

welcoming

friendly

exciting

customer-focused

fun

happy

relaxing  
growing

digital

super excitement

colorful

travel  
educational

comfortable

innovative

awesome

bright

cheerful

indispensable

joy  
caring

warm

creative

inviting

family-oriented

enticing

pizzazz

inspire

imagination

Gloucester County Library System

Gloucester County Library System



# **INTERNET BASICS**

# Computer Classes



Check the **GCLS** online calendar  
for the schedule of  
**Computer Classes**  
[www.gcls.org](http://www.gcls.org)

- **Basic Computer Skills:**
  - Required for all other computer classes. Learn how to use the mouse, open and close programs, select items and text.
- **Internet Basics:**
  - Learn how to use the Internet, click links, navigate sites and print useful information.
- **Email Basics:**
  - Learn about email, create your own email address and get some valuable practice.
- **Software Basics:**
  - Overview of common office software such as Microsoft Word, Excel and PowerPoint.

# Computer Guides

## Basic Computer Guide



FREEHOLDER DIRECTOR  
Robert M. Damming

FREEHOLDER LIAISON  
Warren S. Wallace, Ed.D.

## Quick Reference Guides:

### Computer Basics

Microsoft Internet Explorer 7

Microsoft Windows Vista

Microsoft Windows XP

Adobe Acrobat 8

Microsoft word 2003

Microsoft office 2007

Microsoft Publisher 2007

Microsoft Excel 2007

Microsoft Power Point 2007

# Class Objectives



- Introduce you to the Internet with particular attention to the world wide web (www).
- Gain a basic understanding of the Internet and the world wide web (www) function and what is available on them.
- Become familiar with the Internet Explorer browser.
- Learn how to do a simple search.





# Internet

## What is the Internet?

- A global collection of computers and computer networks that exchange information.
- A computer network is a group of computers that have been connected so they can communicate with each other; they can send messages and share information in the form of computer files.

## How Information Travels On The Internet

- When you receive information from another computer on the Internet you are downloading;
- when you send information you are uploading.
- Information travels over phone lines and high-speed data lines. The information is broken down into smaller pieces, called packets.

# What the Internet Offers



- **Electronic Mail (E-Mail)**

Exchanging e-mail is the most popular feature on the Internet. E-Mail is the transmission of messages electronically. You can exchange messages with people around the world. E-mail is fast, easy, free, and saves paper.



- **Information**

The Internet gives you access to information on almost any subject imaginable: medical information, news, government documents, famous speeches, recipes, job listings, hobbies, etc.



- **Computer Programs**

Thousands of computer programs are available for downloading. These programs include word processors, spreadsheets, games, screensavers, etc.

- **Entertainment**



The Internet also allows you to play games online, watch movies, listen to music and radio broadcasts, etc.

- **Discussion Groups & Chat Rooms**



You can also join discussion groups or newsgroups or chat rooms on the Internet to meet people around the world with similar interests. You can ask questions, discuss issues, and read interesting stories. (Discussion Groups and News Groups are like bulletin boards – messages are posted and someone can view it and send a reply at a later date. Chat Rooms provide for communication in real time – it's like talking on the telephone except your using a keyboard to input your words.)

- **Online Shopping**



You can even order goods and services on the Internet. You can buy books, computer programs, flowers, music CDs, stocks, and more.



# You need specific equipment and programs to connect to the Internet.



- **Computer**

Computer: You can use any type of computer, such as an IBM compatible or Macintosh computer, to connect to the Internet.



- **Modem**

You need a modem to connect to the Internet. A modem lets computers exchange information through telephone lines.  
56Kbps modem, Cable, and Wi-Fi



- **Communication Software**

Programs: You need communication software to control the modem and you need a browser to use the Internet.

- **Browser**



Internet Service Provider: An ISP is a company that gives you access to the Internet for a fee. Many providers offer you a certain number of hours per day or month for a set fee. Some providers offer unlimited access to the Internet for a set fee. Comcast and Verizon are examples. Some ISPs, also known as Online Services, provide access to information and services that are only available to their subscribers. AOL is an example of an Online Service.

- **Internet Service Provider**



Buying a computer and Internet service can be expensive. However, the Gloucester County Library provides free public access to the Internet at all branch libraries. This service is available to anyone who has a GCLS library card.



# World Wide Web

## What is the World Wide Web?

- The WWW is the most popular part of the Internet.
- It consists of a huge collection of files stored on computers around the world.
- It can include colors, graphic images, sound and video clips, and animation.

## Web Pages

- A Web page is a file on the Web.
- A Web site is a collection of Web pages maintained by a college, government agency, company or individual.
- A Web page is created by using a computer language called Hypertext Markup Language (HTML).
- HTML is a set of codes used to format Web pages and create links

# Web Addresses



- Each Web page has a unique address called the Uniform Resource Locator (URL).
- The URL tells the computer how and where to look for a document. Example: `http://www.cnn.com/world/index.html`
- Hypertext links are attached to Web addresses. In this case we are looking at a Web address so we are using http which stands for hypertext transfer protocol.

# Web Suffixes



- **COM** - COMMERCIAL ENTERPRISES
- **EDU** - HIGHER EDUCATION INSTITUTIONS
- **NET** - NETWORK OPERATIONS
- **ORG** - ORGANIZATIONS, USUALLY NONPROFIT
- **MIL** - MILITARY NETWORKS
- **GOV** - GOVERNMENT AGENCIES

# Web Browsers



- In order to view Web pages you need a Web browser.
- A Web browser is a software program that lets you view and explore information on the Web.

• Firefox



• Safari



• Chrome



Google Chrome

• Microsoft Internet Explorer





# Searching the Web



## Examples of Web Search Engines

There are many free services you can use to find information on the Web. Search engines constantly visit Web sites in order to catalog Web pages

- **Examples of Web Search Engines**
- Google.com
- Ask.com
- Yahoo.com
- TripleMe.com
- Shopzilla.com

## Search Directories

Directories are created by humans who assign submitted sites to an appropriate category or categories. Yahoo is an example of a Search Directory. You can browse through categories, such as arts or sports, to find information that interests you or you can search for a specific word or topic.

# Limitations of Internet Research



- Information Available
  - Amount of Time
  - Quality of Information
- 
- There are limitations in using the Internet as a research tool. People often have the misconception that the Internet contains every bit of knowledge... every piece of information ever written, and that all they have to do is type in their subject and they'll be able to pull up exactly what they need.
  - The Internet doesn't contain every piece of information ever written and probably never will. There have been millions if not billions of books and articles published over time and only a fraction of the information contained within them is on the Internet. The information doesn't magically appear, someone has to post it on the Internet.



- Searching for information on the Internet often takes a great deal of time if you don't know a specific site that contains the information you need. Depending on your subject and which search engine you use, you may pull up several thousand web pages. You may look through all of the pages, which could take hours, and even then you may not find exactly what you're looking for. On the other hand, you can sometimes find a great site with the information you need in only a few minutes.
- Keep in mind that since no one controls the Internet, anyone can post information on it. Some of that information may be useful and some of it may be garbage and useless as a source for research.

- **Evaluating Web Sites**

Remember it's important to evaluate sites because while there are many very good sites there are also many sites that are not credible sources of information. It's a good idea to check the site's source and when it was last updated.

# Open Microsoft Internet Explorer

## Microsoft Internet Explorer



## Common Toolbar Buttons

- The first thing you should see is the desktop with icons on it.
- Look for the Internet Explorer icon.
- Double click on that icon.

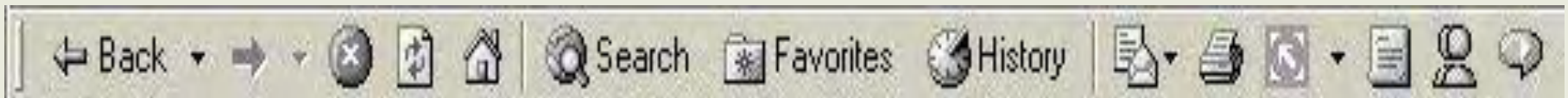
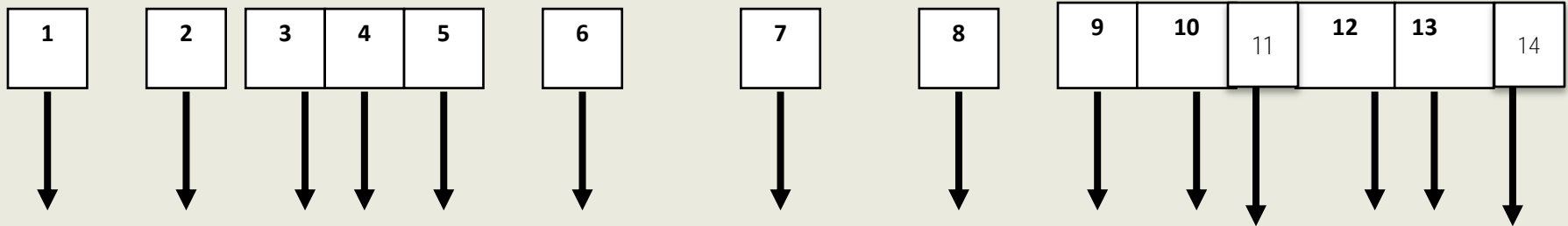


- **Back** – Takes you to the last viewed screen.
- **Forward** – Returns you to the last page viewed before using the Back button.
- **Stop** – Stops the browser from accessing a link.
- **Refresh** – Updates the page you are currently viewing if the content has changed.
- **Home** – Brings you to the Home Page that you can choose and set in your browser

# Toolbar



The Microsoft Internet Explorer toolbar consists of buttons that are shortcuts for menu commands. They make browsing faster and easier.



# Toolbar



- **1 Back.** Lets you return to pages you've viewed, beginning with the most recent. Right-click the *Back* button and select from a list of recently visited sites
- **2 Forward.** Lets you move forward through pages you've viewed using the *Back* button. Right-click the *Forward* button and select from a list of recently visited sites.
- **3 Stop.** Halts the process of downloading a Web page. Click this if you want to stop downloading a page for any reason for example, if you're having trouble downloading it or if you don't want to wait for it to download. Then try downloading it again or browse elsewhere.
- **4 Refresh.** Updates any Web page stored in your disk cache with the latest content. When you return to a page that you've visited, your browser displays the file stored in your disk cache, rather than the current page on the World Wide Web. If a web page doesn't come up the whole way or is taking abnormally long to load, try the Refresh or Reload button - sometimes this will load the page better.

# Toolbar



- **5 Home.** Returns you to your home page. You can designate any Web page as your home page.
- **6 Search.** Displays a choice of popular Internet search engines in the left pane. Your search results appear in the left pane, too. When you click a link, the page appears in the right pane, so you don't lose sight of your search results.
- **7 Favorites.** Displays a list of the sites you have marked. Click any item in the list to jump to it.
- **8 History.** Shows a list of Web sites you've visited.
- **9 Mail.** Connects you to the Microsoft Outlook Express messaging and collaboration client so you can read e-mail and newsgroup messages.

# Toolbar



- **10 Print.** Prints the page you're viewing. This is one way to save information from the Internet so that you don't have to reconnect to view it again. You can even print the URL associated with each hyperlink, making it easy to navigate to the site later.
- **11 Edit.** Opens a file in the Microsoft Word word processor that contains the HTML code for the page you're viewing so you can see and even edit it.
- **12 Discussion.** Access a discussion server.
- **13 Messenger.** Opens Windows Messenger.
- **14 Media.** Displays a list of audio and video media options using Real Player or the Windows Media Player.

# Challenge



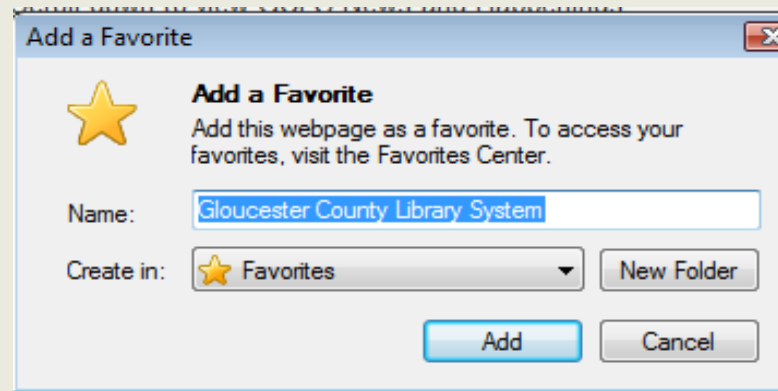
- Log onto Internet
- Search the word Dog on the web
- Now click on images.
- Then video, Maps, News, Shopping.
  
- Great Job!



# Favorites



- **Favorites** – Sites that you like to visit frequently can be added to this list so you don't have to type in the address. You can add, delete and organize your Favorites.
- **To add the current Web page as a Favorite**, click on Favorites and then Add. To choose the folder where you want to store this listing, click on Create in and choose the folder you want. At this point, you also have the option to create a new folder.





# Favorites



- **To delete a Favorite**, simply right click on the item and choose Delete. Or, you can choose Organize Favorites, select the desired item, and click on the Delete button.
- **To move a Favorite to another folder**, click on Organize Favorites, select the desired item, and click on Move to Folder. In the pop-up window, select the folder where you would like to store this listing.

# Moving Around on the Web



Move your mouse pointer around the screen until you see the arrow turn into a white hand. Whenever you see that hand, it means that the pointer is on top of a hyperlink. Those are links to other pages on our Web site or to other Web sites. Go ahead and click on any of those links. You have now gone to another page.

- **Back button** on the toolbar. You have now gone back to the previous web page. Now click on the
- **Forward button.** You've gone forward to the page you were just at. Now click on the
- **Home button.** You have now returned to your Home Page.


**Need More Practice?**

**Try *Mouercise* at home...**

<http://www.pbclibrary.org/mousing/mouercise.htm>

# Challenge



- Log on to any website
- On left click on icon A small icon representing 'Add to favorites', featuring a green plus sign and a yellow star on a light blue background.
- Click on add to favorites

# Search Directories



- **Ask**

*<http://www.ask.com>*

Ask is different from other search directories because it allows you to ask questions using natural language, rather than special searching techniques.

- **ipl2**

*<http://www.ipl.org>*

ipl2 is one of the best directories available. It provides links to the best web sites on a wide variety of topics. Librarians maintain it.

- **Yahoo**

*<http://www.yahoo.com>*

Yahoo is one of the most popular search directories. Yahoo offers features such as search sites for different categories, such as restaurants, and for specific cities and regions.

# Meta Search Engines



- **Dogpile**

*<http://www.dogpile.com>*

Dogpile searches 20+ search engines and retrieves results separately and it offers custom search options.

- **Mamma**

*<http://www.mamma.com>*

Mamma retrieves results in relevancy ranked order. It also has a power search that offers a user-friendly template for building a query.

# Search Engines



- **AltaVista**

*<http://www.altavista.com>*

AltaVista is one of the largest search engines on the Web in terms of pages indexed. It is available in many other languages, including Spanish, French, and Chinese.

- **Excite**

*<http://www.excite.com>*

Excite offers many services in addition to a search engine, including free e-mail, shopping links, news, and daily horoscopes.

- **Google**

*<http://www.google.com>*

Google has gained widespread praise for providing relevant results because the search engine ranks Web sites based on popularity.

# Searching with Google



- Open the Google site ([www.google.com](http://www.google.com))
- Keyword Searches
- Try the most obvious keyword first.  
Use words likely to appear on a site with the information you want.  
Make keywords as specific as possible.



# Terms to Be Familiar With:



- **Browser**--Contains the basic software you need in order to find, retrieve, view, and send information over the Internet.
- **Download**--To copy data from a remote computer to a local computer.
- **Upload**—To send data from a local computer to a remote computer.
- **E-mail** - E-mail (electronic mail) is the exchange of computer-stored messages by telecommunication. E-mail can be distributed to lists of people as well as to individuals. However, you can also send non-text files, such as graphic images and sound files, as attachments sent in binary streams.
- **Filter** - Software that allows targeted sites to be blocked from view. Example: X-Stop, AOL@School
- **Home Page** - The beginning "page" of any site.



# Terms to Be Familiar With:



- **HTML (HyperText Markup Language)** - The coding language used to create documents for use on the World Wide Web. There are three-letter suffixes used in coding that help to identify the type location one is viewing
- **HTTP (HyperText Transport Protocol)** - the set of rules for exchanging files (text, graphic images, sound, video, and other multimedia files) on the World Wide Web. Relative to the TCP/IP suite of protocols (which are the basis for information exchange on the Internet), HTTP is an application protocol.
- **Hypertext** - Generally any text that contains "links" to other text
- **Internet** - A global "network of networks" connecting millions of computers. Worldwide
- **ISP (Internet Service Provider)** - A company that provides access to the Internet. For a monthly fee, the service provider gives you a software package, username, password and access phone number. Equipped with a modem, you can then log on to the Internet and browse the World Wide Web, and send and receive e-mail.

# Terms to Be Familiar With:



- **Link** - In hypertext systems, such as the World Wide Web, a link is a reference to another document. Such links are sometimes called *hot links* because they take you to other documents when you click on them
- **Meta-Search Engine** – A search engine that submits your search to several search engines at once.
- **Modem (Acronym for Modulator-Demodulator)** - A device or program that enables a computer to transmit data over telephone lines. Computer information is stored digitally, whereas information transmitted over telephone lines is transmitted in the form of analog waves. A modem converts between these two
- **Search Engine** - A web server that collects data from other web servers and puts it into a database (much like an index), it provides links to pages that contain the object of your search. forms.

# Terms to Be Familiar With:



- **TCP/IP** -- TCP/IP (Transmission Control Protocol/Internet Protocol) is the basic communication language or protocol of the Internet. It can also be used as a communications protocol in a private network (either an intranet or an extranet). When you are set up with direct access to the Internet, your computer is provided with a copy of the TCP/IP program just as every other computer that you may send messages to or get information from also has a copy of TCP/IP.
- **URL (Uniform Resource Locator)** - The Internet address. The prefix of a URL indicates which area of the Internet will be accessed. URLs look differently depending on the Internet resource you are seeking.
- **WWW (World Wide Web)** - A technical definition of the World Wide Web is: all the resources and users on the Internet that are using the Hypertext Transfer Protocol (HTTP).

# Try These Internet Sites – Just for Fun!



- [www.amazon.com](http://www.amazon.com) A huge online bookstore and much more!
- [www.weather.com](http://www.weather.com) From the TV Weather Channel
- [www.bhg.com](http://www.bhg.com) From Better Homes and Gardens magazine
- [www.mapquest.com](http://www.mapquest.com) Maps and driving directions for the U.S. and Canada
- [www.espn.com](http://www.espn.com) Entertainment and Sports Programming Network
- [www.pricegrabber.com](http://www.pricegrabber.com) Comparison shopping
- [www.allrecipes.com](http://www.allrecipes.com) Search for recipes

# Challenge



Log online go to

<http://www.barnesandnoble.com/>

Type **John Grisham** in the keyword search

Ok now go to top right corner search window and enter

<http://www.fantasticfiction.co.uk/>

Type **John Grisham** in the keyword search

# Some Common Questions and Answers



## **WHO INVENTED THE INTERNET?**

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- 1960 AT&T introduces the dataphone and the first known MODEM.
- 1961 Leonard Kleinrock publishes his first paper entitled "Information Flow in Large Communication Nets" is published May 31, 1961.

# Questions and Answers



- **Question:**

How to find information on the Internet.

- **Answer:**

Most information is found on the Internet by utilizing a search engines. A search engine is a web service that uses web robots to query millions of pages on the Internet and creates an index of those web pages. Users can then use these services to quickly and easily find the information they may be looking for.

- **Question:**

Is it possible to crash or shutdown the entire Internet?

- **Answer:**

No. The Internet as a whole is a collection of multiple different networks controlled and maintained by multiple people, businesses, and governments and has been designed to be redundant, which means even if one portion of the network goes down users should still be able to get to their destination in most cases.

# Self-Paced Learning

These interactive tutorials will help you practice the skills you learn in Computer Classes @ GCLS or explore other resources on your own!



## Computer Basics

Learn about the different types of computers, the parts of the computer and how computers work.

[BBC Absolute Beginners Guide to Computers](#)

## Internet Basics

Learn how to get connected, use a web browser, and navigate webpages.

GCF LearnFree [Internet 101 Tutorial](#)

## Mouse Basics

How to hold, move, and click a mouse.

[Mouserobics](#)

[Mousercise](#)

[Games for Mouse Practice](#)

## Keyboarding Basics

Learn the layout of the keyboard and practice typing.

[TypeOnline](#)

[Nimble Fingers](#)

[Power Typing](#)

[About the Keyboard](#)

**IF YOU HAVE QUESTIONS.  
THEY HAVE ANSWERS.**

[HTTP://WWW.COMPUTERHOPE.COM  
/WEBQA.HTM](http://www.computerhope.com/webqa.htm)

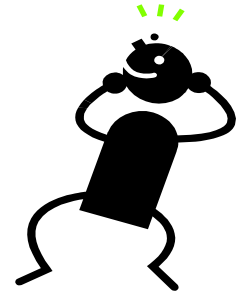
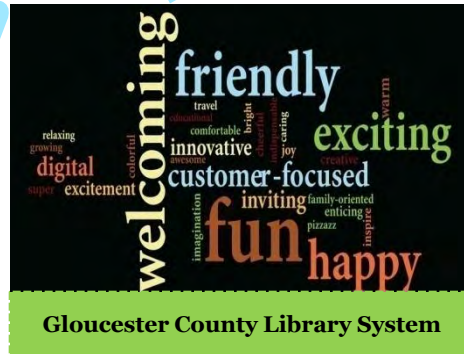
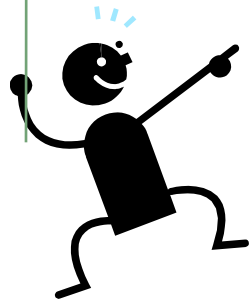




# Thank You!

## We hope this Class was helpful

Please fill out a survey to help us improve our computer classes



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