



Information Booklet

Information Booklet

Course Name:
Certificate of Basic Internet
Course Code: B2



Address:
Info Tech Corporation of Goa Ltd.,
IT HUB, 3rd Floor,
Altinho, Panaji-Goa.
Pin: 403001
e-mail Id: md-itg.goa@nic.in
Tel: (0832) 2226024/22241926

Network, Running a Browser, Working of Internet Explorer, Toolbar Buttons, Getting to a Web Site, Working with Favorites, Adding an Item to Favorites, Using Search Button, Making Effective Search, Working with History, Back and forward buttons, Progress Indicators, Bookmarks, Creating Bookmarks, Working on the Web using the Browsers, Copying and Pasting data, Saving pictures from a Web Page, Saving a page or picture without opening, Making pages available for Off-line viewing, Downloading Files/Folders from Internet, Navigating on the World Wide Web, Printing a Web Page, Options of the print dialogues box, Customization of Browsers, Netscape Browser, Keyboard Shortcuts for working in Internet Explorer

4). Working with e-mail:- e-mail, Opening of e-mail account, e-mail organization, Using Abbreviations, Using Smiley's, Parts of e-mail Text like Headers, To, From, Subject, Cc, Bcc, Attachments, Date, Body, Working with Messages, Reading a Message, Reading the Message, Replying to a Message, To reply to a message, Replying in a phased manner, Forwarding a message, Deleting a Message, Changing View, Using your own Stationery, Mail Options, Setting mail format options, Choosing default fonts, Starting and addressing a message, Creating Stationery, Creating a Signature, Attaching a file or an item to a message, Attaching a file, E-mail Protocols, X.400, SMTP, UUCP, POP-3, IMAP-4, MIME, E-mail Clients, Netscape Mail Client, Web Based E-mail, Outlook Express, Signature File.

5). Search Engine Usage – Different Popular Search Engines, General Search, Advanced Search, Different applications available on Google and other search Engines.

6). Virus Definitions – Type of Virus, Detection of virus, Scanning for virus, Anti Virus software, Usage of Anti Virus.

7.) Back up using CDs, Printer Installation

5. Fee:

Rs. 750 (exclusive of Service Tax)