

Be Connected activity checklist

Use this document to keep track of the activities you have completed on the Be Connected website beconnected.esafety.gov.au.

The absolute basics

What is a computer?

- 1. What is a computer?
- 2. What is a screen?
- 3. What is a keyboard?
- 4. What is a mouse?

What is a laptop?

- 1. What is a laptop?
- 2. Using the touchpad
- 3. How to charge a laptop

What is a tablet?

- 1. So, what is a tablet?
- 2. How to charge a tablet
- 3. Using the touchscreen
- 4. Tablets vs laptops

What is a smartphone?

- 1. So, what is a smartphone?
- 2. How to charge a smartphone
- 3. Comparing devices

What is the internet?

- 1. So, what is the internet?
- 2. What is a web browser?
- 3. Web addresses and links
- 4. Search engines

Getting to know your device

Using a keyboard

- 1. Keyboard basics
- 2. More about the keyboard

Using a mouse

- 1. Mouse basics
- 2. The 'click' factor
- 3. Scrolling

Using a touchscreen

- 1. Touchscreen basic controls
- 2. More advanced controls
- 3. Security and apps

Using a computer

- 1. Computer and laptop parts
- 2. Turn computers on and off
- 3. Changing computer settings
- 4. Programs and files
- 5. Computer safety

Getting started online

Using the internet

- 1. About the internet
- 2. Getting around online
- 3. Playing by the rules

Using online forms

- 1. What is an online form?
- 2. Filling in your details
- 3. Multiple choices

Using email

- 1. What is email?
- 2. Creating an email account
- 3. Sending an email
- 4. Your inbox
- 5. Email safety and security

Using search engines

- 1. Benefits of search engines
- 2. Website addresses
- 3. Searching websites
- 4. Saving images and files

Introduction to internet safety

- 1. Computer security
- 2. Use of personal data
- 3. Secure online payment
- 4. Child safety online

Safety first

Safe passwords

- 1. Why we need safe passwords
- 2. Common password mistakes
- 3. Creating a good password
- 4. Remembering passwords

Paying safely online

- 1. Payment options
- 2. Which payment option should I use?
- 3. What happens if goods don't arrive?

Avoiding scams and tricks

- 1. The phishing scam
- 2. The unexpected money scam
- 3. Money for nothing scams

Downloading and saving documents

- 1. Downloading from trusted sources
- 2. Protecting yourself from a virus
- 3. What is antivirus software?
- 4. Types of documents

Help and support

- 1. I suspect I'm being scammed
- 2. I think my computer has a virus
- 3. I think somebody has access to my passwords

More online skills

Online shopping overview

- 1. Introduction
- 2. Getting started
- 3. Payment methods
- 4. Consumer rights

Socialising online

- 1. Connecting and sharing
- 2. Choosing the right network
- 3. What does a social network look like?

Using Facebook overview

- 1. Colin's Facebook story
- 2. Facebook profiles
- 3. Adding friends on Facebook
- 4. Posting messages
- 5. Making more connections

Using a digital camera

- 1. What can a digital camera do
- 2. How do digital cameras work?
- 3. How to get the most out of a digital camera

Watching and listening online

- 1. Watch and listen online
- 2. What's on the box - catch up TV
- 3. Hitting the right notes - YouTube
- 4. Get tuned in - online music
- 5. A world of choice

Connecting to others

Getting set up for video calling

- 1. Mary's video calling experience
- 2. What you need
- 3. Using the camera
- 4. Using the microphone and speakers

How to use Skype

- 1. Getting ready to Skype
- 2. Making a contacts list
- 3. Making a call with Skype

How to use WhatsApp

- 1. Getting ready to use WhatsApp
- 2. Adding contacts in WhatsApp
- 3. Making a call in WhatsApp

How to use FaceTime (Apple devices only)

- 1. Getting to know FaceTime
- 2. Contacts in FaceTime
- 3. Making calls in FaceTime

All about data

What is data?

- 1. So, what is data?
- 2. How do I buy data?
- 3. How is data measured?

Choosing a data plan

- 1. What is a data plan?
- 2. Getting a data plan
- 3. Payment options for data plan
- 4. Choosing the right data plan

Managing your data

- 1. What does it mean to “manage” my data?
- 2. Seeing how much data I use
- 3. What happens if I use too much data?
- 4. Save money by managing data

Home data vs mobile data

- 1. How is my home internet data different from mobile data?
- 2. Which of my devices uses which kind of data?
- 3. Switching my mobile phone from mobile data to Wi-Fi
- 4. A day in the life of your data

Going overseas

- 1. How data works when travelling overseas
- 2. Will my device work overseas?
- 3. Does data cost more overseas?
- 4. Getting ready to travel
- 5. Staying in touch with friends and family
- 6. A typical data journey
- 7. Travelling without data

Wi-Fi and mobile networks

What is Wi-Fi?

- 1. So, what is Wi-Fi?
- 2. What kinds of devices use Wi-Fi?
- 3. Connecting to Wi-Fi at home
- 4. Understanding Wi-Fi range
- 5. How is Wi-Fi different from 4G and 5G?

Home networks

- 1. What is a home network?
- 2. What do I need for a home network?
- 3. Connecting to my home network over Wi-Fi
- 4. Connecting to my home network with a cable
- 5. Internet speeds on your home network
- 6. What is the NBN?
- 7. What if my home network can't connect to the internet?

Wi-Fi on the go

- 1. Where can I use Wi-Fi?
- 2. Why would I want Wi-Fi on the go?
- 3. Connecting to public Wi-Fi
- 4. Staying safer using public Wi-Fi
- 5. An Example of using public Wi-Fi

Mobile networks

- 1. What is a mobile network?
- 2. How is a mobile network different from Wi-Fi?
- 3. Connecting to a mobile network
- 4. What sorts of devices can use mobile networks?
- 5. Getting help with mobile networks

Online hobbies

Researching family history

- 1. How can the internet help with family history?
- 2. Family history tools
- 3. Family history services
- 4. Paying for family history
- 5. Getting started with family history
- 6. Making the most of the internet for family history

Exploring Google Earth

- 1. What is Google Earth?
- 2. Getting started with Google Earth
- 3. Find yourself on Google Earth!
- 4. Exploring the world with Google Earth
- 5. Finding places special to you
- 6. Become a Google Earth champion!

Google Earth - more than a map

- 1. What can Google Earth do?
- 2. Using the control menu
- 3. Add Map Styles and Photos
- 4. Take a virtual trip!
- 5. Introducing Voyager

Beyond Google Earth

- 1. Do more with Google Earth
- 2. More Google Voyager adventures
- 3. Embrace Google Arts & Culture
- 4. Connect Google Voyager and Google Arts & Culture

Blogs – online journals

- 1. What is a blog?
- 2. Why would I want to blog?
- 3. What can I blog about?
- 4. Get blogging!
- 5. Staying safe while blogging

All about apps

What is an app?

- 1. So, what is an app?
- 2. What can I do with an app?
- 3. Where do I get apps?
- 4. Being safer with apps

Getting apps

- 1. How much does an app cost?
- 2. Choosing apps
- 3. Getting apps for iPhones and iPads
- 4. Getting apps for Android phones and tablets

Managing and deleting apps

- 1. How do I close an app?
- 2. How do I delete an app?
- 3. Do I need to update my apps?
- 4. Will an app use my mobile data?

App tips and tricks

- 1. Organising your apps
- 2. What are app notifications?
- 3. Managing your app costs
- 4. What do I do if an app stops working?

Games centre

Games centre for mouse and keyboard

- Crossword
- Easy threesy
- Great minds
- Memory game
- Spot the difference

Games centre for smart devices

- Night piano
- Fill
- Fruit swipe
- Car park
- Hidden objects

Practice area

Practice area for mouse and keyboard

- Type text into a field
- Learn about the keyboard
- When and how to double click
- Get out of a right-click menu
- How to close a pop-up box
- How to use Google Search
- Search using the address bar

Device specific guides

All about Apple iPhones

Apple iPhone: Getting started

- Interactive guide
- Prepare to set up
- Set up
- Security and privacy
- Accessibility
- System settings
- Quick settings
- Notifications

Apple iPhone: Doing more

- Using the camera
- Calls and privacy
- Saving and sharing files
- Listening to podcasts

All about Android Phones

Android Phone: Getting started

- Interactive guide
- Prepare to set up
- Set up
- Security and privacy
- Accessibility
- System settings
- Quick settings
- Notifications

Android Phone: Doing more

- Using the camera
- Calls and privacy
- Saving and sharing files
- Listening to podcasts

All about Apple iPads

Apple iPad: Getting started

- Interactive guide
- Prepare to set up
- Set up
- Security and privacy
- Accessibility
- System settings
- Keyboard and screen
- Network settings

Apple iPad: Doing more

- Using the camera
- Messages and privacy
- Saving and sharing files
- Listening to podcasts

All about Android tablets

Android tablet: Getting started

- Interactive guide
- Prepare to set up
- Set up
- Security and privacy
- Accessibility
- System settings
- Keyboard and screen
- Network settings

Android tablet: Doing more

- Using the camera
- Messages and privacy
- Saving and sharing files
- Listening to podcasts

Windows desktop: Getting started

- Interactive guide
- Prepare to set up
- Set up
- Security and privacy
- Accessibility
- System settings
- Managing files
- Managing attachments
- Managing storage

Windows laptop: Getting started

- Interactive guide
- Prepare to set up
- Set up
- Security and privacy
- Accessibility
- System settings
- Managing files
- Managing attachments
- Managing storage

Apple desktop: Getting started

- Interactive guide
- Prepare to set up
- Set up
- Security and privacy
- Accessibility
- System preferences
- Managing files
- Managing attachments
- Managing storage

Apple laptop: Getting started

- Interactive guide
- Prepare to set up
- Set up
- Security and privacy
- Accessibility
- System preferences
- Managing files
- Managing attachments
- Managing storage

Introduction to myGov

- All about myGov
- Setting up myGov
- Linking services in myGov
- Claiming Medicare with myGov
- My Health Record and myGov

Introduction to online banking

- Getting started with online banking
- Setting up online banking
- Online banking basics practice area
- Managing payments online practice area

Introduction to buying and selling online

- Buying and selling online overview
- How to pay online
- How to buy online using eBay
- How to sell online using eBay
- Selling on eBay: case study
- Buying on eBay: case study

Social media apps

- Introduction to social media
- Introduction to facebook
- Using facebook

Introduction to smart homes

- What is smart home technology?
- How to set up smart home technology
- Using a voice assistant
- Using smart home devices
- Using smart TVs
- What is the cloud?
- The cloud and you

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