



## Email & Internet

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| Duration : <b>30 Hours (Flexible)</b>         | <b>Course Fees and Start Dates</b>  |
| <b>Maximum Class Size : 8 <u>Students</u></b> | For the latest <u>start dates</u> and <u>course fees</u> visit <a href="http://www.edenhousecomputing.co.uk">www.edenhousecomputing.co.uk</a> |

Microsoft Outlook provides an integrated solution for managing your time and information, organizing your inbound/outbound emails, address book, send/receive attachments, use multiple email addresses within the same application, switch identification and much more. The Microsoft internet explorer is used as the browser to surf the internet, learn how to add/save links, create favorites and further more configure the browser for enhanced security and controls.

The study session will be supported by qualified teachers with set lessons. Students studying towards a Microsoft (MOS Certification) or the ECDL (European Computer Driving Licence) qualifications will find this course to provide excellent preparation for the respective modules. These are internationally recognized qualifications demonstrating that you have the skills needed to use the most common computer applications efficiently and productively.

- Great for your CV
- Ideal for Office Staff
- Maximum Class Size: 8 Students
- Course Duration: 30 Hours (Flexi-Time)
- Study Method: [Tutor Supported Interactive Sessions](#)
- Create your own timetable by choosing to attend any number of sessions per week until you have used up your 30 hours
- We have three daytime class time to choose from: Morning, Lunchtime or Afternoon. Each class is 3 hours in duration.

|               | Mon | Tue | Wed | Thu | Fri |
|---------------|-----|-----|-----|-----|-----|
| 09:00 - 12:00 |     |     |     |     |     |
| 12:00 - 15:00 |     |     |     |     |     |
| 15:00 - 18:00 |     |     |     |     |     |

**Email & Internet – £150**

For upcoming dates see [www.edenhousecomputing.co.uk](http://www.edenhousecomputing.co.uk)

To book your place, please contact us on [ecd@edenhouse.co.uk](mailto:ecd@edenhouse.co.uk) or call 0845 643 9 346



## Using Email and the Internet

The primary objective of the course is to broaden a user's knowledge of the Internet

### Programme Developed For

Users with hands on experience in the PC environment and intermediate knowledge of Office 2003 applications. This course will broaden the student's knowledge leading towards an internationally recognised Qualification.

### Prerequisites

A basic knowledge of using a personal computer in the Windows environment is an essential prerequisite for this course.

- Knowledge of personal computer fundamentals
- Experience in working within the Microsoft Windows environment
- A reasonable degree of keyboard proficiency
- Experience in using a mouse

### Programme Focus

1. The Internet
2. Using the Browser
3. Using the Web
4. Web Outputs
5. Electronic Communication
6. Using E-mail
7. E-mail Management

### Certification

Participation Certificate / ECDL<sup>®</sup> / ECDL Essentials / Flexiquail

### Progression

Internet and email related applications