

Computer Skills Placement Objectives

Information and Communication

Concepts/Terms

Understand and distinguish between the Internet and the World Wide Web (WWW).

Define and understand the terms: HTTP, URL, hyperlink, ISP, FTP.

Understand the make-up and structure of a Web address.

Know what a Web Browser is and what it is used for.

Know what a Search Engine is and what it is used for.

Understand the terms cookie, cache.

Security Considerations

Know what a protected Web site is, (use of username and password).

Know what a digital certificate is.

Know what encryption is and why it is used.

Be aware of the danger of infecting the computer with a virus from a downloaded file.

Be aware of the possibility of being subject to fraud when using a credit card on the Internet.

Understand the term firewall.

First Steps with the Web Browser

Open (and close) a Web browsing application.

Change the Web browser Home Page/ Start page.

Display a Web page in a new window.

Stop a Web page from downloading.

Refresh a Web page.

Use available Help functions.

Adjust Settings

Display, hide built-in toolbars.

Display, hide images on a Web page.

Display previously visited URL's using the browser address bar.

Delete browsing history.

Web Navigation

Accessing Web Pages

Go to a URL.

Activate a hyperlink/image link.

Navigate backwards and forwards between previously visited Web pages.

Complete a Web-based form and enter information in order to carry out a transaction.

Using Bookmarks

Bookmark a Web page.

Display a bookmarked Web page.

Organizing Bookmarks

Create a bookmark folder.

Add Web pages to a bookmark folder.

Delete a bookmark.

Web Searching

Using a Search Engine

Select a specific search engine.

Carry out a search for specific information using a keyword, phrase.

Combine selection criteria in a search.

Duplicate text, image, URL from a Web page to a document.

Save a Web page to a location on a drive as a txt file, html file.

Download text file, image file, sound file, video file, software, from a Web page to a location on a drive

Preparation

Preview a Web page.

Change Web page orientation: portrait, landscape. Change paper size.

Change Web page margins top, bottom, left, right.

Printing

Choose Web page print output options such as: entire Web page, specific page(s), specific frame, selected text, number of copies and print.

Electronic Mail

Concepts/Terms

Understand the make-up and structure of an e-mail address.

Understand the advantages of e-mail systems such as: speed of delivery, low cost, flexibility of using a Web-based e-mail account in different locations.

Understand the importance of network etiquette (netiquette) such as: using accurate descriptions in e-mail message subject fields, brevity in e-mail responses, spell checking outgoing e-mail.

Security Considerations

Be aware of the possibility of receiving unsolicited e-mail.

Be aware of the danger of infecting the computer with a virus by opening an unrecognized mail message, an attachment contained within an unrecognized mail message.

Know what a digital signature is.

First Steps with E-mail

Open (and close) an e-mail application.

Open a mail inbox for a specified user.

Open one, several mail messages.

Switch between open messages.

Close a mail message.

Use application Help functions.

Adjust Settings

Add, remove message inbox headings such as: sender, subject, date received.

Display, hide built-in toolbars.

Messaging

Read a Message

Flag a mail message. Remove a flag mark from a mail message.

Mark a message as unread, read.

Open and save a file attachment to a location on a drive.

Reply to a Message

Use the reply, reply to all function.

Reply with, without original message insertion.

Send a Message

Create a new message.

Insert a mail address in the 'To' field.

Copy (Cc), blind copy (Bcc) a message to another address/addresses.

Insert a title in the 'Subject' field.

Use a spell-checking tool if available and make changes such as: correcting spelling errors, deleting repeated words.

Attach a file to a message.

Send a message with high, low priority.

Send a message using a distribution list.

Forward a message.

Duplicate, Move, Delete

Duplicate, move text within a message, or between other active messages.

Duplicate text from another source into a message.

Delete text in a message.

Delete a file attachment from an outgoing message.

Mail Management

Techniques

Recognize some techniques to manage e-mail effectively such as creating and naming folders, moving messages to appropriate folders, deleting unrequired e-mail, using address lists.

Using Address Books

Create a new address list/distribution list.

Add a mail address to an address list.

Delete a mail address from an address list.

Update an address book from incoming mail.

Organizing Messages

Search for a message by sender, subject, mail content.

Create a new folder for mail.

Move messages to a new folder for mail.

Sort messages by name, by date.

Delete a message.

Restore a message from the mail bin/deleted items folder.

Empty the mail bin/deleted items folder.

Prepare to Print

Preview a message.

Choose print output options such as: entire message, selected contents of a message, number of copies and print.