



## Internet and Email Basics

### **WHY TAKE THIS COURSE?**

The Internet and email are now considered essential parts of everyday and work life. The Internet is a vast source of information and this course will help you to develop the skills which you need to make sense of it all. The overall aim of the course is to enhance your Internet computer skills by being able to use a search engine to maximum efficiency, navigate your way with ease around websites, gain greater confidence with online security features (for example shopping on the web) and setup and use a web-based email account.

### **WHAT ARE THE KEY TOPICS IT WILL COVER?**

You will be launching a web browser, entering web addresses and looking at the different features and layouts of websites. You will discover how to use search engines (not just Google) to find information quickly and efficiently along with navigating a website using links and using website features to find specific information as well as shopping safely on the internet.

You will obtain your own free email account and become familiar with setting up your own ID and passwords. You will have the opportunity to gain lots of practice sending, receiving, replying and forwarding email messages as well as managing your messages and your contact list.

### **WHO WILL THE COURSE SUIT?**

This course will suit those who feel they have been left behind by the digital age and need a gentle introduction to the internet and email.

### **IS THERE A QUALIFICATION AT THE END OF THE COURSE? NO**

You will keep a weekly record of your progress and complete informal and fun quizzes to test your knowledge.

Working in partnership with

**Warrington**  
Borough Council