

Scottsdale Community College

BPC100

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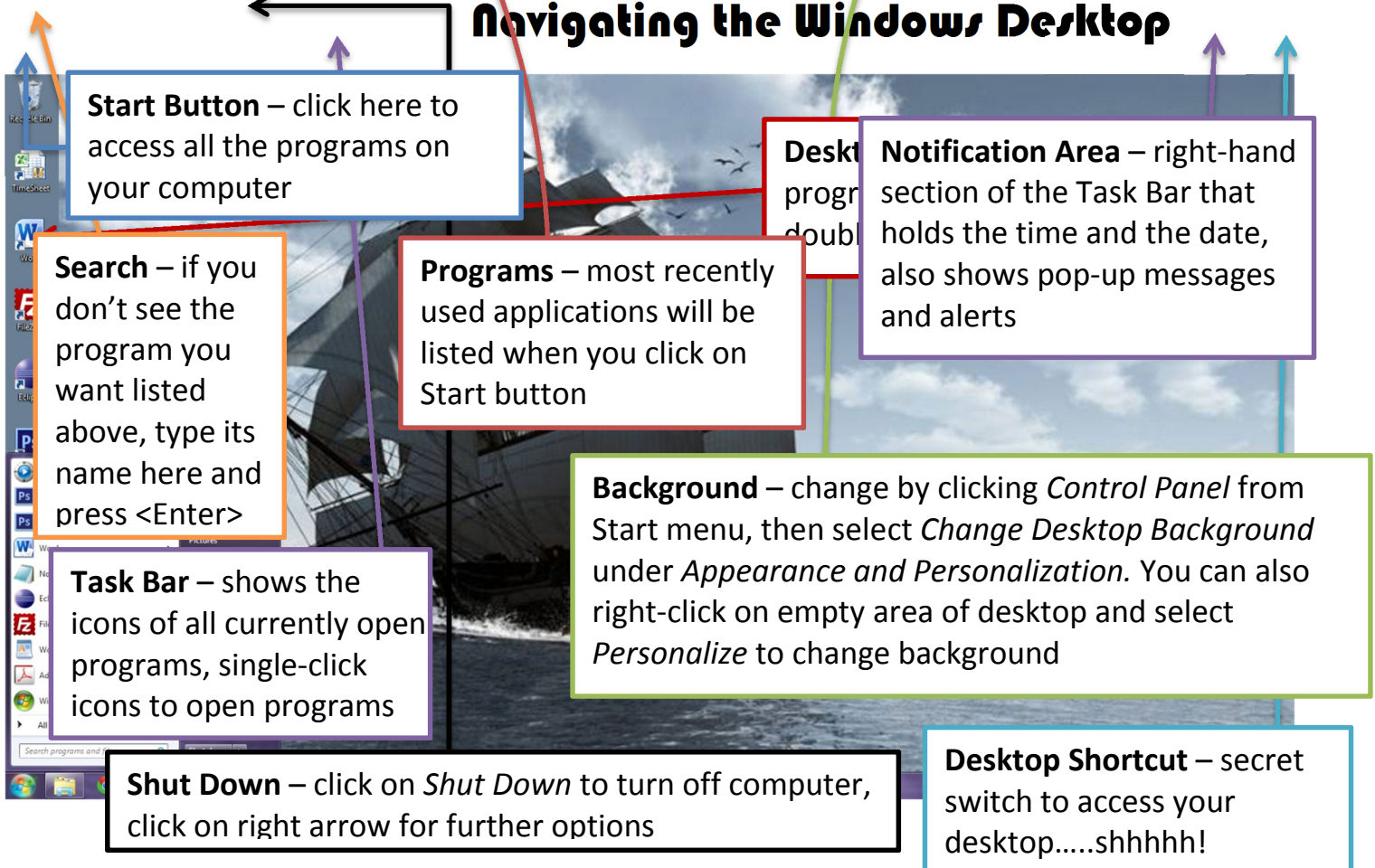
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How to get the most out of this class

- Take notes (that's why the right margin is big!)
- Stop me if you don't understand
- Ask questions
- Review at home
- Have fun
- Your grade will be determined by:
 - Participation
 - Curiosity
 - Attendance

Windows Desktop

Navigating the Windows Desktop



Wordpad Shortcuts

Character Formatting:

Skill	How To:
Selecting Text	Select a single word by laying the mouse anywhere on top of the word and double-clicking
	Select a paragraph by laying the mouse anywhere on top of the paragraph and triple-clicking
	Select an entire line by placing the mouse outside of the left margin of the document and clicking once
	Select other amounts of text by dragging the mouse across the text while holding the left mouse button down. The mouse can be dragged from left to right OR right to left.
Bold Text	Select text to be bolded Click on the “ B ” icon in the Font section of the Menu Bar
Italicize Text	Select text to be italicized Click on the “ I ” icon in the Font section of the Menu Bar
Underline Text	Select text to be underlined Click on the “ U ” icon in the Font section of the Menu Bar
Change Font Size	Select text to be changed Click on the drop-down arrow next to the number in the Font section of the Menu Bar

Wordpad Shortcuts

Character Formatting (Continued):

Skill	How to:
Change Font Style	Select text to be changed Click on the drop-down arrow next to the Font name in the Font section of the Menu Bar
Change Font Color	Select text to be changed Click on the drop-down arrow next to the “A” icon in the Font section of the Menu Bar
Add Text Highlight Color	Select text to be highlighted Click on the drop-down arrow next to the Text Highlight Color icon on the Font section of the Menu Bar
Use Strikethrough	Select text to be struck-through Click on the Strikethrough icon on the Font section of the Menu Bar
Superscript Text	Select text to be superscripted Click on the Superscript icon in the Font section of the Menu Bar
Subscript Text	Select text to be subscripted Click on the Subscript icon in the Font section of the Menu Bar

Wordpad Shortcuts

Paragraph Formatting:

Note: Paragraph formatting does not require that text be selected first, unless changes are being made to more than one paragraph. You must only make sure that your cursor is somewhere in the paragraph prior to making the formatting change.

Skill	How to:
Line Spacing	Click on the line spacing icon in the Paragraph section of the Menu Bar Select the desired spacing
Change Justification	Click on one of the following alignment icons in the Paragraph section of the Menu Bar: Center icon: centers each line individually between the margins Align Text Right icon: aligns text based on the right margin Justify icon: aligns text to both the left and right margins, adding extra spaces between words, as necessary
Creating a Bulleted/Numbered List	Place cursor on a blank line Click on the drop-down menu next to the Start a List icon in the Paragraph section of the Menu Bar Select the bulleted/numbered style

Wordpad Shortcuts

Miscellaneous Features of WordPad:

Skill	How to:
Ruler	Click on the View tab Make sure the box next to Ruler is checked
Undo	To revert a formatting or editing change back to its original state: Click on the Undo icon on the Quick Access Toolbar
Adding an icon to the Quick Access Toolbar	Click on the drop-down arrow located at the top of the screen next to the Quick Access Toolbar icons Select the item to be added
Print Preview	To view a document's layout before sending it to print, either: Click on the Print Preview icon located on the Quick Access Toolbar OR Click on the WordPad button, click on Print , click on Print Preview

Wordpad Practice Letter

Dear Uncle Charlie and Aunt Dorothy,

I am writing our family history and I would like to ask you some questions about your part of the family. Would you please provide the following information for each family member?

Date of birth

Place born

When and where married

Children's names

Names of children's spouses

Would you also let me know if you are aware of any extraordinary accomplishments or events in the lives of any of your family members?

Sincerely,

Your niece Suzanne

Wordpad Practice Letter

Dear Uncle Charlie,

Just a quick note to say thank you for all of the information you sent. It really helps a lot in putting together the Davidson Family History. I look forward to receiving the rest of the material when you get it.

I sure wish I had some of the mushrooms you were talking about. Leo is lucky to live next to you!

Love to you and Aunt Dorothy.

Your niece Suzanne

Welcome to the internet!

Why would you want to get on the internet?

- E-mail
- Look up phone numbers, addresses, movie times, weather, etc.
- Track shipments
- Sign up for classes
- Download radio or TV programs you missed.
- Check the weather
- Research and make travel arrangements
- Shop for products or services
- Banking and investment
- Share photos
- Research

SURFING the Internet

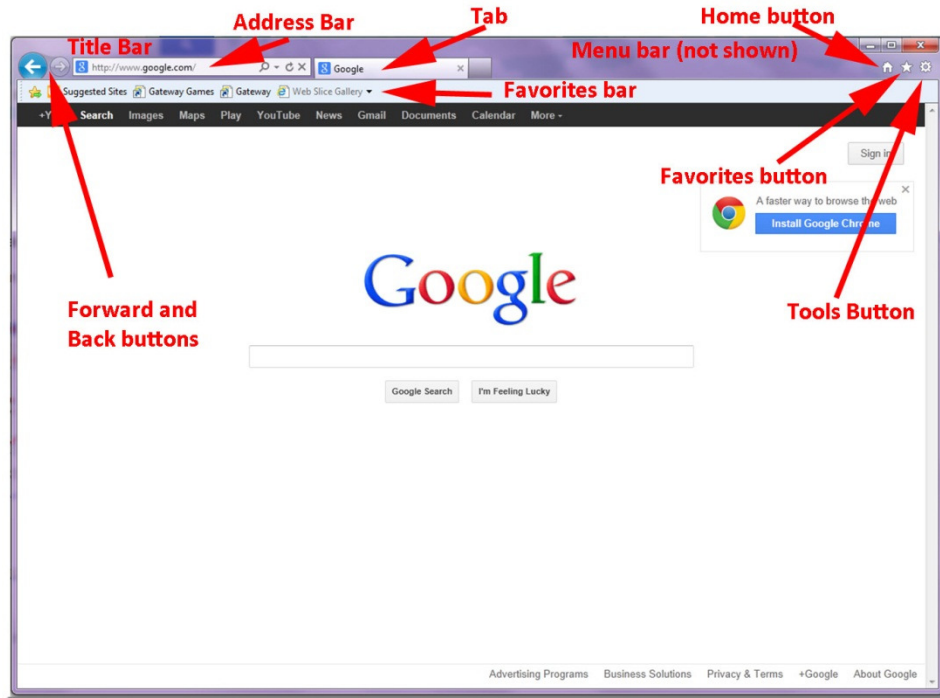
How does it work? (The capitalized words can be found in the glossary at the end)




- You access the internet using a program called a BROWSER. We will use Internet Explorer (IE) because it comes on every computer that runs Windows. Other examples of BROWSERS are Firefox, Netscape, Chrome, Opera, etc.
- When you want to view a web page, you send your request (by typing in the ADDRESS of the page, or clicking on a LINK, or selecting one of your FAVORITES) which is sent to your ISP (your internet service provider, such as Cox, or AOL, or Comcast or MSN), who forwards it to the SERVER where that page actually resides. Included in that request is the “return address” of your computer.
- The server then sends the information back to your ISP, who then sends it on to your computer.

Note:

- www.domain.com is NOT the same as www.domain.org
- Most of the time, you do not need to enter the “http://” or the “www.” For example, instead of typing http://www.amazon.com, you can just enter **amazon.com** (but not always).
 - Exception: Secure sites, such as banks and other financial institutions, often use https:// - but you will probably have these web addresses saved as favorites.
- Addresses are NOT CASE SENSITIVE, but are sometimes shown that way on TV or advertising to make it easier to see and remember: For example www.WeAreExperts.com may be easier to see and remember than www.weareexperts.com.
- E-mail addresses are technically case sensitive, but most of the time case is ignored.

Your browser window




- **Address Bar:** Type in the address (URL) of the web page you know. To the right of the address bar are two buttons:
 - One will change between GO  and REFRESH/RELOAD 
 - The other is STOP 
- **Menu Bar:** Can be customized – has various menu choices that “drop-down” to give you more choices. If you cannot see the Menu Bar, right-click just to the left of the HOME button and select MENU BAR
- **Forward and Back Buttons:** Allows you to retrace “steps” of your browsing session
- **Tools Button:** Use for customizing Internet Explorer to your preferences, such as home page, etc.
- **Home Button:** Click this at any time to return to your HOME PAGE
- **Favorites Button:** We all hate to type in addresses of web pages, so we use FAVORITES to store the addresses of our favorite pages.
- **Favorites Bar:** You can turn this on or off, but is a convenient place to keep some of your favorites on display.
- **Tabs:** Similar to having additional windows open. You can have many pages open at a time on different tabs.

Go to a page whose address you know

Sometimes you know the address of a web site. Maybe you saw it in a TV ad or on a product label or in a brochure.

- 1) Click once in the **ADDRESS BAR** (this should highlight the entire contents)
- 2) Type the URL or Address of the page you want to go to (for example: www.google.com).

Note:

- You do not usually have to type in the “http://” (Exception – “https” see security section below)
 - You do not usually have to enter the www. But if it’s something besides www (for example, if it’s “maps.google.com”) then you DO need to type in the whole thing.
- 3) Then, do either of the following
 - a. Hit the ENTER Key on your keyboard or
 - b. Click the GO button 

Adding Favorites

Why do we have “FAVORITES?” Because there are web sites we will visit quite often – such as the web sites for our banks, news pages, search engines, our church or homeowner’s association, our investments, eBay, shopping sites, etc.

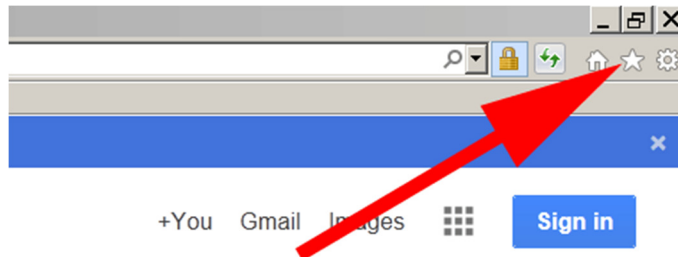
WE HATE TO TYPE (because even a small typographical error will miss the page) and we don’t want to have to remember the complete address of the pages we visit most often.

Internet Explorer (and other web browsers) allows us to store the addresses of commonly-visited sites as our “FAVORITES” (some other browsers call them “bookmarks”)

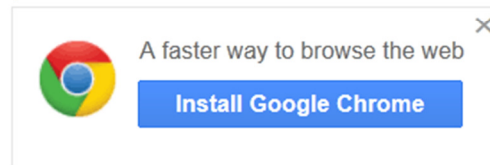
- 1) Click the STAR (FAVORITES) button
- 2) Select ADD TO FAVORITES
- 3) In the ADD A FAVORITE dialog box
 - a. You can change the name of the favorite (if you want)
 - b. Click ADD

Showing your Favorites

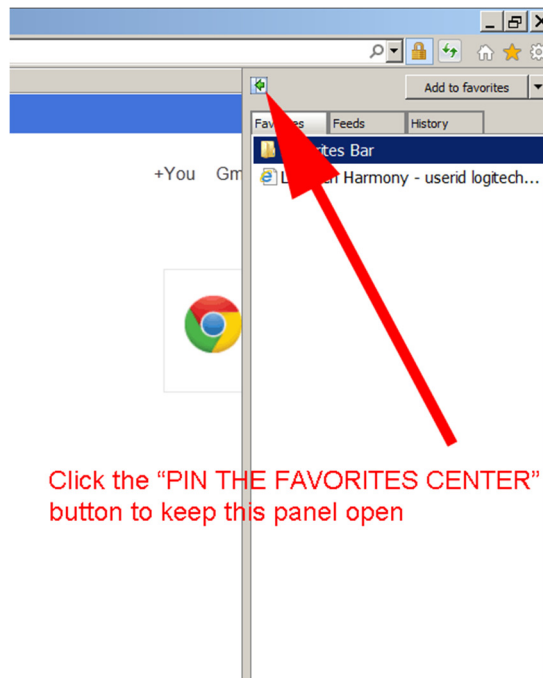
Click the FAVORITES star to open up the favorites panel:



Click the FAVORITES star to open up the favorites panel



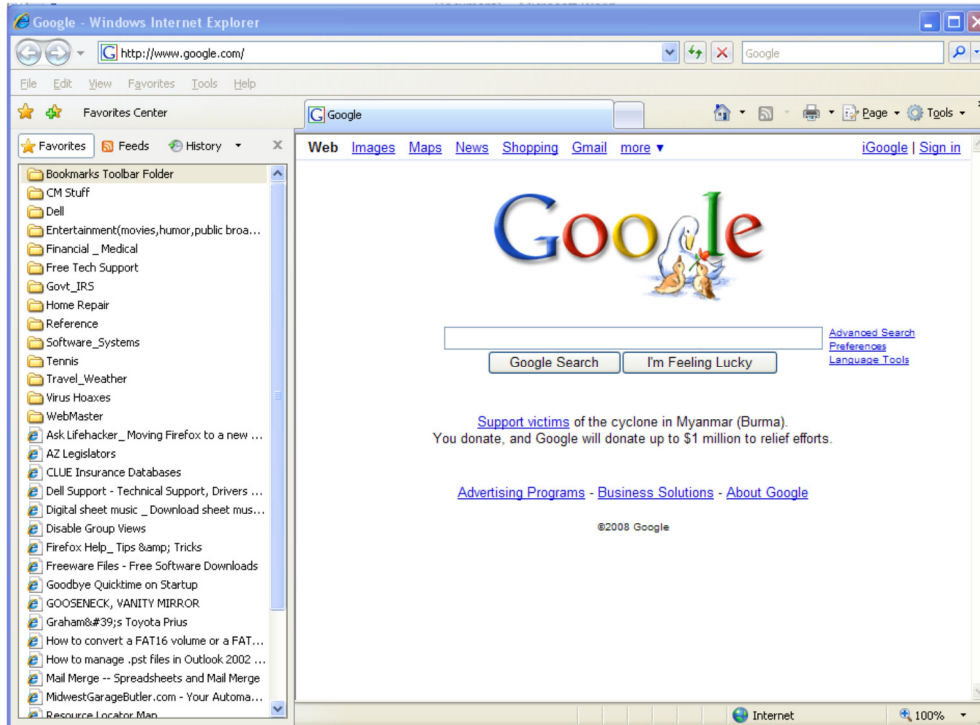
To LOCK your Favorites center on the left side of the screen:



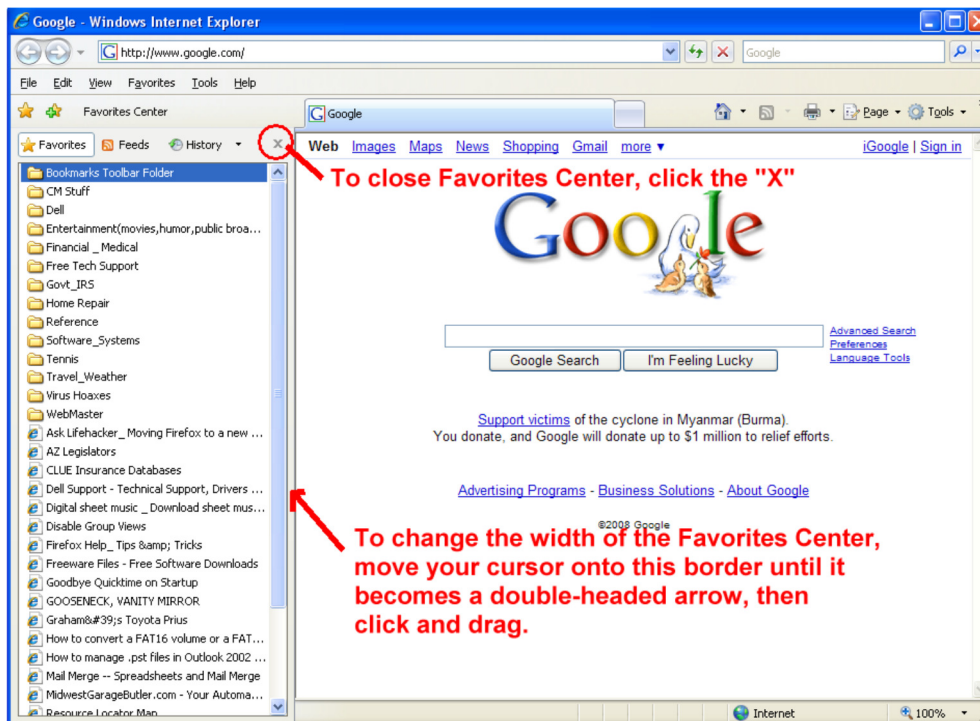
Click the "PIN THE FAVORITES CENTER" button to keep this panel open

Showing your Favorites

And it will look like this:



To adjust the size of the Favorites center or to close the Favorites center:

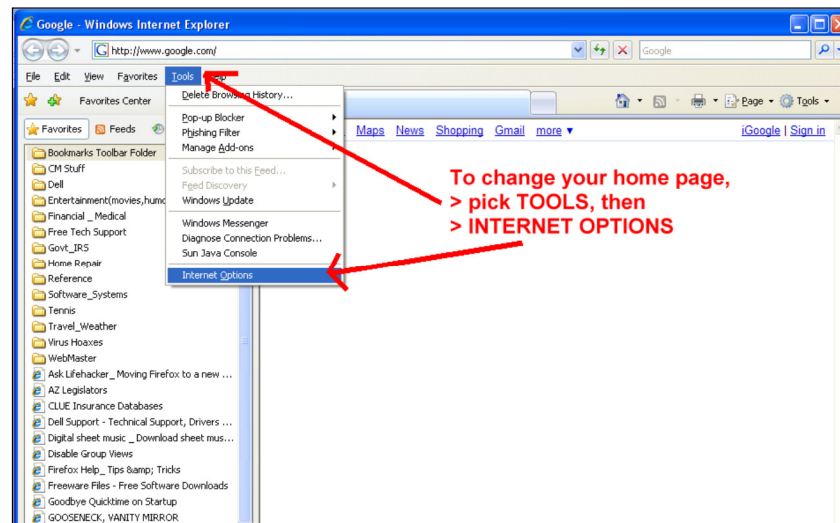


Changing your home page

What is a “home page?” Your HOME PAGE is the web page your browser will show whenever you start it up. When you are browsing around the internet, you can always return to your home page by clicking the HOME button. Think of it as your “HOME ROOM.”

Note: some web sites call their main page the “home page” of the web site, or just “home.” This is the main entry page for the web site, not to be confused with your own “home page.”

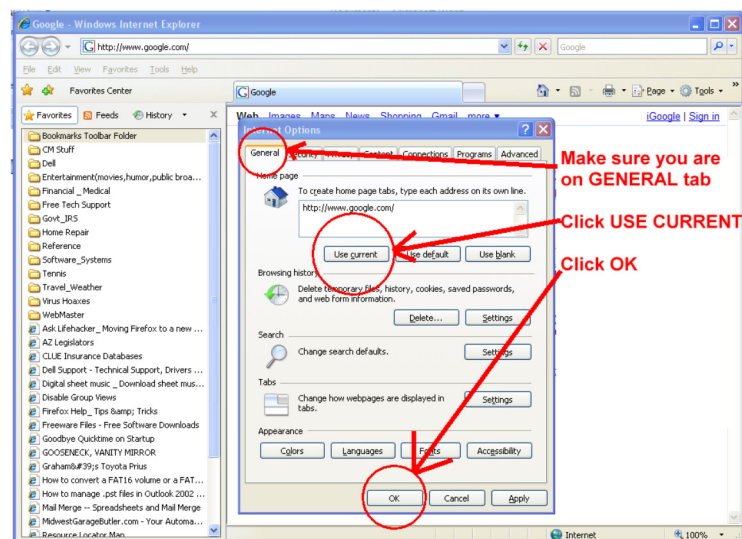
- 1) Click TOOLS, then INTERNET OPTIONS



- 2) Make sure you are on the GENERAL TAB

- 3) Click USE CURRENT

- 4) Click OK





Navigation

Following links:

In general, links are [blue underlined](#). Unfortunately, some web sites don't follow this convention, and you will have to move your cursor around to find the links. Pictures can also be links.

Links can:

- Take you to another page, which may be in the same window or a new window
- Start to download a file or program
- Open up an e-mail

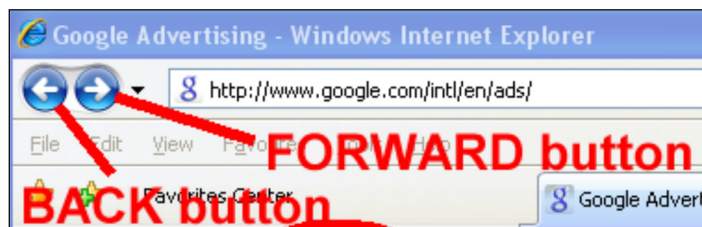
When your cursor is over a link, it changes from an arrow  to a hand  (and most of the time, the full address of the link will show at the bottom of your browser screen)

When it changes to a hand, SINGLE-CLICK

This same symbol is used to indicate a DOWNLOAD rather than a link.

Note: the browser remembers which links you have followed and shows them in maroon color (unless the page designer has turned off this function)

You can go “back and forth” along the path of pages that got you to any point, using the BACK and FORWARD arrows.

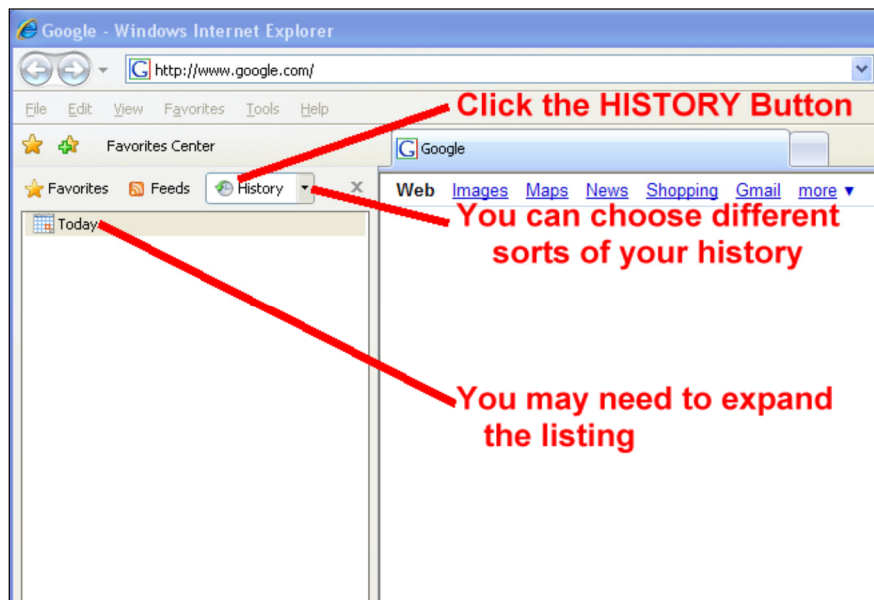


If one is dimmed out, it's because you cannot go any further back or forward.

Navigation

Displaying a history of visited pages:

- 1) Open up and lock your FAVORITES CENTER
- 2) Click the HISTORY Button
- 3) You may need to expand the listing
- 4) You can choose different sorts of your history

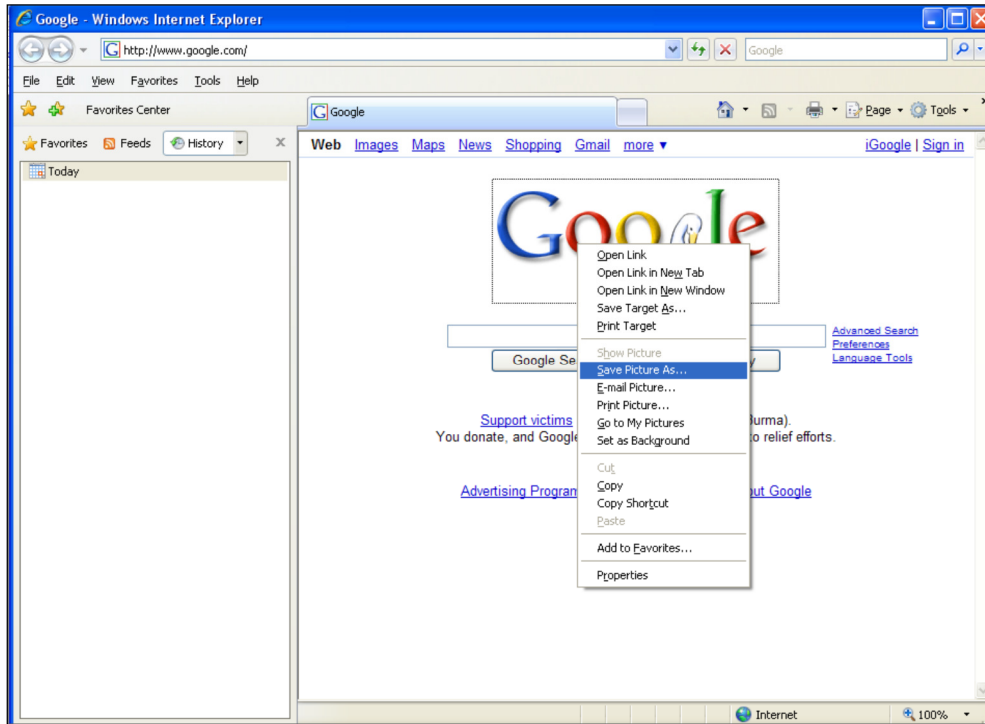


Clearing your history of pages viewed:

- 1) Click on TOOLS, then INTERNET OPTIONS
- 2) On the GENERAL TAB, click DELETE
- 3) Click DELETE HISTORY, then YES
- 4) Click CLOSE, then OK to return to your browser

Downloading a picture

- 1) Right-click on the image
- 2) Select SAVE PICTURE AS



- 3) Then, tell the computer where you want to save the picture

Safe Surfing

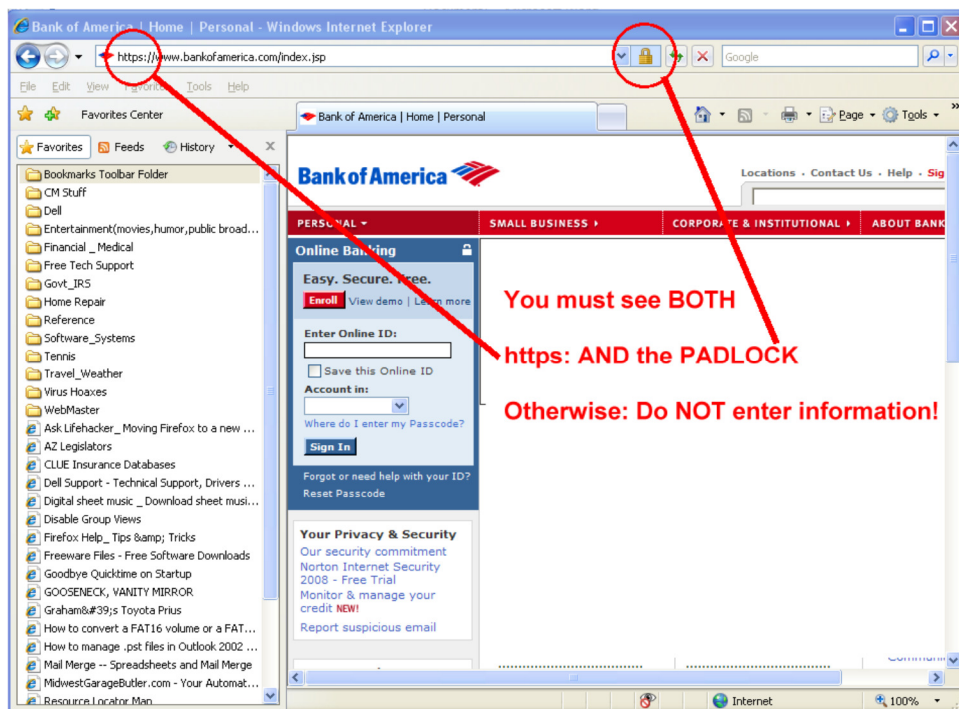
Never enter sensitive information into a web page unless you are at a secure site.

Sensitive information includes:

- UserIDs (but sometimes you have to enter your userID to get to the page where you enter your password)
- Passwords
- Bank card or credit card numbers
- Account numbers
- Social Security Numbers

How will you know if it is a secure site?

- Web address starts with https:// (NOTE THE “S”!!!)
- Closed/locked padlock shows
- Sometimes the address bar will turn green



Note: Passwords are usually case-sensitive, so “MaryLamb” is not the same as “marylamb”

Safe Surfing

Phishing:

Phishing is e-mail (or a web page) that contains links that take you to “dummy” web sites which look like your own bank’s web site (or broker, or other web site) at which they will collect your sensitive information.

Don’t enter financial sites from links provided in e-mails, even if the e-mail appears to come from your own bank. Only use your own favorites or type in the address yourself.

You can see an example of a “spoofed” or “dummy” web site I created by going to <http://www.mattmetz.com/wf/BMO.htm>

Amazon.com - Your Cancellation 181-2141887-4441589
order-update@amazon.com
Sent: Tue 5/22/2012 5:28 PM
To: [REDACTED]

Your order has been successfully canceled.
For your reference, here's a summary of your order:

You just canceled order [181-2141887-4441589](#) placed on May 23, 2012.

Status: CANCELED

1 of The Architecturally / 2nd Edition
By: Dean Brown

Sold by: Amazon.com LLC

Thank you for visiting Amazon.com!

Amazon.com
Earth's Biggest
<http://www.amazon.com>

<http://ag-socrat.spb.ru/spared.html>
Click to follow link

See this? When I hovered over the link this little box came up that told me where it was actually going to go. It looks like an Amazon.com link, but it will actually take you to a hacker or what they call a phishing website where they will collect your information for criminal purposes.



Amazon.com - Your Cancellation 181-2141887-4441589
order-update@amazon.com
Sent: Tue 5/22/2012 5:28 PM
To: [REDACTED]

Your order has been successfully canceled.
For your reference, here's a summary of your order:

You just canceled order [181-2141887-4441589](#) placed on May 23, 2012.

Status: CANCELED

1 of The Architecturally / 2nd Edition
By: Dean Brown

Sold by: Amazon.com LLC

Thank you for visiting Amazon.com!

Amazon.com
Earth's Biggest Selection
<http://www.amazon.com>

<http://ag-socrat.spb.ru/spared.html>
Click to follow link

Here is again disguised as your order number. Be careful!



Safe Surfing

Robust Passwords:

You may be tempted to use your birthday or anniversary or address or phone number or children's names or other similar information for your passwords. DON'T! Good "hackers" will find this information (you should no longer be surprised at what's available out there on the internet!). The hackers will then try these and get into your private information (and your money!).

Robust (hard to guess) passwords have the following characteristics:

- They are long. You want at least 8 characters – but the more the better!
- They include numbers, lower case letters, upper case letters, and "special characters" such as &, ?, >, \$, etc.
- They are random. This one is hard to do because you won't remember them – you'll have to store them someplace – which becomes a danger

Here are some examples of BAD passwords:

- matt
 - too easy to guess (my name)
 - too short (only four characters)
 - it only has letters (would be better if it included numbers and upper case or special characters)
- 012954
 - too easy to guess (my birthday) and too short (only six digits)
 - only numbers (would be better if it was numbers and letters, etc.)
- fido
 - too easy (pet's name)
 - too short
 - only letters

Safe Surfing

Robust Passwords (Continued):

Here's an example of a GOOD password:

- fRi8413*cM
 - It's hard to guess, but I'll be able to remember it (because it's the day of the week I was born, the house number where I grew up, an asterisk, and my wife's initials)
 - It alternates lower case and upper case letters, and includes special characters and numbers, too.
 - It's long (10 characters)

Also, do **NOT** use the same password for all (or most) of your sites.

However, to help you remember all the different ones, you can try to incorporate the site address into the password. For example, for signing in to FirstNationalBank.com website, you could change fRi3415*cM to fRi3f4i1r5*cm (I "wove" the first three letters of the site name – f, i, r – into the numerical portion of the password).

Finally, change your passwords often – monthly or at least quarterly. Most web sites have a place where you can do this.

Safe Surfing

Virus Protection:

It's not a question of whether something nasty will try to get on your computer – it's a question of WHEN.

You should ALWAYS have virus protection running on your computer (exception: after downloading a file, if you are installing software you should turn virus protection off during the installation process – but remember to turn it back on!)

It's also important that your virus protection be updated. This is the same as the flu inoculation you get each year – the flu changes, so the flu shot has to change. Only with computer viruses, the viruses change every day!

Most virus protection software has the ability to automatically update itself whenever you are on-line. If your virus protection software is not up-to-date, it's like having last year's flu shot – it won't protect you from what's going around today.

Virus protection software management is out of scope for this class, but there's a pretty good free virus protection software at <http://www.avast.com/free-antivirus-download>

Other Web Stuff

Empty your cache (see glossary):

Tools > Internet Options > GENERAL tab.

- 1) Look in the BROWSING HISTORY section of this tab.
- 2) Click on DELETE, and then delete the following:
 - Temporary Internet Files
 - History
- 3) Optionally, you can delete
 - Cookies
 - Form Data
 - Passwords

Pop-Ups (see glossary):

Tools > Pop-Up Blocker

- Turn it on or off
- Change the settings

E-Mail

An e-mail address has two parts: somebody@somewhere.com

1. The “somebody” is the username of that person (think of it as the addressee’s name on the envelope).
2. The somewhere.com is the domain of that person (think of it as the street address for that person). Sometimes it is the person’s ISP, or the “domain” of the company at which that person works – such as matt.metz@honeywell.com

Note:

- somebody@msn.com is a different address than somebody@cox.net
- Never put spaces in an e-mail address – but some may have an underline, a dash, or a dot – such as:
 - matt.s.metz@cox.net
 - sam-the-sham@yahoo.com
 - courtney_love@kjzz.org

Your ISP probably set you up with a username and e-mail address. For example, when I signed up with Cox as my ISP, I chose username “metzmatt” and therefore my e-mail address is metzmatt@cox.net.

And you were assigned an email address by the school, which is:

- [your MEID]@scottsdalecc.edu

E-Mail Programs

To access your e-mail, you have a few choices:

- Access your ISP-provided e-mail account such as metzmatt@cox.net (or company provided – such as matt.metz@honeywell.com) on your computer with a dedicated e-mail program – such as Outlook, Thunderbird, etc.
- Access your ISP-provided e-mail account on the internet using your browser.
- Create a web-based e-mail account (such as somebody@yahoo.com or someone@gmail.com or someoneelse@msn.com).
- You can also use a combination of these. For example, I do most of my e-mail from home, so I use a dedicated e-mail program on my home computer. But when I travel, I can access my e-mail account from any computer that can connect to the internet using a web-based email account

The looks of web-based e-mail programs are different, but the PRINCIPLES are the same.

E-mail “Etiquette”

Understanding the differences among TO, CC, and BCC:

- All of the people (To, cc, and bcc) will receive the message.
- The “TO” is usually reserved for the person who has an action or assignment or the direct “need to know” of the information you are sending
- The “CC” is for others who may be curious or who also might want to know about it, but generally these people are not expected to reply or take action. Everyone (the TO folks and the CC folks) will be able to see everyone else’s email addresses.
- “BCC” stands for BLIND CARBON COPY. When you put someone’s email address in the BCC field, that person will receive a copy, but that person’s address will not appear on ANYONE’S received copy – so the TO people and the CC people and all the other BCC people will not know any of the BCC people saw the message.

Understanding the differences between REPLY, REPLY ALL, and FORWARD:

- REPLY sends your reply message ONLY to the “FROM” person – the person who sent the message to you. (But not the CC and BCC folks.)
- REPLY ALL sends your reply message to the FROM persons AND all the TO people AND all the CC people. (But not the BCC folks.)
- FORWARD sends your message to anyone you address it to – but the new message that opens up will not have anybody already in the TO or CC fields.

Note: Since BCC names don’t show up, your REPLY or REPLY-ALL will not go to them.

Some e-mail etiquette rules of thumb

Avoid REPLY ALL!!! Remember that REPLY ALL goes to EVERYONE, including those who were just CC on the original message. Suppose your club president sent a meeting notice and included CC to 126 club members. You won't be able to make that meeting. If you REPLY, you'll let just the president know, but if you REPLY ALL, you'll be telling all 126 people you won't be able to attend - do you think all 126 people need to know that?!

Make your SUBJECT LINE meaningful and helpful. Some people get a lot of e-mail, and find it helpful to have the subject line contain something important to help them find particular e-mails. For example, you might put "United Methodist Church – Financial Analysis for June, 2008" instead of just "Financials" or "Important information"

Respect others' privacy. Many people don't like their e-mail shared with many others – this helps them avoid getting unwanted e-mails. So I recommend you use the following technique, especially when sending an e-mail to a large group of people:

- Put your OWN e-mail address in the "TO" field, and put everyone else's addresses in the BCC field.

ALL CAPS IS CONSIDERED SHOUTING. So don't do that unless you are really mad! Some people do this because they are worried about improper capitalization. If you're really worried about it, I suggest you use all lower case, rather than all caps. So instead of "I WANT TO GO TO THE STORE TODAY" write "i want to go to the store today"

Include the original message when replying. Most e-mail programs do this, but some don't (such as AOL). The problem is this: If I reply to you with a message that says "I won't be able to attend," that could be a problem if you sent out meeting notices about several different meetings on several different dates. Fortunately, by default, most email programs include the original message when replying.

Don't attach huge files unless you have to. And if you have to, be sure the person you are sending it to gives you permission. The recipient's e-mail system may not be able to handle large attachments, or the person may be traveling and only have a dial-up connection that will take HOURS to download the attachment.

Some e-mail etiquette rules of thumb

Be cautious with humor and sarcasm – especially in a business or work environment. Sure, you may think it's obvious that your comments are funny or that you are just teasing. But your e-mail doesn't show your tone of voice, your body language, the expression on your face, and other non-verbal clues to how you mean what you are writing. So be careful. One way to let people know you are trying to be funny is to TELL THEM! So, for example, instead of writing "Why don't we just cancel all their accounts" you could write: "Why don't we just cancel all their accounts (HA, HA)" (or "JUST KIDDING!"). That's one of the reasons "emoticons" came into existence:

- :-) or ☺ happy or funny
- :(or ☹ sad
- :-b sticking out your tongue

Managing e-mail folders

Basic Principles of Folders:

- By default, most email programs keep a copy of everything you sent in your SENT ITEMS folder. I recommend you don't change this.
- You can create your own personal folders (such as "Stuff from Mary"). After you send an e-mail to Mary, while you're waiting for her reply, you can drag your message from the "SENT ITEMS" folder to the STUFF FROM MARY folder. Try it!
- Just like windows explorer, you can drag items into a folder.
- Deleted items are not actually deleted – they are moved to the DELETED ITEMS folder (like your "Recycle Bin" in Windows). My recommendation: once a month, go to your DELETED ITEMS folder and delete everything over 90 days old (or other time frame of your choice). That way, you can always go back and recover anything less than 90 days old, even if you "deleted" it.
- You can have sub-folders (that is, folders within folders). So you could have a personal folder called "Church" and sub-folders under CHURCH called "Finances" and "Sermons" and "Membership Issues"
- When deleted e-mails, be careful that you are not accidentally deleting an entire folder if you are trying to delete an individual e-mail.

Other e-mail stuff

Creating distribution lists or groups:

Sometimes there are groups of people who you will often want to get the same message. When you create a new message, you don't want to have to put every one of their names in the "TO" field each time.

You can create GROUPS (also called "distribution lists" or "distribution groups"). A group is simply a collection of people's e-mail addresses and the group has its own name – such as "Church folks" or "Neighbors." Once you've created these, when you write an e-mail that everyone at the church should get, you just address it to "Church folks" and all 300 addresses will be included.

Adding your signature automatically:

In most e-mail applications, you have the option of adding a personalized signature that will automatically appear at the end of every message you send.

People include many different things in their e-mail signatures. You can use your first and last name, your first name only, your first initial and last name, or even your favorite nickname. Some people like to also include a favorite quote. Formal business signatures will typically include an employee's full name, title, company name, address, phone number, fax number, email address, and company Web site.

The process of adding your signature will vary from one e-mail application to another, so we won't give step-by-step instructions here. Just keep in mind that you have the ability to include your own personal touch to your e-mails.

Searching with Google

Making Google your home page:

- 1) Go to Google (www.google.com)
- 2) TOOLS > INTERNET OPTIONS > (make sure you're on the GENERAL TAB)
- 3) Click USE CURRENT
- 4) Click OK

Making your address bar a Google search field:

- 1) Click the Tools icon at the far right of the browser window.
- 2) Select Internet options.
- 3) In the General tab, find the Search section and click Settings.
- 4) Select Google.
- 5) Click Set as default and click Close.

If Google is not listed, follow these instructions:

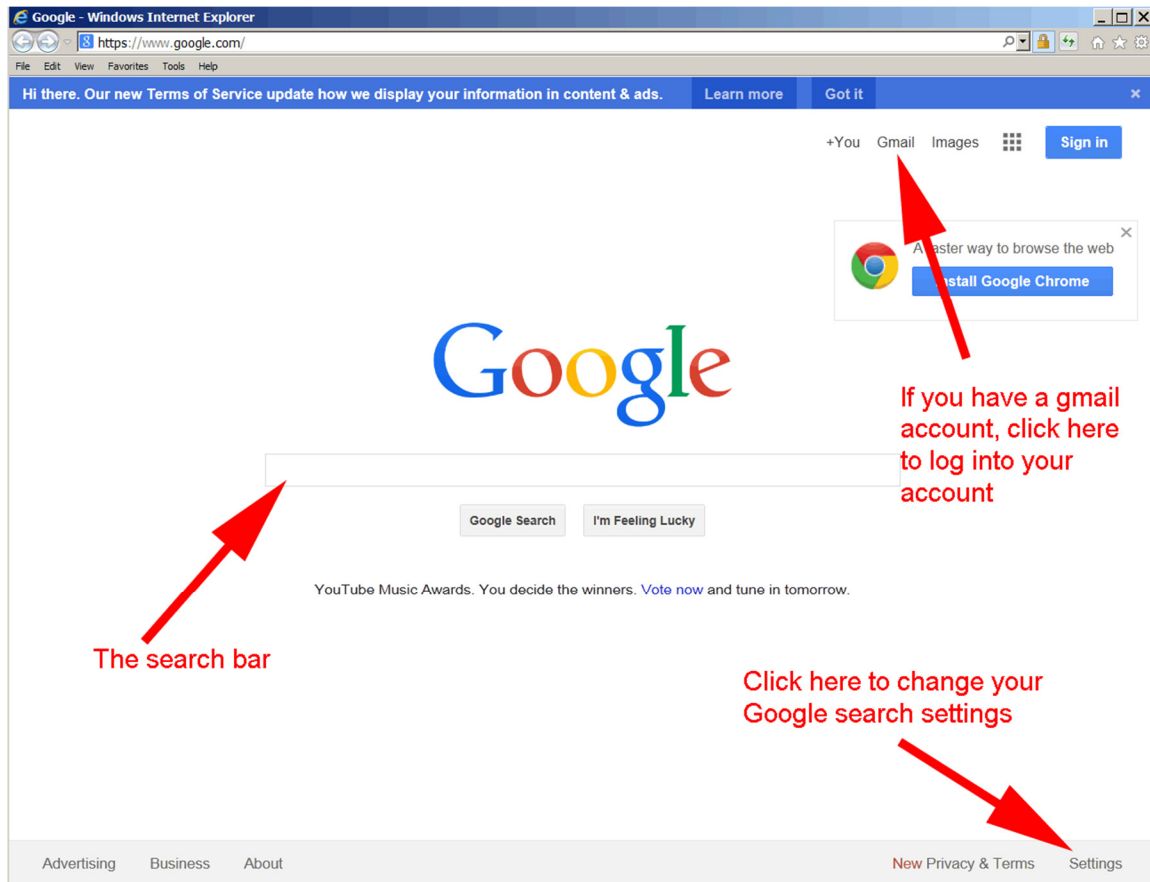
- a. Click FIND MORE PROVIDERS
 - b. That will open up a web page – click on GOOGLE
 - c. Check the box that says “MAKE THIS MY DEFAULT SEARCH PROVIDER” and then click the ADD PROVIDER button
- 6) Click OK until the windows are closed

Now, whenever you type words in the Internet Explorer ADDRESS BAR, it will be treated as if you were doing a Google search.

The address bar still recognizes web page addresses – so if you enter “amazon.com” it will take you to www.amazon.com – but if you enter “amazon forest” it will do a Google search.

Searching with Google

Parts of the basic Google page:



Searching with Google

Setting your preferences:

- 1) Click on the SETTINGS button at the bottom right
- 2) Then click on SEARCH SETTINGS
- 3) Click on SEARCH SETTINGS

The screenshot shows the Google Search Settings page. On the left is a sidebar with links: Search results, Languages, Location, and Help. The main content area has several sections:

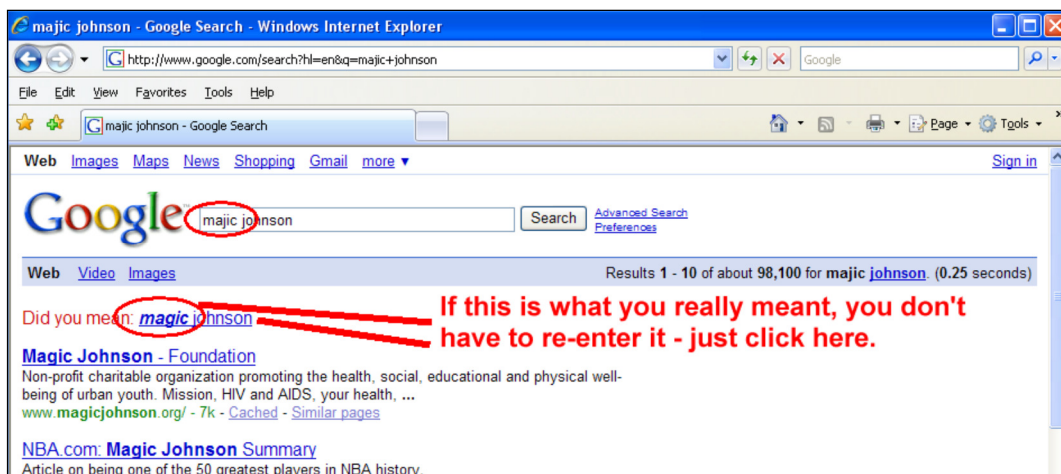
- SafeSearch filters:** A slider for "How much explicit sexual content (web pages, images, and videos) should be filtered from your results?" with options: No filtering, Moderate, Strict. A red arrow points to the slider with the text: "SafeSearch will help reduce (but will not totally eliminate) obscene results in your searches." A "Lock SafeSearch" link is also visible.
- Google Instant predictions:** A section titled "When should we show you results as you type?" with three radio button options: "Only when my computer is fast enough." (selected), "Always show Instant results.", and "Never show Instant results." A red arrow points to the first option with the text: "Instant Predictions will start showing results as you type. This is your choice, but I prefer to turn this off."
- Results per page:** A slider for "Results per page" with values 10, 20, 30, 40, 50, 100. A red arrow points to the slider with the text: "Results per page is your choice. I set mine at 100." A note says "Google Instant shows 10 results."
- Where results open:** A checkbox labeled "Open each selected result in a new browser window." A red arrow points to it with the text: "This tells Google 'When I click on one of your suggested results, open that page in a new browser window.' I definitely like this - it avoids having to 'back page' a lot after you explore one of Google's suggested results."
- Blocking unwanted results:** A section titled "When signed in, you can block unwanted sites from your search results."
- Web History:** A section titled "When signed in, you can receive personalized results and recommendations based on your web activity. You can pause or edit your Web History at any time."

At the bottom right are "Save" and "Cancel" buttons. A red arrow points to the "Save" button with the text: "Be sure to click 'SAVE' when you are done."

Searching with Google

Searching for information (not shopping for prices, or looking for just images, or just news, etc.):

- More words = fewer results!
- Google treats all words present as “AND” – meaning ALL the words must be present
- Words that appear first are more important
- “popular movies” will produce different results from “movies popular”
- Google ignores common words
 - of, the, and, or, an, if, but, etc.
 - Exception: See “USING QUOTES”
- Google ignores upper and lower case:
 - “Magic Johnson” will produce same results as “magic Johnson” and same as “maGic JoHnsON”
- Google checks spelling and may suggest corrections:
 - If you like Google’s correction, just click on it – no need to retype



- Use quotation marks ("") to be more specific
 - “National bowling congress” will produce different results from “national bowling congress” – try it!

Searching with Google

Searching for information (Continued):

- You can EXCLUDE words by preceding them with a “-”
 - Search for “jerry lewis” starts with information about the comedian. If you were looking for others, you could use “jerry lewis -comedy”

Using ADVANCED SEARCH:

- 1) At the bottom right hand corner of the Google page, click on SETTINGS
- 2) Then click on ADVANCED SEARCH

Many of the items above are included in ADVANCED SEARCH, but also adds:

- Ability to look for a certain file type
- Ability to look only within a certain domain (such as www.microsoft.com)

The screenshot shows the Google Advanced Search interface. Red arrows point to specific fields with explanatory text:

- Putting words in this field is same as ordinary Google search** points to the main search box.
- Putting words in this field is same as putting them in quotes** points to the 'Put exact words in quotes' field.
- Putting words in this field is same as putting “-” in front** points to the 'Put a minus sign before words you want to exclude' field.
- You can look just within one site, such as www.microsoft.com** points to the 'Search one site (like wikipedia.org) or limit your results to a domain like .edu, .org or .gov' field.
- You can change your filtering preference just for this one search** points to the 'Find pages in the language you select' field.
- If you are looking for a .pdf manual, you can search just for .pdf files.** points to the 'Find pages in the format you prefer' field.

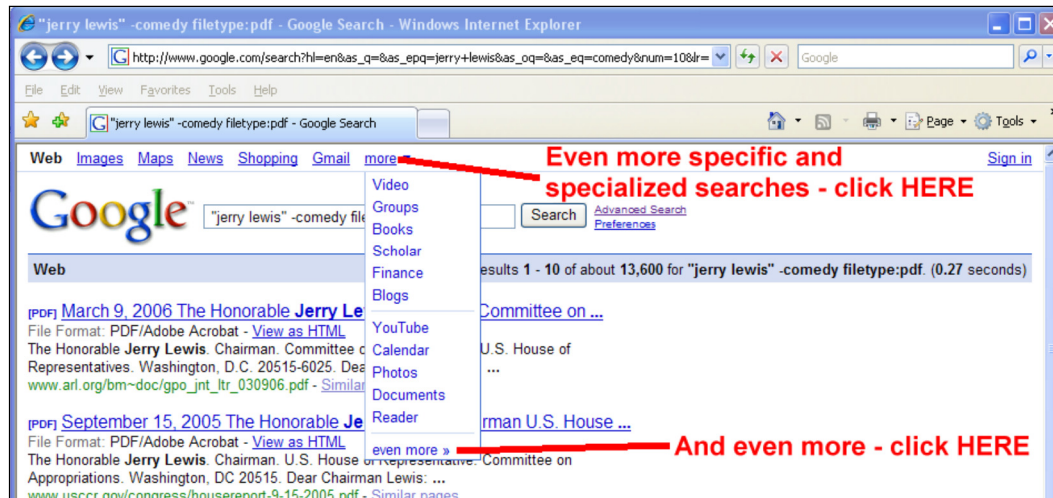
Other visible fields include:

- Find pages with... (all these words, this exact word or phrase, any of these words, none of these words, numbers ranging from)
- Then narrow your results by (language, region, last update, site or domain, terms appearing, SafeSearch, reading level, file type, usage rights)
- Advanced Search button

Searching with Google

More specialized searches:

After doing a search, you'll see a row of more specific options at the top of the page, such as IMAGES, MAPS, SHOPPING, etc. Click the "MORE" button to see more options:




Using the Google search field, try these searches – which show you how “smart” Google is:

- matt metz scottsdale az
 - Produces phone book result
 - Also try any of these:
 - first name (or first initial), last name, city (state is optional)
 - first name (or first initial), last name, state
 - first name (or first initial), last name, area code
 - first name (or first initial), last name, zip code
 - phone number, including area code
 - last name, city, state
 - last name, zip code
- 11767 n. 81 st. scottsdale, az (or 11767 n. 81 st. 85260)
 - Produces link to map
- indiana jones dvd price
 - Produces links where you can buy the produce

Searching with Google

Using the Google search field (Continued):

- weather silver spring, md
 - Produces weather report and forecast for Silver Spring, MD
- [name of current movie] movie 85260
 - Produces local movie theatre results
- Convert 5 quarts to liters
 - Tell you how many liters are in 5 quarts
 - Also try:
 - Half a cup in teaspoons
 - 3.5 USD in GBP
 - 5 British pounds in South Korean money
 - Convert 482 knots to mph
- 5+2/8
 - Acts as a calculator – gives 5.25
 - Also try
 - 2^20
 - sqrt(-4)
- PRITX (which is the ticker symbol for a mutual fund)
 - Produces a price quote
 - Also try: CSCO
- 027616858702 (which is a UPC number)
 - Produces a link to see what this product is
- 1Z38EW250264523667 (a UPS tracking number)
 - Produces a link to the UPS page with tracking information
- patent 5123123
 - Produces a link to patent information
- Define nosocomial
 - Produces a link to definitions of the word “nosocomial”
- what time is it in kuala lumpur
 - Displays  **3:00am** Monday (MYT) - **Time in Kuala Lumpur, Malaysia**
- Where is kabul
 - Displays a small map of Kabul, Afghanistan with a link to a larger map

Searching with Google

Other special searches - Images:

Same rules apply – using quotes, using more words, using “-“, etc.

The screenshot shows the Google Images search interface. The search bar contains the text "national bowling congress". Below the search bar, the results are displayed as a grid of images. A red callout box with the text "Click on any options to the left to narrow down your results by size, date, color, etc." has four red arrows pointing to the filtering options on the left side of the page. These options include:

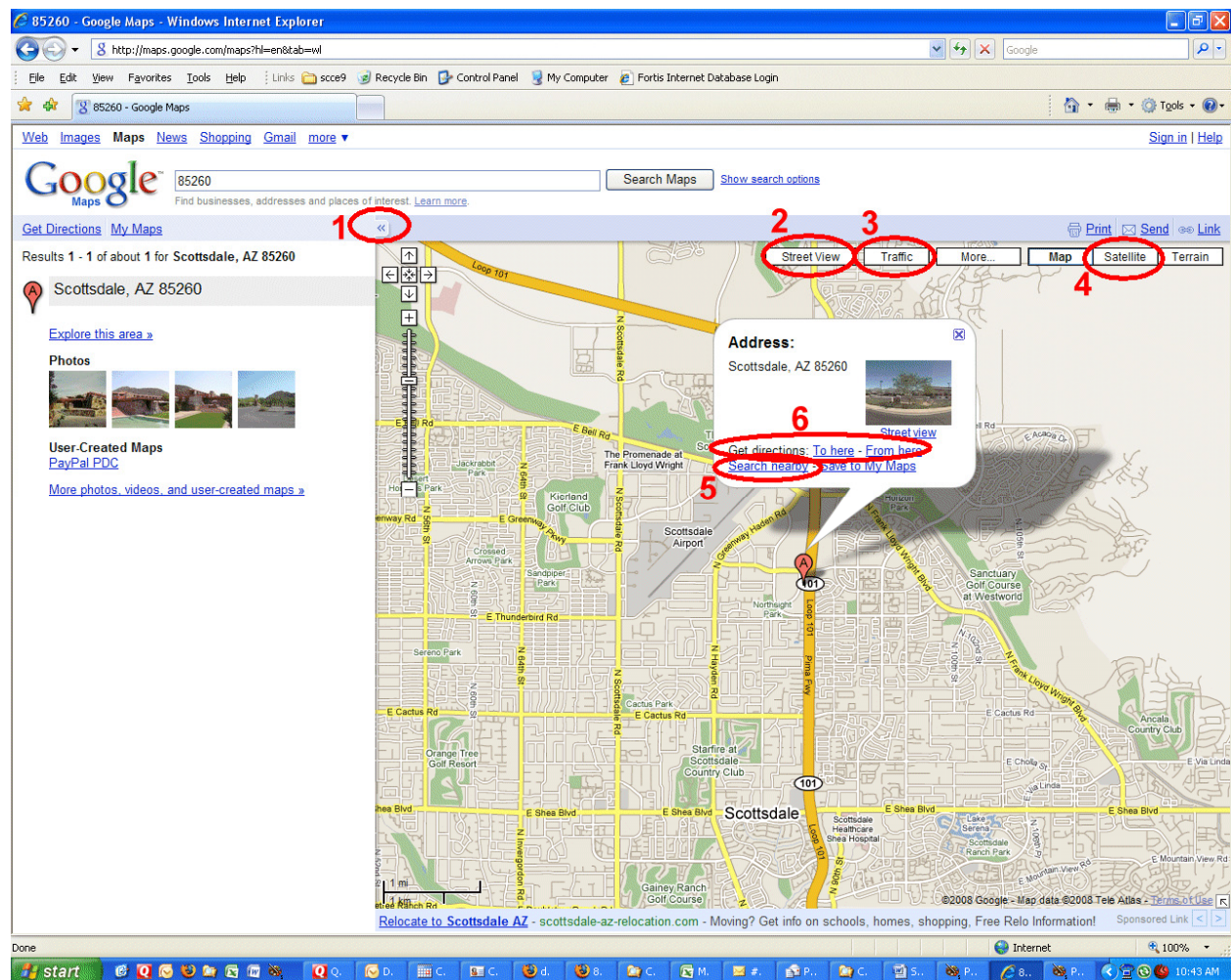
- Everything
- Images
- Maps
- Videos
- News
- Shopping
- More
- All results
- By subject
- Any size
 - Large
 - Medium
 - Icon
 - Larger than...
 - Exactly...
- Any color
 - Full color
 - Black and white
- Any type
 - Face
 - Photo
 - Clip art
 - Line drawing
- Standard view
- Show sizes
- Any time
 - Past week

The search results grid includes various images related to bowling, such as bowling lanes, bowling balls, bowling pins, and bowling-related logos and text. The URL at the bottom of the page is <http://www.google.com/imgres?q=%22national+bowling+congress%22&hl=en&rlz=com.microsoften-...>

Searching with Google

Other special searches - Maps:

- 1) Click to expand the map all the way to the left
 - 2) Click to see if STREET VIEW is available
 - 3) Click to see TRAFFIC information
 - 4) Click to see aerial satellite photos of the area
 - 5) Click to find businesses – such as “pizza” or “Kohl’s”
 - 6) Click to get turn-by-turn instructions
- Double-click on the map to zoom and make new center
 - Use your scroll wheel to zoom in and out
 - Click-hold-drag to move map



Glossary

Address = the name of the internet page you want to view, or the e-mail address of a person or company. See “URL”

Address bar = the blank field in the top of your browser into which you type the address of the page you want to visit.

Bandwidth = the size of the “pipe” through which you access the internet. “Broadband” means a big pipe, capable of delivering several million bits of information per second.

- Dial-up = uses phone line and is only 12,000 to 56,000 bits of information per second.
- DSL = Digital Subscriber Line = usually 250,000 to 1.5M per second
- Cable = 5MB per second down (usually much slower upstream)
- T-1 (usually commercial businesses only)

Browser = Software (application, or program) that allows you to surf the internet by requesting and viewing web pages. The most common browser is Internet Explorer (sometimes called just IE), but others include Firefox and Netscape.

Cache = copies of internet pages saved to your computer so they will load more quickly. After a while, the information is very old and simply wastes space on your computer.

Cookies = Information stored on your computer, associated with a particular web site. They are designed primarily to make sure you don’t have to re-enter information when you return to a web site. That way, the web site “remembers” who you are and certain preferences you may have set. For shopping sites, if you put items in your shopping basket, the cookies remember this.

Domain = the part of the address after “www” and before the “.com” extension [see EXTENSION]. For example, www.amazon.com – AMAZON is the domain

Download = Bring something (usually a complete file) from “out there” on the internet to your computer.

Glossary

Extension = a way to identify the *type* of domain

- .com is the most common = “commercial”
- .gov = “government”
- .edu = “education”
- .net = generic, often technical related or related to ISPs.
- .org = “organization” (usually, but not always, non-profits)
- Others include .us, .name, .biz, .info, .tv, etc.

Favorites = also known as bookmarks. Saved addresses of web pages. You save them in your favorites so you don’t have to type in the whole address each time!

Firewall = software that prevents people and machines on the internet from getting access to your computer. Because firewalls control access from outside the computer, it also must control access from your computer to the outside. Can be complicated and difficult to understand and manage. If you have a ROUTER in your home, it probably has a firewall built in, so you don’t need to worry about it. Out of scope for this class.

Google = A web site famous for searching because it usually gives very good results. It has now become a verb!!!

Home Page = the web page that your browser opens up to when you start it. You can make this any place on the internet you want. Just to confuse things, each web site has a “home page” which is the default starting page when you come to that web site.

http:// = HyperText Transfer Protocol. The “language” most used for requesting a web page . **https://** means the same thing, but the S means “secure” or encrypted.

Hyperlink = Link

Instant Messaging = ability to chat, real-time, with others on the internet. Not covered in this class.

Glossary

ISP = Internet Service Provider. The people you connect to in order to see the internet (and to whom you usually make a monthly payment for that right). You never connect directly to the internet – you send your request for a page to your ISP who reformats it and sends it out to the internet. Examples of ISPs: AOL, Comcast, Cox, CenturyLink. Many cable TV providers and phone companies also provide ISP services.

Link = place on a web page where you can click to go to another web page (or download a file, or launch an e-mail)

Modem = technically, “MODulator-DEModulator” – it is simply a device that translates your computer’s language into a format that can be sent via your cable connection or over a phone line.

Pop-Up = mini-windows that open up – typically with annoying advertising, but sometimes with helpful information or help screens.

Refresh = ask for the same page I’m looking at to be sent again (because it didn’t load properly or there may be updated information – such as stock prices)

Server (or WEB server) = the computer that has the original version of the web page you request. When you type in an address, your computer sends a request to a server someplace to send a particular page to your computer. The server could be ANYWHERE on the planet!

Signature file = information that you can automatically inserted into the bottom of every e-mail you send. It typically has your name and can also include anything else you want – such as pictures, favorite quotes, etc.

URL = Universal Resource Locator = Web address

Virus = Viruses, trojans, worms, spy-ware, mal-ware, etc. All terms for nasty things that can get onto your computer and take control, steal information, send e-mails from you to others, etc. The question is not IF you will ever run into these things, but WHEN. You absolutely must have virus protection, and you must make sure it is updated regularly. If it’s not updated, it’s like getting last year’s flu shot – it won’t protect you from what’s going around now.

Internet Scavenger Hunt

Instructions: Using the skills you learned in the section on Internet Explorer, find the answers to the following ten questions. In addition to answering each question, you must provide me with the search engine you used and how you found the answer (i.e., what word or phrase you entered into the Search box).

You may email the information (answers, search engine used and word/phrase used) to me.

1. What U.S. President was born in a town named Caldwell?
2. What are the two species of elephants?
3. Who played in the 1979 World Series?
4. From what place did the Ebola virus get its name?
5. What is the address of the Empire State Building?
6. What is North Carolina's state bird?
7. When did Dr. Seuss win the Pulitzer Prize?
8. Who invented the paper clip?
9. What was "Lady Bird" Johnson's maiden name?
10. What country had the largest recorded earthquake?

Search Engines (use each at least once and compare the results)

Google	http://www.google.com/
Bing (by Microsoft)	http://www.bing.com
Excite	http://www.excite.com/
HotBot	http://www.excite.com/
Dogpile	http://www.dogpile.com/
Metacrawler	http://www.metacrawler.com/
Lycos	http://www.lycos.com

The above search engines work for general searches. For searching more specifically, such as searching for businesses, blogs, games, etc. you might want to explore www.TheSearchEngineList.com