

Internet Course Outline

Beginning Level – 6 Hours

Working with the Internet

- Using the Internet
- Using the World Wide Web
- Using Internet Services
- Working with the Internet

Getting Connected

- Recognizing Connection Types
- Recognizing Protocols
- Evaluating ISPs
- Connecting to the Internet
- Getting Connected

Getting Started with Explorer

- Browsing the Web with Explorer
- Establishing a Connection
- Starting Internet Explorer
- Using the Explorer Window
- Using the Address Bar and Links Toolbars
- Getting Started with Explorer

Using Explorer Basics

- Using the Open Dialog Box
- Scrolling a Web Page
- Moving Forward and Backward
- Using Hyperlinks to Open Other Web Pages
- Entering a URL in the Address Bar
- Recalling a URL
- Stopping the Transfer of a Web Page
- Refreshing a Web Page
- Downloading a File
- Using the Links Buttons
- Returning to Your Designated Home Page
- Using Explorer Basics

Searching the Internet

- Exploring the Internet
- Performing a Search
- Refining a Search
- Customizing the Search Settings
- Searching the Internet

Working with Web Pages

- Saving a Web Page
- Saving a Graphic from a Web Page
- Printing a Web Page
- Creating a Shortcut to a Web Page
- Finding Text on a Web Page
- Copying and Pasting Text from a Web Page
- Changing Web Page Text Sizes

- Viewing a Web Page's HTML Source Code
- Working with Web Pages

Using Favorites and History

- Opening the Favorites List
- Expanding/Contracting Favorite Folders
- Adding Web Pages to the Favorites List
- Opening Pages from the Favorites List
- Opening the Favorites List in Organize
- Creating Folders in the Favorites List
- Moving Favorites into a Folder
- Deleting Favorites
- Opening the History List
- Expanding/Contracting History Folders
- Opening a Web Page from the History List
- Using Favorites and History

Using Outlook Express Basics

- Using Electronic Mail
- Practicing E-mail Etiquette
- Deciphering E-mail Addresses
- Starting Outlook Express
- Using the Outlook Express Window
- Changing the Window Layout
- Using Outlook Express Basics

Sending, Receiving, and Replying

- Composing and Sending an E-mail Message
- Composing a Message Offline
- Sending and Receiving Messages
- Reading an E-mail Message
- Replying to an E-mail Message
- Forwarding an E-mail Message
- Printing an E-mail Message
- Sending, Receiving, and Replying

Managing Mail and Folders

- Spell Checking an E-mail Message
- Saving a Draft Version
- Inserting a Hyperlink
- Attaching a File to an E-mail Message
- Viewing a File Attachment
- Formatting an E-mail Message
- Sorting E-mail Messages
- Creating a New Folder
- Moving and Copying Messages
- Deleting E-mail Messages
- Emptying the Deleted Items Folder
- Managing Mail and Folders