

Access and Use the Internet (Win XP/IE6&7/Outlook 03 & 07)



ICPMM263B

Ref No: DDICP63A

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

114

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 (Win XP/IE6&7/Outlook 2003 & 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

Installing a cable modem:

To Connect Via Broadband

Troubleshooting Connections

Error codes
Cannot establish a Dial-up Connection
A connection to the server cannot be established
Connection times out
Other Troubleshooting Ideas

Offline Web Pages

Making pages available for offline viewing

The Schedule

Password

Synchronizing Manually

Viewing an Offline Page

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

File Location

Computer Viruses

Protecting your PC

Common Virus Types

Scanning a Folder

Virus Results

Scanning a Folder or File – Shortcut
Exercise

Working with Email

Outlook 2007

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

Outlook 2003

Starting the Message

Addressing a Message

Choosing a Name

Message Subject

Message Content

High Importance

Sending the Message

Notes on Sending a Message

The Outbox

Viewing Sent Messages

Reading a Mail Message

Replying to a Message

Forwarding a Message

Printing a Mail Message

Previewing a Message

Closing a Message

Offline Email

Checking Offline Status

Marking a Folder as Offline

Downloading the Address Book

Controlling Offline Settings

Working Offline

Synchronize Email Folders

Emails and Viruses

Saving an Attachment

Opening an Attachment

The Warning Message

Scanning an Attachment for a Virus

Saving the Attachment

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Opening an Attachment
The Warning Message
Scanning an Attachment for a Virus
Self-Extracting Zip Files
Recognising a Self-Extracting File
Downloading a Self-Extracting File
File Location
Running the Self-Extracting File
Exercise
Handy Internet Site
Results
Shareware and Other Licence Types
Licence Types
Licence Types Exercise
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