

# Internet Essentials & Beyond

## GENERAL DESCRIPTION:

Learn to leverage the Web & use it most effectively. Topics include: Internet basics, getting connected, choosing the right service provider. Use Navigator & Internet Explorer browsers. Learn advanced search techniques / strategies, automation tools, plugins & FTP sites.

This course will introduce you to the basic concepts, technologies, and resources of the Internet and the World Wide Web. Topics to be covered include: understanding how the Internet works; connecting to the Internet; understanding the World Wide Web; searching the Internet; examining e-mail basics; exploring newsgroups; using Netscape Navigator; and using Microsoft Internet Explorer.

Prior to taking this course, students should have completed our Intro to Windows or Macintosh course, or have equivalent experience, and be comfortable using a mouse.



## AN INTERNET PRIMER

- ✓ Exactly what is the Internet anyway?
- ✓ What can I do with it?
- ✓ What about the Web?
- ✓ What's a Page?
- ✓ What is Surfing?
- ✓ What's this http:// thing?
- ✓ Do I need this Internet stuff?

## FREQUENTLY ASKED QUESTIONS

- ✓ What's A Browser?
- ✓ What Are Cookies?
- ✓ What Are Applets?
- ✓ How Can I Place Hyperlinks In My E-mail Messages?
- ✓ What Are "ZIP" Files?
- ✓ What Is A Search Engine?

## FINDING THE RIGHT ISP FOR YOU

- ✓ Choosing The ISP That's Right For You
- ✓ Start With "The List"
- ✓ Web Space
- ✓ Access Speed
- ✓ Access Problems
- ✓ ISP Factors To Check

## AVOIDING LONG DISTANCE CHARGES FOR INTERNET ACCESS

- ✓ Phone System Changes
- ✓ Avoiding Toll Access

## SURFING AT 'WARP' SPEED

- ✓ Exactly what is 56Kbps?
- ✓ Setting Standards

- ✓ What to Expect
- ✓ Vendor Information

## DSL & CABLE MODEMS FOR INTERNET ACCESS

- ✓ DSL & Cable
- ✓ Standards In The Making
- ✓ What You'll Need For ADSL

## ABOUT URLS

- ✓ Protocols
- ✓ Making Sense Of It All
- ✓ Getting Specific
- ✓ Personal Space
- ✓ E-mail Addresses

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## SUPERCHARGE YOUR BROWSER

- ✓ Go Easy On The Graphics
- ✓ Change Your Default Home Page
- ✓ Increase Type Size
- ✓ Change The Font
- ✓ Saved For Reference
- ✓ Increase Web Page Real Estate
- ✓ Organize Your Favorite Sites
- ✓ Decaffeinated Browsing
- ✓ Follow Links With A New Window
- ✓ Special Tip For AOL Users

## CREATE A WEB BROWSER START PAGE

- ✓ Categorize Your Links
- ✓ Using Your Personal Start Page

## TIPS AND TRICKS

- ✓ General Internet Tips
- ✓ Tips For Using Netscape Navigator
- ✓ Tips For Using Internet Explorer

## SEARCH ENGINE FUNDAMENTALS

- ✓ Indexes
- ✓ Directories/Subject Guides
- ✓ Hybrids
- ✓ Here Today, Gone Tomorrow

## DOWNLOADING

- ✓ Downloading Today
- ✓ Software Categories
- ✓ Zip Files
- ✓ Using WinZip
- ✓ Installing Downloaded Programs
- ✓ Other File Compression Techniques

## SHAREWARE - AN INTERNET TRADITION

- ✓ How to Get Shareware
- ✓ Shareware on the Internet
- ✓ Documentation
- ✓ What to do if you don't like the program
- ✓ Web Shareware Sites

## A BEGINNER'S GUIDE TO E-MAIL

- ✓ Spelling Counts
- ✓ Useful Subject Lines
- ✓ Page Layout
- ✓ Write Shorter Paragraphs
- ✓ Trim Line Length
- ✓ "Attach" Longer Messages
- ✓ Intonation
- ✓ Smileys
- ✓ Creative Punctuation

## EXPLORING USENET NEWSGROUPS

- ✓ Getting Started
- ✓ Newsgroup Hierarchies
- ✓ Subscribe
- ✓ Newsgroup Culture

## MAILING LISTS

- ✓ Mailing List Basics
- ✓ Newsletters And Other One-Way Lists
- ✓ Moderated - Unmoderated Lists
- ✓ Digests
- ✓ Subscribing To A List

## STEPS TO YOUR FIRST HOME PAGE

- ✓ Look at web pages
- ✓ Think about getting yourself some web authoring software
- ✓ Plan your content
- ✓ Go ahead and post the vanity stuff
- ✓ Use color wisely
- ✓ Don't try to do more than you are capable of at first



This is a general syllabus to the above course. This syllabus is intended to give you the basic topics to the described publicly scheduled class, however, it may be customized for any private class. This syllabus is subject to change without notice. If you would like more detailed information regarding this course, please feel free to contact us by e-mail ([info@aactt.com](mailto:info@aactt.com)) or over the phone (847.590.9500).