

# Refine-IT

## Introduction to MS Internet Explorer v6

The Internet is a unique tool for increasing efficiency and delivering competitive advantage. Delegates are taught how make the best use of the Internet, where to search for information and how to quickly reference sites they often use. Using their own pre-determined research project they carry out on-line searches and learn the benefits of this increasingly important method of communication.

**Overview and Goals** – To be able to find specific web pages on the Internet efficiently

**Objectives** – to browse web pages, create and organise a favourite links list, understand Internet security issues, search for information and download files from the Internet

**Who Should Attend** – anyone who has a need to search for information and has experience of using MS Windows and a mouse

### Browsing the web

- Opening Internet Explorer
- Standard buttons toolbar
- Understanding web addresses
- Navigating with the History bar
- Changing your home page

### Searching

- Understanding search engines
- Links bar
- Searching strategies
- Hotlinks

### Getting organised

- Saving web pages
- Organising your favourites
- Working off-line

### Email

- Sending emails
- Receiving emails
- Newsgroups



Many more courses are available including MS Word, PowerPoint, Access, Excel, Project, Outlook, VBA and Lotus Notes at all levels and versions. We also run Personal Development courses such as Professional Selling Skills and Presenting Professional Presentations with PowerPoint

If you would like to know more about any of the topics please contact Marie on 01689 877117 or [marie@refine-it.co.uk](mailto:marie@refine-it.co.uk)

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