Google Chrome

Modality: On Demand

Duration: 1 Hour

About this Course:

In this online training series, we will teach you the basics of Google Chrome. We'll also cover special features like extensions, toggling advanced settings, and syncing all of your stored information to multiple devices.

Objectives:

- Using tabs
- Setting the homepage
- Downloading files
- Sharing links
- Creating and importing bookmarks
- Installing Chrome apps and extensions
- Saving passwords
- Managing history, cookies, and other website data
- Browsing privately
- Using Chrome on mobile devices

Audience:

This course is intended for:

- Computer operators and Internet surfers.
- Anyone who wants to access internet sites.

Prerequisites:

- There are no prerequisites for this course

Course Outline:

Getting Started

- What youÃ¢Â€Â™ll learn in this training
- Installing Chrome
- Starting and quitting Chrome
- Updating Chrome

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- Getting help

The Interface

- Navigating the interface
- Using the Address bar
- Using Presentation mode
- Using the Zoom feature
- Logging into Chrome
- Synching with Chrome

Customizing Settings

- Accessing the Preferences menu
- Importing Browser settings
- Changing your default browser
- Adjusting password settings
- Setting fonts and encoding
- Setting the browser interface language
- Setting the home page

Security Settings

- Enabling and disabling phishing and malware detector
- Adjusting Web Content settings
- Managing your certificates

Searching/Browsing

- Toggling search suggestions
- Using the Find Page feature
- Finding previously visited sites
- Changing your default search engine
- Adding search engines

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Using Incognito Mode

- Understanding Incognito mode
- Toggling Incognito mode

Tabs and Windows

- Opening tabs
- Resizing Dock and Arranging tabs
- Opening and closing tabs
- Recovering closed tabs
- Controlling pop-ups
- Allowing and disallowing pop-ups

Using Web Pages

- Using the Translation bar
- Using the AutoFill form
- Changing the size of your Web page
- Using links
- Using the Save Page feature
- Using the Print Page feature

Bookmarks

- Understanding bookmarks
- Using the Bookmark bar
- Creating bookmarks
- Bookmarking multiple tabs
- Using the Bookmark Manager
- Importing and exporting bookmarks
- Editing bookmarks
- Deleting bookmarks

Extensions and Plug-ins

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- Understanding extensions
- Finding extensions
- Installing extensions
- Enabling and disabling extensions
- Updating extensions and pug-ins
- Uninstalling extensions and pug-ins

Controlling Downloads

- Downloading and viewing a file
- Viewing download history
- Changing download location

Clearing Personal Information

- Deleting cookies
- Removing password
- Clearing download history
- Deleting browsing history

Additional Settings

- Adjusting Location Sharing settings
- Using Spell Checker
- Fixing broken pages