

Introduction to the Internet and Email

Open up a whole new world when you learn to use the Internet and enjoy being able to contact friends and family with email. The internet can be amazing – learn how to use it safely, search for anything you can imagine, book a holiday, do your shopping, or just check the latest news and weather. Email is a fun way to keep in touch, send pictures and information, and is easy to use.

This course is designed for:

You may be new to computing, have had a bit of a play and found it confusing, or seek some 'tricks of the trade' to make it work better.

Training Objectives

How you and your organisation will benefit

Upon completion of this course you will be able to:

- ❖ Use the Internet effectively
- ❖ Understand what the Internet has to offer you
- ❖ Search for websites
- ❖ Send and receive email
- ❖ Manage mail efficiently
- ❖ Store addresses
- ❖ Send photographs and files

Course Outline

Using the Internet

- ❖ Navigate around a website
- ❖ Using toolbar buttons
- ❖ Searching techniques
- ❖ What's on the Internet?

Website Interaction

- ❖ Saving websites
- ❖ Completing forms
- ❖ Making online payments
- ❖ Virus protection

Using Email

- ❖ Send and receive messages
- ❖ Printing and deleting
- ❖ Organise and manage mail

Handling Information

- ❖ Address book
- ❖ Attaching files and photos
- ❖ Receiving attachments