

Send & Retrieve Information over the Internet using Browsers & Email (2007)

ICAU1133B



Ref No: DDICAU337

Elements of Competency **Access the internet**

- Open an internet browser and set a home page of personal choice by setting internet options
- Adjust the display of the internet browser to suit personal requirements
- Modify toolbar to meet user and internet browser needs
- Access a particular website, note privacy and other conditions of use and retrieve data
- Enter a uniform resource locator (URL), in the address line of the internet browser

Search the internet

- Locate and select appropriate search engine and define search expressions based on the data required
- Save search expression results and present them in a report according to the information requirements
- Create a bookmark within the internet browser or a link for the required web page and save it in a bookmark folder
- Modify the internet browser options for printing and print a web page
- Close the internet browser

Research and apply 'netiquette' principles

- Select search engine and using key word search research the concept of netiquette (or web etiquette)
- Review rules of good online manners from at least two netiquette sites
- Develop a personal list of netiquette principles to be applied to email and newsgroup discussions
- Check that these are consistent with organisational policies

Send and organise messages

- Open an email application package and create a new email message
- Add addressee to the email message
- Compose the text of an email message according to organisational guidelines
- Create and add an automatic signature for the user, so that it appears automatically in every new email message that the user creates
- Attach files to the email message, using the attachment feature
- Determine and set a priority for an email message and spell check and edit text as required
- Send the email message
- Reply to received messages and forward as appropriate, using the carbon copy and forward features
- Open and save an attachment to the relevant folder
- Search for an email message and set a priority setting or delete as necessary
- Sort inbox according to sender's name and date received
- Save email messages in a folder
- Compact folder to save space
- Print an email message

Create an address book

- Manually add an email address to the email package address book
- Update the address book by transferring the email address from a received message
- Create a distribution list and send out email message

No of Pages 124

Audience This manual is aimed at people who are studying the Certificate I in Information & Communications Technology ICA10105. It covers the core unit of ICAU1133B Send and Retrieve Information over the Internet using Browsers and Emails. This manual is a learning resource and is not an assessment tool.

Pre-requisites Basic keyboarding skills.

Course Length In a training environment this manual is suitable for approximately one day.

Course Structure The course contains instructor lead exercises as well as examples completed at the students' own pace.

What is the Internet?

Internet Explorer
The Explorer Screen
Internet Terminology

Typing a Web Address

Browsing from Page to Page
The Standard Buttons in the toolbar
Addresses and Links Exercise

Printing a Web Page

Printing Links and Linked Documents
Typing an Incorrect Address

Searching the Web

Starting the Search
Search Results
Search Exercise
Another Search
Using Google
Using Yahoo!
Search Expressions

Using Full Screen

Modifying a Toolbar

Working with Graphics

Downloading a Graphic
Using a Graphic as Background
The Quick Launch Toolbar
Removing the Display of Graphics
Copyright Issues

Page Setup

Screen Resolution

Using History

History Options

Favourites

Locating a Favourite Site
Creating a new Folder
Displaying a Favourites Site
Adding a Favourite - a Shortcut
Deleting Favourites

Your Home Page

Changing your Home Page

Netiquette

Netiquette Rules
Netiquette Exercise

Starting Outlook

The Navigation Pane

The Mail Folder

Inbox

Creating a Message

Addressing a Message
High Importance

Viewing Sent Messages

Reading a Mail Message
Replying to a Message
Forwarding a Message
Printing a Mail Message

Message Options

Cc and Bcc fields
Setting a Sensitivity flag
Flagging the message for Follow up
Directing replies to another person

Signatures

Creating a new Signature
Formatting the Signature
Default Signatures
Using the Signature
Removing the Signature as Default

Creating an e-mail Folder

Folder Contents
Folder Location
Moving Mail Messages

Stationery and Themes

Mail Attachments

Attaching a File
Saving an Attachment
Previewing & Opening an Attachment

Address Books

Using the Address Book
Distribution Lists
Sending Mail to a Distribution List
Updating the Address Book

AutoArchiving

Turning on AutoArchive
AutoArchive Options
Setting Folder Properties
Retrieving Archived Items

Finishing Up

Exiting from Outlook