



## Presentation Software Training

Physical Address: Montrose Place, 2nd Floor, Bella Rosa Street, Rosenpark, Bellville, 7500

Phone: 021 914 0850 / 0861 914085

Fax: 021 914 0136 / 086 634 6330

Cell: 082 894 6643

Email: psttraining@iafrica.com

## Introduction to Internet & E-mail

### Overview & objectives

This one-day course is designed to help delegates to:

- understand the concept of the Internet and the opportunity to gain an understanding of how the World Wide Web works. Delegates will become proficient in using the Internet Explorer browser, learn to search, find and access information on the Web using a variety of different tools.
- use the e-mail and scheduling application Microsoft Outlook. Delegates will learn to send and receive e-mails, use the Address Book as well as the Calender to arrange appointments, meetings and events.

### Course Prerequisite

Microsoft Windows

### Who should attend?

Any delegate wanting to connect to the Internet via Internet Explorer, as well as learning to use the email and scheduling application Microsoft Outlook.

### Course Outline

This course consists of 6 modules	
<b>Module One</b>	Starting MS Outlook; The Outlook Window; Display the View Bars; Using Outlook Today; Office Assistant; Customize Outlook
<b>Module Two</b>	Contact & Address Book; Adding a Contact; Editing Contact Information; Create a Distribution List; Assigning a Task to a Contact; Print Contact Information
<b>Module Three</b>	Receiving & Handling E-mail; Mark Messages (Read or Unread); Create a Message; Formatting a Message; Use Stationery; Attach Files; Sign Message – Signature; Check Spelling; Reply to Messages; Forward Messages
<b>Module Four</b>	Calendar – Moving Around; Schedule an Appointment; Schedule a Meeting; Schedule an Event; Recurrence; Create a Note; Change a Note; Delete a Note
<b>Module Five</b>	Web Sites to get you started; Basic Principles of the Internet; What is the Internet?; The World Wide Web (WWW); User Names and Internet Addresses; Uniform Resource Locators (URL); Web Browsers; Start MS Explorer 6.0; Internet Explorer Interface
<b>Module Six</b>	The Internet Explorer Active Desktop; Browsing the Internet & Viewing Web Pages; Entering a Web Address; Standard Toolbar Buttons; Internet Explorer Help; Ending Internet Explorer; Using the Search Feature; Performing Advanced Searches; Customise the Search Feature; Tips for Effective Searching; Print Search Results; Adding Links to the Favorite Folder; Organise your Favorites; Using the History Feature

### Additional Information

<b>Duration</b>	1 day
<b>Cost</b>	R915,00 (excl. VAT)
<b>Includes</b>	Comprehensive Manual Lunch & Refreshments Electronic Certificate (on successful completion of the course) Electronic Trainer Feedback Report Electronic Delegate Feedback Questionnaire

Presentation Software Training has been assessed and accredited as having satisfactorily met the MICT ETQA Specified Training Provider criteria. It provides an accepted benchmark of knowledge and skills, ensuring specified levels of competency and ability in terms of industry standards.  
Accreditation Number - ACC/2007/02/603.