

Simply a Better Way to Learn!



O F F I C E S K I L L S

Introduction to the Internet

Course Introduction

The Introduction to the Internet course will familiarize students with general Internet concepts and technology. The course is intended to teach students how to use and customize a Web browser. Students are given an orientation to common procedures they can use to maximize successful use of the Internet and all its features. The course is based on Microsoft Internet Explorer 7.0.

During the course, students learn how to use and customize the Internet Explorer browser and investigate the various components of the Internet including the World Wide Web, Electronic Mail, Newsgroups, Mailing Lists, Discussion Groups and IRC/Chat. In addition to learning how to search for information, students are shown how to download useful and interesting Web content and learn about safety, security, and shopping on the Web. Students create a basic web page, and set up and use a free email service on the Web. Students are also taken to exciting sites where they can experience and explore the latest Internet multimedia, including audio and video streaming and animation.

Learning objectives for each lesson are accomplished through a combination of theory and conceptual application within exercises. Students are given ample opportunity to practice, apply, and develop their Internet skills through review questions and practical exercises. Multimedia content is incorporated in this course to introduce, discuss, and enhance the learning experience.

Course Prerequisite(s)

Knowledge of Windows

Course Aim

To provide students with the fundamental skills necessary to use the Internet, and its various components, to its full potential.

Of Interest to

Those who recognize the importance of the Internet, and want to learn not only the basics, but also how to use Internet resources such as E-mail, Newsgroups, E-commerce, and Multimedia.

Course Breakdown

Lesson 1:

Understanding the Internet; Connecting to the Internet; Working with the World Wide Web; Internet Explorer Help

Lesson 2:

Accessing and Viewing Web Pages; Revisiting Web Pages; Searching the World Wide Web

Lesson 3:

Working with Web Content; Downloading Resources from the Internet; Using the Web and Maintaining Your Privacy

Lesson 4:

Understanding Electronic Mail; Using E-mail; Replying to, Forwarding, and Using E-mail Options

Lesson 5:

Understanding Newsgroups; Understanding Message Boards; Using Mailing Lists; Using Chat and Conferencing

Lesson 6:

Customizing Viewing Options in Your Browser; Using Multimedia and Other Web Technologies; Creating Your Own Place on the Web

Lab Exercise

Glossary



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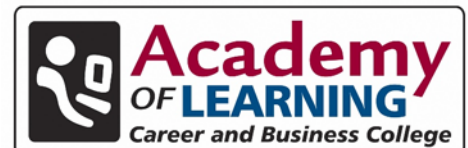
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Course Notes

Course manual provided for on-going reference.

Upon completion of the course, there is a final exam.
Participants who achieve 75% or higher on their exam
will receive a certificate.



INT07E1 05/07