

Internet & Email

What Can You Expect?

This course is designed for people who need to access the Internet use electronic mail effectively.

What Is Required From You?

You should be familiar with using a mouse and keyboard. Be comfortable in the Windows environment and be able to use Windows to manage information. Specifically you should be able to launch and close applications; navigate to information stored on the computer; and manage files and folders.

1 Day Course Content

Internet

- Brief History Of The Internet
- Understand The Internet
- Connecting To The Internet
- Understand The Internet Screen Layout
- Use Menus And Toolbars
- Use Browsers
- Locate And Keep Track Of Good Web Sites
- 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 A Website

Email

- Create Mail Messages
- Use The Address Book
- Format A 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



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