

Using The Internet Introductory Level

Course Objectives:

This course is designed for people who are new to the Internet and will bring them up to speed in the uses of the Internet in today's society. The course is hands-on and delegates will learn how to use effective tools for searching for information and on-line services.

Prior Knowledge Required:

No prior experience of the Internet is required, but a reasonable level of competence in the use of a keyboard and mouse is desirable.

Course Duration: 1 day, but course contents can be tailored if required.

Introduction

- What is the Internet?
- History and Development of the Internet
- What is the Internet Used For?

Viewing the World Wide Web

- Components of a Web Address
- Using a Web Browser
- Structure of a Web Page
- Using Hyperlinks
- Multimedia on the Web

Searching The Web

- Using Search Engines
- Finding Individual Pages
- Saving Web Pages in Favourites
- Creating Bookmarks
- Useful Information Found on The Internet
- Downloading Files from the Internet

Email

- Email Addresses in Practice
- Email Terminology
- Sending & Receiving Email Messages
- Forwarding & Replying to Messages
- Sending and Opening Attachments
- Email Addressing Options
- Sorting, Printing and Deleting Messages
- Creating and Using an Address Book
- Creating a Distribution List
- Combating Viruses

Newsgroups

- What is a Newsgroup?
- Main Newsgroup Categories
- Reading and Posting Articles to Newsgroups

Getting On Line

- Equipment Required
- Internet Service Providers
- Where to get Access to the Internet

Introduction to E-Commerce

- Internet Marketing
- Web Security Issues



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