

Beginners 10 Week Internet Training 2010

No previous computer knowledge necessary

You will get a set of class notes which is approx 60 pages bound in book form.

This programme is for a guide only, as a general rule we never move on to new material until everyone is reasonable happy with what we are doing.

If you have any questions be sure to contact me, my phone number is at the end of this page

Week 1	Introduction to Computers Using the Mouse and Keyboard Using Cut, Copy and Paste
Week 2	a) Introduction & Health/Safety b) Internet Explorer Overview c) Connecting to the Internet (Dial-up/Broadband ?) d) Viruses and Spy ware etc Questions
Week 3	a) Finding Information b) Search Engines & Directories c) Find the Right Job d) Listen to your favourite Radio Station Adding sites to Favourites a) Organising the Favourites list b) Saving a picture from the internet e) Questions
Week 4	Adding sites to Favourites c) Buying on the Internet d) Sensible Shopping e) Passwords f) Questions
Week 5	a) Download a programme such as Acrobat Reader b) or/and AVG Antivirus c) Blogs and Blogging d) Downloading Information Questions

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Week 6	Web mail How to set up a new Email Address using Gmail Questions
Week 7	a) How to use your new email address b) How to send and receive an Email c) CC and BCC, what they mean and when to use them
Week 8	File Attachments , what they are and how to send and receive them How to send the picture we saved earlier as part of an email
Week 9	a) How to add Email addresses to the Address Book b) Managing messages etc
Week 10	a) Digital Photography (Introduction) b) How to send photo by email taken with a Digital Camera c) How to resize the photo to speed up delivery d) Revision e) Questions