

INTRODUCTION TO INTERNET & EMAIL

(2 x 3 hours)



Computer Smart TRAINING CENTRE

Learning Outcomes: At the completion of these courses, students will be confident sending and receiving emails and managing contacts from Outlook and be able to navigate successfully and with ease around the World Wide Web.

Pre-Requisites: This course is suitable for both beginners and people with a basic knowledge of computers requiring further knowledge of emailing and internet.

Email (Outlook):

- Understanding using Outlook
- Create a new email message
- Formatting the message
- Inserting pictures
- Copying and pasting information within an email and from other emails
- Attaching documents and pictures to an email
- Send email
- Understanding the inbox
- Replying to emails
- Forwarding emails
- Opening and saving attachments
- Organising mail using folders
- Sorting mail
- Address book
- Creating new contacts
- Deleting contacts
- Creating a mailing list

Internet:

- Using Internet Explorer
- Browsing the World Wide Web
- Using the back and forward buttons
- Using the stop and refresh buttons
- Using Hyperlinks & URL Addresses
- Using Search Engines
- Using / Refining Searches
- Downloading Information
- Using Favourites (bookmarks)
- Organising your Favourites
- Setting a home page
- Emailing webpages / links
- Saving & Printing from the Internet
- Tips and Tricks for enjoyable and safe surfing
- Using the History button
- Protection and Security
- Deleting temporary files and cookies

Computer Smart Training Centre

Located at Suite 6, 153 Cotlew Street Q 4214

PO Box 4049 Ashmore Plaza Q 4214

Phone: (07) 55395 666 Fax: (07) 55392 666

Email: contactus@computersmart.com.au Website: www.computersmart.com.au