

P A R T

4

INTERNET

Program or Skill	Lesson	Lesson Number
Internet Explorer 5.5	Navigating the Web	17
Searching	Choosing the Right Type of Search Tool	18
Searching	Finding What You Need	19
Problem Solving	Evaluating Web Sites	20

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Microsoft Internet Explorer 5.5

Navigating the Web

Estimated Classroom Time	Topic	Page
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Prerequisite

- “Getting Started on the Computer” lesson or familiarity with the Windows operating system.

Objectives

You will be able to:

- Browse pages on the World Wide Web.
- Search for information.
- Print a Web page.

BEFORE YOU BEGIN

Gather Supplies



- You will need a separate sheet of paper to write your answers to the review questions.
- ▶ ■ In order to save your work, you will need a floppy or Zip disk.

Photocopy Worksheets and Fact Sheets



▶ Worksheets and fact sheets are designed to be photocopied so that you can refer to them during the lesson, write directly on them, and take them home. If a lesson includes worksheets or fact sheets, you'll find them at the end of the lesson. Check now to see if this lesson includes any. Photocopy them before you start the lesson.

Copy Working Files to a Disk



▶ If a lesson includes an electronic working file, you'll find a printed copy at the end of the lesson to use as a reference. You will work directly in the electronic copy during the lesson. Check now to see if this lesson includes a working file. If it does, copy the electronic working file to a floppy or Zip disk. You can copy the working file from the desktop or download it from the Bill & Melinda Gates Foundation Web site <http://www.gatesfoundation.org/libraries/uslibraryprogram/granteesupport/trainingcurricula/default1.htm>.

To Copy a Working File from the Desktop

1. Insert a floppy or Zip disk into the appropriate disk drive of the computer.
2. Double-click the **Computer Companion** folder on the desktop.
3. Double-click the folder of the lesson you want to use. The files in each lesson folder include the working files that are used with the lesson.
4. Click the working file you want to use.
5. Click **Edit** on the menu bar, and select **Copy**.
6. Click the downward-pointing arrow on the **Address** bar, and select **3½ Floppy** to save to a floppy disk or select **Removable Disk (E:)** to save to a Zip disk.
7. Click **Edit** on the menu bar, and select **Paste**. The file is copied onto the disk.
8. Double-click the file to open and begin using it.

Printing Your Work

You might or might not be able to print from the computer you are working on. Consult a staff member for instructions. None of the lessons require printing.

See the *Printing, Saving, and Opening Files Quick Guide* for more information.

You are free to copy or print any part of this book. Copies may not be sold or used for commercial purposes.

Introduction



WORKSHEET: *Learning the Truth about the Internet*
(Photocopy the worksheet at the end of this lesson. You can write on your copy while you work.)

The Internet is a worldwide network of computers. Using the Internet, you can communicate with people anywhere in the world, find information on just about any topic, and share your ideas with others.

Test your knowledge of the Internet by answering the questions on the “Learning the Truth about the Internet” worksheet.

Instructor Note


Have trainees complete the worksheet in a group. Try a thumbs-up (true), thumbs-down (false) approach if the trainees are hesitant to share their answers.

Using Internet Explorer

Internet Explorer is a Web browser that is used to access, view, and navigate Web pages on the Internet. Web pages are accessed either by clicking hyperlinks or by typing a Web address in the Address bar of the Web browser. The Internet Explorer window has five main areas:




- **Title bar:** Displays the title of the Web page you are visiting.
- **Menu bar and toolbar:** Provide menus and buttons for you to use to navigate the Web or accomplish tasks such as printing Web pages, changing the size of the displayed text, or using Favorites.
- **Information area:** Displays the contents of the Web page.
- **Status bar:** Located at the bottom of the window, this displays information about the page, such as download status and whether the Web site is secure for online purchases.

To Open Internet Explorer

Double-click the **Internet Explorer** icon  on the desktop to start the program. The Home page opens in the Internet Explorer window.

To Use the Back, Forward, and Home Buttons

The **Back**, **Forward**, and **Home** buttons are located on the toolbar. These buttons are used for navigating the Web:

- Click **Back**  to go to the previous page.
- Click **Forward**  to reverse the action of the **Back** button.
- Click **Home**  to go to the Home page.

To Use Hyperlinks

You can use hyperlinks to go to a new page or to a different location on the same page.

1. Move the mouse pointer around the screen. When your mouse is over regular text, the pointer is an arrow or an I-beam. When your mouse is over a hyperlink, it changes to a pointing hand.
2. Click a hyperlink to go to a new page or to a different location on the same page.

To Access a Specific Web Site

The **Address** bar, which displays the current Web page address, is located below the toolbar. Type a Web address inside this bar, and then press ENTER or click the **Go** button to go to a different page.



1. Click inside the **Address** bar. The current text is selected.
2. Type `www.nationalgeographic.com`. The new Web site address replaces the text in the **Address** bar.
3. Press ENTER. The National Geographic Web site is displayed.

REVIEW QUESTION

(Use a blank sheet of paper to write down your answer. You can check your answer against the one provided at the end of the lesson.)

1. What does the **Back** button do?

Surfing the Web

Searching for information on the World Wide Web is commonly called *browsing* or *surfing*. It is similar to walking into a library and looking at information in many books. There are many different ways of locating information on the Web. Using Favorites and searching for information using a search tool are two common methods.

To Use Favorites



WORKSHEET: Investigating Internet Explorer Favorites

(Photocopy the worksheet at the end of this lesson. You can write on your copy while you work.)

Internet Explorer Favorites provide quick access to preselected Web sites. All computers have a selection of Favorites that are included when Internet Explorer is installed. When you view the **Favorites** menu, you will see either links to pages or folders that contain links to pages.

Answer the questions on the “Investigating Internet Explorer Favorites” worksheet.

1. Click **Favorites** on the menu bar. The **Favorites** menu appears.
2. Point to a folder to view its contents, and click a link to go to a specific Web page.



INTERNET EXPLORER TIP

On many public access computers you will not be able to save your own Internet Explorer Favorites.

To Search for Information

You can still search for information on the Web even if you do not know a Web site address.

1. Click **Search** on the Internet Explorer toolbar. The Search pane opens.

2. Click inside the **Find a Web page containing** box, and type *Seattle*.
3. Click the **Search** button below the **Search** box.
4. Click any link that appears in the search results list. A Web page relating to your search is displayed.
5. Click the **Search** button on the Internet Explorer toolbar. The Search pane closes.

REVIEW QUESTION

(Use a blank sheet of paper to write down your answer. You can check your answer against the one provided at the end of the lesson.)

1. What are two ways you can find information on the Web?


Printing Web Pages

Sometimes a Web page will print on multiple pages because the page does not fit on one piece of paper. However, you can specify the information you want to print. Before you print, you should view the page in Print Preview to determine if you want to print the entire page or only a selection. If you do not need to print the entire page, you can choose to print only part of the Web page.

To Print an Entire Web Page

1. Locate a page on the National Geographic Web site that has information you want to print.
2. Click **File**, and select **Print Preview**. The Print Preview window opens.
3. Look at the number of pages that will print. If you want to print these pages, click **Print**. Otherwise, click **Close**.

To Print Part of a Web Page Using Microsoft Word

1. Move the mouse pointer to the beginning of the text you want to print.
2. To select the text, hold down the left mouse button and drag the mouse pointer to the end of the text you want to print. The text is selected.
3. Click **Edit** on the menu bar, and select **Copy**.
4. Click **Minimize** in the upper-right corner of the Internet Explorer window.
5. Double-click the **Microsoft Word** icon  on the desktop to start the program.
6. Click **Edit** on the Word menu bar, and select **Paste**.
7. Click **File** on the Word menu bar, and select **Print**.

To Print Part of a Web Page

1. Move the mouse pointer to the beginning of the text you want to print.
2. To select the text, hold down the left mouse button, and drag the mouse pointer to the end of the text you want to print. The text is selected.
3. Click **File** on the menu bar, and select **Print**. The **Print** dialog box appears.
4. Select **Selection** in the **Print Range** options, and click **Print**.

To Print a Single Page or a Range of Pages

1. Click **File** on the menu bar, and select **Print**. The **Print** dialog box appears.
2. Select **Pages** in the **Print Range** options, and type the page numbers you want to print in the text box.
3. Click **Print**.

Getting Help

You can use Internet Explorer Help to access tips on features. In the left side of the Help window, you can browse by topics, search by index entry, or search by topic keyword. The right side displays a specific Help topic. The Help toolbar is located above the two panes. You can use the Help toolbar to navigate and print Help topics.




Imagine the following scenario: You have a friend who is having difficulty using the mouse and wants to use the keyboard as much as possible. Using Internet Explorer Help Contents and Index, what information can you find that would help your friend?

Instructor Note

Have each trainee write down a question about Internet Explorer. Collect the questions, and pass them out randomly to the trainees. Have each trainee answer the question using Help Contents and Index. Share the answers with the group.

To Use Internet Explorer Help

1. Click **Help** on the menu bar, and select **Contents and Index**. The Microsoft Internet Explorer Help window opens.
2. Click the **Search** tab.
3. Type a topic in the **Type in the keyword to find** box.
4. Click **List Topics**.
5. Click a topic to select it, and click **Display**. The Help topic is displayed on the right side of the Help window.
6. Click **Close**  in the upper-right corner of the Help window to close the window.

REVIEW QUESTIONS

(Use a blank sheet of paper to write down your answers. You can check your answers against those provided at the end of the lesson.)

1. How do you access Help in Internet Explorer?
2. Why should you use Internet Explorer Help?

Wrapping Up

Key Points to Remember

Use Favorites or the Search button to find a Web page if you do not know a Web site address. If you do not know how to accomplish a task in Internet Explorer, use Help.

Answers to Review Questions

USING INTERNET EXPLORER

1. Clicking the **Back** button returns you to the previous page.

SURFING THE WEB

1. You can find information on the Web by searching for the information and by using Favorites.

GETTING HELP

1. To access Help in Internet Explorer, click **Help** on the menu bar, and select **Contents and Index**.
2. You can use Help to find answers to specific questions and troubleshoot problems. You can also use Help to familiarize yourself with Internet Explorer.

Additional Resources

- *Internet Explorer 5.5 Quick Guide*
- *Copying and Moving Text and Pictures Quick Guide*
- Gateway Internet Explorer 5.5 Tutorial
- Learning about the Internet
(list of Web resources for learning about the Internet)
<http://lcweb.loc.gov/guides/learn.html>

Learning the Truth about the Internet

When you have completed the worksheet, return to the “Using Internet Explorer” section of the lesson.

Answer the questions true or false. The answers are listed on the next page.

1. You have to be good at computers to use the Internet.
2. The World Wide Web and the Internet are the same thing.
3. There is not one person or group that runs the Internet.
4. WWW stands for World Wide Wrestling.
5. You can find anything you need on the Internet.
6. You need to evaluate information on the Internet for accuracy, reliability, and timeliness.

PHOTOCOPIABLE

Learning the Truth about the Internet **Answers**

1. You have to be good at computers to use the Internet.

False. If you know how to use a mouse, you can use the Internet.

2. The World Wide Web and the Internet are the same thing.

False. The World Wide Web is just one part of the Internet.

3. There is not one person or group that runs the Internet.

True. The Internet is not owned or managed by any one organization.

4. WWW stands for World Wide Wrestling.

False. WWW, in this case, stands for World Wide Web.

5. You can find anything you need on the Internet.

False. There are many types of information the Internet does not provide access to, such as the complete text of many articles and books.

6. You need to evaluate information on the Internet for accuracy, reliability, and timeliness.

True. Information found on the Internet can be published by anyone, and therefore might be written with bias. Also, information may be outdated if the page is not maintained.

PHOTOCOPIABLE

Investigating Internet Explorer Favorites

When you have completed the worksheet, return to the “Surfing the Web” section of the lesson.

For each scenario, identify in which Favorites folder or folders you could find Web sites that provide the information you need. Suggested answers are listed on the next page.

1. To plan a trip across the United States, you want to view a variety of maps and other travel information.
2. You need to have a letter translated from Spanish to English.
3. You need the most up-to-date stock information available.
4. You want to contact an old friend. You don't know where this person lives, but you have a feeling this person has an e-mail address.

PHOTOCOPIRY

Investigating Internet Explorer Favorites **Answers**

1. To plan a trip across the United States, you want to view a variety of maps and other travel information.

*Answer: In the Government folder, choose either **States** or **Statistics**.*

2. You need to have a letter translated from Spanish to English.

*Answer: In the Reference folder, choose **Language**, and then choose **Translation**.*

3. You need the most up-to-date stock information available.

Answer: Look in the Finance and Investing folder.

4. You want to contact an old friend. You have no idea where this person lives, but you have a feeling this person has an e-mail address.

Answer: Look in the Finding People folder.

PHOTOCOPIABLE

