



COMPUTER BASICS

LEVEL 1



Week 5

PRESENTED BY THE TECHNOLOGY TRAINERS OF THE MONROE COUNTY LIBRARY SYSTEM
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Introduction to the Internet

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Lesson Overview

You will learn many aspects of the best way you want to get connected to the Internet, and many of its aspects to help you find the information you are looking for in your searches. In this lesson there is information about search engines, tool functions, search tips, what to look for at websites and how to print from the Internet.

Also, some tips on getting out of a program or website if your computer seems to have stopped functioning.

At the end of the lesson is a list of popular Internet terms that you may want to learn (a little at a time).

Introduction to the Internet

What's Involved?

Telephone or Cable line to hook to the computer:

Connecting to the Internet requires one of these two options. You don't need a separate phone line for your computer but be aware that your phone will give callers a busy signal anytime you are connected to the Internet. The phone line plugs into the back of the computer. Cable Internet access is fairly new and costs a lot more than phone access. Check with your Cable TV provider for more information.

Modem:

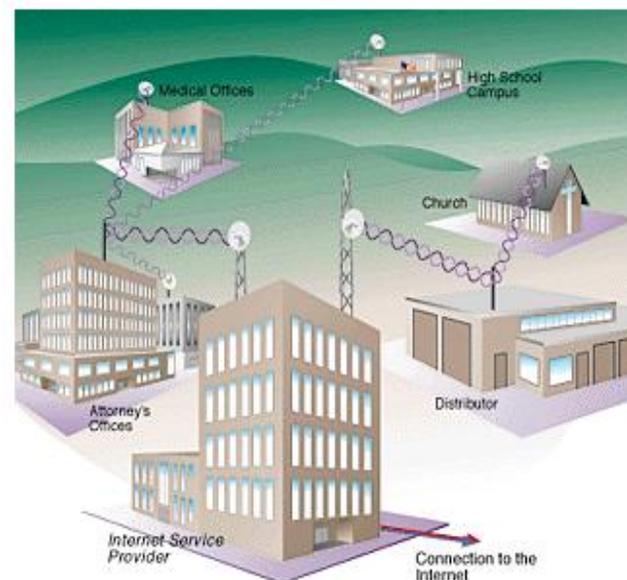
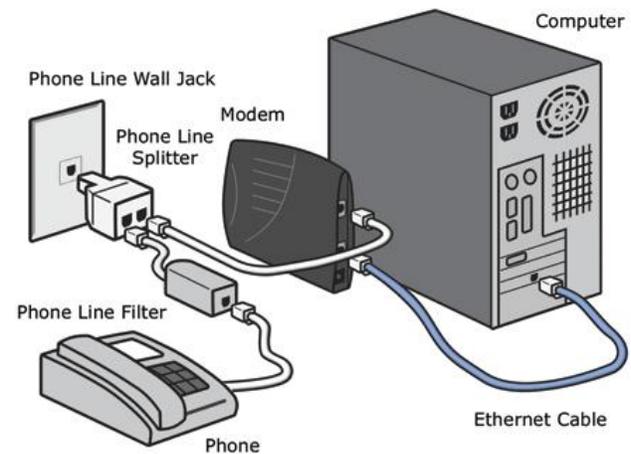
This is the piece of equipment that allows you to hook your telephone line to your computer. It usually comes inside the computer tower on newer computers, but if you have an old computer you can purchase an outside modem. These are measured by the speed at which they can transfer information—the lower the number the slower the connection. Look on your computer's specifications sheet to see what speed you have. You don't want anything slower than a 28.8 kbs (kilobytes of information per second)—most computers now are at least 56.6 kbs.

Internet Service Provider:

You sign up for service with a provider and then set your computer to "dial" a phone number provided by the provider that then allows you to connect to the Internet. There are free Internet service providers (dialinfree.net; Juno; NetZero, etc) or providers you are required to pay a fee for (AOL, MSN, etc.). *Keep in mind that the call you make should be a local call or you will be charged for a long distance call every time you connect to the Internet.* You can get a list of all of the available Internet Service providers at www.thelist.com.

Exercise

- **Exercise:** You should find out as much information as possible before you make a contract with an Internet Service Provider.



Introduction to the Internet

Internet Browser Software:

These are software programs that allow you to view web pages. The most common browsers are Microsoft's Internet Explorer and Netscape Navigator (or Communicator). Your computer may come loaded with one of these browsers or your Internet Service Provider may provide one for you. You can get more information for these products on their websites. (Use the library's computers if you are not connected.)

Netscape: www.netscape.com

Internet Explorer: www.microsoft.com

[Firefox Software](#)
[Google Chrome](#)
[Opera](#)

[Ace Explorer](#)
[Safari](#)
[Maxthon](#)
[Flock](#)

Here are some newer and popular browsers. Try only one at a time to see if you like the way it works for you.

URL

URL stands for uniform resource locator and is essentially an address for a web site.

- No two URL's can be exactly the same (just like no two house addresses are the same)
- URL's must be typed in exactly right with all the dots and slashes in the right place including capital and lowercase letters

Domains

- .com—commercial site
- .edu—educational site (includes all levels of schools)
- .gov—U.S. government site
- .mil—U.S. military site
- .net—network site
- .org—private or non-profit organization

Features of an Internet Browser:

Address Line

(NS=Netsite line) Long white box under the toolbar where the current website address shows. You can change this by highlighting the current URL (click once in the box) and typing in a new URL. (Start with www.)

Status Bar:

The blank gray area just above your taskbar at the bottom of your screen. This displays current information about a page that is loading or the website you would go to if you clicked on the link your mouse pointer is on.

Reminder:

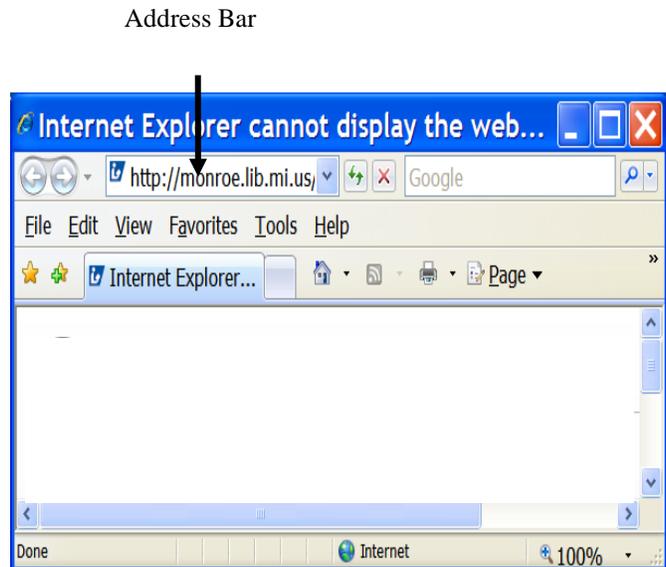
If you know a website address type it in the Address line box. (There are no spaces in a web address and they are usually all lower case letters.)

Examples:

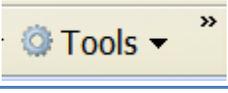
www.ford.com
www.pbs.org
www.umich.edu

If you want to do a search for something, type the word or phrase in the search box of a search engine. **Examples:**

“travel West Virginia”
“hypothyroidism treatment”



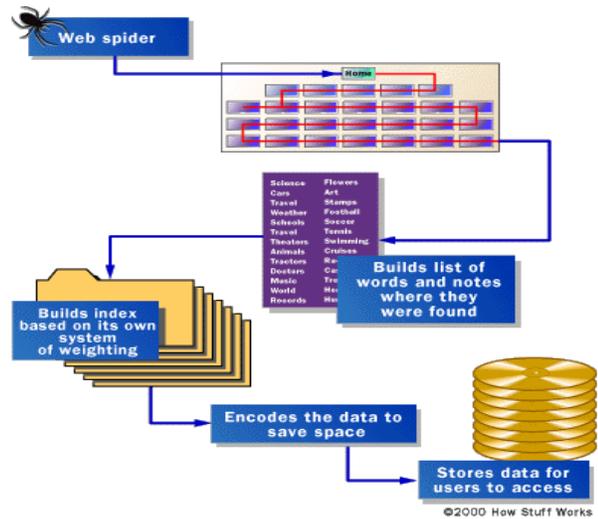
Toolbar Button Functions

Back		This button will take you back one web page at a time. If it is gray there are no steps to go back to.
Forward		This button will take you forward one page. To go Forward you have to have gone Back. The list arrow has a history of pages and sites. You can choose one from the list instead of clicking on back or forward arrow.
Stop		Stops the current action (loading a page). Don't worry it does not end your Internet session.
Refresh/Reload		Loads a new version of the current web page. Use this when a web page looks incomplete or distorted or if you want to have an up to the minute page (Ex. sports scores, news, stock market, or weather)
Home		Takes you with one click back to the page you have defined as your starting page. The list arrow gives you option to change your home page.
Search		Type a word or a phrase in the white text box and click search button. The browser decides which search engine it uses. The list arrow has a preset list for you choose as a default search engine.
Favorites (NS Bookmarks)		A button to save or mark the current web page address. You can save a list of your favorite sites.
Favorites List		Click on Favorites to view your list. Choose the site that you want to view.
Print		Prints the current web page displayed in your browser.
Page		Page options for viewing, changing text size, copy and paste, source, web page privacy and more.
Tools		Contains Browsing history, blockers, add-ons, work offline, toolbar options, and internet options.

Internet Search Tools

- **Subject Directories**—arrange information to be browsed by a subject. Subject directories will help you find information through search.

- Yahoo: www.yahoo.com
- Michigan Electronic Library: mel.org
- Librarian's Index to the Internet: www.lii.org



- **Search engines**—used to search the Internet. A search engine will locate web pages containing terms you search for.

- Alta Vista: www.altavista.com
- Google: www.google.com
- AlltheWeb: www.alltheweb.com
- KidsClick: www.kidsclick.org (a search engine for kids)
- Ask Jeeves: www.ask.com



- **Meta Search Engines**—search multiple search engines at the same time.

- Metacrawler: www.metacrawler.com
- Dogpile: www.dogpile.com
- Mamma: www.mamma.com
- Wikipedia.org

General Search Tips

- Choose specific search terms—it is easier to get broader if necessary than to wade through 1000's of results
- Use quotation marks around words or phrases—this will force the search to find the words together (“Stephen King”)
- Use lower case letters to find either upper or lower case words
- Use capital letters to force an exact match (Turkey the country or turkey the food)
- Use Boolean logic—*and, or, not* between words (weather and Michigan)

Be Aware!

- Who put up the site? (Check the domain name—is it a reliable source?)
- What is the site's purpose? (.com's will always be trying to sell something)
- Is the information current? (Dates are usually located at the bottom of the page)
- Is the information biased?

Interesting Websites

Monroe County Library System: www.monroe.lib.mi.us

Kelley's Blue Book (car pricing): www.kbb.com

Library of Congress: www.loc.gov

Monroe Evening News: www.monroenews.com

Web MD (variety of health topics): www.webmd.com

Search Engine Watch(rates and describes search engines) <http://searchenginewatch.com/>

Toledo Zoo: www.toledozoo.org

Detroit Tigers: www.detroitigers.com

White House: www.whitehouse.gov

KidsClick! (Search engine for kids): www.kidsclick.org

Careers: www.careerbuilder.com/

Amazon (online bookstore and much more): www.amazon.com

Public Broadcasting System: www.pbs.org

Antivirus software protection information: www.doshelp.com

Book lover sites: www.bookreporter.com and www.authorsontheweb.com

For new or old products, see how stuff works: <http://www.howstuffworks.com/>

Microsoft Office Programs, other products, free tutorials and services:

<http://www.microsoft.com>

HINT: For many sites you can type in a business, author, school, etc. and you will probably get the site. If not, there may be a short listing to help get you there faster.

If you are using this document on Moodle, you may have to go to the internet and copy and paste some addresses into the URL.

Printing from the Internet

Printing from the Internet can be frustrating because you don't always get what you expect. Here are some ways to control what is being printed.

If you're using Internet Explorer you can select the text that you want printed. This is one way to print from the Internet. There is always a lot of advertising and title bars on web pages that will waste your ink and isn't necessary to have. To select the text that you want to print:

1. Move your **mouse pointer** to the beginning of the text so that it looks like the **I** shape.
2. **Click and hold** your left mouse button down **dragging over the text** you want to print to highlight it. You can drag right off the bottom of the screen to keep scrolling down but do it **SLOWLY**. **Figure 1**
3. When you get all the text you want printed highlighted, **click on the File drop down menu**. (Don't click anywhere else in the meantime or your highlighting will go away!) **Figure 2**.
4. **Click on Print**.
5. In the Print dialog box click on the **option for Selection** under Print What: (The default is always All. Even if you select text if you don't click on the Selection option you will get All printed.) **Figure 3**.
6. **Click on OK**.

Computer Classes

Computer classes are coming to our branches!

The Monroe County Library System is offering hands-on information technology training throughout the county. The Mobile Computer Training Lab will be stationed at various branches throughout the month. Check with your local library branch for dates, times, and class schedules. Training on several different software titles, Internet, and E-mail will be offered.

Figure 1

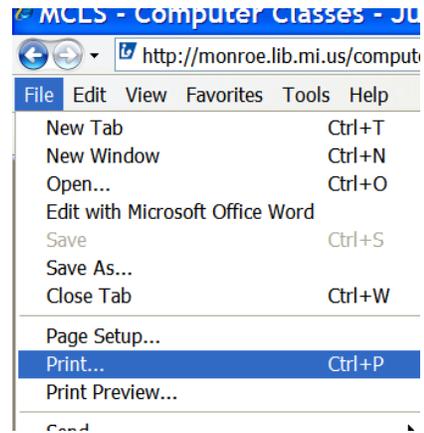


Figure 2

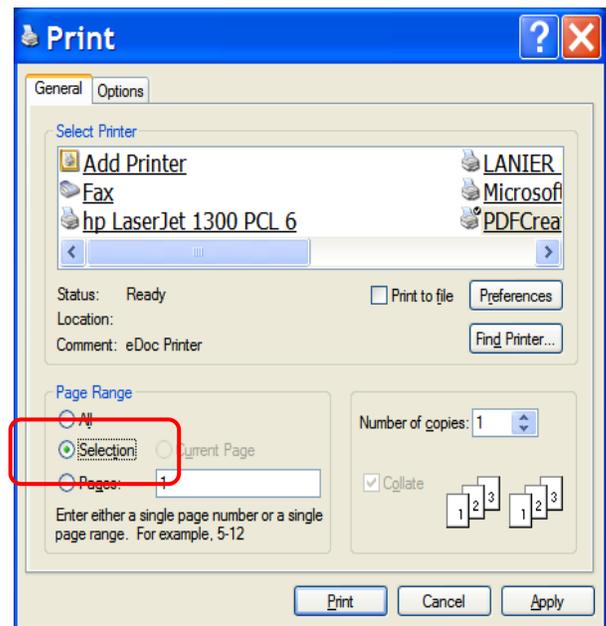
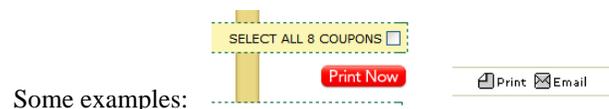


Figure 3

Many sites have printer friendly buttons that allow only the article or object to print, leaving off tool bars and etc.



Some examples:

Hints and Tips

Getting Out of a Program

To get out of a program click on the **X** in the upper right corner or on an Exit box if you see one. If a program has no obvious Exit press the **Alt and F4 keys simultaneously**. (This will also work on the Internet if you find a site that automatically loads popup windows.)

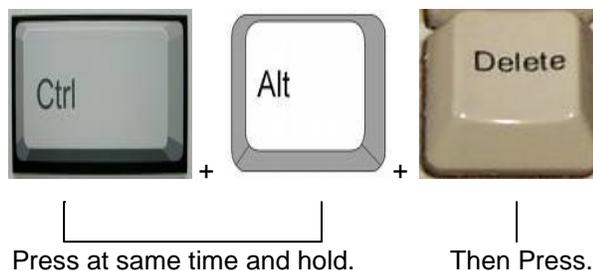
- **The Alt** key is found at either the right or left end of the space bar along the bottom row of your keyboard. (It stands for Alternate.)
- The **F4** key is one of the Function keys along the top row of the keyboard. These keys have different functions in different programs. The **F1** key is always a Help feature on any Windows computer.



If Your Computer “Freezes”

You have tried clicking on the File drop down menu to Exit and the X in the upper right corner and nothing happens. (You may not even be able to get the File menu to open and the mouse pointer may not even move anymore.)

- Try **pressing Alt and F4 simultaneously** to see if that will get you out of the program. If that doesn't work,
- **Press the CTRL and ALT keys together** (using two fingers at the same time and hold them down) then **press the Delete Key**. This is an automatic shut down message to the Windows program. **



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If these things don't work there's nothing left to do but shut the computer down. Press the power button on your tower to shut off the computer. (You may have to hold it in until the computer shuts off.) When you turn your computer on again you will get an error message and it will scan itself to see if there is any damage to any files on the hard drive.

- **Press the Ctrl and Alt keys together** (use two fingers on the same hand and hold them down) **then press the Delete key**. This is an automatic shut to the computer.

**You may get a message alerting you that pressing those keys will shut your computer down and you have to press them again to do that. At least you're getting somewhere.

Press CTRL + ALT + DELETE to get the following Window. Choose Shut Down. If it does not shut down, you may need to press the ctrl + alt + delete keys again and choose the Task Manager. Here, you can end any task that may be keeping you from shutting down the computer.



Examples of some power button styles.

Know Your Internet Provider

- **What type of service are you getting?**
 - Is there a time limit? Or do they have an additional charge if you go over your time limit?
 - Do they offer email service? Can you get that email from any computer or only one linked through that provider?
- **Do they have a help desk available** if you get stuck? Are they truly helpful, even for novice users?
- **Remember:** The phone number you dial to get Internet service has to be a local call for you or you will get charged long distance calls on your phone bill every time you connect.

Internet Glossary

Boolean Search	A search allowing the inclusion or exclusion of documents containing certain words through the use of operators such as AND, NOT and OR.
Blog	A blog (a contraction of the term <i>weblog</i>) is a type of <u>website</u> , usually maintained by an individual with regular entries of commentary, descriptions of events, or other material such as graphics or video. Entries are commonly displayed in reverse-chronological order. "Blog" can also be used as a verb, meaning <i>to maintain or add content to a blog</i>
Browser	Software programs that enable you to view WWW documents. They "translate" HTML-encoded files into the text, images, sounds, and other features you see. Netscape and Microsoft Internet Explorer are the most common.
Cache	Temporary storage for web pages in your computer. A copy of documents you retrieve is stored in cache. When you use GO, BACK, or any other means to revisit a document, the browser will first check to see if it is in cache and will retrieve it from there because it is much faster than retrieving it from the server. If memory allocated to cache in your computer becomes full, older documents will be discarded. ¹
Chat Room	The term chat room , or chat room , is primarily used by <u>mass media</u> to describe any form of <u>synchronous conferencing</u> , occasionally even <u>asynchronous conferencing</u> . The term can thus mean any technology ranging from real-time <u>online chat over instant messaging</u> and <u>online forums</u> to fully immersive <u>graphical social environments</u> .
Cookie	A message from a web server computer, sent to and stored by your browser on your computer. The main use for cookies is to provide customized Web pages according to a profile of your interests. When you log onto a "customize" type of invitation on a Web page and fill in your name and other information, this may result in a cookie on your computer. That Web page will access the cookie and appear to "know" you and provide what you want. If you fill out these forms, you may also receive e-mail and other solicitation independent of cookies. ¹
Directory	Site that helps search the World Wide Web; compiled by humans who surf the Web and then classify the resources they find by subject.
Download	To save information from the Internet to a diskette
Favorites	A place to store direct links to sites you wish to return to. To create a favorite, click on FAVORITES, then ADD FAVORITE. To visit one of these sites, click on FAVORITES and select the site from the list.
Frames	A format for web documents that divides the screen into segments, each with a scroll bar as if it were as "window" within the window. Usually, selecting a category of documents in one frame shows the contents of the category in another frame. To print something from a particular frame you must click in that frame first.

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FTP (File Transfer Protocol)	Ability to transfer rapidly entire files from one computer to another, intact for viewing or other purposes
HTML (Hypertext markup language)	The markup language used for creating documents on the World Wide Web.
http (hypertext transfer protocol)	The client/server protocol that defines how messages are formatted and transmitted on the World Wide Web
History	Button on the browser's toolbar that shows a list of sites visited. You can determine how many days to keep a history list by going in to My Computer then Control Panel then Internet Options and setting the number of days
Host	Computer that provides web-documents to clients or users.
Index	The searchable catalog of documents created by search engine software. Also called "catalog." Index is often used as a synonym for search engine.
Internet	A network that links computer networks all over the world by satellite and telephone, connecting users with service networks such as e-mail and the World Wide Web.
IP Address or IP Number	(Internet Protocol number or address): A unique number consisting of 4 parts separated by dots (e.g. 165.113.245.2). Every machine that is on the Internet has a unique IP address. If a machine does not have an IP number, it is not really on the Internet.
ISP or Internet Service Provider	A company that sells Internet connections via modem or cable.
Java	A network-oriented programming language invented by Sun Microsystems that is specifically designed for writing programs that can be safely downloaded to your computer through the Internet and immediately run without fear of viruses or other harm to our computer or files.
Keyword Search	A search for documents containing one or more words that are specified by a user.
Link	An URL imbedded in another document, so that if you click on the highlighted text or button referring to the link, you retrieve the outside URL.
Listserve	A discussion group mechanism that permits you to subscribe, receive and participate in discussions via e-mail
Newsgroup	A discussion group operated through the Internet. Not to be confused with LISTSERVS which operate through e-mail.
RSS (Really Simple Syndication) or	RSS (Rich Site Summary) is a format for delivering regularly changing web content . Many news-related sites, weblogs and other online publishers syndicate their content as an RSS Feed to whoever wants it.
Search Engine	Computer program that automatically "crawls" the Web and indexes Web pages; results are stored in a database, which is made searchable via the Web.

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Spider	The software that scans documents and adds them to an index by following links. Spider is often used as a synonym for search engine.
Stemming	The ability for a search to include the "stem" of words. For example, stemming allows a user to enter "swimming" and get back results also for the stem word "swim."
Tagging/Tag	On the Web it is being used to categorize Web pages through social bookmarking sites such as del.icio.us , Technorati , and others.
TCP/IP	(Transmission Control Protocol/Internet Protocol): This is the suite of protocols that defines the Internet. Originally designed for the UNIX operating system, TCP/IP software is now available for every major kind of computer operating system. To be truly on the Internet, your computer must have TCP/IP software.
Telnet	Internet service allowing one computer to log onto another, connecting as if not remote.
Truncation	: In a search, the ability to enter the first part of a keyword, insert a symbol (usually *), and accept any variant spellings or word endings, from the occurrence of the symbol forward. (E.g., <i>femini*</i> retrieves <i>feminine</i> , <i>feminism</i> , <i>feminism</i> , etc.)
Twitter	Twitter is a free social networking and micro-blogging service that enables its users to send and read other users' updates known as <i>tweets</i> .
Usenet	Bulletin board-like network featuring thousands of "newsgroups."
Wiki	A multilingual, web-based, free content encyclopedia project. Wikipedia is written collaboratively by volunteers from all around the world
World Wide Web (www):	The very large set of linked documents and other files located on computers connected through the Internet and used to access, manipulate, and download data and programs.
WYSIWYG	What You See Is What You Get. A type of editor used for creating web pages.
