

## 1.2 FIND AND EXCHANGE INFORMATION: SELECT AND USE A VARIETY OF APPROPRIATE SOURCES OF INFORMATION

### Tasks



This section mainly addresses the curriculum areas specified, although to allow a more realistic setting for each task, some elements from other curriculum areas may also be mentioned. This section has been prepared for use with Microsoft Office ® 2010 software and Windows ® Internet Explorer.

## 1.2 FIND AND EXCHANGE INFORMATION

When working with Kanzil Construction Ltd, you will have to use information not only from the internet, but from various other sources such as text from newspapers, magazines, and brochures as well as images from your mobile phone or digital camera. You may have to use maps frequently in your work which could be printed maps or maps from the internet.

### TASK 1.2A

Using the printed brochure, supplied by your tutor, entitled “Reducing Emissions from social housing” written by the Energy Saving Trust extract the following information.  
(Source: <http://www.energysavingtrust.org.uk>).

1. According to the brochure, what percentage of carbon dioxide (CO<sub>2</sub>) emissions is attributed to housing in the UK?

2. Read the brochure and complete the missing words in this sentence.

**“There is an increasing awareness of the need to improve \_\_\_\_\_  
to address issues of climate change, affordable warmth and sustainable development”.**

3. Read the brochure and complete the missing words in this sentence.

**The “Northern Ireland Fuel Poverty Strategy” sets a target for alleviating fuel poverty in Northern Ireland by the year 20 \_\_\_\_\_ .**

# 1.2 FIND AND EXCHANGE INFORMATION

## TASK 1.2B

There are certain copyright regulations you should be mindful of when gathering information from the internet or from printed materials.

Initially, copyright law applied only to the copying of books. Now it covers a wide range of works which include; Sheet music, Dramatic works, Sound recordings, Motion pictures, Computer programs, Blogs, Maps, Photographs, Paintings, and Architectural drawings.

You should always ask for permission if you want to use any of the items listed above in work you create yourself, however, Copyright material can be copied for educational purposes if the copying is not done through reprographic means (e.g. by means of photocopying, facsimile, scanning or other mechanical device) and the source is acknowledged. The copied material cannot be used for commercial purposes.

Copyright is the automatic protection the law affords original literary (including software), artistic or dramatic work and sound recordings that are the result of intellectual effort or creative skill. This could cover a website's content, technical drawings or instruction manuals, for example.

The following image shows the Copyright notice on the Amazon.co.uk website. Please read.

[Back to top](#)

### **9. Copyright, authors' rights and database rights**

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# 1.2 FIND AND EXCHANGE INFORMATION

## TASK 1.2B

Unlike most other intellectual property rights, copyright does not require registration. It is an automatic right once your work is 'fixed'.

- In the UK, copyright protection for literary, dramatic, musical and artistic works lasts until 70 years after the death of the creator.
- Copyright in film lasts for 70 years after the death of the last to die of the first director, author of the screenplay, author of the dialogue or composer of the music.
- Copyright in sound recordings and broadcasts lasts 50 years.
- Copyright of publications lasts for 25 years.

Copyright is an automatic right in the UK (and much of the rest of the world). Unlike most other intellectual property rights, you don't have to apply for copyright and there's no register of copyright holders.

It's a good idea to mark your work with the **international copyright symbol** © followed by your name and the year of creation. This will identify you as the owner of the copyright which will make it easier for a potential user to seek your permission. For non-print material, where the © would not be visible, you could use other ways of presenting copyright information. For example, some websites require users to agree to their copyright terms and conditions before they can actually buy any music or film from their website.

Look at the following image taken from the <http://www.cskills.org> website.

**2. Intellectual property**

The contents of the Site are protected by copyright, trademark rights, database rights, patent rights, design rights and any other text, graphic, audio, video or images, contents, software, data and information. You may imprint, copy, download or temporarily save extracts from the Site only for your own personal information.

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Discuss with your tutor and colleagues how this notice protects the organisation.

# 1.2 FIND AND EXCHANGE INFORMATION

## TASK 1.2C

**Find and exchange information - using the Internet.** The internet is a global network of interconnected computers that communicate with each other via the existing telephone network.

It was first designed in 1969 by the US Department of Defence. For many years it remained as an academic and military network, but in the 1990's people started to realise its commercial potential.

The following are some terms associated with using the internet;

- **Internet:** Largest computer network in the world, consisting of millions of computers. It supplies many services such as email, shopping facilities, flight bookings, banking etc.
- **Web browser:** (e.g. Internet Explorer) is a program that lets your computer find, retrieve, and view information on the internet.
- **Web Page:** A single page within a web site containing information (text and graphics). Many pages make up a web site.
- **Web site:** A collection of web pages within an web site which contain connected or related information.
- **Hyperlink:** is a link or shortcut which transports you to another web page or web site.
  - Usually underlined.
  - The mouse cursor turns to a hand symbol on a link.
  - Can be text or an image.
  - A single page within a web site containing information (text and graphics). Many pages make up a web site.
- **Search Engine:** A type of web site which helps you locate information on the internet. (e.g. <http://www.google.co.uk>)

### Displaying a web page

Click on the address bar in Internet Explorer, type in the address (URL) of your chosen web site and press the enter key on your keyboard, or click on GO. For example if I wanted to visit the CITB Construction skills website, I would type in **<http://www.cskills.org>**

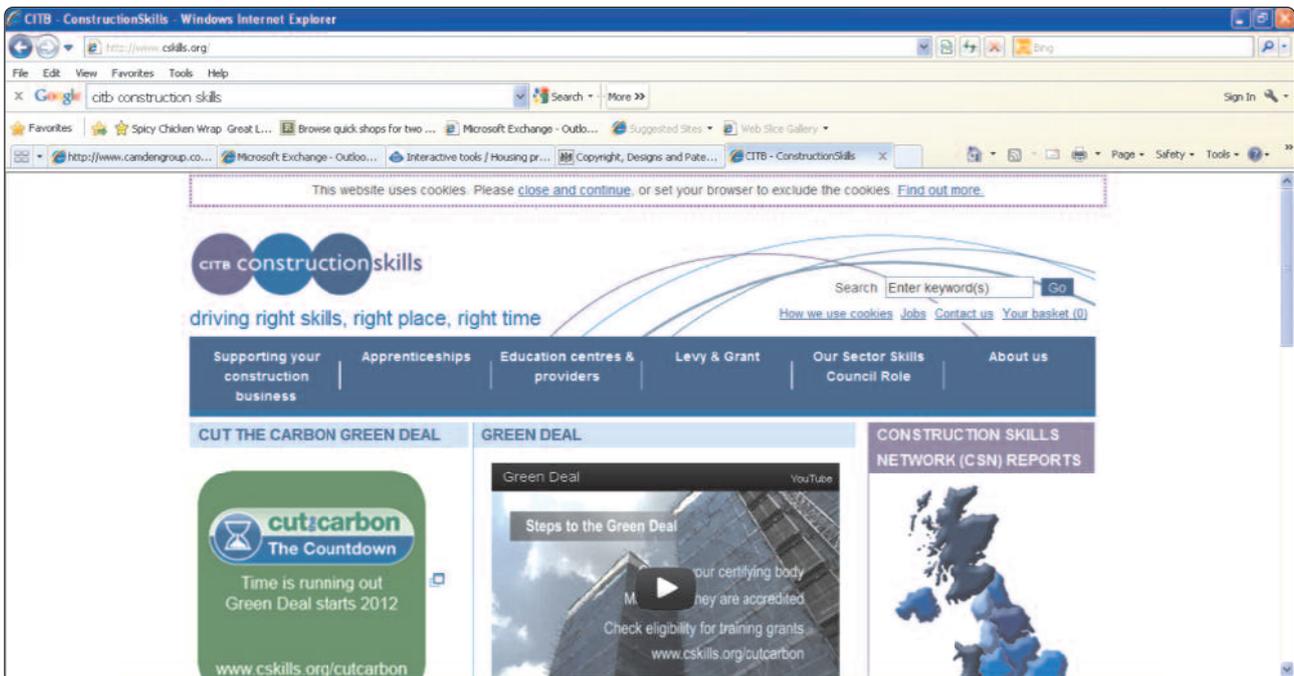


It is important to type the web address correctly as omitting a full stop or even a single letter may result in you not getting to your intended web page.

# 1.2 FIND AND EXCHANGE INFORMATION

## TASK 1.2C

The CITB Construction Skills website then should appear after you type in the URL.



Other examples of Web Site addresses( URL's) are;

- <http://www.hseni.gov.uk>
- <http://www.energysavingtrust.org.uk>
- <http://www.rsms.co.uk/citb-health-and-safety>

When typing a web address (URL) it is good practice to start off typing in the <http://www> part of any address although it is not always necessary. You will also need the following symbols;

It is good practice to start off typing in the **http://www** part of any address although it is not always necessary.

: (pronounced colon) key beside on the left hand side of your keyboard (beside the letter L)  
[Hold down the SHIFT key as well].

// (pronounced forward slash) is the / key pressed twice. This key is on the left of your keyboard underneath the colon key.

(Pronounced 'dot'), is the full stop symbol on your keyboard just above the spacebar on your keyboard.

# 1.2 FIND AND EXCHANGE INFORMATION

## TASK 1.2C

Web addresses are known as **URL's** (Uniform Resource Locators), they are made up of 2 distinct parts – a protocol and a domain name.

### The protocol

**http://**The protocol is the first part of the URL, tells the web browser what type of site it is contacting – a normal website (**http**), or a secure web site (**https**) e.g. **https://www.ulsterbank.com**.

### The Domain

**www**. The majority of web addresses have a World Wide Web as the first part of the domain name. For example, in the **http://www.cskills.org** web site, the “**cskills**” is the domain name. The host part of the name is chosen by the owner.

### Type of Site

The end part of the website tells you what type of web site it is. In the **http://www.cskills.org** example, the **.org** indicates that the site belongs to a non-profit organisation.

Other website endings include;

**.co**. This part of the address tells you what type of site the web site is, e.g. **.co** (company) or **.com**

**.com** stands for commercial sites.

**.gov** is for government sites.

**.ac** stands for academic sites.

**.org** stands for non profit organisations.

**.net** stands for network organisations

### Country of origin

A web site which ends in **.UK** would indicate that the web site is a UK site.

Other countries are denoted by;

**.ie** for Ireland

**.de** for Germany

**.fr** for France

# 1.2 FIND AND EXCHANGE INFORMATION

## TASK 1.2C

### To start Internet Explorer

Open Internet Explorer by clicking with the left mouse button on the Start button and then clicking (with the left mouse button) Internet Explorer.

### Activity: Lets practice (Connecting to the Internet)

### To start Internet Explorer

A web browser is an application which allows you to view web pages, there are various Web browsers available, the one featured in this resource pack will be **Microsoft's Internet Explorer** web browser.

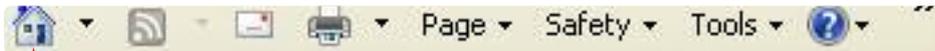
Open Internet Explorer by clicking with the left mouse button on the Start button and then clicking with the left mouse button on **Internet Explorer**.



# 1.2 FIND AND EXCHANGE INFORMATION

## TASK 1.2C

The first web page you will see will be the Home page. For example your training organisation may have their website set as the Home Page. You will notice a row of icons on the top right hand side of the Web browser.

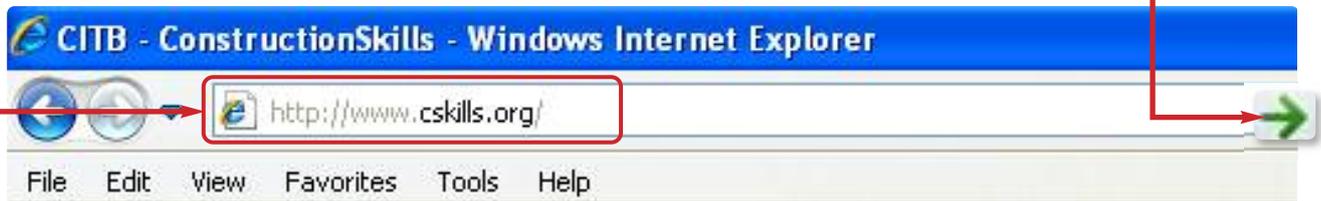


If you visit other websites, you can click on the Home Page icon  to return to the Home Page.

### Entering a web address

If you know the URL for a page, you can type it directly into Internet Explorer. The web page address is called the Uniform Resource Locator (URL) address.

1. In the Address bar, type the URL **http://www.cskills.org**
2. Click the **Green arrow**  icon or press ENTER key on the keyboard to go to the website.



# 1.2 FIND AND EXCHANGE INFORMATION

## TASK 1.2C

You can now browse around the Construction Skills website.




Use the scroll wheel on the mouse to reveal the full length of the web page.

Place your index finger on the mouse scroll when and pull the wheel towards yourself while the mouse still remains in its original position.

Click on the **Play** button to see the video.

Try clicking on some of the hyperlinks with the left mouse button. If you click on the first hyperlink **“Supporting your construction business”**, you should get a further menu, try clicking on any item in the menu.



# 1.2 FIND AND EXCHANGE INFORMATION

## TASK 1.2C

### Basic navigation

- **Using links.** Most webpages have dozens or even hundreds of links. To get from one page to another, click with the left mouse button on any link.
- Figuring out which things on a page are links isn't always easy. Links can be text, images, or a combination of both. Text links often appear as coloured and underlined, but link styles vary among websites.

To test whether something is a link or not, point to it. If it's a link, two things happen:

The mouse pointer changes to a hand with a pointing finger.  or a URL appears in the status bar at the bottom of your web browser.



**This shows the website you'll go to if you click the link.**



Using the Back and Forward buttons.

As you go from page to page, Internet Explorer keeps track of your trail.



To get back to the previous page, click the Back button.  
Click the Back button several times to retrace your steps even further.



After you've clicked the **Back** button, you can click the Forward button to go forward in the trail.

Explore the website and use the **Back** and **Forward** buttons.

# 1.2 FIND AND EXCHANGE INFORMATION

## TASK 1.2C

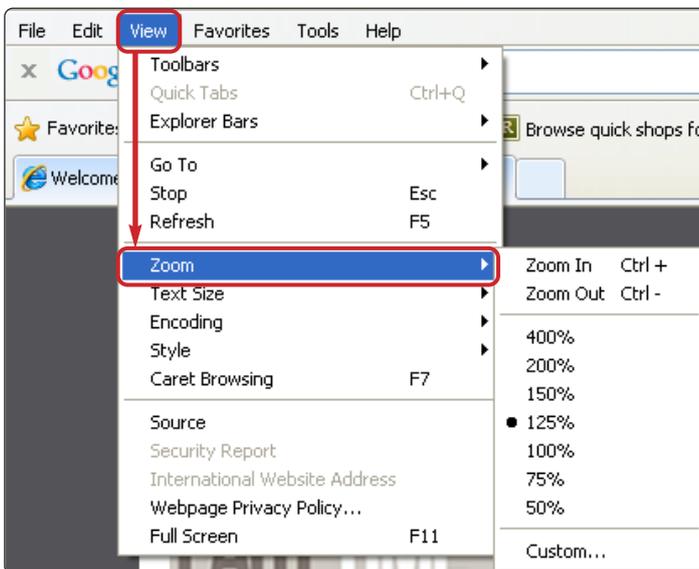
### Printing

If you find a page you want to print out from the current web site you are visiting, click with the left mouse button, the printer icon. Your page should automatically start printing.



### Make Text bigger

If the text on the Web Page is difficult to see, you can enlarge it to make it easier to read by clicking (LMC) on the View menu, then select Zoom, then select Zoom In, or set your preferred option e.g, 125%.



# 1.2 FIND AND EXCHANGE INFORMATION

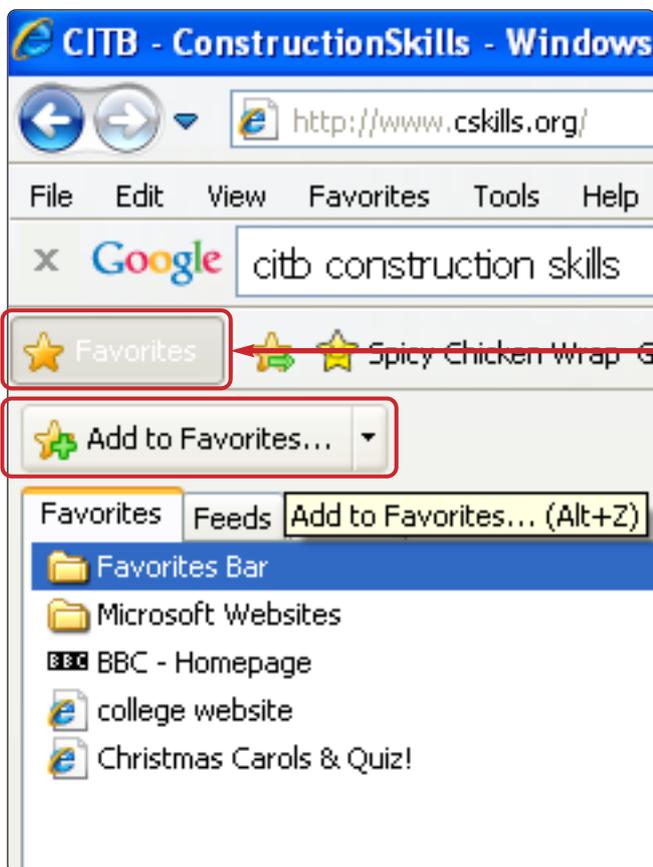
## TASK 1.2C

### Using Bookmarks

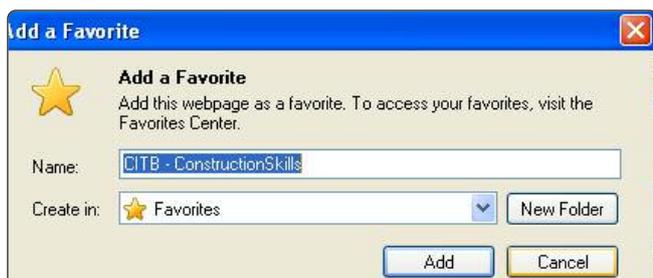
By bookmarking a web page for future reference, you can save time having to enter the web address into the address bar every time you wanted to visit the website.

#### To bookmark a Web Page in Internet Explorer

1. Go to the page you want to bookmark/add to your favourites.



2. Click **Favorites** in the top menu bar then **Add to Favorites**.

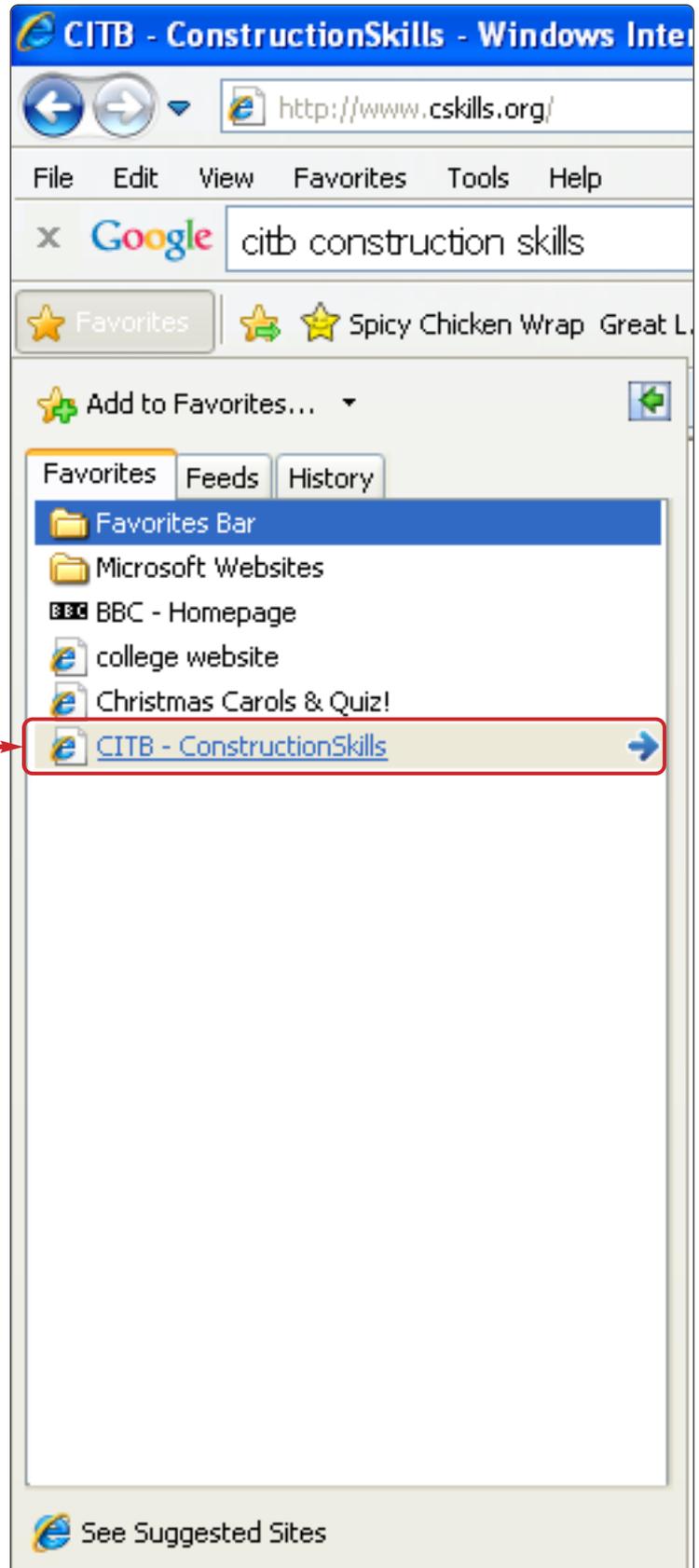


3. The **Add Favorite** dialogue box appears. The title from the web page will be in the name box. Click **Add**.

# 1.2 FIND AND EXCHANGE INFORMATION

## TASK 1.2C

Once a web page has been added to your Favorites simply click Favorites in the browser top menu bar or the Favorites icon at the top of the browser window, navigate to the bookmarked page you wish to visit and click the shortcut in the Favorites list.



Add the following website to your Favourites list;

- <http://www.cefni.co.uk>
- <http://www.hseni.gov.uk>
- <http://www.fmb.org.uk>
- <http://www.doeni.gov.uk>
- <http://www.homebase.co.uk>
- <http://www.diy.com>

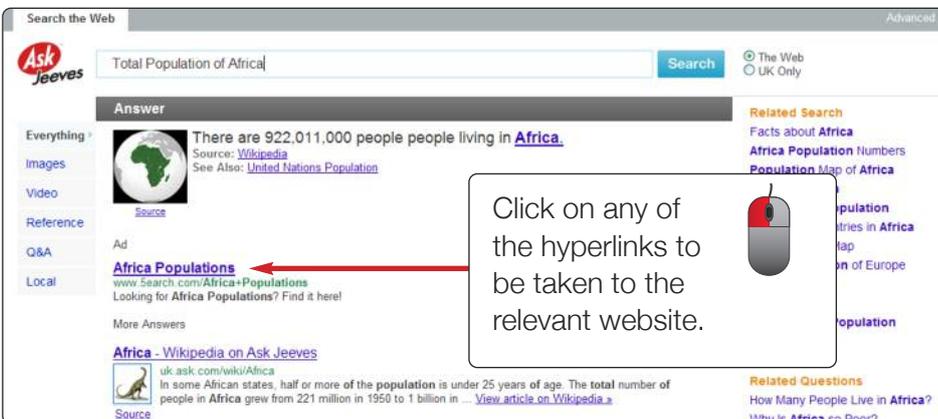
# 1.2 FIND AND EXCHANGE INFORMATION

## TASK 1.2D

If you don't have the exact web site address, it is best to use a search engine to help you look for relevant websites. There are many search engines available but the most popular is the Google ® search engine (<http://www.google.co.uk>).

General search engines will search for any site, any subject, and any type of file. Web sites are gathered by search engines via software programs called "spiders" that crawl the web and look for web sites.

Some search engines allow natural language queries where you just type in the question. A popular search engine for this type of query is <http://www.ask.com>.



You will then get a page showing a list of possible websites you could investigate to help you find more information about the topic you were searching.

# 1.2 FIND AND EXCHANGE INFORMATION

## TASK 1.2D

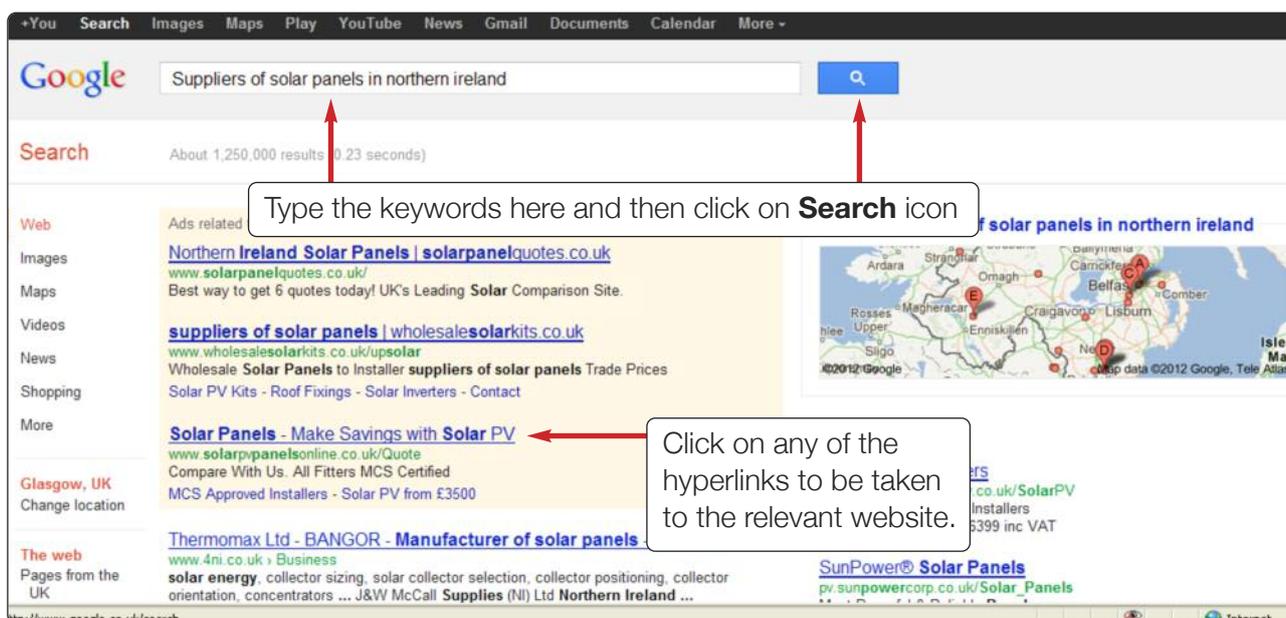
One of the most common search engines is **http://www.google.co.uk**. By using **Keywords**, Google will search the World Wide Web to help locate the information you are looking for.

A search becomes more effective if you plan your search strategy. Think of the keywords to describe the topic you are looking information about. Be as specific as possible.

### Requiring or excluding words searches

If researching Solar panel suppliers in Northern Ireland, putting in the keywords Solar Panel as the search terms wouldn't yield the results you would require.

A better search would be **Suppliers of solar panels in Northern Ireland**.



If you want your search to be less general, there are a number of techniques you could use. For example to research the topic of solar panels and hot water in Northern Ireland the following keywords could be used;

### Information on solar panels +solar hot water package in Northern Ireland

**Note:** The inclusion of the + sign before a word, means that the word(s) after the + have to be included in all of the search results.

# 1.2 FIND AND EXCHANGE INFORMATION

## TASK 1.2D

### The search results

The screenshot shows a Google search interface. The search bar contains the text "Information on solar panels +solar hot water package in Northern Ireland". Below the search bar, the results are categorized by type: Web, Images, Maps, Videos, News, Shopping, and More. The "Web" results include an advertisement for "Solar Panels - Make Savings with Solar PV" from www.solarpvpanelsonline.co.uk, and a result from www.kingspansolar.com titled "Solar Panels | Solar Hot Water Heating | Kingspan Renewables". The "News" results include an article from www.energysavingtrust.org.uk titled "Solar water heating systems explained - benefits, costs, savings ...". The "More" results include a link to "Glasgow, UK" and "The web" pages from the same source. On the right side, there are partial views of advertisements for "Solar Hot Water" and "Free Solar".

The inclusion of the - sign before a word, means that the word(s) after the - will be excluded from the search results. For example **Information on solar panels -PV**

The screenshot shows a Google search interface. The search bar contains the text "Information on solar panels -PV". Below the search bar, the results are categorized by type: Web, Images, Maps, Videos, News, and Shopping. The "Web" results include a result from www.your-solar-energy-home.com titled "Solar Energy Information and solar energy facts!" and a result from greenliving.nationalgeographic.com titled "Information About Solar Panel Farms | National Geographic". The "News" results include an article from greenliving.nationalgeographic.com titled "Solar farms are impressive to look at, with row upon row of shiny rectangles angling toward the sun. For all their silent, seeming immobility, a flurry of activity is ...".

# 1.2 FIND AND EXCHANGE INFORMATION

## TASK 1.2D

### Exact phrase searches

If you want a certain phrase to appear in your search results, then you search for that phrase by putting it in quotes. For example if you were looking to read up on the building regulations 2012 in Northern Ireland, you would get back very precise results by using the following keywords placed inside quotes;

### “Building Regulations Northern Ireland 2012”



### Boolean search operators

Boolean search operators are commands that you can use to narrow or widen your search. Many (not all) search engines recognise them. The operator should be typed in capitals.

Boolean operator	Action
AND	<b>Narrow</b> search and retrieve records containing all of the words it separates.
OR	<b>Broaden</b> search and retrieve records containing any of the words it separates - 'mouse or mice or rat'.
NOT	<b>Narrow</b> search and retrieve records that do not contain the term following it.
( )	<b>Group words or phrases</b> when combining Boolean phrases and to show the order in which relationships should be considered: e.g. ('mouse or mice')

# 1.2 FIND AND EXCHANGE INFORMATION

## TASK 1.2D(A)

Using a search engine of your choice, try the following searches;

Boolean operator	Type in to search engine
AND	Northern Ireland suppliers of Double-glazed windows AND Argon
OR	Northern Ireland suppliers of PVC Double-glazed OR Triple-glazed units
NOT	Lime NOT Limestone

## TASK 1.2D(B)

Type into Google	The answer is
500 inches into meters	
42% of 70	
£500 into euros	
750 gallons into litres	
2.5 miles into km	
458 * 4	

# 1.2 FIND AND EXCHANGE INFORMATION

## TASK 1.2D(C)

### Google Maps and Street view

Kanzil Construction Ltd make use of Google Maps and Streetview regularly to help find the locations of projects they work on. Follow the following steps to become familiar with this application.

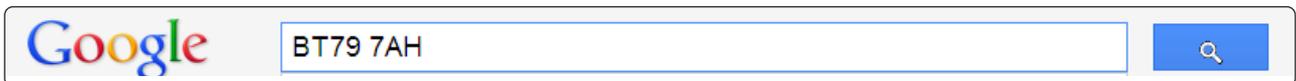
1. Go to **<http://www.google.co.uk>**

2. Click on **Maps**

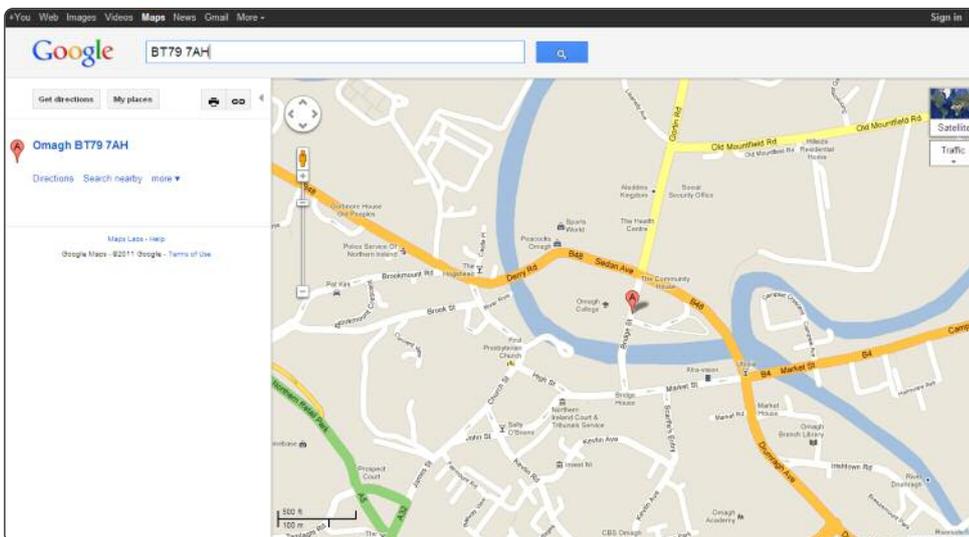


3. Type in the Postcode of a location (or the address) in the search box and click on the magnifying glass icon to the right of the search box.

e.g



4. The map will appear of the region you entered.



# 1.2 FIND AND EXCHANGE INFORMATION

## TASK 1.2D

### Using Street View

- To use Streetview, click on the pegman icon  on the left hand side of the map and drag him to the place you want to see on the map – the map will change to a Street view image.

You can use the controls to navigate around the streetview.

- You can also enter Street View by **zooming in** all the way, for areas where Street View imagery is available.



### Navigating in Street View

#### To rotate your view in Street View,

 use the wheel in the control panel in the top left corner.

 or use the left and right arrows on your keyboard.

 or click and drag with your mouse.

#### To walk down a street,

 click on one of the white arrows overlaid on the street.

 or use the up and down arrows on your keyboard.

#### To jump and view a place,

 click on the rectangular 'waffle' or circular 'pancake' shape lying flat where your mouse is pointing.

 When there is a magnifying glass within the pancake, clicking it will zoom in on the current image.

# 1.2 FIND AND EXCHANGE INFORMATION

## TASK 1.2D(D)

### Price a flight

Kanzil employees would occasionally have to take flights for meetings and training events to the UK and Scotland. You are asked to **price** a flight using the website <http://www.easyjet.com>

Price a flight

- Leaving from **Belfast International**
- Going to **Glasgow**
- Flying out on (a date of your choice)
- Returning on (a date of your choice)



The screenshot shows the EasyJet flight search form. Red arrows point to the following elements:

- Flying from:** A dropdown menu showing "Belfast Intl BFS". An arrow points to this field with the instruction: "Choose Belfast INT (BFS)".
- Going to:** A dropdown menu showing "Glasgow GLA". An arrow points to this field with the instruction: "Choose Glasgow".
- Outbound/Return dates:** Two date pickers showing "09/12/2012" and "14/12/2012". An arrow points to these fields with the instruction: "Select your outbound and return flights".
- Passenger count:** Three spinners for "Adults", "Children (<16)", and "Infants (<2)". The "Adults" spinner is set to "1". An arrow points to this spinner with the instruction: "1 adult".
- Show flights! button:** An orange button at the bottom of the search criteria. An arrow points to it with the instruction: "Click on Show Flights when your search criteria details have been entered in".

At the bottom of the form, there are two orange buttons: "Check-in" and "Manage bookings".

**Note:** After selecting your flight, follow the on screen instructions. In order to book a flight you need to register your details with easyjet.com (name, address, email, credit card etc).

# 1.2 FIND AND EXCHANGE INFORMATION

## TASK 1.2D(E)

Kanzil Construction Ltd will be starting a new job in Dublin city centre within the next 3 weeks. You are asked to carry out the following research using the internet.

1. How many miles will it take travelling from Omagh to Dublin

2. Use <http://www.google.ie> to find the name of a nice restaurant you might like to visit during your stay and write down the name of the restaurant

3. The new job will be working on a site near the Guinness brewery in Dublin, find out what is the name of the area where the Guinness brewery is located?

4. Use Google to convert £500 into Euros?

5. How many miles/KM is Dublin airport away from Dublin city centre ?

# 1.2 FIND AND EXCHANGE INFORMATION

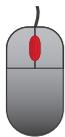
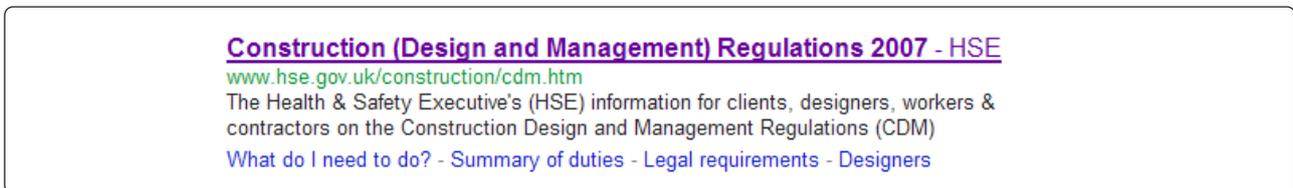
## TASK 1.2E

### Downloading information from the internet

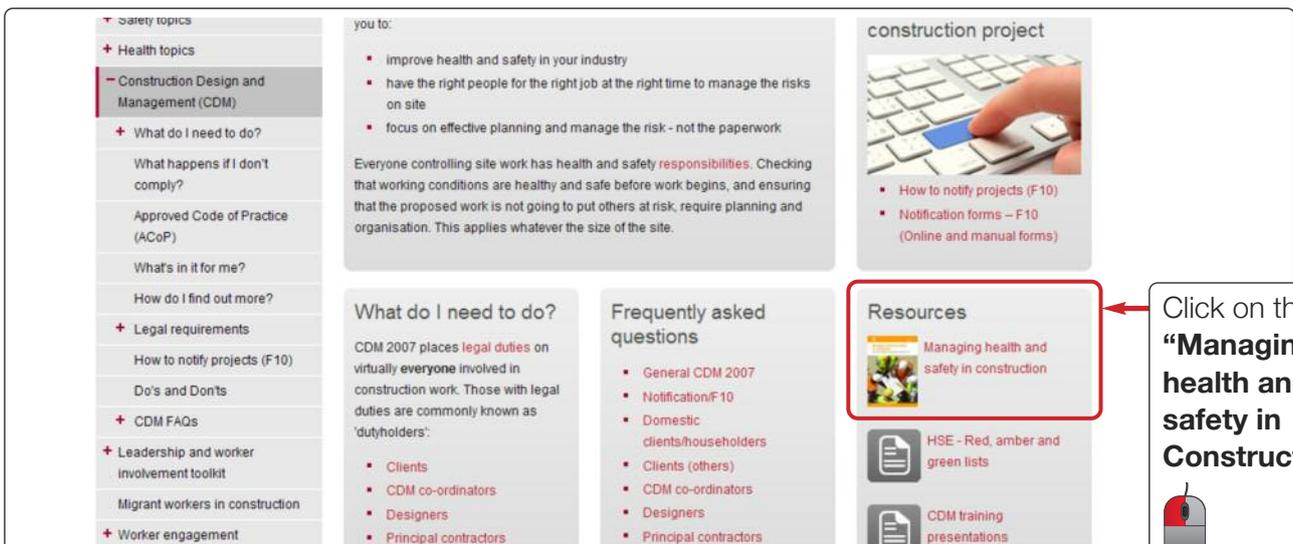
As an employee of Kanzil Construction Ltd, you will be required to find and download information from the internet. Using a search engine of your choice, and using a phrase search, look for **“Construction (Design and Management) Regulations 2007”**.



Click on the link from the HSE website, [www.hse.gov.uk/construction/cdm.htm](http://www.hse.gov.uk/construction/cdm.htm)



Scroll down the web page until you see the **Resources** area on the right hand side of the screen. We are going to download the Health and Safety booklet from the website and store it in the Kanzil Health and Safety folder you created earlier.



Click on the link **“Managing health and safety in Construction”**



# 1.2 FIND AND EXCHANGE INFORMATION

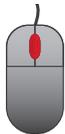
## TASK 1.2E



**Date of publication:** 2007  
**ISBN:** 9780717662234  
**Series code:** L144  
**Price:** £15.00

[Buy or download free](#)

When the next web page appears, click with the left mouse button on Buy or download free



Scroll down the page until you see on the left hand side of the screen an option to download.

ordination of all involved, enabling earlier identification of risks, effective targeting of effort in priority areas and elimination of unnecessary bureaucracy. Considers the spectrum of project aspects and roles embraced by CDM 2007's holistic approach, including clients, the CDM co-ordinator (notifiable projects only), designers, the principal contractor (notifiable projects only), other contractors and self-employed, competence issues and training needs, worker engagement and communication. Also documents the duty to keep a project health and safety file.

**Keywords**  
Not found what you are looking for? You can also use the keywords below to search for related products.  
[CDM](#), [Construction](#), [Construction](#), [Designers](#)

**Notes**  
Supersedes all editions of (INDG220) (MISC193) (CIS39) (CIS40) (CIS41) (CIS42) (CIS43) (CIS44) and earlier editions published with ISBNs 0717607925, 0717607550 & 0717608077

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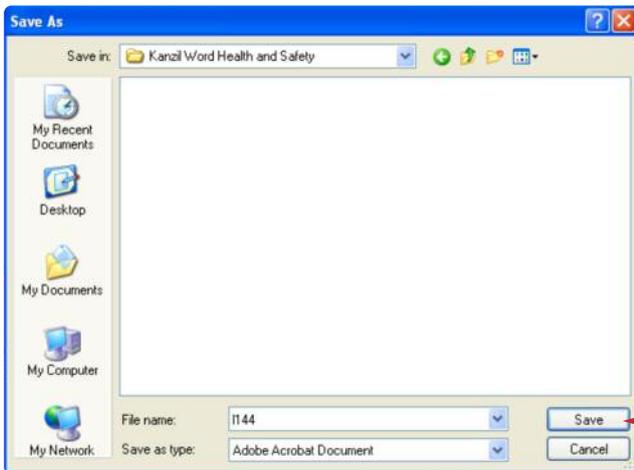
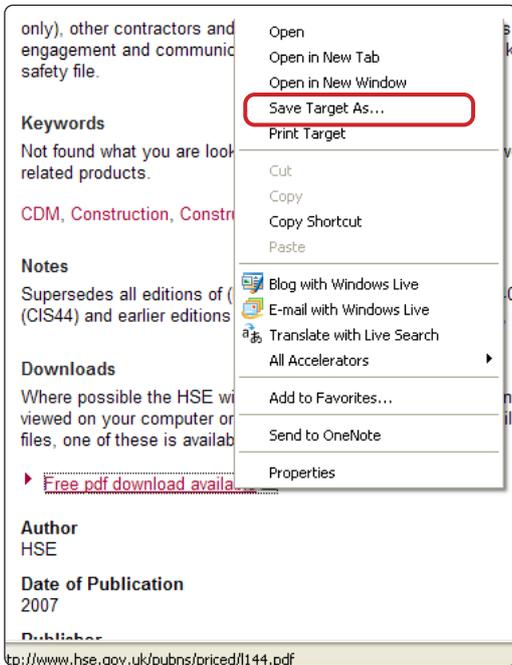


Right click on the words **Free pdf download available**, then Left click on **Save Target As**.



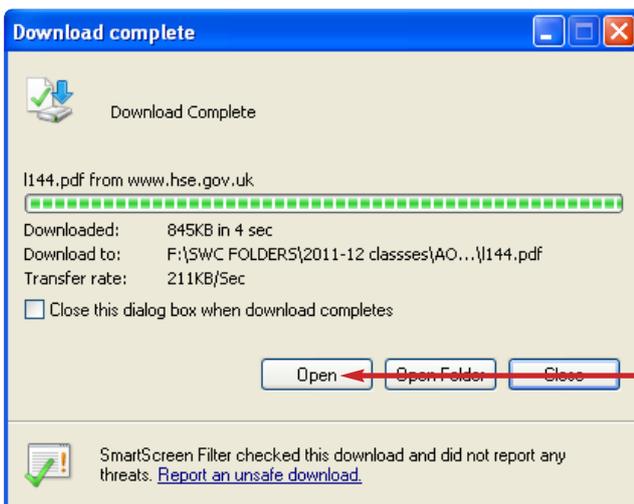
# 1.2 FIND AND EXCHANGE INFORMATION

## TASK 1.2E



Browse until you find the **Kanzil Health and Safety folder** you created earlier. The document will be downloaded and saved into this folder.

Click on **Save**.



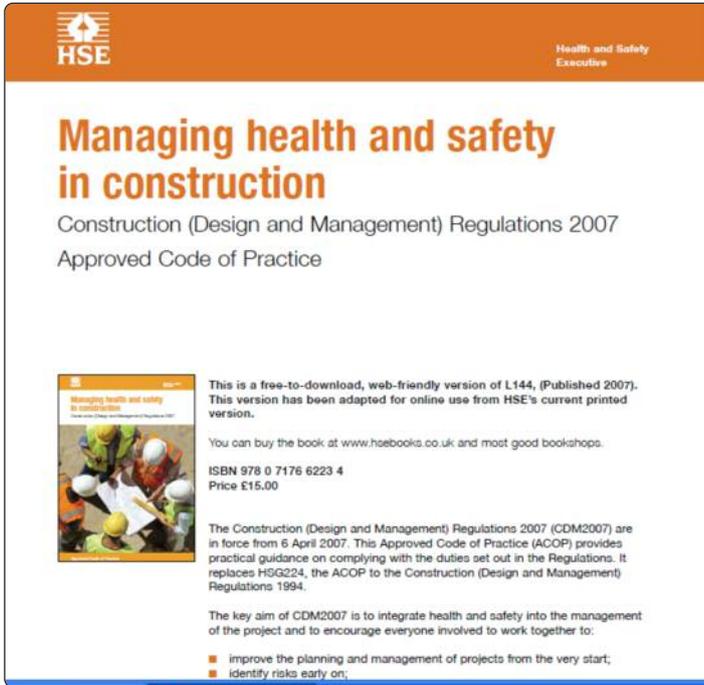
When the file has finished downloading, click on **Open**.

Click on **Open**.



# 1.2 FIND AND EXCHANGE INFORMATION

## TASK 1.2E



The document automatically opens up.

### Copying information from the internet

Sometimes you may just want to “copy” information from the internet to use in your work. Before you copy anything off the internet be sure to read the Terms and Conditions of the website. **You should always be aware of copyright when extracting information from the internet.** It would be a breach of copyright to take information from the internet without acknowledging where you got the information from. The following exercise will help you practice extracting information from the internet.

Open Internet Explorer.  Internet Explorer

Change the Home page web address to <http://www.google.co.uk>

1. Carry out a search to look for the contact details of the CITB in Northern Ireland.



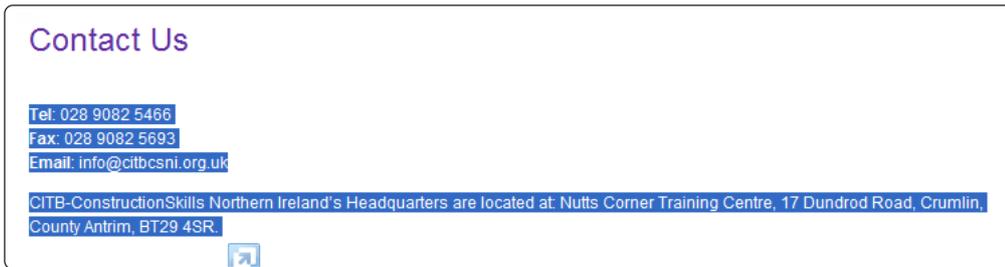
Click on the first link that appears in the search results.



# 1.2 FIND AND EXCHANGE INFORMATION

## TASK 1.2E

- Copy the contact details from the page, by highlighting the data you want (hold down the left mouse button and drag).



**Contact Us**

Tel: 028 9082 5466  
Fax: 028 9082 5693  
Email: [info@citbcsni.org.uk](mailto:info@citbcsni.org.uk)

CITB-ConstructionSkills Northern Ireland's Headquarters are located at Nutts Corner Training Centre, 17 Dundrod Road, Crumlin, County Antrim, BT29 4SR.

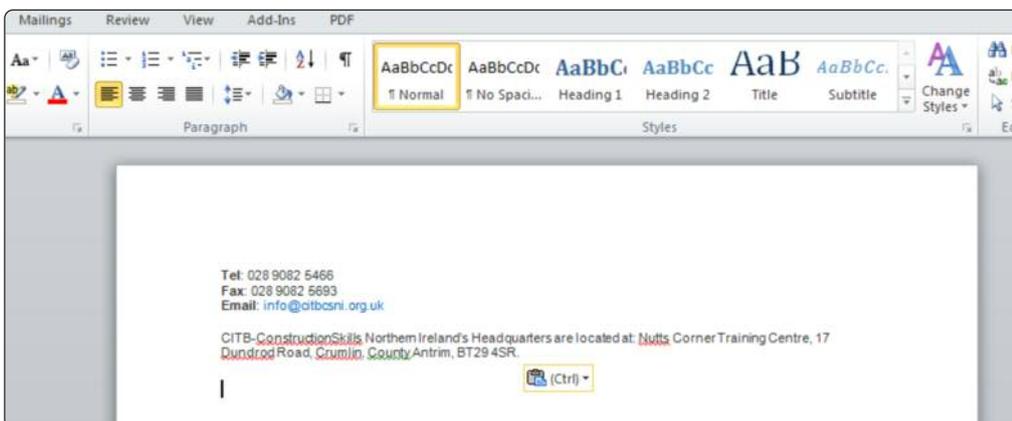


- Then right click with the right mouse on the word Copy.



- Open up a new Word document.

- Position the cursor where you would like the information to go, then with the right mouse button on **Paste**. The information should now be transferred from the internet to your in Word document. Save the document to your Kanzil Word Processing folder.



Mailings Review View Add-Ins PDF

AaBbCcDc AaBbCcDc AaBbCc AaBbCc AaB AaBbCc. AA Change Styles

Paragraph Styles

Tel: 028 9082 5466  
Fax: 028 9082 5693  
Email: [info@citbcsni.org.uk](mailto:info@citbcsni.org.uk)

CITB-ConstructionSkills Northern Ireland's Head quarters are located at: Nutts, Corner Training Centre, 17 Dundrod Road, Crumlin, County Antrim, BT29 4SR.

(Ctrl)

# 1.2 FIND AND EXCHANGE INFORMATION

## TASK 1.2E(A)

Try downloading these 3 documents and save them to the Kanzil Health and Safety folder.

### Related resources



The safe use of compressed gases in welding, flame cutting and allied processes



Managing contractors: A guide for employers. An open learning booklet



Protecting the public: Your next move

# 1.2 FIND AND EXCHANGE INFORMATION

## TASK 1.2E(B)

### Downloading a digital photograph from a digital camera.

Kanzil Construction Ltd take many photos on a daily basis of projects they work on showing the different stages of construction.

Using a digital camera, you are asked to take a photograph which you will download from the camera and save into the Kanzil Projects folder.

1. After you have the photograph taken, plug the USB cable into your camera.
2. Plug the other end of the USB cable into the USB port on your computer. On most laptops the USB spot is located on the back, for desktop computers it is usually on the front.



3. A screen will then pop up asking what action you wish to take. Choose the option **“Copy pictures to a folder on my computer using Microsoft Scanner and Camera Wizard.”** Another screen will then pop up indicating that the pictures are being copied.



# 1.2 FIND AND EXCHANGE INFORMATION

## TASK 1.2E(B)

Click NEXT on the screen that pops up.



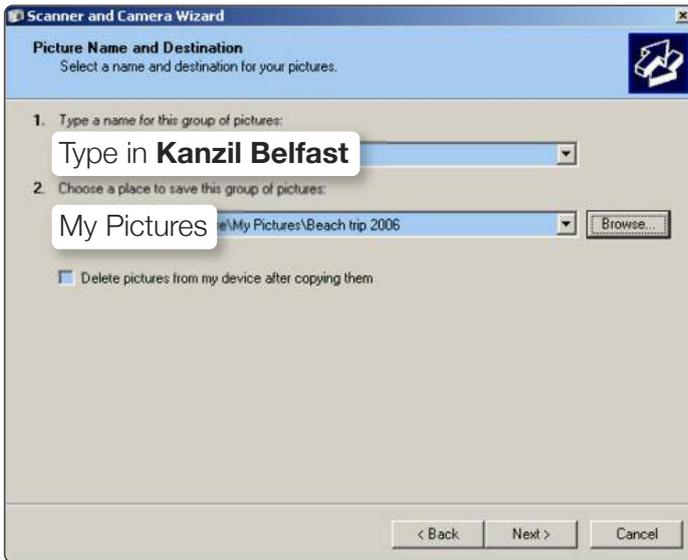
Check off which pictures you'd like to have copied. If you want them all copied to the computer then keep all of the boxes checked. If you'd rather select only certain pictures, scroll to the bottom of the screen and click "**CLEAR ALL.**" You can then go through and check the pictures you wish to have copied.



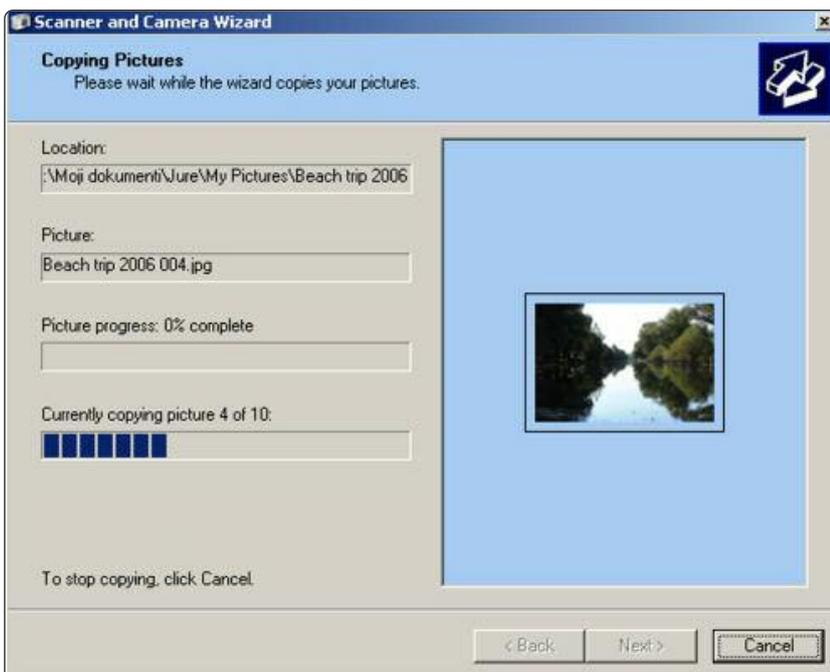
# 1.2 FIND AND EXCHANGE INFORMATION

## TASK 1.2E(B)

4. The next screen will ask you to type a name for this particular group of pictures. Call it **Kanzil Belfast**. It will also ask you where you'd like the pictures to be saved. As a default, **My Pictures** should already be in the box.



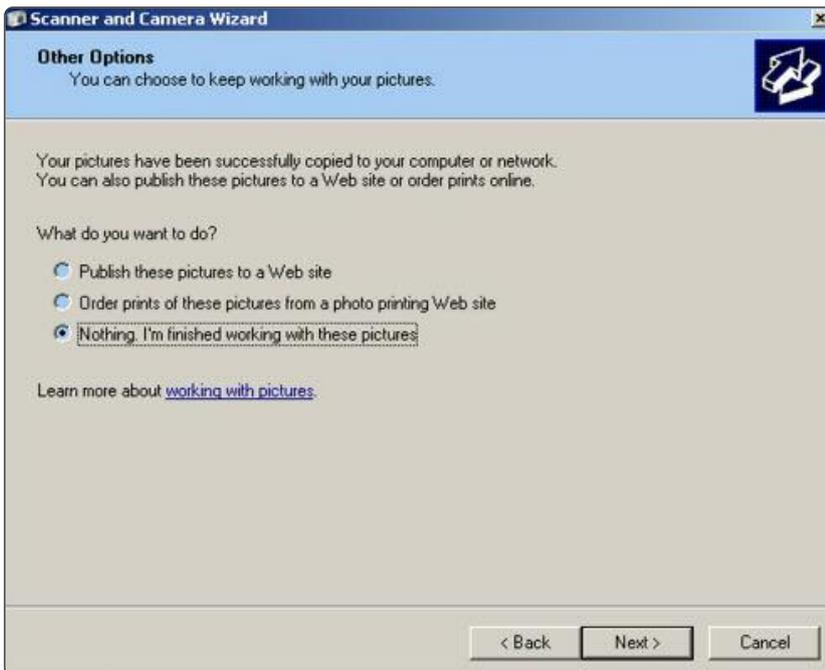
5. The following screen shows that the copying is in progress and long until it is completed.



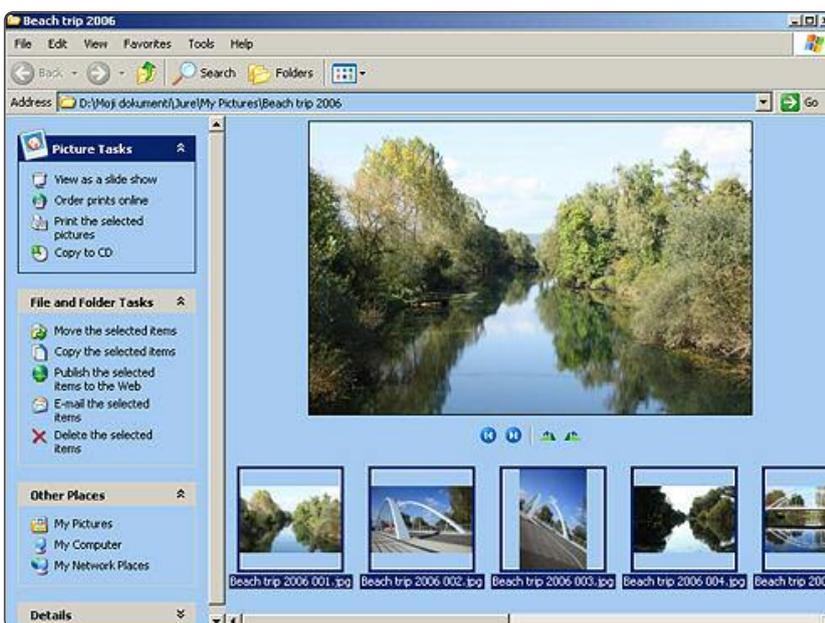
# 1.2 FIND AND EXCHANGE INFORMATION

## TASK 1.2E(B)

The next page to pop up will ask you what you'd like to do next. Select the last option **“Nothing. I'm finished working with these pictures.”**



Your pictures will then appear in the folder that you selected earlier in the process and you can then view them.



The last page to pop up will state that the Camera Wizard is done. Click FINISH at the bottom of the screen.

# 1.2 FIND AND EXCHANGE INFORMATION

## TASK 1.2E(B)

### Insert a photograph into a document

After you have transferred the photograph from the camera you can then insert it into a document by following these steps.

1. Open Microsoft Word.
2. Create a new document.
3. Click where you want to insert the picture in your document.
4. On the **Insert** tab, in the Illustrations group, click **Picture**.



Locate the picture that you want to insert. For example, in the **My Pictures** folder.

3. Double-click the picture that you want to insert.

To resize a picture, select the picture you've inserted in the document. To increase or decrease the size in one or more directions, drag a sizing handle away from or toward the centre, while you do one of the following:

- To keep the centre of an object in the same location, press and hold CTRL key while you drag the sizing handle.
- To maintain the object's proportions, press and hold SHIFT key while you drag the sizing handle.
- To both maintain the object's proportions and keep its centre in the same location, press and hold both CTRL and SHIFT keys while you drag the sizing handle.

## TASK 1.2E(C)

Use a digital camera to take at least 5 photographs of a job you are currently working on. Download these from the camera to a new folder you will create on your memory pen.

# 1.2 FIND AND EXCHANGE INFORMATION

## TASK 1.2F&G

### Find and exchange information - Using E-mail

Employees of Kanzil Construction Ltd make regular use of E-mail (electronic mail) to exchange information. The company sends and receives numerous emails on a daily basis. Making use of E-mail means the company can work more efficiently. Documents, drawings and photographs can be attached to a message and are received by the recipient much quicker than if they were to be sent via post.

Kanzil Construction Ltd use Outlook ® E-mail. There are other E-mail providers, and some E-mail accounts are free to use such as Hotmail ®.

This resource pack contains the instructions for using Outlook ®.

### Your E-mail address

An e-mail address typically has two main parts:

**info@kanzilconstruction.co.uk**

The first field is the user name (info) which refers to the recipient's mailbox.

Then there is the sign (@) which is the same in every email address.

Then comes the domain name (kanzilconstruction).

The final part of an email address includes the top-level domain (TLD).

For the above address this is 'co.uk', which is for commercial sites based in the UK.

Record your email address here.

My Email address is:

@

My password is:

# 1.2 FIND AND EXCHANGE INFORMATION

## TASK 1.2F&G

Record other important e-mail addresses here.

My tutors E-mail address is: \_\_\_\_\_ @

My employers E-mail address is: \_\_\_\_\_ @

\_\_\_\_\_ E-mail address is: \_\_\_\_\_ @

# 1.2 FIND AND EXCHANGE INFORMATION

## TASK 1.2F&G

Record below the email address of other companies/suppliers etc you work with.

Company name:
E-mail address: _____ @ _____
Web address: http://www. _____

Company name:
E-mail address: _____ @ _____
Web address: http://www. _____

Company name:
E-mail address: _____ @ _____
Web address: http://www. _____

Company name:
E-mail address: _____ @ _____
Web address: http://www. _____

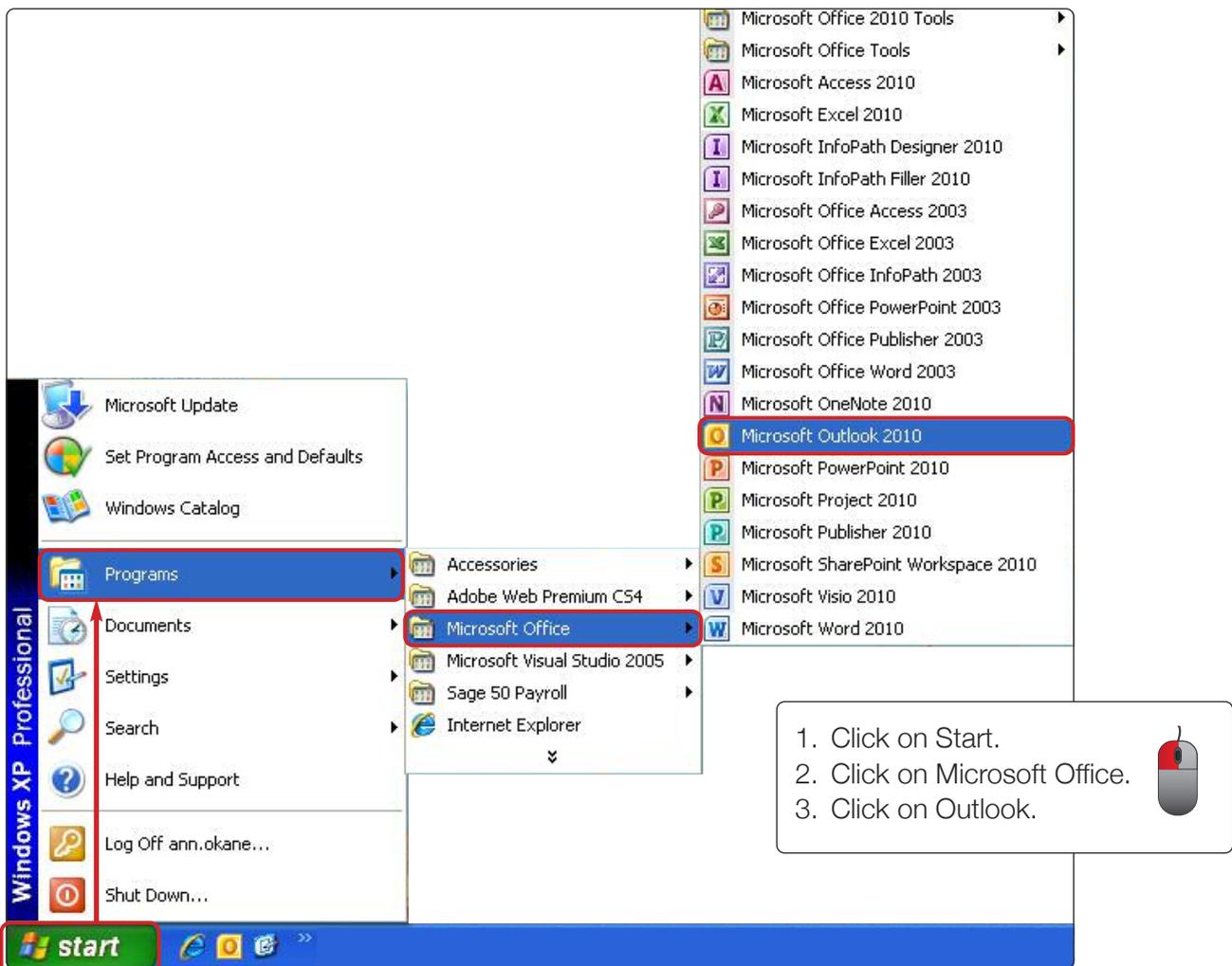
Company name:
E-mail address: _____ @ _____
Web address: http://www. _____

Company name:
E-mail address: _____ @ _____
Web address: http://www. _____

# 1.2 FIND AND EXCHANGE INFORMATION

## TASK 1.2F&G

### Activity: Lets practice (Using Outlook)



1. You may be asked to enter your E-mail address and password.

Your email address will take the format of \_\_\_\_\_ @ \_\_\_\_\_

2. Then click on the **sign in** button.



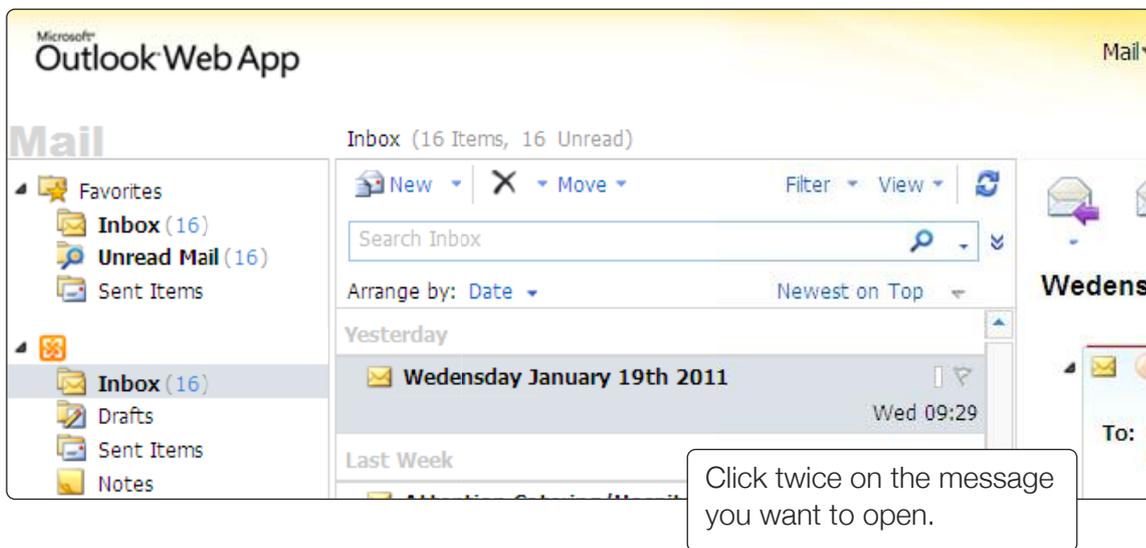
# 1.2 FIND AND EXCHANGE INFORMATION

## TASK 1.2F&G

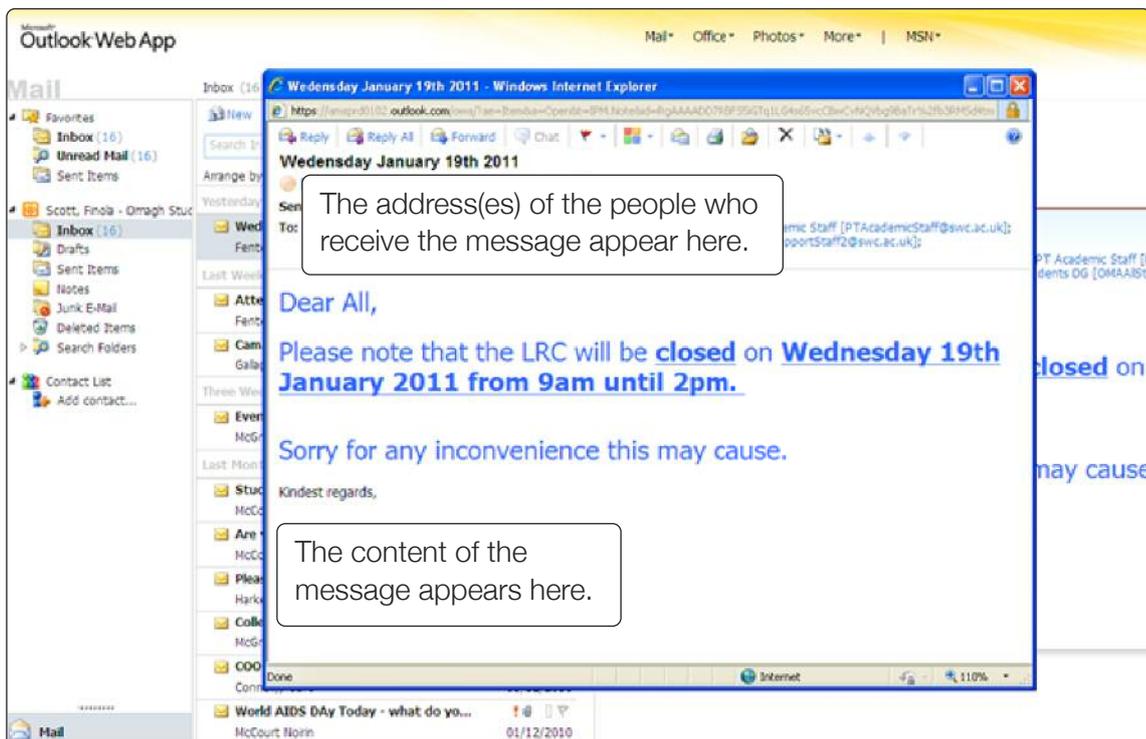
### Activity: Lets practice

#### Find and exchange information. TASK 1 – opening a new message

To open a message, click on the left mouse button twice on top of the message you want to open. The preview of the message will appear on the right hand side pane of your screen but the message will open up as a separate window after your click twice on top of the one you want to open.



The Message opens in a separate window.



# 1.2 FIND AND EXCHANGE INFORMATION

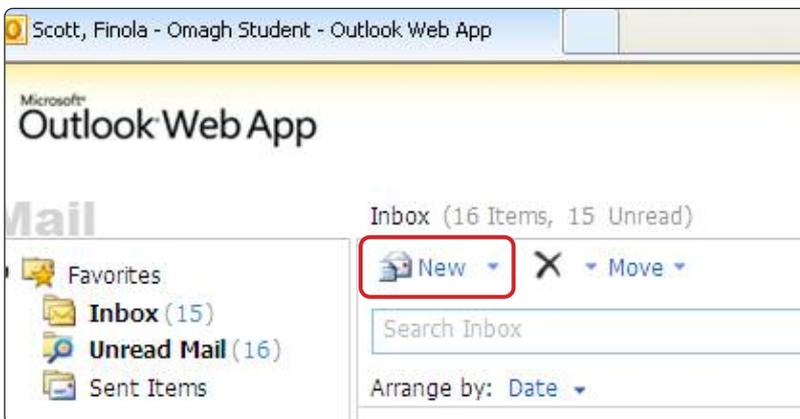
## TASK 1.2F&G

### Activity: Lets practice

#### Find and exchange information. TASK 2 – Create a new e-mail message

You are asked to send a new e-mail message to your tutor asking him/her what time the Health and Safety meeting will be held next Friday.

Above where your messages are displayed, click on **New**.



A new window appears allowing you to create a new email message.

1. Enter the recipients' e-mail addresses or names in the **'To'**, box.  
Or you can select the recipients' names from a list in the Address Book.
2. In the **Subject** box, type the subject of the message – **Meeting time query**.
3. Compose your message here.
4. After you have composed the message, click **Send** at the top left hand side of the email.

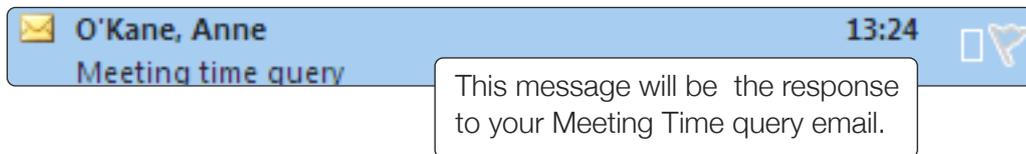
# 1.2 FIND AND EXCHANGE INFORMATION

## TASK 1.2F&G

### Activity: Lets practice

#### Find and exchange information. TASK 3 – Reply to an e-mail message

1. Check your inbox and open the message you have received from your tutor by double clicking on it with the left mouse button. This message will be the response to your Meeting Time query email.



2. You need to **reply** to this email to ask what room the meeting will be held. You want to let your manager know you are attending the meeting so therefore you should use the CC: feature in your email. **CC** means Carbon Copy and Can you also send a Copy of your message to your manager (ask your tutor for the CC: address).

**Note:** When sending an e-mail, the **To** field recipients are the person or persons that you want to send the message to primarily. The **CC** field recipients are others whom you want to publicly inform of the message, and **BCC** field recipients those are those who are being secretly informed of the message.

3. LMC on the **Reply** icon, when you reply to an e-mail message, the sender of the original message is automatically added in the **To** box.



4. **Compose** the following message.

Dear (Tutor name),

Hello, can you please let me know what room the Health and Safety meeting will take place in?

Regards

(Your name)

5. **Send** the e-mail message.

# 1.2 FIND AND EXCHANGE INFORMATION

## TASK 1.2F&G

### Activity: Lets practice

#### Find and exchange information. TASK 4 – Forward an e-mail message

Check your inbox and open the message you have received from your tutor by double clicking on it with the left mouse button.



You will be attending the meeting with a colleague and therefore it is a good idea to **“Forward”** the message to your colleague.

**Note:** By **“Forwarding”** the message you are sending an email to a person who was not already a recipient of the original message.

Forward

1. Click on **Forward**, (you see Forward at the top of the message) and enter the e-mail address of a colleague you want to pass the message onto.



2. Compose the following brief message.

Dear (colleague name),

Please find information Re: Health and safety meeting.

Regards

(Your name)

3. Click **Send**.

# 1.2 FIND AND EXCHANGE INFORMATION

## TASK 1.2F&G

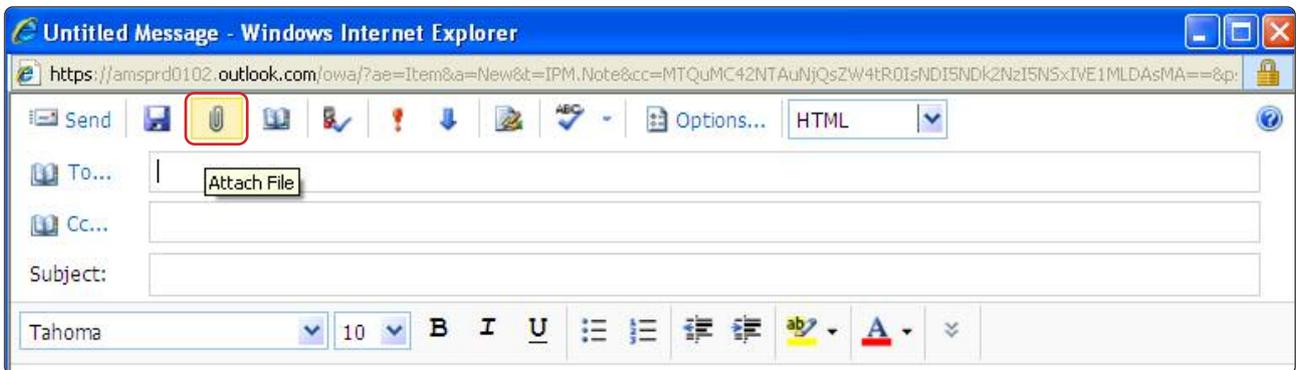
### Activity: Lets practice

#### Find and exchange information. TASK 5 – Add an attachment to an e-mail message

Many types of Files can be attached to an e-mail message, for example photographs, drawings, spreadsheets, letters etc.

Can you send the **Time Sheet** document provided by your tutor (or ask your tutor for an alternative the file) and attach it to an e-mail to your tutor. Your tutor will place this file in your Kanzil Word Processing folder.

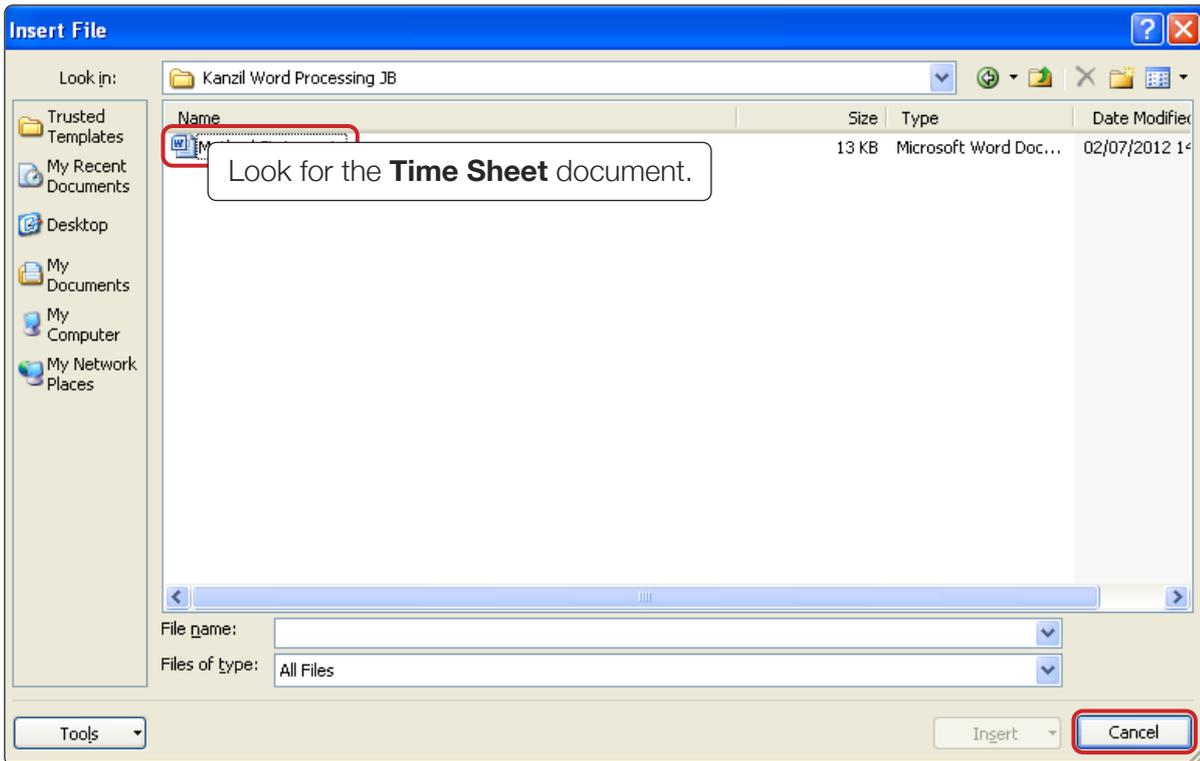
1. Create a new e-mail message, and type in your tutors e-mail address.
2. In the message window click on the paper clip (this icon indicates you want to attach some file to your e-mail message).



# 1.2 FIND AND EXCHANGE INFORMATION

## TASK 1.2F&G

3. Browse to the Kanzil Word Processing folder and click the **Time Sheet** file that you want to attach
- When you have located your file, click on **OPEN**



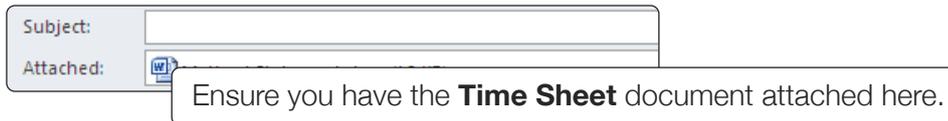
4. Then click on **Insert**



# 1.2 FIND AND EXCHANGE INFORMATION

## TASK 1.2F&G

5. You know your file is attached when you see the file name beside the Attached field.



6. Compose the following message

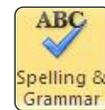
Dear (colleague name),

Please find attached my time sheet for last month.

Regards

(Your name)

7. Check your message for spelling mistakes before sending. Use the spell check facility by clicking on the Spelling and Grammar icon.



8. **Send** the message.

# 1.2 FIND AND EXCHANGE INFORMATION

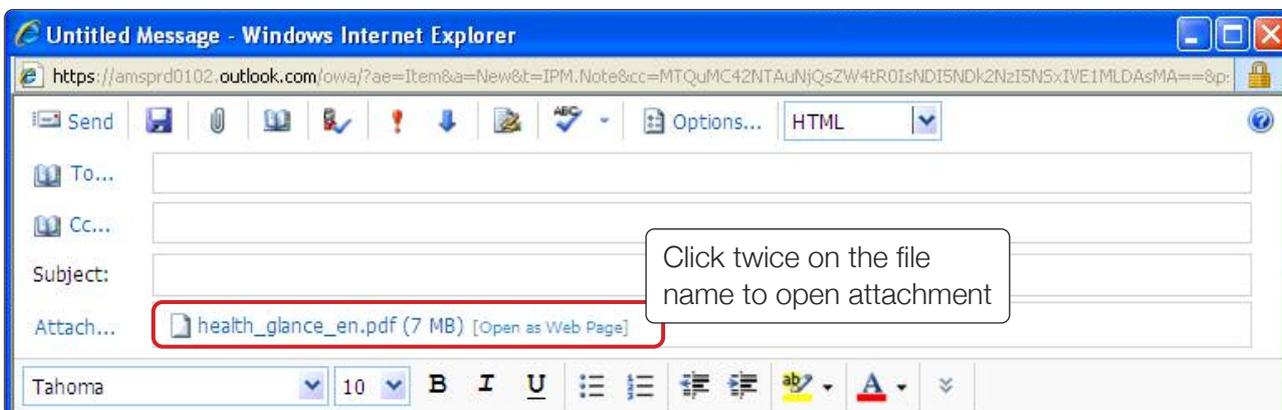
## TASK 1.2F&G

### Activity: Lets practice (Open or save an e-mail message attachment)

You can open an attachment from an open message. After opening and viewing an attachment, you may choose to save it to a disk drive. If a message has more than one attachment, you can save multiple attachments as a group or one at a time.

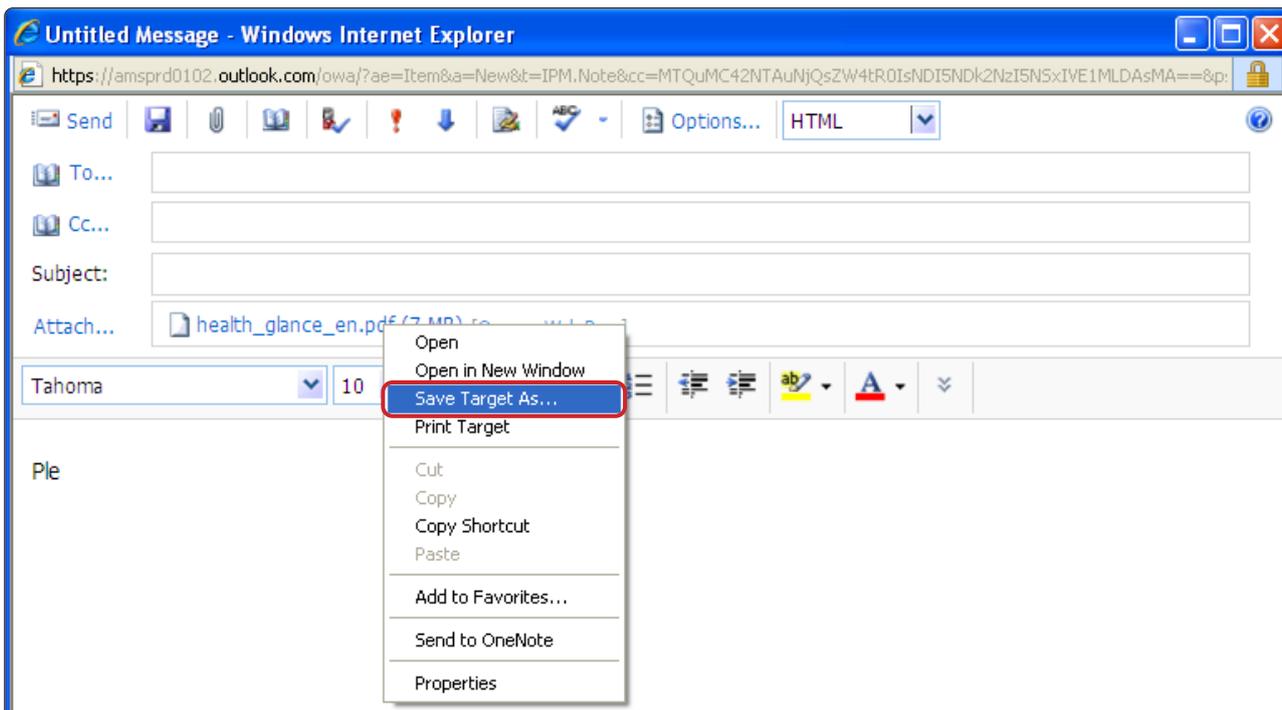
#### To Open an attachment

1. Open the email with the subject “Attachment”, received from your tutor. Double click the attachment, you will find it in the top part of the email underneath ‘Subject’.



### Activity: Lets practice (To Save an attachment)

1. Right click on the attachment (underneath the Subject), and choose Save Target As.



2. Choose where you would like to save the attachment to, e.g. your memory pen.

# 1.2 FIND AND EXCHANGE INFORMATION

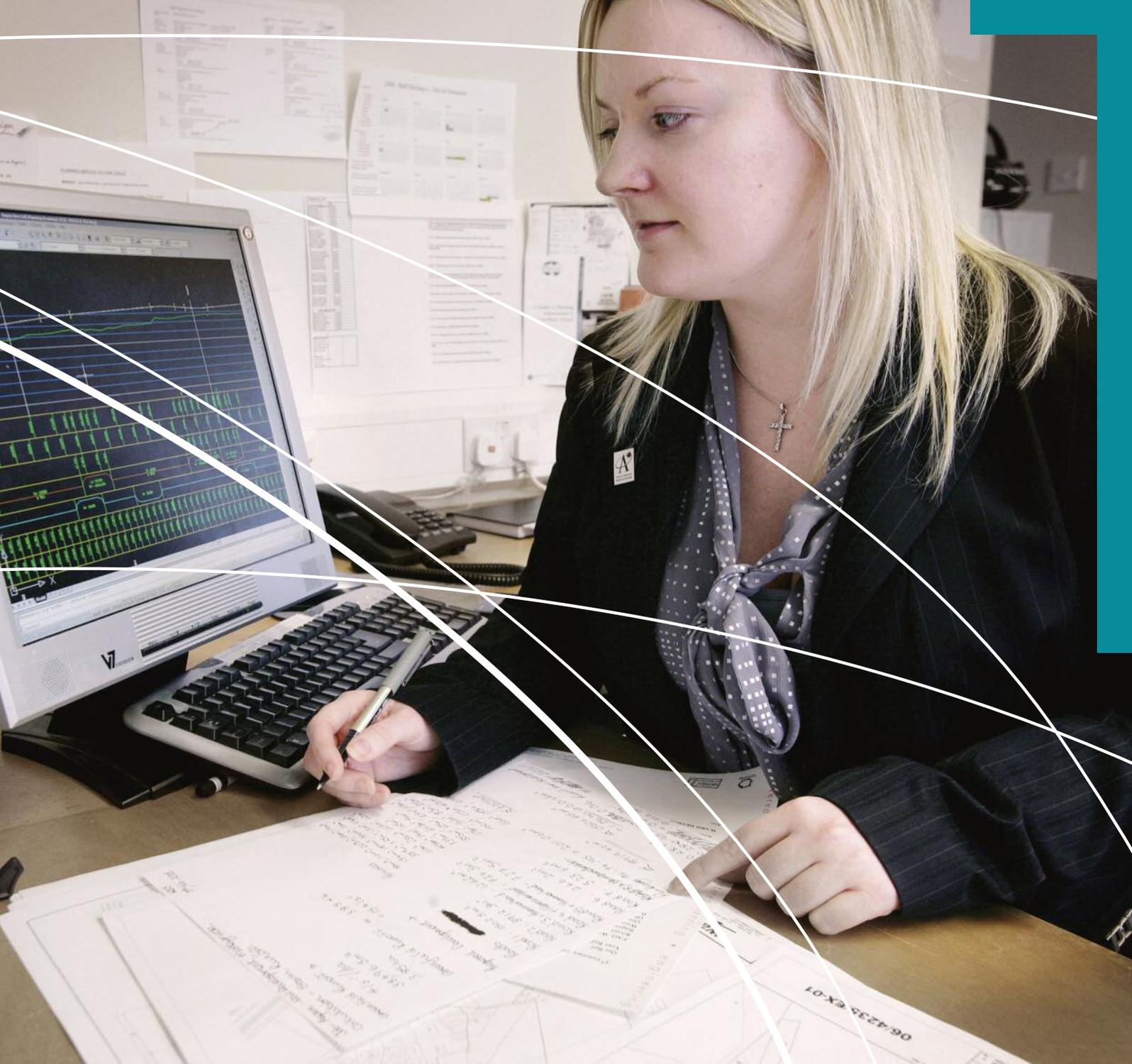
## TASK 1.2F&G

Please tick when complete	
1. <b>Reply</b> to the email received in your inbox with the <b>Subject: Company information</b>	
2. Compose and send an email to at least 2 colleagues, asking them to give you details on their previous work experience. <b>Reply</b> back to the emails you receive.	
3. <b>Open the email message</b> you have received entitled “Health and Safety”  <b>Forward</b> the “Health and Safety” email to one other colleague in the class	
4. Look at any one of the messages in your <b>inbox</b> , record below the following information  - Who is the message from? _____  - What is the subject of the message? _____  - What date was the message sent? _____	
5. Send an E-mail to your tutor and attach the Kanzil Belfast projects document (supplied by your tutor).	
6. <b>Download and Print</b> the attachment from the “Quotation” email message you have received.	
7. Check your <b>‘Sent items’</b> to view message you have already sent.	

# 1.2 FIND AND EXCHANGE INFORMATION

## TASK 1.2F&G

Please tick when complete	
8. What do the following symbols mean when displayed beside your messages	
a. 	
b. 	
c. 	
d. 	
e. 	
9. <b>Attach</b> one of the Photographs you have taken (Task 1.2e(c)) to an email and send it to a colleague with a brief message.	
10. <b>Reply</b> to your colleagues email (the message with the photo attachment)	
11. <b>Delete</b> any unwanted emails from your inbox	
12. Add at least 3 of your colleagues E-mail address to your E-mail address book.	



## 1.2 FIND AND EXCHANGE INFORMATION: SELECT AND USE A VARIETY OF APPROPRIATE SOURCES OF INFORMATION

### Answers



This section mainly addresses the curriculum areas specified, although to allow a more realistic setting for each task, some elements from other curriculum areas may also be mentioned. This section has been prepared for use with Microsoft Office ® 2010 software and Windows ® Internet Explorer.

# 1.2 FIND AND EXCHANGE INFORMATION ANSWERS

## TASK 1.2A

1. **27%**
2. **energy performance**
3. **2016**

## TASK 1.2B

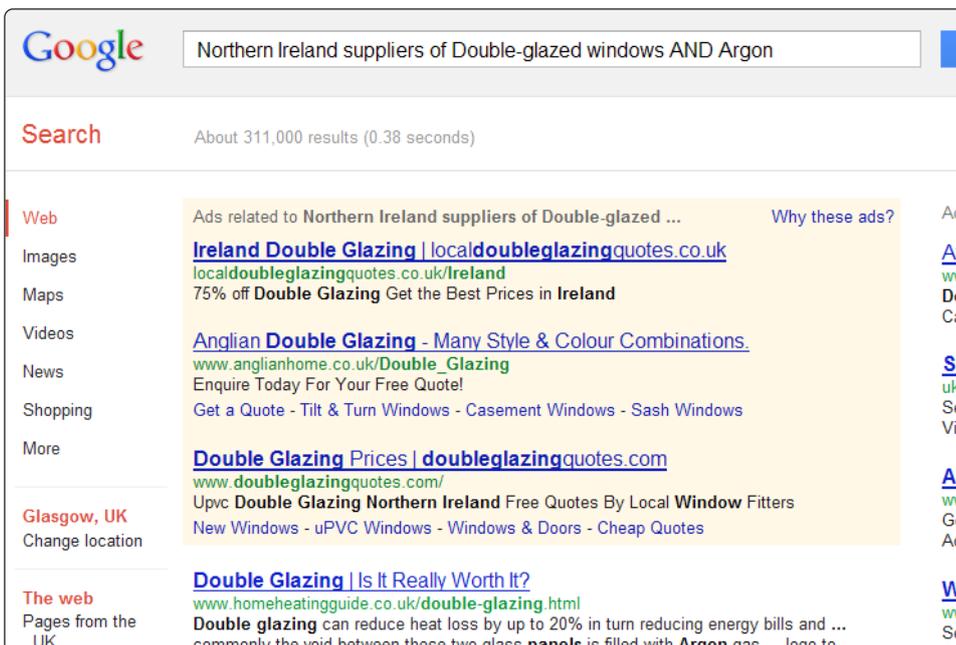
Tutor led discussion with students concerning the importance of copyright.

## TASK 1.2C

Tutor checked

## TASK 1.2D(A)

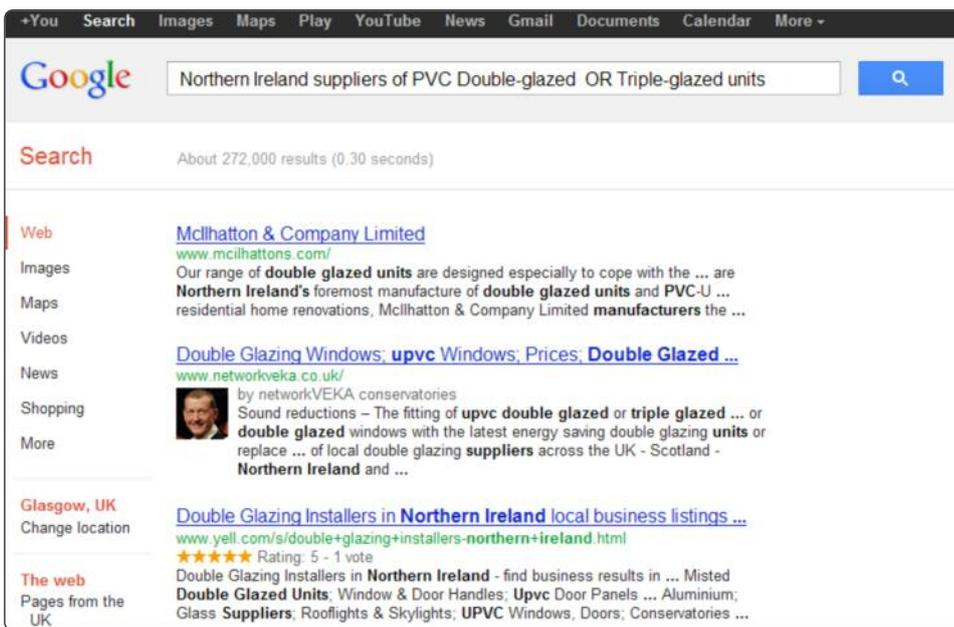
Boolean operator: AND



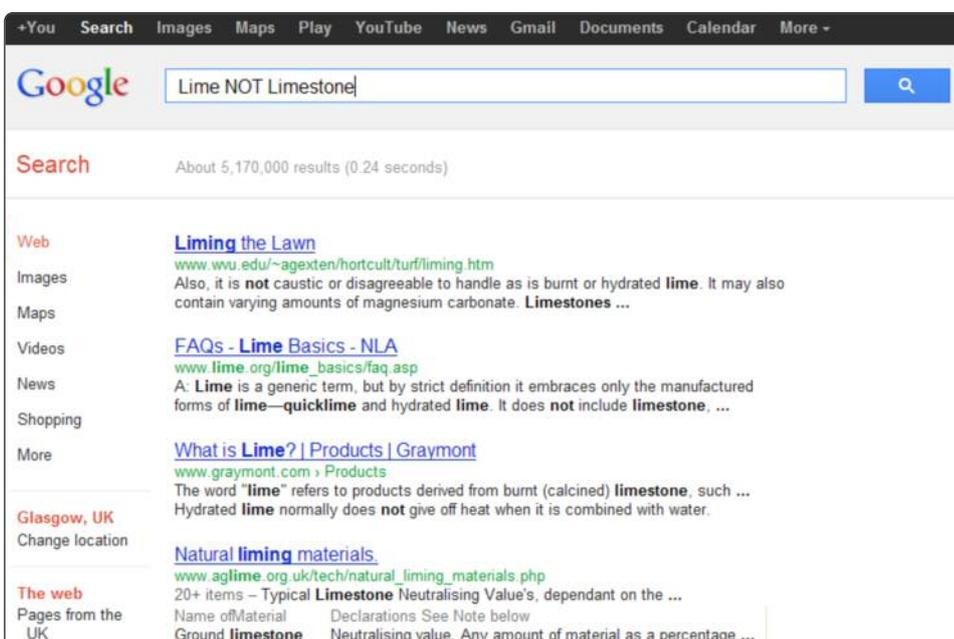
# 1.2 FIND AND EXCHANGE INFORMATION ANSWERS

## TASK 1.2D

Boolean operator: OR



Boolean operator: NOT



# 1.2 FIND AND EXCHANGE INFORMATION ANSWERS

Google search for "500 inches into meters". The search bar contains "500 inches into meters" and a search button. Below the search bar, it says "Search About 84,600,000 results (0.27 seconds)". The main result shows "Web 500 inches = 12.7 metres" with a calculator icon and a link to "More about calculator".

Google search for "42% of 70". The search bar contains "42% of 70" and a search button. Below the search bar, it says "Search About 11,500,000 results (0.30 seconds)". The main result shows "Web 42% of 70 = 29.4" with a calculator icon and a link to "More about calculator".

Google search for "£500 into euros". The search bar contains "£500 into euros" and a search button. Below the search bar, it says "Search About 483,000,000 results (0.35 seconds)". The main result shows "Web UK£ 500 = 637.472284 Euros" with a calculator icon and a link to "More about currency conversion".

Google search for "750 gallons into litres". The search bar contains "750 gallons into litres" and a search button. Below the search bar, it says "Search About 1,080,000 results (0.38 seconds)". The main result shows a volume conversion tool with "Volume" selected, "750" in the input field, and "3409.57" in the output field.

Google search for "2.5 miles into km". The search bar contains "2.5 miles into km" and a search button. Below the search bar, it says "Search About 36,300,000 results (0.37 seconds)". The main result shows "Web 2.5 miles = 4.02336 kilometres" with a calculator icon and a link to "More about calculator".

Google search for "458 \* 4". The search bar contains "458 \* 4" and a search button. Below the search bar, it says "Search About 1,850,000,000 results (0.54 seconds)". The main result shows "Web 458 \* 4 = 1832" with a calculator icon and a link to "More about calculator".

## TASK 1.2D (C-E)

Tutor checked

# 1.2 FIND AND EXCHANGE INFORMATION ANSWERS

## **TASK 1.2E (A)**

Tutor checked

## **TASK 1.2E (B)**

Tutor checked

## **TASK 1.2E (C)**

Tutor checked

## **TASK 1.2F AND G**

Tutor check