

10-2-8 pages

Scoring Indicators

Code TED(15) - 5134

Qn No	Scoring Indicators	Split score	Total score
I.1.	Cloud Computing can be defined as delivering computing power (CPU, RAM, Network Speeds, Storage OS software) a service over a network (usually on the internet) rather than physically having the computing resources at the customer location.	1x2	2
2.	A peer-to-peer (P2P) computing is the one in which two or more Clients (PCs) are connected and share resources without server.	1x2	2
3.	The application, Zoho Planner (planner.zoho.com) is to create multiple to-do lists on the web.	1x2	2
4.	<p>An Event Management applications can have the following features:</p> <ul style="list-style-type: none"> ❖ Event Planning and Workflow Management ❖ Event Marketing ❖ Event Calendar ❖ Facilities Scheduling ❖ Advance Registration ❖ Payment Processing ❖ Travel Management ❖ Housing Management ❖ Onsite Registration ❖ Contact Management ❖ Budget Management ❖ Post-Event Reporting and Analysis <p>(any four)</p>	0.5x4	2
5.	<ul style="list-style-type: none"> • In web based email services, also known as web mail or HTTP email, can be accessed from any PC using any web browser, and all your messages are stored on the web. • This lets you retrieve and manage your email anywhere and anytime. • It lets you view the contents of your inbox, read and reply to messages, create new messages. • It also integrates contacts, calendar and other web services. <p>(any two)</p>	1x2	2

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II.
1

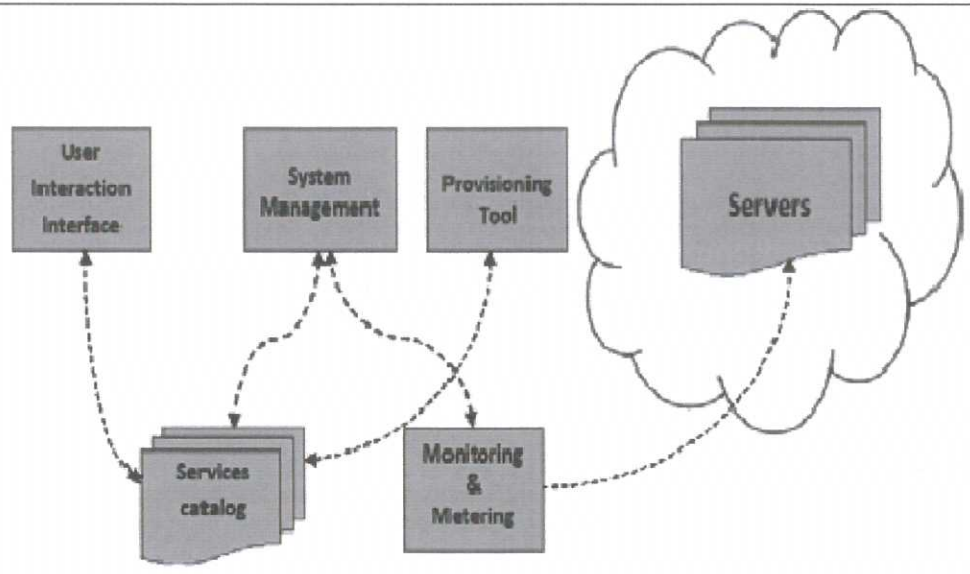


Figure 2
Explanation 4

6

- ✧ The architecture contains massive collection of servers.
- ✧ It represents the culture of cloud and access procedure of the cloud server.
- ✧ Virtualization is the key mechanism.

It could be used to increase the server utilization as much the computing power available to the server.

- ✧ The architecture provides a front end interface
 - A portal that allows user to select a task or service.
- ✧ The user request is passed to the system management.
 - finds the correct resources and then calls the provisioning services which allocate resources in the Cloud.

User interface (Portal or desktop)

- ✧ It allows the users to interact with the cloud interface to request services from the cloud server.

Services catalogue

- ✧ This provide the list of services available in the server, user can request the services from the list.

System management

- ✧ To manages the computer resources available in the cloud architecture.

Provisioning tool

- ✧ It allocates the systems from the Grid to deliver on the requested service by the user.
- ✧ It may also deploy the required software.

Monitoring and metering

- ✧ It is an optional part to track the usage of the services.

Systems Management

- ✧ The system management tool is used to manage the servers.

II 2	<ul style="list-style-type: none"> <input type="checkbox"/> A contact management application tracks our contact information. <input type="checkbox"/> It is a database for the communications we make daily, including names, addresses, emails, and phone numbers. <input type="checkbox"/> Managing the contact list isn't always easy. <input type="checkbox"/> A good solution for managing contacts from multiple members is to use a web-based program for contact management. <input type="checkbox"/> Use web-based email program (Gmail, Yahoo! Mail, and soon) as a contact management program. <input type="checkbox"/> These programs create and store complete information about our contacts—email address, postal address, phone number, and so forth. <input type="checkbox"/> The main problem with using this approach is that any two or more members have to use the same email program and the same email address, it might not work. <input type="checkbox"/> A more robust solution is to use a dedicated web-based contact management program. <ul style="list-style-type: none"> <input type="checkbox"/> MyEvents(www.myevents.com) are targeted at home users and ideal for holiday cardlists. <input type="checkbox"/> Highrise (www.highrisehq.com) will manage your holiday card. <input type="checkbox"/> These programs include the robust customer resource management (CRM) features needed for business and sales force management. 		6
II 3.	<ul style="list-style-type: none"> <input type="checkbox"/> Running an event is an expensive and complex undertaking . <input type="checkbox"/> Every event, small or large, comes with its own set of costs. <input type="checkbox"/> Community events, those costs are managed by a group of people, Each responsible for a specific operation or group of operations. — - <input type="checkbox"/> For simple events, you can collaborate on your budget using web-based spread sheet programs, such as Google Spreadsheets. <input type="checkbox"/> Create a private spread sheet, authorize access for each member responsible for the budget, and then start adding data online. <input type="checkbox"/> When everyone has finished, the group member responsible for the entire budget can log on. <input type="checkbox"/> For larger or more complex events, to use the budget function available in most event management programs. <ul style="list-style-type: none"> ■ Eg:- Salesforce.com AppExchange <input type="checkbox"/> Companies recognize the cost savings and productivity enhancements using web-based tools. <input type="checkbox"/> These tools manage projects, collaborate on documents and presentations, manage enterprise wide contacts and schedules. 		6
II 4.	<p><u>Google Calendar</u></p> <ul style="list-style-type: none"> ❖ Popular web-based calendar. ❖ It is free, full featured, and easy to use. ❖ It create both personal and shared calendars. 		

	<ul style="list-style-type: none"> ❖ All changes are saved and synced so every user. ❖ It also create private calendar for yourself, and public calendars for company or organization. ❖ It also has event invitation features. ❖ Google allows to create several different types of calendars - for home, for work, and for event etc ❖ All calendars can view from the same Google Calendar page. ❖ Google Calendar is used to create: <ul style="list-style-type: none"> • Personal calendars - default calendar • Public calendars - others can access via the web • Friends' calendar - which import from their Google Calendar web pages • Holiday calendars - which add national holidays. <p>Yahoo! Calendar</p> <ul style="list-style-type: none"> ❖ It is hosted by Yahoo! (calendar.yahoo.com). ❖ Its look, feel and functions are quite similar to Google Calendar. ❖ It is free for anyone to use. ❖ The difference in Yahoo! Calendar is the presence of an Add Task button. <ul style="list-style-type: none"> ❖ It offers tasks in addition to events. ❖ To add individual items to daily schedule, also add long-term tasks and their due dates. 	3 * 2	6
II 5.	<p>Project Management Applications are:</p> <ul style="list-style-type: none"> ❖ @task ❖ AceProject ❖ Basecamp ❖ Copper Project ❖ eStudio TaskTracker ❖ onProject ❖ Project Drive ❖ Vertabase ❖ Wrike ❖ Zoho Projects <p style="text-align: right;">(any six)</p>	1x6=6	6
II 6.	<p>Application sharing, where the presenter and participants can all access and use the same application in real time. This is useful for smaller group meetings, when all participants are collaborating on a project.</p> <ul style="list-style-type: none"> • Desktop sharing, similar to application sharing, but with the presenter's entire desktop visible and accessible to participants. • File and document sharing, with individual files and documents open for all to edit, also useful for group collaboration. • PowerPoint presentations, the presenter gives a PowerPoint presentation in real time, complete with slide transitions and animations, using audio 	1 * 6	6

	<p>conferencing tools to narrate the presentation.</p> <ul style="list-style-type: none"> • Presenter notes, which let the presenter take notes during the course of the conference for future action. • Annotation, which lets the presenter mark up the document or presentation being shared or given, typically by drawing or highlighting on the screen. • Whiteboard, which is a blank screen on which the presenter or participants can draw or highlight objects. • Text-based chat, which lets participants discuss the presentation with each other in real time. • Audio conferencing, which adds the spoken words of the presenter to a PowerPoint presentation. • Video conferencing, which puts a picture of the presenter in a corner of the conference web top, typically generated via webcam. <p style="text-align: center;">(any six)</p>		
<p>II 7.</p>	<p>Wiki hosting services</p> <p>1. PBwiki PBwiki (www.pbwiki.com) offers various levels of wiki hosting. Small wikis (one to three users) are free; larger ones are priced per user per month. Wiki creation is easy, using a variety of premade templates. You also get online file storage to help you organize your other documents as part of your wiki.</p> <p>2. Versionate Versionate (www.versionate.com) offers hosted wikis designed for group collaboration. A Versionate wiki is business friendly, with SSL-level security and full control over editing privileges. You can import Word, Excel, PowerPoint, and PDF documents into your wiki. The company offers several different plans: Free (500MB storage), Personal, Business, and Enterprise.</p> <p>3. wikihost.org The wikihost.org site (www.wikihost.org) provides free wiki hosting. Wiki creation is via the GeboBebo engine, which offers a local database structure, user and rights management, RSS feeds and email notification for new and updated articles, and image and file uploading.</p> <p>4. Wikispaces Wikispaces (www.wikispaces.com) claims to host more than 450,000 individual wikis. Standard features include image and file uploading, widget and media embedding, RSS feeds and email notifications, discussion areas, and detailed user statistics. A variety of hosting plans are available, from Basic (free) to Private Label Premium.</p> <p>5. Zoho Wiki Zoho Wiki (wiki.zoho.com), offers free wiki hosting complete with WYSIWYG editing, versioning of wiki pages, and the ability to make your wiki public or private.</p> <p style="text-align: center;">(any three 2 marks each)</p>	<p>2 * 3</p>	<p>6</p>

<p>III. a</p>	<ul style="list-style-type: none"> <input type="checkbox"/> <i>Cloud computing is user-centric</i> <ul style="list-style-type: none"> ■ The data stored in the cloud is owned by a specific user. ■ The user can also share data with others. ■ Any device that accesses your data in the cloud also becomes yours. <input type="checkbox"/> <i>Cloud computing is task-centric</i> <ul style="list-style-type: none"> ■ The user should focus on how a task could be completed by the cloud application. <input type="checkbox"/> <i>Cloud computing is powerful.</i> <ul style="list-style-type: none"> ■ Multiple computational resources are connected together in the cloud to create a high computing power, scalability and reliability. <input type="checkbox"/> <i>Cloud computing is accessible.</i> <ul style="list-style-type: none"> ■ Cloud provides instant response to user from multiple repositories. ■ No need to depend on a single source of data. <input type="checkbox"/> <i>Cloud computing is intelligent.</i> <ul style="list-style-type: none"> ■ Cloud should use intelligent data mining technique to retrieve information from huge amount of data. <input type="checkbox"/> <i>Cloud computing is programmable.</i> <ul style="list-style-type: none"> ■ The process of cloud is automated for handling some unexpected situations. ■ To improve the integrity of data stored in the cloud, the data must be replicated. ■ If any computer in the cloud is crashed, programs automatically redistributes the data to new computer in the cloud. 	<p>6 * 2</p>	<p>12</p>
<p>III b.</p>	<ol style="list-style-type: none"> 1. It does not require a high powered computer to run cloud because applications run on cloud not on desktop PC or laptop. 2. The requirement for large number of powerful servers and IT staff to handle them goes down. 3. Hardware and software maintenance cost is reduced using the cloud. 4. Fast processing of applications as cloud server's capacity of execution is very high. 5. A huge amount of storage capacity is provided by cloud. <p style="text-align: center; margin-top: 20px;">(any three)</p>	<p>1 * 3</p>	<p>3</p>

IV a	<p>i) Public cloud</p> <p>In the public cloud, systems and services are accessible to the general public. For example, Google, IBM, Microsoft etc.</p> <p>Public cloud is open to all. Hence, it may be less secure.</p> <p>This cloud is suitable for information which is not sensitive.</p> <p>Advantages of Public cloud:</p> <p>Public cloud is less expensive than the private cloud or hybrid cloud because it shares same resources with many customers.</p> <p>It is easy to combine public cloud with private cloud so it gives the flexible approach to the customer.</p> <p>It is reliable because it provides large number of resources from various locations and if any resource fails, another is employed.</p> <p>ii) Private cloud</p> <p>In the private cloud, systems and services are accessible within an organization.</p> <p>This cloud is operated only in a particular organization. It is managed internally or by third party.</p> <p>Advantages of Private cloud:</p> <p>Private cloud is highly secured because resources are shared from distinct pool of resources.</p> <p>As compared to the Public cloud, Private cloud has more control on its resources and hardware because it accessed only in the boundary of an organization.</p>	4 *2	8
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<p>IV b.</p>	<p>Platform-as-a-Service (PaaS)</p> <p>PaaS is a programming platform for developers. This platform is generated for the programmers to create, test, run and manage the applications.</p> <p>A developer can easily write the application and deploy it directly into PaaS layer.</p> <p>PaaS gives the runtime environment for application development and deployment tools.</p> <p>Google Apps Engine(GAE), Windows Azure, Salesforce.com are the examples of PaaS.</p> <p>Advantages of PaaS</p> <p>PaaS is easier to develop. Developer can concentrate on the development and innovation without worrying about the infrastructure.</p> <p>In PaaS, developer only requires a PC and an Internet connection to start building applications.</p> <p>Disadvantages of PaaS</p> <p>One developer can write the applications as per the platform provided by PaaS vendor hence the moving the application to another PaaS vendor is a problem.</p>	<p>Explanat ion 3 Adv 2 Diasdv 2</p>	<p>7</p>
<p>V a.</p>	<p>Collaborating on Schedules</p> <ul style="list-style-type: none"> <input type="checkbox"/> It coordinates multiple individuals or families in a community activity. <input type="checkbox"/> One of the most common community activity is youth sports. <ul style="list-style-type: none"> ■ a lot of activities that need to be scheduled—practices, home games, away games, team meetings etc. <input type="checkbox"/> Difficult to manage with a paper based schedule or calendar <input type="checkbox"/> A better solution is to use a web-based calendar <ul style="list-style-type: none"> ■ as Google Calendar(calendar.google.com) or Yahoo! Calendar (calendar.yahoo.com). <input type="checkbox"/> Such calendars are accessible to anyone, anywhere, any time over the web and can also be configured. <input type="checkbox"/> Everyone in a family can add their own events. <input type="checkbox"/> The scheduled events automatically appear on our version of the calendar. 		<p>8</p>

	<ul style="list-style-type: none"> <input type="checkbox"/> When they log in to the calendar site, they saw all currently scheduled events and can add new events of their own. <input type="checkbox"/> To add an event, quickly see whether that day and time are free or busy. <input type="checkbox"/> By using web-based calendars, easily access the schedules from anywhere. 		
V. b	<p>Collaborating on Event Management:</p> <ul style="list-style-type: none"> <input type="checkbox"/> To organize big event such as a show or conference, you also have to handle attendee registration, event marketing, ticket sales, etc. <input type="checkbox"/> So, web-based event management tools are used to solve these efforts easily. <input type="checkbox"/> By using web-based event management tools, the cloud hosts everything, we need to schedule and market the events. <p>Collaborating on Event Marketing</p> <ul style="list-style-type: none"> <input type="checkbox"/> Event management applications handle basic event marketing. <input type="checkbox"/> To promote community events, it requires more creative forms of marketing. <input type="checkbox"/> In pre cloud days it is difficult, but now use a web-based application such as Google Docs(docs.google.com) to create and make it available online for every one to see and comment on. <input type="checkbox"/> Also use web-based local search sites, such as Zvents(www.zvents.com), to post announcements of community events. <input type="checkbox"/> To use cloud-based social media sites, such as Facebook and MySpace, to promote event online. <input type="checkbox"/> After the event, we can post pictures of the event on community photo-sharing sites, such as Flickr(www.flickr.com). 	3.5 * 2	7
VI a	<ul style="list-style-type: none"> <input type="checkbox"/> A <i>community cloud</i> is a collaborative effort in which infrastructure is shared between several organizations from a specific <i>community</i> with common concerns. <input type="checkbox"/> It has tremendous benefits for the entire community. <input type="checkbox"/> Any time any group of people in the community needs to communicate 		

	<p>and collaborate with the help of web-based applications.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Community uses of cloud computing are <ul style="list-style-type: none"> ■ Communicating Across the community ■ Collaborating on Group Projects and Events <input type="checkbox"/> One of the key components of any community collaboration is communication. <input type="checkbox"/> Many community activities are undertaken by people in their spare time—outside of normal work and home activities. <input type="checkbox"/> The better solution when communication on community issues is to use a web-based email programs - Gmail (mail.google.com), Microsoft Windows Live Hotmail (mail.live.com), or Yahoo! Mail (mail.yahoo.com). <input type="checkbox"/> These programs can be accessed from any computer connected to the Internet. <input type="checkbox"/> To use any web browser to send and view email messages hosted on the web. <input type="checkbox"/> Everything we send and receive is stored in the cloud and accessible from anywhere at any time. 		8
V1 b.	<p>Cloud computing for Corporation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Companies recognize the cost savings and productivity enhancements using web-based tools. <input type="checkbox"/> These tools manage projects, collaborate on documents and presentations, manage enterprise wide contacts and schedules. <ul style="list-style-type: none"> ■ Managing Schedules ■ Managing Contact Lists ■ Managing Projects ■ Collaborating on Reports ■ Collaborating on Marketing Materials ■ Collaborating on Expense Reports ■ Collaborating on Budgets ■ Collaborating on Financial Statements ■ Collaborating on Presentations ■ Presenting on the Road ■ Accessing Documents on the Road <p>Managing Schedules</p> <ul style="list-style-type: none"> <input type="checkbox"/> In web-based scheduling, everyone places his or her schedule in the cloud. 	3 * 3	9

- It enables the meeting's organizer to easily see who's available.
- The cloud-based app finds the best time for all involved and schedules the meeting, all happens automatically, in the cloud.

- The scheduling app finds the first available time slot when all attendees are free.
- This kind of scheduling be the only way to get your meeting in a reasonable period of time.
- Web-based scheduling programs, schedules both in-person meetings and teleconferences from multiple locations.
 - Google Calendar (calendar.google.com)
 - Yahoo!Calendar (calendar.yahoo.com).
 - AppointmentQuest(www.appointmentquest.com)
 - hitAppoint(www.hitappoint.com),

Managing Contact Lists

- Salespeople have to deal with lots of contacts.
- It is difficult to store the contact information from a simple desktop contact management program
- it is difficult to access to all our contacts, when we are on the road.
- The best solution is a web-based contact management or customer resource management (CRM) application.
- Popular applications are
 - BigContacts(www.bigcontacts.com),
 - Highrise (www.highrisehq.com), and
 - Market leadingSalesforce.com (www.salesforce.com).

Managing Projects

- A big project involves multiple employees from multiple departments and perhaps multiple locations .
- It easier with the use of a web-based project management application.
- Projects of this type have tons of individual pieces and parts, each of which dependent on the completion of a previous task.

- Keeping track of all the individual tasks is not easy.

Collaborating on Reports

- In larger enterprise the reports are written in collaboration with one or more other employees
- Instead of emailing Microsoft Word documents across the company, opt for a web-based word processing program, such as Google Docs(docs.google.com) or Zoho Writer (writer.zoho.com).

	<input type="checkbox"/> By using these apps everyone can access the same master document, online and in real time. Collaborating on Marketing Materials <input type="checkbox"/> Marketing is another area that benefits from cloud-enabled collaboration. <input type="checkbox"/> A catalogue requires data from different departments. <input type="checkbox"/> Online PR (Public Relations) needs participation from marketing, product, and technical staff. <input type="checkbox"/> The best approach is to use a combination of web-based applications. <input type="checkbox"/> Web-based email facilitates communication between departments. (any three)		
VII a.	Some applications which help to schedule meetings are: <ul style="list-style-type: none"> ❖ Jiffle ❖ Presdo ❖ Diarised ❖ Window live events ❖ Schedule book ❖ Acuity scheduling ❖ Appointment quest ❖ HitAppoint. 	1 * 6	6
VII b	i) Bla-Bla List <ul style="list-style-type: none"> • Bla-Bla List is a simple to-do list manager • It can be accessed from the url www.blablalist.com. • It's web based, so you can access your lists from any location at any time. • To publish the lists via RSS so the family and coworkers can get instant updates. ii) Remember the Milk <ul style="list-style-type: none"> • Its url is www.rememberthemilk.com • It is a web-based to-do list manager. • Once a list is created, you can arrange reminders via email, instant messaging, or text messages to your mobile phone. 	3 * 3	9

	<p>iii) Tudu List</p> <ul style="list-style-type: none"> • The url is www.tudulist.com. • It is different from other to-do list managers • It includes a web-based calendar. • The items are added both to the to-do list and to the calendar, on the date they're due. 		
VIII	<p>An Event Management applications can have the following features:</p> <ul style="list-style-type: none"> ❖ Event Planning and Workflow Management ❖ Event Marketing ❖ Event Calendar ❖ Facilities Scheduling ❖ Advance Registration ❖ Payment Processing ❖ Travel Management ❖ Housing Management ❖ Onsite Registration ❖ Contact Management ❖ Budget Management ❖ Post-Event Reporting and Analysis <p>Event Planning and Workflow Management</p> <ul style="list-style-type: none"> ❖ A successful event starts well with its opening date. ❖ The cloud computing help to manage the tasks involved in an event of any size. ❖ The event management applications include robust task planning modules ❖ It has an ability not to track individual tasks in a to-do list but also from sophisticated workflow management. ❖ The planning and workflow management functionality can manage the staffs in an efficient and effective manner. <p>Event Marketing</p> <ul style="list-style-type: none"> ❖ Event management applications helps to market an event. ❖ The apps offer web-based email marketing, which promote the event. ❖ The apps also help to create own event website on cloud, which 	3 * 5	15

helps to promote the events.

Event Calendar

- ❖ Event calendar a part of event marketing.
- ❖ An online calendar that displays all the happenings within the event
- ❖ This is useful when a conference or trade show having a lots of individual panels, sessions, or meetings.
- ❖ Individual event can be posted on the main event calendar and can be easily accessed by any attendee.

Facilities Scheduling

- ❖ To conduct a meeting or an event, multiple rooms or event locations are necessary.
- ❖ So, to schedule different rooms for different components of events; when a participant or group tasks.
- ❖ For that, event management apps include a facilities scheduling module.
- ❖ This module ties into the event host's systems, giving a complete power over room or hall scheduling.

Advance Registration

- ❖ Most events require advance registration of participants.
- ❖ So, event management apps include a web-based registration module.
- ❖ The attendee information is entered into a web form, and the data is stored on the application.
- ❖ So the data can access from anywhere.

Payment Processing

- ❖ Payment collection is a key part of event management.
- ❖ It can be used to collect the payment in advance and for onsite registrants.
- ❖ The payment can be done via credit card, PayPal, or any other payment methods.

Travel Management

- ❖ By using a "hands-on" event, to offer travel services.
- ❖ Thus arrange a ground transfer services such as taxis, buses, and so on between the local airport and the event location.
- ❖ This type of functionality was not offered for all event

	<p>management applications.</p> <p>Housing Management</p> <ul style="list-style-type: none"> ❖ Housing management module helps match event attendees with available rooms at your event location. ❖ Many attendees prefer to serve as kind of a “one-stop shop” for your needs. ❖ The best event management apps link directly from advance registration and payment into the hotel’s reservation system. ❖ It also confirm rooms and such at the event site. <p>Contact Management</p> <ul style="list-style-type: none"> ❖ The contact management services helps the attendees. ❖ It takes print out or host online master directory of attendees. ❖ It can be provided as part of the welcoming packet of materials. 		
1X a	<p>1. Gmail Google’s web mail service is called Gmail (mail.google.com). Gmail is a free service, it lets you send and receive email from any web browser. Gmail groups together related email messages in what Google calls conversations. A conversation might be an initial message and all the replies (and replies to replies) to that message; a conversation might also be all the daily emails from a single source that have a common subject, such as messages from subscribed-to mailing lists.</p> <p>2. Yahoo Mail Yahoo! Mail (mail.yahoo.com) is web mail service, provided by the Yahoo!. The Yahoo! Mail is free and can be accessed from any PC, using any web browser. The Yahoo! Mail offers traditional folder-based organization. You get a message pane and a reading pane.</p> <p>3. Windows Live Hotmail Hotmail was one of the first web-based email services, and it’s still one of the largest. Microsoft has moved it into its Windows Live suite of online services and now calls it Windows Live Hotmail. It can be accessed from any web browser on any PC anywhere in the world.</p> <p>4. Apple MobileMe Mail Apple offers MobileMe Mail (www.me.com). It can send and receive emails from desktop, Apple iPhone or iPod touch. MobileMe Mail is a web-based service that can also be accessed with your existing Mac or Windows-based email program, including Outlook.</p>	5 * 3	15

<p>X. a</p>	<p>Online Groupware Applications</p> <p>1. AirSet</p> <p>AirSet (www.airset.com) provides a cloud-based website for your group. An AirSet site can include group announcements, a web calendar, contact list, task list, instant messaging, wiki for collaborative publishing, blog, file sharing and online storage, photo albums, and music playlists. And with all these tools, when one person in the group makes a change, everyone else sees the updated information.</p> <p>2. ContactOffice</p> <p>ContactOffice (www.contactoffice.com) is a web-based data management system that lets you share emails, contacts, tasks, appointments, and documents with other group members. It allows internal and intercompany groups to communicate with customers outside your office. You also get a web-based calendar, address book, message forum, and real-time chat.</p> <p>3. Google Sites</p> <p>Google Sites (sites.google.com), formerly known as Jotspot, lets you create a group web page is completely customizable with your choice of file uploads, group announcements, task/project management, mailing lists, group calendar etc. Google Sites also integrates with Google's other online apps, including Gmail, Google Calendar, Google Docs, and Google Talk.</p> <p>4. Huddle</p> <p>Huddle (www.huddle.net) is a hosted environment that combines online collaboration, project management, and document sharing, using social networking principles. You create a network of collaborative team workspaces, managed from a central dashboard. You can then take advantage of Huddle's online file storage, project calendar, RSS and email notifications, whiteboard, wiki, and other collaborative tools.</p> <p>5. Nexo</p> <p>Nexo (www.nexo.com) lets you create a free personalized group website. The site can include photos, videos, forums, message boards, interactive calendars, polls, and to-do lists. Nexo targets its service to family, friend, and community groups, although it may also function for some less-demanding business groups.</p>	<p>4 * 3</p>	<p>12</p>

	<p>6. OpenTeams</p> <p>OpenTeams (www.openteams.com) is better suited for larger businesses. It offers team folders, blogging, and wiki-like collaborative pages. From here you can keep track of key team members, organize resources with tags, participate in threaded discussions, and monitor new content posted by team members.</p> <p>7. ProjectSpaces</p> <p>ProjectSpaces (www.projectsaces.com) provides an online workspace designed especially for group collaboration. You get an online document library, email discussion lists, task management, group announcements via email and RSS, a shared group calendar, and shared group documents.</p> <p>8. teamspace</p> <p>teamspace (www.teamspace.com), offers task and project management, contact management, an online calendar, message forum, notice board, file sharing, text-based chat, and synchronization with Microsoft Outlook.</p> <p>(any four 3 marks each)</p>		
X. b	<ol style="list-style-type: none"> 1. Facebook 2. MySpace 3. Google groups 4. Yahoo! Groups <p>(any three)</p>	1 * 3	3

