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# Internet Basics with Internet Explorer

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National Competency Standard (BSB07):  
BSBITU101A Operate a personal computer



## Objectives

On completion of this course clients will understand Internet terminology and concepts and be able to use Internet Explorer to browse, search, e-mail and access newsgroups.

## Pre-Requisites

Those attending this course should be familiar with personal computers and be competent in the use of the keyboard and mouse.

## Duration

One day.

## Outcomes

1. Understand the nature of the Internet and what it can be used for.
2. Understand the capabilities and benefits of electronic mail compared with paper mail.
3. Understand the nature of the World Wide Web.
4. Use Internet Explorer to navigate between web sites.
5. Identify the most useful search engines.
6. Use effective search techniques to locate information on the Web.
7. Create, categorise and maintain a personal set of bookmarks for useful Web sites.
8. Find images, maps, phone numbers and other useful information on the Internet.
9. Use e-mail programs effectively.

## Optional Assessment

**This is a nationally recognised training program.** Participants who successfully complete the optional assessment component of this course will receive a Statement of Attainment for the unit of competency outlined above (additional fee applies). Participants who choose not to be assessed will receive a Certificate of Attendance. The case study assignment is completed in the participant's own time.

## Course Content

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### What is the Internet?

- Preface
- Internet Protocols
- Clients and Servers
- Internet Services
- Connecting to the Internet
- The Worldwide Web

### Internet Explorer

- The Standard Tool Bar
- The Address Bar
- The Favorites Pane
- The History Pane

### Searching the Web

- Search Engines
- Using a Search Engine
- Google Tips

### Web Resources

- Finding Images
- Finding Telephone Numbers
- Finding Addresses
- Finding Directions
- Finding Facts

### Electronic Mail

- Introduction
- Principles of E-mail
- The Outlook Express Screen
- Views
- The Tool Bar
- Checking your Mail
- Composing a Mail Message
- Checking Spelling
- Sending a Message
- Reading a message
- Replying to a Mail Message
- Forwarding to Someone Else
- To, Cc, and Bcc
- Attachments
- Managing your Mailbox
- More about Folders and Messages
- The Address Book
- Basic Email Etiquette

### Internet Security

- Introduction
- Viruses

- Malicious Browser Applets
- Email Confidentiality
- Secure Sites
- Passwords
- Internet Explorer Security Settings

### Internet Content

- Introduction
- Content Adviser Settings

### Privacy

- Introduction
- Types of Cookies
- Internet Explorer Privacy Settings

### Setting up Outlook Express

#### Email Annoyances

- Urban Legends
- Virus Hoaxes
- Chain Letters
- Spam