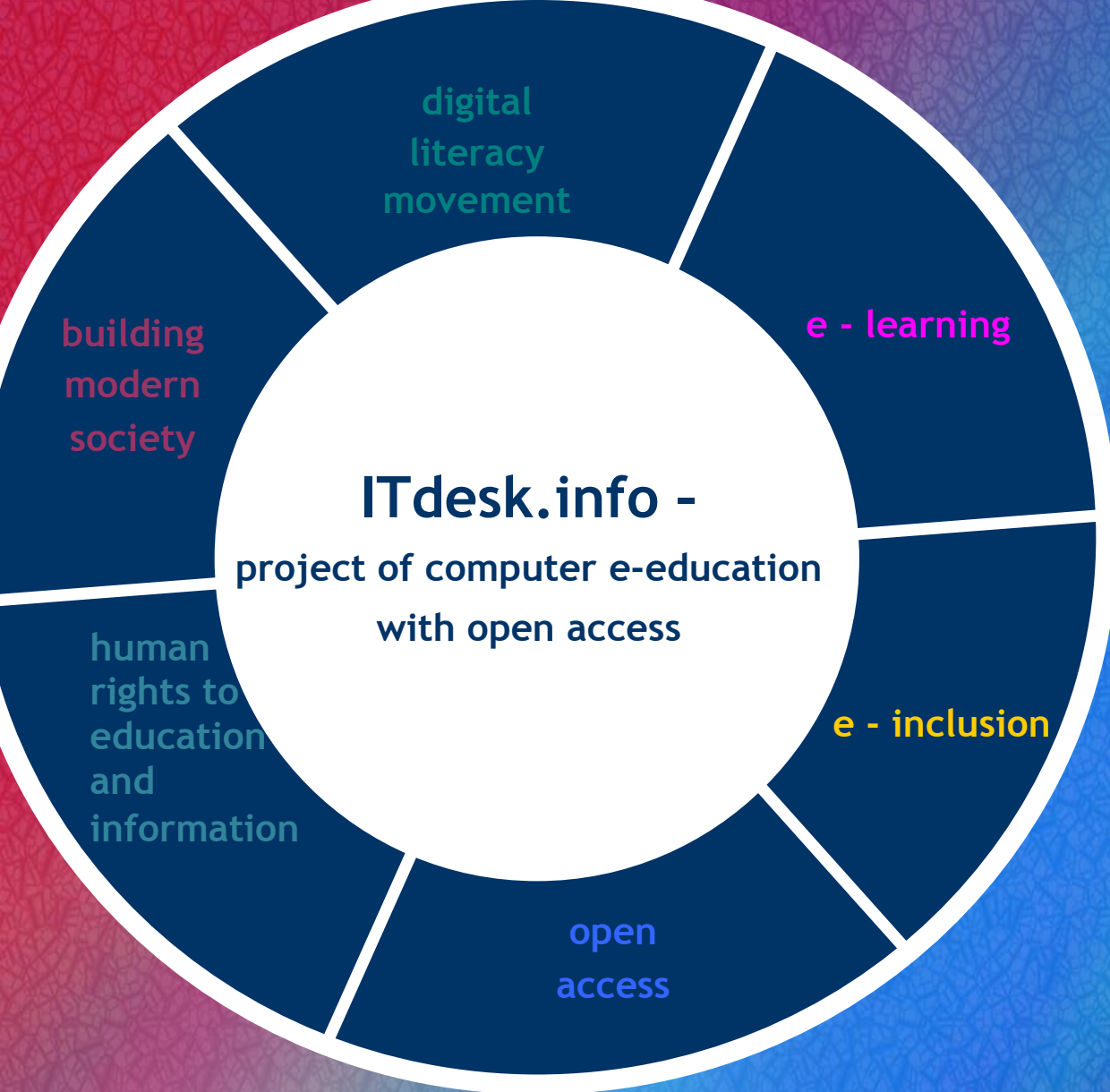




Web Browsing and Communication

Sample exam

open
access

Author: Mario Dujlo

ITdesk.info

Author:

Mario Dujlo

Main title:

ITdesk.info – project of computer e-education with open access

Subtitle:

Web Browsing and Communication, sample exam

Proofreading:

Marko Moric

Cover:

Silvija Bunic

Publisher:

Open Society for Idea Exchange (ODRAZI), Zagreb

ISBN:

978-953-7908-18-8

Place and year of publication:

Zagreb, 2011.

Copyright:

Feel free to copy, print, and further distribute the whole or part of this publication, including for the purpose of organized education, whether in public or private educational organizations, but only for noncommercial purposes (that is, free of charge to end users for use of this publication) and with attribution (source: www.ITdesk.info - project of computer e-education with open access). Derivative works without prior approval of the copyright holder (NGO Open Society for Idea Exchange) are not permitted.

For permission for derivative works please contact us at this e-mail address: info@ITdesk.info.

Preface

Today's society is modified by sudden growth and development of the information technology (IT) which resulted in great dependence of society, in wider sense, on knowledge and competence of an individual in the IT area. And although that dependence is growing daily, **human right to education and information** is not extended to IT area. Problems emerge, affecting society as whole, creating gaps and distancing people from the main reason and motivation for advancement, from **opportunity**. Today, to be a computer illiterate person means to be a person that is unable to participate in modern society, a person without opportunity and in spite of acknowledged necessity and benefits of inclusive computer literacy by, for example, European Commission, UNESCO, OECD, there are still groups of people with hindered access to basic computer education (persons with disabilities, persons with learning difficulties, migrant workers, unemployed, persons that live in remote (rural) areas where IT education is not accessible).

These notes, combined with other materials published on ITdesk.info, represent our effort and contribution to the realization and promotion of human rights to education and information considering IT area. We hope that this education will help you in mastering basic computer skills and with that hope we wish you to learn as much as you can and therefore become an active member of modern ICT society.

Sincerely yours,

ITdesk.info team



-
- | | | |
|----|---|-----------|
| 1. | Open the Web browser (Mozilla Firefox, Internet Explorer, Google Chrome, Opera, or other) on your computer. | [1 point] |
|----|---|-----------|
-
- | | | |
|----|---|-----------|
| 2. | Open the dialog box for the organization of the bookmarked pages.
Firefox – Organize Bookmarks, IE – Organize Favorites, Google Chrome - Bookmark Manager. | [1 point] |
|----|---|-----------|
-
- | | | |
|----|--|-----------|
| 3. | Create a new folder named Trazilice . | [1 point] |
|----|--|-----------|
-
- | | | |
|----|---|-----------|
| 4. | Enter the web address google.com into the address bar. | [1 point] |
|----|---|-----------|
-
- | | | |
|----|---|-----------|
| 5. | Add the page Google.com to the bookmarked pages. | [1 point] |
|----|---|-----------|
-
- | | | |
|----|---|-----------|
| 6. | Move the bookmarked page Google.com to the folder Trazilice . | [1 point] |
|----|---|-----------|
-
- | | | |
|----|---|------------|
| 7. | Enter yahoo.com into the address bar and immediately move the web site to the folder Trazilice , without the procedure within the question 5. In the same way bookmark the page bing.com . | [2 points] |
|----|---|------------|
-
- | | | |
|----|---|-----------|
| 8. | Open the page Google.com using the bookmarked pages within the folder Trazilice . | [1 point] |
|----|---|-----------|
-
- | | | |
|----|---|-----------|
| 9. | With help of the search engine Google , find the page gmail . | [1 point] |
|----|---|-----------|
-
- | | | |
|-----|---|------------|
| 10. | Create a user account on Gmail , Google's free e-mail service. | [5 points] |
|-----|---|------------|
-
- | | | |
|-----|---|-----------|
| 11. | Create a new e-mail message and put the address of this account into the recipient field. | [1 point] |
|-----|---|-----------|
-
- | | | |
|-----|--|-----------|
| 12. | Enter the message title and content „ Test “, and send the message. | [1 point] |
|-----|--|-----------|
-
- | | | |
|-----|--|-----------|
| 13. | Make the same e-mail message and save it as a draft. | [1 point] |
|-----|--|-----------|
-

-
- | | | |
|-----|---|------------|
| 14. | Reply to the mail from the question number 11, with the same content, but now add an attachment. Attach a text file with any content. An empty file cannot be sent. | [2 points] |
|-----|---|------------|
-
- | | | |
|-----|--|-----------|
| 15. | Add the new contact - Petra Peric . | [1 point] |
|-----|--|-----------|
-
- | | | |
|-----|---|-----------|
| 16. | Add the work e-mail address to Petra Peric – petra.peric555@gmail.com . | [1 point] |
|-----|---|-----------|
-
- | | | |
|-----|--|-----------|
| 17. | Export the My Contacts group as an Outlook CSV file type. | [1 point] |
|-----|--|-----------|
-
- | | | |
|-----|---|-----------|
| 18. | Delete the contact Petra Peric . | [1 point] |
|-----|---|-----------|
-
- | | | |
|-----|---|-----------|
| 19. | Go back to the Google.com page, and set it as home page. | [1 point] |
|-----|---|-----------|
-
- | | | |
|-----|---------------------------------------|-----------|
| 20. | Delete Browsing History for this day. | [1 point] |
|-----|---------------------------------------|-----------|
-
- | | | |
|-----|----------------------------|-----------|
| 21. | Open two or more new tabs. | [1 point] |
|-----|----------------------------|-----------|
-
- | | | |
|-----|---|-----------|
| 22. | In one action, close all tabs except the first. | [1 point] |
|-----|---|-----------|
-
- | | | |
|-----|---|-----------|
| 23. | Set Desktop as the download location for the downloaded Internet files. | [1 point] |
|-----|---|-----------|
-
- | | | |
|-----|--|-----------|
| 24. | Download any file from the Internet (be careful what you download!). | [1 point] |
|-----|--|-----------|
-
- | | | |
|-----|---|------------|
| 25. | Install an extension or a theme for your Web browser, and run it. | [2 points] |
|-----|---|------------|
-

TOTAL POINTS

32



***This sample exam is intended for learning in conjunction with materials
published on the following links:***

****Notes:***

<http://www.itdesk.info/Web%20browsing%20and%20communication%20notes.pdf>

****Video-materials for learning that show how to use web browsers and communicate via e-mail:***

- <http://www.itdesk.info/en/internet-and-e-mail-web-browsing-and-communication-1/>
- <http://www.itdesk.info/en/internet-and-e-mail-web-browsing-and-communication-2/>
- <http://www.itdesk.info/en/microsoft-outlook-web-browsing-and-communication-1/>
- <http://www.itdesk.info/en/microsoft-outlook-web-browsing-and-communication-2/> .

****Solution for this sample exam:***

<http://www.itdesk.info/en/exam-solution-module-7/>

****Quiz for self-evaluation:***

<http://www.itdesk.info/en/web-browsing-communication-quiz/>

(To open the link containing a PDF document, just press the left mouse button on one of the above links. The web page that a link refers to, will open in a browser that you have installed on your computer.)



Terms of use:

Website <http://www.ITdesk.info/> was launched by a nongovernmental organization "Open Society for the Idea Exchange" in order to actively promote human right to free access to information and human right to education.

Feel free to copy and distribute this document, provided that you do not change anything in it!

All freeware programs and services listed on the ITdesk Home Web site at ITdesk.info are the sole property of their respective authors. Microsoft, Windows, and Windowsxx are registered trademarks of Microsoft Corporation. Other registered trademarks used on the ITdesk Home Web site are the sole property of their respective owners. If you have questions about using or redistributing any program, please refer to the program license agreement (if any) or contact: info@itdesk.info.

These sites contain links to other web sites or resources. ITdesk.info team is not responsible for the text and / or advertising content or products that are provided on these sites / resources, as is not responsible for any content that is available through them, nor the possibility of the inaccuracy of the content. Use links at your own risk. Also, ITdesk.info team does not guarantee:

- that the content on this web site is free from error or suitable for any purpose,
- that these web sites or web services will function without error or interruption,
- would be appropriate for your needs,
- that implementing such content will not violate patents, copyrights, trademark or other rights of any third party.

If you disagree with the general terms of use or if you are not satisfied with the sites we provide, stop using this web site and web services. ITdesk.info team is not responsible to you or to any third party for any resulting damages, whether direct, indirect, incidental or consequential, associated with or resulting from your use, misuse of this web site or web services. Although your claim may be based on warranty, contract violation or any other legal footing, regardless whether we are informed about the possibility of such damages, shall be released from all liability. Accepting the limitations of our responsibilities is a necessary prerequisite for using these web pages and web services.

Please note that all mentioned software, in this or other documents published on ITdesk.info, is stated only for educational or exemplary purposes and that we, in any case or manner, do not prefer these software over the other, similar software mentioned or not mentioned in the materials. Any statement that would suggest that we prefer some software over the other, mentioned or not mentioned in the materials, will be considered as false statement. Our direct and unconditional support have only open source software that allows users to become digitally literate, use computer and participate in the modern information society without barriers.



The logo for ITdesk.info is displayed within a dark rectangular box. The text 'ITdesk.info' is rendered in a serif font, with 'IT' in a light green color and 'desk.info' in white. The background of the entire page features a colorful, abstract pattern of overlapping geometric shapes in shades of red, purple, and blue.

**project of computer e-education
with open access**

**Publisher:
Open Society for Idea Exchange
(ODRAZI), Zagreb**

ISBN: 978-953-7908-18-8

A solid dark blue rectangular block is positioned at the bottom of the page.