



# WEB BROWSING

*Syllabus*



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## Introduction

Competition, innovation and social cohesion increasingly depend on the strategic and effective use of new information and communication technologies. This requires competence, creativity, and awareness on the part of those who use ICT tools every day.



Obtaining and certifying these skills through a recognised, objective system facilitates mobility. A commonly-accepted 'language' in this sector provides the opportunity for everyone to think about their own ICT competence, and, more importantly, to display these skills on their CV. When applying for jobs this gives candidates something extra, something that employers are undoubtedly looking for. The skills outlined in this document represent a 'structure' for defining e-competence that could be transferred onto the Europass Curriculum. *From the Introduction to e-Competence Framework for ICT Users.*



The e-Competence Framework for ICT Users was developed by CEN, the European Committee for Standardisation, based on a series of EU rules and policies, including:

- [European e-Skills Summit Declaration](#);
- [Decision 2318/2003/EC](#) by the European Parliament and Council to adopt a multiannual programme for the effective integration of information and communication technologies (ICT) in education and training systems in Europe (eLearning Programme);
- [e-Skills in Europe: Towards 2010 and Beyond](#). A summary of the European e-Skills Forum report presented at the European e-skills Conference;
- European Commission communication on e-Skills [in the 21st Century: Fostering Competitiveness, Growth and Jobs](#);
- [Digital agenda for Europe](#).

The e-competence framework provides an overall outline of the digital skills that an average user of computers, the internet and new information and communication technologies should possess. **The use of a shared language to describe skills and proficiency levels makes it easily understandable throughout Europe and beyond.** The tool was created to facilitate the immediate assessment of IT skills in varying environments and for different groups of people. These include students, employees, managers, Human Resource departments, those working in educational institutions, policy makers and those in the public sector.

Our **User Programme** makes direct reference to classifications provided by the **e-Competence Framework for ICT Users (e-CF)**, making it relevant and applicable in all sectors: it is the first programme of its kind to make full use of the framework's structure, rather than simply replicating the principle ideas. The **User Programme**, more precisely, assesses and certifies intermediate ICT skills, as described in the summary table of the **e-Competence Framework for ICT Users – Part 2: User Guidelines**.

The **User Programme** is a great way to objectively demonstrate the ability to correctly and maturely use ICT tools in a school or university environment, at work, or on a personal level.

**The programme takes into account the independent nature of different software and hardware producers, and fulfils all criteria for interoperability and neutrality.**

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## Our method

Going beyond the tired 'explanation, activity, test' method, we propose a new way to link and describe the content of the modules, based on that used in the **e-Competence Framework for ICT Users – Part 2: User Guidelines**.

The programme is the obvious choice for those who need to build their ICT skills and obtain a certification. For every topic, we have provided a reference framework which consists of:

- a basic definition of the skill;
- everything the User must know in about the topic, the theory or *knowledge*.
- the *skills* related to the aforementioned theory that a certified User must possess.

## Procedures and tools

In order to prepare for the test, the candidate has full access to the online training and support available in your reserved area on DIDASKO platform.

To pass the exam, the candidate must be able to correctly answer at least 75% of the 30 questions for each module. The idea is that every module represents a specific skill. Due to the links between these skills, the candidate is free to choose the order in which they want to move through the modules.

## MODULE

### WEB BROWSING

#### What does a certified EIPASS User know how to do?

A certified User has the computer skills necessary to use the Internet to search the Internet for information and to be aware of the services the Internet provides.

Knows how to Identify a digital certificate and understands the concept of a secure site.

Is able to put into place any measures to reduce the risk of compromising the computer's safety during browsing.

Is aware of the fact that false information can be found online; knows how to work out which sites are credible and which ones to avoid. As a consequence, uses the internet in line with his/hers needs.

#### Contents of the module

##### Fundamental concepts of browsing

- The Internet and the Web
- Managing security

##### Using the browser

- Initial steps
- Tabs and windows
- Configuration

##### Browser tools

- Using the History
- Managing *Favourites*
- Browser tools

##### Searching

- Search engines
- Assessing information

##### Exchanging information via email

- Email inbox
- Applications for managing email
- Composing and sending messages
- Managing messages

## 1 | FUNDAMENTAL CONCEPTS OF BROWSING

The User knows about the technical and social principles that underpin the Internet. He/she knows how to identify and use the primary elements of a web page, and understands what can be done using the Internet.

With regards to security, the User knows the meaning of protocols and how to define the concept of encryption when applied to informatics.

Knowledge		Skills	
A certified User knows about...		A certified User can...	
1.1	The Internet and the Web	1.1.1	Define the concept of a <i>computer network</i> and describe the timeline that has led to the current structure of the internet; define server, hosting and an ISP
		1.1.2	Define the browser and its uses; define the characteristics of the most common browsers; explain the importance of updating the browser
		1.1.3	Describe the composition of the URL (Uniform Resource Locator); understand the system of domain levels and identify the most common ones
		1.1.4	Describe and identify connections between pages (links)
		1.1.5	Explain the actions that can be performed using the Internet: searching for information on search engines, making purchases, using online banking services, communicating with friends, colleagues, organisations and institutions
1.2	Managing security	1.2.1	Explain encryption and its importance
		1.2.2	Recognise a secure site by using a protocol

## 2 | USING THE BROWSER

The User knows how to use the browser interface in an effective way to navigate the Web, choose and select the most appropriate links, and select and configure browser and network options according to needs. He/she is familiar with ways to make internet use more efficient.

Knowledge		Skills	
A certified User knows about...		A certified User can...	
2.1	Initial operations	2.1.1	Open and close the browser; describe the interface and identify all the elements
		2.1.2	Insert a URL in the address bar; choose the address from those that appear automatically when typing starts.
		2.1.3	Move between web pages using the <i>Forward</i> ; <i>Back</i> ; <i>Reload</i> and <i>Close</i> buttons

2.2	Tabs and windows	2.2.1	Identify and understand the function of tabs and windows
		2.2.2	Open and close windows, also with the use of keyboard shortcuts
		2.2.3	Open a link in another tab or window
		2.2.4	Move tabs from one window to another
		2.2.5	Block a tab in the browser window
2.3	Configuration	2.3.1	Setup the initial browser page
		2.3.2	Identify, define and manage pop-ups
		2.3.3	Identify, define and manage cookies

### 3 | BROWSER TOOLS

The User knows how to effectively use tools to maximise browsing efficiency whilst guaranteeing security. He/she knows how to Manage Favourites, use the browser to acquire information and documents and exchange them with friends and colleagues.

Knowledge		Skills	
A certified User knows about...		A certified User can...	
3.1	History	3.1.1	View a website by selecting it from the History
		3.1.2	Delete the browser history
		3.1.3	Define incognito browsing; what it involves and how to activate it
3.2	Favourites	3.2.1	Add a bookmark to Favourites; manage the Favourites bar, add a bookmark using keyboard shortcuts
		3.2.2	Organise, edit and delete bookmarked pages
		3.2.3	Import and export favourites
3.3	Browser tools	3.3.1	Download files in defined units, taking into consideration the damage they have the potential to cause; define the function of the download bar
		3.3.2	Save texts and images from the Web
		3.3.3	Print a web page
		3.3.4	Define the functionality of a plug-in; recognise the most popular ones; know how to manage them

## 4 | CARRYING OUT WEB SEARCHES

This section addresses the concept of a search and the available online tools to undertake web searches using appropriate keywords. The User knows to identify logical relationships between keywords; refine searches when necessary and assess the origin and credibility of the information obtained.

Knowledge		Skills	
A certified User knows about...		A certified User can...	
4.1	Search engines	4.1.1	Explain the concept of search engines: what they are and how they work; how to use the most common ones; conduct a search using keywords; define a <i>query</i>
		4.1.2	Conduct an image search using keywords
		4.1.3	Undertake an advanced search; using Google Advanced Search
		4.1.4	Undertake an advanced search using freely available content; using Google
4.2	Assessing information	4.2.1	Assess the veracity of information obtained from a Web search
		4.2.2	Analyse information gathered online
		4.2.3	Understand the consequences of the misuse and diffusion of unreliable Online material: defamation and violation of privacy

## 5 | CARRYING OUT WEB SEARCHES

Here the user will become familiar with the basic concepts of email and the applications connected to emails. He/she will learn how to use the interface and common email-management tools effectively: compose messages, set up a signature, configure inbox spam filters, undertake a simple search within messages, compose and send messages to different people and manage the sending and receiving messages effectively.

Knowledge		Skills	
A certified User knows about...		A certified User can...	
5.1	Email inbox	5.1.1	Access an email account; understand the function of a standard inbox: Inbox, Sentbox, Drafts, Junk mail/Spam, Deleted mail; insert one or more addresses in the main field, the CC ( <i>Carbon Copy</i> ) field, and Bcc ( <i>Blind Carbon copy</i> ) field; insert an appropriate description in the subject field; compose a message and add attachments; send the message
		5.1.2	Identify and describe the structure of an email address
5.2	The applications which can be used to manage email	5.2.1	Identify and describe the interface of Outlook2016
		5.2.2	Add and configure a Microsoft account, useful for managing Outlook2016
		5.2.3	Configure the protocol of the network necessary to receive the mail: identify the differences between POP3 and IMAP



5.3	Composing and sending messages	5.3.1	Explain the different ways of composing a new message
		5.3.2	Explain how to create a message with Outlook 2016
		5.3.3	Explain how to manage attachments with Outlook 2016
		5.3.4	Create an address book and selecting recipients
		5.3.5	Use spellcheck to correct any mistakes in the text of the message
5.4	Managing messages	5.4.1	Reply and forward messages
		5.4.2	Delete, organise and archive received messages, also using the rules outlined by Outlook 2016
		5.4.3	Use notifications
		5.4.4	Create and insert a signature



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