



INFOCUS COURSEWARE

Use Digital Literacy Skills to Access Microsoft Edge



Product Code: INF982

ISBN: 978-1-925873-10-8

❖ 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**
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❖ 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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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
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- Checking Organisational Netiquette Policies

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

Microsoft Edge Basics

- Starting Microsoft Edge From the Desktop
- The What's New and Tips Screen
- The Microsoft Edge Screen
- Working With the Hub
- Displaying the Favourites Bar

- Going to a Specific URL
- Reading View
- Controlling the Browser Window Size
- Activating a Hyperlink
- Activating an Image Link
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- Understanding the New Tab Page
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- Understanding How to Search Effectively
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- Using Ask Cortana

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- Viewing Favourite Web Pages
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- Adding a Favourite to the Favourites Bar
- Deleting a Favourite
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- Removing Pages From the Reading List
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Internet Security

- Understanding Encryption
- Identifying Secure Connections
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- Understanding Identity Theft
- Understanding Firewalls

- Understanding Spam
- Understanding Phishing
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- Understanding Cookies
- Controlling Cookies
- Working With Pop-Up Settings
- Clearing Temporary Internet Files
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Accessing Information

- Complying With Copyright Legislation
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- Copying an Image to a Document
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- Files Available for Download
- Safety Issues When Downloading Files
- Downloading an Image File
- Downloading a Sound File
- Downloading Software

Communicating Online

- The Benefits of Email
- Email Etiquette
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- Creating a Google Account
- Signing Into Gmail
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- Creating a New Message
- Attaching Files
- Sending the Message
- Reading Messages
- Downloading Attachments
- Replying to a Message
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Consumer Specific Websites

- 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



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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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