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# Microsoft Internet Explorer

## Introduction

**Introduction** Internet Explorer is an Internet browser. It enables users to access information on the World Wide Web, create Favourites listing frequently used Web pages and view a history of Web pages.

**Objectives** A comprehensive insight into Internet concepts and how to use Internet Explorer to take full advantage of the Internet. The knowledge gained will enable users to access effectively on their return to the office.

**Designed for** New users of Internet Explorer and the Internet.  
The combined material covered in the Internet Overview and Outlook Email will provide delegates with the necessary knowledge to sit the ECDL Module 7 – Information and Communication exam.

**Duration** Half day

**Topics**

- Introduction
- What is the Internet?
- Screen layout - windows, pages and frames
- Toolbar Buttons
- The Address/Links window
- The status bar
- Keyboard shortcuts
- Navigating
- The Home Page
- Accessing URLs
- Hyperlinks
- Printing pages
- Saving pages
- Finding text on pages
- Favourites
- Creating Favourites
- Using Favourites
- Organising Favourites
- Searching for Information
- What is a Search Engine?
- Using the Search button
- How to search
- Advanced searches (AND, OR, NEAR, NOT)
- Examples of popular Search Engines
- Housekeeping
- History
- Deleting temporary files
- Customising
- Selecting a Home Page
- Faster page loading
- Changing colours of links

**Follow-up** Individual consultancy and tuition as required.





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