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The Basics of Internet and Email

Includes use of a computer.

- This course is an introduction to using a browser to discover the Internet and web email.
- You will get hands-on practice using Internet Explorer browser and a web email client such as Hotmail or Yahoo, gain skill in using the mouse, and get experience with some useful computer programs.
- You will get examples of how computers can be used in your life and activities.
- For each course, you will be given a manual to keep. The manuals contain a step-by-step review of the material covered in the classes.

Lesson One: Introduction to the Internet and the World Wide Web

- Understand and distinguish between the Internet and the World Wide Web (WWW).
- Understand the terms: HTTP, URL, hyperlink, ISP, FTP.
- Understand the make-up and structure of a Web address.
- Know what a Web Browser is and what it is used for.
- Know what a Search Engine is and what it is used for.
- Be aware of the danger of infecting the computer with a virus from a downloaded file.
- Be aware of the being subject to fraud when using a credit card on the Internet.

Lesson Two: Connect to the Internet, Open a Browser, Navigating

- Open (and close) a Web browsing application.
- Change the Web browser Home Page/Startpage.
- Display a Web page in a new window.
- Stop a Web page from downloading.
- Refresh a Web page.
- Use available Help functions.
- Display, hide built-in toolbars.
- Display, hide images on a Web page.
- Display previously visited URLs using the browser address bar.
- Delete browsing history.
- Go to a URL.
- Activate a hyperlink/image link.
- Navigate backwards and forwards between previously visited Web pages.
- Complete a Web-based form and enter information in order to carry out a transaction.

Lesson Three: Searching the Internet, Downloading and Printing

- Select a specific search engine.
- Carry out a search for specific information using a keyword, phrase.
- Combine selection criteria in a search.
- Duplicate text, image, URL from a Web page to a document.
- Save a Web page to a location on a drive as a txt file, html file.



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- Download text file, image file, sound file, video file, software, from a Web page to a location on a drive.
- Preview a Web page.
- Change Web page orientation: portrait, landscape. Change paper size.
- Change Web page margins top, bottom, left, right.
- Choose Web page print output options such as: entire Web page, specific page(s), specific frame, selected text, number of copies and print.

Lesson Four: Web Email

- Login and logout of a web-based e-mail application. (We will apply for an account if you don't have one already).
- Open the Inbox.
- Open a mail messages.
- Take action on a message.
- Close a mail message.
- Use available Help functions.
- Go to Options and customize the Mailbox, the Inbox and the Contacts folder.
- Create Contacts and Distribution lists.
- Open and save a file attachment to a location on a drive.
- Email an attachment to a mail recipient.