

PC Passport

INTERNET — Beginner Instructor's guide



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This guide makes up part of a suite of three documents designed to deliver the PC Passport course at Beginner level for Internet

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Welcome

Welcome to the Internet Beginner course. The Student Workbook for this course is designed to teach the topics required for the assessment of this Unit. The companion Student Exercise Booklet contains practical exercises that will reinforce the topics taught in the Workbook as well as Summary Tasks for each Learning Outcome. It is expected that the tutor leading the learner will supplement these materials with some practical assignments that are appropriate to their group.

This Instructor's Guide explains the layout and use of these manuals and gives the answers to the questions and tasks included in the Exercise booklet.

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Using the Student Workbook

The workbook has been organised into the three Learning Outcomes for this Unit. Each of these ‘sections’ contains the topics to be covered along with references to the practical exercises that the learner should complete at specific points. At the end of the ‘section’ there is a reference to that Learning Outcome’s *Summary Tasks*, which usually take the form of small projects, to help the learner consolidate what they’ve learned.

The references to the exercise booklet look like this:

Exercise 1.1

Now do Exercise 1.1 in the Exercise Booklet.

Summary Tasks

Now do the Learning Outcome 1 Summary Tasks in the Exercise Booklet.

Using the Student Exercise Booklet

The Student Exercise Booklet contains the practical sessions that the learners should undertake to consolidate their learning. Throughout each of the Learning Outcomes there are a number of exercises that will cover the topics most recently taught, and at the end of each Learning Outcome there is a Summary Tasks section. Here is a sample Summary Task from this Unit:

Task 2
Describe here the steps you would take to view the BBC main website and then save this page in the Internet – Int 1 folder on your hard drive or network drive.
<hr/>
<hr/>

Important Instructor Notes

Since Learning Outcome 3 includes the use of internet e-mail, chat rooms and newsgroups, it's important that the instructor reinforces the guidelines for safe use of the internet in a manner that is appropriate for their student group. A sample group of sites where you can find out about safety online is included in this Instructor Guide and a visit to the guidelines web page supplied by one provider is included in one of the built-in exercises in the Student Workbook.

Personal Information Considerations

Due to the real need for safety on the internet, it is recommended that each instructor creates a set of accounts for e-mail, chat and newsgroups that can be used by all students to complete the practical aspects of the course, although each provider's Terms and Conditions of use must be adhered to. Using standard accounts in this way will prevent learners having to supply their own personal information.

If accounts are created for the students, see the section of this Instructor Guide entitled **Setting Up E-mail Messages** for details of messages that should be sent to these accounts in preparation for practical exercises in that part of the course.

Chat Rooms and Newsgroups

Although the practical activities within the Student Workbook advise learners to visit chat rooms and newsgroups that relate to their interests, it's important that their use of these facilities, at least to begin with, especially in the case of younger and inexperienced users, is supervised to ensure that the rooms and groups they visit are safe and decent. An instructor may prefer to recommend rooms and groups based on their knowledge of the service that's being used.

Creating a Newsgroup

The instructor may also want to consider creating a newsgroup specifically for the course participants. The members of this group can be controlled by making it a moderated group where the instructor authorises the membership. Yahoo! is an example of a provider that allows this. The process is straightforward and the provider displays instructions at each stage in the process.

Additional Information

Setting up E-mail Messages

If the instructor will provide e-mail accounts for use by the learning group, or if they know the e-mail addresses that the students will use, the following e-mails should be sent for use during Learning Outcome 3.

Subject	quarterly meeting
Message	Please note that this meeting has been re-scheduled for next Monday at 11am. Regards, Admin Team

Subject	Monthly Sales Sheet
Message	Hi, Could you let me have a copy of last month's Monthly Sales Sheet as soon as possible please? Thanks, John

Safety Online

Although most concern for safety online is directed at children's use of the internet, there are guidelines that adults should also follow. Most sites that offer chat and newsgroup facilities have a well-publicised safety feature, and there are sites dedicated to this topic. Some examples of these sites are listed below, however, this is not exhaustive list and there may be a specific site that you are recommended to use.

www.fkbko.co.uk

'For kids by kids online' site that provides information about the use of the web, e-mail, chat rooms and mobile phones, incorporating safe use guidelines.

www.homeoffice.gov.uk/crimpol/crimreduc/internet/wiseuptothenet/

UK government site that provides documents to guide parents in keeping their children safe online.

www.safekids.com

Has links to pages explaining what the risks are and what can be done to avoid them.

www.getnetwise.org

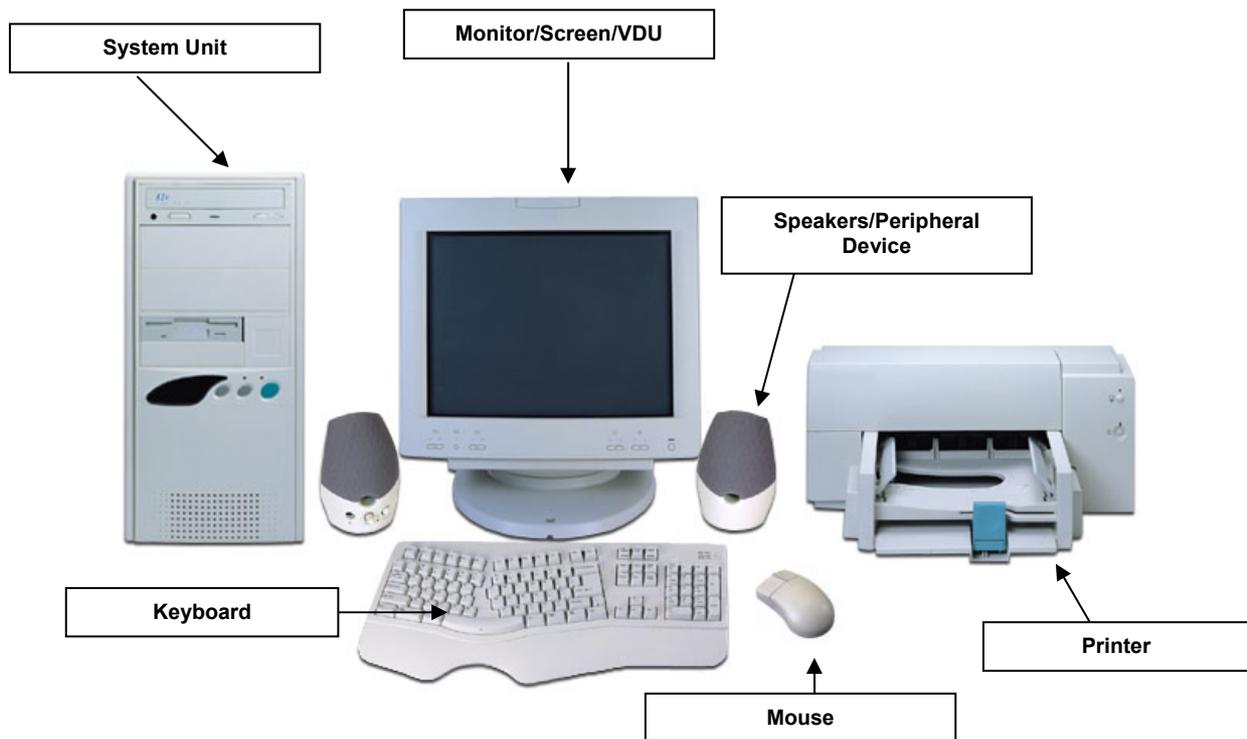
Has links to pages relating to kids' safety online as well as resources for protecting against unwanted e-mail, viruses and loss of personal information.

Answers to Written Exercises

Learning Outcome 1

Exercise 1.1

Question 1



Exercise 1.2

Question 1

- Microsoft Internet Explorer is an example of **web browser** software, and it allows you to **view web pages**.
- Microsoft Excel is **application** software and its purpose is **to create, calculate, format, edit and present numerical information**.
- Microsoft Word/Lotus WordPro/Corel WordPerfect** is an example of Word Processing software.

Exercise 1.4

Question 1

- a) An Internet Service Provider account; a communication link (modem, cable modem, ISDN line, ADSL), and a connection device (computer, mobile phone).
- b) Internet Service Provider
- c) Provides access to the internet.
- d) 56 kbps
- e) kilobits per second — data transfer rates

Question 2

The initial cost of the modem; the cost of the ISP account, and call charges.

Question 3

The web is a series of web pages and is part of the internet. The internet is made up of the web along with e-mail, chat, newsgroups and file transfer.

Question 4

The web, e-mail, chat, newsgroups and file transfer.

Question 5

Immediate, so, for example, when using chat, the message you enter appears immediately on the screens of the other users involved in the chat session.

Question 6

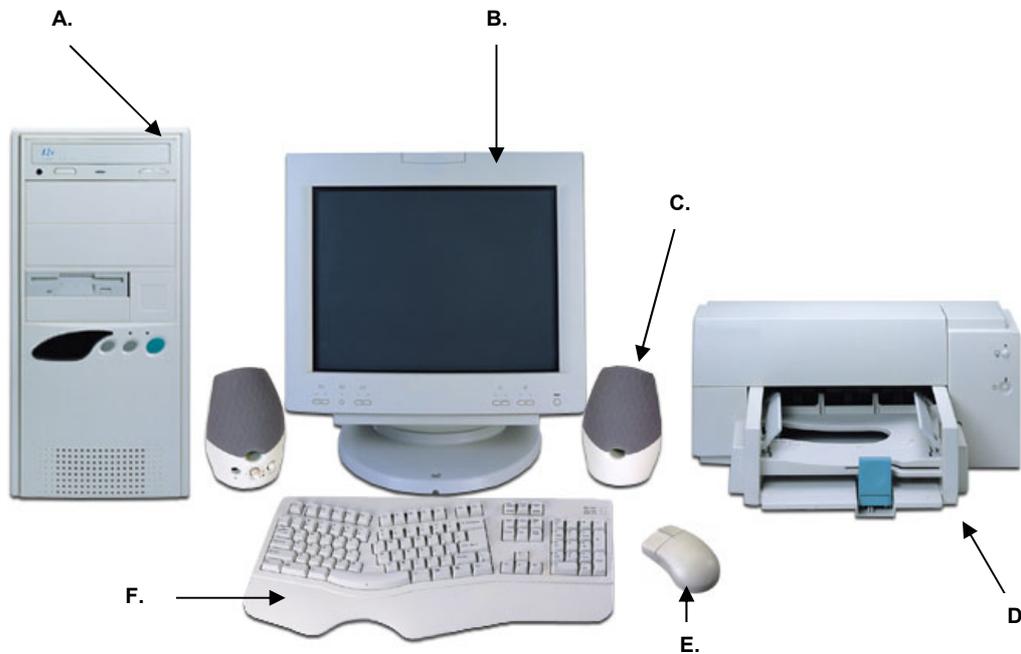
Chat

Learning Outcome 1 — Summary Tasks

Task 1

Question 1

1. Match the following pieces of hardware with their function by typing the letter of the component next to its description in the table below the diagram.



Function	Letter
Produces a hard copy of the file or page you're working with.	D
Allows you to move the pointer and select menu options when dragged across the desktop.	E
Shows what's happening on your computer.	B
Broadcast the sounds that your computer makes.	C
Allows you to enter and edit information as well as to interact with the computer.	F
Contains the motherboard and other vital components.	A

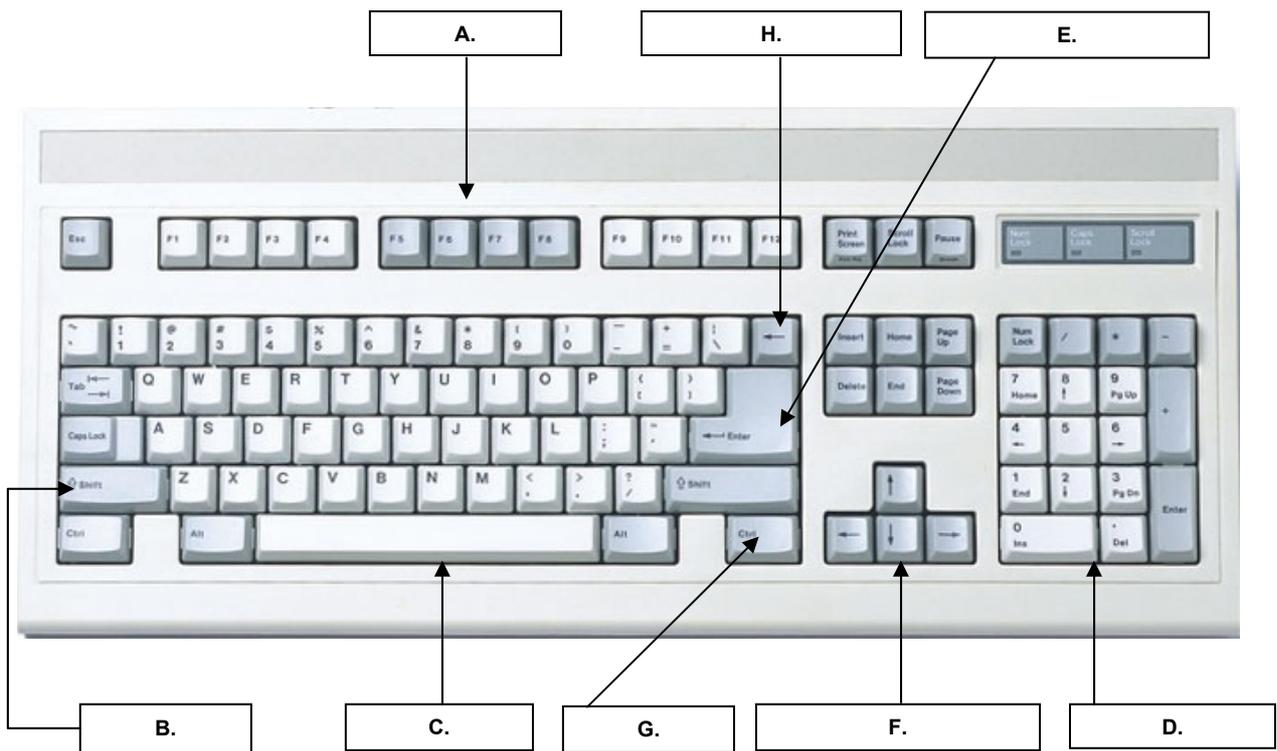
Question 2

Input	Output
Mouse Keyboard Scanner	Monitor Speakers Printer Multimedia projector

Question 3

Microsoft FrontPage	Application
Lotus 1-2-3	Application
Microsoft Windows XP	System
Microsoft Calculator	Application
MAC OS X	System
Microsoft Internet Explorer	Application

Question 4



Question 5

Operating system	Software that is responsible for communicating and managing the software and files saved on the hard disk
Plotter	Output device used for creating very high quality ‘hard copies’ of electronic files. Plotters use a pen to create their output.
File	A named collection of data created using a software application program.
ISP	Internet Service Provider. A business that sells access to the internet via their servers.
Scanner	Input device that transfers paper-based text and images to an electronic format.
Internet Explorer	Software program that allows the user to view web pages and navigate around the internet.
FTP	File Transfer Protocol — used to exchange files using the internet.

Question 6

a)	The Current Projects folder
b)	Two folders (plus two other subfolders)
c)	<p>Folders are:</p> <p>Completed Projects and Current Projects</p> <p>Subfolders are:</p> <p>Eastwood Project and Urban Development Project</p>
d)	The Urban Development Project folder
e)	The Admin folder
f)	Current

Task 2

1. Open Internet Explorer
2. Type or select the Web address.
3. Use the **File, Save As** menu option to open the **Save Web Page** dialog box.
4. Select the folder where the page is to be saved.
5. If necessary, type a name for the page.
6. Click the **Save** button.

Learning Outcome 2

Learning Outcome 2 — Summary Tasks

Tasks 1 and 3

Given the nature of these tasks, all answers will vary from day to day. The instructor may want to check the student's answers to these questions.

Note: Tasks 2 — The learner's Favorites list should contain links to:

- ◆ The Times newspaper's weather page (renamed from **Times Online – Weather to Times Weather**)
(<http://www.timesonline.co.uk/section/0,,6896,00.html>)
- ◆ The Glasgow Herald home page
(<http://www.theherald.co.uk>)
- ◆ The MTV home page, which should be available offline and synchronised to 1 level deep.
(<http://www.mtv.com>)

Learning Outcome 3

Learning Outcome 3 — Summary Tasks

Given the nature of these tasks, the instructor may want to check that the requested e-mails have been sent and that chat rooms and newsgroups have been visited.