

Introduction to the Internet with MS Internet Explorer 5.0

A One-Day Training Course

Course Aims

This course provides trainees with an introduction to the concept of the internet and the opportunity to gain a broad understanding of how the world wide web works. They will become proficient at using the Internet Explorer 5.0 web browser, learning how to search for, find and access information on the web using a variety of different software tools. They will be able to communicate information with others by means of internet e-mail and newsgroups.

Course Outline

Getting Started with Internet Explorer 5.0

- What is the Internet?
- Starting Internet Explorer
- The Internet Explorer Screen
- The Title Bar; The Menu Bar
- The Standard Toolbar; The Address Bar
- The Links Bar; The Status Bar
- The Explorer Bar; Getting Help
- Exiting Internet Explorer

Browsing Web Pages

- What is a Web Page?; Browsing the Web
- The Back and Forward Buttons
- The Stop and Refresh Buttons
- The Home Page; Full-Screen Browsing
- Links and the Browser; Finding Items on a Page
- Opening HTML Files; SpeedKeys

The Internet

- What is a Network?; What is the Internet?
- Who is in Charge of the Internet?
- What is the Internet For?
- How Can I Connect to the Internet?

Browsing the World Wide Web

- Uniform Resource Locators (URLs)
- Jumping Directly to URLs
- Returning to a URL; Links to Favourite URLs
- Browsing and Creating Favourite Links
- Organising Your Favourites List; The Links Toolbar

Security

- Security Zones; Securing Transactions; Content Advisor

Searching for Information on the Web

- How Search Engines Work; Using the Search Assistant
- Search Operators and Syntax
- Using Different Search Engines
- Using a Web Directory

Working Offline and Downloading Files

- Browsing a Website Offline
- Managing Offline Content
- Saving, Editing and Printing Pages
- Downloading Files

Internet Mail and Newsgroups

- Internet E-mail Addresses
- Sending an Internet E-mail with Outlook Express
- Receiving and Replying to E-mail Messages
- Etiquette Using E-mail; Newsgroups
- Joining a Newsgroup Using Outlook Express
- Posting and Retrieving Newsgroup Messages
- Using Another Program to Send E-mail

Customising Your Browser

- Making Pages Load Quicker
- Setting Disk Space/Cache Usage
- Customising the Toolbars
- Changing the Look of Web Pages

Appendix - Advanced Search Syntax

Target Audience

Anyone thinking of connecting to the internet and browsing the world wide web using MS Internet Explorer 5.0.

Assumed Knowledge

A basic understanding of PCs and familiarity with the layout of a PC style keyboard, mouse and Windows is required, gained either by previous experience or by attendance on a "Microsoft Windows XP and Office XP" or a "Microsoft Windows and IT Awareness" course.