

# Working towards ECDL

## Information and Communication Module

### Task 2

#### Browsing and Favorites

In this task you will practice and learn how to browse a specific site and collect data, open a hyperlink or an image link and return to the original page and save and retrieve a saved web page.

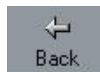
#### Task 3a Using hyperlinks

Web pages have links (called hyperlinks) that you can click on to take you to other places within the current site or to other websites. Locate the BBC website at [www.bbb.co.uk](http://www.bbb.co.uk) and find your way to the TV guide to see what is on today.

When you move the mouse pointer over a hyperlink, the pointer changes to a hand with the index finger pointing upwards. Click the left mouse button once.

#### Methodology

While connected onto the internet, in the address bar type in [www.bbb.co.uk](http://www.bbb.co.uk) Then locate the TV link, then click onto the link for the appropriate channel. See the information you are looking for. To return back to the original page, click on the



Back button

#### Task 3B Saving a list of your favorite web sites

When you find a site that you would like to use again, it is often easier to save the address of the site in a place known as Favorites or Bookmarks. Save the BBC website in your favorites lists.

#### Methodology

To save the BBC website, from the Toolbar, select Favorites - Add to Favorites - OK.

Task 3C Organising favorites

Web sites can also be placed into folders so that the saved sites do not become unmanageable. For instance if you have other users using in the internet, you could create folders for mum, dad, son, daughter etc. Create a folder for yourself. Then try storing and retrieving the website.

**Methodology**

From the favorites menu, select Organise Favorites. A panel like below will appear:



Click on Create Folder and then enter the name for the new folder and press Enter - Close.

To move websites into your folder, first highlight the site from the list and click the Move to Folder, then select the destination.

Deleting a folder

To remove a folder, right click and select delete. Another panel will appear asking you to confirm.

Deleting a browsing history

To do this, click the history icon in the tool and a panel will appear to the left of the screen.

Right click and select delete.

