



Digital Training

WITH

OUR LADY OF APOSTLES

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Team Lead

Table of Content

- How the system works
- How the internet works
 - Artificial Intelligence
- Online Collaborative tools



How the system works



At the end of this session, you should know concepts about

I. Introduction to File Types

II. Basics of File Types

III. How Phones Work with File Types

IV. Various types of extensions

V. Conclusion



INTRODUCTION TO FILE TYPE

File types, also known as file formats, are standardized ways of organizing and encoding data within a file. They determine how data is stored, structured, and interpreted by software applications. File types are identified by their file extensions, which are typically appended to the end of filenames and separated by a period.

BASICS OF FILE

TYPES

File types are indicated by file extensions, such as ".mp3" for audio , ".jpg" for images, etc.

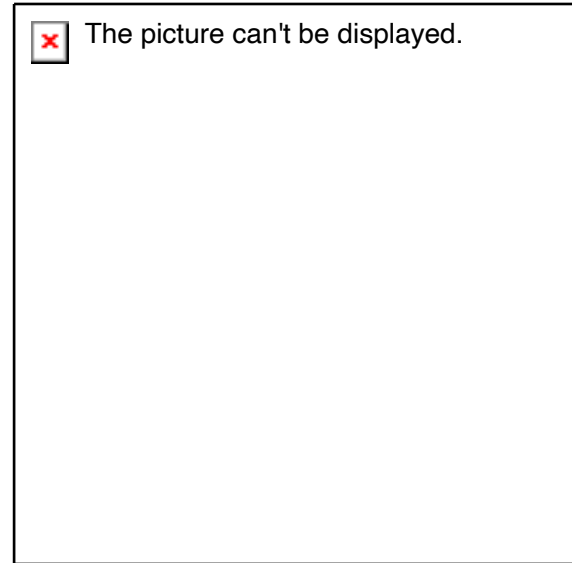
- Images
- Videos
- Text Documents
- Music
- Archives
- Executable Programs

IMAGES

Used for storing visual data, such as photographs, illustrations, and graphics.

- **.jpg or .jpeg (JPEG Image)**
- **.png (Portable Network Graphics)**
- **.gif (Graphics Interchange Format)**
- **.bmp (Bitmap Image)**

IMAGES CONT'D



VIDEO

- **Used for storing moving visual images with accompanying audio.**

Examples include:

- .mp4 (MPEG-4 Part 14)
- .avi (Audio Video Interleave)
- .mov (QuickTime Movie)
- .mkv (Matroska Multimedia Container)

SPREADSHE

Used for organizing and analyzing tabular data.

Examples include:

- 1..xlsx (Microsoft Excel Spreadsheet)
- 2..csv (Comma-Separated Values)

PRESENTATIONS

Used for creating and delivering visual presentations.

- Examples include:
- .pptx (Microsoft PowerPoint Presentation)
- .key (Apple Keynote Presentation)

ARCHIV

Used for compressing and packaging multiple files into a single file

Examples include:

1..zip (ZIP Archive)

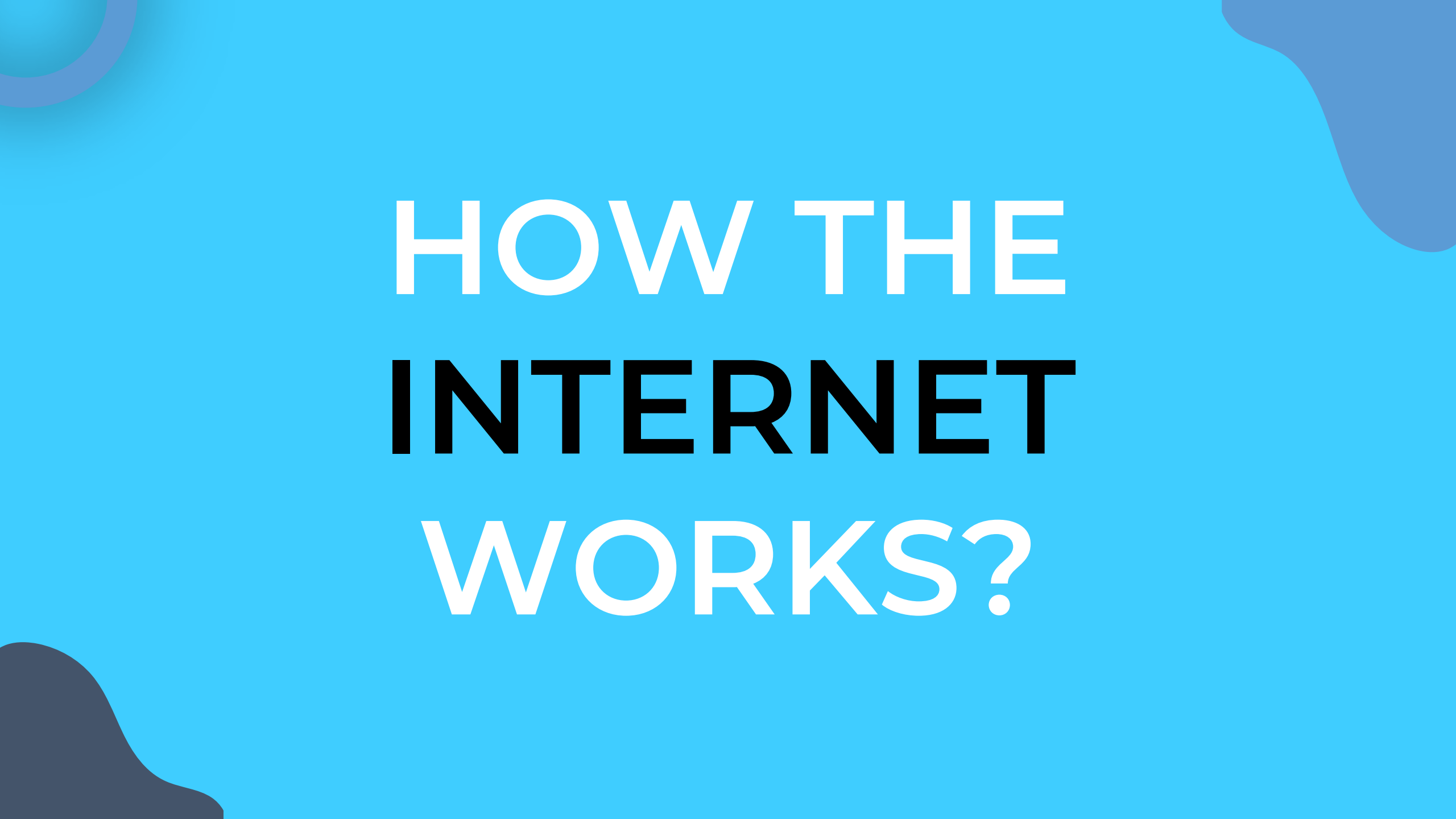
2..rar (RAR Archive)

EXECUTABLE

Used for distributing and running software applications.

Examples include:

1. .exe (Executable File)
2. .apk (Android Application Package)
3. .ipa (iOS App Store Package)

The background is a solid light blue color. There are decorative elements: a dark blue circular shape in the top-left corner, a dark blue abstract shape in the top-right corner, and a dark blue abstract shape in the bottom-left corner.

HOW THE **INTERNET** WORKS?

OUTLINE

1. History of the internet .
2. Introduction To Internet
3. How The Internet helps in our daily lives.
4. Web Browsers.
5. Search Engines.
6. Challenges of using The Internet.

INTRODUCTION TO THE INTERNET

The Internet is a global network of interconnected computers and devices that communicate with each other using standardized protocols and technologies.

HOW THE INTERNET HELPS US IN OUR DAILY LIVES

- Access to Information
- Communication
- Online Learning
- Work and Productivity
- Entertainment
- Shopping and Services
- Health and Wellness
- News and Media Consumption

WEB BROWSERS

A web browser is a software application that allows users to access and navigate the World Wide Web(www). It acts as an interface between the user and the internet

SEARCH ENGINES

Search engines are online tools that allow users to search for information on the internet. Popular search engines include Google, Bing, Yahoo, Baidu, Yandex, and DuckDuckGo

CHALLENGES OF USING THE INTERNET

- Computer Virus
- Misinformation
- Privacy concerns

WHAT IS AI?



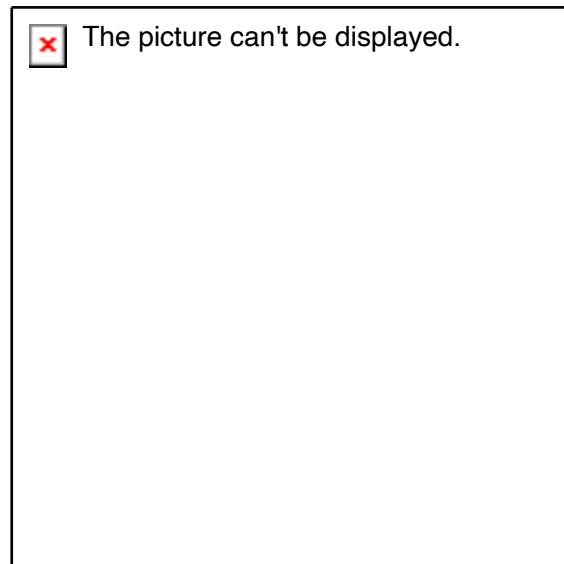
HOW DOES AI WORKS

Artificial Intelligence (AI) works by simulating human-like intelligence in machines through algorithms and computational models. It involves:

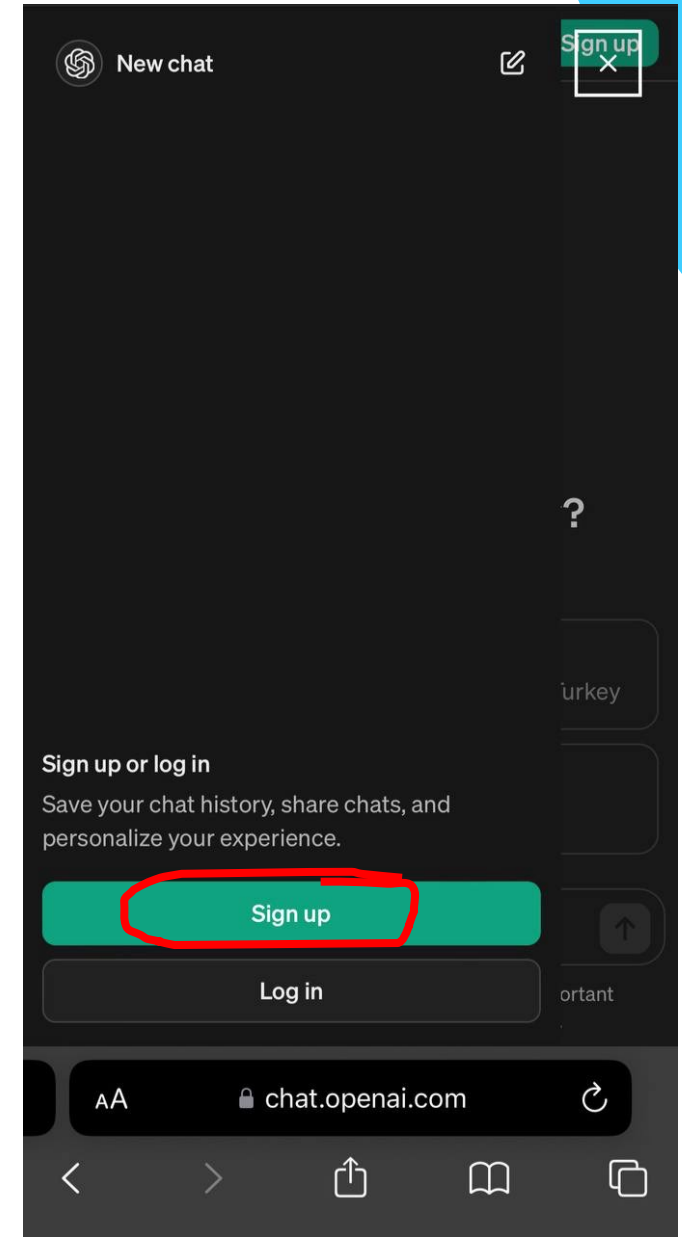
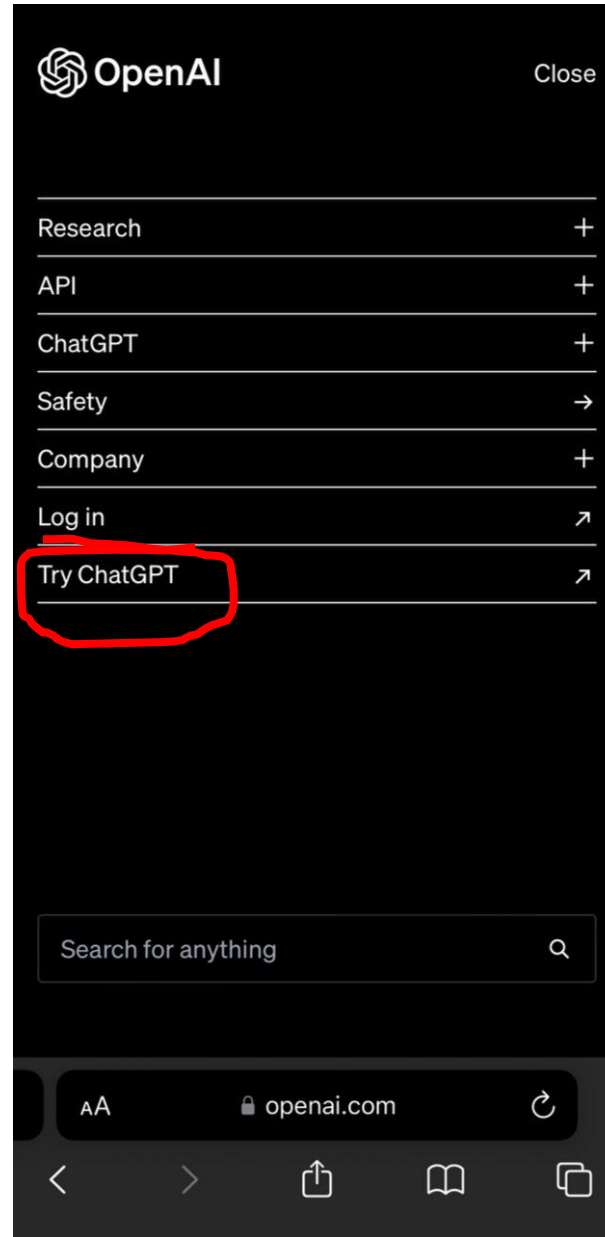
- 1.Data Collection
- 2.Preprocessing
- 3.Training

CHATGTP

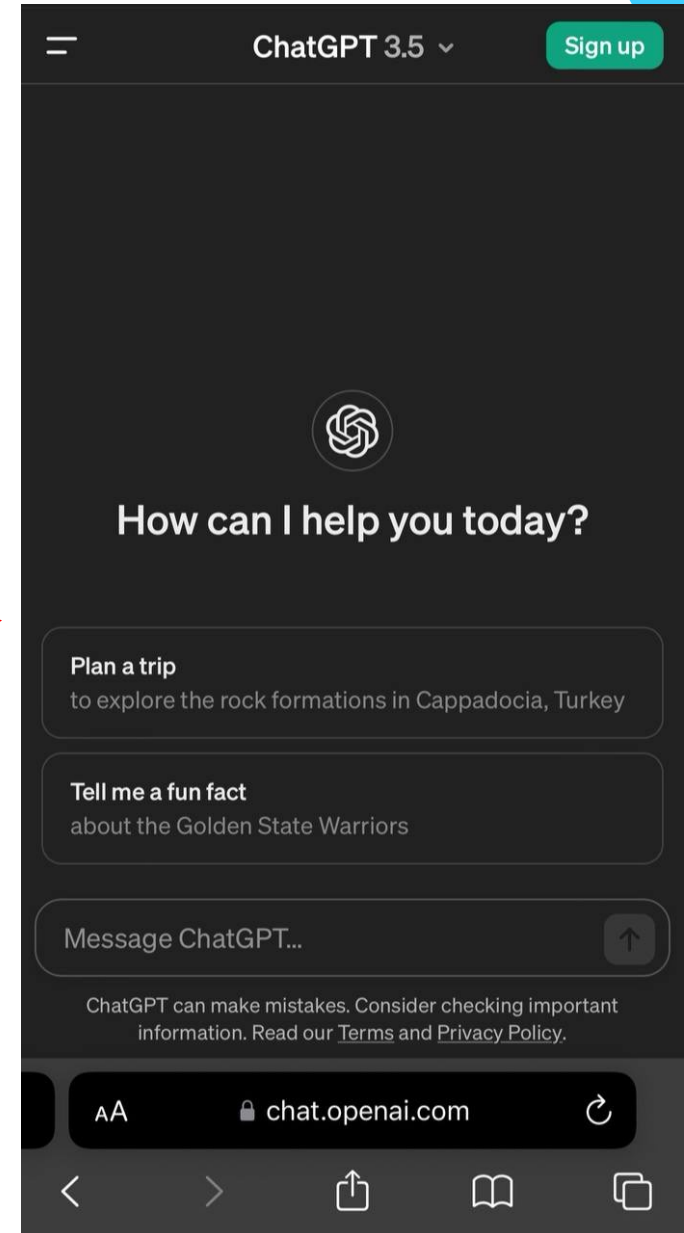
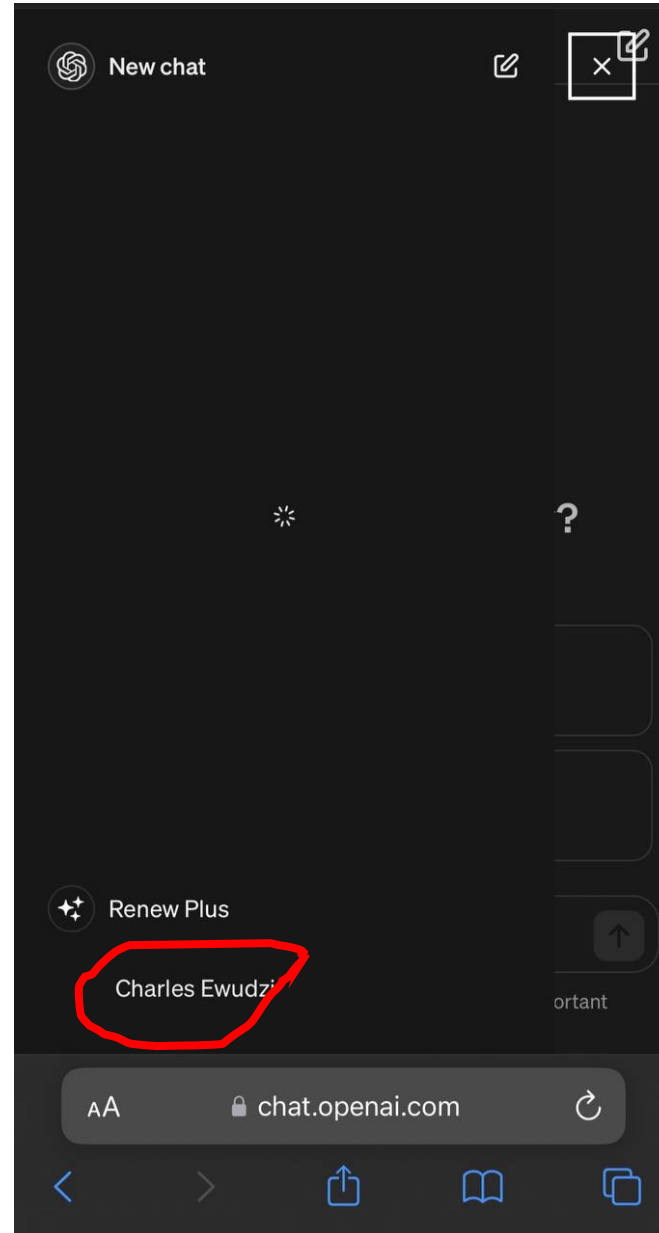
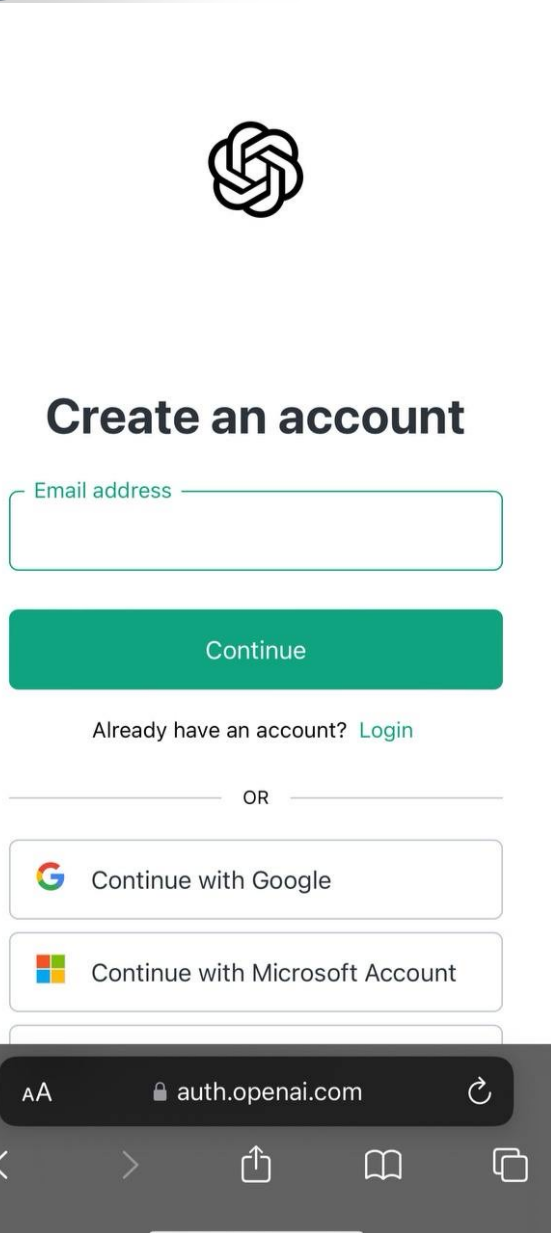
ChatGPT is a conversational AI developed by OpenAI. It is based on OpenAI's GPT (Generative Pre-trained Transformer) architecture, specifically trained to understand and generate human-like text based on the input it receives



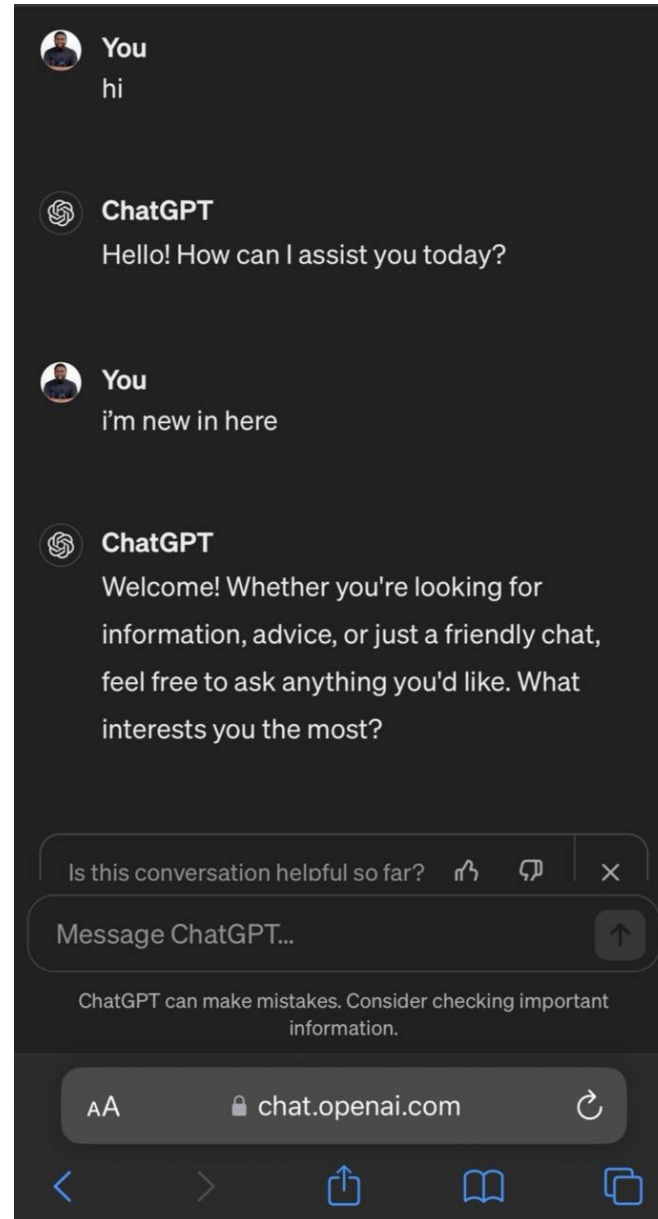
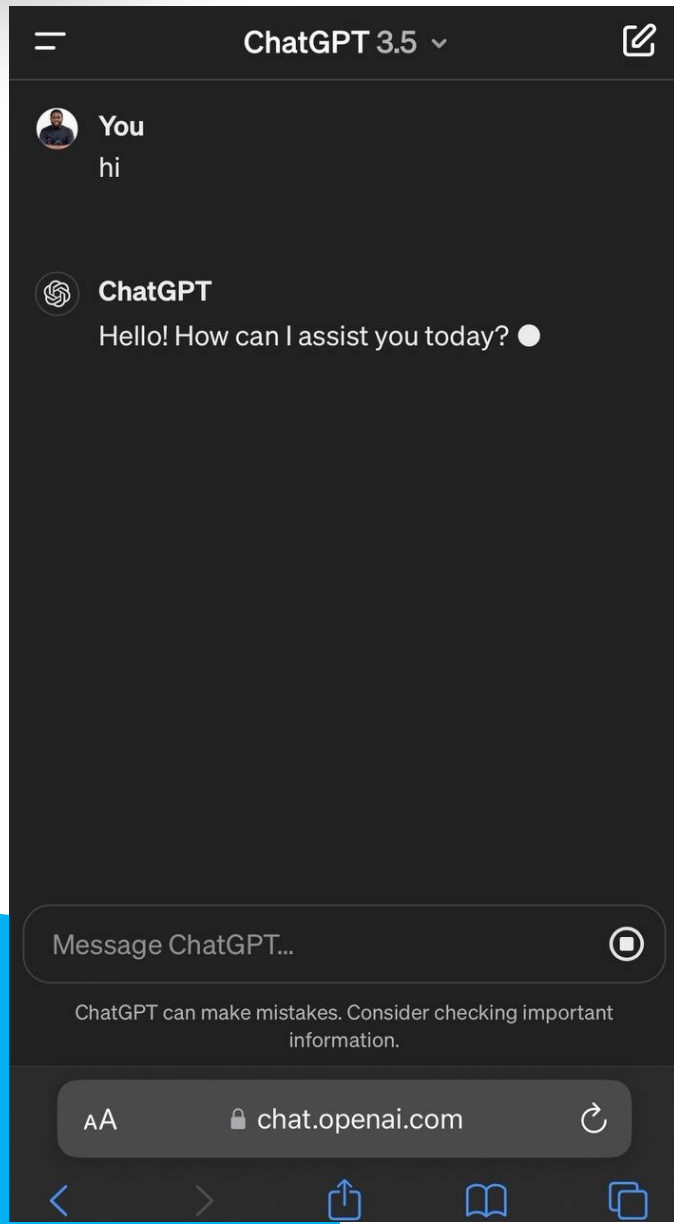
SCREENSHOTS



SCREENSHOTS



SCREENSHOTS

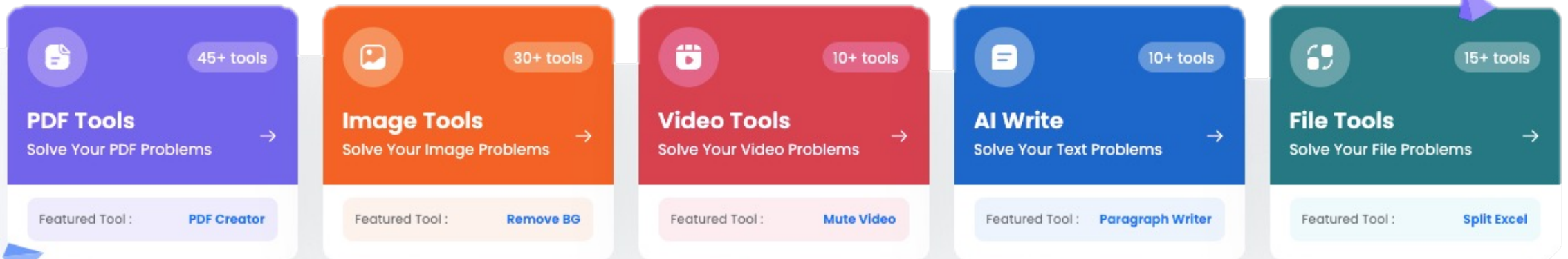


WHY SHOULD I USE CHATGTP

- Instant Access to Information
- 24/7 Availability
- Engaging Learning Tool
- Personalized Support
- Efficient Time Management

TINY WOW (tinywow.com)

TinyWow is a free online toolbox that offers various tools for working with PDFs, images, videos, and text. You can use it to edit PDFs, compress files, convert images, or even create different creative text formats.



Online Collaborative tools



What Are Collaboration Tools

- **Collaboration tools** are like **digital workspaces**
- They help teams work together on projects
- This can be done in real-time (like a live chat)
- asynchronously (working at different times)
- Remote access

Features of collaboration tools

- Messaging and Chat
- File Sharing and Document Collaboration
- Video Conferencing
- Task Management
- Calendar Integration

Types of collaboration

tools

Messaging and Chat Apps

- Video Conferencing Software:
- Document Collaboration Platforms
- Project Management Software:
- File Sharing and Storage Solutions

Benefits of using collaboration tools

- Improved Communication
- Enhanced Collaboration
- Increased Productivity
- Remote Work Enablement
- Transparency and Accountability

Common collaboration tools

- Slack:
- Microsoft Teams:
- Google Workspace (formerly G Suite)
- Zoom
- Trello
- Asana:
- Jira
- Dropbox

Thank You

