

# ECDL Module 7

## Course Outline

*Syllabus Version 4 - INFORMATION & COMMUNICATION*

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### 1) THE INTERNET

#### CONCEPTS / TERMS

- What is the difference between the World Wide Web (WWW) and the Internet?
- HTTP (Hypertext Transfer Protocol)
- URL (Uniform Resource Locator)
- Hyperlink
- ISP (Internet Service Provider)
- FTP (File Transfer Protocol)
- Web sites and URLs
- What is a web browser?
- What is a search engine?
- What are cookies?
- What is an Internet cache?

#### SECURITY CONSIDERATIONS

- What is a protected site?
- What is a digital certificate?
- What is encryption?
- The dangers of surfing!
- Be very cautious about giving your credit card details over the Internet!
- What is a firewall?

#### FIRST STEPS WITH THE WEB BROWSER

- To open the Microsoft Internet Explorer
- The Microsoft Internet Explorer icons
- To close the Microsoft Internet Explorer
- What is a web site "Home Page"?
- To set a home (i.e. opening) page
- To display a specific web page
- To force a web page to display within a new window.
- To stop a page downloading (once it has started downloading)
- What is web page refreshing?
- To refresh a page download
- To access the built-in tutorial

#### ADJUST SETTINGS

- To hide or display toolbars within the Microsoft Internet Explorer.
- Displaying images within the Internet Explorer program
- To set Microsoft Internet Explorer to not display images
- To set Microsoft Internet Explorer to display images
- To use the browser address bar to revisit URLs
- What is the history trail cache?
- To view the history trail
- To delete the history trail

### 2) WEB NAVIGATION

#### ACCESSING WEB PAGES

- To go directly to a Web page
- To activate an Internet link
- Navigating through a Web site
- Using the Back button
- Using the Forward button
- Completing a web based form

#### USING BOOKMARKS

- What is a favourite (bookmark)?
- To add a Web page to your favourites
- To open a bookmark (favourite)

#### ORGANISING BOOKMARKS

- To create a new folder within your favourites
- To organise your favourites
- To add a web page to a particular bookmark folder
- To delete or rename a bookmark

### 3) WEB SEARCHING

#### USING A SEARCH ENGINE

- Examples of Search Engines
- Using keywords and phrases
- Don't use a single search word!
- Using + and " symbols to narrow your search
- To copy a web image from a web page to a document
- To copy a web address from a web page to a document
- To save a web page as a specific file type
- To download files from a web page to a document

#### PREPARATION

- To preview a web page before printing
- To setup your page using Microsoft Internet Explorer
- To change your web page margins

#### PRINTING

- To print a web page
- To print selected frames within a framed Web site
- To print selected text on a web page

### 4) ELECTRONIC MAIL

#### CONCEPTS / TERMS

- The structure of an email address
- The advantages of using email
- What is Netiquette?

## SECURITY CONSIDERATIONS

- What is Spam?
- Take care when dealing with unsolicited mail!
- What is a digital signature?

## FIRST STEPS WITH E-MAIL

- To start Outlook using the Start menu
- To start Outlook using the icon on the Desktop
- The Microsoft Outlook Screen
- The Microsoft Outlook Navigation Pane
- The Microsoft Outlook Standard Toolbar
- To close Outlook
- The Inbox Folder
- To open the Inbox folder
- The Inbox Screen
- To select a message
- Message Status Icons
- To check for new messages
- To read a message
- To print a message
- To delete a message
- To switch between open Message windows
- To close a Message Window
- What is the Microsoft Office Assistant?
- To display the Office Assistant
- To hide the Office Assistant
- "What is this" Help

## ADJUST SETTINGS

- To remove an Inbox heading
- To add an Inbox heading
- To display or hide a toolbar
- Quick way of displaying / hiding toolbars

## 5) MESSAGING

### READ A MESSAGE

- To flag a message
- To remove a flag mark from a mail message
- To mark a message as unread.
- To mark a message as read.
- To open an attached file
- To save a file attached to a message

### REPLY TO A MESSAGE

- To reply to the sender of a message
- To reply to the sender and all recipients of a message
- To set message reply options so that the original message is inserted, or not inserted

### SEND A MESSAGE

- To open the Inbox folder
- To create a new message
- To address an Email
- To use the Select Names dialog box
- To send a copy of a message to another address
- What is a blind carbon copy?

- To send a copy of a message to another address using blind carbon copy
- To set the message subject
- To spell check your message
- To insert a file into a message
- To open the Message Options dialog box
- To set message importance
- To set message sensitivity
- To reply to a message sent to a distribution list
- To forward a message

## DUPLICATE, MOVE, DELETE

- To select a word within the Message window
- To select a line within the Message window
- To select a paragraph within the Message window
- To select all text within the Message window
- To select text using the mouse
- To copy text to the Clipboard from a message
- To paste text from the Clipboard into a message
- To copy text from one message to another
- To cut text to the Clipboard from a message
- To paste text from the Clipboard into a message
- To move text from one message to another
- To copy text from another application into a message
- To delete text in a message
- To delete text to the left of the insertion point
- To delete text to the right of the insertion point
- To delete an attached file from a message

## 6) MAIL MANAGEMENT

### TECHNIQUES

- How to manage your emails

### USING ADDRESS BOOKS

- What is an address book?
- To create a new address book distribution list
- To add an email address to a distribution list
- To remove an email address from a distribution list
- To add the sender of a message to your address book

### ORGANISING MESSAGES

- To search for a message
- To search for a message by sender, subject or content
- To create a new mail folder
- To move a message to a different folder
- To sort the contents of the Inbox
- To delete a message
- To open the Deleted Items Folder
- To restore a message from the Deleted Items Folder
- To empty the Deleted Items Folder
- To automatically empty the Deleted Items Folder when you exit Outlook

### PREPARE TO PRINT

- What printing options are available?
- To preview a message prior to printing
- To choose what to print