

The Internet Level 1 - Basics, Forms, Searching , & Security

Lesson 1: Beginning Internet	3
Topic 1A: Basic Terminology	3
Topic 1B: Getting Online	4
Topic 1C: Address Bar	4
Exercise 1C: Visit Websites	4
Topic 1D: Scroll Bar	5
Exercise 1D: Scrolling	5
Topic 1E: Navigation	5
Exercise 1E: Back and Forward Buttons	5
Topic 1F: Tabs	6
Exercise 1F: Tabs	6
Topic 1G: Searching	6
Exercise 1G: Searching	6
Lesson 2: Internet Searching	7
Topic 2A: Definition	7
Topic 2B: Effective Search Engine Techniques	7
Exercise 2Ba: Searching	8
Exercise 2Bb: Business Cards	8
Exercise 2Bc: Timeline	8
Exercise 2Bd: Rugs	8
Lesson 3: Online Forms	9
Topic 3A: Definition	9
Topic 3B: Types of form fields	9
Topic 3C: Tips on filling out forms	9
Exercise 3C: Practice Form	9
Topic 3D: Tips on online purchasing	9
Exercise 3Da: Translations	10
Exercise 3Db: Maps	10
Exercise 3Dc: Airfares	10
Exercise 3Dd: Hotels	10
Exercise 3De: Travelocity	10
Lab 1: Forms	11
Lab 2: Searching	11
Lesson 4: Safe Online Shopping	12
Topic 4A: Privacy and Security Terminology:	12
Topic 4B: Consumer Security Tips for Online Purchasing	12
Exercise 4B: Browser Version Check	12

Topic 4C: Secure Connection _____	13
Exercise 4C: Secure pages _____	13
Topic 4D: Your Password _____	13
Exercise 4D: Password Creation _____	13
Topic 4E: Appropriateness _____	14
Topic 4F: Accuracy _____	14
Topic 4G: Credit Card _____	14
Topic 4H: Keep Records _____	14

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- Understand what is required to get online
- Browse the web
- Search for specific items effectively
- Fill out web based forms
- Understand basic risks involved with using the Internet and being online
- Create a secure password

About the CD

All practice files used in the exercises in this book are on the CD-ROM packaged with the Level 1 course-book of this subject. To do the practice exercises and labs when outside of the training facility you will need to place the CD-ROM into your drive and note that in the book where it says *Quick Classes (x)*: substitute the letter for your CD-ROM drive. On most computers this will be the D:\ drive.