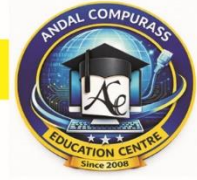


# ANDAL COMPURASS EDUCATION CENTRE

**Affiliated Training Centre**

ALL INDIA COMPUTER SAKSHARTA MISSION (AICSM)  
YOUTH TECHNICAL EDUCATION CENTRE (YTEC)

*(Get Education Beyond Your Imagination)*



[www.computerparibar.com](http://www.computerparibar.com)

Ref. No: ACEC\26\04\006

Date : 07/04/2026

## **OFFICIAL NOTICE ( 6th Semester Internship – Session 2026)**

**Subject: Extension of Internship Class and Revision of Project Submission Date**

Dear Students,

With reference to Notice No. **ACEC\26\03\004**, please be advised that due to the absence of several students during the scheduled internship sessions, we have decided to conduct an **additional day of classes**. Consequently, the **project submission deadline has been revised**. To assist you further, we have attached the **Project Guidelines** and a **Sample Project** with this notice, as previously mentioned.

### **Summary of Changes:**

- **Additional Class:** 17<sup>th</sup> April 2026
- **New Submission Deadline:** 20<sup>th</sup> April 2026

Please ensure you review the attached documents carefully to meet the required standards.

### **Attachement :**

1. Additional class scheduled ( 1 page)
2. Project Guideline ( 2 pages)
3. Project Sample. ( 19 pages)

Regards ,

**Centre Director**

[mail-compurass.acec@gmail.com](mailto:mail-compurass.acec@gmail.com)

A Leading Computer Education Centre at Andal Since 2008

MSME Regd. No. : UDYAM-WB-23-0000128

Affiliation Regd. No. : WB-210 & YWBPAB2026218982

**Mob.-9749425250**

**Main Branch : Andal Baska (Damodar) Road, Branch I- Hindi School More, Andal**

GROUP	DATE & TIME	NAME	
GR A	<b>17/04/2026 :: 9-11 AM</b>	PREETAM LAYEK	
		NISHITA SINGH	
		SACHIN RAJBHAR	
GR B		SOUMIK CHAKRABORTY	
		ANIMESH CHAKRABORTY	
		SABRIN KHATUN	
		NAMITA HANSDA	
		PRIYA BAGDI	
		TANISHA KUMARI KASER	
		GITANJALI SINGHA ROY	
GR C		PUJA SADHU	
		TINA DHIBAR	
		RIMPA BOURI	
		KOYEL KHAN	
		PRIYANKA GORAI	
		MIR SAHIL	
		SUMAN GORAI	
		PRIYANKA BOURI	
		GR D	SNEHA SINGH
		GR E	PARBATI SOREN
SK ARMAN			
GR F		PIA BOURI	
		SALONI KUMARI	
		ASWIN KUMAR	
	PRITY MONDAL		
	PRITAM SHARMA		
	RAHUL SINGHA		
	MEGHA SHARMA		
GR G	RAJESH PRASAD RAM		
	SIDRAH IRSAD		
	SUMIT ROY		
		SADIA SAQIB	

GROUP	DATE & TIME	NAME	
GR G	<b>17/04/2026 :: 11.15 AM-1.15 PM</b>	RITIKA SINGH	
		ARJUN KUMAR GORE	
		PRITY KUMARI	
		GR H	SHARMISTHA GHOSH
			SUMAN RUIDAS
			SANDEEP DAWN
			MAINAK GHOSH
			SAGAR BISWAS
			RIYA BADYAKAR
			DIPTI DAS
DIPIKA BAGDI			
MANISHA DAS			
RATI MONDAL			
GR I		MILLI KHATUN	
		SHUBHASHIS DHIBAR	
		SUSMITA BAURI	
		BAISAKHI FARFARE	
		ANTARA DAS	
		BIBEK MURMU	
		SONALI BAURI	
		BEAUTI CHATTARAJ	
		DEEP MONDAL	
		PRITIKA BOURI	
GR J		RINKI BOURI	
		AVIJIT MUDI KORA	
		BISWAJIT BOURI	
		PAYEL GOPE	
		SANJAY GHOSH	
		SURAJIT MUKHERJEE	
		TUSHAR ROY	
	ANKITA DAS		
	JAGANATH RUIDAS		
	SOURAV RUIDAS		

GROUP	DATE & TIME	NAME	
GR- J	<b>17/04/2026 :: 1.15 PM-3.15 PM</b>	TANAYA RUIDAS	
		ANKIT RUIDAS	
		GOUR CHANDRA GHOSH	
		GR K	SUDIPTA BADYAKAR
			AJOY RUIDAS
			SUHANA KHATUN
			TOHID ANSARI
			DEEPAK SHARMA
			RUPA KUMARI
			RINA KUMARI
BARSHA KUMARI MAHATO			
KHUSHI BARNWAL			
PRITI KUMARI BURNWAL			
GR L		OMSHREE NONIA	
		MAMTA KUMARI MAHATO	
		ESMITA SINHA	
		SUSMITA SINHA	
		NITU KUMARI HARIJAN	
		DIPA BHUIYA	
		TANU ROY	
		KAJAL KUMARI SAH	
		GOPAL KUMAR NONIA	
		PUJA KUMARI RAM	
DEEPAK KUMAR DUSAD			
RADHIKA BARNWAL			
NAMITA THAKUR			
SANJANA PANDEY			
RAHUL SINGH			
NITISH KUMAR DAS			
SUNNY KUMAR PASWAN			
URMILA KUMARI			
RAHUL HELA			

# **Summer Internship Program's Project Guideline**

## **1. Sequence of Pages (The Order)**

Your file should be arranged in this exact order:

- i. **Cover Page:** : (May Use the sample provided).
- ii. **Declaration:** : (May Use the sample provided).
- iii. **Principal's Certificate:** (May Use the sample provided).
- iv. **Acknowledgement:** (May Use the sample provided).
- v. **Table of Contents (Index):** List of chapters with page numbers.
- vi. **Introduction:** : (May Use the sample provided).
- vii. **Aims and Objectives:** Why you are doing this project.
- viii. **Main Body Chapters:** (May Use the sample provided).
- ix. **Case Study:** (Use the UPI case study). (Optional) Use your IQ
- x. **Conclusion:** (May Use the sample provided).
- xi. **Bibliography:** (Use the source list provided).

## **2. To ensure your project looks professional while following this rule, here are the General Instructions for Color and Presentation:**

- Primary Text: Use Black ink (or high-quality black laser printing). It is the most readable and professional.
  - Headings & Sub-headings: Use Royal Blue or Navy Blue. This provides a subtle contrast without looking unprofessional.
3. Highlights: If you need to emphasize a point, use **Bold** or *Italics* instead of changing the ink color. Avoid RED and GREEN ink.

## **4. Diagrams and Charts**

- Since you must avoid Red and Green, you should use "Cool" or "Neutral" colors for your data visualizations:
- Use Shades of Blue: Different shades (Light Blue, Teal, Navy) to differentiate bars in a chart.
- Use Grayscale: Using different shades of Grey and Black is a very sophisticated way to present data.
- Avoid "Traffic Light" Colors: Usually, Green means "Good" and Red means "Bad." Since you can't use them, use Checkmarks (✓) for positive points and Crosses (X) for negative points, both in Blue or Black.

## **5. Border and Design**

- Borders: Use a simple, thin Black or Blue border on each page. Avoid flowery or multi-colored borders.
  - Underlining: If you are writing by hand, use a Scale (Ruler) to underline headings in Blue ink. Double-underlining the main Chapter Title looks very neat.
  - Image Printing
6. **When** printing images or logos (like the *Digital India* logo), try to ensure they are high-resolution.
- If an image naturally contains Red or Green (like a government logo), that is usually acceptable because it is a pre-existing graphic. The "No Red/Green" rule mostly applies to your written text, hand-drawn lines, and decorative elements.
7. **Paper:** Use 75-80 GSM A4 size white paper. Do not use ruled (lined) paper.
8. **One Side Only:** Always write or print on one side of the paper (the right side when the file is open). The left side should be kept for images, tables, and charts.
9. **Final Assembly** (The "File")

**10. Binding :** "Spiral binding is preferred. You may organize your file as you wish, but it should be concise."

**11. FINAL CHECKLIST (FOR SPIRAL BINDING)**

- Margin for Binding: Leave at least 1.25 inches of margin on the left side of every page. This ensures the spiral holes do not cut through your text.
- The "Blank Page" Strategy:
- Right Side: All written/printed text.
- Left Side: Paste your Charts, Photos, and Diagrams here.
- Ink Check: Ensure ZERO Red or Green ink. Use Black for body and Dark Blue for headings.
- Paper Quality: Use 75-80 GSM A4 White Paper for a crisp, professional feel.
- Protective Sheets: Place a Transparent Plastic Sheet on the front and a Thick Opaque Card at the back before spiralling.

# Project for Internship Programme 2026



An Initiative of Khandra College  
in association with  
Andal Compurass Education Centre



**Methodology: As per guidelines of NEP 2020**

**Title of Project:**

**Role of Computer in  
Communication Media & Employability in Contemporary India**

**Name** :

**Semester** : VI (Major)

**Discipline** :

**Kazi Nazrul university**

**Registration No.** :

**Session** :

**Date of submission of Project** :

**Email id** :

**Contact no** :

**Signature of Trainer**

**Full Signature of Student**

## DECLARATION

I, **{Name}**, hereby declare that the project report entitled "**Role of Computer in Communication Media & Employability in Contemporary India**" submitted by me to the Department of **{Department}** , **Khandra College**, is a record of bona fide project work carried out by me under the guidance of **Sri Sagar Kumar Das [Director, ANDAL COMPURASS EDUCATION CENTRE]**

I further declare that:

1. The work reported in this project has not been submitted, in part or in full, for the award of any other degree or diploma elsewhere.
2. I have followed all ethical guidelines in data collection and research.
3. Every effort has been made to cite and acknowledge all sources of information, and the project is free from plagiarism.

**Place:** [Your City]

**Date:** [Current Date]

**(Signature of the Student)**

**Name :**

**Registration No:**

**Department Name**

**CERTIFICATE FROM THE HEAD OF THE INSTITUTION**

**TO WHOM IT MAY CONCERN**

This is to certify that the project report entitled " **Role of Computer in Communication Media & Employability in Contemporary India**" is a record of bona fide work carried out by **{Name}**, Registration No: **{Your Reg. no}**, a student of the Department of **[Department Name]**, **Khandra College** .

The student has completed this project under the supervision of **[Guide Name]** and has fulfilled all the requirements for the award of the degree of **B.Com.**

I wish the student all the success in their future endeavours.

**(Signature of Principal)**

**(College Seal)**

**Name:**

**Designation:** Principal

**Date:**

**Place:**

## ACKNOWLEDGEMENT

I would like to express my deepest appreciation to all those who provided me the possibility to complete this project.

First and foremost, I am profoundly grateful to my project guide, **Sri Sagar Kumar Das [Director, ANDAL COMPURASS EDUCATION CENTRE]** for his constant encouragement, invaluable guidance, and technical support throughout the duration of this work. Their insights were crucial in the successful completion of this project.

I would also like to extend my sincere thanks to **[HOD's Name]**, Head of the Department of **[Department Name]**, and our Principal, **[Principal's Name]**, for providing the necessary facilities and a conducive environment for my research.

A special thanks to my family and friends for their continuous moral support and patience, which kept me motivated during the challenging phases of this project. Finally, I am thankful to everyone who directly or indirectly contributed to the successful completion of this report.

**[Your Full Name]**

Registration No

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	a) Describe almost all previous Multilanguage software.	
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- c) Linking Internal and external presentation

# INTRODUCTION

In the 21st century, the landscape of human civilization has been radically redefined by the Digital Revolution. Among the various catalysts of this change, the **Computer** stands as the most transformative tool, acting as the primary engine for both communication and economic growth. In a diverse and rapidly developing nation like **Contemporary India**, the role of computers has transcended basic data processing to become the lifeblood of communication media and the most significant determinant of employability.

## 1. The Revolution in Communication Media

Traditionally, communication in India was limited to print, radio, and terrestrial television. However, the integration of computer technology has birthed "**New Media**." From high-speed digital journalism and Social Media platforms to Over-The-Top (OTT) streaming and Instant Messaging, computers have eliminated geographical barriers. In India, this has led to the "democratization of information," where real-time updates reach from urban hubs to the remotest villages, changing how news is consumed, opinions are formed, and cultures interact.

## 2. Computers and the Indian Job Market

Parallel to the media shift is the total overhaul of the Indian employment sector. India has emerged as a global IT powerhouse, but the influence of computers is not restricted to software engineers alone. Whether it is a small-scale entrepreneur using E-commerce, a government official utilizing **Digital India** portals, or a creative professional in digital marketing, "Computer Literacy" is no longer an added advantage—it is a fundamental requirement.

## 3. Scope of the Project

This project explores the symbiotic relationship between computing technology and the Indian socioeconomic fabric. It examines how:

- Digital platforms have redefined traditional media houses.
- The "**Gig Economy**" and remote work (Work from Home) have created new employment avenues.
- Government initiatives like **Skill India** are bridging the digital divide to make the Indian youth "industry-ready."

In conclusion, this study aims to analyze how computers have not only changed how we talk to each other but have also redefined what it means to be "employed" in a modern, digital-first India.

## **AIMS**

The primary Aim of this project is to investigate the transformative role of computer technology in reshaping the landscape of Communication Media and Employability in contemporary India. It seeks to understand how digital tools have shifted India from a traditional labor market to a technology-driven global economy.

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### **OBJECTIVES (The "Action Plan")**

To achieve the above aim, the following specific Objectives have been set:

1. **To Analyze Media Evolution:** To study the transition from print and broadcast media to digital platforms (Social Media, OTT, Digital News) and its impact on Indian society.
2. **To Evaluate Digital Literacy:** To examine how basic to advanced computer skills have become a mandatory requirement for modern employment in India.
3. **To Assess Economic Impact:** To investigate the growth of new job sectors such as the Gig Economy, E-commerce, and IT-enabled services (ITES).
4. **To Review Government Policies:** To analyze the success of the "Digital India" and "Skill India" missions in providing digital infrastructure and training to the youth.
5. **To Identify Digital Challenges:** To explore the issues of the "Digital Divide" (the gap between urban and rural access) and the rising importance of cybersecurity in communication.

## 1. What is Keyboard ?

A **keyboard** is one of the primary **input devices** used with computers, tablets, and even some phones. It allows you to communicate with the device by typing letters, numbers, and commands. Inside the keyboard, there is a grid of circuits called a **key matrix**. When you press a key, it completes a circuit, and a tiny "brain" (microprocessor) inside the keyboard identifies which button was pushed. It then sends a specific code to your computer to display that character or perform an action.

**Type** : **Standard Membrane , Mechanical, Wireless/Bluetooth, Ergonomic Keyboards**

**Layout** : QWERTY :: **AZERTY** (common in France) :: **DVORAK** (designed for extreme typing speed)

1. Alphanumeric Keys
2. Control Keys
3. Navigation & Editing Keys
4. Numeric Keypad

## 2. Describe previous Multilanguage software :

For bi-language typing user may use special software like TOPTYPE, STM, AVRO etc. Where as we can also may type in Windows 10 without using specific software.

## 3. How to type multilanguage without installing any software ?

First of all install your language whatever you needed ( Bengali, hindi) by using language preference.

### Step 1: Adding the Language (Settings)

1. Go to **Start > Settings** (Gear icon).
2. Click on **Time & Language > Language & Region**.
3. Click the "**Add a language**" button.
4. Type "**Bengali**" or "**Hindi**" and click **Install**.

### Step 2: Choosing the Keyboard (Taskbar)

Once installed, look at your **Taskbar** at the bottom right of your screen (right next to the clock/watch).

- **The Switcher:** You will see a small text icon like **ENG**.
- **The Change:** Click on it, and a list will pop up showing your new languages.
- **The Selection:** Just click on **Bengali** or **Hindi** to start typing!

## 4. How to ready any document for printing?

First of all make a document then choose properly and fixed

- Paper Orientation
- Paper Size & Margin
- Finally fixed the setup and see the print preview
- Then choose the printer installed previously in computer
- Choose proper counting and careful about margin.

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## ✚ Knowledge about Presentation and presentation software

- **presentation software** is a category of application programs used to display information, typically in the form of a slide show. It serves three main functions: an editor that allows text to be inserted and formatted, a method for inserting and manipulating graphic images, and a system for displaying the content.

### ✓ Core Components of a Presentation

To master the software, you need to understand these fundamental building blocks:

- **Slides:** The individual "pages" of your presentation.
- **Layouts:** Pre-defined containers for content (titles, body text, images) that ensure visual consistency across the deck.
- **Transitions:** The visual effects that occur when moving from one slide to the next (e.g., Fade, Push, Morph).
- **Animations:** Effects applied to individual elements *on* a slide (e.g., making a bullet point fly in or an image fade out).
- **Speaker Notes:** A hidden area for the presenter to keep cues and scripts that the audience cannot see during the presentation.

## ✚ Popular Software Options

While the goals are similar, the "flavor" of the software changes based on the platform:

Software	Best For...	Key Feature
Microsoft PowerPoint	Professional/Corporate use	Deepest feature set and offline reliability.
Google Slides	Real-time collaboration	Cloud-based; multiple people can edit simultaneously.
Keynote (Apple)	High-end visual design	Sleek templates and smooth, cinematic animations.
Prezi	Non-linear storytelling	Uses a "zoomable" canvas rather than traditional slides.

## ✚ Operate presentation software

Operating presentation software effectively involves a mix of technical execution and design logic. Whether you are using PowerPoint, Google Slides, or Keynote, the workflow generally follows a standard lifecycle: **Setup, Creation, Enhancement, and Delivery.**

### Phase 1: Setup and Structure

- **Slide Master/Theme Builder:** Instead of formatting every slide individually, use the Slide Master. This allows you to set global fonts, logos, and background colors that apply to every slide automatically.
- **Choosing Layouts:** Use pre-defined layouts (Title Slide, Section Header, Two Content) to ensure your text and images are aligned correctly for the viewer's eye.

### Phase 2: Creating and Formatting Content

The goal is to make the software work for you, not against you.

- **Text Manipulation:** Use bullet points rather than paragraphs. Use the **Increase/Decrease List Level** shortcuts (Tab / Shift+Tab) to create a hierarchy of information.
- **Inserting Media:** Beyond simple images, you can embed video, audio, and live charts.
- **Object Alignment:** Use the **Align** and **Distribute** tools to ensure that multiple images or icons are perfectly spaced and centered.

### Phase 3: Enhancing with Motion

Animations and transitions should be used to **direct attention**, not to entertain.

- **Transitions:** These occur *between* slides. "Morph" (PowerPoint) or "Magic Move" (Keynote) are the most professional options, as they seamlessly move elements from one position to another.
- **Animations:** These occur *on* a slide. Use "Appear" or "Fade" for bullet points so the audience focuses on what you are saying rather than reading ahead.

### Phase 4: Delivery and Output

Operating the software during a live talk requires familiarity with "Presenter View."

- **Presenter View:** This allows you to see your notes, the upcoming slide, and a timer, while the audience only sees the current slide.
- **Keyboard Shortcuts:**
  - **F5:** Start from the beginning.
  - **B:** Blacks out the screen (to pull attention back to the speaker).
  - **W:** Whites out the screen.
- **Exporting:** Know how to save your file as a **PDF** (for sharing) or a **PPSX/Show file** (which opens directly into presentation mode).

### Making Presentation

Think of this process in three distinct stages: **The Skeleton** (Structure), **The Flesh** (Design), and **The Soul** (Story).

#### 1. Setup (The Tool)

- **Pick your app:** PowerPoint, Google Slides, or Keynote.
- **Use Masters:** Set fonts and logos once; they'll apply to all slides.

#### 2. Design (The Look)

- **Rule of One:** One major idea per slide.
- **5/5/5 Rule:** Max 5 words per line, 5 lines per slide.
- **Visuals:** Big images, high contrast, 30pt+ font.

#### 3. Delivery (The Show)

- **Animations:** Reveal bullets one by one so people don't read ahead.
- **Presenter View:** See your notes; the audience only sees the slide.
- **The "B" Key:** Press **B** to black the screen and pull focus to *you*.

## Introduction to Internet

- The Internet is a global network of interconnected computers communicating via a standardized set of protocols (TCP/IP). It's the "infrastructure" that allows the World Wide Web, email, and streaming to function.

To access and navigate the internet, your hardware must be able to send, receive, and process data.

### ✓ Essential Connectivity Hardware

These devices act as the bridge between your home and your Internet Service Provider (ISP).

- **Modem:** The "translator." It converts signals from your ISP (via fiber, cable, or phone lines) into digital data your devices understand.
- **Router:** The "traffic controller." It takes the internet from the modem and distributes it to multiple devices (via Wi-Fi or Ethernet cables).
  - *Note: Many modern units are "Gateway" devices, combining both a modem and a router.*
- **Network Interface Card (NIC):** The hardware inside your computer or phone that allows it to connect to a network.

### ✓ Do's and Don'ts while working online .

#### The Do's (Best Practices)

- **Do Use Strong, Unique Passwords:** Use a password manager to keep different credentials for every site.
- **Do Verify Your Sources:** Before sharing information found on the internet, ensure it comes from a reputable, fact-checked source.
- **Do Backup Your Work:** Whether it's a presentation or a document, use the "Cloud" (Google Drive, OneDrive) and a physical backup (USB/External Drive).
- **Do Respect Copyright:** Always credit the creator of images, music, or text you use in your presentations.
- **Do Practice "Netiquette":** Be professional in emails and comments. Remember, the internet never truly forgets.

#### The Don'ts (Common Mistakes)

- **Don't Click Suspicious Links:** If an email or pop-up looks "off" or promises something too good to be true, it's likely **phishing**.
- **Don't Overshare Personal Info:** Keep your address, phone number, and financial details off public forums and social media.
- **Don't Ignore Software Updates:** Those "Update Now" prompts often contain critical security patches that protect you from hackers.
- **Don't Use Public Wi-Fi for Banking:** Open networks in cafes are easy for others to "sniff" or monitor. Use a VPN if you must work in public.
- **Don't Plagiarize:** Copying and pasting directly from the web without citation is unethical and often illegal in professional settings.

## 🚦 Categories of Internet Connection

Internet connections are categorized by the technology used to transmit data. In 2026, these are the most common types:

- **Fiber-Optic:** The gold standard. Uses light pulses through glass threads. It offers the highest speeds (1Gbps+) and best reliability.
- **Cable:** Uses the same coaxial copper cables as cable TV. High speed, but performance can dip if many neighbors are online at once.
- **DSL (Digital Subscriber Line):** Uses traditional copper telephone lines. Slower than Fiber/Cable but widely available in rural areas.
- **Satellite:** Beams data to a dish on your roof from satellites (like Starlink). Essential for remote areas where cables can't reach.
- **Cellular (4G/5G):** Uses radio waves from cell towers. Highly portable but relies on signal strength and data caps.
- **Wi-Fi:** Technically a **local** wireless connection. It distributes an existing wired connection (Fiber/Cable) to your devices wirelessly.

## 🚦 How to Connect to the Internet

Connecting a device follows a logical "Handshake" process. Here is how to set it up:

### 1. Hardware Connection (The Bridge)

- **Wired:** Plug an Ethernet cable from your **Router** into the **LAN port** of your computer. This provides the most stable connection.
- **Wireless:** Ensure your Router's Wi-Fi signal is active (usually indicated by a blinking light).

### 2. Software Configuration (The Handshake)

1. **Open Network Settings:** On your device, go to **Settings > Network & Internet**.
2. **Select Wi-Fi:** Toggle the Wi-Fi switch to "On."
3. **Choose your SSID:** Select your network name (SSID) from the list of available networks.
4. **Enter Credentials:** Type in the security key (Password).
5. **IP Assignment:** Your device will automatically request an IP address from the router via **DHCP**. Once assigned, you are "Live."

### 3. Verification

- Look for the **Wi-Fi symbol** or **Ethernet icon** in your taskbar/menu bar.
- Open a browser and attempt to load a reliable site (like google.com).

## ✚ Creating Mail id and know the component of Mail window.

### ✓ Creating a Mail ID (Step-by-Step)

To create a new account (e.g., on Gmail or Outlook):

1. **Visit the Provider:** Go to the sign-up page (e.g., accounts.google.com).
2. **Choose a Username:** This becomes your unique ID (e.g., yourname2026@gmail.com). If it's taken, the system will suggest alternatives.
3. **Set a Strong Password:** Use a mix of uppercase, lowercase, numbers, and symbols.
4. **Verification:** Most providers require a **Mobile Number** or a **Recovery Email** to verify your identity and help you if you get locked out.
5. **Personal Details:** Enter your name and birthday (used for account recovery and age-restricted services).

## ✚ Component of Mail Window

### The Sidebar (Navigation)

- **Compose:** The button used to start writing a new email.
- **Inbox:** Where all incoming mail arrives.
- **Sent:** Copies of every email you have successfully sent.
- **Drafts:** Emails you started writing but haven't sent yet.
- **Spam/Junk:** Automated filter for suspicious or unwanted marketing emails.
- **Trash/Bin:** Deleted emails (usually kept for 30 days before permanent removal).

## ✚ Sending an Email

The "Send" action triggers the SMTP (Simple Mail Transfer Protocol) to move your data from your device to the recipient's mail server.

- The "To" Field: The primary recipient's address.
- Subject Line: Never leave this blank! It tells the recipient what the email is about before they open it.
- The Send Button: Often represented by a Paper Plane icon or the word "Send."
- Outbox vs. Sent:
  - Outbox: A temporary folder where mail sits if you have no internet connection.
  - Sent Folder: Once the mail successfully leaves your provider's server, a copy is moved here for your records.

## ✚ Receiving an Email

When someone sends you an email, it arrives at your provider's server and is pushed to your Inbox.

- Refreshing/Syncing: Most modern apps "Push" mail to you instantly. If not, you can "Sync" or "Refresh" to check for new messages manually.

- **Inbox Indicators:** New (Unread) emails are usually **Bolded** or highlighted with a blue dot.
- **Replied/Forwarded Icons:** \* Single Arrow ( $\leftarrow$ ): Indicates you have already replied to this message.
  - Double Arrow ( $\rightarrow$ ): Indicates you forwarded this message to someone else.

 [Technique to make attractive Mail.](#)

## The Power of Typography

- **Font Choice:** Stick to clean, web-safe fonts like **Arial**, **Helvetica**, or **Calibri**. Avoid "fun" fonts like Comic Sans in professional settings.
- **Hierarchy:** Use **Bold** for key phrases and *Italics* for emphasis. Use larger text only for headings.
- **Color Palette:** Limit yourself to 2 colors (e.g., Black for text, Blue for links/buttons). Too many colors look like spam.

## 2. Layout & White Space

- **Short Paragraphs:** No more than 2–3 sentences per paragraph. Large "walls of text" are intimidating and often ignored.
- **Bullet Points:** Use these to break down lists or instructions. They make the email "scannable."
- **Visual Breaks:** Use a horizontal line (---) to separate the main message from your signature.

## 3. Using Media Effectively

- **Inline Images:** Instead of just attaching a photo, "Insert" it into the body of the email so the recipient sees it immediately.
- **Hyperlinks:** Instead of pasting a long, ugly URL (e.g., <https://www.google.com/search?q=very+long+string...>), highlight a word and link it: [Click here for the report].

 [Work for Hard Copy & Soft Copy](#)

- Whenever you need Hard Copy, you must careful following steps:
  - Printer Installation & Proper connection
  - Setup Page size
  - Page Orientation as per required (Portrait/Landscape).
  - Set up margin as per media.
  - Press CTRL+P ( A dialog box appear)
  - Choose Printer installed in computer/ choose Copies
  - Finally Choose PRINT.

**Soft copy:** A **Soft Copy** is an unprinted, digital version of a document, image, or file that is stored on a computer or electronic device.

### **Hyperlink (Internal Link and External Link)**

In digital documents and web pages, a Hyperlink is a clickable element (text or image) that points to another location. Think of it as a "portal" that transports the reader to more information.

#### **1. Internal Link (The "Intra-Document" Link)**

An **Internal Link** connects to a different part of the **same document** or the **same website**.

- **Purpose:** To help the reader navigate long content without scrolling.
- **Examples:**
  - A **Table of Contents** where clicking "Section 1.01" jumps you down to that page.
  - A "Back to Top" button at the bottom of a webpage.
  - In a website, a link from the "Home" page to the "About Us" page.

#### **2. External Link (The "Outbound" Link)**

An External Link points to a different website or a separate file located on another server.

- **Purpose:** To provide citations, additional resources, or credit to outside sources.
- **Examples:**
  - Linking a statistic in your presentation to the official WHO or World Bank website.
  - Directing a client to a YouTube video or a shared Google Drive folder.

## CONCLUSION

The study of the "**Role of Computer in Communication Media & Employability in Contemporary India**" leads to the undeniable conclusion that computer technology is no longer a luxury but a fundamental necessity for national progress. As India moves toward becoming a "Digital Powerhouse," the synergy between computing and human effort has redefined the way the nation talks, works, and grows.

### 1. Synthesis of Communication & Media

In the realm of communication, computers have successfully broken the monopoly of traditional media. The shift from one-way communication (like old newspapers) to interactive, real-time digital media has empowered the common Indian citizen. Whether it is through social media activism, digital journalism, or e-governance, computers have fostered a more transparent and connected society. However, this also brings the challenge of "Information Overload" and the need for digital ethics.

### 2. The New Era of Employability

Regarding employability, the "Computer Era" has shifted the definition of a "skilled worker." In contemporary India, basic computer literacy is the minimum entry point for almost every profession—from a data entry operator to a high-end AI researcher. The rise of the **Gig Economy**, remote work, and digital entrepreneurship has opened doors for millions, particularly in Tier-2 and Tier-3 cities, reducing the forced migration to metros.

### 3. Final Thoughts & Future Outlook

While the progress is monumental, the project also highlights the persistent "**Digital Divide.**" For India to truly harness the power of computers for employability, rural infrastructure and digital education must be prioritized. The future belongs to those who can "unlearn and relearn" digital skills.

In summary, computers have acted as a "Great Equalizer" in India. They have democratized media and transformed the job market from a localized one to a global one. As we look toward the future, the integration of Artificial Intelligence (AI) and advanced computing will continue to be the primary driver of India's socioeconomic evolution.

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