

PROPOSED Internet and Email 1 Day Course Outline

Session	Content
1	Introduction to the Internet using Internet Explorer <ul style="list-style-type: none"> • Understand connections • Some Internet History • Browser essentials and terminology • Use Hyperlinks • Type an address (URL) • Preview and print web pages • Revisit web pages (history and address lists)
2	Searching, Favourites <ul style="list-style-type: none"> • Locate search engines • Enter appropriate search criteria • Add web sites to the Favourites list • Use Favourites to revisit web sites • Save an image
3	More Searching, Using Find, Managing Favourites <ul style="list-style-type: none"> • Change size of text on a web page • Find text on a web page • Find text in a PDF document • Combine web text, URLs and pictures in a Word document • Create and manage folders for Favourites • Add a Google search toolbar (extra)
4	Send and receive mail using Gmail <ul style="list-style-type: none"> • Understand email addresses • Set up Gmail account settings • Send and read email • Print an email message • Include an URL in a message • Use the Drafts folder to save an incomplete email message • Delete email messages
	Appendix – Outlook Express <ul style="list-style-type: none"> • Notes on using Outlook Express

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