



INFOCUS COURSEWARE

# ICAICT108A Use Digital Literacy Skills to Access the Internet

Internet Explorer 11



WATSONIA PUBLISHING

Product Code: INF963

ISBN: 978-1-925298-60-4

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

*This information sheet was produced on Tuesday, April 21, 2015 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.*



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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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### 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
<b>1</b>	<b>Operate hardware at a basic level</b>	
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
<b>2</b>	<b>Ensure safe and secure online access</b>	
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
<b>3</b>	<b>Research and analyse online information</b>	
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
<b>4</b>	<b>Make transactions and participate online</b>	
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
<b>5</b>	<b>Use applications and manipulate files</b>	
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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