



INTERNET & EMAIL BASICS

DESCRIPTION

ARE YOU NEW TO THE WORLD WIDE WEB? THE INTERNET OR WORLD WIDE WEB CAN OPEN UP A WHOLE NEW LIBRARY OF INFORMATION AND USES FOR YOUR COMPUTER. THROUGH THIS 3 HOUR HANDS ON WORKSHOP, WE WILL TEACH YOU ABOUT SEARCH ENGINES, WEBSITE ADDRESSES, AND HOW TO BOOKMARK AND ORGANIZE YOUR FAVOURITE WEBSITES SO THAT YOU CAN FIND WHAT YOU NEED ON THE INTERNET. YOU WILL ALSO LEARN THE BASICS OF SENDING AND RECEIVING EMAILS.

OBJECTIVES

BY THE END OF THIS WORKSHOP YOU WILL BE ABLE TO:

- KNOW WHAT AN INTERNET BROWSER IS
- USE SEARCH ENGINES
- HOW TO CONDUCT A SEARCH
- USE YOUR HOME PAGE
- WORK WITH YOUR FAVOURITE WEBSITES
- HAVE KNOWLEDGE OF INTERNET SECURITY
- UNDERSTAND EMAIL
- CREATE EMAILS
- ATTACH DOCUMENTS AND PICTURES
- SEND EMAILS
- RECEIVE EMAILS
- MANAGE YOUR EMAILS

TARGET AUDIENCE

THIS WORKSHOP IS INTENDED FOR PEOPLE THAT ARE BEGINNERS IN THE COMPUTER WORLD. STUDENTS NEED ONLY TO HAVE A BASIC UNDERSTANDING OF COMPUTERS AS WELL AS BASIC MOUSE AND KEYBOARDING SKILLS.

CONTENT

- ☞ INTERNET BROWSERS
- ☞ CONNECTING TO THE INTERNET
- ☞ SEARCHING THE INTERNET
- ☞ USING SEARCH CRITERIA
- ☞ SETTING YOUR HOME PAGE
- ☞ SAVING WEBSITES TO YOUR FAVOURITES
- ☞ INTERNET SECURITY
- ☞ INTERNET OPTIONS
 - COOKIES
 - BROWSING HISTORY
- ☞ SETTING UP AN EMAIL ADDRESS
- ☞ CREATING AN EMAIL
- ☞ ATTACHING FILES TO EMAILS
- ☞ SENDING & RECEIVING EMAILS
- ☞ REPLYING TO EMAILS
- ☞ MANAGING YOUR EMAILS
 - CONTACTS
 - DELETING EMAILS
 - JUNK EMAIL
 - SPAM
 - PHISHING
- ☞ EMAIL SETTINGS
- ☞ USING SAFE ONLINE PRACTICES