EMPOWERMENT TECHNOLOGY

empowerment	process of giving yourself or other people the capacity to achieve a specific end goal
empowerment through ICT	aims to give individuals the tools and resources necessary to take initiative....
technology	tangible tools like utensils or machines and intangible ones such as software
empowerment tech	refers to computer tech that helps us do our talk easier
ICT	deals with the use of different communication tech, such as mobile phones; to locate to save send and edit info
literacy	the ability to count, read, with comprehension and write
technology literacy	ability to use digital tech, communication tools

4 aspects of changes because of ICT

education	source of learning, teaching, and research mat
economics	online marketing, business transaction, online payment
communication	social networking, instant messages, webinars
travel	onlinebooking, reservation

A PEEK IN THE PAST

1980's	the age of processing; tech as peripheral tool
1990's	world wide web, tech begins to supplement
2000's	connectivity: tech supplement instruction, smart portable
today	multifunctional devices; tech as integrated took

EVOLUTION OF THE WEB

TIM BERNERS LEE	British scientist he invented the www
WWW1	(static web page) internet are static before ; read only
WWW2.0	(dynamic web page) ; read and write; user are allow to interact and collaborate
WWW3.0	(semantic web page); portable and personal; allow data to be shared

key feature of web 2.0

folksonomy	allows user to categorize using key words
rich user experience	content is dynamic and responsive to user's input
user participation	owner of the web is not the only one who is able to put content
long tail	services that are offered on the demans rather than on a one-time purchase
software as a service	users will subscribe to a software only when needed rather than purchasing them
mass participation	diverse info sharing through the universal web access

TRENDS IN ICT

convergence	using several tech to accomplish a task conveniently
social media	website, application, or online channel that enables web user to create....
mobile technologies	devices that has the capability to do talk that were originally foud in personal comp
assistive media	nonprofit service designed to help people who have visual and reading impairments

types of social mefdia

social networks	sites that allow you to connect with other people
bookmarking sites	allow you to store and manage links to various web...
social news	allow users to post their own news items...
media sharing	allow you to upload and share media contents like imiages music and videos
microblogging	sites that focus on short updates from the user
blogs and forums	allow users to post their content

terms

contextualized online sesarch	skilled or optimized way of searching the internet based on the context ; use narrowing
research	systematic inquiry that attempts top provide solutions to existing problems and questions using facts and data

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terms (cont)

importance of research	to discover new info; to interpret existing facts; to revise accepted knowledge

skills to develop

check your resources	consider the benchmark for evaluating a website; currency, security,scope, and authority
ask good questions	be specific when entering questions
go beyond the surface	be persistent in looking for more info
be patient	when the inernet does not provide you with the exact answer
respect ownership	remember everything on the net has its own owner
use your networks	like social media and other information tools

ict tools in useful researchy

google search	owned by google; capable of research the web through voice input and filtering the result
google scholar	use to search for scholarly lit
online journals	are scholarly publication released in a format accessible via the internet
journal	*is a periodical publication that contains scholarly articles
academic websites	provide electronic copies of papers, journals, books, etc.

academic websites

internet archive	non-profit electronic library that has a free-to-access collection of digitized materials
EBSCOhost	it is a digital lib that offers premium fee-based access mainly academic materials that are normally not available for public use
JSTOR	digital lib that is primarily licensed ot academic, scientific, and other research

Verification of online source smaterials

currency	is the info up-to-date
security	does the site ask for too much personal info
scope	is tte info in-depth
authority	does the info come from a trusted expert

copyright infringement

intellectual property	if your create smt; an idea, an invention, a form of literary work, or a research, you have the right as to how it should be used by others
IPR intellectual property rights	act of stealing other people's works and ideas. *not a given right*
IPLaw	protects the rights of people to maintain legal ownership of their works and ideas

copyright infringement (cont)

cybercrime	crime committed or assisted through the use of the internet
plagiarize	tgo steal and pass off (the ideas of another) as own

computer ethics and netiquette

Internet ethics or netiquette	a set of rules that determines how to properly communicate and browse the web

always keep your software upadated
do not divulge senstive info
be carefulwhen dealing with emails from unknown sources
run your antivirus
think before you click

6 ways to avoid plagiarism

paraphrase	read and rephrase the material
cite	proper citation must be observed
quoting	directly quoting the source material
citing quotes	includes the page number written after the name of the author if the source mat isbooki
citing your own material	if the reference you use i your own work
referencing	important to provide a pag efor references and other mat used at the end of your work

internet threats

malware	stands for malicious software
virus	can be transfer through internet, hardrive,
worm	can self replicate
trojan	disguised as useful program
rogue security software	*tricks the user into posting that it is a security software*
spyware	runs in the back ground without you knowing
adware	designed to send you ad, mostly pop-ups
spam	unwanted email mostly from bots or ad; it can beused to send malware
phishing	goal is acquire sensitive personal info like passwords and credit card details
pharming	a more complicated way of phishing

LESSON 3 ICT

microsoft word	processing applicqation developed by the Microsoft Corporation ; lets you create docs for your assignments term papers...

FEATURE IN MICROSOFT

Citations and Bibliography	found in References tab
steps in creating your bibliography	choose your reference style
	add citations and sources

LESSON 3 ICT (cont)

	insert bibliography
SPELLING AND GRAMMAR	review tab
in checking spelling and grammar	can be found in review tab ; word will try to give one or more **suggestion** for each error in your docs. You can select a suggestion and click **Change** to correct the error
ignoring errors	when the spelling and grammar is *not always correct*
ignore *for grammar and spelling*	this will skip the word in question without changing it
ignore all	this will skip the word in question and all other instances of the word in the cos without changing it
add	this adds the word to the dictionary so it will never come up as an error
AUTOMATIC SPELLING AND GRAMMAR CHECKING	word automatically checks your docs for spelling and grammar errors
red line	word is misspelled
blue line	grammatical error

LESSON 3 ICT (cont)

to hide spelling and grammar errors in a docs	file; backstage view; options ;proffing; hide spelling errors in this docs only and hide grammar then click ok
finalizing and protecting docs	
document inspector	to remove personal information that may be added to the file automatically
	file tab; backstage view ; check for issues; inspect document; inspect; remove all
protecting your document	no one will be able to open copy and edits its content
	file tab backstage view; *marking you docs as final make the docs as **read only type**
TRACKING CHANGES	REVIEW TAB
track changes and comments	cross out sentences mark misspellings, and add comment in the margins
trach changes	every change you make to the docs will appear as a colored markup when you turn on this
	review tab; track changes(you can accept or reject)

LESSON 3 ICT (cont)

	when done; click track changes to turn off the tracking of changes then you can accept all or stop tracking
to hide tracked changes for review command	display for review then **no mark up**
comments	to provide feedback instead of changing a docs
	review tab; new comment
	to delete ; review tab; delete
comparing documents	original document and the revised document
	review; compare command; add the old and revised docs
MAIL MERGE	ALLOWS YOU TO CREATE MULTIPLE LETTERS LABELS ENVELOPES using info stored in a list database or spreadsheet
	mailing tabs ; mail merge; recipients from existing list ; browse ; select the worksheet;

LESSON 3 ICT (cont)

	write your letter, insert recipient data; select one options; addres block ; preview your letters; complete the merge ; print