

IT Workshop

Contents

1	The computer	2
2	The desktop	3
3	Using a word processor	4
4	Word processing: for and against	6
5	Storing data	7
6	Creating a folder	8
7	Saving files	9
8	The Internet	10
9	Research on the Internet	11
10	E-mail, telephones and the post	12
11	Mobile phones	13
12	Writing e-mails	14
13	E-mail addresses and servers	16
14	Sending files over the Internet	17
15	Viewing and downloading files	18
16	Music on the Internet	19
17	Desktop publishing (DTP)	20
18	Image editing	22
19	Reviewing websites	23
20	Designing Web pages	24
21	Multimedia	26
22	E-commerce	27
23	Chat rooms	28
24	Netiquette	29
25	Computer programming	30
26	Videoconferencing	32
27	Men, women and IT	33
28	Careers in IT	34
	Glossary	35