

## BeConnected Courses at July 2018

To start, open <https://beconnected.esafety.gov.au> and click on the Topic Library tab

### Essentials



#### The absolute basics

Explore >

**5 Activities**  
**Page 2**

This course will teach you the absolute essentials of using your device, whether it is a desktop computer, laptop, tablet or smartphone.



#### Getting to know your device

Explore >

**4 Activities**  
**Page 3**

This course will teach you the basic functions of a keyboard, a mouse and a computer, including how to change settings and manage your files.



#### Getting started online

Explore >

**Video 3:24 Min**  
**5 Activities**  
**Page 4**

Navigating the online world can be a little tricky at first, but this course will teach you some essential skills to getting started online.



#### Safety first

Explore >

**Video 4:01 Min**  
**5 Activities**  
**Page 5**

This course will teach you the essential skills to stay safe online, as well as the why and how of safe passwords, paying for goods safely online, some tips to avoid scams, and how to download and save safely from the internet.



#### More online skills

Explore >

**Video 4:26 Min**  
**5 Activities**  
**Page 6**

In this course, you will learn how to shop safely online and how to connect with friends and family using social networks. You will also learn about how to use a digital camera and how to watch TV or listen to music online.



#### Connecting to others

Explore >

**Video 3:53 Min**  
**4 Activities**  
**Page 7**

This course will teach you how to get set up with the correct equipment to make video calls. It will also teach you about some different ways to make free video calls using applications such as Skype, WhatsApp and FaceTime.



#### What is data?


Explore >

**5 Activities**  
**Page 8**


This topic covers all things data! You'll learn what data is, how we measure it, how you can buy it and what plans are available. You'll also read about how data costs vary between your home and mobile, as well as how to manage your phone settings and data when you go overseas.

# Courses

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### What is a computer?


[View activities](#) 

Would you like to know the absolute essentials of what a computer is? In this course, you will learn about the components of a computer, including the screen, the keyboard and the mouse.

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### What is a laptop?

[View activities](#) 

In this course you will learn about a laptop - what it is and the essentials of how to use one. You will learn about how to turn on and power a laptop as well how to use the keyboard and the trackpad.

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### What is a tablet?


[View activities](#) 

A tablet is like a handheld portable computer. In this course, you will learn how to navigate on the screen, how to type as well as how to use a touchscreen.

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### What is a smartphone?


[View activities](#) 

This course will teach you the essentials of what a smartphone is and how to use one. This is the course for you if you don't know how to make a call on a smartphone or what it can do.

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### What is the internet?

[View activities](#) 

Are you a little unsure of what the internet is? In this course, you will learn about what makes up the internet and how you can access it.

## Getting to know your devices

# Courses



### Using a keyboard

[View activities](#)

In this topic you will learn how to use a computer keyboard to type text and numbers. The course will also show you how to use a keyboard to find your way around your computer and perform other simple tasks.



### Using a mouse

[View activities](#)

The mouse controls what happens on your computer screen. It lets you click on things on the screen and scroll up and down. Using a mouse is one of the most important things you need to be able to do to use computers and the internet. The course will also show you how to use a keyboard to find your way around your computer and perform other simple tasks.



### Using a touchscreen

[View activities](#)

More and more phones and computers are being made with a screen that you can touch. In this topic you will learn about how to use a touchscreen on a mobile phone or tablet computer. The course will cover basic and more advanced touchscreen controls. You will also find out about getting the most out of your touchscreen smartphone or tablet.



### Using a computer

[View activities](#)

In this topic you will learn about the basic functions of a computer and how to use one safely. You will learn how to turn a computer on and off, and how to change the settings so that it suits your needs. The course will also teach you about the different parts of a computer.

## Getting started on line

# Courses

## Keeping up to date

Martin, a retired firefighter, starts to overcome his fears of the internet by learning how to look up the local surf conditions and weather reports to help him know when he can head to the beach for a surf. Martin is trying new things for the first time, with a little help from his son and the internet. What will you try for the first time today?



### Using the internet

[View activities](#)



In this course, you will learn all about browsing the internet. The course covers using a web browser to view websites, creating bookmarks and what copyright means online.



### Using online forms

[View activities](#)



In this course you will learn what an online form is, how to fill in forms on a website and how to correct mistakes on them. The course will also show you the different ways to complete online forms, such as text boxes and multiple choice answers.



### Using email

[View activities](#)



In this course, you will learn all about email accounts on the internet. The course covers how to set-up an email account, as well as how to open, read and send emails safely.



### Using search engines

[View activities](#)



In this course, you will learn how to search for things on the internet using search engines such as Google. The course covers how to search for websites, using bookmarks and saving images and other files.



### Introduction to internet safety

[View activities](#)



In this topic you will learn how to use the internet safely. The topic covers email safety, making credit card payments on the internet for online shopping, child safety and how to keep your personal data safe online.

## Safety First Courses

### Staying safer online

Martin is a retired firefighter and father of two. Martin can see the potential benefits of using technology, but despite tackling fires for many years, he finds the online world terrifying. Watch as Martin is helped by his son to overcome some of his fears by understanding better how to be safer online.



#### Safe passwords

[View activities](#)

This course will teach you the essentials of safe passwords, such as why we need safe passwords and how to make sure yours is as safe as possible. This course will teach you how to create safe passwords as well as common mistakes to avoid.



#### Paying safely online

[View activities](#)

In this course, you will learn how to pay safely online through a number of different options. We will compare the different ways you can pay online and see which you think will work best for you.



#### Avoiding scams and tricks

[View activities](#)

We have all heard of the scams and tricks that can happen online, but in this course, you will learn that it's actually not that difficult to stay safe online, you just need to follow a few simple steps.



#### Downloading and saving documents

[View activities](#)

This course will teach you about how to download documents from the internet safely. This topic will look at different types of document formats and which ones are the safest to download.



#### Help and support

[View activities](#)


This course will teach you about how to get help and support to continue to interact safely online.

# Shopping on Line Courses


## Shopping online

Carol, a retired nurse, likes the idea of using new technology, but isn't quite sure where to start. She is interested in online shopping as it's difficult for her to navigate all the things needed to get to the shops. Today, Carol's daughter helps her to do some online grocery shopping. Learn with Carol as she builds her confidence and gets some new skills.




 **Online shopping overview** [View activities](#)


In this course, you will learn all about shopping online. The course covers how you can use the internet to compare prices, your rights when buying online and secure payment methods you can use when shopping online.

 **Socialising online** [View activities](#)


In this course, you will learn about different social networks such as Twitter, Pinterest and Google+. You will learn how to connect with people and share things online, what a social network can offer and what a social network looks like. This course will also show you how to stay in control of your information and stay safe.

 **Using Facebook overview** [View activities](#)

In this course, you will learn all about the social network Facebook. The course covers how to set-up a Facebook account, keep your account safe, create your Facebook profile, find your friends and family. The course will also show you how to post messages, pictures and updates.

 **Using a digital camera** [View activities](#)

In this course, you will learn about digital cameras and how they work. You will also learn how to download photos from your digital camera to your computer so that you can share them with your friends and family.

 **Watching and listening online** [View activities](#)

In this course, you will learn how to watch TV online and access catch-up services like ABC iView and SBS OnDemand. The course will also teach you how to access the radio online and use music services to listen to your songs whenever you like.

## Connecting to others



# Courses

## Making video calls

Carol, a retired nurse, is sometimes scared by new technology. She hasn't seen her granddaughter for a few years, but today she gets to talk to her and see her through a video call on her phone ... which is much easier than she ever thought! Learn with her as she makes the most of technology by connecting with her family across the country.





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 **Getting setup for video calling** [View activities](#) 



In this course, you will learn what equipment you need in order to get set up for video calling. This includes a webcam, speakers/headphones, and a mic; these are commonly already built into your computer or mobile device.

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 **How to use Skype** [View activities](#) 

In this course, you will learn how to set up and use Skype. What is Skype? It is software you can use on your computer or device that lets you make video and audio calls.

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 **How to use WhatsApp** [View activities](#) 

In this course, you will learn about WhatsApp. You will learn how to use WhatsApp to message your friends and family for free. This course will also teach you how to make free video calls using WhatsApp and how this may affect your data.

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 **How to use Facetime** [View activities](#) 

In this course you will learn how to use FaceTime - a service only offered on Apple devices. If you have an Apple tablet or phone, you can use FaceTime to video call to the other side of the road, or world, for free.

## What is Data

# Courses



### What is data?

[View activities](#)



Data is the way you measure how much internet you use each month. Read more about what data is, how you measure it, and why it's important to know how much you are using.



### Choosing a data plan

[View activities](#)



Getting the right data plan for you is key to keeping costs down and understanding what you're paying for. Learn more about different types of data plans for your home and mobile internet in this course.



### Managing your data

[View activities](#)



This course will give you top tips and tricks to managing your data. You can also learn what happens if you use too much data and how to avoid extra costs.



### Home data vs mobile data

[View activities](#)



You have separate data plans for your home internet and your phone internet. This course will help you navigate the differences and how to pay less for more.



### Going overseas

[View activities](#)



It can be tricky to know what settings to adjust on your phone when you're going overseas, but this course will help you learn what to switch on and off to suit your travel needs and budget.