Using the Internet

Meet the expert: Stuart Rosen is an instructional designer, writer, and trainer with more than 20 years of experience creating technical, procedural, sales, human relations, and academic training. He has provided training for a wide variety of software applications, including Microsoft Word, Excel, PowerPoint, Access, and Outlook, as well as applications for digital imaging and web design. Stuart has also provided training for numerous custom corporate applications.

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Course description: Maybe this is your first computer, or maybe you have used a computer for awhile, but you have not been on the Internet very much. We will show you how to connect to the Internet, browse the Web, customize your Web experience, and use the Internet safely. Plus, you will see how to set up and use email.

Course outline:

Connecting to the Internet
• Introduction
• Network Types
• Setup Internet Connections
• Wireless Connection
• Troubleshoot problems
• Summary

Using A Browser
• Introduction
• Internet Explorer
• A Web Address
• Hyperlinks
• Moving Between Pages
• Shortcuts to Web Pages
• Multiple Open Web Pages
• Favorites
• History of Visited Web Sites
• Homepage
• Customize Tools
• Summary

Surfing the Web
• Introduction
• Search Engines
• Firefox
• Google
• Using Tabs
• Narrowing Searches
• News Sites
• Portal
• Summary

Using the Internet Safely
• Introduction
• Popup Windows

• Private Web Browsing
• Clearing Cache
• Managing Add-ons
• Safety and Security Options
• Summary

Using E-Mail
• Introduction
• GMail
• Organizing Messages
• Creating E-mail Messages
• Gmail Labels
• Contacts
• Summary