

# Information & Communication

The following skills assessment can be used to determine your level of aptitude with using Internet Explorer and using Microsoft Outlook for email, against the syllabus for ECDL Module 7: Information and Communication.

Use the following skill levels to describe how well you feel you know the features:

5. I feel competent with this feature and can use it confidently
4. I feel competent with this feature but I could benefit from support
3. Although I am aware of this feature, I would need some guidance in using it
2. This feature is not in my range of familiar commands; therefore I am not yet comfortable using it
1. I am not familiar enough with this feature to use it

## Internet Basics

Understand and distinguish between the internet and the world wide web	Current skill level
I understand internet terms such as Modem, ISP, URL, Hyperlink	1 2 3 4 5
I understand what I need to connect to the internet	1 2 3 4 5
<b>Navigation</b>	
I am familiar with my Browser Toolbar	1 2 3 4 5
I understand how to set my Browser home page to the site of my choice	1 2 3 4 5
<b>Search Engines</b>	
I know that if I'm not sure about the exact address for a company I want to find, I can start a search engine	1 2 3 4 5
<b>Security</b>	
When you are connected on-line you are vulnerable to your computer being infected with a virus or to hackers accessing your hard-disk.	
I understand the different security elements such as Virus Protection, Firewall, and Secure Sites	1 2 3 4 5
I am aware of the danger of infecting the computer with a virus from a downloadable file	1 2 3 4 5
I am aware of the possibility of being subject to fraud when using a credit card on the internet	1 2 3 4 5
I know what a digital certificate is	1 2 3 4 5
I understand the terms cookie and cache	1 2 3 4 5
<b>Adjusting Settings</b>	
I can Hide and display built-in toolbars	1 2 3 4 5
I can display and hide images on a webpage	1 2 3 4 5
I can display previously visited URLs using the browser address bar	1 2 3 4 5
I can delete browser history	1 2 3 4 5

## Web Navigation

<b>Accessing Webpages</b>	
I can go to a specific URL	1 2 3 4 5
I can activate a hyperlink/image link	1 2 3 4 5
I can navigate backwards and forwards between previously visited web pages	1 2 3 4 5
I am able to complete a web based form and enter information to carry out a transaction	1 2 3 4 5
<b>Using Bookmarks</b>	
I know how to use bookmarks, including displaying a bookmarked page	1 2 3 4 5
I understand how to create a bookmark folder	1 2 3 4 5
I can delete a bookmark folder	1 2 3 4 5
I know how to add web pages to a bookmark folder	1 2 3 4 5

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## Using a Search engine

<i>When using a search engine I can</i>	
Select a specific search engine	1 2 3 4 5
Carry out a search for specific information using a keyword, phrase	1 2 3 4 5
Combine selection criteria in a search	1 2 3 4 5
Duplicate text, image, URL from a web page to a document	1 2 3 4 5
save a web page to a location on a drive as a txt file, html file	1 2 3 4 5
Download text file, image file, sound file, video file, software, from a webpage to a location on a drive	1 2 3 4 5
Preview a webpage	1 2 3 4 5
Change web page orientation: Portrait, landscape. Change paper size	1 2 3 4 5
Change web page margins top, bottom, left, right	1 2 3 4 5
<b>Printing</b>	
I know how to choose web page print output options such as: entire webpage, specific page(s), specific frame, selected text, number of copies and print	1 2 3 4 5

## Communication

<b>Electronic Mail</b>	
I understand the make-up and structure of an e-mail address	1 2 3 4 5
I understand the advantages of email system such as speed of delivery, low cost, flexibility of using a web-based email account in different locations	1 2 3 4 5
I understand the importance of network etiquette such as using accurate descriptions in subject field, spell checking and brevity in email responses	1 2 3 4 5
<b>Security considerations</b>	
I am aware of the possibility of receiving unsolicited email	1 2 3 4 5
I am aware of the danger of infecting the computer with a virus by opening an unrecognized mail message, an attachment contained within an unrecognized mail message	1 2 3 4 5
I know what a digital signature is	1 2 3 4 5
open/close email application	1 2 3 4 5
I can open a mail inbox for a specified user	1 2 3 4 5
I can open one or several messages	1 2 3 4 5
I know how to switch between open messages	1 2 3 4 5
I can close a mail message	1 2 3 4 5
I know how to use available Help functions	1 2 3 4 5
<b>Adjust Settings</b>	
I am able to Add and/or remove message inbox headings such as sender, subject, date received	1 2 3 4 5
I can display/hide built-in toolbars	1 2 3 4 5
<b>Using Mail</b>	
I can flag or remove a flag mark from a mail message	1 2 3 4 5
I can open and save a file attachment to a location on a drive	1 2 3 4 5
I know how to reply to a message	1 2 3 4 5
I can create a new message	1 2 3 4 5
I can use spell checking tool if available	1 2 3 4 5
I know how to attach a file to a message	1 2 3 4 5
I am able to send a message with high/low priority	1 2 3 4 5
I am able to send a message using a distribution list	1 2 3 4 5
I can forward a message	1 2 3 4 5

## Mail Management

<b>Mail Management techniques</b>	
I can recognise some techniques to manage email effectively such as creating and naming folders, moving messages to appropriate folders, deleting unrequired email, using address lists	1 2 3 4 5
I can create a new address list/distribution list	1 2 3 4 5
I can add/delete a mail address to an address list	1 2 3 4 5
I can update an address book from incoming mail	1 2 3 4 5
<b>Organising messages</b>	
I know how to search for a message by sender, subject, mail content	1 2 3 4 5
I can create a new folder for mail	1 2 3 4 5
I can move messages to a new folder for mail	1 2 3 4 5
I can sort messages by name, by date	1 2 3 4 5
I can delete a message	1 2 3 4 5
I know how to restore a message from the mail bin/deleted items folder	1 2 3 4 5
I can empty the mail bin/deleted items folder	1 2 3 4 5
<b>prepare to print</b>	
I know how to preview a message	1 2 3 4 5
I can choose print output options such as entire message, selected contents of a message, number of copies and print	1 2 3 4 5