

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
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empowerment tech	refers to computer tech that helps us do our work easier
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ICT	deals with the use of different communication tech, such as mobile phones; to locate to save send and edit info
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literacy	the ability to count, read, with comprehension and write
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technology literacy	ability to use digital tech, communication tools
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4 aspects of changes because of ICT

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

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

TIM BERNERS LEE	British scientist he invented the www
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WWW1	(static web page) internet are static before ; read only
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WWW2.0	(dynamic web page) ; read and write; user are allow to interact and collaborate
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WWW3.0	(semantic web page); portable and personal; allow data to be shared
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key feature of web 2.0

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

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

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

contextualized online search	skilled or optimized way of searching the internet based on the context ; use narrowing
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research	systematic inquiry that attempts to 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
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skills to develop

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

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

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

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

intell-ectual 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
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IPR	act of stealing other people's works and ideas. <i>not a given right</i>
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IPLaw	protects the rights of people to maintain legal ownership of their works and ideas
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copyright infringement (cont)

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

Internet ethics or netiquette	a set of rules that determines how to properly communicate and browse the web
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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
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cite	proper citation must be observed
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quoting	directly quoting the source material
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citing quotes	includes the page number written after the name of the author if the source mat isbooki
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citing your own material	if the reference you use i your own work
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referencing	important to provide a pag efor references and other mat used at the end of your work
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internet threats

malware	stands for malicious software
virus	can be transfer through internet, hardrive,
worm	can self replicate
trojan	disguised as useful program
<i>rogue security software</i>	<i>tricks the user into posting that it is a security software</i>
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...
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FEATURE IN MICROSOFT

Citations and Biblio-graphy	found in References tab
steps in creating your biblio-graphy	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 <i>not always correct</i>
ignore <i>for grammar and spelling</i>	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
<i>finalizing and protecting docs</i>	
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
<i>protecting your document</i>	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 change-s(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



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Page 4 of 4.

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