



# Use Digital Literacy Skills To Access The Internet



INFOCUS COURSEWARE

Curriculum Series ICT11

Order Code: INF913

ISBN: 978-1-921939-24-2

## ❖ General Description

This unit describes the performance outcomes, skills and knowledge required to operate common accounting software packages in order to maintain enterprise financial records.

## ❖ Learning Outcomes

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

- understand some of the wider implications of working with computers
- describe various hardware components
- display a broad understanding of the **Internet** and its components
- get a working connection to the **Internet**
- 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
- understand and locate consumer information on the **Web**
- conduct an online transaction
- use **Gmail** to send and receive emails and understand how to use **Skype**
- upload photos into **Flickr** and videos into **YouTube**

## ❖ Target Audience

This unit applies to individuals who locate, organise, understand, evaluate and analyse information using digital technology in the areas of entertainment, communication, internet searching online participation, networking and commercial transactions.

## ❖ Prerequisites

**Use Digital Literacy Skills To Access The Internet ICAICT108A** 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.

## ❖ Pages

166 pages

## ❖ Student Files

Many of the topics in **Use Digital Literacy Skills To Access The Internet ICAICT108A** require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at [www.watsoniapublishing.com](http://www.watsoniapublishing.com). Simply follow the student files link on the home page. You will need the product code for this course which is **INF913**.

## ❖ Includes

This *Unit Workbook* includes:

- ✓ Competency unit mapping
- ✓ Complete and comprehensive learning resources

## ❖ Formats Available

- ❖ A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic licence
- ❖ Available also as a *Reference Booklet* (Product Code: **RB - INF913**)

*This information sheet was produced on Wednesday, October 31, 2012 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.*



47 Greenaway Street  
Bulleen VIC 3105  
Australia  
ABN 64 060 335 748

Phone: (+61) 3 9851 4000  
Fax: (+61) 3 9851 4001  
info@watsoniapublishing.com  
www.watsoniapublishing.com

Product Information



# Use Digital Literacy Skills To Access The Internet



INFOCUS COURSEWARE

Curriculum Series ICT11

Order Code: INF913

ISBN: 978-1-921939-24-2

## Contents

### ➤ Healthy Computing

- ✓ Setting Up An Ergonomic Workstation
- ✓ Breaks And Exercises
- ✓ Healthier Computer Screens
- ✓ A Good Working Environment
- ✓ Social Problems Of Computer Addiction

### ➤ Hardware

- ✓ Types Of Computers
- ✓ Main Parts Of A Personal Computer
- ✓ Computer Peripherals
- ✓ Connecting Hardware And Peripherals
- ✓ Connecting Peripherals Wirelessly
- ✓ Activity – Hardware For Connecting To The Web

### ➤ About The Internet

- ✓ The Internet And The World Wide Web
- ✓ Internet 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

- ✓ Starting Internet Explorer 9
- ✓ The Internet Explorer Screen
- ✓ Turning On Screen Elements
- ✓ The Command Bar
- ✓ Going To A Specific URL
- ✓ Controlling The Browser Window Size
- ✓ Activating A Hyperlink
- ✓ Activating An Image Link
- ✓ Hiding And Displaying Images On A Web Page
- ✓ Understanding The New Tab Page
- ✓ 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

### ➤ 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 Web Sites
- ✓ Viewing Favourite Web Pages
- ✓ Creating A Favourites Folder
- ✓ Organising Favourites
- ✓ Adding A Web Site 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 Web Sites
- ✓ Understanding Viruses
- ✓ Understanding Identity Theft
- ✓ Understanding Firewalls
- ✓ Examining The Content Advisor
- ✓ 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 Video To A Storage Device
- ✓ Downloading A Sound File
- ✓ Downloading Software

### ➤ Consumer Specific Web Sites

- ✓ Understanding Consumer-Specific Sites
- ✓ Examples Of Consumer Specific Sites
- ✓ Locating Consumer-Specific Sites
- ✓ Finding A Flight
- ✓ 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
- ✓ Verifying A PayPal Account
- ✓ Managing A PayPal Account
- ✓ Closing A PayPal Account

### ➤ Communicating With The Internet

- ✓ The Benefits Of Email
- ✓ Email Etiquette
- ✓ Starting Gmail
- ✓ Setting Up 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



47 Greenaway Street  
Bulleen VIC 3105  
Australia  
ABN 64 060 335 748

Phone: (+61) 3 9851 4000  
Fax: (+61) 3 9851 4001  
info@watsoniapublishing.com  
www.watsoniapublishing.com

Product Information



# Use Digital Literacy Skills To Access The Internet



INFOCUS COURSEWARE

Curriculum Series ICT11

Order Code: INF913

ISBN: 978-1-921939-24-2

## ➤ Uploading To A Website

- ✓ Understanding Flickr
- ✓ Creating A Flickr Account
- ✓ Uploading Photos Into Flickr
- ✓ Editing Photos In Flickr
- ✓ Finding Friends
- ✓ Deleting A Flickr Account
- ✓ Understanding YouTube
- ✓ Uploading A Video Into YouTube
- ✓ Deleting An Uploaded Video In YouTube

## ➤ Concluding Remarks



47 Greenaway Street  
Bulleen VIC 3105  
Australia  
ABN 64 060 335 748

Phone: (+61) 3 9851 4000  
Fax: (+61) 3 9851 4001  
info@watsoniapublishing.com  
www.watsoniapublishing.com

Product Information