



Digital Literacy Curriculum Resource

Module 3 Online Skills Basics



THE UNIVERSITY OF BRITISH COLUMBIA

Learning Exchange

Funded by:



Immigration, Refugees
and Citizenship Canada

Financé par :

Immigration, Réfugiés
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

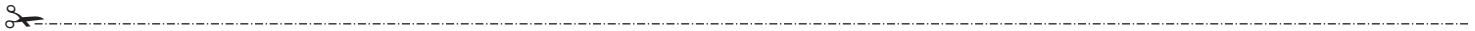
Identify Different Browsers

Instructions: Match the browsers with their names



1. _____ 2. _____ 3. _____ 4. _____ 5. _____

- a) Firefox
- b) Microsoft Edge
- c) Internet Explorer
- d) Google Chrome
- e) Safari



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Know Common Browser Commands



Open the menu to view the History, Bookmarks, and more.



Know Common Browser Commands



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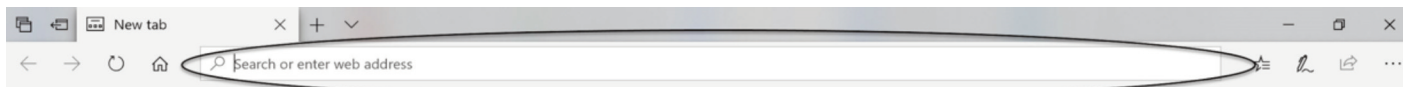


Know Common Browser Commands

Work in Pairs. Ask your partner questions and check his/her answers.

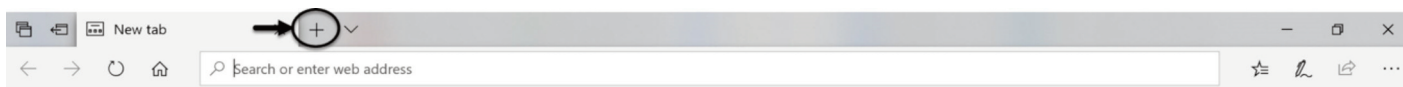
1. I need to type a website address. Where do I click?

Answer:



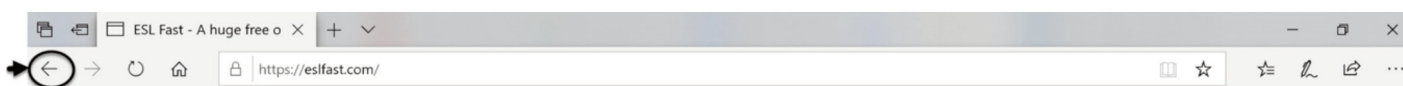
2. I need to open a new tab. Where do I click?

Answer:



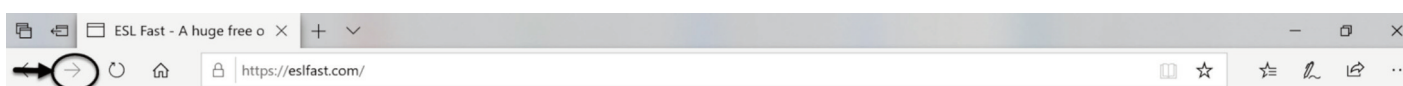
3. I need to go one page back. Where do I click?

Answer:



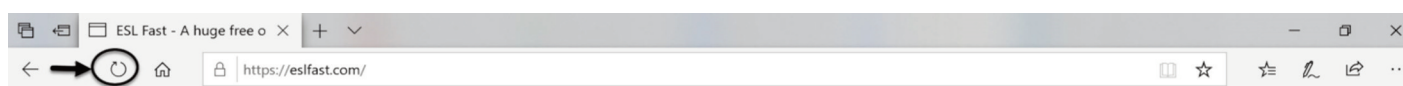
4. I need to move one page forward. Where do I click?

Answer:



5. I need to restart the page. Where do I click?

Answer:



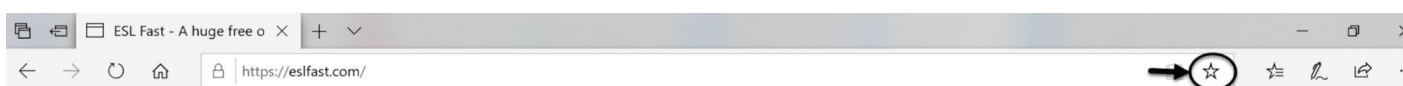
6. I need to see the pages I opened before. Where do I click?

Answer:



7. I need to save the page to my favourites. Where do I click?

Answer:



8. I saved the page to my favourites. Where can I see it? (Answer: Menu → Bookmarks/Favourites)



Switch roles and repeat.

Understand a Web Address Format

| Extension | Used by... | Example |
|-----------|------------|--------------|
| .com | | thebay.com |
| .org | | issbc.org |
| .ca | | canada.ca |
| .bc.ca | | vsb.bc.ca |
| .gc.ca | | travel.gc.ca |
| .gov | | usa.gov |



Understand a Web Address Format

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| .bc.ca | | vsb.bc.ca |
| .gc.ca | | travel.gc.ca |
| .gov | | usa.gov |

Understand a Web Address Format

Work in pairs. Answer the questions:

1. You live in Ontario. You are looking for a family doctor. Which website should you go to?
 - A. health.gov.on.ca
 - B. health.com
 - C. health.org

2. You are shopping online. Which store is located in Canada?
 - A. costco.com
 - B. costco.ca.com
 - C. costco.ca

3. You are looking for a flight ticket. Which website should you go to?
 - A. cheapflights.ca
 - B. expedia.com
 - C. cheapair.gov

4. You want to apply for a parent visa to bring your mother to Canada. Which website should you go to?
 - A. canadavisa.com
 - B. canada.ca
 - C. immi.homeaffairs.gov.au

5. Can you guess what country this is?
 - A. .jp _____
 - B. .uk _____
 - C. .ru _____
 - D. .mx _____
 - E. .cn _____
 - F. .us _____

Understand a Web Address Format

Work in pairs. Answer the questions:

1. You moved to Ontario and are looking for a family doctor. Which website should you go to? Why? What do the other two extensions mean?
 - A. health.gov.on.ca
 - B. health.com
 - C. health.org

The answer is A since you are looking for a family doctor in the province of Ontario, and 'on' is the extension for the province. B is not correct because .com is for a commercial business; C is also not correct because it is a non-profit organization, and it is also not specific to Ontario.

2. You are shopping online. Which store is located in Canada? How do you know? What do the other two extensions mean?
 - A. costco.com
 - B. costco.ca.com
 - C. costco.ca

C is the correct answer since it has the .ca extension which means it is a Canadian website. A is not correct because Costco is an American company and the American Costco website will probably have the .com extension already. B is also not correct because this is not a valid extension. Sometimes a Canadian version of the website will look like this: ca.indeed.com or ikea.com/ca.

3. You are going on a family vacation. Which website would you choose to book a flight? Why? What do the other two extensions mean?
 - A. cheapflights.ca
 - B. expedia.com
 - C. cheapair.gov

A is correct because you are departing from Canada and you want to pay in Canadian dollars so booking a vacation on a Canadian site makes sense. B is Expedia's American site and .gov is usually only for American government sites.

4. You want to apply for a parent visa to bring your mother to Canada. Which website is the official one? How do you know? What do the other two extensions mean?
 - A. canadavisa.com
 - B. canada.ca
 - C. immi.homeaffairs.gov.au

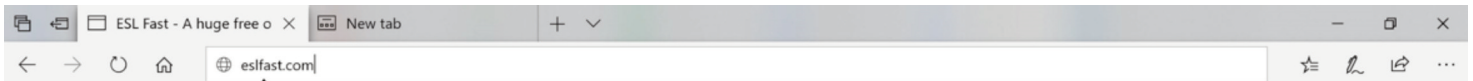
B is correct because you want to look for information from the Canadian government site. A is probably an immigration consultant business website, and C is an Australian government website.

5. Can you guess what country this is?

- .jp ----- Japan
- .uk ----- the United Kingdom
- .ru ----- Russia
- .mx ----- Mexico
- .cn ----- China
- .us ----- the United States

Country extensions often, though not always, use the first two letters of the country name, e.g. Russia, or the first two letters of the country's syllables e.g. Japan

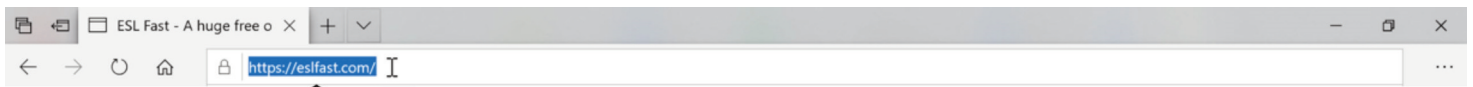
Use the Address Bar



This is the address bar.
Type the web address here.
Press Enter to go to the page.

Type the web address in the address bar. Press Enter to go to the website.

- You don't need to type www.
- Be careful with your spelling. If you make a mistake, the website won't open.
- Capital letters are not important online.



Highlight the text to type
another web address.

You do not need to press
Delete.



Use the Address Bar



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Type the web address here.
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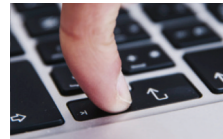
Use the Address Bar

Follow the instructions below.

1. Open a browser
2. Click in the address bar
3. Type **indeed.ca** and press Enter on the keyboard.



4. What can you do on this website?
 - a) Find government information
 - b) Look for a job
 - c) Find health information

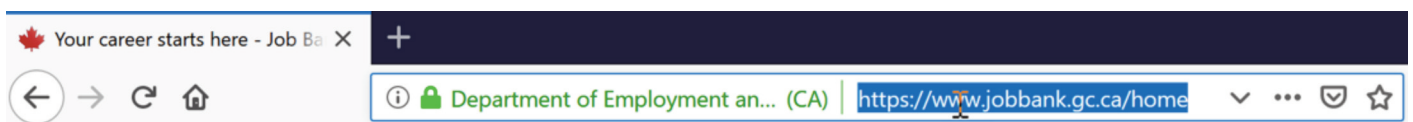


5. Click in the address bar and highlight the text



6. Type **jobbank.gc.ca** and press Enter on the keyboard.
7. What can you do on this website?
 - a) Find government information
 - b) Look for a job
 - c) Find health information

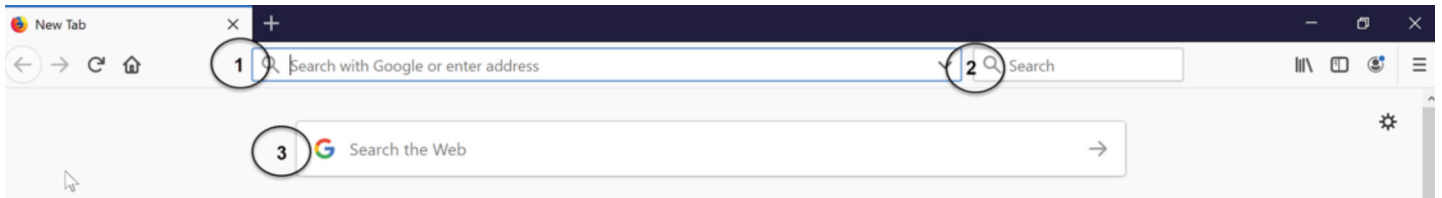
8. Click in the address bar and highlight the text



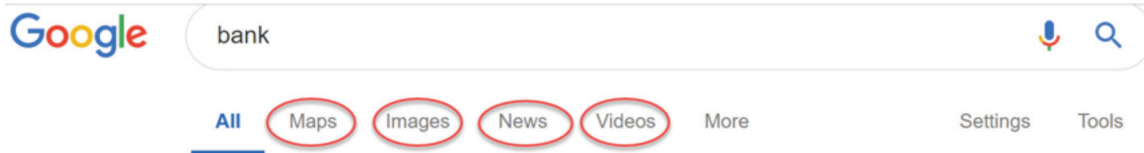
9. Type **settlement.org** and press Enter
10. What can you do on this website?
 - a) Find information for newcomers to Canada
 - b) Look for a job
 - c) Find housing information
11. Go back two pages. You will see **indeed.ca**
12. Go forward one page. You will see **jobbank.gc.ca**
13. Click on the star, then Done to save the page
14. Click on Menu and find 'Bookmarks'. Click on it.
15. Find **jobbank.gc.ca** on the list. Click on it.
16. Close the tab

Search for Information Online

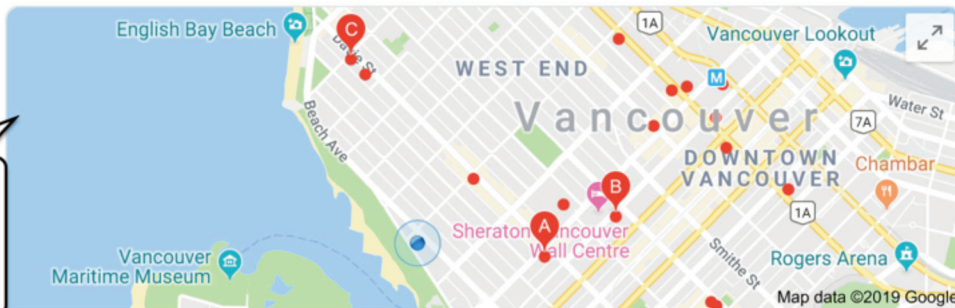
1. Type your word in one of these fields:



2. You can choose to see maps, images, news or videos with your word.



About 6,380,000,000 results (0.55 seconds)



You will see a map of the closest banks to you

Hours Visit history Sort by

A TD Canada Trust Branch and ATM

Bank
550.0 m · 1200 Burrard St · (604) 654-3572
Open · Closes 6 p.m.

WEBSITE DIRECTIONS

The address, phone number and opening hours

B RBC Royal Bank

Bank
800.0 m · 1010 Hornby St · (604) 665-5138
Open · Closes 7 p.m.

WEBSITE DIRECTIONS

Click here to get directions to the bank

3. Below the map you will see the search results:

This is the link to the website

BMO Bank of Montreal: Personal banking
<https://www.bmo.com/main/personal/> ▼
 BMO offers a wide range of personal **banking** services including mortgages, credit cards, loans and insurance. Access accounts with 24/7 online **banking**.
[Bank Accounts](#) · [Online Banking for Business](#) · [Contact Us](#) · [BMO Branch Locations](#)

Purple color means you've opened the page before

Bank of America - Banking, Credit Cards, Loans and Investing
<https://www.bankofamerica.com/> ▼
 What would you like the power to do? For you and your family, your business and your community. At **Bank of America**, our purpose is to help make financial ...

This is the web address

CIBC: Personal Banking | Financial Services
<https://www.cibc.com/en/personal-banking.html> ▼
Bank on your terms with CIBC – whether it's in person, over the phone or online, CIBC has you covered.
 You've visited this page 2 times. Last visit: 2018-11-21

The description of the page

4. Be careful with advertisements (ads):

This company paid to be on the top.

This is an ad.

Look below ads for other web pages.

table lamp 🔍

🔍 All 🖼 Images 🛒 Shopping 📍 Maps 📰 News ⋮ More ⚙ Settings 🛠 Tools

About 984,000,000 results (0.58 seconds)

Table Lamp at Amazon® | Huge Selection & Great Prices
(Ad) www.amazon.ca/ ▼
 Buy Table Lamp at Amazon. Free Shipping on Qualified Orders.
[Today's Deals](#) · [Amazon Echo Family](#) · [Amazon Gift Cards](#) · [Health & Personal Care](#) · [Outlet Store](#)

Table Lamps - IKEA
<https://www.ikea.com/ca/en/cat/table-lamps-10732/> ▼
 Make sure no corner of your room is dark with a **table lamp**. IKEA table lamps come in many shapes, sizes, colours and styles to suit your space.
[New LAUTERS Table lamp ...](#) · [STORUMAN Table lamp, 12](#)

Table Lamps for Every Room - Low Prices | Bouclair.com

These companies paid to be here. These are ads.

See table lamp

| | |
|---|---|
| Charlton Home Norridge 14.5" ... \$86.99 Wayfair.ca Free delivery | Latitude Run Shilling 24" Table \$152.99 Wayfair.ca Free delivery |
|---|---|



Search for Information Online

1. Click in the address bar and type 'park' in the address bar and press Enter.
2. Click on the 'Maps' link. How many parks can you see nearby? _____
3. Go back one page.
4. Click on the 'Images' link. These are popular pictures of parks around the world.
5. Go back one page.
6. Look at the map. Which park is closest to us? _____
7. What is the address? _____
8. Scroll down and look below the map. What is the first website called? _____
9. Can you see any ads? _____



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9. Can you see any ads? _____

Search for Information Online

1. Type 'coffee' in the address bar and press Enter.
2. Click on the 'Images' link and see the pictures.
3. Go back one page.
4. Click on the 'Videos' link. What is the first video about?
5. Go back one page.
6. Look at the map of coffee shops near you.
 - What is the closest one? _____
 - What is the address? _____
 - How far is it from your location? _____
7. Scroll down. What is the first website address? _____
8. Can you see any ads? Yes/No

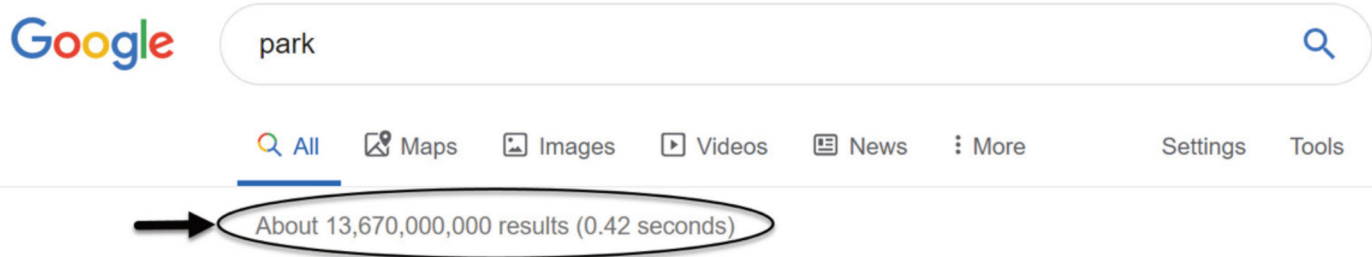


Search for Information Online

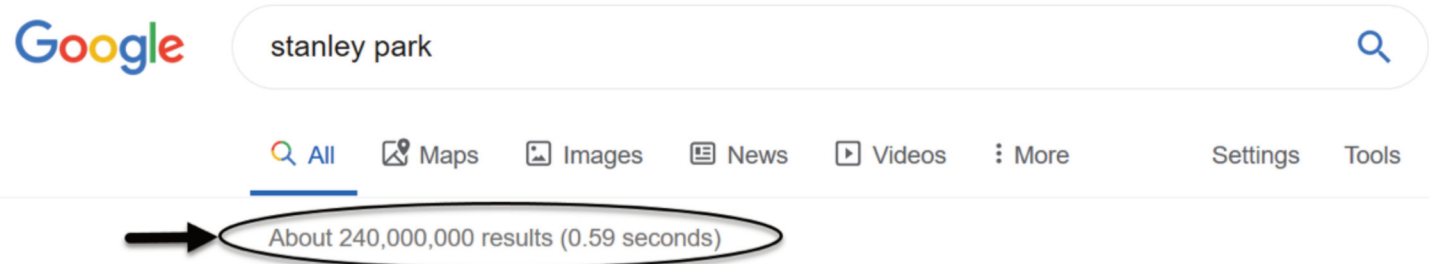
1. Type 'coffee' in the address bar and press Enter.
2. Click on the 'Images' link and see the pictures.
3. Go back one page.
4. Click on the 'Videos' link. What is the first video about?
5. Go back one page.
6. Look at the map of coffee shops near you.
 - What is the closest one? _____
 - What is the address? _____
 - How far is it from your location? _____
7. Scroll down. What is the first website address? _____
8. Can you see any ads? Yes/No

Use Keywords to Search for Information

Google will find a lot of web pages for you:



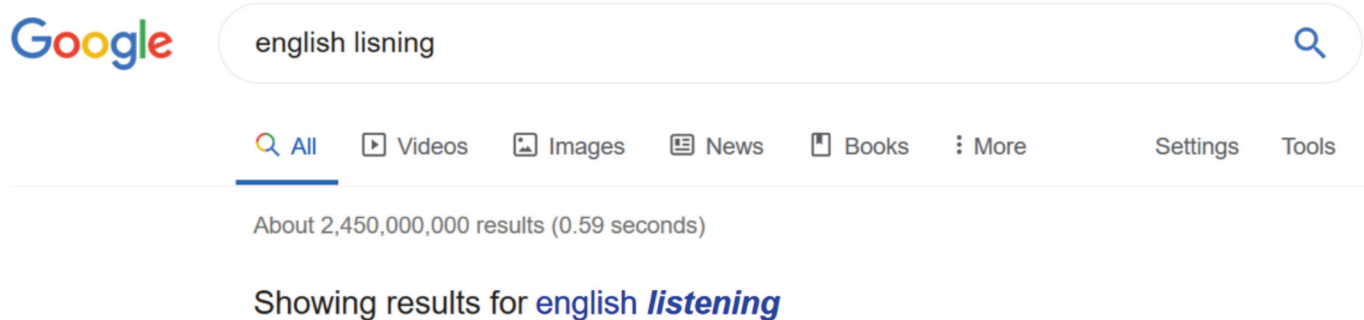
Use keywords to get more specific results:



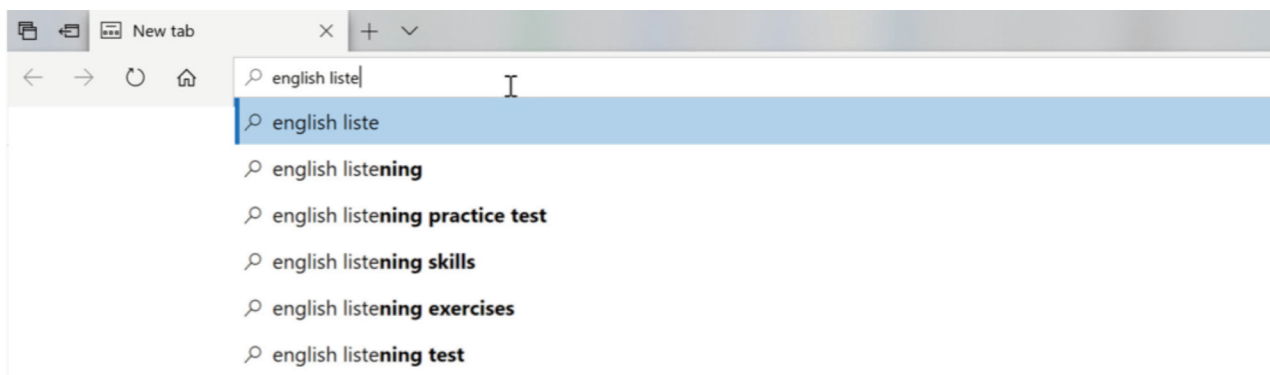
- Keywords are usually nouns, verbs, and adjectives
- Do not type grammar words, such as 'and', 'a', 'the', etc.
- Use specific keywords to get better search results.

Google can help you search online:

1. If you make a small spelling mistake, Google will still find the answer for you:



2. Google can also give you suggestions when you start typing your keywords. For example:



Use Keywords to Search for Information

Instructions:

Work in groups. Select keywords and do the online search. If you are not happy with the results, try again with different keywords. When you are happy with the results, write down the keywords you used in the chart.

| Question | Keywords |
|--|----------|
| 1. What is the largest country in the world? | |
| 2. What is the address of your school? | |
| 3. What is the weather like in your city? | |
| 4. When did Canada become a country? | |
| 5. What does 'brunch' mean? | |
| 6. What is the web address for your local library? | |
| 7. Where is the nearest swimming pool? | |

Use Keywords to Search for Information

Search for the following information online. Write down the keywords you used.

| Situation | Keywords |
|---|----------|
| 1. Find a recipe for peanut butter cookies. | |
| 2. Find a community centre in your neighbourhood. What is the address? | |
| 3. You want to practice English grammar online. Where can you do that? | |
| 4. Find a website where you can practice for the Canadian citizenship test. | |
| 5. Find a restaurant that is good for big groups. | |
| 6. Find a website where you can buy used furniture in your town or city. | |
| 7. Find out what medicine you can take for a sore throat. | |