

Training Course Information

Course Name: Web Basics

Course Overview: This course focuses on using the internet and Microsoft Outlook 2003 for beginners. Users will be equipped with the knowledge required to competently use the internet and email.

Topics Include:

The Internet

- Different Browsers
- Buttons & Links
- Go to a Specific Web Address
- Search For ... (Search Engines)
- Favourites/Bookmarks

Microsoft Outlook 2003

- Getting Started
- Send/Receive Emails
- Reply & Forward Emails
- Email Features
- Formatting Emails
- Saving Emails
- Attachments
- Folders
- Organisation
- Contacts

Pre-Requisites: Basic computing knowledge

Note: Each course can be tailored and/or combined with other courses to suit the client's needs.