Training Fiche

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| **Title** | **Basic computing, using the internet and managing information 1D** |
| **Keywords (meta tag)** | **Email, Gmail, Account, Password** |
| **Provided by** | **IRL, LWL, NUIM** |
| **Language** | English |
| **Area** | *Please select one or more of the following:*   |  |  | | --- | --- | | *Information and data literacy* | *X* | | *Communication & collaboration* |  | | *Digital content creation*  *Safety*  *Problem solving* |  | |  | |  | |
| **Objectives / goals / learning outcomes** | |
| 1B At the end of this Unit you will be able to:   * Set up an email * Login to your email * Send an email | |
| **Description** | |
| This section of the DELSA programme deals with setting up an email account which may be used in some of the exercises in the rest of the DELSA Programme. | |
| **Contents arranged in 3 levels** | |
| 1. **Module name: Information and Data Literacy**     1. **Name: Setting up an Email**        1. **Section Name: Objectives and goals**       2. **Section Name: Creating an Email Account**       3. **Section Name: Creating your account**       4. **Section Name: Logging on to Gmail**       5. **Section Name: Sending an email**       6. **Section Name: Replying to an email**       7. **Section Name: Deleting an email** | |
| **Contents in bullet points** | |
| 1. **Basic computing**  * **Introduction to Email** * **Creating an Email account** * **Creating a password** * **Logging on and logging off a Gmail account** * **Sending an Email** * **Replying to an Email** * **Deleting an Email** | |
| **5 glossary entries** | |
| **Email:** Is a method of exchanging messages between people using a computer or a smartphone.  **Gmail account:** Gmail is a programme that people use to send Emails, other programmes include Outlook, Yahoo mail and Hotmail  **Password:** A word that a computer user makes up to gain access to programmes and websites.  **Logging on:** Gaining access to a computer or software.  **Logging off:** Leaving a programme. | |
| **Bibliography and Further References** | |
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| **Related Material** |  |
| **Related PPT** | Module 1D Setting up an Email |
| **Reference Link** |  |
| **Demo video** |  |