NORTH-EX PUBLIC SCHOOL
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LESSON PLAN FOR CLASS X (COMPUTER APPLICATIONS)

*Note- Before reading about the topic you must check this link which will help you in understanding the topics.

You can download this or if you do not have facility to get printout then you can ask your ward to copy it in a simple notebook and must do exercise in the notebook.

TOPIC: - Web Services with Worksheet 2

A web service is an application or data source that is accessible via a standard web protocol (HTTP or HTTPS). Unlike web applications, web services are designed to communicate with other programs, rather than directly with users. Some of the web services are mentioned below:

1. **Chat:** It is the online textual or multimedia conversation. It is a real-time communication between two users via computer. It is widely interactive text-based communication process that takes place over the Internet.

   Chatting is a virtual means of communication that involves the sending and receiving of messages, share audios and videos between users located in any part of the world.

   In chatting, you type a message in your chat box, which is immediately received by the recipient, then the recipient types a message in response to your message, which is instantly received by you.

   In addition, there are many browser-based services that do not require downloaded chat program, e.g. Facebook has a built-in chat feature and Gmail allows you to chat with your contacts whenever you are logged into your Gmail account.

   Advantages:
   a. Photos can be sent using an instant messaging.
   b. Emotions can be expressed easily when communicating with a person.
   c. It is almost same as talking to someone face-to-face.
   d. You can also chat in a group.
   e. t makes it possible for user to keep in contact and chat to each other even if, they are in different countries without having to pay a lot of money.

   Disadvantages:

   a. Viruses can be easily spread via texting
   b. Children tend to spend more time in chatting with friends instead of bonding with their family and studies

2. **E-Mail (Electronic Mail):** It is an electronic version of sending and receiving letters. The E-mail is transmitted between computer systems, which exchange messages or pass them onto other sites according to certain Internet protocols or rules for exchanging E-mail. You can send E-mail from your computer at any time to any address around the world and your electronic letter or E-mail will arrive at its destination in seconds after you send it, even if the receiver is not online.

For sending and receiving an E-mail, you must have an E-mail account, which is either a Web based online E-mail account or an E-mail account on your ISP server.

Web based online E-mail account can be created through many sites like Gmail, Yahoo mail, Rediffmail etc.

2.1. Elements of E-Mail Account:

a. **INBOX:** It contains all incoming messages.
b. **OUTBOX:** The message is stored in the outbox until, it is successfully sent to the recipient.
c. **Sent Mail:** It contains all sent messages.
d. **Draft:** It contains the draft messages, which are ready to be sent.
e. **Trash:** It contains deleted messages.
f. **Spam:** It contains junk E-mails.

2.2. **Structure of an E-Mail:**

S.NO	Components	Description
1	**TO**	This field contains the E-mail address of recipient.
2	**CC**	Cc stands for Carbon copy. This contains the address of recipients to whom you want to send a copy of an E-mail message.
3	**BCC**	Bcc stands for Blind carbon copy. This field also contains the list of recipients. Bcc recipients can see the To and Cc addresses, but Bcc recipients name is not visible to others.
4	**Subject**	This field contains the title of a message.
5	**Body**	It includes text of an E-mail message.
6	**Attachment**	You can attach any document with E-mail message
7	**Formatting**	Using the formatting tab, you can edit the message.
8	**Other Options**	Other options like emoticons, bold, italic, hyperlinks etc, are used to make message more interactive.
9	**Send button**	You have to click the send button to send the mail.

Example of the structure of an E-Mail is given below for better understanding:

Structure of an E-mail
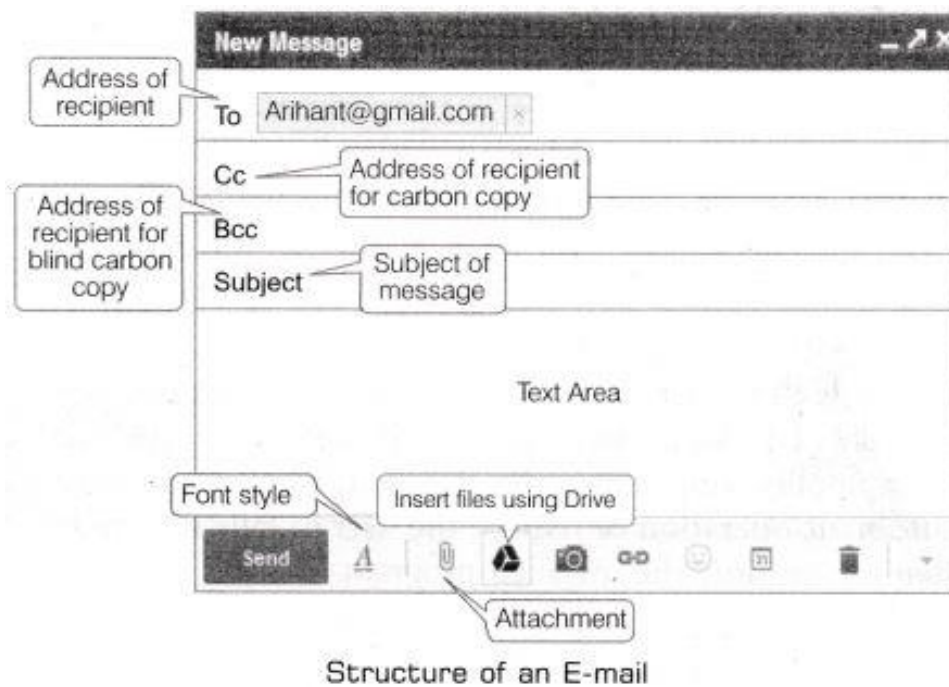
Emoticons
Emoticons or smileys are elements that help you to express your emotions or feelings in your E-mails and text messages. They provide a direct and funny way to express yourself in addition to the words in your messages.

Acronyms
Apart from emoticons -and symbols, you can also use acronyms and abbreviations for most frequently used words. E.g BTW (By the Way), ASAP (As soon as possible), FYI (For your information) etc.

Advantages:

   a. E-mail speeds up the workflow process, documents can be sent for comments, corrections can be made quickly.
   b. E-mailing saves papers and printing costs.
   c. Multiple copies of a message can be sent to a group of people.
   d. Messages can be prepared in advance and save until you are ready to send them.
   e. File and images can be attached to an E-mail.

Disadvantages:

   a. E-mail attachments can carry viruses.
   b. Limited size of data file can be sent.
   c. Hasty medium to convey emotions.
   d. No guarantee that the mail will be read until the user logs on and check E-mail.

Worksheet 2

Attempt all questions in your Notebook:

Q1) Define Web Services with two examples.

Q2) What do you understand by Chat? Write any two advantages & two disadvantages of it.

Q3) What is full form of E-Mail?

Q4) Write any five elements of email with one line describing each.

Q5) Write all components of an e-mail with an example.

Q6) What do you understand by Acronyms.

Q7) Write any three advantages of e-mail.

Further topic be continued in next file…