

Summary

This course is designed for new users who want to demystify the mystery of the Internet and email with an enlightening tour of the information highway. Take the short cut to becoming Internet-literate and grow to be one of the millions who are celebrating this terrific way to keep informed and in touch. Build you way from simple browsing to bookmark management and online research.

Previous experience

None

Outline

Introduction to Internet

- What is Internet?
- Times gone by
- Email

Internet Service Providers (ISP)

- How to connect to Internet?
- How to choose ISP?
- Dial-up vs. high speed

Windows Internet Explorer

- How can you browse the Internet?
- Elements of Internet Explorer
- Terms that's good to know
- Copying, printing and saving from the Web
- Downloading information from the Internet
- Error messages

Searching the Internet

- What can you find on the Internet?
- Internet search tools – search engines
- Searching the Internet: Hints & Tips

Creating and Organize Favorites

- What are Favorites?
- Adding Favorites
- Create and Organize folders for Favorites

Security and Customizing Explorer

- Customizing general options
- Customizing security options
- Customizing programs options

Email

- What is an email?
- The email screen
- Sending and receiving an email
- Replying and forwarding an email
- Sending and receiving attachments
- Organizing attachments in folders
- Creating and using an address book
- Creating a mailing (distribution) list