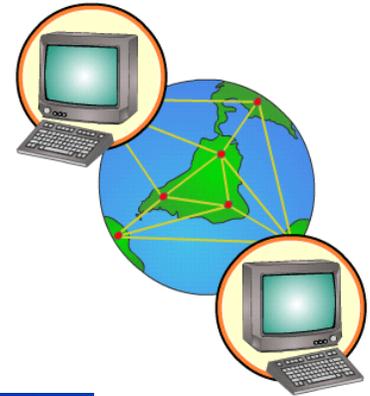


# Internet Basics

Welcome to the Internet Basics class. We will be covering the basics of accessing the internet, the different features that you will see when you are using the internet, and some commonly used tools for using the internet efficiently. Let's start with some definitions.

## What is the Internet?

The Internet is a connection of computers world-wide that allow people to find information and communicate with one another through the computer.



## Web Browsers

Three common browsers



**Google  
Chrome**



**Internet  
Explorer**



**Mozilla  
Firefox**

Some other browsers include Opera and Chrome. You can open a browser in several different ways:

1. Move the mouse over the icon and double click on the left mouse button fast.
2. Move the mouse over the icon and click the right mouse button to bring up a hidden menu. Then left click on the Open button from the hidden menu.
3. Move the mouse down to the toolbar, which is located at the bottom of your screen. Find the icon for Internet Explorer as seen above, move your cursor over the icon, and then left-click once to open the program
4. If you have done these steps correctly, a window should appear. This window is your Internet homepage.



Homepage: Default page that pops up when you first open your Internet browser. You can change this page in your Internet options to a webpage that you prefer.

## Web Address

Every website on the internet has a web address. The web address is the location of a particular page on the internet. There are several parts to a standard web address.



The Domain Name is usually an indication of what type of group owns the website. Here are some common domain names:

com = Company

edu = Educational Institution

gov = Government Entity

org = Organization

## Browser Window Features

There are several general features that every browser window contains including:

**Address bar:** Box where you type in the website address that you would like to go to. You can also use this box as a search box to search for a website.



**Back and Forward buttons:** Buttons that allow you to go back to the previous page or go forward one page if you have already gone back at least once.



**Favorite button:** Saves the website address of your "favorite" or frequently used websites so that you can just select the website from your favorites list without typing in the website address when you want to go to that website. Also called Bookmarks.



**Go To button:** Pressing this button takes you to the website that you have typed in the address box. You can also just press the Enter key on the keyboard to go to the website.



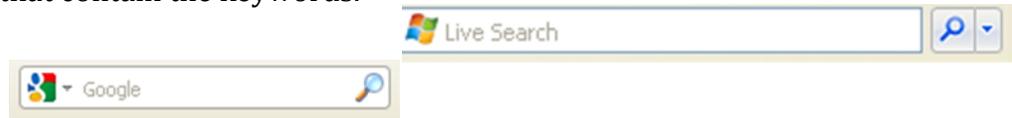
**Home button:** This button takes you to the Home page or first page that opens when you open your browser.



**Refresh Button:** Loads the website again to hopefully remove the errors that may be on a page or to provide the most up to date information.



Search box: Box where you can type in a keyword and search the internet to pull up a list of all the websites that contain the keywords.



Stop Loading button: This button stops the page from loading and goes back to the previous page.



Tabs: Rounded edged rectangle buttons attached to the menus or that allow you to access different webpages.



Toolbar: Bar containing several tabs attached to drop down menus that contain different commands for using the internet or changing the settings.



Window Buttons: Buttons that allow you to resize and close the window.



## Search Engines

If you do not know the web address for the website you are looking for, you can use search engines to find the web address. The most common search engines are Google, Bing, and Yahoo.



Google: [www.google.com](http://www.google.com)



Bing: [www.bing.com](http://www.bing.com)



Yahoo: [search.yahoo.com](http://search.yahoo.com)

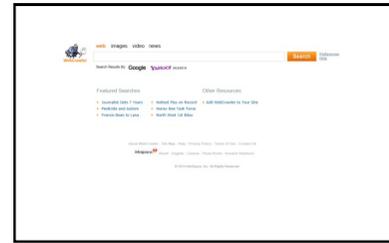
When the search engine page appears you would type in a keyword that describes what information you want to find on a website. The search engine will conduct a search of the internet and show you a result list of different websites that contain the keywords. Each result should show the name of the website, the web address, and a brief description of the page or an excerpt from the page.

## Mega Search Engines

There are also mega search engines that allow you to search several search engines at one time.



Dog Pile  
www.dogpile.com



WebCrawler  
webcrawler.com

Mega Search Engines do keyword searches the same way as standard search engines. So you can type a keyword in the search box and click search to receive a list of results.

## Directories

Another way to find websites on the internet is to use Directories. Some common directories include the following:

Open Directory Project



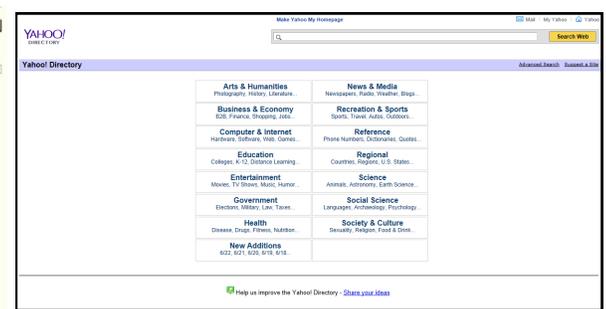
www.dmoz.org

Virtual Library



vlib.org

Yahoo Directory



dir.yahoo.com

To use a directory, you would first type the directory website address into the browser address bar and click Enter. Then you look through the directory major subject list and choose the subject for the websites you would like to view. When you click on one of the major subject heading, a new list of subheadings should appear. You would keep clicking on subject headings that are more specific until you get a list of website results. Choose the website you would like to view and left click on the website title to go to the page.

## Which Site Is Right For Me?

Try out each of these directories and search engines and see which one you would prefer. There are numerous features associated with each site, so anytime you go on the Internet, take some time to explore the exciting features of the search engines and directories. The world is at your fingertips.

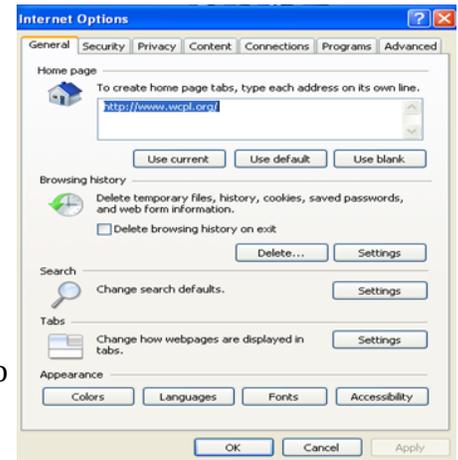
# Internet Settings & Upkeep

When you are using the internet you may want to change the settings to fit your needs. To access your browser settings you would go to your internet browser toolbar. The toolbar provides you with several setting options. You can click on the View tab to get a list of different toolbars or sidebars you would like to add to your browser page.



The Tools tab provides a drop down menu that allows you to change the settings for your filters, change your internet history and handle downloads or add-ons. The Tools menu also contains your Internet Options button.

The Internet Options button brings up a dialogue box that contains several different settings including your content, privacy, and security settings. Your content settings can deal with news feed, pops up, or other content. Privacy settings tell the computer how much information can be passed to the websites when you visit them. Your security setting helps protect you from problem websites. Your settings are supposed to make your internet experience more beneficial for you and help you protect your computer and your information.



You will also need to access your internet setting to help you with the upkeep of your computer. To keep your computer running efficiently, it is good to delete your browsing history, cookies, and other temporarily stored files on your computer because they are taking up memory space on your hard drive.

To delete these files:

1. Click your tools tab on your toolbar.
2. Go to internet options.
3. Go to the General tab and find the Browsing History section.
4. If you do not have a general tab, it might be under the Privacy tab or on the Tools drop down menu.
5. When you find the Browsing History section, click delete.
6. A new dialog box should pop up allowing you to select what parts of the history you want to delete.
7. Select all files that you don't need and then click ok.

## Definitions

Here are some of the terms we went over today.

- Internet: a connection of computers world-wide that allow people to find information and communicate with one another through the computer.
- Hypertext Transfer Protocol (http): the network rules and procedures that allow you to distribute information, collaborate with others, and use hypermedia through different data systems.
- World Wide Web: an information system where a person can load documents on the internet using hypertext code that allows others to view the document and search for the document.
- Servers: computers or computer programs that manage access to the internet or a network that accesses the internet.
- Browsers: programs that allow users to see a graphic interface of the internet.
- Search Engine: a program that allows a user to search the internet for keywords.
- Directories: organized list of websites arranged by topic.

## Conclusion

Thank you so much for attending this internet basics class. Please continue to practice using the internet. The more you use it, the easier it will be for you and the more efficient you will be at it. Enjoy the rest of your day.

