❖ **General Description**

The skills and knowledge acquired in ICTICT108 Use Digital Literacy Skills to Access the Internet are sufficient to be able to safely and securely use the internet to undertake basic interactive communication. It applies to individuals who locate, organise, understand, evaluate and analyse information using digital technology in a range of different areas.

❖ **Learning Outcomes**

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

- work safely with your computer, consider your impact on the environment and manage files and folders efficiently
- explain the various hardware components of the computer
- understand some of the theoretical aspects of the internet
- connect to 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
- use the internet with a good awareness of security issues
- download and use information from the internet
- use *Gmail* to send and receive emails and understand how to use *Skype*
- understand and locate consumer information on the web
- conduct an online transaction
- upload photos into *Flickr* and videos into *YouTube*
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❖ **Prerequisites**

ICTICT108 Use Digital Literacy Skills to Access the Internet assumes no knowledge of Microsoft Edge. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ **Topic Sheets**

143 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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Product Information

ICTICT108 Use Digital Literacy Skills to Access the Internet

Microsoft Edge

Contents

Product Information

Product Information

AUSTRALIAN MADE & OWNED

Unit Mapping

This unit describes the skills and knowledge required to safely and securely use the internet to undertake basic interactive communication.

	Performance Criteria	Location
1	**Operate hardware at a basic level**	
1.1	Identify hardware components required to connect to the Internet	Chapter 2: Computer Hardware, Chapter 3: About the Internet
1.2	Set up and check physical connectivity of devices	Chapter 2: Computer Hardware, Chapter 4: Getting Connected
1.3	Use hardware components and comply with work health and safety (WHS) guidelines	Chapter 1: Healthy Computing
2	**Ensure safe and secure online access**	
2.1	Connect and access relevant internet sites	Chapter 5: Microsoft Edge Basics, Chapter 6: Navigating Web Pages, Chapter 7: Searching the Web, Chapter 8: Working With Favourites, Chapter 11: Communicating Online, Chapter 12: Consumer Specific Websites, Chapter 13: Transacting Online
2.2	Provide an appropriate level of personal information to maintain privacy and security	Chapter 9: Internet Security, Chapter 12: Consumer Specific Websites, Chapter 13: Transacting Online, Chapter 14: PayPal
2.3	Comply with copyright and intellectual property legislation	Chapter 10: Accessing Information
2.4	Ensure an understanding of socially responsible behaviour	Chapter 3: About the Internet, Chapter 9: Internet Security, Chapter 11: Communicating Online
2.5	Assess the legitimacy of online requests to make an informed decision	Chapter 9: Internet Security
2.6	Interpret and respond to security notifications that display due to browser software security settings or internet use	Chapter 9: Internet Security, Chapter 10: Accessing Information
2.7	Assess email status and determine email security	Chapter 9: Internet Security
2.8	Provide appropriate information to manage digital footprint	Chapter 9: Internet Security
2.9	Assess security of payments	Chapter 13: Transacting Online, Chapter 14: PayPal
2.10	Back up data as required through downloading to an external backup device	Chapter 10: Accessing Information
3	**Research and analyse online information**	
3.1	Identify and use search engines to access relevant internet sites	Chapter 3: About the Internet, Chapter 7: Searching the Web
3.2	Search and find relevant information or content	Chapter 7: Searching the Web
3.3	Refine search to increase relevance of information or content	Chapter 7: Searching the Web
3.4	Navigate a website to access the information or content required	Chapter 5: Microsoft Edge Basics, Chapter 6: Navigating Web Pages, Chapter 7: Searching the Web
3.5	Assess payment requirements to make sound financial decisions	Chapter 13: Transacting Online, Chapter 14: PayPal
3.6	Analyse the usefulness and accuracy of located information	Chapter 7: Searching the Web
4	**Make transactions and participate online**	
4.1	Create, register, manage and secure an account	Chapter 11: Communicating Online, Chapter 13: Transacting Online, Chapter 14: PayPal
4.2	Observe appropriate user protocol online	Chapter 3: About the Internet, Chapter 11: Communicating Online
4.3	Make secure transactions and identify methods of internet fraud	Chapter 9: Internet Security, Chapter 13: Transacting Online, Chapter 14: PayPal
4.4	Identify and invite relevant friends, groups and pages to own website	Chapter 15: Uploading to a Website
5	**Use applications and manipulate files**	
5.1	Use basic application skills	Chapter 5: Microsoft Edge Basics, Chapter 6: Navigating Web Pages, Chapter 8: Working With Favourites, Chapter 10: Accessing Information, Chapter 11: Communicating Online
5.2	Incorporate attachments to documents	Chapter 11: Communicating Online
5.3	Back up files to external storage devices	Chapter 10: Accessing Information
5.4	Upload relevant components to a website	Chapter 15: Uploading to a Website
5.5	Download pictures and videos to an external device	Chapter 10: Accessing Information