

Introduction to Email and Internet



Sutherland
Computer
Services

Target audience

This course is intended for those who no or very little experience with using Email and Internet

Learning outcomes

By the end of this course the student will be able to understand the components of Outlook as a email application and a time management program. The student will also be confident with using the Internet and managing searches.

The course will cover the following topics

Email

- The Outlook screen
- Email**
- Creating A New Message
 - Adding An Attachment
 - Saving an Attachment
 - Adding Importance
 - Sending and Retrieving Email
 - AutoSignatures
 - CC and BCC
 - Viewing emails
 - Replying, Reply to All and Forwarding
 - Creating A Message Folder
 - Moving and Copying Messages
 - Flagging Messages
- Calendar**
- Viewing the Calendar
 - Displaying Specific Dates
 - Navigating Within A Calendar
 - Changing The Current View
 - Scheduling A Meeting or Appointment
 - Creating Recurring Appointments
- Contacts**
- Creating A New Contact
 - Entering Contact Details
 - Printing Contact Details
 - Distribution lists
- Tasks**
- Viewing Tasks
 - Creating Simple Tasks
 - Sorting and Completing Tasks
 - Deleting Tasks
 - Printing A Task List

Notes

Creating notes

Internet

- Overview of the origins of the Internet
- Internet Explorer Screen
- Construction of a web address
- Using Search Engines including Google, Yahoo and Alta Vista
- Understanding Search strings for better searches
- Looking at specific websites using an email address
- Understanding hyperlinks
- Working with history
- Downloading information off the Internet
- Using Favourites
- Organising Favourites
- Saving an Internet file
- Printing information off the Internet

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