

# Access and Use the Internet (Vista/IE7/Outlook 2007)

ICPMM263B



Ref No: DDICP637

## Elements of Competency

### Identify and use local resources

- Installed Internet software applications and their purposes are identified
- Internet software applications are used online and offline
- Extracting (decompressing) software and virus scanners are used on downloaded files
- Identify Internet connection and protocols
- Applications and files are downloaded and installed correctly
- Potential security risks are identified and avoided

### Identify and use remote resources

- Websites are navigated to locate required information
- Files and documents are accessed using the Internet (world wide web) search engines
- The Internet is browsed to find related sites via links
- Files are retrieved from an FTP repository
- Emails are sent, downloaded, read, responded and saved to
- Files attached to incoming email are retrieved and attached files are sent
- Newsgroups relevant to the industry are accessed

Number of Pages

97

Audience

This manual is aimed at people who are studying the Certificate II in Information & Communications Technology ICA20105. It covers the core unit of ICPMM263B Access and use the Internet (Vista/IE7/Outlook 2007). This manual is a learning resource and is not an assessment tool.

Prerequisites

Skills to the level required in ICAU1128B – Operate a Personal Computer (**Order Code: DDICAU28A or DDICAU287**). Basic keyboarding and mouse skills.

Course Length

In a training environment this manual is suitable for approximately 4 hours.

Course Structure

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

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## **Internet software applications**

Software Applications  
Identifying Installed Software  
*Browsing the Start Button*  
*Browsing the Taskbar*  
*Using the Control Panel*  
*Using your Browser*  
Specifying Default Programs  
Exercise - Software Applications

## **Internet Connections**

Determining Existing Connections  
*Connection Properties*  
Setup a Dial-Up Internet Connection  
*Location Information*  
Connecting through Internet Explorer  
Using a Connection  
*Where is the Connection?*  
Disconnecting  
Setup a Broadband Internet Connection  
Connection  
*Installing a cable modem:*  
To Connect Via Broadband  
To Connect Via a Wireless Connection

## **Troubleshooting Connections**

*Error codes*  
*Cannot establish a Dial-up Connection*  
*A connection to the server cannot be established*  
*Connection times out*  
*Other Troubleshooting Ideas*  
Saving a Web page  
Viewing the Page

## **Archives**

*Advantages*  
Why use Archives?  
*File Transfer Protocol*  
Archive formats  
Recognising a Compressed File  
Downloading a Zip File  
*File Location*  
Uncompressing the Archive

## **Self-Extracting Zip Files**

Recognising a Self-Extracting File  
Downloading a Self-Extracting File  
Running the Self-Extracting File  
*Exercise*

Handy Internet Site

*Results*

Shareware and Other Licence Types

*Licence Types*

Licence Types Exercise

## **Computer Viruses**

*Protecting your PC*  
Common Virus Types

## **Scanning a Folder**

Virus Results  
Scanning a Folder or File – Shortcut  
*Exercise*

## **Working with Email**

*Starting the Message*  
Addressing a Message  
*Choosing a Name*  
*Message Subject*  
*Message Content*  
High Importance  
*Sending the Message*  
*Notes on Sending a Message*  
Viewing Sent Messages  
Reading a Mail Message  
Replying to a Message  
Forwarding a Message

## **Emails and Viruses**

Saving an Attachment  
Saving the Attachment  
Opening an Attachment  
*The Warning Message*  
Scanning an Attachment for a Virus

## **Offline Email**

Checking Offline Status  
Downloading the Address Book  
Controlling Offline Settings  
Working Offline  
Synchronize Email Folders

## **Newsgroups**

## **Internet Glossary**

### **Internet Connections**

*Dial-up Connections*  
*Broadband Connections*  
*LAN connections*  
*External Activity*

### **Internet Security**

Security Zones  
*Viewing Security Zones*  
*Security Zones*  
*Internet Zone*  
*Local Intranet Zone*  
*Trusted Sites Zone*  
*Viewing Sites in this Zone*  
*Restricted Sites*