

## Training Course Information

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<b>Course Name:</b>	Web Basics 2010
<b>Course Overview:</b>	This course focuses on using the internet and Microsoft Outlook 2010 for beginners. Users will be equipped with the knowledge required to competently use the internet and email.
<b>Topics Include:</b>	<p>The Internet</p> <ul style="list-style-type: none"><li>• Different Browsers</li><li>• Buttons &amp; Links</li><li>• Go to a Specific Web Address</li><li>• Search For ... (Search Engines)</li><li>• Favourites/Bookmarks</li></ul> <p>Microsoft Outlook 2010</p> <ul style="list-style-type: none"><li>• Getting Started</li><li>• Send/Receive Emails</li><li>• Reply &amp; Forward Emails</li><li>• Email Features</li><li>• Formatting Emails</li><li>• Saving Emails</li><li>• Attachments</li><li>• Folders</li><li>• Organisation</li><li>• Contacts</li></ul>
<b>Pre-Requisites:</b>	Basic computing knowledge
<b>Note:</b>	Each course can be tailored and/or combined with other courses to suit the client's needs.