

Internet Explorer Version 7- Foundation

Introduction to the Course	This course will provide you with the basic skills you need to get started with using the Internet.
Objectives	Familiarise users with the Internet Explorer and using Tabs, search engines, understanding terminology , using bookmarks and favourites and looking at security issues

Course Content

TERMINOLOGY AND CONCEPTS

World Wide Web (WWW) vs. the Internet
 HTTP (Hypertext Transfer Protocol)
 URL (Uniform Resource Locator)
 Hyperlinks
 ISP (Internet Service Provider)/FTP (File Transfer Protocol)
 Web sites and URLs/Web Browser /Cookies

MICROSOFT INTERNET EXPLORER

Opening the Microsoft Internet Explorer program
 Viewing a particular Web site
 Minimizing, maximizing, restoring and closing icons
 Zoom /Hyperlinks
 Navigating through Web sites
 Back and Forward buttons
 Forcing a Web page to display within a new window
 Forcing a Web page to display within a new tab
 Switching Between Tabs/Quick Tabs /Tab List
 Closing a Tab /Stop button
 Refreshing Web pages /Internet Explorer icons
 Copying a picture from a Web site page
 Saving a picture on a Web page as a picture file
 Copying a Web address to a document
 Saving a Web page
 Downloading files from a Web page

SEARCH ENGINES

Search Engines
 Searching using Instant Search
 Searching using the Address Bar
 Adding new search engines
 Temporarily changing the search engine
 Changing the default search engine
 Using keywords and phrases

GETTING HELP

Displaying Help/Help Demos
 Browsing for Help/Asking for help
 Printing Help sheets

CUSTOMIZING INTERNET EXPLORER

Setting your Home Page/Setting multiple Home Pages
 Revisiting Web pages via the address bar
 Displaying your viewing history
 Deleting a history item
 Deleting the entire browsing history and temporary files
 Customizing history options
 Adding a Web page to your favorites
 Opening a favourite (bookmark)
 Creating a new favorites folder/Moving favorites
 Renaming a bookmark/Deleting a bookmark
 Adding a Web page to a specified bookmark folder
 Toolbars
 Disabling picture display
 Setting your Default Browser

FEEDS

What are feeds?
 Viewing Web pages containing feeds
 Subscribing to feeds
 Viewing subscribed feeds
 Unsubscribing from Feeds

SECURITY ISSUES

Web based forms
 Protected sites
 Digital certificates
 Encryption
 The dangers of surfing!
 Protecting your credit cards
 Firewalls/Pop-Up Blocking /Information Bar
 Phishing Filter/Parental Filtering
 Windows Update

PRINTING ISSUES

Previewing Web pages
 Page Setup
 Printing the entire Web page
 Printing a selected area on a Web page
 Printing selected frames within a framed Web site