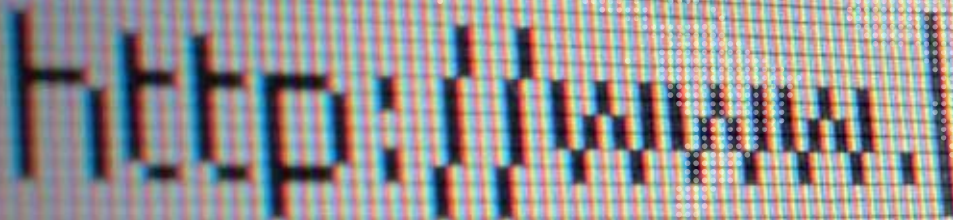


ECDL / ICDL Module 7 – Web Browsing and Communication



WHAT IS ECDL / ICDL MODULE 7 - WEB BROWSING AND COMMUNICATION?

The first section, Web Browsing, requires candidates to understand some of the concepts and terms associated with using the Internet and to appreciate some online security considerations. In the second section, Communication, candidates will learn to understand some of the concepts of electronic mail (email) and gain the ability to use email software to send and receive messages, and to attach files to mail messages.

On completion of the Web Browsing section the candidate will be able to:

- Understand what the Internet is and common terms associated with it.
- Be aware of some security considerations when using the Internet.
- Accomplish everyday web browsing tasks, including changing browser settings.
- Search for information; complete and submit web-based forms.
- Save web pages; download files from the web; copy web content into a document.

On completion of the Communication section the candidate will be able to:

- Understand what email is; know some advantages and disadvantages of its use; be aware of other communication options.
- Be aware of network etiquette and security considerations when using email.
- Create, spell check and send email; reply to and forward email; handle file attachments and print email.
- Be aware of ways to enhance productivity when working with email software.
- Organise and manage email.

HOW DO I GET STARTED?

To find out more about this module's syllabus and training materials and to locate your nearest accredited test centre, please visit www.icdlgcc.org/programmes

WHAT ARE THE BENEFITS OF THIS MODULE?

The following outlines the benefits of ECDL / ICDL Module 7 - Web Browsing and Communication:

- Provides a clear, easy-to-follow programme.
- Explains the basic concepts behind using a web browser and email in a straightforward way.
- Applicable to a variety of web browsers and email software.
- Provides the candidate with the skills to safely browse and search the web, and communicate using email.
- Developed with input from computer users, subject matter experts, and practising computer professionals from all over the world - ensures relevance and range of module content.

SYLLABUS OVERVIEW

CATEGORY	SKILL SET
The Internet and Web Browsers	<ul style="list-style-type: none"> • Concepts/Terms • Security Considerations • Basic Browsing • Settings • Navigation • Bookmarks
Using the Web	<ul style="list-style-type: none"> • Forms • Searching • Saving Files • Prepare and Print
Electronic Communication	<ul style="list-style-type: none"> • Concepts/Terms • Security Considerations • Email Theory
Using Email	<ul style="list-style-type: none"> • Send an Email • Receiving Email • Enhancing Productivity
Email Management	<ul style="list-style-type: none"> • Organise • Address Book