

INFORMATION TECHNOLOGY JS 1

Please for week 2 and 3 read keyboard posted previously in the portal.

WEEK FOUR & FIVE

TOPIC: WORD PROCESSING

SUB-TOPIC: DEFINITION; USES, EXAMPLES AND ADVANTAGES OF WORD PROCESSING

Word Processing is the ability to use computer software to create, edit, view, store, retrieve and print documents. This document could be letters, reports, memos, books or any other type of correspondence.

Word processor is a program or computer software application package that helps to create neat and attractive documents easily and quickly. Word processor helps the user to create document, saves it, displays it on the screen and edit it using input devices to issue commands and print it out with printer. It helps to perform the task of word processing.

Before the advent of computers, typewriters were used to create documents but today because of improvement in technology and the need for a quality document to be produced, word processor had replaced typewriter.

Uses of Word Processor

1. Word processor is used to create a new document.
2. It is used to save a document. Documents are saved for future use. This involves saving a document with a known file name in the hard disk, floppy disk, flash drive, CD-ROM, tape, zip etc.
3. Word processor helps the user to be able to retrieve a file. Retrieving ad file involves bringing back saved files from a storage location. It is also referred to as opening a saved file.
4. Printing a document: printing is the production of hardcopy or paper copy of processed data.
5. Formatting a document: Formatting is the process of applying certain features to a document in order to produce a perfect document. Formatting applied to documents include: bold, italics, underline, font, colour, fond size, font type etc
6. Closing a document: Word processor provides the user an opportunity to close saved documents to enable the user work on other documents.

EXAMPLES OF WORD PROCESSOR

The most commonly uses word processors include:

1. Microsoft Word (Ms-Word)
2. Word Pad
3. Word Perfect
4. Word Star
5. Corel Word Perfect
6. Word star Write
7. Multimate
8. Abi word
9. Elword
10. Apple works
11. Lotus

12. Word Pro
13. Word 95
14. Word 97
15. Word 2000
16. Word 2003
17. Word 2007 etc.

Advantages of Word Processor

1. Word processor is used to change the appearance of text.
2. It allows the user to format text to his or her choice.
3. It allows you organise the information in your document in an orderly manner.
4. It makes us enjoy typing since making corrections has become easier.
5. It enables you print out many copies of your document.
6. All copies of the computer print out are original.
7. It allows you to see your document (preview) before printing.
8. You can improve your document with graphics (pictures).
9. It allows text to be stored as long as it will be needed.
10. It allows you check spelling errors.
11. It makes typing easier and faster.
12. It makes the document created look beautiful.

Assignment

1. Write five more examples of Word Processor
2. Mention five ways in which Word Processor has improved typing job today

WEEK 6

SUBJECT: INFORMATION TECHNOLOGY

CLASS: JS 1

TOPIC: LOADING A WORD PROCESSOR

Loading a word processor is the process of making a computer program which has been stored in the hard disk, available for use.

Steps involved in loading Microsoft word which is the most commonly used word processor.

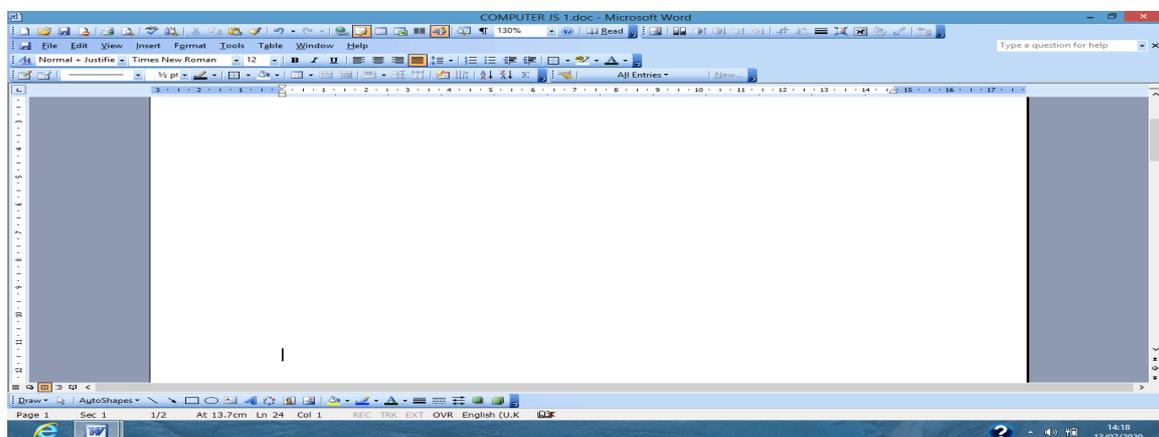
1. Click on the start button
2. Select programs
3. Move the mouse pointer to the right to select Microsoft word
4. Wait a little bit for program to load.

OR

1. Check if the short cut ICON is on the desktop
2. Place the muse pointer on the ICON and double-click on it.

Features of Microsoft word

1. Title bar: This is the topmost on the screen where file name and program name are being displayed.
2. Menu bar: It is directly below the title bar and consists of a list of menu. It starts from file, edit, and stops at help.
3. Formatting tool bar: This is used to beautify our work such as making some text bold, underline, italics, colour etc.
4. Standard tool bar: This contains ICONS of some common commands like New blank document, open, save, print.
5. Minimize button: This looks a **—** and is located at the upper right hand side of the window. It is used for window reduction.
6. Maximize button: This is a square box **□** located at the upper right corner of the title bar. It is used to enlarge the application you are working on.
7. Close button: This is seen as ***** also located at the upper right hand side of the title bar used to close an open program and document.
8. Scroll bar: located at the window's right and bottom edges. The one to the right is vertical scroll bar and the other at the bottom is known as horizontal scroll bar. Restore: This restores the active window to its previous size after you have clicked on the maximize button.



NOTE

ICONS are graphical representation of windows menu, sub-menu and other command g B/U, undue, redo, cut, save etc

Mouse pointer: This is the arrow that appears on the screen used to select application of your choice and necessary command. It is controlled by the mouse.

Cursor: A small mark on the computer screen that can be moved and also shows the position on the screen where text can be added.

EXITING A WORD PROCESSOR

There is need to exit a word processor before shutting down our computer system. Exiting a word processor means moving away from the word processing environment.

Steps involved in exiting a word processor

1. Click on the file menu on the menu bar, and select exit.

OR

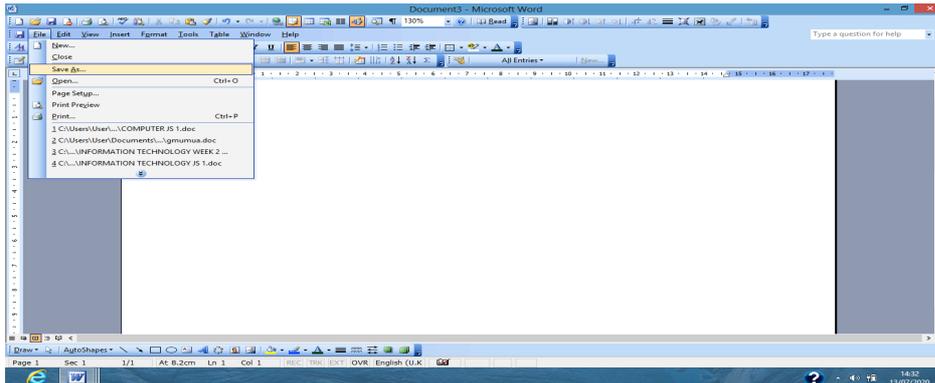
1. Click on the close button on the topmost right hand side of your window. It will exit a word processor.

WEEK 8
SUBJECT: INFORMATION TECHNOLOGY
CLASS: JS 1
TOPIC: SAVING A DOCUMENT

SAVING A DOCUMENT

It is important to have copies of any document we type in the computer for future use. The way we can keep this document is by saving it on the system. In order to save a document, follow these steps:-

1. Click on 'save as' in the file menu.



OR

1. Press CTRL + S
2. OR press ALT + F keys together on the keyboard
3. After this, a box will appear called 'save as' you now type in a name for the document you have just created. You also choose where the new document is to be saved.

RETRIEVING A FILE/DOCUMENT

Retrieving is the process of bringing back saved files from a storage location. It is also referred to as opening a saved file.

steps involved in retrieving a file

1. Click on FILE menu
2. Select OPEN, a dialogue box will appear containing list of all the files that are saved in MS Word.
3. Search for or type the file name you want to retrieve.
4. Click on the file and also click on open or you double click on the file you want to retrieve.
5. The document will be loaded on the monitor.

Assignment

1. mention steps involved in saving a document with a file name 'Grace'

WEEK NINE

TOPIC: PRINTING/FORMATTING A DOCUMENT IN MS WORD

PRINTING A DOCUMENT

Printing a document is the production of hardcopy or paper copy of processed data. Printing involves sending an instruction to the printer that a particular document needs to be printed. Before you print a document, preview to know how your work will look like when printed out.

Steps involved in documents preview

1. Click on file menu
2. Select print preview
3. click on close

Steps involved in printing a document

1. Click on the file menu
2. Select print, and the 'print' dialogue box will appear
3. select the printer name the 'select the printer bar'
4. Specify the number of copies you want to print
5. Specify the page range and other necessary selections
6. Click OK

The shortcut for print is CTRL + P

FORMATTING A TEXT/DOCUMENT

Formatting is the process of improving the quality of your document in order to produce a perfect document. Formatting applied to a document includes: bold, italics, underline, font colour, font size, font type etc.

Bold: This means to thicken the text or make it stand out among others. The particular text looks darker as it contains more ink than the others on which you do not apply bold command.

Menu option to apply bold

1. Select (highlight) the text
2. Click on format menu
3. Select font and a dialogue box will appear
4. Select bold option under font style
5. click OK

Shortcut option

1. Highlight the text
2. move the mouse pointer to B(bold button) on the formatting tool bar and click

OR

1. highlight the text
2. Press Ctrl+B

Assignment

1. Write the shortcut for the following
 - a. saving a file

- b. Retrieving a saved file
- c. Printing a documents
- d. Making a text bold

Underlining text

1. Select the text
2. Click on the format menu and select the font option, font dialogued box appears.
3. Click on the drop list in the underline box
4. Select the type of underline you desire
5. Select OK

OR

1. Highlight the text
2. Click on the format menu and select
3. Click U icon on the formatting tool bar

OR

1. select the text
2. Press ctrl+U

Formatting the type face

1. Select the text
2. Click the format menu and select the font option, the font dialogue box appears
3. click on font box and select the type of font you desire
4. Click ok

Changing text to italics(I) through the shortcut icon

1. Highlight the text
2. Click on (*I*) italics icon on the formatting tool bar.

OR

1. Highlight the text
2. Press ctrl + I

Changing text size

1. Select the text
2. click on the format menu
3. Select the desired font size in the size box
4. Click ok

OR

1. Highlight the text
2. Click the font size button
3. Scroll down and select the desired font size

Applying colour to text

1. Select the text
2. Click on the format menu
3. Select font and the font dialogue box appears
4. Click on font colour box
5. Select the colour of your choice
6. click ok

OR

1. Select the text
2. Click on A on the formatting tool bar
3. Select the desired colour

WEEK TEN

APPLICATION OF ICT IN EVERYDAY LIFE

Information and Communication Technology (ICT) is the use of computer and other electronic communication means to manage and process information. Information and communication Technology was developed gradually from one stage of technology to another to its present stage. Today, the use of ICT is not far fetched; so many activities now take place with the help of ICT because of the corona virus pandemic in the world. ICT is applied in our daily activities in the following ways:-

1. Video conferencing: This method allows a group of people from different location to meet, see each other and talk together without physically coming to the same venue. This can be done with the use of the telephone, computer system and video camera
2. E-Education (Electronic Education): This is the electronic means of sharing and transmitting knowledge which may not necessarily involve physical contact between the teacher and student. This include:- Computer-Aided Teaching(CAT), Computer-Aided Learning(CAL), Computer Based Test(CBT) etc.
3. E-Banking (Electronic Banking):- Banking in general has changed from one state to the other. Today, banking can be done online. Transactions can be done in the bank without the person being there physically. These days, there is what is called mobile banking. There is Automated Teller Machine(ATM, Point of sale machine(POS) and Electronic Fund Transfer (ETF).
4. E-Advertisement (Electronic Advertisement):- ICT facilities make great advertising savings because it allows you to reach out a large market group without meeting with them face to face. e.g online shopping and advertisement on face book, internet, electronic billboards etc.
5. Digital Library:- With the help of ICT people can read books online

Assignment

1. Explain the following
 - a. e-banking
 - b. Video conferencing
 - c. E-advertisement
 - d. ATM
 - e. POS
 - f. ETF

ICT GADGETS

ICT gadgets are the equipment and devices used to process and manage information. They include:-

1. Computer: This is a machine programmed to automatically perform various functions and operations.
2. Telephone: Telecommunication device used to send and receive audio signals over distances (from different locations).
3. Mobile phone (GSM):- this is similar to the telephone except that it can be carried about. It provides other services such as SMS, e-mail, and internet services.
4. Television: This is an electronic transmission device for broadcasting and receiving audio-visual signals.

5. Internet: This is a computer network that links computers together. It helps computers to interact and exchange information.
6. Radio: This is a wireless electronic gadget that transmits audio signals.
7. Fax Machine: This is a telecommunication network that is used to transfer copies of document across telephone networks.
8. Satellite: This is a modern method of information carriage through a man-made satellite located in the space.

WEEK 11

USES OF ICT

ICT tools are used everyday to make life easy and comfortable. Some of the everyday uses of ICT are itemized as follows:

1. **Timing and control:** Activities are effectively timed by ICT gadgets. Examples are microwave oven, washing machine, stop watch etc. They are also used to control resources e.g. monitoring of temperature.
2. **Communication:-** ICT gadgets are used to transfer information from one person to another through a transmission channels. We communicate with each other using mobile phone, e-mails, fax, television, radio, computer, 3G, video etc.
3. **Information Processing and Management-** Information management is the collection and management of information from one or more sources and the distribution of that information to other people after processing it. Information is better processed and handled with the introduction of ICT. e.g
 - a. The use of mobile phone to record information and send it through the internet to media houses around the word or downloading information on the internet through mobile phone.
 - b. The use of computer to produce and distribute records over the internet.

ICT AND SOCIETY

ICT tools have become part of our everyday life, whether in the school, hospitals, home, government, business, banking and industry. Hardly will you find a home without one ICT gadget or the other. ICT has assisted the society in many ways. It has penetrated deep into the society and are often very affordable.

ICT has also helped our societies in this regards:-

1. **Health care:-** ICT has assisted the doctors in carrying out diagnosis of ailments, treatments and research. It also helped doctors to get the latest information on equipment, drugs, prescription and solution to difficult problems.
2. **Communication:** ICT has improved the ways we reach out to friends and family. Also radio and television and even internet have assisted the society so much in the exchange of information.
3. **Education:** lectures are delivered online in remove locations and students can hook on from anywhere in the world.
4. **Government:** ICT has assisted the government in her day to day activities e.g processing payroll of workers.
5. **Business:** ICT has greatly improved business across the world. With the use of computer, we can manage our business, shop online through the internet, pay for goods and services online etc.
6. **Banking;** there is twenty four(24) hours banking services today and people can transact business from anywhere in the country.

Advantages of ICT

1. **Suitability:** ICT gadgets and equipment are very suitable for use. Most of them can be used with little or no training.

2. Speed: with ICT gadgets, businesses and other activities are carried out with speed.
3. Timeliness: information is sent and received in reasonable time.
4. Effective human interaction: ICT has caused human being to relate more with each other.
5. Global village: with ICT, distances are no barrier to doing business. Today, you can get access to e-learning from any location you find yourself.
6. Innovative ways of interaction: There is new method of transferring information e.g mobile phone, internet, e-mails etc.
7. flexible interaction: ICT supports so many type of interaction e.g one to many people conferencing, video conferencing, Google class room etc
8. Media integration: ICT allows so many media to work together.
9. Access to information: with ICT, we have better knowledge and information.

Disadvantages of ICT

1. Job loses: There is lost of job as a result of ICT. These loses could be because of lack of skill in the use of ICT gadgets or not being able to use the equipment.
2. Large resources required; ICT may require high cost and expensive equipment to carry out.
3. Extra cost for training: sometimes, ICT require high cost to train the users.
4. Fragile devices: The devices are fragile and can easily be broken.
5. Addiction: ICT can make users interact more with ICT gadgets than with real people.
6. Destruction of human capital: This is because many old skills are no longer relevant.

INFORMATION TRANSMISSION

Information transmission is the process of transferring information from one source to another. The source could be a person group, a place over a communication channel.

Information is the knowledge that is passed from one person to another. The giver of the information is known as informant while the receiver is known as the recipient.

There are two main methods of transmitting information

1. Ancient Method
2. Modern method

Ancient Methods were used by our forefathers. They include;-

1. Oral Method: this is a process whereby the sender meets with the receiver face to face in order to pass information across. The sender must not necessarily be the originator of the information passed just like a father delegating his child to pass on information across to someone else.
2. Beating drums: This is another way of carrying information from the sender to the receiver. Drums have a tune that people understands in the village where the drums are used to inform the villagers of certain events such as meeting, hunting, farming etc. Every event has its unique tune that the villagers can understand.

3. Fire tightening/bush burning; Information was passed by bush burning to alert people of the environment of the oncoming danger e.g war.
4. Town crying: Information was passed by the town criers shouting the information repeatedly around the town.
5. Whistling: This is another means of communication used to transmit information e.g during hunting, in track events, field events etc.
6. Drawing diagrams: Drawing of diagrams and charts were also used to show certain information e.g cartoons, sign post, road traffic and symbols all aimed at communicating information.

MODERN METHOD OF INFORMATION TRANSMISSION

As a result of modern method of transferring information, new methods became wide spread in transmitting information. People can now talk to each other without seeing face to face through the emergence of telephone and other modern method like prints, telex, radio, fax, television, satellite, internet, GSM etc.

1. Prints: Information can be printed on paper for one to read. Prints can be newspaper, magazine, journals or books. Print was first invented by Johannes Gutenberg in 1450.
2. Telephone: voice or text messages can be transmitted from one person to another without seeing face to face through telephone.
3. telex: Messages are sent through telegram
4. Radio: This is a wireless electronic gadget that transmits audio signals. Radio is used to broadcast voice information which can get to wide range of people. News could be local or foreign.
5. Television: used to transmit voice and pictures(audio-visual) to the people.
6. Fax(Facsimile): This is used to transmit text and graphic materials to people. It is a telecommunication device that is used to transfer copies of documents across telephone network.
7. Satellite: This is a modern method of information transmission through a man-made satellite located in the space used for television and telephone.
8. Internet (International Network): this was developed to help computer in the age. The World Wide Web (W.W.W) was invented in 1990. Internet is a computer network that link computers together. It makes computer interact and exchange information.
9. GSM (Global System for Mobile communication): Used to send information in form of pictures, text and voice. GSM was launched in Nigeria on 6th August 2001 by Gen. Olusegun Obasanjo.
10. 3G, 4G AND 5G communication: This is the latest means of transmitting information. A wireless communication means that provide high speed internet access. It transmits texts, voice texts, voice and video.
11. Tapes: Information can also be recorded and transmitted on tapes. The tape is a cassette used for audio and video recording.

Modes of receiving information

1. Audio: This involves receiving information in sound forms e.g music on tapes, radio, Mp 3, or CD-Rom
2. Visual: Receiving information in a picture or graphic forms e.g posters, slides, bill boards, papers etc.
3. Audio-Visual: This involves receiving information using combination of both audio and visual forms e.g television, video recorded on tapes, computers etc