

Internet and Email Fundamentals

Course Outline

Session	Content	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) 	5	Send and receive mail using Outlook Express <ul style="list-style-type: none"> • Understand email addresses • Set up Outlook Express email 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
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 	6	Email attachments, Managing Email folders <ul style="list-style-type: none"> • Attach a document to an email • Use an email attachment • Forward an email message • Create folders for email • Compact email folders • Sort messages and folders • Delete folders • Manage messages on the server
3	More Searching, Using Find, Managing Favourites, Working Offline <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 • Work offline • Combine web text, URLs and pictures in a Word document • Create and manage folders for Favourites • Add a Google search toolbar (extra) 	7	Email signature files, Address books <ul style="list-style-type: none"> • Create a signature file • Use a signature file • Create an address book • Add a recipient to the address book • Organise and manage address book items and folders
4	Cookies, Temporary Files, Security, Viruses, Download Files <ul style="list-style-type: none"> • Describe cookies and how used • Delete temporary files • Open the Windows Security Centre • Set security levels • Check Firewall settings • Check settings for Auto Updates • Scan for viruses 	8	Webmail, Discussion Boards, Newsgroups and Web Chat <ul style="list-style-type: none"> • Create a webmail account • Access a discussion board • Read and post messages on a discussion board • Sign up for web chat • Participate in a web chat session

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