



# Digital Literacy Curriculum Resource

## Module 3 Online Skills Basics



THE UNIVERSITY OF BRITISH COLUMBIA

Learning Exchange



Funded by:  
Immigration, Refugees  
and Citizenship Canada

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et Citoyenneté Canada

Module #	Topics
1	Mouse and Navigating 
2	Keyboarding 
3	Online Skills-Basic 
4	Online Skills 
5	Email 
6	Mobile Phones 
7	Safety and Security 

# Cursor Shapes



**Arrow**



**I-beam**



**Hand**

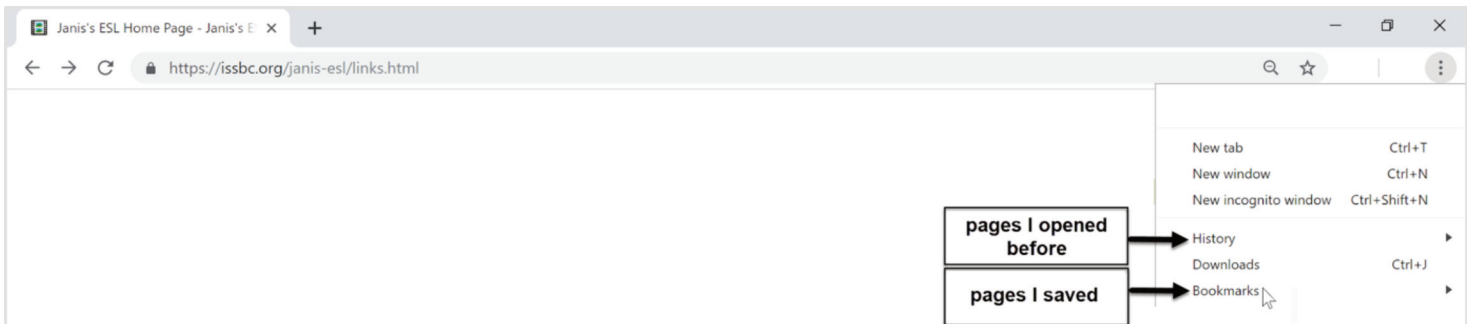
## Identify Different Browsers



## Know Common Browser Commands



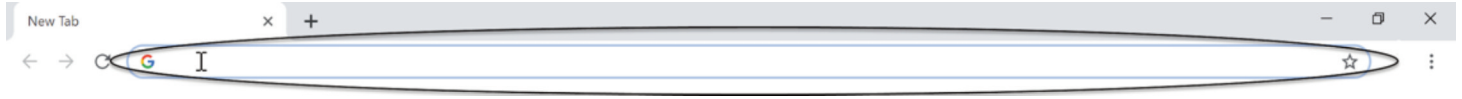
## Know Common Browser Commands



## Know Common Browser Commands

Show your partner:

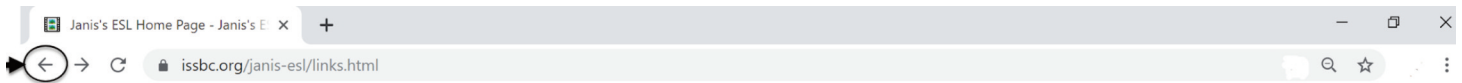
### 1. Address bar



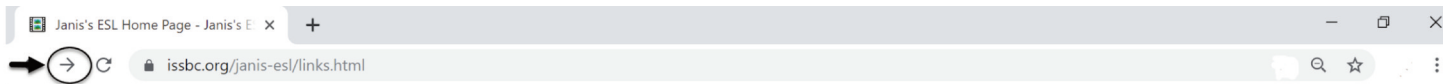
### 2. New tab



### 3. Go back



### 4. Go forward



### 5. Refresh the page

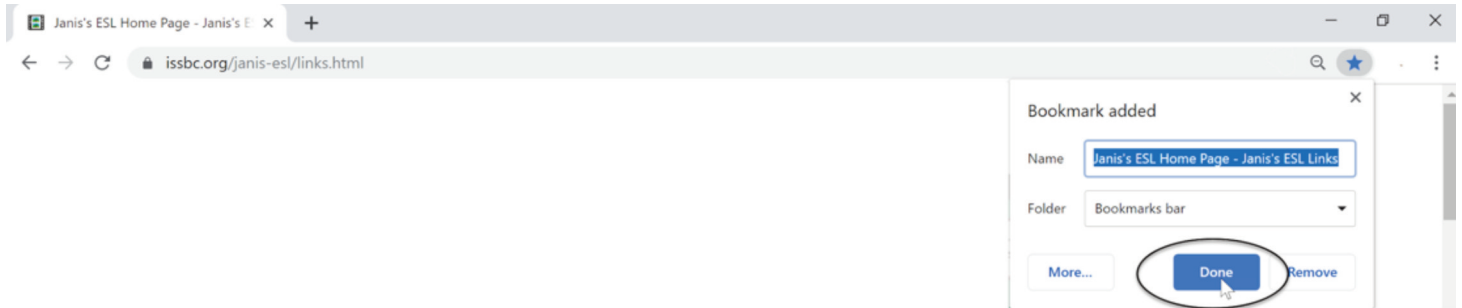


6. Save the page.

1)



2)



7. I saved the page. Open it.

1)



2)

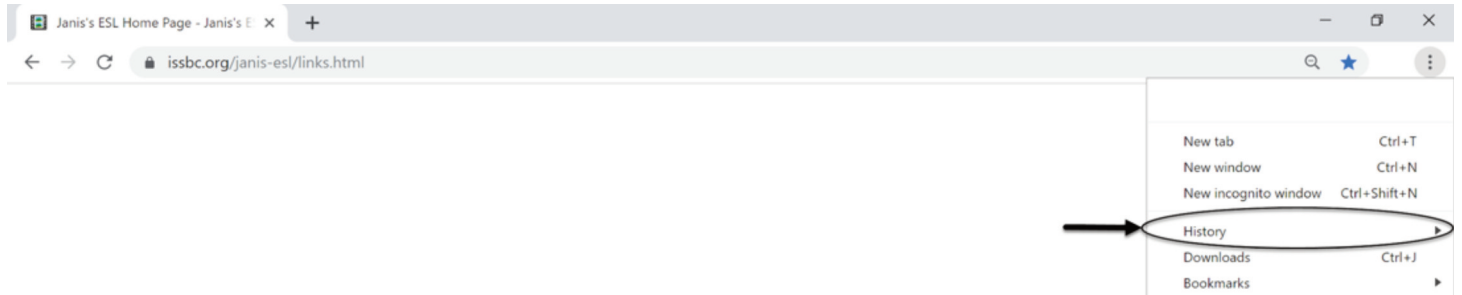


8. I opened the page yesterday. Find it.

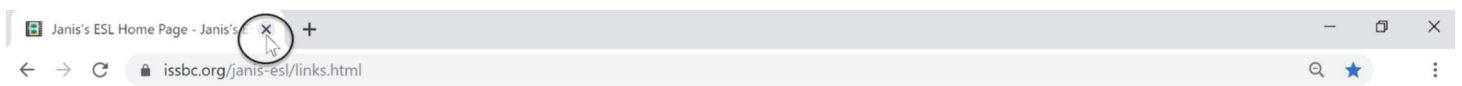
1)



2)



9. Close the tab.



## Understand a Web Address Format

	Who can use	Example
.com		thebay.com
.org		issbc.org
.ca		canada.ca
.bc.ca		vsb.bc.ca
.gc.ca		travel.gc.ca
.gov		usa.gov



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.gc.ca		travel.gc.ca
.gov		usa.gov



## Understand a Web Address Format

Work in Pairs. Choose the web address:

Government of Canada	a) canada.ca b) canada.gov
Canadian Food Guide	a) food-guide.canada.ca b) food guide.canada.ca
Costco - Canadian store	a) costco.com b) costco.ca
Jobs in Canada	a) jobbank.gc.ca b) jobbank.gc
Free legal information for newcomers to Canada	a) immigrantlegal.ca b) immigrantlegal.bc.ca
Housing information for newcomers to Canada	a) cmhc schl.gc.ca b) cmhc-schl.gc.ca
Information for newcomers in Ontario	a) settlement.org b) settlement.gov
University of Alberta	a) ualberta.ca b) ualberta ca

## Understand a Web Address Format

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## Understand a Web Address Format

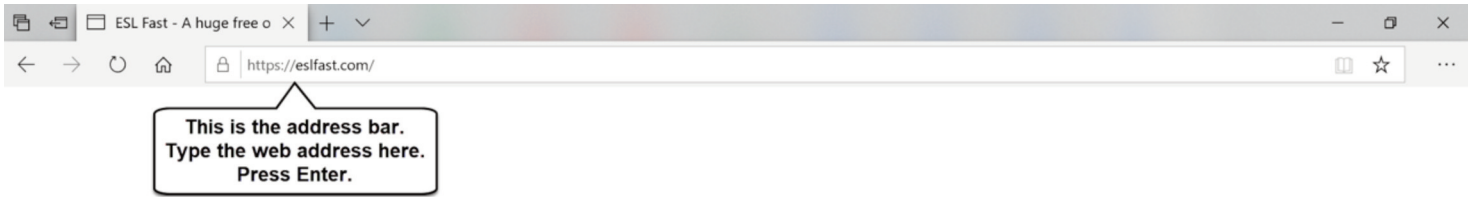
Government of Canada	a) canada.ca
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Costco - Canadian store	b) costco.ca
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Information for newcomers in Ontario	a) settlement.org
University of Alberta	a) ualberta.ca

## Understand a Web Address Format

Match the endings with countries:

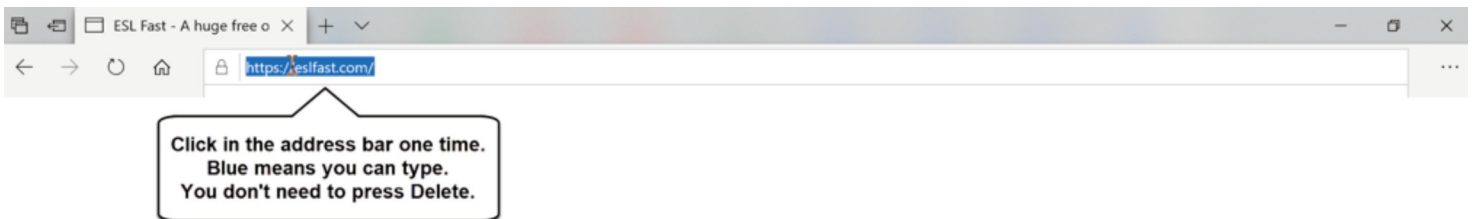
.jp	Japan
.uk	United Kingdom
.ru	Russia
.mx	Mexico
.cn	China
.us	USA
.tr	Turkey

## Use the Address Bar

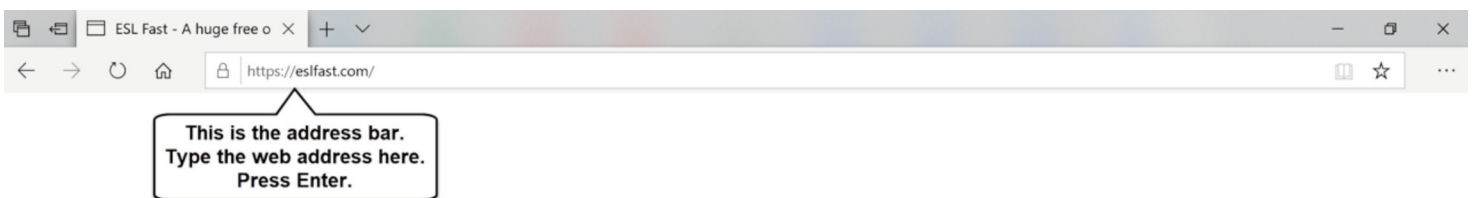


Type the web address in the address bar. Press Enter key on the keyboard. The website opens.

- You don't need to type www.
- Be very careful with spelling.
- Capital letters are not important.

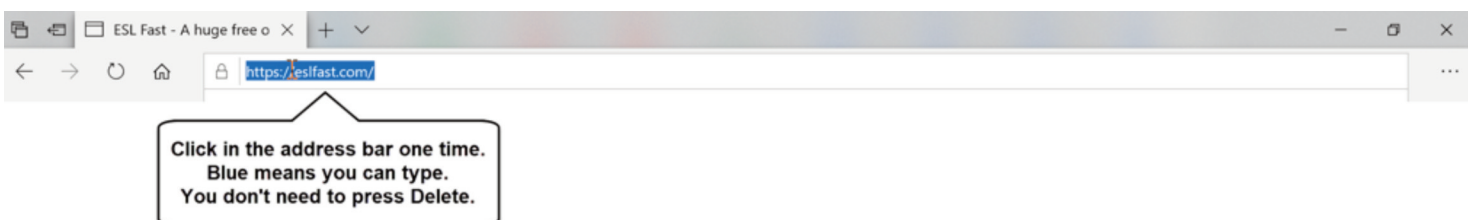


## Use the Address Bar



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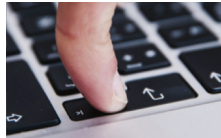
## Use the Address Bar

Follow the instructions below.

1. Go on the internet - Click on one.
2. Click in the address bar.



3. Type [indeed.ca](https://www.indeed.ca)
4. Press Enter on the keyboard.
5. Click in the address bar one time. Blue means you can type.



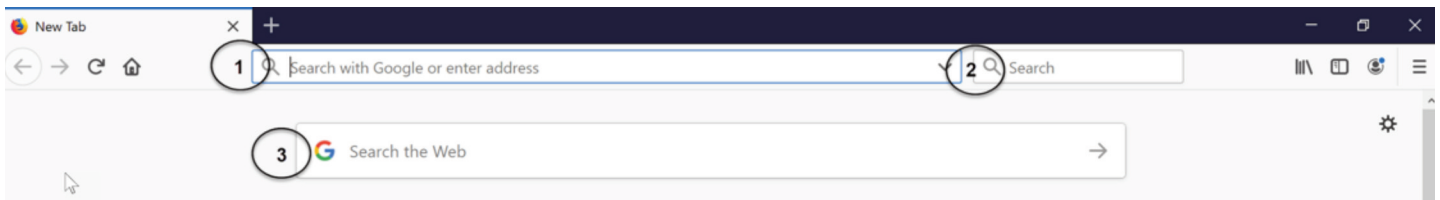
6. Type [jobbank.gc.ca](https://www.jobbank.gc.ca)
7. Press Enter on the keyboard.
8. Go back one page. You see indeed.ca
9. Go forward one page. You see this page now: jobbank.gc.ca
10. Click in the address bar one time. Blue means you can type.



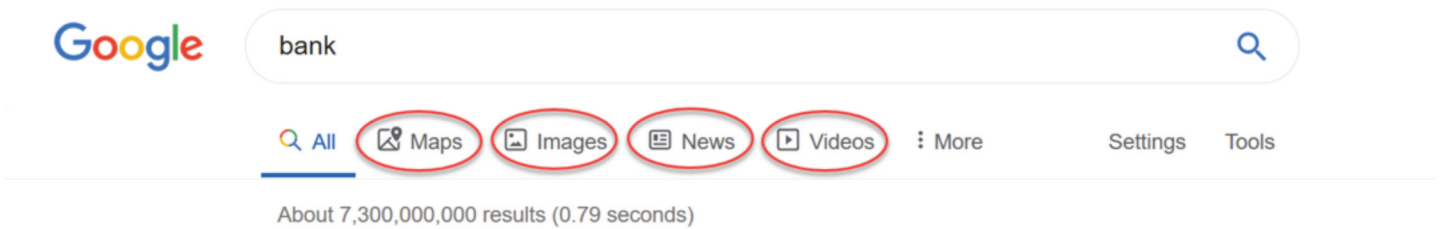
11. Type [settlement.org](https://www.settlement.org)
12. Press Enter on the keyboard.
13. Go back two pages. You see indeed.ca
14. Click on the star, then Done. Save the page.
15. Click on Menu. Find 'Bookmarks'. Click on it.
16. Find indeed.ca on the list. Click on it.
17. Close the tab

## Search for Information Online

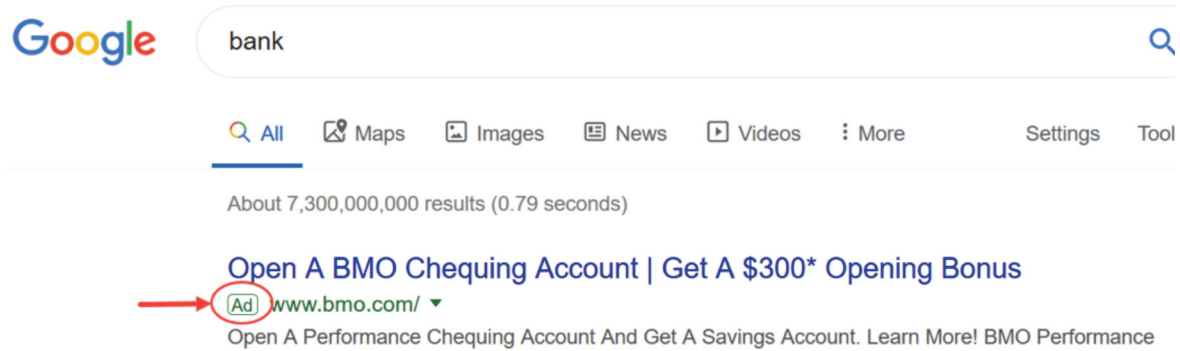
1. Type your word in 1, 2, or 3:



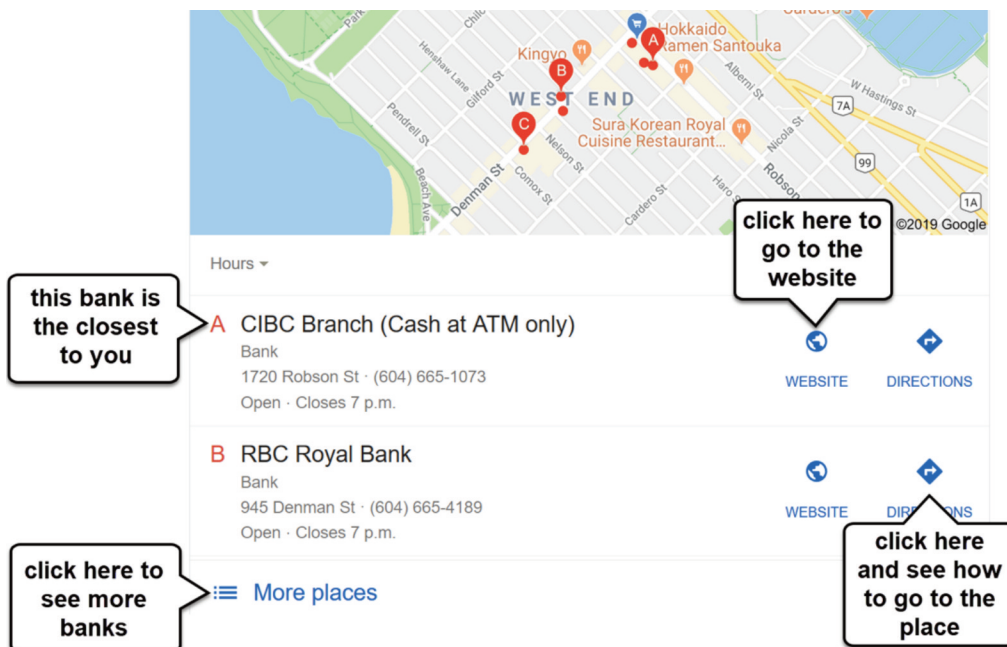
2. You can click on maps, images (pictures), news, or videos.



3. Be careful with ads. This bank paid money to be on top:



4. Look at the map:



## Search for Information Online

Answer the questions about the picture:

The image shows a Google search interface for the word "pharmacy". The search results include a map of the English Bay Beach area in Victoria, British Columbia, with three red location pins labeled A, B, and C. Below the map is a list of three pharmacy results, each with its name, address, phone number, and hours. Each result also includes icons for "WEBSITE" and "DIRECTIONS".

Label	Name	Address	Phone Number	Hours	Website	Directions
A	London Drugs	1650 Davie St	(604) 448-4850	Open · Closes 10 p.m.	WEBSITE	DIRECTIONS
B	Medical Centre Pharmacy	1175 Denman St	(604) 682-4321	Open · Closes 6:30 p.m.	WEBSITE	DIRECTIONS
C	Shoppers Drug Mart	1020 Denman St	(604) 681-3411	Open · Closes 12 a.m.	WEBSITE	DIRECTIONS

**Pharmacy A**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Closes at: \_\_\_\_\_

**Pharmacy B**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Closes at: \_\_\_\_\_

**Pharmacy C**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

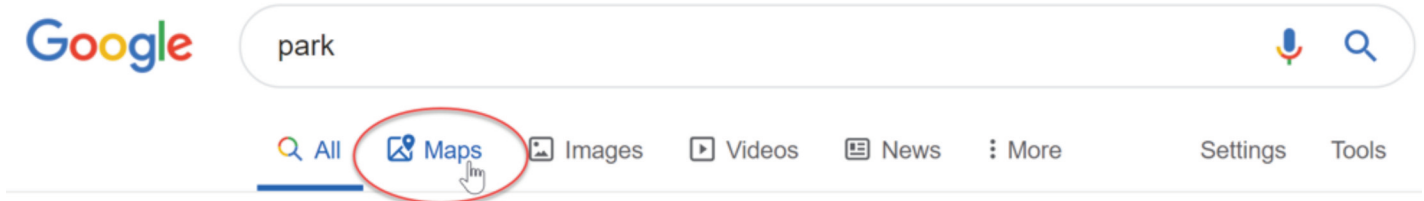
Closes at: \_\_\_\_\_



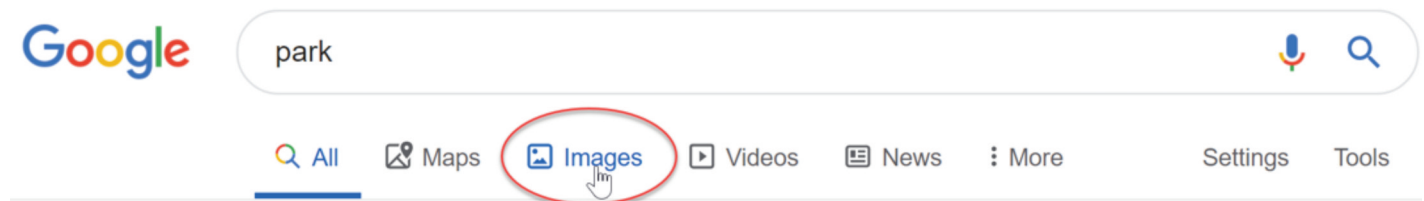
## Search for Information Online

### Student A

1. Click in the address bar. Type 'park'. Press Enter on the keyboard.
2. Click on the 'Maps'.



3. How many parks are near you? \_\_\_\_\_
3. Go back one page.
4. Click on the 'Images' (pictures).



5. Find a picture of a beautiful park.
6. Go back one page.
7. Look at the map. Which park is the closest to you?  
\_\_\_\_\_
8. What is the address? \_\_\_\_\_
9. Can you see any ads? Yes/No

----- *fold here* -----

Tell your partner:

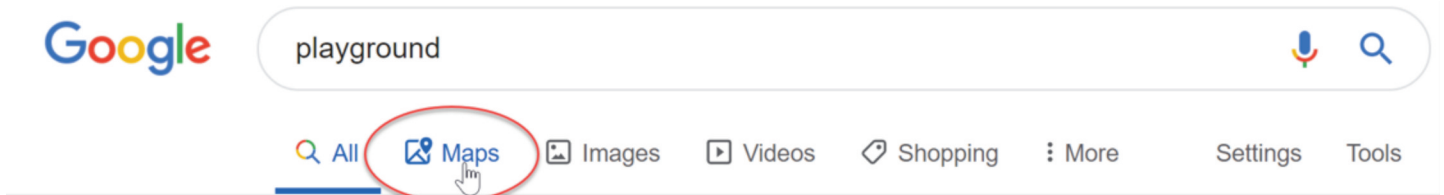
1. There are \_\_\_\_\_ parks near us.
2. \_\_\_\_\_ park is the closest.
3. The address is \_\_\_\_\_
4. There are some/no ads.

Show your partner a picture of a beautiful park.

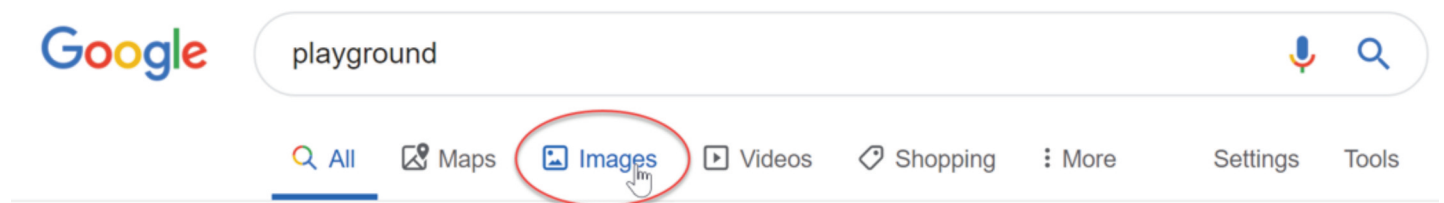
## Search for Information Online

### Student B

1. Click in the address bar. Type 'playground'. Press Enter on the keyboard.
2. Click on the 'Maps'.



3. How many playgrounds are near you? \_\_\_\_\_
4. Go back one page.
5. Click on the 'Images' (pictures).



6. Find a picture of a nice playground.
7. Go back one page.
8. Look at the map. Which playground is the closest to you?

9. What is the address? \_\_\_\_\_
10. Can you see any ads? Yes/No

----- *fold here* -----

Tell your partner:

1. There are \_\_\_\_\_ playgrounds nearby.
2. \_\_\_\_\_ playground is the closest.
3. The address is \_\_\_\_\_
4. There are some/no ads.