



The Office Wiz Training, Consulting and Support Services

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COURSE DESCRIPTION FOR INTERNET BASICS WITH MICROSOFT® INTERNET EXPLORER 8*

Are you ready to surf the worldwide web? Start your journey with this informative fun class. You will learn how to browse and find information as well as communicate with others. The class is instructor-led with hands-on activities. Learn to:

- Explore Internet Explorer 8.
- Browse websites using Internet Explorer 8.
- Acquire information from the web.
- Manage information from the web.
- Communicate with other online users over the web.
- Configure security and privacy settings in Internet Explorer 8.

LENGTH

Approximately eight hours. Recommend two four hour sessions.

PREREQUISITES

Windows: Level 1 or equivalent knowledge. Also, you need to be familiar with using personal computers and launching programs.

SPECIFIC CLASS CONTENT

Lesson 1: Getting Started with Internet Explorer 8

- Overview of the Internet
- Explore the Internet Explorer 8 Interface
- Customize the Internet Explorer 8 Interface
- Use the Internet Explorer 8 Help System

Lesson 2: Browsing Websites Using Internet Explorer 8

- View Web Pages on Tabs
- Navigate Through a Web Page

Lesson 3: Acquiring Information from the Web

- Search the Web
- Search Within a Web Page
- Find People
- Customize Search Settings
- Download Information from the Web

* Class can be customized for different internet browsing software.

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Lesson 4: Managing Information from the Web

- Manage Favorite Links
- Work with History Files
- Manage Web Slices and RSS Feeds
- Save a Web Page
- Print a Web Page

Lesson 5: Communicating over the Web

- Send and Receive Instant Messages
- Communicate Using Email
- Subscribe to a Newsgroup
- View Newsgroup Messages

Lesson 6: Configuring Security Settings in Internet Explorer 8

- Configure Browsing History Settings
- Configure Pop-Up Settings
- Configure the Smart Screen Filter
- Configure Internet Security and Privacy Settings

Appendix A: New Features in Internet Explorer 8

COURSEWARE

Elementk student textbook.

NECESSARY SOFTWARE AND HARDWARE (AS RECOMMENDED BY ELEMENTK)

- A PC with a Pentium® IV 800 MHz CPU or higher.
- A minimum of 512 MB of RAM or higher.
- A generic monitor (1024 x 768).
- A 40-GB hard disk or larger.
- A high-speed Internet connection.
- You will need printers if you want to print the web pages accessed in the course.
- Microsoft® Windows® XP
- Windows® Internet Explorer® 8
- Windows Live™ Mail
- Windows Live™ Messenger