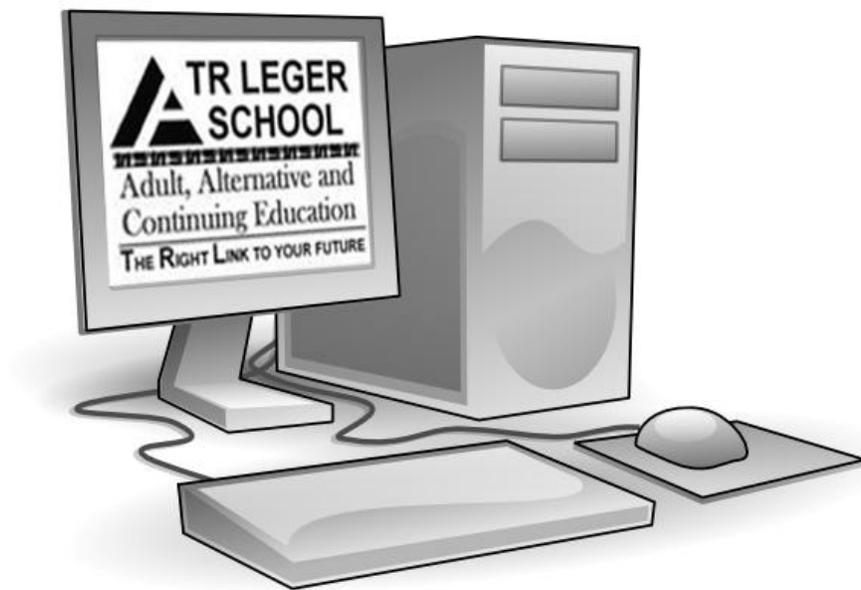


# Essential Skills for Internet Use



TR Leger Adult Literacy and  
Employment Preparation  
Program

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Developed by  
TR Leger Adult Literacy and Employment Preparation Program

## Introduction

### *Essential Skills for Internet Use*

- This manual is designed to assist learners in the Adult Literacy and Employment Preparation Program with the basic skills needed to navigate the Internet.
- This manual is designed to be an independent, self-guided handbook and can also be used as a course in a group setting.
- Learners follow the book in the order it is written and complete each online activity before continuing to the next lesson.
- Although using the mouse is discussed in this manual, instructors may want to ensure that learners have a good working knowledge of clicking and double clicking the mouse while working through this course. If a learner needs extra practice please use the interactive mouse tutor located at:  
<http://www.bbc.co.uk/computertutor/computertutorone/index.shtml> or <http://www.skillfulsenior.com/skills/mouse/>
- Learners may need headphones for some of the exercises in this manual.
- Learners should complete the checklist and survey at the end of this guide.

# Computer Course Pre-Evaluation

Congratulations on starting up the Essential Skills for Internet Use guide. Please take a minute to fill out this survey. Circle your answers.

1. I am comfortable using a mouse and keyboard.

Yes      Somewhat      No

3. I have an email account.

Yes      No

4. I use a computer often.

Yes      Somewhat      No

5. I find computer work difficult.

Yes      Somewhat      No

6. I have taken a computer course before.

Yes      Somewhat      No

7. I am interested in learning about the Internet.

Yes      Somewhat      No

8. I have searched for information online before.

Yes      Somewhat      No

## Glossary of Internet Terms

- **Address Bar** – an address bar is the top, long, white box into which you type the website address you want to visit.
- **Online** – a computer is connected to the Internet either by telephone or cable.
- **Offline** – you are using your computer, but it is not connected to the Internet.
- **Scroll** – the grey bar on the right side of the screen that helps you move up and down on a web page.
- **Social Networking** – Using the Internet to discuss interests, meet new friends, share photographs, send messages and/or chat with people.
- **URL** – an address that you need to type to access a website. This usually begins with “www”. URL stands for **Uniform Resource Locator**.
- **Web Site** – a location on the Internet where a person or organization has put their information for people to use.
- **Web Page** – one page of a website.

# What is the Internet?



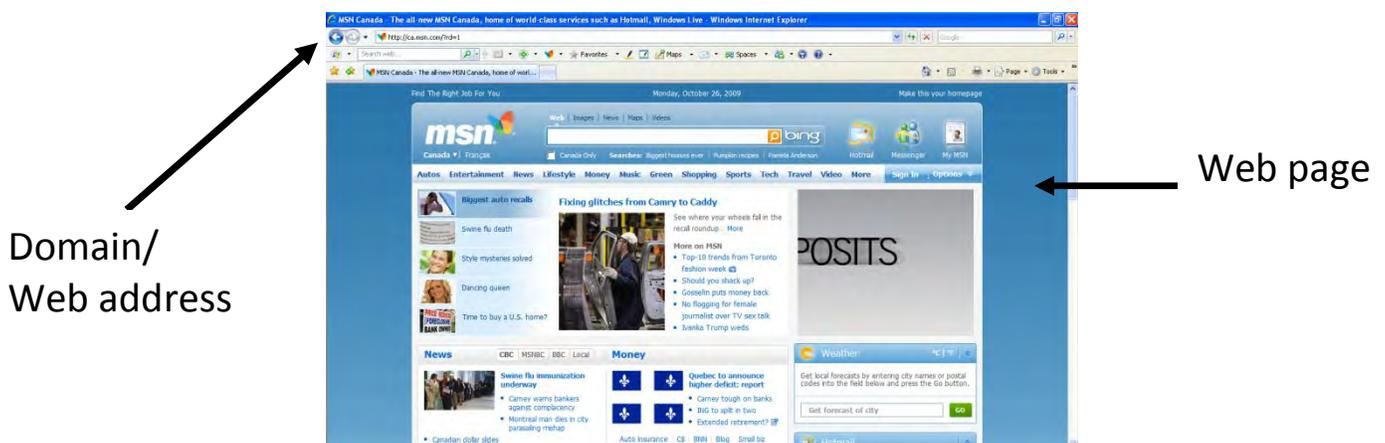
The Internet is a network for computers. It connects computers all over the world.

People make their own websites. These websites have domains, which is an address. You type in the address to get to the right domain.

Most addresses start with **www**. This stands for the **World Wide Web**.

There are many, many websites. Some are owned and updated by government agencies, companies, schools and medical groups.

Some people make money from their websites and others just post websites or web pages for fun or information.





## Why Use the Internet?

The Internet has become a very important part of our world.

Many employees now have workplace email and most employers want to hire workers who know how to use the Internet.

More and more people are choosing to share messages and pictures through email and social networks (such as Facebook and Twitter).

Using the Internet can also save time, money and effort. For example:

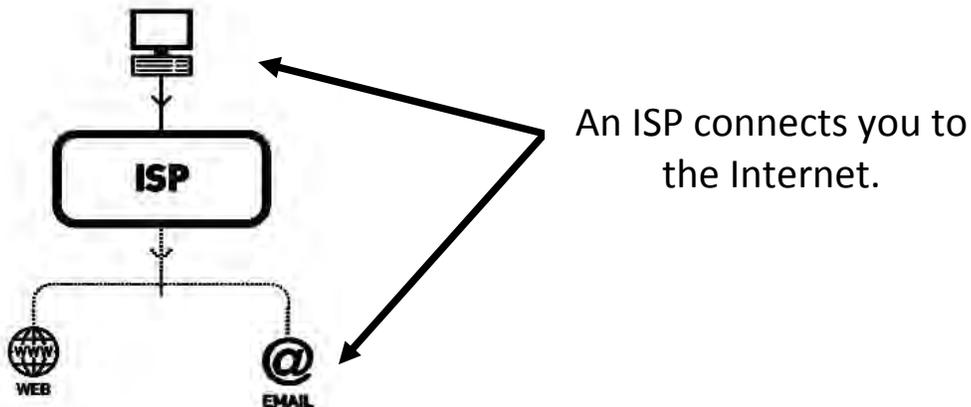
- Using email and social websites is a less expensive way of staying in touch with family and friends, especially if they live far away.
- Banking online saves time because you do not have to write cheques or stand in line at your local bank.
- The Internet is a quick way to find information, such as local weather, phone numbers and postal codes.
- The Internet is helpful when looking and applying for jobs. Most employers post job ads online.
- Stores, government agencies and organizations now have websites. These sites have lists of **Frequently Asked Questions (FAQs)**. You may access these sites to get the answers to your questions without having to phone for information. This cuts down the time you spend waiting on hold.

\*If you do not have the Internet at home, many libraries have **free** Internet service.

## Internet Providers

You need an Internet Service Provider (ISP) to connect to the Internet. You will not be able to connect to the Internet without it. Local companies like Bell Sympatico, Cogeco, and Rogers Internet supply this service.

This is how to connect to the Internet.



## Browsers

Once connected to the Internet, you need to use a “browser” to search the Internet. This is called going online.

On the desktop (the screen you see when you start the computer)



you see an icon.

This is Internet Explorer, the browser used to get “online” and use the Internet. At home you may choose a different browser.

## Browsers Continued

Internet Explorer  is the most common “browser”.

There are other browsers that people use on their computers. Three other browsers are: Mozilla Firefox, Netscape and Google Chrome.



Firefox



Netscape



Chrome

## The Mouse

The mouse is very important to Internet use.

Use the mouse to **open** the browser to get online.

Use the mouse to tell the computer what you want it to do.



## Using the Mouse

### Holding the mouse

1. Place three fingers on the mouse.
2. The thumb and little finger are on each side.
3. Rest your index finger on the left button.
4. Rest your ring finger on the right button.
5. Place your centre finger over the “scroll ball”
6. You do not have to grip the mouse tightly.



### Moving the mouse

The mouse will move with your hand.

1. Move your hand forward to move up the screen.
2. Move your hand back to move down.
3. Move your hand left to go left and right to go right.

One click



### Clicking the mouse

Click the mouse with your finger.

1. Click the left button on your mouse.
2. Click it one time.

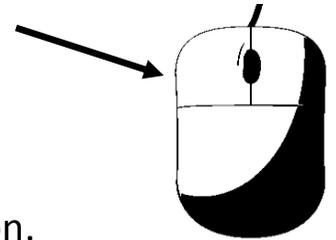
## Double Clicking the Mouse

To **double click**

1. Put your hand on the mouse.
2. Put your finger over the left mouse button.

Quickly move your finger up and down on the left button.

Two clicks



## Icons

The pictures on your desktop are called **icons**.

Double click on the **icons** to open programs on the computer.

To open, double click on the Internet Explorer icon.



This will open Internet Explorer



## The Cursor and the Internet

To find the mouse on the screen look for the cursor.

The cursor looks like this:



If you put your hand on the mouse and move the mouse to the right, your cursor will also move right on the screen.

If you put your hand on the mouse and move your mouse to the left, your cursor will move left on the screen.

To move your cursor up, hold the mouse and move your hand forward.

To move your cursor down, hold the mouse and move your hand backwards.

## The Hand Cursor (Link)

When using the Internet the arrow cursor may change to a hand cursor.

The hand cursor looks like this:



a hand with a pointing finger.

This cursor allows you to connect to another webpage.

This cursor is used when:

- You want to “link” to another webpage on the website.
- You select text or images.
- You select the type of information you need to search with your web browser, such as websites, pictures or news articles.

- You click the number or the word **next** to take you to the next page.

Internet text that you are able to click on is often [blue](#), sometimes it is [underlined](#).

When the arrow cursor  is moved over the text, the cursor may change to the pointing cursor  to show that you can click on this part of the webpage.

## Drop Down Menu

A drop down menu is a screen with options that appears below a heading when you click on it.

Many sites have drop down menus where you are asked to choose one option from a list.

A drop down menu looks like this:



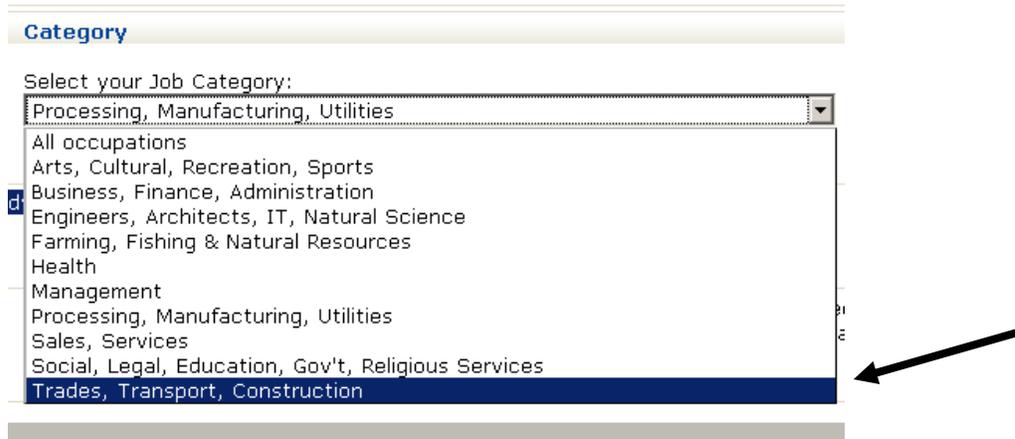
To select something from a drop down menu, click on the downward arrow beside the address box.



Then move the cursor over the selection you want to choose.

\*You may have to scroll down to see all of the options.

Click on the one you want.



It will be highlighted in blue when you click it on.

## The Address Bar



The address bar is for searching addresses online.

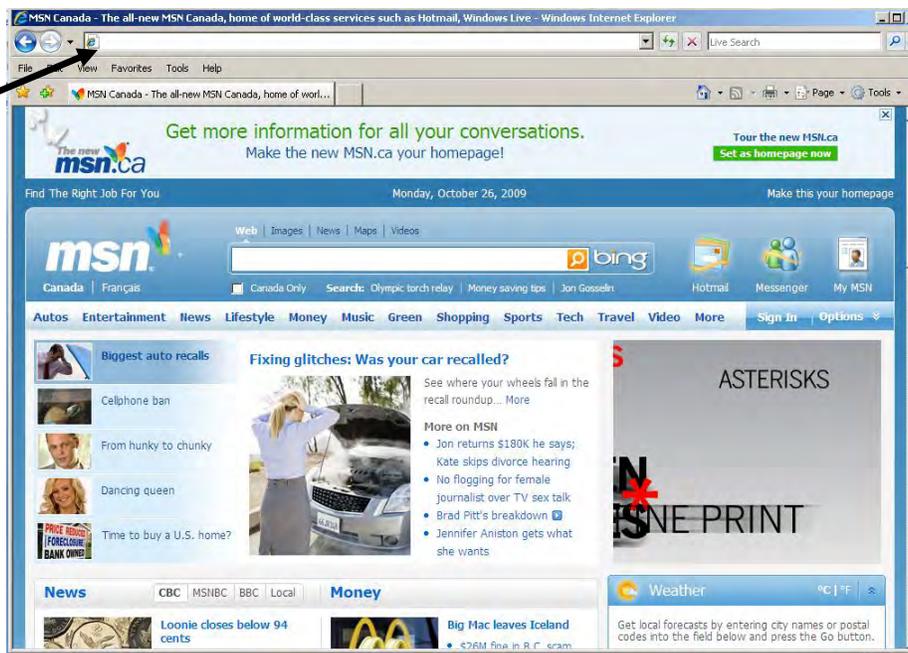
To use the address bar, click in the long, white box.

This will highlight the text like this:



Press the  key to delete the address that is there.

Type  
address  
here



Type the address of the webpage you want to visit and press

the  key.

## Scrolling

When you are on the Internet you may not get to see the full webpage.

Use your scroll bars and arrows to move up and down the page.



It is at the right hand side of your screen.

Click on the up arrow to move up the page. 

Click on the down arrow to move down the page. 

Hold down the left mouse button to scroll up or down the screen more quickly.

You can also use the wheel on your mouse to scroll.

Roll your finger over it to see how it works.





## Follow Up Activity – Icons and the Desktop

1. Open Internet Explorer.
2. Click on your address bar.
3. Delete highlighted address.
4. Type this address:

<http://www.bbc.co.uk/webwise/courses/computer-basics/lessons/icons-and-windows>



5. Click play.
6. Listen to the lesson.
7. You may want to use headphones to listen carefully.

## Going Back

While Internet Explorer is open it will remember each page you have been to *in order*.

If you want to go back to the webpage you were on before, you can do this at anytime.



Click the  backwards arrow at the top left hand corner of the screen to go back.

Each click will take you back one page.

## Going Forward

If you would like to return to a page you were on **after** these pages.



Click the  forward arrow at the top left hand corner of your screen.

## Practice Exercise # 2– Backwards and Forwards

Type in these three addresses, **one at a time**.

[www.msn.com](http://www.msn.com)

[www.google.ca](http://www.google.ca)

[www.yahoo.com](http://www.yahoo.com)

Practice going back and forth between these three websites.

## Using a Search Engine

A search engine helps you find information online.

You search by using one or more keywords.

Once you have typed in your keyword(s) the search engine will find all websites that relate to your keyword(s).

The more information you give a search engine, the better the information you get will be.

Here are some examples of popular search engines:



[www.google.ca](http://www.google.ca)



[www.bing.ca](http://www.bing.ca)



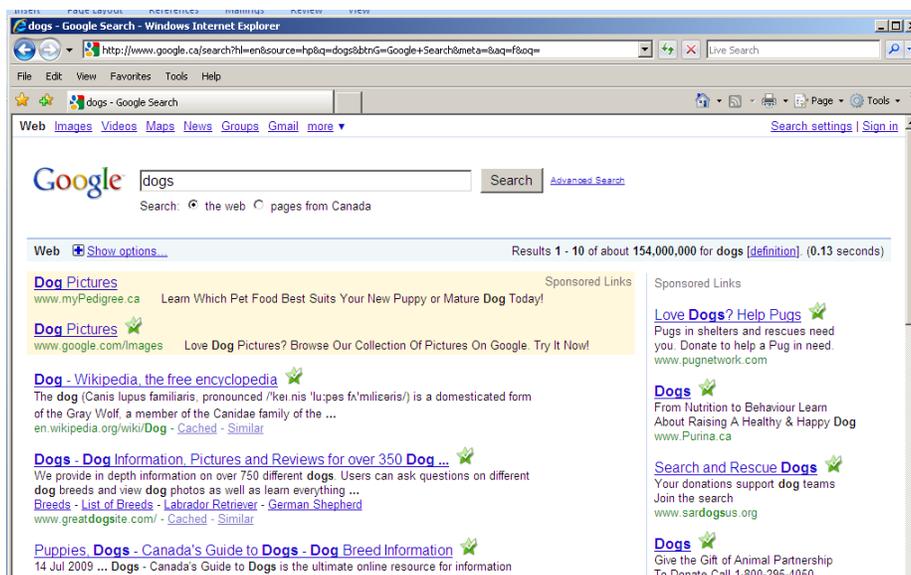
[www.yahoo.ca](http://www.yahoo.ca)

## Search Engines Continued

To search for information type your keyword in the white box on the search engine's page.



You can then click on Search or press your enter key.



The search engine will give you many choices.

Click on the [blue underlined words](#) to open a website. This is a link. You will see the pointing cursor  when you pass your cursor over this line. These blue underlined words are called "links".



Click the back arrow to go back and look for more.

If you scroll to the bottom of your screen you will see the number of pages that match your keyword.

Click “Next” or the next page number to look for more.

The page number you are on will be in **RED**.



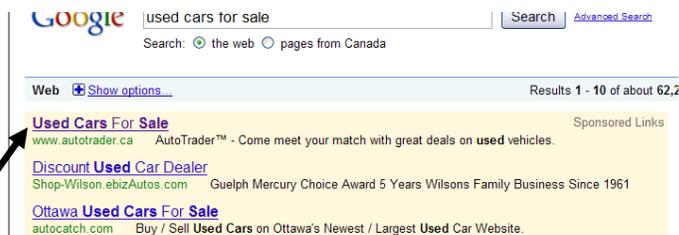
### Practice Exercise #3 – Search Engines

Type this web page into your address bar.

[www.google.ca](http://www.google.ca)

1. Type “buying a car” into the search bar. Click “Search”.

The computer will display a list of different links that you can explore:



2. Let's choose the option, "Used Cars For Sale". You will notice that the www address is for the "Autotrader" online.

3. Click on this link.

4. This will bring you to the Auto Trader online version.

5. Then click on the blue "advanced search" arrow.

6. Enter the type, model and make of any car you want in the boxes.

The screenshot shows the Autotrader website's navigation bar with 'HOME', 'ADVANCED SEARCH', 'POST AD', 'RESEARCH', and 'AUTO SHOW' buttons. The 'ADVANCED SEARCH' button is circled in red. Below the navigation bar, the page title is 'Home > Used Search'. The main heading is 'Advanced Vehicle Search'. There are two radio buttons: 'New' and 'Used', with 'Used' selected. The search form includes the following fields: Category (Cars), Make (All), Model (empty), Keywords (empty), Year (1900 To 2010), Price (0 To >100000), Kilometers (1 To 2000000), and Damaged Vehicle (Include on Search). A checkbox for 'Private Listings' is checked. A black arrow points to the 'Used' radio button.

7. On this screen you can enter the year, price and area that you wish to choose from.

8. You may then follow the green arrows to search one area or all of Ontario.

9. This will show you all the cars that match your search words.

10. Click on any ad to see the information.

## Finding Good Information Online



The technical name for a web address is a **URL**. (Uniform Resource Locator) A URL contains words to help you see where the information you are reading is coming from.

*Some addresses show you what country the site is from.*

For example:

[www.google.ca](http://www.google.ca) is a **Canadian** website

[www.bbc.co.uk](http://www.bbc.co.uk) is a website from the **United Kingdom**

<http://www.nzherald.co.nz> is a website from **New Zealand**

Websites from the United States will not have a country code.

*A web page can also tell you what organization your information is coming from.*

[www.usa.gov](http://www.usa.gov) is a **government** website

<http://www.bbbs.org> is a website for the Big Brother and Big Sisters **organization**

## Follow Up Exercise – Finding Good Information Online

Type this web address in your search bar:

<http://www.bbc.co.uk/webwise/course/browser/addresses/addresses.shtml>

You will find out more about how web addresses work. Complete only this section of the tutorial.

Looking for information online is a lot like looking for information anywhere else.

Some information that you will find will be reliable and based on facts.

Some information will be misleading and based on a person's opinion.

Knowing which sites to trust may be confusing.



## Follow Up Exercise – Evaluating a Website

To learn more about finding good information on the Internet, type this address in your address bar.

<http://www.openc.k12.or.us/citeintro/elementary/evaluate/>

At the bottom of the page, on the left you will find links to the next page.

Print off the web detective worksheet and use this to test the reliability of a site of your choice.

Open a search on Google and choose a website.

Complete the Self Check on the last page as an interactive online review.



**How to Evaluate Information: Web Sites Self-Check**

OPEN Clearinghouse - OSLIS Project

If you have any questions or concerns about this quiz, please contact the creator of the quiz.

Answer the questions below and then click "submit" to send your answers.

- 1. A good Web site will have the date when the site was last updated.**  
Your answer:  
 True  False
- 2. A domain name tells you where the information on the site was found.**  
Your answer:  
 True  False
- 3. A poor Web site will not show any date that tells when the site was updated.**  
Your answer:  
 True  False
- 4. A good Web site has information you can trust.**

## Finding the Weather

You can find what the weather will be like online.

Type this web address (URL) into your top address bar:

[http://www.weatheroffice.gc.ca/canada\\_e.html](http://www.weatheroffice.gc.ca/canada_e.html)



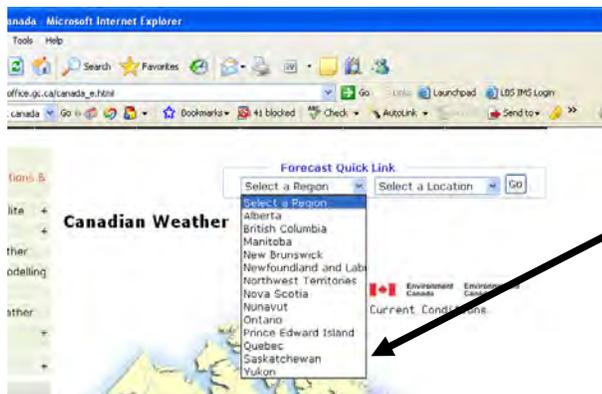
You will see a map of Canada.

Click on your province, and select your area.

The weekly forecast can be displayed with graphics and text.

### Practice Exercise #4 - Weather Exercise

1. Look up the temperature today in Halifax.
2. What is the forecast for tomorrow in Montreal?



From the boxes at the top of the page select Yukon. Then choose Whitehorse.

3. What is the temperature today in Whitehorse?
4. Find the weather for your own town or city.
5. Show your instructor what you have found.

## How to Use the Dictionary

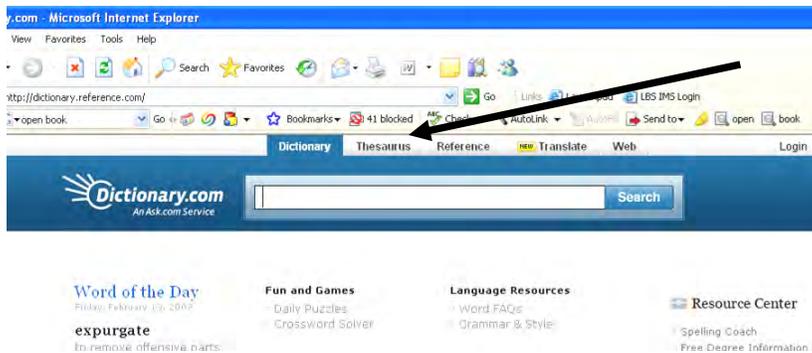


Go to – [www.dictionary.com](http://www.dictionary.com)

1. Try looking up these words to find out what they mean.

- Modem
- Internet
- Computer

At the top of this web page, you will find a link to “Thesaurus”.



A thesaurus helps you find synonyms.

This means that you can type in a word and find another word that has the same or similar meaning.

## Practice Exercise #5 – Using the Online Thesaurus



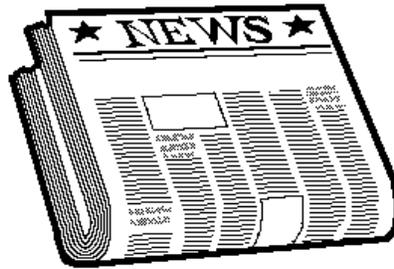
1. Click on the Thesaurus tab.
2. Type these words into the box at the top of the page. Then click “search”.
3. Find new words to take the place of:

Giant

Kind

Happy

## Searching for News Online



The internet is full of news from around the world.

3. Type this address into your address bar:

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

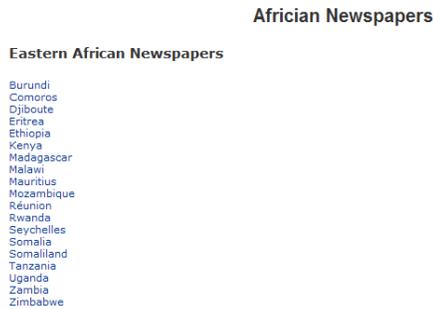
You will see many icons for different countries



4. Click on the continent of your choice

5. When you select the country, an alphabetical listing of all the newspapers in that area will be on the screen.

It will appear like this:



4. Select one of the blue country names to see their news.

This will bring you to this country's online newspapers.

5. You will find many areas of the newspaper, and sometimes video news clips or television links.

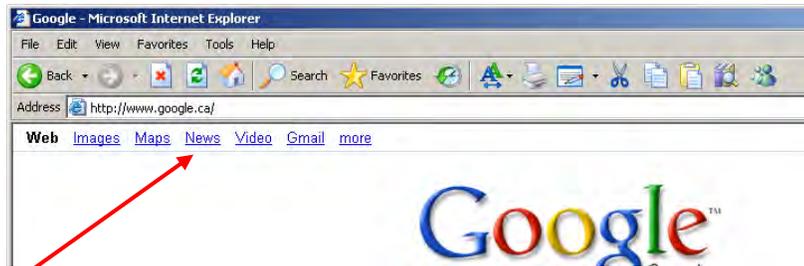
6. Take some time to look at two or three newspapers from different parts of the world.

7. Choose places where they speak English.

## Finding News on Google

If you are looking for news headlines about a particular news story, type the search words into the Google search box.

Then click [News](#) at the top of the page.



This will take you to news headlines related to your search words.

You can click on the [results](#) to read the news story.

### Practice Exercise #6 – Searching for news

1. As practice, choose a headline from today's newspaper and search for it.
2. Click **News**.
3. Look at some of the search results.
4. Show your instructor one of the results you have found.

## Creating an Email Account

You can set up your own email account through MSN.

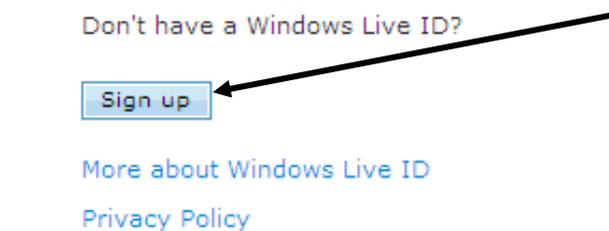
MSN email is called Hotmail.

It will not cost you anything to use it.

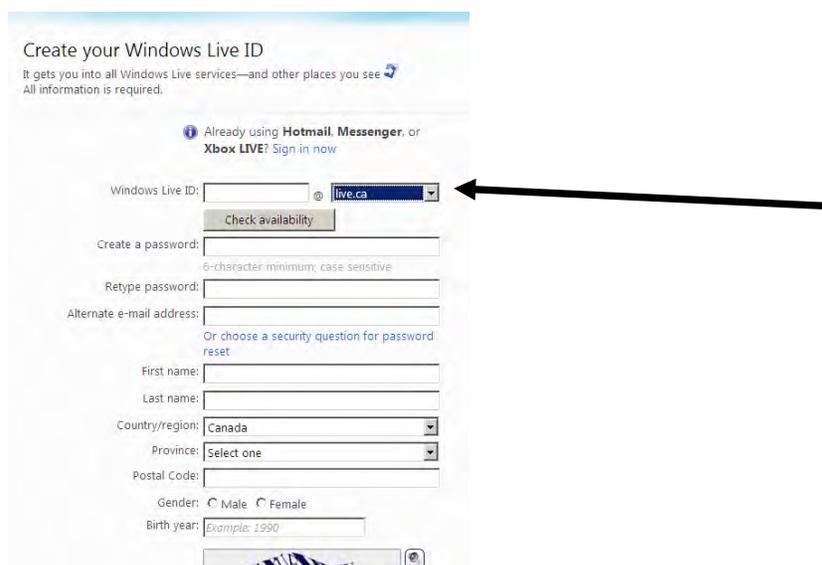
1. Type this web address in your address bar.

[www.hotmail.com](http://www.hotmail.com)

2. Click on “Sign up”.



3. You will see this screen:

A screenshot of the "Create your Windows Live ID" form. The form includes a link for users already using Hotmail, Messenger, or Xbox LIVE. The main form fields are: "Windows Live ID:" with a text input and a dropdown menu showing "live.ca", a "Check availability" button, "Create a password:" and "Retype password:" fields, "Alternate e-mail address:" field, "First name:" and "Last name:" fields, "Country/region:" dropdown (set to "Canada"), "Province:" dropdown (set to "Select one"), "Postal Code:" field, "Gender:" radio buttons for "Male" and "Female", and "Birth year:" field with an example of "1990". A black arrow points to the "live.ca" dropdown menu.

## Email Continued

4. Click on the down arrow.



5. Use your mouse to choose hotmail.com



6. You will be asked to choose a Windows Live ID.

This will be your email address. Sometimes you will have to try more than once to get a name for your email address. Many people use free email so many names are taken.

When you have typed in your choice of email address, if it is not available you will see this screen:



Choose one of these suggestions or try again.

## Email Continued

7. When choosing a password pick something you will remember. It has to be at least 6 letters long.

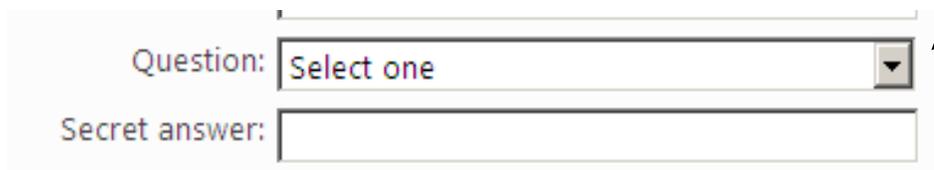
\*This password is for your eyes only. It will make sure no one else uses your email account.

8. Scroll down the page and fill out all of the information.

9. If you DO NOT already have email then leave the “alternative email” area blank. Click on the blue words:

[Or choose a security question for password reset](#)

10. Choose a question and click the downward arrow.



A screenshot of a web form for selecting a security question. The form has two rows. The first row is labeled "Question:" and contains a dropdown menu with the text "Select one" and a small downward-pointing arrow on the right. A black arrow points to this dropdown arrow. The second row is labeled "Secret answer:" and contains an empty text input field.

11. Type in your answer. It must be at least 5 letters long.\*This will help you if you ever forget your password.

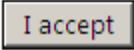
12. You will see a box like this at the bottom.



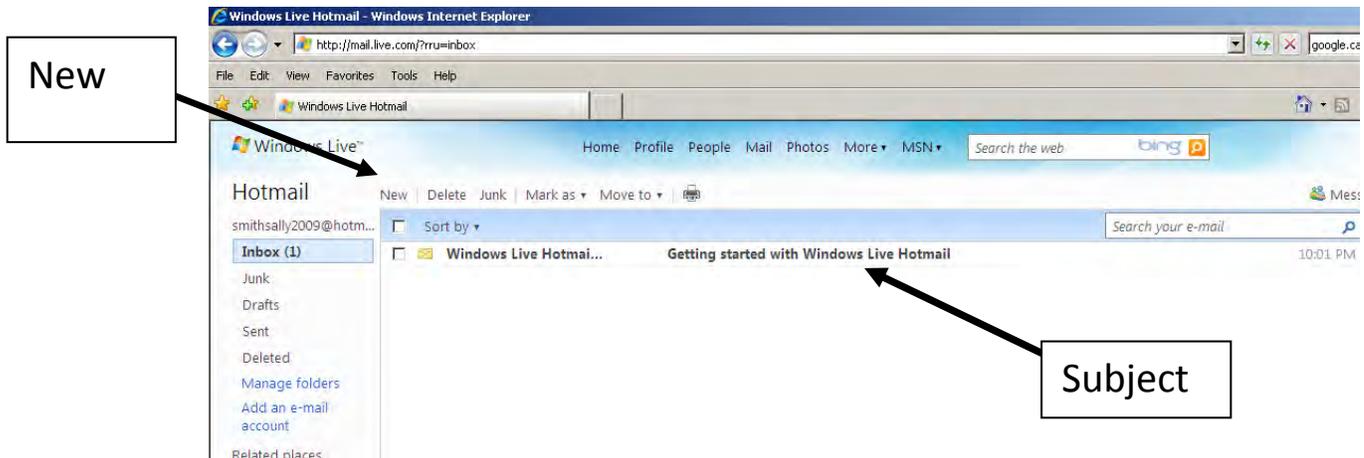
A screenshot of a CAPTCHA security measure. It features a rectangular box containing a distorted image of the characters "6EPMWJG". To the right of the box are two small circular icons: a camera and a refresh symbol. Below the box is a text input field labeled "Characters:" with the instruction "Enter the 8 characters you see" below it.

13. Type in what you see. These letters and numbers cannot be seen by computers, just people. It is a *security measure* to protect people from using your email.

14. Take time to read the [Microsoft service agreement](#) and [privacy statement](#).

Before clicking on 

15. This will open your new email account!



16. New messages will show up in your inbox.

17. To read them click on the subject. Here the new subject is:

**“Getting Started with Windows Live Hotmail”**

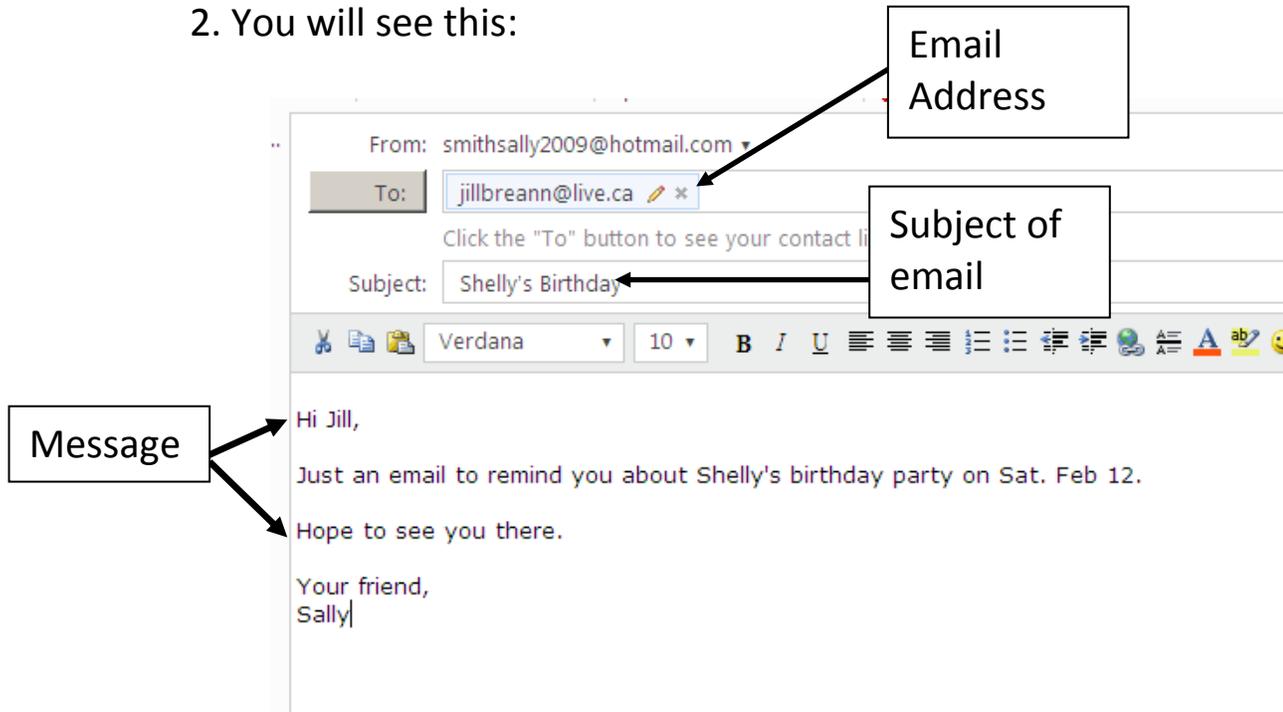
18. Click to open letter.

## Sending an Email

1. To start a new message click on **New**.



2. You will see this:

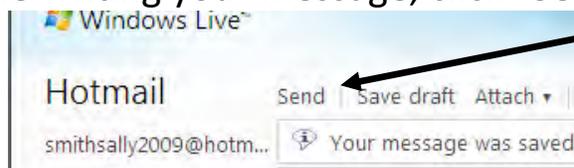


6. The picture above shows a sample email including:

- The email address of the person you are writing to
- The subject of your email
- The message you want to send

4. When you are done writing your message, click “Send”. This

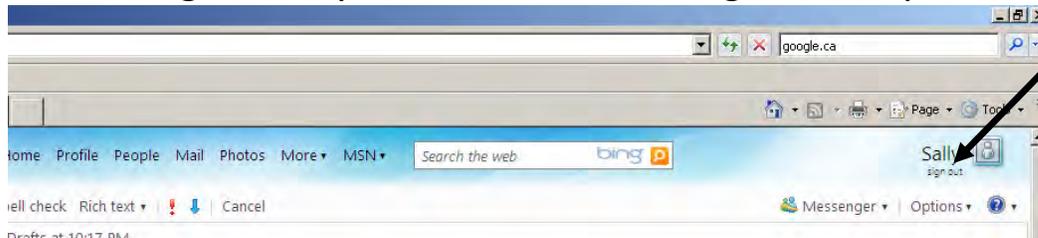
will send your email.



## Signing in and out of email

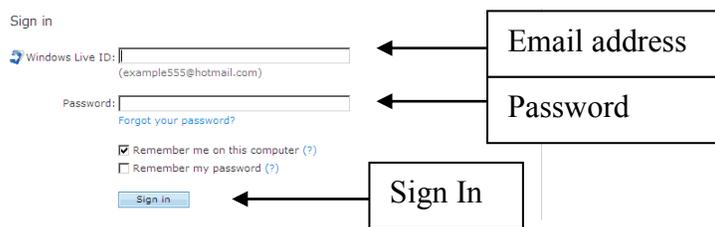
1. Make sure to **always** “Sign out” of your email so no one else can use it.

2. Your “sign out” symbol is here on the right under your name:

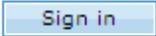


3. To sign in to your account type [www.hotmail.com](http://www.hotmail.com) in your address bar.

4. You will see this:



Follow these steps:

- Type in your whole email address ([smithjoe@hotmail.com](mailto:smithjoe@hotmail.com))
- Type your password
- Click 

## Follow Up Exercise – Email

Type this web address in your address bar:

<http://www.bbc.co.uk/webwise/topics/email-and-sharing/sending-and-receiving-email>

You will learn more about how email works.

## Google Maps and Directions

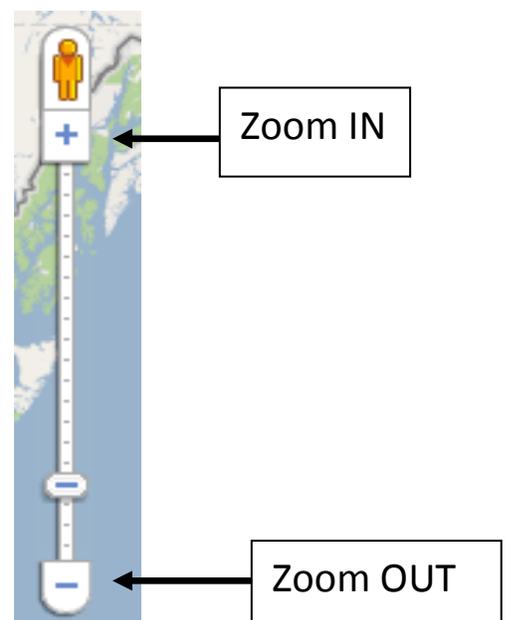
Type the address [www.google.ca](http://www.google.ca) in your address bar.



1. Click [Maps](#)
2. This will take you to a page with a map of North America.
3. If you want to find a town or city, type it into the search box under Google.
4. If you know the postal code, this can help with your search.
5. Click on the “search maps” button.

6. This will take you to a map of the area.

7. You can see a closer view by zooming in, or a larger map by zooming out using the + or – buttons.

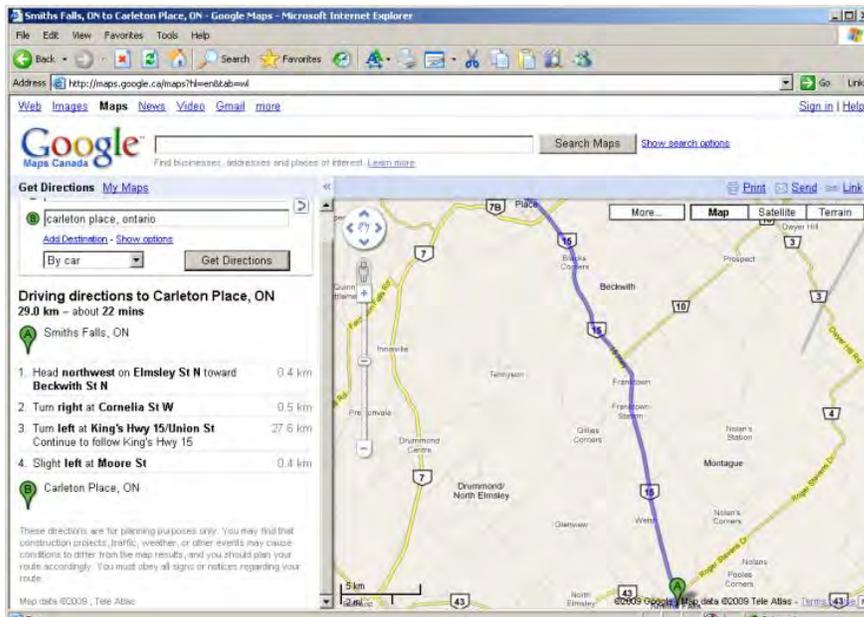


8. Click on “get directions” at the top left hand side of your screen.

9. This will open two boxes, one for where you are starting and one for where you want to end up.

10. Click on the grey “get directions” box, you will see a map and text that will tell you how to get where you are going.

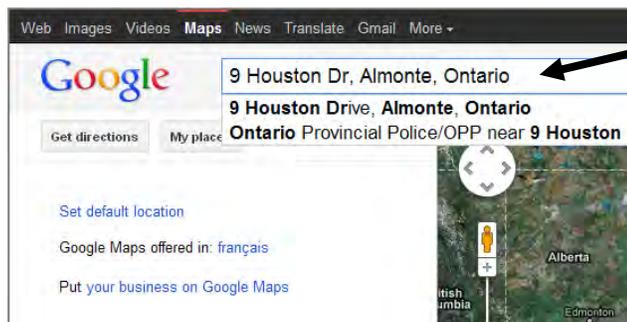
11. You can print these if you need to take them with you.



## Looking For Your Street on Google Maps

If you have been able to search your home address on Google Maps, chances are that you will also be able to see a satellite image of your street.

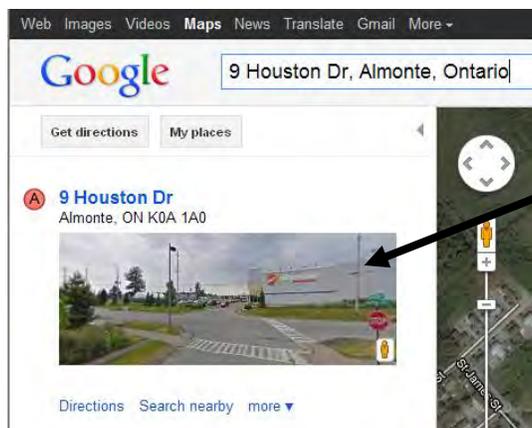
1. Use the directions from the last lesson to go to Google maps.
2. Type in your address on the search line.



3. Click on Search Maps.



4. Click on the street view photo.



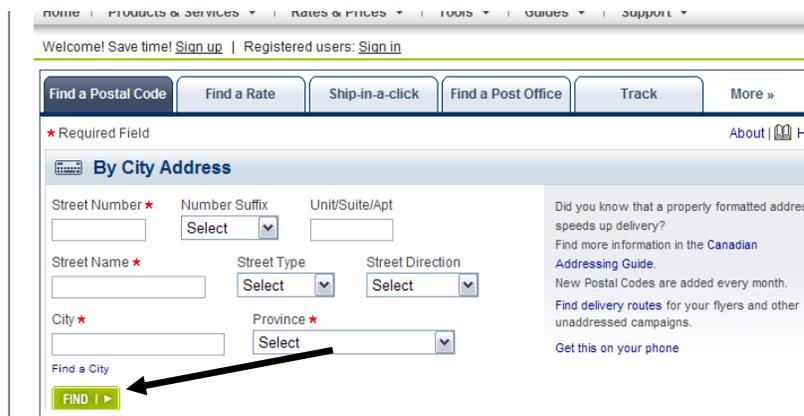
## Postal Codes



You can find a Canadian postal code by looking up:

<http://www.canadapost.ca/cpotools/apps/fpc/personal/findByCity?execution=e1s1>

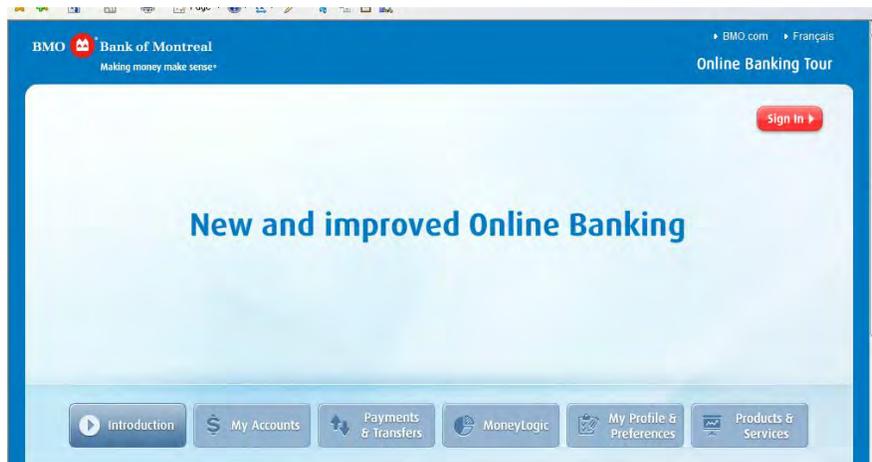
When you get to this web page, you are asked to enter information into the boxes in order to find the postal code of the address you need.



The screenshot shows the 'By City Address' form on the Canadian Post website. The form has several input fields and dropdown menus. A green button labeled 'FIND' is highlighted with a black arrow. The form includes a 'Find a City' link and a 'Find a Rate' link. The 'FIND' button is located at the bottom left of the form.

1. Type your house number, street name, rural route/postal box/town, postal code and province.
2. Use the drop down menus to choose street type and province.
3. Click the green “Find” button to submit.

## Internet Banking



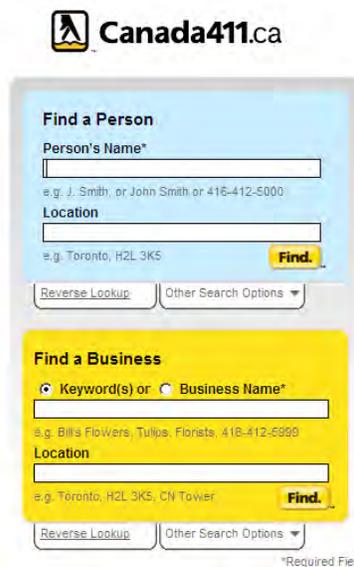
1. If you are comfortable using online banking it can save time.
2. If you decide to use online banking keep track of everything you do.
3. It is important to keep your papers up to date.
4. You can visit your bank and they will answer any questions you have and set you up an account
5. You will need to use your bank card number and a password to sign up for online banking.
6. The Bank of Montreal has a great tutorial that will tell you anything you might want to know about online banking.
7. Type this web address in your address bar and watch the tutorial: <http://www.bmo.com/olbtour>
8. The tutorial should play right away.
9. You may need to ask your instructor for headphones.

## Finding Telephone Information Online



You can find **phone numbers** on the Internet

1. Type [www.canada411.ca](http://www.canada411.ca) into your browser's address bar.



The screenshot shows the Canada411.ca website interface. At the top, there is a logo for Canada411.ca. Below the logo, there are two main search sections: "Find a Person" and "Find a Business".

**Find a Person**

Person's Name\*  
[Text Input Box]  
e.g. J. Smith, or John Smith or 416-412-5000

Location  
[Text Input Box]  
e.g. Toronto, H2L 3K5

[Find.]

[Reverse Lookup] [Other Search Options ▼]

**Find a Business**

Keyword(s) or  Business Name\*  
[Text Input Box]  
e.g. Bill's Flowers, Tulipa, Florists, 416-412-5000

Location  
[Text Input Box]  
e.g. Toronto, H2L 3K5, CN Tower

[Find.]

[Reverse Lookup] [Other Search Options ▼]

\*Required Field

2. Enter your information in the white boxes.

3. To find a person, type in the name and location of the person you are looking for under "Find a Person".

4. Click **Find**.

## Telephone Information Online Continued

5. To find a Business, enter the name of the business and location under “Find a business”.

6. Click on the white button beside business name.



Business Name\*

7. Click **Find**.

8. You can also type keywords to try and find a type of business.

9. Click the white button beside keyword(s). 

10. Type in the area.

11. Click **Find**.

12. You will get a list of businesses in your area.

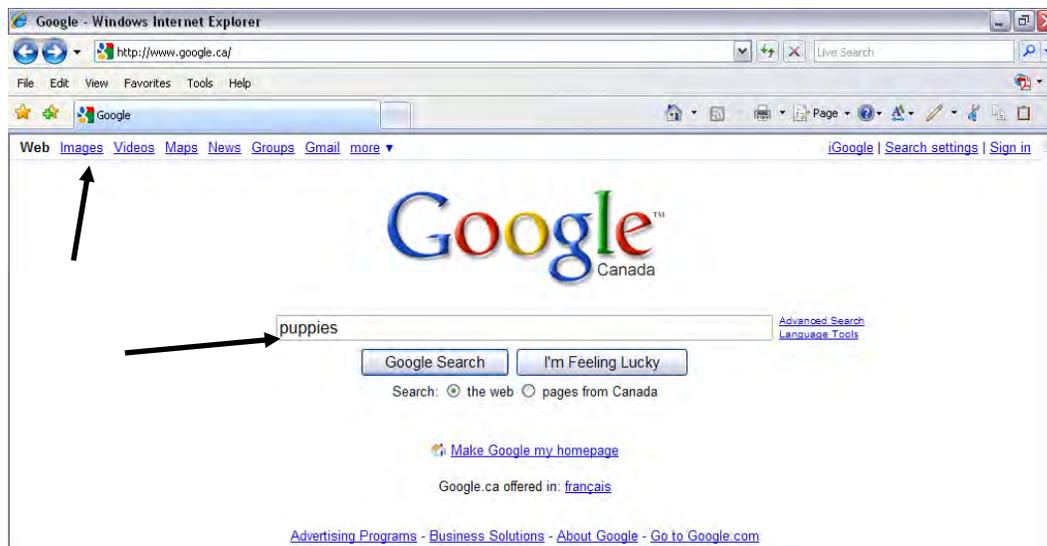
13. Try a few searches to practice using [canada411.ca](http://canada411.ca)

## Searching for Internet Images

Searching for pictures on the internet is similar to searching for News.

Type this address in your address bar - [www.google.com](http://www.google.com)

1. Type the word “puppies” into the search section of Google.
2. Click on [Images](#) at the top left hand corner of the page.



3. Click on “search images”.



## Internet Images Continued

4. This will show you many pictures of puppies online.
5. When you are searching for something popular like puppies Google (and other search engines) offers many choices.
6. To look through some of these choices scroll to the bottom of the page.



7. At the bottom of this page, you will see many numbers and a “Next” option.
8. Click on the number or “Next” to continue browsing the pictures.
9. The page number you are currently on will appear in red. The other page numbers will be black.
10. At any time if you want to go back click .

11. Click on an image.

12. To see a larger picture click -

[See full size image](#)



### **Practice Exercise #7 – Searching Images**

Using more specific words will improve your chances of finding what you are looking for.

1. Search for an image of a polar bear on an iceberg by typing “bear” into your search box.
2. Now try searching this image by typing “polar bear” in your search box.
3. Finally, type the words “polar bears iceberg” in the search box.

This shows you how much easier it is to find the images you are looking for when you enter as much information as possible.

## Tools in Internet Explorer



This is your Internet Explorer Toolbar.

You can find many different options here like Save, Print, Home Pages, Favorites and Internet Options.

The toolbar has pictures.



The pictures (icons) will help you remember where all of these options are when you are using the Internet.



Click on the downward arrow beside each picture on the toolbar to see the drop down menus for these options.

## Favorites

### Adding and Deleting Bookmarks and Favorites

With hundreds of millions of websites on the Internet and more being created every day, you may want to save some of your favorite web addresses.

This will save you time. You will not have to retype an address that you want to go to again. You will be able to just click on it.

If you are using  Internet Explorer as your web browser these saved sites are listed as “Favorites”.

If you are using  Mozilla Firefox as your web browser these saved sites are listed under “Bookmarks”.

Both Bookmarks and Favorites are used the same way and do the same thing.

1. Type this web address into your address bar  
[www.bettycrocker.com](http://www.bettycrocker.com)



## Favorites Continued

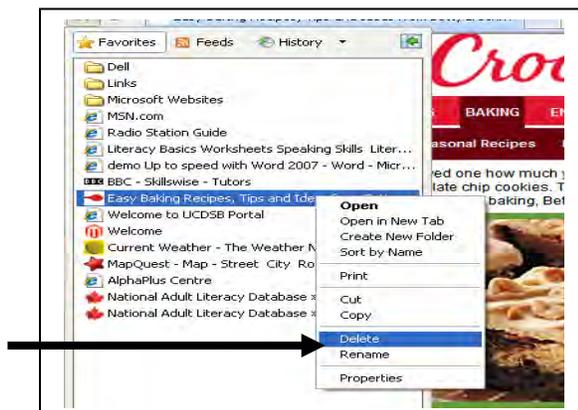
2. You can add an address to favorites using Internet Explorer by clicking on  at the left of the screen and clicking on “Add to Favorites”.

3. Once you have added an address to your favorites, it will be there for you to use again.

4. Go to the  at the left hand top corner of your screen to see what you have added.



5. If you change your mind about a website later on it can be deleted from your list of favorites. You can right click on the address you wish and choose to remove it.



You can then choose to delete this address from your favorites.



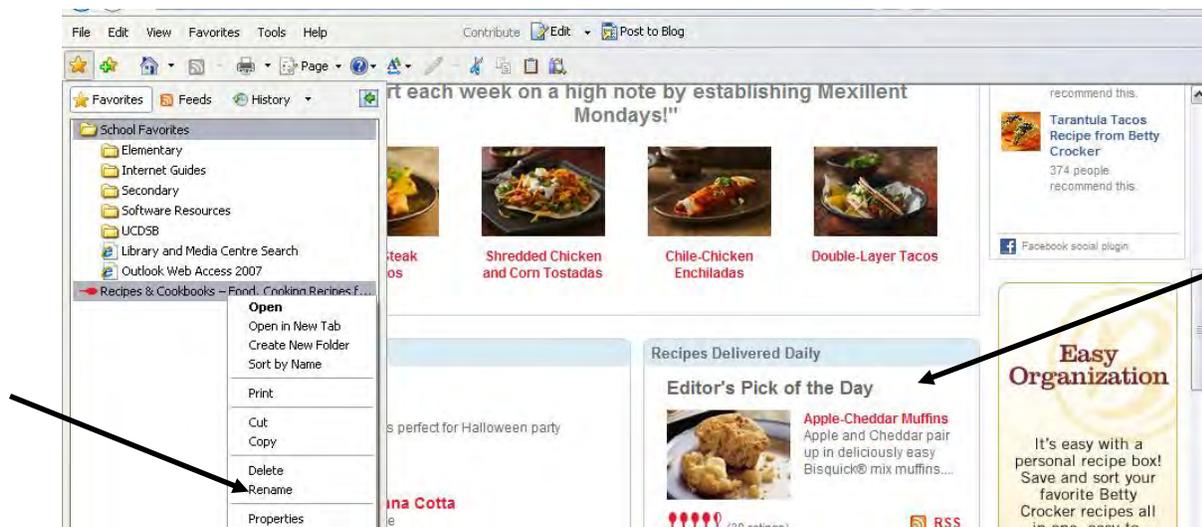
## Renaming Bookmarks and Favorites

Once you have saved your favorite URLs you can then organize and make your list even more convenient to use.

Please go back to [www.bettycrocker.com](http://www.bettycrocker.com) and add it once again to your favorites.

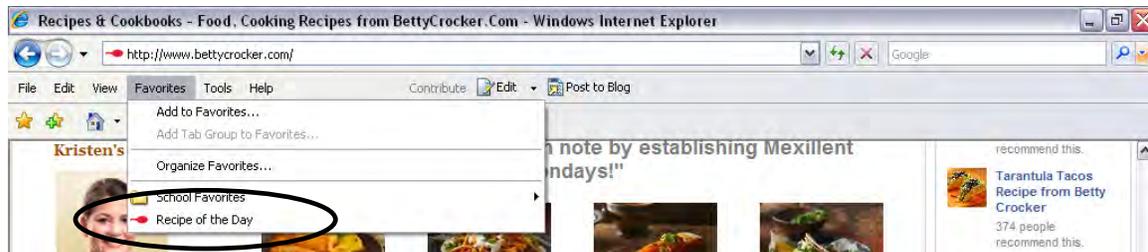
For the purpose of this exercise, we will save this site because we like to check out the recipe of the day each morning.

1. Right click on this site in your favorite's list and left click on "Rename".



2. A grey box will appear around the name. Press the "delete" key to clear this name.
3. Type "Recipe of the Day" in the blank space and press "enter" on your keyboard to save this new title.

4. Now, open favorites and click on “Recipe of the Day”.



## Organizing Favorites

You can put your favorite addresses in order.

When you save an address, the new address is always placed at the bottom of your list.

If you have many favorites saved, it may be a good idea to put them in order of use.

You may want an address that you look at every day to be at the **top of your list**.

1. Open your favorites list again and find “Recipe of the Day.”
2. Left click to choose this from your list but **hold the mouse button down** while moving this address to the top of your list.
3. This is called “dragging.”
4. When you have it at the top of the list let go.
5. Tell your instructor if you have any problems with this.

## Follow Up Exercise - Favorites

Type this web address in your address bar -

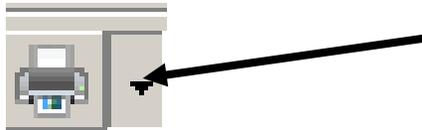
<http://www.bbc.co.uk/webwise/course/browserplus/favourites/favourites.shtml>

Complete the “favorites” section of the tutorial.

## Printing from the Internet

You can print web pages from the Internet.

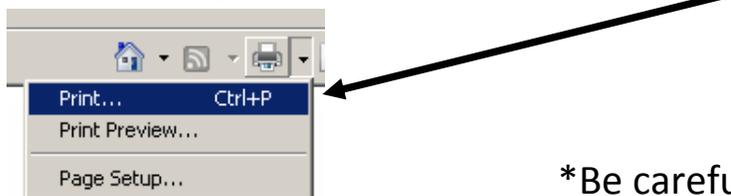
1. To print information from the Internet, click on the down arrow beside the Printer icon on the toolbar.



It is here on the Toolbar.

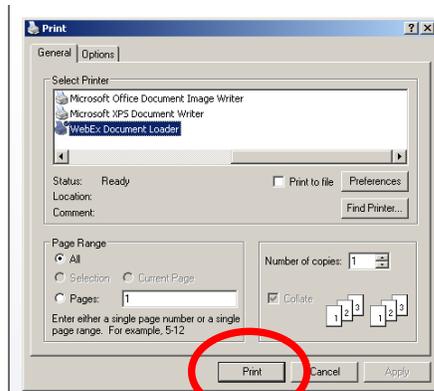


2. Click on Print.



\*Be careful about printing from the internet. Sometimes you are only seeing one page of an article, and it may be 25 pages long when you print it.

3. You will see this screen:

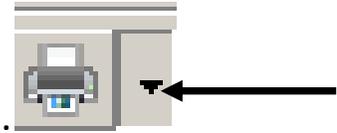


4. Click "Print".

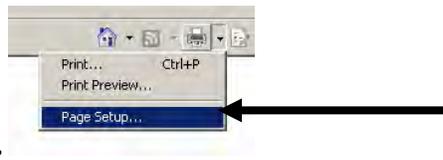
## Printer Options

You can choose the way your page looks when it prints.

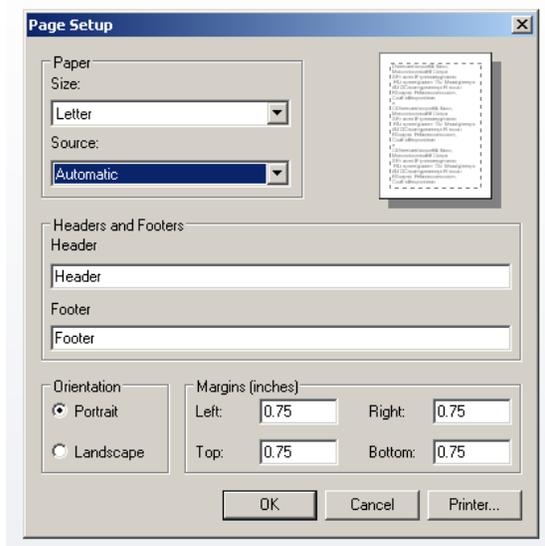
1. Click on the down arrow beside the printer icon.



2. Click “Page Setup”.



3. You will see this:



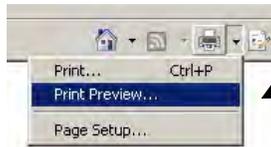
This is where you can make changes to your page before you print.

Here you can change the size of your paper or add a Header or a Footer to your Internet print outs.

## Print Preview

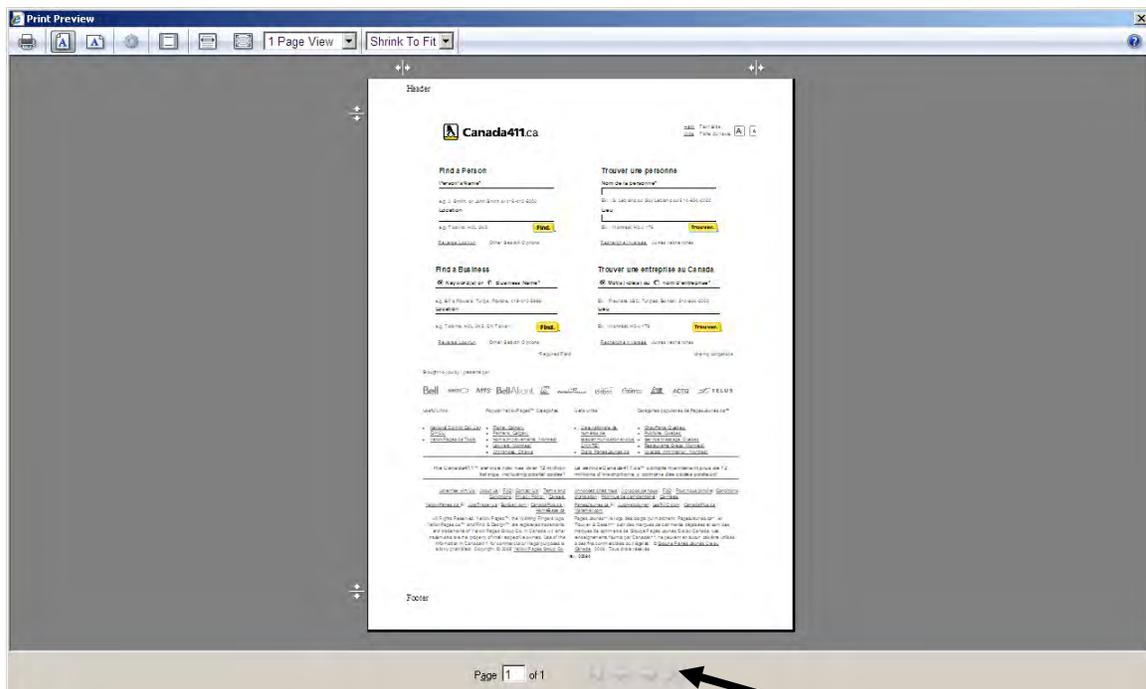
You can see what your pages will look like before they print.

1. Click on the down arrow beside the printer icon.



2. Click on "Print Preview".

3. You will see this:



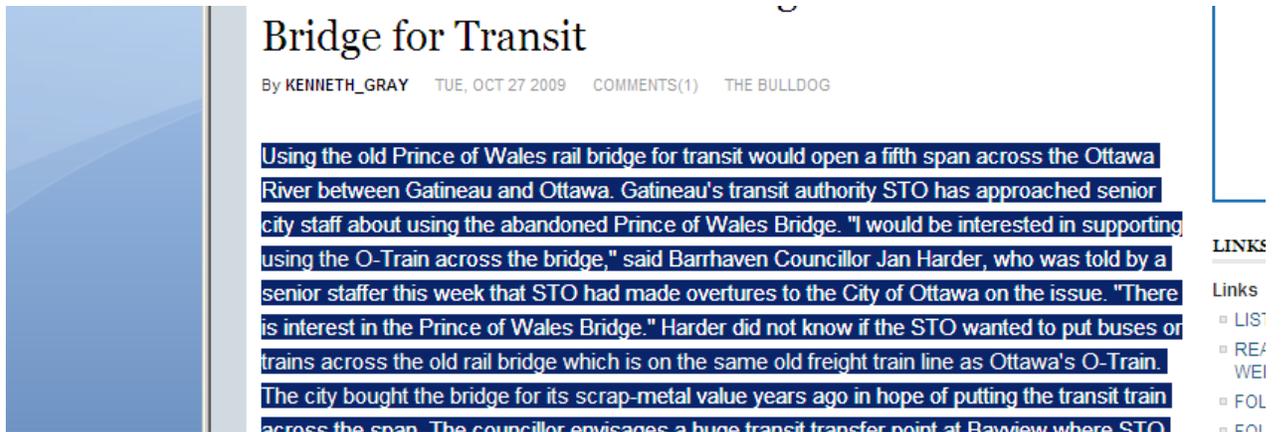
4. If you are printing more than one page, click on the arrows at the bottom to see what each page will look like.

5. Click on the  in the top right hand corner to close Print Preview.

## Printing a Selection from the Internet

You will need to highlight words:

1. Click the mouse at the beginning of the words you want to select.
2. Hold down the left mouse button.
3. Move the mouse across the words and down the page.
4. Lift up your finger.
5. Your selection will be highlighted in blue.
6. It will look like this:



7. When you ask this to print, it will print only the highlighted words.

## Printing Selected Information from the Internet

For this exercise please go to the following URL:

<http://www.trlegeralepp.ca>

You can click on the print icon (the picture of the printer) to print out all of this page's information.

You can also print out just one part (selection) of a web page on one page of paper.

Sometimes, if you print a whole web page, you print many pages that you do not need and waste printer ink and paper.

Instead of printing the whole article, select the information you want by highlighting it with you mouse.

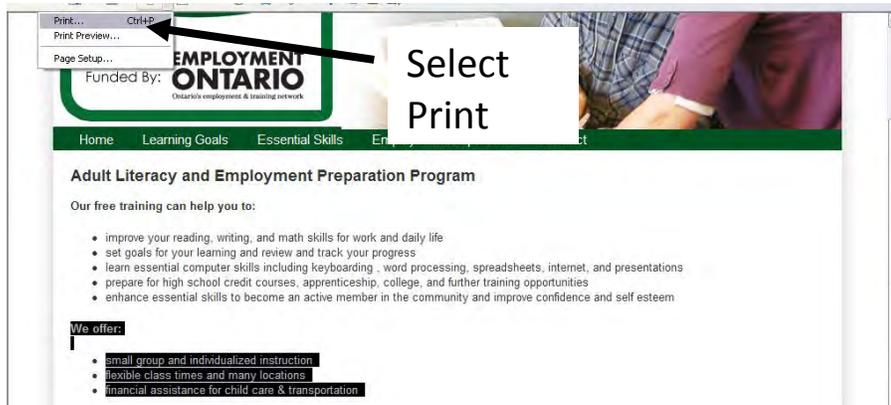
### 1. Scroll down to the **We offer** section of the article.



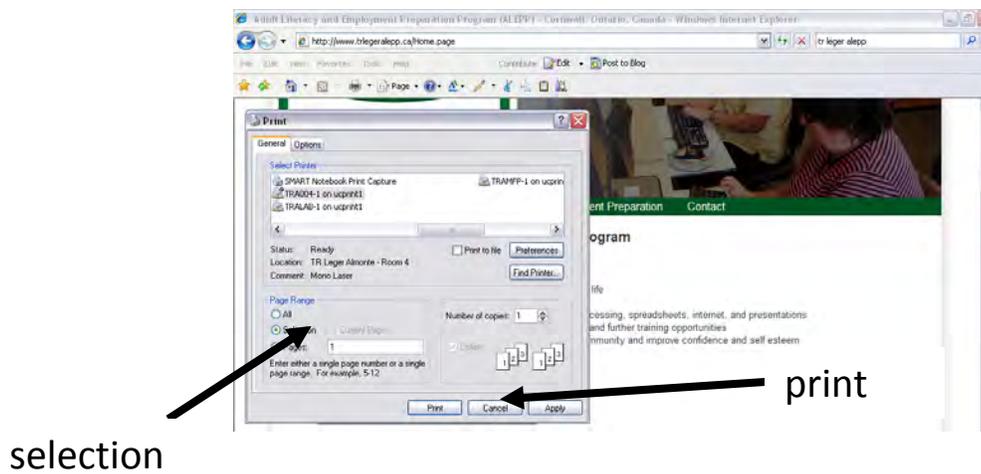
### 2. Left click at the beginning of the word **“We”** and highlight this paragraph by holding down your finger on the left mouse button and moving your mouse across and down.

### 3. Lift your finger when you are done.

4. Click on the down arrow beside the printer icon.



5. Click on the button beside “Selection” on the print screen.



6. Then click on “print” to print this part of the document.

## Searching for Employment Online

There are many places to look for work online.

Searching for jobs online is easy!

1. Type this web address into your address bar:

<http://www.jobbank.gc.ca/>

This is the job bank for Human Resources and Development Canada (HRDC).

2. You will see this screen:



3. Click on English.

4. Click on.

[Job Search](#)

5. You will be asked to choose your province. Click on **Ontario**.

u live?

### Where do you live?

Newfoundland and Labrador  
New Brunswick  
Quebec  
Manitoba  
Alberta  
Northwest Territories  
Nunavut

Nova Scotia  
Prince Edward Island  
Ontario  
Saskatchewan  
British Columbia  
Yukon Territory  
Outside Canada

You will see this screen:

Search criteria:

Search text:  
  
(Leave empty to see all jobs)

**Retrieve**  
Search for:

**Location**

**Select where you are willing to work:**  
By Province:

By Area:

[Search more than one region at a time](#)

**Category**

Select your Job Category:

[Search more than one Job Category at a time](#)

[Advanced Search](#)

Type name of town or city here

## Searching Jobs by City or Town

1. To look for work in one place, type the name of the town or city you are looking for in the **Search Text:** box and then click on .

This will show you ALL jobs for ALL occupations in your town.

## 2. You will see this screen:

**Jobs per page:** 50

To change the number of jobs displayed on the page, click the pull-down menu and :

| [New Search](#) | [Modify Search](#) |

**Job(s)** 1 to 10 of 10 job(s) matching your query.

Page : 1

**Sort:** Date Posted

**JB 4709096 [Merchandiser](#)**  
**Employer:** Blaze Marketing Solutions Ltd.  
**Salary:** \$12/ Hourly for 5 hours  
**Location:** Carleton Place, ON  
**Date Posted:** 2009/10/28

**JB 4706101 [Child-care provider - private home](#)**  
**Employer:** Children's Resources on Wheels  
**Salary:** To be negotiated  
**Location:** CARLETON PLACE, ON  
**Date Posted:** 2009/10/27

**JB 4706663 [Rental counter representative](#)**  
**Employer:** RENTAL VILLAGE/div. W.R.Monette Enterprises Ltd.  
**Salary:** \$11/ Hourly for 16 hours  
**Location:** Carleton Place, ON  
**Date Posted:** 2009/10/26

**JB 4702385 [Roof helper](#)**  
**Employer:** MACDONALD CONTRACTING \*  
**Salary:** \$13 to \$15/ Hourly, 40 hours  
**Location:** West of Ottawa, ON  
**Date Posted:** 2009/10/22

3. Click on the blue job names  (links) to look at the job ads.

4. You will see all the information for the job that you opened.

**Job Advertisement**

**Job Number:** 4709096

**Title:** Merchandiser (NOC: 6233)

**Terms of Employment:** Casual, Part Time, Day

**Salary:** \$12.00 Hourly for 5 hours per week

**Anticipated Start Date:** As soon as possible

**Location:** Carleton Place, Ontario (2 vacancies)

**Skill Requirements:**

**Education:** Not applicable

**Credentials (certificates, licences, memberships, courses, etc.):** Not required

**Experience:** Experience an asset

**Languages:** Speak English, Read English, Write English

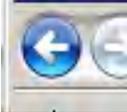
**Specialization/Experience:** Merchandising

**Transportation/Travel Information:** Own vehicle

**Other Information:** Approx. 5 hrs/wk. Individual must communicate well, exhibit great organizational skills. Will train to read & interpret planograms. Must have own vehicle, high speed internet & email. Mon-Wed daytime hrs

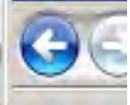
**Employer:** Blaze Marketing Solutions Ltd.

Scroll to see the whole ad

Click the  to go back to the main list at any time.

## Searching by Area and Job Type

1. You can do a more *specific* search by using the drop down menus on the main search screen.

2. Click your  to return to this page.

Search criteria:  
All Text

Search text:  
(Leave empty to see all jobs)

**Retrieve**  
Search for: All Jobs

**Location**  
Select where you are willing to work:  
By Province:  
Ontario

By Area:  
All of Ontario

Search more than one region at a time

**Category**  
Select your Job Category:  
All occupations

Search more than one Job Category at a time

[Advanced Search](#)

Search Reset

3. Delete the words (the name of the town that you put in earlier) from the Search Text bar.

4. Look for the drop down menu under **By Area.**

5. Click the downward arrow and select the area you would like to search. It will then be highlighted in blue.

6. Look for the drop down menu under **Select your Job Category.**

7. Click the down arrow to select the type of job you are looking for. It will then be highlighted in blue.

Select where you are willing to work:

By Province:

Ontario

By Area:

Kingston / Pembroke and Area

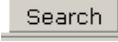
[Search more than one region at a time](#)

#### Category

Select your Job Category:

All occupations

- All occupations
- Arts, Cultural, Recreation, Sports
- Business, Finance, Administration
- Engineers, Architects, IT, Natural Science
- Farming, Fishing & Natural Resources
- Health
- Management
- Processing, Manufacturing, Utilities
- Sales, Services**
- Social, Legal, Education, Gov't, Religious Services
- Trades, Transport, Construction

1. Click 

**JB 4711468 Merchandiser**  
**Employer:** Statopex Inc.  
**Salary:** To be negotiated  
**Location:** Prescott, ON  
**Date Posted:** 2009/10/29



2. Click the blue job title to select a job.



3. Click the  to go back to the main list at any time.

### Practice Exercise #8 - HRDC Website

1. Type the name of your town or city into the job bank search bar.
2. Pick one job from the search results by clicking the blue job title.
3. Print the ad for that job.

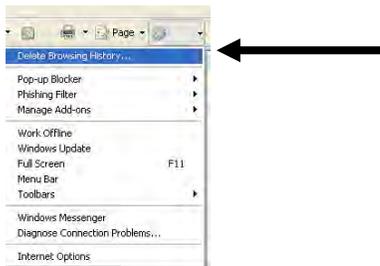
## Deleting Browsing History

The computer keeps a record of every website you visit online. This is called your browsing history.

Some people erase this history because they want the sites they visit on the Internet to be private. This history builds up over time, so it is a good idea to clear it every once in awhile.

To clear your browsing history click on the downward arrow

beside Tools  on the toolbar.



Click on Delete Browsing History.



You will see this:

This screen tells you what may be saved in your history and what each category means.

Click on 

Then click "Yes".



## Social Websites

Many people use the Internet as a way to socialize. People socialize online for many reasons.

They may want to catch up with friends or meet new people or they may want to find people who share their interests, such as: sports, books, movies or cooking.

It is easy to find social groups online. The Internet is used by millions of people who are involved in social networking.

Three popular networking sites are: Facebook, Twitter and MySpace.



There are benefits to social networking. Social sites (social networking websites) are used by people all over the world, so it offers you a chance to meet people from different cultures. It is also a quick and easy way to stay in touch with friends and family members.

If you do decide to join a social network, be careful when you are talking to new people online. If you are talking to a new person online you should be as careful as if you were talking to a stranger out in the world.

Remember you cannot see this person face to face, so you cannot be sure that everything they are saying to you online is completely true.

Social networking sites have **“about”** sections that give you information about how the site works. They also tell you how to be safe when using the site.

You should always read the **“about”** section before deciding whether or not to sign up for a social site.

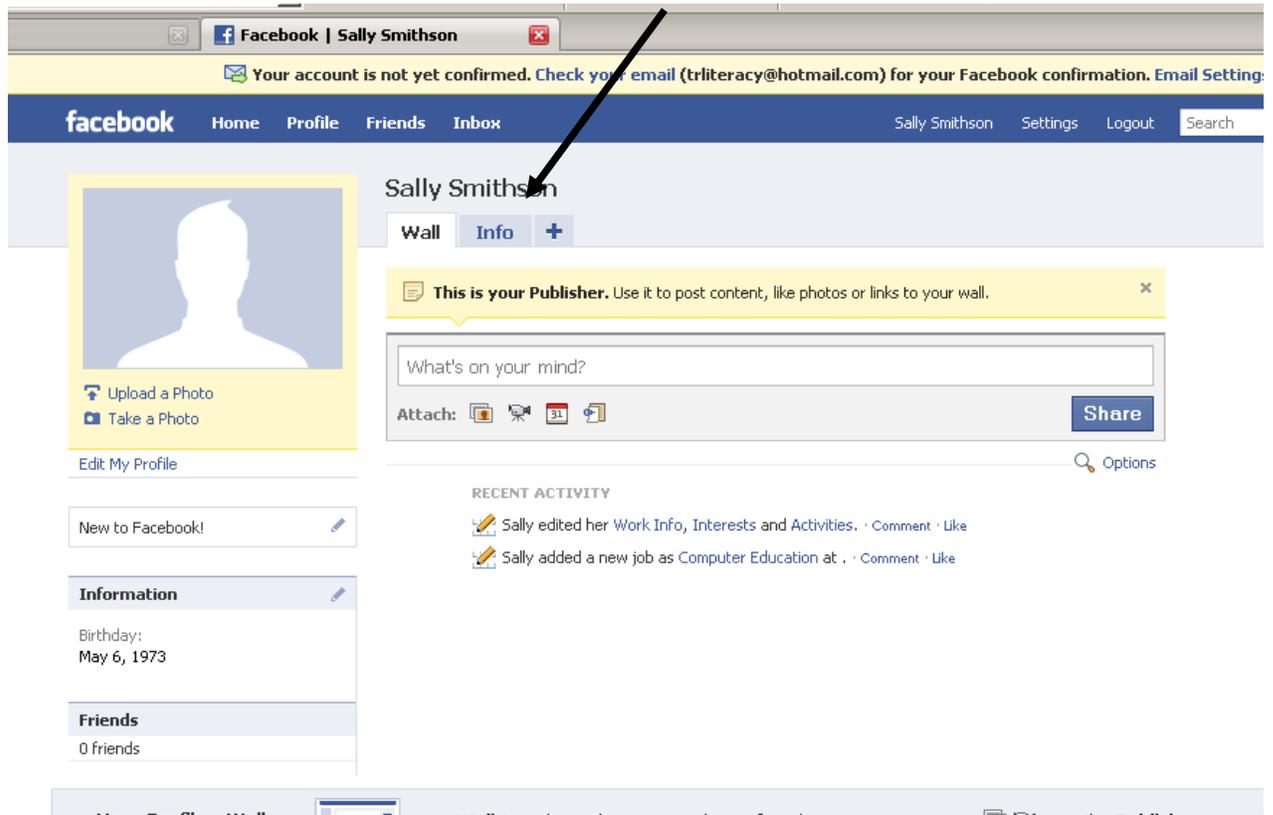
Read more about Facebook at:

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

Read more about Twitter at:

<http://twitter.com/about>

Example of a Facebook profile



## Computer Viruses



What is a computer virus?

A computer virus is a program designed to **spread** from one computer to another.

Viruses can:

- Change or delete things on your computer
- Erase everything on your computer
- Attach to your email and spread to other computers

Even though it is hard to keep your computer 100% safe, there are steps you can take to protect your computer from viruses:

- 1) Install anti-virus software. You can buy or download this.
- 2) Do not open emails from people you do not know.
- 3) Do not open an attachment from someone you know unless you know what the attachment is. There is a chance it could contain a virus.
- 4) Do not download (save things from sites) that you do not understand and trust.

### Follow Up Exercise - Internet Safety

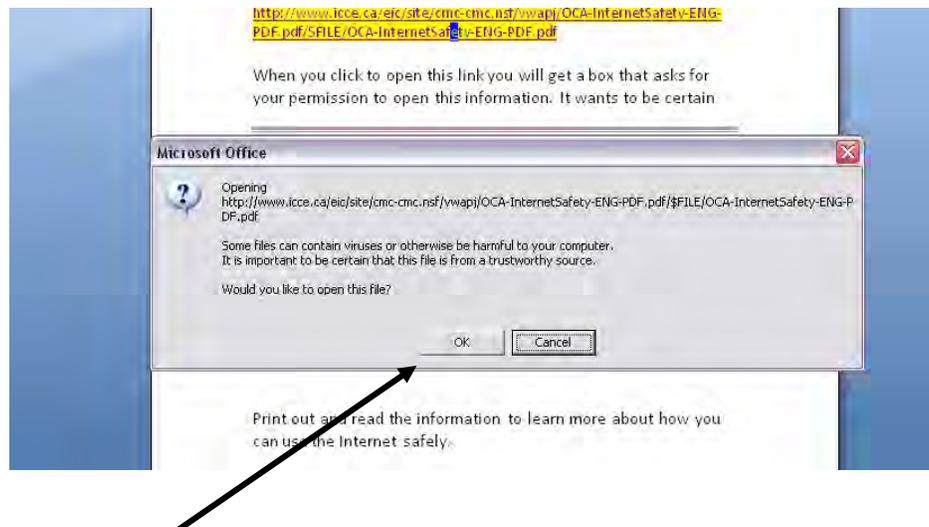
Viruses are only one item that you should be careful about when using the internet.

Please visit this site:

[http://www.icce.ca/eic/site/cmc-cmc.nsf/vwapj/OCA-InternetSafety-ENG-PDF.pdf/\\$FILE/OCA-InternetSafety-ENG-PDF.pdf](http://www.icce.ca/eic/site/cmc-cmc.nsf/vwapj/OCA-InternetSafety-ENG-PDF.pdf/$FILE/OCA-InternetSafety-ENG-PDF.pdf)

When you click to open this link you will get a pop-up box that asks for your permission to open this information. It wants to be

certain that you believe that this site is a safe one. It is the Federal-Provincial-Territorial Consumers Measure Committee and will be safe for you to click on “OK”.



Print out and read the information to learn more about how you can use the Internet safely.

### **Follow Up Exercise: Internet Shopping**

It is also important to be careful if you decide to use the Internet to shop for items.

1. Type this link into your browser to learn more about shopping online.

<http://www.bbc.co.uk/webwise/courses/internet-basics/lessons/shopping-online>

2. Type a list 5 of things you learned from the online shopping video series. Discuss this with your instructor.

## Final Demonstration

1. Go to Canada411.ca and look for florists in your area.
2. Highlight the names, addresses and phone numbers of three florists and print JUST this selection.
3. Find the postal code for the Scotia Bank Place. It is located at  
1000 Palladium Dr. Kanata, Ontario
4. What will the weather be like in Toronto tomorrow?

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5. Name three web browsers:

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

6. Use the online Thesaurus to find two other words for tiny?

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7. Write any web address here:

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8. Name one thing that can help to protect your computer from viruses.

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## Checklist



I have learned about...

- Internet service providers
- Web browsers
- Websites and web pages
- The arrow cursor and the hand cursor
- Drop down menus
- The address bar
- Scrolling
- The desktop and icons
- Finding good information online
- Searching for information online
- Searching for news and images online
- Finding directions online
- Using Canada411.ca
- Checking the weather report online
- Internet Banking
- How to use an online dictionary and thesaurus
- Creating an email account
- Using an email account
- How to use favorites
- Printing from the Internet
- Looking for jobs online
- Deleting internet history
- Computer viruses
- Shopping Online
- Internet safety
- Social websites

# Computer Course Evaluation

Congratulations on completing the Essential Skills for Internet Use guide. Please take a minute to fill out this survey. Circle your answers.

1. I found the instructions in this lesson clear and easy to follow.

Yes                  Somewhat                  No

2. I learned new information from this guide.

Yes                  Somewhat                  No

3. I understood my exercises and was able to complete them in the right order.

Yes                  Somewhat                  No

4. I found this work difficult.

Yes                  Somewhat                  No

5. I found this work interesting.

Yes                  Somewhat                  No

6. I now feel comfortable using the Internet.

Yes                  Somewhat                  No

7. I now feel comfortable using email.

Yes                  Somewhat                  No

8. I would recommend this course to others.

Yes                  Somewhat                  No

9. I will use my new skills at

Work                  School                  Home                  To Find a Job