

6. Accessories & Multimedia:

- **Media Player:**

Click on start button → Program → Accessories → Multimedia → Media player

Go to file menu → open → browse → choose CD or any drive to choose reqd. media files to play.

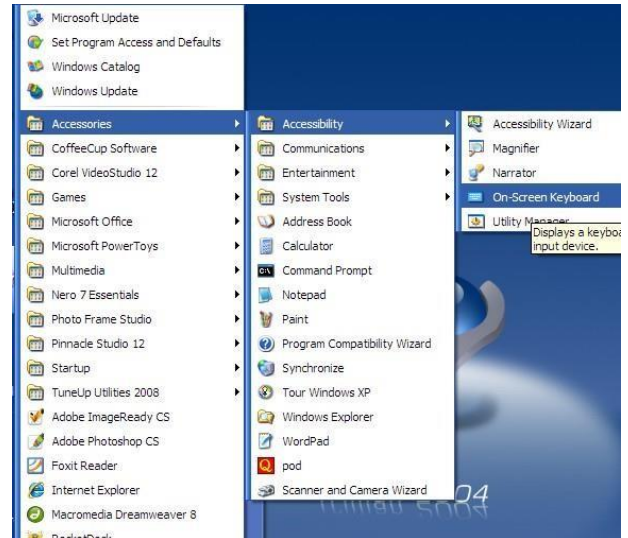
Click on open → ok

- **Calculator:**

Click on start button → Program → Accessories → Calculator

- **Recording Sound:**

Click on start button → Program → Accessories → Multimedia → Sound recorder



C) Internet & E-mail:

(We will go practically along every section individually.)

1. Some Basic Terminology:

- http: hypertext markup language
- www: world wide web
- Kbps: Kilobyte per second
- Mbps: Megabyte per second
- Server: main computer in the network
- Client: sub-computer that are networked to server.
- E-mail: electronic mail



Internet is the world's largest network in the world that has made the communication easy around entire globe. Now days, internet is so popular that

it becomes basic need of human beings. It can be used not only in PC but in some of the mobile

phones, ITV, digital vehicles, etc. We all peoples can share our ideas around this whole planet & also get the news & information more accurate & fast. Some of the common features of Internet are: Sending & Receiving mails, Listen radio, watch video & TV programs, Chat with anybody around world, Education , Entertainment & Games, News & many more...

For internet surfing we need a PC or mobile, modem, cable line & Internet browser software.

To access internet we need some browsers such as Internet Explorer (IE), Opera, Firefox, K-melon, etc. However Internet Explorer & Firefox are the most used browsers in the world. To open any website:

Click on start → Programs → Internet Explorer

Type address of webpage on the Address bar & press enter.



- E-Mail is the most widely used futures on the Internet. You can exchange any massage with people around the world by using e-mail. Even with the multimedia excitement of the wed, electronic mail is the most frequently used application of the internet. Many people who have access to the internet at school, and work, use the internet for no other purpose then to send and receive email.



An example of webpage:

2. E-mail Account & its functions:

E-mail Account can be made by signing up with some e-mail service provider, a form is filled & accept the agreement. We will study this section practically.

E-mail address:-

E-mail address is the location of individual's mail box on the internet. Email address consists of two parts which is separated by @ (at the rate) symbol.

User name & Domain name

For ex. *special95_rajesh@yahoo.com*

Features of e- mail

1. sending mail
2. Receiving mail
3. Forwarding mail
4. Storing mail
5. Deleting mail
6. Printing mail



There are many free e-mail service providers such as: Yahoo.com, Gmail.com, live.com, etc. The process of making e-mail account & differ according as the service provider.

There are mainly four location of inside the e-mail account.

1. **Inbox:** it contains receiving mail
2. **Outbox:** when we send mail then it will store at outbox folder at first
3. **send items:** after sending mail offer connecting your computer to the internet then it will store sent items folder
4. **Deleted items:** when we delete any unwanted mail them it will store at deleted items folder.

3. Search engines:

These are the website that are loaded with each & every type of database in the main server. So they makes our search fast & accurate. Some of the common ex. of search engines are: Google, Yahoo, Bing, Ask, etc



4. Surfing WebPages:

There is a list of most popular websites till date. Write these addresses on Address bar & watch.

- www.yahoo.com
- www.msn.com
- www.facebook.com
- www.ekantopur.com
- www.ntc.net.np
- www.jokesduniya.com
- www.sms4masti.com
- www.myspace.com
- www.emajja.com
- www.fursad.com
- www.radiokantipur.com
- www.bbc.co.uk
- www.cybersansar.com
- www.miniclip.com
- www.time.com
- www.chip.in
- www.wikipedia.com

- **Basics of social Networking site:**



Social Networking sites are the most popular sites of today's world. Over 2,000,000,000 users use these sites. We can make new friends, find old as well as new friends & also chat with them. And the pictures & videos can also be uploaded so as to share them with this whole world.

e.g. facebook.com, myspace.com, hi5.com, orkut.com, bigadda.com, twitter.com, bloggers.com, etc.