

# Diploma in Internet (OA)



The Diploma in Internet (DII) course is designed to provide a complete understanding of how to use the internet effectively for personal and professional tasks. This course begins with the fundamentals of computers, followed by step-by-step guidance on creating an email ID, sending and receiving emails, and managing your inbox using features like Trash, CC, BCC, and the Address Book. Students will also learn how to upload and share files, use various search engines to find reliable information, and perform essential online activities. These include railway and airline reservations, online photo editing, and other day-to-day internet-based tasks. This course is perfect for beginners who want to build confidence in using the internet safely and efficiently. Whether for work, study, or daily use, the DII course helps you become internet-savvy and productive in the digital world.

## Fundamentals

Creating E-mail ID's

Sending E-mail

Receiving E-mail

Using of Address Book

Using Trash

Using CC, BCC

Changing Password Settings etc.

Uploading Files

Downloading Wallpapers, Images etc.

Online Sale, Purchase (E-Commerce)

Using Search Engines

Online Railway Reservation

Online Airlines Reservation

Searching Mails

## Photo Editing (Online)

- Frame Work
- Effect
- Text Formatting
- Art Work
- Shape Design
- Sticker
- Generated Design

## Other Online Tasks

- How to Apply
  - Pan Card
  - Aadhar Card
  - Driving Licence
  - Job Online
- How to Pay

Electricity Bill

Online Fees etc.

