

ECDL[®]

European Computer Driving Licence[®]

ECDL Online Essentials

BCS ITQ L1 Using Email and the Internet

Part 1 - Using the Internet

Using Microsoft[®] Edge

Syllabus Version 1.0

This training, which has been approved by BCS, The Chartered Institute for IT, includes exercise items intended to assist learners in their training for an ECDL Certification Programme. These exercises are not ECDL certification tests. For information about Approved Centres in the UK please visit the BCS website at www.bcs.org/ecdl.

Release ECDL312v1

Contents

SECTION 1 GETTING STARTED	7
1 - THE INTERNET	8
2 - CONNECTING TO THE INTERNET	9
3 - CHOOSING AN ISP	10
4 - WI-FI NETWORKS	12
5 - WEB ADDRESSES	14
6 - WEB BROWSERS	15
7 - THE BROWSER WINDOW	16
8 - CLOSING THE BROWSER	17
9 - REVISION	18
SECTION 2 NAVIGATION	19
10 - THE ADDRESS BAR	20
11 - HYPERLINKS	22
12 - NAVIGATION BUTTONS	24
13 - NEW TABS	25
14 - TABBED BROWSING	27
15 - STOP AND REFRESH	29
16 - ADDING FAVOURITES	30
17 - THE HUB	32
18 - ORGANISING FAVOURITES	34
19 - THE FAVOURITES BAR	37
20 - DELETING FAVOURITES	39
21 - BROWSING HISTORY	40
22 - THE READING LIST	42
23 - REVISION	44
SECTION 3 SEARCHING THE WEB	45
24 - SEARCH ENGINES	46
25 - ADVANCED SEARCH	49
26 - ADDRESS BAR SEARCH	51
27 - SEARCH TIPS	52
28 - WEBSITE SEARCHES	53
29 - FINDING TEXT ON A PAGE	54
30 - CRITICAL EVALUATION	55
31 - FINDING HELP	56
32 - REVISION	57

SECTION 4 WEB MEDIA	58
33 - DOWNLOADING FILES	59
34 - SAVING PICTURES	62
35 - PRINTING A WEB PAGE.....	63
36 - COPY AND PASTE	66
37 - ONLINE FORMS	68
38 - TRANSLATING A WEB PAGE	70
39 - ZOOM SETTINGS.....	73
40 - REVISION.....	74
SECTION 5 SETTINGS & SECURITY	75
41 - START PAGE SETTINGS.....	76
42 - HOME PAGE SETTINGS	78
43 - BLOCKING POP-UPS.....	79
44 - COOKIES.....	80
45 - SECURE WEBSITES	81
46 - INPRIVATE BROWSING	82
47 - CONTROLLING INTERNET USE	83
48 - STAYING SAFE	84
49 - DATA PROTECTION	85
50 - COPYRIGHT.....	86
51 - REVISION.....	87
SECTION 6 COMMUNICATION.....	88
52 - COMMUNICATING ONLINE.....	89
53 - ONLINE COMMUNITIES	90
54 - SHARING CONTENT	91
55 - WEB NOTES	92
56 - NETIQUETTE	95
57 - PRIVACY AND SECURITY	96
58 - REVISION.....	98
ANSWERS	99
RECORD OF ACHIEVEMENT MATRIX	102

Section 1

Getting Started

By the end of this section you should be able to:

Understand Basic Internet Concepts

Choose an Internet Service Provider

Connect to the Internet

Identify Popular Browsers

Recognise Types of Web Address (URL)

Start and Close Microsoft Edge

Find Basic Microsoft Edge Features

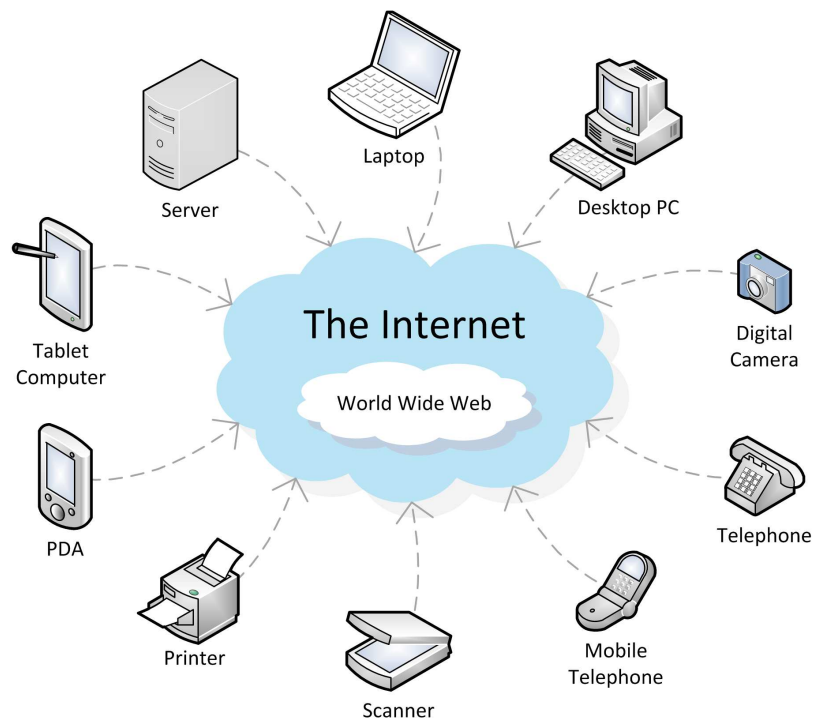
Work through the **Driving Lessons** in this section to gain an understanding of the above features.

For each **Driving Lesson**, read all of the **Park and Read** instructions and then, if applicable, perform the numbered steps of the **Manoeuvres**. Complete the **Revision** exercise(s) at the end of the section to test your knowledge.

Driving Lesson 1 - The Internet

P Park and Read

The **Internet**, or net for short, is a global network of linked ICT devices that allow people from all over the world to communicate and share information. Many different types of devices are able to connect to the Internet, from desktop and laptop computers to mobile phones and digital cameras. By connecting to the Internet, both you and your equipment are able to interact with and benefit from the many features and services that it offers.



Most people use the Internet to access the **World Wide Web**, or “web” for short. This is the name given to a vast collection of interconnected files called **web pages**. At their most basic, each web page contains information in the form of text and images. However, many web pages today also contain other multimedia features such as video, music and interactive programs.



The World Wide Web is not the same thing as the Internet – in fact, the web is just one of the many services that runs on the Internet.

When combined, two or more related web pages form a **website**. This is a fairly loose term which refers to any collection of web pages that belong together (in the same way that the individual pages of a printed magazine belong together). The first page of a website is called the **Homepage** and usually consists of an introduction to the site with “links” to other pages.



*The language of the web is **HTML** (Hypertext Mark-up Language). This is the programming code that website developers use to create web pages.*

Driving Lesson 2 - Connecting to the Internet

P Park and Read

There are many ways of connecting compatible ICT devices to the Internet. The easiest technique is to use cables to link computing hardware and peripherals directly to a router/modem (which in turn connects to the Internet). However, it is becoming more and more practical for modern mobile devices to use wireless technologies instead.



*The connection between a local network device and the Internet is provided by an **Internet Service Provider (ISP)**. This is a third-party communications company that handles the flow of data between your device and the wider Internet. They also supply or rent hardware for connecting to their service such as modems/routers.*

ISPs provide a range of different types of Internet connection. The table below describes some of the most popular types.

Connection	Description
Dial-up	This is an older form of Internet connection which uses a modem connected to a standard telephone line. Although very slow, it is often the only cost effective connection type for people who live in remote rural areas.
Satellite	One of the most expensive types of Internet connection, satellites are useful for people living in remote areas. Although still fairly slow by modern standards, satellite connections are usually much faster than dial-up.
3G and 4G	A popular form of wireless Internet access, 3G and 4G connections provide a direct link between an ICT device and a mobile phone operator's network. Connection speeds are highly variable and depend greatly on mobile phone signal strength. 4G is a newer, faster replacement for 3G (and the lesser-known and rarely used WiMax).
DSL/Cable	Popular at home and in small business, DSL (Digital Subscriber Line) and cable connections are wired links to the Internet (using either special telephone lines or fibre optic cables). Because of their high speeds, they are usually known as broadband connections. Most wireless Wi-Fi routers/modems use DSL or cable connections to access the Internet.
Leased Lines	Popular in big business, these are dedicated wired connections to the Internet with extremely high bandwidth. They are often very expensive!

Driving Lesson 3 - Choosing an ISP

P Park and Read

When choosing an ISP to provide an Internet connection, cost and affordability are obvious concerns. However, there are also a number of other important issues to consider before subscribing. For example, is the contract length appropriate (many contracts “lock you in” to a service for 12 to 18 months and they can be difficult to get out of early). It is also important to consider the service’s terms and conditions – is that “great deal” really all that great once you factor in hidden charges or usage limitations?



Many service providers “cap” their Internet allowances (even if advertised as “unlimited”) and you could quickly reach and exceed their “fair usage” limits. At this point your connection may be suspended or extra charges incurred.

One of the biggest requirements of an Internet connection is **bandwidth** (or **Transfer Rate**). This is basically the speed of your Internet access and describes the amount of data that can be transferred over the connection at any one time. As an example, an average MP3 song that is 5Mb in size would take approximately 15 to 20 minutes to download using a dial-up connection. Using a fast home broadband connection, however, this is reduced to only a few seconds.



Downloading is the act of copying a file from an ICT device on a network (such as a computer or server) to your own device. For example, when you use the World Wide Web, each web page you visit is downloaded to your computer so that you can view it.



Uploading refers to the sending of a file from your device to another. For example, you do this whenever you e-mail files to other people or add photographs to a social networking site.

Bandwidth is measured in **bits per second (bps)**. As you might guess, this is the number of single bits that can be transferred across a network connection in one second (a bit is the smallest unit of computer data). Although similar to file size measurements, they are calculated slightly differently, as shown below.

Bandwidth	Description
Kilobits (kbps)	1 kbps equals 1,000 bits per second.
Megabits (mbps)	1 mbps equals 1,000,000 bits per second.
Gigabits (gbps)	1 gbps equals 1,000,000,000 bits per second.



Your Internet connection is like a pipe through which data flows like water. The larger the pipe – or bandwidth – the more information that can pass through it.

Driving Lesson 3 - Continued



Low bandwidth can result in slow downloads and may restrict how you use the Internet. For example, you may not be able to watch videos online or download large files.

Confusingly, ISPs often advertise bandwidth speeds in Megabits (Mb) instead of Megabytes (MB). A megabit is only 1024 *bits* rather than 1024 *bytes*.

For example, a “10Mb connection” is a very popular home broadband speed. However, consider the following:

10 Megabits (Mb) = 1.25 Megabytes (MB)

At this speed, it would take *at best* approximately 1 minute, 20 seconds to download a 100MB file (not the 10 seconds you might think). In reality, however, it can take a lot longer as users are rarely able to reach their connection’s maximum download speed.



Be aware that home users and organisations will have different bandwidth requirements (which may change over time). Consider your individual or business requirements carefully before entering into a contract with an ISP.



Given the ever-increasing bandwidth requirements of the modern Internet, a fast and reliable broadband service is often the best choice for home and small business users who want to download lots of files and watch videos online.



*To help you choose an ISP, it can often be helpful to read online reviews by current customers. Watch out for bad experiences or problems such as poor **uptime** (no Internet availability) or high **contention** (a lot of people sharing the same connection with slow speeds as a result).*

Driving Lesson 4 - Wi-Fi Networks

P Park and Read

Short-range **Wi-Fi** connections are ideal for people working “on the move” who need to access Internet resources on their laptops, tablet computers or mobile phones. Connecting is usually a simple case of finding a public network and logging on – it really is that easy! In fact, it is so convenient that you can now commonly find Wi-Fi access points (also known as **hotspots**) in many public places, from trains and planes to coffee shops, airports and hotels.





Wi-Fi simply replaces cables in a local area network. It is not a type of Internet connection in its own right.



To make sure only authorised people can access a network, Wi-Fi access points are often protected by a **security key**. This is a password used by the owner of the wireless router/modem to control who logs on to their network and, in turn, the Internet. Whenever you try to connect to a password-protected Wi-Fi network, your device will prompt you to enter a valid security key.



Manoeuvres

1. Start your computer and log in to *Windows*.
2. Click once on the network icon,  or , in the **Notification Area** on the **Taskbar**. One of two types of network panel will appear...



*The icon that appears on the **Taskbar** depends on your computer’s primary network connection type: **Ethernet** (wired), , or **Wi-Fi** (wireless), .*

3. Examine the network panel that appears. If Wi-Fi is enabled on your computer and there are networks within range, an **SSID** list of wireless connections will appear. If you are connected by wire to a network, your network’s name will appear instead.



*Wi-Fi access is provided by wireless routers/modems that broadcast their name – known as an **SSID**, or Service Set Identifier – for users within range to find. The closer the device, the better the signal strength and faster the connection.*

Driving Lesson 83 - Continued

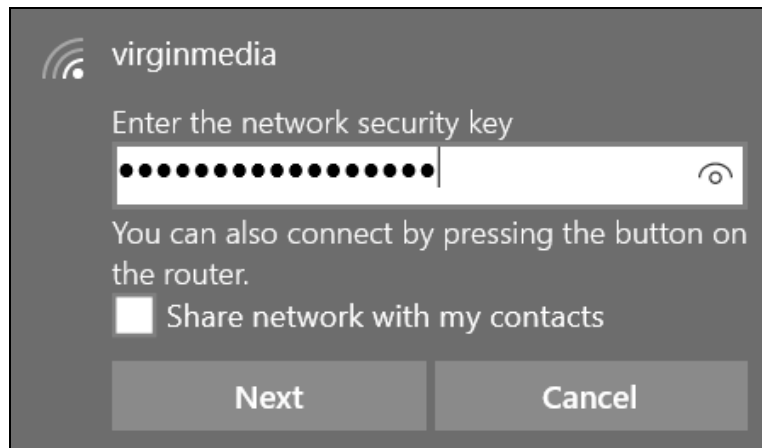



If you are using a computer that does not have Wi-Fi, the feature is disabled or there are no networks in range, you will not see any wireless networks in the SSID list.

4. Your computer will probably be connected to the Internet already. Can you see which network you are using – the text **Connected** will appear below the network name. Is it a wired or wireless connection?



*If your computer supports wireless connections, you can connect to another available wireless Wi-Fi service quickly and easily. Simply select it and click **Connect**. If the network is protected by a security key (Wi-Fi password), you will need to enter it and click **Next** to connect.*



If a network appears with a small shield icon, , then this network is “open” and you can connect without a password. However, these forms of network are unsafe and best avoided to ensure the security of your computer and its data.



*To disconnect from a wireless network, simply select it in the SSID list and click **Disconnect**.*



When you connect an ICT device to a new network for the first time, Windows will automatically set up, save and apply the best security settings for you. In the future, your device will automatically detect and log on to this network if it is available.



When you connect to a new network, Windows may ask if you would like to make your PC “discoverable”. This allows other devices to see your computer and access shared files and resources (such as printers). In a public location such as a coffee shop, this is not recommended.

5. For now, leave your Internet connection settings as they are. Click once on the network icon in the **Notification Area** to close the network panel.

Section 2

Navigation

By the end of this section you should be able to:

Use the Address Bar

Recognise and Follow Hyperlinks

Move Back and Forward Through a Website

Open New Browser Tabs and Windows

Store and Organise Bookmarks

Use the Favourites Bar

Find and Delete Browser History

Stop and Refresh Web Page Downloads

Work through the **Driving Lessons** in this section to gain an understanding of the above features.

For each **Driving Lesson**, read all of the **Park and Read** instructions and then, if applicable, perform the numbered steps of the **Manoeuvres**. Complete the **Revision** exercise(s) at the end of the section to test your knowledge.

Driving Lesson 10 - The Address Bar

P Park and Read

The quickest and easiest way of visiting a web site is by manually typing its address, or URL (Uniform Resource Locator), into the **Address Bar**.

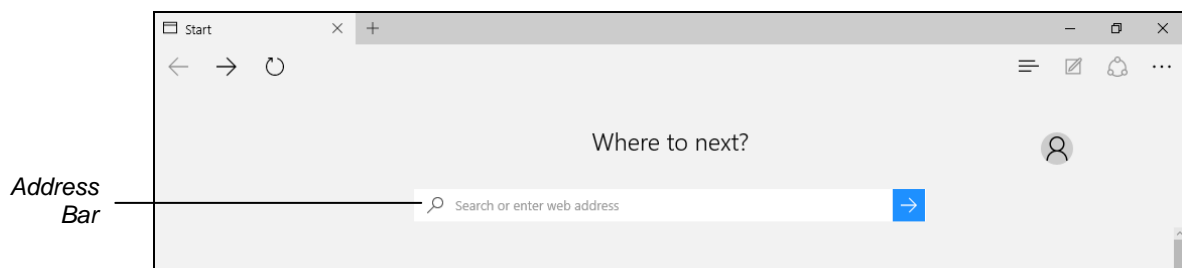


Always make sure you enter a web address precisely. One character out of place and you may be taken to another website.



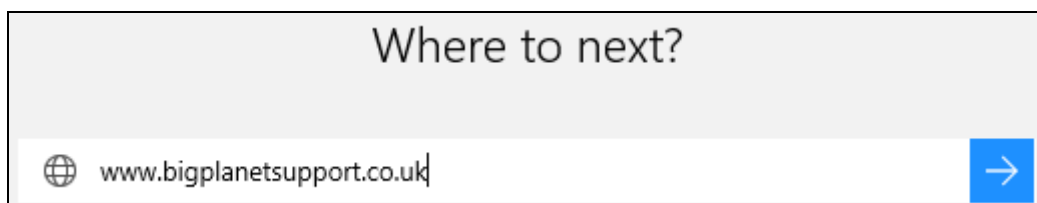
Manoeuvres


1. Start *Microsoft Edge* and make sure you are connected to the Internet. Your default **Start page** will be displayed.



*When you are at the very top of the default **Start page**, the **Address Bar** appears more prominent below the text **Where to next?***

2. Click once in the **Address Bar** and enter **www.bigplanetsupport.co.uk**.

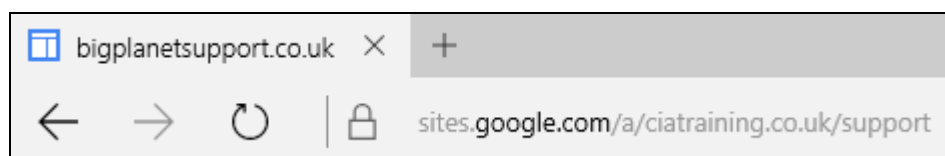


3. Press **<Enter>** or click the **Go** button, , to instruct *Microsoft Edge* to locate and download the homepage of the *Big Planet Support* website.



*Other than on the **Start page**, the **Address Bar** always appears at the very top of the screen next to the **Navigation Buttons**.*

4. Find the **Address Bar** at the top of the screen. This now contains the web address (or URL) of the web page shown in the **View Window**. The name of the site appears on a **Tab** above the **Address Bar**.

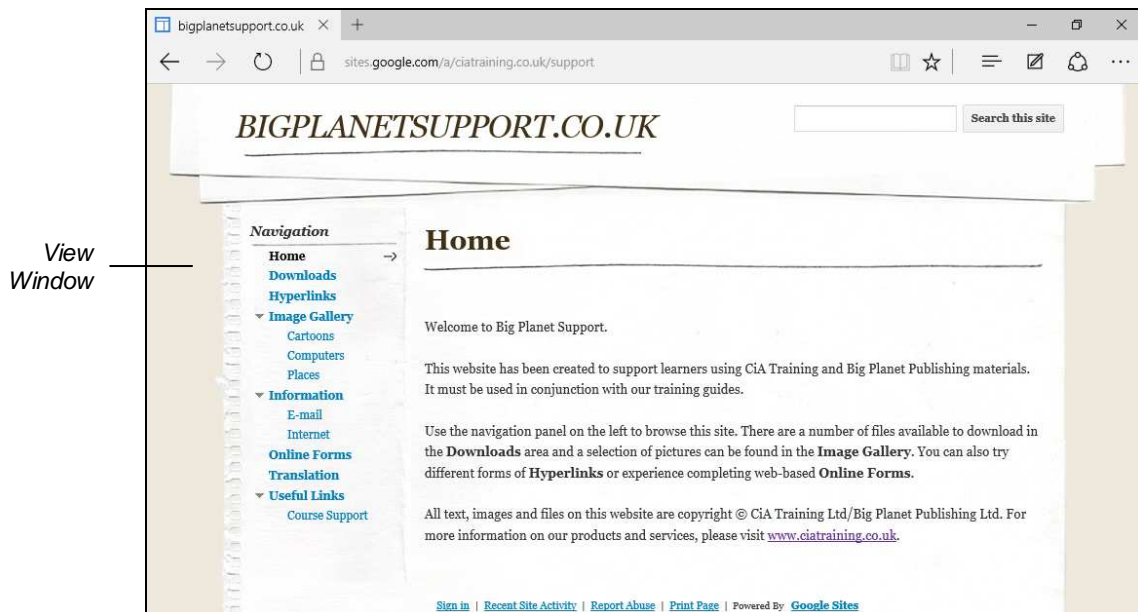


Driving Lesson 10 - Continued



Don't worry if the address you enter in the **Address Bar** changes when you search. Many websites forward you from one address to another automatically.

- After a moment, the homepage of the *Big Planet Support* website will be displayed in the browser's **View Window**. Notice that it replaces the previous **Start page**.



Big Planet Support is a dedicated website created specifically to accompany this guide.

- Read the text on the *Big Planet Support* homepage.



The first web page that you see when you visit a website is called the homepage. It is the "front door" to a site and usually contains links to all other accessible areas.

- You will enter more addresses into the **Address Bar** as you progress through this guide. For now, leave *Microsoft Edge* open for the next lesson.

Driving Lesson 11 - Hyperlinks

P Park and Read

One of the most important and powerful features of the Internet is the **hyperlink** (also known simply as a **link**). A hyperlink is a picture, a button, or a piece of text which, when clicked, immediately takes you to a different location on the web. Often a hyperlink will simply take you to another page within one website, but they can also link to a page on an entirely different website anywhere in the world.

As a single web page can be linked to more pages, which in turn can be linked to many more, it is possible to browse the *World Wide Web* using only hyperlinks. Indeed, you may find links to new topics that you did not consider and find yourself on a path far removed from your original location. This process of following links is referred to as “surfing the web”.




Manoeuvres

1. The *Big Planet Support* website should currently be open in the **View Window**.
2. Locate the navigation hyperlinks on the left of the homepage. These “links” appear on every page of the *Big Planet Support* website.



To help you find your way around, it is standard practice for websites to include navigation hyperlinks at the top or left side of all pages.

3. Move your mouse pointer over **Hyperlinks**. The pointer changes to a hand, , indicating this is a link to another web page.



4. Click once to download and display the **Hyperlinks** page (you should not double-click links). Read the information about the types of hyperlink that exist.



If necessary, use the vertical scroll bar on the right to view all of the content.

5. Click the underlined word **here** in the second paragraph of text. This is a hyperlink that opens another web page.

Links are commonly found within lines of text, as the example here shows.



Driving Lesson 11 - Continued

6. Read the information that is displayed. Then, click the link **Return to the previous page** link to return to the **Hyperlinks** page.
7. Pictures can also be hyperlinks. Click the image labelled **An Image Hyperlink**. Another page is downloaded and displayed.



8. Click the link **Return to the previous page** to return to the **Hyperlinks** page.



How do you spot a hyperlink in a paragraph of text? Firstly, most hyperlinks are underlined and shown in a different colour than the rest of the surrounding text. Secondly, when you place your mouse pointer over a hyperlink, it will change to a hand pointer.

9. Click the **Image Gallery** link on the left navigation panel. A page containing links to three further sub-pages is displayed (i.e. **Cartoons**, **Computers** and **Places**).



10. Click the **Places** link to display another page containing pictures of various locations around the world.



*You can also click the **Places** submenu link, shown under **Image Gallery** on the navigation panel, to display the **Places** page.*

11. Click on any image that interests you to view a larger version.



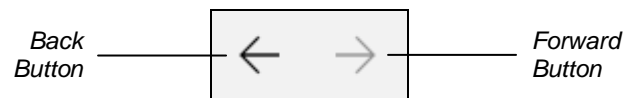
*Smaller versions of large images shown in this way are known as **thumbnails**.*

12. Click the **Cartoons** submenu link, under **Image Gallery** on the navigation panel, to display another collection of images. Click on any of these thumbnails to view a larger version.
13. Click the **Computers** submenu link to display yet another collection of images. Again, click on one to view a larger version.
14. Leave *Microsoft Edge* and the website open for the next lesson.

Driving Lesson 12 - Navigation Buttons

P Park and Read

Microsoft Edge records all of the web pages that you view and the order in which you view them. In each browsing session, it is easy to move between them by using the **Back** and **Forward** buttons.



The **Back** button moves backwards through your list of recently viewed pages – one at a time – until the first one is reached. The **Forward** button does the opposite, moving you forward until the most recently viewed page is reached.



Manoeuvres

1. The *Big Planet Support* site should still be open from the previous lesson. As you clicked a number of links to reach the page currently on display, the **Back** button will be active.
2. Click the **Back** button once to return to the previously visited page.



3. Repeat this action, stepping back through each page visited, until the button becomes inactive (pale grey). This means that the first page viewed in this session has been reached (your **Start page**).
4. Now click the **Forward** button once. *Microsoft Edge* will go to the next page in the sequence of viewed pages.



You can also use **<Alt →>** to move forward and **<Alt ←>** to move backwards.

5. Repeat this action and move forward through the list of all recently viewed pages until the **Forward** button becomes inactive. This indicates that the most recently viewed page has been reached again.



As you will see later, a dedicated **Home** button can also be added to the **Navigation Buttons**. You can use this to return directly to a web page of your choice.

6. Leave *Microsoft Edge* open on the current page and continue to the next lesson.

Driving Lesson 13 - New Tabs

P Park and Read

Normally, when you click a hyperlink, the web page it points to is downloaded and displayed (replacing the web page that was previously open). However, it is possible to have more than one page open at the same time, each contained within its own **Tab**.




Manoeuvres

1. Enter **www.bigplanetsupport.co.uk** into the **Address Bar** again.



As you type the Big Planet Support site's address into the **Address Bar**, you may notice that the full address appears automatically to save you time. This is known as **autocomplete**. Simply press **<Enter>** to accept the suggestion.



2. If you have not already done so, press **<Enter>** or click **Go**, , to display the *Big Planet Support* website's homepage.
3. Notice that the name of the site appears on a tab at the top of the screen.



The **New tab** button can be used to open a new, blank tab.

4. Click the **New tab** button. A new **Tab** is opened showing the default **Start page**.



Alternatively, **<Ctrl T>** will also open a new, blank tab.

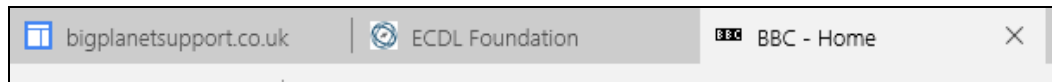
5. Enter **www.ecdl.org** into the **Address Bar** and press **<Enter>**. A new website is downloaded and displayed.
6. Click the first tab, labelled **bigplanetsupport.co.uk**, to activate it.



The background of the currently active tab is lighter than the others. You may see a preview of a tab's contents as your mouse pointer hovers over it.

Driving Lesson 13 - Continued

7. Notice that this page still shows the *Big Planet Support* site's homepage.
8. Click the second tab to activate it again.
9. Open a new, blank tab.
10. This time, visit the address **www.bbc.co.uk**. There are now three tabs open.




11. By clicking each tab in turn, experiment with moving between tabs.



You can also move between tabs by holding **<Ctrl>** and pressing **<Tab>**.

12. Make the third tab (*BBC*) active.



Notice that the currently active tab (or the tab under the mouse pointer), has a **Close tab** button, .

13. Click the **Close tab** button on the third tab to close it.



You can also press **<Ctrl W>** to close the current tab. Closing the last tab will close Microsoft Edge.

14. Close the *second* tab, leaving only the first tab open (containing the *Big Planet Support* website's homepage).
15. Leave this page open for the next lesson.

Driving Lesson 14 - Tabbed Browsing

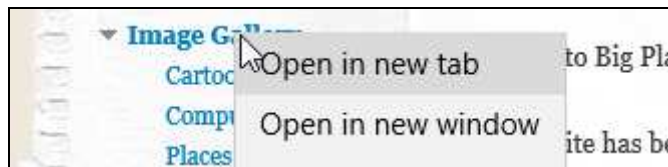
P Park and Read

Tabs can really help improve your productivity when browsing. For example, you can open a new tab to explore links or perform different tasks, returning to the first tab when you are finished.



Manoeuvres

1. The *Big Planet Support* site's homepage should currently be the only tab open. *Right-click* once on the **Image Gallery** hyperlink on the navigation panel. A pop-up shortcut menu appears.



2. Select **Open in new tab**.



You can also hold <Ctrl> and click a link to open it in a new tab.

3. The **Image Gallery** web page is opened in a new tab which appears at the top of the browser window. If the new tab is not automatically selected, click it once now to activate it.



4. Click the **Computers** hyperlink shown on the **Image Gallery** page. Then, click any of the image preview thumbnails to open a larger version of that picture.



Each tab maintains its own list of recently viewed web pages that can be accessed using the **Forward** and **Back** buttons.

5. Close the current tab. Only the first tab showing the *Big Planet Support* site's homepage should now be open (just as you left it).
6. Next, follow the **Useful Links** hyperlink (using normal, left clicks). A page containing a number of hyperlinks to other websites is displayed in the current tab.



The creator of a web page can design a link to always open in a new tab or window.

7. Click any hyperlink from the **News and Current Affairs** group.

Driving Lesson 14 - Continued

8. This time, the linked web page is opened automatically in a new **Tab**. The links were set up by the designer of the page to do this when clicked.
9. Feel free to explore the content of the selected website. When you are finished, close the new tab.
10. Next, right-click a hyperlink that interests you from the **Forums and Discussion Boards** group. From the options that appear, select **Open in new window**.



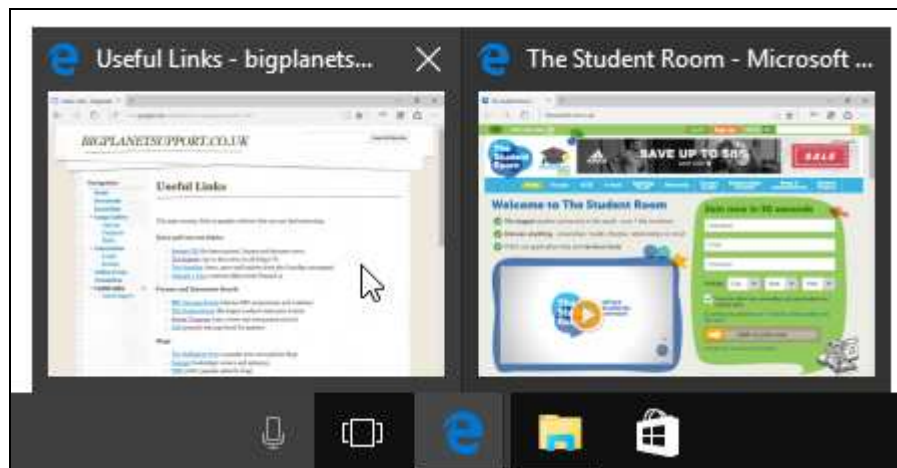
You can also hold <Shift> and click a link to open it in a new window.

11. A new window is opened with the page displayed in a single tab.



*Notice that there are now two Microsoft Edge icons on the **Taskbar** (which may be grouped). These can be used to switch between windows.*

12. Use the *Microsoft Edge* icon(s) on the **Taskbar** to switch back to the *Big Planet Support* site's **Useful Links** window.



You can also move between windows by holding <Alt> and pressing <Tab>.

13. Experiment with opening links on the **Useful Links** page in new windows or tabs, and practice switching between them.



There is not much difference between opening new tabs and opening new windows. However, you will often find it easier to open new tabs as this keeps all of the websites you are browsing in one place.

14. When you are finished, close all *Microsoft Edge* tabs and windows and return to your **Desktop**.



*Closing the browser window with more than one tab open displays a message, **Do you want to close all tabs?** Click **Close all** to close the browser and all tabs.*

Driving Lesson 15 - Stop and Refresh

P Park and Read


When a web page is accessed it automatically begins to download. On most modern Internet connections this can be almost immediate, but if the connection is slow or the site contains a lot of graphics, it can still take a long time. The page download can be stopped if necessary.

The **Refresh** feature will download a page again. As many websites are being constantly changed or updated, **Refresh** can ensure that the most up-to-date pages are being viewed.



Manoeuvres

1. Start *Microsoft Edge* and visit the *Big Planet Support* site's homepage again (www.bigplanetsupport.co.uk).


2. Find the **Refresh** button, , next to the **Back** and **Forward** navigation buttons.



3. Click the **Refresh** button. The page begins to download again. If any information on the page has changed, the latest version will be displayed.



You can also press **<F5>** to reload a page.

4. Notice that the **Stop** button, , temporarily replaces the **Refresh** button when a page is downloading. It can be used to halt a page download that is in progress.

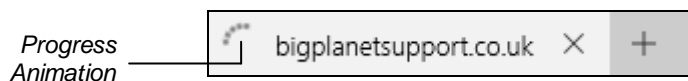


You can also press **<Esc>** to stop a page download.

5. If visible, click the **Stop** button now. If the page is still in the process of downloading, the transfer will stop. You can try refreshing the page again to see the **Stop** button.



You can tell if a page is still downloading by the animated progress icon that appears on the tab, as shown below.



6. Leave the *Big Planet Support* site's homepage open for the next lesson.

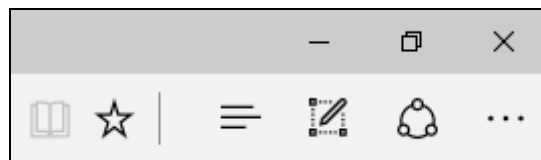
Driving Lesson 16 - Adding Favourites


P Park and Read

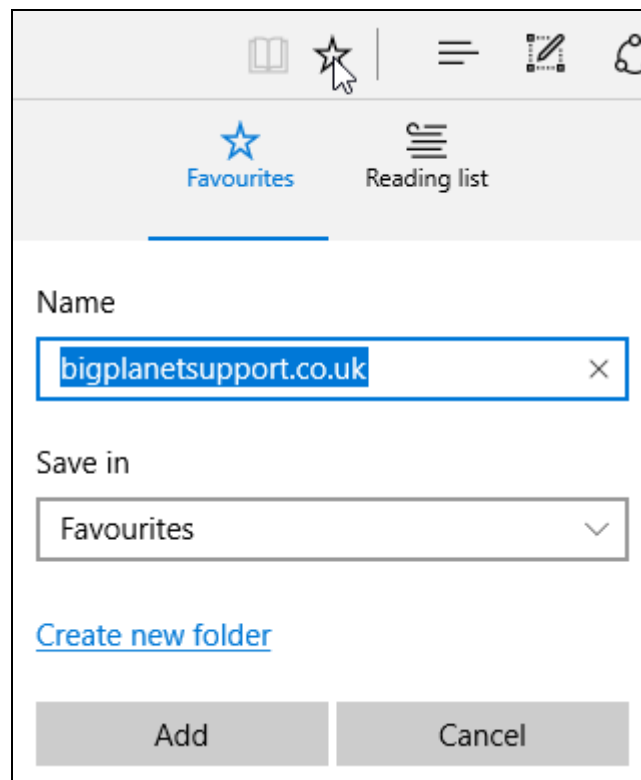
When browsing the web, you will often come across interesting websites that you would like to revisit on a regular basis. To make it quick and easy to do this, *Microsoft Edge's Favourites* feature can be used. In a few easy steps a web page can be "bookmarked" so you can jump directly back to it at any time.

Manoeuvres

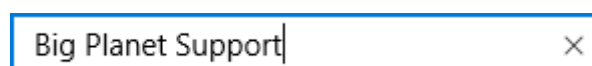
1. The *Big Planet Support* site's homepage should currently be open. Take a look at the **Browser Controls** in the top right corner of the window.



2. Click the **Add to favourites or reading list** button, , to *bookmark* the *current* page. A pop-up task pane appears.



3. With **Favourites** selected at the top of the task pane, change the text in the **Name** box to **Big Planet Support** (if it is not already).




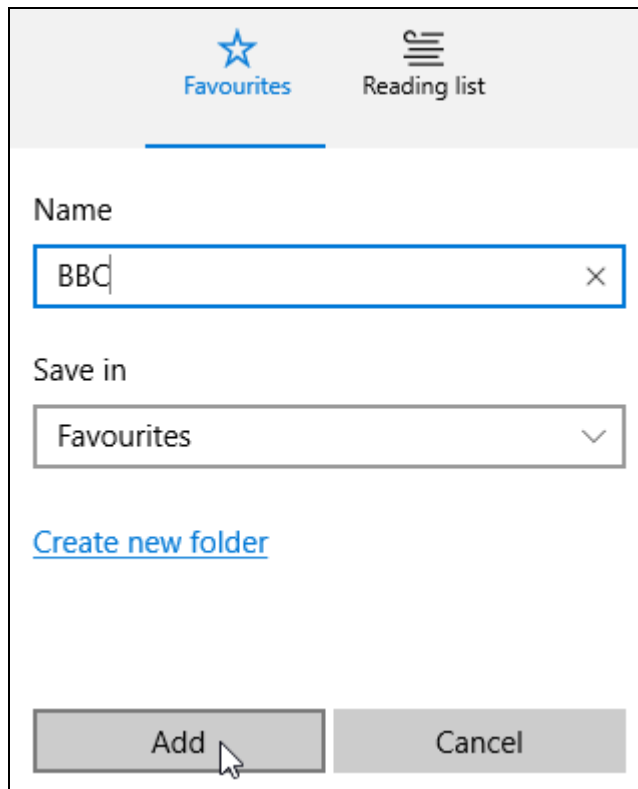
Driving Lesson 16 - Continued

- Click **Add**. The task pane closes and the current page is added to your **Favourites**.



Notice the **Add to favourites or reading list** button is highlighted, , indicating this page is now one of your **Favourites**.

- Next, enter **www.bbc.co.uk** into the **Address Bar** and press <Enter>.
- The BBC's homepage appears. Click , change the **Name** to **BBC**, and then click **Add**.



The screenshot shows the 'Add to Favourites' dialog box. At the top, there are two tabs: 'Favourites' (with a blue star icon) and 'Reading list' (with a list icon). Below the tabs, the 'Name' field contains the text 'BBC'. Below that, the 'Save in' dropdown menu is set to 'Favourites'. There is a link for 'Create new folder' below the dropdown. At the bottom, there are two buttons: 'Add' and 'Cancel'. A mouse cursor is pointing at the 'Add' button.


- Enter **www.nasa.gov** into the **Address Bar** and press <Enter>.
- When the **NASA** homepage appears, add it to your list of **Favourites** with the name **NASA**.
- Enter **www.gov.uk** in the **Address Bar** and press <Enter>.
- The site which appears gives access to many UK public services. Take a look at the homepage and then add it to your list of **Favourites** with the name **Government**.
- Several sites have now been added to your **Favourites**. You will explore these bookmarks in more detail in the next lesson.

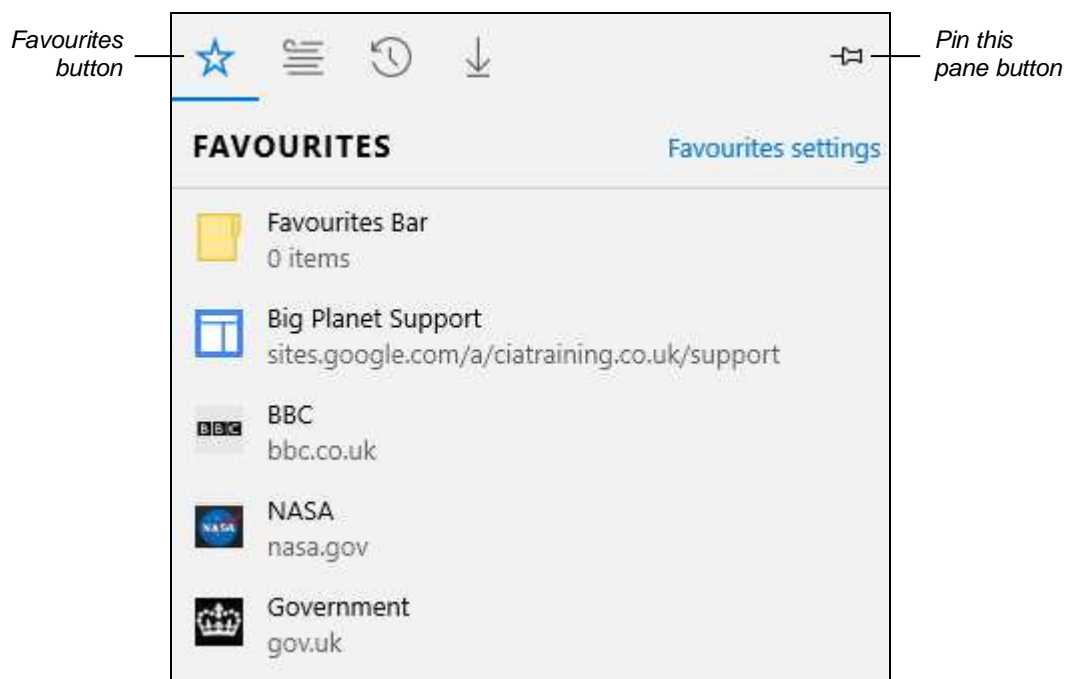
Driving Lesson 17 - The Hub

P Park and Read

All of the information you collect on the web, including your **Favourites**, are stored in the **Hub** – a new feature of *Microsoft Edge*.

Manoeuvres

1. Click the **Hub** button, , from the **Browser Controls**. The **Hub** task pane appears.
2. If it is not already selected, click the **Favourites** button at the top of the task pane to view your list of bookmarks.



The name and web address of all bookmarked websites are shown in the **Favourites** list. As you will see, you simply click an entry to display that site.





Don't worry if your **Favourites** list contains more bookmarks than those shown above. **Favourites** may have been created earlier, imported from another web-browser that you use, or added by a third party such as your network administrator.

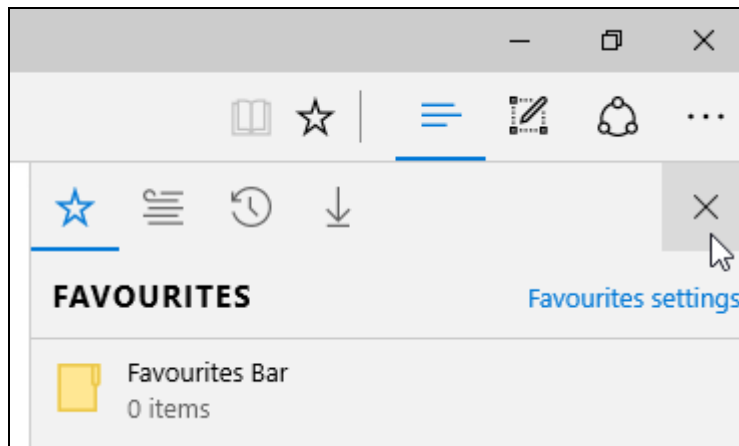
3. Click the **Big Planet Support** bookmark. The **Hub** task pane closes and you are taken directly to the *Big Planet Support* website. By default, the new site will replace the existing one shown in the **View Window**.
4. Open the **Hub** task pane again. Then, click the **BBC** bookmark in your **Favourites** list to go directly to that site.

Driving Lesson 17 - Continued



You can click the **Pin this pane** button, , to prevent the **Hub** task pane from closing when you select a bookmark or click the main **View Window**. It will then remain on screen until you manually close it.

5. Open the **Hub** task pane again and use the **Pin this pane** button to keep it open.
6. Visit the **NASA** and **Government** bookmarks. Notice that the **Hub** task pane now stays open.
7. Use the **Hub** to return to the **Big Planet Support** site's homepage.
8. Close the **Hub** by clicking the **Close this pane** button, , on the task pane.



9. Leave *Microsoft Edge* open for the next lesson.


Driving Lesson 18 - Organising Favourites

P Park and Read

The bookmarks in your **Favourites** list can be moved by simply dragging them. They can also be renamed or organised into folders.



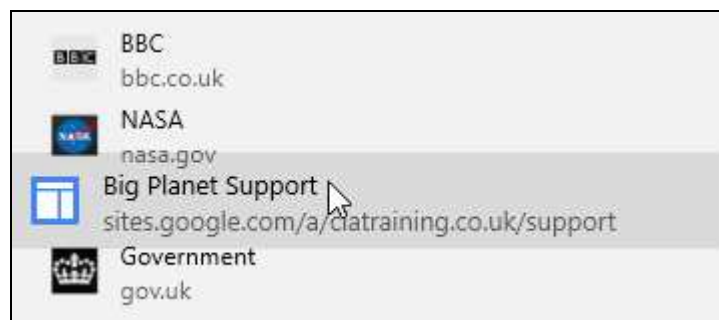
Manoeuvres

1. Click the **Hub** button, , to open the **Hub** task pane with your **Favourites** list on view.



You can also use <Ctrl I> to open your **Favourites**.

2. The bookmarks in your **Favourites** list appear in the order they were added. Try dragging the **Big Planet Support** bookmark down the **Favourites** list so that it appears immediately after the **NASA** bookmark.



3. Try dragging the **Government** bookmark up the **Favourites** list so that it appears just after the **BBC** bookmark.



To rename a bookmark, simply right-click it and select **Rename**.

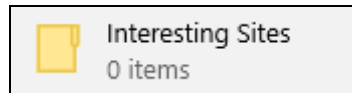
4. Right-click the **NASA** bookmark and click **Rename**.
5. Change the name of the entry to **Space Exploration** and press <Enter>.



You can also create and rename folders to help organise your bookmarks.

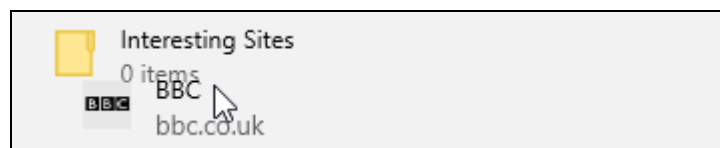
Driving Lesson 18 - Continued

6. *Right click* anywhere in the **Favourites** list and select **Create new folder**.
7. A new, empty folder is created. Enter its name as **Interesting Sites** (if you are not prompted to enter a name, right click the folder and select **Rename**).



You can drag and drop bookmarks into folders to move them.

8. Try dragging and dropping the **BBC** bookmark onto the **Interesting Sites** folder. This moves the bookmark.

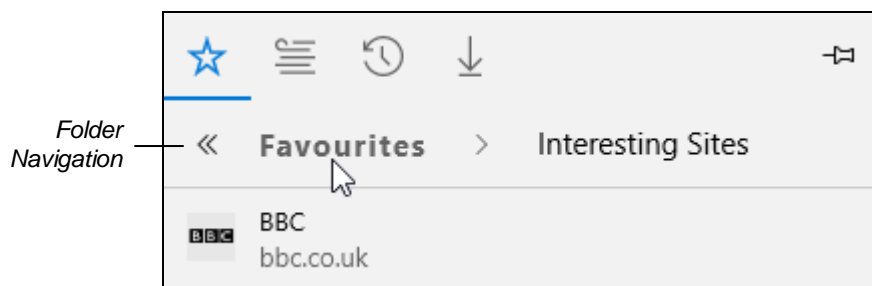


9. Using the same technique, move the **Government** and **Space Exploration** bookmarks, one at a time, to the **Interesting Sites** folder.
10. Click the **Interesting Sites** folder to see its contents. Notice that all three bookmarks moved in this lesson appear here.



It is also possible to create folders within folders to add additional levels of bookmark organisation.

11. Click the **Folder Navigation** link << **Favourites** at the top of the task pane to return to the root **Favourites** list.



To move a bookmark in a child folder (e.g. the **Interesting Sites** folder) up to a parent folder (e.g. the **Favourites** folder), simply drag and drop it on the required **Folder Navigation** link.

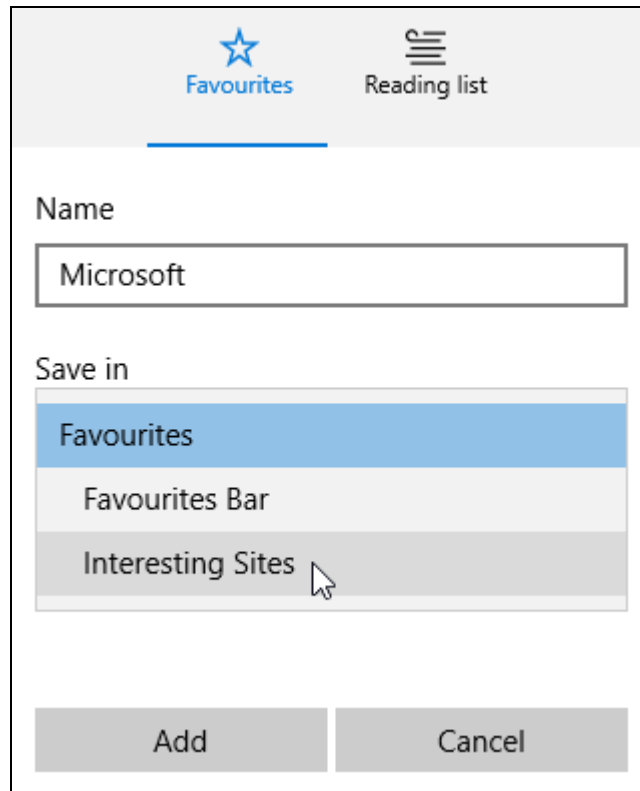
12. Next, enter **www.microsoft.com** into the **Address Bar**. Press <Enter> and wait for the *Microsoft* homepage page to finish downloading.

13. Click the **Add to favourites or reading list** button, , to bookmark the current page.


14. Change the bookmark **Name** to **Microsoft**.

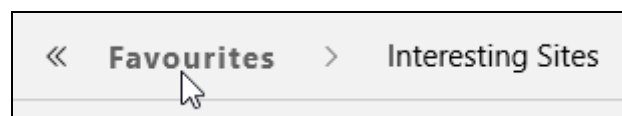
Driving Lesson 18 - Continued

15. Notice the **Save in** drop-down box. This can be used to save the bookmark to a pre-existing folder in your **Favourites**.
16. Drop down the **Save in** box and select the **Interesting Sites** folder created earlier.



Notice that you can also create a new folder in your **Favourites** list at this stage by clicking **Create new folder**.

17. Click **Add** to add the new bookmark.
18. Click the **Hub** button, , to open the **Hub** task pane with your **Favourites** list on view.
19. Click the **Interesting Sites** folder once to open it. The new **Microsoft** bookmark appears here.
20. Click the **Folder Navigation** link **<< Favourites** at the top of the task pane to return to the **Favourites** list.



21. Click away from the **Hub** task pane to close it and leave *Microsoft Edge* open for the next lesson.