

## **INTRODUCTION TO INTERNET AND EMAIL SKILLS**

### **01. Who is this course for?**

Start to explore how Internet and Email software can be used in everyday life. This course will show you how to find information using the Internet, send messages electronically and identify positive ways to keep you safe online.

### **02. What will I learn?**

Internet and email are essential skills in the modern world. Perhaps you need to carry out research on a hobby or work related topic. You may need to use email regularly in your work or simply want to keep in touch with friends and family. This course will give you the confidence and basic skills necessary to be confident with Internet and email use in both home and work situations. Learn how to: - Find and use common tools within Internet and Email packages - Locate information online and return to favourite webpages - Identify browsers and search engines uses - Use an email package to compose, send and respond to online messages appropriately - Send an attachment with an email - increase your awareness of basic online safety when using Internet or email tools

### **05. What skills or experience do I need?**

Keyboard and mouse skills required.

### **06. How will I be assessed?**

Non accredited

### **08. How will I be supported in my learning?**

Once you start, if you have further queries and/or support needs, please talk to the tutor. We also offer support to help people with learning difficulties and/or disabilities. If you have a disability, learning difficulty, health problem or mental health difficulty that may affect your learning or participation, please contact us for further advice.