



4D Group

Use of the Internet

Who would benefit?

This course is for those who need to understand how to use a browser to access information on the Internet efficiently using Windows Explorer.

Objective

The delegates will gain skills to connect to and make efficient use of the Internet with particular reference to Web browsing and specifying searches.

Content

- Discuss individual's needs.
- Internet origins:
 - how it works
 - ways to connect.
- Use URL's to navigate Web sites.
- Navigate the Web efficiently.
- Keep lists of favourite Web sites.
- Retrace your steps.
- Speed up your access.
- Retrieve information from the Web.
- Save, print, and keep a virtual notebook.
- Different search engines:
 - their strengths and weaknesses.
- Use Boolean operators.
- Search for people and graphics.
- Software available on the Internet.
- Downloading files.
- Virus awareness.

Duration

Half day