

## **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.*



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