

# Essential Skills for Digital Literacy

## Module C: Living Online Using Microsoft Windows Vista

Courseware 1173



### Course Description

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This module includes the knowledge and skills required to identify common terminology associated with computer networks and the Internet, components and benefits of networked computers, the difference between different types of networks (LAN and WAN), and how computer networks fit into other communications networks (like the telephone network).

### Courseware Outline

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#### Unit 1: Getting Connected

##### Lesson 1: Networking Fundamentals

- Objectives
- What is a Network?
- Where the Personal Computer Fits
- Networking Standards
- Connecting to a Network
- Benefits of Networking
- Disadvantages of Networking
- Summary
- Review Questions

##### Lesson 2: Looking at the Internet

- Objectives
- Introducing the Internet
- Connecting to the Internet
- Types of Connections
- Recognizing Intranets and Extranets
- Summary
- Review Questions

##### Lesson 3: Understanding E-mail Fundamentals

- Objectives
- What is Electronic Mail?
- Internal Mail
- Internet E-mail
- Understanding an E-mail Address
- Looking at E-mail Components
- Using E-mail Options
- Using E-mail Appropriately
- Managing Spam
- Understanding Bad Netiquette
- Identifying Common E-mail Problems
- Summary
- Review Questions

##### Lesson 4: Using Windows Mail & Contacts

- Objectives
- What is Windows Mail?
- Using the Folder List
- Sending Messages
- Receiving Messages
- Attaching Files
- Managing Messages
- Working with Windows Contacts
- Performing Some Maintenance
- Summary
- Review Questions

#### Unit 2: Using the Internet

##### Lesson 1: Getting Started

- Objectives
- Understanding Basic Terminology
- Using the Uniform Resource Locator (URL)
- Looking at the Home Page
- Understanding the Domain Name Format
- Identifying Other Elements
- Summary
- Review Questions

##### Lesson 2: Looking at Web Browsers

- Objectives
- Using a Web Browser
- Looking at Mailing Lists
- Subscribing to a Newsgroup (Usenet)
- Summary
- Review Questions

##### Lesson 3: Using Microsoft Internet Explorer

- Objectives
- Getting Started
- Looking at the Screen
- Summary
- Review Questions

##### Lesson 4: Using Information from the Web

- Objectives
- Printing a Web Page
- Downloading Information
- Customizing the Web Browser
- Summary
- Review Questions

##### Lesson 5: Searching for Information

- Objectives
- "Surfing" the Internet
- Searching a Specific Web Site
- Using Directories
- Using Portal Sites
- Using Search Engine Technology
- Narrowing the Search
- Using Boolean Terms
- Summary
- Review Questions

##### Lesson 6: Qualifying the Information

- Objectives
- Evaluating the Information
- Having an Impact on Society
- Benefits of Using Computers
- Summary
- Review Questions

##### Lesson 7: The Risks of Computing

- Objectives
- Protecting Your Data or Computer
- Understanding Data Security
- Establishing a Safe Working Environment
- Using Ergonomics
- Understanding Viruses
- Summary
- Review Questions

##### Lesson 8: Using the Internet Responsibly

- Objectives
- Restricting Access
- Recognizing Copyright Issues
- Identifying Ethical Issues
- Protecting Yourself
- Keeping Up with Technology
- Looking at Personal Responsibilities
- Summary
- Review Questions