

Guide to delivery of Unit 7: Communicating Using Computers	
Introduction to unit	
Internet and intranet	<ul style="list-style-type: none"> • Benefits of the Internet and intranets • Disadvantages of the Internet and intranets • Technical terms
Internet	<ul style="list-style-type: none"> • Services provided by the Internet and intranets to an organisation • Organisation of the Internet • Methods and costs of connecting to the Internet
Web server requirements	<ul style="list-style-type: none"> • Hardware specification • Software specification
Internet tools	<ul style="list-style-type: none"> • Purpose of Internet tools • Skills required using the tools • Searching the Internet • Building a website • Uploading a website
Websites	<ul style="list-style-type: none"> • Overview and understanding of web technologies • Analysis of website • How to diagrammatically represent a web site
Setting up a computer system for Internet use	<ul style="list-style-type: none"> • Setting up browser software • Configuring browser software • Setting up e-mail software • Configuring email software – address books/attachments/filing e-mails • Sending and receiving email
Preparation of coursework for assessment	