

VIA AFRIKA DIGITAL EDUCATION ACADEMY

Using your laptop to make a real difference in your teaching

SESSION 3

Connecting with the world

CLASS NOTES



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

In partnership with the Department of Basic Education.



Our Teachers. Our Future.

Course content

Using your laptop to make a real difference in your teaching

Session 1: Your first laptop

Session 2: Managing files

Session 3: Connecting with the world

Session 4: Using a display device with your laptop

Session 5: Making it work with JUST ONE LAPTOP

Using your laptop to make a real difference in your teaching

Session 3: Connecting with the world

Class Notes



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2. Once you have watched all the videos and completed all the quizzes, reflections, tasks and assessments successfully, you can download your certificate and print it.
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4. Remember that devices and apps are updated all the time. The device specifications and features that you see here might differ slightly from those of the device you are using. The app features and icons that you see here might also differ slightly from the app in which you are working.

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Outcomes and content

Outcomes of the session

By the end of the session, the participant will be able to:

- explain commonly confused terms related to going online and the internet
- explain different ways to connect to the internet
- identify and solve connection problems
- explain what an internet browser does
- identify different internet browsers: Microsoft Edge, Safari, Chrome, Firefox
- use Microsoft Edge to browse the internet
- use Microsoft OneNote Web Clipper to save information from the internet
- work safely online (communicate, avoid phishing and create powerful passwords) with a clear understanding of cyber security
- explain what it means to collaborate online
- use Microsoft Word and OneNote to collaborate online
- use Microsoft Teams and WhatsApp Web to communicate using video and voice online
- search effectively for online resources
- explain what copyright is
- explain the importance of Creative Commons and the different Creative Commons licences that exist
- use email and appointments in Microsoft Outlook
- connect a printer using a cable or wireless connection
- troubleshoot printer connection problems

Content of the session

This session will focus on:

- commonly confused internet terms
- connecting to the internet
- troubleshooting internet connection problems
- internet browsers and how to search the internet
- collaboration online with apps
- communicating online with apps
- searching for online resources
- copyright and Creative Commons
- email and appointments in Microsoft Outlook
- connecting a printer
- solving printer connection problems

Overview

Welcome to Session 3: **Connecting with the world**. We'll cover four topics during this session as we look at how to use your laptop to connect to the world.

We'll start with looking at different ways to connect to the internet. Next, we'll learn more about browsing the internet or exploring the World Wide Web. Then, we'll learn about important things you can do online to strengthen your teaching, including using Outlook for emails and appointments. We'll wrap up the session with our final topic – connecting your printer.

During this course – **Using your laptop to make a real difference in your teaching** – you will learn all about how to use your laptop. The course includes the following sessions.

1. Your first laptop
2. Managing files
3. Connecting to the world
4. Using a display device with your laptop
5. Making it work with JUST ONE LAPTOP

If you would like to learn more about using all the Microsoft Office Apps on your laptop as well as your mobile device, please consider enrolling for our **Microsoft 365 Course**, where you will learn all about using Microsoft Word, Excel, PowerPoint, and OneNote. Discover how to use Microsoft Teams in a teaching context in our **Teaching Online Course**.

If you have – in addition to your laptop – a Windows tablet, learn all about how to use your tablet in **Using your Windows tablet device to make a real difference in your teaching**.

If you have an Android tablet device, find out how to use it optimally in **Using your Android tablet device to make a real difference in your teaching**. Also consider enrolling for our **Google Workspace Course**, where you will study a variety of Google Apps, including Docs, Sheets, Slides, Keep and Drive.

Well done for making this investment in your professional development as a teacher and a 21st Century Citizen.

Connecting to the internet

Connecting to the internet

There are several ways we can connect a laptop to the internet. Before we look at them in depth, it is important to work through the various terms that we use when talking about the topic. The terms are often confused.

Commonly confused terms

Let's look at some commonly confused terms.

Modem

A modem is a piece of hardware that allows devices to connect to the internet. A person who has either ADSL or Fibre will have a modem in their house or school.

What is confusing, is that often a modem will also have a device called a router built into it.

Router

A router is a piece of hardware that connects your devices, like your laptop and smartphone, to a modem.

Examples

- If you have an ADSL line installed at your home or in your school, you have a modem-router combo.
- If you have a fibre line installed at your home, you will have a modem and a separate router.

In these Class Notes we will talk about a **modem-router** when we refer to a physical device that uses data and allows you to connect your laptop to the internet.

WiFi

WiFi is a wireless network that you can connect to your laptop or other devices. You would connect to a wireless network to connect to the internet, and also to a network printer.

International symbol for WiFi



Modem-routers have a button that turns on the WiFi. If you look carefully, you will see the WiFi symbol on the modem-router.

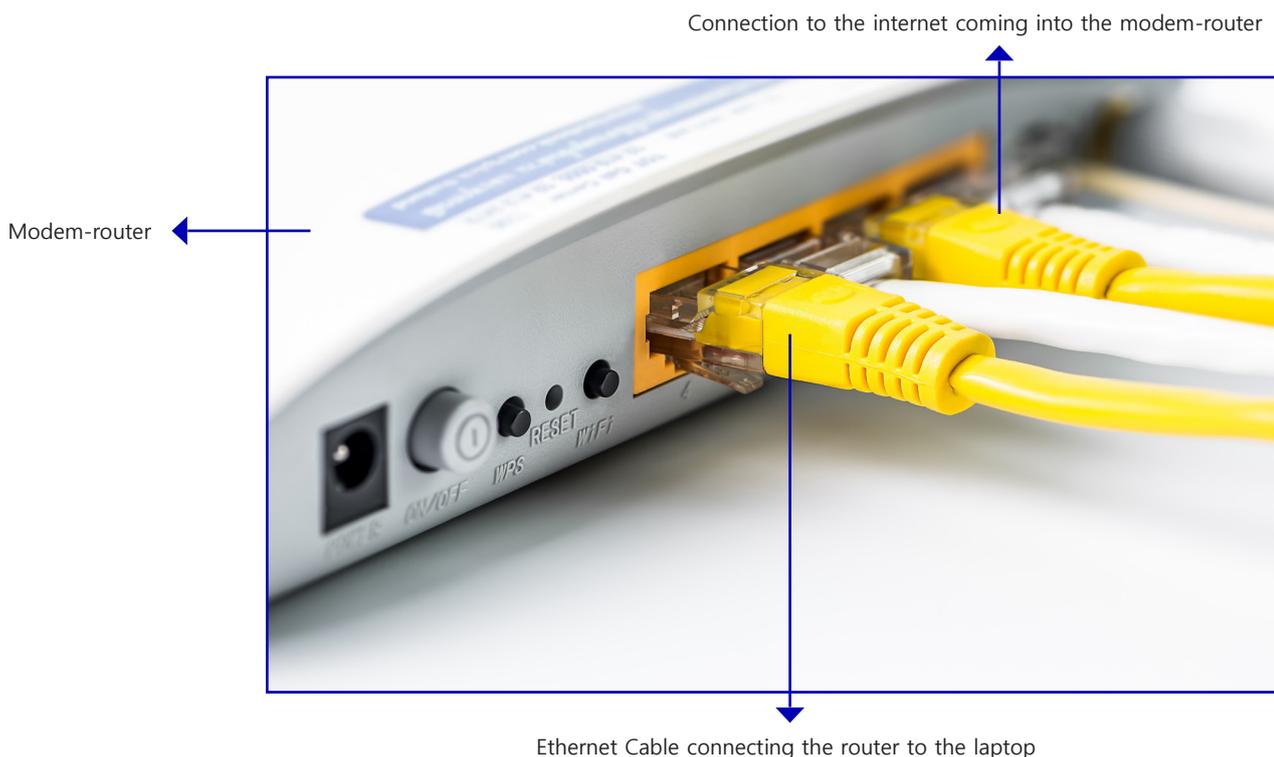
WiFi hotspot

A WiFi hotspot is an area where a WiFi network is available. If you have a modem-router at home, you can say that you live in a WiFi hotspot.

When you go into a public space – like a coffee shop – and there is free WiFi, then you are in a hotspot, too. The only difference between your home and the coffee shop is that someone else is paying for the internet connection.

Ethernet connection

An ethernet connection is a wired network created between a laptop and a modem-router. There is an Ethernet Cable that runs from the router to your laptop.



Internet

The internet is a global network that connects computers and computer systems around the world.

Data

Data is information that is stored and used by devices like laptops, computers, smartphones and tablet devices. We measure data size in bytes, for example megabytes (MB) and gigabytes (GB). We often pay per megabyte or gigabyte for the data we use when we connect to the internet.

Bluetooth

Bluetooth is a method of connecting two devices to transmit data between them, for example two smartphones, or a smartphone and a laptop. Many people also use a Bluetooth speaker to connect to another smart device when they want to listen to music. Bluetooth devices must be close together to work effectively.

International symbol for Bluetooth



BLUETOOTH

Connection options

Just like your smartphone, your laptop can be used for some things without being connected to the internet. Other tasks require an internet connection. When we refer to 'connecting' or 'connection' in these Class Notes, we mean establishing a connection between your laptop and the internet to access resources that are not physically stored in your computer's hard drive.

To access information and to communicate with others online, you must first connect to the internet. This is also known as 'getting online' or 'going online'. Essentially, the internet is made up of a set of networks that are connected to each other around the world. We get online by connecting to one of these networks after we have connected to a modem-router via WiFi or with an Ethernet Cable.

Your Internet Service Provider (ISP) sets you up with a modem-router for creating the connection from your home to the internet. The service often includes a router that allows multiple computers and devices to connect to the internet at the same time, either wired or wirelessly. This is your home network.

You may find a public WiFi networks at coffee shops, restaurants and in public spaces in many cities in South Africa.

Most laptops can connect to home and public WiFi networks.

Your laptop may have an Ethernet Cable Port you can use for a wired connection by plugging in an Ethernet Cable to connect to a modem-router.

Wired connections

To connect to the internet using an Ethernet Cable, simply plug the Ethernet Cable into your modem-router, and then plug the other end into your laptop's Ethernet Cable Port.

This will automatically connect your laptop to the internet.

WiFi connections

To connect your laptop using a WiFi connection, you need first to check your WiFi status. You can check this easily by looking down at the bottom right-hand corner of your screen in the Taskbar. There, you will find several items including the time and date, Windows notifications, volume settings, and your WiFi status.

Taskbar with a variety of icons in the right-hand corner



Taskbar showing the WiFi connection on



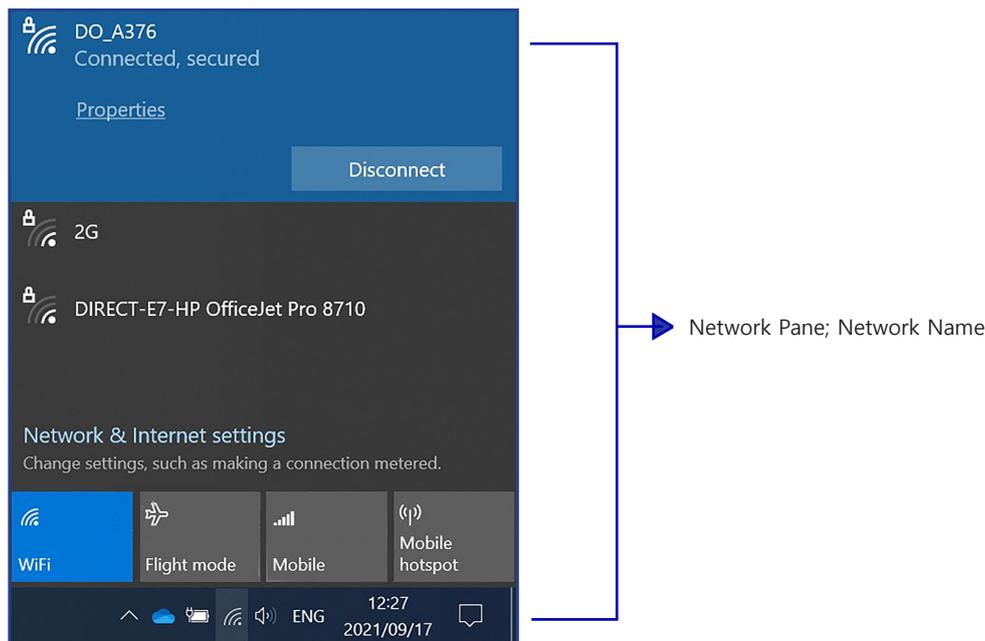
Connected to WiFi

Taskbar showing the WiFi connection off



No WiFi connection

Network Pane showing various WiFi networks



You can connect to WiFi on your laptop.

1. Click the Network Icon on the Taskbar.
2. Check the WiFi tile. If it's blue the WiFi is on and your laptop can connect to a WiFi network. If it's grey the WiFi is currently switched off.
3. Click on the tile to turn the WiFi on. You can connect to an available network now.
4. Look on the Network Pane for nearby available WiFi networks and their signal strength.
5. Decide on which network you wish to join.
6. Click on the network name and then click the Connect Button.
7. Your computer will attempt to connect to the selected network. If it is a secured network you will be asked to provide a network security key, sometimes simply referred to as a WiFi password.
8. Key the password in if necessary.
9. Click Next.
10. Your laptop will connect to the network.

To check if you're connected to WiFi at any time, simply hover your cursor over the WiFi Status Icon in the Taskbar. The name of the network you're connected to will appear.

Mobile data

Another way to connect your laptop to the internet is to use mobile data. Here, you have two options.

1. Use your smartphone to create a WiFi hotspot. By doing this you are turning your smartphone into a router. The steps to do this vary greatly among makes of smartphone. You must consult your smartphone manual to set this up.
2. Use a data dongle. A data dongle is a mini modem-router with a SIM card in it that you plug directly into your laptop. Different service providers (for example, Vodacom and Cell C) have their own data dongles. These devices come with standard instructions on how to install and use them.

Keep in mind that mobile data can be expensive, and your laptop is likely to use as much data, if not more, than your smartphone.

Task

- Try to turn your smartphone into a WiFi hotspot and then connect to the hotspot from your laptop.
- If you struggle to do that now, come back to the Task at the end of the session, and try again.

Troubleshooting connection problems

If you can't get email, browse the web, or watch videos online, chances are you're not connected to your network and can't get onto the internet. You will need to do some troubleshooting.

To troubleshoot is to find out why something is not working so that you can fix the problem.

Connection problems can be caused by a variety of factors, for example problems with the website, your device, the WiFi router, modem, or your ISP. Try the following steps to help narrow down the source of the problem.

Is the WiFi turned on?

You can check if the WiFi is turned on.

1. Click on the Internet Access Icon on the right side of the Taskbar and make sure WiFi is turned on.
2. If it is already turned on, check to see if a WiFi network you recognise and trust appears in the list of networks. If you see a trusted network, try to connect to it.
3. If your read underneath the network name that the network is already connected, click on Disconnect, wait a moment, and then click Connect again.
4. Some laptops also have a physical WiFi switch on their base unit. If your laptop has this, make sure that it is turned on. (An indicator light usually shows when it's on.)
5. Make sure Flight Mode/Airplane Mode is turned off.
6. If none of these things work, run the Network Troubleshooter.

Use the Network Troubleshooter

The Network Troubleshooter can help diagnose and fix common connection problems.

You can use the Network Troubleshooter.

1. Click on the Start Button.
2. Click on Settings and find the Network & Internet.
3. Click on Network & Internet.
4. Check that the Status Window is open or click on the Status Button in the menu on the left.
5. Scroll down to find the Change your Network Settings section and then click on Network Troubleshooter.
6. Follow the steps in the troubleshooter and see if that fixes the problem.

Restart the modem-router

If the problem still isn't solved restart your modem-router combo (or your modem and router separately). This helps to create a new connection to your ISP.

When you do this, everyone that is connected to your network will be temporarily disconnected. The steps you take to restart your modem and router can vary, but here are the general steps.

You can restart the router and modem.

1. Turn off your router and then your modem (or your modem-router combo).
2. Unplug the power cable for the router from the power source.
3. Unplug the power cable for the modem from the power source.
4. Wait at least 30 seconds.
5. Plug the modem back into the power source and turn it on. The lights on the modem will blink. Wait for them to stop blinking.
6. Plug your router back into the power source and turn it on.
7. Wait a few minutes for the modem and router to fully power on. You can usually tell when they're ready by looking at the status lights on the two devices (or the combo device).

If the problem is with your router, you might have to replace it or have it fixed.

More options to fix your connection problem

If the WiFi Connected Icon appears on the right side of the Taskbar, visit a different website to the one you cannot access. If the website opens, there might be a problem with the specific website you wanted to access in the first place when you experienced the problem. If you can't connect to another website, try the next option.

Try to connect to the same ISP network on another laptop or phone. If you can connect, the source of the problem is likely to be a problem with your laptop. If the problem is with your ISP, you should contact them to query it. It happens from time to time that ISPs have 'timed outages' to perform maintenance, so it's best to find out from them directly.

If nothing we've covered so far has worked, you'll have to take your laptop to your school's IT Champion to have a look at more sophisticated solutions.

Reflection

- Have you ever experienced connection problems?
- Make notes in your PD Journal about how you would fix such problems in future, based on what you've learnt during this Lesson.

Browsing the web

Introduction to browsers

We have already discussed that the internet is a series of connected networks that we can access through a wired or wireless connection. The next step in the process is to use the right app to make this connection possible.

What is an internet browser?

An internet browser is an app that allows you to view web pages on the World Wide Web.

The World Wide Web is a collection of documents and resources with which people can interact. We access the web using the internet. The documents on the web are called web pages. They present information in a media format that users can view and interact with. Using the web, we can access almost any type of information with the right search.

If you've ever Googled something on your smartphone, you have used an internet browser.

What internet browsers are there?

There are many popular internet browsers.

	<p>Edge is designed by Microsoft and works on any device.</p> <p>Edge was developed to integrate seamlessly with Microsoft Office, Microsoft's bouquet of apps (including Teams, Word, OneNote, PowerPoint and Excel). It also comes installed on laptops using Windows 10, and you probably already have it on your machine.</p>
	<p>Safari is designed by Apple and works on Apple's computers, for example the MacBook and iMac, as well as on their mobile devices like the iPhone and iPad.</p>
	<p>Chrome is designed by Google, and works on all devices.</p>
	<p>Firefox is designed by Mozilla, and also works on all devices.</p>

Task

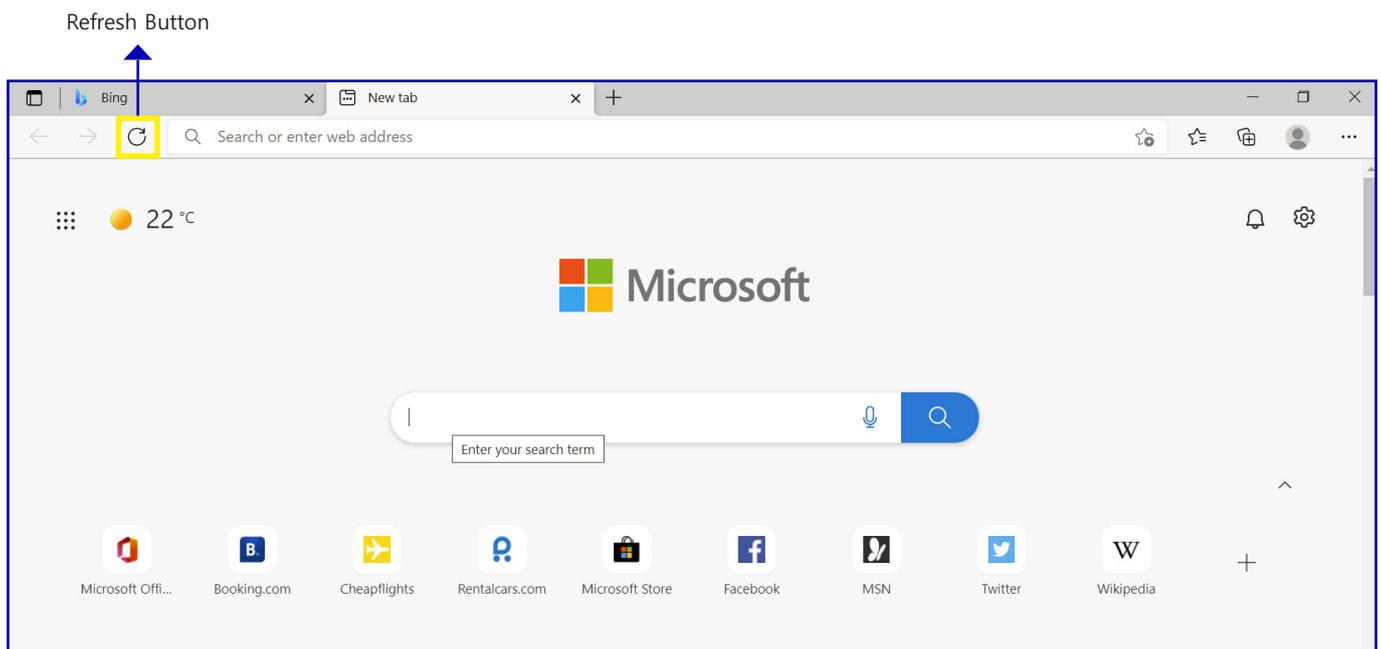
Find Microsoft Edge on your laptop.

Working with Microsoft Edge

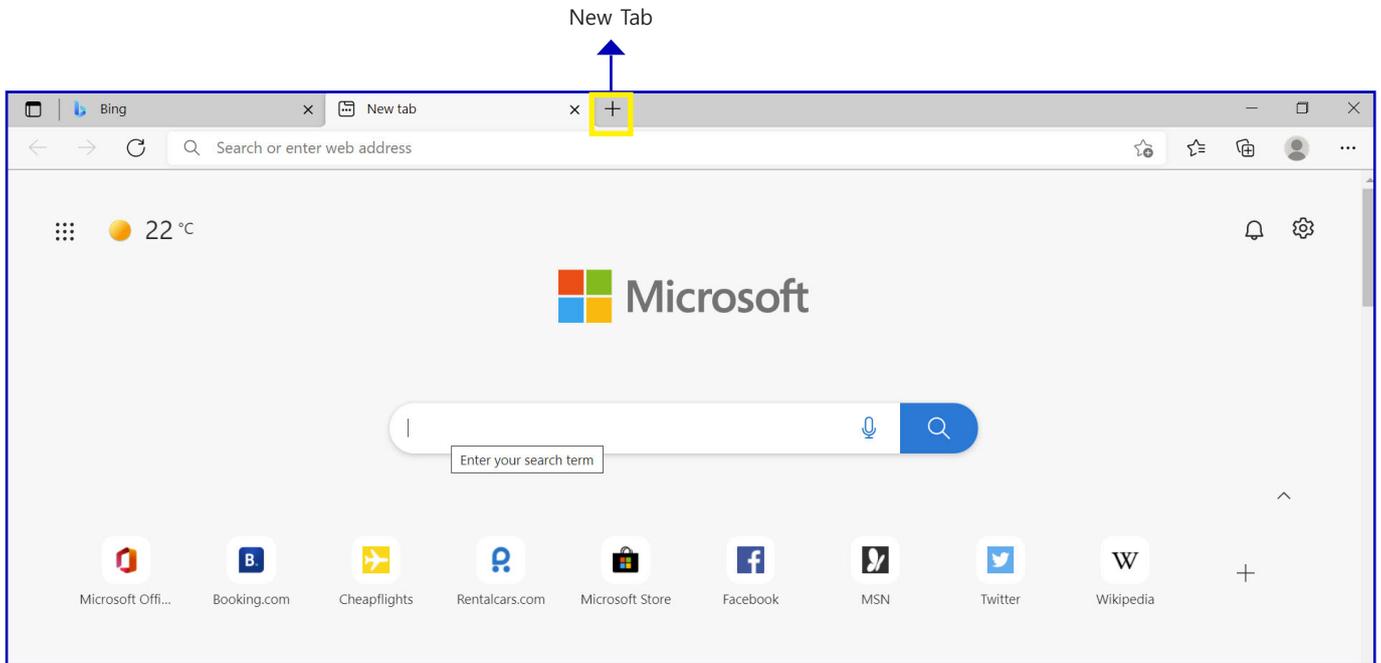
Microsoft's internet browser app, Edge, works in similar ways to other internet browser apps. Once you are familiar with this app, you can apply your skills to using other internet browser apps.

Explore the Home Page

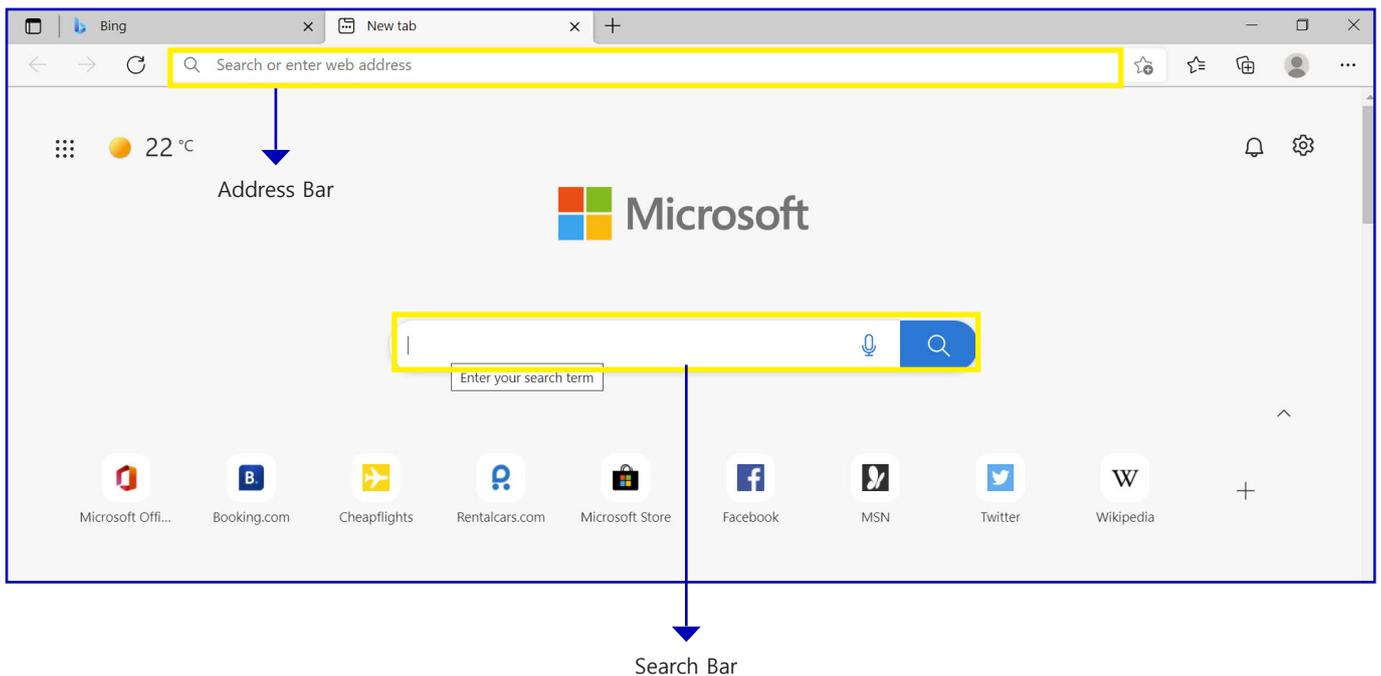
This is an image of the Home Page of Microsoft Edge. This page opens each time you launch the internet browser and is also called a Landing Page. Because it is possible to open many web pages at the same time, each page is displayed on a separate tab. You can see the tabs at the top of the screen.



Refresh Button: This button requests a new connection to a website. You may need to use it to update information on a web page.



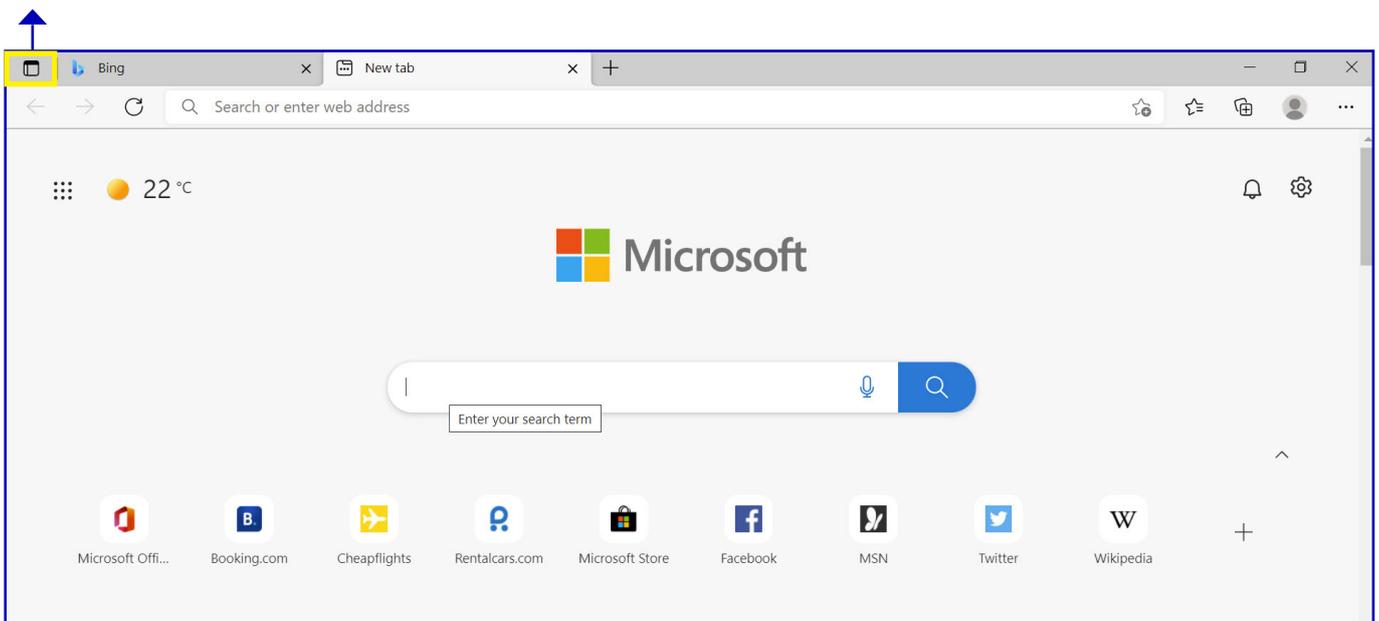
New Tab: In a browser, you can have many tabs open at the same time. This allows you to work on more than one website at the same time. The active tab is white, and any inactive tabs will be grey.



Search Bars: The Search Bar is used to search the internet (this is also known as browsing the internet). There are two types of Search Bars available.

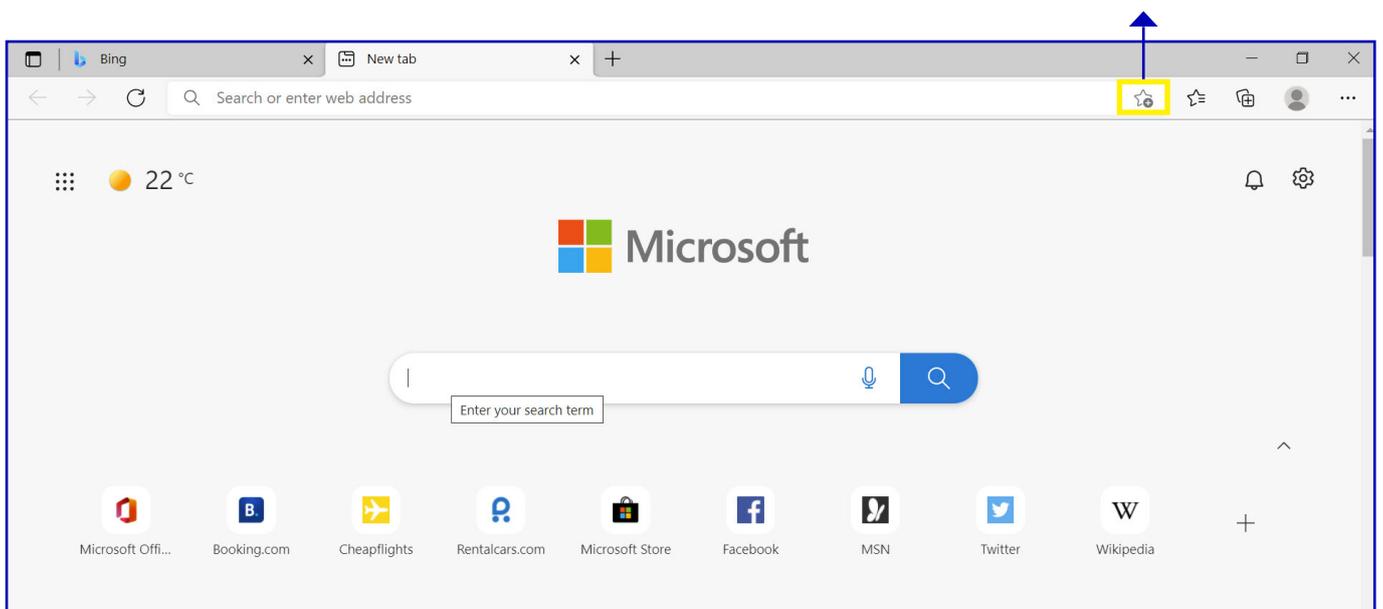
- Address Bar: Key a specific web address or URL into the Address Bar at the top.
- Search Bar: Key a specific search item into this Search Bar rather than the Address Bar.

Tab Actions Menu



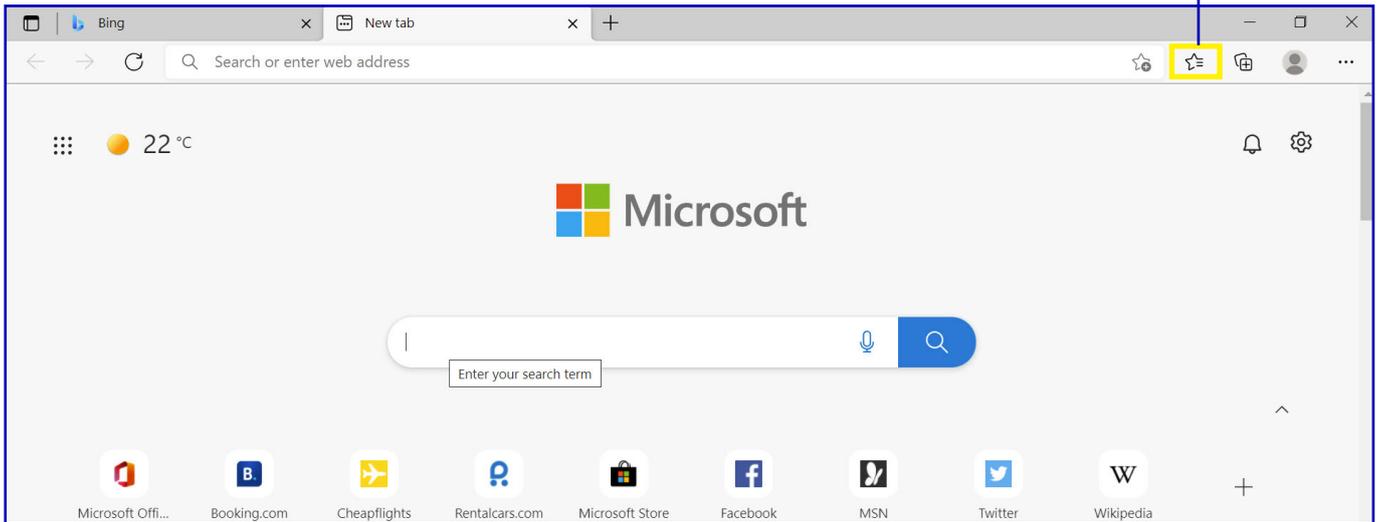
Tab Actions Menu: Changes how tabs are displayed. Displays recently closed tabs.

Add to Favourites



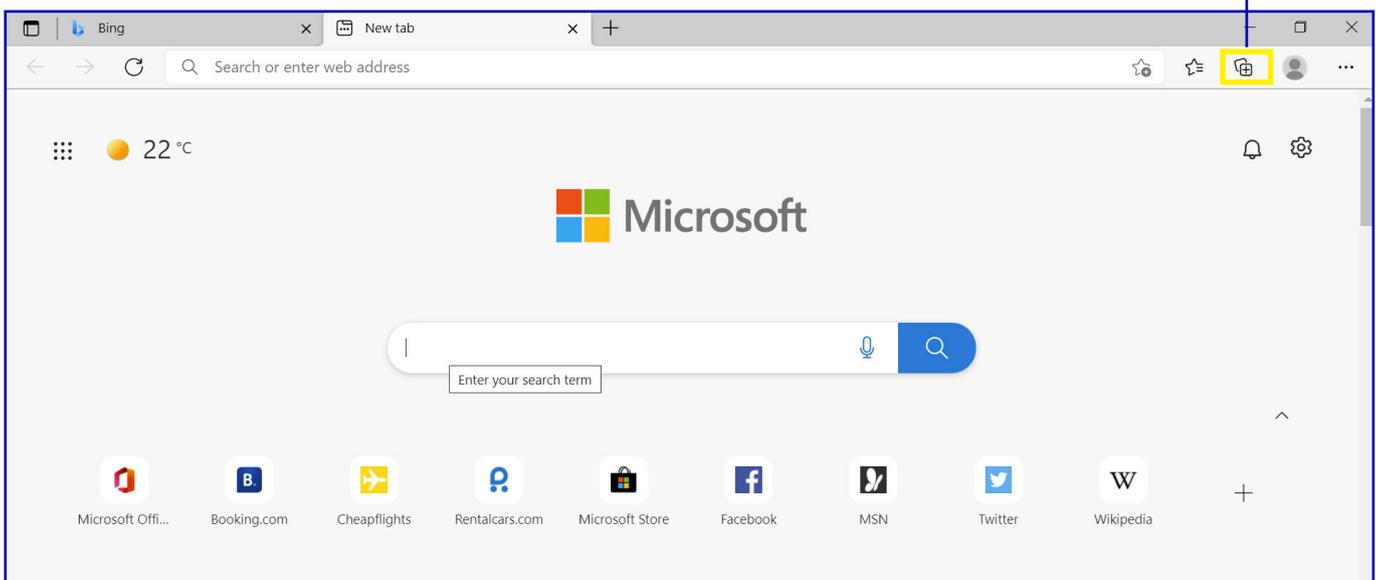
Add this page to favourites: Clicking this icon will add the page to your Favourites Folder. Read more about this later.

Favourites Button

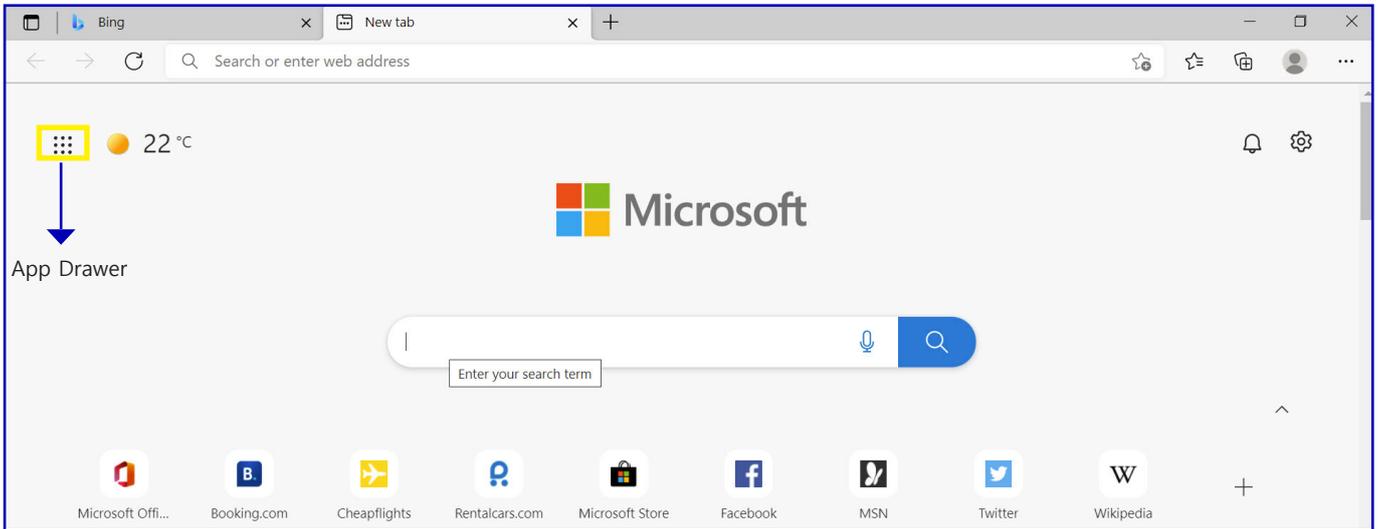


Favourites Button: Read more about this later.

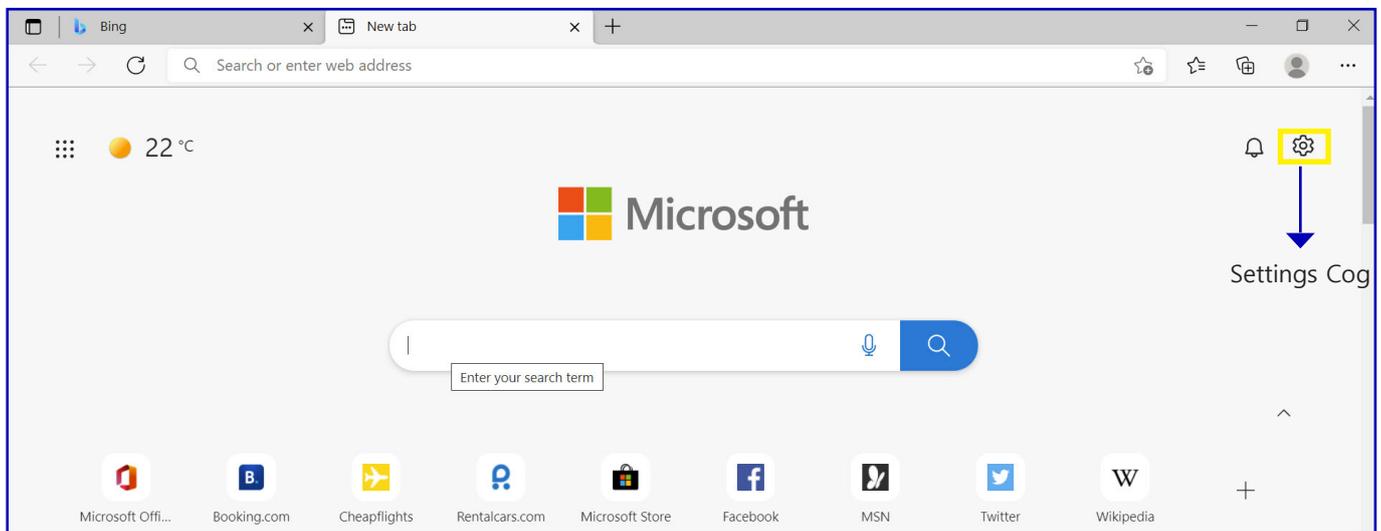
Collections Button



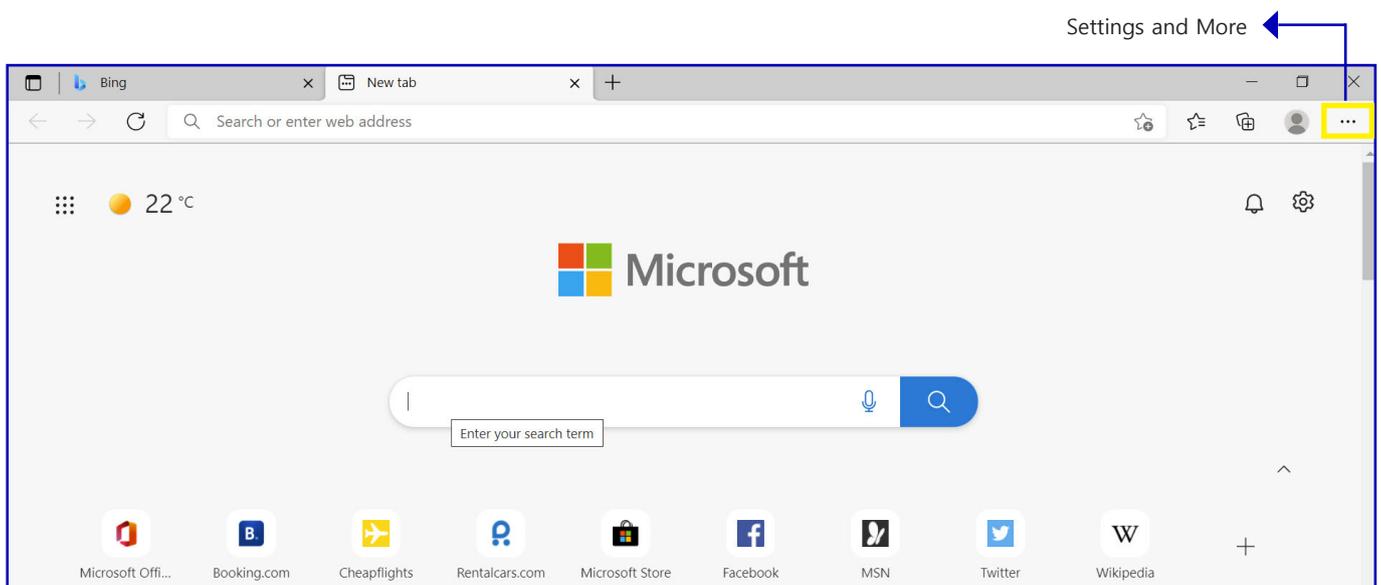
Collections Button: Read more about this later.



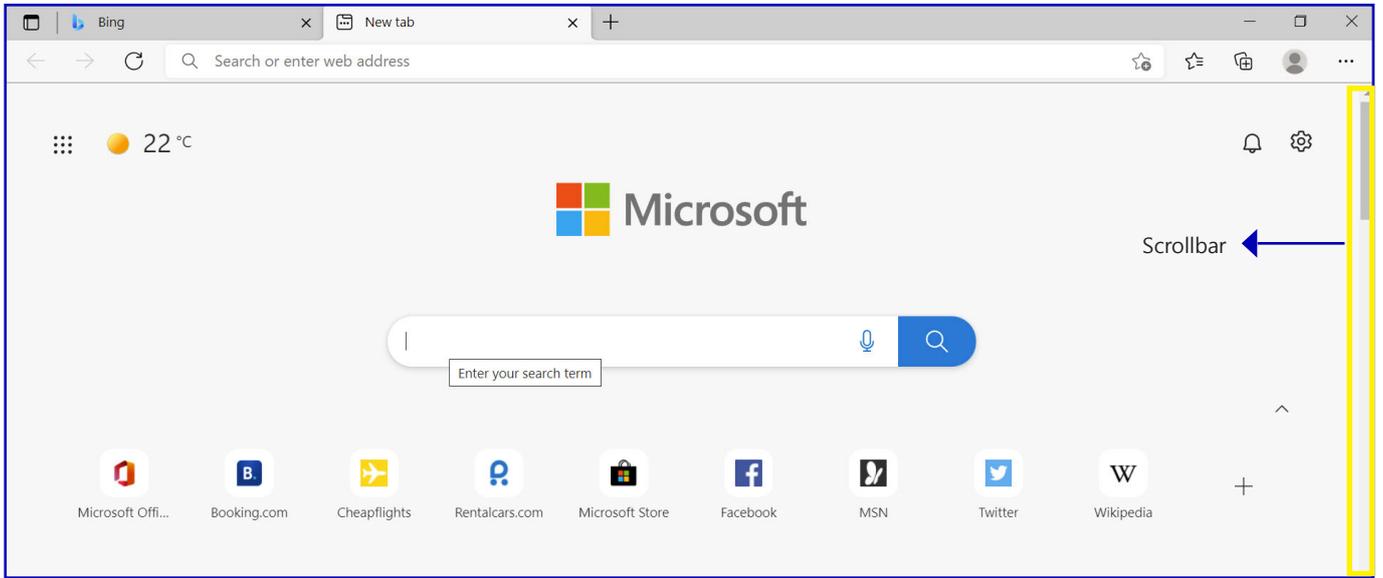
App Drawer: Gives access to Microsoft Office apps.



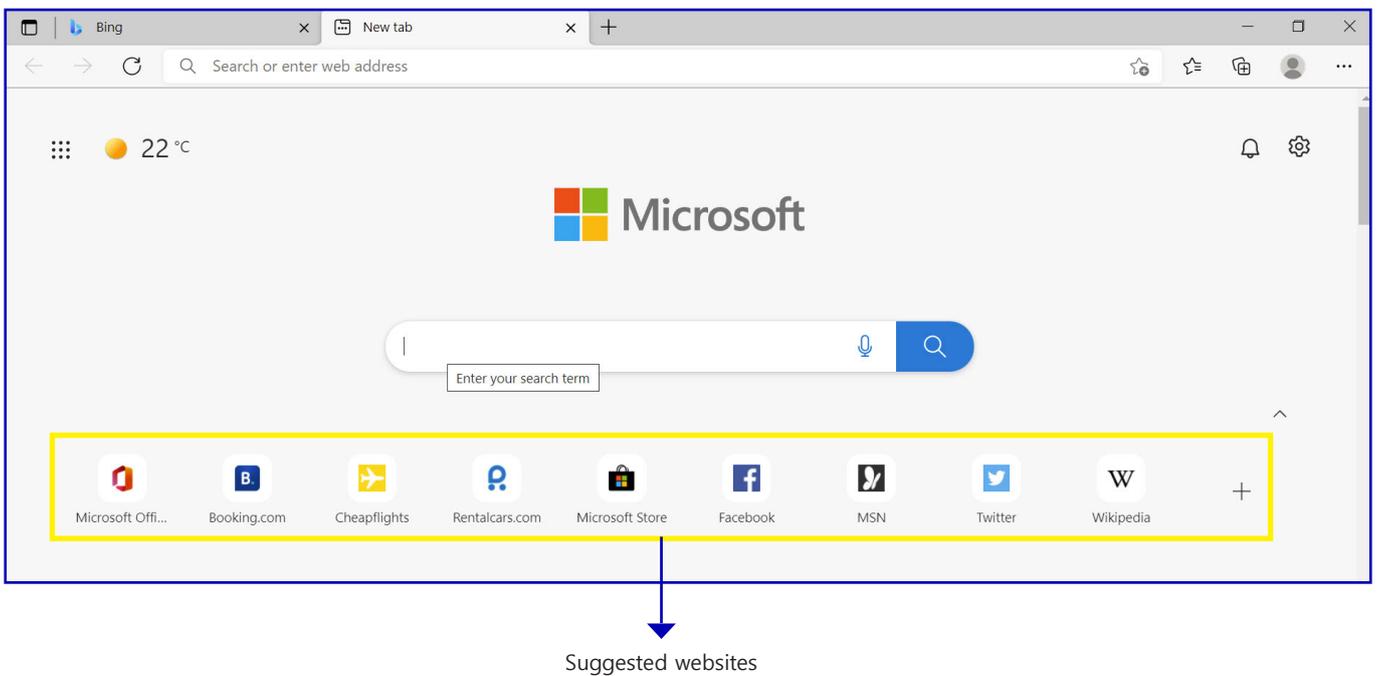
Settings Cog: Changes Home Page layout.



Settings and More Button: Provides options to look at search history, collections, downloads and favourites and so on.



Scrollbar: Use this to scroll up and down the page and interact with all the elements of the web page, not just what is on the screen.



Suggested websites: Based on your search history, Microsoft Edge will suggest websites you may wish to visit. You can click on any icon to open up the website.

Browsing the web

Web browsers make it possible for us to access online information and interact with websites. A website is a collection of web pages that relate to the person, company or organisation that put up that website. The Landing Page of the website will provide links in the menu to the different pages on the website.

The internet provides us with a huge amount of information, but you must know how to find the information you are looking for.

Using a URL

If you know exactly where you want to go, you can use the URL. This is the exact address of the website on the internet. A URL will have the following structure.

`http://www.website.com`

Some URLs have an additional letter after http, to indicate that they are secure. In these instances, the URL will have the following structure.

`https://www.website.com`

It is more common now not to use the `http://www` part of the URL since the browser will insert this automatically. Here are some examples of useful URLs for teachers.

`https://www.viaafrika.com` or `viaafrika.com`

`http://www.education.gov.za` or `education.gov.za`

You can access a specific website.

1. Open your web browser.
2. Key the URL of the website into the Address Bar at the top of the browser exactly as it is written.
3. Press the Enter Key.
4. The browser will load the web page and it will be visible in the tab on the screen.

Web pages usually contain hyperlinks that point to other websites. A hyperlink is a link to a specific URL of a website. The hyperlink has the URL coded into it.

Using a search term

If you want to find information, but do not know exactly where to go, you can use a search engine to find what you want.

You can find information about almost anything on the internet.

1. Open your web browser.
2. Key your search term into the Search Bar.
3. Press the Enter Key.
4. A search engine, for example Bing or Google, will search the internet.
5. The browser will load a web page showing you all the search results that link to your search.

Each search result is a hyperlink that will take you to that web page.

Favourites Button

This button allows you to 'pin' a link to any web page that you visit regularly or that you want to save for any other reason on the top of your window, just under the Address Bar.

You can add a favourite website.

1. Go to the website you wish to make a favourite.
2. Press Control D.
3. Name the favourite link as you wish and indicate in the Dialogue Box where you want to save it. We suggest you save to the Favourites Bar.
4. Click Done.
5. In future, click on the Favourite Button of the website you wish to visit.

Collections Tool

This tool allows you to collect images and texts from across the internet and keep them together. As you research a topic and come across different pictures and texts, you can collect them with this tool for reference later. Edge will automatically show where the resource is from, and when you click on it, the relevant web page will open automatically.

You can start a collection of texts and images from across the internet.

1. If you are ready to start a new collection, click the Collections Button.
2. Click Start New Collection.
3. Name the collection in the highlighted box.
4. Go to the web page you want to save to the collection.
5. Click Add Current Page.

You can add an image to your collection.

1. Click the Collections Button.
2. Click the Pin Icon to pin the Collections Pane to the right of your screen.
3. Click on the image you want to add.
4. Drag it into the pane.
5. You don't have to save anything; it is done automatically.

You can add selected text to your collection.

1. Click the Collections Button.
2. Click the Pin Icon to pin the Collections Pane to the right of your screen.
3. Highlight/select the text you wish to add to your collection.
4. Drag the highlighted text onto the pane.
5. You don't have to save anything; it is done automatically.

You can share your collection.

1. Click the Collections Button.
2. Click the Pin Icon to pin the Collections Pane to the right of your screen.
3. Click the Settings and More Button (three dots next to the pin).
4. Choose how you want to share the collection. This could be to Excel, OneNote, Word or Pinterest.
5. Click on where you wish to send the collection.
6. The collection will open in the relevant app.

OneNote Web Clipper

Web browsers will often have little apps that are called extensions. These can be added to the browser to increase functionality. You can find extensions to achieve many different tasks. Microsoft calls these extensions Add-ons. Always download extensions only from a reputable source like the Microsoft Store.

Let's explore the OneNote Web Clipper as an example of an extension.

Adding the OneNote Web Clipper to your browser will allow you to save, annotate and organise anything from the web.

You can download the OneNote Web Clipper.

1. Open Edge.
2. In the Search Bar, key in OneNote Web Clipper Edge.
3. Click on the search result OneNote Web Clipper – Microsoft Edge Add-ons.
4. On the page that opens, click on the Get Button.
5. Click on the Add Extension Button.
6. The extension will be installed and a new page will open.
7. If you aren't signed in, you'll be asked to do so.

To use the OneNote Web Clipper, just click on the OneNote Web Clipper Button next to the top Search Bar.

1. Click Full Page or Region if you want to capture the current web page (or a selected region of it) to your notebook as a screenshot image. These options preserve the content you're clipping in exactly the way it appears.
2. Click Article, Recipe, or Product if you want to save the current web page to your notebook as editable text and images. When you select any of these options, you can use the buttons at the top of the preview window to highlight selected text, change between a serif and sans-serif font style, and increase or decrease the default text size.
3. Click the Location Drop-down Menu, and then select the notebook section where the clipped web page should be saved. The list includes all notebooks that you have stored on your OneDrive account, including any shared notebooks. You can click to expand any notebook in the list to see its available sections.
4. Click Add a Note if you want to give the captured information more context for later. This step is optional, but the additional note can be useful as a note or reminder to yourself or as a way to provide information to others who are reading it in a shared notebook (for example, 'Hey everyone, check out this article I found!').
5. Click Clip to send the captured information to OneNote.

When you open up OneNote, the page will appear in the notebook you selected, and you'll be able to work with it there.

Task

- Open Microsoft Edge and search for your favourite recipe.
- Create a collection and add a website to your Favourites.
- Add the OneNote Web Clipper extension to Edge and clip a web page into a notebook.

Safety online

The internet is an excellent place to find resources, but it is vital that you keep safe online.

There are three areas in which we need to be careful when we are online.

1. Communicating
2. Phishing
3. Passwords

Communicating

Here are some basic tips for safe communication online.

You should	Things to consider
Trust your instinct and your gut feelings.	If someone makes you feel nervous or uncomfortable, stop communicating with them. Most websites and social media sites have tools that you can use to report suspicious activity.
Limit what you share.	Online predators often try to get you to share your personal information through emails and messages. Do not share personal information with an online stranger.
Keep your distance.	If you have chatted to someone online, think twice before you meet them in person. Online predators often use social media to pretend to be someone else by setting up fake profiles using other people's pictures. Even if someone seems friendly, it can be hard to know for sure who you're talking to online. Always ask someone you trust to go with you when you agree to meet an online stranger in person, so you don't end up in a dangerous situation.

Many online predators use smart tactics to lure you into dangerous situations, but you can be smarter. Keep these risks and tips in mind, and you can stay safe when you talk to people online.

Phishing

A common way to catch a real fish is to put food on a hook to lure the fish in. Once they bite at the food, they will be hooked. Phishing scams on the internet work in the same way. People who want to steal your information are like those who fish. They send you an email or instant message through a social media site. They often pretend to be someone they aren't and ask you for private information, or they tell you to click on a hyperlink to enable you to complete an important task. If you give them the information or click the hyperlink, you will be hooked. Follow these tips to avoid being caught.

You should	Things to consider
Be careful of suspicious messages.	Scammers try to make their messages look official and familiar to encourage people to trust them. Think twice when you receive a suspicious message and avoid sharing personal information in a direct message or email. This includes your home address, bank information, and passwords. Don't click on a link or download a file if you don't know or trust the sender.
Look for signs that a web page is safe and secure.	Before you provide credit card information, enter a password or provide other personal information, verify that you are on a trusted, secure website. Most secure websites have the prefix https:// at the beginning of the URL in the Browser Address Bar, as well as a Lock Icon before the address. This means that the web page is secure.
Make sure you are on the right web page.	Scammers often try to lead you to web pages that appear to be official to trick you, but they use misspellings of company names. Be sure to check the web address carefully.
Keep your web browser and operating system up to date.	You can turn on automatic updates to make sure that the latest software releases are automatically installed on your computer. Keeping your device software up to date means that you will receive the latest security updates that help to protect your computer.
Install verified anti-malware software on your devices.	Anti-malware software is special software designed to protect your computer from harmful software and hackers.

Don't be the next fish to get hooked. When you use the internet, remember to think before you click, download, or share to protect yourself from online phishing scams .

Passwords

Passwords help to protect your personal information and accounts from other people. A password is as important as the lock on a door. You want a strong lock that is hard to break and that will keep dangerous people from coming inside. You also don't want anyone to find the keys to your lock. A strong password is like a strong lock for your account. You want it to be difficult for others to guess and you also want it to be safe and secure so others can't find it. Follow these tips to create strong passwords and keep your information safe.

You should	Why?
Use a combination of letters, numbers and symbols in your password.	Using a combination of uppercase and lowercase letters and characters and adding numbers can improve the strength of your password.
Avoid using common words like 'password' or 'website', as well as personal keywords in your password (for example, your birthday, your name, or the town in which you live).	Hackers can easily guess these words in your password. A unique combination of characters and numbers creates a stronger password.
Use different passwords for different accounts.	If someone guesses your email password, your safety and privacy may be in trouble if you use the same password for your bank account. Instead, use different passwords for each online account you have.
Your password is for you only.	When you share it with others – even friends and family – it is more likely that someone else will use it or won't keep it safe. Keep your passwords to yourself. When you log into accounts, make sure you log out when you're done. Never save your login information on a public computer.

Task

Use these tips to create a 'Safety online' poster for your classroom.

What can I do online?

Introduction to collaborating online

The internet is more than a tool for finding resources and entertainment; it also offers different ways in which you can collaborate with others online. Collaboration is one of the 5 Cs of the 21st Century (the others being communication, critical thinking, creative thinking and citizenship). Nowadays, working together on the same document is something we can do from anywhere in the world, with anyone. This means that we all work on the same document – not on different versions of it – and this eliminates any risk of losing contributions or working on old documents. This, of course, improves productivity.

With the widespread adoption of technology and the internet, online collaboration uses features in many common apps, for example Microsoft Word and Microsoft PowerPoint.

It is important to note that you can collaborate online only while you have a working internet connection.

Reflection

Make notes in your PD Journal about ways in which you would like to collaborate online with your learners and their parents.

Collaborate online with Word

With Microsoft Word you can share your documents with other people so they can view, share comments, or co-author a document with you. You will all be able to work in the document at the same time – or at different times – and see what everybody else has said or how they have made changes to the document. You control what they can do in your document when you share it.

You can share a Word document.

1. Open the Word document you want to share.
2. Click on the Share Button at the top of the screen on the Menu Bar.
3. Save the document to OneDrive if you haven't already done so. Saving the file to OneDrive makes it shareable. We could send a copy of the document to a person, but then we cannot collaborate in it.
4. Name the document, and click OK.
5. Decide on permissions.
 - Say who can access the document. Select Specific People.
 - Say what they can do. Select Allow Editing if you want the person to be able to edit. Select Open in Review Mode Only if you want them only to be able to leave comments and not be able to change the actual document.
6. Click Apply.
7. On the To line, insert the email address of the person with whom you wish to share the document.
8. Add a message to explain why you are sharing the document.
9. Click the Send Button.
10. A pop-up message will confirm that the message has been sent.

The person with whom you shared the document will receive a message from Microsoft and then they will be able to go into your document and start the collaboration.

Task

Share a Word document with a friend or colleague.

Collaborate online with OneNote

Microsoft OneNote offers opportunities to collaborate with others.

You can collaborate in a OneNote notebook.

1. Open the notebook you want to share.
2. Click File.
3. Click Share.
4. Click Share with People, and key the email address of the person you want to invite into the notebook.
5. On the right of the email address, use the drop-down arrow to decide if the person can edit the notebook or only view it.
6. Add a message in the Message Box.
7. Click Share.
8. The person will receive an email from Microsoft to share this notebook.

Task

Share a OneNote notebook with a friend or colleague.

Collaborate online with video and messaging

There are many ways to stay in touch with others online on your laptop. When you want to send a quick direct message to someone and you expect an immediate response, you can send an instant message (IM) just as you do with mobile text messages. IMs allow quick conversations online.

When you want to have a voice conversation with someone without using a cellular network or landline, you can make a voice call using the internet. You can call someone using their phone number or other contact information directly from your computer.

You can even make video calls; you can see someone while you talk to them with the use of the cameras on your device. You can call many people at once, no matter where they are.

There are many services that make this type of communication possible. Social media apps, email providers and other services often provide a way to send IMs and start voice and video calls from your computer.

Microsoft Teams

Microsoft Teams allows you to send IMs, make voice calls, and make video calls. Teams is part of the Microsoft range of apps.

WhatsApp Web

WhatsApp Web is an effective way to communicate because it uses the same features as your smartphone does. You can send text messages, emoji, attachments and even voice notes using your laptop's built-in microphone. You can use the WhatsApp groups you have created with learners, teachers, friends and family on your smartphone or create new ones on the web. It's much easier to send documents like lesson plans and presentations from your laptop while using WhatsApp Web than doing it from your phone.

You can set up WhatsApp Web on your laptop.

1. Open WhatsApp on your smartphone.
2. In the main screen, tap on the three dots menu.
3. Tap on WhatsApp Web.
4. Tap on Link a Device. This will open a QR code scanner in your WhatsApp. Keep your app open.
5. Open Microsoft Edge on your laptop.
6. Key in the URL in the Address Bar: web.whatsapp.com
7. Press the Enter Key.
8. Scan the QR code on the screen with your smartphone.
9. WhatsApp will open in your browser. All your chats are available to you.
10. It's a good idea to mark WhatsApp Web as a favourite in your browser so that you can easily access it at any time.
11. Always log out of WhatsApp on your laptop when you are done (to avoid anyone else accessing your WhatsApp account).

You can share a document from WhatsApp Web.

1. Search for the name of the person with whom you want to share the document and go to the chat with them.
2. Click the Paperclip Icon (which is for attachments), and then click the Document Button.
3. The File Explorer Window will open.
4. In the File Explorer Window, find the document you want to share.
5. Click on Open. This will upload the document into WhatsApp.
6. Click the Send Button.

Task

- Open WhatsApp Web on your laptop.
- Add it to the list of favourites in your browser.
- Link your WhatsApp phone app to WhatsApp Web.

Online resources

The internet is massive, and it is getting bigger every day. Some researchers estimate that by 2025 the total amount of data on the internet will be around 175 zettabytes. That much data would take one person 1.8 billion years to download at the current internet speeds!

Some tips for searching

So, with all that data out there, how do you find the right stuff?

You should	Why?
Be as specific as possible.	Using milk cow rather than just cow if you are researching milk cows will help reduce the number of search results for your search, because it will more likely filter out cows that are bred for meat.
Put exact phrases between double quotation marks (" ").	Using "milk cow" will provide results in web pages where that phrase appears. There will be fewer results than if you searched without the quotation marks.
Use + and - to narrow your search. (Don't use a space between the + and - signs and the search term.)	Using "milk cows"+Africa will include all these words in the search. "milk cows"-Europe will exclude the word Europe in the search, and therefore will exclude information about cows in Europe (although it will include everywhere else).
Search the web page you get to in the result.	Not everything on the internet is true or accurate. Use the About Us and Contact sections to find out more about the author of something that interests you or that you think would be useful to your learners. Looking carefully at the URL can also help you. If a URL ends in .gov (government), .edu (educational organisation), .org (a registered organisation) you are probably more likely to find accurate information than you would in any other URL. Check when the web page was created and updated to see if the information is still relevant.
Set a limit; then stop.	People talk about 'falling down an internet rabbit hole' or into an 'internet black hole' to express how you can end up in a never-ending search. Good practice is to set a limit on how many good pages you will visit, or how much time you will spend searching before you start. This will keep your search focussed.

Online resources: Text

Wikipedia is a fairly reliable source of information. All Wikipedia articles are peer-reviewed and most have many resources listed in their bibliographies. In a world where anyone can write anything and post it online, Wikipedia is arguably the best place to find verified, comprehensive information on almost anything.

Wikipedia articles also have hyperlinks to other pages that relate to the content you are looking at.

Online resources: Video

You can search specifically for video content online.

1. Under the Search Bar, you will find the Video Tab. The results on this tab will only be video-related content.
2. You can filter results by using the Filter Icons that are suggested under the Search Bar. You will find useful information about the ideal videos to choose for classroom use. (You will use these in Session 5 of this course – **Making it work with JUST ONE LAPTOP**).

Online resources: Images

You can search specifically for image content online.

1. Under the Search Bar, you will find the Images Tab. The results on this tab will only be image-related content.
2. You can filter results by using the Filter Icons that are suggested under the Search Bar. You will find useful information about copyright and the use of images later in these Class Notes. We suggest you always use the All Creative Commons filter when you search images and videos.

Copyright

Copyright laws state who owns a piece of work and how it can be used. The work can be a book, movie, picture, song, website, and even the class notes you prepare. Authors, film makers, photographers and songwriters will often earn royalties for allowing people to use their work when the work is bought. The companies that manage this copyright-protected work, take the rights of these people very seriously. Piracy of copyright works is against the law around the world. If you wish to use a work that is copyright-protected you must ask for permission to do so, and you may need to pay a fee to use it.

In short, any resource you want to use from the internet will have specific copyright limitations. You may not take anybody else's work and use it unless you have specific permission to do so.

Creative Commons

Creative Commons is a global movement in which people (from individual creators to large institutions) are making their copyright-protected works available for reuse by other people at no cost and with certain limitations. Creative Commons removes the need to contact the copyright holder to ask permission to use the work because the way in which the person will allow you to use the work is clearly stated in the licence.

From the perspective of the re-user (the person who wants to use the work), the presence of a Creative Commons license on a copyright-protected work answers the question, 'What can I do with this picture/text/image/song/music/work?'

There are six different Creative Commons license types.

1. CC BY: This license allows re-users to distribute, remix, adapt, and build on the material in any medium or format, so long as attribution is given to the creator. The license allows for commercial use. In other words, you can sell a work that includes the material you have used to create your own work. For example, if you included a CC BY photo in your class notes and wanted to sell the class notes, you would be allowed to do so.
2. CC BY-SA: This license allows for everything included in the CC BY license. It also stipulates that if you remix, adapt, or build on the material, you must license the modified material under identical terms.

3. CC BY-NC: This license allows for everything included in the CC BY license, except that this license allows for non-commercial use only, and only as long as attribution is given to the creator. In other words, you may not sell a work that includes the material you have used. For example, if you included a CC BY-NC photo in your class notes and wanted to sell the class notes, you would not be allowed to do so.
4. CC BY-NC-SA: This license is a blend of CC BY-SA and CC BY-NC. So, you can do anything with the work for non-commercial purposes only, and only as long as attribution is given to the creator. If you remix, adapt, or build on the material, you must license the modified material under identical terms.
5. CC BY-ND: This license allows re-users to copy and distribute the material in any medium or format in unadapted form only. In other words, you may not change any words in a text, or change the size of a photo, or make any changes to a work that is licenced CC BY-ND. Attribution must be given to the creator. The license allows for commercial use.
6. CC BY-NC-ND: This license allows for everything included in CC BY-ND, except that it allows for non-commercial use only.

Task

- Decide on a topic of interest. Browse using Microsoft Edge to find a Wikipedia article about it.
- Find a video about the topic on YouTube.
- Do an image search with the All Creative Commons filter enabled to find an image about the topic.

How do I send email and what if I want to print something?

Introduction to email

Email, or electronic mail as it is formally called, has become an effective way to communicate quickly and efficiently.

Reflection

- Make notes in your PD Journal in which you reflect on how you are already using email as part of your teaching.
- If you are not using email yet, make notes about the opportunities this tool will create for you as a teacher.

Working with Outlook

Microsoft Outlook is the email app for Microsoft. It has many of the same visual elements as the other apps, and some similarity in the tabs that are available.

The Outlook app allows you to access your email using your smartphone or laptop as long as you have an internet connection.

Sign up for an Outlook account

You can sign up for a free Outlook account to start sending and receiving emails.

You can sign up for an Outlook account on the web.

1. Open Microsoft Edge.
2. Key the URL outlook.com into the Address Bar.
3. Press the Enter Key.
4. When Outlook.com launches, click on Create Free Account.

5. Create an email address. Your email address must be unique. So, if you choose a username that's already been taken by someone else, you will have to come up with another one. Once you decide on a unique username, click Next.
6. Create a password for your email account. Enter a password that meets the criteria and click Next.
7. Give your first and last name for your account and click Next.
8. Enter the required information in the form and click Next.
9. Your Outlook Email account has been created.

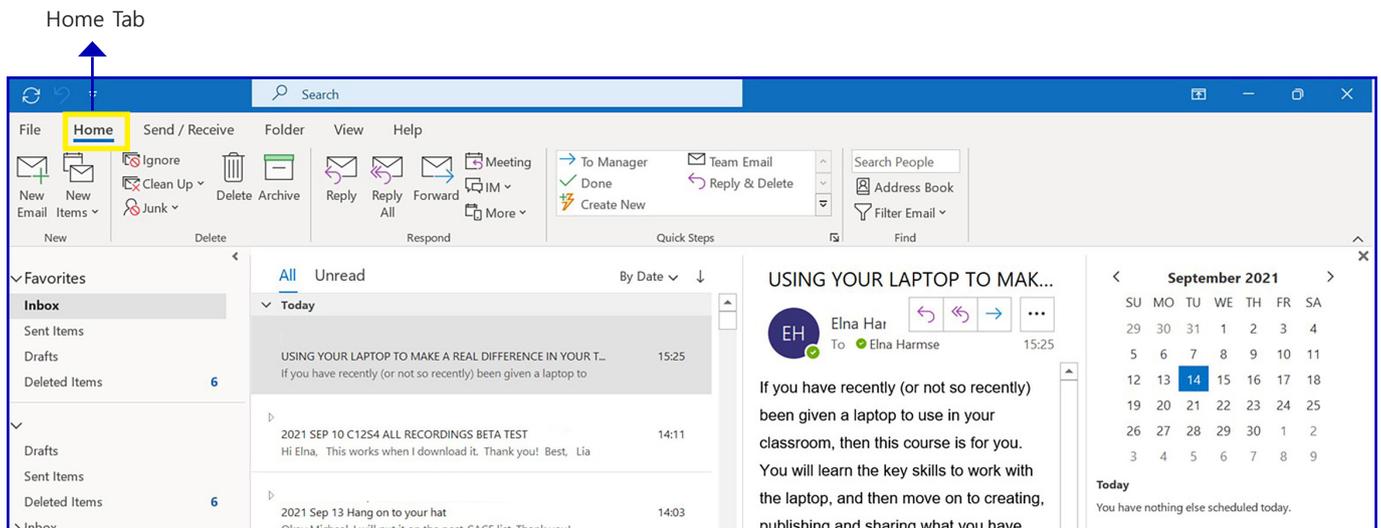
Remember your email address so you can share it with others.

You can sign up for an Outlook account in the app.

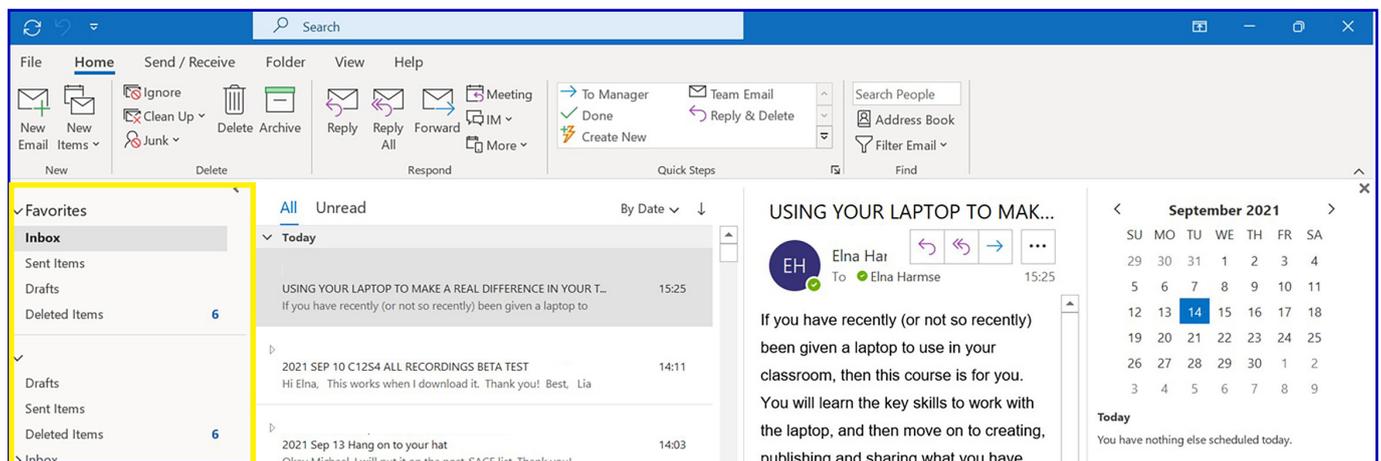
1. Make sure you are connected to the internet.
2. Open the Microsoft Outlook app using the Search Bar.
3. Click on File.
4. Under Account information, click on Add account.
5. On the pop-up, click on Create an Outlook.com email address to get started.
6. Create an email address. Your email address must be unique, as explained above. Once you decide on a unique username, click Next.
7. Create a password for your email account. Enter a password that meets the criteria and click Next.
8. Give your first and last name for your account and click Next.
9. Enter the required information in the form and click Next.
10. Your Outlook Email account has been created.

Get to know Outlook Email

As you have seen with other Microsoft Apps, competitor apps will have similar functionality. This means that once you can work your way around Outlook, you will be able to use any email app with confidence. The features may look slightly different depending on which app you use, but you will use email in much the same way in any of these apps.

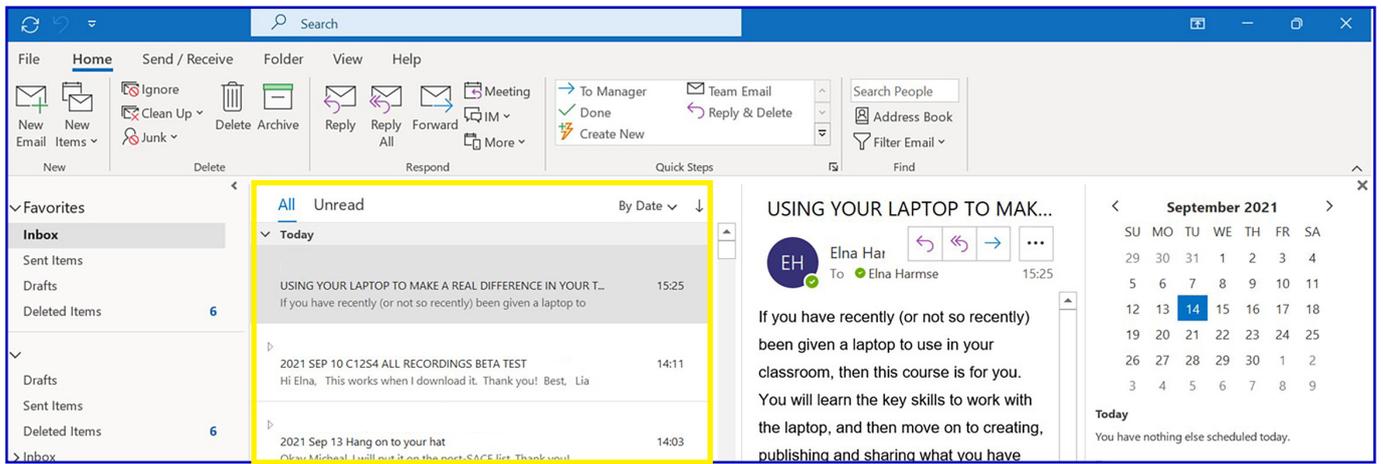


Home Tab: This tab includes important groups containing commands, namely New, Delete, Respond, Quick Steps and Find.



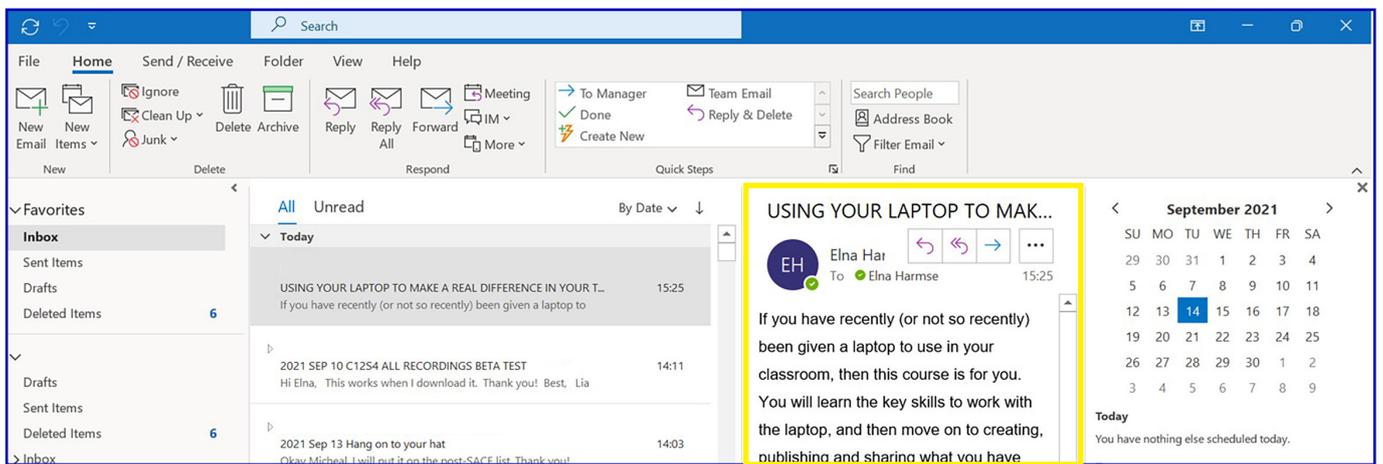
Folder Pane: You can organise your messages into folders if you like. There are some folders that are included by default. These are:

- Inbox Folder: Contains all the messages you have received.
- Drafts Folder: Contains all the messages you have begun to write or written, but not yet sent.
- Sent Items Folder: Contains all the messages you have sent.
- Deleted Items Folder: Contains all the messages you have deleted.



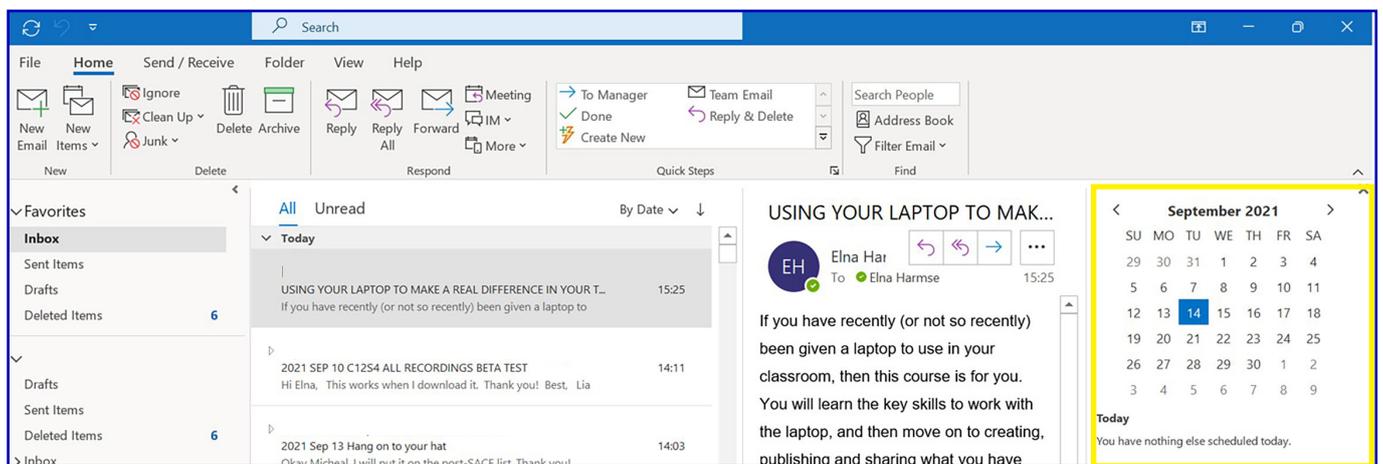
Message List/Inbox

Message List/Inbox: This contains all of the messages you have received, listed with the name of the sender, the subject of the email message, and the date and time the email was received.



Reading Pane

Reading Pane: An email selected in the Message List can be read here. You can open any attachments that were included in the message.



To Do Bar/Calendar

To Do Bar: Contains links to Email, Calendar, Contacts (people) and the Task List.

Organise folders in Outlook

You can create new folders for your emails in the Folder Pane.

1. Right-click on the Inbox Folder.
2. Select New Folder.
3. Type in a name for the new folder.
4. Press the Enter Key.

You can file an email into a folder using drag and drop.

1. Click and hold down the Left Touchpad Button on the email in the Message List.
2. Drag the email to the folder you want.
3. Release the button.

You can file an email into a folder using the Move Button.

1. Click on the email in the Message List.
2. Click on the Move Button in the Move Group on the Home Tab.
3. Click the folder in which you wish to move the email.

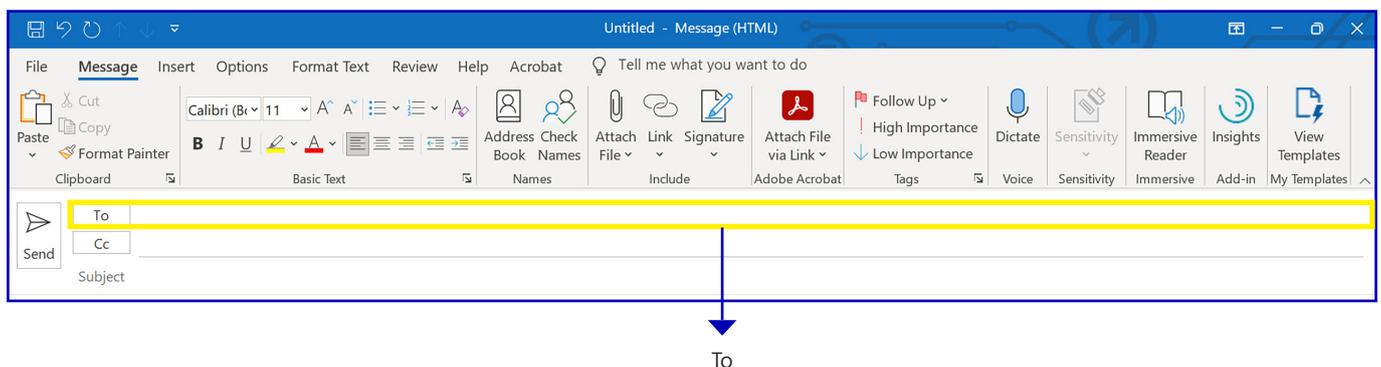
You also have options to reply to a message or forward it to others.

Task

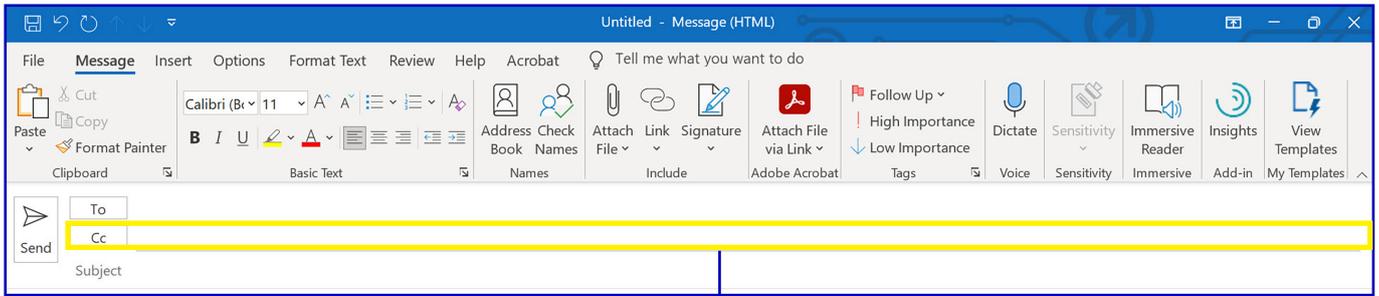
Create an Outlook email address and log into outlook.com on your browser.

Compose and send an email

Sending a message to someone is quick and simple using email. You can write and format your message, include other types of content (for example, videos or images), choose who will receive your message, and send the message instantly.

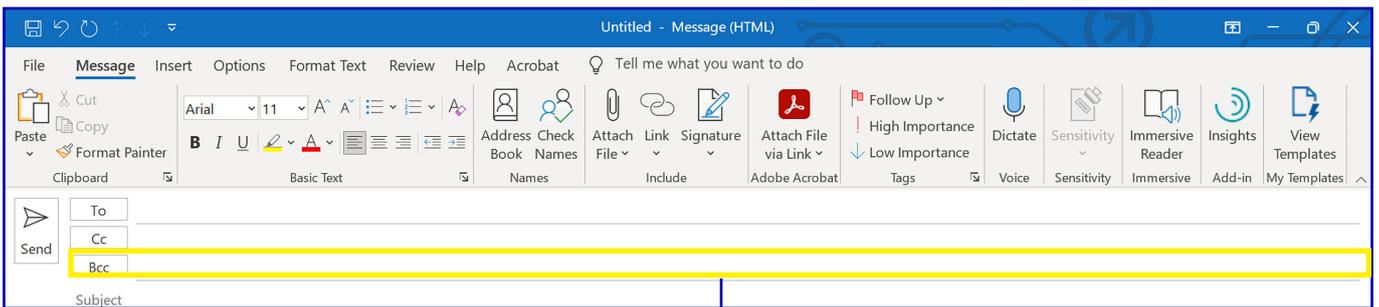


To: Enter the email address of the person to whom you are sending the email. You can enter more than one email address. Use a semi-colon (;) between each email address.



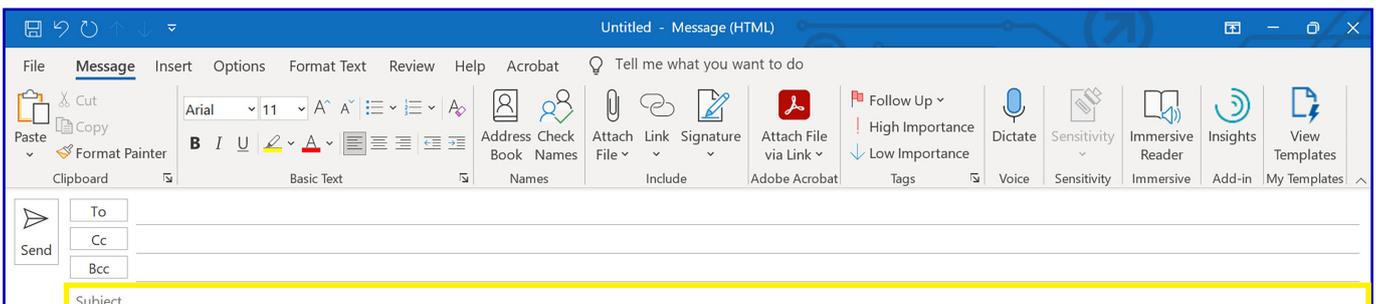
Cc

Cc: Enter the email address of any person you want to alert to the email. You can enter more than one email address. Use a semi-colon (;) between each email address.



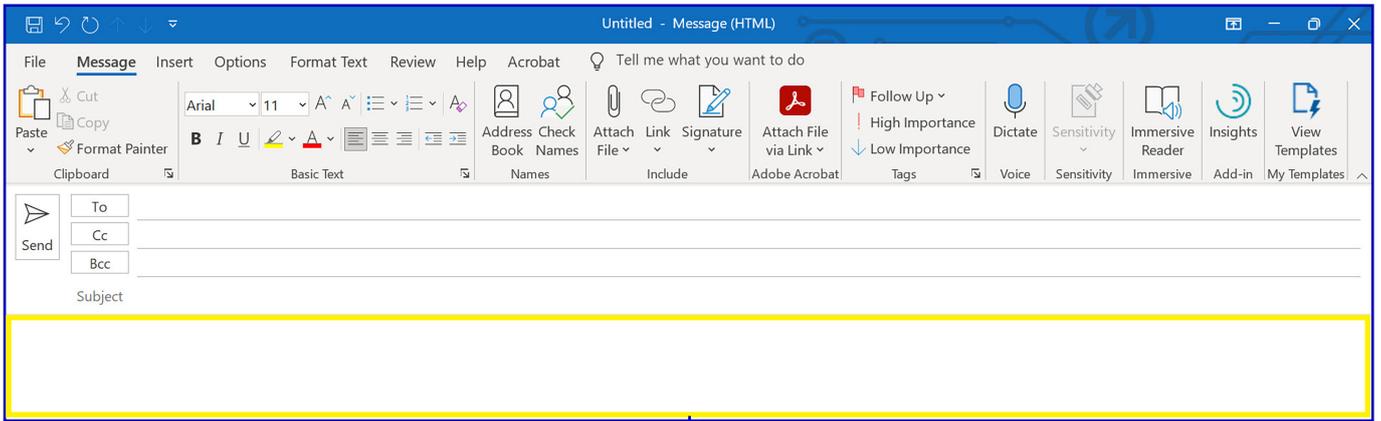
Bcc

Bcc: Enter the email address of any person to whom you want to send the email anonymously. No one to whom you are sending the email will know that this person is getting it, too. You may wish to use this to inform someone about your email without alerting others to this. It is not very good practise to use Bcc without a good reason.



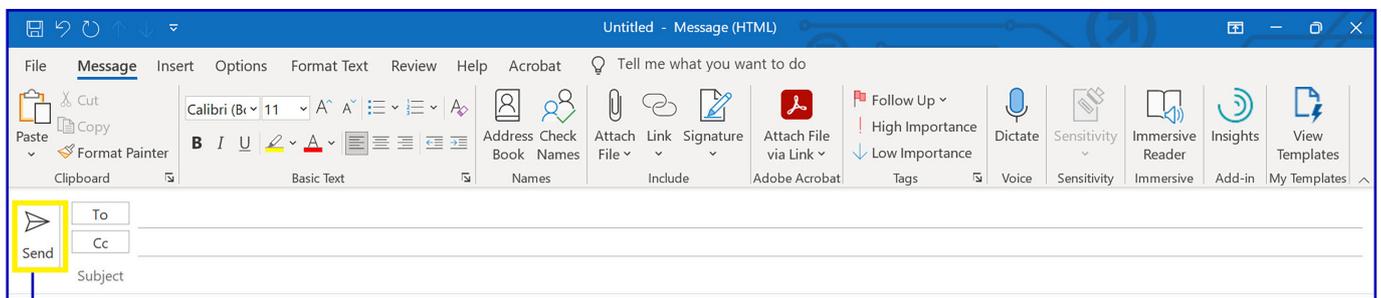
Subject Line

Subject Line: Say what the email is about in a short sentence or phrase.



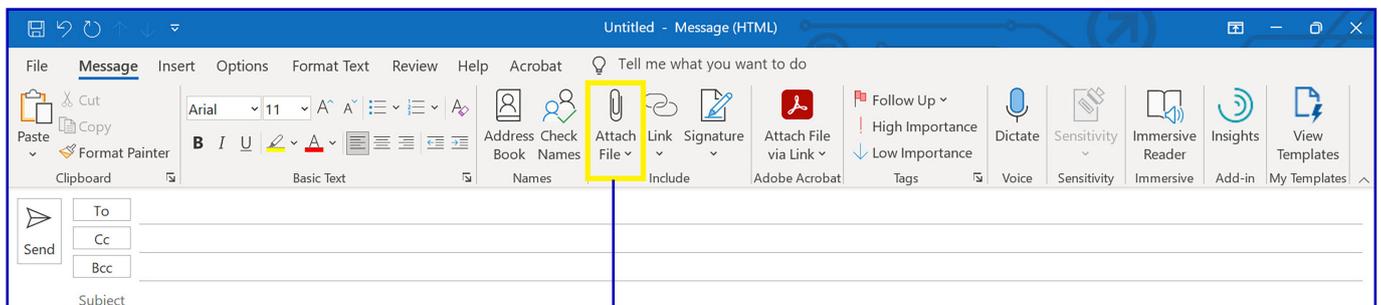
Message Body

Message Body: Your message will go here.



Send Button

Send Button: To send your message to a recipient.



Attach File

Attach File: Allows you to add a file to the email. (See below for more information.)

You can compose a new email.

1. Open Outlook to the email view (Outlook usually opens here automatically).
2. Click New Email in the New Group on the Home Tab.
3. Create the email.
4. Click Send.

You can reply to an email.

1. Click the email in the Message List.
2. Click Reply.
3. Outlook automatically appends the abbreviation 'Re' that stands for 'with regard to' at the beginning of the subject line.
4. Key your response into the body of the email.
5. Click Send.

You can forward an email that you have received to others so that you can share the content with them.

1. Click the email in the Message List.
2. Click Forward.
3. Outlook automatically appends the abbreviation 'FW' for 'forward' at the beginning of the subject line.
4. Key in the email address of the person you want to email.
5. Add in any information in the body of the email.
6. Click Send.

Attachments

You can add an attachment to an email. Attachments are different kinds of files (for example, Word documents, PDFs or images) that you can send and receive via email. They are then attached to the email. When you receive an email with an attachment, the file will be displayed as a paperclip in the Message List.

You can email an attachment.

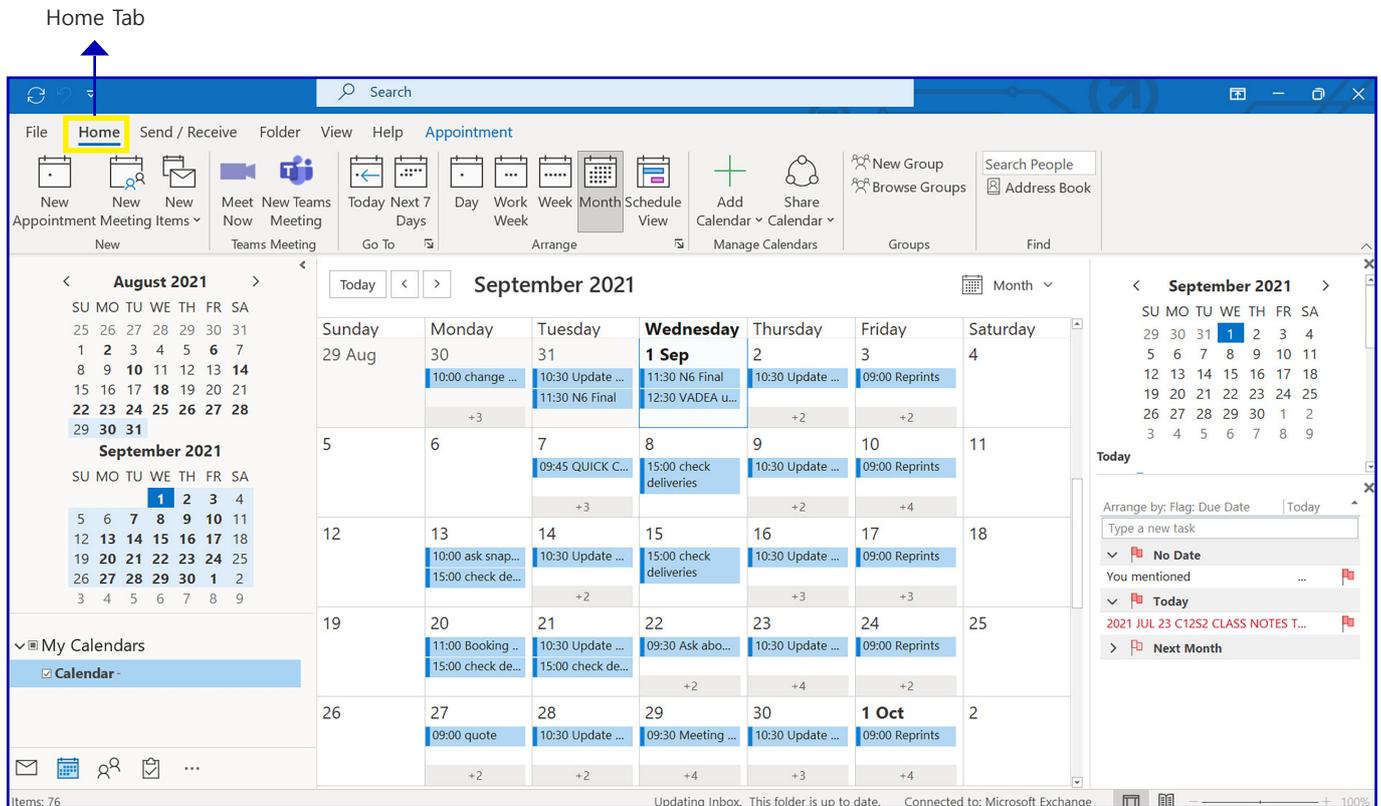
1. Click on the email in the Message List.
2. Double-click on the attachment name in the email in the Reading Pane. (Be careful about opening attachments from people you do not know.)

You can include an attachment to an email.

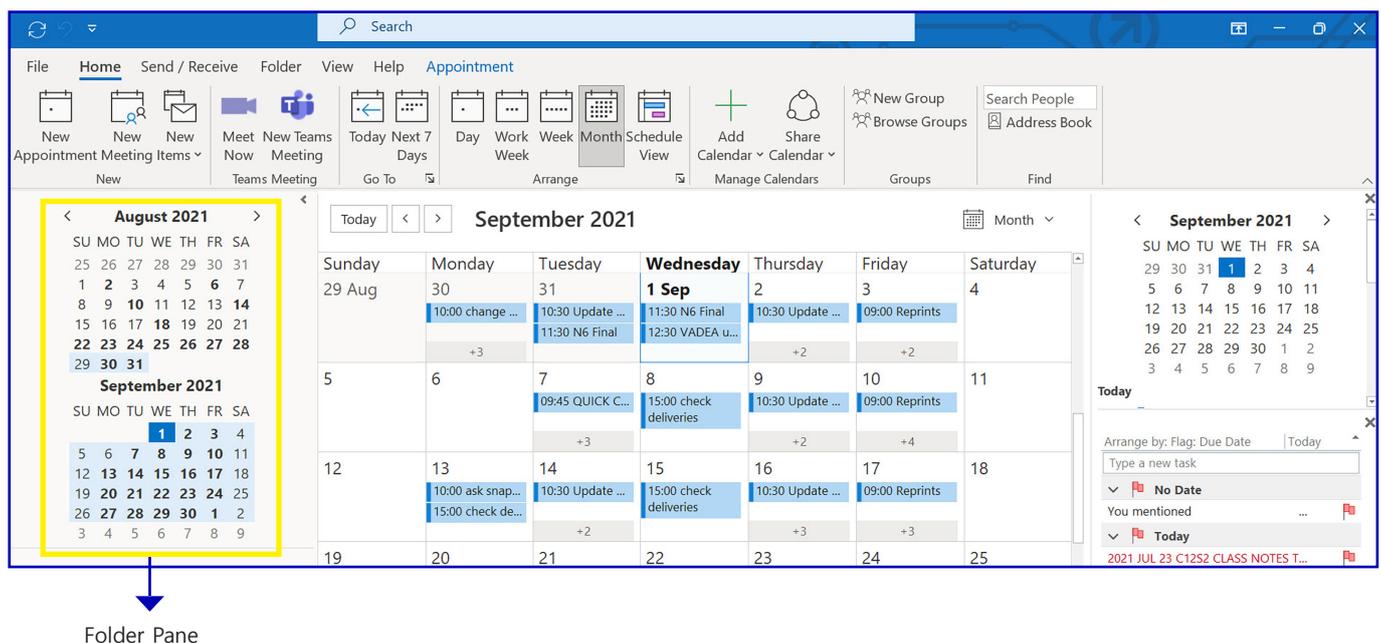
1. Compose your email.
2. Click on the Attach File Button.
3. Search for the attachment you want from the list or click on Browse this PC.
4. In the Finder Window that opens, search for your file.
5. Click on the file and then click Open.
6. The file will be attached to the email.

Get to know Outlook Calendar

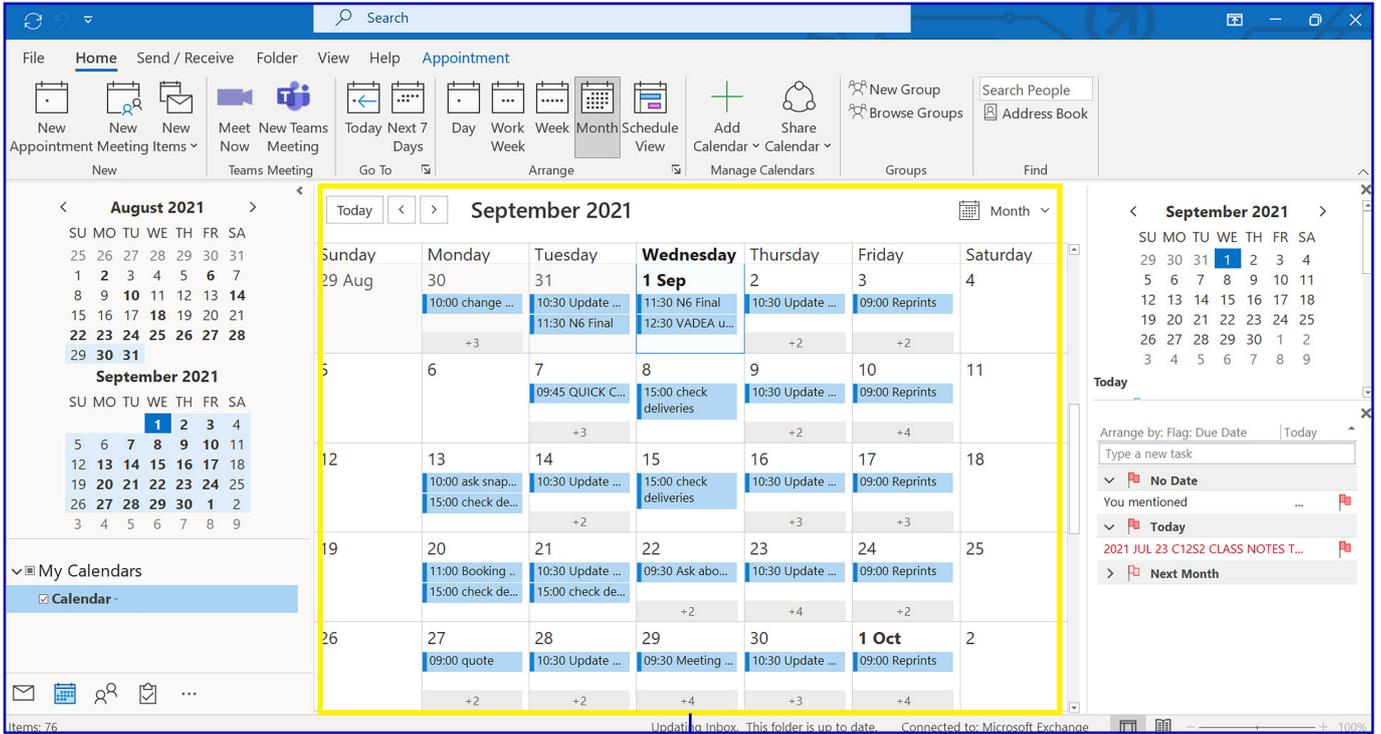
Outlook has a Calendar function in addition to the email function.



Home Tab: Important groups are New Appointment (create a new appointment or meeting), and Arrange (change the calendar to Day, Week, Work Week, Month, Schedule views for different amounts of information).

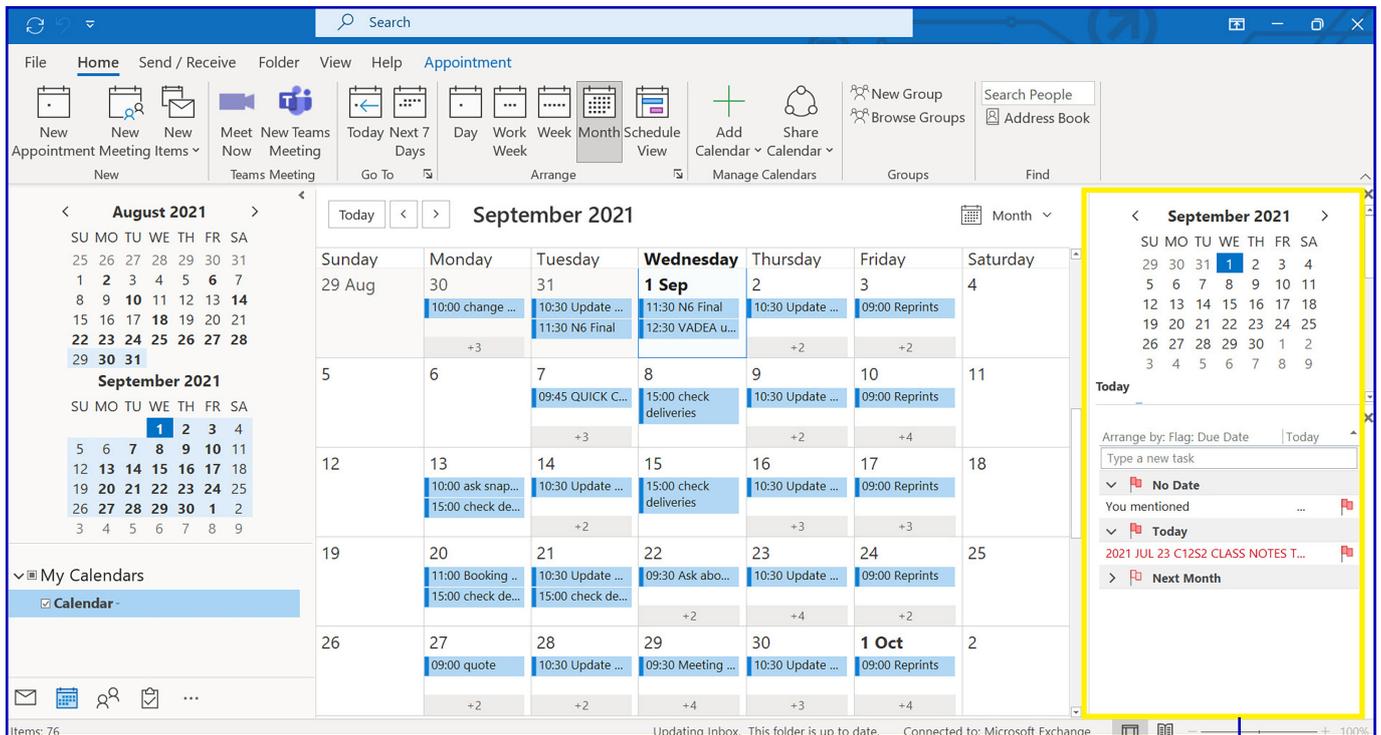


Folder Pane: This contains monthly calendars (the days in bold are those with activities on them) and special calendars like Holidays and Birthdays.



Calendar

Calendar: This is where you will see all your appointments.



To Do Bar

To Do Bar: Contains links to email, calendar, contacts (people) and the Task List.

Create appointments

You can use Outlook to keep track of your personal appointments or to schedule meetings with other people.

You can create an appointment.

1. Open Outlook to the calendar view.
2. Click New Appointment in the New Group on the Home Tab.
3. Key in the title of the appointment.
4. Select the date and time of the event.
5. Select a location for the appointment.
6. If you are inviting someone to join you, click on Invite Attendees.
7. Key in the email address of the person you wish to invite.
8. Add any details you want.
9. Click Send.
10. The meeting will appear in your calendar.

Task

- Compose and send an email to a friend or colleague.
- Use Outlook Calendar to make an appointment with a friend. Include the venue and time of the appointment, and then send the invitation to your friend.

Connecting to a printer

When you connect a printer to your laptop, you can usually start printing right away. It is that easy.

Different types of printer connections

It is possible to divide printers into two broad groups based on how they connect to your laptop.

Local connection printers

In this group we have printers that are connected by a cable or wirelessly.

Older computers had special plugs for a Printer Cable, but these days you will find that printers connect using a USB Cable.

Many modern printers can connect wirelessly using a Bluetooth connection. You don't need any cables; you just need to check that the laptop can 'see' the printer in the Connections List (see the section on Wireless connection below for more on this).

Network connection printers

These printers are connected to a network to which many computers are connected using an Ethernet Cable or WiFi. You will find these network printers in an office environment and in a school.

Connecting a local printer

Cable connection

Most modern printers typically connect to a PC using a USB Port. You can plug in a USB device while the computer is on and Windows will recognise it.

Good practice, though, is to first install the printer software. You will find the software on a CD that you get with the printer, or you can download it from the internet. You will follow the steps given in the installation program to install the drivers and additional software.

When you are prompted to do so, you will plug in the USB Cable and finish the installation. The last step will be to print a test page.

Wireless connection

Many printers connect to a laptop using Bluetooth. Install the software as explained above before going on to the next steps.

You can connect a printer using Bluetooth with the Add a Device Option.

1. Make sure that the laptop and printer are near to each other and that they are all on with Bluetooth active.
2. Click on the Start Button and select Settings.
3. Choose Devices.

4. Choose Printers and Scanners.
5. Click Add a printer or scanner.
6. Wait for the software to find nearby printers.
7. Choose the printer you want to use and then click Add Device.
8. Your Bluetooth printer will connect to the laptop.

If these steps don't work

If simply plugging your Printer Cable into your printer does not work, it is likely to be because of one of two problems.

1. You might need to add the device manually.
2. You might need to update your drivers.

If the problem still continues you will need to use the built-in troubleshooter.

Add a device manually

Follow the same steps for adding a Bluetooth connection to add a device.

Update your drivers!

A printer driver is a piece of software that allows your computer to interact with your printer. It translates your instruction to print that you send (from your operating system or apps) into a language that the printer can understand. The printer then obeys the instruction and prints the document. This means that a computer does not need software for every type of printer in the world. It just needs a printer driver.

If you do not have the required drivers, you will receive a pop-up message when you plug your printer USB Cable into your laptop: Update Your Drivers.

Windows 10 is very good at finding the relevant printer drivers if you run into this problem. All you need to do is follow the steps that are suggested in the pop-up message.

Additional printer drivers and support might also be available if you update your Windows 10 Operating System.

The built-in troubleshooter

If manually adding a device and an update of your drivers does not work, then use the built-in troubleshooter.

You can access the built-in troubleshooter.

1. Click on the Start Button and select Settings.
2. Choose Devices.
3. On the far right, click on Open Troubleshoot Settings in the Troubleshoot Your Printer section.
4. Carefully follow the steps that Windows 10 provides to solve your problem.

Connecting a network printer

You will need to ask your system administrator or the ICT champion at your school to connect you to a network printer. They may need to use passwords to do the set up. After that, you can go ahead and print.

Task

If you have access to a printer, check the sort of connection it uses. Then connect your laptop to it. If you are unable to do this get help from your ICT champion at school.

About the Final Assessment



At the end of this training session, you will be asked to complete the Final Assessment.

If you complete the Final Assessment successfully, you will qualify for your virtual badge and certificate (refer to the sample certificate and sample badge on this page).



Final Assessment

Indicate the ONE correct response for each question.

1	A ____ is a piece of hardware that allows devices to connect to the internet.
a	router
b	modem
c	Ethernet Cable
2	A ____ is a piece of hardware that connects your devices, like your laptop and smartphone, to a modem.
a	router
b	modem
c	Ethernet Cable
3	Select the option that best completes these sentences. WiFi is a ____ that you can connect to your laptop or other devices. You would connect to a wireless network to connect to the ____, and also to a network printer. A WiFi ____ is an area where a WiFi network is available.
a	wireless network, internet, hotspot
b	hotspot, internet, cable
c	wireless network, internet, cable
4	To enter more than one email address in the To Field, Cc Field or Bcc Field of an email, use a ____ between each email address.
a	colon (:)
b	semi-colon (;)
c	apostrophe (')
5	An ethernet connection is a ____ created between a laptop and a modem-router.
a	wireless network
b	hotspot
c	wired network

Final Assessment (continued)

Indicate the ONE correct response for each question.

6	Select the option that best completes these sentences. A printer ____ is a piece of software that allows your ____ to interact with your printer. It translates your ____ to print that you send from your operating system or apps into a language that the printer can understand. The printer then obeys the instruction and ____ the document.
a	driver, computer, instruction, prints
b	driver, printer, instruction, prints
c	app, computer, page, prints
7	Bluetooth is a method of connecting two devices to transmit ____ between them.
a	cables
b	data
c	WiFi
8	Select the option that best completes these sentences. To make sure you're ____ to WiFi at any time, simply hover your ____ over the WiFi Status Icon in the Taskbar. The name of the ____ you're connected to will appear.
a	connected, Enter Key, ethernet
b	connected, cursor, ethernet
c	connected, cursor, network
9	An ____ is an app that allows you to view web pages on the World Wide Web.
a	Ethernet Cable
b	affordance
c	internet browser

Final Assessment (continued)

Indicate the ONE correct response for each question.

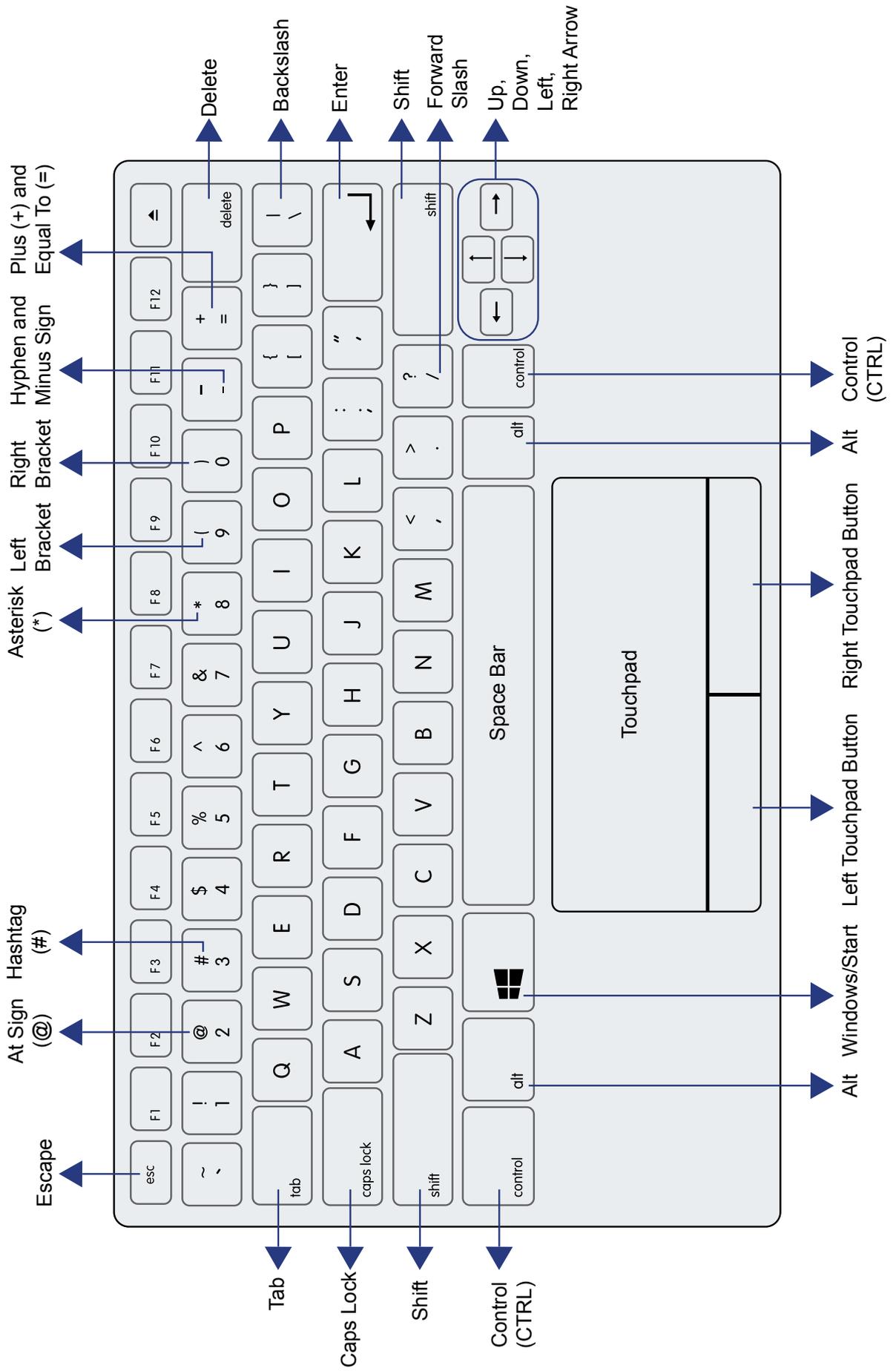
10	Select the option that best completes these sentences. The ____ is a collection of documents and resources with which people can _____. We access the ____ using the internet. The documents on the web are called _____.
a	World Wide Web, interact, web, web pages
b	World Wide Web, interact, network, web pages
c	World Wide Web, interact, web, websites
11	_____web browser is designed by Google and works on all devices.
a	Safari
b	Chrome
c	Edge
12	Select the option that best completes these sentences. There are two Search Bars available on the Microsoft Edge Home Page. (1) _____. Key in a specific web address or _____ in this Search Bar at the top. (2) _____. Key in a specific _____ into this Search Bar rather than the Address Bar.
a	Search Bar, URL, Address Bar, search item
b	Search Bar, ethernet, Omnibar, search item
c	Address Bar, URL, Search Bar, search item
13	Select the option that best completes these sentences. If you know exactly where you want to go on the _____, you can use the _____. This is the exact address of the _____ on the internet.
a	website, URL, company
b	internet, URL, website
c	internet, URL, ethernet

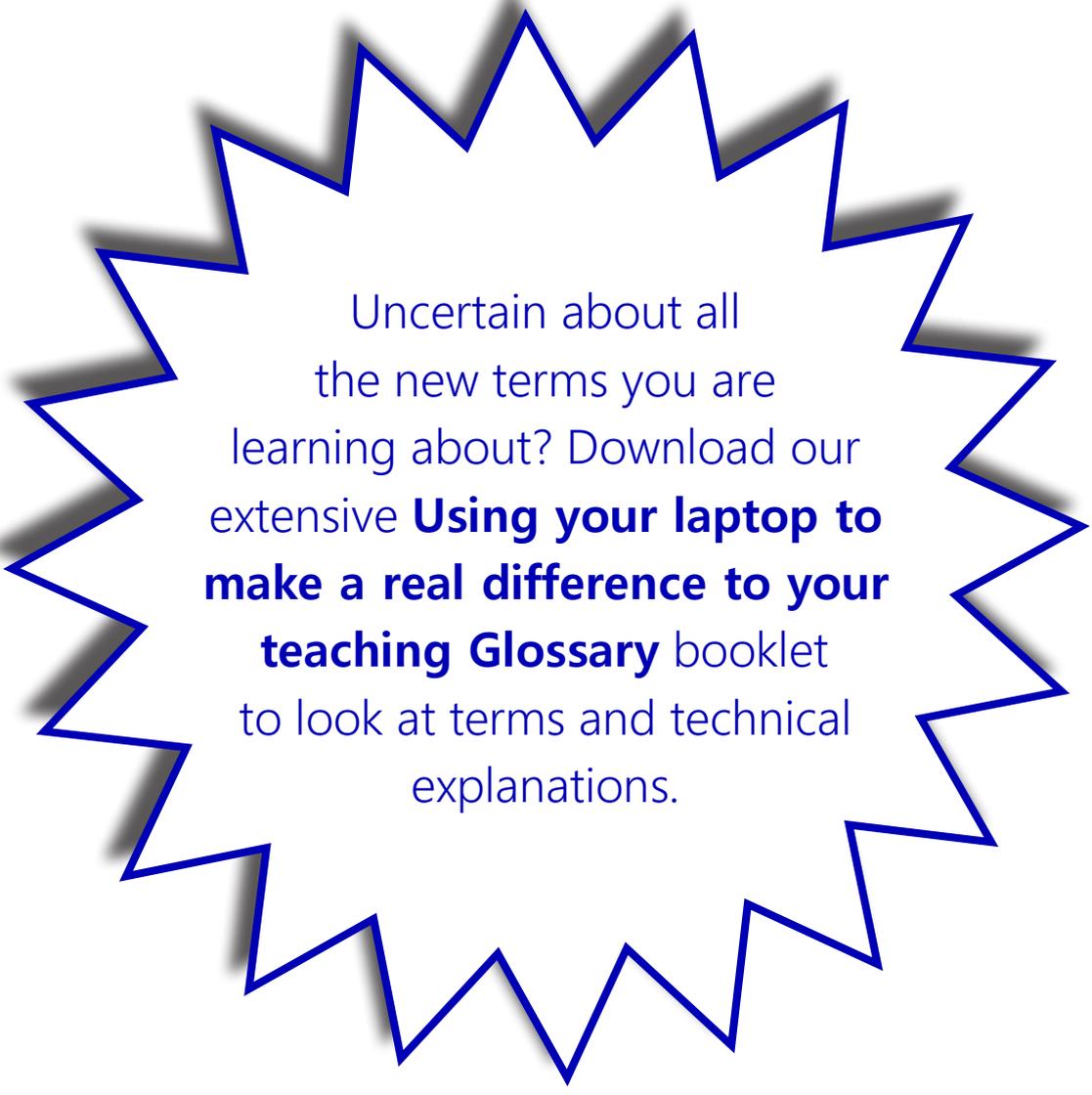
Final Assessment (continued)

Indicate the ONE correct response for each question.

14	Select the option that best completes these sentences. You can add an ____ to an _____. Attachments are different kinds of ____ like Word documents, PDFs or images, that you can ____ and ____ via email. When you receive an email with an attachment the file will be displayed as a ____ in the Message list.
a	attachment, electronic file, files, send, receive, document
b	attachment, email, folders, send, attach, paperclip
c	attachment, email, files, send, receive, paperclip
15	Select the option that best completes this sentence _____ is a global movement in which people from individual creators to large institutions are making their _____ works available for _____ by other people at no cost and with certain limitations.
a	Creative Commons, copyright, reuse
b	Copyright, Creative Commons, reuse
c	Creative Commons, copyright, purchase

The keyboard of a laptop





Uncertain about all
the new terms you are
learning about? Download our
extensive **Using your laptop to
make a real difference to your
teaching Glossary** booklet
to look at terms and technical
explanations.

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