

INTERNET AND EMAIL

Introduction:

The internet has revolutionised the way we do business and communicate all over the world. We can now communicate with anyone, almost anywhere and find up to date information at the click of a button.

Objective:

To introduce or improve internet and emailing skills of delegates, enabling them to fully utilise the internet as a tool.

Programme Synopsis:

Internet

- Getting started
- Understanding the basics
- Toolbars and settings
- Types of websites
- Finding websites
- Search engines tips
- Useful websites
- The Home page
- Book marking favourites
- Managing your history
- Saving web pages effectively
- Shopping safely
- Printing options
- Avoiding Viruses and intruders

Email

- Getting started
- Understanding the basics
- Toolbars and settings
- Mail box folders
- Creating / sending e-mails
- File attachments
- Receiving e-mails
- Replying / forwarding
- Deleting e-mails
- Managing and organising mails
- The address book
- Avoiding Viruses and intruders
- Printing options
- Useful hints and tips

Duration: One (1) Day

Course Code: TSCPROJECT

Certification: Training Solutions 2000