

Training Course Information

Course Name:	Web Basics 2007
Course Overview:	This course focuses on using the internet and Microsoft Outlook 2007 for beginners. Users will be equipped with the knowledge required to competently use the internet and email.
Topics Include:	<p>The Internet</p> <ul style="list-style-type: none">• Different Browsers• Buttons & Links• Go to a Specific Web Address• Search For ... (Search Engines)• Favourites/Bookmarks <p>Microsoft Outlook 2007</p> <ul style="list-style-type: none">• 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.