116931 practical

Observation

Observed by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date \_\_\_\_\_\_\_\_\_\_

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| **Action** | Action successful y/n |
| 1. **Connect to the Internet, using Internet Explorer. (1)**
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| 1. **Go to the Home page. (1).**
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| 1. **Go to the Google Search Engine. You will find the URL in the previous exercise at question 4. (1)**
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| 1. **Search for the following: growing orchids in South Africa. Note the results. (2)**
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| 1. **Do the same search as above, using operators to narrow your search. Go to one of the websites. (2)**
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| 1. **Save the website to your hard drive as an HTML file. (Web Page). Ensure that the website has pictures. (1)**
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| 1. **Right-click on a picture and save it to your hard drive in the My Documents folder as a JPEG image. (1)**
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| 1. **Select text from the website and copy and paste it to a Word document. Save the document to the My Documents folder. (1)**
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| 1. **Click on a hyperlink on the website to go to a different page and then go back to the home page. Call the facilitator to observe this. (2)**
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| 1. **Go to a different page on the website and then go back to the home page. Call the facilitator to observe this(2)**
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| 1. **Add the website to your Favourites folder (1)**
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| 1. **Delete the website from your Favourites folder call the facilitator to observe this. (1)**
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| 1. **Display the Links toolbar and then hide the Links toolbar. Call the facilitator to observe this. (2)**
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| 1. **Display the History List. Call the facilitator to observe this**. (1)
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| 1. **Change the number of days to keep pages in the History List. Call the facilitator to observe this. (1)**
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| 1. **Explain to the facilitator how to change the home page. (1)**
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| 1. **Go to Print Preview. Call the facilitator to observe this. (1)**
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| 1. **Explain to the facilitator how to change the page orientation, page size and page margins. (3)**
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| 1. **Explain to the facilitator how to print the entire Web page or only a section of the page. (2)**
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| 1. **Close Internet Explorer. (1)**
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| **TOTAL 60** |  |

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| Logbook  |
| **Date** | **Assignment No** | **Start** | **Finish** | **Total Hours** |
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| Date | Learner signature | Date | Mentor/supervisor signature |
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