



University Computing Centre Limited

Professionalism, customer care, and technological foresight



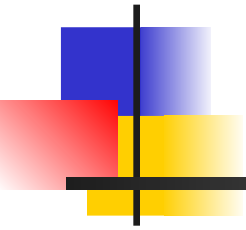
Microcomputer Applications

Information and Communication

Module 7

Training Department

training@udsm.ac.tz





Getting Started

In this section student will learn and practice how to:

- Define Internet
- Open a web browsing application
- Understand the make-up and structure of a web address
- Display a given web page
- Change the web browser home page
- Save a web page as a file
- Use application Help functions
- Close the web browsing application
- Change view/display modes
- Modify toolbar display
- Display images on web page
- Do not load image files onto web page.



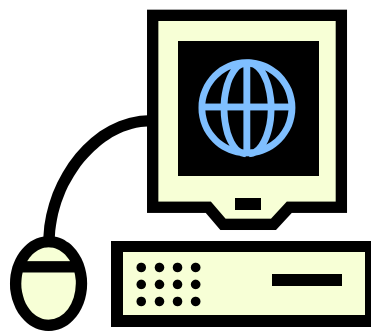
Definition

- What is Internet?
 - Internet comes from the word *Internetworking*
 - A connection of data processing nodes that are interconnected for the purpose of data communication
 - A communications in which the end instruments are computers



The Internet and World Wide Web (WWW)

- The World Wide Web is just a small part of the Internet as a whole
 - The internet relates to all the hardware and software involved, as well as including the WWW, also includes FTP, email and newsgroups
 - The WWW is basically the text and pictures that you can view using your web browser, such as Microsoft Internet Explorer, or Netscape Navigator

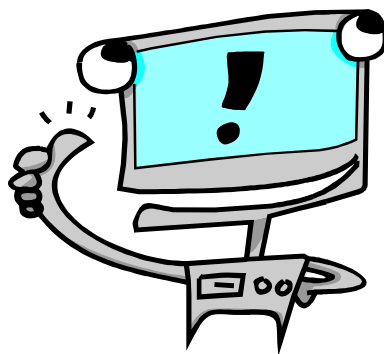


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HTTP, URL, Hyperlink, ISP & FTP

- Make sure you understand the terminology!





HTTP

- Because the Internet is made up of different networks and computers, the WWW need a common method for exchanging documents. The protocol-set of rules-that allows text with built-in links (hypertext) to be transmitted from computer to computer is called the **HYPERTEXT TRANSFER PROTOCOL, OR HTTP**.
- World Wide Web addresses typically begin with the letters http.

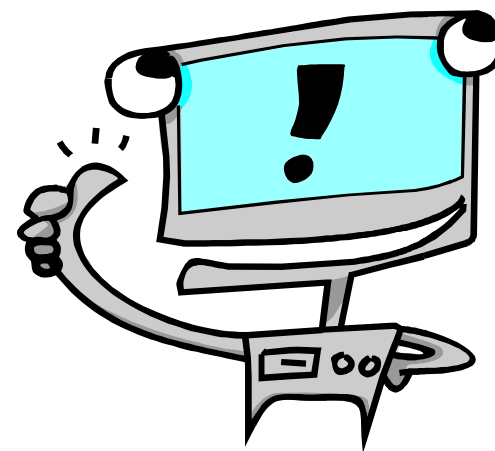


HTML

- Documents on the web are written in a computer language called hyper text markup language (HTML). This language provides for links not only to other parts of the same documents but to other documents on computers in any part of the world.

Structure of a Web Address

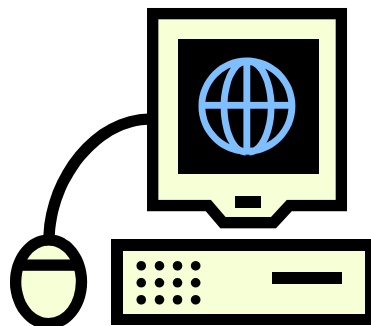
- `http://www.microsoft.com`





Web Browser

- Web browsing applications include Internet Explorer (from Microsoft) and Netscape Navigator/Communicator
- The web browser allows you to view web pages



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Internet resources

- Apart from the www, the internet can be used to send electronic mail (e-mail) and to transfer files between computers.
- File transfer Protocol(FTP) is a program that allows you to transfer files between computers on the internet as distinct from transferring files for immediate viewing. Transferring a file from a remote computer to your own computer is called downloading the file. Sending a file to a remote computer is called uploading.



Internet resources Cont....

- Other facilities available on the internet include NEWS GROUPS for the dissemination of information to interested groups, and Internet Relay Chat which allows people to communicate with each other instantly by typing text keyboard- rather than by talking on the telephone.



Network-Why?

- Sharing files
- Sharing other devices (printers)
- Sending messages
- Central administration of all devices
- Supporting network applications like:
 - E-mail
 - Database services



Network-Types

- Local Area Network (LAN)
 - A network situated in one geographic location (a office / school / factory)

- Metropolitan Area Network (MAN)
 - A network which connects several LAN's / users spread over a smaller geographic area (a case of University of Dar es Salaam)

- Wide Area Network (WAN)
 - A network which connects several LAN's / users spread over a larger geographic area (larger companies, ATM-network, Internet)



Network-Client-Server

- Types of servers:
 - Printserver
 - Fileserver
 - Application server
 - Mailserver
 - Proxyserver
 - Webserver



Network-Hardware

- Computers
- Communication devices
- Transmission Medium
- Connection Devices



Connecting to the internet

- To connect a home computer to the internet you will need the following.
- A computer
- A modem
- A telephone line
- An account with an internet service provider (ISP)
- Software: a web browser and e-mail program



Security Considerations

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Protected Web Sites

- A protected site is a site that allows only restricted access



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Understanding Encryption

- Digital Certificates
 - A digital certificate is used to encrypt information for secure transmission across the Internet
 - Encryption is a means of 'scrambling' an email message
 - It is used to make a message more secure

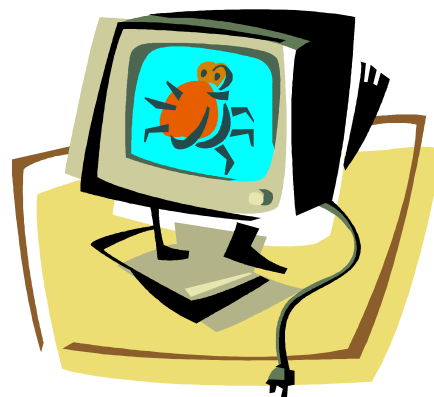


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with a Virus from a Downloaded File

- If you download anything from the Web (even a document file), there is the possibility that the downloaded item may have been infected with a computer virus



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Fraud Implications when using a Credit Card on the Internet

- Fraud Implications when using a Credit Card on the Internet

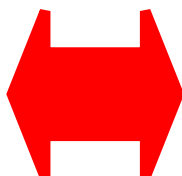


Firewalls

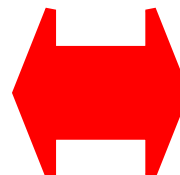
- Helps protect your computer from hackers and computer viruses
- Can be a combination of hardware or software



Your Computer



Firewall



Everyone Else



First Steps with the Web Browser



The computer

- Any computer that is not more than few years old can be used to connect to the internet. however, as the graphics and video content on the www is becoming increasingly complex, requiring large amount of memory and processing power, a more recent computer is advisable. The relevant software for your computer is freely available and is usually supplied with modern computers



The modem

- A modem and a telephone line are needed to provide internet access to one computer
- The modem changes computer signals into telephone signals and vice versa so that they can be sent from computer to computer over standard telephone lines. A modem can be fitted to your computer internally or externally. A single modem and telephone line cannot normally be shared by other computers.



Telephone lines

- You need a telephone line to connect to the internet. The line can be an ordinary telephone line or an ISDN line.
- An ISDN (integrated services digital network) line is high-speed digital line. It does not need modem- other equipment is used instead- as it can transmit the compute signal without having to convert them into normal telephone analogue format.



Internet service providers

- To connect to the internet, you also need an account with an internet service provider (ISP). The account may be a **subscription** account or a free **account**.
- **Free account:** do not require a subscription to be paid.
- When you open an account with an ISP, it supplies you with a Username, a Password and other details which enable you to connect to and use the Internet.



The Structure of a Domain Name

- A domain name always has two or more parts separated by dots
- For example, the domain name for
 - IBM is "ibm.com"
 - the United Nations is "un.org."
- The three-letter domain name suffix is known as a **generic top-level domain**
- It describes the type of organization
- In the last few years, the lines have somewhat blurred between these categories



The Structure of a Domain Name

- **com** or **co** - business (commercial)
- **.edu** or **ac** - educational organization
- **.org** or **or** - non-profit organization
- **.mil** - military
- **.net** - network provider
- **.gov** or **go** - government agency



The Structure of a Domain Name Cont.

- .au - Australia
- .ca - Canada
- .fr - France
- .de - Germany
- .uk - United Kingdom
- .tz - Tanzania
- .za - South Africa
- .ke - Kenya



What is a web browser?

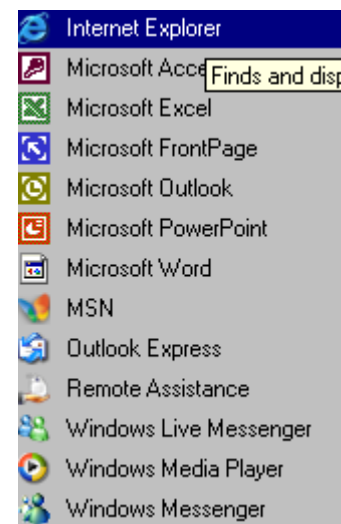
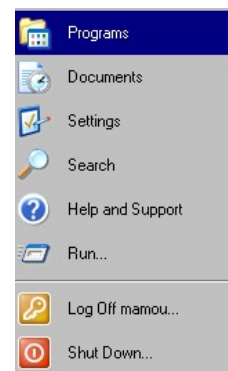
- A **web browser** is a software that allows you to view, navigate and interact with the World Wide Web.
- Currently the **two** most commonly used browsers are **internet explorer** and **Netscape navigator**

Opening Internet Explorer

- There are several ways which you can use to Start Microsoft Internet Explorer

1st Option

- Click **Start** Button
- Select **All Programs**
- Select **Microsoft Office**
- Click **Microsoft Internet Explorer**





Opening Internet Explorer

■ 2nd Option

If there is a shortcut to Microsoft Internet

Explorer at the Desktop:

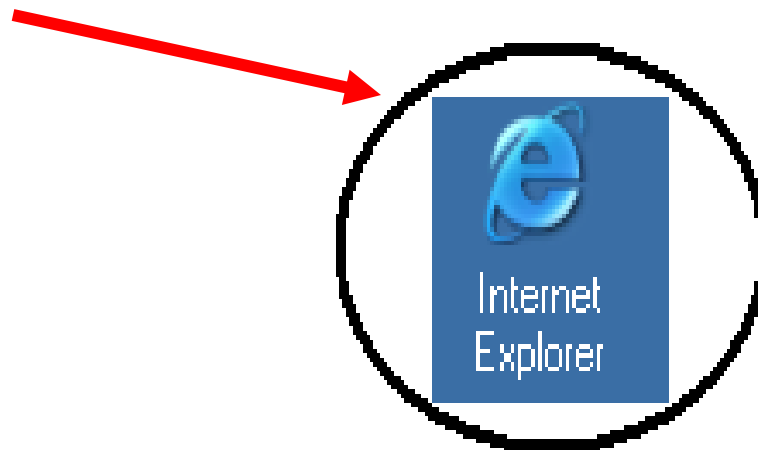
- Double click the Icon

OR

- Right Click the Icon
- Click Open

OR

- Click the Icon once
- Press the Enter Key





Internet explorer window

Title bar

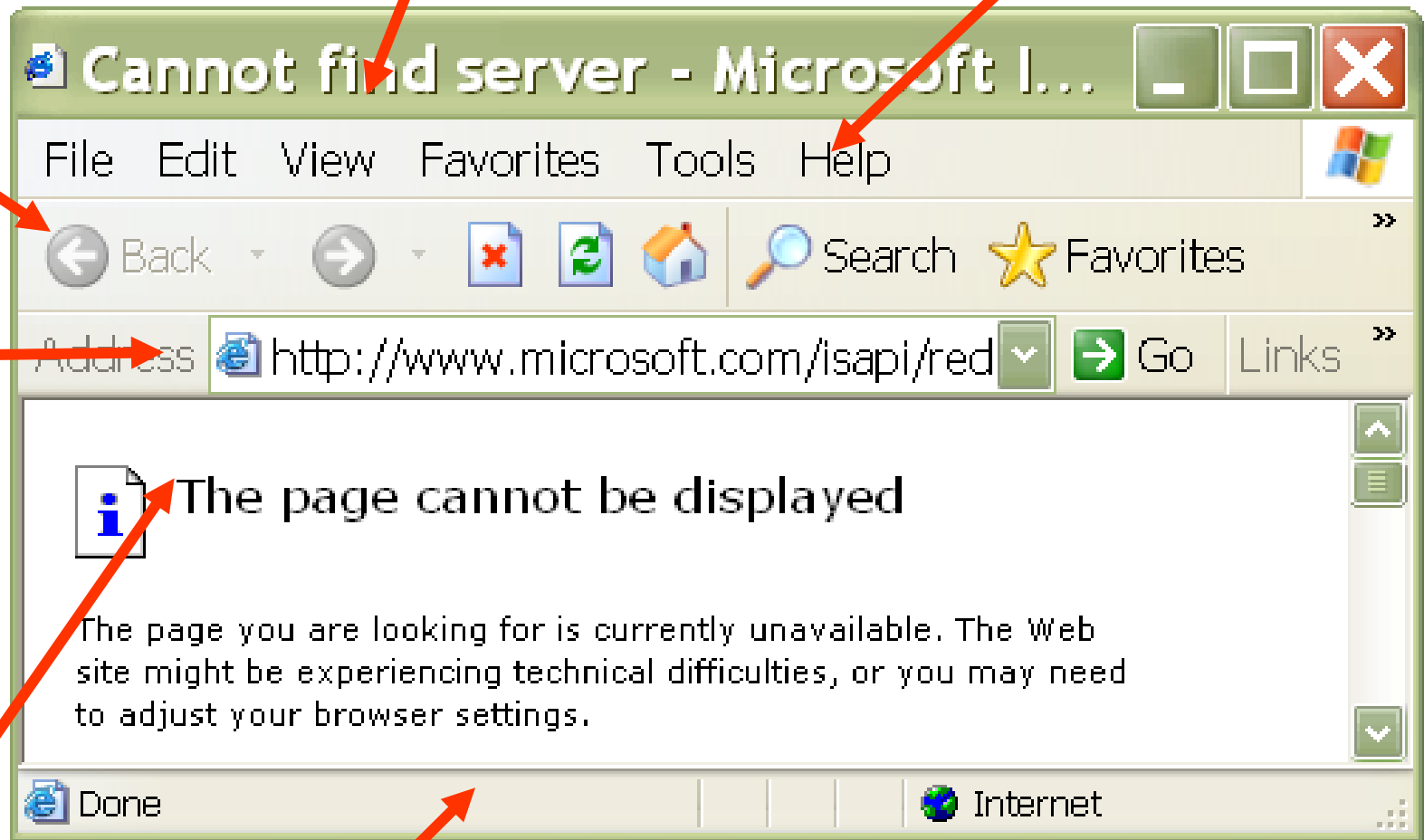
Help menu

Standard buttons

Address (URL)

Web Page

Status bar



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What is a web address?

- A **web address** is a collection of pages on the web owned by an individual or organization.
- The first page of a website is the **home page**
- Every web page has a unique address. This is known as a **URL** (Uniform Resource Locator) it usually begins with 'http://www: (http stands for Hypertext Transfer Protocol and tells a web browser that it is looking for a web page.)



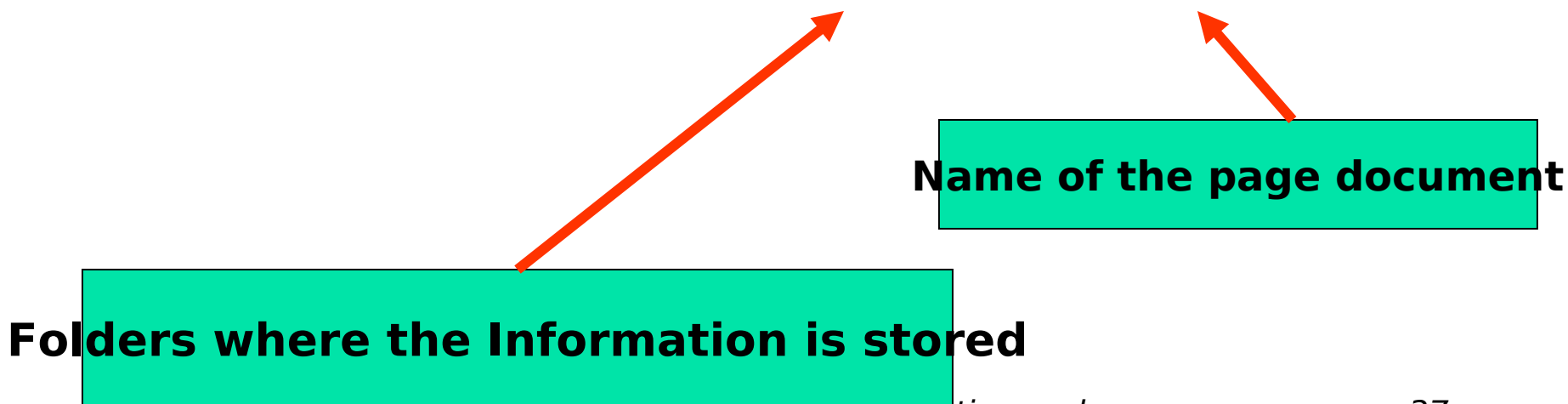
Web address cont.

- Most modern browsers have 'http://' stored so you can start at 'www'. Some URLs include:
 - <http://www.bbc.co.uk>
 - <http://www.bargainholdays.com>
 - <http://www.nhm.ac.uk>
 - <http://www.isvgroup.co/ittest>
- The text after the **www** shows the **domain** name, the organization's name- e.g. ***BBC***, ***bargainholdays*** and ***nhm*** (Natural History Museum) the type of site, - e.g. **.co** and **.com** are commercial companies; **ac** is an academic community, and the country, - e.g. **uk** is United Kingdom.



Web address cont.

- **NOTE**: the dots are important in a web address and the address must be spelt correctly.
- Sometimes URLs are longer because they include the pathname to the web page. e.g.:
`www.bbc.co.uk/weather/worldweather/europe/index.shtml`



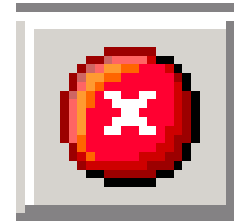
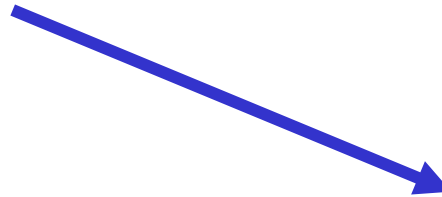


Displaying a given web page

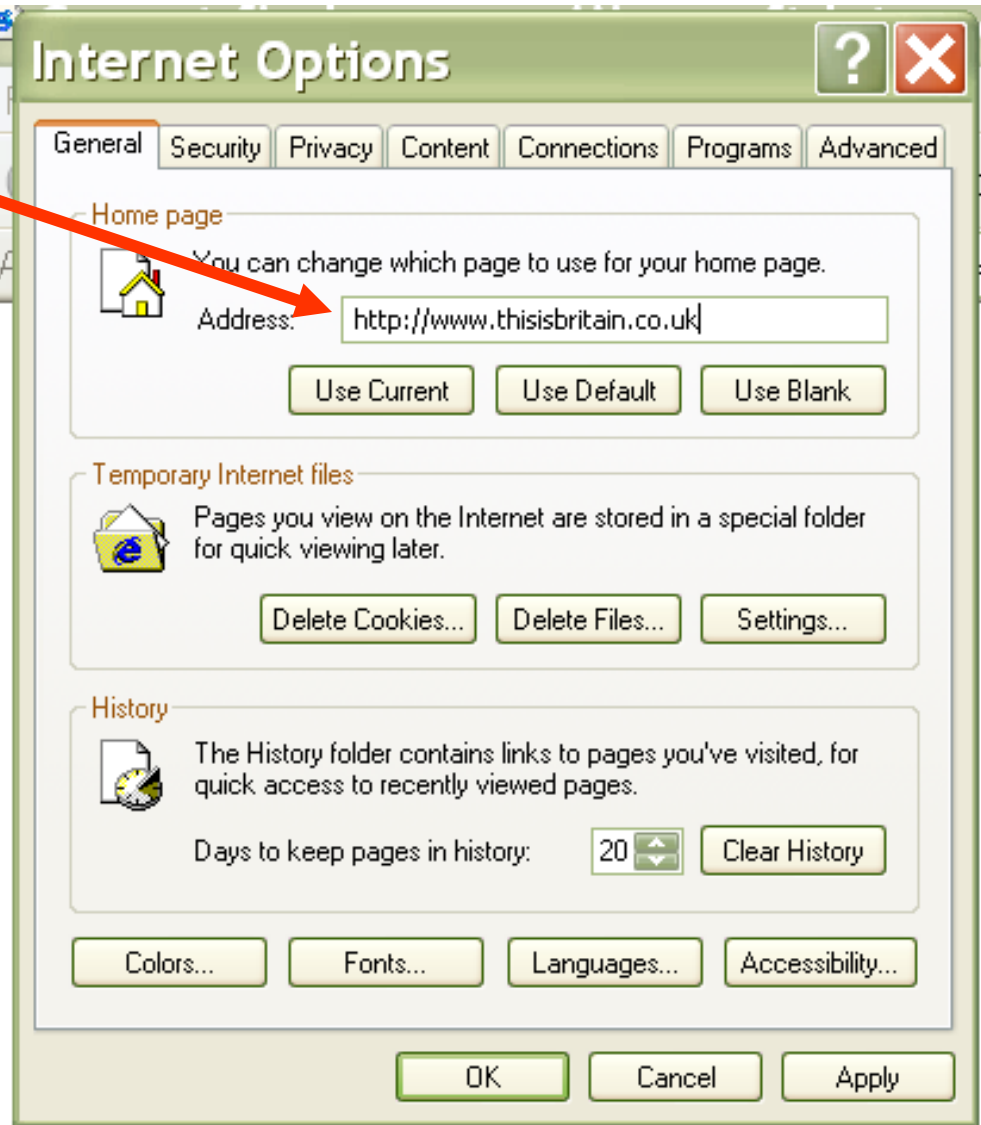
- To display the following web page
[http://www. http://www.isvgroup.com/ittest](http://www.isvgroup.com/ittest)
- **Method (ways or steps)**
 - In the web address box, type
<http://www.isvgroup.com/ittest>
 - Then press: **Enter** or **click** on; the **Go to** button
 - The first page of isvgroup website is displayed

Stopping a Web Page from Downloading

- Use the Stop icon



The home page





Changing your web browser's home page

▪ Method

- Go to udsm.ac.tz home page by keying in the web address.
- The udsm.ac.tz home page appears
- From the [tools](#) menu, select [Internet Options](#). The *Internet Options* dialogue appears
- With [general tab](#) selected, in the [Home Page](#) section, click on: [Use Current](#).
- Click on; [Apply](#) and then on: [OK](#)
- e.g. <http://www.thisisbritain.co.uk>



Displaying/not displaying images

■ Method

- From the **Tools** menu, select: **Internet Options**.
- In the Multimedia section, click in the boxes next to Show pictures, play videos, play Animations so that there are no ticks.
- Click on: **Apply** and then on: **OK**.
- The home page is displayed without image
- *To re-load* (return) with image follow steps 1 to 5 again this time placing ticks where they were removed.
- Click on: the Refresh button to redisplay the page with images



Changing view/display

- You may find that you want to change the look of web pages to suit your needs-i.e.. colors, fonts, etc which you find easier to read. To change settings:
 - From **Tools** menu select: **Internet options**.
 - With the general tab selected, click on; *colors* and make your choices. Similarly, click on; *fonts* to set your preferences.
 - Click on: *Apply* and then on: *OK*

- **Changing text size**
 - From the view menu
 - select Text size.
 - Select the size you prefer

Method

- From the file menu, select; **Save As**.
- The save as dialogue box is displayed.
- Select the location where you want to save the web page e.g. **local C:** and key in a file name (File name)



Exercise One

Open a Web Browsing Application

- What is a Web Browser Home Page?
- What is encryption and why is it used?
- Set `udsm.ac.tz` as your home page
- Then change the background color to be Red
- Visited link to be in yellow
- Un visited link to be in green
- Font color Tahoma
- Text color white
- Hover mouse- in Pink



Browsing and favorites

- In this section you will practice and learn how to:
 - Browse a specific site and collect data
 - Open a hyperlink or an image link and return to the original page
 - Add a web page to favorites
 - Open a favorites web page



Using hyperlinks

- Web pages have links (called hyperlinks) that you can click on to take you to other places within the current site or to other websites.
- Links can take the form of **underlined text**, text in a different colour or they can be **image links**. When you hover over a link, a hand (usually) appears.



What is a hyperlink?

- **Hyperlink** is simply part of the text (or graphics) on a Web page, that when clicked on will automatically:
 - Take you to a different part of the same page
 - Take you to a different page within the Web site
 - Take you to a page in a different page in a different web site
 - Enable you to download a file
 - Launch an application, video or sound



Copying web page

■ Method

- Click on the **link**. Another page of the site is displayed. **Notice** that the address and Title bar have changed to reflect that you are viewing another page.
- Collect the information you are looking for.
- Select the data so that it is highlighted.
- Click on: the **Copy** button.
- Open an application to copy it to e.g. Word.
- Click on: the **Paste** button
- Return to the **original** page by clicking on the **Back** button.



Saving a list of your favorite web sites

- When you find a site that you would like to visit again, or a site that you visit often, it is a good idea to save the address of the site to make it easier to re-visit in the future. e.g. save the Natural History Museum site in your Favorites list.

- **Method**

- With the home page of the site displayed, from the Favorites menu, select; Add to Favorites.
- The [Add Favorite](#) dialogue box is displayed.
- A default name already appears in the Name box. Change the name if you want to.
- Click on: [Add](#)



Creating favorites

- Click on *favorite* button from the menu bar
- Click Add to Favorites.....

(Dialogue box appears)

- Your website name will appear in the Name box (you can change it if you want)

Then

- You can do the following:
 - In the create in box, click the down arrow and choose the folder in which you can add your website

Or

- You can create a New folder by clicking a New folder button, type the folder name and then click create
- Click Add



ACCESSING FAVORITES

- Click the Favorites Menu
 - Select the *website name*.

OR

- Click Favorites Menu
 - Select the Folder in which you have added your favorites
 - Click on the *website name*



Organizing favorites

- So that your list of favorites does not become unmanageable, you can organize it by creating folders to store similar content pages.
- **Method**
 - From the Favorites menu, select: organize Favorites
 - The organize Favorites dialogue box is displayed
 - Click on: the Create Folder button.
 - Key in a name for the new folder and press: Enter.
 - Drag the relevant favorites into the folder.
 - Click on: close
- **NOTE:** Use the ***Move to Folder*** button when moving multiple favorites.



Exercise Two

■ Understanding the make-up and structure of a web address

- Open a web browser.
- Display the following websites as your home pages:

<http://www.darhotwire.com>, <http://www.ucc.co.tz>

- Set one of the site home pages as your web browser FAVORITES
- Save the web page as a file IN MYDOCUMENTS
- Change the browser's settings so that images are not loaded.
- Change background color to RED, hover to Green
- Display the following home page

<http://www.bbc.co.uk>, www.passionup.com,
www.riversongs.com

- Save the sites as a files
- Add riversongs.com and passionup.com to your favorites folder



Serching Engine



Searching Engine

- **Allows you to search for relevant information on the Web**
- In this section you will practice and learn how to:
 - Define search requirements
 - Use a key word in a search
 - Use common logical operators in a search
 - Modify page setup options
 - Print a web page
 - Present a search report as a printed document



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Searching the web

- There are many ways that you can find information on the web
If you do not know an address where you can find it, you can use a search engine.
- If you know the web address of the site where you can find the information, go straight to the site by keying in the address and using hyperlinks to navigate through the site (or use the site's search box if it has one)
- **Common search engines include:**
 - <http://www.altavista.com>
 - <http://www.hotbot.com>
 - <http://www.excite.co.uk>
 - <http://www.infoseek.com>
 - <http://ask.co.uk>

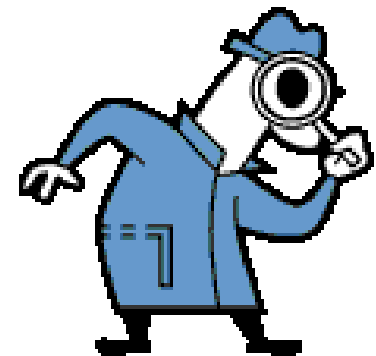


Searching cont.

- **Using a directory.**
- A search directory sets out information in subject categories.
- Currently, the most common search directory is Yahoo
<http://www.yahoo.com>
- Other common search directories include:
 - Magellan <http://www.mckinley.com>
 - Lycos <http://www.lycos.com>
 - LookSmart <http://www.looksmart.com>
 - What's New <http://www.whatsnew.com>
 - Uk Online <http://www.ukoline.com>
 - Google <http://google.com>

Cookies and Cache

- What are cookies?
 - Some web sites can store hidden information about you on your hard disk
- What is an Internet cache?
 - Each time you display a web site within your web browser, a copy of the information (both text and pictures) is saved on your hard disk





Using search engine

■ Method

- Access the AltaVista web site.
- In the search box, type in: **ECDL** and enter it by clicking on Search.
- You will get the search results
- Follow up the links.



Exercise Three

- **Display the given web Page**

- Access the site listed below:

WWW.topsy.org/keyboarding

- Using hyperlinks find out some information that is available on the this page.
- Add this website to your favorites in a folder with the name keyboard practice

- **Using the Search button**

- By using the google search Engine
- Key ECDL into the search box and enter or click on search button
- Your search revealed more than one possible links
- Follow the links for more information.



Using logical operators

- **Using “AND”**

- Use **AND** or one of the **symbols** when searching for more than one word. Results will list sites that contain all the search word

- **Example:**

- You are interested in finding information on football and in particular Everton. In the Search box, type in **Football + Everton**.
- Press go to or search

- **Using “OR”**

- **Example:** you are interested in finding information about cameras. You could type in **Camera OR photography**.



■ **Method**

- From the file menu, select page setup
- Change the paper size, orientation and margins.
- Use internet explorer help if you want to set headers and footers
- Click on **ok**



Setting Headers and Footers

- The following table describes how to print the date or time, page numbers, window titles, or page addresses to Headers or Footers on your printed pages. In the Header and Footer boxes, specify the information to be printed by using the text codes shown in the table. These codes can be combined with words (for example, Page &p of &P).



Use Headers and Footers

To print this	Type this
Window title	&w
Page address (URL)	&u
Date in short format (as specified by Regional and Language Options in Control Panel)	&d



Use Headers and Footers

To print this	Type this
Date in long format (as specified by Regional and Language Options in Control Panel)	&D



Use Headers and Footers

To print this	Type this
Time (as specified by Regional and Language Options in Control Panel)	&t
Time in 24-hour format	&T
Current page number	&p
	<i>Information and Communication</i>



Use Headers and Footers

To print this	Type this
Total number of pages	&P
Right-aligned text (following &b)	&b
Centered text (between &b&b)	&b&b
A single ampersand (&)	&& <i>Information and Communication</i> 68



Use Headers and Footers

Centered text (between &b&b)	&b&b
A single ampersand (&)	&&



Printing a web page

■ Method

- From the file menu, select print.
- The print dialogue box is displayed
- Make selections as appropriate.
- If the web page is divided into frames, enter your choices in the Print Frames section.
- Click on **ok**



Exercise Four

▪ Search Engine

- Using a search engine or a search directory, find answers to some of the following questions:
- Leeds? Are there any changes in route.
- What is the current line-up of the Leicester City football team?
- What is on **BBC1** and **ITN** at 8pm this evening?
- What is the population of the UK?
- What time do trains depart from Bristol tomorrow morning (leaving at approx 9.30 am), destination?



Email



Getting started with e-mail

▪ In this section you will practice and learn how to:

- Open an electronic mail application
- Use application Help functions
- Change display modes
- Modify toolbar display
- Create a new message
- Insert a mail address in the mail to box
- Deleting a file attachment
- Replying to a message
- Cut/copy and paste
- Deleting message
- Moving/copping massages to a new mail folder
- Insert a title in the subject field
- Use a spell checking tool (if available)
- Send a message with low/high priority
- Copy a message to another address
- Use blind copy tool
- Receive messages
- Add an auto-signature to a message
- Sorting massages
- Close the electronic mail application.

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Introduction

- The following sections focus on sending and receiving e-mail using **Microsoft Internet Explorer**. By demonstrating the methods used by **Internet Explorer** you will gain an insight into the procedures involved even though you may be using a different e-mail system.
- **Note:** since Outlook Express can be configured to suit your needs, the Outlook Express settings used in the examples may differ slightly from your settings. This could result in some of the methods given not conforming exactly to those that you may see on your computer.



Opening web browser

- **Method**

- From the **start** menu, select: **programs, outlook Express**

OR

- click on: the outlook express icon on the Taskbar

- **Note: the folders list contains:**

- **Inbox folder** – where incoming messages are store
- **Outlook folder** – where sent messages are stored
- **Deleted Items folder** – were deleted items are store
- **Drafts folder** – where draft messages are stored.



Creating Message



Creating messages

- Create the message (shown below) and send it to someone you know who has an e-mail address.
- **Note:** if you do not have anyone to send it to, send it to your own e-mail address.

Hi there [insert person's name(receivers name)]
I am learning how to use e-mail. Please let me
know if you have
received this message.
Thanks
(Insert your name)



Creating messages Cont...

■ Method



new mail button

- Click on: the
- The new message window appears
- Click in the **To:** box and key in the e-mail address of the person you are sending the message to. Check that you have keyed in the address correctly.
- Click in the header section, subject line and key in: Just Testing
- Click in the message section underneath and key in the message.

■ **NOTE:** The subject of your message 'just testing' has replaced 'new document' on the Title bar.

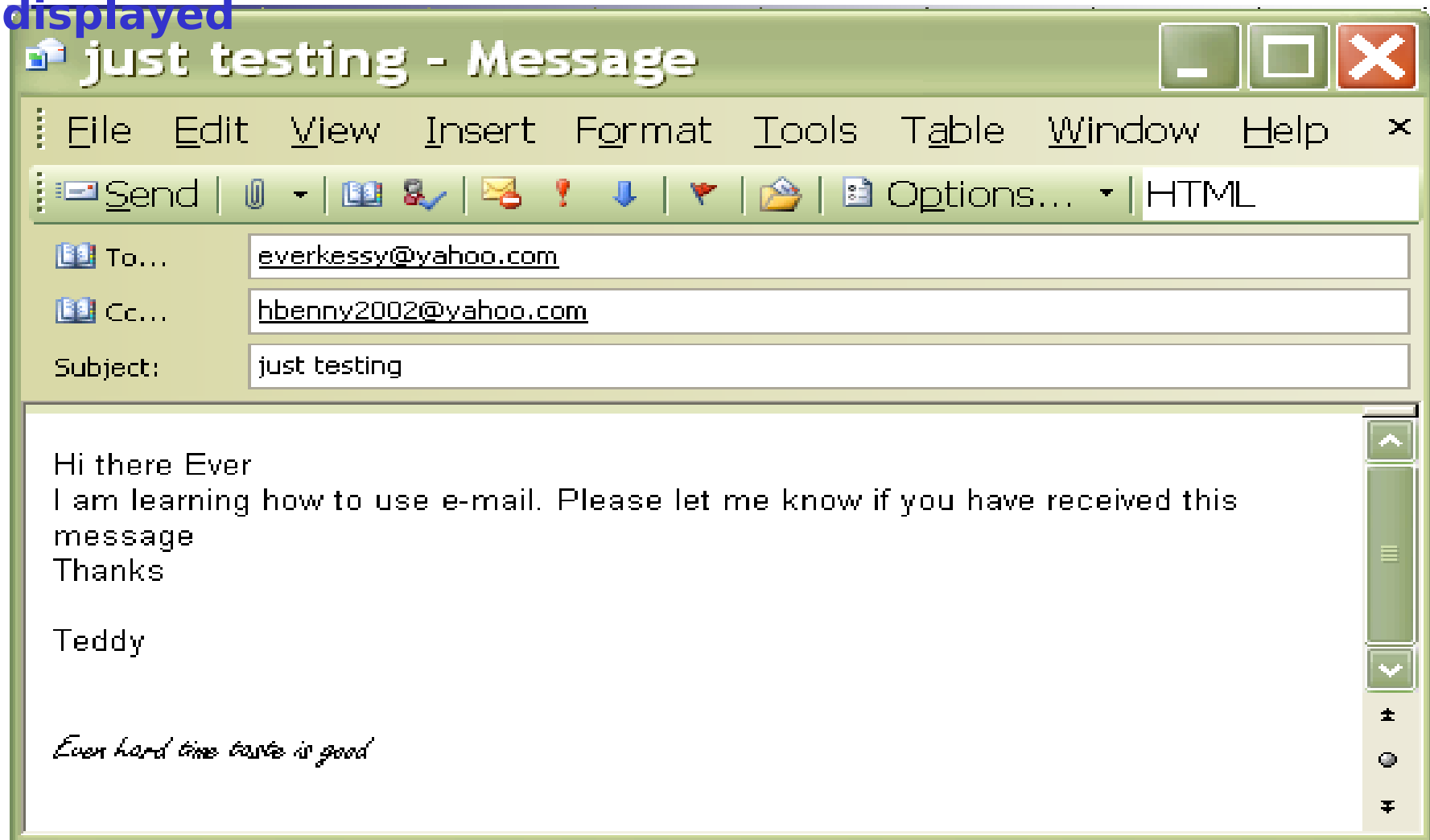
- Click on: send button

■ **NOTE:** this will not **send** the message at this stage but will transfer it to your Outbox folder.



Creating messages Cont.

▪The Following window will
displayed



Communication



Transmitting and receiving messages

■ Method

- Click on: the **Send** and **Receive All** button
- Web Browser will send the message automatically and will display that it is sending the message.
- When it has been transmitted, it is placed in the Sent Items folder. Click on: the **folder** to check.



Copying messages

- The same message can be sent to more than one address at a time.
- Sending the message on equal terms to more than one address.
- In the To: box, key in the e-mail addressers and separate them with semicolons.

Example a.smith@somewhere.co.uk;j.jones@somewhereelse.ac.uk.

- NOTE: you don't need a space after the semi-colon.



Sending 'carbon copies'

■ Method

- In the **To:** box, key in the first person's e-mail address.
- In the **CC:** box, key in the second person's e-mail address,.
- The main recipient's is the person in the To: box, with a 'carbon copy' sent to the second addressee(s)



Sending blind copies

- Sometimes you may want to send a copy of the e-mail to an addressee(s) without other recipients' knowledge.
- **Method**
 - From the view menu, select: [All Headers](#).
 - A **Bcc** box appears where you can enter the recipient's addressees).
- **Note:** With all of the above, the message is again placed in your Sent Items folder and is still treated as one message, even though it has been transmitted to more than one e-mail address.



Setting a signature

■ Method

- In the main mail window, from the **Tools** menu, select **options**.
- In the **options** dialogue box, click on the Signatures tab
- In the **signatures** section, click on **New**.
- Select **Text** and key in your text in the Edit Signature box.
- Click on **Apply**, then click **OK**.



Inserting a signature in a message

- You can select **Add signatures to all outgoing messages** by clicking in the box next to this option
OR
- In the New Message window, after you have keyed in your message, from the Insert menu, select **Signature**.



Exercise Five

■ Sending Message

- **Open an electronic mail application.**
- **Send the following message with high priority to someone you know and a copy to someone else. Give the message the title Seminar.**

Hello

**Thank you for letting me know about the seminar. I will
certainly be there.**

Perhaps we could meet in the cafeteria afterwards?

Regards

[add a signature]



Opening received mail messages

- Method

- Click the inbox icon on the outlook bar or press ctrl-shift-I

Or

- click the view drop down menu, select Go To followed by the Inbox command



Attach Files



messages

- Sometimes you may want to enclose something with your message – e.g. a picture or a different type of file.
- **Method**
 - Create a simple file in MS-Word and save it with the name **TEST** in a place you will know where to find it (e.g. on a floppy disk in drive A.)
 - Close the file
 - Open your email account
 - Click on Compose, type the recipient address into To box and the Word Greetings in the Subject box
 - Type in the following new message in the message area

Hi [name of recipient]

I am practicing sending and receiving attachments to e-mail message. Please find the attached file TEST

Please could you let me know that you have received my email and also send me a message with an attachment?

Thanks.

[your name]



Attachment cont.

- Note: **DO NOT CLICK SEND YET**
 - Click on the **Attach file**
 - The Insert Attachment dialogue box appears
 - Select the drive where the file is located, e.g.. Drive A. double click on the file so that it appears in File name box(or key in the file name)
 - Click on **Attach files.**
 - Wait to finish the attaching process
 - You will notice that your attachment is now shown in the header section
 - You can now send the file in the normal way.



Saving an attachment

- Double -click on the message with the attachment so that it appears in its own window.
- From the file menu,
 - select save Attachments.
- The Save Attachments dialogue box is displayed
 - Click on Browse to choose where to save it.
 - Click on save

OR

- Right-click on the attachment and select save As



Adding Contact



Adding address Book

- The address book enables you to store addresses you often use:
- **Method:**
 - Click on the Address Book button
 - The Address Book-Main Identity dialogue box is displayed
 - Click on the New button and then New Contact.
 - The properties dialogue box is displayed
 - With the name tab selected, key in the details of your contact.
 - Click on **OK**



Creating an address list

- If you want to send a message to people who belong to a certain group, you can create a group address list.

- **Method:**
 - Click on the Address Book button
 - Click on the New button, then on New Group.
 - In the group name box, key in the name of the group
 - Click on select members to add addresses already in your address book.
 - Click on new contact to add new addresses to both the list and your address book.

- **NOTE:** if you want to add an address to the group list only, enter the name and e-mail address in the boxes at the bottom of the properties dialogue box.
 - When you have completed the group entries, click on **OK.**



Sending message using the Address Book

- Method:
 - Click on the New Message button
 - In the header section, click on the **TO** section
 - The select Recipients dialogue box is displayed.
 - Click on the recipient's name or the group name and click on the To button
 - Click on **OK**.



Final Exercise

- **What is a web browser?**
- **Every web page has a unique address. This is known as.....**
- **What <http://www> stands for?**
- **Write two examples of a domain name**
- **There are many ways that you can find information on the web: mention 2 of them**
- **Write 5 advantages of network**
- **Mention types of network**
- **Mention types of server**
- **What are network hardware?**
- **What are network-devices?**
- **What are tools used as network connection devices?**
- **What are transmission devices?**
- **Give at least 5 network topologies**
- **What does a typical URL look like**



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Training Department

training@udsm.ac.tz

