

Using Email Level 2

Module Goals

This module sets out essential concepts and skills relating to web browsing, effective information search, online communication and e-mail. Successful candidates will be able to:

- Understand web browsing and online security concepts.
- Use the web browser and manage browser settings, bookmarks, web outputs.
- Search effectively for online information and critically evaluate web content.
- Understand key copyright and data protection issues.
- Understand concepts of online communities, communications and e-mail.
- Send, receive e-mails and manage e-mail settings.
- Organise and search e-mails and use calendars.

Module Chapters

1. Web Browsing Concepts
2. Web Browsing
3. Web-based Information
4. Communication Concepts
5. Using E-mail

Additional Course Information

Estimated learning time: 20 hours

Versions available: 2010, 2013, 2016

Examinations: None, portfolio based

Course style: Book-based with offline assignments

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Progression Options

IT Communication Fundamentals Level 2

Certificate IT User Skills (ECDL Extra)

Word Processing

Spreadsheets Level 2

Presentations Level 2

Improving Productivity Level 2



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