Key-Co System

DIDACTIC TOOLS

Key Competence n°4
Digital Competence

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LEARNING UNIT 1

I Love PC

BRAIN STORMING ACTIVITY

Name some computer types and peripherals you know. Mention some of the uses you know comput-ers are for. _____

_____

_____

_____

Discussion

Look at the recipes in the pictures bellow and compare them with each other.
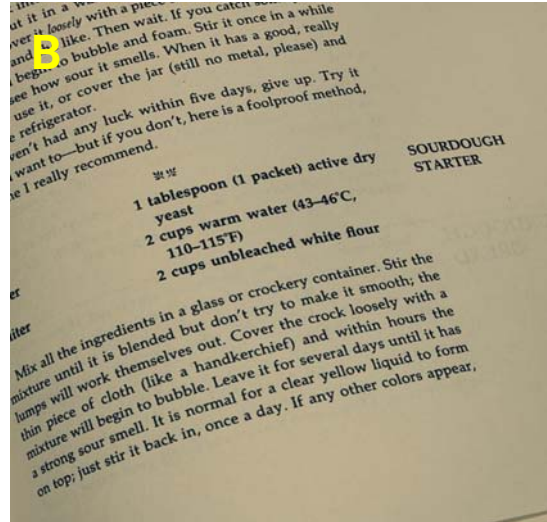
Circle the answers to the following questions:

Which is easier to read?	A	B
Which is easier to reproduce?	A	B
Which is easier to store?	A	B
Do you type or write your recipes (or notes)	Write	Type

The keyboard

A computer keyboard is an input device used to enter characters and functions into the computer system by pressing buttons, or keys. It is the primary device used to enter text. The keys on a keyboard can be divided into groups depending on their function:

- Typing keys. These keys include the same letter, number, punctuation, and symbol keys found on a traditional typewriter. (white)
- Control keys. (grey)
- Function keys. (blue)
- Navigation keys. (yellow)
- Numeric keypad. (black)

Language change

The keyboard can be used to input text in more than one languages based on the computer settings.
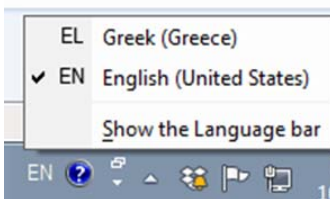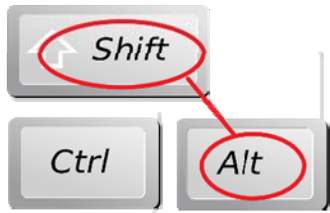
How do I switch languages on my keyboard?. To switch between keyboard layouts, press (left)
Alt+Shift. It shows that English is the language of the active keyboard layout and which other languages are available.

Click on the task bar near where the clock is, and then click the language that you want to use.

With the help of the teacher, type your full name and country in the word processor. Type in both your host language and language of origin.

Basic text formatting

When typing text in order to draw the reader's attention to specific parts of a document, make a point or emphasize on important information, it's good to use formatting options such as specific font types, font sizes and color.
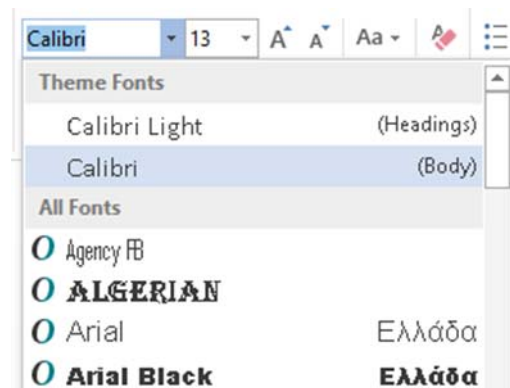
Other options available are **Bold, Italics or Underlined** text.

There are also punctuation and paragraph alignment options such as:

Left	Centre	Right	Full

Adding illustrations to a document can make it more interesting
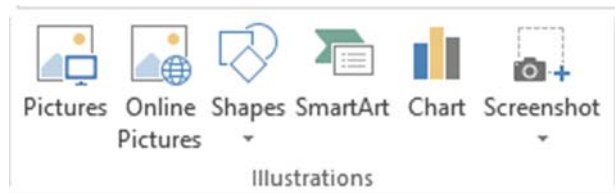
Typed documents can be saved for further use or reproduction.

Saved documents can be opened again to be edited or altered.

If there is a printer available, documents can also be printed.

Conclusion

Digital literacy is an essential skill in today's world. Being digitally literate means having the skills one needs to live, learn, and work in a society where communication and access to information is increasingly through digital technologies. It may seem difficult at times but it is a great asset.

Exercises.

1. *Match the keys with the key function.*

    a) *Line feed*
    b) *Erase a character*
    c) *Space between words*
    d) *Capital letters ON/OFF*
    e) *Start Menu*
    f) *Right click Menu*

1	Shift
2	Backspace
3	(menu key)
4	(Windows key)
5	(spacebar)
6	Caps Lock
7	Enter
8	Alt

2. *In the word processor, type the answers :*

    Name   :
    Last name   :
    Residence   :
    Date of birth   :
    Birth Day   :

3. Match the component with the correct term

SD Memory card
Mouse
Smartphone
USB Flash Memory Stick
Laptop
Desktop Tower
Keyboard
Monitor

4. In the word processor, type exactly what you see in the first column, in the second column.

Table	
Chair	
Bed	
Bookcase	
Desk	
Sofa	
Well done!!!	
Stars ******	
Earth & Sky	
Five (5)	
100%	
george@sde.gr	
Spring!!	
1234567890	

5. *Type the following text:*

What A Wonderful World
I see trees of green
<u>Red roses too</u>
I see them bloom
For me and you
And I think to myself
What a wonderful world!

Mark the text and format it, Bold, Italics and Underline

6. *Type the following letter :*

Dear Cousin
I'm happy to let you know that I have found a job and that I'm doing very well. I go to school every day and my language skills are improving. I can :
a) READ
b) WRITE
c) USE A COMPUTER.
I'm attaching a photo of my school. Write back soon with your news.
Best wishes
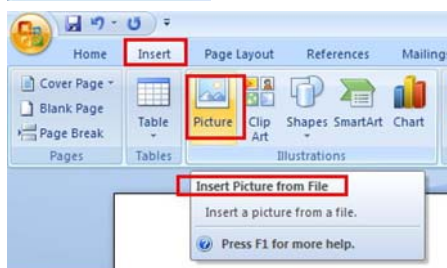John

Use the following formatting:
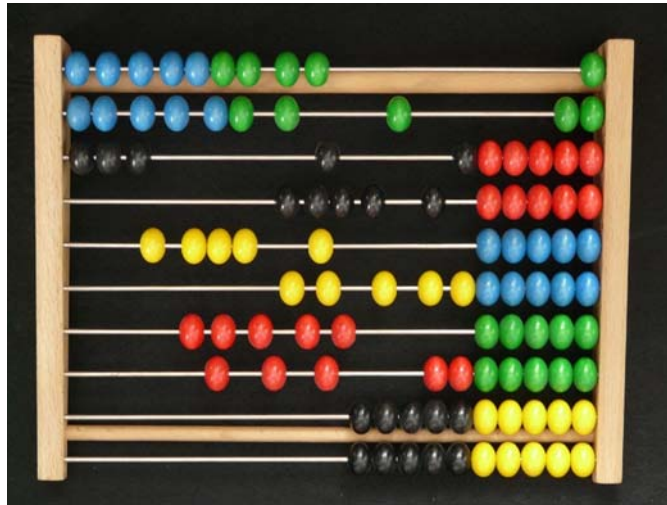*Bold, Italics and Underline,*

Left, Center, Right alignment

Insert picture

DISCUSSION

With the help of the Math teacher, perform calculations by hand. Name methods and ways you usually use to calculate every day.

_____

_____

_____

_____

Name the following

_____   _____

_____   _____

Let's party!!!

Write a list of supplies for a party. How much does each item cost? What is the total cost? Do you have enough money for the party? For the rest of the month?

| Items	Price

Total: _____

My money: _____

Spreadsheets

A spreadsheet is a piece of paper or a computer program used for accounting and recording data using rows and columns into which information can be entered. Data in a spreadsheet can be numeric values, as well as text, formulas, references and functions. You can use spreadsheets to enter data, calculate equations and create charts and graphs.
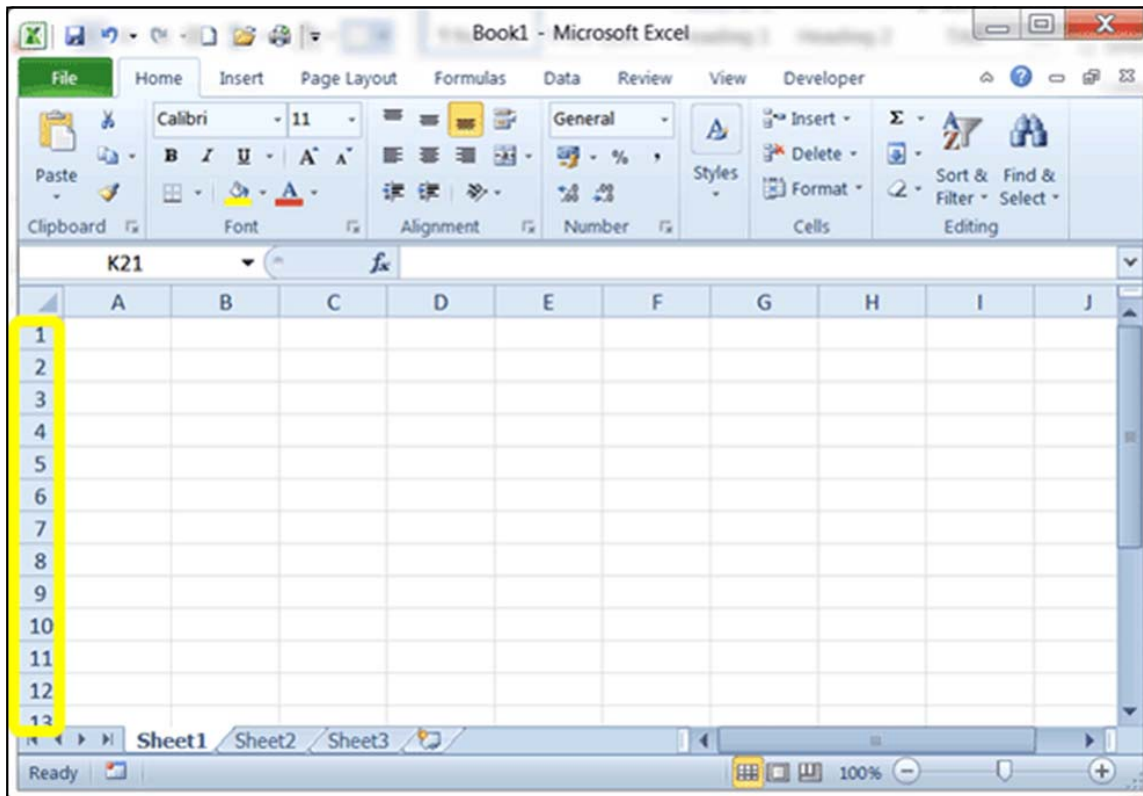
Formulas & Functions in spreadsheets

Formulas

In a spreadsheet, a formula is an expression that operates on values in a range of cells or a cell. The four basic mathematical operations are addition, subtraction, multiplication, and division. These operations can be performed by using the appropriate symbol with the cells of the spreadsheet. The contents of a cell can be calculated as followed:
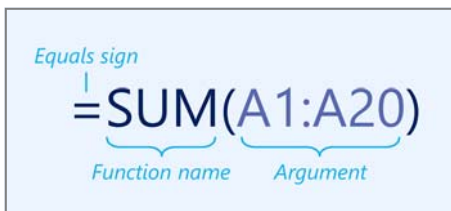
Addition: B3= B1+B2

Subtraction: B3= B1-B2

Multiplication: B3= B1*B2

Division: B3= B1/B2

Functions

Functions are predefined formulas in a spreadsheet. Some very popular functions are:

Counts the number of cells that contain numbers.

Returns the sum of values supplied. These values can be numbers, cell references, ranges, arrays, and constants, in any combination.

Returns the average (arithmetic mean) of the arguments. Arguments can either be numbers or names, ranges, or cell references that contain numbers.

Other features – AutoFill

Instead of entering all data manually, you can use the AutoFill feature to fill cells with data that follows a pattern or that is based on data in other cells. Essentially, lets you create spreadsheets more efficiently, allowing you to quickly fill cells with a series of data.

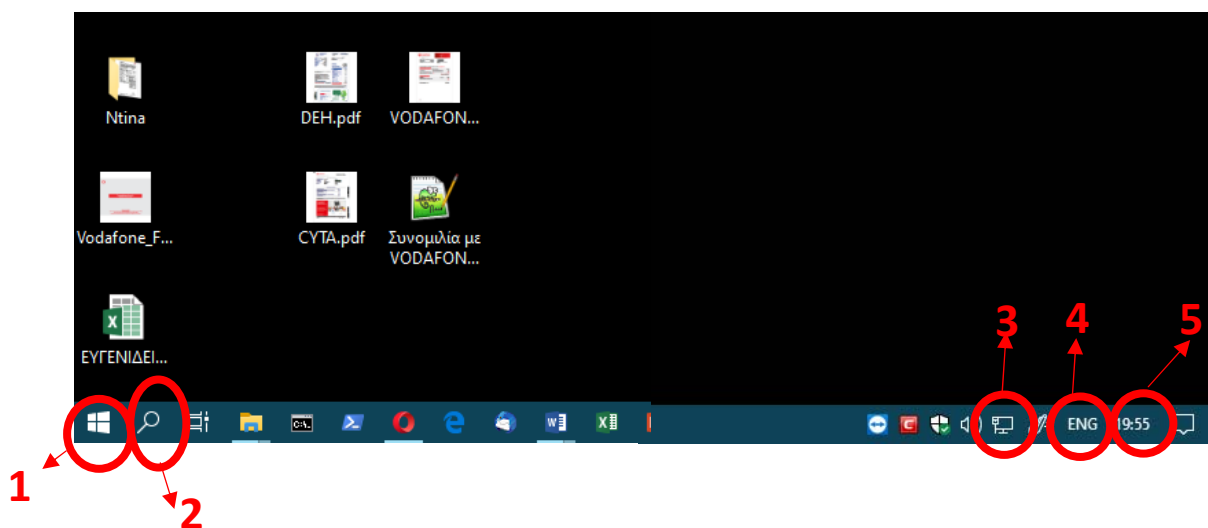|	A	B	C	D	E	F	G	H	I
1	Friday								
2	Saturday								
3	Sunday								
4	Monday								
5	Tuesday								
6									
7									

Conclusion

Knowing how to use spreadsheets can help you get your work done faster, give yourself more hiring options, create a calendar or schedule for managing bill payments, homework, favorite sport team's games, and many more. Using software can make it easy to filter, search, organize and simplify your work.
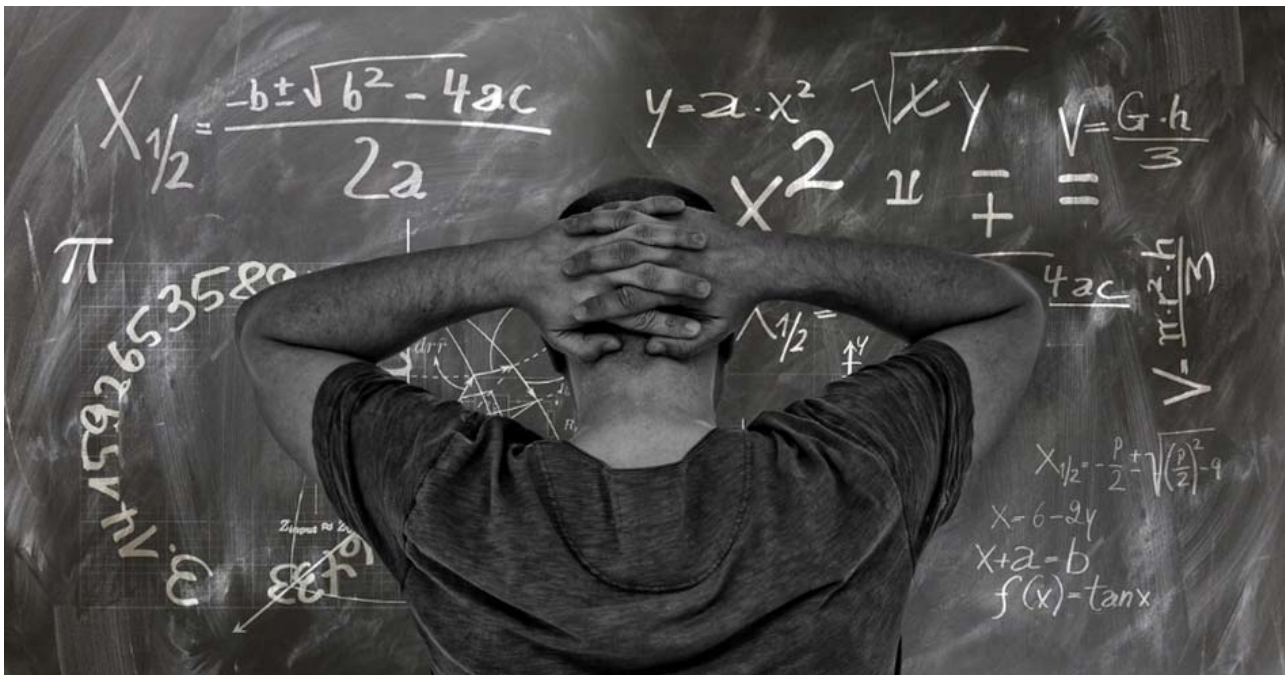
Exercises.

1. Match the numbered desktop area with the appropriate function (write the correct answer in the box).

a. Switch between languages
b. Start Menu
c. Search
d. System Time/Settings
e. Network Access

2. In the spreadsheet application type the following:

Use the Fill handle to fill the days of the week, the months, and numbers up to 100.

3. Perform the calculations for the following shopping list:

	A	B	C	D
1	Shopping List			
2	PRODUCT	PRICE	QUANTITY	COST
3	Chocolate	1,5	5	
4	Cereal	2,6	2	
5	Toilet Paper	0,8	10	
6	Milk	0,89	3	
7	Shampoo	4,2	2	
8	TOTAL:			

Use * to multiply and SUM() to add the total cost.

4. Perform the necessary calculations and formatting.

	A	B	C	D	E
1	Payroll				
2	Name	Hourly Wage	Hours Worked	Tax Withheld	Amount Payed
3	George P.	15€	10		
4	Susana A.	8€	24		
5	Daniel B.	5€	13		
6	Karim J.	11€	19		
7	Alexa W.	18€	22		
8	Chris L.	16€	31		
				Total:	

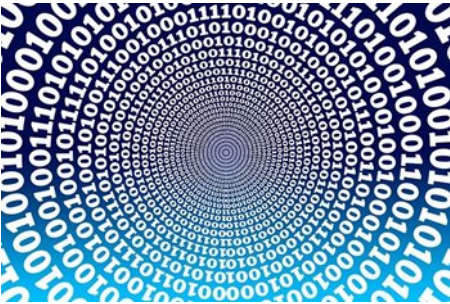Estimate a 5% Tax for each employee.

DISCUSSION

Music, pictures, documents, movies, applications and much more can be stored on digital devices. There are a lot of storage devices we use every day. Write down the ones you know and use.

_____

_____

_____

Name the following
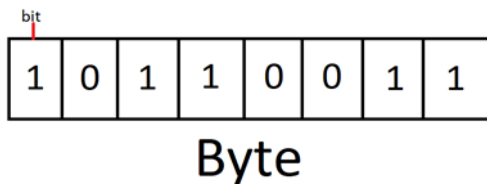

_____

_____

_____

_____

What's data?

Data is defined as information that's stored in or used by a computer. It can be a set of numbers or characters and are stored on a computer using a hard drive or another storage device.

Data storage units Bits & Bytes

A **bit** is a binary digit and it can hold only one of two values: 0 or 1. Eight bits form a **Byte**.

A **Byte** contains enough information to store a single character, like "A". A Byte is very small so we usually use the following multiple measurement units for data information:

| Unit	Equivalent
1 kilobyte (KB)	1,024 bytes
1 megabyte (MB)	1,048,576 bytes
1 gigabyte (GB)	1,073,741,824 bytes
1 terabyte (TB)	1,099,511,627,776 bytes
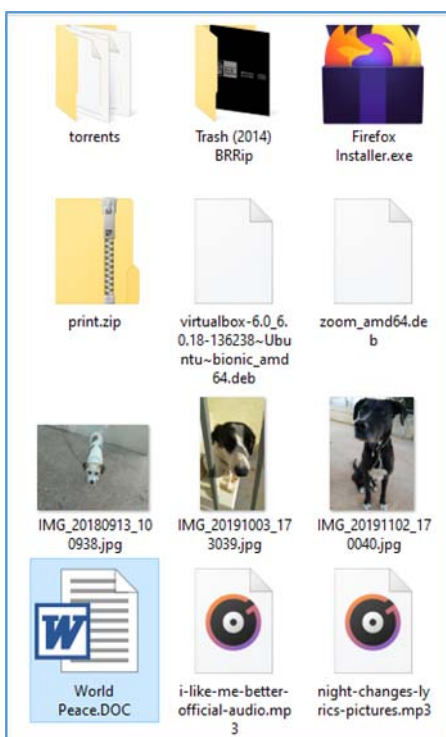
What's a file?

A data file is a collection of data or information. Almost all information stored in a computer must be in a file. There are many different types of files: data files, text files, program files, directory files, and so on.

Some common file types are listed below:

Extension	Content
.exe .com	Executable program
.doc .odt .docx .pdf	FormatedText
.xls .ods .xlsx	Spread sheet
.mp3 .ogg .wma .wav	Sound
.mpg .flv .mov	Video
.jpg .bmp .gif .tiff	Picture - Image
.htm .php	Webpage
.txt .ini .inf	Simple text
.zip .rar	Compressed
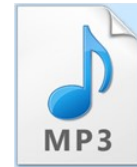
File attributes

File attributes are pieces of information associated with every file that includes additional data about the file itself or its contents.

Following are some of the attributes of a file:

- Name: the filename (MY_CV.docx)

- Type (the conten, text, sound, etc.).

- Size (in KB, MB, etc.).

- Time, date of creation or modification.

Let's have fun!!!

Form small groups. Each group picks one of the envelopes the teacher is holding. Each envelope contains documents, pictures, a musical cd, and more envelopes, one of which is empty. Show the contents of your envelope, read its label and the labels of its contents if it has any. The labels have the item's name, size, a date and a category that refers to the item's type (e.g text, photo, sound etc.). Write the answers on the white board. Put all the envelopes into a dossier.
Dossier - Storage media (HDD, usb flash memory stick, SD card, etc.)
Envelopes – Folders
Answers on the whiteboard - Basic file attributes.

the item's name, size, a date and a category that refers to the item's type (e.g text, photo, sound etc.). Write the answers on the white board. Put all the envelopes into a dossier.
Dossier - Storage media (HDD, usb flash memory stick, SD card, etc.)
Envelopes – Folders
Answers on the whiteboard - Basic file attributes.

File & Folder management

Copy or Ctrl + C: Is the button or key combination you use when you want to create a copy of files or folders on another location or another storage device.

Cut or Ctrl+ X: Is the button or key combination you use when you want to move files or folders to another location or another storage device.

Paste or Ctrl+ V: Is the button or key combination you use when you want to finalize moving or copying files or folders to another location or another storage device.

Copying Files:	Moving Files:
1. Copy	1. Cut
2. Paste	2. Paste

Search File Explorer: Is the application that can be used to select a location on a storage media to find files, by typing their name or one of their attributes.

Conclusion

Information is very valuable and being able to manage it is a necessary skill in the digital era. It may seem complicated but it's worth the effort. Knowing how to organize your files, back them up and recognize their attributes will help make you work with ease and efficiency.

Exercises

1.   Mark **TRUE (T)** or **FALSE (F)** the following sentences:

a.   A file's size is a file attribute.

b.   A folder can contain other folders.

c.   The .GIF extension refers to music files

d.   The .TXT extension always refers to a text file

2.   Fill in the blanks, using some of the following words:
(a) extension, (b) type, (c) name

• The file name in Windows consists of the ....and the..... ....

• Usually the extension of a file indicates its' ……………………………………………………

3. Use the "*Search*" function and find all the **MP3** music files on your computer. Do the same for all the pictures JPG type.
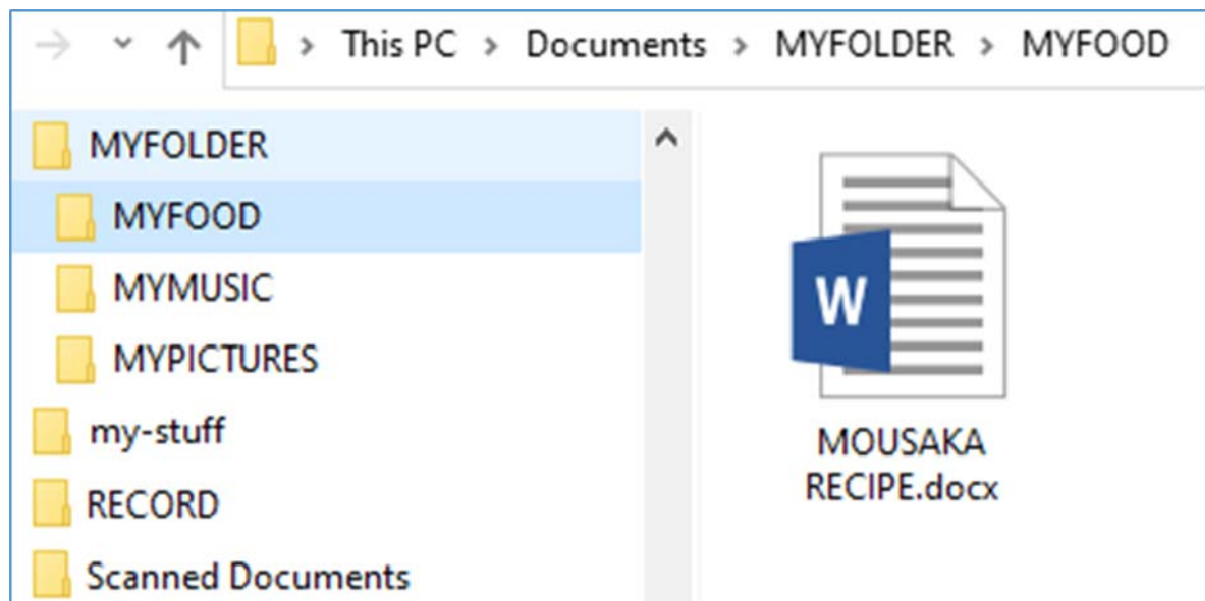

4. Match the extension with the file type:

.doc, .txt		application
		sound
.bmp, .jpg		text
.mp3		video
.exe, .com		picture

5. Match the attribute with the correct term:

.jpg		size
		extension
Easter_2015		Date (Modify or Create)
		name
2,852 KB		

LEARNING UNIT 1 - I Love PC

6. *In the "**Documents**" folder create the following folders and files:*
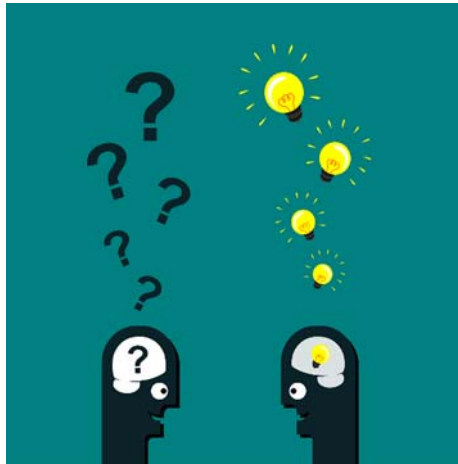

i) *Copy the folder "**MYFOLDER**" to a USB Memory Stick.*

ii) *Create a shortcut on the Desktop for "**MYFOLDER**".*

iii) *Delete the shortcut.*

iv) *Restore it from the "**Recycle Bin**".*

LEARNING UNIT 2

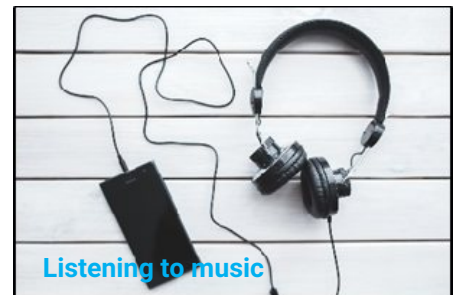## Life in the E-world

BRAIN STORMING ACTIVITY

Write how you usually shop, arrange your travel plans and interact with Social Services.

_____

_____

_____

_____

Did you mention any of the following?

Watching movies & videos

Communicating

Listening to music

Distance learning

Gaming

Social Media

Name what you use the Internet for:

_____

_____

_____

_____

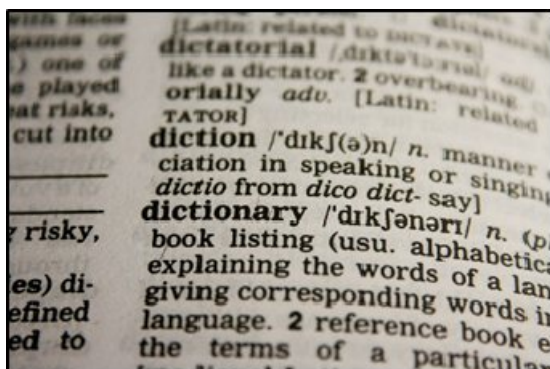**Group Activity.**

Form two groups A and B. Both groups must look for the meaning of the word "citizen" and find the city you are in on the map.

Tools

Group A

Dictionary

Map

Group B

E-dictionary

On-line maps

Mark the following sentences with true (T) or false (F).

1. The online map is easier to use. ☐
2. The use of the e-dictionary takes more time. ☐
3. Only the dictionary book is portable. ☐
4. The paper map provides instructions for the destination. ☐
5. The electronic devices can be used unlimited. ☐

Internet Services

The Internet is a computer network. It connects millions of computers together globally. Any computer can communicate with any other computer as long as they are both connected to the Internet via an ISP (Internet Service Provider).

It provides many services which are used for business, download files, interactions, marketing, etc. Some of the basic services are:

1.   World Wide web (WWW)

2.   Telnet

3.   FTP

4.   Electronic Mail

Social Media, Chat services, News Groups and others are now accessed from within the WWW.

World Wide Web

The World Wide Web, or just "the Web," is a subset of the Internet. It consists of pages that can be accessed using a specific program called a Web browser. Some popular browsers are: Firefox (Mozilla), Chrome (Google), Internet Explorer & Edge (Microsoft), Opera (Opera Software), Safari (Apple).

There are millions of webpages with all sorts of context. A web page may contain graphics, text, and links to other pages and files. It is often used to provide information to viewers, including pictures or videos to help illustrate important topics. A web page may also be used as a method to sell products or services to viewers.

How do we find pages? By using **Search Engines**!

A Search Engine is a web-based tool that enables users to locate information on the World Wide Web.

Popular Search Engines

Google, Yahoo, Bing, DuckDuckGo, Lycos, Excite, Aol, Ask etc.

How do we use a Search Engine?

To perform a search, you'll need to navigate to a search engine in your web browser, type one or more **keywords**—also known as **search terms**—then press Enter on your keyboard. The more relevant the key words, the better the results.

To refine your search, you can use quotation marks ("), hyphens (-), **AND** and **OR** operators, or you can perform **Content-specific searches**. Your teacher will show you how it's done.

Saving images from webpages.

If you come across an image you want to save, rigt click on it and the left click on the **"Save image as…"** option. In the dialog that appears choose the destination where you want to save the image file. Bear in mind that some images might be subject to copyright laws.
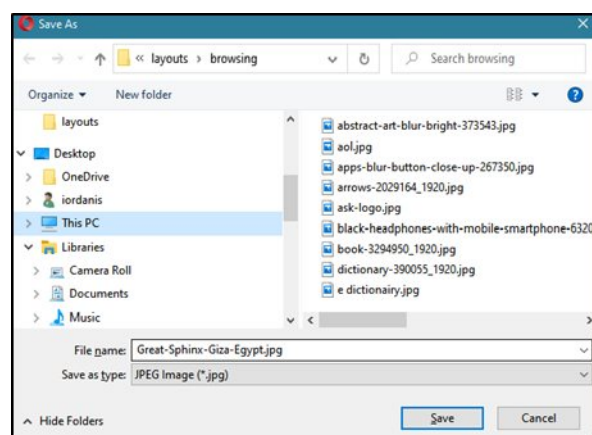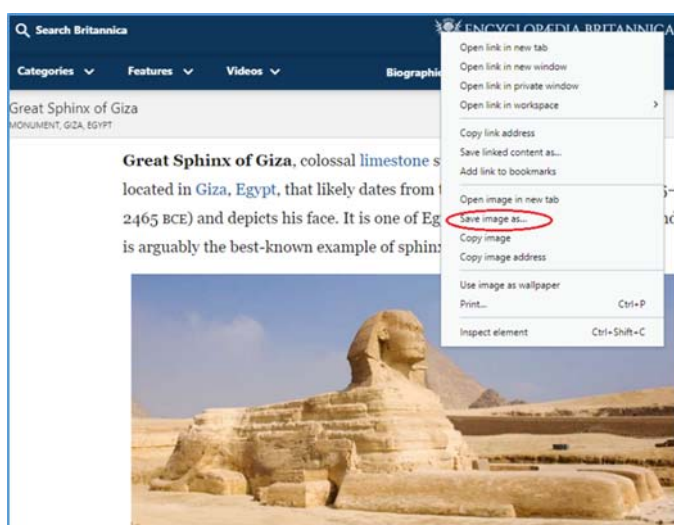
Practice: Search for a monument from your country and save an image on your hard drive.

Information and Fake News (False Information)

False information is news, stories or hoaxes created to deliberately misinform or deceive readers. Fake news have many forms, the most common are: ClickBait, Propaganda, Sloppy journalism, Satire/Parody, Misleading headlines, Biased/Slanted news.

How to avoid Fake news

- Consider the source
- Check the author
- Check the date
- Read beyond the headlines
- Check your biases
- Check supporting sources

Conclusion

The Internet is a digital world where we can work, have fun, communicate, get educated and find a lot of information. **Remember:** As in the real world, we have to be careful in order to be safe than sorry.

Metacognitive phase: Search about the topic: "Flat earth". Let's discuss our findings.

Exercises

1. *Which of the following are Internet services? (Put a tick in the box)*

Word Processor ☐

World Wide Web ☐

Paint Brush ☐

Youtube ☐

Google Search ☐

Instagram ☐

Powerpoint ☐

Email ☐

2. *Match the application with the appropriate category.*

Email

Instant Messaging

Malware Protection

Social Media

Web browsing

Antivirus

3. *Use Google Search to search for "The Acropolis Museum" and "The Eiffel Tower".*
   Fill in the information in the following box:

Acropolis Museum	
Number of Search Results:	Time:

Eiffel Tower	
Number of Search Results:	Time:

4. *Which of the following are criteria for reliable information on the Internet? (Put a tick in the box)*

Number of pages ☐

The domain name ☐

Author ☐

Date Published ☐

Number of hits ☐

Credentials ☐

Original content ☐

Source ☐

Commercial Site ☐

5. *Use Google or Bing and search using the keyword* **"Diet"**. *How many results appear? Follow two links. In the boxes bellow state two criteria why they are/aren't credible*

1.	
Credible	Not Credible

2.	
Credible	Not Credible

DISCUSSION

Ways we communicate.

- Are they cheap?
- Are they easy?
- Are they fast?
- What if we need to communicate with more than one people at the same time?

Write a short description for the following pictures.

Write what you use now and what you used to use.

_____

_____

_____

_____

Motivational Step

You have written a short story called: **"My adventure, Life in my new home"**. You want friends and family to read it and tell you what they think.

What can you do?

    a) Send it to a newspaper

    b) Send it to your friends and family by mail

    c) Send it to your friends and family by e-mail

    d) Post it on a blog

    e) Post it on Social Media

Put the options from a to e in order of:

Ease _____

Cost _____

Publicity _____

Feedback _____

A **Blog** is a discussion or a website with information published on the World Wide Web. Its content is often informal diary-style text entries (posts).
There are a lot of free bloggin sites such as:

WordPress (Self-Hosted)	Blogger
Wix	Ghost
WordPress.com	Tumblr
Weebly	Joomla
Medium	Yola

Social media is computer and internet-based technology that facilitates the sharing of ideas, thoughts, and information through the building of virtual **networks** and communities. Different Types Of Social Media are : **Social networking** (Facebook, LinkedIn, Google+). **Microblogging** (Twitter, Tumblr). **Photo sharing** (Instagram, Snapchat, Pinterest). **Video sharing** (YouTube, Facebook Live, Periscope, Vimeo).
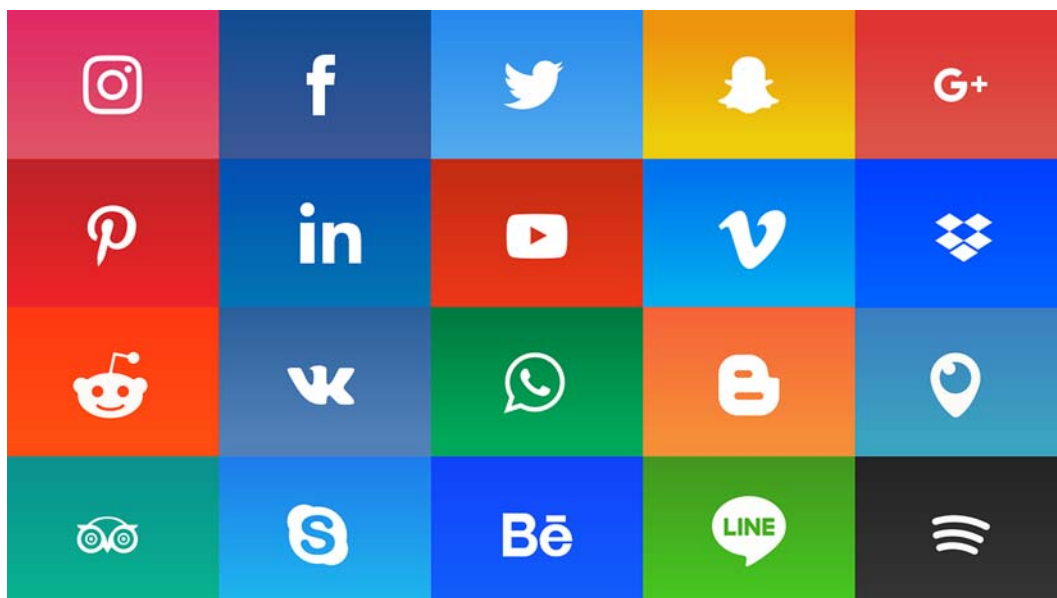
Other applications in the wider "family" of social media used for instant messaging, sharing photos, videos, audio recording and group chats are: **Facebook Messenger, WhatsApp, Viber and Hangouts.**

How to use Social media?

1. Figure out what you want to get out of social media
   That will help you choose the media that will suit your purposes.
2. Create your profiles
   Choose carefully your profile name, your avatar and the details you let others know about you. This is how you will interact with others over the Internet. Determine your privacy settings. Make sure your profile(s) are private and use restrictions as to who can access what you post.
3. Learn the community rules
   Each community digital or real life, has rules. Learn them. They might help you avoid trouble.
4. Protect yourself
   Unfortunately, people are not always who or what they say they are. Be careful who you interact with, just like you would in the real world.

Some useful guidelines

1. Do not post photos or videos that could damage you or your reputation.
2. Do not post personal information or location details.
3. Do not trash-talk other people.
4. Turn on your privacy settings.
5. Be careful who you interact with
6. Protect your privacy and that of others.
7. Think before you post.
8. Choose strong passwords and change them regularly.

Netiquette is short for "Internet etiquette." It is a code of good behavior on the Internet. There is no official list of **netiquette rules** or **guidelines**, the general idea is to respect others online.

Some basic netiquette rules

1. **Even though it's done digitally, you're dealing with people**. Your written words are read by real people, all deserving of respectful communication.
2. **Behave online as you would offline**. Do your best to act within the laws and ethical manners of society when you are in cyberspace.
3. **Know where you are in cyberspace**. What you text to a friend may not be appropriate in a communication to a classmate or colleague.

4.   Respect other people's time. Make your written communication meaningful and to the point.

5.   Make yourself look good online. If you wouldn't show it in public, then you shouldn't share it online.

6.   Respect other people's privacy. Be careful what you discuss and with whom.

7.   Don't abuse your power. Knowing more than others do does not give you the right to take advantage of anyone.

8.   Respect diversity. Make sure what you post doesn't insult other cultures.

What are Fake Profiles?

A fake profile is the representation of a person, organization or company that does not truly exist, on social media. Anyone can use a fake profile. Companies, kiddie hackers and professional online criminals.

Be cautious and avoid to interact with people you don't know, don't have anything in common or common friends.

Never meet in person with people you have met over the internet and don't know.

Role playing game: The teacher finds a public profile of a social media user and creates a false one in order to trick that person into meeting him. Assign the roles of the two users to students. See if based on the public information it's easy to be tricked.

Safety

Aside from the privacy rules mentioned, all devices used to connect to the Internet should have updated antivirus and antimalware software to protect you from cyber attacks.

Copyright

Digital content (pictures, video, sound, text etc.) can be subject to copyright laws. Downloading and distributing such content is illegal and may be punished. There is content that can be copied from the Internet but within limits and for personal non-profit use.

Conclusion

Communicating and sharing content via the Internet gives users a great level of freedom and flexibility. Nevertheless, all of us users must bear in mind that with great freedom comes great responsibility.

Exercises.

1. Mark the following as TRUE (T) or FALSE (F)

✄ Username and Password should be the same.

✄ Have the browser save your Password.

✄ Never reveal your Password to others.

✄ Communicate freely with everyone on the Internet.

✄ Have personal information Public.

✄ Never lend your mobile phone unsupervised.

✄ Downloading is completely safe.

✄ There are free anti-virus programs.

✄ Never use passwords and private information on public networks

✄ Using the internet can be addictive.

2. Match the numbered area with the appropriate function (write the correct answer in the box).
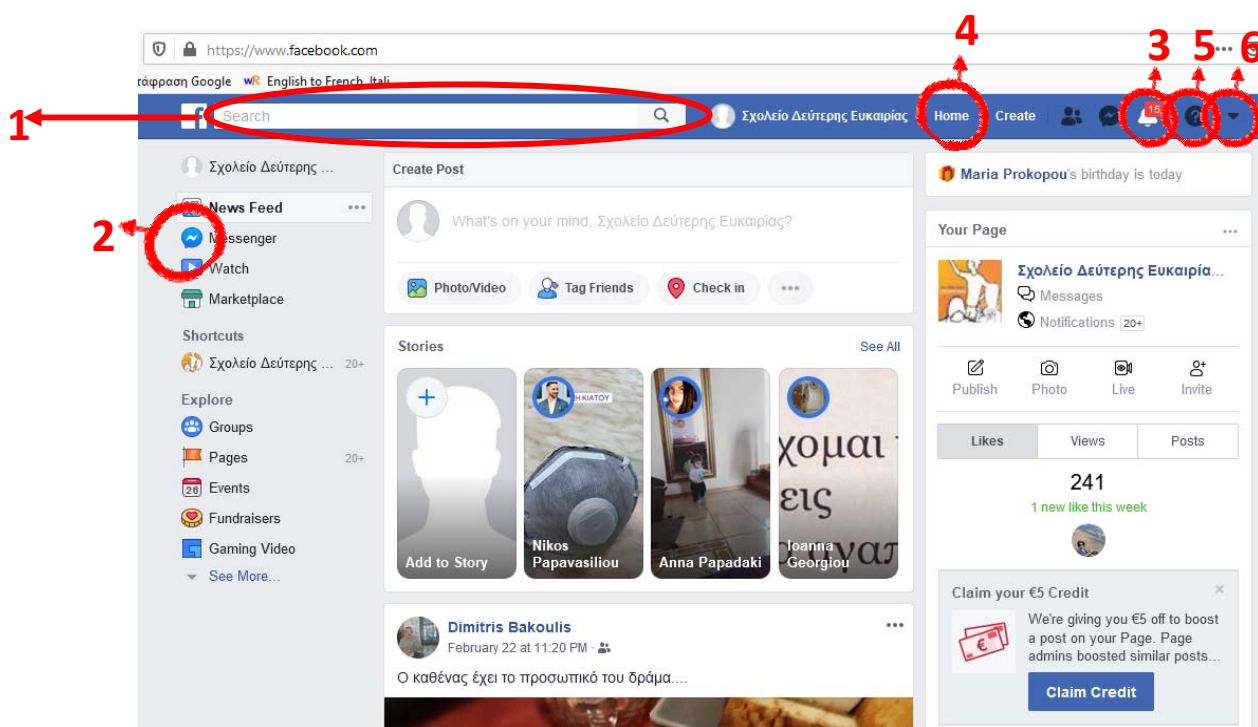
a. Message

b. Start Page

c. Search

d. Settings

e. Help

f. Notifications

3. Match the numbered area with the appropriate function (write the correct answer in the box).
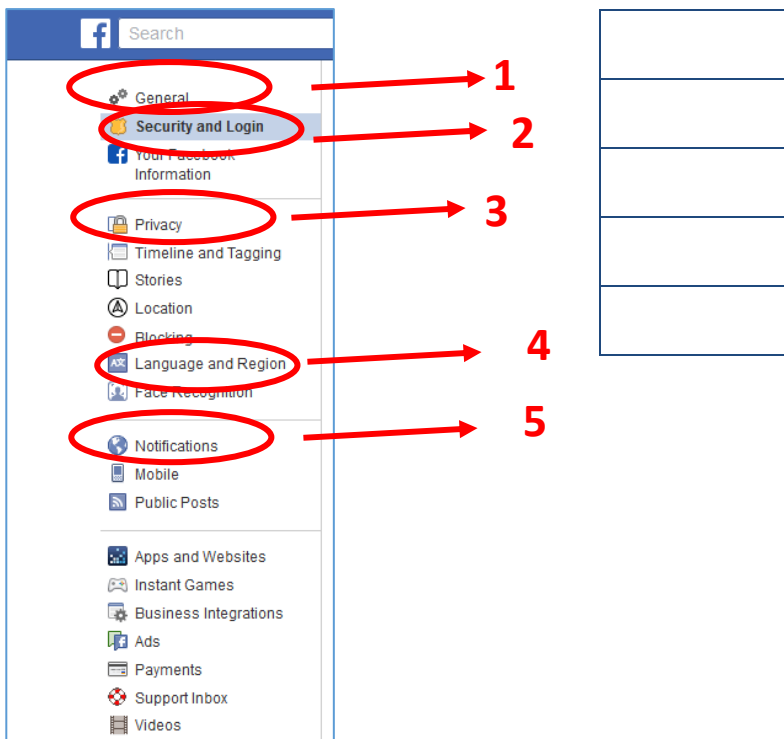
a. Change password

b. Profile name

c. Language settings

d. Who can see your friend list

e. Comments and Reminders

4. Mark the following as TRUE (T) or FALSE (F)

- � Mobile phones don't need virus protection programs
- ✳ You can download antivirus software for free
- ✳ You can download antimalware software for free
- ✳ Scan your computer once a year
- ✳ Scan your device automatically and regularly
- ✳ You can use an alias to make fun of someone on Twitter
- ✳ Uploading photos without permission is not allowed
- ✳ Sharing a video with strangers is safe.

5. *Match the numbered area with the appropriate function (write the correct answer in the box).*
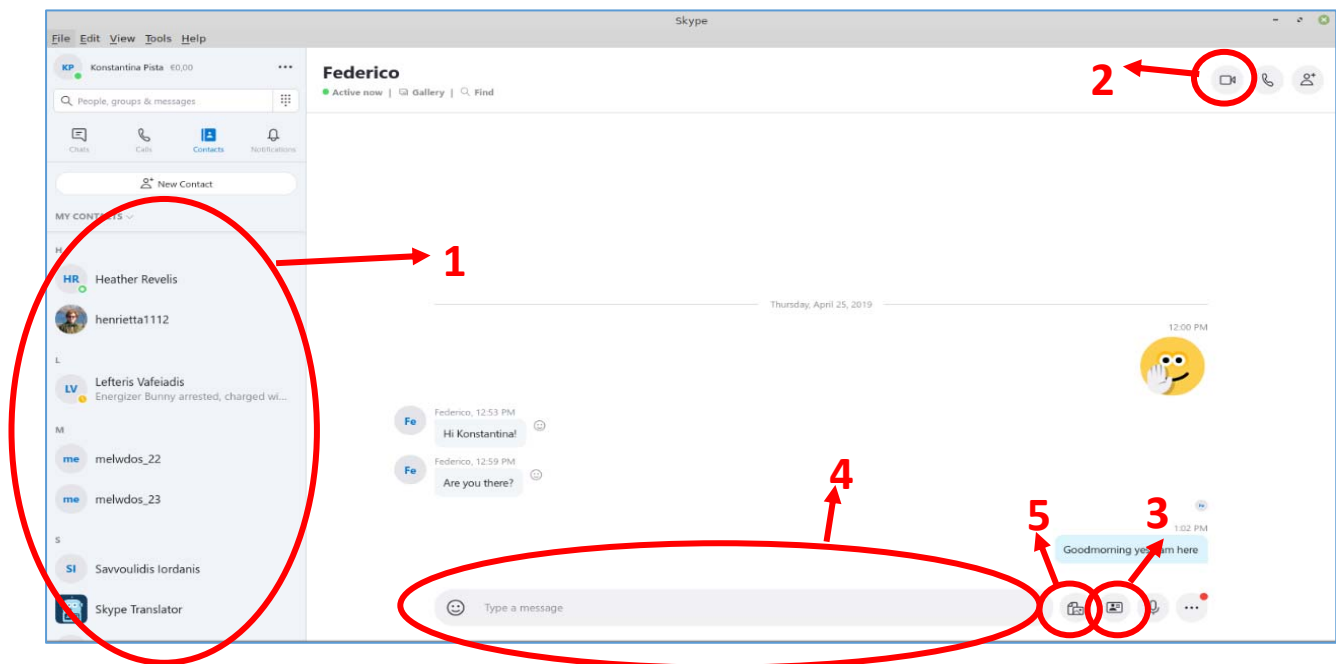
a. Start video call

b. Write a message

c. Contact list

d. Send photo

e. Send file

DISCUSSION

Everyday needs.

- Shopping

- Civil services

- Travel information

Write a short description for the following pictures.

_____

_____

_____

_____

Write how you usually shop, arrange your travel plans and interact with Social Services.

_____

_____

_____

_____

Motivational Step

You need to go to the municipal to take care of a personal matter. Search the Internet for the address, the Public service hours and which public means of transportation can be used to go there.

Address _____

Hours _____

Transportation _____

E-commerce, also known as electronic commerce or internet commerce, refers to the buying and selling of goods or services using the internet, and the transfer of money and data to execute these transactions. Ecommerce is often used to refer to the sale of physical products online, but it can also describe any kind of commercial transaction that is facilitated through the internet.

Pros & Cons of e-commerce

Pros:	Cons:
Availability	_Security._
Speed of access	_Lack of privacy._
Wide availability	_Tax issue._
Easy accessibility	_Fear._
International reach	_Product suitability._
Cost-effective	_Cultural obstacles._

Terminology of on-line shopping

Shopping cart on an on-line shop is software that facilitates the purchase of a product or service. It accepts the customer's payment and organizes the distribution of that information to the merchant, payment processor and other parties.

Currency used to pay for the transaction. A good idea is to use local currency.

Payment methods:
- ➢ Credit Cards.
- ➢ Bank Transfers.
- ➢ E-wallets.Prepaid Cards.
- ➢ Direct Deposit.
- ➢ Cash.

Shipping cost is the cost used to ship items to a buyer. The cost depends on the way the items are delivered (courier service, post office, international shipping), if there are additional fees for payment on delivery and if the items have to go through customs.

Precautions when shopping on-line.
- ✓ Protect your devices.
- ✓ Password-protect.
- ✓ Beware of fake websites.
- ✓ If a deal seems too good to be true, it likely is.
- ✓ Don't use public Wi-Fi.
- ✓ Save the evidence, then log out.
- ✓ Clear your browsers from marketing cookies.

On-line transactions with Public Services

Interacting online with public services when possible, can save lots of time, money and also benefit the environment. Simple tasks can be done efficiently with more convenience to individuals, reduce paperwork, and make government information more easily accessible citizens.

Conclusion

Globalization and the Internet have transformed the way we shop, communicate, work and interact with public services. There are a lot of benefits but there are also a lot to consider in order to minimize the possible risks.

Metacognitive phase: Search the Internet market for a certain smartphone. Prices, availability, shipping, possible scams. Let's discuss our findings.

Exercises.

1.   Match the numbered area with the appropriate function (write the correct answer in the box).
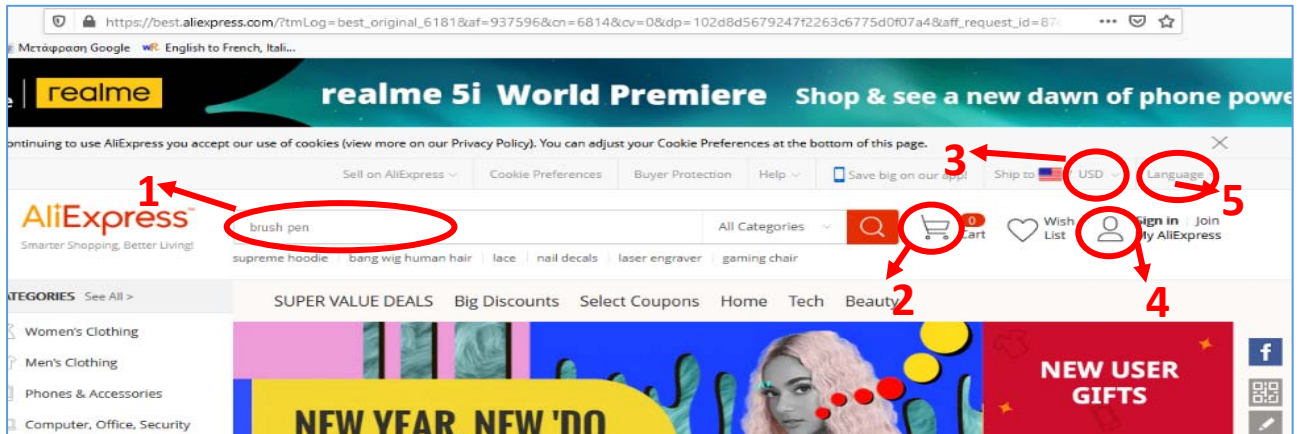
a.   Shopping cart

b.   Currency settings

c.   Category search

d.   Language settings

e.   Account

2.   Look at the following picture and fill the blanks:
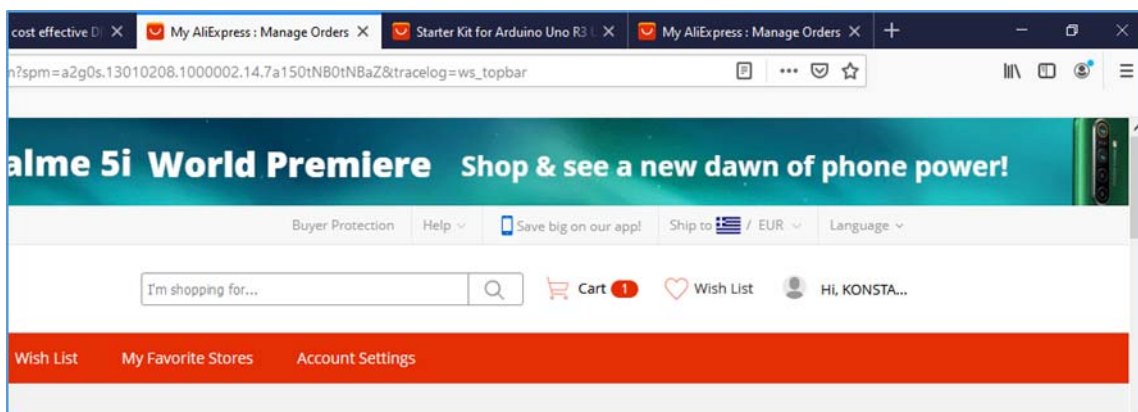
Currency used	
Items in the cart	
Shipping country	
Language used	

3.   Browse the link *www.kep.gov.gr*, the Citizen's Guide site. Write at least two services that you can request on-line.

_____

_____

_____

_____
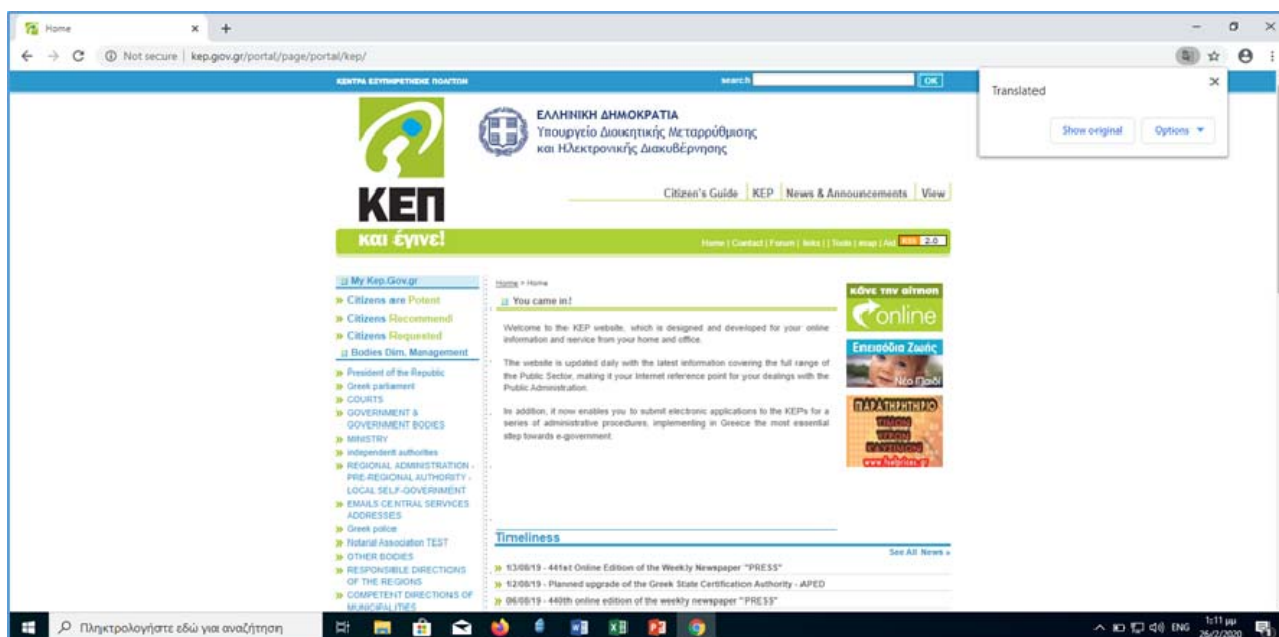
4.   Use Google or Bing to search for means of Transportation from the town you live to the capital city (e.g from Corinth to Athens).

a)   Mark the means you found in the following box:

Bus	
Boat	
Airplane	
Train	

b)   Complete the ticket price you found

Bus	
Boat	
Airplane	
Train	

5.   *Use "skyscanner.com" to search for a one way flight from Athens to Paris for the following week-end. Write the two airlines you found with the cheapest fairs, and the ticket prices:*

_____

_____

_____

_____

LEARNING UNIT 3

Correspondence in the digital world

BRAIN STORMING ACTIVITY

Name the objects in the following pictures. Point out the ones you know and use the most.
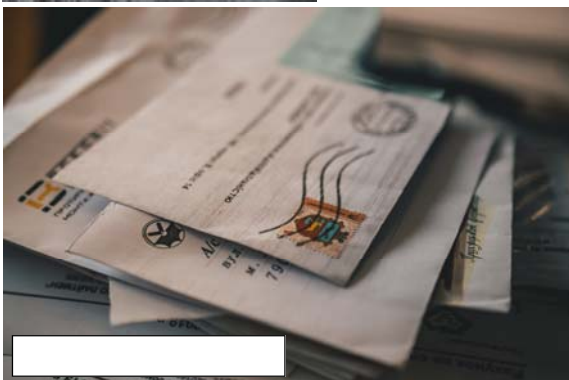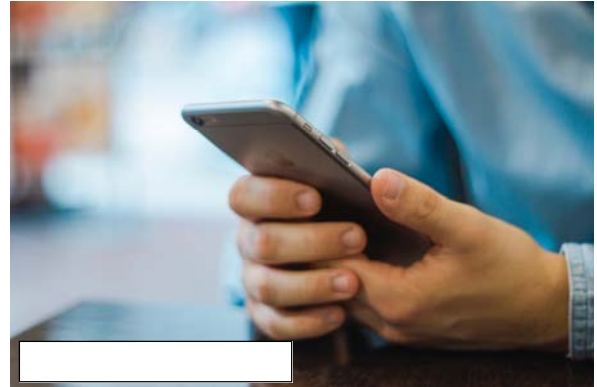
Email

Electronic mail (email or e-mail) is a method of exchanging messages ("mail") between people using electronic devices such as the smartphone, laptop, tablet, desktop, etc. Email operates across the Internet. Email systems are based on a store-and-forward model. Email servers accept, forward, deliver, and store messages. Neither the users nor their computers are required to be online simultaneously; they need to connect only briefly, typically to a mail server or a webmail interface for as long as it takes to send or receive messages.

Smartphone

Laptop

Digital Network

Mail

The mail or post is a system for physically transporting postcards, letters, and parcels. A postal service can be private or public with a fee on the article prepaid. Proof of payment is often in the form of postage stamps. Modern private postal systems are typically distinguished from national postal agencies by the names "courier" or "delivery service".
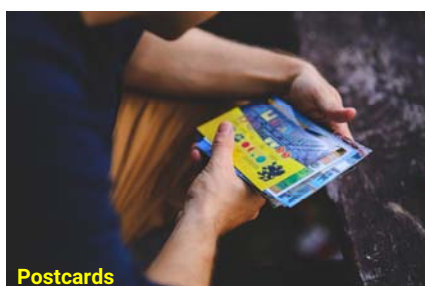
Postcards

Stamps

Physical Mailbox

54

THE INTERNET: WHAT IS IT?

The **Internet** is a computer network. It connects millions of computers together globally. Any computer can communicate with any other computer as long as they are both connected to the **Internet** via an ISP (Internet Service Provider).

It provides many services which are used for business, download files, interactions, marketing, etc. The services are:

1. Web Services
2. Communication Services
3. World Wide web (WWW)
4. Video conferencing
5. **Electronic Mail**
6. Chat Rooms, etc

Email: is a desktop program that allows users to access their emails on their device without having to log in via the web. It is a paid for service. Microsoft Outlook is an example.

Webmail is an email system that can be accessed via any web browser (Firefox, Opera, etc) when connected to the Internet. It is free but it has limited storage room. Most popular webmails are GMail (by Google) and Yahoo Mail (by Yahoo).
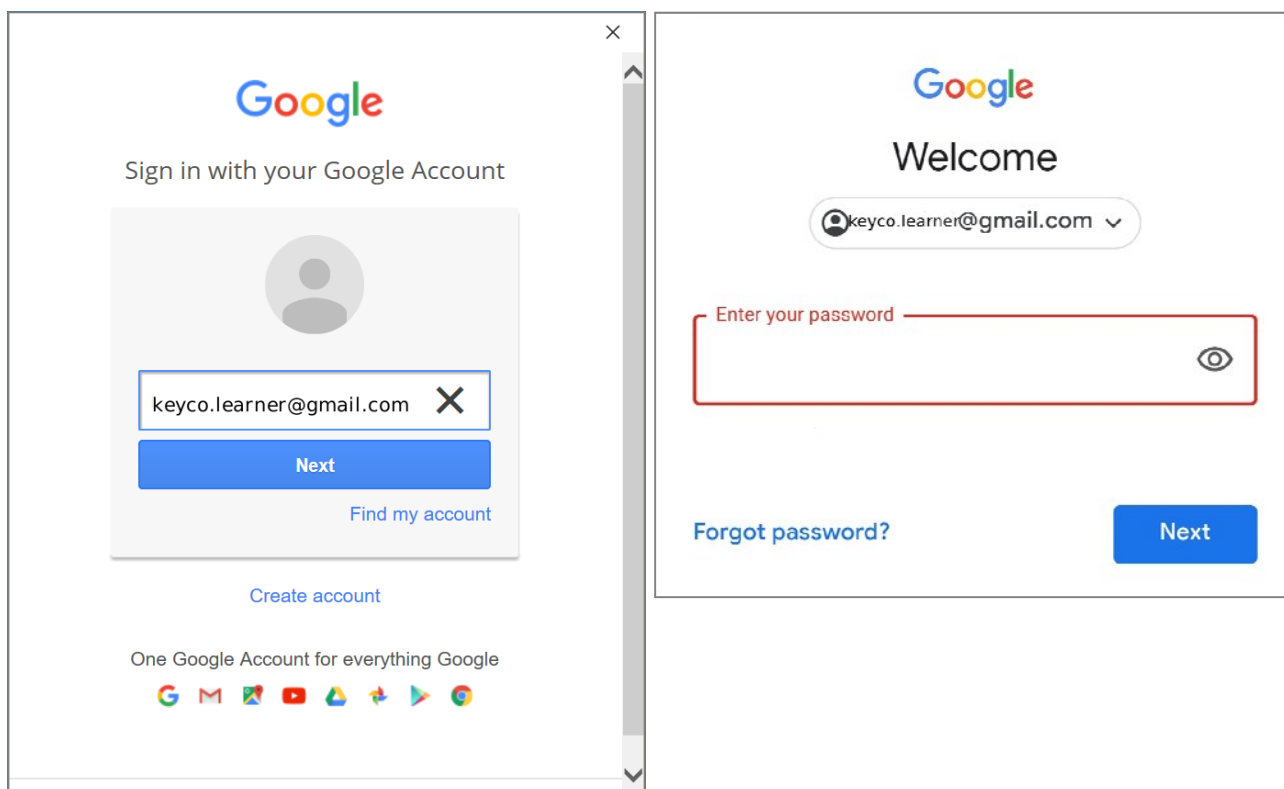
Deciding on a username and password is very important. The usernames are public and part of the email address. Passwords are private. The two combined are your "key" to login (open-enter) your account. There are rules that should be followed especially for the password. You must use, latin characters, case sensitive (capital is different from lowercase) , special characters like * # ! and numbers . If you are using a public device, remember:

- Never let the browser save your password.
- Always logout of your account before closing the browser.

Login and logout a few times in order to get used to the process. The English language teacher can help with the alphabet and the typing of the usernames and passwords.
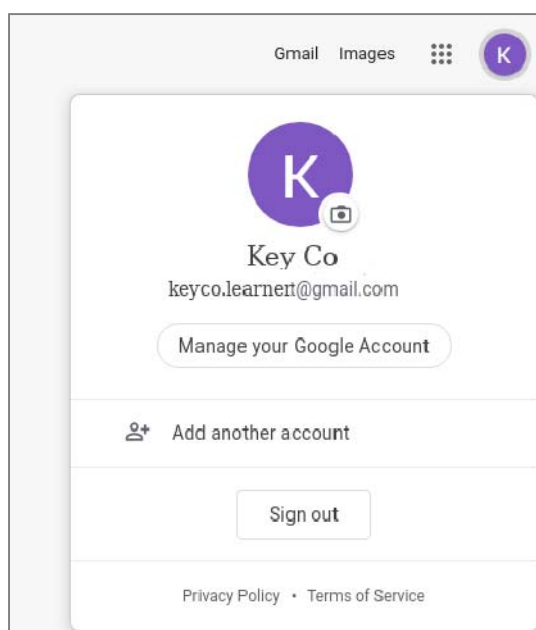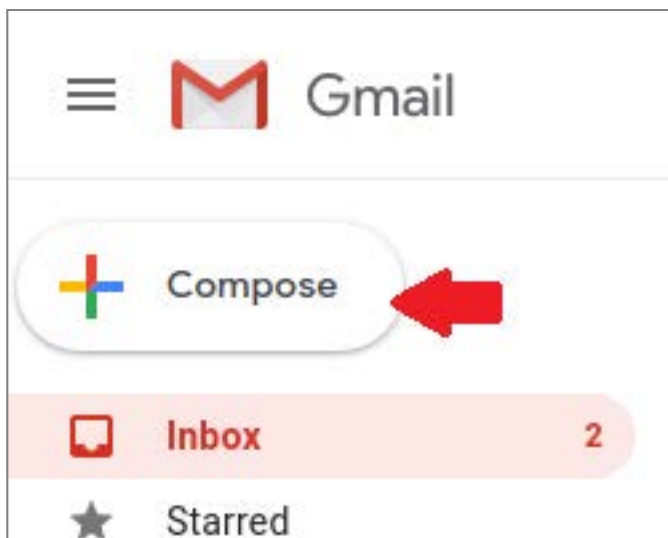
How to write a new email message:

In the Google environment, there is always a multicolor plus sign (cross), in order to do something new. In the image above you see where to click in order to write an email message. An email has sections recipients, cc, bcc, subject, main message. Your classmates that already have experience using webmail can help you. The English language teacher can help with the alphabet and the typing of the email addresses.
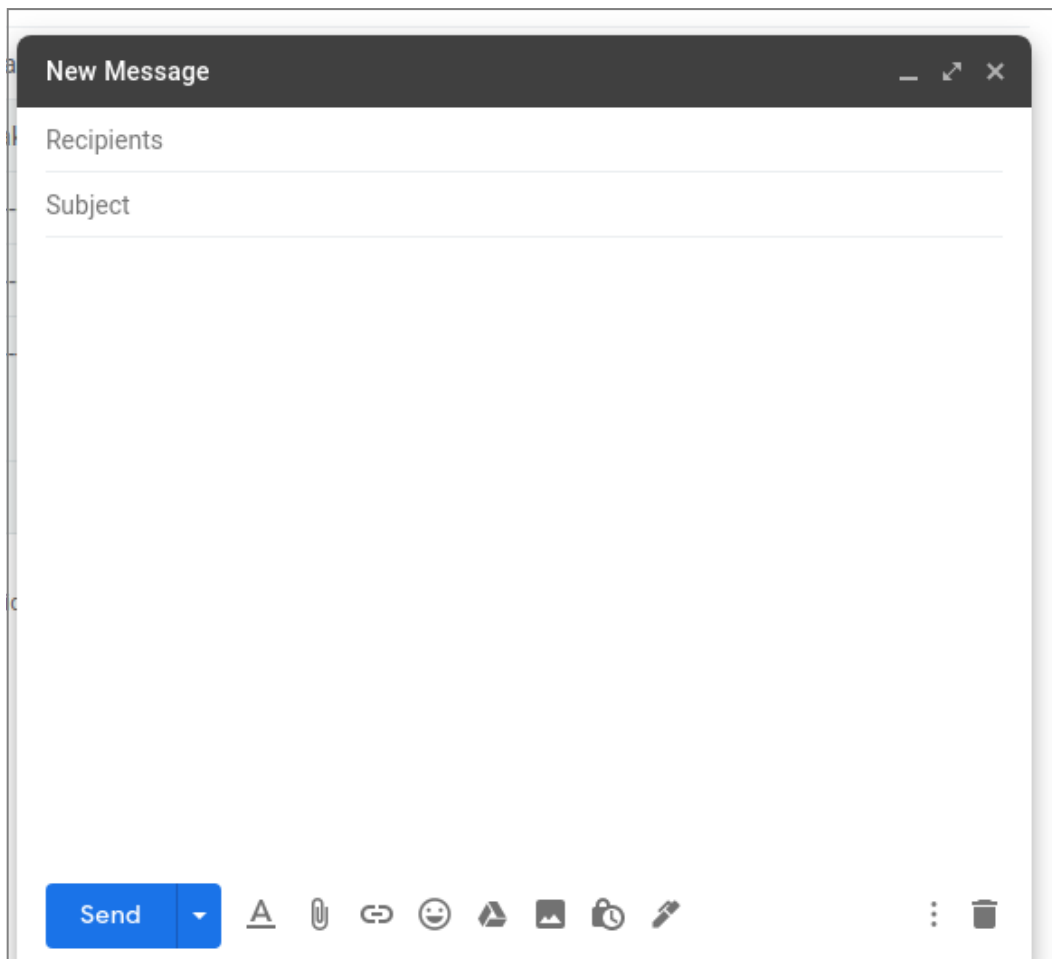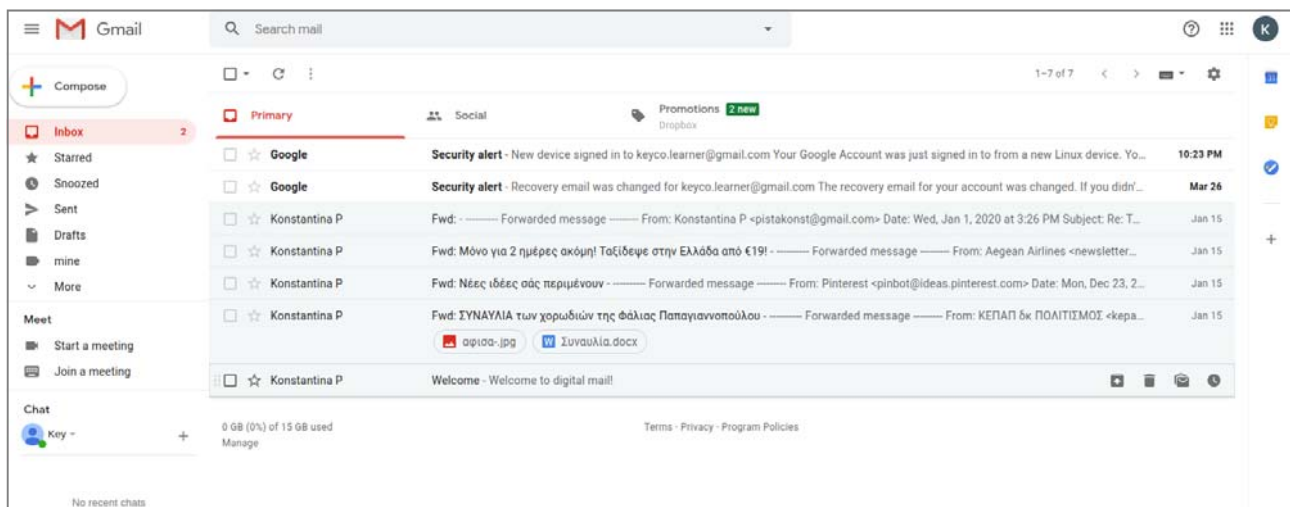
To view all messages you've received, click Inbox in the navigation sidebar.

All unread messages are displayed in bold against a white background. Messages you've read are displayed in non bold type against a shaded background. All messages in your inbox show the sender's name, a message subject, a short snippet of message text, and the date on which the message was sent.

To read a message, follow these steps:

1. Select the message you want to read and click anywhere on that message's message line.
2. The full text of the message is displayed. You can now reply to, forward, or delete the message.
3. To return to the inbox, click the Back to Inbox button above the message.
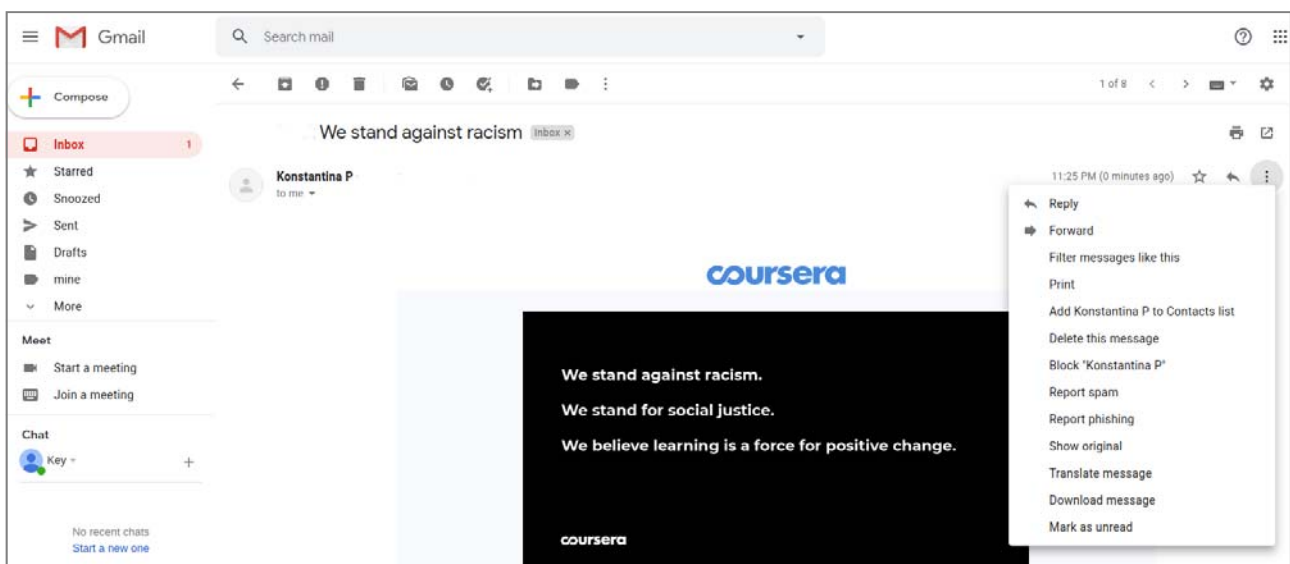
Conclusions

In this lesson we learned that there are new ways of communicating via the Internet. The webmail service is a fast, cheap and flexible tool for sending digital messages. It takes a little time to learn how to use it, but its ease is worth it.

Meta-cognitive phase: Write a brief message and see if you can send it to all your classmates at the same time. What would you have to do if you wanted to send the same message to all of them with the traditional mail service?

Exercises.

1. *In the following image, where do you have to click to sign in your Google account? (write the correct number(s))*

_____

_____
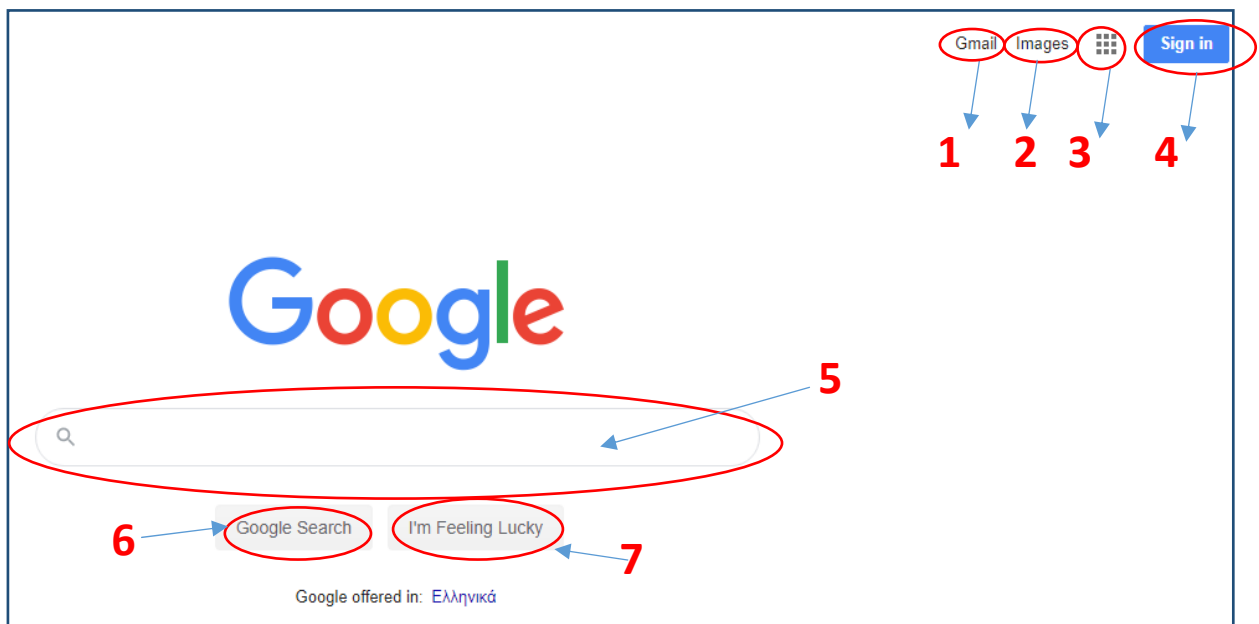
2. *If your email account is keyco.learner@gmail.com, what should you type in the highlighted box:*
   a) *@gmail.com*
   b) *keyco.*
   c) *learner@gmail.com*
   d) *keyco.learner*
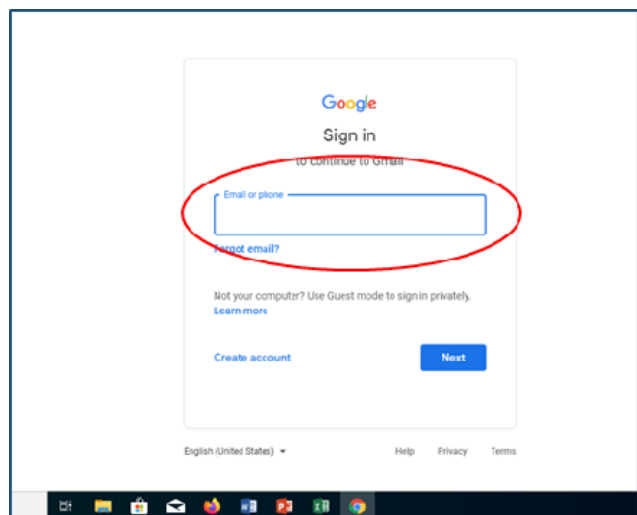
3.   Which one of the following sentences are correct:

a) Your password is : ⋯⋯

b) Typing your password in upper case letters or in lower case is exactly the same.

c) You can see if you typed your password correctly by clicking the highlighted icon.

d) A password is public

e) A password is private
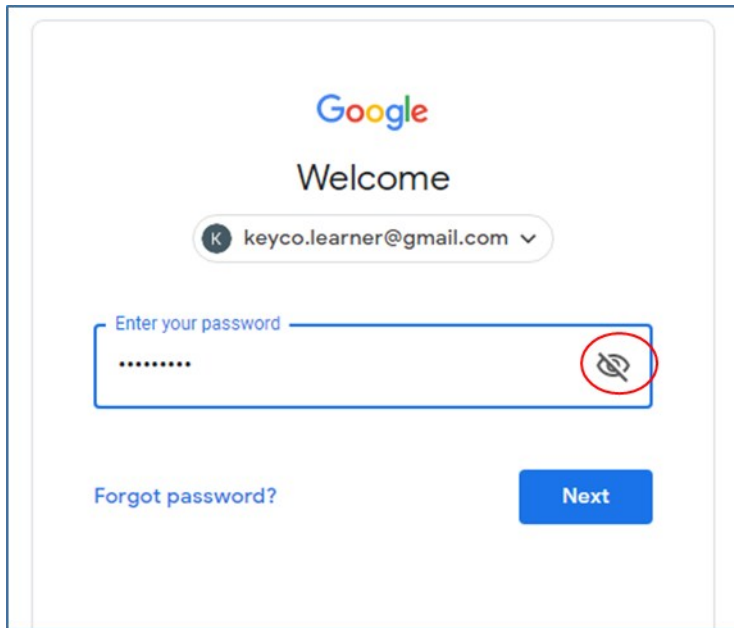
4.   In the following image, which of the sentences are true for the indications in the red circles:

a) There are **2** messages in the *Inbox*

b) There are **2** unread messages in the *Inbox*

c) There are **50** messages in the *Inbox*

d) There are **1.001** messages in the *Inbox*
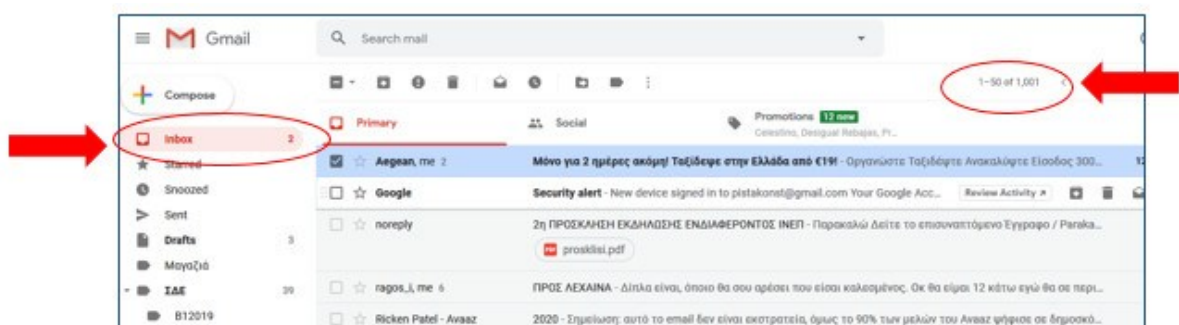
5. *In order to send a new message, which one of the numbered parts should you click:*

    1 ☐   *2* ☐   *3* ☐   *4* ☐
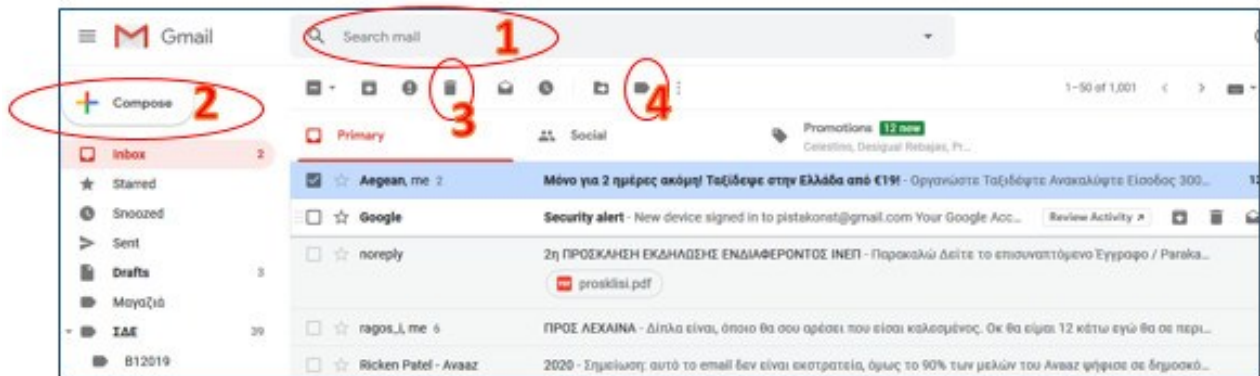
DISCUSSION

How do you send photos and documents via post?

- Is it easy?

- Is it cheap?

- Does it take time?

- What if you have to send the same items to a lot of people?

Name the objects in the following pictures.

Write the necessary steps to send a letter using the items above.

_____

_____

_____

_____

Look at the following pictures.
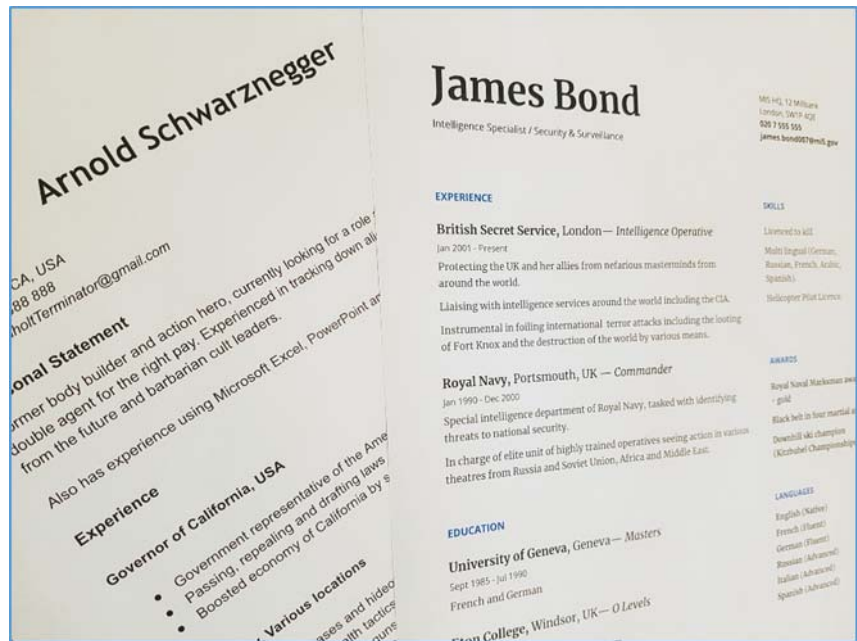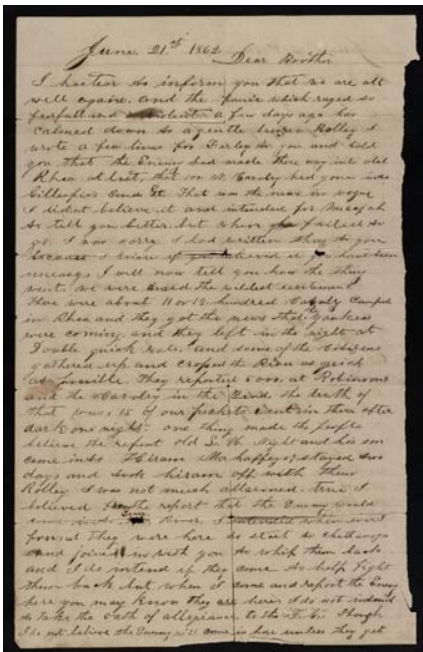
Hand written note

Computer edited CV

Mark the following sentences with true (T) or false (F).

1. The hand written note is easier to reproduce. ☐
2. The hand written note is not easy read. ☐
3. The printed CV can't be edited. ☐
4. The hand written note can be sent easily by email ☐
5. The printed CV can be sent easily by email and to a lot of recipients. ☐

Icon: Paper clip

Email Attachment

An email attachment is a computer file sent along with an email message. One or more files can be attached to any email message, and be sent along with it to one or many recipients. This is typically used as a simple method to share documents, images, short videos or sound files. A paper clip icon is the standard indicator for an attachment in an email client. Mail servers have size limitations and that is why it's not possible to send large files through the Internet using the email service[1]. A message and all its attachments are encapsulated in a single multi-part message.

Usual attachments
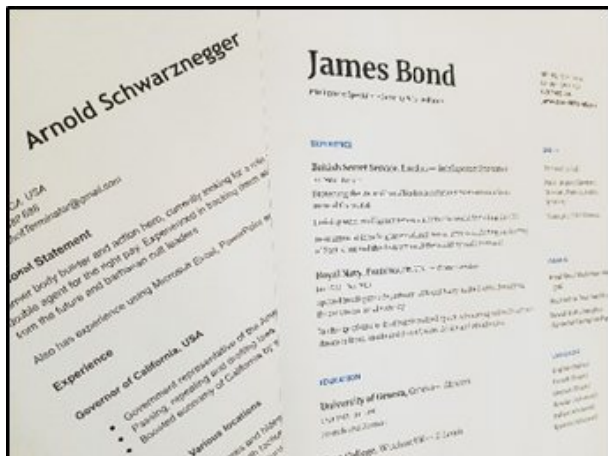
Documents

Spreadsheets

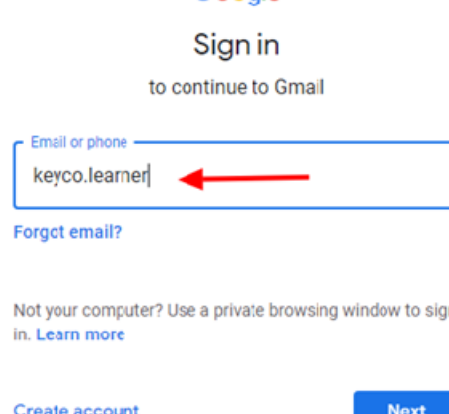[1]There are other services for sharing large files

Sound

Photos

How to attach files to an email message

Login to your webmail account by typing your username and password in the login dialog.
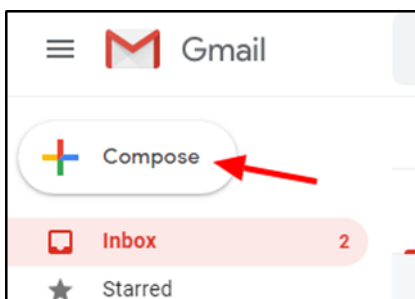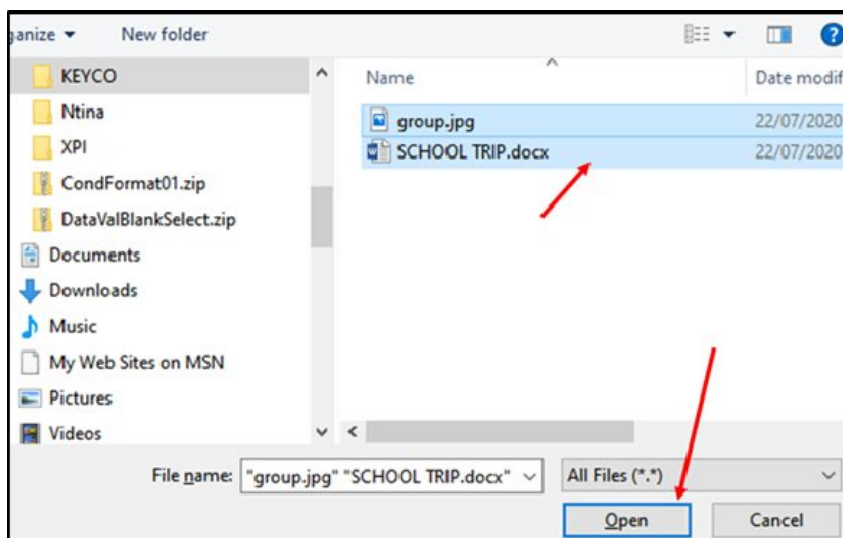

Once you have entered your inbox, compose a new message.

After entering the recipient(s), the subject and the main message, click the paperclip icon to attach the files you want.
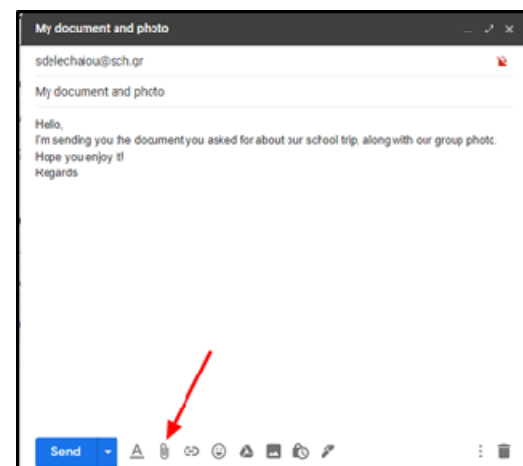
In the **"Open"** dialog, choose the folder that contains the files you want to attach. The folder can be located on your Hard drive, a USB memory stick or a cloud folder. Once you have the selected the file(s) you want, click on the **"Open"** button.
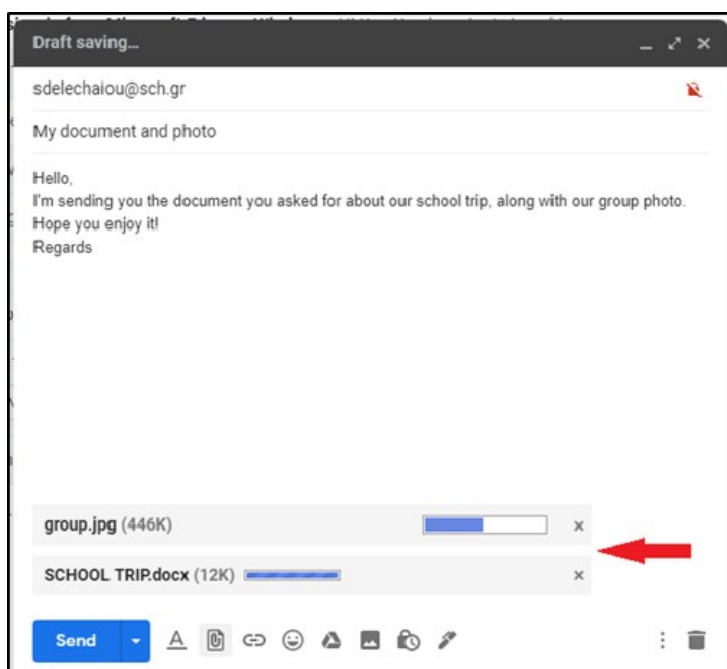

The files will be attached to message's body, you will see a process bar. Once the process is complete, you will see a list of the attached files and their sizes. Click on the **"Send"** button to send the email with its attachments.
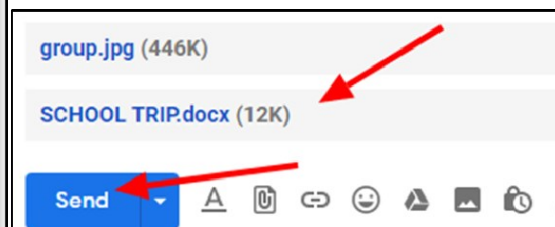

Receiving email with attachments

When logged in your inbox, if you have received files that contain attachments, they will have the paper clip icon or thumbnails of the attached files.
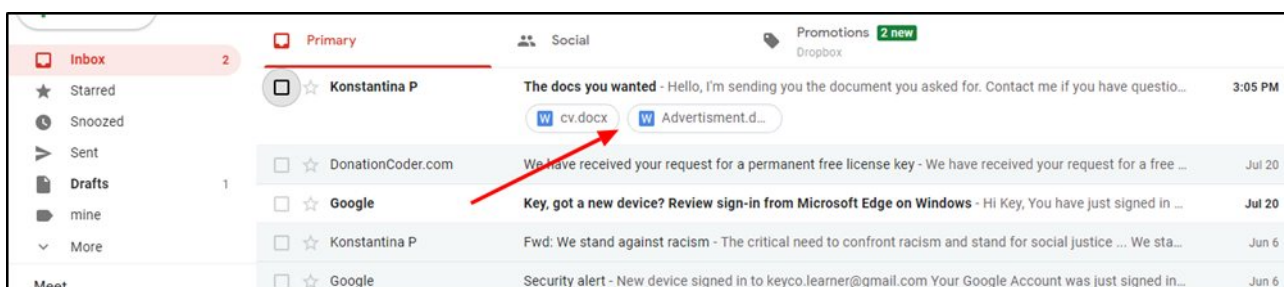
To open the message, double click on it. Click on the file thumbnail to view the attached file, or click on the **"Download"** icon to download the file to your Hard drive, USB memory stick or cloud folder.
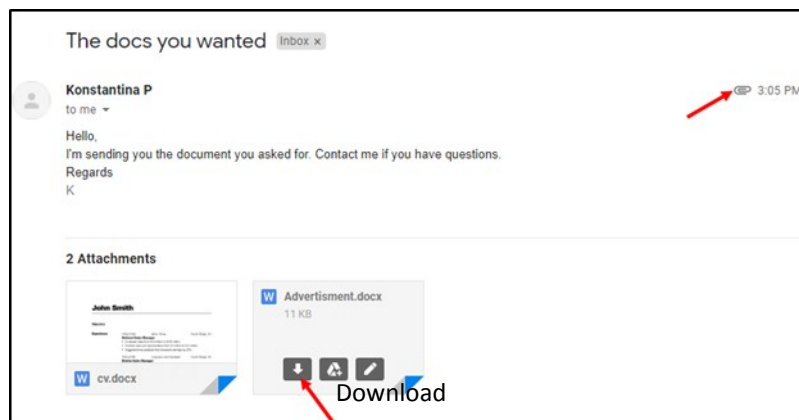
In case you want to send a message you have received to another recipient, click on the **"Forward"** option. If the message has attachments, they will be forwarded too.
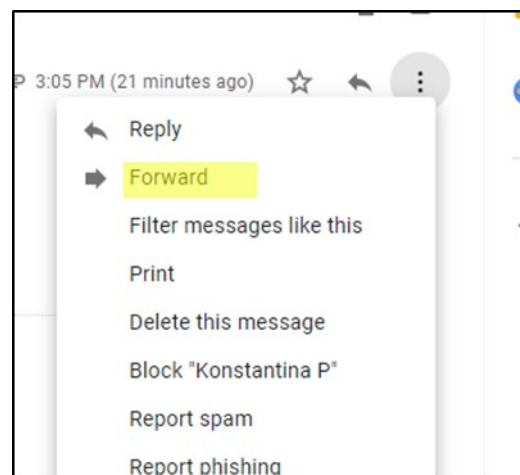


SPAM & Malware

Spam

Unwanted email that gets sent out in bulk. Spam is a huge waste of time and resources and is a serious security concern as it can be used to deliver Trojan horses, viruses, worms, spyware, and targeted phishing attacks.

Malware

Software intentionally designed to cause damage to a computer, server, client, or computer network. A wide variety of types of malware exist, including computer viruses, worms, Trojan horses, ransomware, spyware, adware
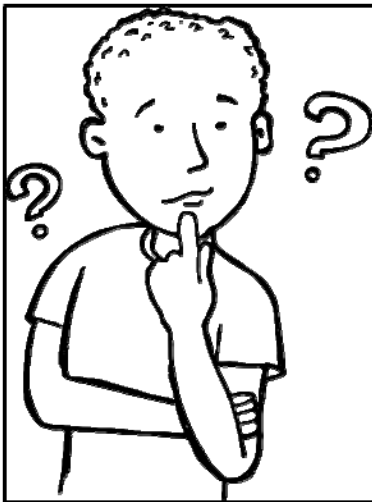
Tips for Email Safety

- Don't open emails from someone you don't know or trust.
- Avoid sending any sensitive information over email.
- Never open an attachment within an email from a company or person you don't know.
- Never reply to or click on links inside spam emails.
- Use a spam filter.

General Issues

Hate mail

Is abusive mail. It is a form of harassment, and in some cases, the recipient might have grounds for a lawsuit.

Don't:	Do:
Reply	Respect
Accuse	Be careful of what you say
Forward	Be careful with irony

Copyright

Photos, songs, poems, literature, etc. are protected by copyright laws. They are not free to send without consent.

Feel free to discuss these matters with the Social Sciences teacher.

Conclusions

In this lesson we learned how fast, costless and easy it is to send information and all sorts of different file types to one or more recipients. It is a very useful skill for our everyday needs and transactions. Nevertheless, there are issues that must be kept in mind in order to enjoy this skill with safety and respect to those whom we communicate with.

Meta-cognitive phase: Write a brief message and see if you can send it to your classmates and your teacher. Try to attach at least three files. What would you have to do if you wanted to send the same message with the attached files if you used the traditional mail service?

Exercises.

1. Match the following texts with the correct position in the following image:
   a. About our trip
   b. Hello,
      I have bought the tickets. All is ready.
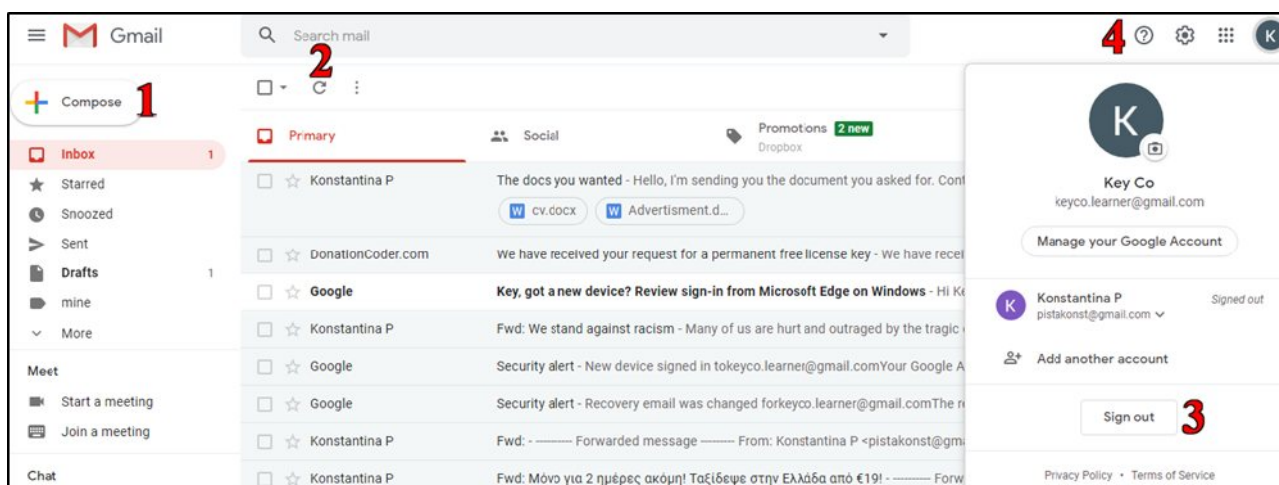   Regards
      George
   c. keyco.learner@gmail.com
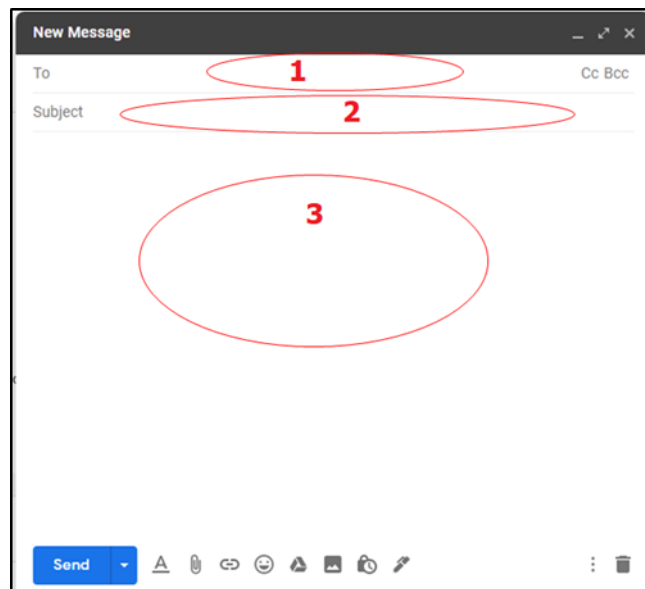
2. Match the following texts with the correct position in the following image:
   a. Attach files
   b. Delete draft message
   c. Send new message
   d. Insert emoji

3. Which one of the numbered areas do you have to click when you want to leave the Gmail program:

4. Do the following exercise:

    a) Logout of your account

    b) Login to your account

5. Compose the following email message and send it to keyco.learner@gmail.com:

          Our trip to Athens

          Dear Key Co

          I'm ready for our programmed trip to Athens.

          Regards

          Konstantina*

* Put your name

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