

Working towards ECDL

Information and Communication Module

Task 1

What is the Internet?

The Internet is basically an **international network** of computers. These computers are switched on 24 hours a day, 365 days a year, so when you are connecting to the internet you are linking your computer into this worldwide web of constant information. You can't plug directly into that network, so you go through what is called an Internet Service Provider (ISP). They literally provide the link from your computer to another computer which holds the information you need, whether that be in the next street or on the other side of the world. Distance has no meaning on the internet.

Once the link has been established, what can you do with it? There are four basic avenues of the internet which you can access. Using these four avenues means that you can use the internet to communicate worldwide in seconds rather than in days or weeks. This can save you time, effort and money, and it can all be done without having to leave your home or office.

The four areas are: The worldwide web:www, E-mail, Newsgroups, Internet chat. These will be explained in detail as we go through the course.

What can you do on the internet?

Nearly everything can be done using the internet. For instance finding information about a particular union, research topics of interest i.e. health and safety regulations. You can also book a holiday, read today's newspaper, check bank balances, check the latest sports results, purchase items, contact friends and family worldwide and research topics of interest. The advantage with the internet is that the shops or services are available 24 hours a day, 365 days a week.

Getting Started

Throughout the module, tasks will be set for you to work through at your own pace. At any time you need help, please don't hesitate to ask! On each task sheet it will show, what you will be aiming to complete and on the reverse side will be the methodology (how to complete the task).

Task 1a

Switch on the computer and start up Internet Explorer.

Task 1b

Locate the trade union studies web site and answer the following questions:

- ❑ What is the postal address for the new trade union studies centre?
- ❑ What are the telephone and fax numbers?
- ❑ Which IT module is being offered on a Monday evening next term.?
- ❑ Can you find the Disability Discrimination Act information within the trade union website? What buttons did you have to click to get to the reach the legislation?
- ❑ What other regulations may be useful to you?
- ❑ Through the trade union studies website, can you link yourself to your own union? How will this be useful to you?
- ❑ What other web links will be useful to you?

Methodology**Task 1a**

To turn on the computer press the on/off button. This is usually found on the front of the computer. The monitor should switch itself on at this point. The computer will now begin to **BOOT UP**. This is the process where the computer checks all the parts of the computer and starts to load up the **OPERATING SYSTEM**, which allows you to run programs. You should now see a blue screen with a series of small pictures on it called **ICONS**. Each icon represents a program or application that you can use.



Take hold of the mouse and move it from side to side and up and down; notice how the arrow on the screen (called the **CURSOR**) moves with it. Notice there are two buttons on the mouse (some

have three, the centre one having no use in Windows applications). There are four main mouse operations, Click, Double Click, Right click and Drag.

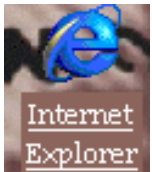
Clicking only once on an icon is used when selecting things and to move the typing position within the document.

Double clicking selects the icon and tells the computer to start that program.

Right click around the selected section within a document is normally a shortcut instead of reaching for the toolbar at the top of your screen.

Dragging is commonly used when you highlight a section of a document that you wish to change the format of i.e. bold, underline, cut, copy and paste.

Opening Internet Explorer

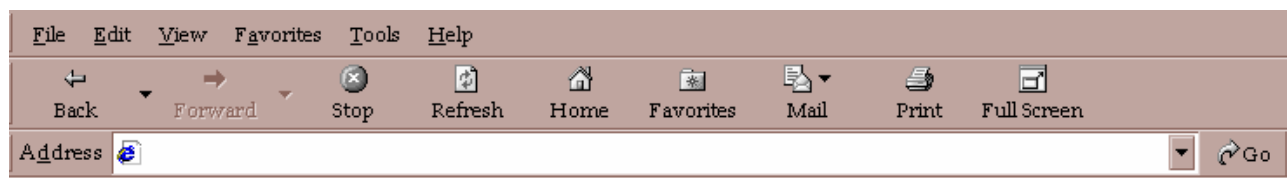


Find the Internet Explorer icon. With the mouse move the cursor over this icon. This time, click the left hand mouse button twice in quick succession. This is called double clicking. If you have doubled clicked correctly Internet Explorer will start, if not try again.

An alternative way of starting the Internet Explorer is to choose Start → Programs→Internet Explorer.

Once you have started Internet Explorer you will see a number of words and pictures (called icons) at the top of your screen. These are various tools and options available to you. Don't worry if it all looks very complicated as all these will be explained.

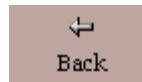
Internet Explorer Toolbar



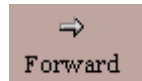
As with Microsoft Office applications such as Word, Excel, Internet Explorer includes a Standard Toolbar. That offers fast, one-click access to commonly used actions.

If the Standard Toolbar is not currently shown on your screen choose View → Toolbars → Standard Buttons to display it

Moving through a series of web pages



Back button: Returns you to the previously displayed web page.



Forward button: Reverses the effect of pressing the back button.

Browsing with the Address Bar

When you visit a web page, notice that its web address is displayed in the area immediately above the Internet Explorer main window. This is called Address Bar.



You can also use the Address Bar to enter a web address. Although the Address Bar always displays 'http://' before a web address, you need not type 'http://' when entering an address in the Bar.

If the Address Bar is not currently shown on your screen, choose View → Toolbars → Address Bar to display it.

What is a web address?

A website is a collection of pages on the Web owned by an individual or an organisation. The first page of a website is the home page. Every web page has a unique address. This is known as a Uniform Resource Locator (URL). It usually begins with 'http://www'. http stands for Hyper Text Transfer Protocol and tells the web browser that it is looking for a web page. Most modern browsers have 'http://' stored so you can start at 'www'. i.e. www.tradeunionstudies.com

The text after the www shows the domain name, the organisation's name e.g. tradeunionstudies, the type of site e.g. .co and .com. ac is an academic community and the country e.g. .uk

The **dots** are **important** in a web address and the address must be spelt correctly, sometimes URLs are longer because they include the pathname to the web page i.e. www.bbc.co.uk/weather/worldweather/europe/index.shtml

Folders where the information is stored

Name of the page document

Task 1b

To locate the trade union studies website. Click anywhere in the Address Bar. Use the backspace or delete key to remove the current displayed web address.

Type the following web address in the bar:

www.tradeunionstudies.com

click Go or press the enter key.

Internet Explorer now displays the front page of the trade union studies website.

Practice your web browsing skills by clicking around the site and by scrolling up and down each displayed web page.

Find the answers to the questions set out in task 1b (page 2).

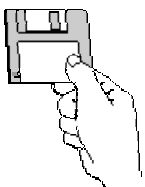
Making a note of your answers

Instead of handwriting your answers, Microsoft Office enables the user to open more than 1 application. For keeping a record of what you have found, you can note these in WORD. This is a word processing package for writing documents, letters, memos etc.

To do this, minimise Internet Explorer so that it appears at the bottom of the screen. Locate and open Microsoft Word.

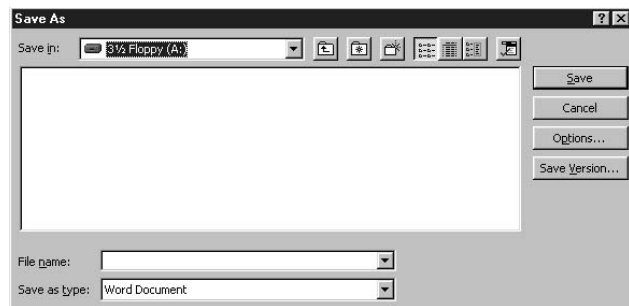
To switch between the 2 applications, click onto the one you want at the bottom of the screen in the status bar.

Saving your Word document to your floppy disk



Hold your course disk as shown below, label side up, cover to the front and place in the computer's floppy disk drive. Push it until it clicks.

Before starting a job, is a good idea to save the blank file to your disk. You can then save the file as you work in case anything goes wrong! Click File - Save As to display this panel:



Click on the downward arrow to the right of Save in: and select the 3½" floppy (A) disk drive.

Next Click in the File name box and type your file name, Task1. In the box below make sure that Save as type box shows 'Word Document. If not, click on the downward arrow and select Word Document.

Finally click on the Save button. Notice the light on the disk drive comes on. This verifies that you have saved to your own disk and not some other part of the system. You are now ready to start typing your document. This may have seemed a long process but before long you will do this almost without thinking. Here are a few points to remember when typing your document.

- ❑ The computer decides when it is time to start a new line so just keep typing.
- ❑ When using full stops, commas etc the punctuation mark should follow the last letter, then a space, then start the next word e.g. Hello, How are you?
- ❑ To type a capital letter, or a symbol shown at the top of the key (e.g. the & sign above the 7) press and hold the shift key then press the letter / symbol you require.
- ❑ To start a new paragraph (leave a blank line) press the enter key twice.