INFOCUS COURSEWARE

Use Digital Literacy Skills to Access

Microsoft Edge

WATSONIA PUBLISHING

Product Code: INF982 ISBN: 978-1-925873-62-7

General Description

The skills and knowledge acquired in Use Digital Literacy Skills to Access the Internet - Microsoft Edge 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***
- upload photos into ***Flickr*** and videos into ***YouTube***

Prerequisites

Use Digital Literacy Skills to Access the Internet - Microsoft Edge 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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Accessing Transaction Sites
Transacting Securely Online
Entering Required Information
Completing the Transaction
Online Receipts

PayPal
About PayPal
Creating a PayPal Account
Setting Up a PayPal Account
Managing a PayPal Account
Closing a PayPal Account

Uploading to a Website
Understanding Flickr
Creating a Flickr Account
Uploading Photos Into Flickr
Editing Photos in Flickr
Finding Friends
Understanding YouTube
Signing Into YouTube
Uploading a Video Into YouTube
Deleting an Uploaded Video From YouTube

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