

Beginner's Guide to Computers, Level 2

Learn to browse the web with Internet Explorer in this introductory computer course. Students will perform searches, interpret a list of keyword search hits, narrow searches, and open multiple browser windows. They also will create and manage Favorites. Students will send and receive email messages, work with attachments, create folders to store messages, and more.

Prerequisites: Experience with Microsoft® Windows and mouse skills.

OBJECTIVES:

THE INTERNET

- **Browsing Web Pages**
 - Defining the Internet
 - Connecting to the Internet
 - Using Internet Explorer
 - Navigating with the Address Bar
 - Navigating with Links
 - Browsing Controls
 - Viewing Web Pages
- **Searching for Websites**
 - Using the Instant Search Box
 - Performing Basic Keyword Searches
 - Using Tabbed Browsing
 - Book-marking Favorite Websites
 - Using the History View
 - Printing Web Pages
- **Sending And Receiving Email**
 - Introducing Webmail
 - Signing In to Webmail
 - Sending an Email Message
 - Using the Inbox
 - Replying to Messages
 - Signing Out
- **Sending and Receiving Attachments**
 - Assuring Internet Security
 - Downloading Files from the Web
 - Receiving Email Attachments
 - Sending Attachments