

ECDL 5.0 Module 7

Using Email and the Internet (Office 2007)



Overview

Module 7 is made up of two sections. In the first section, the candidate will learn about some of the concepts and terms associated with the Internet, especially those associated with security. The candidate will learn how to perform some common Web search tasks using a Web browsing application and available search engine tools. The candidate will learn how to bookmark sites, and to print Web pages and search outputs. The candidate will also learn how to navigate within a web site and complete web-based forms. In the second section, the candidate will learn about some of the concepts associated with email and gain an appreciation of email and security. The candidate will learn how to use email software to send and receive messages and to work with message attachments.



Target Audience

This publication is intended for people who wish to prepare for ECDL 5.0 Module 7 - Using Email and the Internet using Office 2007.



Pre-requisites

This publication assumes no prior knowledge of using the Internet or an email program, such as Microsoft Outlook 2007. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system as the candidate will be required to start applications, work with and copy files, and locate file folders.



Objectives

At the completion of ECDL 5.0 Module 7 Using Email and the Internet (Office 2007) you should be able to:

- create and test an internet connection
- understand the history and jargon associated with the internet
- use a range of basic techniques in Internet Explorer
- effectively search the web for the information you want
- create and work with favourites
- create and work with RSS feeds
- use a range of printing techniques
- work with and save information from web pages
- understand and implement security methods
- start Outlook 2007 and navigate around the various features
- better understand spamming, viruses, and the like and the benefits of email.
- create and send e-mail messages
- receive e-mails into your Inbox
- competently work with file and item attachments within e-mail messages
- format email messages and use special features to control how emails work

- work with and manipulate text in e-mail messages
- search for Outlook items that match your search criteria
- set reminders on your messages using follow-up flags
- use standard and custom views to control how information is displayed in your Outlook folders
- organise and locate your email messages
- monitor and manage your contacts within Outlook



Course Duration is 37.8 hrs

** Approximate duration should be used as a guide only. Actual duration will depend upon the skills, knowledge, and aptitude of the participants.*



Contents

The course focuses on practical work within ECDL 5.0 Module 7 giving learners ample opportunity to use their newly acquired skills through a series of graded exercises.

Getting Connected

- Before You Begin
- Creating An Internet Connection
- Testing An Internet Connection

About The Internet

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

Internet Explorer Basics

- Starting Internet Explorer
- The Internet Explorer Screen
- The Commands Bar
- Turning On Other Screen Elements
- Going To A Specific URL
- Activating A Hyperlink
- Activating An Image Link
- Adding new Tabbed Pages
- Working with Tabbed Pages
- Closing Tabs
- Zooming
- Using The Back And Forward Tools
- The Browsing History
- Stopping and Refreshing Pages
- Closing Internet Explorer
- Using Help Contents
- Using The Help Index
- Using The Help Search

Searching the Web

- Effective Searching
- Using the Address Bar to Search
- Using the Instant Search Box
- Adding Search Providers
- Using Different Search Providers
- Adding Search Providers From Web Pages
- Removing Search Providers
- Searching Based On A Phrase
- Combining Selection Criteria
- Advanced Search Features
- Online Dictionaries and Encyclopaedias

Working with Favourites

- Marking Favourite Web Sites
- Viewing Favourite Web Sites
- Creating A Favourites Folder
- Organising Favourites
- Adding A Web Site To A Favourites Folder
- Deleting A Favourite

- Changing The Home Page

Working with RSS Feeds

- Finding Feeds
- Viewing Feeds
- Subscribing to Feeds
- Scheduling Your Feeds
- Accessing Feeds Through the Favourites Centre

Printing Techniques

- Using Page Setup
- Using Print Setup
- Using Print Preview
- Printing Specific Pages
- Printing Selected Text
- Printing Pictures

Accessing Information

- Viewing The Source Code
- Saving A Web Page
- Copying Text To A Document
- Copying An Image To A Document
- Copying A URL To A Document
- Files Available For Download
- Safety Issues When Downloading Files
- Downloading An Image File
- Downloading A Sound File
- Downloading Software
- Browsing An Off-Line Web Page
- Completing A Web-Based Form

Internet Security

- Protected Web Sites
- Understanding Web Site Security Threats
- Understanding Identity Theft
- Understanding Firewalls
- Parental Control Options
- Examining The Content Advisor
- Understanding Phishing
- Setting Phishing Options
- Allowing or Blocking Cookies
- Allowing or Blocking Pop-Ups
- Clearing Temporary Internet Files
- Clearing Files On Closing
- Clearing The Browse History
- Disabling AutoComplete
- Understanding Encryption
- Understanding Security Levels
- Examining Security Levels

Outlook 2007 Basics

- Understanding Outlook 2007
- Starting Outlook 2007
- Common Outlook 2007 Screen Elements
- Going To Outlook 2007 Features
- Navigating To Outlook 2007 Features

- The Navigation Pane
- The To-Do Bar
- The Mail Screen
- The Calendar Screen
- The Contacts Screen
- The Tasks Screen
- The Notes Screen
- Microsoft Outlook 2007 Customising Toolbars
- The Outlook Today Screen
- Exiting Outlook 2007

Email Concepts

- How E-Mail Works
- E-Mail Addresses
- The Benefits Of E-Mail
- Spamming
- E-mails And Viruses
- E-mail Etiquette
- Digital Signatures
- Other Digital Communication Methods
- Online Communities

Sending E-mail

- Understanding E-Mail
- E-mail In Outlook 2007
- How Outlook 2007 Mail Works
- Composing An E-Mail Message
- Mail Messages
- Creating A New Message
- Checking The Spelling
- Adding An Attachment To A Message
- Adding Importance
- Requesting Message Receipts
- Sending The Message
- Creating An AutoSignature
- Using An AutoSignature
- Removing An AutoSignature
- Sending A Courtesy Copy
- Sending A Blind Copy

Receiving Email

- Understanding The Inbox
- Accessing The Inbox
- Retrieving E-Mail
- Opening An Outlook Data File
- Adjusting The Message View
- Viewing Messages In Groups
- Reading Messages
- Opening Several Messages
- Navigating Within an E-mail Message
- Finding Related Messages
- Replying and Forwarding Messages
- Adding Comments to an E-Mail Reply
- Directing Replies to Another E-mail Address
- Marking Messages As Read or Unread
- Emptying Deleted Items

Working with Attachments

- Understanding Message Attachments
- Inserting a File Attachment
- Attaching an Outlook Item
- Previewing Attachments
- Opening A Message Attachment
- Saving A Message Attachment

Email Techniques

- Effective Email Management
- Recalling A Sent Message
- Printing a Message List
- Printing A Message
- Message Formats
- Changing the Message Format
- Stationery and Themes
- Applying Stationery to Single Messages
- Using a Word Theme for a Mail Message
- Turning Stationery Off
- Saving A Message Draft
- Using A Saved Message

E-mail Text

- Copying From Another Source
- Deleting An Attachment

Searching

- Using Instant Search
- Expanding the Search
- Search Query Syntax
- Search Query Syntax – Dates and Size
- Recent Searches and Searching the Desktop
- Search Options
- Searching Other Outlook Items
- Using A Search Folder
- Adding a Predefined Search Folder
- Customising Predefined Search Folders
- Creating a Custom Search Folder

Flagging Messages

- Sending a Message With a Reminder To Yourself
- Sending a Reminder To Message Recipients
- Flagging Messages in the Mail Folders
- Reviewing Flagged Messages
- Using a Quick Click Flag
- Completing or Removing Flags

Working with Views

- Changing the Current View For Mail Folders
- Arranging Within a View
- Sorting Within a View
- Working with Columns in the Current View
- Formatting Columns in the Current View
- Customising the Current View
- Creating a New View
- Adding a Filter to a Custom View
- Using and Deleting a Custom View

Organising Messages

- Creating A Message Folder
- Working with Favourite Folders
- Viewing Favourite Folders
- Deleting Message Folders
- Recovering Deleted Folders
- Moving Messages
- Copying Messages
- Deleting and Recovering Messages
- Emptying Deleted Items

Managing Contacts

- Receiving Business Cards
- Sending A Business Card
- Creating a Distribution List
- Using a Distribution List
- Using a Partial Distribution List
- Deleting Members from a Distribution List
- Creating an Electronic Business Card
- Deleting a Contact

Concluding Remarks