



Digital Literacy Curriculum Resource

Module 3 Online Skills Basics



THE UNIVERSITY OF BRITISH COLUMBIA

Learning Exchange



Funded by:
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and Citizenship Canada

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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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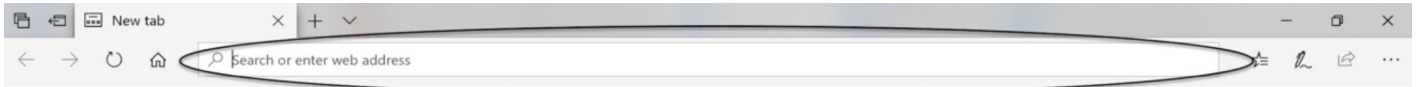


Know Common Browser Commands

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

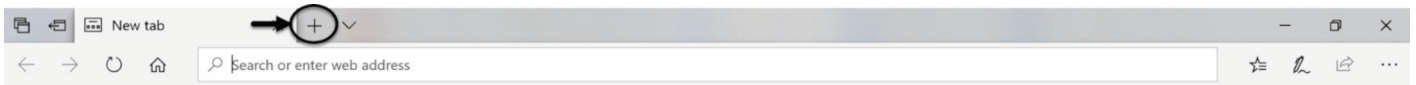
1. Where do I click to type a web address? What is this line called?

(Answer: Address bar)



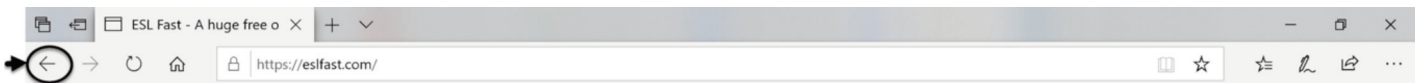
2. Where do I click to open a new tab? What is this button called?

(Answer: New tab)



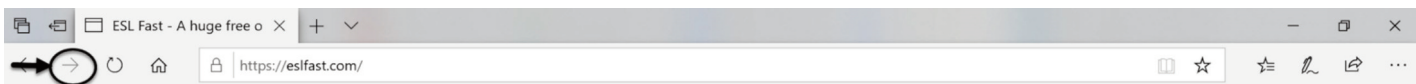
3. Where do I click to return to the previous page? What is this button called?

(Answer: Back button)



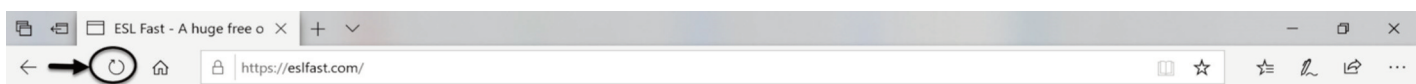
4. Where do I click to move one page forward? Where is this button called?

(Answer: Forward button)



5. Where do I click to restart the page? What is this button called?

(Answer: Refresh/reload button)



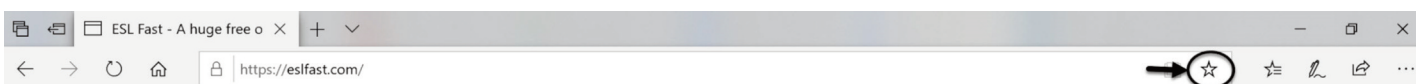
6. Where do I click to see the browsing history?

(Answer: Menu)



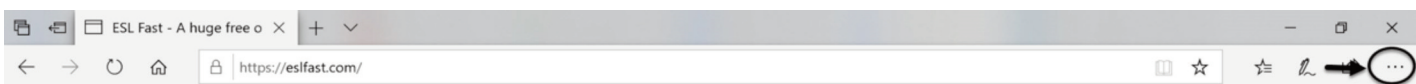
7. Where do I click to save the page to my favourites? What is this icon called?

(Answer: Bookmark star)



8. Where do I click to see the bookmarked pages?

(Answer: Menu → Bookmarks/Favourites, depending on the browser)



Switch roles and repeat.

Understand a Web Address Format

Can you guess what these extensions mean?

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



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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

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

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

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

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

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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

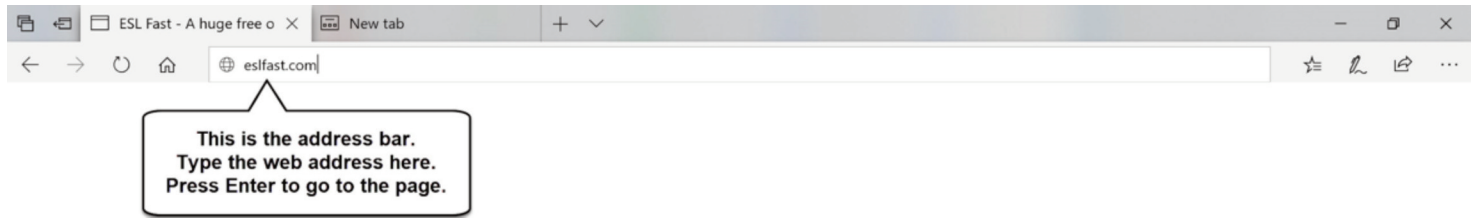
B is correct because you want to look for information from the Canadian government site. A is probably an immigration consultant business website, and C is an Australian government website.

5. Can you guess what country this is?

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

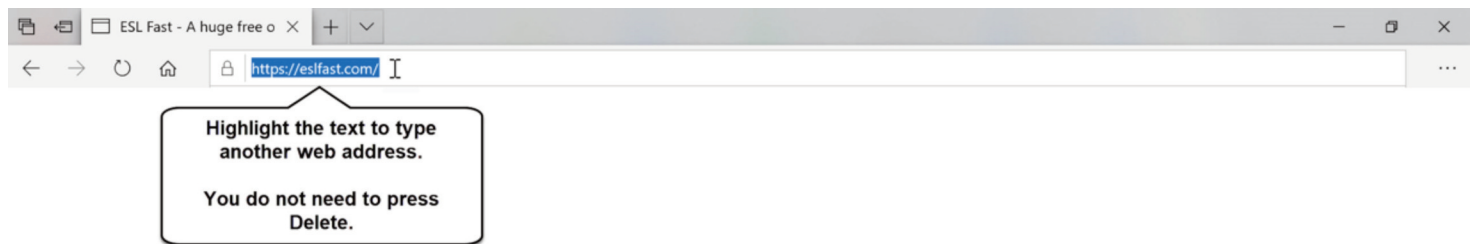
Country extensions often, though not always, use the first two letters of the country name, e.g. Russia, or the first two letters of the country's syllables e.g. Japan

Use the Address Bar

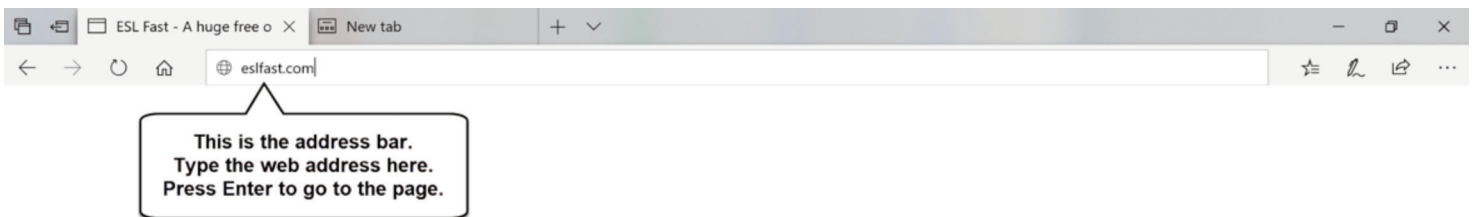


Type the web address in the address bar. Press Enter to go to the website.

- You don't need to type www.
- Make sure you get the spelling and punctuation exactly right. If you make a mistake, the website won't load.
- Capital letters are not important online.

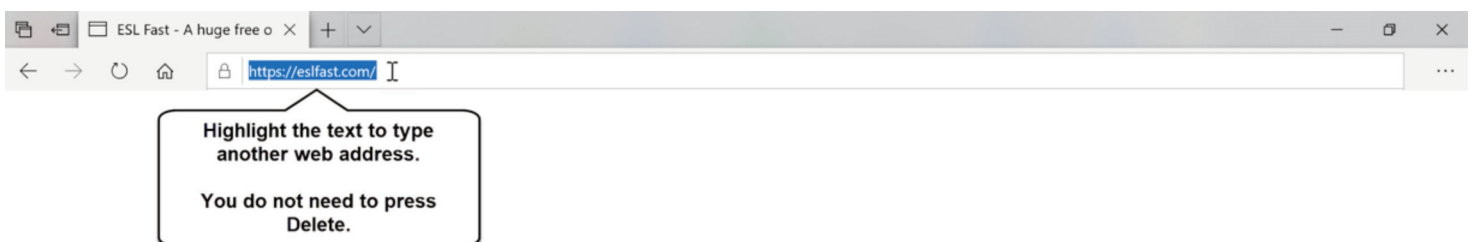


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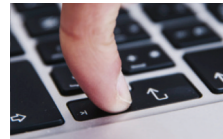
Use the Address Bar

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

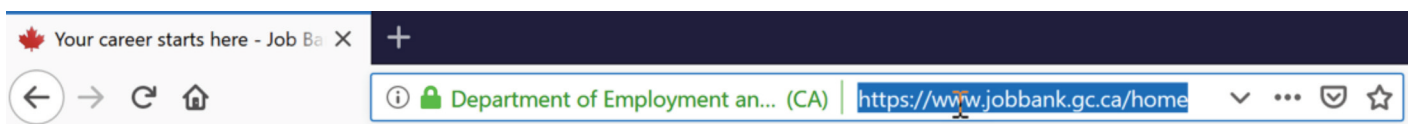


5. Click in the address bar and highlight the text



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

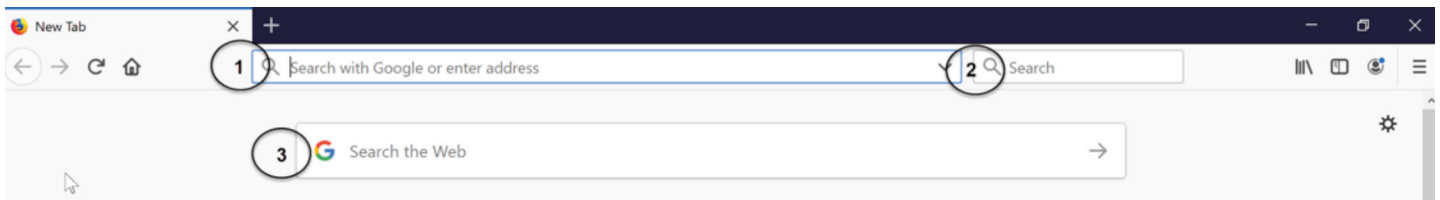
8. Click in the address bar and highlight the text.



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

When searching for information online, you can type in any of the three fields:



When the results are loaded, you can choose to see maps, images, news or videos mentioning your keyword.

A screenshot of Google search results for the keyword 'bank'. The search bar shows 'bank' and the Google logo. Below the search bar are tabs for 'All', 'Maps', 'Images', 'News', and 'Videos', with 'Maps' selected. The results show 'About 6,380,000,000 results (0.55 seconds)'. A map of Vancouver is displayed, showing several bank locations marked with red pins. Below the map is a list of banks:

- A TD Canada Trust Branch and ATM**
Bank
550.0 m · 1200 Burrard St · (604) 654-3572
Open · Closes 6 p.m.
Buttons: WEBSITE, DIRECTIONS
- B RBC Royal Bank**
Bank
800.0 m · 1010 Hornby St · (604) 665-5138
Open · Closes 7 p.m.
Buttons: WEBSITE, DIRECTIONS

Callouts are present:

- A callout pointing to the map: "You will see a map of the closest banks to you"
- A callout pointing to the address and phone number of the TD bank: "The address, phone number and opening hours"
- A callout pointing to the WEBSITE button for the TD bank: "Click here to go to the website"
- A callout pointing to the DIRECTIONS button for the TD bank: "Click here to get directions to the bank"

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

Some of the pages on the top and on the side are paid results (advertisements and sponsored pages):

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

Charlton Home Norridge 14.5" ...
\$86.99
[Wayfair.ca](#)
 Free delivery

Latitude Run Shilling 24" Table
\$152.99
[Wayfair.ca](#)
 Free delivery

These companies paid to be here. These are ads.

See table lamp



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. Return to the previous page.
4. Click on the 'Images' link. These are popular pictures of parks around the world.
5. Return to the previous page.
6. Click on the 'Videos' link. Which park is mentioned in the first video?
7. Return to the previous page.
8. Click on the 'News' link. Which park was mentioned in the most recent news article? _____
9. Return to the previous page.
10. Look at the map. Which park is closest to you? _____
11. What is the address? _____
12. Scroll down and look below the map. What is the first website listed? _____
13. Can you see any ads or sponsored pages? _____



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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. Return to the previous page.
4. Click on the 'Videos' link. What is the first video about?
5. Return to the previous 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

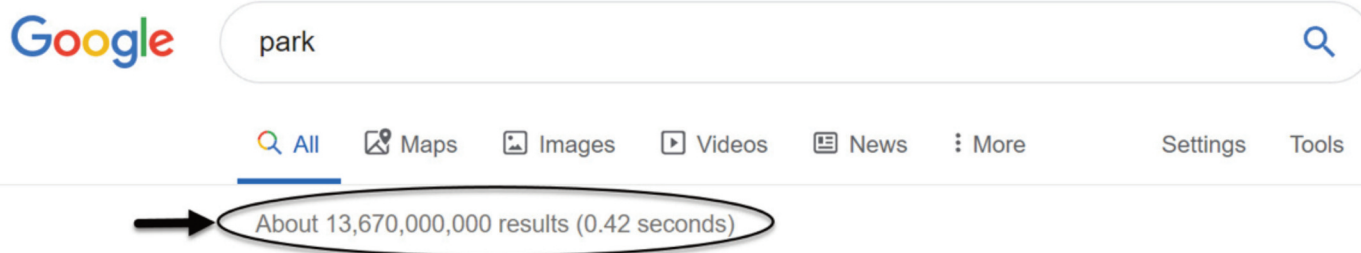


Search for Information Online

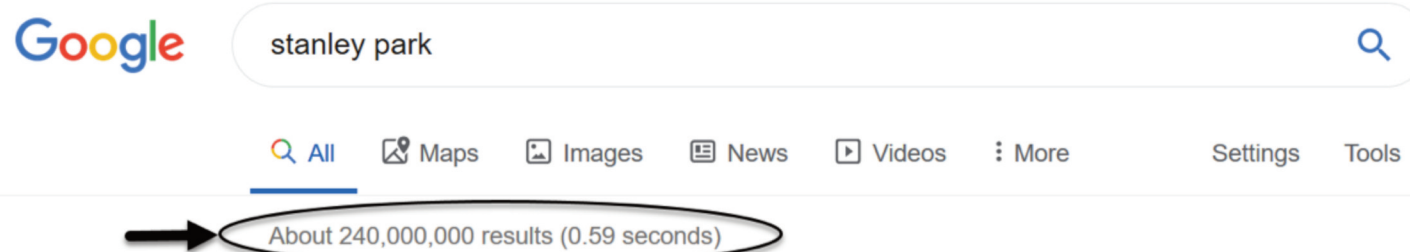
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8. Can you see any ads? Yes/No

Use Keywords to Search for Information

Google will find a lot of web pages for you:



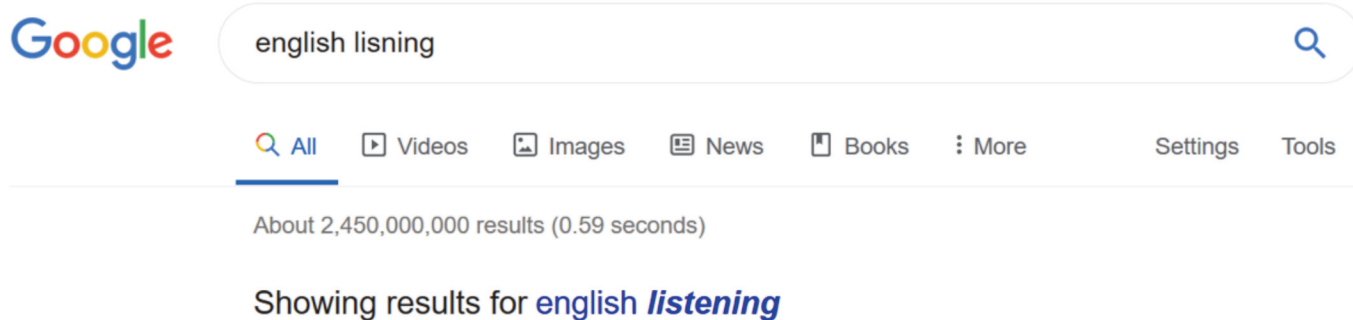
Use keywords to get more specific results:



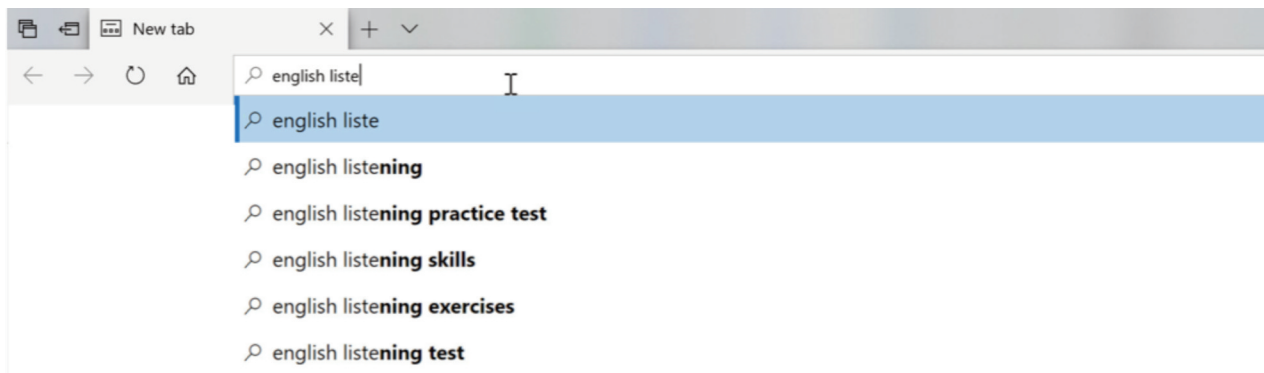
- Keywords are usually nouns, verbs, and adjectives
- Do not type grammar words, such as 'and', 'a', 'the', etc.
- Use specific keywords to get better search results.

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

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 movies are on at the local movie theatre right now?	
3. What is the current weather in your city?	
4. When did Canada become a country?	
5. What does 'cooperative' 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. Find a Canadian website where you can practice your grammar	
4. Find a website where you can practice for the Canadian citizenship test.	
5. Find a nearby 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.	

Discuss and compare the keywords with the class.