



INTRODUCTION TO THE INTERNET & E-MAIL

OVERVIEW

A hands on programme covering all that is needed to begin taking advantage of the Internet and E-mail. The course assumes a basic knowledge of computers and use of a mouse and a keyboard. It is essentially a starting point (or at least a structured introduction) for non-technical and inexperienced computer users.

Duration: 1 day

SUMMARY CONTENT

The Internet:

- Terms and concepts
- How the Web works
- Search engines
- Downloading information
- Internet Explorer basics
- Main browser window
- Main explorer toolbar
- Basic browsing
- Viewing documents while not on the Web
- Printing web documents
- Tips for doing Web searches
- Speeding up your browsing
- Management of Favorites
- Customising Preferences
- Effective Internet Explorer use

The E-mail:

- Using Microsoft Outlook
- Finding your e-mail address
- Connecting, checking for and receiving mail
- Creating messages in Microsoft Outlook
- Revising messages
- Sending messages & queued messages
- Attaching files to messages
- Using folders & filtering incoming messages into folders
- Managing disk space by compacting messages