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Dacorum Communities for Learning

An Introduction to the Internet and Email

This course is aimed at those who would like to learn about using the Internet and email. You will learn about search engines, shopping on the Internet and you will open an email account and send and receive emails. Guidance will be given on internet security.

To attend this course, you must be able to understand the basics of using a computer, and you must be able to use a mouse and a keyboard.

At the end of the course, learners will be able to:

- Pin Internet Explorer to the Task Bar
- Set and reset their Home Page
- Carry out simple Browsing using Hyperlinks in Internet Explorer
- Use Favorites to store the URL of their favourite sites
- Delete unwanted 'temporary' files and 'cookies' etc.
- Explain the advantages and disadvantages of shopping on the Internet.
- Compare prices on the Internet
- Use the internet as a research tool
- Download and save images for future use
- Explain how email works and how to create an email account
- Explain why it is necessary to take precautions on the Internet to protect themselves from Viruses, email fraud and 'phishing'
- Identify 'secure' and 'insecure' web sites
- Create, send, receive and file emails using a Yahoo email account
- Explain the correct use of 'cc' and 'bcc'
- Use some of the many other features available in Google

You should let us know of any additional support you may require, when booking this course.

Tel: 01442 251930 to book