

SkillMaster Computer Training

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Introduction to Internet and Email

The course may be customised according to your needs

What is the Internet and World Wide Web?	<ul style="list-style-type: none">• History and introduction to Internet• Connecting to Internet• Privacy, crime and social aspects of Internet
Browsing the Internet	<ul style="list-style-type: none">• Internet Explorer and Firefox browsers• Web page components• URLs• Hypertext• Navigation techniques
Manipulate data	<ul style="list-style-type: none">• Print, copy text and graphics from Internet to Word and Email• Download software
Search for Information	<ul style="list-style-type: none">• Searching tips• Boolean logic• Search engines• Portals
Social Media	<ul style="list-style-type: none">• Facebook, LinkedIn, Twitter, MySpace, Google+, LiveJournal, etc.
Transferring Files	<ul style="list-style-type: none">• FTP and file transfer software
Security	<ul style="list-style-type: none">• Protection against viruses, spyware, cookies, firewalls, popups, fishing
Blogs and Forums	<ul style="list-style-type: none">• Create a blog
Youtube and Facebook	
Shopping On-line	<ul style="list-style-type: none">• E-bay and other shopping

Electronic Banking	
Chat Rooms and Newsgroups	
Using Skype and communication software	<ul style="list-style-type: none"> • Online group broadcasting • Videoconferencing • Skype telephony
Work with multimedia	<ul style="list-style-type: none"> • Video clips, sounds, music and animations
On-line Subscriptions	
Remote logon	
Home Page	<ul style="list-style-type: none"> • Setup your screen and Home Page
History	
Bookmarks and Favorites	
Customise Internet Options	
Menus	<ul style="list-style-type: none"> • Edit, tools, view, help and file
Email	<ul style="list-style-type: none"> • Google mail, Yahoo mail and Microsoft Outlook • File and graphic compression
Putting your pages on the web	<ul style="list-style-type: none"> • Authoring software