

MODULE 7

WEB BROWSING AND COMMUNICATION

Teacher Notes

Time Allocation

Total length of classes – 40 study hours.

Recommended course sequence	Number and name of ECDL module	Approximate course length (study hours)
1.	1. Concepts of information and communication technology	2
2.	2. Using the computer and managing files	4
3.	3. Word processing	10
4.	7. Web browsing and communication	5
5.	6. Presentation	6
6.	4. Spreadsheets	6
7.	5. Databases	7
		40

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Classroom Equipment

The study material examines the applications **Mozilla Firefox** (web browser) and **Evolution** (e-mail client) in the **Gnome** environment of **Linux Ubuntu 10.10**.

The recommended minimum system requirements:

- **x86** processor with a clock rate of **1 Ghz**;
- **1 GB** of random-access memory
- Hard drive capacity (free space for parallel installation of operating systems) – **8 GB**;
- Video card and monitor with a resolution of **1024 × 768**
- USB port
- CD/DVD drive
- Internet connection
- Operating system **Linux Ubuntu 10.10** or newer with the **Gnome** graphical environment (version 2.32 or newer)
- OpenOffice.org (version 3.2 or newer) application suite, including the application **Writer**.

Note:

The latest versions of Ubuntu may include the identical software **LibreOffice** in place of the **OpenOffice.org** application suite.

The latest versions of Linux Ubuntu use the graphical environment **Unity** by default. It is recommended to use the **Gnome** environment for better correspondence with the tasks of the study material.

The Internet connection must allow using the e-mail client (ports 995 and 465).

Virtual Environment

If the classroom computers are equipped with a Windows operating system, it is possible to use a virtual work environment.

To create a virtual environment:

1. Download the free **VirtualBox** software from **www.virtualbox.org**;
2. Install **VirtualBox** in the **Windows** environment;
3. Create a new virtual machine;
4. In the environment of the virtual machine, install **Linux Ubuntu**;
5. Install **VirtualBox** on the classroom computers;
6. Copy the previously created virtual machine disk onto the classroom computers;
7. On the computers, create a new virtual machine in **VirtualBox**, choosing to use the copied virtual disk.

Note:

Advanced technical knowledge may be needed for creation of the virtual environment and installation of the operating system.

The user manual of **VirtualBox** can be found in the **Documentation** section of its website: http://www.virtualbox.org/wiki/End-user_documentation.

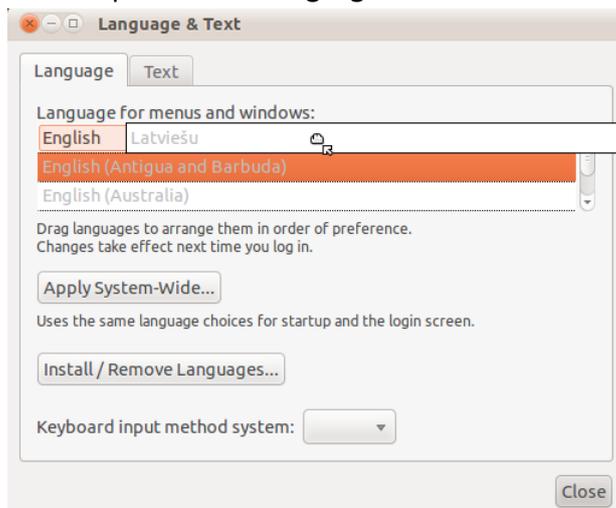
The virtual environment requires an **Internet** connection.

Language Selection

In **Linux Ubuntu**, it is possible to choose the language of the graphical environment (interface) for both the operating system and the applications **Mozilla Firefox** and **Evolution**.

To change the interface language:

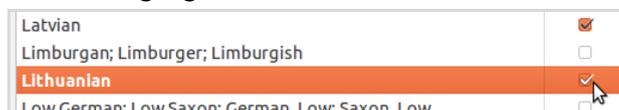
1. Perform the top panel menu command **System→Administration→Language Support**;
2. In the **Language** tab of the **Language & Text** dialogue box, drag the desired language to the top in the list “**Language for menus and windows**”:



3. Click **Apply System-Wide**;
4. Enter the administrator password;
5. In the **Text** tab, choose the number, currency, date format;
6. Close the dialogue box by clicking **Close**;
7. Restart the computer (or log out and log in again).

If the list does not contain the desired language:

1. Click **Install/ Remove Languages**;
2. In the following dialogue box **Installed Languages**, tick the checkbox next to the desired language:



3. Click **Apply Changes**;

4. Enter the administrator password.

Before Starting the Course

- It is recommended to create a new user account with a password for the study course (**System→Administration→Users and Groups**);
- Copy the folder **7_internet** with task templates to the **Documents** folder of the user account;
- Get thoroughly acquainted with the study material and tasks;
- It is recommended to complete all the practical tasks included in the material;
- Complete the final task **7.8_test** on a classroom computer

Practical Task Files

The files of ECDL module 7 **Web Browsing and Communication** are located in the folder **7_internet**. Task templates and files for completion of the tasks are in subfolders whose names begin with the number of the respective task. Each task folder contains a subfolder called **final**, which contains an example of a file obtained as a result of completing the task or answers to the questions.

Course Outcome

Web browsing:

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

Communication:

- Understand what e-mail is and know the main advantages and disadvantages of its use. Be aware of other electronic communication options.
- Be aware of network etiquette and security considerations when using e-mail.
- Create, spell check and send e-mail. Reply to and forward e-mail, handle file attachments and print an e-mail.
- Be aware of ways to enhance productivity when working with e-mail software. Organize and manage e-mail.

Independent Work

Knowledge Test

The final task **7.8_test** is intended as an independent test of knowledge and assessment of readiness for the exam.

Note:

The task uses preregistered e-mail addresses and preconfigured e-mail client **Evolution**. Configuration of the client is included in task 7.6:

E-mail address: **ecdltestuser@gmail.com**

Evolution configuration:

Username (same as e-mail address): **ecdltestuser@gmail.com**

Password: **P@\$word**

Display name: **ECDL Candidate**

POP server: **pop.gmail.com** with **SSL** encryption

SMTP server: **smtp.gmail.com** with **SSL** encryption

Additional webmail accounts used:

Webmail service: **www.gmail.com**

Username	Password
ecdlspecialist	P@\$word
ecdlguru	P@\$word

Parts 25–31 of the independent task **7.8_test** use messages prepared and submitted in advance.

A suitable attachment for the messages can be found in the user account folder **Documents/7_Internet/7.8_test/trainerfiles**. Copies of submitted message are stored in the **Sent** folder of the e-mail account **ecdlspecialist**, and they can be reused.

Recommended additional tasks

- Register on a popular website, such as **www.youtube.com**; **www.gmail.com**; **www.inbox.lv**; **www.twitter.com**

Useful Actions

Web browsing (Mozilla Firefox)

- View the source code of a website in **Mozilla Firefox: View→Page Source**.
- **Mozilla Firefox** settings (in Linux environment): **Edit→Preferences**.
- Delete history and other data: **Tools→Clear Recent History**.
- Bookmarks: **Bookmarks→Bookmark This Page**.
- Display (hide) toolbars: **View→Toolbars**.
- Private browsing: **Tools→Start Private Browsing**.

Electronic mail (Evolution)

- Configure Evolution, add and remove e-mail accounts: **Edit→Preferences**.
- Display (hide) the **Bcc** field: **View→Bcc Field**.
- Address book: Click the **Contacts** button.
- Create contact list in address book: **File→New→Contact List**.