

Appendix A

**Basic Concepts of the Internet  
Internet Explorer**

**Basic Terminology**

- URL
- Homepage
- Link
- World Wide Web
- Search Engines

**Navigating a website**

- Universal Resource Locators (URLs) and Links
- Using the Forward and Back button
- Using hyperlinks

**Organizing**

- Working with Favorites
- History
- Folder Creation

**Searching**

- Using search engines

**Basic Concepts of E-mail  
Outlook**

**Basics**

- Notification of Mail
- Open a message
- Write a message
- Send a message
- Reply to a message
- Forward a message

**Organization**

- Creating folders
- Save a message in a folder
- Deleting messages
- Printing messages

**Etiquette/Security**

- No capital letters
- No forwarding jokes, chain letters, etc. (virus warnings)

**Extras**

- Read an attachment
- Send an attachment

**Source:** Future Enterprises, Inc.

Learning Guide - Outlook Basic Concepts (1998)

Learning Guide - Internet Basic Concepts (1998)