

Microsoft Internet Explorer Version 7

General Description	The skills and knowledge acquired in Microsoft Internet Explorer Version 7 are sufficient to be able to connect, explore, browse, search and safely use the Internet.
Learning Outcomes	At the completion of Microsoft Internet Explorer Version 7 you should be able to: <ul style="list-style-type: none">• create and test an internet connection• understand the history and jargon associated with the internet• use a range of basic techniques in Internet Explorer• effectively search the web for the information you want• create and work with favourites• create and work with RSS feeds• use a range of printing techniques• work with and save information from web pages• understand and implement security methods
Target Audience	Microsoft Internet Explorer Version 7 is designed for users to help you get connected to the Internet. It will also help you to understand the Internet and safely explore and search.
Prerequisites	Microsoft Internet Explorer Version 7 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.
Pages	98 pages
Approx* Duration	16.3 hrs
Course Disk	Many of the topics in Microsoft Internet Explorer Version 7 require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at www.watsoniapublishing.com . Simply follow the student files link on the home page. You will need the product code for this course which is INF475.
Methodology	The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario.
Companion Publications	There are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at www.watsoniapublishing.com .

** Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Thursday, January 18, 2007 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.*



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Contents

Getting Connected

- Before You Begin
- Creating An Internet Connection
- Testing An Internet Connection

About The Internet

- The Internet & The World Wide Web
- How The Internet Began
- Connection Requirements
- Understanding Web Browsers
- Understanding Search Engines & Directories
- Understanding Web Addresses
- Key Terms & Internet Jargon
- Cookies & Caches

Internet Explorer Basics

- Starting Internet Explorer
- The Internet Explorer Screen
- The Commands Bar
- Turning On Other Screen Elements
- Going To A Specific URL
- Activating A Hyperlink
- Activating An Image Link
- Hiding & Displaying Images On A Web Page
- Working with Tabbed Pages
- Closing Tabs
- Zooming
- Using The Back And Forward Tools
- The Browsing History
- Stopping and Refreshing Pages
- Closing Internet Explorer
- Using Help Contents
- Using The Help Index
- Using The Help Search

Searching the Web

- Effective Searching
- Using the Address Bar to Search
- Using the Instant Search Box
- Adding Search Providers
- Using Different Search Providers
- Adding Search Providers From Web Pages
- Removing Search Providers
- Searching Based On A Phrase
- Combining Selection Criteria

Working with Favourites

- Marking Favourite Web Sites
- Viewing Favourite Web Sites
- Creating A Favourites Folder
- Organising Favourites
- Adding A Web Site To A Favourites Folder
- Deleting A Favourite
- Changing The Home Page

Working with RSS Feeds

- Finding Feeds
- Viewing Feeds
- Subscribing to Feeds
- Scheduling Your Feeds
- Accessing Feeds Through the Favourites Centre

Printing Techniques

- Using Print Preview
- Printing Specific Pages
- Printing A Specific Frame
- Printing Selected Text
- Printing Pictures

Accessing Information

- Viewing The Source Code
- Saving A Web Page As HTML
- Saving A Web Page As Text
- Copying Text To A Document
- Copying An Image To A Document
- Copying A URL To A Document
- Files Available For Download
- Safety Issues When Downloading Files
- Downloading An Image File
- Downloading A Sound File
- Downloading Software
- Browsing An Off-Line Web Page
- Completing A Web-Based Form

Internet Security

- Protected Web Sites
- Understanding Viruses
- Understanding Identity Theft
- Understanding Firewalls
- Examining The Content Advisor
- Understanding Phishing
- Setting Phishing Options
- Understanding Cookies

- Controlling Cookies
- Understanding Pop-Ups
- Clearing Temporary Internet Files
- Clearing Files On Closing
- Clearing The Browse History
- Disabling AutoComplete
- Understanding Encryption
- Understanding Security Levels
- Examining Security Levels

Concluding Remarks

Your supplier is:

Product Information