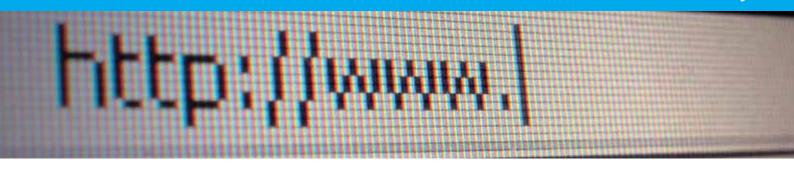


Base Module - Online Essentials

Module Summary



This module sets out essential concepts and skills relating to web browsing, effective information search, online communication and e-mail.

On completion of this module the candidate will be able to:

- · Understand web browsing and online security concepts.
- Use the web browser and manage browser settings, bookmarks, and web outputs.
- · Search effectively for online information and critically evaluate web content.
- Understand key copyright and data protection issues.
- Understand concepts of online communities, communications
- Send, receive e-mails and manage email settings.
- · Organise and search emails and use calendars.

WHAT ARE THE BENEFITS OF THIS MODULE?

- · Covers the key skills needed to understand the main concepts relating to web browsing and online security.
- · Certifies best practice in effective online computer use.
- Developed with input from computer users, subject matter experts, and practising computer professionals from all over the world. This process ensures the relevance and range of module content.

HOW DO I GET STARTED?

To find out more about this module and to locate your nearest accredited test centre, please visit www.ecdl.org/programmes.

SYLLABUS OUTLINE CATEGORY SKILL SET Key Concepts Web Browsing Concepts Security and Safety Using the Web Browser Tools and Settings Web Browsing Bookmarks Web Outputs · Search Critical Evaluation Web-Based Information Copyright, Data Protection Online Communities Communication **Communication Tools** Concepts E-mail Concepts



- Sending E-mail
- Receiving E-mail
- Tools and Settings
- Organising E-mails
- Using Calendars

