

# Learn how to use Digital Literacy Skills to Access Microsoft Edge

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## Topics

### Healthy Computing

- Setting Up an Ergonomic Workstation
- Activity - Ergonomic Workstations
- Breaks and Exercises
- Research - Breaks and Exercises
- Healthier Computer Screens
- Activity - Healthier Computer Screens
- A Good Working Environment
- Social Problems of Computer Addiction

### About the Internet

- The Internet and the World Wide Web
- Connection Requirements
- Understanding Web Browsers
- Understanding Search Engines
- Understanding Web Addresses
- Key Terms and Internet Jargon
- Cookies and Caches
- Understanding Netiquette
- Activity Netiquette
- Checking Organisational Netiquette Policies

### Computer Hardware

- Types of Computers
- The Main Parts of a Personal Computer
- Computer Peripherals
- Device Connections
- Connecting Peripherals Wirelessly
- Activity - Hardware for Connecting to the Web

### Getting Connected

- Before You Begin
- Creating an Internet Connection
- Testing an Internet Connection

## Microsoft Edge Basics

- Starting Microsoft Edge From the Desktop
- The What's New and Tips Screen
- The Microsoft Edge Screen
- Working with the Hub
- Displaying the Favourites Bar
- Going to a Specific URL
- Reading View
- Controlling the Browser Window Size
- Activating a Hyperlink
- Activating an Image Link
- Closing Microsoft Edge

## Searching the Web

- Understanding How to Search Effectively
- Using the Address Bar to Search
- Adding Search Providers
- Searching Based on a Keyword
- Searching Based on a Phrase
- Combining Selection Criteria
- Finding Information on a Page
- Using Ask Cortana

## Navigating Web Pages

- Understanding the New Tab Page
- Adding New Tabbed Pages
- Working with Tabbed Pages
- Pinning Tabs
- Closing Pages
- Zooming
- Using the Back and Forward Tools
- The Browsing History
- Stopping and Refreshing Pages

## Working with Favourites

- Marking Favourite Websites
- Viewing Favourite Web Pages
- Creating a Favourites Folder
- Organising Favourites
- Adding a Website to a Favourites Folder
- Adding a Favourite to the Favourites Bar
- Deleting a Favourite
- Adding Pages to the Reading List
- Removing Pages from the Reading List
- Changing the Home Page

## Internet Security

- Understanding Encryption
- Identifying Secure Connections
- Understanding Viruses
- Understanding Identity Theft
- Understanding Firewalls
- Understanding Spam
- Understanding Phishing
- Using the SmartScreen Filter
- Understanding Cookies
- Controlling Cookies
- Working with Pop-Up Settings
- Clearing Temporary Internet Files
- Using InPrivate Browsing
- Disabling AutoComplete

## Communicating Online

- The Benefits of Email
- Email Etiquette
- Starting Gmail
- Creating a Google Account
- Signing into Gmail
- Common Gmail Page Elements
- Composing an Email Message
- Creating a New Message
- Attaching Files
- Sending the Message
- Reading Messages
- Downloading Attachments
- Replying to a Message
- Communicating with Skype

## Accessing Information

- Complying with Copyright Legislation
- Copying Text to a Document
- Copying an Image to a Document
- Copying a URL to a Document
- Files Available for Download
- Safety Issues When Downloading Files
- Downloading an Image File
- Downloading a Sound File
- Downloading Software

## Consumer Specific Websites

- Understanding Consumer Specific Sites
- Examples of Consumer Specific Sites
- Locating Consumer Specific Sites
- Finding a Flight
- Checking the Weather

## Transacting Online

- Understanding Online Transactions
- The Online Transaction Process
- Accessing Transaction Sites
- Transacting Securely Online
- Entering Required Information
- Completing the Transaction
- Online Receipts

## PayPal

- About PayPal
- Creating a PayPal Account
- Setting Up a PayPal Account
- Managing a PayPal Account
- Closing a PayPal Account

## Uploading to a Website

- Understanding Flickr
- Creating a Flickr Account
- Uploading Photos into Flickr
- Editing Photos in Flickr
- Finding Friends
- Understanding YouTube
- Signing into YouTube
- Uploading a Video into YouTube
- Deleting an Uploaded Video from YouTube