Training Fiche

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| **Title** | **Using the internet and managing information 1B** |
| **Keywords (meta tag)** | **Saving, favourites, organising, folders** |
| **Provided by** | **LWL, NUIM** |
| **Language** | English |
| **Area** | *Please select one or more of the following:*   |  |  | | --- | --- | | *Information and data literacy* | *X* | | *Communication & collaboration* |  | | *Digital content creation*  *Safety*  *Problem solving* |  | |  | |  | |
| **Objectives / goals / learning outcomes** | |
| 1B At the end of this module you will be able to:   * Know what digital information is * Manage digital information using bookmarks and favourites * Save and organise documents and other information in folders and files on your desktop | |
| **Description** | |
| This is the second part of the course we will find out how to manage information from the internet so it can be useful to us. We will receive some tips about how to find documents on the internet and how to save them.  We will learn how to save documents that are attached to Emails  We will learn how to create folders so we can save documents and other files and be able to find them again when we need them.  Exercises will help to find and store information that will help us in our lives. | |
| **Contents arranged in 3 levels** | |
| 1. **Module name: Information and Data Literacy**     1. **Name: Managing digital information**        1. **Section Name: Digital Information**       2. **Section Name: Managing Information from the internet (+ exercise)**       3. **Section Name: Documents on the internet**       4. **Section Name: Saveing documents from the internet (+ exercise)**       5. **Section Name: Emails and attachments (+ exercise)**       6. **Section Name: Files and folders (+ exercise)** | |
| **Contents in bullet points** | |
| 1. **Managing information**  * **Digital Information** * **Managing Information from the internet** * **Documents on the internet** * **Emails and attachments** * **Files and folders** | |
| **5 glossary entries** | |
| **Downloading:** Taking an item from the internet and storing it on your computer.  **Uploading**: Taking an item from your computer and storing it on the internet.  **Data:** Information is sometimes called data.  **Folder:** Information can be stored in a folder on a computer so it can be found easily when it is needed.  **Favourite:** Marking a website as a favourite is a way of easily finding a website again if you need it.  **Saving:** Helps you to keep the work that you have done and if you pay attention to where you save the document you should be able to find them again easily  **Save as:** Save as is the same as saving except that you give the document a new name  **Attachments:** Documents or other data are sometimes attached to emails. This allows information to be shared across the internet. | |
| **Bibliography and Further References** | |
| <https://www.netliteracy.org/wp-content/uploads/2012/07/Basic-Internet-Skills.pdf>  <https://www.netliteracy.org/wp-content/uploads/2012/07/Basic-Computer-Skills1.pdf> | |
| **Related Material** |  |
| **Related PPT** | Module 1B Managing Digital Information |
| **Reference Link** |  |
| **Demo video** |  |