

Practice Activity: Competency 1.4

Applies Internet Basics

Directions: Use Internet Explorer and Word

1. Open the My Documents folder on your desktop and create a new folder called Tech Practice – your initials. If you are in the training lab, place this folder in the “Tech Practices” folder that’s already in the My Documents folder.

EXAMPLE: Tech Practice – jln

Note: You may have already created this folder if you have done other practice activities.

2. Create a new Word document.
3. Save your document in this folder and name it Tech 1.4 Your Username and date (no spaces).

EXAMPLE: Tech1.4jnauert9-21-07

4. Enter your username, today’s date, and Internet Basics Practice Activity on the first line of your document.
5. Use Internet Explorer to open <http://www.esd189.org/>. Use the ESD menu bar on the left hand side to find Welcome to ESD 189, follow this link and find their mission statement.
6. Paste the mission statement into your Word document below the first line.
7. Add the ESD site to Favorites.
8. In your Word document define the following Web terminology (one sentence or phrase for each).
 - URL
 - HTML
 - Favorite
 - Listserv
 - Links
 - Internet
 - Web browser (give an example)

9. Use a search engine to find five websites related to a topic you teach. Add each site to Favorites.
10. Organize Favorites so that the sites you just added are in a folder titled "Resources".
11. Search the Internet for a graphic (not Clip Art), copy the graphic and paste it into your Word document. Note that copyright settings on some images on the Internet prevent the image from being Copied.
12. Locate the Lakewood School District website, and find the link to the district's Tech Department website. Follow the link, Copy the first sentence of the Tech Department vision statement, and Paste it into your Word document.
13. Save and print your Word document.
14. Follow the link to Technical Support and choose Support Priorities. Print just the first page of the Support Priorities page.

If you can successfully complete all of these steps, you are ready to take the Technology Competency 1.4 assessment.