

Course Outline

Internet

Duration: 1 day (6 hours)

Learning Objectives:

This course provides trainees with an introduction to the concept of the Internet and the opportunity to gain a broad understanding of how the World Wide Web works. They will become proficient at using the Internet Explorer 5.0 browser, learning how to search for, find and access information on the Web using a variety of different software tools. They will be able to communicate information with others by means of Internet e-mail and newsgroups.

Target Audience:

Anyone thinking of connecting to the Internet and browsing the World Wide Web using Internet Explorer. A working knowledge of PCs and Windows is assumed, gained from the workplace or by prior attendance on a "PC Fundamentals" course

Topics Covered:

- Getting Started with Internet Explorer 5.0
 - What is the Internet?
 - Starting Internet Explorer
 - The Internet Explorer Screen
 - The Title Bar
 - The Menu Bar
 - The Standard Toolbar
 - The Address Bar
 - The Links Bar
 - The Status Bar
 - The Explorer Bar
 - Getting Help
 - Exiting Internet Explorer
- Getting Started with Internet Explorer 5.0
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- The Explorer Bar
- Getting Help
- Exiting Internet Explorer
- Browsing Web Pages
 - What is a Web Page?
 - Browsing the Web
 - The Back and Forward Buttons
 - The Stop and Refresh Buttons
 - The Home Page
 - Full-Screen Browsing
 - Links and the Browser
 - Finding Items on a Page
 - Opening HTML Files
 - Internet Explorer 5.0 Speed Keys
- The Internet
 - What is a Network?
 - What is the Internet?
 - Who is in Charge of the Internet?
 - What is the Internet For?
 - How Can I Connect to the Internet?
- Browsing the World Wide Web
 - Uniform Resource Locators (URLs)
 - Jumping Directly to URLs
 - Returning to a URL
 - Links to Favorite URLs
 - Browsing and Creating Favorite Links
 - Organizing Your Favorite List
 - The Links Toolbar
- Security
 - Security Zones
 - Securing Transactions
 - Content Advisor
- Searching for Information on the Web
 - How Search Engines Work
 - Using the Search Assistant
 - Search Operators and Syntax
 - Using Different Search Engines
 - Using a Web Directory
- Working Offline and Downloading Files
 - Browsing a Website Offline
 - Managing Offline Content
 - Saving, Editing and Printing Pages
- Downloading Files

- Internet Explorer and E-mail
- Internet E-mail Addresses
- Sending an Internet E-mail with Outlook Express
- Receiving and Replying to E-mail Messages
- Working with File Attachments
- Newsgroups
- Joining a Newsgroup Using Outlook Express
- Posting and Retrieving Newsgroup Messages
- Using Another Program to Send E-mail
- Customizing Your Browser
 - Making Pages Load Quicker
 - Setting Disk Space/Cache Usage
 - Customizing the Toolbars
 - Changing the Look of Web Pages