

Digital Literacy

- for Beginners

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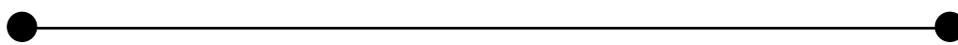
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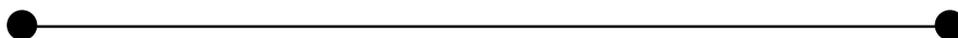
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Dedicated to
All the Learners



Publisher's Note:

This book has been presented to facilitate learning about using computers; using internet and smart phones by amateur students, senior citizens, housewives and people from all walks of life, who are first time learners. It presents the computer fundamentals in a very easy and understandable manner with steps and figures which are appropriately labelled. This book will help the beginners in identification of various functions and usage of computer and the usage of Mobile apps. The objective is to present this simple and user-friendly book so as to spread computer literacy across all the age groups.

R.V. Institute of Management is always keen to impart value added courses to the needy people and always encourage the publication of such books. RVIM thank **Prof. Nagasubba Reddy N, Dr.Jahnavi M and Prof. Pooja Ravindra Takalkar** for working tirelessly to bring out this book for all.

Dr. Purushottam Bung
Professor and Director

Preface

Welcome to the exciting world of Digital Literacy! In today's fast-paced and interconnected world, technology plays a pivotal role in our daily lives. This textbook is specifically crafted to empower amateur students, senior citizens, housewives and people from all walks of life with the necessary knowledge and skills to navigate the digital landscape confidently and comfortably.

The digital realm encompasses a vast array of tools and platforms including; fundamental applications like Microsoft Paint, communication tools such as email services, video conferencing platforms like Google Meet, Zoom, and Teams, plethora of mobile applications ranging from payment solutions, shopping conveniences, healthcare aids, and much more.

This comprehensive guide aims to make learning simple, easier and user friendly by providing step-by-step instructions, practical tips, insightful explanations tailored to the unique needs and experiences of new learners.

Email has revolutionized communication and this book will guide the learner through the process of setting up, composing, and managing emails efficiently. Embracing the era of virtual meetings, the learner will explore platforms like; Google Meet, Zoom, and Microsoft Teams, etc., to participate, host meetings, and leverage their features to connect with family, friends, or colleagues across the globe.

The digital world extends beyond computers; hence, we delve into the realm of mobile applications. The learner will learn to navigate payment apps, ensuring secure transactions, explore shopping apps for convenient online purchases, and leverage healthcare apps to manage health and wellness effectively.

Social media has transformed how we connect and share. This book will walk the learner through platforms like WhatsApp, Facebook, Instagram, and YouTube, guiding you on safe usage, effective communication, and content sharing among social circles.

Throughout the book emphasis is placed not just on using these tools but also on understanding their functionalities, ensuring you feel confident and empowered in the digital landscape. Each chapter is designed with clear instructions and visuals to aid your learning process.

This textbook is not just a resource; it's a companion on your digital literacy journey. Whether you're a complete beginner or seeking to expand your existing knowledge, this book aims to be your go-to reference answering questions and fostering a deeper understanding of the digital world.

We encourage you to take your time, practice at your own pace, and embrace the joy of learning something new. Remember, it's never too late to embark on a journey into the digital universe, and this book will guide you every step of the way.

We thank Almighty for inspiring us to write this book and thank everyone who supported us in this academic endeavor.

We acknowledge the support of my colleagues, **Dr. Rashmi Shetty - Assistant Professor of RVIM** for reviewing the book

We acknowledge the support extended by **Sri Rangaiah K.K. of Onam Yashoranga Foundation**, in bringing out this book.

Positive suggestions from learners to improve the quality of the book is always welcome and can mail the same to rvimnsreddy@gmail.com

Happy Learning!

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CHAPTER - 1**INTRODUCTION TO
COMPUTERS**

Charles Babbage is the father of the Computer

Abbreviation

COMPUTER: Common Oriented Machine Practically Used For Technical Education and Research

1.1 DEFINITION

“Computer is an electronic device, which accepts data, processes it and gives us the desired output”.

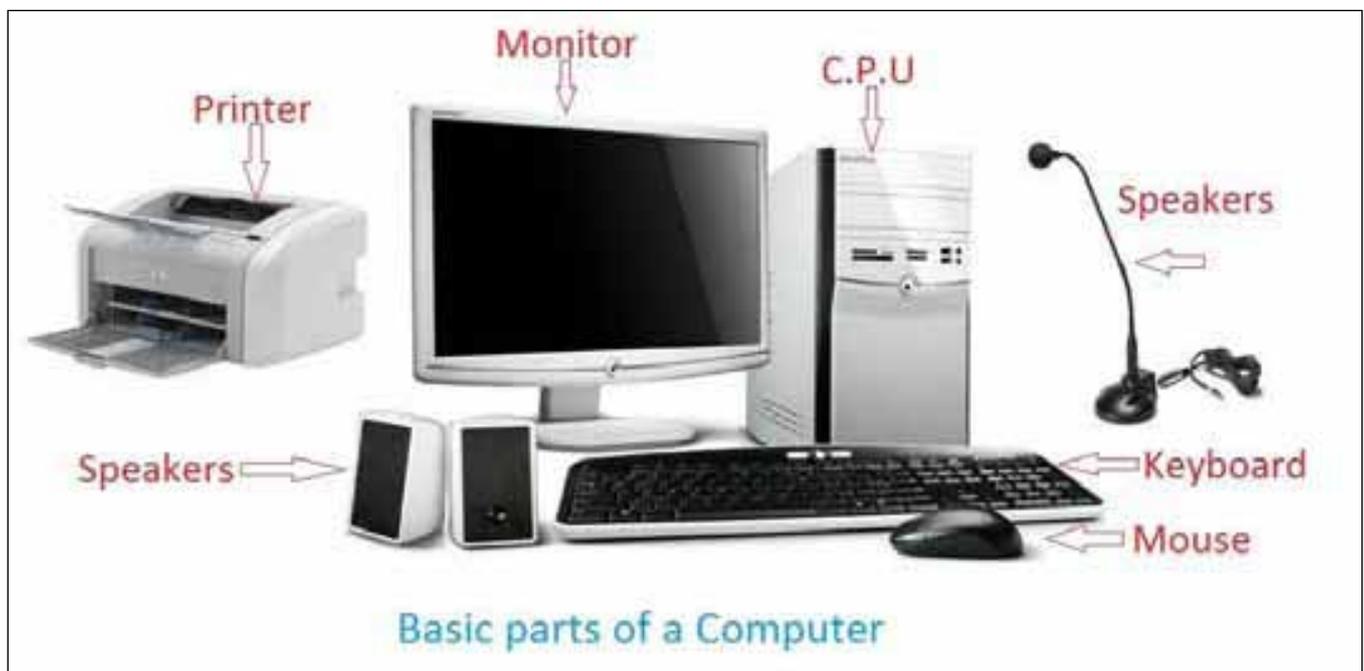


Figure 1.1: Basic computer components

Data: collection of facts and figures is known as data.

Information: processed data is known as information

1.2 BLOCK DIAGRAM OF A COMPUTER

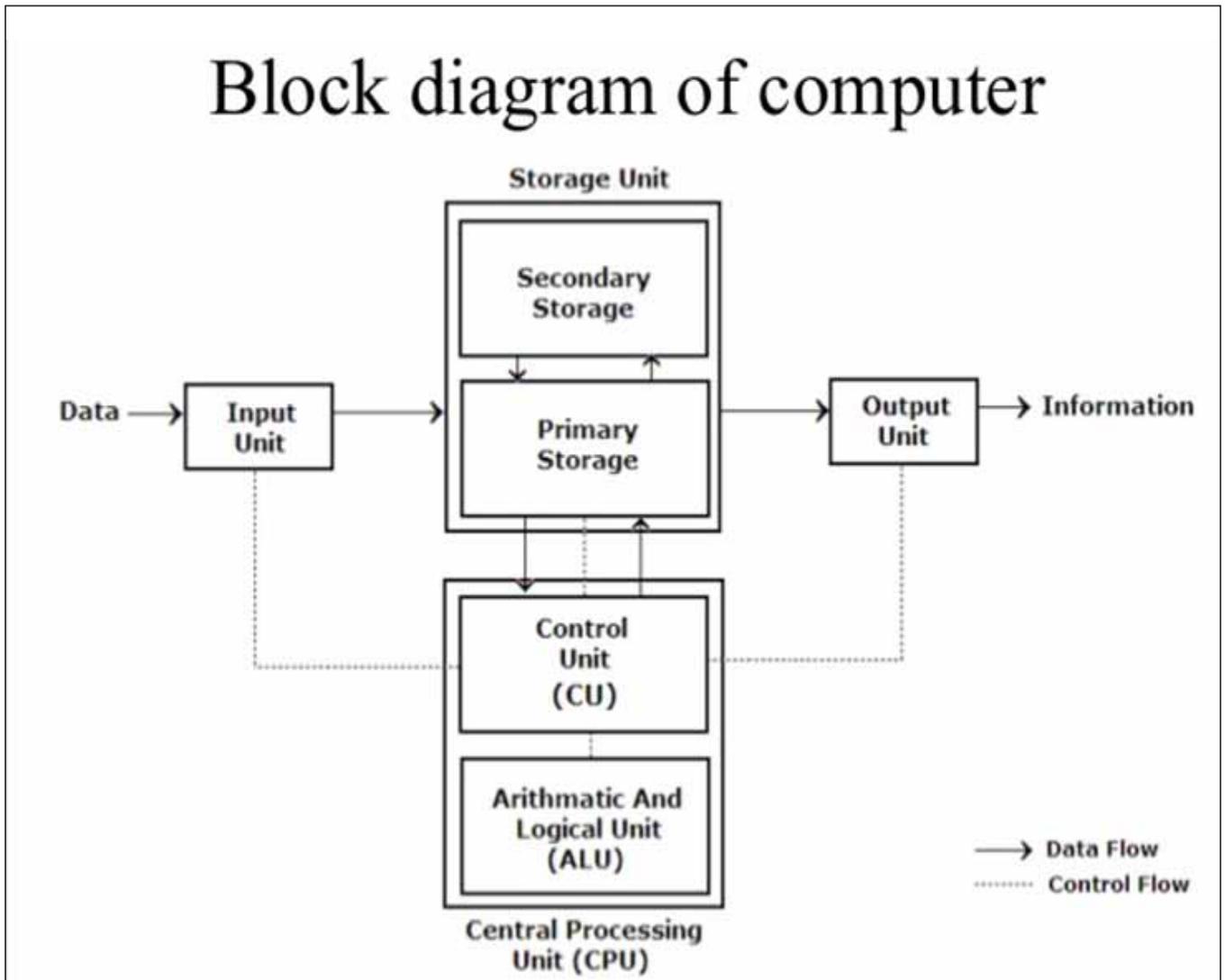


Figure 1.2.1: Block diagram of a Computer

The block diagram of a computer is divided into three major parts that include:

- * Input unit
- * Central Processing Unit(CPU)
- * Output unit

Input unit: An input device is used to interact with, or provide data to the computer as opposed to an output device that displays data for the user. Anyone who uses the computer also uses input devices such as a keyboard or mouse. Without input devices, there would not be any other way to interact with computers.

The most common input devices are mouse and keyboard. However, joysticks, touch screens, webcams, and microphones are considered as input devices.

Central Processing Unit (C.P.U): It is the heart of the computer. It is divided into three components:

1. **ALU (Arithmetic and Logic Unit):** All Arithmetic and Logical Operations are performed in this unit.
2. **Control unit (CU):** It controls the entire system by giving instructions to each and every unit of the system.
3. **Memory unit (MU):** Memory unit is the main storage area to store data and instructions that are given by the user. Memory unit is divided into different storage locations. Each and every location is given a unique number called as address.

Output unit: Any peripheral that receives and/or displays output from a computer is called output unit. The most commonly used output devices are the Monitor, Printer, Plotter, and Speakers.

1.3 INPUT – OUTPUT DEVICES

Input devices: Data can be stored into the system using input devices. The following are commonly used input devices:

- Keyboard
- Mouse
- Optical Character Recognition (OCR)
- Optical Mark Reader (OMR)
- Magnetic Ink Character Recognition Code (MICR)
- Scanner
- Joystick
- Light pen etc.

Keyboard: It looks just like a typewriter. This is the standard input device. The keyboard consists of the following types of keys:

1. Alpha – numeric keys: alphabets A – Z and numbers 0 – 9.
2. Function keys: F1 – F12
3. Special keys: ALT, DEL, ESC, CTRL etc.

Keys on Keyboard



Figure 1.3.1 : Key

Board **Modifier Keys**

- Modifier keys are special keys that modify the normal action of another key, when the two are pressed in combination. For example, <Alt> + <F4> in Microsoft, Windows will close the program in an active window.
- The most widely-used modifier keys include the **Control key**, **Shift key** and **Alt key**.
- **Control key** is a modifier key which, when pressed in conjunction with another key, will perform a special operation.
- **Shift key** is a modifier key which is used to type capital letters and other alternate “upper” characters.
- **Alt key** is used to change (alternate) the function of other pressed keys.
- **Space bar** or space key is used to conveniently to enter the space, e.g., between words during typing.
- **Enter key** causes a command line, window form or dialog box to operate its default function.

Navigation & Typing Mode

- **Cursor movement keys / Arrow keys** are designated to move the cursor in a specified direction.
- The **Page Up & Page Down** keys are used to scroll up or down in the document.
- The **Home** key is used to take the control to the starting point of the document.
- The **End** key is used to take the control to the ending point of the document.
- The **Tab** key on a keyboard is used to advance the cursor to the next tab stop.
- The **Insert** key is used to switch between the two text-entering modes.
- The **Delete** key performs a function which discards the character ahead of the cursor’s position, moving all following characters one position “back” towards the freed place.
- The **Backspace** is the key that moves the cursor from one position backwards, deletes the preceding character, and shifts back the text after it by one position.
- The **Scroll Lock** is a key meant to lock all scrolling techniques.
- The **Num Lock** which is used to convert part of the main keyboard to act as a numeric keypad rather than letters.
- The **Caps Lock** when pressed will set a keyboard mode in which typed letters are capitalized by default.

System Command Keys

- The **Print Screen** command is used to capture the entire screen and insert in the clipboard.
- The **Escape key** (often abbreviated Esc) is used to initiate an escape sequence.

- The **Menu key / Application key** is a key found on Windows-oriented computer keyboards. It is used to launch a context menu with the keyboard rather than the usual right mouse button.
- **Mouse:** It stands for ‘Mechanically Operated User Serial Engine’. It is a pointing device, which is used to point objects in a graphical user environment. Mouse consists of two or three buttons. The left button is the frequently used button. The basic mouse operations are as follows:
 - * Pointing: It points to an object.
 - * Click: clicking the left/right button once on the object, indicates the action to be performed.
 - * Double Click: Clicking twice on the pointed object.
 - * Drag and Drop: Moving files or objects from one location to another

1.4 OUTPUT DEVICES:

Output devices are used to view output after processing the data. These outputs can be used for further processing. The basic output devices are monitor, printer, plotter, and speakers.



Figure 1.4.1: Output devices

1.5 How to Switch on the Central Processing Unit

A desktop computer has a power button. By pushing the button and then releasing it, the computer turns on. You should hear a noise like a fan and lights will appear on the front of the computer. Here is a picture of a typical power button.



Figure 1.5.1: CPU



Figure 1.5.2: LED Monitor

How to Switch on the Monitor

Switch on the monitor in order to see the computer display. A similar power button will usually be found in the lower right-hand corner of the monitor screen.

1.6 Steps to shut down windows 11 computer

1. Press the **Windows** button (which is available right side of the CTRL key in the keyboard) as shown in Fig. 1.6.1
2. Select the **Power** button in the bottom-right corner as shown in Fig. 1.6.1
3. Click the **Power** button, and then click the desired action: **Sleep/ Shut down, Update /Restart** as shown in Fig. 1.6.1

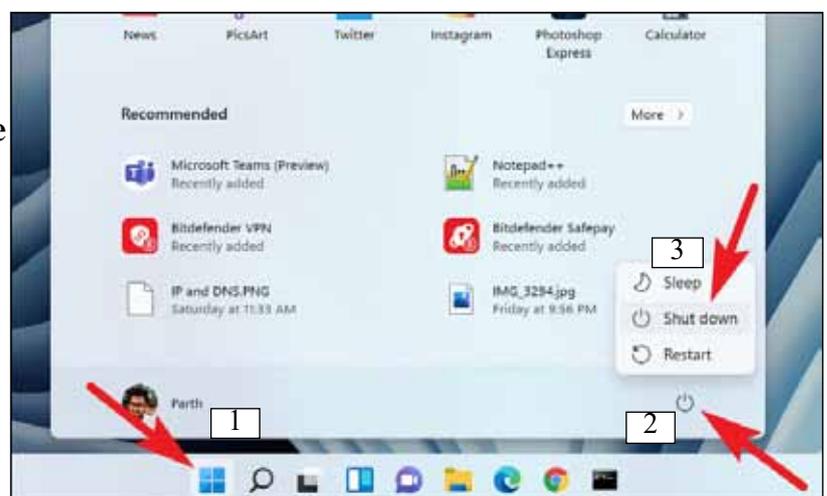


Figure 1.6.1: Power button

CHPATER - 2

MICROSOFT PAINT



2.1 Steps to open Paint software in Windows 11 Operating System

Paint is a drawing tool that can be used for simple drawings and basic image editing has been included in every version of Microsoft Windows.

1. Click on the Start Menu:

Click on the Windows icon located in the bottom left corner of your screen as shown in Figure 2.1.1



Figure 2.1.1

2. Search for “Paint”:

In the search bar, type “Paint” and press Enter as shown in Figure. 2.1.2

3. Select Paint from the search results:

Look for the Paint app in the search results and click on it to open as shown in Figure 2.1.2

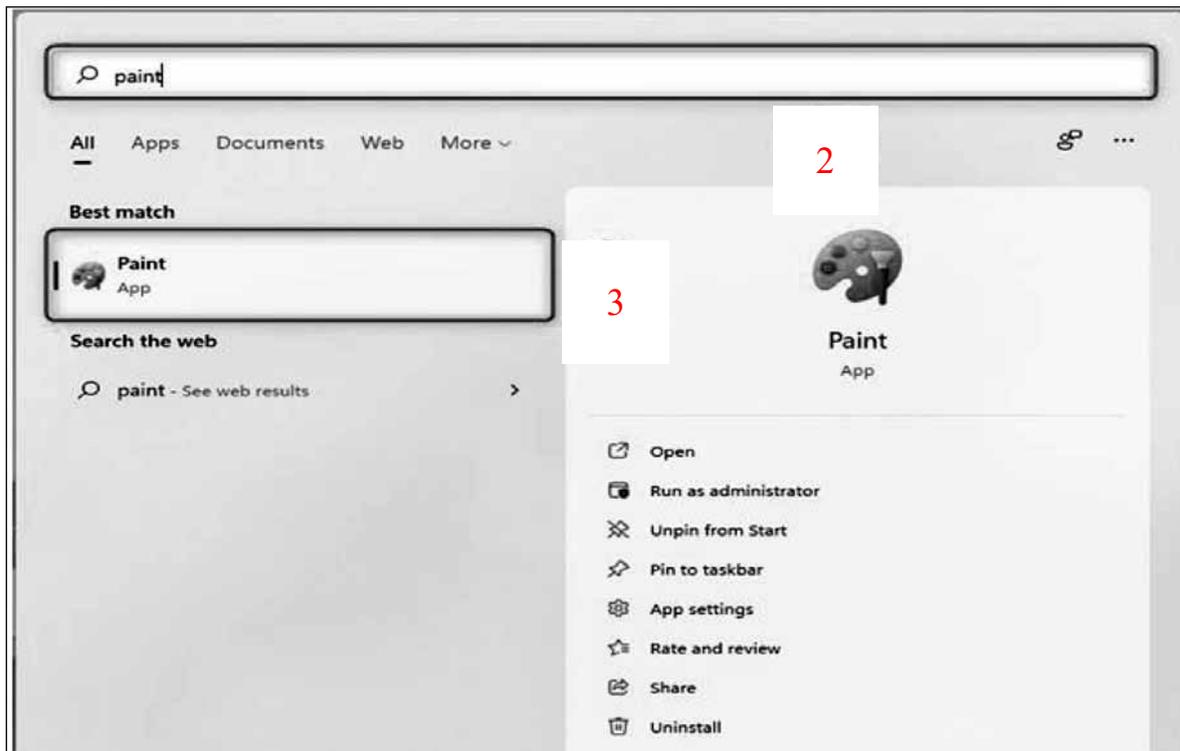


Figure 2.1.2

4. Select paint then the following screen is displayed

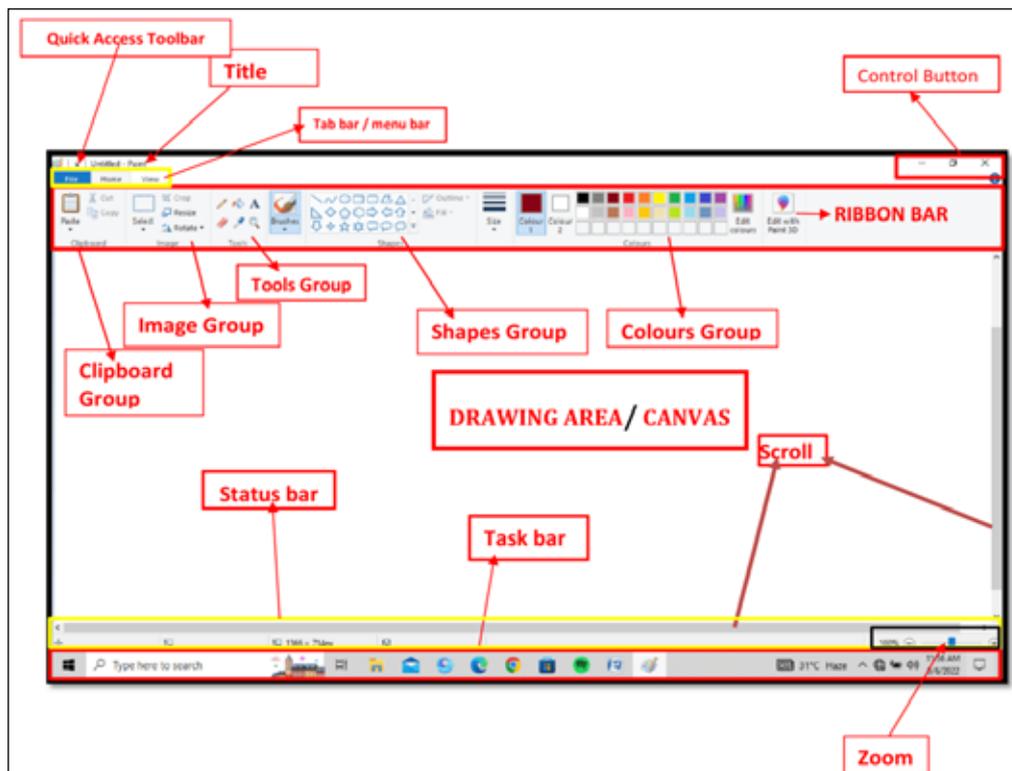


Figure 2.1.3: Paint Screen

2.2 Steps to create paint in Windows 11 Operating System

Steps:

1. Open Paint software
2. Select Tools or Brushes or Shapes or size as shown in 2.2.1 as per the requirement

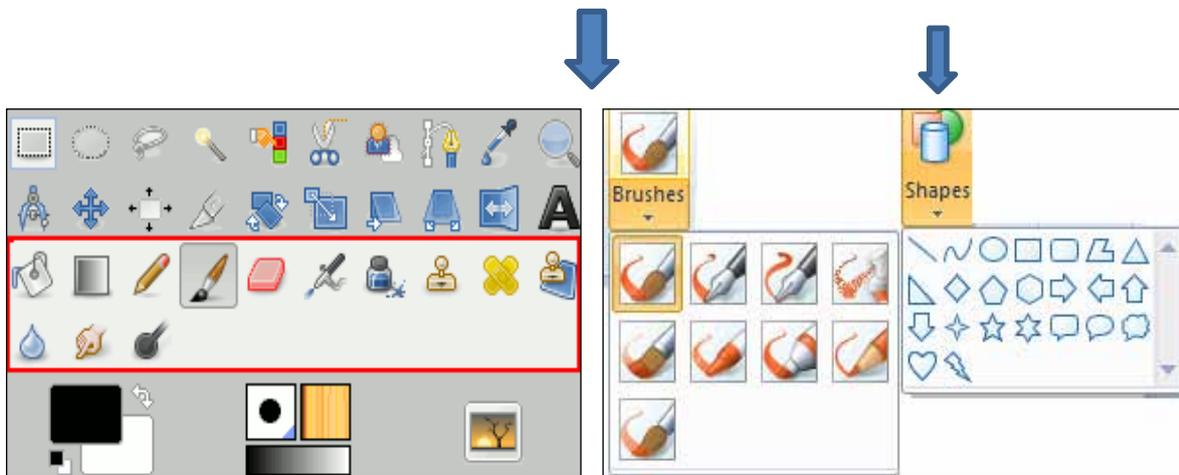


Figure 2.2.1

3. Select color
4. Draw in the Drawing area as per the requirement

2.3 The important File Menu options are as given below:

1. **New**
 2. **Open**
 3. **Save**
 4. **Save as**
 5. **Print**
1. **New** : This option is used to open New document

Steps:

1. Select '**File**' tab by clicking left button of the mouse (one time only)
2. Select '**New**' as shown in Figure 2.3.1

Or

Press **CTRL** key and **N** key on the key board at a time (simultaneously/together)

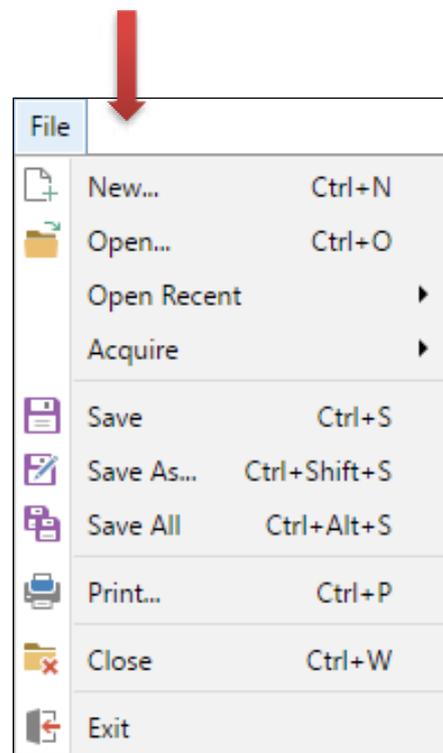


Figure 2.3.1

2. Open : This option is used to open Existing file in the computer

Steps:

1. Select '**File**' tab from the Menu bar
2. Select '**Open**' option as shown in **Figure 2.3.2**
3. Select location (Documents or Desktop or My computer)
4. Select **File name** (which you want open the file as per the requirement)
5. Select '**Open**' option

Or Press **CTRL** key and **O** key on the key board at a time (simultaneously/ together)

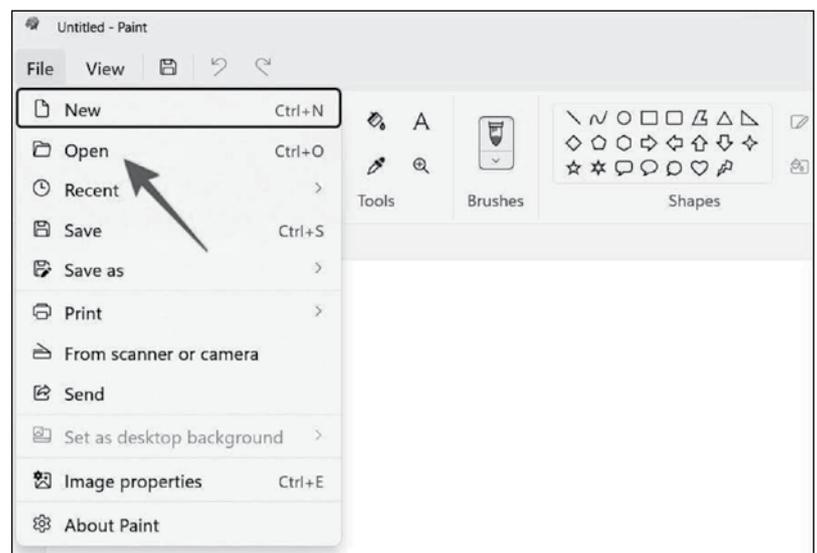


Figure 2.3.2

3. Save as : This option is used to save the same document with multiple names in multiple locations.

Steps:

1. Select '**File**' Tab from the Menu bar
2. Select '**Save as**' option as shown in Figure 2.3.3
3. Select **location** (Documents or Desktop or My computer)
4. Type **File name** (As per the related contents in the file)
5. Select '**Save**' option

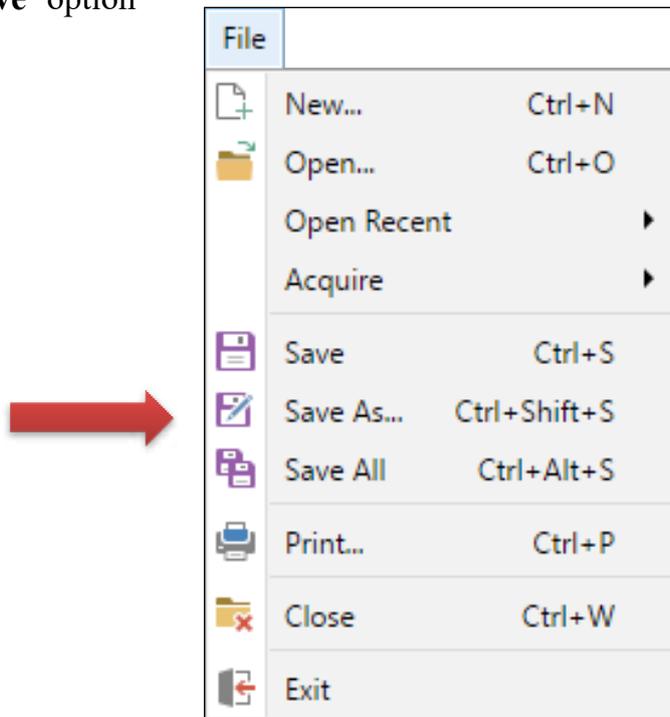


Figure 2.3.3

4. **Save** : This option is used to save the contents in the file

Steps:

1. Select '**File**' Tab from the Menu bar
2. Select **Save as** shown in Figure 2.3.4

Or

Press **CTRL** key and **S** key on the key board at a time (simultaneously/together)

Note: Save option is used frequently when you add the contents for the document

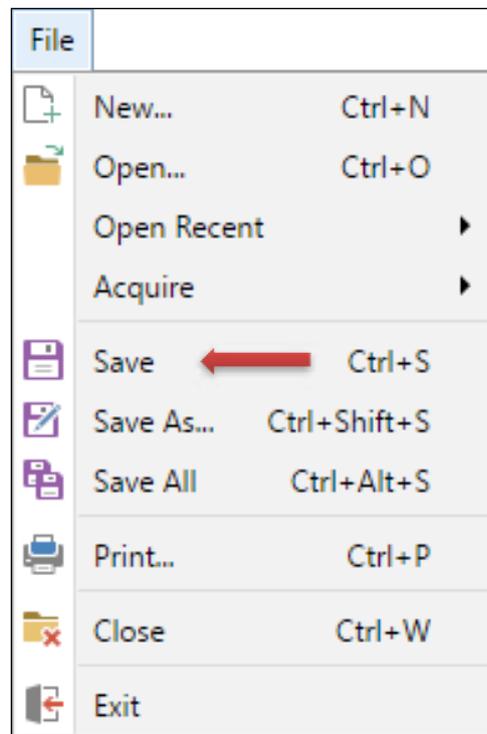


Figure 2.3.4

5. **Print** : This option is used to print the typed document. Or Type CTRL + P

Steps:

1. Select '**File**' Tab from the Menu bar
2. Select **Print** option as shown in Figure 2.3.5
3. Select **copies (Number of copies as per the requirement)**
4. Select **Portrait or Landscape** orientation to print the contents Vertically or Horizontally
5. Select **Print**

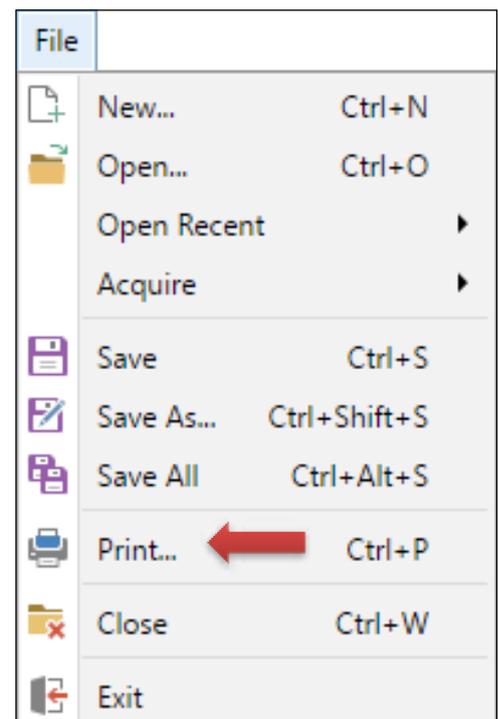
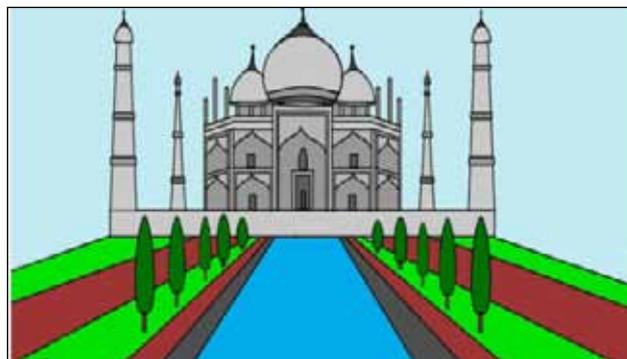
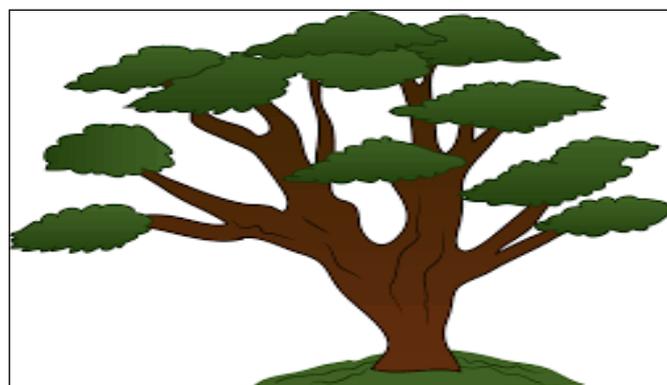


Figure 2.3.5

EXERCISES

1. Draw the Indian flag by using Paint
2. Draw sunset by using Paint
3. Draw a Tree by using Paint of your own choice
4. Draw a House by using Paint of your own choice
5. Draw a Moon using Paint
6. Draw a Tajmahal using Paint



CHAPTER - 3

COMPUTER NETWORKS & INTERNET



3.1 COMPUTER NETWORKS :

Network:

“Interconnected connection of autonomous computers is called as Network”.

(or)

“It is a collection of computers and terminal devices connected together by a communication system”

Advantages:

- Data can be exchanged: By connecting the computers together, data can be shared from different sources.
- Sharing of resources: Resources like printer, scanner and other external devices can be shared.
- Provides backup: If one system is corrupted, the information in that system will not be available. In such cases, backup of the same information can be retrieved from other systems.
- Provides flexible environment: By connecting systems together, a flexible environment can be created and the user can work from home.

Disadvantages are:

- It is Expensive to install
- If file server fails, network also fails
- Cable used may break and disturb the network

3.2 Types of networks :

Computer networks are often classified by size, distance covered or structure. They are commonly classified as,

- Local Area Network (LAN)
- Wide Area Network (WAN)
- Metropolitan Area Network (MAN)

Local Area Network:

A Local Area Network is relatively small, the computers that are connected with in a building or a campus within a distance of 10 Kilometers. In the LAN computer, hardware and transmission media is involved.

Features:

- Transmission rate is higher than WAN as it is small and distance is less.
- Transmission errors are less
- LAN is owned by single organization
- Cost of transmission is negligible

Wide Area Network:

A Wide Area Network includes network larger than LAN. WANs are interconnected LANs which covers wide area.

Features:

- Data transmission rate is less
- Transmission errors are more
- Not owned by a single organization as it covers a large area
- Different types of transmission media is used
- Communication cost is more because it makes use of telephone lines, leased lines and satellite communication.

Metropolitan Area Network:

A MAN is somewhere between LAN and WAN. This is a network, which covers a metropolitan area.

Features:

- MAN can support both data and voice
- MAN can include one or more LANs as well as telecommunication equipment such as microwaves and satellite relay station.
- Data transmission rate is much higher compared to WAN.

3.3 INTERNET

Figure 3.3.1: Internet

Definition: A Global network connecting millions of computers

HTTP (Hyper Text Transfer Protocol): It is a set of rules for transferring files (text, graphic images, sound, video, and other multimedia files) on the World Wide Web.

FTP (File Transfer Protocol): It is a standard Internet protocol for transmitting files

World Wide Web: The web is the universe of information available via HTTP

Web Browsers: A Web browser (commonly referred to as a browser) is a software application for retrieving, presenting and traversing information resources on the World Wide Web

Examples: The two most popular browsers are **Microsoft Internet Explorer and Firefox**. Other major browsers include **Google Chrome, Apple Safari and Opera**

Domain Name: The unique name of the website

Example: www.rvim.edu.in

Uniform Resource Locator: It is the unique address for a file that is accessible on the Internet.

Example: <https://www.rvim.edu.in>

3.4 Internet Applications

e-Mail: e-Mail stands for Electronic Mail. It is an electronic message sent via one computer to another.

1. This application is used to send and receive messages to and from anyone with an e-mail address
2. Images, videos, word/ppt/excel files can also sent along with the messages.
3. e-Mail address consists of the user ID, '@' symbol and name of your Internet Service Provider or the free e-mail service that is used as domain name.

For example: yourname@gmail.com - rvimnsreddy@gmail.com

Advantages of e-Mail

1. It is very easy to communicate effectively anywhere in the world regardless of where they are located.
2. People can respond to clients quickly and easily through their business email id. This means there is no need to spend hours over the phone, trying to get through and to leave messages with receptionists.
3. Messages can be sent quickly instantly.
4. The cost of sending an email is very low, unlike postage and other methods of communication.

5. Blind Carbon Copy (BCC) can be used if the sender of the email does not want the recipient to know that it has been sent to another person. A large number of people can be copied and communicated at a time.
6. Attachments such as photographs, files and spreadsheets, etc. can be sent.

Disadvantages of e-Mail

1. Spam emails can be sent which can clutter your inbox.
2. Email hoaxes.
3. Viruses can be sent by email.
4. Misunderstandings can occur if messages are not constructed properly.
5. Not everyone has internet connectivity.

3.5 GMAIL

3.5.1 Step-by-step instructions to check in Gmail

1. Double click on 'Google Chrome'
2. Type www.gmail.com
3. Enter User-Id and Password
4. Select 'Sign in' Button by clicking left button of the Mouse (Wait for some time) the below screen appears
5. Click 'Inbox' to check received e-Mails as shown in Figure 3.5.1.1

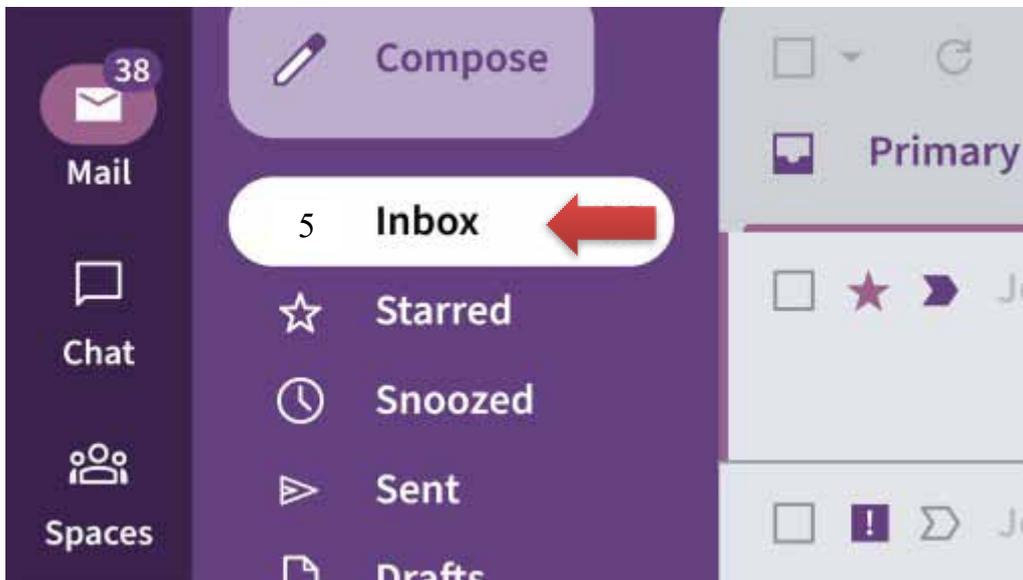


Figure 3.5.1.1

6. Click on the subject of the e-Mail for which the details are to be seen.
7. After reading the e-Mail Reply can be sent: Click 'Reply' as shown in Figure 3.5.1.2

Click here to Reply or Forward

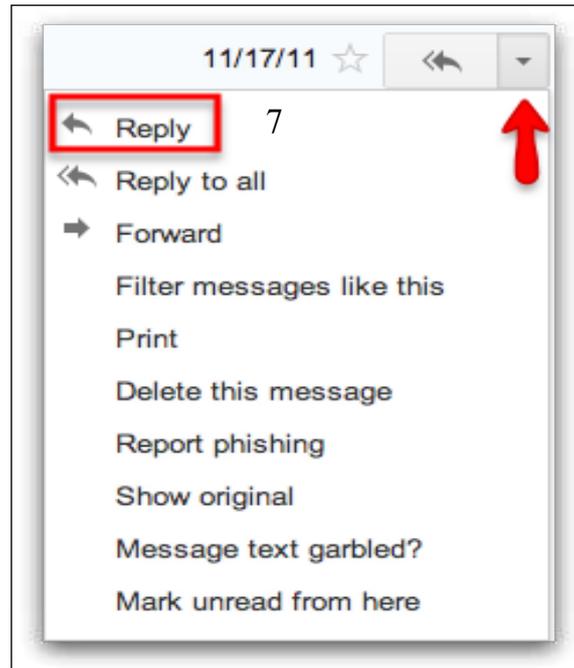


Figure 3.5.1.2

3.5.2 Steps to send an e Mail through Gmail account

1. Double click on Google Chrome
2. Type www.gmail.com
3. Enter User-Id and Password
4. Select **Sign in** Button by clicking left button of the Mouse (Wait for some time)
5. Click the **Compose** button on the left Panel of the Gmail page as shown in Figure 3.5.2.1

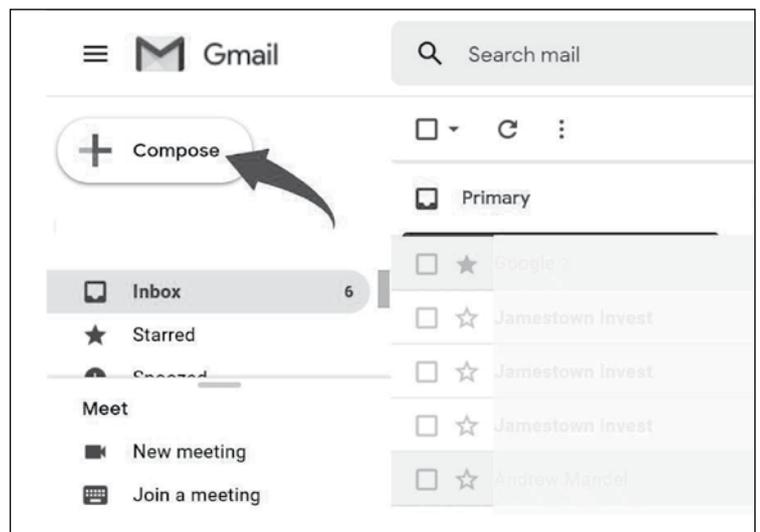


Figure 3.5.2.1

6. A new blank email window will open up. In the ‘To’ type in the email address of the recipient
7. Enter a subject for the message in the “Subject” field

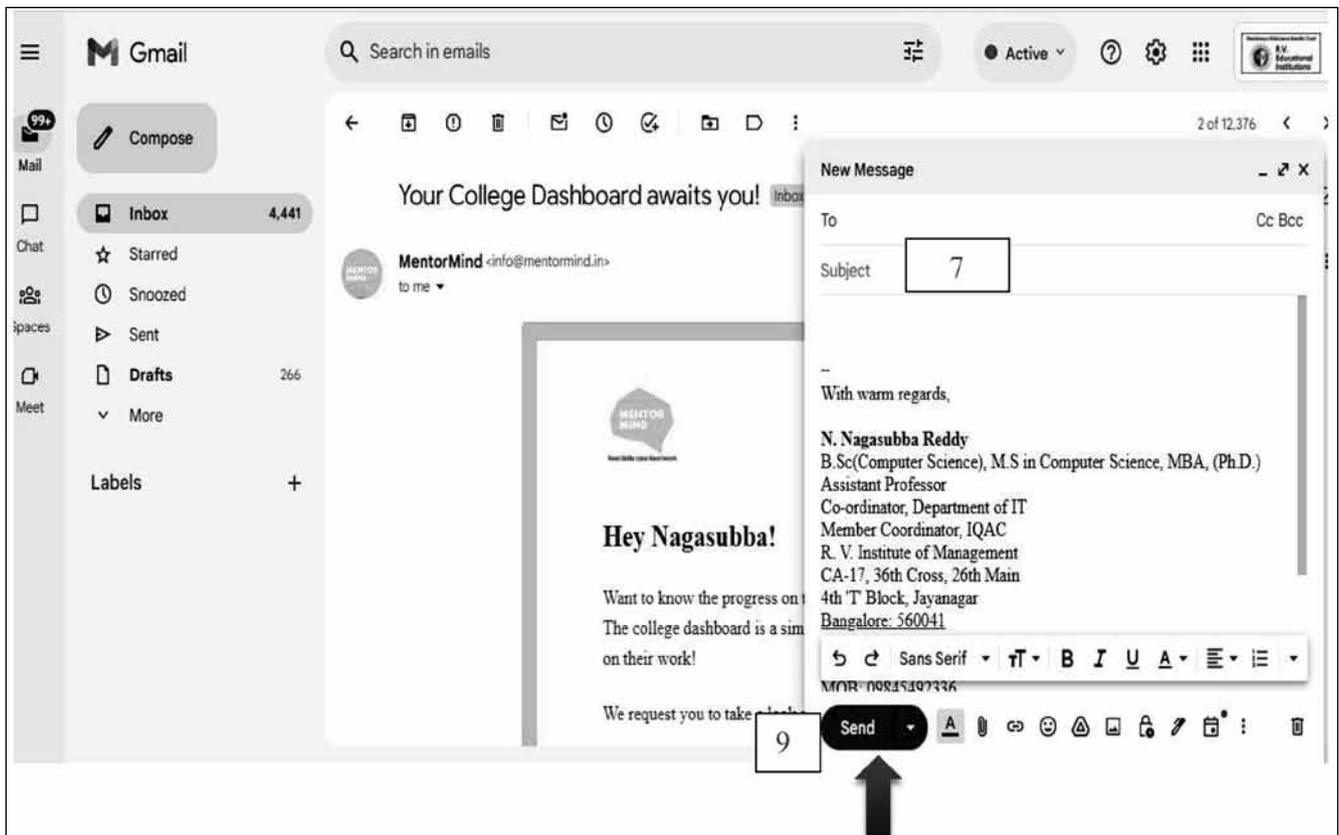


Figure 3.5.2.2

8. Type the contents (message)
9. Click ‘Send’ button as shown in Figure 3.5.2.2 and you will get a message as “ Your message has been sent”

3.5.3 Steps to send bulk e-Mails through Gmail account

Bcc stands for **blind carbon copy** which is similar to that of **Cc Carbon Copy**, except that the Email address of the recipients specified in this field do not appear in the receivers message header and the recipients in the To or Cc field will not know that a copy has been sent to these address.

1. Double click on Google Chrome
2. Type www.gmail.com
3. Enter User-Id and Password
4. Select **Sign in** Button by clicking left button of the Mouse (Wait for some time)
5. Click the **Compose** button on the left hand side of the Gmail page

6. A new blank email window will open. In the 'To' type in the email address of the recipient
7. Enter a subject of the message in the "Subject" field
8. Click 'Cc' or 'Bcc' as shown in Figure 3.5.3.1
9. In the 'Cc' or 'Bcc' type the email addresses of recipients
10. Type message as per the requirement
11. click the **Send** button at the bottom of the compose window and a message appears as "Your message has been sent"

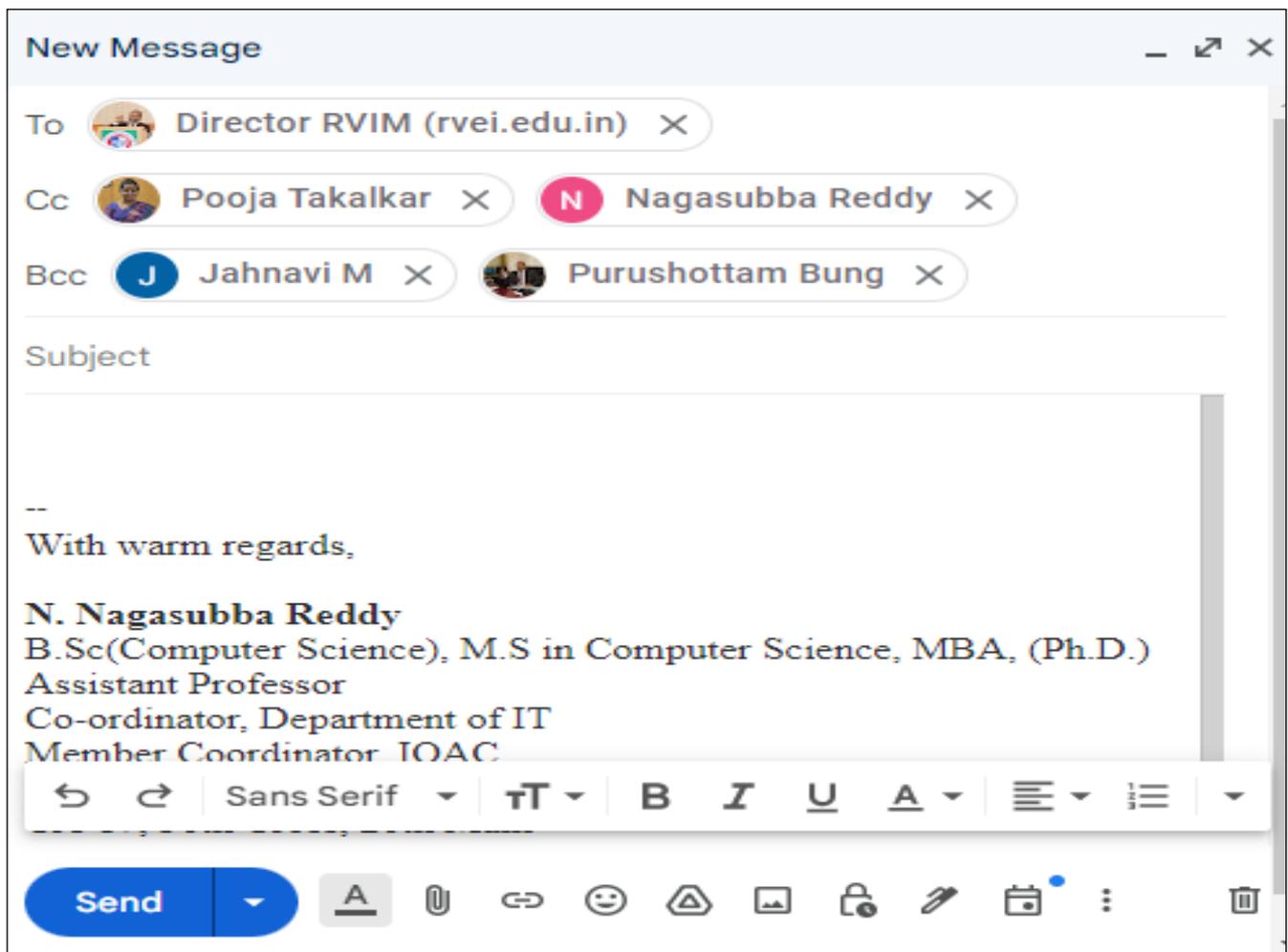


Figure 3.5.3.1: Screenshot of New message with CC and BCC options

Steps to attach a file in the e-Mail:

1. In Gmail, click the **Compose** button.
2. Click the paperclip icon as shown in Figure 3.5.3.2 at the bottom of the compose window.

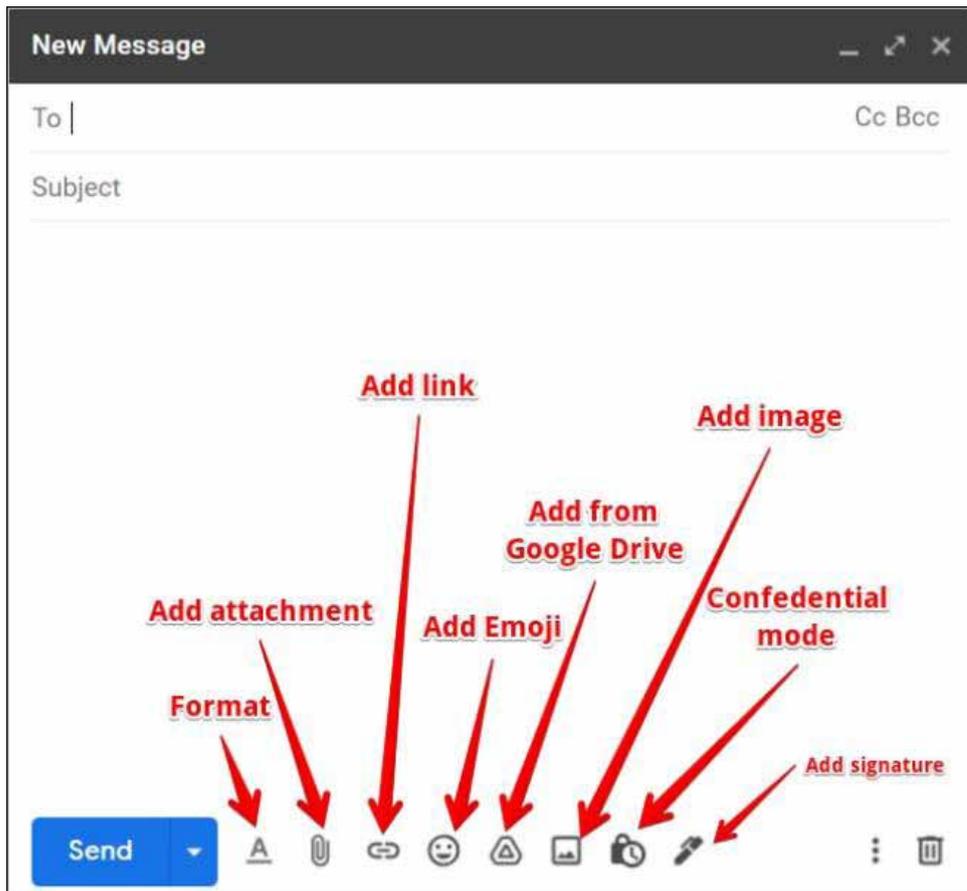


Figure 3.5.3.2

3. Select the file location(My documents/Desktop/My computer)
4. Select the file and double click or select **Open** option

To attach multiple files, hold the **Ctrl** (PC).

Tip: Drag and drop attachments directly into the compose window.

Remove attachments

If a file attached in the mail is to be removed then click the 'x' to the right of the file name at the bottom of the message.



Attachment size limit

Messages can be sent up to **25 megabytes (MB) in size**. If the attachment size is larger than 25 MB, Google Drive can be used to share the huge data/images/videos.

CHPATER - 4

ONLINE CHATTING



4.1 Definition: Online chat may refer to any kind of communication over the **Internet** that offers a real-time transmission of text messages from sender to receiver. **Chat** messages are generally short in order to enable other participants to respond quickly.

Steps:

1. Open Gmail:

- Log in to your Gmail account using your web browser.

2. Access Google Chat:

- In the left sidebar of the Gmail interface click “Chat” as shown Figure 4.1.1

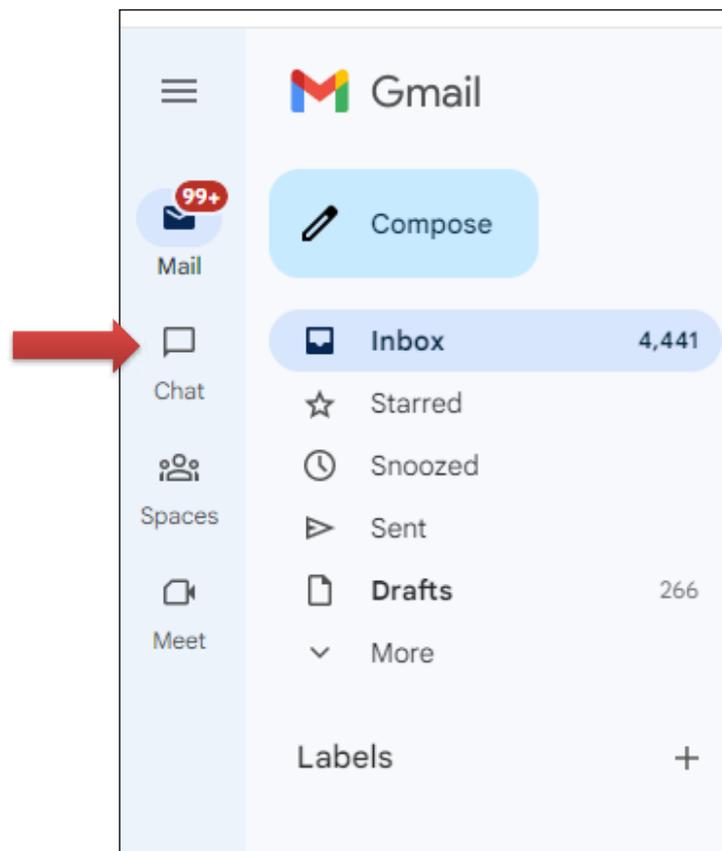


Figure 4.1.1

3. Find Contacts:

- In the Google Chat sidebar, you'll see a list of contacts or rooms. You can search for specific contacts or rooms using the search bar as shown in Figure 4.1.2

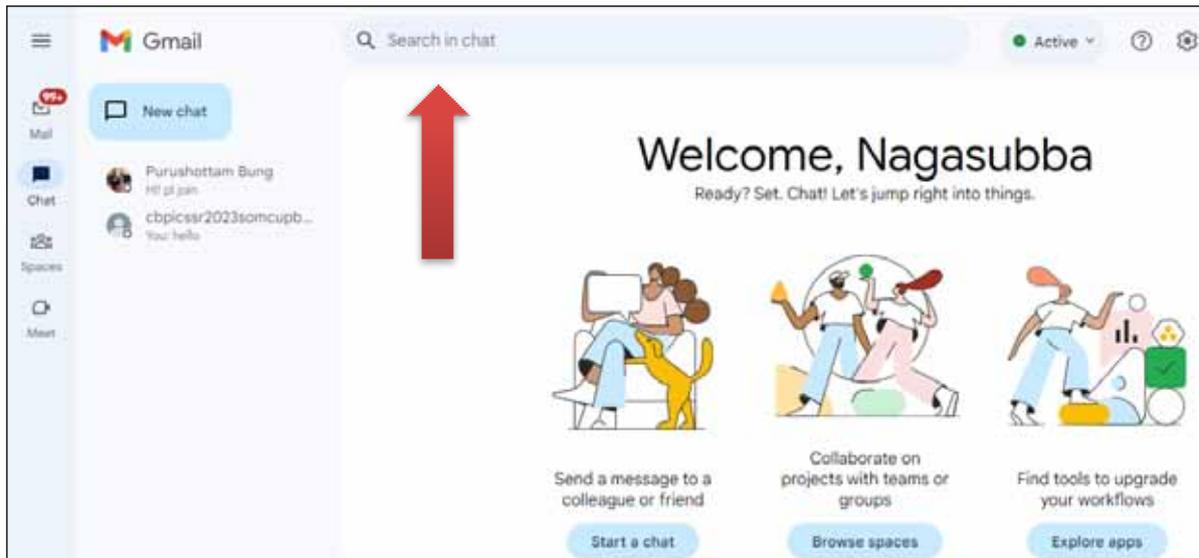


Figure 4.1.2

Start a Chat: The chat window will open as shown in Figure 4.1.3, and the person's name will appear in your list of conversations in the left sidebar. In the future, select the **conversation** to open the chat.

Type your message into the text field and press **Enter** on your keyboard to send it. When your contact responds, their messages appear in the window as well, similar to a text conversation.

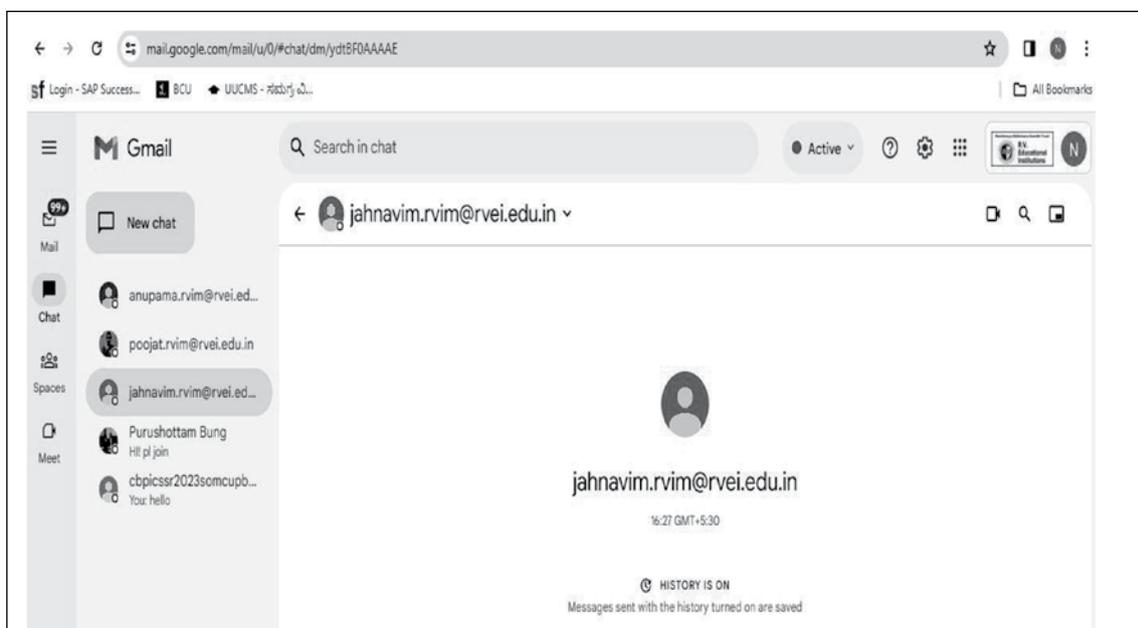


Figure 4.1.3

4. Use Chat Features:

- Google Chat supports various features, including sharing files, images, and emoji reactions. Explore the toolbar in the chat box for these options.

4.2. Google drive : Google Drive is a free service from Google that allows to store files **online up to 15 GB** and access them anywhere using the **cloud**. Google Drive also gives access to **free web-based applications** for creating **documents, spreadsheets, presentations**

4.2.1 Steps for how to access Google Drive

- **Login Google account**
- **Click the <http://drive.google.com>** in the google browser
- **Select Google Drive from any Google page (such as Gmail or Google search) by selecting the **grid icon** near the top-right corner, then clicking **Drive** as shown in Figure 4.2.1.1**

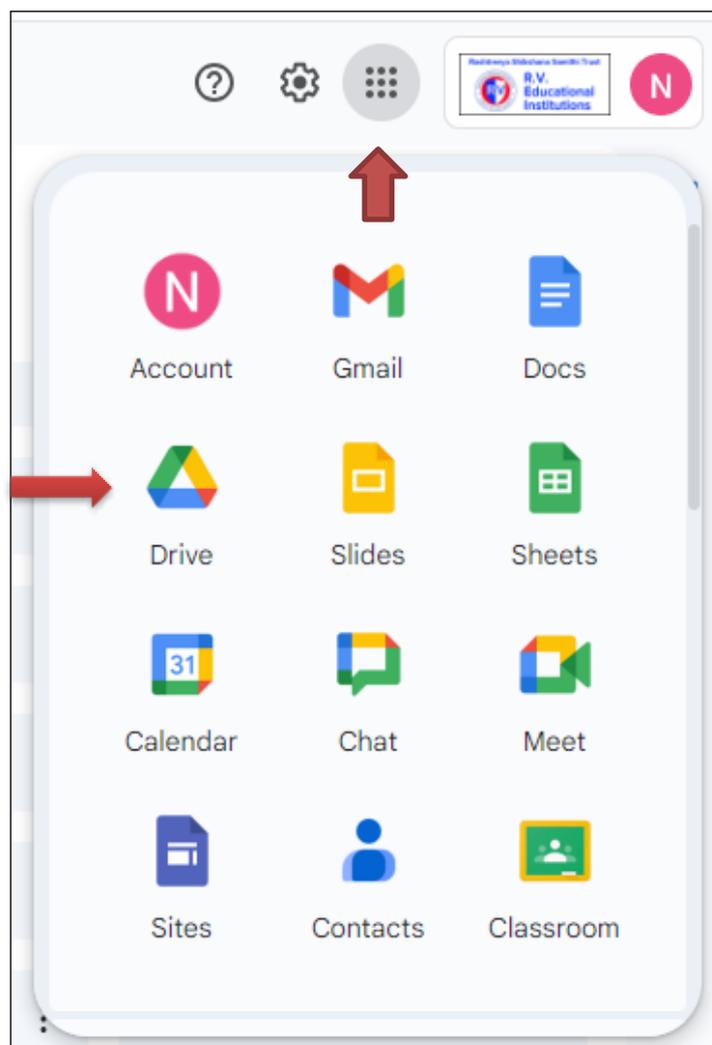


Figure 4.2.1.1

4.2.2 How to Upload files & folders to Google Drive : Steps :

1. Click drive.google.com.
2. Click **New File Upload** or **Folder Upload** as shown in **Figure 4.2.2.1**
3. Choose the file or folder from the computer.

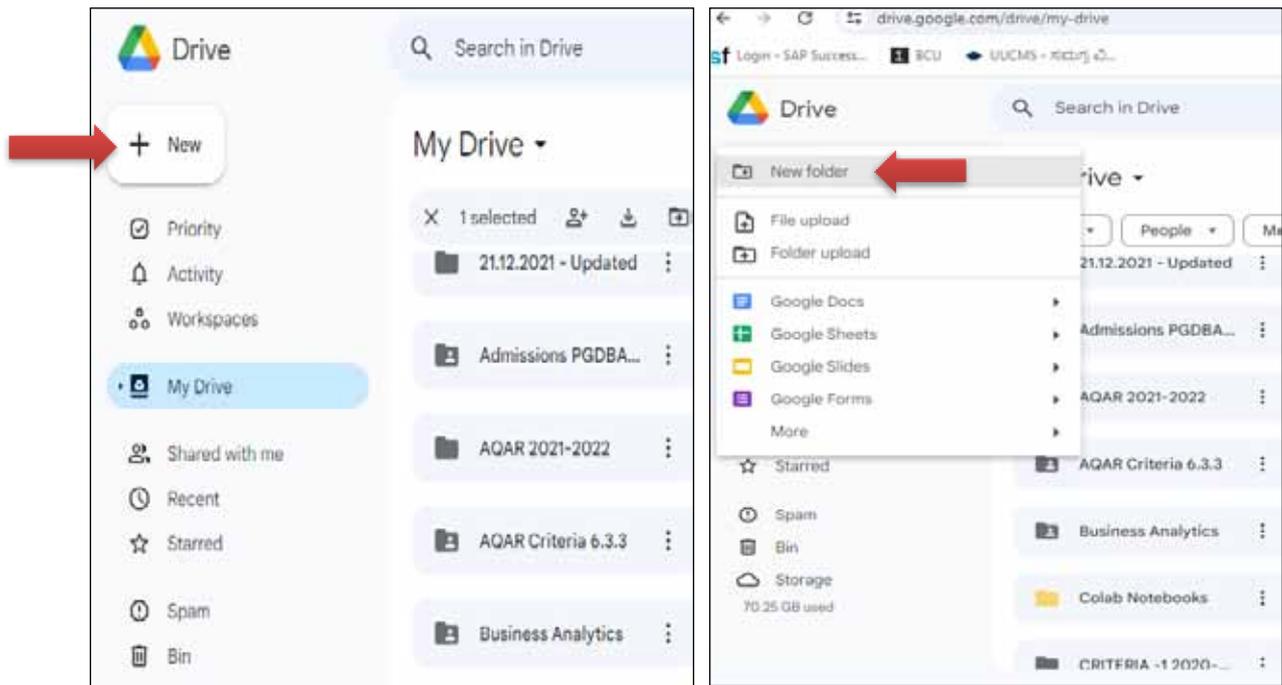


Figure 4.2.2.1

4.2.3 How to share the Google drive link for file or Folder

- Open Google drive
- Select the Three dot gird on the Folder or file as per the requirement

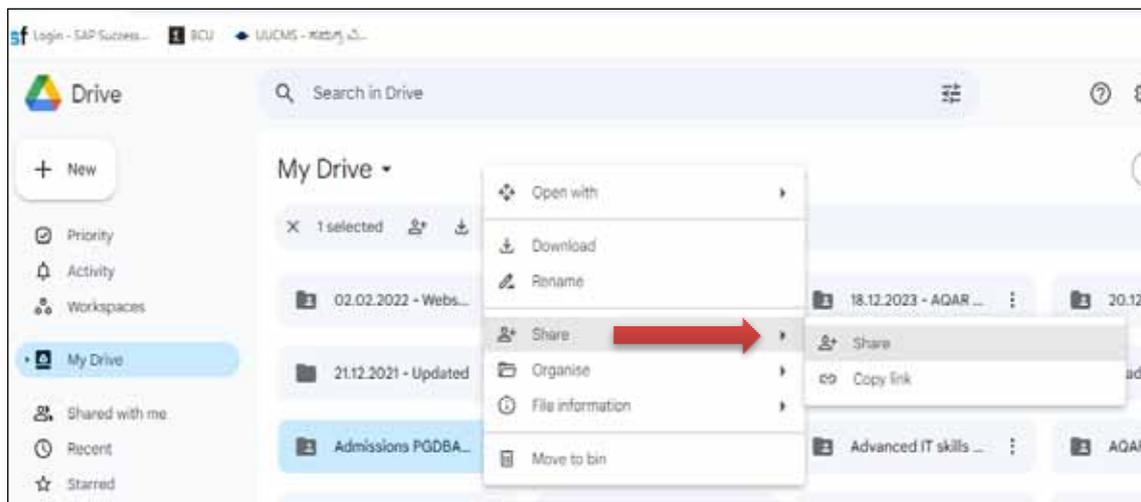


Figure 4.2.3.1

- Select share as shown in Figure 4.2.3.1 then the following screen displayed as shown in Figure 4.2.3.2

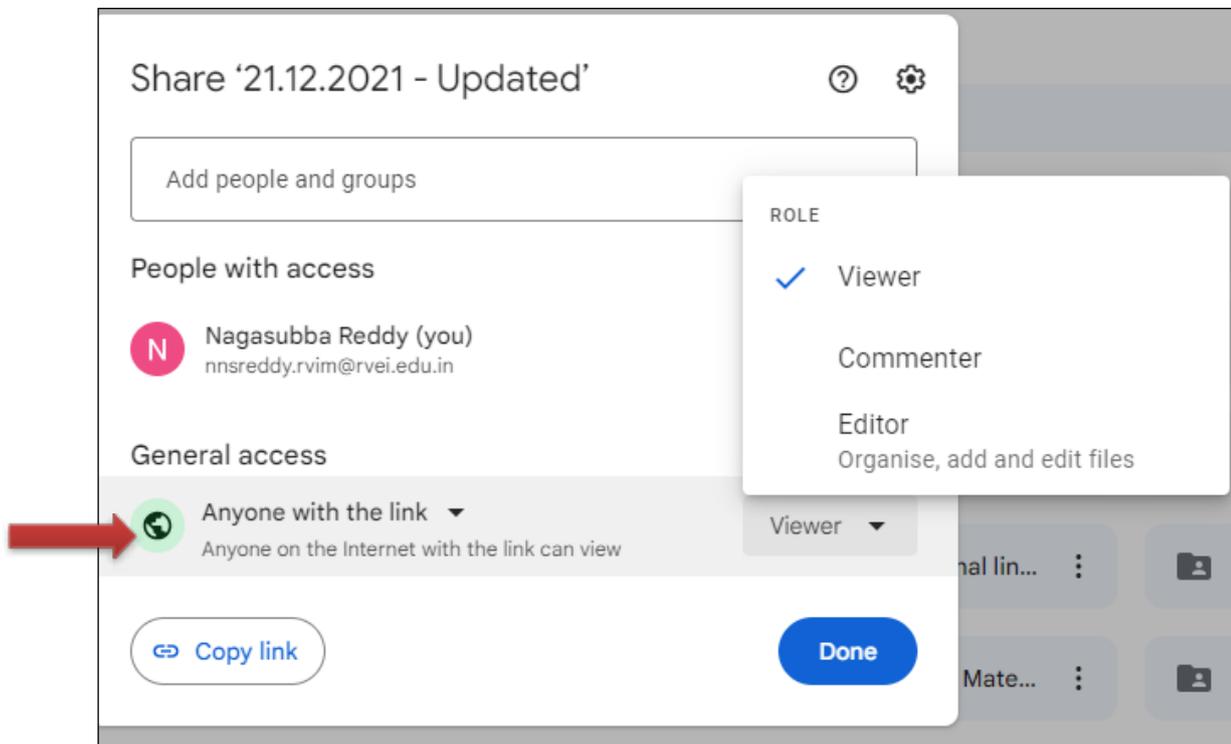


Figure 4.2.3.2

- Select the option 'Anyone with the link or Restricted' - → Viewer or Editor as per the requirement
- Select copy link
- Select Done button

4.3 Search Engines

Introduction

A search engine is an interactive tool that helps people to locate information via World Wide Web (www). If we specify the required keyword on the search space, the search engine searches the websites related to the particular subject and displays a list of websites pertaining to that subject.

The search engines runs the search string against the database, returns a list of resources that matches the criteria.

To search any site related to one subject, it has to be specified in the 'search string'. A search string is a keyword related to the subject.

Ex: if information about ‘applications of computer’ is to be searched, just type the search string ‘applications of computer’ and click on search button. The search engine searches in the database and lists number of websites relating to the subject ‘applications of computer’.

The following are the list of frequently used search engines

- Google
- Yahoo
- Msn
- AltaVista



Figure 4.3.1: Various search engines

4.3.1 - Steps to download data from Internet by using Google

1. Double click Google Chrome
2. Type www.google.com in search bar
3. Think about topics that are to be searched

(Examples : Benefits of Yoga or Temples information in Bangalore or Notes on computers and so on)

4. Type the topic in search bar and press enter key as shown in Figure 4.3.1.1

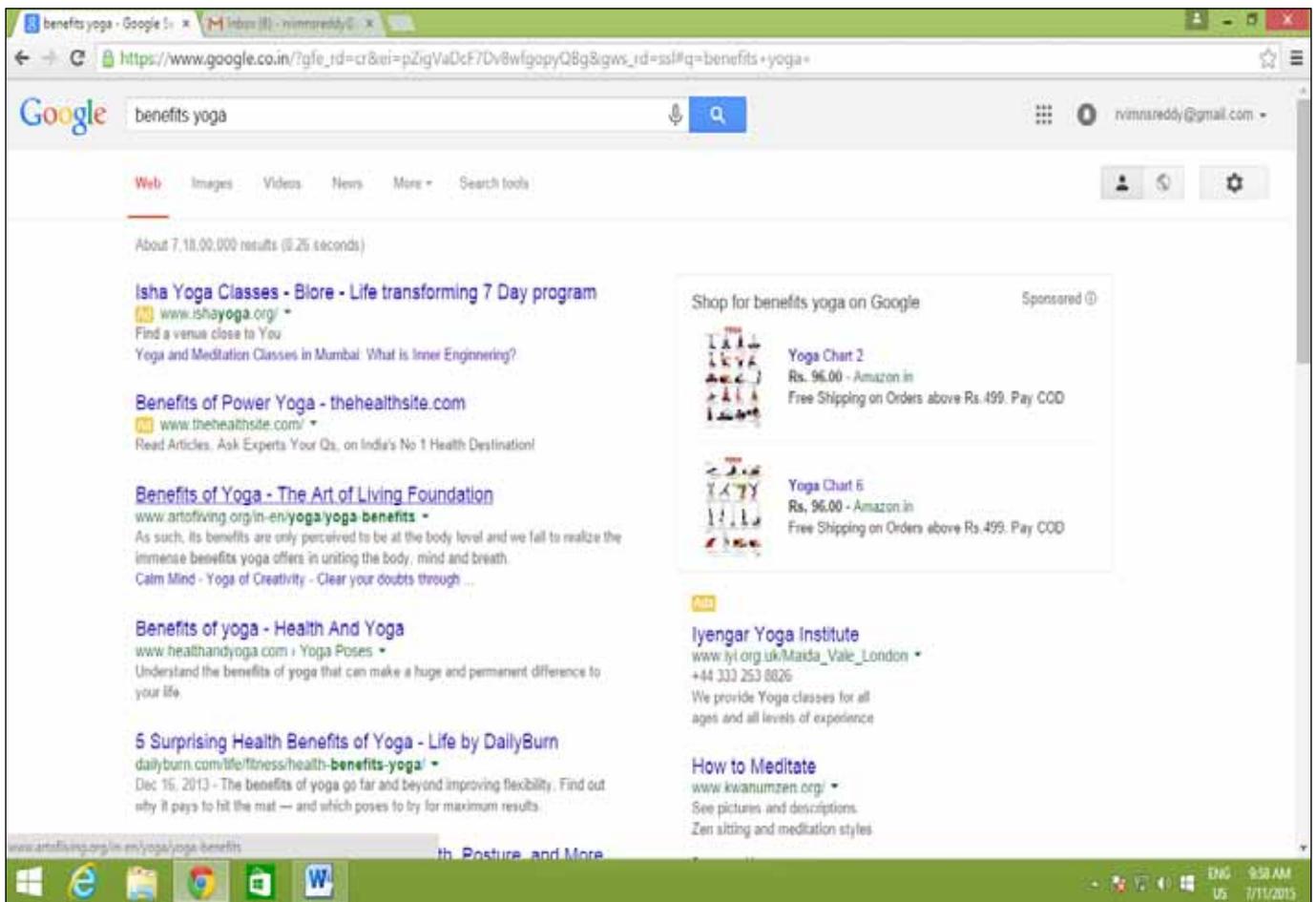


Figure 4.3.1.1: Google Search Engine

5. Select '**Benefits of Yoga**' link (blue color) in the above screen another page will be opened which contains the data.
6. Select data
7. Right click on the selected data
8. Click copy
9. Select Windows button (which is available on the right side of the CTRL key in the keyboard)
10. Search MS-Word 2016
11. Select MS Word 2016
12. Select Blank document
13. Select File
14. Select **Save as** option
15. Save the file in the computer.

4.3.2 -Steps to download pictures from Internet through Google

1. Double click on Google Chrome
2. Type www.google.com on search bar
3. Think about the topic that is to be searched
(Examples : Yoga or Temples in Bangalore or flowers)
4. Type the topic in search bar and press enter key as shown in Figure 4.3.2.1
5. Select 'Images for temples in Bangalore' link (blue color) similar to the screen given below

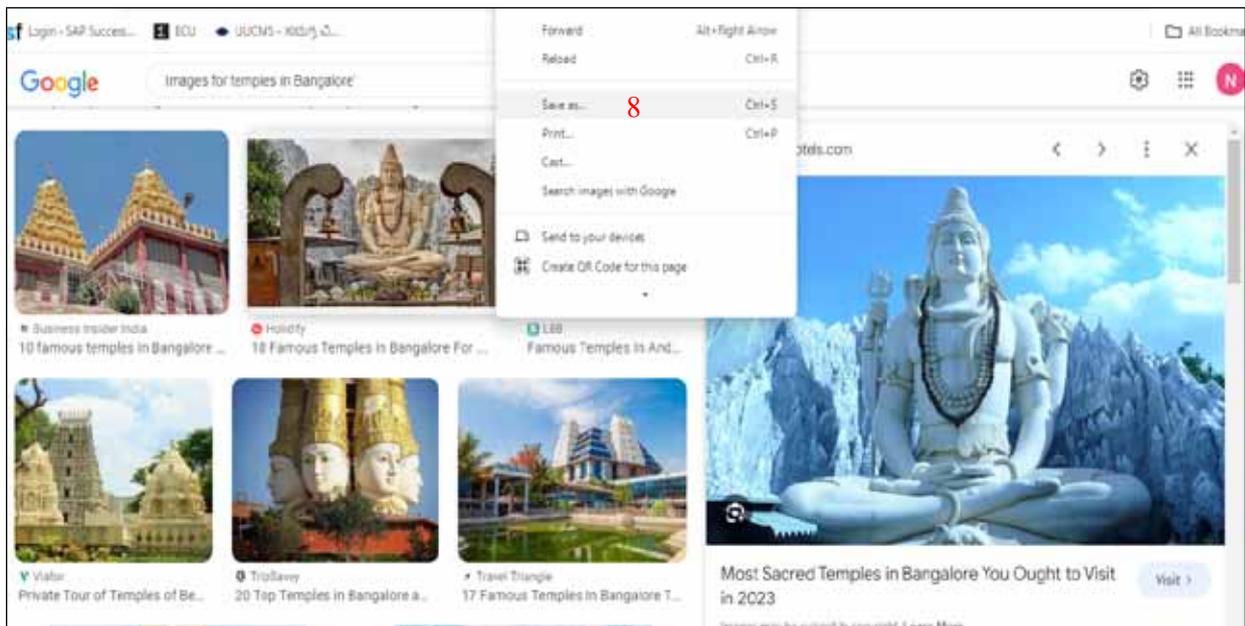


Figure 4.3.2.1

6. Select the image as per the requirement
7. Right click on the image
8. Select 'save image as' option
9. Select location (documents or desktop or My computer)
10. Type file name
11. Click save button

4.3.3 - STEPS TO DOWNLOAD SONGS AND VIDEOS FROM INTERNET

1. Double click on **Google Chrome** or **Internet Explorer**
2. Type www.google.com
3. Search the software **iLivid**

4. Click **Download button** to download software into the computer
5. Select **Run**
6. Select **Next** button
7. Select **Next** button for the **second** time
8. Select **Accept** button
9. Wait for some time for Downloading installation files
10. Click **finish**
11. iLivid download Manager screen appears as shown in Figure 4.3.3.1

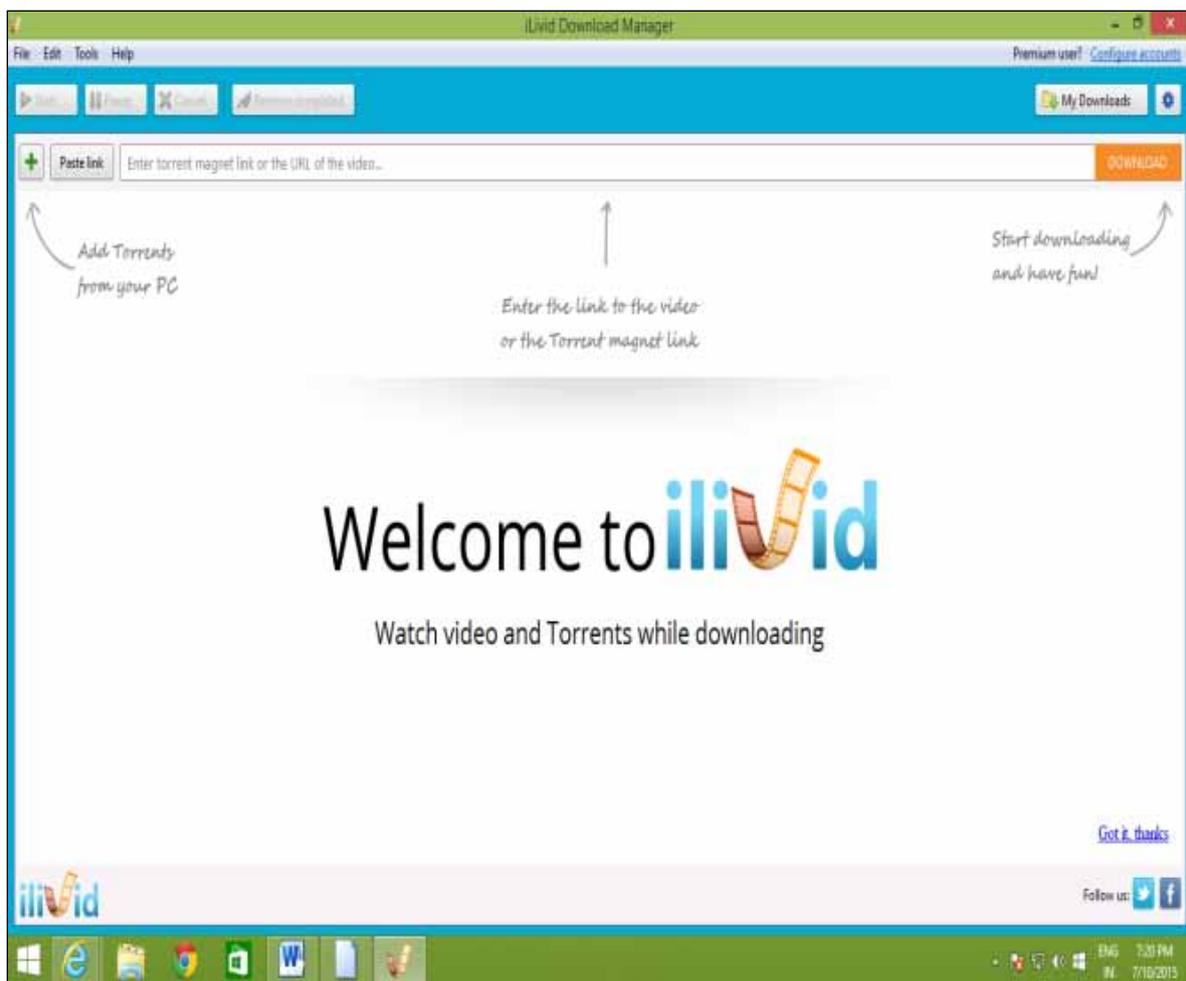


Figure 4.3.3.1

copy and paste link or URL next to the Paste link icon in iLivid screen
https://www.youtube.com/watch?v=sOEg_YZQsTI - Bahubali trailer

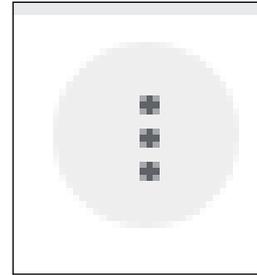
1. Click **DOWNLOAD** button and wait till file gets downloaded
2. Click **My Downloads** button to see whether the file is downloaded.
3. Search for the file Bahubali

4. Right click on the file Bahubali
5. Click ' Play' to view the video

4.4.1 - Simple steps to clean up your Windows computer:

Step 1. Clear internet browsing data and download files

1. Got to top right and click on the 3 dots. Three dots -
2. Select More Tools.
3. Select Clear Browsing Data.



Steps to Delete Downloads From Your Computer

- Go to the search bar next to the Windows Start menu. Enter File Explorer. Select File Explorer in the search results.
- Select the Downloads folder in the left pane. Press Ctrl+A to select all the files or choose them individually.
- Right-click files: Choose Delete. Select Yes to confirm. Right-click Recycle Bin on the desktop. Select Empty Recycle Bin.

Step 2. Get rid of unnecessary files

4.4.2 How to use Disk Clean-up

- Press *Windows* key + S to activate Windows Search.
- Type clean-up in the search box and then click *Disk Clean-up*. as shown in figure 4.4.2.1

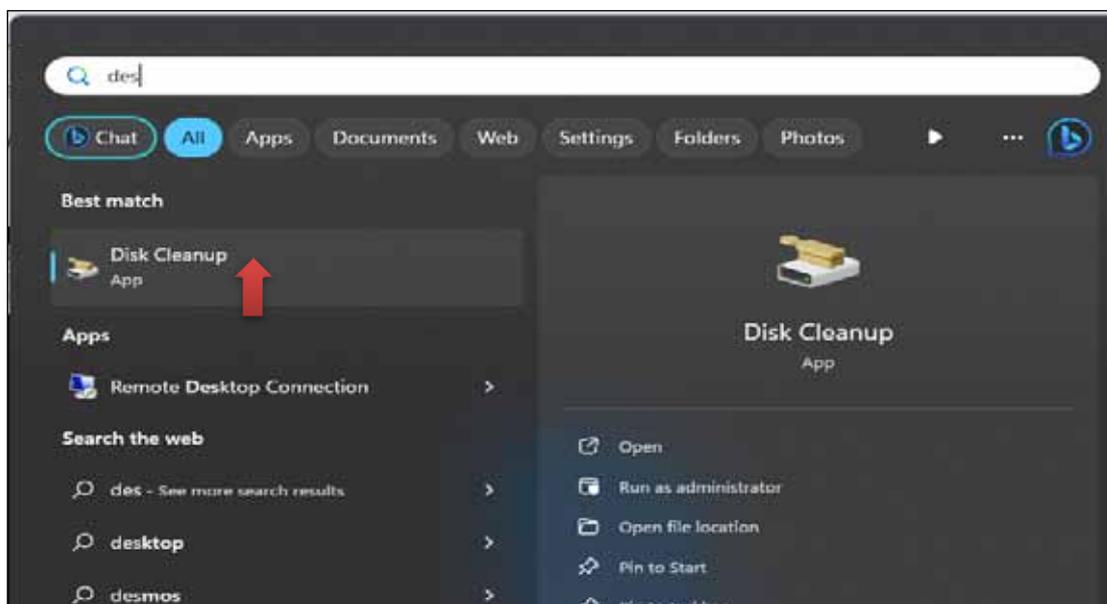


Figure 4.4.2.1

3. On the Disk Clean-up window, choose the files as shown in Figure 4.4.2.2 that you'd like to let go from your computer. Then, select **OK** at the bottom.

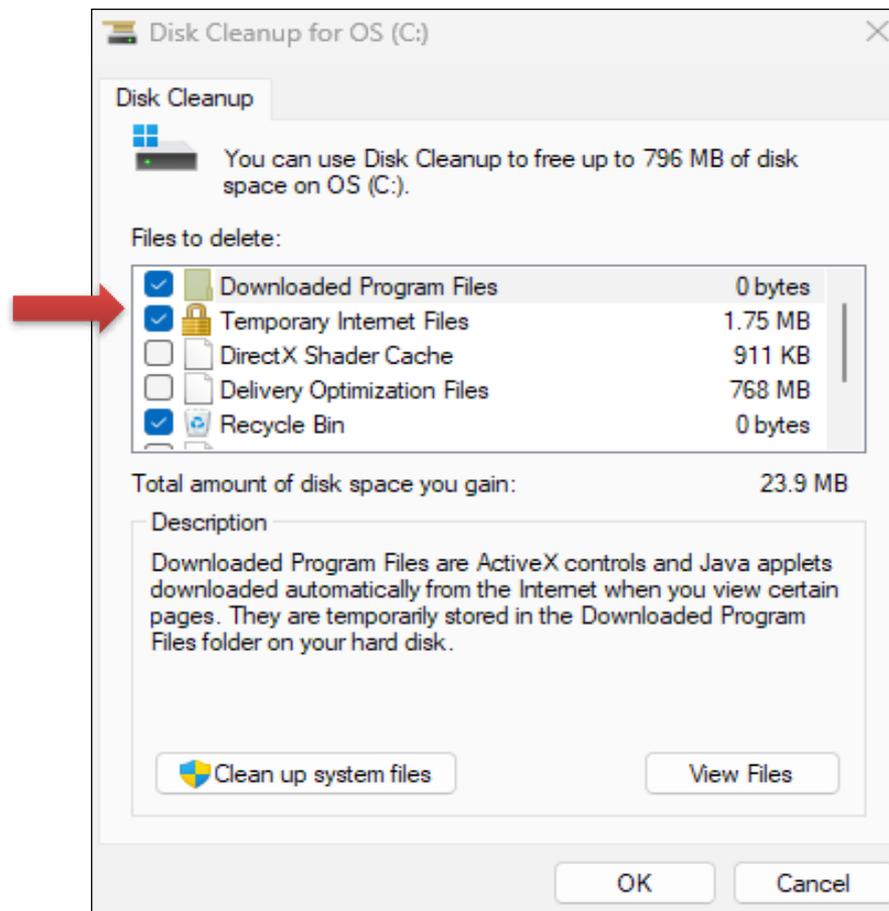


Figure 4.4.2.2

- Select the type of files you'd like to delete e.g. Temporary internet files, delivery optimisation files.

Select **Delete Files** as shown in Figure 4.4.2.3 in the prompt that appears to remove the selected files from your machine.

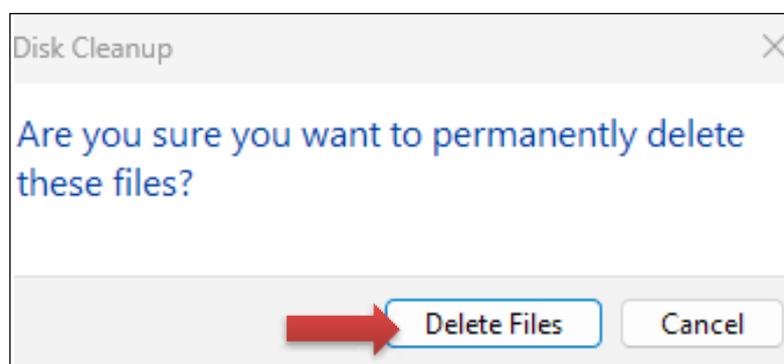


Figure 4.4.2.3

4.4. What is ChatGPT?

ChatGPT is a natural language processing tool driven by AI technology that allows you to have human-like conversations and much more with the chatbot. The language model can answer questions and assist you with tasks, such as composing emails, essays, and code.

ChatGPT was created by OpenAI, an AI and research company. The company launched ChatGPT on November 30, 2022.

Chat GPT stands for Chat Generative Pre-Trained Transformer and was developed by an AI research company, Open AI. It is an artificial intelligence (AI) chatbot technology that can process our natural human language and generate a response. Simply put – you can ask Chat GPT a question, and it will give you an answer.

4.4.1 - How can access ChatGPT?

1.type in Google Chrome <https://chat.openai.com/auth/login>

4.4.2 Steps to Operate Chat GPT on PC

1. Double click on Google Chrome or Mozilla Firefox browser and type the <https://chat.openai.com/auth/login>
2. Click Login button
3. Click Continue Google Chrome
4. Type User id and password of Google account then the following screen will be displayed
5. In the search bar type: List of temples in Bangalore then the following result will be displayed as shown Figure 4.4.2.1

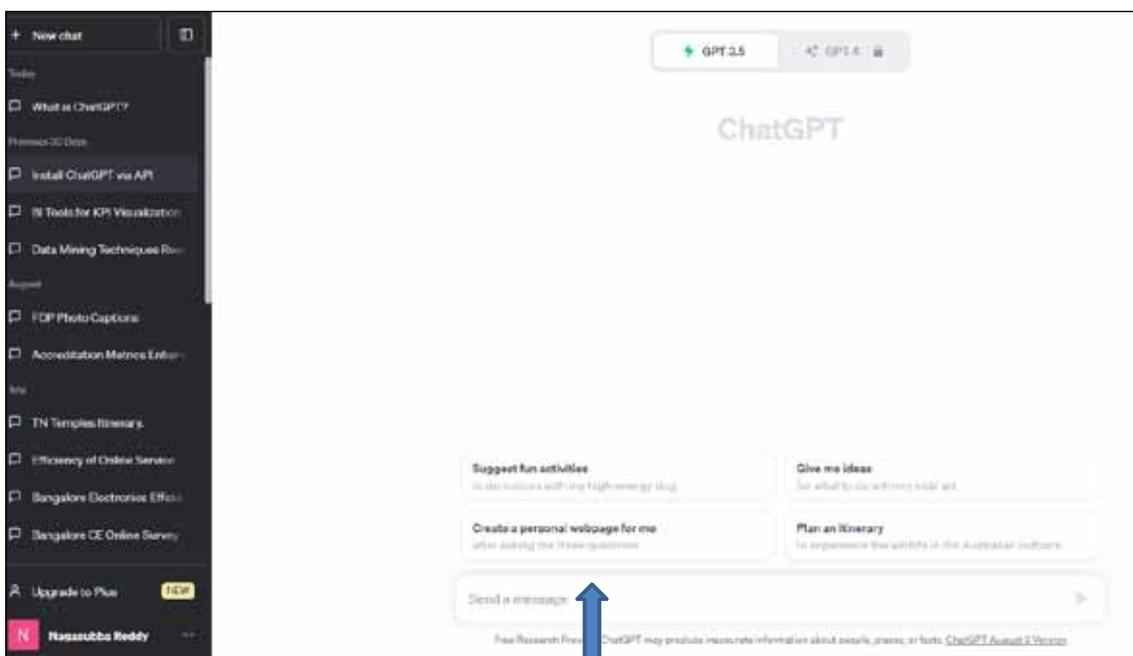
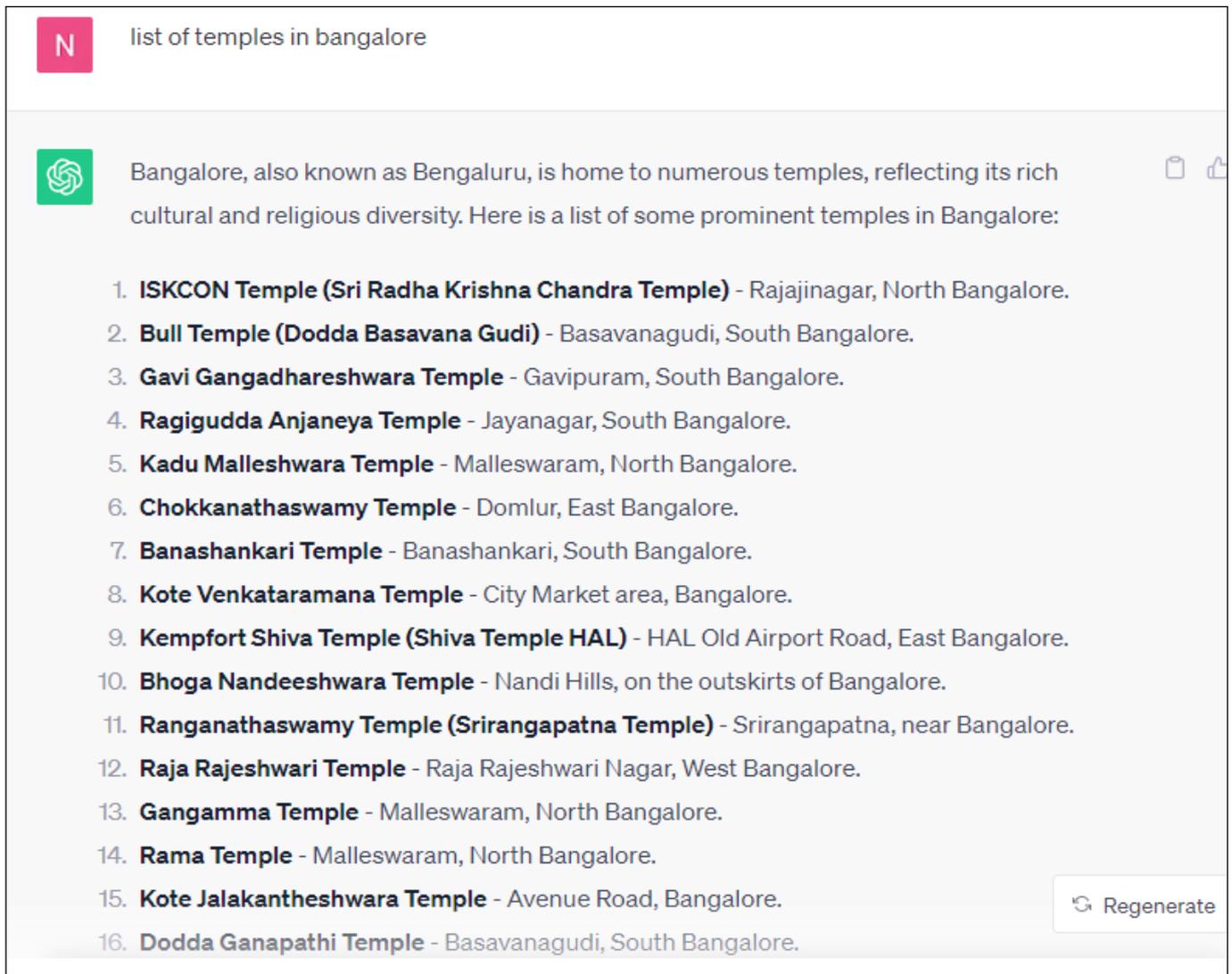


Figure 4.4.2.1

6. In the search bar type: List of temples in Bangalore then the following result will be displayed as shown in Figure 4.4.2.2



The screenshot shows a search interface with a search bar containing the text "list of temples in bangalore". Below the search bar, there is a result card. The card features a green icon with a white knot-like symbol. The text of the result reads: "Bangalore, also known as Bengaluru, is home to numerous temples, reflecting its rich cultural and religious diversity. Here is a list of some prominent temples in Bangalore:". Below this text is a numbered list of 16 temples, each with its name and location. At the bottom right of the result card, there is a button labeled "Regenerate".

list of temples in bangalore

Bangalore, also known as Bengaluru, is home to numerous temples, reflecting its rich cultural and religious diversity. Here is a list of some prominent temples in Bangalore:

1. **ISKCON Temple (Sri Radha Krishna Chandra Temple)** - Rajajinagar, North Bangalore.
2. **Bull Temple (Dodda Basavana Gudi)** - Basavanagudi, South Bangalore.
3. **Gavi Gangadhareshwara Temple** - Gavipuram, South Bangalore.
4. **Ragigudda Anjaneya Temple** - Jayanagar, South Bangalore.
5. **Kadu Malleshwara Temple** - Malleswaram, North Bangalore.
6. **Chokkanathaswamy Temple** - Domlur, East Bangalore.
7. **Banashankari Temple** - Banashankari, South Bangalore.
8. **Kote Venkataramana Temple** - City Market area, Bangalore.
9. **Kempfort Shiva Temple (Shiva Temple HAL)** - HAL Old Airport Road, East Bangalore.
10. **Bhoga Nandeeshwara Temple** - Nandi Hills, on the outskirts of Bangalore.
11. **Ranganathaswamy Temple (Srirangapatna Temple)** - Srirangapatna, near Bangalore.
12. **Raja Rajeshwari Temple** - Raja Rajeshwari Nagar, West Bangalore.
13. **Gangamma Temple** - Malleswaram, North Bangalore.
14. **Rama Temple** - Malleswaram, North Bangalore.
15. **Kote Jalakantheshwara Temple** - Avenue Road, Bangalore.
16. **Dodda Ganapathi Temple** - Basavanagudi, South Bangalore.

Regenerate

Figure 4.4.2.2

CHAPTER - 5

ZOOM



5.1- Zoom Cloud Meetings app

Zoom cloud meet app is used to conduct video conference meetings, audio conference meetings, webinars, meeting recordings and live chat

1. **Download the Zoom Cloud Meetings app.** From Google Play Store as shown in Figure 5.1.1



Figure 5.1.1

1. Double click on **Zoom app** as shown in Figure 5.1.1.2 which was already installed in the mobile
2. Click **Sign Up** to create a free account
3. Enter **data of birth, email address and name**
4. Click the circle next to **I Agree to the terms of service**
5. Click Sign up button then the following message pop up **“Confirmation email has been sent”**
6. Click Ok button

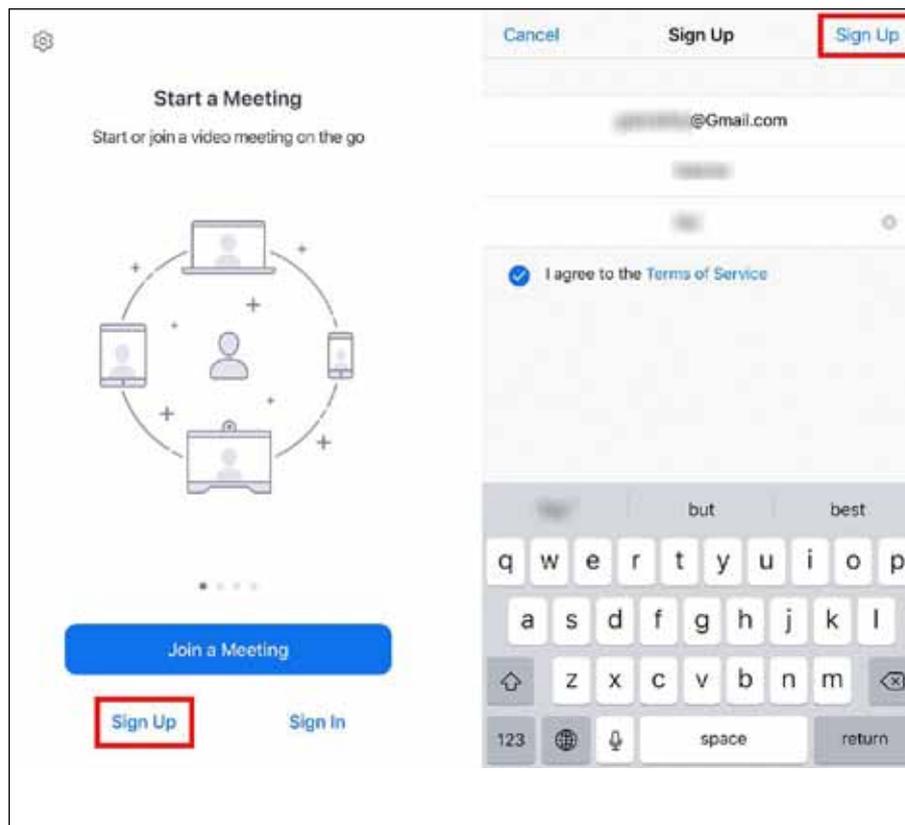


Figure 5.1.2

7. Open the **email** and **activate zoom account**
8. Click **Activate Account** as shown in figure 5.1.3
9. Type **User name** and **create new password**
10. Click **Continue** button

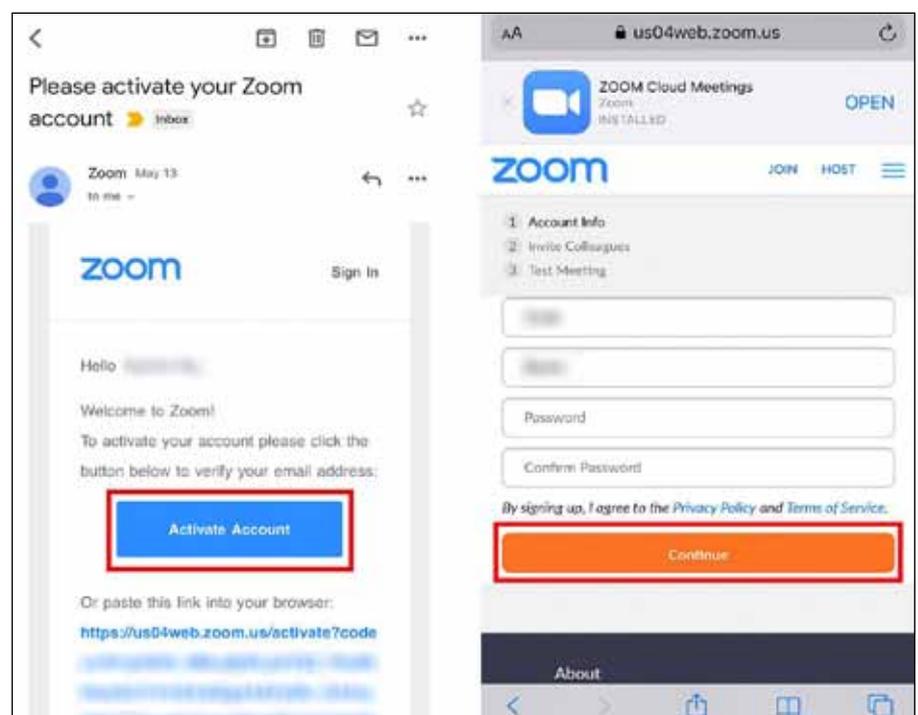


Figure 5.1.3

5.2 - How to join zoom meeting using zoom app

1. Open Zoom App

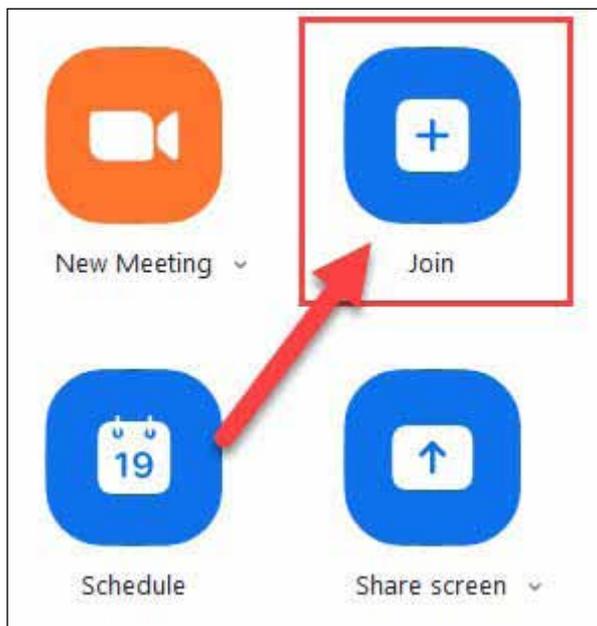


Figure 5.2.1

2. Click on “Join a Meeting button” as shown in Figure 5.2.1 then the following screen is displayed – Figure 5.2.2

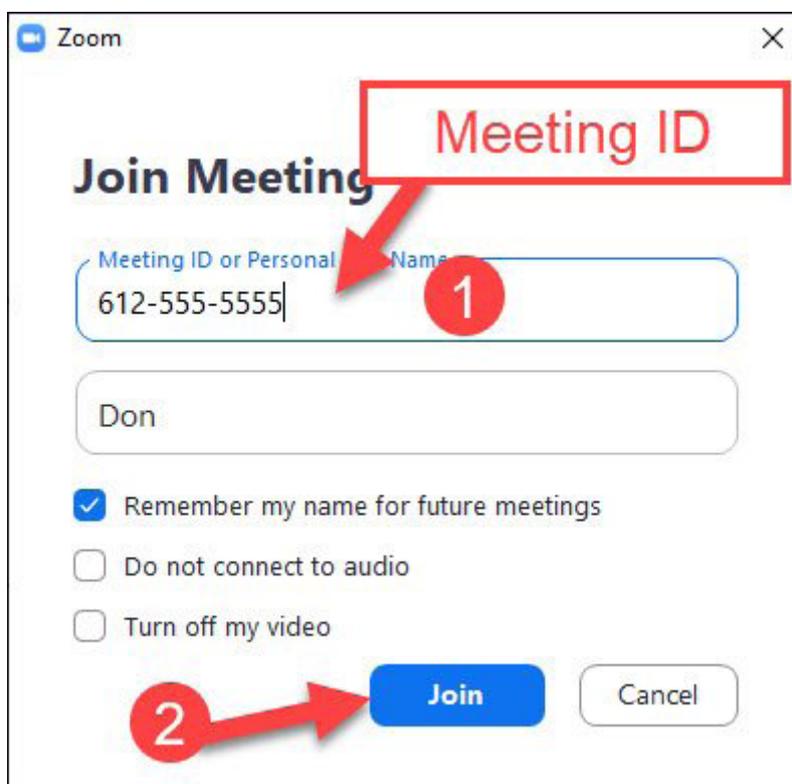


Figure 5.2.2

3. Enter Meeting Id as shown in Figure 5.2.2
4. Click on Join Meeting as shown in Figure 5.2.2
5. Enter Meeting Password
6. Click Join Button

5.3 How to schedule a meeting on Android/iPhone

1. Log in to your Zoom account on Android as shown in Figure 5.3.1

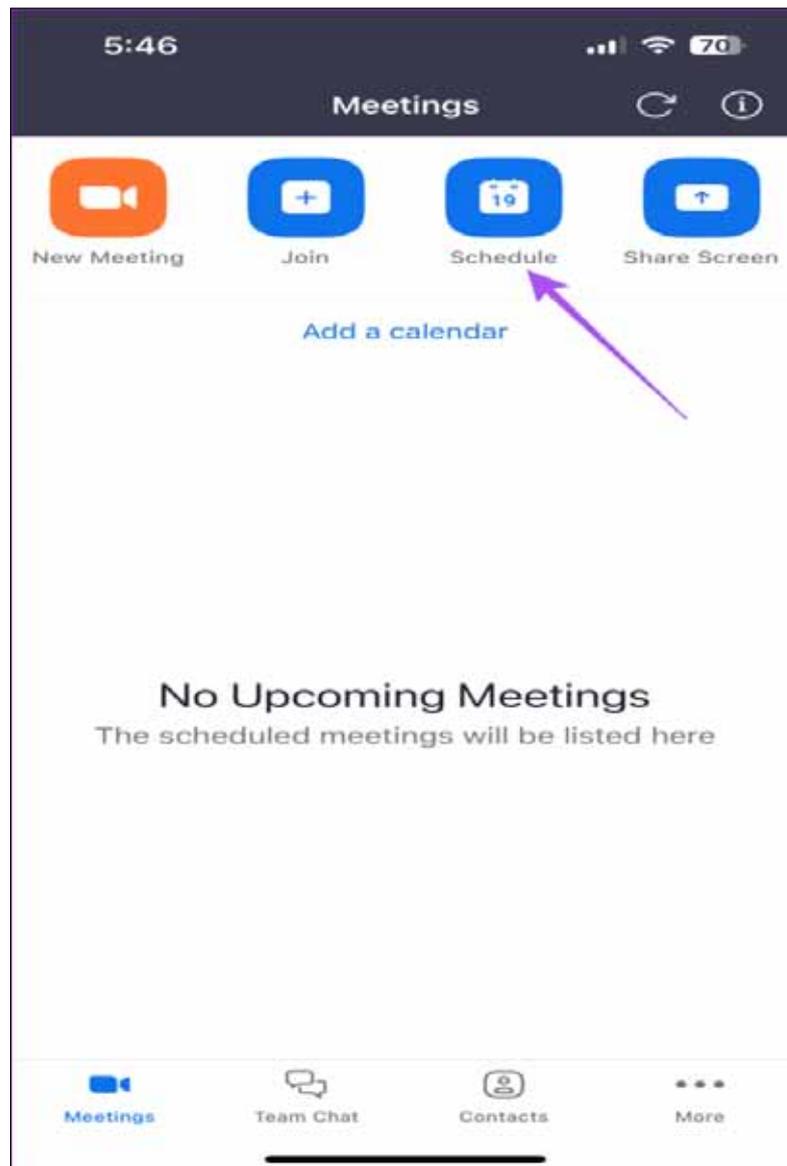


Figure 5.3.1

Click **Schedule** as shown in Figure 5.3.1 then the following screens are displayed

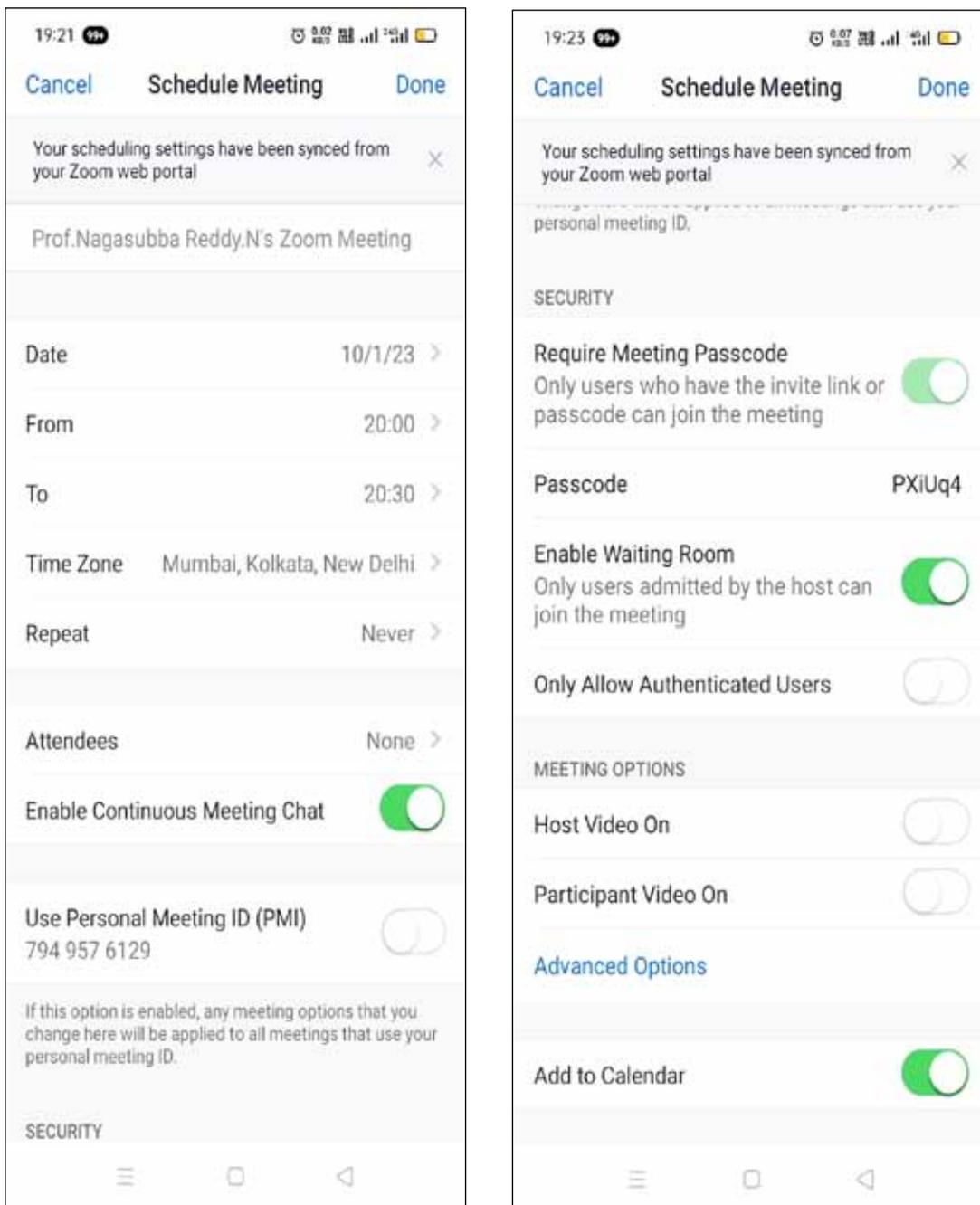


Figure 5.3.2

Select **Date**, **From and To** options (Time), **Time Zone**, **Repeat** (Never or Every Day, Every week, Every 2 weeks, Every Month or Every year) as shown in **Figure 5.3.2** as per the requirement

2. **Passcode** can change as per the requirement
3. **Enable Waiting Room (Only users admitted by the host can join the meeting)**
4. Select options: **Host Video on and Participant Video on** – If we want on select green option, Allow participants to join Before Host option (On/Off), Automatically Record Meeting option.

5. Select Add to Calendar as shown in Figure 5.3.2 option as per the requirement
6. Click 'Done' Button in the upper-right corner of the screen

5.4 How to Edit, Delete, Invite, Start Zoom Meeting on Mobile

1. Click on scheduled Zoom Meeting.

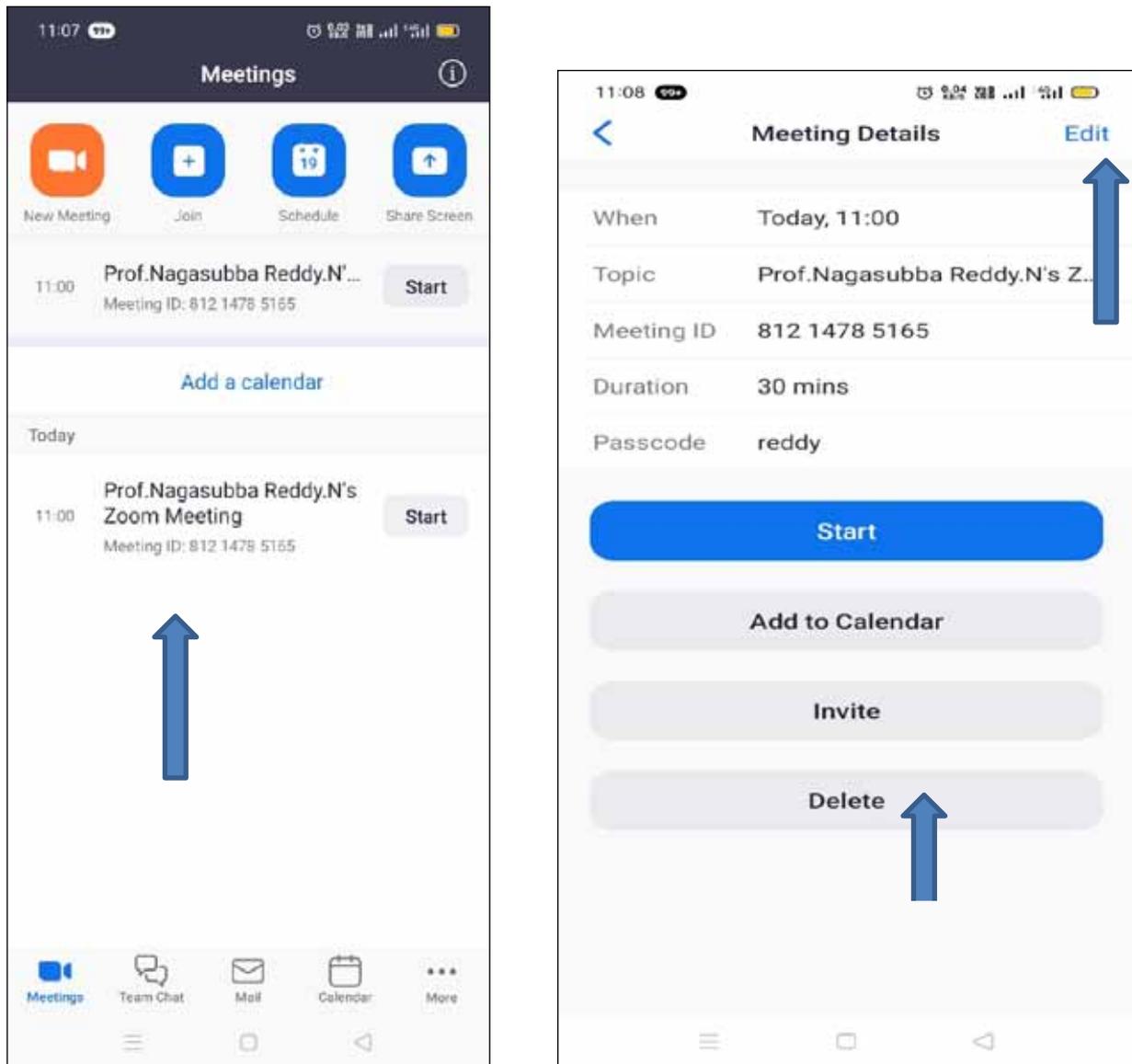


Figure 5.4.1

2. Select 'Edit' option as shown in Figure 5.4.1 then the following is displayed
3. Edit the meeting details as per the requirement
4. Select 'Delete' option as shown in Figure 5.4.1
5. Select 'Delete Meeting' option

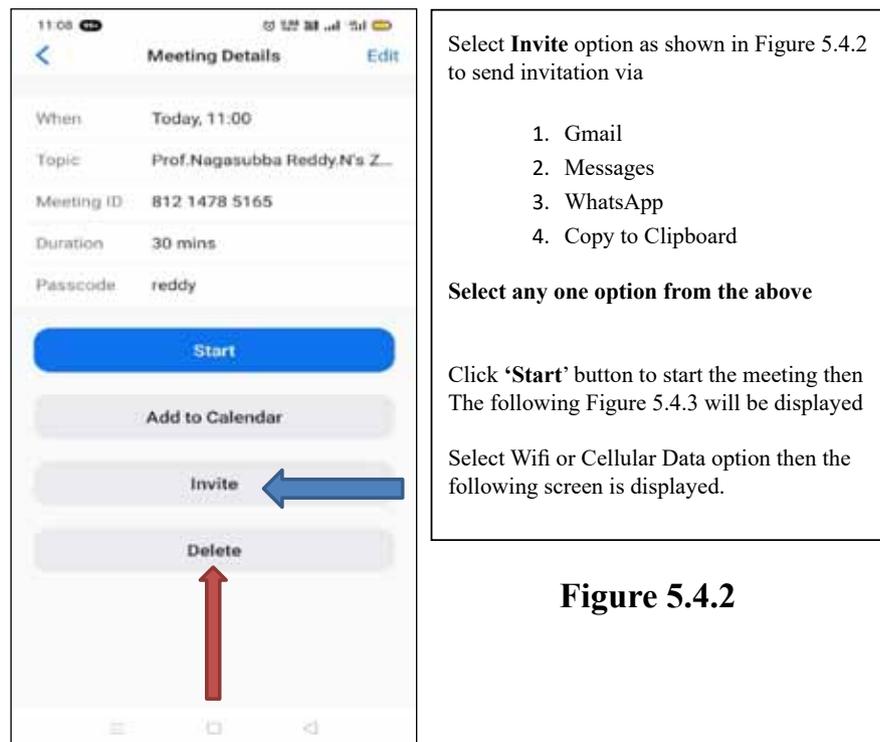


Figure 5.4.2



Figure 5.4.3

- Select **Unmute** option to speak with participants as shown in Figure 5.4.2
- Select **Start video** to switch on the Host video
- Click **Participants** option to see list of participants in the meeting
- Click **Share** option to share Host Screen for the participants
- Select **Whiteboard** option to write
- Select **Apps** option to select virtual backgrounds

Click More option → Select Security and Meetings Settings options then the following screens are displayed - **Figure 5.4.4**

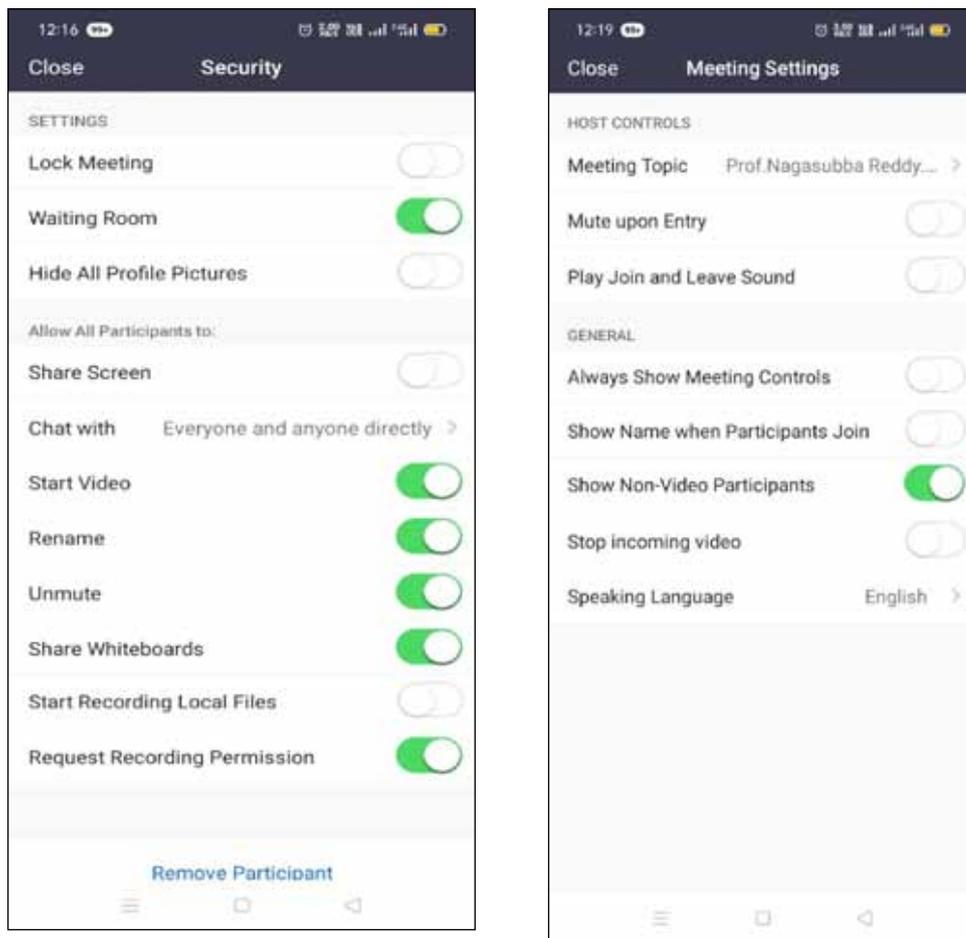


Figure 5.4.4

- Select the options as per the requirement

5.5 Google meet App

Google Meet is a video conferencing app and is used to meetings. We can add up to 100 participants in the Google Meet video conference. We can add people to a video meeting in Google Meet before or after the meeting starts. We can also remove people during a video meeting

We can schedule a video meeting from the Google Calendar app.

5.5.1 How to download the Google Meet app:

- Go to the Play Store.
- Download and install the Google Meet app.
- Click the Google Meet app then the following screen is displayed – Figure 5.5.1.1

How to start a meeting in the Meet app on Android

- Open the **Google Meet app** then the following screen is displayed - Figure 5.5.1.1

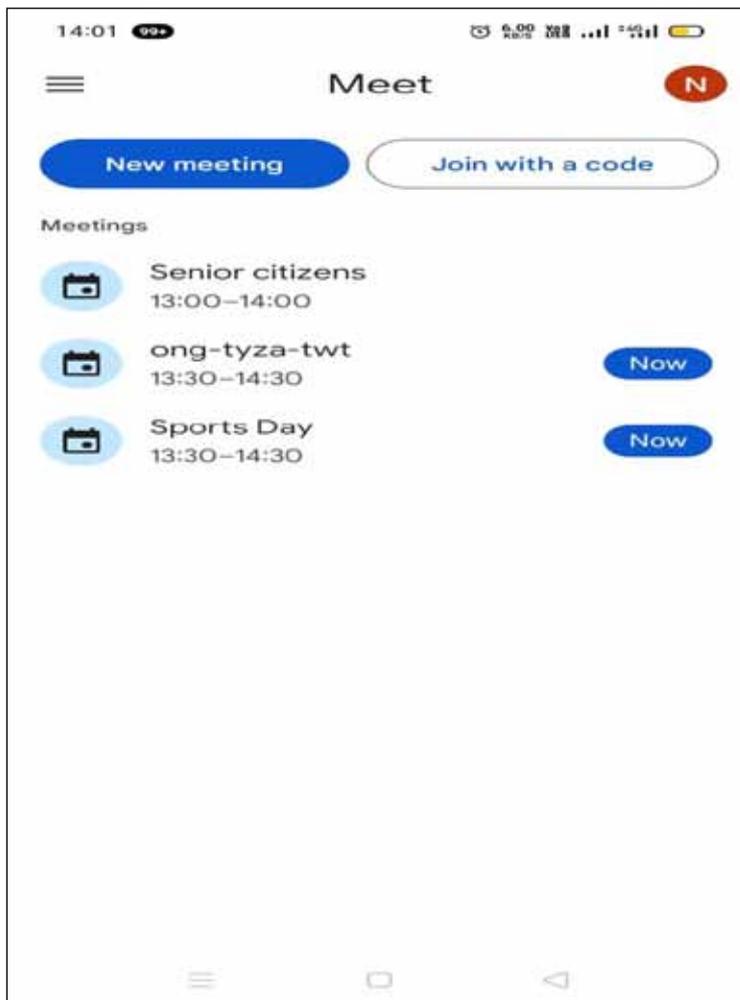


Figure 5.5.1.1

Click **New Meeting** to start a meeting. Click the **Meeting code** and enter a code and click on Join as shown in Figure 5.5.1.1

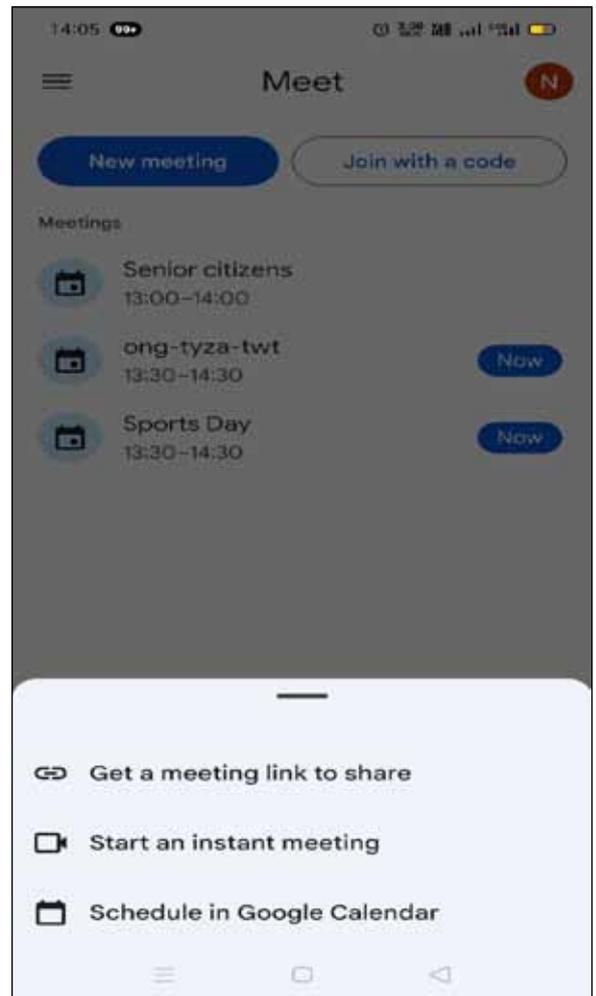


Figure 5.5.1.2

- Click '**Get a meeting link to share**' and click **Share invite** then select **WhatsApp or chat or messages or Gmail** as shown in Figure 5.5.1.2 as per the requirement then the following Figure 5.5.1.3 is displayed

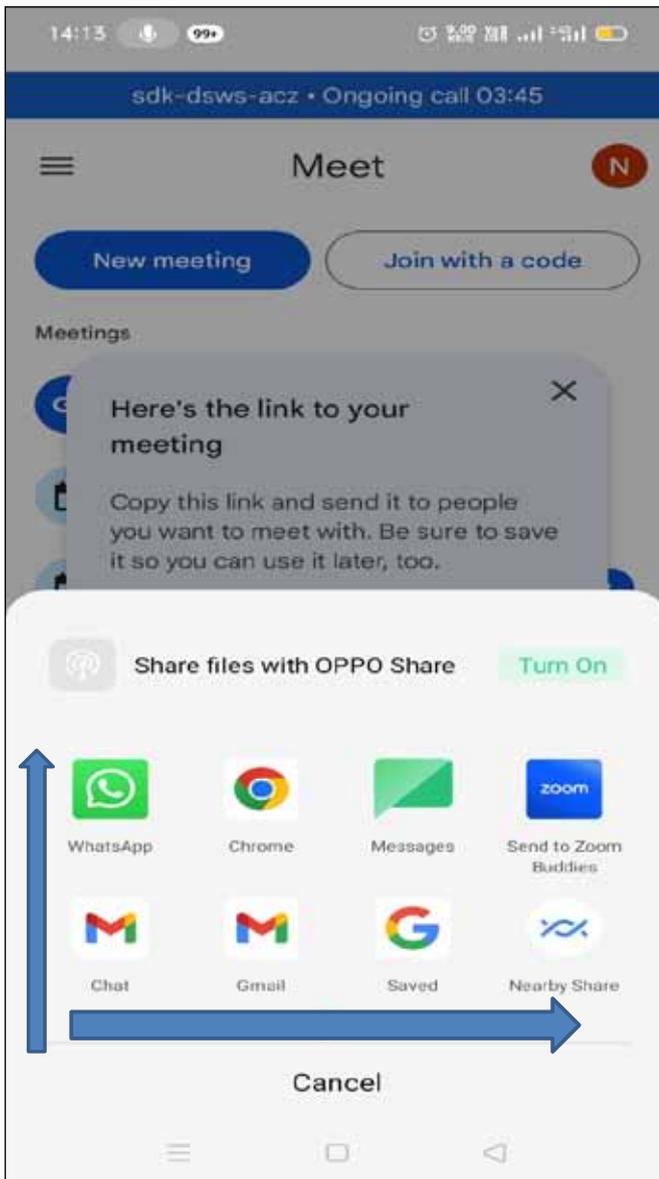


Figure 5.5.1.3

- Select **'Start an instant meeting'** to start instant Google meet.

To schedule Google Meet click **'Schedule Google Calendar'** then the following screen is displayed - Figure 5.5.1.4

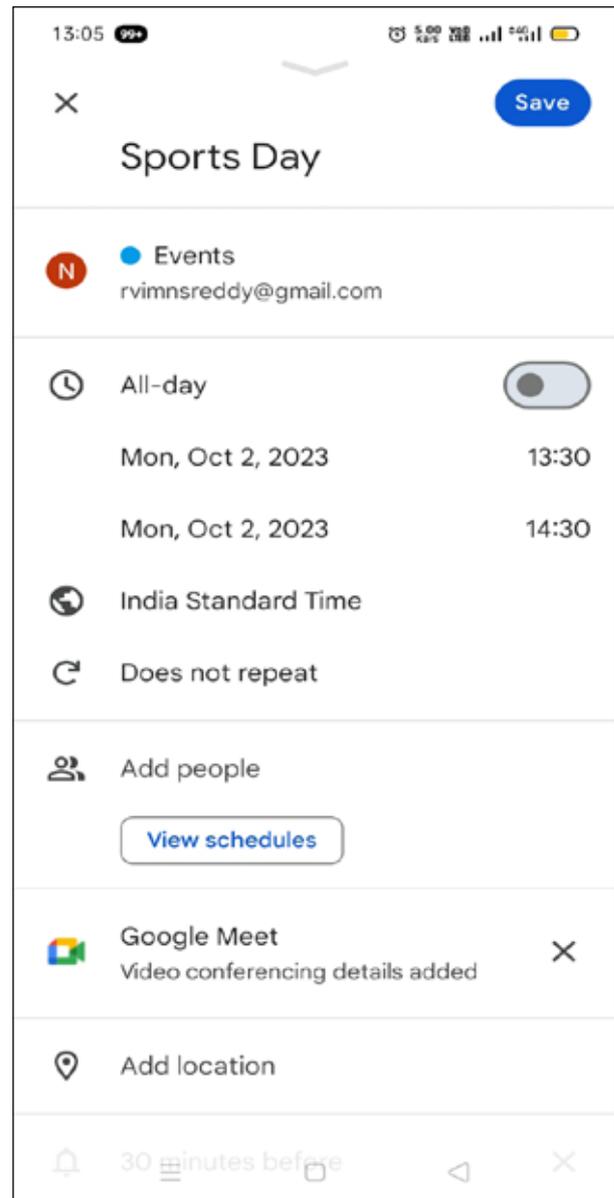


Figure 5.5.1.4

- Select **Title, Date, Time, Does not repeat, Add location** options as per the requirement as shown Figure 5.5.1.4
- Click **Save** button. Click on sign to send invitation to the participants via WhatsApp, Messages, Chat or Gmail as shown in Figure 5.5.1.5

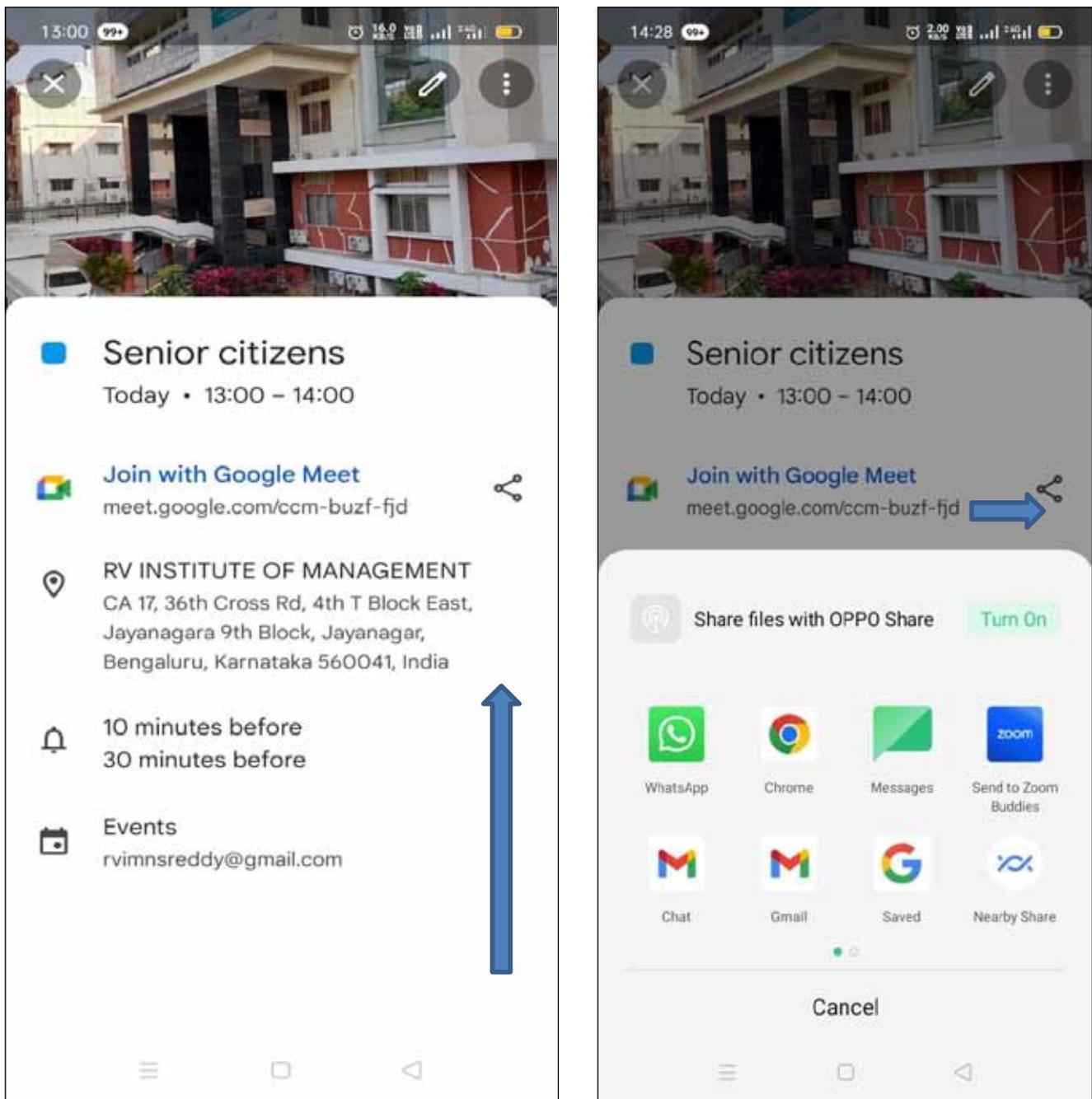


Figure 5.5.1.5

5.6 As a Host : Once join Google meet (With code or instant meeting or from Google calendar) then the following is screen displayed

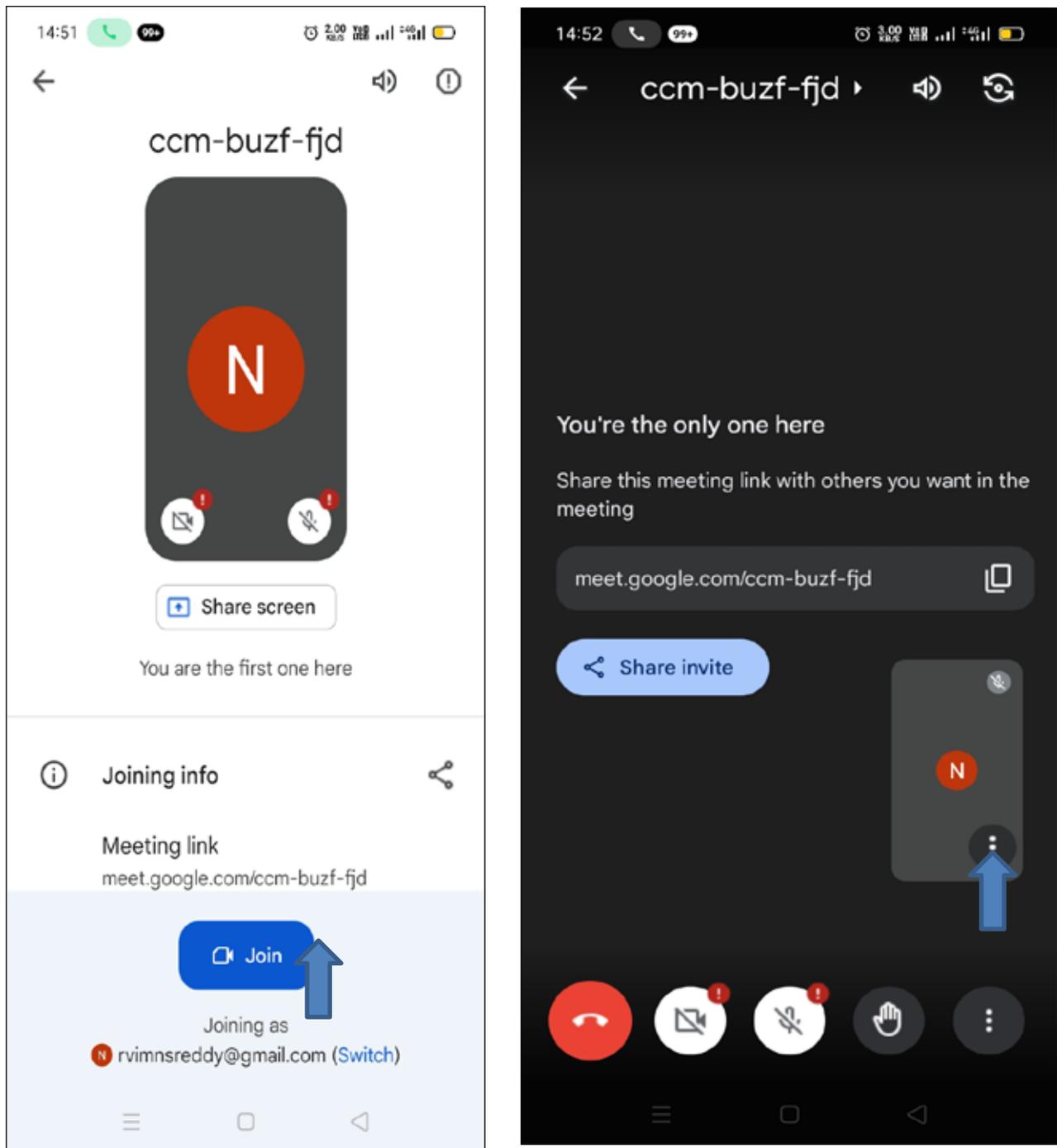


Figure 5.6.1

- Click **Join** button to join the meeting
- Click Video/Audio option
- Select 3 dots option then the following screen is displayed as shown in figure 5.6.1

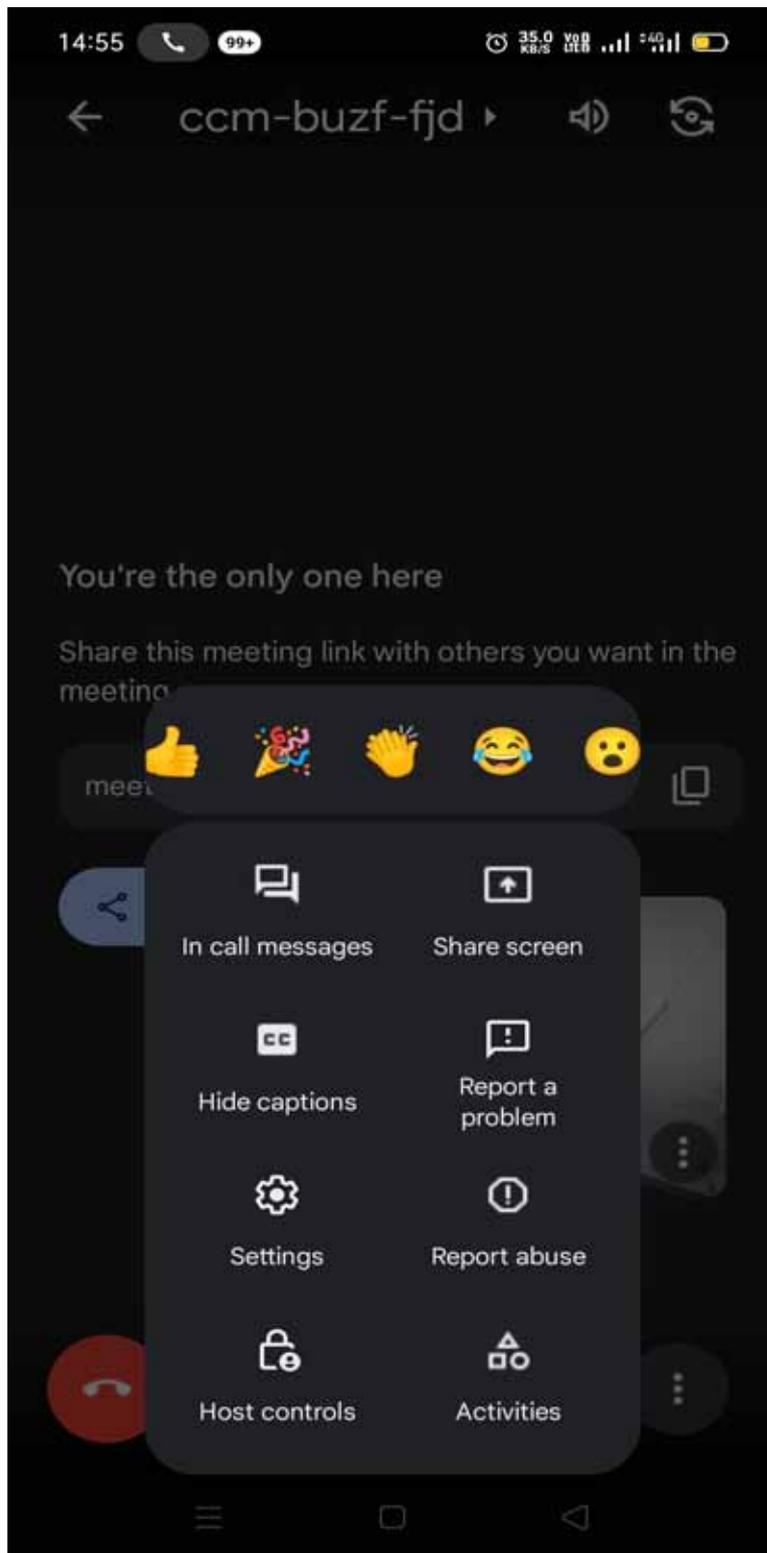


Figure 5.6.2

- Click **In Call Messages** to send a message to other people on the call.
- Click **Share Screen** to broadcast your entire screen to others in the meeting as shown in Figure 6.2.1
- Click **Show/Hide Captions** to display text captions for speech from anyone in the meeting.
- Click **Report A Problem** to report any technical issues with the call or app to Google.
- Click **Report Abuse** to report any unwanted or disruptive people who joined the meeting without your permission.
- Click **Host Controls** to manage whether other people in the meeting can share their screen, send messages and turn on their microphone and video.
- Finally, Click **Settings** to control the video under low light conditions and enable or disable live captions.
- Select **End** button  then Select **Just leave the call** or **End the call for every one** (Just leave the call if don't want to end it for everyone else)

5.5.2 -As a participant How to join a meeting on Google Meet

1. Click the link to go to the meeting page on the web.
2. Choose whether to keep camera and mic on or off.
3. Click **Ask to join** as shown in Figure 5.5.2.1
4. As soon as the host permits, meeting can be join

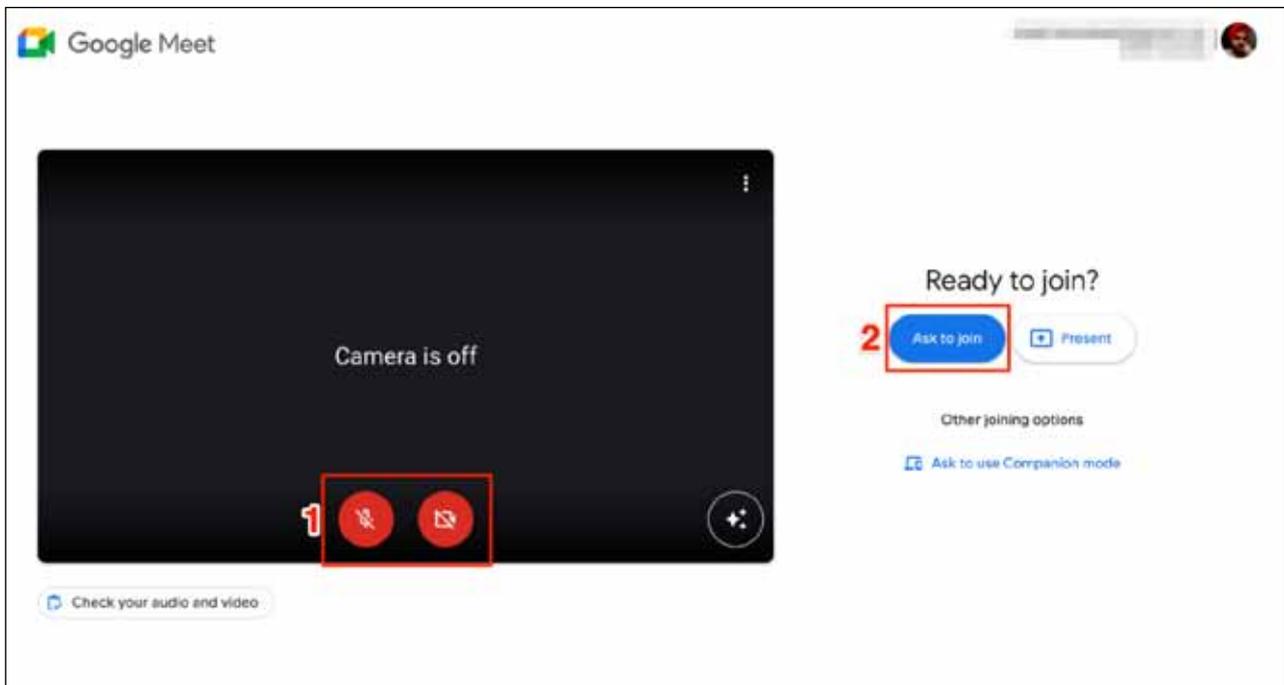
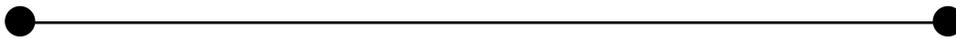


Figure 5.5.2.1



CHAPTER - 6

UBER APP



With transport ordered directly from your smartphone and paid for automatically, Uber makes getting around your city as easy as tapping a button. In order to request your ride, regardless, it is your first-time using Uber or not, you need to enable location services on your device. Uber uses your device's location services to make it easier to get a ride when you need one. Location data helps improve Uber services, including pickups and navigation.

Using the Uber app is relatively simple, and it allows you to request a ride, track your driver, and pay for your trip. Here's a step-by-step guide on how to use the Uber app:

1. Download the App:

- Download the Uber app from the Apple App Store (for iOS devices) or Google Play Store (for Android devices).

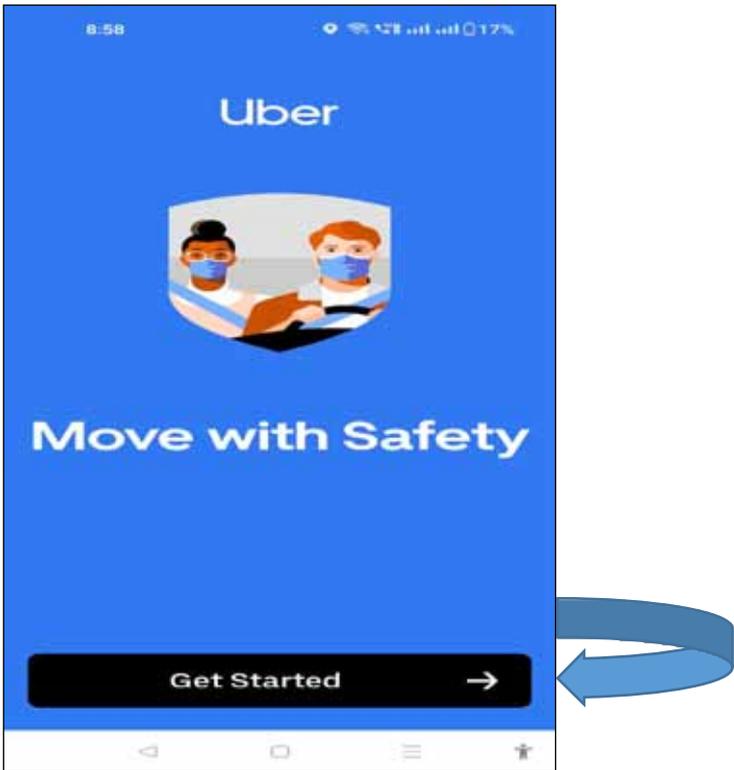


Fig. 6.1

2. Create an Account:

- Open the app and sign up for an Uber account. As shown in Fig. 6.2, you'll need to provide your phone number and verify your phone number with a one-time password (OTP) through SMS.

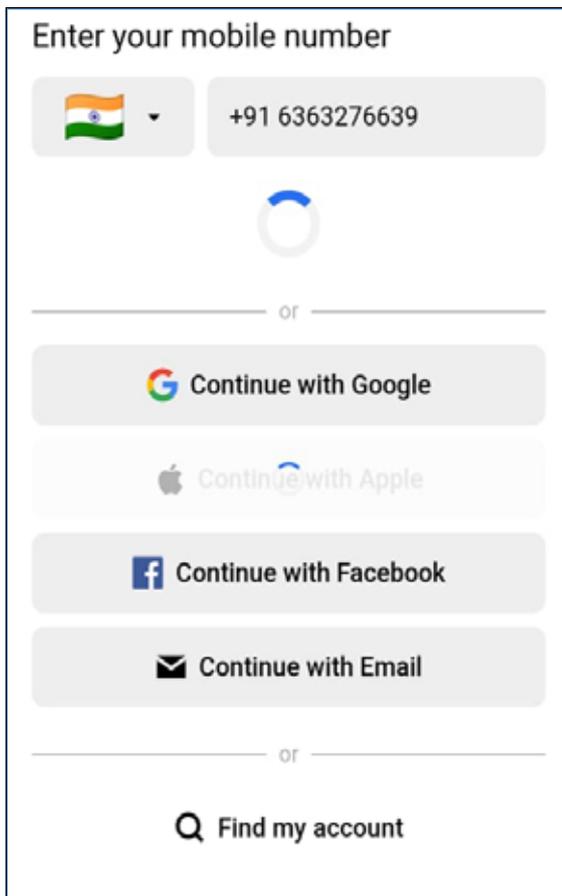


Fig. 6.2

3. Set Your Location:

- Open the app, and it will use your device's GPS to automatically detect your current location as shown in Fig. 6.3. If it doesn't, you can manually enter your pickup location by typing in the address.

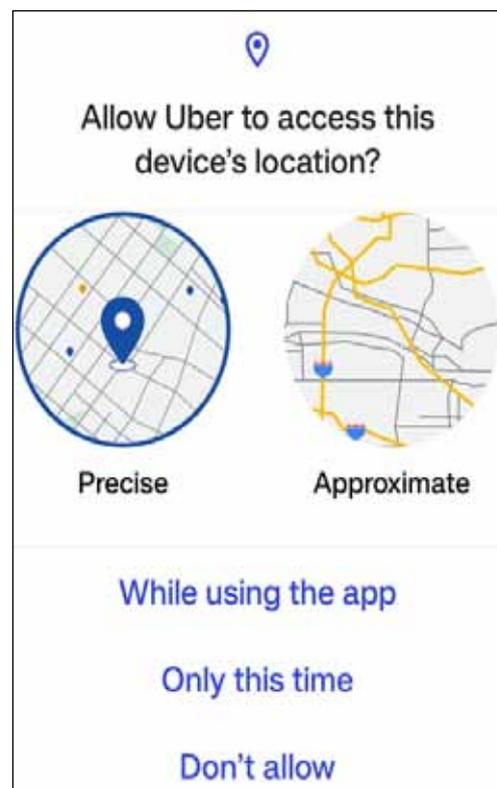


Fig. 6.3

4. Set Your Destination:

- Enter your destination address in the “Where to?” field as shown in Fig. 6.4. The app will suggest places as you type, or you can enter the exact address.

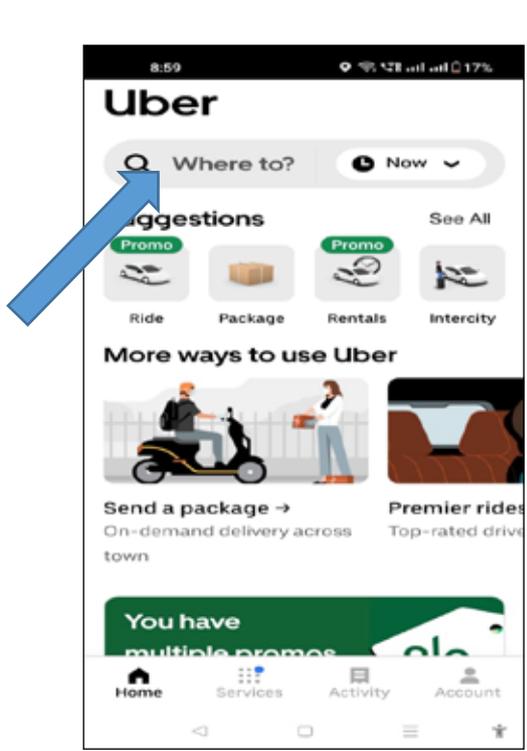


Fig. 6.4

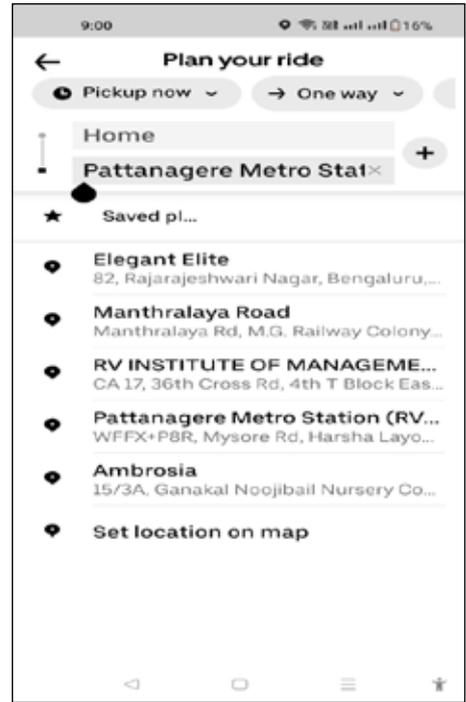


Fig. 6.5

5. Select a Ride Option:

- As shown in Fig. 6.6, You'll see different ride options, such as Uber-Auto, Uber Go, Uber Motor Bike, etc. Choose the option that best suits your needs and budget by clicking on the option.

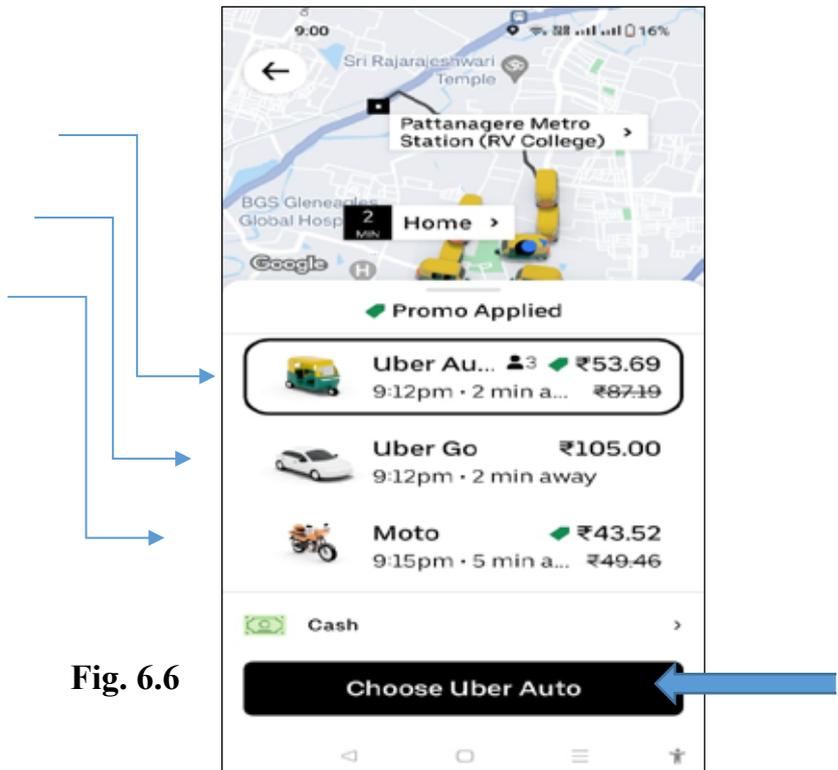


Fig. 6.6

6. Confirm Your Ride:

- Review the estimated fare and the pickup and drop-off locations. If everything looks correct, tap “Confirm Pickup” to order your ride (As shown in Fig.6.7).

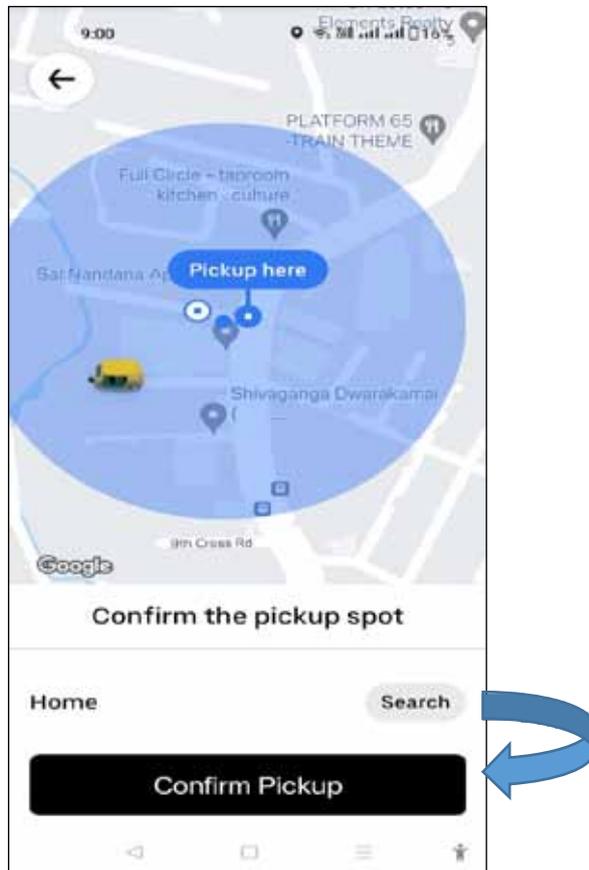


Fig. 6.7

7. Wait for Your Driver:

- Once you've requested a ride, the app will display the driver's details, including their name, photo, and vehicle information (Fig.6.8). You can also track the driver's location in real-time on the map.

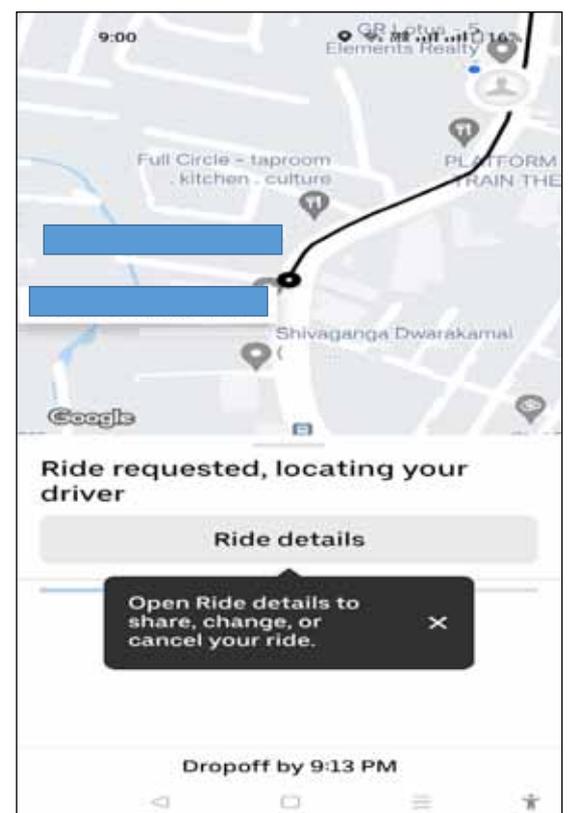


Fig. 6.8

8. **Ride Experience:**

- When the driver arrives, ensure their vehicle matches the description on the app. You can also see the driver's license plate number in the app, which is useful for confirming you're getting into the right car. Sit back and enjoy your ride.

9. **Payment:**

- Your payment method on file will be charged automatically at the end of your ride. Payment maybe done using Cash, Phonepe/Paytm/Google Pay.

10. **Rating and Reviewing:**

- After the ride, you can rate your driver and leave a review if you wish. This feedback helps maintain the quality of the service.

11. **Receipt and Ride History:**

- You'll receive a receipt via email or within the app, summarizing the details of your trip. You can access your ride history in the app at any time.

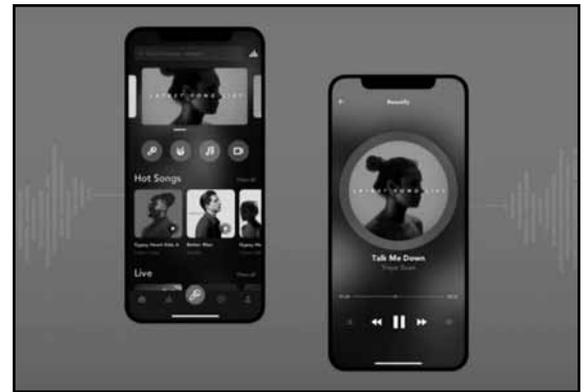
That's the basic process for using the Uber app to request a ride. Keep in mind that the app's interface may change over time, so it is a good idea to check for any updates or changes in the app's functionality if you haven't used it in a while.

To cancel a trip on the Uber app, follow these steps:

1. **Open the Uber App:** Launch the Uber app on your smartphone or mobile device.
 2. **Log In:** Log in to your Uber account.
 3. **Access Your Active Trip:** If you have an active trip, you should see it on the main screen of the app. Tap on the "My Trips" or "Current Trip" section to view your active trip.
 4. **Cancel the Trip:** Once you've accessed your active trip, you'll see an option to "Cancel Trip." Tap on this option.
 5. **Confirm Cancellation:** Uber will typically ask you to confirm the cancellation. This is to ensure that you indeed want to cancel the trip. Confirm your cancellation when prompted.
 6. **Reasons for Cancellation:** You may be asked to provide a reason for the cancellation. This is usually for feedback purposes, but it might vary depending on your location and the circumstances. Select a reason or leave a comment if required.
 7. **Cancellation Fee:** Keep in mind that Uber may charge a cancellation fee if you cancel the trip after a certain period of time or too frequently. The app will inform you about any cancellation fees, which will be deducted from your payment method on file.
 8. **Confirmation:** You will receive a confirmation message that your trip has been cancelled.
- Please note that Uber's cancellation policy may vary depending on your location and the specific circumstances of the trip. It's important to check the terms and conditions and any applicable fees in your area to ensure you understand the cancellation process fully.

CHAPTER - 7

STAR MAKER APP - TO SING AND RECORD KARAOKE SONGS



StarMaker is a popular karaoke app that allows you to sing and record your favourite songs, collaborate with other users, and share your performances. Here is a general guide on how to use the StarMaker app:

1. Download and Install the App:

- Go to your device's app store (Google Play Store for Android or the Apple App Store for iOS).
- Search for "StarMaker" and download the app.
- Install the app on your device.

2. Create an Account:

- Open the StarMaker app.
- You can sign up using your email address or connect with your social media accounts like Facebook or Google.
- Follow the registration process to set up your account. (Fig.7.1).

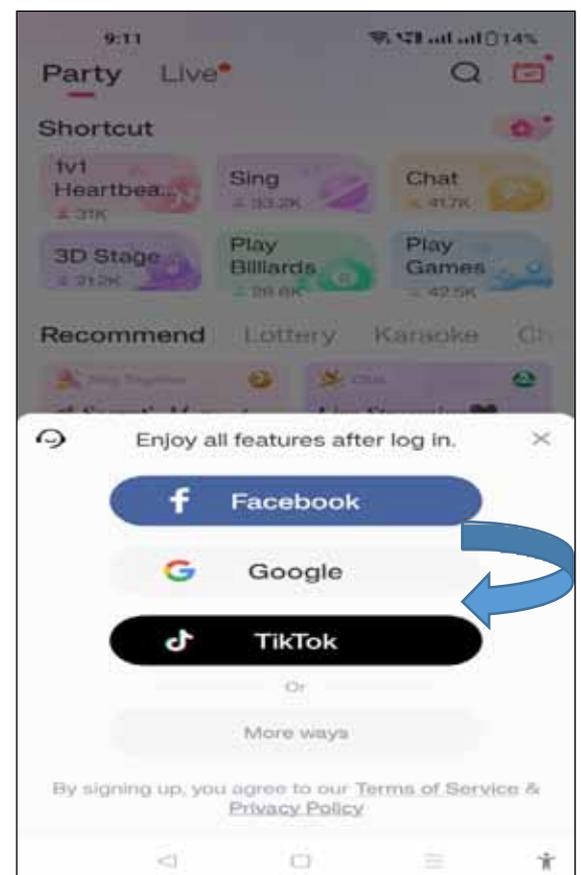


Fig. 7.1

3. Explore the App:

- Once you're logged in, explore the app's features and interface.
- It will ask you to choose preferred language.
- Choose the preferred language and click on "Get started". (Fig.7.2).



Fig. 7.2

4. Sing a Song:

- To sing a song, tap on the "Sing" or "Karaoke" icon (Fig.7.3).
- Search for a song by title, artist, or genre (Fig.7.4).
- Select the song you want to sing.
- Click on "Sing" (Fig.7.5) and then click on "Tap to Start" (Fig.7.5).

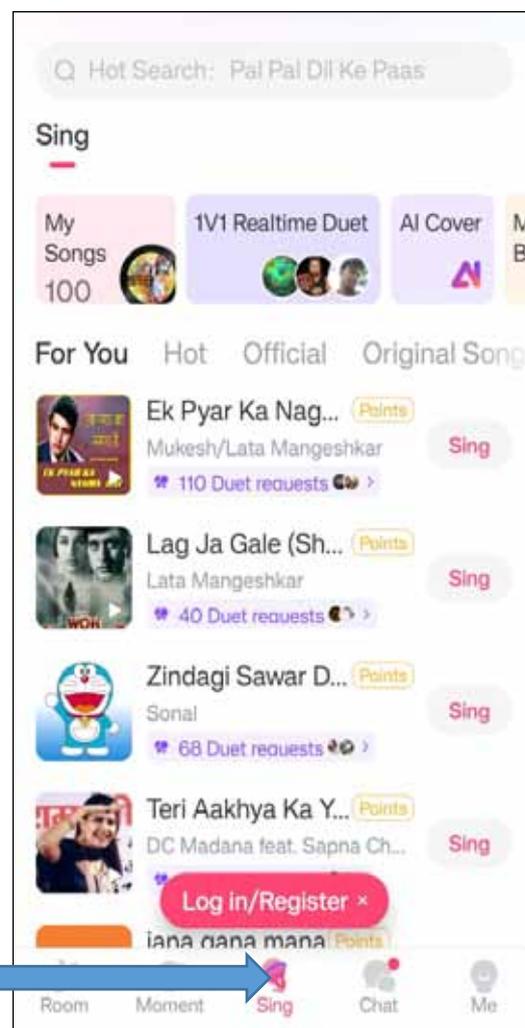


Fig. 7.3

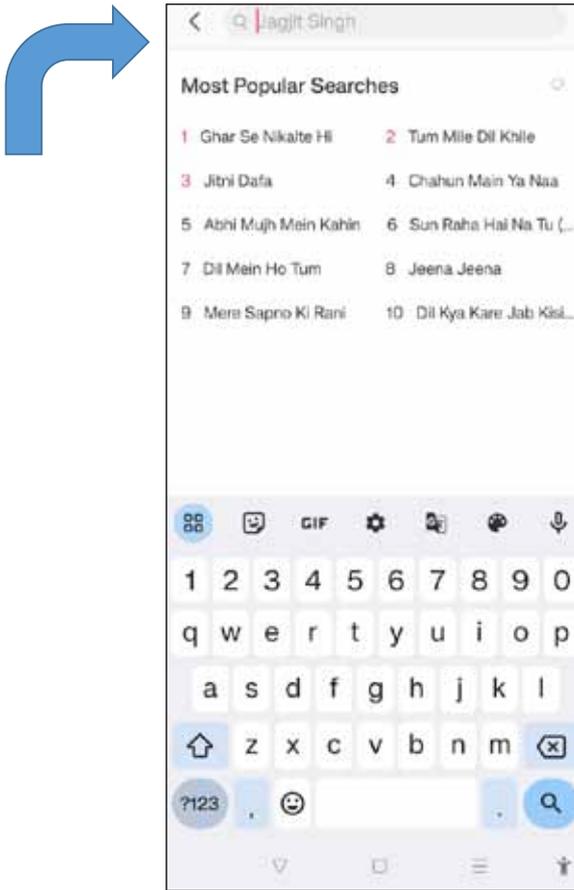


Fig. 7.4

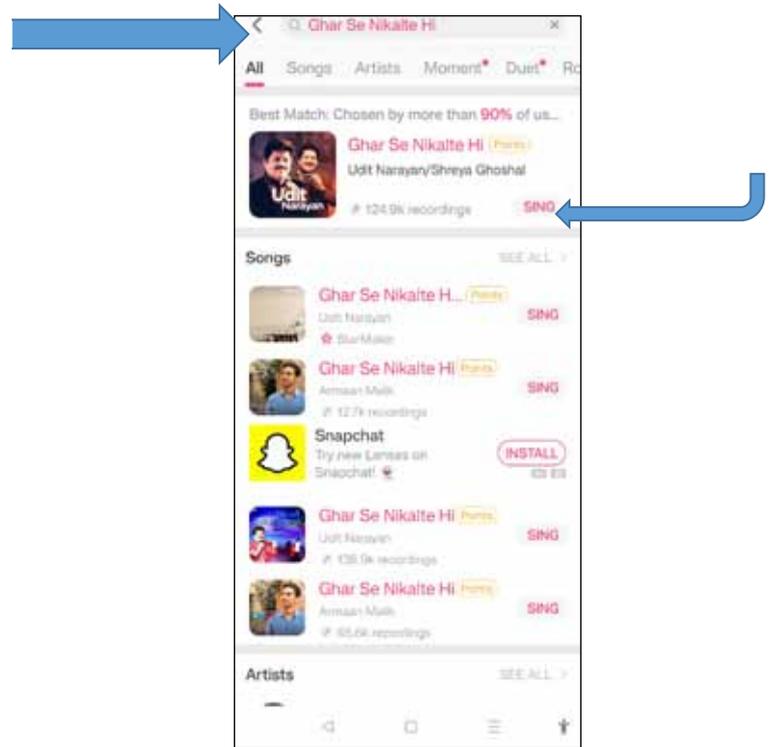


Fig. 7.5



Fig. 7.6

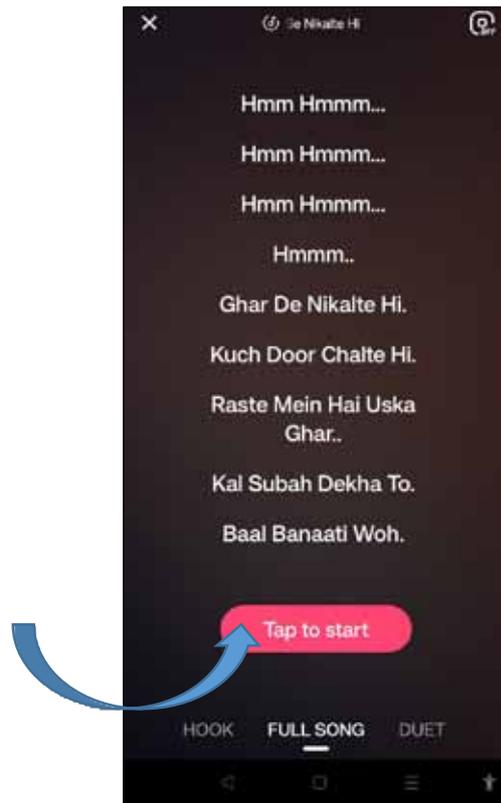


Fig. 7.7

5. Recording and Editing:

- Choose whether you want to sing solo or duet.
- Before you start recording, you can adjust the song's key and add various audio effects.
- Start singing along with the lyrics on the screen.
- The app will record your performance, and you can stop recording when you're done.

6. **To Exit from the song or restart the song**, click on the Back arrow and the below pop-up appears which will help you Exit from the song or restart the song (Fig.7.8).

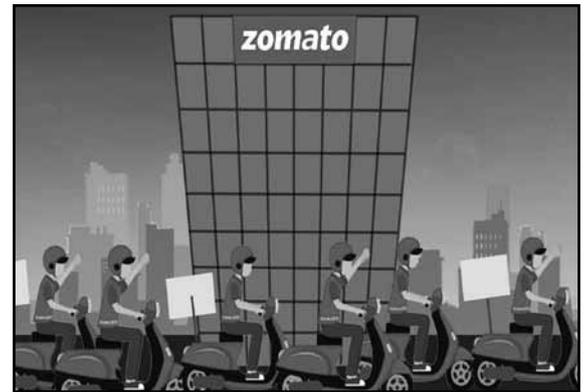


Fig. 7.8



CHAPTER - 8

ZOMATO APP - TO DISCOVER RESTAURANTS, ORDER FOOD, AND MORE:



Using the Zomato app is quite straightforward, as it is designed to help you discover restaurants, order food, and more. Here is a step-by-step guide on how to use the Zomato app:

1. Download and Install the App:

- Go to your device's app store (Google Play Store for Android or App Store for iOS).
- Search for "Zomato" and download the app.
- Install the app on your device (Fig.8.1)..

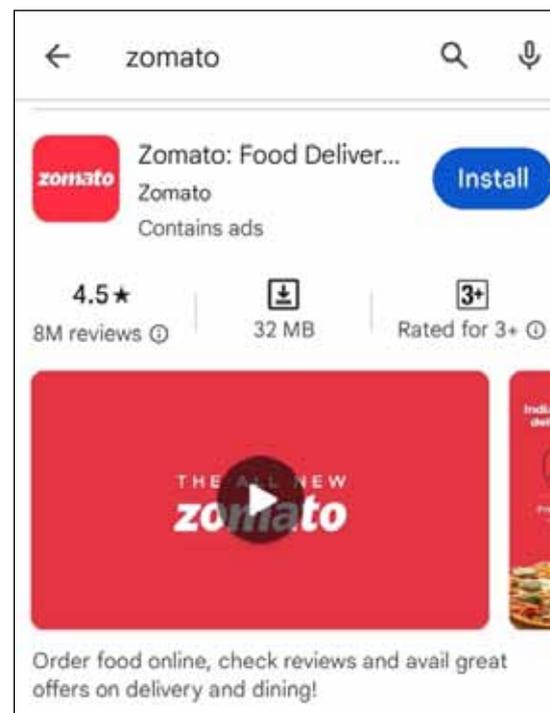


Fig. 8.1

2. Create an Account:

- Open the Zomato app.
- Sign up for an account by providing your email address, phone number, or by connecting with your Google or Facebook account (Fig.8.2).
- Follow the on-screen instructions to complete the registration process.
- Example, if you Sign up using Phone number, Zomato will ask you to confirm phone number and submit OTP that Zomato sends on that Phone number (Fig.8.4).

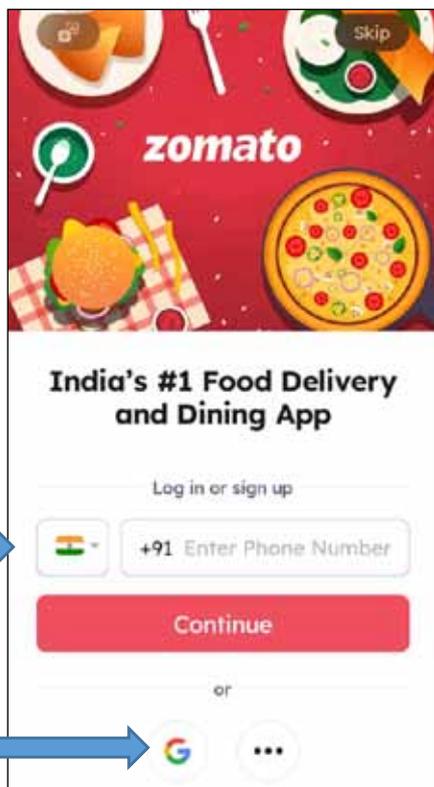


Fig. 8.2

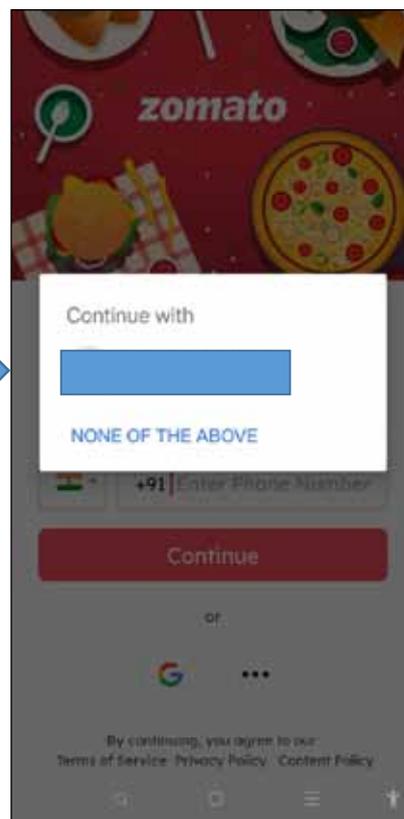


Fig. 8.3

3. **Set Your Location:**

- Allow the app to access your location or enter your location manually.
- Zomato will use your location to suggest nearby restaurants and food delivery options.

4. **Discover Restaurants:**

- Open the app, and you'll see a list of restaurants in your area.
- You can filter restaurants by cuisine, cost, and other preferences.
- Click on a restaurant to view its menu, ratings, reviews, and other details (Fig.8.7).

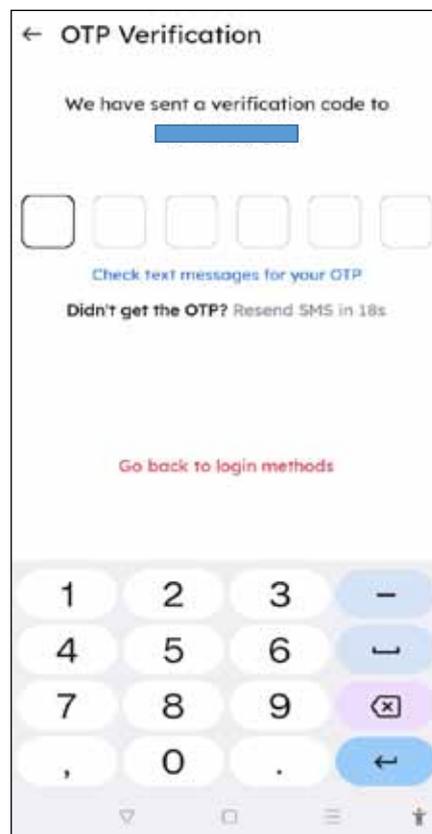


Fig. 8.4

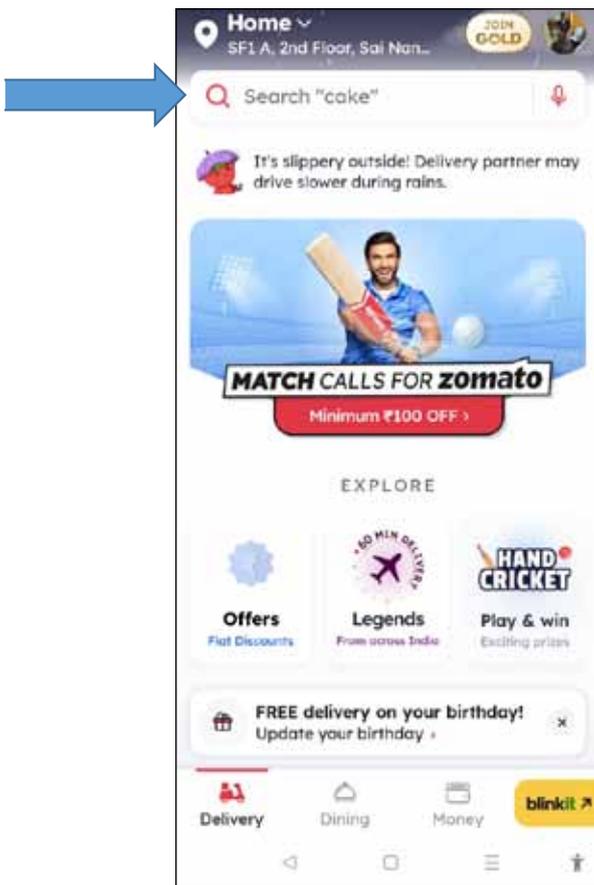


Fig. 8.5

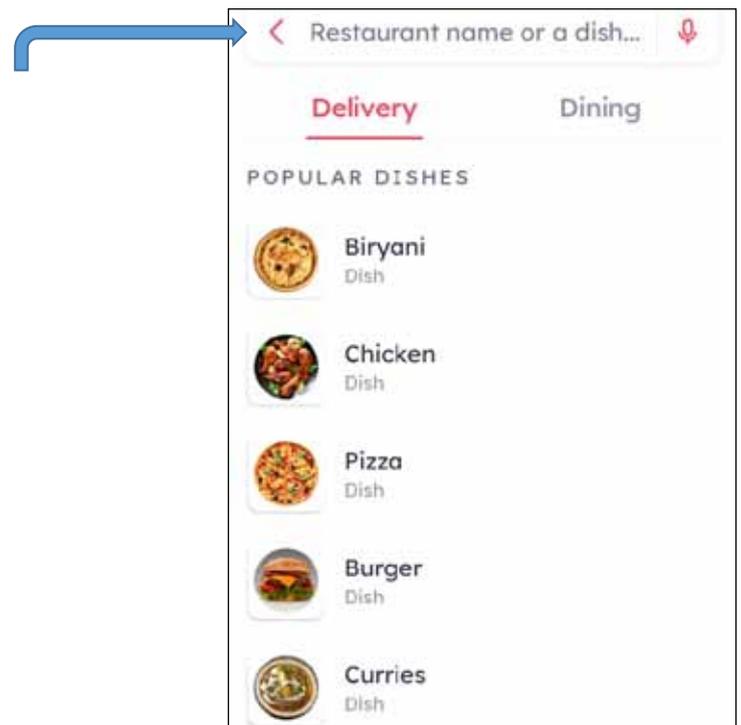


Fig. 8.6

5. Place an Order:

- Select a restaurant.
- Browse their menu and add items to your cart.
- Customize your order by specifying options, like spiciness level, special instructions, etc.
- Review your order in the cart and click “Proceed to Checkout.”

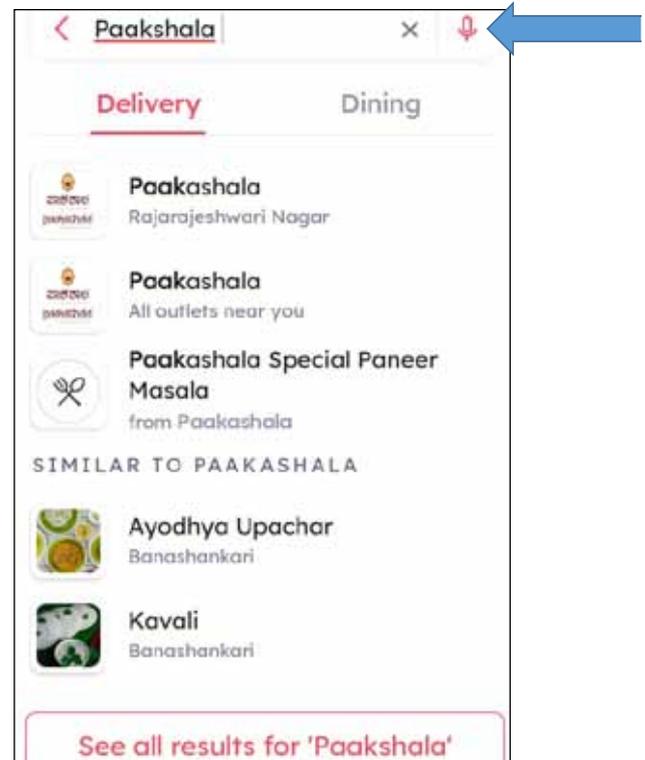


Fig. 8.7

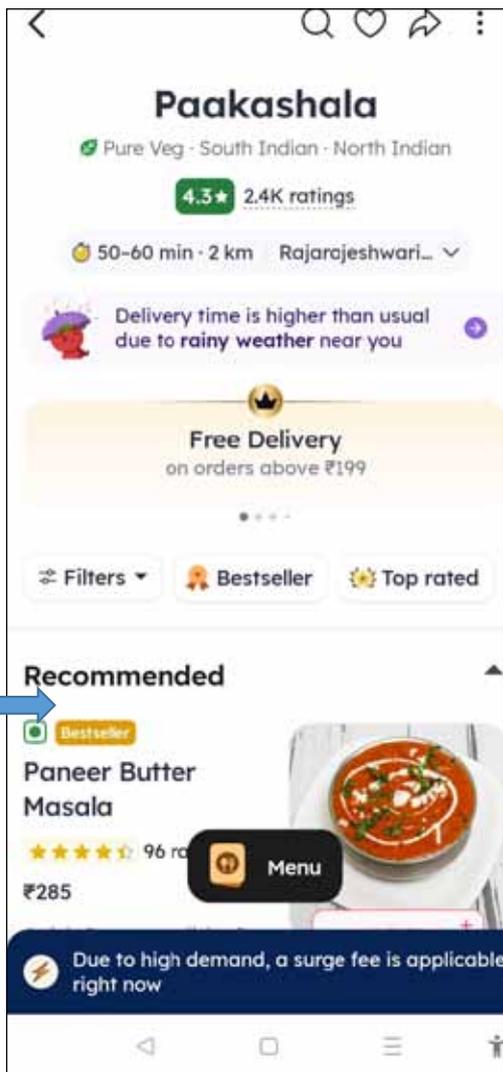


Fig. 8.8

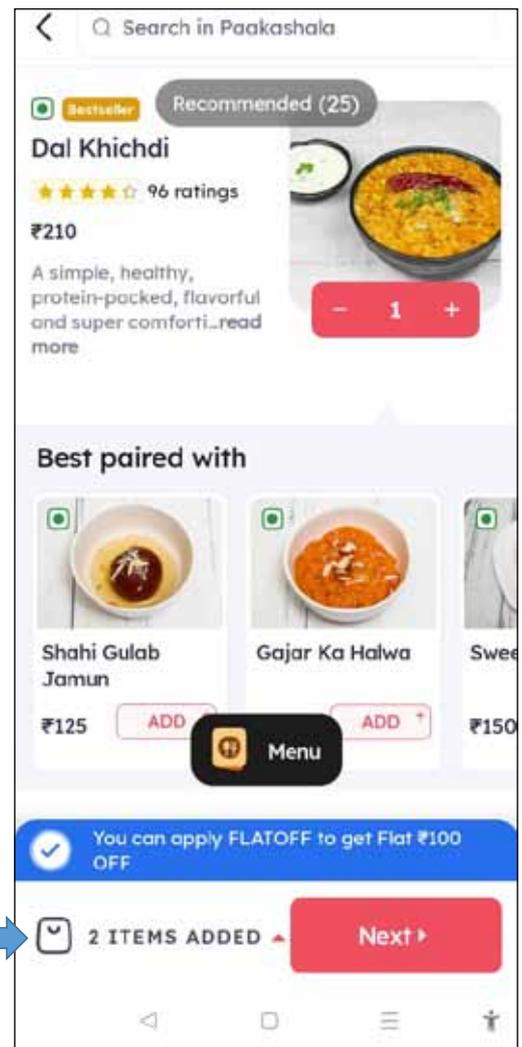


Fig. 8.9

6. Delivery or Takeaway:

- Choose between delivery and takeaway (if available).
- For delivery, enter your delivery address, and for takeaway, select a pickup time.

7. Payment:

- Enter your payment details to complete the order. You can pay online using various payment methods, including credit/debit cards, digital wallets, and UPI.

8. Track Your Order:

- After placing your order, you can track its status in real-time. You will receive notifications on the app about the orders' progress.

9. Leave a Review and Rating:

- After you receive your order, you can rate the restaurant and leave a review to help others make informed choices.

10. Explore More Features:

- Zomato also offers features like table reservations, food delivery scheduling, and more. Explore these as needed.

11. Account Settings:

- You can access your account settings to manage your profile, saved addresses, and payment methods.

12. Customer Support:

- If you encounter any issues or have questions, you can contact Zomato's customer support through the app.

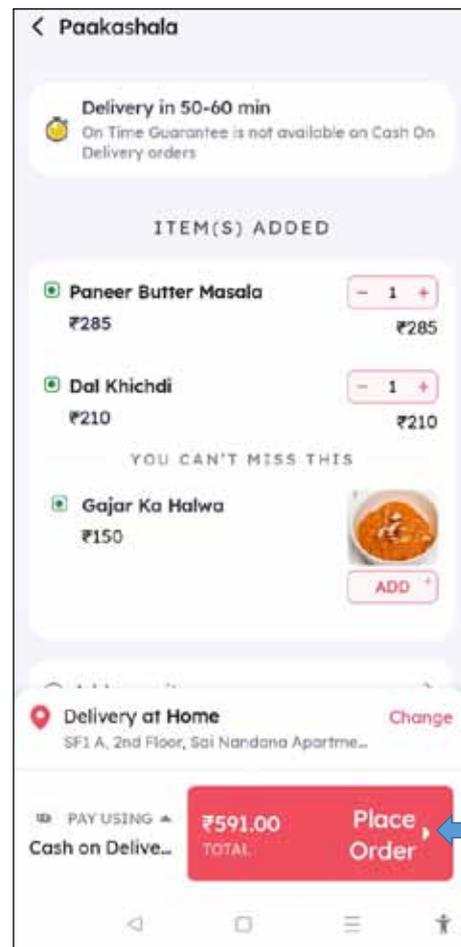


Fig. 8.10

CHAPTER - 9

PHARMEASY APP - TO ORDER HEALTHCARE PRODUCTS ONLINE



Here are a few general instructions on how to use a pharmacy app like PharmEasy.

To use the PharmEasy app, you can follow these general steps:

1. **Download the App:**

- Visit your devices' app store (Google Play Store for Android or the Apple App Store for iOS).
- Search for "PharmEasy" and download the app. (Fig. 9.1)

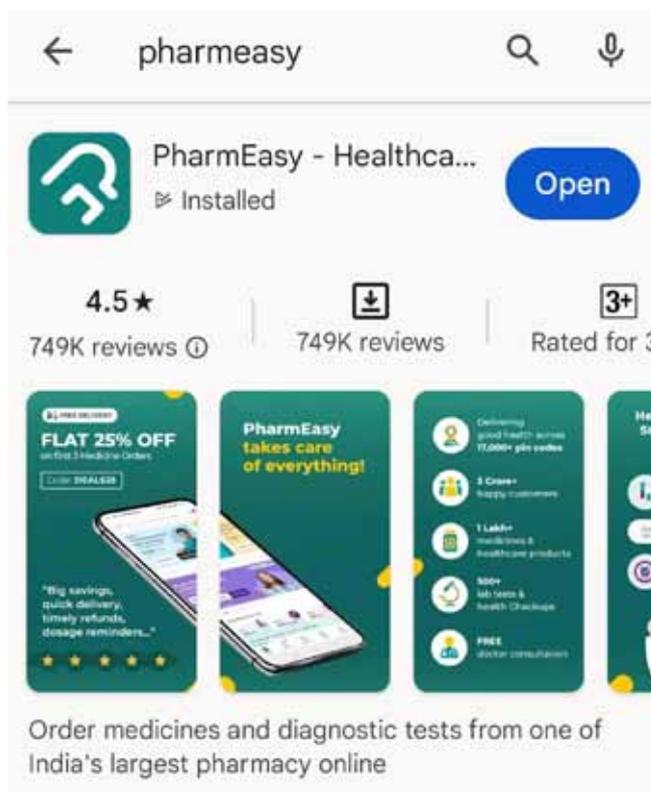


Fig.9.1

2. Create an Account:

- Open the app after installation.
- You'll typically need to create an account. This involves providing your personal information, contact details, and setting up a password.

3. Log In:

- After creating an account, log in using your credentials or Phone Number.

4. Find Medications:

- Use the search feature to find the medications or healthcare products you need. You can search by the product name, generic name, or browse through categories. (Fig. 9.2)

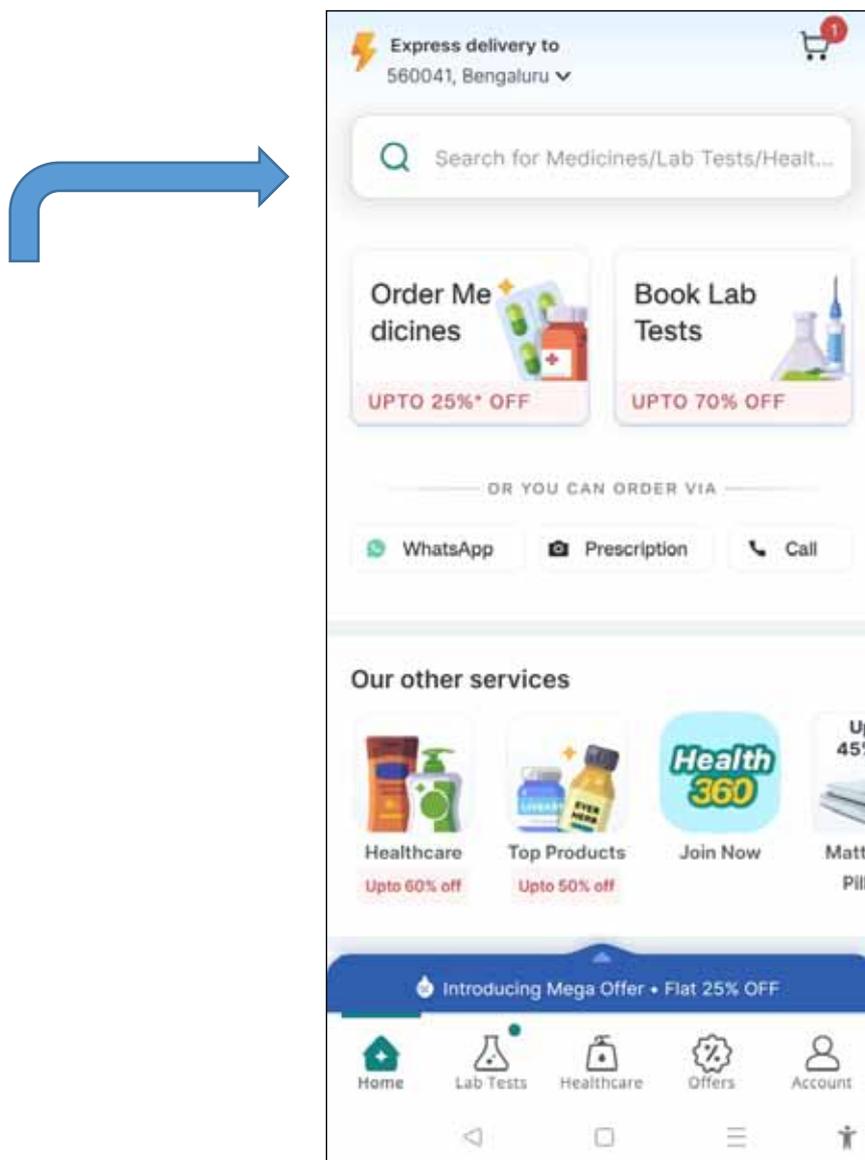


Fig.9.2

5. Add to Cart:

- When you find the products you need, add them to your shopping cart by clicking on “ADD TO CART” as shown in Fig 9.3 below and then click on “Proceed to Buy” as shown in Fig 9.4 below..

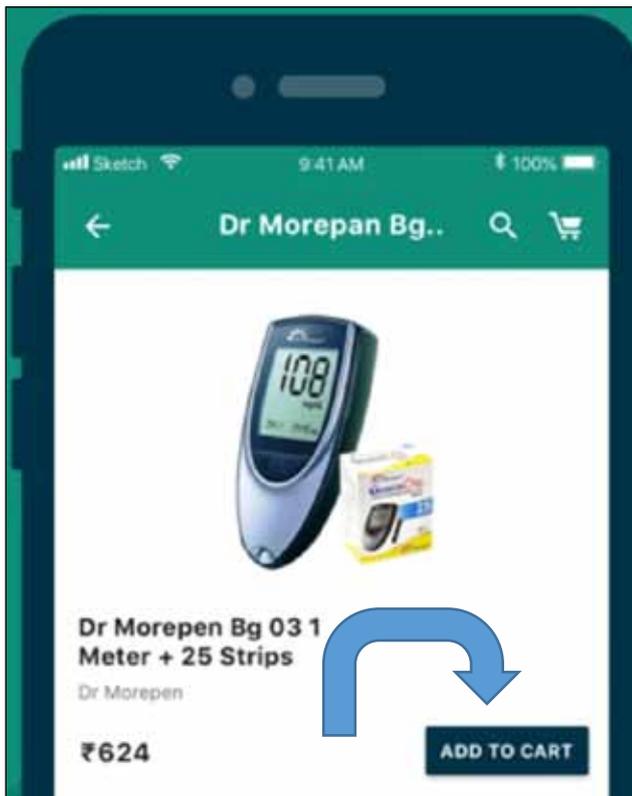


Fig.9.3

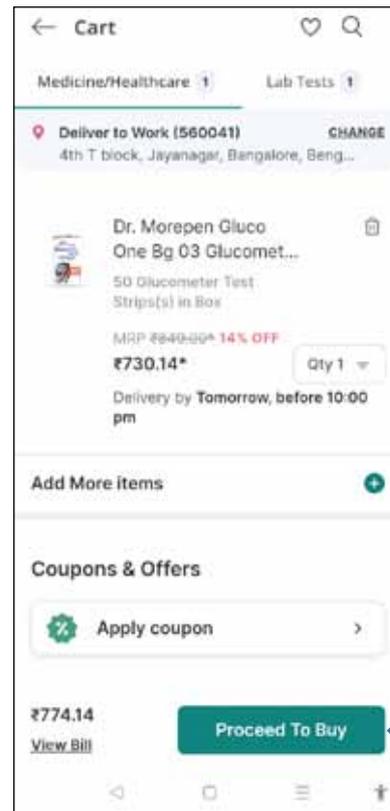


Fig.9.4

6. Verify Prescription (if required):

- If you're purchasing prescription medications, you may need to upload a copy of your prescription for verification.

7. Provide Delivery Information:

- Enter your delivery address and contact details.

8. Select Payment Method:

- Choose your preferred payment method, whether its credit/debit card, digital wallets or cash on delivery. (Fig.9.5). Note that “Cash on Delivery” may not be available on all orders.

9. Place the Order:

- Review your order, including the items in your cart, delivery address, and payment details. Once you are satisfied, confirm your order.

10. Track Your Order:

- After placing your order, you can usually track its status within the app. You'll receive updates on the order processing and delivery.

11. Receive the Delivery:

- Once your order is delivered to your specified address, make sure to check the products to ensure they are correct and in good condition.

12. Provide Feedback:

- Many pharmacy apps allow users to leave feedback and ratings for the products and services received.

13. Refill Prescriptions:

- PharmEasy and similar apps often allow you to set up prescription reminders and easily reorder medications for chronic conditions.

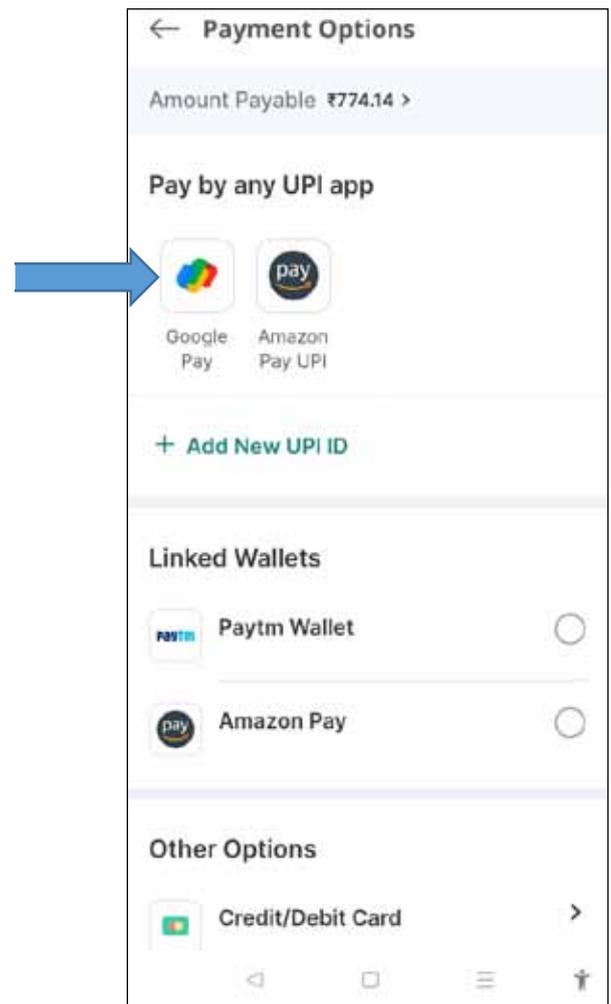


Fig.9.5

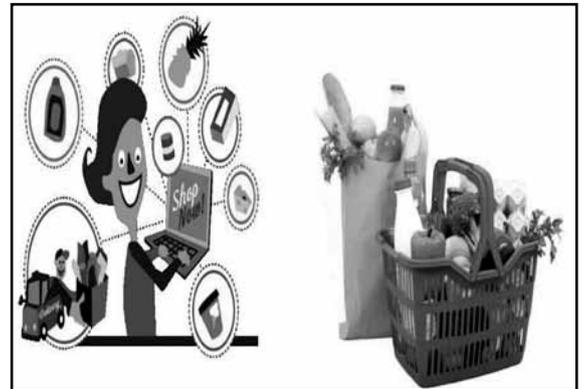
Remember that app features and procedures can change, so it's a good idea to check the latest instructions or guides provided within the app or on the PharmEasy website for the most up-to-date information.

Also, please make sure to use any healthcare-related app responsibly, especially when ordering prescription medications, and always consult with a healthcare professional for proper guidance on medication usage and health concerns.



CHPATER - 10

BLINKIT - TO ORDER GROCERY AND VEGETABLES ONLINE



1. Download and Install the App:

- Visit your devices app store (Google Play Store for Android or the Apple App Store for iOS).
- Search for “Blinkit” and download the app.
- Install the app on your device. (Fig. 10.1)

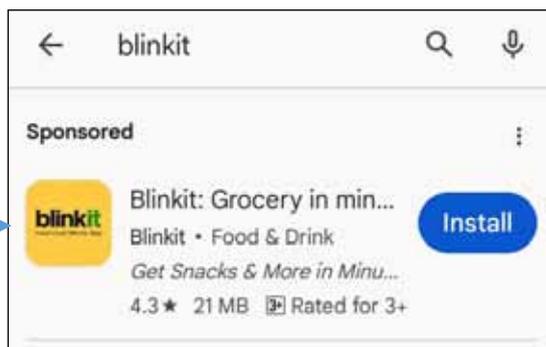


Fig.10.1

2. Create an Account:

- Open the Blinkit app.
- Sign up for an account if you don't already have one. You'll need to provide your contact number or login with Zomato if you already have an account on Zomato app.

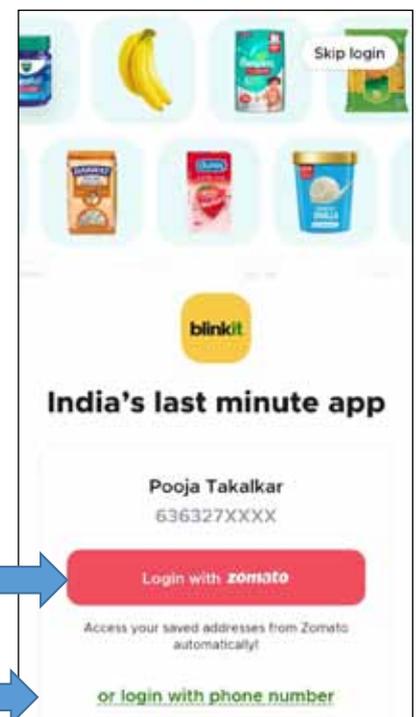


Fig.10.2

3. Log In:

- After creating an account, log in by submitting your Contact number or click on Login with Zomato (Fig 10.2).

4. Set Your Location:

- The app may ask for your location to provide you with relevant delivery options. Allow access to your location if prompted. (Fig 10.3)

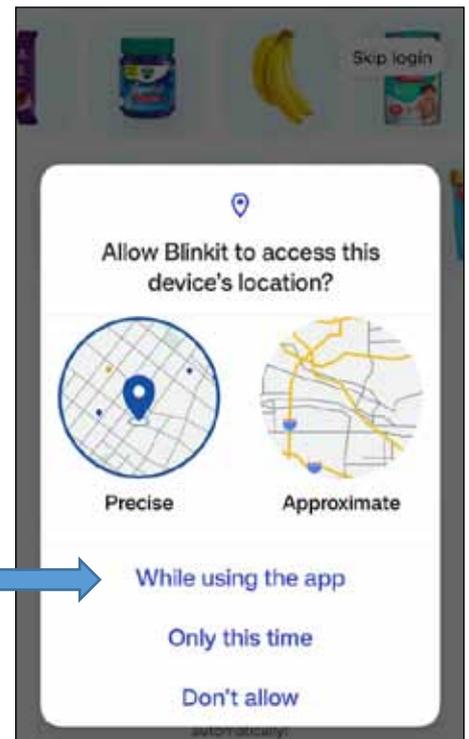


Fig.10.3

5. Browse and Search:

- Use the search bar or browse through the categories to find products you want to purchase (Fig. 10.4)

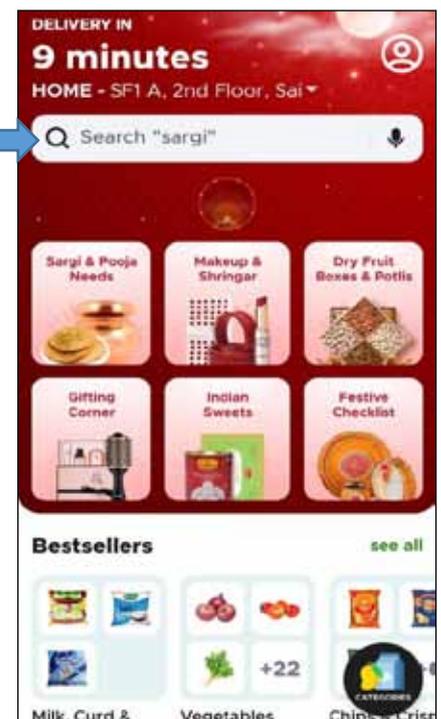


Fig.10.4

6. Add Items to Your Cart:

- When you find an item you want, click on it to view details.
- Click “Add to Cart” to put the item in your shopping cart. (Fig. 10.5)

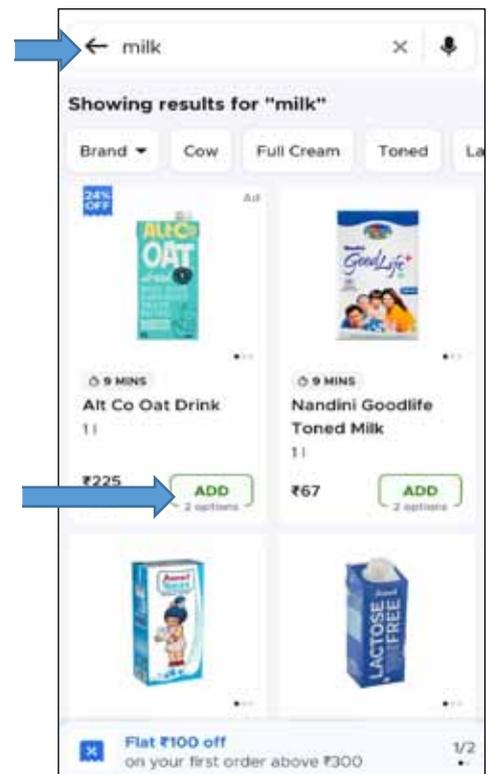


Fig.10.5

7. View and Edit Your Cart:

- You can view and edit the items in your cart at any time. Click on the cart icon to see what’s inside. (Fig. 10.6)

8. Proceed to Checkout:

- When you’re ready to place your order, click the cart icon and then select “Proceed to Check out.” (Fig. 10.7)

9. Enter Delivery Address:

- Provide your delivery address and any specific delivery instructions.

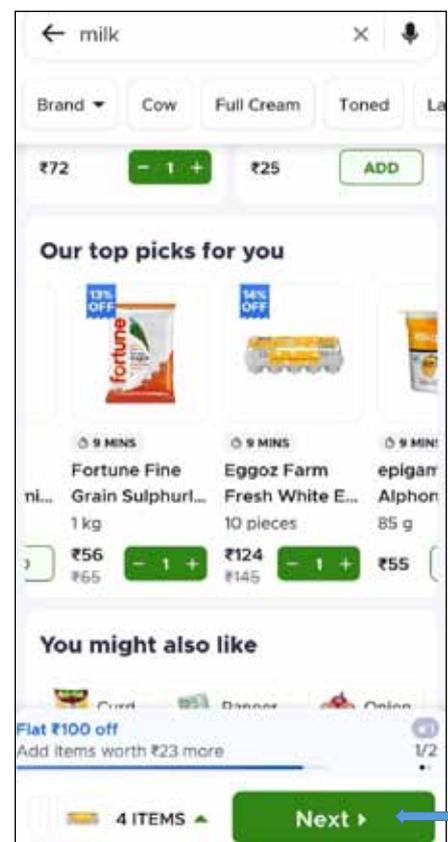


Fig.10.6

10. Choose Payment Method:

- Select your preferred payment method (credit/debit card, digital wallets, cash on delivery, etc.) (Fig. 10.9)

11. Place Your Order:

- Review your order to ensure it is accurate.
- Click “Place Order” to confirm your purchase. (Fig.10.10)

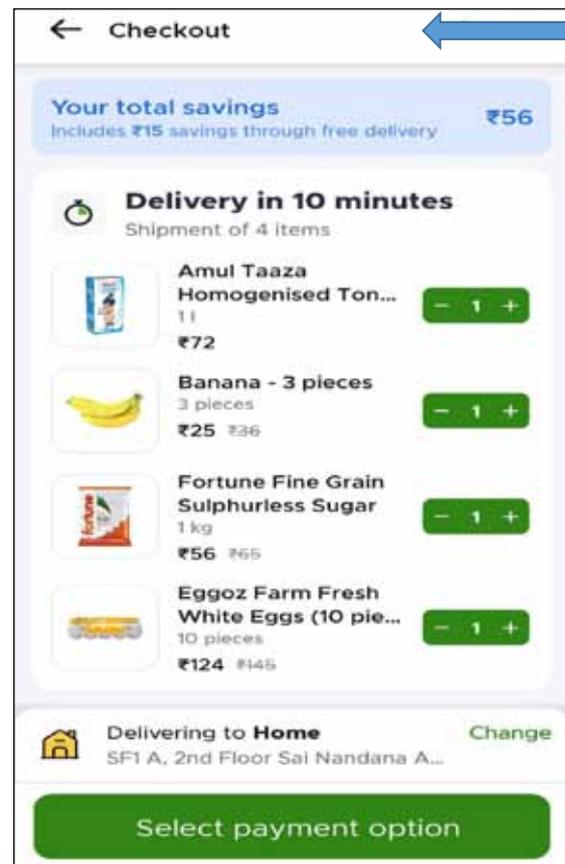


Fig.10.7

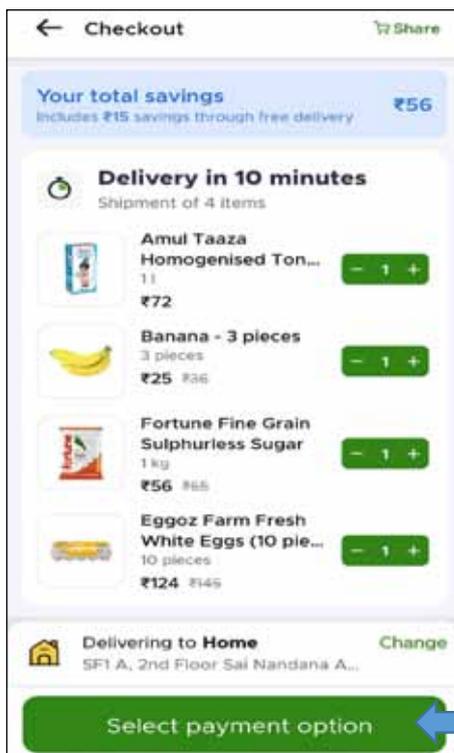


Fig.10.8

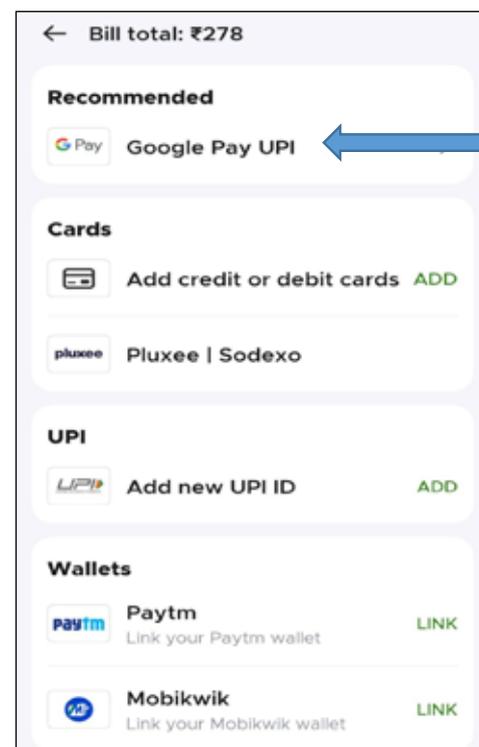


Fig.10.9

12. Track Your Order:

- You can track the status of your order and receive notifications about its progress.

13. Receive Your Delivery:

- Wait for your groceries to be delivered to your specified address.

14. Rate and Review:

- After receiving your order, you can provide feedback by rating and reviewing the items and the overall experience.

Please note that the apps features and interface may change over time, so it is essential to check the app's help section or contact Blinkit customer support for the most up-to-date information on using their app.

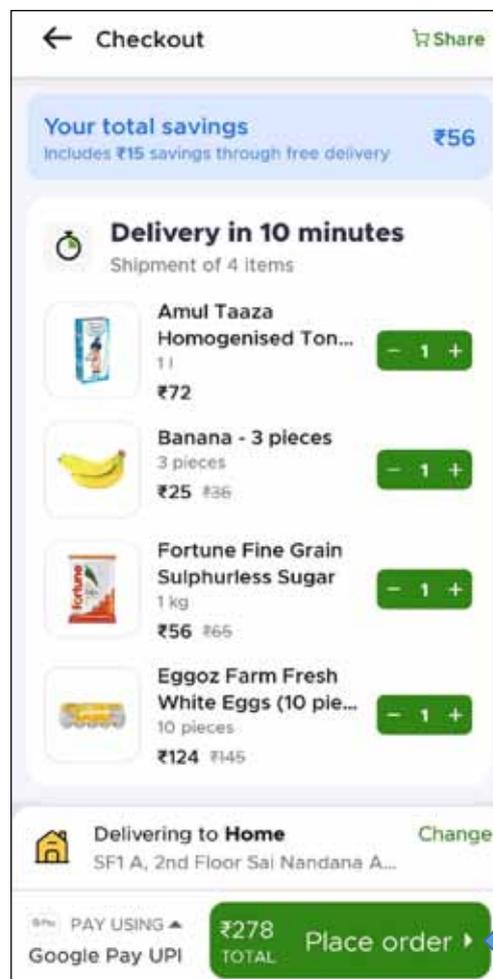


Fig.10.10

CHAPTER - 11

AMAZON APP



Using the Amazon app is relatively straightforward. Whether you're using it on an Android or iOS device, the basic functionalities are quite similar. Here's a step-by-step guide on how to use the Amazon app:

1. Download and Install:

- If you haven't already, download the Amazon app from your device's app store (Google Play for Android, App Store for iOS).

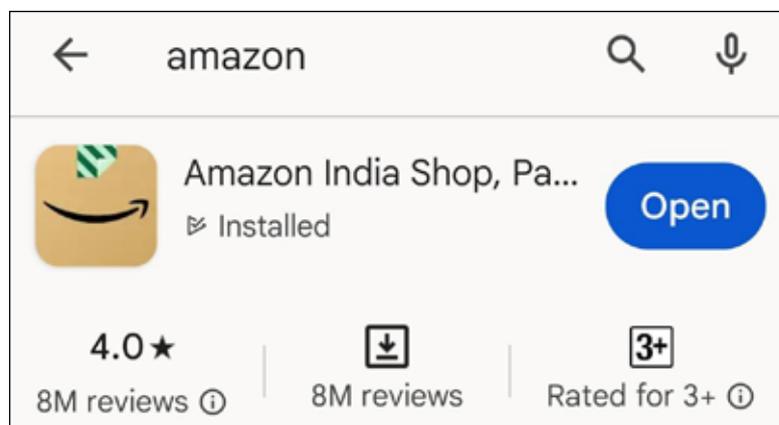


Fig.11.1

2. Open the App:

- Once it is installed, open the app by tapping on its icon. (Fig. 11.1)

3. Sign In or Create an Account:

- If you have an Amazon account, sign in using your email and password.
- If you don't have an account, you can create one by tapping "Create your Amazon account" and following the on-screen instructions.
- Account may be created by giving the Phone number, Email ID and password.

4. Navigating the Home Screen:

- After signing in, you will land on the home screen. Here, you can see various deals, product recommendations, and category options. (Fig. 11.2)

5. Search for Products:

- To search for a specific product, tap the search bar at the top, enter keywords or the product's name, and press "Search." (Fig. 11.3)

6. Browsing and Filtering:

- Once you've searched for a product, you can browse the results (Fig 11.4). You can filter products by categories, brands, price, and more.

7. Product Details:

- Tap on a product to view its details, including price, reviews, and seller information. You can also read customer reviews and view product images (Fig. 11.5).

8. Add to Cart:

- If you want to purchase a product, tap the "Add to Cart" button. (Fig 11.6)

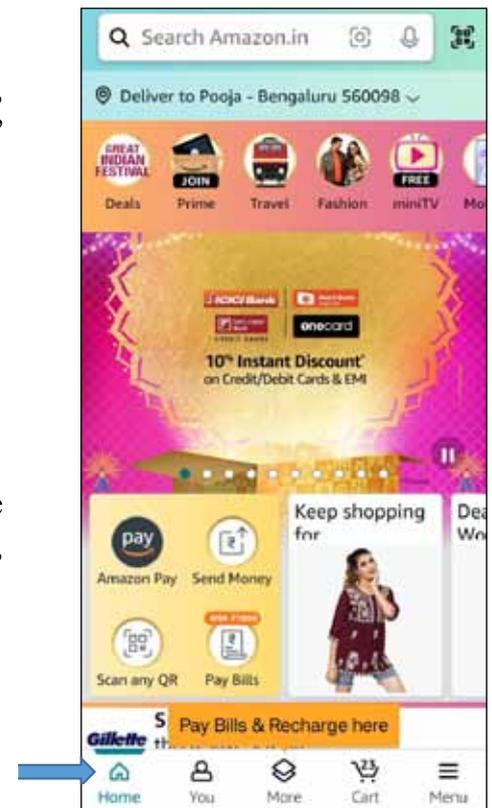


Fig.11.2

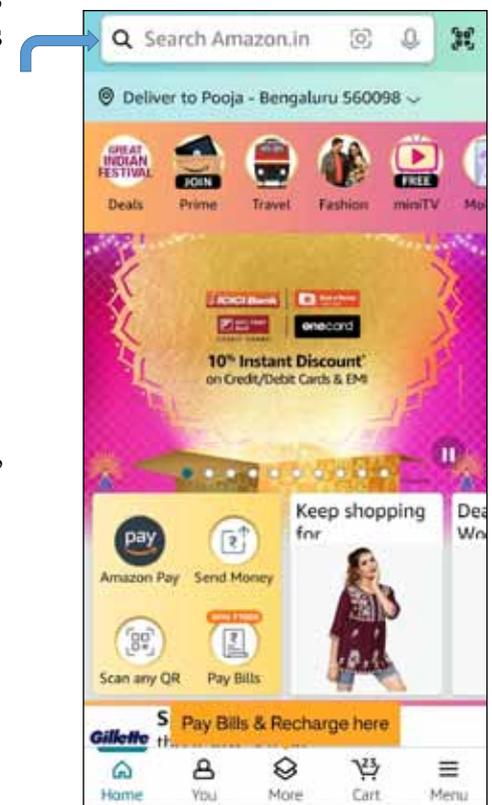


Fig.11.3

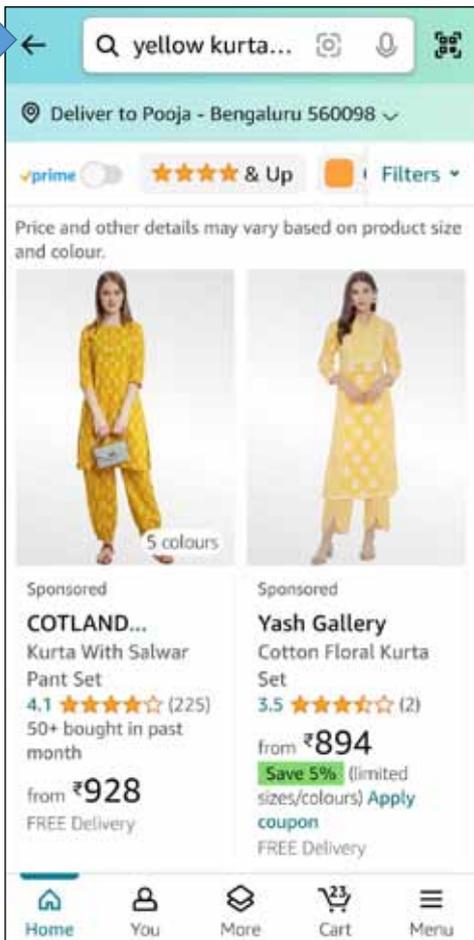


Fig.11.4



Fig.11.5

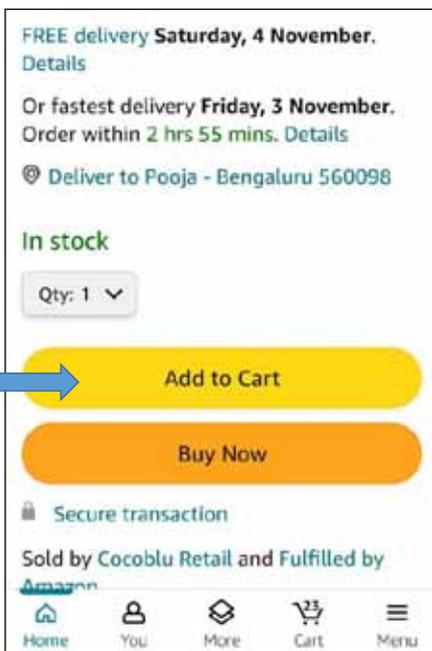


Fig.11.6

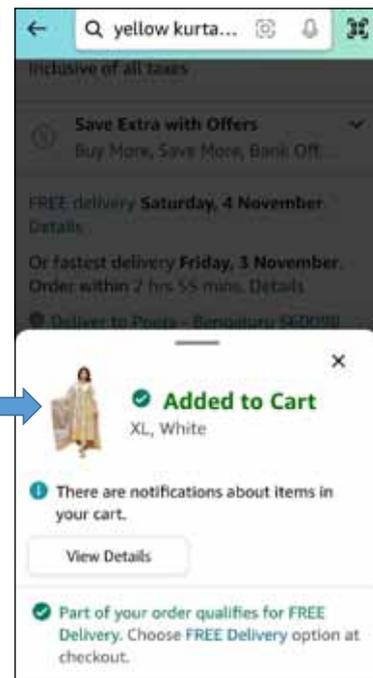


Fig.11.7

9. Shopping Cart:

- To view your shopping cart, tap the shopping cart icon (located at the Bottom) (Fig 11.8). Here, you can review your items, update quantities, and proceed to checkout.

10. Checkout:

- To check out, tap the “Proceed to Buy” button from your cart. You’ll need to select a shipping address, payment method, and shipping options. (Fig 11.9)

11. Payment and Shipping:

- Add or select a payment method and enter your shipping details (Address) (Fig 11.10). You can pay by using any Payment method available on Amazon App. (Fig 11.11)

12. Place Your Order:

- Review your order details and tap “Place your order” to complete the purchase.

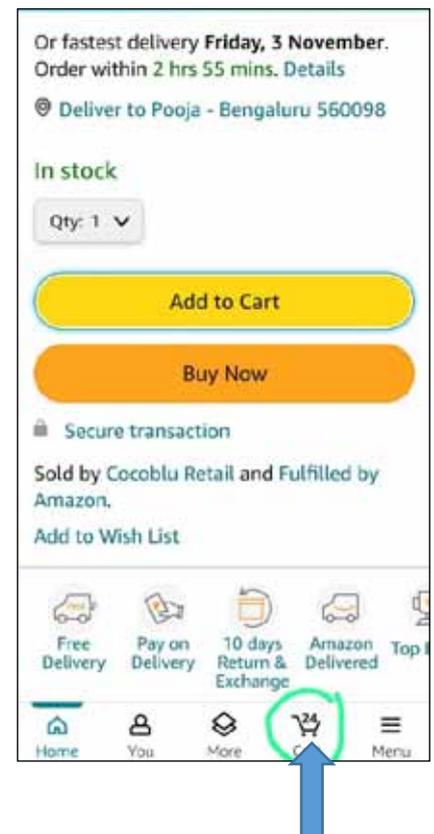


Fig.11.8

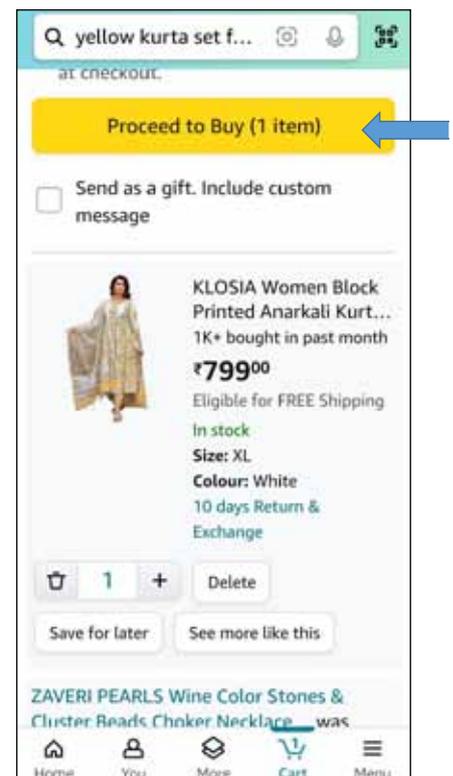


Fig.11.9

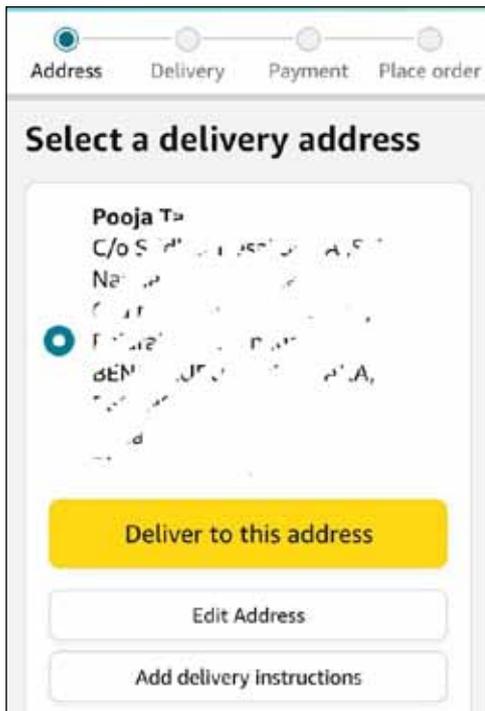


Fig.11.10

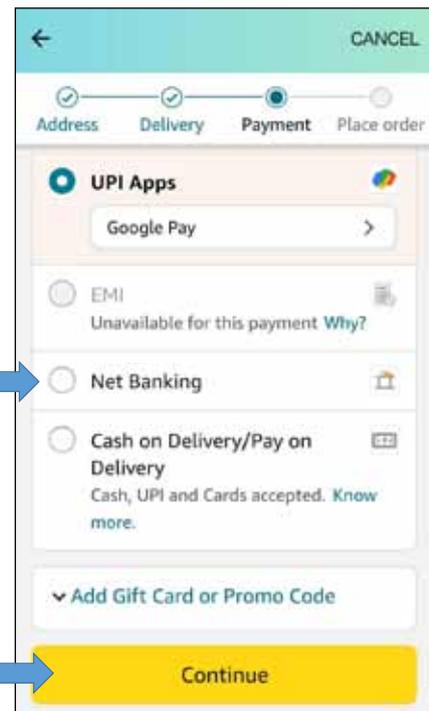


Fig.11.11

13. Order Tracking:

- You can track your orders, view order history, and manage returns from the “Your Orders” (Fig 11.13) section under the “YOU” icon (Fig 11.12)

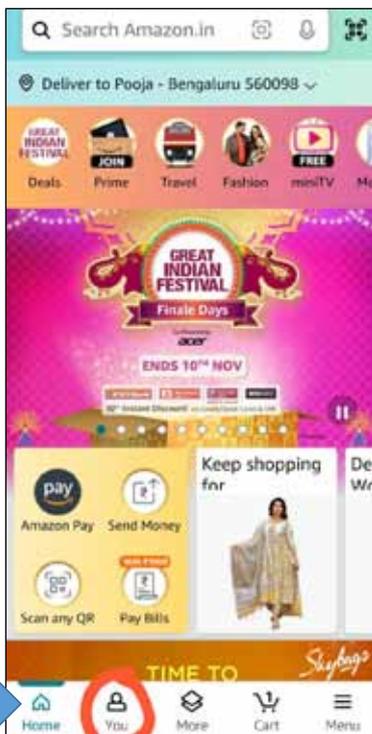


Fig.11.12

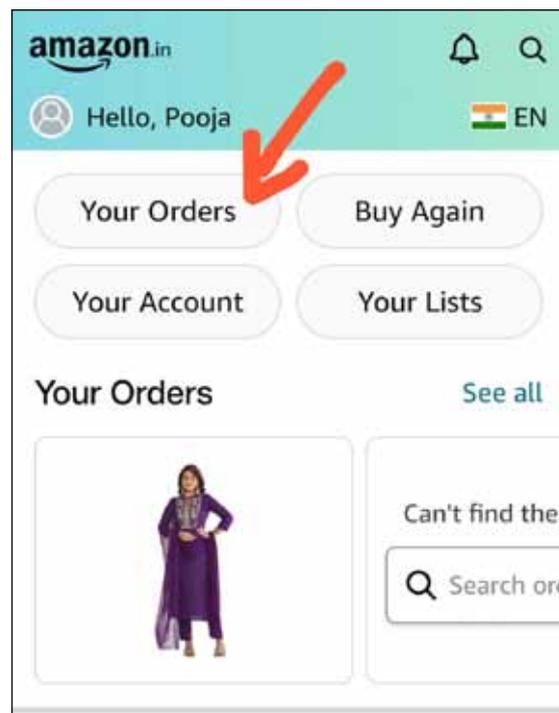


Fig.11.13

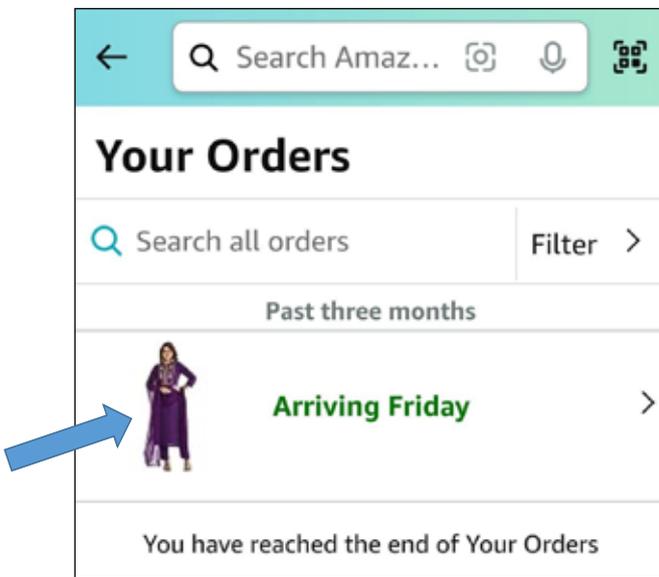


Fig.11.14



Fig.11.15

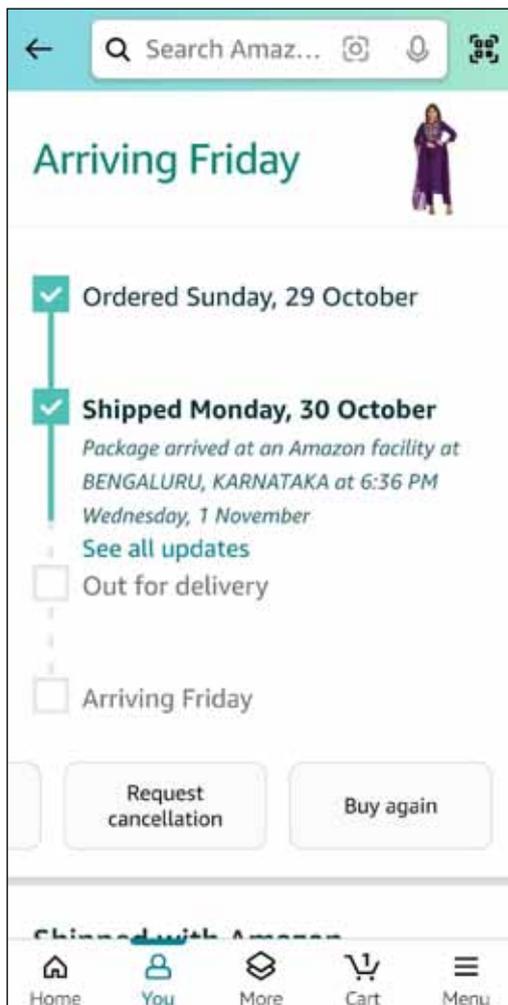


Fig.11.16

14. Order Cancellation:

- You can cancel your orders from the “Your Orders” section by clicking on Request Cancellation at the bottom of your order details. (Fig 11.16)

The Amazon app is user-friendly and offers a wide range of features for both shopping and managing your account. Be sure to keep the app updated to access the latest features and improvements.

CHAPTER - 12

INSHORTS APP:



Inshorts is a news aggregation app that provides short and concise news summaries. Here is how you can use the Inshorts news app:

1. Download and Install the App:

- Go to your device's app store (Google Play Store for Android or Apple App Store for iOS).
- Search for "Inshorts" and download the app.
- Install the app on your device.



Fig.12.1

2. Set Up Your Account:

- Open the Inshorts app after installation. (Fig 12.1)
- You may be prompted to create an account or log in with your existing Google or Facebook account. (Fig 12.2)

3. Customize Your News Feed:

- Inshorts will ask you to select your preferred news categories and interests. (Fig 12.3)
- You can choose from various categories such as Technology, Sports, Business, Entertainment, and more. (Fig 12.4)
- This helps Inshorts personalize your news feed based on your interests.

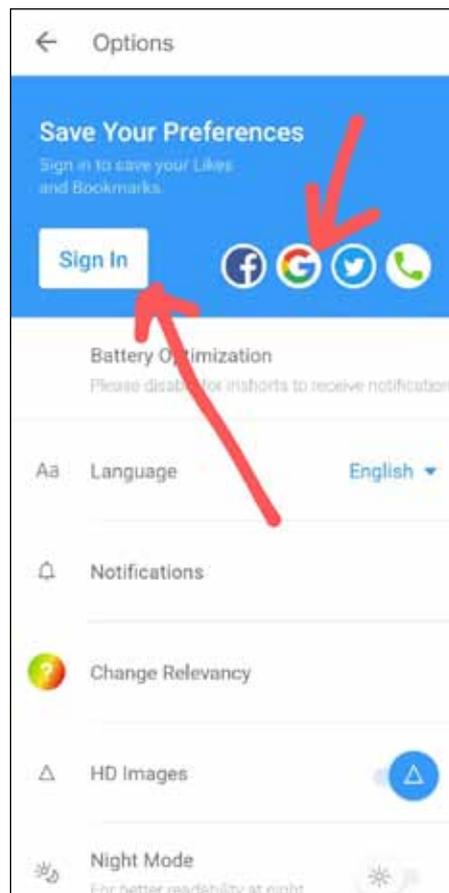


Fig.12.2

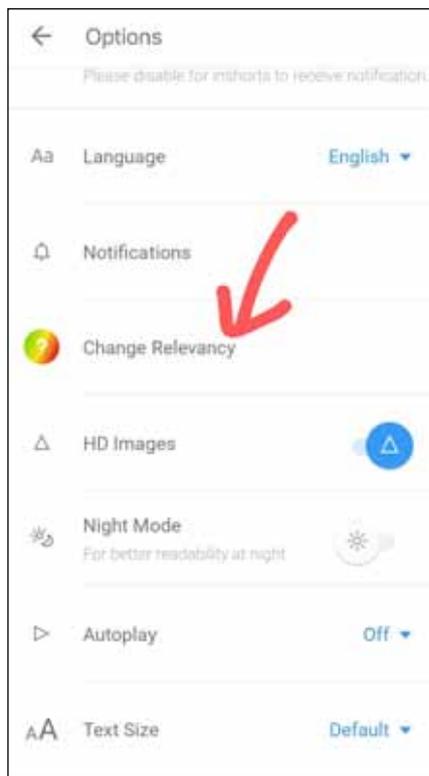


Fig.12.3



Fig.12.4

4. Browse News Stories:

- Once you've set your preferences, you can start browsing news stories.
- The app presents news articles in a card-like format, with a headline and a brief summary.

5. Read Full Stories:

- Click on a news card to read the full story. Inshorts provides a concise version of the article, but you can read more by tapping on the "Read More" button.

6. Swipe and Customize:

- You can swipe up to go to the next news story and swipe down to go back to the previous one.



Fig.12.5



Fig.12.6

- Customize your feed by using the three-line menu icon at the top left corner. Here you can add or remove categories or sources.

7. Save and Share:

- You can save articles to read later by clicking on the bookmark icon.
- Share interesting stories with friends through various social media or messaging apps. (Fig 12.6)

8. Explore the App:

- Inshorts also provides a 'My Feed' section where you can see your saved articles and preferences.
- You can explore the app to discover more features like top stories, trending news, and more.

CHPATER - 13

REDBUS APP:



Redbus is a popular app and website for booking bus tickets and managing your bus travel needs. To use the Redbus app, follow these general steps:

1. Download the Redbus App:

- Visit the Google Play Store (for Android devices) or the Apple App Store (for iOS devices).
- Search for “Redbus” and download the official Redbus app to your smartphone (Fig. 13.1).
- Open the App on Installation and choose preferred language (Fig. 13.2).

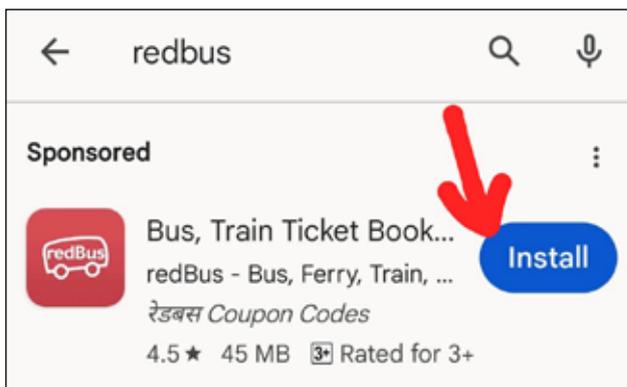


Fig. 13.1



Fig.13.2

2. Create an Account or Log In:

- Upon launching the app, you can either log in if you already have an account, or create a new account if you're a new user(Fig. 13.3).
- You can also log in using your Google account or by submitting your Phone Number. Logging in through phone number requires feeding in the OTP for verification that is sent by the App to the number itself (Fig. 13.4).

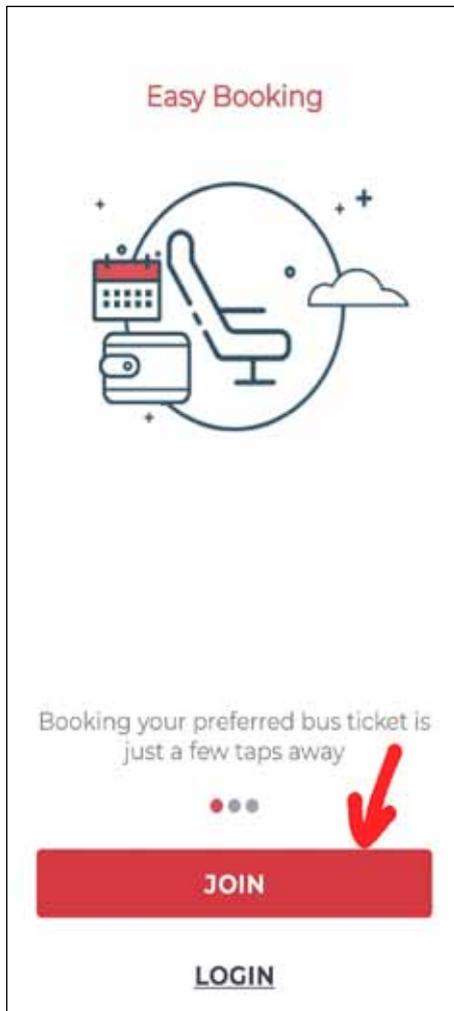


Fig.13.3

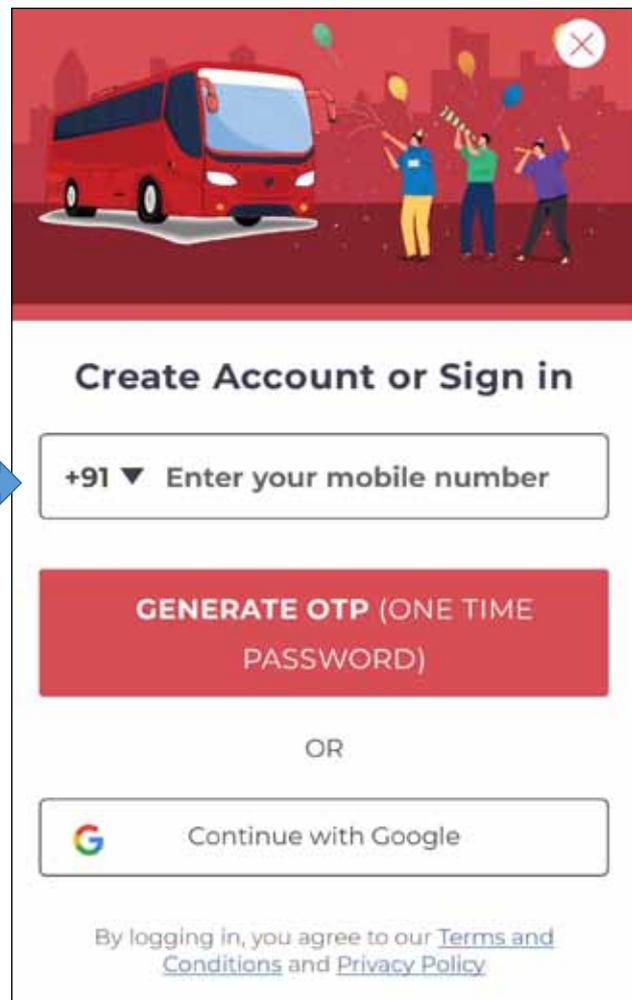


Fig.13.4

3. Set Your Location:

- Allow the app to access your location, or manually set your location so that the app can display relevant bus services and options in your area.

4. Search for Bus Services:

- Enter your origin and destination locations, travel date (Fig. 13.5), and then click on “Search Buses” (Fig. 13.6).

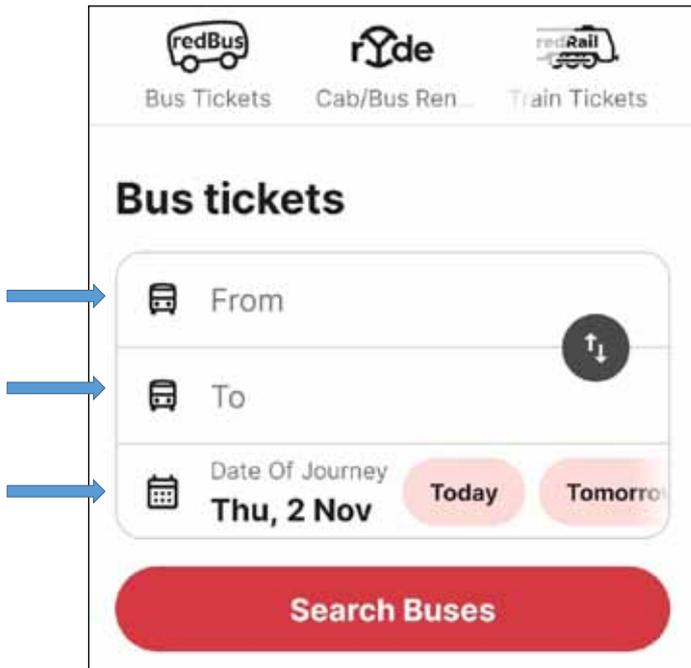


Fig.13.5

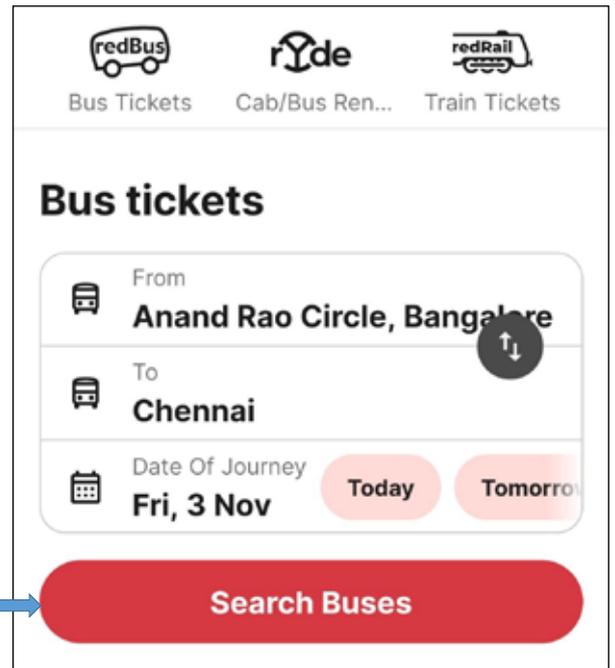


Fig.13.6

5. Browse and Select Bus Options:

- The app will provide you with a list of available bus services and their details, including bus operators, departure times, and ticket prices (Fig. 13.7).
- You can use filters and sorting options to narrow down your choices based on your preferences.

6. Select Your Bus and Seats:

- Once you find a bus service that suits your needs, select it, and then choose your preferred seats (Fig. 13.9), Boarding and Dropping Location (Fig. 13.10 and Fig. 13.11).

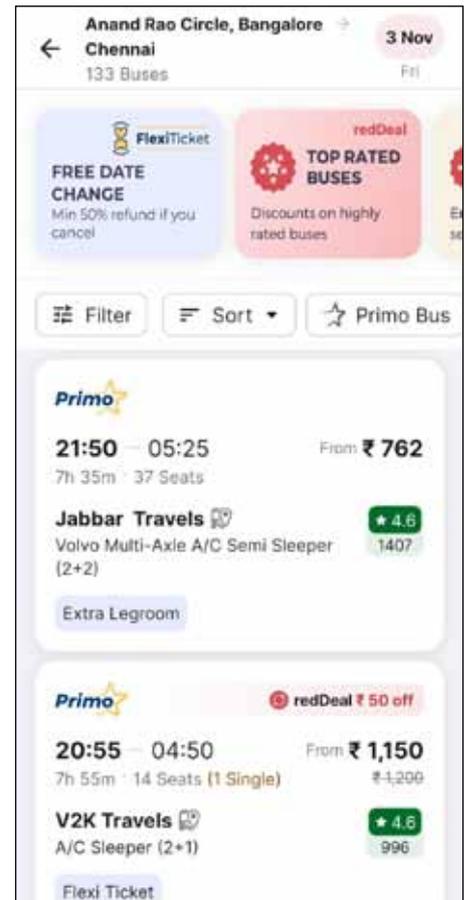


Fig 13.7



Fig.13.8

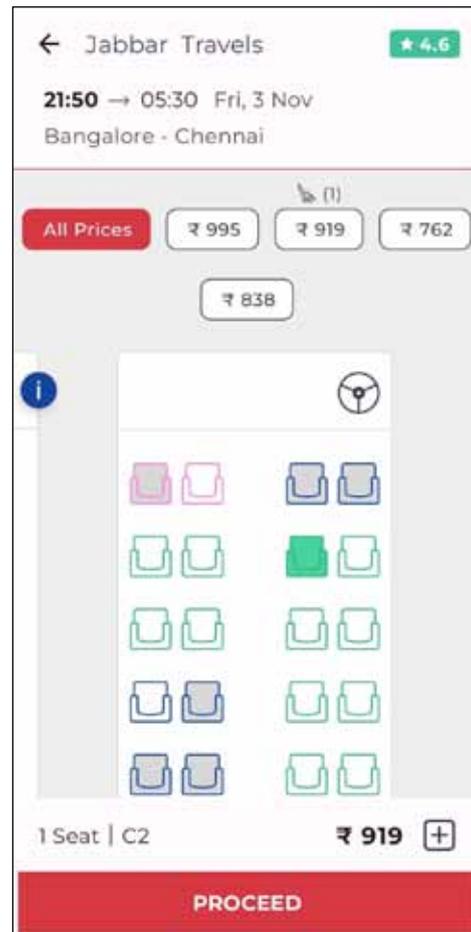


Fig.13.9

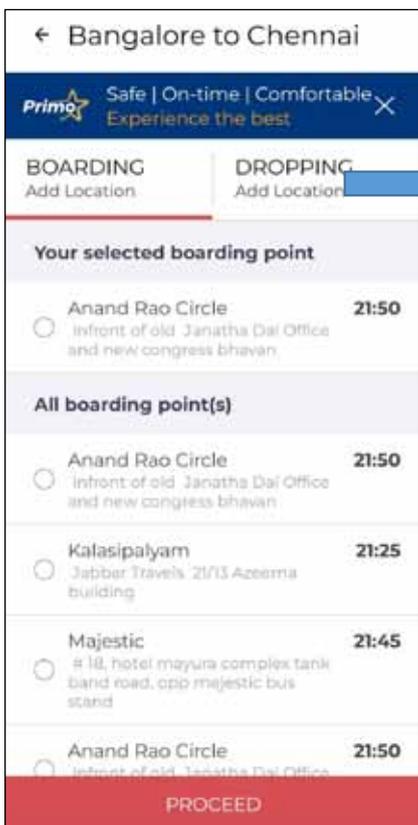


Fig.13.10

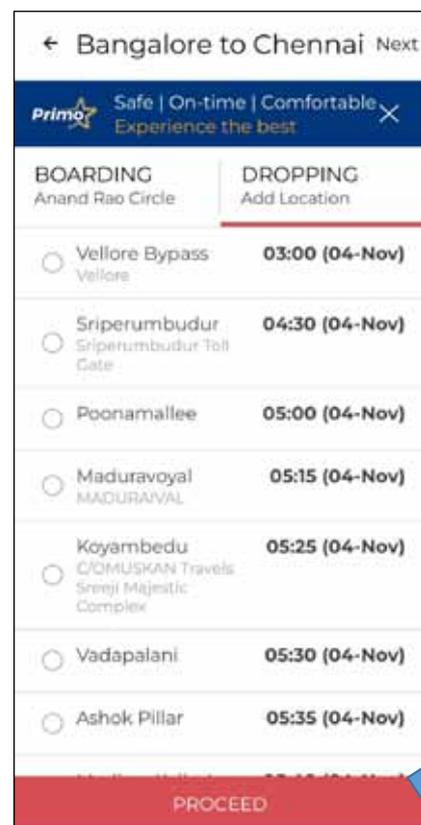


Fig.13.11

7. Review and Confirm:

- Review your booking details, including the selected bus, boarding and dropping points, and passenger information.
- Verify the fare, discounts, or any additional services you may want to add, such as travel insurance. Fill in all information asked like Contact Details, Passenger Details, etc. and click on “Proceed” to make payment (Fig.13.12 and Fig. 13.13).

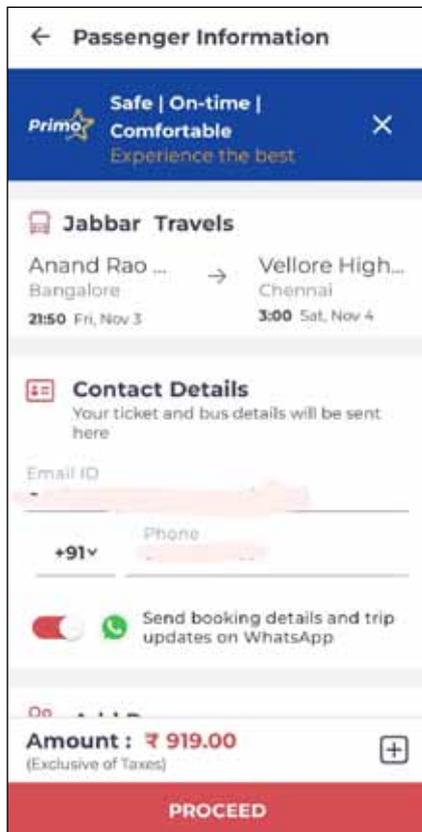


Fig.13.12

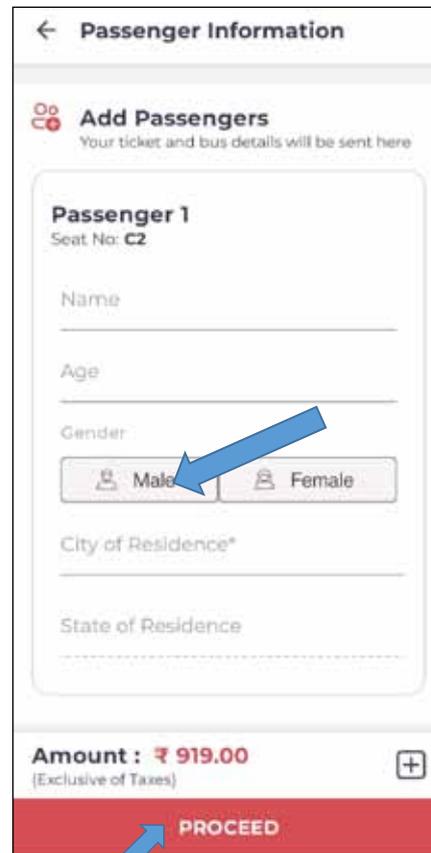


Fig.13.13

8. Make Payment:

- Proceed to the payment section and select your preferred payment method (credit/debit card, net banking, mobile wallets, etc.) (Fig. 13.14).
- Enter your payment details and complete the payment process (Fig. 13.15).

9. Receive Confirmation:

- After successful payment, you will receive a booking confirmation with all the details of your bus journey, including your e-ticket.

10. Manage Bookings:

- You can access your booking details, e-tickets, and itineraries within the app.

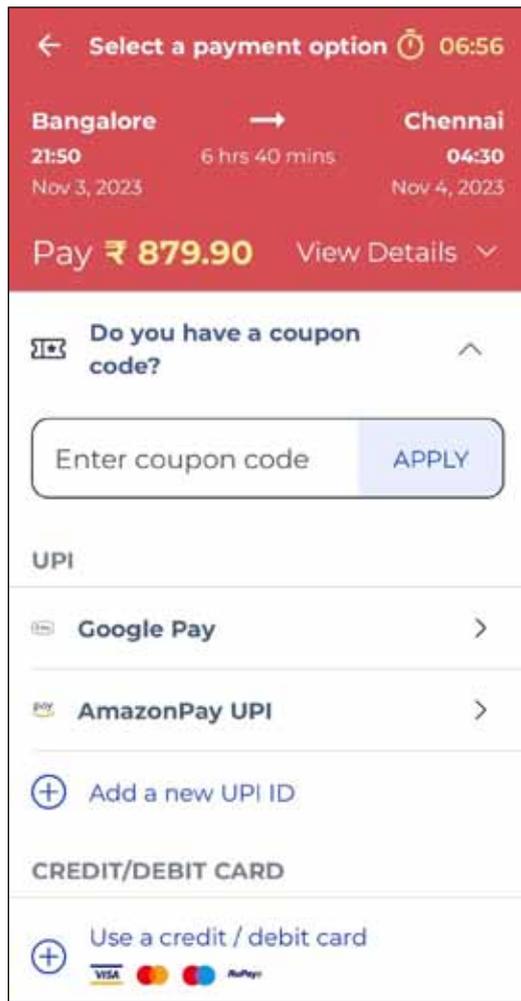


Fig.13.14

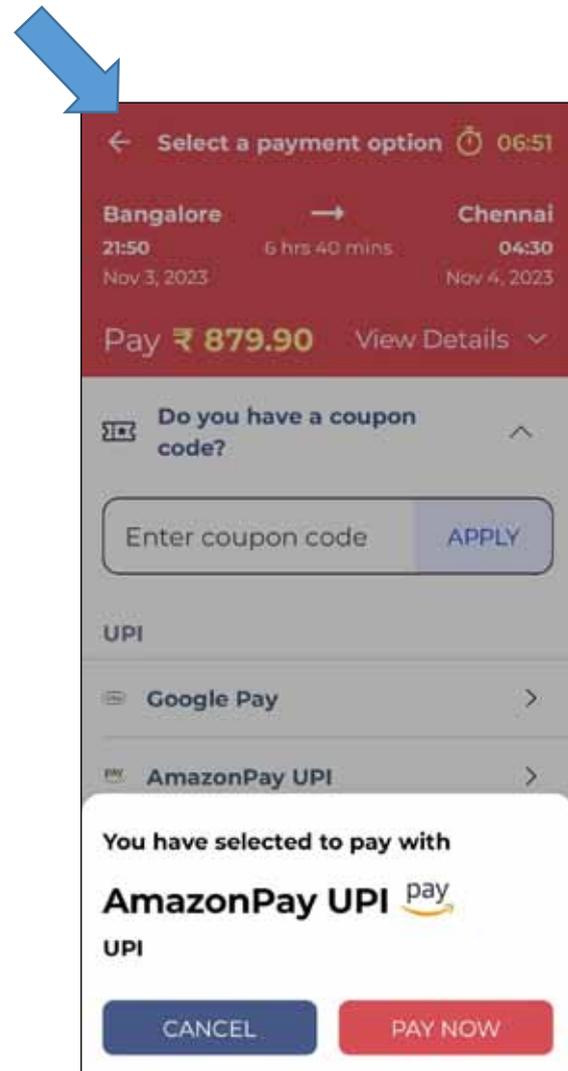


Fig.13.15

- If necessary, you can also reschedule or cancel your booking through the app, subject to Redbus' cancellation and rescheduling policies.

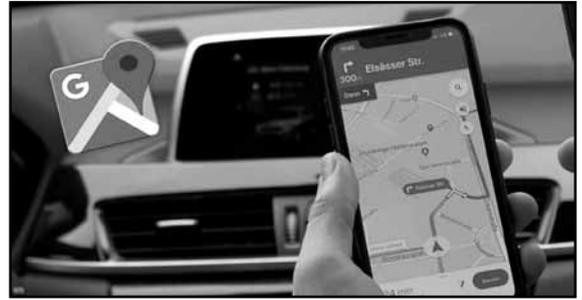
11. Show E-Ticket:

- On the day of your journey, ensure you have the Redbus app installed on your device.
- Show the e-ticket on your smartphone to the bus operator or staff at the boarding point.

12. Rate and Review:

- After your journey, you can leave a rating and review for the bus service, helping other travellers make informed choices.

Please note that the exact features and user interface of the Redbus app may vary depending on updates and changes made by the app developers. Make sure to check for any app-specific instructions and user guides within the app itself for the most accurate and up-to-date information.

CHPATER - 14**GOOGLE MAPS APP:**

Using Google Maps is relatively straightforward, and it offers a wide range of features to help you navigate, find locations, and plan your trips. Here's a step-by-step guide on how to use Google Maps on a mobile device:

1. Download the Google Maps app:

Download the Google Maps app from your devices' app store (Google Play Store for Android, App Store for iOS) as shown in Fig. 14.1.

**Fig.14.1****2. Open the Google Maps app:**

Tap on the Google Maps icon to open the app (Fig. 14.2/ Fig 14.3).



Fig.14.2



Fig.14.3

3. Search for a Location:

- Tap the search bar at the top and enter the name or address of the place you want to find (Fig. 14.4).
- As you type, Google Maps will suggest results, and you can tap on the one you want.

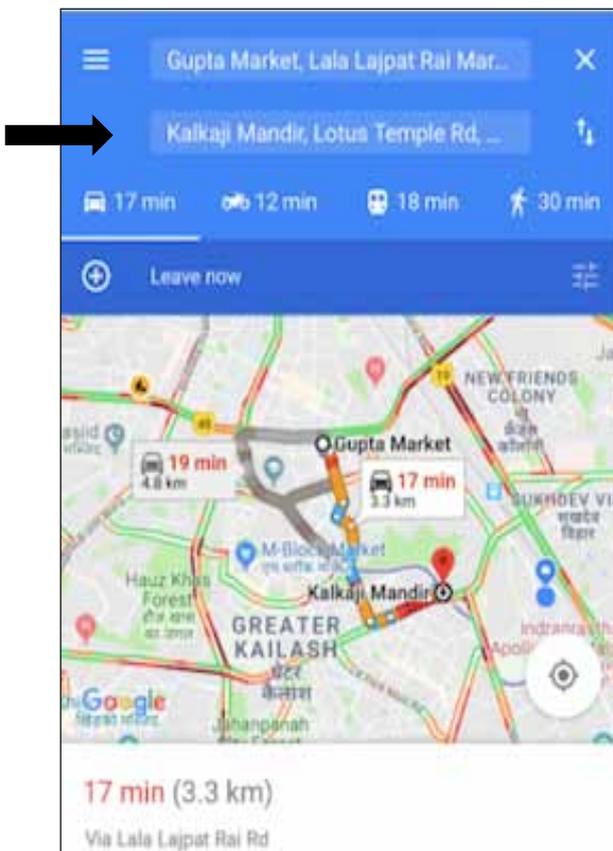


Fig.14.4

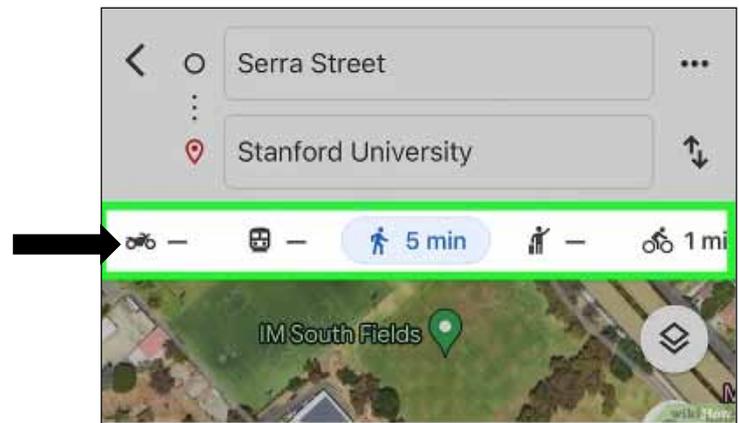


Fig.14.5



Fig.14.6

4. Get Directions:

- To get directions to a location, tap on the location on the map or in the search results.
- Then, tap on the “Directions” button (Fig 14.7).
- Enter your starting point or choose your current location.
- Select your mode of transportation (car, public transit, walking, or cycling) (Fig. 14.7).
- Then click on “START” (Fig. 14.8)
- Google Maps will provide you with step-by-step directions.

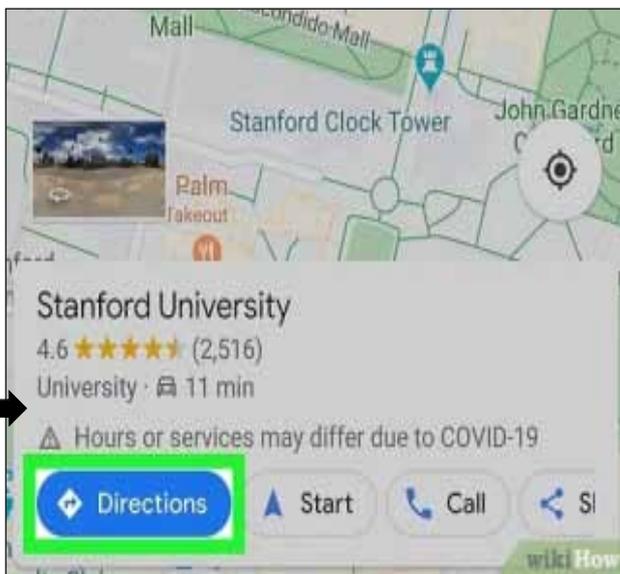
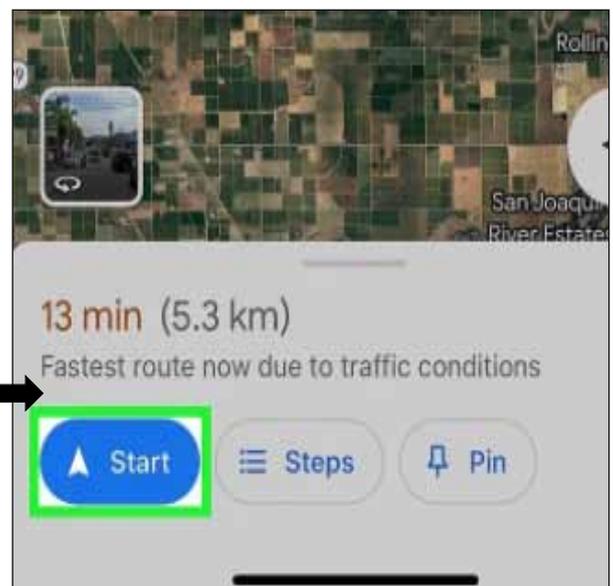


Fig.14.7



. Fig.14.8

5. Explore Additional Features:

- You can explore additional features like satellite view, street view, and the “Explore” tab to find nearby places and more.

Google Maps maybe used for various tasks, such as finding businesses, viewing traffic conditions, and exploring points of interest. Additionally, you can save favourite locations by clicking on “PIN” (Fig. 14.9), and share your location (Fig. 14.10) with others using the app.

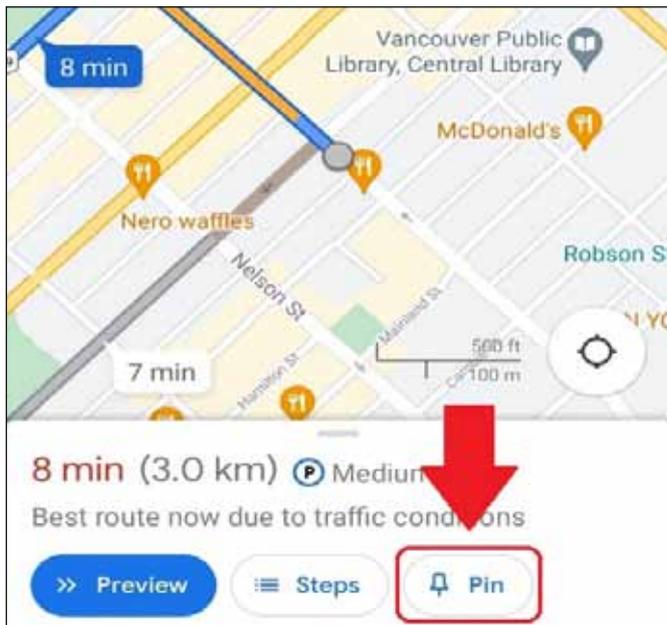


Fig.14.9



Fig.14.10

Remember to grant Google Maps access to your location if you want to use features like real-time navigation and finding nearby places.



CHPATER - 15

FACEBOOK APP



15.1 FACEBOOK APP INSTALLATION PROCEDURE:

1. Unlock your Android device if it is password-protected
2. Enable or activate Wi-Fi or mobile data connection

Mobile data activation

- Access the notification panel by swiping down from the top of the screen (fig 15.1.1)

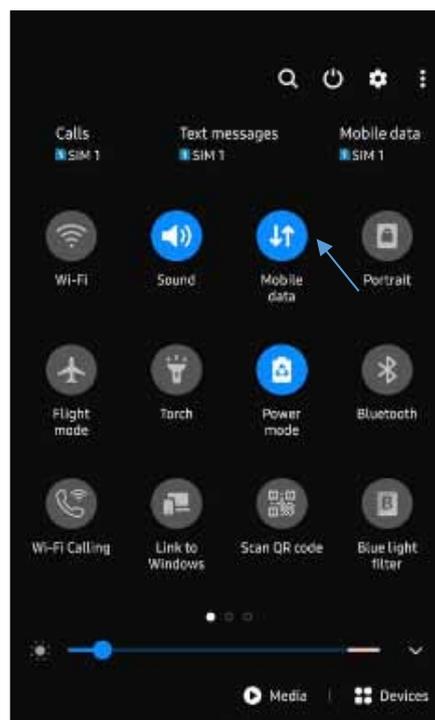


Fig 15.1.1

- In the notification panel, select the mobile data icon
- If it is enabled or activated, the icon of mobile data will be highlighted with a blue color and it will display the signal strength bar



Activation of Wi-Fi

- The first two steps are same as above. Instead of activating mobile data icon, one should select Wi-Fi icon (Fig 15.1.2). Tap on it to activate.

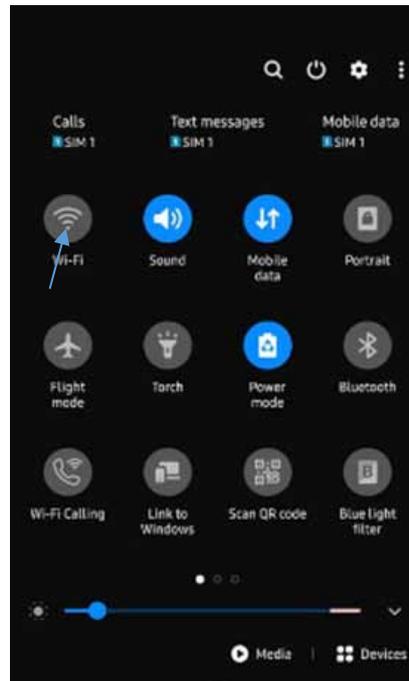


Fig 15.1.2

- The icon will change the color, once it is activated. This indicates that the Wi-Fi connection is activated.
- From the home screen or from the app drawer, look for the Google Play Store icon and tap on it to open
- The icon of the app drawer is usually located at the centre or at the bottom of the home screen. This looks like a grid of dots or a small circle with dots inside (Fig 15.1.3). Tap on it to open the app drawer and find the Play Store icon (Fig 15.4) by scrolling through the list of installed apps.

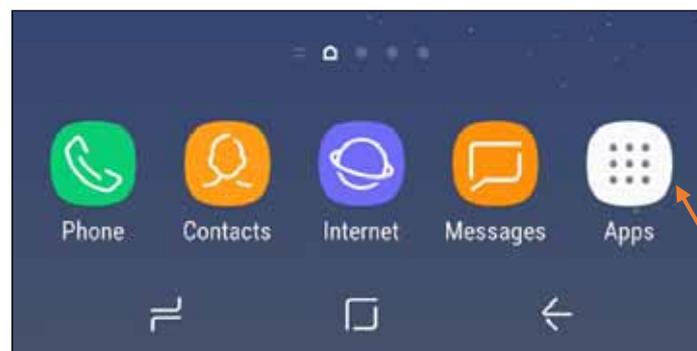
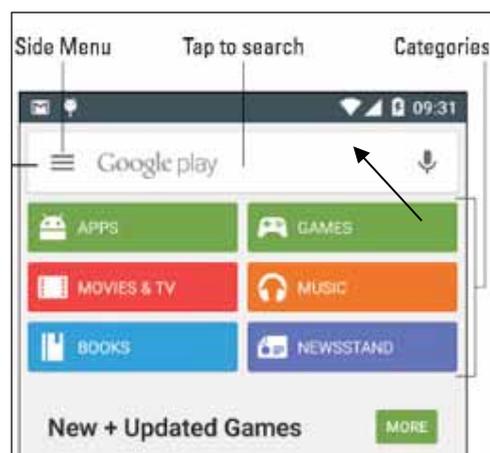


Fig 15.1.3: App drawer icon



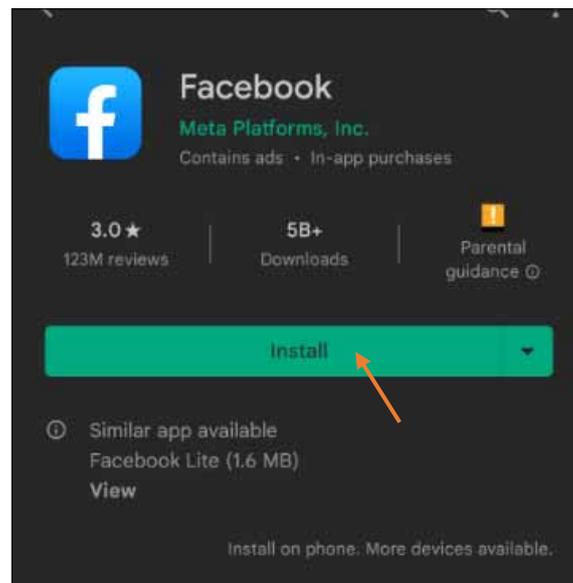
Fig 15.1.4: Selection of Play Store Icon

- Once the Google Play Store window is opened, one can find the search bar option at the top (Fig 15.1.5). Now, in this search bar whichever app looking for a download, type the app name.
For example, want to install the 'Facebook' app from the Play Store. Then open the Play Store from the app drawer. Then in the Google Play Store, type 'Facebook' in the search bar at the top.
- From the displayed search results, select the official Facebook app logo and tap on it to install it from Facebook app page.



In the search tab, type Facebook to install

Fig 15.1.5: Search Tab in Playstore



Click on install to process

Facebook app for installation

6. The app will begin to download and install on your device. The time this takes may vary depending on your internet speed.
7. When the installation is finished, a “Open” button will appear (Fig 15.1.6). To launch the Facebook app, tap on it.



Fig 15.1.6: Opening Facebook after the Installation



**Fig 15.1.7:
Facebook Login Page**

8. You can sign in using your Facebook login information (Fig 15.1.7) if you already have one. Otherwise, you can create a new account. You will be guided through the process of creating your Facebook profile if you are creating a new account.
9. Now, you may use the Facebook app to interact with friends, post updates, and more after logging in or joining up.

15.2 FACEBOOK PROFILE UPDATION:

You can make changes to your Facebook profile by following these steps:

- Click on the three horizontal lines at the top-right corner of the page to access the menu (Fig 15.2.1).
- Choose your profile name to access the profile page for editing (Fig 15.2.2).
- To add a display picture and banner photo, click on the ‘camera’ option (Fig 15.2.3).
- Update the profile by clicking on the three dots (Fig 15.2.3), and click on the Edit option.
- Add a profile picture by choosing ‘edit’ next to the profile picture (Fig 15.2.4). You can also add a cover photo for the page if needed.
- Add the other basic information related to the page by clicking on each tab under “details,” such as bio, address, phone, email address, and more (Fig 15.2.5).
- Use the back button to navigate after adding the information (Fig 15.2.5).
- Now, one can copy and share the Facebook page link (Fig 15.2.6) with friends via WhatsApp, Messenger, and other platforms.

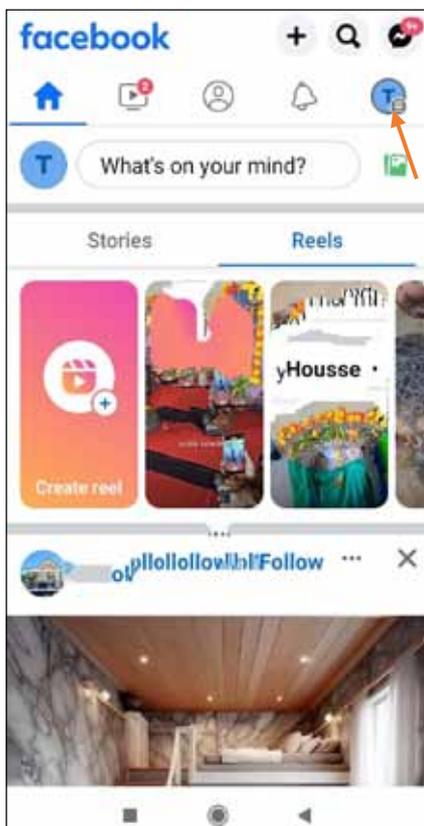


Fig 15.2.1



Fig 15.2.2

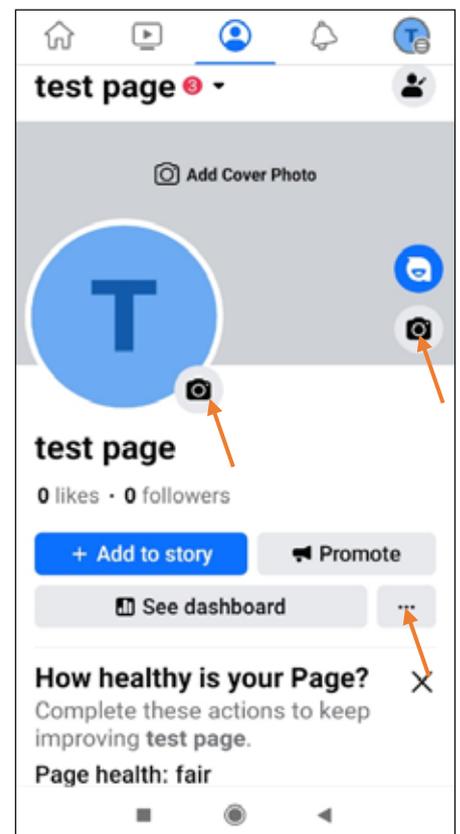


Fig 15.2.3



Fig 15.2.4

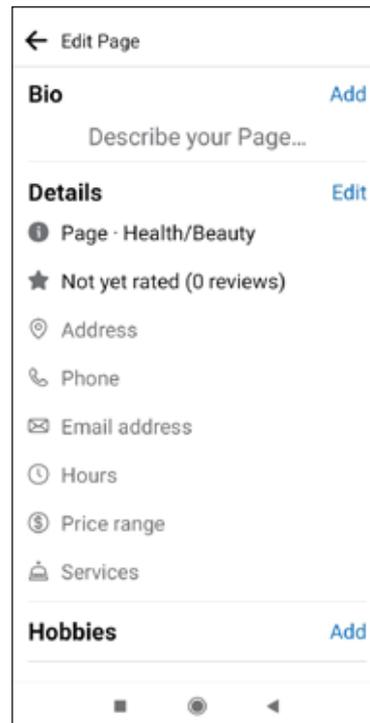


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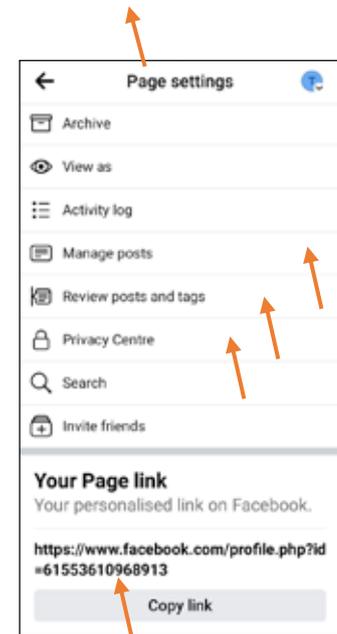


Fig 15.2.6

15.3 SEND A POST IN FACEBOOK:

- Head to the Facebook home page.
- Tap on 'what's on your mind' to create a post (Fig 15.3.1)
- Type your message in the text box, click on the 'image card' to access your gallery. and press the back arrow (Fig 15.3.2)
- Select the picture or video you wish to post from the gallery and press the back arrow. If not, one can click the instant picture using the 'camera icon' (Fig 15.3.3)
- Before posting, choose whether to post to the public or privately by clicking on the 'public' or 'private' tab (Fig 15. 3.4)
- Click 'next' at the top-right corner (Fig 15.3.4).
- You can edit who can post comments by tapping on 'who can comment' (Fig 15.3.5).
- On the "commenting permissions" page, you'll find several choices: 'public,' 'established followers,' 'profiles and pages you follow,' and 'profiles and pages you mention.' Pick one of these options and use the back arrow located at the top left corner to go back (Fig 15.3.6).
- Finally, click 'Post' (Fig 15.3.7) to share the message along with the relevant picture or video to the selected public or private audience.

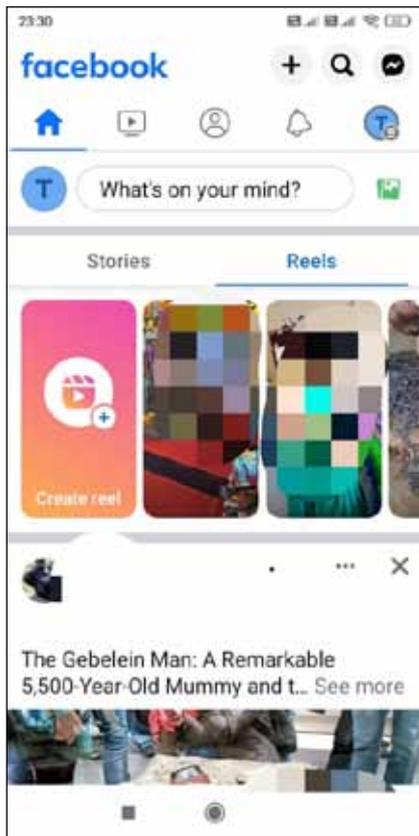


Fig 15.3.1

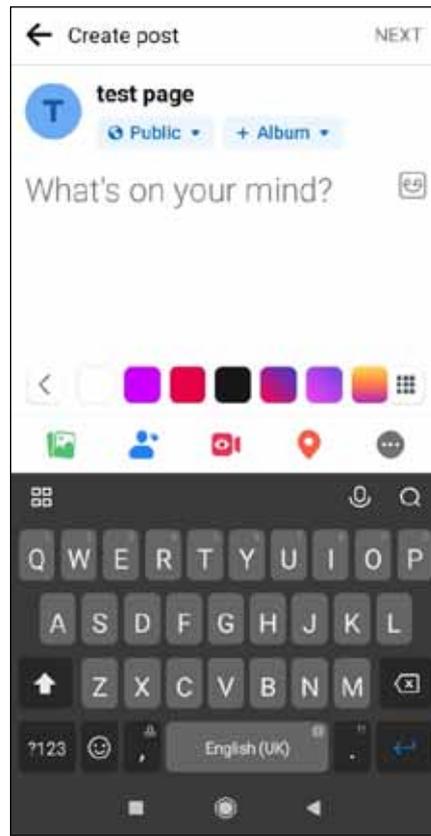


Fig 15.3.2

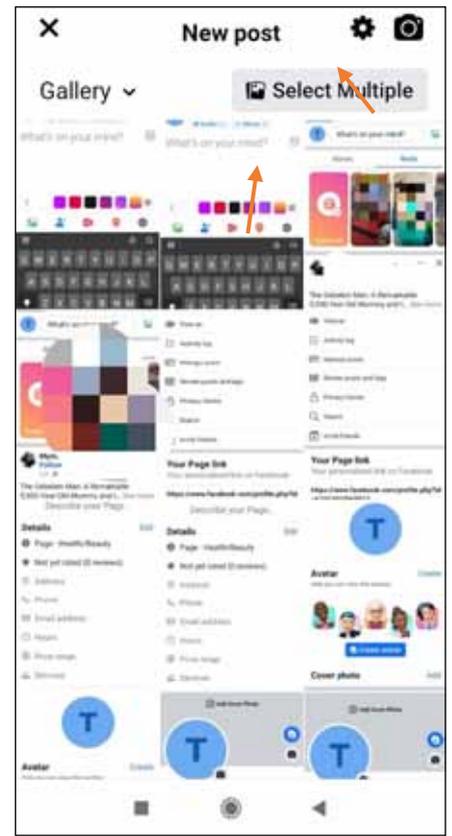


Fig 15.3.3

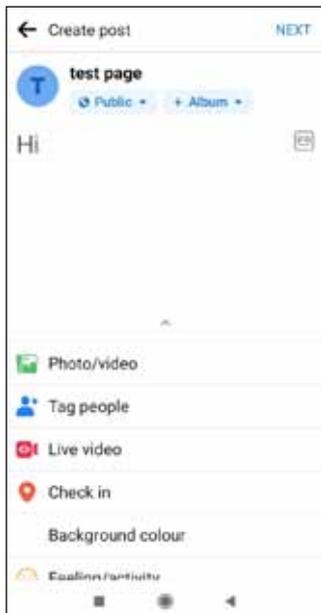


Fig 15.3.1

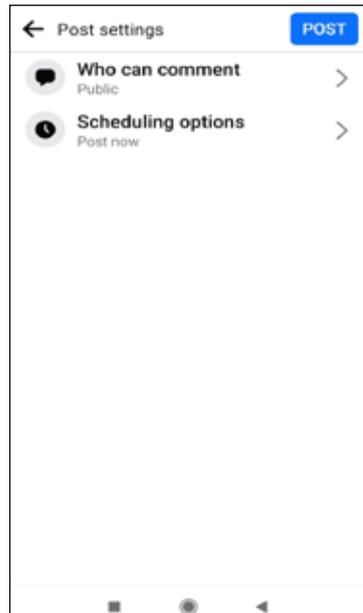


Fig 15.3.5

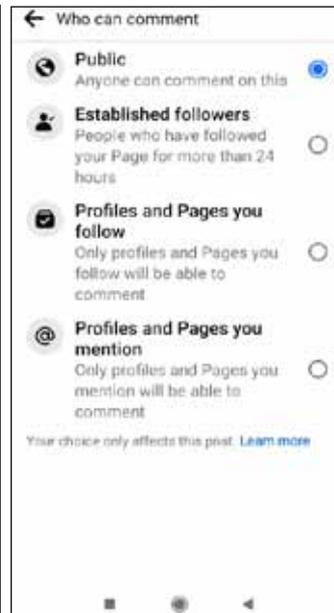


Fig 15.3.6

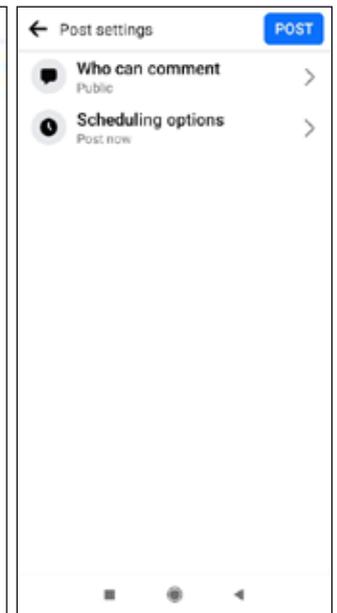


Fig 15.3.7

15.4 TO ADD/ CONFIRM A FRIEND REQUEST ON FACEBOOK:

- Head to the Facebook home page. Click on three ‘horizontal lines’ at the top most right corner at profile icon. (Fig 15.4.1)
- Visit the “Friends” section to communicate with friends in ‘Menu’ page (Fig 15.4.2)
- You can establish a friendship by selecting ‘Confirm.’ When we receive a friend request, we accept it. Similarly, if your friends’ Facebook pages aren’t on our friends list, we can also send them friend requests (Fig 15.4.3).
- If there’s a friend request from ‘xyz’ that we prefer not to accept, we can decline it by choosing ‘delete’ instead of ‘confirm.’(Fig 15.4.3)
- Using the ‘search’ icon we can find the friends and send them a friend request (Fig 15.4.4). Once you’ve tapped the ‘search icon,’ enter your friend’s name in the ‘text’ box (Fig 15.4.6).
- This action will show a list of all Facebook users whose names match the search.
- Review the displayed list, using profile images, names, and profiles to confirm if it’s the person you’re seeking.
- Upon confirmation, send a friend request by clicking on ‘add friend.’(Fig 15.4.6)
- After the request is accepted, you can begin sending messages.

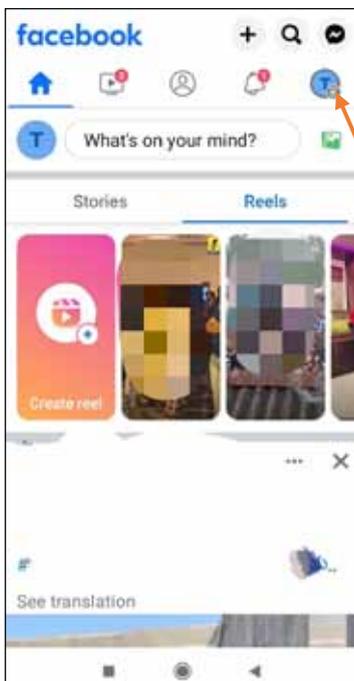


Fig 15.4.1

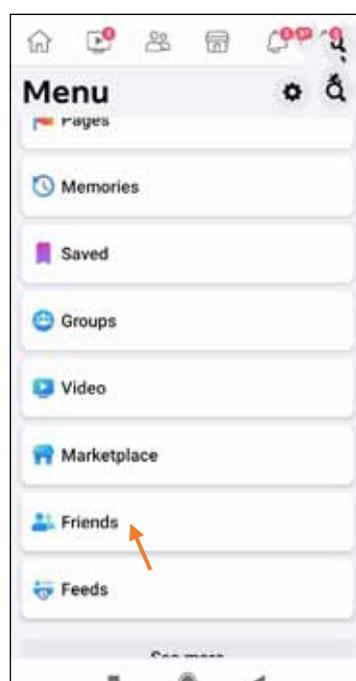


Fig 15.4.2

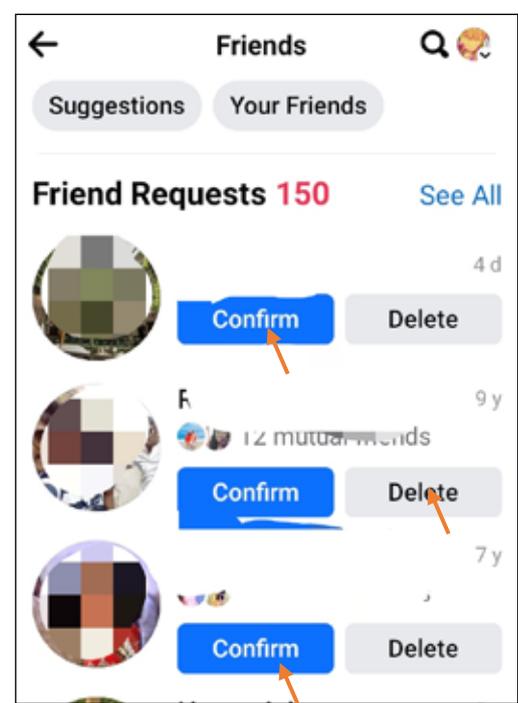


Fig 15.4.3

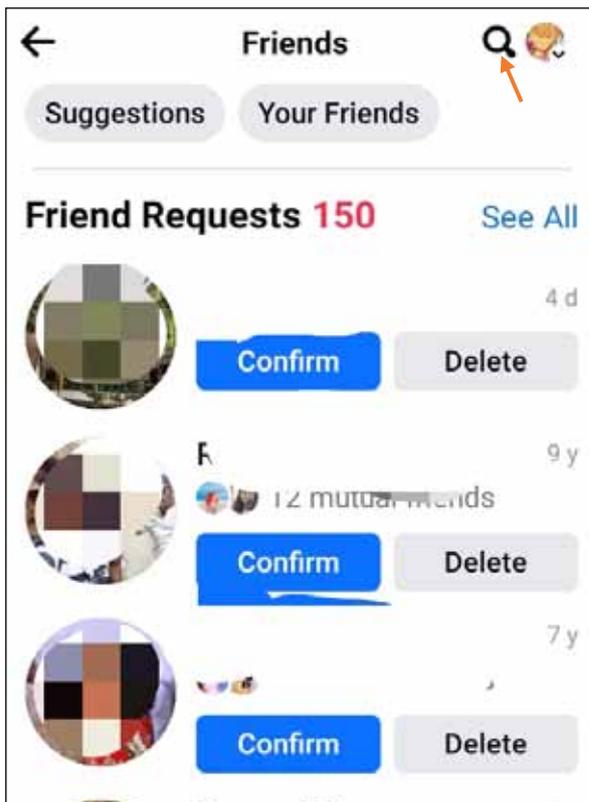


Fig 15.4.4



Fig 15.4.5

15.5 SEND A MESSAGE TO A FRIEND ON FACEBOOK:

- Head to Facebook home page & Click on three 'horizontal lines' (Fig 15.5.1)
- Visit the "Friends" section to communicate with friends in 'Menu' page (Fig 15.5.2)
- To message a friend on Facebook, enter their name in the search text box.(Fig 15.5.3 & Fig 15.5.4)
- Choose the relevant friend name from the displayed list of search results (Fig 15.5.4).
- This action directs you to your friend's Facebook profile page. (Fig 15.5.5)
- Click on 'message' located near your friend's profile image to start a conversation (Fig 15.5.5).
- Type your message in the text box, then click the arrow to send it to your friend (Fig 15.5.6).

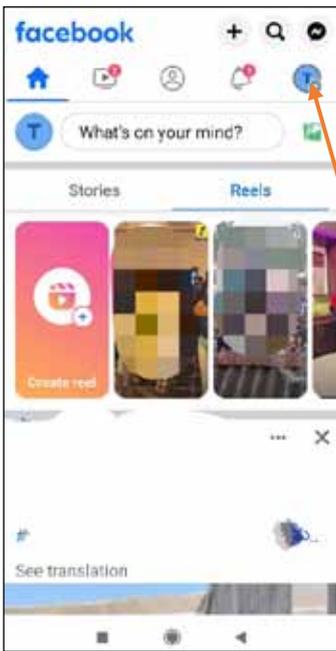


Fig 15.5.1



Fig 15.5.2

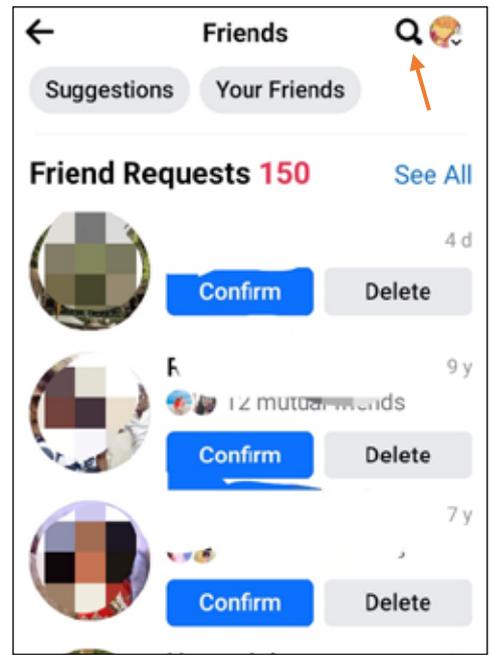


Fig 15.5.3



Fig 15.5.4

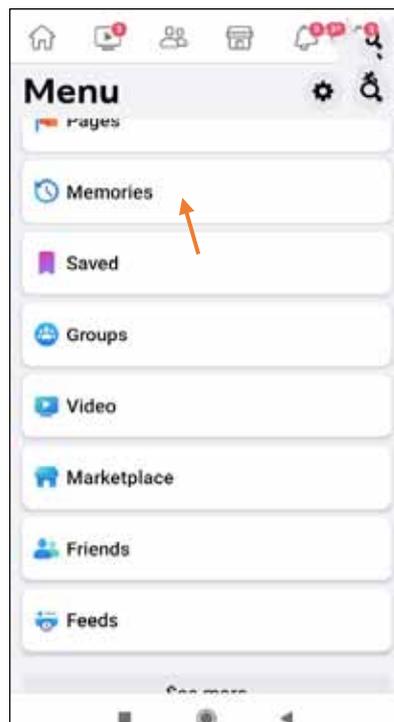


Fig 15.5.5

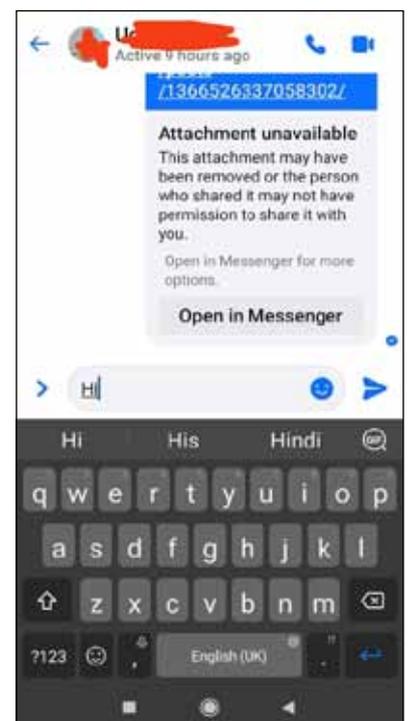


Fig 15.5.6

15.6 ADDITIONAL FEATURES:

a. Commenting and Liking:

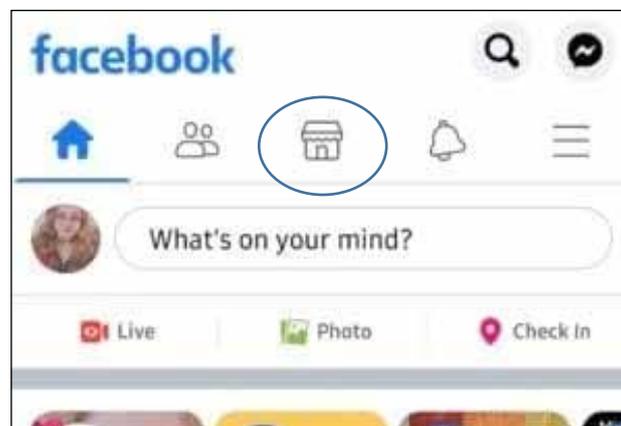
- By tapping the “Like” (thumbs-up) button or the remark section beneath a post, you are able to comment and share and like on anything shared by your friends (Fig 15.6.1).



Fig 15.6.1

b. Additional Features

- Facebook includes a number of features, including Marketplace, Events, and Groups. Discover events, buy and sell products, and participate in community debates by exploring these topics (Fig 15.6.2).



15.6.2 Marketplace for buying and selling products

c. Security and Preferences:

- By selecting “Settings & Privacy” from the “Menu” (often symbolised by three horizontal lines), you can control your privacy settings, notifications, and account preferences.

15.7 CREATION OF FACEBOOK PAGE FOR PROFESSIONAL/ BUSINESS PURPOSES:

This page serves diverse purposes for individuals, businesses, and organizations, such as promoting businesses, building brands, and engaging communities. It provides a public platform for connecting with your business, personal brand, or organization. Through a Facebook page, you can display products/services, gather donations, and craft advertisements.

The procedure to create a Facebook page is as follows:

- Log in to your Facebook account.
- Before creating a Facebook page, ensure you’ve set up your personal profile.
- Click on the three horizontal lines at the top-right corner to access the page creation option (Fig 15.7.1)
- Scroll through the menu and locate the ‘Page’ option (Fig 15.7.2).
- Click on ‘Create’ at the top-left corner to begin making a new professional or business-oriented Facebook page (Fig 15.7.3).
- Choose ‘Get Started.’ (Fig 15.7.4)
- Provide a name for your page, like ‘SNV Clothing,’ reflecting your business, brand, or organization. Then, click ‘Next.’ (Fig 15.7.5)
- Select the most fitting category from the listed options for your newly created page. For instance, if your page focuses on fashion, choose ‘Clothing.’ If it’s about selling musical instruments, opt for ‘Music/Band.’ Click ‘Create’ after selecting the category (Fig 15.7.6).
- Choose between ‘Promote your products or services’ or ‘Create content and connect with followers’ based on your page’s purpose (Fig 15.7.7). If you aim to sell products/services, select the former; otherwise, go for the latter option.
- Complete the setup of your newly created Facebook page by refining the profile details. Describe the page in the ‘Bio’ tab within the ‘General’ section, furnish business website info, email, and phone under ‘Contact,’ and update the business location in the ‘Location’ tab. Click ‘Next’ upon completion (Fig 15.7.8).
- Enhance your page’s appearance by adding a business logo and banner in the ‘Customize Your Page’ section. Click the ‘camera’ option and proceed by pressing ‘next.’(Fig 15.7.10)
- Grow your page’s connections by inviting friends. Select ‘invite friends,’ leading to your personal Facebook friends list (Fig 15.7.11).

- Choose the check boxes next to friends you wish to invite to your newly created professional Facebook page. Click ‘Send invitation,’ then proceed by clicking ‘Next.’ (Fig 15.7.12)
- Activate ‘page notifications on your profile’ and ‘marketing and promotional emails about your page’ by selecting the respective radio buttons. Click ‘Done.’ (Fig 15.7.14)
- Your Facebook page ‘SNV Clothing’ is now created.
- Begin engaging with your audience by sharing posts, videos, descriptions, and stories, adding friends, and inviting others through this page.

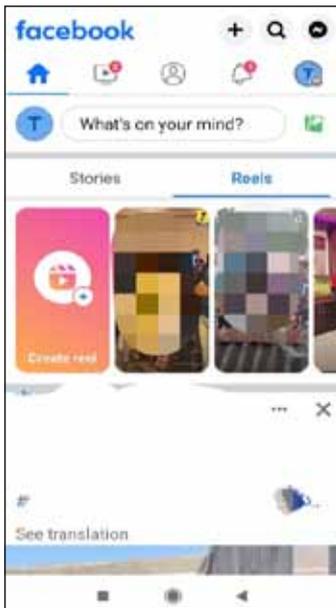


Fig 15.7.1

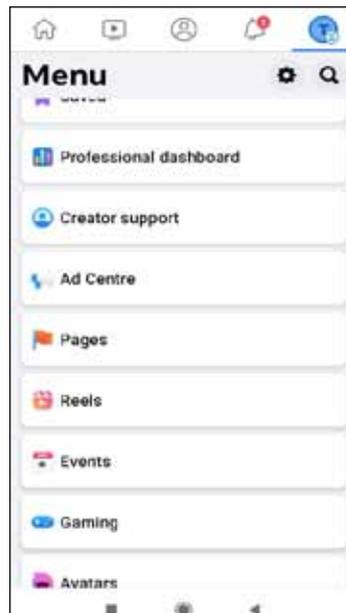


Fig 15.7.2

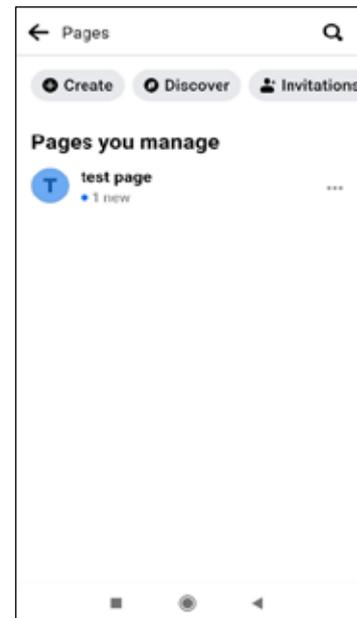


Fig 15.7.3

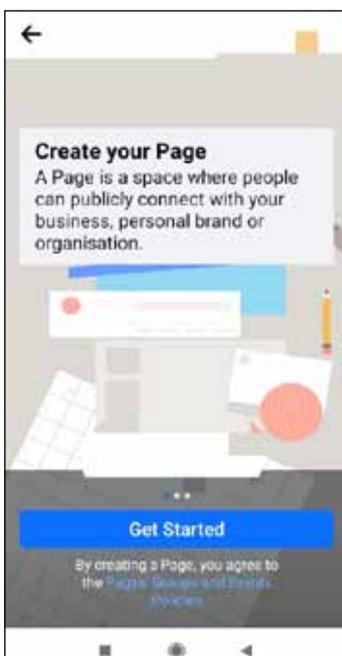


Fig 15.7.4

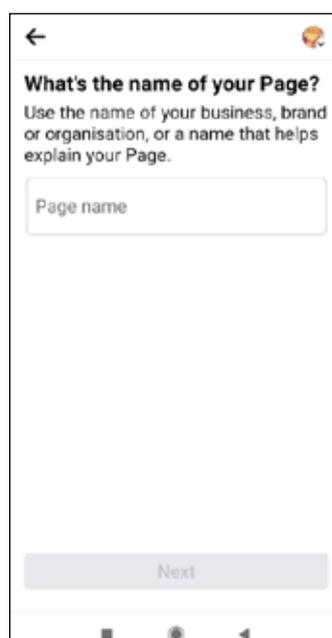


Fig 15.7.5

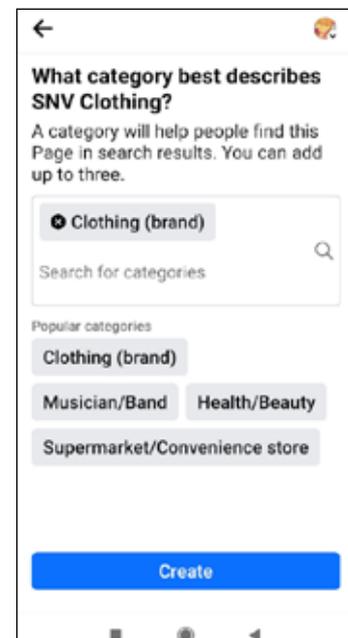


Fig 15.7.6

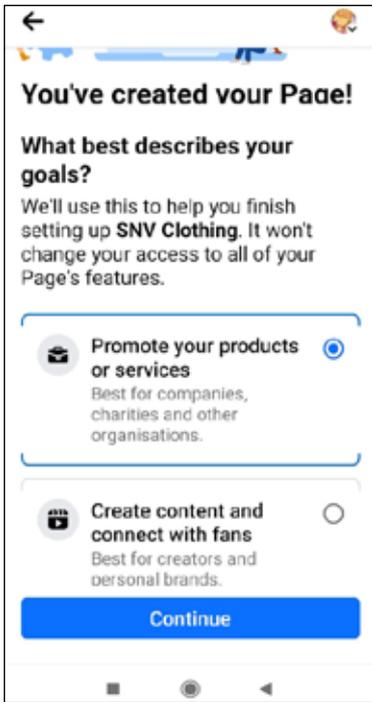
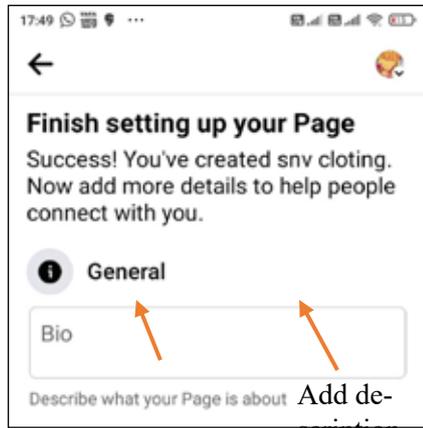
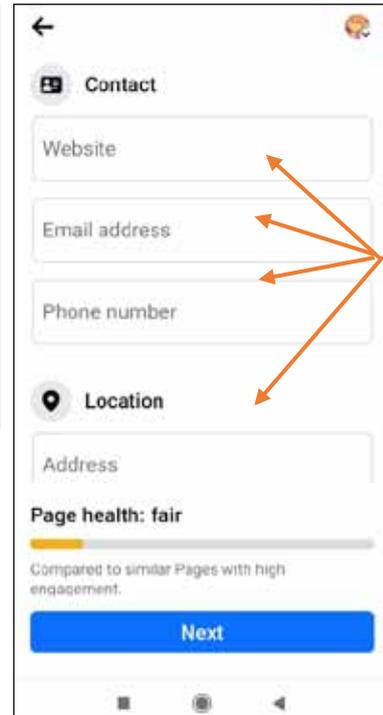


Fig 15.7.7



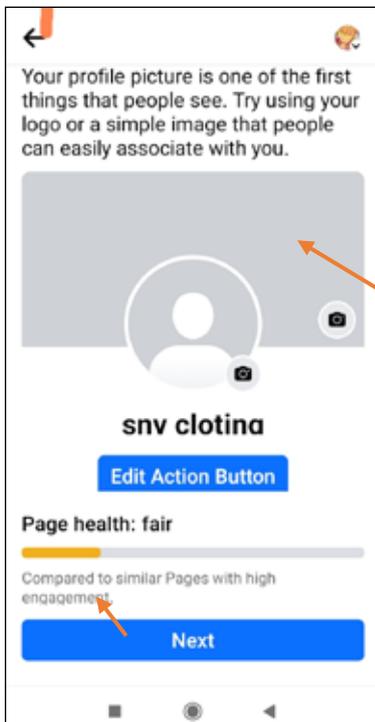
Add description about the page

Fig 15.7.8



Add details pertaining to the business. After adding all the details press next

Fig 15.7.9



Add business logo and banner using camera icon

Fig 15.7.10

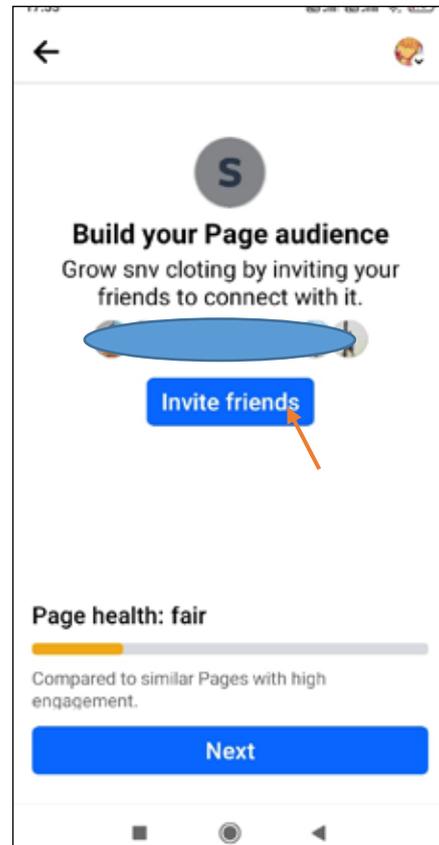


Fig 15.7.11

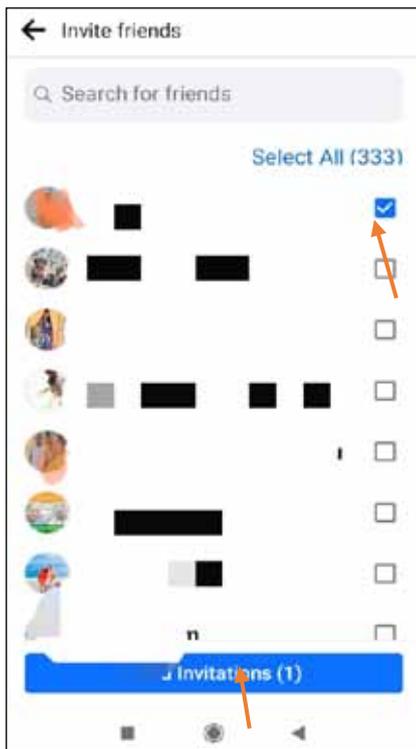


Fig 15.7.12

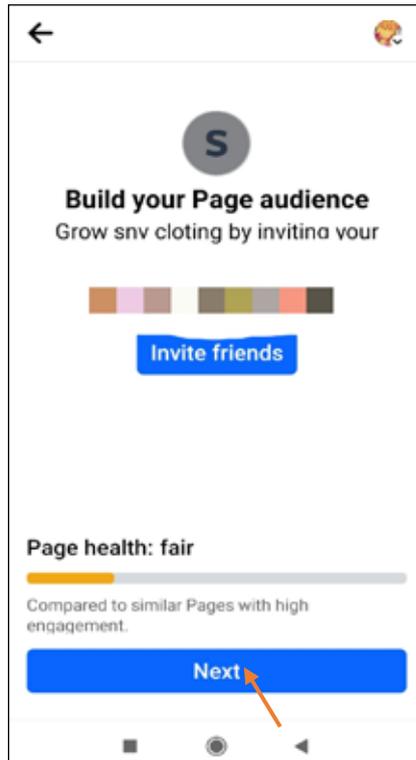


Fig 15.7.13

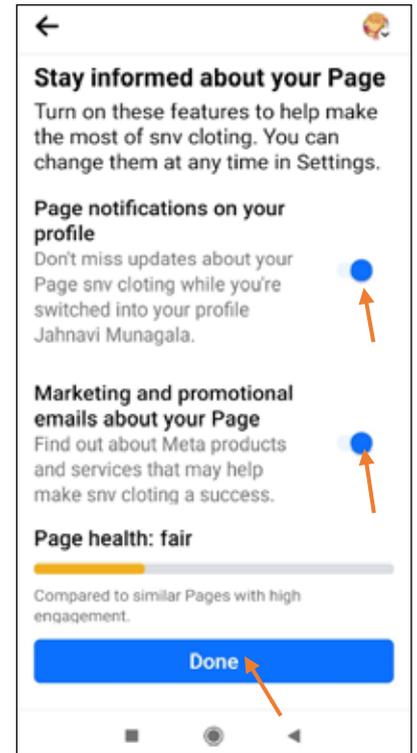
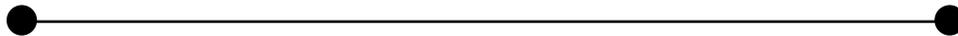
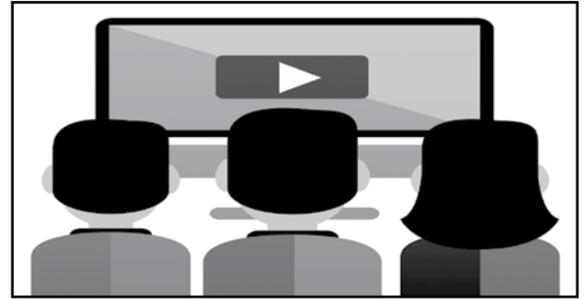


Fig 15.7.14



CHPATER - 16

YOUTUBE



16.1 WATCHING VIDEOS ON YOUTUBE

It's simple to access videos via the YouTube app on your Android device. Here is a detailed process:

Open the YouTube App

- Find the YouTube app icon on the home screen or in the app drawer of your Android device.
- To launch the app, tap the YouTube icon (Fig 16.1.1)



Fig 16.1.1



Fig 16.1.2

Search for a Video:

- A search bar/search icon may be seen at the top of the home screen (next to bell icon) of the YouTube app (Fig 16.1.2).
- Tap the search bar and type keywords or the title of the video you want to watch, tap the search bar.
- YouTube will display relevant videos related to the keywords as you type. You can click on the video that you like to watch from the displayed list by using the scroll bar.

16.2 CHANNEL SUBSCRIPTION:

- If you like content from a specific youtube channel, you have the option to like the videos and posts and also subscribe to the channel.
- The procedure to follow to subscribe to the channel is as follows:
 - After watching the video, scroll down using scroll bar where you will find the channel name, logo, video title and subscribe tab.
 - Click on the subscribe tab to subscribe to the channel (Fig 16.2.1).

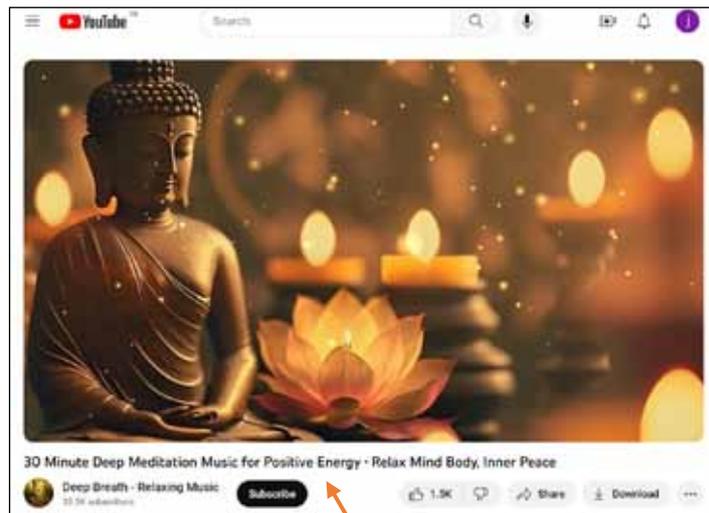


Fig 16.2.1

- If we want to be notified about new uploads from the channel we have subscribed to, we should click the bell icon next to the subscribe button. This enables us to receive notifications related to new posts or new videos from the subscribed channel (Fig 16.2.2).

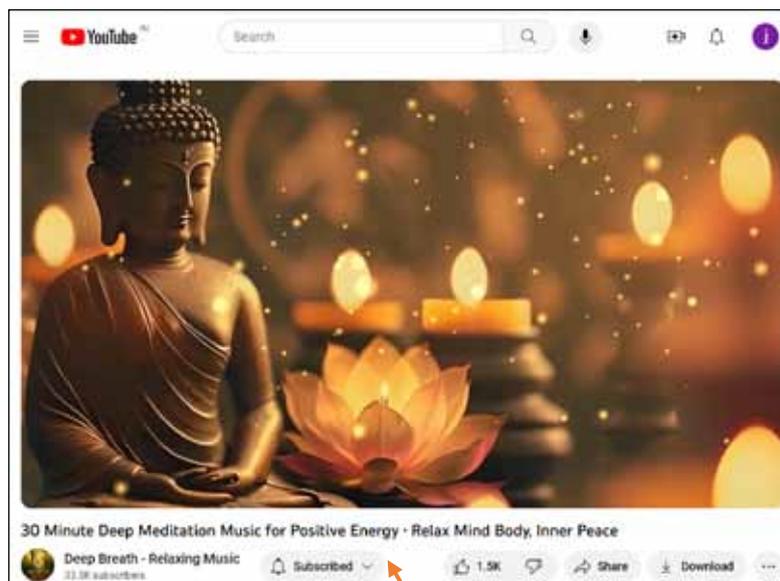


Fig 16.2.2

- The most recent uploads from the channels you've subscribed to are shown on the "Subscriptions" tab.
- After the subscription, the 'Subscribe' button will change to 'Subscribed'.
- You may access your stored playlists, favourite videos, history, and more using the "Library" option.

View a Video:

- Simply tap on a video's image or title to start watching.
- It will start playing in full-screen mode. On-screen controls let you modify video quality, and playback speed from settings symbol  (Fig 16.2.3) and also volume can be

adjusted by moving the scroll bar next to speaker icon  ' '.

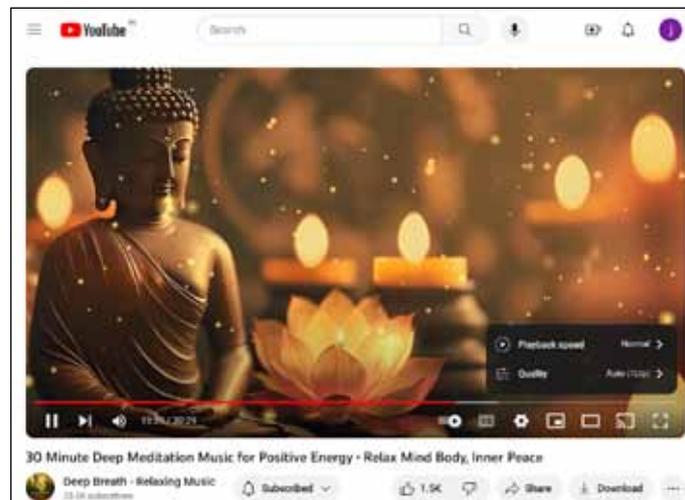


Fig 16.2.3a

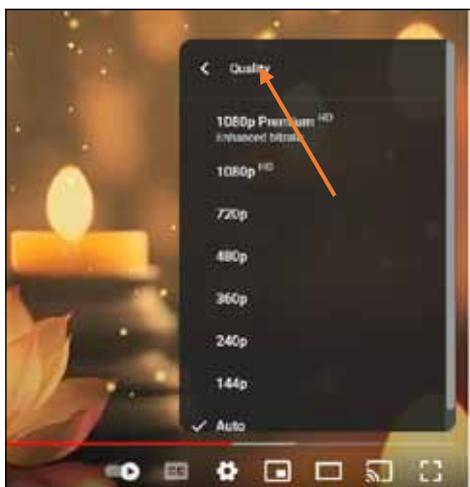


Fig 16.2.3.b

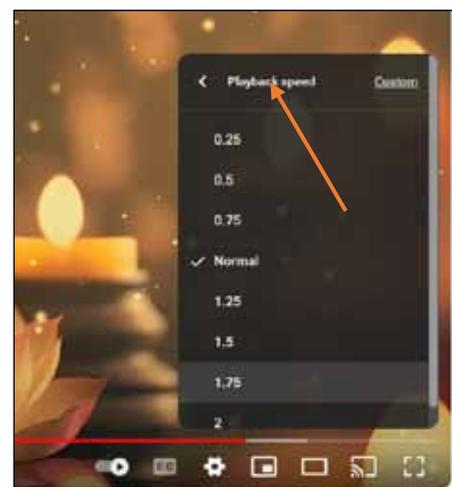


Fig 16.2.3.c

Interact with videos:

- You can tap the screen to activate video controls while watching a video, including play/pause, go forward or backward, and more.
- By tapping the relevant symbols beneath the video player, you may also “like” the video, add it to your “Watch Later” playlist, or forward it with other people (Fig 16.2.4).



Fig 16.2.4



Fig 16.2.5

Utilize any of the presented options in the image above to share the liked video. Alternatively, by clicking the ‘copy’ icon (Fig 16.2.5), you can copy the video link and share it with friends or relatives using any of the available sharing methods shown.

- To include a video in the “Watch Later” playlist, you can click on the ‘Save’ option (fig 16.2.6) beneath the video and choose the provided selection called ‘Watch Later’.

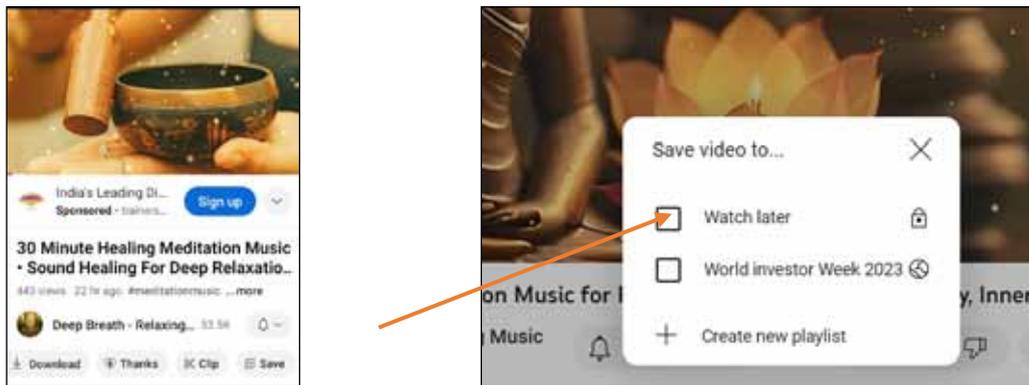


Fig 16.2.6

16.3 SEARCH FOR ADDITIONAL VIDEOS:

Scroll to the bottom of the video player to see recommended videos and related videos if you want to watch more similar videos to the one you're currently viewing.

Use the menu on YouTube:

- Tap the three vertical lines (hamburger menu) in the upper left corner of the app (Fig 16.3.1) for additional features and options.



Fig 16.3.1

- You may view your playlists, preferences, history, subscriptions,(Fig 16.3.2) and more here .

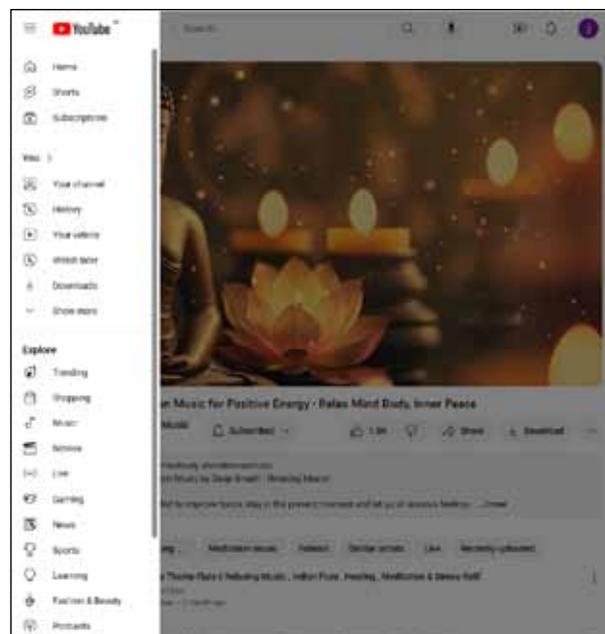


Fig 16.3.2

Turn off full-screen mode:

Just tap the display or use the backspace key on your Android device to get out of full-screen view and go back to the video descriptions and related videos.

Navigate Back:

Use your Android device’s back button to go back to the prior screen or the home screen of the YouTube app.

Watch Youtube videos in offline mode:

If you find a video in your search that you like, below the video, there’s an option labeled ‘download.’ Click on it to download the video (Fig 16.3.3). Once downloaded, you can watch the video by accessing it under the ‘Downloads’ section located within your YouTube profile icon (Fig 16.3.4, Fig 16.3.5).



Fig 16.3.3

(click on download)

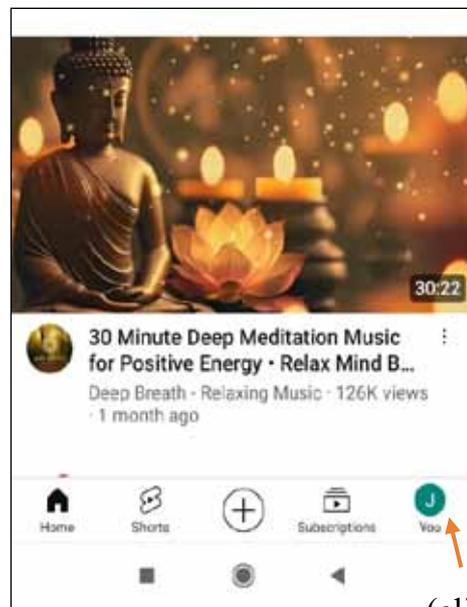


Fig 16.3.4

(click on your YouTube profile icon)

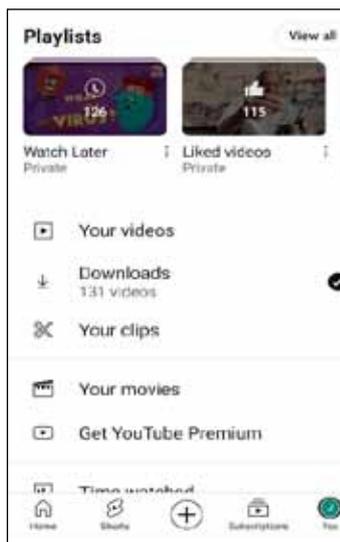
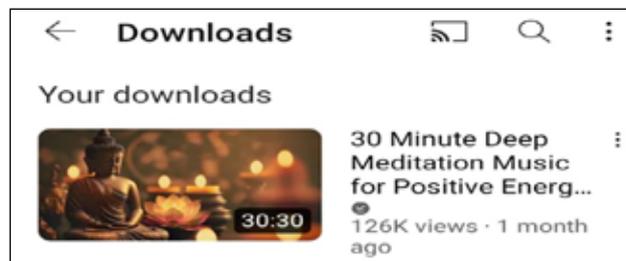


Fig 16.3.5



(Clicking on the ‘download’ button mentioned in previous image Fig 16.3.5 after clicking the profile icon Fig 16.3.4. This displays the list of all downloaded videos available for offline viewing. Simply tap on the video you want to watch from the displayed list of downloaded videos.)

16.4 YOUTUBE CHANNEL

The procedure of setting up a YouTube channel is simple. If you already have a Google account, you can use it to create a channel. If not, you can create a new Google account. Here is how to make a YouTube channel step-by-step:

Using an Existing Google Account:

Sign into Your Google Account:

- Open the Web browser (Fig 16.4.1)
- Type www.youtube.com in your web browser to access the YouTube website (Fig 16.4.2) and click on the first YouTube official URL link to enter into the YouTube home page.
- In the top right corner, click the “Sign In” (Fig 16.4.3) button.
- Enter the email address and password of your Google account.
- To log in, click “Next”.



Fig 16.4.1



Fig 16.4.2

Click on YouTube home

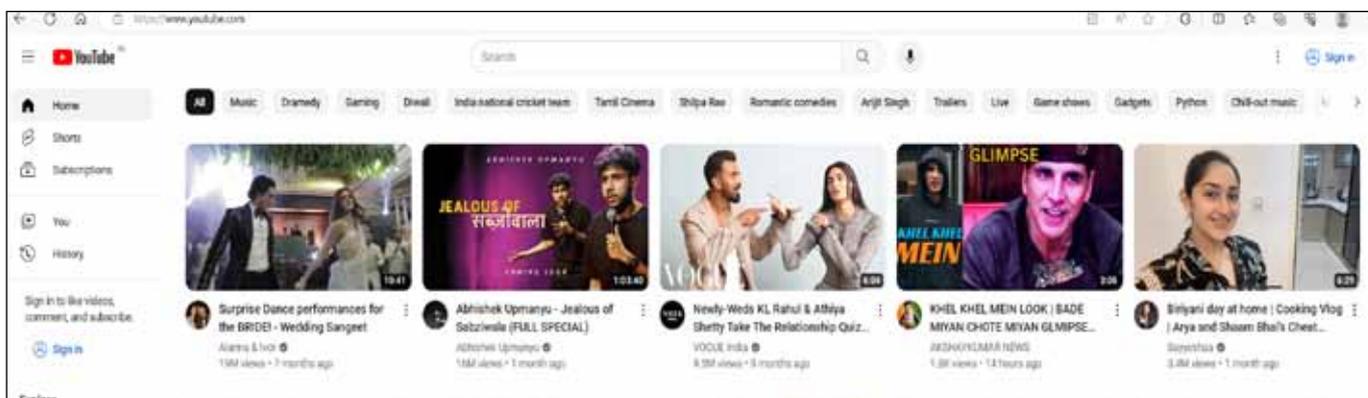
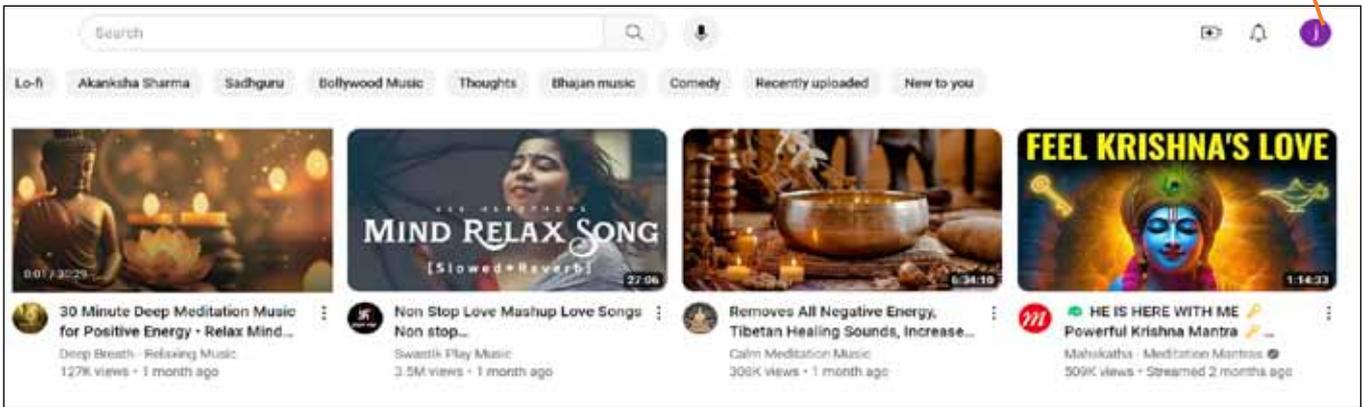


Fig 16.4.3 Click on Sign In to login into YouTube

Logged In is successful



16.5 YOUTUBE CHANNEL CREATION

- Click on your profile image in the top right corner (Fig 16.5.1) of the YouTube homepage after logging in.
- From the dropdown menu, select “Create Channel” as shown in Fig 16.5.2

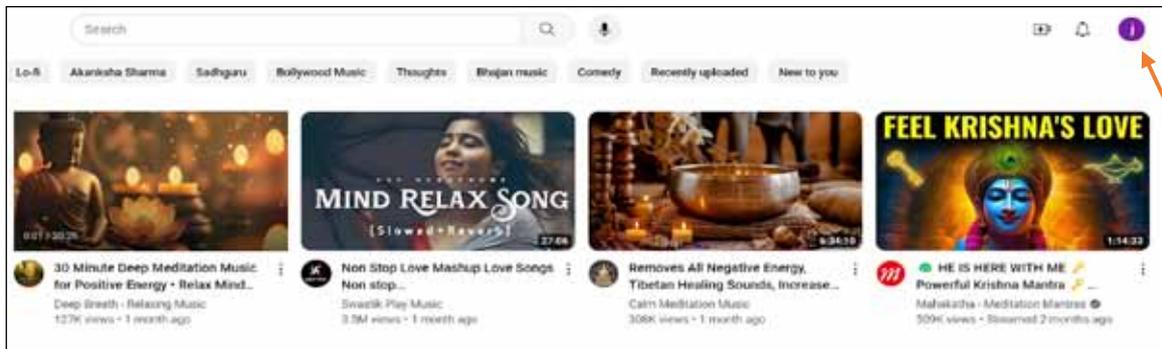


Fig 16.5.1

Click on profile image after logged in

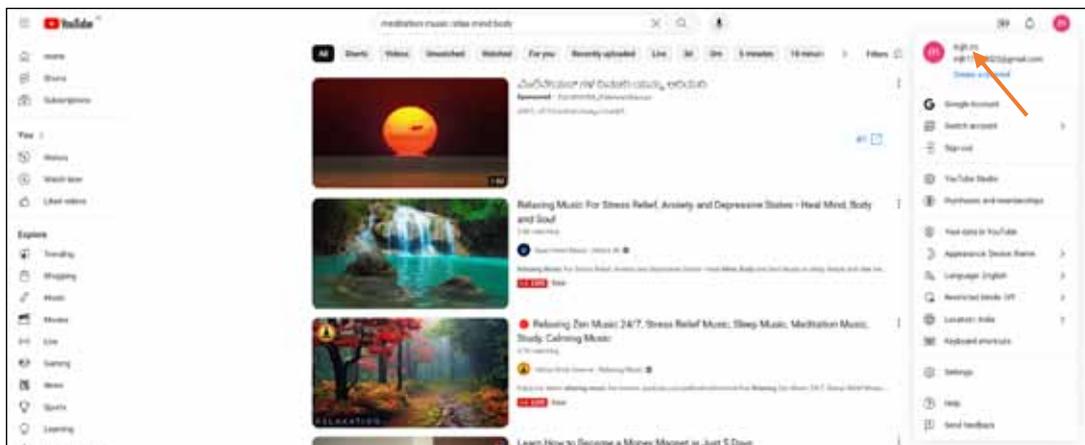


Fig 16.5.2

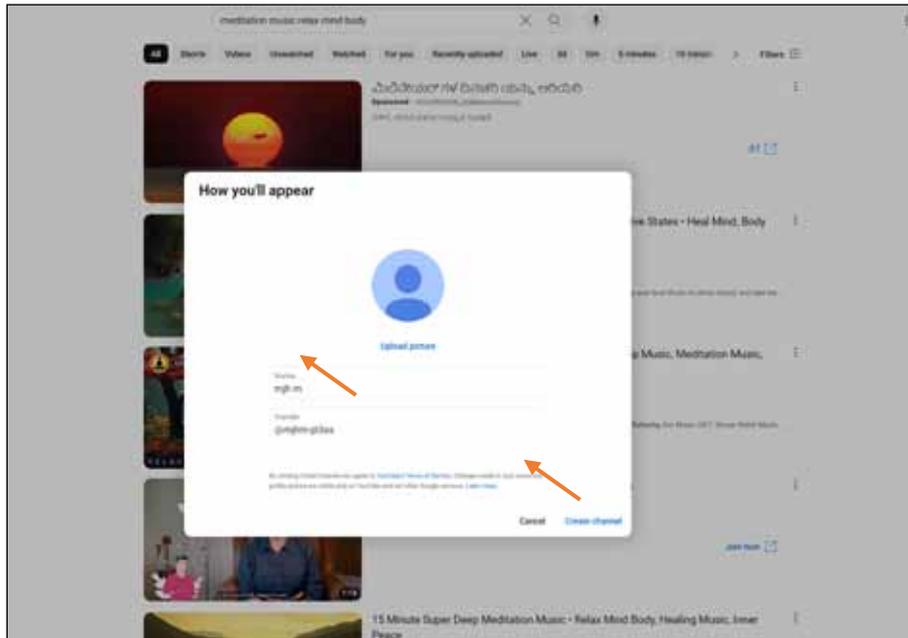
Select a Channel Name:

Fig 16.5.3

- You have the option of naming your channel something unique or using your first and last name as the name. The sample name used for the YouTube channel is ‘Test Channel’. Type Test Channel in the Name box as shown in Fig 16.5.3. (Follow the instructions to provide your first and last name)
- To complete this process, click on “Create Channel” (Fig 16.5.3)
- Now the channel is created with the name Test Channel as shown in Fig 16.5.4.



Fig 16.5.4

- Click on ‘Customize Channel’ in Fig 16.5.5



Fig 16.5.5

- On the Channel Customization page, choose the selection labelled Branding from Fig 16.5.6

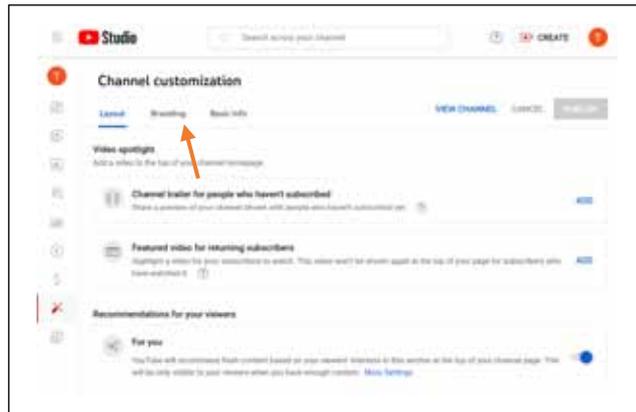


Fig 16.5.6

- This branding functionality allows us to upload a profile picture and banner image for the newly designed YouTube channel. These can be added using upload option (Fig 16.5.7).
- Simultaneously, one can add a watermark to their uploaded videos via this channel, ensuring copyright protection for their created content. This feature is accessible through the 'Video Watermark' Option (Fig 16.5.7).

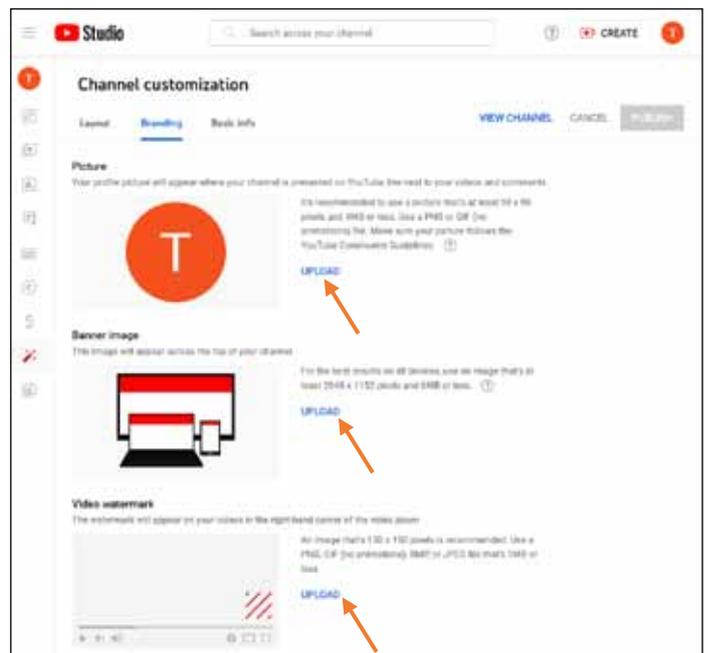


Fig 16.5.7

- Return back to the homepage and using the option ‘ Create’ (Fig 16.5.8) one can upload the created video.

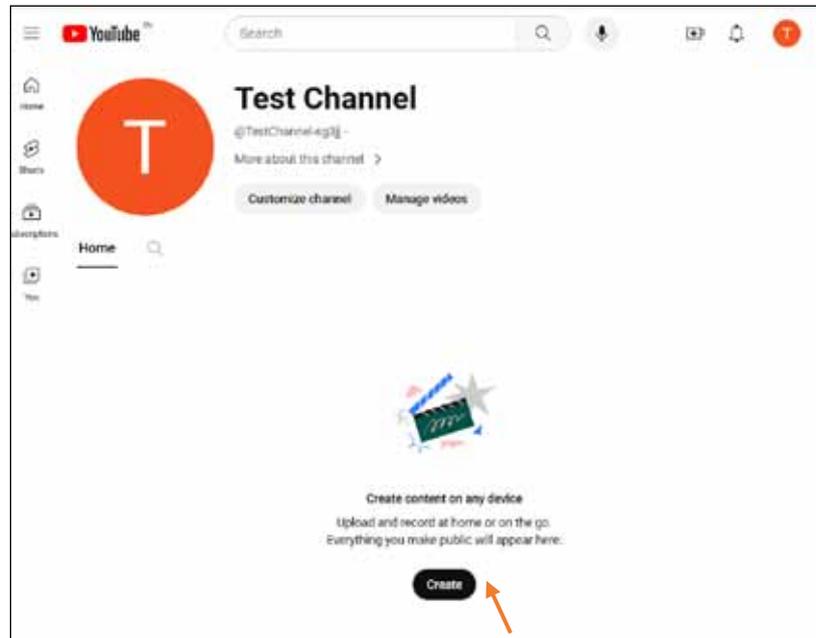


Fig 16.5.8

- Browse the video saved in the device to upload by clicking on select files in Fig 15.6.9

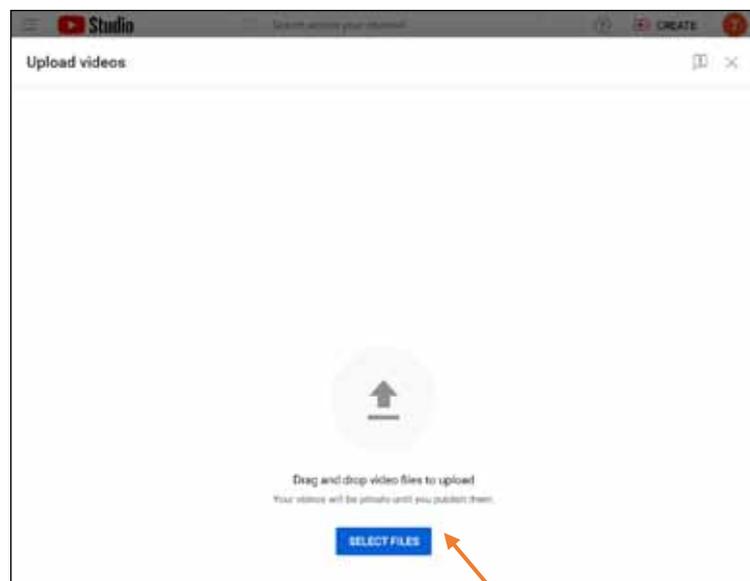


Fig 16.5.9

- Next, input a title for the video and in the description box, provide a concise overview of the video’s content. Then, upload a thumbnail by using the “Upload Thumbnail” option found within the ‘Details’ section as shown in Fig 16.5.10.
- Access to upload a thumbnail becomes available only upon successful completion of the two-step phone verification process.

- After the verification process, refresh the page to proceed further.
- Determine the target audience by choosing between the options “Yes, it’s made for Kids” or “No, it’s not made for kids.” (Fig 16.5.11)
- Include relevant keywords about the video within the ‘Tag’ tab (Fig 16.5.12). This aids in surfacing our uploaded video when users search for content aligned with our specified keywords.
- Proceed by selecting the “don’t allow remixing” option as shown in Fig 16.5.13.
- Identify the appropriate category for the video by using the dropdown menu within the ‘Category’ tab (16.5.13). If the video relates to academic content, select the ‘education’ category from the dropdown menu.
- Then, click on ‘Next’ (reflects at the right most bottom corner)

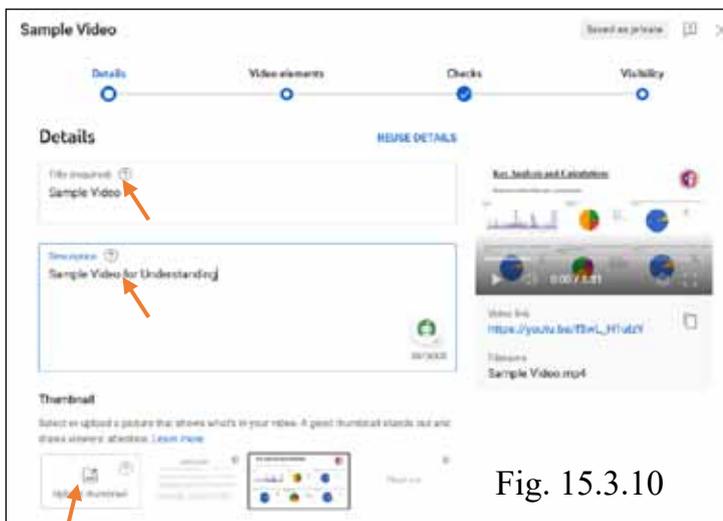


Fig. 15.3.10

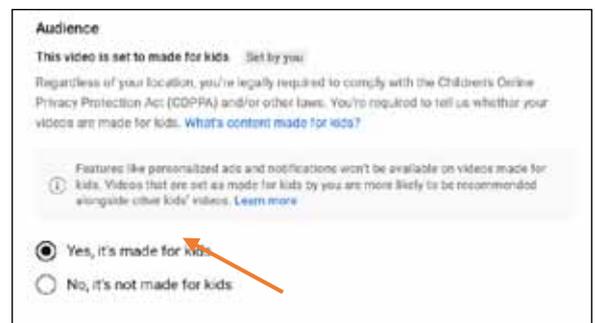


Fig 15.3.11

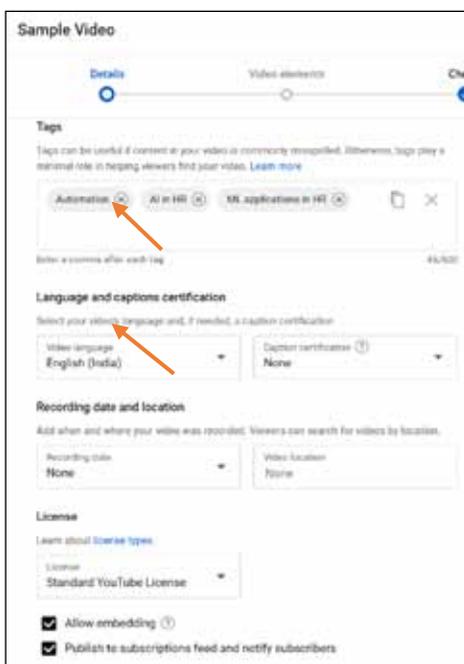


Fig 15.3.12



Fig 15.3.13

- Subtitles relevant to the video, aiming for a wider audience, can be incorporated within the ‘Video Elements’ tab.
- Following subtitle inclusion, proceed by clicking ‘Next’ to advance to the subsequent step.
- Before finalizing the video’s publication, determine the visibility settings by choosing among ‘Private,’ ‘Public,’ or ‘Unlisted’ options in the Visibility tab (Fig 15.3.14). Additionally, specify the date from which the video will be visible to the public or private, utilizing the ‘Schedule’ option (Fig 15.3.15). Then press schedule (Fig 15.3.15) for posting the video in YouTube from the channel.
- Within the scheduling feature on YouTube, you can precisely set the date and time for the video’s visibility.

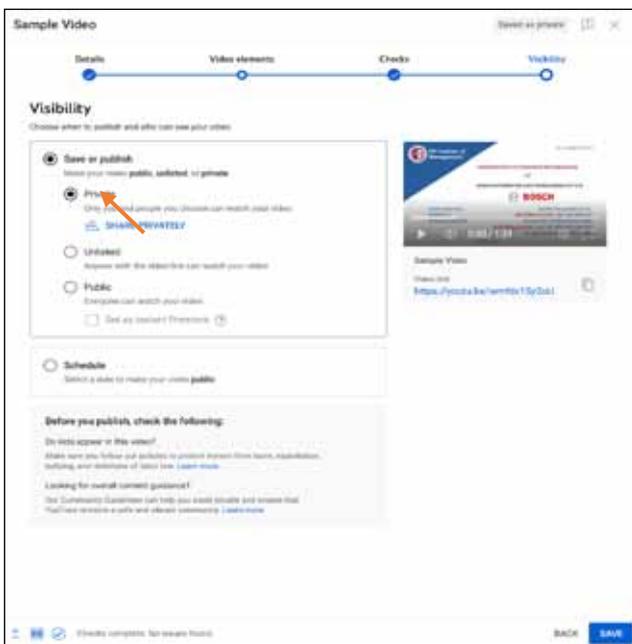


Fig 15.3.14



Fig 15.3.15

- After completing these steps, your YouTube channel will have been successfully created. Once your channel has been customized, you can start sharing videos with your audience by uploading them and adding a profile image, cover art, and description as said above.

CHPATER - 17**WHATSAPP****17.1 WHATSAPP ACCOUNT CREATION**

1. Verify that your Android device is unlocked and ready for use by unlocking it.
2. Ensure your mobile device is connected to the Internet via mobile data or Wi-Fi.
3. **Open the Google Play store**
 - Locate the Google Play Store application on your Android device. It is represented by a multi-colored triangle as shown in Fig 16.1.1.

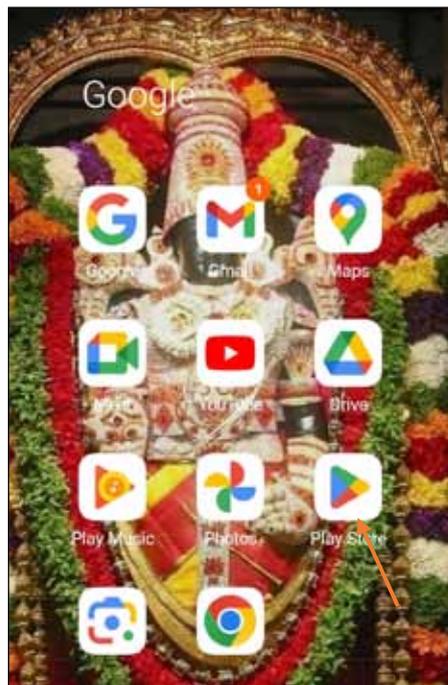


Fig 16.1.1

4. In search of WhatsApp:

- In the upper-right quadrant of the Google Play Store, tap the search bar (Fig 16.1.2).
- Enter “WhatsApp” in the search box and press the “Search” (typically a magnifying glass icon) key on your keyboard.

5. Select WhatsApp:

- Find the WhatsApp Messenger app developed by WhatsApp Inc. in the search results.
- To visit the app's retail page, tap the open button next to the WhatsApp Messenger icon (Fig 16.1.3).

6. Install WhatsApp:

- On the WhatsApp store page, you can find the “Install” option. Tap on it. If it is not installed
- If the app is already installed, just click the option ‘open’
- You may be asked to grant the application-specific permissions. Typically, these permissions pertain to accessing your contacts, images, and camera. Consider and grant these authorizations.

7. Accept Agreement to Terms:

- WhatsApp will request that you accept its terms of service. If you accept them, select “Accept.”

8. Download and Install:

- On your Android device, WhatsApp will begin to download and install. The status is displayed in the notification pane.

9. Setup WhatsApp on the device:

- Select “Open” or locate the WhatsApp icon on your home screen and select it once the download and installation are complete.
- Follow the on-screen instructions to verify your phone number using a one-time SMS code.

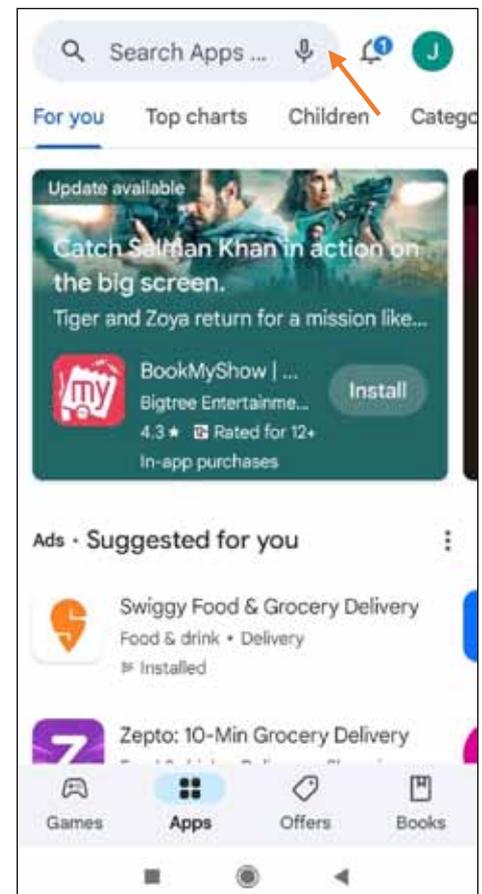


Fig 16.1.2

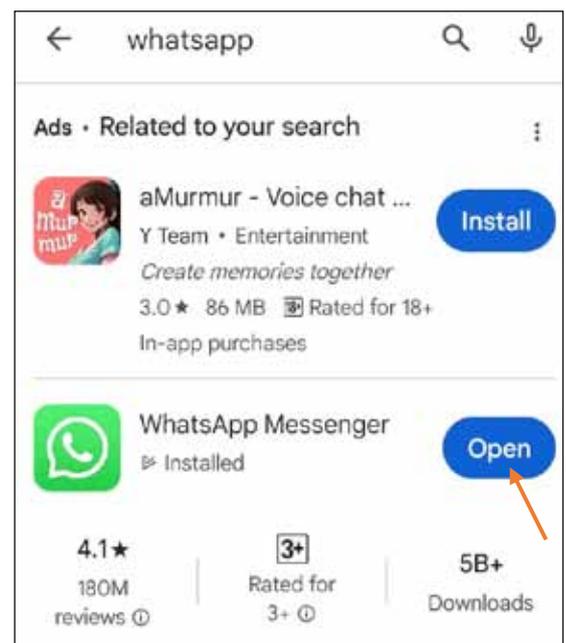


Fig 16.1.3

10. Complete Installation:

- You can set up your Whatsapp profile after verification by adding your name, and profile image, and customising your settings.

11. Start Using WhatsApp:

- You can now use WhatsApp to transmit messages, make phone calls, and connect with contacts.

17.2 PROCEDURE TO CREATE WHATSAPP GROUP

1. Open WhatsApp

On your smartphone, launch the WhatsApp app. Ensure WhatsApp is installed on your device and that you are signed in.

Tap on the WhatsApp icon (Fig 16.2.1) to open



Fig 16.2.1

2. Access Chats Tab

At the bottom of the screen, tap the “Chats” tab as shown in Fig 16.2.2. You will then be directed to your chat list.

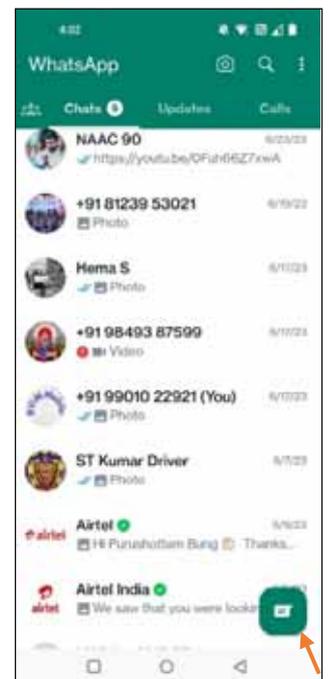


Fig 16.2.2

3. Create a New Group

You'll notice a "New Group" as per Fig 16.2.3 button at the top. Tap on it to create the new group in WhatsApp.

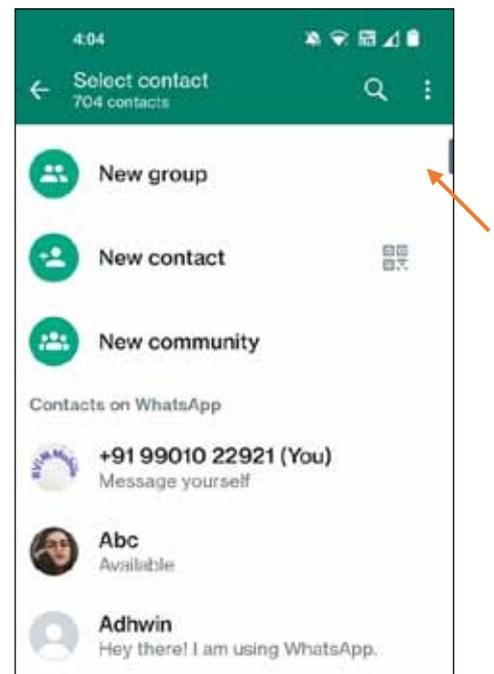


Fig 16.2.3

4. Add Participants

You will be asked to include people in the group. By touching on their names, contacts from your contact list can be chosen. Multiple contacts can be added to the group.

Using the search tab, type the name of the person you want to add and select them from the contact list displayed (Fig 16.2.4). Once you've added all the necessary people to the group, tap the 'forward arrow' located at the bottom right corner to proceed as shown in Fig 16.2.4.

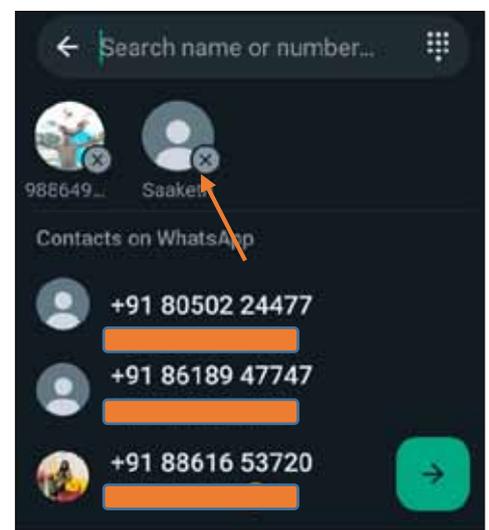


Fig 16.2.4

5. **Group Name and Photo**

Tap the “Next” button or the right arrow (Fig 16.2.4) after adding the participants. Enter the group name in the “Enter group subject” field as shown in Fig 16.2.5. By hitting the camera icon and choosing an image from your gallery or taking a new one, you may also set a group profile photo as shown in Fig 16.2.5.

Next, click on “disappearing messages.” (Fig 16.2.5), You can activate disappearing messages by choosing one of the following options: ‘24 hours,’ ‘7 days,’ or ‘90 days’ as shown in Fig 16.2.6. This setting ensures that the chat message will automatically vanish after the specified duration.

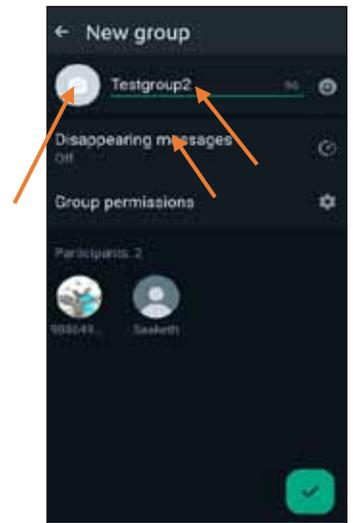


Fig 16.2.5

6. **Group Settings**

By choosing the “Group Permissions” option (Fig 16.2.7), you can also modify group settings. Here, you can specify who is allowed to send messages and, if necessary, establish a group description.

You have the option to deactivate the ‘send messages’ feature (Fig 16.2.8), which allows only admins to send messages within the group.

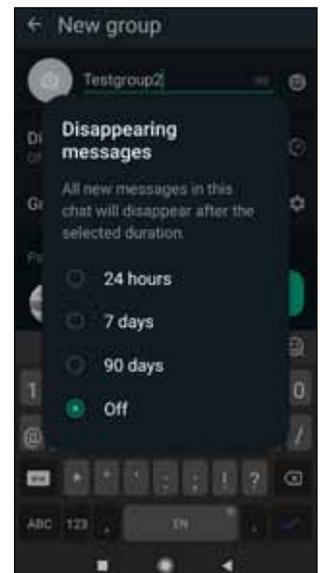


Fig 16.2.6

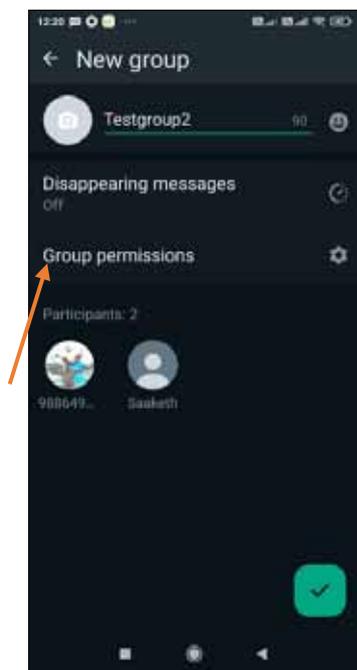


Fig 16.2.7

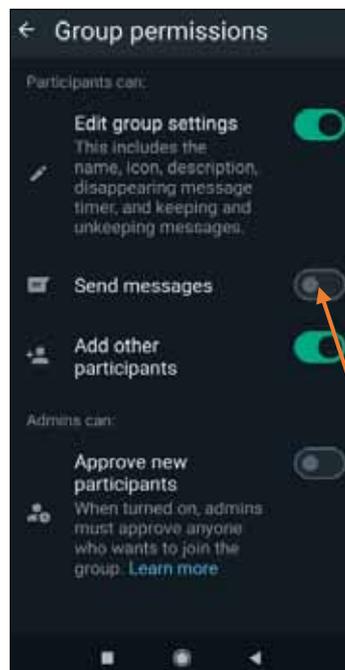


Fig 16.2.8

7. Create the Group

Tap the “Create” button once the group parameters have been configured

8. Group Created

You’ll be brought to the group conversation after your WhatsApp group has been set up. The group can now receive messages from you.

17.3 STEPS TO SHARE MESSAGE/VOICE/PICTURE/VIDEO/ATTACHMENT/ SHARE LOCATION USING WHATSAPP

WhatsApp makes it simple to send text messages, voice calls, images, videos, attachments, and location information. Here is a detailed explanation of how to carry out each of these:

1. Sending Text Messages:

- Go to the WhatsApp app on your phone and open it.
- To choose a contact or start a new chat, tap the chat button (Fig 16.3.1) in the bottom right corner for the new chat.
- If not, simply browse through the WhatsApp home page by scrolling up or down, and select any chat from the list to begin messaging.
- After selecting the chat contact, tap the text entry field (Fig 16.3.2) at the bottom of the chat and the message should be typed.

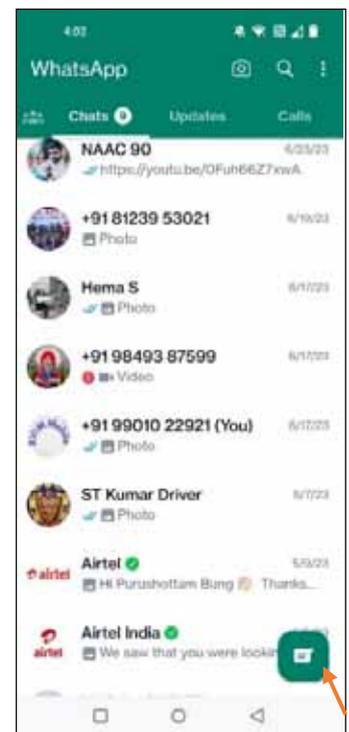


Fig 16.3.1



Fig 16.3.2

2. After typing your text message, tap the send button as shown in Fig 16.3.3, typically symbolized by a paper airplane icon, to send it.

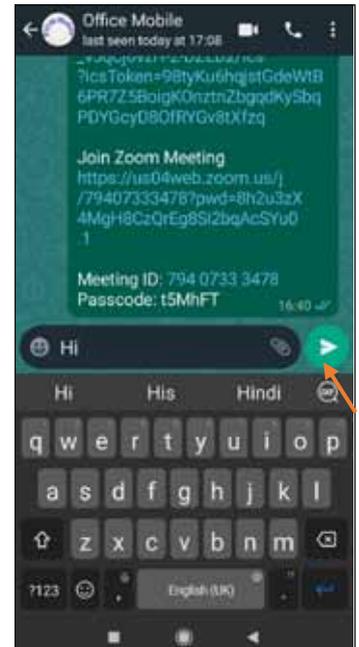


Fig 16.3.3

3. Sending Voice Messages:

- Open the WhatsApp application.
- Select a contact or start a brand-new chat.
- After selecting the contact, Tap and hold the microphone icon as shown in Fig 16.3.4 next to the text input area to record a voice message. Give your speech.
- Then release the microphone icon to send the voice message



Fig 16.3.4

4. Sending Pictures and Videos:

- After launching the WhatsApp application, open the WhatsApp to start the chat
- Choose the contact or group you want to send the media to.

- Tap the attachment icon, which usually looks like a paperclip or camera icon as shown in Fig 16.3.5
- Choose whether to capture a new photo or video with your camera or send one from your gallery as shown in Fig 16.3.6.
- Choose the media you want to send if you select a picture or a video from your gallery or Capture it if you're taking a fresh one using the camera.
- If you'd like, you can caption the image.
- To submit the image or video, simply tap the send button.



Fig 16.3.5

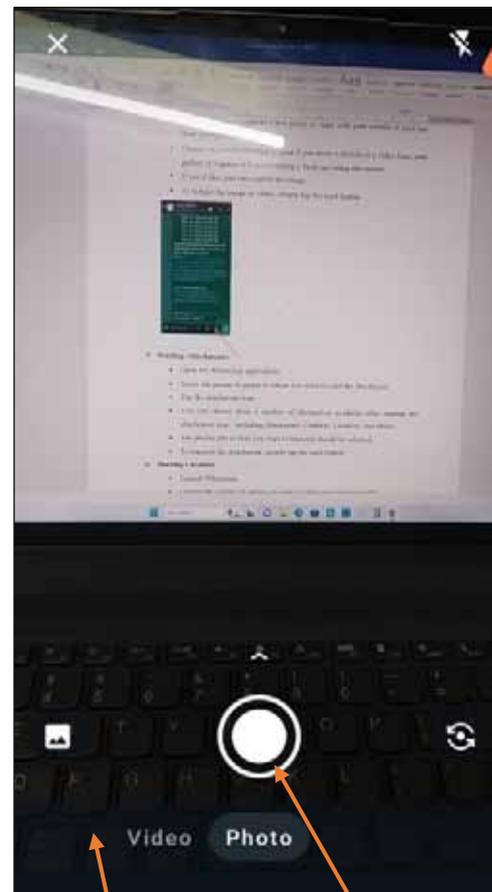


Fig 16.3.6

Otherwise you can click the instant picture to capture and share it.

Tapping on the gallery icon leads to the phone gallery, allowing you to select a picture from there

5. Sending Attachments:

- Open the WhatsApp application.
- Select the person or group to whom you want to send the attachment.
- Tap the attachment icon as shown in Fig 16.3.7.
- You can choose from a number of alternatives available after tapping the attachment icon - including Documents, Contacts, Location, and others (Fig 16.3.8).
- The precise file or item you want to transmit should be selected by clicking on document (Fig 16.3.9) from the document menu. If you don't find the document in the displayed list, you can scroll up or down, or alternatively, choose it from the gallery.
- To transmit the attachment, simply tap the send button.



Fig 16.3.7

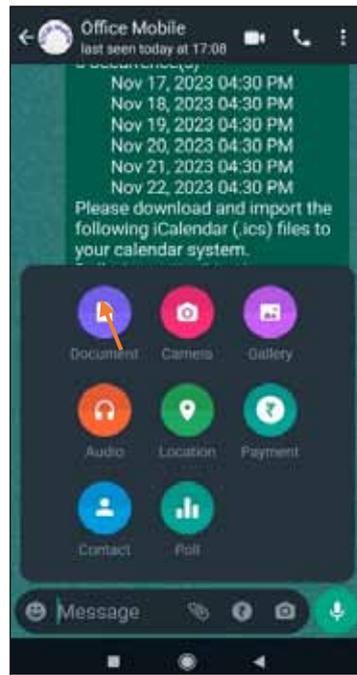


Fig 16.3.8

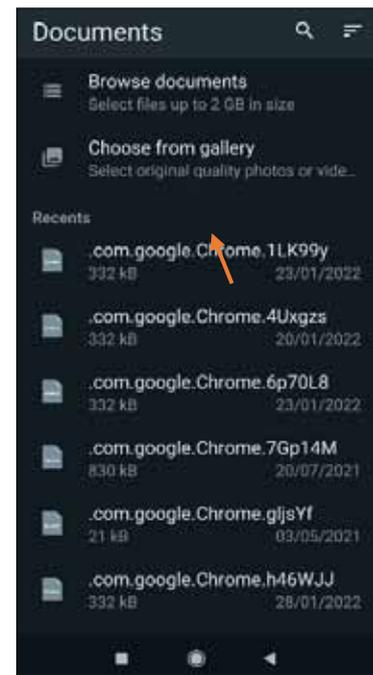


Fig 16.3.9

6. Sharing Location:

- Launch WhatsApp and open the app.
- Choose the contact or group you want to share your location with.
- Tap the attachment icon (Fig 16.3.10) and select “Location.” (Fig 16.3.11)
- Choose Your Location Sharing Method:
 - Share Live Location (Fig 16.3.12): This allows the recipient to track your real-time location for a specified period (15 mins / 1 hr. / 8 hrs.) as shown in Fig 16.3.13.

- Send Your Current Location (Fig 16.3.12): This sends a one-time snapshot of your current location.
- If you choose to share your live location, you can set the duration for how long it will be shared.
- Tap the send button to share your location.



Fig 16.3.10

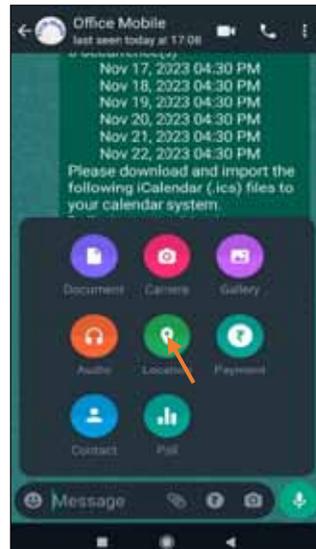


Fig 16.3.11

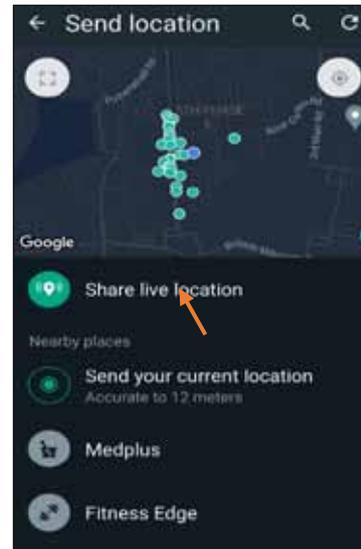


Fig 16.3.12

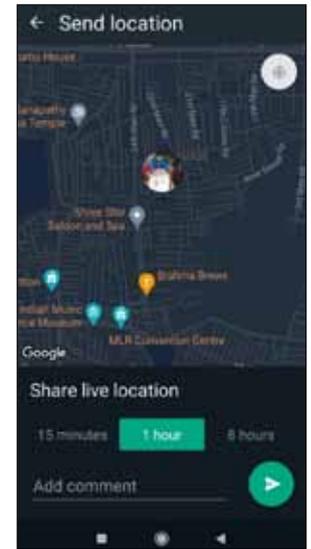


Fig 16.3.13

17.4 PROCEDURE TO CREATE A SECOND WHATSAPP WITH AN ALTERNATIVE NUMBER FOR BUSINESS

Creating a second WhatsApp account with an alternative number on an Android phone can be done by following these steps. Please note that you need a second, valid phone number for this process.

16.4.1.1 Using WhatsApp Business:

WhatsApp Business is a legitimate way to have a second WhatsApp account on the same device. Follow these steps:

Install WhatsApp Business:

- Head over to the Google Play Store as shown in Fig 16.4.1.1.
- In the search tab (Fig 16.4.1.2), type WhatsApp Business(Fig 16.4.1.3) for installing
- Install “WhatsApp Business” by searching for it or Click on ‘Open’ icon once it is already installed as shown in Fig 16.4.1.3.

- Click on Agree and Continue(Fig 16.4.1.4) for the acceptance of the terms and conditions
- Check the number of your primary phone as shown in Fig 16.4.1.5.
- **How to Create a Second WhatsApp Account:**
 - You'll be prompted to create a business profile after providing your primary phone number has been verified as shown in 16.4.1.6.
 - Enter the name of your company (or, if not a business, your legal name).
 - You can choose to add a profile photo and more details.
- Please confirm the alternate number:
 - You must get a code by SMS or phone call in order to use your alternative number.
- Now, your Android smartphone has a second WhatsApp account.

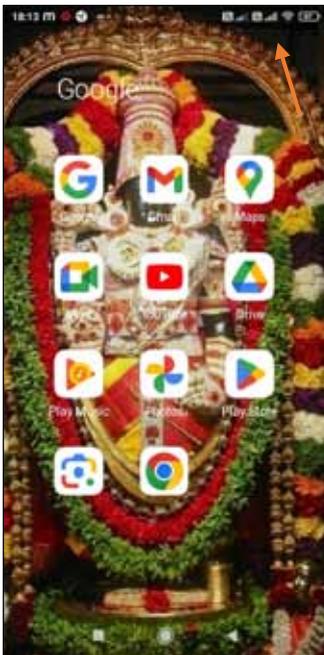


Fig 16.4.1.1

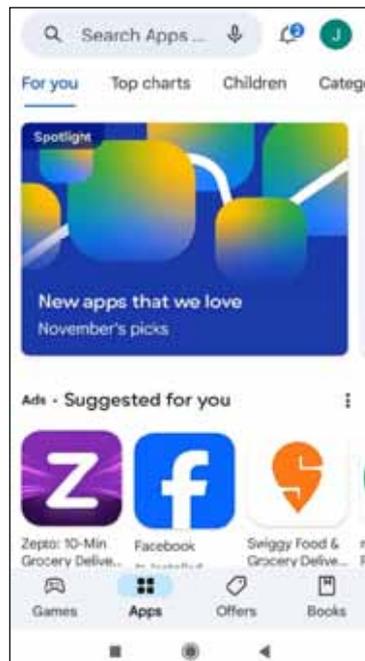


Fig 16.4.1.2

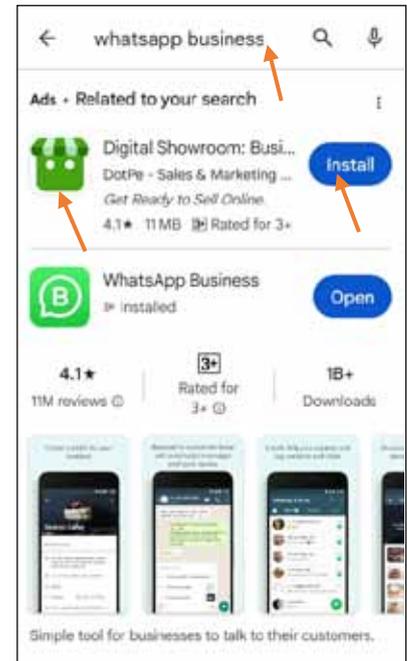


Fig 16.4.1.3



Fig 16.4.1.4



Fig 16.4.1.5

You can activate WhatsApp Business using your current number or opt for another number if your Android device supports dual SIM functionality.

after the verification press continue to proceed



Fig 16.4.1.6a

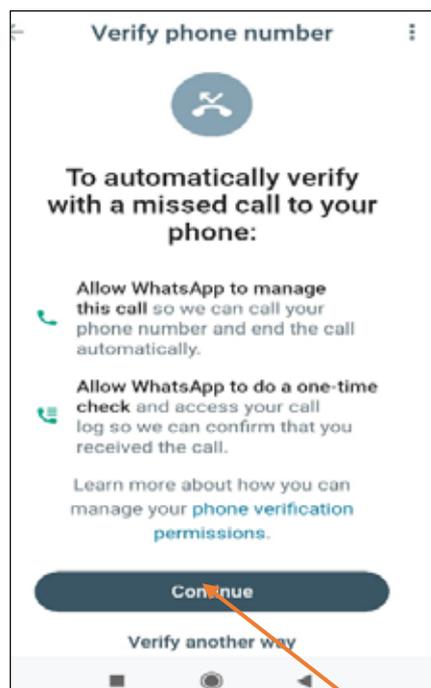


Fig 16.4.1.6b

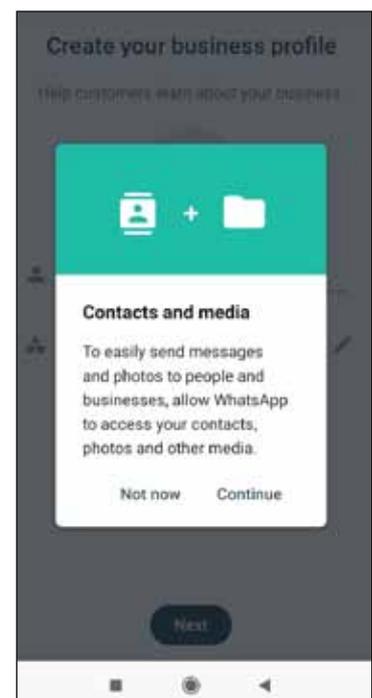


Fig 16.4.1.6c

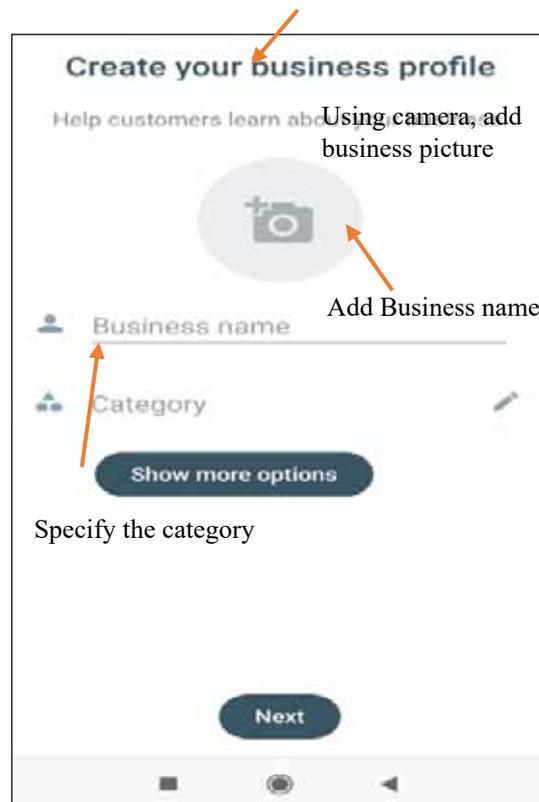


Fig 16.4.1.7

Provide the number to activate WhatsApp Business after verifying your phone number

- Upon adding the business name, specifying its category, and uploading the business brand or logo using the camera as shown in Fig 16.4.1.8, the business profile will automatically establish connections with your Facebook and Instagram accounts.
- The WhatsApp Business account has been successfully created.
- Just like regular WhatsApp, you can add new contacts, create new groups, send messages, images, pictures, videos, make calls, and many more



CHPATER - 18**INSTAGRAM****18.1 INSTAGRAM INSTALLATION**

Installing Instagram on an Android phone is a straightforward process. Here's a detailed procedure to help you get Instagram on your Android device:

1. Ensure that your Android device is unlocked and ready for use.
2. Verify that your phone has mobile data turned on or is linked to a Wi-Fi network. For downloading apps from the Google Play Store, this is necessary.
3. On your Android device, find the Google Play Store application. Typically, it has a triangle icon with various colours. You can use the search feature to look for something if you can't find it on your home screen or in your app drawer.
4. To launch the app, tap the Google Play Store icon.
5. Type "Instagram" in the search box at the top and click the search symbol (often a magnifying glass or the "Search" key on your computer).
6. The official Instagram application from Instagram, Inc. will be visible in the search results. The app icon will often be the Instagram logo. To open the Instagram app page, tap on it.
7. The "Install" button may be found on the Instagram app page. To start the installation, tap it.
8. Instagram will ask you to give it different permissions. After carefully reading the permissions, hit "Accept" or "Allow" to continue with the installation.
9. Your Android device will begin downloading and installing Instagram. The development will be shown on the screen.
10. When the installation is finished, the "Open" button will appear. To launch the Instagram app, tap it.
11. Use your current username and password to sign in if you already have an Instagram account.
12. If you don't already have one, you can create one by selecting "Sign Up" and then adhering to the on-screen prompts.

13. You may create your profile, upload a profile picture, and connect with friends after logging in or signing up.
14. You're now prepared to use Instagram. On the platform, you may share images and videos, follow other users, and look through the material.

Now successfully installed Instagram on your Android phone and can now enjoy the features and functionality of the app. Make sure to keep your Instagram app updated to access the latest features and security improvements.

18.2 UPLOADING POSTS & PASS COMMENTS ON INSTAGRAM

Uploading posts and posting comments on Instagram is a common and straightforward process. Here's a step-by-step guide for both actions:

a. Uploading Posts on Instagram:

1. On your Android device, open the Instagram app.
2. Enter your username and password to access your Instagram account if you aren't already logged in.
3. At the bottom right of the screen, tap your profile icon or profile photo. You will then be sent to your profile page.
4. To add a new post, hit the "+" icon in the top right corner of your profile page (or the "Add" button in the middle of your profile image).
5. Pick a picture or video from your phone's gallery, or press the camera icon to take a new one. Additionally, you can choose several media assets for a carousel post.
6. Utilising the tools at your disposal, edit your image or video.
7. For your post, create a caption. Additionally, you can include location tags, mentions, and hashtags.
8. Tap "Tag People" and choose the persons you want to tag in your post if you wish to include them.
9. By modifying the privacy settings (Public, Followers, or Close Friends), you can choose who can read your post. You have the choice to share your content on additional social media networks.
10. Tap the "Share" button when you are prepared to post. Your profile will publish your post and it will be visible to your selected audience.

b. Posting Comments on Instagram:

1. You can leave a comment on someone's Instagram post by visiting their profile, their explore page, or their Instagram feed.

2. You can comment on a specific post by tapping it.
3. The comment section can be found below the post. To begin typing your remark, tap it.
4. To make a comment, enter your message and press the “Post” button (often represented by a paper aeroplane icon or the “Send” button).
5. Your comment will be displayed below the post with the others.
6. Tap the “Reply” button next to the remark you wish to respond to, compose your response, then hit “Post.”

