

Internet & Email

What do I need?

Learners should be familiar with using a mouse and keyboard. They should be comfortable in the Windows environment and be able to use Windows to manage information. Specifically learners should be able to launch and close applications; navigate to information stored on the computer; and manage files and folders. Learners should have completed Windows XP Introduction or possess equivalent knowledge prior to attending this course.

How long is the course?

1 Day

Who should attend?

This course is designed for people who desire to gain the necessary skills to navigate the World Wide Web effectively and use the Mail options.

Internet

- Brief History of the Internet
- Understand the Internet
- Internet vs. Intranet
- Connecting to the Internet
- Understand the Internet Screen Layout
- Use Menus and Toolbars
- Change Views within the Internet
- Use World Wide Web Browsers
- Locate and Keep Track of Good Web Sites
- Internet Terminology & Emoticons
- Use Netiquette
- Understand & Use Hyperlinks
- Change the Home Page
- Understand Cookies
- Use the Address Bar
- Create & Use Links
- Create & Use Favourites
- Understand & Use the History
- Use Search Engines
- Advanced Search Techniques
- Understand File Transfer Protocol (FTP)
- Download Information from the Web
- Copy Data to other Applications
- Print from Website

E-Mail

- Create New Mail Message
- Use the Address Book
- Format Message
- Send and Receive Messages
- Understand and Use Reply Options
- Forward Messages
- Insert Attachments
- Set Mail Priority
- Save a Message to a Folder
- Save Attachments
- Print a Message
- Create a Contact
- Create a Distribution List