

Electronic Communication

- . One day course
- . Bite-size sessions

Introduction to Email and Internet—Level 1

- . Understand how email, the Internet and the World Wide Web work
- . Use Microsoft Outlook Express or web-based email to send and receive email
- . Save and print email
- . Send email attachments
- . Set up and manage an Address Book
- . Visit websites using Microsoft Internet Explorer
- . Search a website and fill out online forms
- . Save and print web pages
- . Use a search engine and save your favourite websites