

<b>Computer Skills Placement Objectives</b>	
<b>Information and Communication</b>	
<b>The Internet</b>	
<i>Concepts/Terms</i>	
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.	
<i>Security Considerations</i>	
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.	
<i>First Steps with the Web Browser</i>	
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.	
<i>Adjust Settings</i>	
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.	
<b>Web Navigation</b>	
<i>Accessing Web Pages</i>	
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.	
<i>Using Bookmarks</i>	
Bookmark a Web page.	
Display a bookmarked Web page.	
<i>Organizing Bookmarks</i>	
Create a bookmark folder.	
Add Web pages to a bookmark folder.	
Delete a bookmark.	
<b>Web Searching</b>	
<i>Using a Search Engine</i>	
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
<i>Preparation</i>
Preview a Web page.
Change Web page orientation: portrait, landscape. Change paper size.
Change Web page margins top, bottom, left, right.
<i>Printing</i>
Choose Web page print output options such as: entire Web page, specific page(s), specific frame, selected text, number of copies and print.
<b>Electronic Mail</b>
<i>Concepts/Terms</i>
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.
<i>Security Considerations</i>
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.
<i>First Steps with E-mail</i>
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.
<i>Adjust Settings</i>
Add, remove message inbox headings such as: sender, subject, date received.
Display, hide built-in toolbars.
<b>Messaging</b>
<i>Read a Message</i>
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.
<i>Reply to a Message</i>
Use the reply, reply to all function.
Reply with, without original message insertion.
<i>Send a Message</i>
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.
<i>Duplicate, Move, Delete</i>
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.
<b>Mail Management</b>
<i>Techniques</i>
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.
<i>Using Address Books</i>
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.
<i>Organizing Messages</i>
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.
<i>Prepare to Print</i>
Preview a message.
Choose print output options such as: entire message, selected contents of a message, number of copies and print.