

# A study on ICT

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**Abstract** - This study has been undertaken to investigate ICT, -its system, skills required, application, advantages and its limitation.

**Key Terms** - ICT

## 1. INTRODUCTION

Information and Communication Technology (ICT) refers to all communication technologies, including the internet, wireless networks, cell phones, computers, software, middleware, video-conferencing, social networking, and other media applications and services. ICTs can enhance the quality of life in several ways: by increasing easiness in day to day operations.

**2. TYPES OF ICT SYSTEMS:** Types of ICT systems are shown in Table-1

**Table-1**

Information systems	manages data and information.
Control systems	control machines
Communications systems	transport data

## 3. ICT EQUIPMENT:

Data pre-processing equipment, data processing equipment, data storage device, personal computer, plotter, printer, scanner, text processing equipment, visual display unit.

## 4. COMPONENTS OF ICT SYSTEM

- Data:** raw facts and figures.
- Hardware:** physical components.
- Software:** the name given to computer programs.
- Information:** data that is converted to give it a meaning.
- Procedures:** a series of actions conducted in a certain order to make sure the system runs smoothly

## 5. ICT SKILLS

The skills needed to use efficiently the elementary functions of information and communication technologies to retrieve, assess, store, produce, present and exchange information, and to communicate and participate in collaborative networks via the internet.

## 6. TYPES OF ICT SKILLS:

Various ICT skills are listed in the following Table-2

**Table-2- ICT SKILL SET**

<b>Email Setup and management</b> – This the first and basic ICT skill required	
Creating Rules	MS Outlook
Gmail and G-Suite	Sending Blue Email
Groove	Front
Zoho Mail	Written Communication
Digital Signatures	Stationary Settings
Out of the Office Settings	Spam Settings
Inbox Management	
<b>Online Research</b>	
Almost every job requires at least some online research. Whether you are looking up new lesson plans in a subject or checking out the latest news on your company's competitor, you need to be able to sift through all the information online to find what you need.	
This involves basic online information management skills.	
<b>Search Engine Research</b>	
Checking Sources	Crediting Sources
FAQs	Online Forums
<b>Social Media Management</b>	
Some jobs require you to use social media. For example, many people working in marketing tend to manage or update a company's social media presence. Even if this is not a critical part of your job, employers increasingly look for employees with basic social media literacy. The more you know about the benefits of and limits to social media, the more you can begin to use that media in valuable ways at work.	
Facebook	LinkedIn
Pinterest	Instagram
YouTube	Twitter
Reddit	Social Media Groups
<b>Online Collaboration</b>	
Online collaboration is a broad category that refers to any means of sharing information with your coworkers (or supervisors, or clients) online. This includes adding a meeting to a shared online calendar, providing feedback on a document through a web-based document application, and holding an online video conference with colleagues.	
Google Hangouts	Video Conferencing Software
Skype	GoToMeeting
Instant Messaging	Google Docs

File Sharing	DropBox Pro
Slack	
Zoom	
<b>Data Management and Queries</b>	
From researchers to administrative assistants to teachers, almost everyone needs to be able to develop and manage data using spreadsheets. Furthermore, they have to be able to analyze that data and recognize trends and patterns. Fluency in programs like Microsoft Excel is critical in today's job market.	
MS Excel	Filters
SQL	NoSQL
MySQL	Quantitative Analysis
<b>Desktop Publishing</b>	
Desktop publishing involves the creation of materials that need to be printed and distributed. These might include fliers, brochures, newsletters, and more. Because you can create so much using desktop publishing software, many jobs require you to have some basic skills in this field. While people with a creative, artistic eye might be particularly good at desktop publishing, anyone can get better with practice.	
	MS Publisher
MS PowerPoint	MS Word
Print Settings	Adobe Creative Suite
QuarkXPress	
<b>Smartphones and Tablets</b>	
Many employers require that their employees use smartphones and tablets; they might even issue particular phones to employees or state that workers must be accessible by email during certain hours. For these reasons, it is important to know how to use a smartphone.	
iPhone	Android Devices
Samsung Smartphones	Blackberry Devices
iPad	Samsung Tablets
CAT S41	Panasonic ToughPad
<b>Word Processing</b>	
In this day and age, it is expected that job candidates know how to use word processing technology. Candidates need to be able to produce written documents (including business letters, meeting minutes, and more) using a computer processor such as Microsoft Word.	
	MS Word
Libre Office Writer	Transcription
Typing	Note Taking

**7.MORE ICT SKILLS:** Some of additional ICT skills are tabulated in Table-3

**Table-3**

Calendar Management	Organization
Time Doctor	Asana
Invision	Prevue
Mailbird	Cage
Viewflux	Slab

Airtable	Yammer
Chanter	Scribus
Zeplin	Acquire
Concept Inbox	I Done This 2.0
Red Pen	La Tex
Iovox	Realtime Board
Mural	Go Visually
Data Analysis	Big Data
Computer Science	Computer Programming

**8. APPLICATION OF ICT IN OUR LIFE**

ICT has contributed a lot to change our everyday life such as

- Letter to e-mail / SMS / MMS
- Market shopping to on-line shopping
- Classroom learning to e-learning,
- Banking to internet banking / mobile banking
- Face-to-face interviews to live online interviews
- Personal payments to e-payments
- Money orders to NEFT
- Online surgeries
- Uncertainty in agriculture to forecasting / pest control / insurance / loans

**9.HOW TO BOOST YOUR ICT SKILLS**

- Practice using technology.
- Get help from a friend..
- Watch a tutorial.
- Attend a class.

**10.ADVANTAGES**

- 1.Communication - Speed / time - money can be saved
2. Globalization - Video conferencing saves money on flights and accommodation.
3. Cost effectiveness - cheaper than phone calls.
- 4.Greater Availability
- 5.Bridging the cultural gap -
- 6.Creation of new jobs.
- 7.Education -interactive virtual classrooms

**11.DISADVANTAGES**

1. lack of interactive education
- 2.Lack of job security.
- 3.Overriding Cultures -
- 4.No Privacy
5. Reliance on Technology is more
6. Reliability of Information is less
- 7.Computer viruses
- 8.Device set up difficult
- 9.Expensive
- 10.Lack of experience

## 12.CONCLUSION

In this study, the concept of ICT , its elements , skill sets , effects of ICT in our life , advantages and limitations are investigated.

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