



INFOCUS COURSEWARE

ICAICT108A Use Digital Literacy Skills to Access the Internet

Internet Explorer 11



WATSONIA PUBLISHING

Product Code: INF963

ISBN: 978-1-925298-09-3

❖ General Description

ICAICT108A Use Digital Literacy Skills to Access the Internet describes the performance outcomes, skills and knowledge required to safely and securely use the internet to undertake basic interactive communication.

❖ Learning Outcomes

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

- understand some of the wider implications of working with computers
- explain the various hardware components of the computer
- understand some of the theoretical aspects of the internet
- connect to the internet
- use **Internet Explorer** to access the internet, search for and locate information
- 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**

❖ Prerequisites

ICAICT108A Use Digital Literacy Skills to Access the Internet assumes no knowledge of Microsoft Internet Explorer 11. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Topic Sheets

145 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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Contents

Healthy Computing

- Setting Up an Ergonomic Workstation
- Activity - Ergonomic Workstations
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- Research - Breaks and Exercises
- Healthier Computer Screens
- Activity - Healthier Computer Screens
- A Good Working Environment
- Social Problems of Computer Addiction

Computer Hardware

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- The Main Parts of a Personal Computer
- Computer Peripherals
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- Connecting Peripherals Wirelessly
- Activity - Hardware for Connecting to the Web

About the Internet

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- Understanding Search Engines
- Understanding Web Addresses
- Key Terms and Internet Jargon
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- Using the SmartScreen Filter
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- Understanding Cookies
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Accessing Information

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- Downloading Attachments
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- Communicating With Skype

Consumer Specific Websites

- Understanding Consumer Specific Sites
- Examples of Consumer Specific Sites
- Locating Consumer Specific Sites
- Finding a Flight



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Checking the Weather

Transacting Online

- Understanding Online Transactions
- The Online Transaction Process
- Accessing Transaction Sites
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- Entering Required Information
- Completing the Transaction
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- About PayPal
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Uploading to a Website

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- Editing Photos in Flickr
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- Understanding YouTube
- Signing Into YouTube
- Uploading a Video Into YouTube
- Deleting an Uploaded Video From YouTube



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Unit Mapping

This unit describes the performance outcomes, 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 in an OHS compliant way	Chapter 1: Healthy Computing
2	Ensure safe and secure online access	
2.1	Connect and access relevant internet sites	Chapter 5: Internet Explorer Basics, Chapter 6: Searching the Web, Chapter 7: Working With Favourites, Chapter 10: Communicating Online, Chapter 11: Consumer Specific Websites, Chapter 12: Transacting Online
2.2	Provide an appropriate level of personal information to maintain privacy and security	Chapter 8: Internet Security, Chapter 11: Consumer Specific Websites, Chapter 12: Transacting Online
2.3	Comply with copyright and intellectual property legislation	Chapter 9: Accessing Information
2.4	Ensure an understanding of socially responsible behaviour	Chapter 3: About the Internet, Chapter 8: Internet Security, Chapter 10: Communicating Online
2.5	Assess the legitimacy of online requests to make an informed decision	Chapter 8: Internet Security
2.6	Interpret and respond to security notifications that display due to browser software security settings or internet use	Chapter 8: Internet Security, Chapter 9: Accessing Information
2.7	Assess email status and determine email security	Chapter 8: Internet Security
2.8	Provide appropriate information to manage digital footprint	Chapter 8: Internet Security
2.9	Assess security of payments	Chapter 12: Transacting Online
2.10	Back up data as required through downloading to an external backup device	Chapter 9: 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 6: Searching the Web
3.2	Search and find relevant information or content	Chapter 6: Searching the Web
3.3	Refine search to increase relevance of information or content	Chapter 6: Searching the Web
3.4	Navigate a website to access the information or content required	Chapter 5: Internet Explorer Basics, Chapter 6: Searching the Web
3.5	Assess payment requirements to make sound financial decisions	Chapter 12: Transacting Online
3.6	Analyse the usefulness and accuracy of located information	Chapter 6: Searching the Web
4	Make transactions and participate online	
4.1	Create, register, manage and secure an account	Chapter 10: Communicating Online, Chapter 12: Transacting Online
4.2	Observe appropriate user protocol online	Chapter 3: About the Internet, Chapter 10: Communicating Online
4.3	Make secure transactions and identify methods of internet fraud	Chapter 8: Internet Security, Chapter 12: Transacting Online
4.4	Identify and invite relevant friends, groups and pages to own website	Chapter 13: Uploading to a Website
5	Use applications and manipulate files	
5.1	Use basic application skills	Chapter 5: Internet Explorer Basics, Chapter 7: Working With Favourites, Chapter 9: Accessing Information, Chapter 10: Communicating Online
5.2	Incorporate attachments to documents	Chapter 10: Communicating Online
5.3	Back up files to external storage devices	Chapter 9: Accessing Information
5.4	Upload relevant components to a website	Chapter 13: Uploading to a Website
5.5	Download pictures and videos to an external device	Chapter 9: Accessing Information

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