevant Knowledge

A blog is a discussion style site used by non-technical (or technical users) users for creating personal web pages. Blogs are similar to an online personal diary and simple to use.

You can use a blog to convey messages about events, announcements, news, reviews, etc. Blogs are usually managed using a web browser and this requires active internet connection. You can also use offline blog software to create content first and later publish the content when an active internet connection is available.

There are hundreds of websites that offer blog service for free. Some of the popular blogs include:

- [www.WordPress.com](http://www.WordPress.com)
- [www.blogger.com](http://www.blogger.com)
- [www.blog.com](http://www.blog.com)
- [www.weebly.com](http://www.weebly.com)
- [www.blogsome.com](http://www.blogsome.com)

### **Creating a Blog Account**

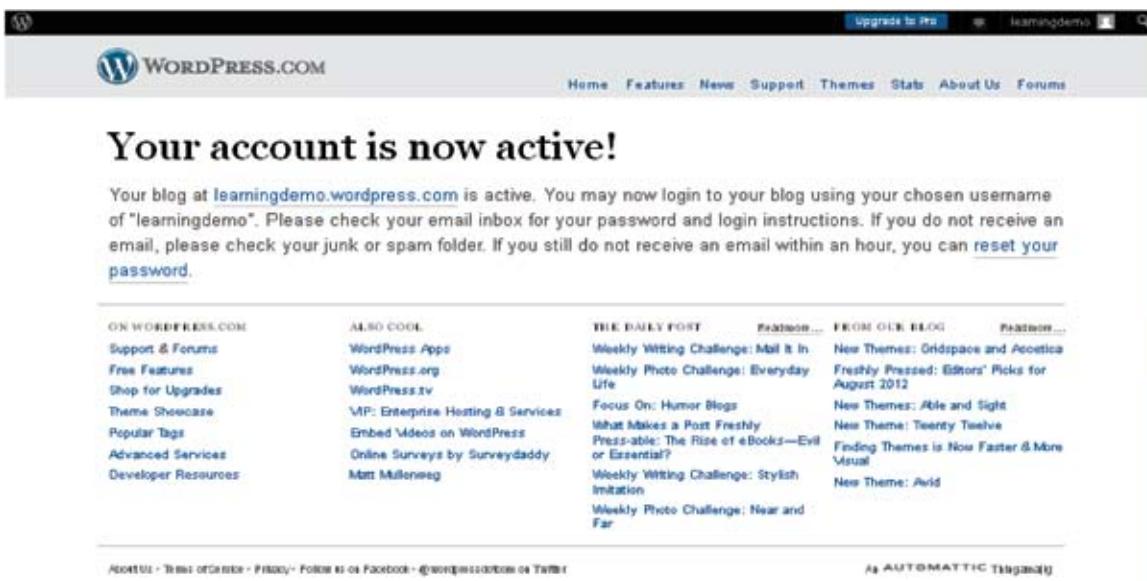
In this session, you will learn how to create a blog account in WordPress.

WordPress is free web service that you can use to create a beautiful website or blog. WordPress has support for “themes” for customizing the design of a blog. Themes can make the blog or the webpage look attractive.

- Before you start using a blog, a blog account is required. To create one, you need a web browser and an internet connection.
- Open the Web Browser.
- On the address bar type <https://signup.wordpress.com/signup/>. You should now get to a page with the fields Blog address, Username, Password, Email Address and Language.
- *Blog Address*: You must provide a unique address to your WordPress Blog. This is the address which others will use to view your blog.
- *Username*: You should choose a username for managing this blog.
- *Password*: Securing your WordPress blog account with a strong password is important. A combination of uppercase and lowercase letters with some digits along with symbols would be a strong enough password. *You need to enter the password twice*.
- *Email Address*: You must provide your Email Address here. An activation link will be sent to you from WordPress after you click “*Create Blog*”.
- *Language*: You can choose your own language for blogging from the list given.
- Click ***Create Blog***.

On doing so, you will be sent an email for activating your blog account. Open your email and click on the activation link. Once you click Activate Blog, you will be redirected to your WordPress Blog

Account and you should see a web page similar to the one displayed below.



**Figure 19**

Now the blog is ready for use. You will be presented with the address of your blog as displayed in the web page above; you can either double click on the link or type the address manually in the web browser. Either action takes you to the homepage of your blog.

Once you have created a blog, you need to submit content that you want others to view. This process is called posting content.

- To create a post, click **New Post**. A Window similar to the one displayed below appears.



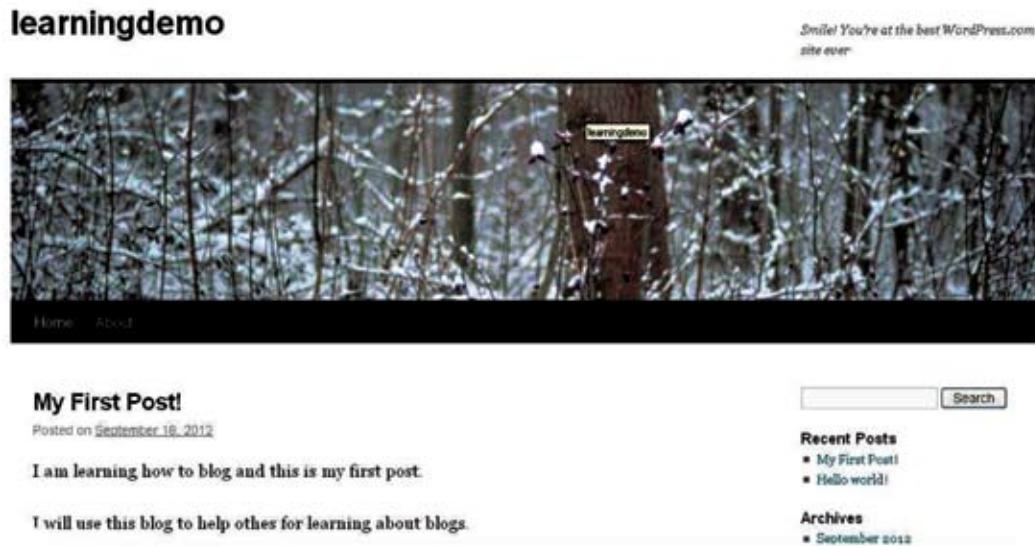
**Figure 20**

- Title:** You must provide a title for your post; choose a title that this post will focus on. For example, "*School Annual Day Function 2012*".

Using the rich text box, you can type content that you want others to read.

Once you have finished typing the content, you need to publish the post for others to see. Click **Publish Post** to publish your content. To view the post, you can type the blog address in

the address bar of the web browser, you should see your blog along with the post (displayed below).



**Figure 21**

You can also add photos, videos, etc. to the blog using the options available in WordPress. You can comment on posts published by others. Usually, the comment option is available towards the end of the post. Look for options such as *Leave a comment*, *Leave a reply*, etc. in the blog to comment. For example, in WordPress the comment box is located below the post and labelled as *Leave a reply*.

 A screenshot of a "Leave a Reply" comment form. It starts with a large text area labeled "Enter your comment here...". Below it is a section titled "Fill in your details below or click an icon to log in." with social media icons for Google+, Twitter, and Facebook. There are four input fields: "Email (required)" with a note "(Address never made public.)", "Name (required)", "Website", and a checkbox "Notify me of follow-up comments via email.". At the bottom right is a "Post Comment" button.

**Figure 22**

- In the *Enter your comment here...* text box, type your comments about the post.
- In the *Email (required)* field, type your email address.
- In the *Name (required)* field, type your name.
- In the *Website* field, you may type your blog address (Optional).
- Once you have typed the content in the comment area, review carefully and Click *Post Comment*.

Once you click the Post Comment, you will see the blog along with your comment. (displayed below)

**Learndemo2 says:**  
Your comment is awaiting moderation.  
September 19, 2012 at 2:54 am

Nice!  
I am also new to blog. Please help me to know things about blog  
Thank You

[Reply](#)

**Figure 23**

## EXERCISE

**Perform the following activities till you are confident:**

S.No.	Activities
1.	You have learnt to create and work with blogs using WordPress. Now create and work with other blog websites such as blogger, weebly,
2.	Create blogs for: <ul style="list-style-type: none"> <li>• Announcing School Annual Day Function</li> <li>• Blood Donation Camp</li> </ul>

## ASSESSMENT

**Answer the following:**

1. Explain the purpose of a blog.
2. List any 5 websites that provide blog service.
3. Difference between web page and website.

## SESSION 6: USING OFFLINE BLOG EDITORS

### Relevant Knowledge

If you do not have an active internet connection, you can create blogs using a blog application and publish the blog whenever internet connectivity is available.

There are several free offline blog editors available that can be downloaded and installed on the local computer such as: