



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