

ECDL Module 1 Handout 8

1. Write a short sentence on each of the following communication methods on the Internet:
 - a. e-Mail : *Allows instant text messages which can include attachments to be sent amongst users.*
 - b. IM : *Instant messaging allows users to communicate using text in real-time.*
 - c. VoIP : *Voice over Internet Protocol allows users to make phone calls over the Internet connection.*
2. Define RSS and state why it is useful.
Really Simple Syndication, instead of navigating through the web-page the user can subscribe to the RSS to check the latest headlines and updated content.
3. Explain the difference between a blog and a podcast.
A blog is a web-site that contain a series of entries in a chronological order whilst a podcast is an audio or video shows which is released in a timely fashion.
4. What is a virtual community?
A virtual community is a virtual place where people meet and communicate online.
5. Mention two features of social networking and give an example.
Allows users to post pictures and chat. Facebook.
6. Mention two other types of virtual communities.
Online gaming and Forums.
7. List down two things which every user must be cautious about when posting on the Internet.
Never submit personal and sensitive details, be wary of strangers.
8. Mention three things that can be done to reduce eye-strain and headaches when using a computer.
Frequent breaks, use good monitors, relaxation techniques.
9. What is RSI?
Repetitive Strain Injury which is caused when using the computer for long periods of time without any breaks.

10. Mention one thing which constitutes a good working environment.

Neatly tied cables.

11. List down three things which can be done to help the environment.

Turn off computers when not using them, recycle paper, refill ink cartridges.


