

# Course Syllabus

## Overview of Internet Explorer and Windows Live Web Mail Winter/Spring 2012

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### PREREQUISITES

This is a class for the beginning computer user who is new to the Internet and email.

### COURSE DESCRIPTION

This course is designed to give the new user an overview of Internet Explorer and Windows Live Web mail. We will teach the user how to change options, use and customize toolbars, manage add-ons, use favorites, and browse securely in Internet Explorer. **This is NOT a class on browsing the web.**

We will also preview the basics of Windows Live Web mail – how to send, reply, forward, view and add attachments, block junk, and add contacts to address book.

### METHOD OF INSTRUCTION

This course uses mainly hands-on computer use. Lecture, demonstration, discussion, question and answer as related to the course as the students will demonstrate course related tasks.

### COURSE OBJECTIVES

**Students will learn how to:**

#### **Internet Explorer**

Change options  
Create and organize favorites  
Manage add-ons  
Use tabs  
Customize toolbars  
Pin sites to taskbar  
Size window  
Set home page  
Clean up browsing history

#### **Windows Live Mail**

Send, view, reply and forward email  
View and add attachments  
Block junk  
Add contacts to address book