

Foundation Skills

You need to have the following basic skills, which underpin everything else:

Can you:

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| Turn on the device and (if necessary) login? | |
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| Use a mouse and keyboard on a computer or use a touch screen on a smart phone or tablet? | |
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☺ A **smart phone** is a mobile phone, which can browse the **Internet** (see below) and access online content, for example video, music and gaming.

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| Use settings menus to change the display to make things easier to read? | |
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| Start an App by choosing the correct icons on the home screen? | |
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☺ An **App** (short for Application) is a program that allows you to do something specific e.g. open your email, book a flight, order a taxi, etc. Each App has a small picture (icon) to identify it.

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| Connect your device to the Internet at home using WiFi , typing in a password when required? | |
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☺ The **Internet** is the global system of interconnected computer networks allowing you to access information and content.

☺ **WiFi, meaning Wireless Fidelity**, allows you to connect to the Internet using radio signals. The WiFi icon can look like this:



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| Connect a device to the Internet on public WiFi using the WiFi provider's login page? | |
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☺ You'll find **public WiFi** in restaurants, hotels, airports, etc. Very often, once you have connected to the WiFi, you will be taken to a login (or splash) page where you may have to give your email address, and will be asked to agree to some conditions (e.g. not to use too much data).

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| Open a web browser by clicking on its icon and then find a web page on the World Wide Web ? | |
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☺ The **World Wide Web (WWW)**, commonly known as the **web**, is a system where documents and other items (e.g. photos) called ... **web pages** are identified by unique web addresses and are accessible over the Internet.

☺ A **website** (or web site), is a collection of web pages, which are typically identified with a common name. Notable examples are *wikipedia.org*, *google.com*, and *amazon.com*.

☺ Users may access the items on the web by using an App called a **web browser**. Browser icons can look like this:

Chrome:



Safari:



Edge:



Firefox:



For example, the Surfers web site is accessed by typing ***silvercitysurfers.co.uk*** into the address box at the top of your browser.

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| Keep login information (including passwords) for any device or website secure and update them? | |
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☺ **Passwords** and personal information need to be kept safely, as they may have value to others. They should **not** be written down and left prominently near your device.

Further advice on passwords is given later.