



Winter Park
TECH

Orange County Public Schools

WINTER PARK TECH

Institute for Corporate and Community Training
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**Computers Level 2
(Intermediate Computers, Internet and Email)**

Course Description:

Computers Level 2 is an intermediate computer skills class meant to follow our Computers Level 1 course. Level 2 will cover intermediate skills with files, organization, protection and more. Then, the class will delve into the Internet - searching, surfing and safety. Finally, the course will also cover basic email usage in Microsoft Outlook.”

Text:

Internet and Email, CustomGuide

Suggested Prerequisites:

This course assumes that students have a basic understanding of the Microsoft Windows or Macintosh, typing and basic computer skills.

Topics to be addressed:

Customizing Windows Managing the Journal and Notes Optimizing and Maintaining Your Computer Managing Outlook Data
Passwords, Logons, and User Accounts Customizing Outlook
Exploring the Internet RSS Feeds
Email Outlook Web Access
Working with Contacts Instant Messaging
Using the Calendar Using the Tools Together
Organizing information
Collaborating with other users

*The instructor reserves the right to modify this course outline at any time.