



Introduction to Internet and Email

Description

This will teach you how to use the basics of Internet and Email including: using a browser and search engine, researching and shopping online, send, edit, reply, forward and delete an email. graphs

Skills Required

This course is suitable if you are new to or know little about computers.

Units

- ◇ Getting Started with your computer
- ◇ Using the Internet
- ◇ Using Google images
- ◇ Online Forms
- ◇ Use Google tools
- ◇ Shopping Advice
- ◇ Using Email
- ◇ Managing Email Folders
- ◇ Netiquettes
- ◇ Copying text
- ◇ Security & Viruses
- ◇ Emoticon and Emoji Icons
- ◇ Internet Acronyms

Training

- ◇ Up Skilling 'non-qualification' training
- ◇ Flexible Delivery
- ◇ Cost and time effective
- ◇ Delivered by 'Outstanding Teachers' as recently identified by Ofsted
- ◇ Consultation to identify your specific training needs

About the Provider

We are two highly qualified teachers with extensive experience of working in further education and can provide a range of digital training opportunities.

We offer a high quality customised service that recognises each organisation's challenges. We will also provide digital skills training for individuals so they can reap the benefits of long-term success.

Want to know more?

To find out more about our tailored Digital Skills Training for Businesses, Groups and Individuals, please email: info@cdsacademy.co.uk or telephone us for an initial informal chat on **01244 515525** to discuss your requirements.

**Riverside Innovation Centre,
1 Castle Drive,
Chester CH1 1SL**

www.cdsacademy.co.uk



Introduction to Internet and Email Course Content

Getting started with your computer

- Working safely at your computer
- Starting up and logging off
- Mouse and keyboard skills
- Understanding different types of software

Using the Internet

- Using a search engine
- Opening Internet Explorer
- Using a web address
- Using favourites

Using Google images

- Searching for, copying and downloading images

Online Forms

- Completing a form using different types of data
- Submitting a form
- Filling in forms for directions
- Ordering train tickets

Shopping online

- Use the shopping link on Google
- Search products
- Setting filters

Use Google tools

- Calculations
- Conversions
- Translations

Shopping Advice

- Looking at the risks of online fraud

Using Email

- Send a new email
- Spelling and grammar
- Open an email
- Reply to an email
- Forward an email
- Deleting an email

Managing Email Folders

- Viewing and deleting items in the sent folder
- Viewing and deleting items in the deleted folder
- Viewing and deleting items in your inbox

Netiquettes

- Being aware of and understand some online etiquette rules

Copying text

- Copy text online and paste into an email

Security & Viruses

- Using passwords
- What are viruses?
- Avoiding viruses
- Staying safe

Emoticon and Emoji Icons

- What are Emoticon and Emoji icons?

Internet Acronyms

- Using common internet acronyms



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