



INTRODUCTION TO THE INTERNET USING MS EXPLORER

Course Duration: 1 Day

1. Internet Overview

- What is the Internet?; How does the Internet Work?
- Who is in Charge of the Internet?
- How Did the Internet Develop?
- Growth of the Internet; Internet Communication
- What is Available on the Internet?
- What Do I Need to Connect to the Internet?

2. The Internet Explorer Web Browser

- Web Browsers
- Getting Started with MS Internet Explorer
- The Main Explorer Window; Toolbar Buttons
- The Address/Links Window; The Status Bar
- Getting Help; Internet Explorer 5.0 SpeedKeys

3. Web Pages

- What is a Page? The Home Page; Hyperlinks
- Surfing Buttons; Using the Stop Button
- Finding Items on a Page; Viewing Page Text
- Printing Pages

4. Surfing the World Wide Web

- Uniform Resource Locators (URLs);
- Jumping Directly to URLs; Returning to a URL

5. Favourite Places

- Editing Favourite Links; Deleting a Favourite Place
- Creating a Favourites Folder

6. Using Forms

- What are Forms?; Security

7. Searching for Information on the Web

- How Search Engines Work?; Smart Search Engines
- Using the Search Button; How to Search
- Search Results; Quick Reference to Search Syntax
- Using Infoseek, AltaVista, Webcrawler, Yahoo & Excite
- Advanced Searching Using Fields; Advanced Queries

8. The Links Buttons

- Assigning Quick Link Buttons; Running Programs

9. Downloading Files

- Retrieving Text, Pictures, Sounds & Programs
- Downloading a File from HTTP & FTP Servers

10. Internet Mail

- Internet Explorer & E-mail
- Internet E-mail Addresses
- Sending an Internet E-mail
- Receiving & Replying to E-mail Messages

11. Customising Your Browser

- Changing the Colour of Links
- Making Pages Load More Quickly
- Customising the Toolbar; Setting your Home & Search Pages
- Accepting or Rejecting 'Cookies'
- Setting Security Levels; Setting Disk Space/Cache Usage

12. HTML Overview

- What is HTML?
- Viewing a Web Page Source HTML
- Saving a Web Page