

# Internet training package

For people with a communication or literacy disability



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(<http://www.shrs.uq.edu.au/cdaru/aphasiagroups/>)

We also wish to thank the many people with a communication disability who volunteered to be students in this project. They have made it possible for other people with a communication disability to learn the Internet.

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Illustrations by Michael Dyer.

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### Trademarks

Trademark names are used throughout this book. We have not placed trademark symbols each time a trademark name appears. The name of Microsoft is mentioned in acknowledgement of the trademark owners and there is no intention to infringe the trademark.

### Computer software requirements

Instructions in this manual are based on Microsoft Internet Explorer 5.5 and Microsoft Windows 98.



A full version of this manual can be downloaded free from the AccessAbility website.  
(<http://www.dcita.gov.au/accessability/>)

Dear Student,

We hope you enjoy learning the Internet.

 Here are some tips for you:

- If you don't understand something, ask your tutor.
- Read your Internet manual at home after each lesson.
- Practise your new Internet skills in between lessons.
- Remember, the Internet is fun!
- Learning new skills can be frustrating, so be patient with yourself.

This is how you use this manual:

There are 4 modules in this manual. Your tutor will ask you to revise a module after each lesson.

The *page numbers* for the modules are colour coded. This will make it easy for you to find things:

Module 1 is blue.

Module 2 is green

Module 3 is pink

Module 4 is light blue

Hotmail is red

There are 2 email modules: Outlook Express and Hotmail.

You will be learning only *one* of these. Ask your tutor which one you will be learning.

## Module 1

1. Turn on the computer	2
2. Know the parts to your computer	2
3. Practice with the mouse	3
4. Connect to the Internet	4
5. Read a web page	5
6. Surf the Web	6
7. Print a page	8
8. Shut-down the Computer	8

## Module 2

1. Work with Windows	10
2. Search for information	12
3. Make words larger on screen	14
4. Some useful keyboard keys	15

## Module 3

1. Go to a web address	17
2. Save a page to Favorites	19
3. Work Offline and save \$\$\$\$	22

## Module 4: Outlook Express email

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2. Reply to an email	27
3. Use the email address book	28
4. Send an email	30

## Hotmail

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