
Microsoft Internet Explorer

Course objectives

This practical 1-day course introduces the delegate to the concept of the Internet and offers an opportunity to gain a broad understanding of how the Web works. It will provide “hands on” experience of many of the features found in this product including communicating information with others by means of Web Browsing (Surfing) and Internet e-mail.

Target Audience

For people who are new or recent users and who are thinking of connecting to the Internet.

Assumed Knowledge

Delegates should be familiar with the Windows operating system, either from attending a Windows Introduction Course or knowledge gained from their own experience. No knowledge of the Internet is expected.

Course Agenda

Introduction to the Internet

- Principles of the Internet
- History of the Internet
- Internet Jargon
- Connect to the Internet

E-Commerce

- Uses in Business
- Uses in Leisure
- Uses in Marketing

Internet Explorer

- Reconnecting
- Internet Explorer Screen
- Full Screen View

Navigating

- Hyper-linking
- Back and Forward Buttons
- Using Web Addresses & Favourites
- The Explorer History Bar and Channels Bar

Web Pages

- Create a Web Page
- Insert Pictures
- Publish the Web Page

Browsing the Web

- Search Engines
- Search Criteria
- Subject Directories
- The Explorer Search Bar
- Offline Browsing

Types of Web Pages

- Online Forms
- Web Cams
- Framed Web Pages
- Password Protected Sites
- Home Page
- Changing the Home Page

Internet Uses

- Copy Text from a Web Page
- Download Pictures and Sounds
- Saving a page
- Print Information

Outlook Express

- Create e-mail Address
- Send e-mails

Miscellaneous Features

- Microsoft Chat
- NetMeeting
- Web Cams