

PC Passport

INTERNET — Advanced Exercise Booklet (Macintosh)



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

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Welcome

Welcome to the Advanced Internet Exercise Booklet. Here you'll find practical exercises that you can complete to help you learn the topics covered in the Student Workbook. In the workbook, you'll find references that tell you when to do each exercise.

Your Tutor may have set up the following prior to the course:

- ◆ E-mail accounts for students to use.
- ◆ Internet access to allow students to join newsgroups.
- ◆ Access to video conferencing (if available) or desktop video cameras to simulate exercises.
- ◆ Access to chat rooms (if this is problematic, it can be ignored).

Summary Tasks

This Exercise Booklet also contains Summary Tasks that should be completed at the end of each Learning Outcome. An instruction in the workbook will tell you when you should complete these tasks.

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Internet Exercise Booklet — Advanced

Exercise 1.1

1. What sizes do memory sticks normally range from?

2. How much space does a DVD have?

3. What does GUI stand for?

4. If you see this line 'For Distribution Only with New Computer Hardware' on the software packaging, what does it mean?

5. What are the four basic guidelines for Users of ICT equipment laid down by Health & Safety?

Exercise 1.2

1. Name the five areas that appear in Internet Explorer Preferences to allow you to change Internet settings:

1.
2.
3.
4.
5.

2. Is a company likely to have one or all of the following policies? _____
- ◆ Acceptable use.
 - ◆ Virus software.
 - ◆ Security policies.

Exercise 1.3

1. Name the two basic types of networks:

2. What do the following stand for?

LAN:

MAN:

WAN:

3. What is the most common type of cabling in networks?

4. Name the top level 7 domains used in DNS.

1.

2.

3.

4.

5.

6.

7.

5. How do you know you are using Secure Sockets Layer when you look at the web address?

6. What is a 'Cookie'?

Exercise 1.4a

1. Answer the following questions:

a) What three items do you need to connect to the internet?	
b) What does ISP stand for?	
c) What does an ISP do?	
d) What is the speed of the fastest modem?	
e) What does <i>kbps</i> stand for and what is it used to measure?	

2. Imagine that you use a 56 kbps modem. Explain what costs will be involved in connecting to the internet.

3. Explain the difference between the internet and the World Wide Web.

4. Other than the Web, what facilities make up the internet?

5. What does the term 'real-time' mean?

6. Which of the following parts of the internet work in real-time?

E-mail	Yes/No
Newsgroups	Yes/No
Chat	Yes/No
The web	Yes/No

Exercise 1.4b

1. Go into Internet Explorer and open up **www.google.co.uk**
2. In the search box put in WinZip and find the link to the WinZip product page and read about what Winzip can do.
3. Now go back to **www.google.co.uk** and search for Stuffit and find the link to the product web page, read about what Stuffit can do. When finished close Internet Explorer.

Exercise 1.5

1. Go to the following website and read about viruses, print at least two pages from the website and bookmark the website for future reference in your Favourites list:
 - ◆ www.sophos.com/virusinfo/explained/

Exercise 1.6

1. Open Internet Explorer and go to the BBC's website home page. Its address is **www.bbc.co.uk**. When you start typing the address in the **Address** box, the drop-down list opens to display addresses that you've previously visited that match what you've typed. If you had visited the website before you could simply pick it from the list displayed.

As you type, addresses that you've previously visited that match what you're typing are displayed in this drop-down list.



2. Click the **News** hyperlink to take you to the News section of the website. Look at the **Address** box to see that the address of this page is **news.bbc.co.uk** if you wanted to visit this page in the future, you could simply type this address rather than open the home page and then click the link.
3. To print this page, click the **Print** button on the toolbar. This button looks like this: . The print dialogue box will appear allowing you to choose a printer and number of copies.

Exercise 1.7

1. Pick at least four websites of your choice and using the evaluation pointers given in the Student Workbook, evaluate their design, the colour, text, use of flash etc, to decide whether they are good or bad websites. Write your views on a one-page document listing the websites, and your comments about their design. Print the document, and save a copy electronically. Remember to save the web links in your favorites list.
2. Go into Microsoft Word and using the Web Page Template from the Project Gallery, create your own web page. Try to think about the design, use of text, colour and images when creating your personal web page.
3. Add in backgrounds and colours, make use of the Web toolbar (which can be found under the View Menu Toolbars) to help create your web page.
4. Once you have created it, you should ask another person to evaluate its design — you might be biased.
5. Write a one-page report on design problems you had using Microsoft Word to create your personal web page. Print your report, and remember to save an electronic copy of your report and personal web page.

Exercise 1.8

1. Go to the following FTP site: <http://piclib.nhm.ac.uk/piclib/www//>



2. Find a file to download from any of the categories listed. Follow the on-screen procedure for downloading a file.
3. When you have finished downloading, close the Internet Explorer windows.
4. Using any one of the Graphics and Image websites listed in the student workbook, try to download a graphic to put into your personal web page you created in Exercise 1.7.
5. Save and print your personal web page with the graphic included.

Summary Tasks for Learning Outcome 1

Task 1

1. Access the following web page via Internet Explorer or your own Browser:
 - ◆ **www.smartgroups.com**
2. Save the web page link in your favourites and print the page about the featured Harry Potter group.

Exercise 2.1

Answer the following questions:

1. What does HTTP stand for?

2. What does HTML stand for?

3. How can hyperlinks help you navigate around a web page, and how are they often displayed?

4. Why would you use the History facility?

5. Why would you use the Favourites list?

Exercise 2.2

Answer the following questions

1. Name at least two of the most popular search engines:

2. Give three search string examples:

3. What are the three most common operators used for searching?

Exercise 2.3

Using at least two of the three Meta-Search engines look up the following data (remember to use search strings to be specific about your data).

1. Dinosaurs and their evolution.
2. Reggae music.
3. Scotland's History.

Store a result of each page you visit relating to the topics (by using the File > Save As command) and save the pages under your favourites list.

Exercise 2.4

Using the WWW Virtual Library look up the following section:

- ◆ Communications and Media.
 - Telecommunications.
 - Search the library for Resources and Issues.
 - Using the structured directory go to Internet Tools and Search engines, save the result in your favourites list.

Summary Tasks for Learning Outcome 2

Task 1

1. Using the Adam Subject Gateway, find all topics relating to Vincent Van Gogh the artist.
2. Save your results in your favourites list.

Exercise 3.1

1. What different types of e-mail accounts can you have?

2. When signing in to your e-mail account what do you normally supply as well as the e-mail address?

3. Can you send an e-mail to more than one person at a time?

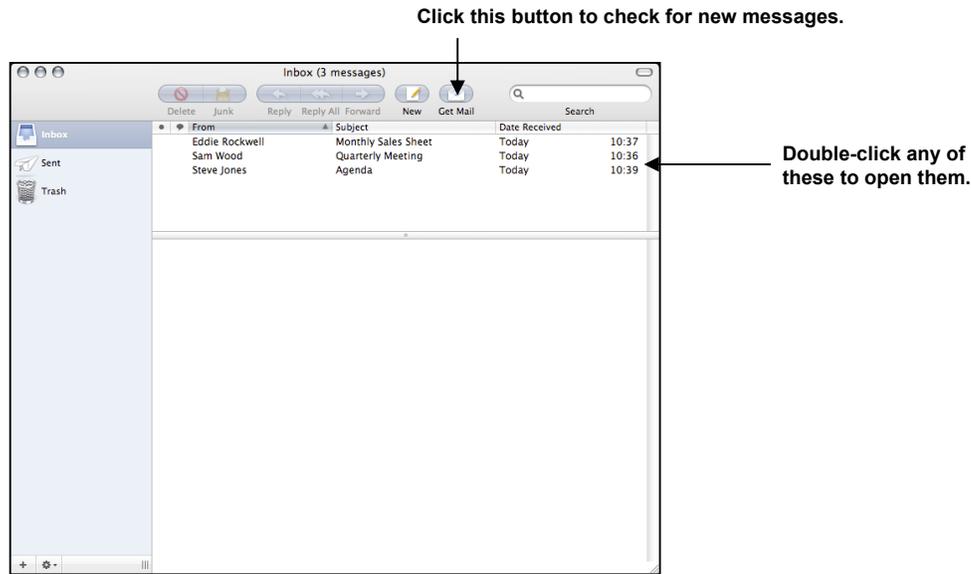
4. Can you send documents and other files as attachments with your e-mail?

5. What is the major cause of viruses being introduced onto the computer? And how can you prevent it occurring?

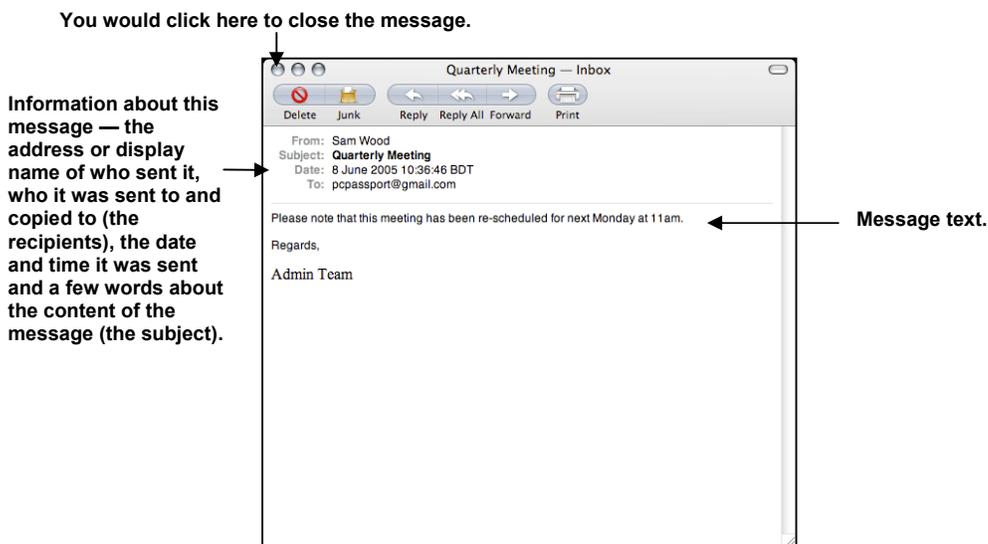
Exercise 3.2a

Carry out the following steps if you have a non internet-based e-mail account. The illustrations shown in this exercise are taken from the Apple Mail e-mail program, so they will differ from the screens that you see in your own e-mail program if you use something else. However, the e-mail messages shown here have the same subjects and contents as those you will work with.

1. Open your e-mail program.



2. Double-click any message to open it. The message will usually be opened in a new, separate window, leaving the main program window open in the background.

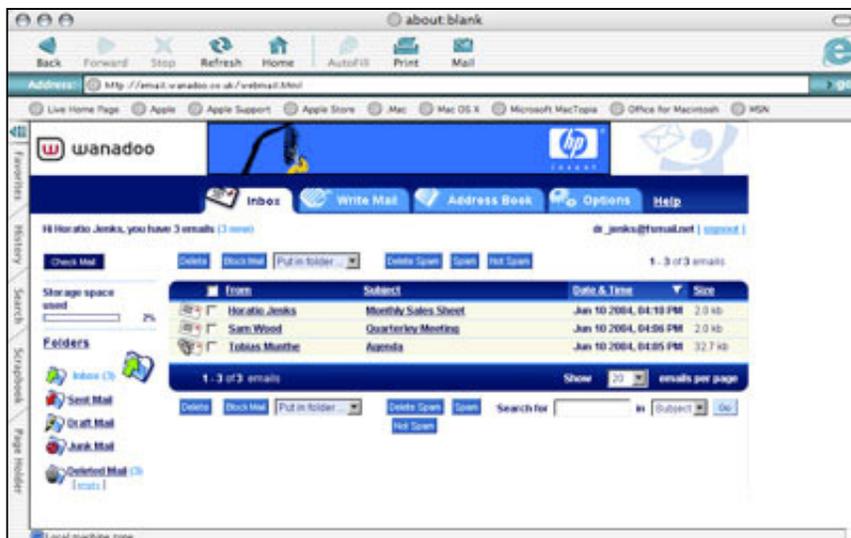


3. Close this message to return to your Inbox.
4. Create a folder structure to reflect the types of e-mail you get, eg:
 - a. From your tutor
 - b. From other students
 - c. From friends
 - d. Junk mail
5. Next move the messages in your Inbox to an appropriate folder.
6. Close any messages and return to the Inbox and close down your e-mail program.

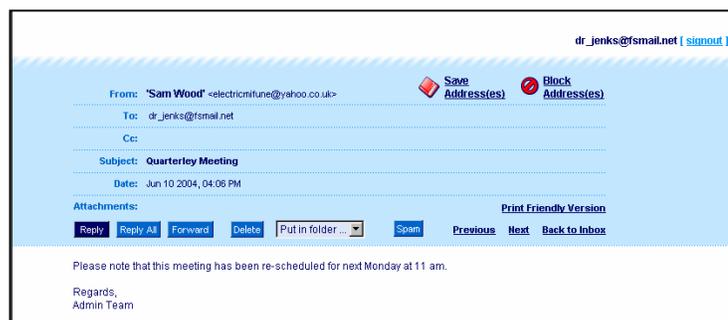
Exercise 3.2b

Carry out the following steps if you have an internet e-mail account. The activity suggests that you use the Wanadoo provider, so the illustrations are taken from Wanadoo. If you choose to use a different provider, the illustrations may differ from the screens that you see here. Although you may have more messages than those shown here, these messages will be in your Inbox.

1. Open your web browser and log into your e-mail account. Your Inbox is displayed:



2. Open any message in your inbox.



3. Read the message and then click the **Inbox** tab at the top of the message to return to the Inbox.
4. Create a folder structure to reflect the types of e-mail you get, eg:
 - a. From your tutor
 - b. From other students
 - c. From friends
 - d. Junk mail
5. Next move the messages in your Inbox to an appropriate folder.
6. Return to your Inbox and close down your mail program.

Exercise 3.3

Answer these questions:

1. What does UBE stand for?

2. What does UCE stand for?

3. How is an e-mail message divided?

4. Why is the Header information important for tracking e-mails?

5. Go in to your e-mail account and click on any message in your Inbox. Find out where in your own e-mail software you can view the Header information (hint: it's generally in the Tools options/preferences section, or it may be in the properties of the e-mail itself). See if you can find the technical information about the sender in the Header information.

6. Close down your e-mail program.

Exercise 3.4a

In this exercise you'll use newsgroup facilities to take part in discussions on a topic of your choice. The policies and guidelines highlighted in the newsgroup apply to use of newsgroups, so please make sure that you're familiar with those that apply wherever you are accessing the newsgroups from.

Note: If you don't have an account of your own for these facilities, consult your instructor regarding an account you can use or for guidance on how to create one.

1. Navigate from the **www.yahoo.co.uk** home page to the Yahoo Groups home page then log in using either your own Yahoo! ID or one supplied by your instructor.
2. If you feel you need to, investigate the Yahoo! policy document on *permissible material*.
3. Use the **Search** box on the Groups home page to find a group about a topic of your choice. This might be your favourite actor, pop group, hobby, or just something that interests you.
4. Once you find a group you want to explore, enter the group (joining it if necessary) and catch up on some of the messages that have already been posted.
5. When you're ready, post a message of your own, or reply to an existing one if you've something to add to the conversation. Bear in mind that other users may not be online at the same time as you, so it may be some time before you get a response to your message if it needs one.
6. Explore another group and, if you like, contribute to this discussion.
7. When you're finished, log out.
8. Display the BBC website for the Harry Potter movies. Find and follow the **Wizard Talk** link to visit the newsgroup dedicated to these movies. You can read the messages without creating an account, but you can't take part in the discussion.

The address of this site is: **www.bbc.co.uk/films/harrypotter**

9. At the top of the discussion list there's a hyperlink to **House Rules**, click this link and read the rules before taking part in any discussion.
10. Register and take part in the discussion if you want to.

Exercise 3.4b

If your tutor can arrange it:

1. Visit your centre's video conferencing facilities.
2. Take notes on the type of system they use.
3. Ask about the available bandwidth and what is mainly used for.
4. What would you need for desktop video conferencing?

Summary Tasks for Learning Outcome 3

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.

Task 1

In this exercise you'll use chat facilities to take part in discussions on a topic of your choice and to find the provider's guidelines for safe use of their facilities. When taking part in any chat room discussion be sure to follow these guidelines and also any other acceptable use, security or privacy policies that apply in the learning centre you're using.

Note: If you don't have an account of your own for these facilities, consult your instructor regarding an account you can use or for guidance on how to create one.

1. Open the web page www.wanadoo.co.uk then display Wanadoo's Chat home page.
2. Find and display Wanadoo's list of guidelines designed to teach you to use the facilities safely (you'll find this under the heading **Safety Online**). Use the links on the page to navigate to parts of the page that take your interest.
3. Add the guidelines to your Favourites list in a new folder called **Internet Safety**. Name the item **Wanadoo Safety Guidelines** and make it available offline using the default customisation settings.
4. Now find and log into a chat room on a topic or interest area of your choice and have a conversation there. Write the name of two users who joined you in the chat room and summarise the conversation that took place:

User 1:	
User 2:	
Summary of conversation:	

5. Use your preferred search engine (or Meta Search engine) to find other chat rooms of interest to you and make a list of up to four providers, writing their names and URLs here:

Search engine used:		
	Name of chat room provider:	URL of chat home page:
1.		
2.		
3.		
4.		

6. Create an account for one of these chat rooms then take part in a discussion that interests you.
7. When you have finished using the chat service, log out of all chat windows then close your browser window.