INTRODUCTION TO IT-ITES INDUSTRY

I AM SENDING SOME OF THE TOPIC RELATED TO YOUR SYLLABUS THAT YOU WERE GIVEN AGAIN TODAY, YOU MUST READ IT SO THAT YOU HAVE NO PROBLEM WITH THE EXAMNINATION

INTRODUCTION TO IT-ITES INDUSTRY

IT in entertainment

Information technology has a major impact on the entertainment industry. Internet is a major source of entertainment. One can download and view movies, play games, chat, use multimedia, incorporate visual and sound effects using computers, etc. Digital broadcasting has changed the way we experience television with more interactive programming and participation.

IT in communication

Communication is used to convey messages and ideas, pictures, or speeches. A person who receives this must understand clearly and correctly. Modern communication makes use of the computer system. We use computers for email, chatting, FTP, and video conferencing.

IT in business

Computers are used in business organizations for payroll calculation, budgeting, sales analysis, financial forecasting, managing and maintaining stocks. A lot of business transactions happen through Internet called e-commerce.

IT in science and engineering

Scientists and engineers use computers for performing complex scientific calculations, Computer Aided Design (CAD) or computer Aided Manufacturing (CAM) applications are used for drawing, designing and for simulating and testing the designs. Computers are used for storing large amount of data, performing complex calculations and for visualizing 3-dimensional objects.

IT in Banking

Computer is an essential part of the modern banking system. Every activity of a bank is now online. The Customer's data and transactions are recorded by computers. Recurring deposits (e-RD), Fixed deposits (e-FD), money transfer from an account to another (NEFT, RTGS), Online

transactions are done using Internet, capital market transactions, financial analysis and related service are available in online platforms.

IT in the government and public service

The Government uses large-scale computer applications in its daily operations and is actively encouraging e—governance practices. Digital India and e-governance initiative of Government of India are best examples of this. Government and Non-Governmental organizations (NGOs) as well as International Government Agencies use ICT applications to communicate and provide various services to the people and is called as e-governance.

There are various official web portals of the government of India for e-governance. There are various advantages of e-governance.

- ❖ The Income tax department, sales tax department, preparations of voters list, preparations of PAN card makes use of the computer system.
- ❖ Many government services are available online.
- ❖ Electricity bills can now be paid online.
- ❖ The government uses electronic voting for elections, by replacing the traditional voting slip and ballot box.
- ❖ People can enroll themselves in the elect roll through the state Election Commission portal
- ❖ Computers are common-place in modern society, and make previously laborious manual tasks of data entry much simpler and quicker

DATA ENTRY AND KEYBOARD SKILLS

Keyboard function and details of some key.

Caps Lock key: It is a toggle key, which activated, causes all alphabetic characters to be uppercase.

Ctrl Key: Control key is used in conjunction with other keys to produce control characters. The meaning of each control character depends on which program is running.

Delete Key: Delete key deletes the character at the current cursor position, or the selected objects, but does not the move cursor. Delete key deletes the character to the right of the insertion point.

Enter key or Return key: It is used to enter commands or to move the cursor to the beginning of the next line.

Esc key: Escape key is used to send special codes to devices and to exit from programs and tasks.

Function keys: Special keys labeled F1 to F12. These keys have different meaning depending on which program is running.

When a key is pressed, an electrical contact is formed. These electric signals are transmitted to a micro controller in a coded form to the computer describing the character which correspondence to that key.

Keyboards are used for text-based programs and software. In the modern GUI based operating systems and applications, more sophisticated pointing devices were evolved, such as mouse, joystick, scanner, etc.

Numeric Keypad: Numeric keypad is used when enormous numeric data is to be entered. This keypad is just like a simple calculator. It is normally located on the right-hand side of computer keyboard. It is normally located on the right hand side of computer keyboard. It contains numbers 0 to 9, addition(+), subtraction(-), multiplication (*) and division (/) symbols, a decimal point (.) and Num Lock and enter keys. Numeric keypad may also work on dual mode.

Home Keys: Alphabets ASDF are home keys for the left hand and ;(Semi-colon) LKJ for the right hand.

There are many important topics, which are very good for preparing for your exam.

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