

Unit 1: Basic Internet Skills

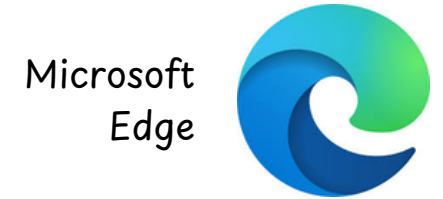
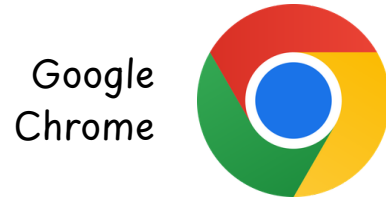
Subject: Introduction to IT System

Understanding Browser

A web browser is a software application used to access, retrieve, and display web pages from the internet.

Examples:

- Google Chrome
- Mozilla Firefox
- Microsoft Edge



Key Components:

- Address Bar (URL Bar): Used to enter website addresses
- Tabs: Allow multiple web pages to open simultaneously
- Back and Forward Buttons: Navigate between pages
- Refresh/Reload Button: Reload the current page
- Bookmarks: Save frequently visited websites
- History: Stores previously visited websites

Functions:

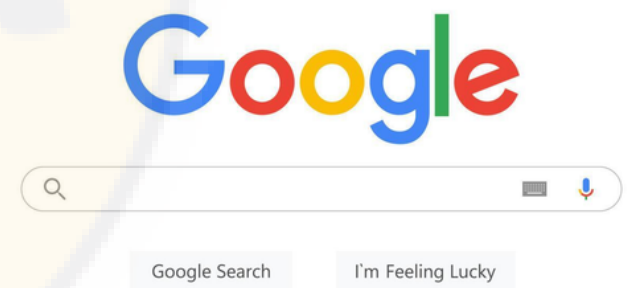
- Connects to web servers and retrieves web pages
- Displays content such as text, images, and videos
- Supports web technologies like HTML, CSS, and JavaScript

Efficient Use of Search Engines

A search engine is a tool that helps users find information on the internet.

Examples:

- Google Search
- Bing
- Yahoo Search



Basic Search Techniques:

- Use clear and specific keywords, Example: engineering drawing notes
- Avoid unnecessary words like "is", "the", "what"
- Advanced Search Techniques:
 - Quotation Marks (" "): Search exact phrases, Example: "Ohm's law"
 - Minus (-): Exclude specific words, Example: python -snake
 - site:: Search within a specific website, Example: site:gov.in scholarship
 - filetype: Search for specific file formats, Example: filetype:pdf network theory

Evaluating Search Results:

- Prefer trusted domains such as .gov, .edu
- Check the author and publication date
- Avoid unreliable or misleading websites

Awareness about Digital India Portals

Digital India is a Government of India initiative aimed at providing digital services to citizens.

Important National Portals:

- Digital India
- India.gov.in
- UMANG
- DigiLocker
- MyGov

Services Provided:

- Online bill payment
- Application for certificates and documents
- Scholarship services
- Aadhaar and PAN-related services
- Employment and job portals

Advantages:

- Reduces paperwork
- Saves time and cost
- Ensures transparency
- Easy access to government services

Awareness about College Portals

A college portal is an online system used by educational institutions to manage academic and administrative activities.

Features:

- Student login system
- Online admission and registration
- Examination form submission
- Result publication
- Attendance tracking
- Access to study materials
- Notices and announcements

Examples:

- WBSCTE portal
- Individual college ERP systems

Advantages:

- Quick access to academic information
- Improved communication between students and faculty
- Saves time by reducing manual processes
- Maintains digital academic records

