

# Course Overview



## Microsoft INTERNET EXPLORER

½ Day Workshop  
Using the Internet

### Course Description

This course is designed for those people who are either new to using the Internet or those who need to use it more effectively. The course concentrates on using Microsoft Internet Explorer to browse the World Wide Web. The course covers how to use the Microsoft's Internet Explorer more effectively and how to save and print off files and pages from the Web. There is a section that covers finding information on the Internet and how to use techniques that will speed up your searches and bring you the items and information that you are looking for.

### Course Objectives

Upon completion of this course, you will be able to:

- Identify the main features of the browser window
- Navigate to and around websites
- Add sites to your Favourites list
- Use the History facility to track previous browsing
- Speed up your search for information on the Internet
- Reduce the time spent looking for items on the Internet
- Print off a page from a website
- Save a picture from a website
- Download a page from a website
- Change your start up home page

### Course contents

#### The Browser

- Opening the browser
- Tour of the browser window
- Using the forward and back buttons
- Using the reload button
- Using the history option
- Changing the home page
- Saving items to your Favourites page

#### Searching the Internet

- Using a search engine
- Speeding up your searches
- Which search engines to use
- Finding the things you want to find

#### Saving and Printing

- Downloading graphic files from the Internet
- Downloading pages from the Internet
- Printing off pages from the Internet

#### Useful information

- What is the Internet
- Which sites are worth visiting
- Lists of useful websites

### Who should attend?

All you need to be able to get the best from this course is an appreciation of basic computer skills, in terms of keyboard and mouse.