Internet

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About Internet

The **Internet** is a global network that connects millions of computers and devices around the world. It allows people to communicate, share information, and access services through websites, apps, and online platforms. The internet has become a vital part of everyday life, used for education, business, entertainment, and social interaction.

People use the internet to browse websites, send emails, use social media, watch videos, shop online, and more. Services like Google, YouTube, Facebook, and online banking are all part of the internet. To access the internet, users need a device (like a phone or computer), a web browser, and an internet connection from a service provider.

Day 1: Introduction to the Internet

Session	Title	Subtitle	Time
1	What is the Internet?	Definition, history, and key concepts	20 minutes
2	Web Browsers	Chrome, Edge, Firefox, Safari	20 minutes
3	Using a Search Engine	Search with Google, search techniques	20 minutes

Day 2: Internet Safety & Best Practices

Session	Title	Subtitle	Time
1	Internet Security Basics	Safe browsing, secure sites (https)	20 minutes
2	Protecting Personal Info	Phishing, scams, password safety	20 minutes
3	Digital Footprint	Online reputation and responsible use	20 minutes

Day 3: Introduction to Google Account

Session	Title	Subtitle	Time
1	Creating a Google Account	Steps to sign up and verify account	20 minutes
2	Google Account Dashboard	Overview of services and settings	20 minutes
3	Account Recovery & Security	Password recovery, 2-step verification	20 minutes

Day 4: Gmail – Google Email Service

Session	Title	Subtitle	Time
1	Composing Emails	Send, reply, forward, attachments	20 minutes
2	Organizing Emails	Labels, folders, archive, delete	20 minutes
3	Gmail Settings	Signatures, vacation replies, themes	20 minutes

Day 5: Google Drive

Session	Title	Subtitle	Time
1	Introduction to Drive	Cloud storage basics	20 minutes
2	Uploading & Sharing Files	Share links, permissions	20 minutes
3	Managing Folders	Organizing documents	20 minutes

Day 6: Google Docs

Session	Title	Subtitle	Time
1	Creating a Document	Format text, use tools	20 minutes
2	Collaboration	Share, comment, edit together	20 minutes
3	Exporting and Printing	Save as PDF, print setup	20 minutes

Day 7: Google Sheets

Session	Title	Subtitle	Time
1	Creating a Spreadsheet	Enter data, basic formatting	20 minutes
2	Basic Formulas	SUM, AVERAGE, simple math	20 minutes

| 3 | Sharing and collaborating | Work with others in real-time | 20 minutes |

Day 8: Google Slides

Session	Title	Subtitle	Time
1	Creating a Presentation	Add slides, text, and themes	20 minutes
2	Inserting Images/Videos	Embed visuals for engagement	20 minutes
3	Sharing and presenting	Present mode and sharing options	20 minutes

Day 9: Google Calendar

Session	Title	Subtitle	Time
1	Creating Events	Set meetings and appointments	20 minutes
2	Recurring & Reminders	Repeating events, notifications	20 minutes
3	Sharing Calendars	Team collaboration and availability	20 minutes

Day 10: Google Forms & Google Keep

Session	Title	Subtitle	Time
1	Introduction to Forms	Create surveys and quizzes	20 minutes
2	Analyzing Responses	View and organize collected data	20 minutes
3	Using Google Keep	Notes, checklists, and reminders	20 minutes

Day 11: Introduction to Microsoft Outlook

Session	Title	Subtitle	Time
1	What is Outlook?	Overview and comparison with Gmail	20 minutes
2	Navigating Outlook	Mail, calendar, people, tasks	20 minutes
3	Account Setup	Add and manage email accounts	20 minutes

Day 12: Composing and Managing Emails in Outlook

Session	Title	Subtitle	Time
1	Sending and Replying	Compose, reply, CC/BCC, attachments	20 minutes
2	Organizing Emails	Folders, rules, flags	20 minutes
3	Email Signatures	Create and manage professional signatures	20 minutes

Day 13: Outlook Calendar and Tasks

Session	Title	Subtitle	Time
1	Using the Calendar	Create appointments, events, meetings	20 minutes
2	Tasks and To-Do List	Set tasks with reminders	20 minutes
3	Sharing and Invites	Invite others and manage schedules	20 minutes

Day 14: Integration and Productivity Tools

Session	Title	Subtitle	Time
1	Sync Outlook with Mobile	Use email/calendar on smartphone	20 minutes
2	Using OneDrive with Outlook	Cloud attachments and storage	20 minutes
3	Using Google & Outlook Tools	Combine Google and Outlook in workflow	20 minutes

Day 15: Review and Practice

Session	Title	Subtitle	Time
1	Recap of Key Concepts	Review all tools learned	20 minutes
2	Practical Exercises	Create email, calendar event, and form	20 minutes
3	Final Q&A and Assessment	Student questions and short quiz	20 minutes