# ECDL Information & Communication with MS Internet Explorer 5.0 Module 7
## A One Day Course

## Course Aims:

This course is designed to prepare students for the ECDL module 7 examination. The course will allow students to browse the world wide web and send e-mail using Microsoft Internet Explorer 5.0. The course closely follows ECDL syllabus version 3.0, but can also be used in conjunction with the earlier syllabus, version 1.5.

**This courseware is approved by the ECDL Foundation for use with syllabus version 3.0.**

## Course Outline:

***Getting Started with Internet Explorer 5.0***
· What is the Internet?; Starting Internet Explorer
· The Internet Explorer Screen; Getting Help
· Exiting Internet Explorer
***Browsing Web Pages***
· What is a Web Page?; Browsing the Web
· The Back and Forward Buttons
· The Stop and Refresh Buttons
· The Home Page; Full-Screen Browsing
· Links and the Browser; Finding Items on a Page
· Opening HTML Files; Internet Explorer 5.0 SpeedKeys
***The Internet***
· What is a Network? What is the Internet?
· Who is in Charge of the Internet?
· What is the Internet For? Connecting to the Internet
***Browsing the World Wide Web***
· Uniform Resource Locators (URLs)
· Jumping Directly to URLs; Returning to a URL
· Links to Favourite URLs
· Browsing and Creating Favourite Links
· Organising Your Favourites List; The Links Toolbar
***Security***
· Security Zones; Securing Transactions; Content Advisor
***Searching for Information on the Web***
· How Search Engines Work; Using the Search Assistant
· Search Operators and Syntax
· Using Different Search Engines
· Using a Web Directory

***Working Offline and Downloading Files***
· Browsing a Website Offline
· Managing Offline Content
· Saving, Editing and Printing Pages
· Downloading Files
***Internet Mail and Newsgroups***
· Internet Explorer and E-mail
· Internet E-mail Addresses
· Sending an Internet E-mail with Outlook Express
· Receiving and Replying to E-mail Messages
· Working with File Attachments
· Organising the Inbox
· Sorting and Highlighting Messages
· Finding a Message; Using Message Tools
· Moving and Copying Text; Using an Address Book
· Newsgroups; Joining a Newsgroup Using Outlook Express
· Posting and Retrieving Newsgroup Messages
· Using Another Program to Send E-mail
***Customising Your Browser***
· Making Pages Load Quicker
· Setting Disk Space/Cache Usage
· Customising the Toolbars
· Changing the Look of Web Pages
***Appendix - Glossary of Internet Terms***
***Appendix - E-mail Do's and Don'ts***
***Appendix - Computer Viruses and E-mail***
***Appendix - Advanced Search Syntax***

## Target Audience:

Anyone wanting to browse and search the world-wide web and use Internet e-mail.

## Assumed Knowledge:

Basic familiarity with PCs and experience of using Windows is required, gained either from the work place or by attendance on a "Using the Computer and Managing Files" course. Some experience of using a word processor such as MS Word would be beneficial but not essential.