



END USER APPLICATIONS

Microsoft Edge

LENGTH

2 days

PRICE (Incl. GST)

\$913

MICROSOFT APPS AT LUMIFY WORK

Lumify Work is your best choice for training and certification in any of Microsoft's leading technologies and services. We've been delivering effective training across all Microsoft products for over 30 years, and are proud to be Australia's and New Zealand's first and largest Microsoft Gold Learning Solutions Partner. Join more than 5,000 students who attend our quality Microsoft courses every year.



WHY STUDY THIS COURSE

The skills and knowledge acquired in this Microsoft Edge course are sufficient to be able to use and browse the internet using the Microsoft Edge browser.

WHAT YOU'LL LEARN

At the completion of this course you should be able to:

- › Understand some of the theoretical aspects of the internet
- › Use Microsoft Edge to access the internet, search for and locate information
- › Navigate web pages
- › Understand and conduct effective searches of the internet
- › Create and use favourites and the Favourites bar
- › Understand and work with web notes
- › Print all or part of a web page
- › Download and use information from the internet
- › Use the internet with a good awareness of security issues
- › Conduct an online transaction
- › Add and work with Edge extensions

<https://www.lumifywork.com/en-au/courses/microsoft-edge/>





Microsoft Edge



My instructor was great being able to put scenarios into real world instances that related to my specific situation.

I was made to feel welcome from the moment I arrived and the ability to sit as a group outside the classroom to discuss our situations and our goals was extremely valuable.

I learnt a lot and felt it was important that my goals by attending this course were met.

Great job Lumify Work team.



AMANDA NICOL
IT SUPPORT SERVICES
MANAGER - HEALTH WORLD
LIMITED

COURSE SUBJECTS

About the Internet

- The Internet and the World Wide Web
- How the Internet Began
- Connection Requirements
- Understanding Web Browsers
- Understanding Search Engines
- Understanding Web Addresses
- Key Terms and Internet Jargon
- Cookies and Caches

Microsoft Edge Basics

- Starting Microsoft Edge From the Desktop
- The What's New and Tips Screen
- The Microsoft Edge Screen
- Working with the Hub
- Displaying the Favourites Bar
- Going to a Specific URL
- Reading View
- Controlling the Browser Window Size
- Activating a Hyperlink
- Activating an Image Link
- Closing Microsoft Edge

Navigating Web Pages

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Microsoft Edge

Lumify Work Customised Training

We can also deliver and customise this training course for larger groups saving your organisation time, money and resources.

For more information, please contact us on [1 800 853 276](tel:1800853276).

- Understanding the New Tab Page
- Adding New Tabbed Pages
- Working with Tabbed Pages
- Pinning Tabs
- Closing Pages
- Zooming
- Using the Back and Forward Tools
- The Browsing History
- Stopping and Refreshing Pages

Searching the Web

- Understanding How to Search Effectively
- Using the Address Bar to Search
- Adding Search Providers
- Searching Based on a Keyword
- Searching Based on a Phrase
- Combining Selection Criteria
- Finding Information on a Page
- Using Ask Cortana

Working with Favourites

- Marking Favourite Websites
- Viewing Favourite Web Pages
- Creating a Favourites Folder
- Organising Favourites

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Microsoft Edge

- Adding a Website to a Favourites Folder
- Adding a Favourite to the Favourites Bar
- Deleting a Favourite
- Adding Pages to the Reading List
- Removing Pages From the Reading List
- Changing the Home Page

Web Notes

- Working with Web Note Pens
- Working with Highlighters
- Adding a Typed Note
- Working with Screen Clips
- Saving Web Notes
- Sharing Web Notes
- Exiting Web Notes

Printing Techniques

- Using Print Preview
- Changing Page Orientation
- Changing Paper Size
- Changing Web Page Margins
- Printing Specific Pages

Accessing Information

- Copying Text to a Document
- Copying an Image to a Document

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Microsoft Edge

- Copying a URL to a Document
- Files Available for Download
- Safety Issues When Downloading Files
- Downloading an Image File
- Downloading a Sound File
- Downloading Software
- Protected Websites
- Understanding Online Forms
- The Good and Bad of Online Forms
- Viewing the Source Code

Internet Security

- Understanding Encryption
- Identifying Secure Connections
- Understanding Viruses
- Understanding Identity Theft
- Understanding Firewalls
- Understanding Spam
- Understanding Phishing
- Using the SmartScreen Filter
- Understanding Cookies
- Controlling Cookies
- Working with Pop-Up Settings
- Clearing Temporary Internet Files

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Microsoft Edge

- Using InPrivate Browsing
- Disabling AutoComplete

Transacting Online

- Understanding Online Transactions
- The Online Transaction Process
- Accessing Transaction Sites
- Transacting Securely Online
- Entering Required Information
- Completing the Transaction
- Online Receipts

Microsoft Edge Extensions

- Adding Extensions
- Using Extensions
- Managing Extensions
- Uninstalling Extensions

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Microsoft Edge

WHO IS THE COURSE FOR?

This course is designed for users who are keen to learn how to use the Microsoft Edge browser which is part of Windows 10.

We can also deliver and customise this training course for larger groups – saving your organisation time, money and resources. For more information, please contact us on [1800 U LEARN \(1800 853 276\)](tel:1800853276)

PREREQUISITES

This course assumes little or no knowledge of Microsoft Edge. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

The supply of this course by Lumify Work is governed by the booking terms and conditions. Please read the terms and conditions carefully before enrolling in this course, as enrolment in the course is conditional on acceptance of these terms and conditions.

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