Internet Training Courses

Arrowscape training courses are always tailored to our audience. Whether you wish us to work on a one-to-one or small group basis, we can provide you with the best on-site training, in an informal but informative style, to ensure that you get the utmost out of your training days.

Whilst we have developed typical Course Outlines for all the training courses we offer, we fully realise that you may wish to concentrate on areas of specific interest to you. Not only do we understand this, but we think this is how all training should be.

Arrowscape will always work with you to deliver exactly the training you need, which will be reliable and will have a direct impact on your business.

Internet Training Courses:

- General Internet Skills
- Basic Web Creation
- Microsoft FrontPage
- Adobe (formerly Macromedia) Dreamweaver

General Internet Skills

We all know that the Internet is huge, and that the information that can be obtained is endless. Understanding the Internet and how it works is a good starting point for new users. Much of the 'surfing' that new users do is wasted time. Only later do you learn the techniques and shortcuts to make efficient use of everything the Internet can offer.

This training is for people who want to understand and use the components of the Internet effectively. It can cover all major aspects of the Internet, for business and personal use, and can be tailored specifically to the needs of the organisation, and in accordance with any company policy regarding Internet use.

The areas this training can cover include: an overview of the Internet and its components; the World Wide Web; Email; Newsgroups; Chat; setting up and accessing the Internet; Search Engines and finding information quickly and effectively; and much more.

Basic Web Creation

If you've spent any time 'surfing the net' you will already have seen many web sites, from personal pages to those created by multi-national corporations. You will have seen ones for entertainment, education, marketing, help and advice, and any other topic you can think of.

Creating your own web site need not be too difficult, but there are many things to consider. This course will guide you through the steps you need to take to begin creating a web site for yourself or your organisation, including: obtaining web space; domain names; choosing appropriate software; HTML; transferring files; and much more.

Note that this course is an overview of the processes involved in creating a web site. It is not detailed training in any specific software applications that can be used to develop your sites. For these purposes, Arrowscape also offers training in two of the most popular web creation applications: FrontPage and Dreamweaver.

Microsoft FrontPage

FrontPage is a basic but effective tool for creating web sites for personal or company use. Users of other Microsoft applications will quickly feel comfortable with the look and feel of this software. This course will explain how to begin creating a web site, how to check your work and how to publish your site to the Internet. Please note that users should already be familiar with the concepts detailed in our Basic Web Creation course.

The areas this training can cover include: familiarising yourself with FrontPage; the concepts of web site structures; creating a web site on your PC; the web site management functions; the web page editor functions; creating pages; adding text; understanding which graphics can be used, and how to add them; creating and managing links; lists; understanding and using tables; active content, and when you can and cannot use it; publishing your web site to the 'live' Internet; and much more.

Adobe (formerly Macromedia) Dreamweaver

Dreamweaver is the leading software for creating web sites, no matter how simple or how complex. Arrowscape recommend Dreamweaver to anybody wanting to create a web site, since it is both easy to learn but incredibly powerful. Anybody familiar with office software packages will soon get to grips with this product, and at the end of the course you will be able to create, publish and maintain your own web site with ease. Please note that users should already be familiar with the concepts detailed in our Basic Web Creation course.

The areas this training can cover include: familiarising yourself with Dreamweaver; the concepts of web site structures; creating a web site on your PC; the web site management functions; the web page editor functions; creating pages; adding text; understanding which graphics can be used, and how to add them; creating rollover and other effects; creating and managing links; lists; understanding and using tables; active content; interacting with other Macromedia products; publishing your web site to the 'live' Internet; site management functions; and much more.

For further information, or to discuss any aspects of the services detailed above, don't hesitate to call Tony on 01527 455001 or see our web site at *www.arrowscape.co.uk*