

E-mail and Internet

<p>Email – Part 1 Tuesday 20/06/17 – 12:30 to 13:30</p>	<ul style="list-style-type: none"> • Email concepts • Fundamentals of Email/recognise standard email folders • View options - Understand the Panes • Work with field headings; add, remove & sort • Email formatting options • Create/send/reply/reply all/forward emails • Mark emails as read/unread • Flag/unflag messages • Create/rename/Empty/delete folders • Use the Help function
<p>Email – Part 2 Tuesday 27/06/17 – 12:30 to 13:30</p>	<ul style="list-style-type: none"> • Email signatures • Edit emails/check spelling • Delete/restore emails • Work with attachments • Print emails/attachments • Move emails • Search for emails/sort emails • Work with the address book • Create contact/contact group (mailing list) • Create 'out of office' replies
<p>Email – Part 3 and Internet – Part 1 Tuesday 04/07/17 – 12:30 to 13:30</p>	<p>E-mail - Use the Calendar:</p> <ul style="list-style-type: none"> • Create/ cancel/ update a meeting • Invite attendees to meeting/ add resources to meeting • Accept/decline an invitation <p>Internet:</p> <ul style="list-style-type: none"> • Internet terminology and concepts: • Uses of the Internet • Connecting to the Internet • Structure of a web address • Use and navigate the web browser • Interface of a web page (components)
<p>Internet – Part 2 Tuesday 11/07/17 – 12:30 to 13:30</p>	<ul style="list-style-type: none"> • Saving and downloading information from web pages • Customising the web page – setting the Home page • Tools and settings: Bookmarks/Favourites History • Printing web pages: Preview web page Page set-up options Print a selected area of a web page Print specific web pages Print specific number of copies • Search for web-based information
<p>Internet – Part 3 Tuesday 18/07/17 – 12:30 to 13:30</p>	<ul style="list-style-type: none"> • Security & safety online (including terminology) • Critical evaluation of web pages • Communication concepts: Online communities Communication tools (IM, SMS, MMS, VoIP) • Copyright & data protection for web based information