

Netscape®

Netscape 4

Course Outline

Foundation Level

INTRODUCTION TO NETSCAPE

- What Is The Internet?
- What Is Netscape Communicator?
- Starting Netscape Communicator
- Communicator Screen
- Component Bar

BROWSING THE WEB

- Web Sites And URLs
- Navigation Toolbar
- Location Toolbar
- Personal Toolbar
- Opening A Web Site
- Navigating A Web Site
- Forms
- Downloading Files From The Web
- Bookmarking A Web Site
- Saving Web Pages And Images
- Security On The Web
- Controlling Image Loading

SEARCHING THE WEB

- What Are Search Engines?
- Searching The Internet Using Google
- Searching The Internet Using 'Ask Jeeves'
- Searching The Internet Using Yahoo
- 'Search Engine Watch'

BOOKMARKS

- Bookmarks Window
- Manually Creating And Editing Bookmark
- Organizing Your Bookmarks
- Moving A Bookmark
- Creating A New Bookmarks Folder
- Customizing The Personal Toolbar

ELECTRONIC MAIL

- What Is Electronic Mail?
- Opening And Closing Messenger
- Messenger's Window
- Messenger's Toolbar
- Sending An Email Message
- Spell Checking Your Messages
- Reading Your Email Messages
- Navigating Your Email Messages
- Responding To Email Messages
- Forwarding An Email Message
- Attaching A File To An Email Message
- Viewing An Attached File

ADDRESS BOOK

- Address Book Window
- Making Entries In The Address Book
- Using The Address Book

DISCUSSION GROUPS

- What Are Discussion Groups?
- Opening And Closing Collabra
- Collabra's Toolbar
- Subscribing To Discussion Groups
- Searching For A Discussion Group
- Reading Discussion Groups
- Navigating A Discussion Group
- Posting To A Discussion Group
- Responding To A Discussion Group Message
- Forwarding A Discussion Group Message

CUSTOMISING COMMUNICATOR

- Customizing Navigator
- Customizing Appearance