

YVCC - INTERNET ESSENTIALS (IT104) COMPETENCIES

1. INTRODUCTION TO INTERNET EXPLORER

- a. Define Internet
- b. Describe hypermedia and browsers
- c. Define hyperlink, Uniform Resource Locator, and hypertext markup language
- d. Launch and quit Internet Explorer
- e. Use the history list, favorites list, or URLs to browse the World Wide Web
- f. Use the back, forward, and home buttons to display a web page
- g. Add and remove a Web page from the favorites list
- h. Save a picture or text from a Web page or an entire Web page on a floppy disk
- i. Stop the transfer of a Web page
- j. Refresh and print a Web page
- k. Copy and paste text or pictures from a Web page into WordPad
- l. Save a print a WordPad document
- m. Use Internet Explorer Help
- n. Practice good ethics while using the Internet

2. WEB RESEARCH TECHNIQUES AND SEARCH ENGINES

- a. List the criteria for evaluating a Web resource
- b. Search the Web using either a directory or keywords
- c. Search the Web using the Search Assistant
- d. Customize and refine a search
- e. Describe the techniques used for successful keyword searches
- f. Create a working bibliography
- g. Compile a list of works cited for Web resources
- h. Search the Web for maps, encyclopedia articles, and e-mail addresses
- i. Use the address bar to search the Web

3. COMMUNICATING OVER THE INTERNET

- a. Launch an email program
- b. Open, read, print, reply to, and delete electronic mail messages
- c. Compose, format, and send electronic mail messages
- d. Search for and display newsgroups
- e. Read, post, and print newsgroup articles
- f. Subscribe and unsubscribe to a newsgroup
- g. Display the radio toolbar and radio station guide
- h. Listen to an Internet radio station

4. BASIC WEB PAGE DEVELOPMENT

- a. Create and Edit a Web Page Using HTML
 - Start Notepad
 - Enter the HTML, HEAD, TITLE, and BODY tags
 - Enter a paragraph of text, a bulleted list, and HTML tags
 - Save an HTML file
 - Change the background color of a Web page
 - Center a heading
 - Start an Internet Browser
 - View the HTML file in your browser
 - Print an HTML file from Notepad
 - Print a Web page from your browser
 - Access information about Web page design via the Internet
 - Quit Notepad and your browser

- b. Create a Web Site with Links
 - Add a link to another Web page
 - Enhance a Web page using images
 - Add bold, italics, and color to text
 - Change bullet type
 - Insert a background image
 - Insert a horizontal rule image
 - Add an e-mail link
 - View the HTML file and test the links
 - Insert an image and wrap text around an image
 - Add a text link to another Web site
 - Add an image link to another Web site
 - Create links within a web page
 - Set link targets
 - Add links to set targets
 - Describe types of image files
 - Control image sizing
 - Locate images
- c. Create Tables in a Web Site
 - Describe the steps used to plan, design, and code a table
 - Create a borderless table with images only
 - Create a list of links with text
 - Create a borderless table with text only
 - Create a menu bar with links
 - Create a table with borders
 - Change the horizontal alignment of text
 - Add color to individual cells
 - Add color to entire rows
 - Insert a caption beneath a table
 - Alter the spacing between cells using the CELLSPACING attribute
 - Alter the spacing within cells using the CELLPADDING attribute
 - Use the ROWSPAN attribute
 - Use the COLSPAN attribute
 - Use blank cells
 - Edit and save a Web page