

Microsoft Edge Course Outline – Introduction level

Course Objectives

This introductory Edge course is for anyone who needs to understand how Edge works. Suitable for beginners and for those who want to brush up on their browsing skills.

Course Description

By the end of this course you will be able to open Edge, understand web addresses and use search engines and set a default search provider. You will learn how to use profiles, browser tabs, accessibility features, print and save web pages and download content. You will also learn how to create and organise favourites, pin sites, use collections and lastly how to set your home page, search history, work with cookies and pop-ups. You will also learn how the Microsoft 365 Apps are integrated into Edge.

Estimated course duration is 2-3 hours. Each lesson takes on average 3-5 minutes to complete.

Getting Started

- Introducing the Internet
- Getting Started with Microsoft Edge
- Understanding Web Addresses
- Using the Address Bar

Using Microsoft Edge

- Using Profiles
- Using Browser Tabs
- Understanding Search Engines
- Search For Web Content
- Setting the Default Search Providers
- Using Auto Complete
- Opening Videos as Picture-in-Picture
- Using Split Screen

Accessibility Features

- Magnification Settings
- Reading Support

Saving Web Content

- Printing Web Pages
- Saving Web Pages
- Downloading Content
- Screen Shot & Annotations

Organising Web Content

- Creating Favourites
- Organising Favourites
- Importing & Exporting Favourites
- Pinning Sites
- Using Collections
- Integrating Microsoft 365 Apps

Browser Management

- Changing the Default Browser
- Setting the Home Page
- Installing Extensions
- Search History
- Temporary Internet Files
- Cookies & Pop-Ups
- Changing Themes & Appearance
- Setting Up New Tab Page Preferences
- Resolving Common Issues
- Resetting Edge Settings

Privacy and Security

- Using in Private Browsing
- Tracking Prevention levels
- SmartScreen
- Controlling Permissions
- Password Management