

**❖ General Description**

The skills and knowledge acquired in Microsoft Edge are sufficient to be able to use and browse the internet using the Microsoft Edge browser.

❖ Learning Outcomes

At the completion of this course you should be able to:

- understand some of the theoretical aspects of the internet
- use **Microsoft Edge** to access the internet, search for and locate information
- navigate web pages
- understand and conduct effective searches of the internet
- create and use favourites and the **Favourites** bar
- understand and work with web notes
- print all or part of a web page
- download and use information from the internet
- use the internet with a good awareness of security issues
- conduct an online transaction
- add and work with **Edge** extensions

❖ Prerequisites

Microsoft Edge assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Topic Sheets

106 topics

❖ Methodology

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

❖ Companion Products

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at www.watsoniapublishing.com.

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- The Internet and the World Wide Web
- How the Internet Began
- Connection Requirements
- Understanding Web Browsers
- Understanding Search Engines
- Understanding Web Addresses
- Key Terms and Internet Jargon
- Cookies and Caches

Microsoft Edge Basics

- Starting Microsoft Edge From the Desktop
- The What's New and Tips Screen
- The Microsoft Edge Screen
- Working With the Hub
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- Going to a Specific URL
- Reading View
- Controlling the Browser Window Size
- Activating a Hyperlink
- Activating an Image Link
- Closing Microsoft Edge

Navigating Web Pages

- Understanding the New Tab Page
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- Adding Pages to the Reading List
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Web Notes

- Working With Web Note Pens
- Working With Highlighters
- Adding a Typed Note
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Printing Techniques

- Using Print Preview
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- The Good and Bad of Online Forms
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- Understanding Firewalls

- Understanding Spam
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- Disabling AutoComplete

Transacting Online

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- Accessing Transaction Sites
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- Online Receipts

Microsoft Edge Extensions

- Adding Extensions
- Using Extensions
- Managing Extensions
- Uninstalling Extensions

