



INFOCUS COURSEWARE

# Use Digital Literacy Skills to Access Internet Explorer 11



Product Code: INF882

ISBN: 978-1-925298-21-5

## ❖ General Description

This unit 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

Use Digital Literacy Skills to Access the Internet - Internet Explorer 11 assumes some 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

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](http://www.watsoniapublishing.com).

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Product Information



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## Contents

### Healthy Computing

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

### Computer Hardware

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

### About the Internet

- The Internet and the World Wide Web
- Connection Requirements
- Understanding Web Browsers
- Understanding Search Engines
- Understanding Web Addresses
- Key Terms and Internet Jargon
- Cookies and Caches
- Understanding Netiquette
- Activity Netiquette
- Checking Organisational Netiquette Policies

### Getting Connected

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

### Internet Explorer Basics

- Desktop Versus Start Screen App
- Starting Internet Explorer From the Desktop
- The Internet Explorer Screen
- Displaying Screen Elements
- Using the Command Bar

- Going to a Specific URL
- Controlling the Browser Window Size
- Activating a Hyperlink
- Activating an Image Link
- Hiding and Displaying the Images on a Web Page
- Understanding the New Tab Page
- Adding New Tabbed Pages
- Working With Tabbed Pages
- Closing Pages
- Zooming
- Using the Back and Forward Tools
- The Browsing History
- Stopping and Refreshing Pages
- Closing Internet Explorer

### Searching the Web

- Understanding How to Search Effectively
- Using the Address Bar to Search
- Adding Search Providers
- Using a Different Search Provider
- Setting Your Default Search Provider
- Removing Search Providers
- Searching Based on a Keyword
- Searching Based on a Phrase
- Combining Selection Criteria
- Finding Information on a Page

### Working With Favourites

- Marking Favourite Websites
- Viewing Favourite Web Pages
- Creating a Favourites Folder
- Organising Favourites
- Adding a Website to a Favourites Folder
- Adding a Favourite to the Favourites Bar
- Organising the Favourites Bar
- Deleting a Favourite
- Changing the Home Page

### Internet Security

- Protected Websites
- Understanding Viruses
- Understanding Identity Theft
- Understanding Firewalls
- Understanding Spam
- Understanding Phishing

- Using the SmartScreen Filter
- Using Tracking Protection
- Understanding Cookies
- Controlling Cookies
- Understanding Pop-Ups
- Clearing Temporary Internet Files
- Clearing Files on Closing
- Clearing the Browse History
- Using InPrivate Browsing
- Disabling AutoComplete

### Accessing Information

- Complying With Copyright Legislation
- Copying Text to a Document
- Copying an Image to a Document
- Copying a URL to a Document
- Saving a Web Page to a Storage Device
- Files Available for Download
- Safety Issues When Downloading Files
- Downloading an Image to a Storage Device
- Downloading a Sound File
- Downloading Software

### Communicating Online

- The Benefits of Email
- Email Etiquette
- Starting Gmail
- Creating a Google Account
- Signing Into Gmail
- Common Gmail Page Elements
- Composing an Email Message
- Creating a New Message
- Attaching Files
- Sending the Message
- Reading Messages
- Downloading Attachments
- Replying to a Message
- 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
- Transacting Securely Online
- Entering Required Information
- Completing the Transaction
- Online Receipts
- About PayPal
- Creating a PayPal Account
- Setting Up a PayPal Account
- Verifying 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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