

How to use the Internet and Promote a Business on the Internet.

Lesson 8 of 8



LESSON 8.

Help, Searching, Send a Link, Send a Page, Send a Shortcut to your Desktop. Creating a web page using MS Word.

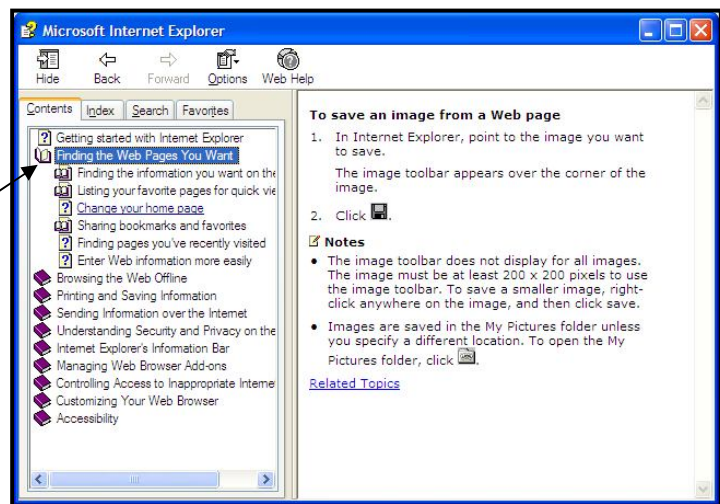
Step 1. Switch your computer on, connect to internet and run the Internet Explorer program.

Internet Explorer has its own Help service offering information regarding the various Internet Explorer functions and features.

Step 2. Activate the Help function.

HELP

- Click on **Help** from the main menu
- Click on **Contents and Index** from the next menu
- Click on any of the **books** on the left to open them and view the list of topics there under
- Click on any of the **Links** to displayed the related information on the right

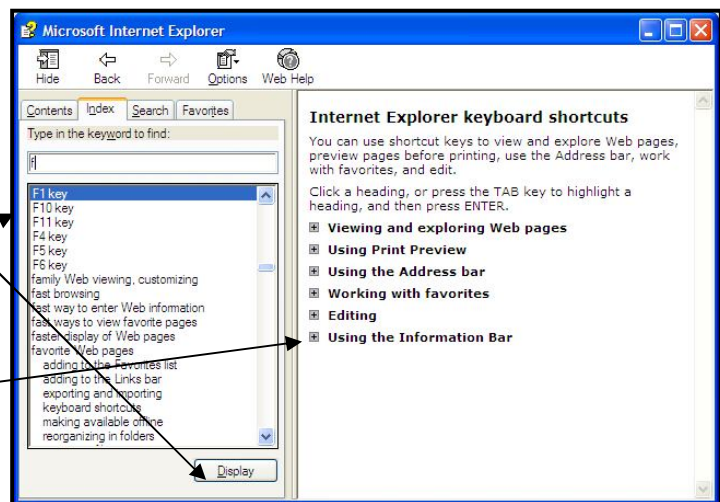


Step 4. Study a few of the topics by click on the links.

Step 5. Activate the Index tag. (Click on the Index tag)

Step 6. Go to the topics that begin with f. (Enter f to the 'Type in the keyword to find' area)

Step 7. Activate one of the F key links (Click on it) then display the information (Click on the Display button) Open the Editing area and study the shortcuts for some of the Editing functions.



As you can see there is a lot to learn from the Help menu.

Step 8. Close the Help window.

You should be at the eaus website as we have set this up as the Home page.

Step 9. Go to the 'Games for Kids' page. (Click on Victoria, click on a Suburb, click on the Games for Kids link)

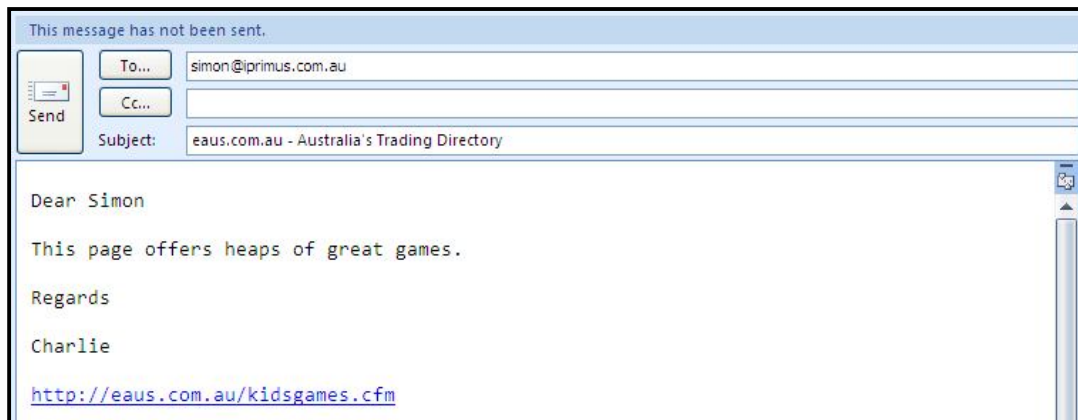
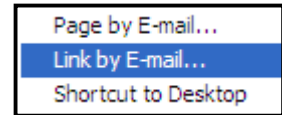


Pretend that you want to send this webpage to a friend to share with them what you have discovered.

Step 10. Send a link to this website via email to yourself.

SENDING A LINK

- Have the page you want to send displayed on the screen
 - Click on **File** from the main menu
 - Click on **Send** from the next menu
 - Click on **Link by email** from the next menu
- * The Outlook Express program will run and the web address for the page is entered
- Enter **your email address** in the **To area**
 - Notice that the web page address is entered into the email working area
 - Click in the **working area** and **write a short message**
 - Click on the **Send icon** to send the message



Step 11. Read your emails. (*Click on the Start button, click on your email icon, click on the Inbox and view your mail*)

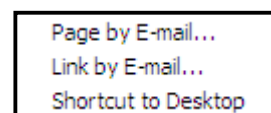
Step 12. Activate the link you sent to yourself. (*Click on it*) The Internet Explorer program will run again and display the web page. Close this Internet Explorer window.

Step 13. Switch to the Outlook program and close it. (*Click on the Outlook button, click on the Close Window icon*) You should be back at the Internet Explorer window with the Games for Kids displayed.

Step 14. Send this page to yourself.

SENDING A PAGE

- Have the page you want to send displayed on the screen
 - Click on **File** from the main menu
 - Click on **Send** from the next menu
 - Click on **Page by email** from the next menu
- * The instructions continue on the next page

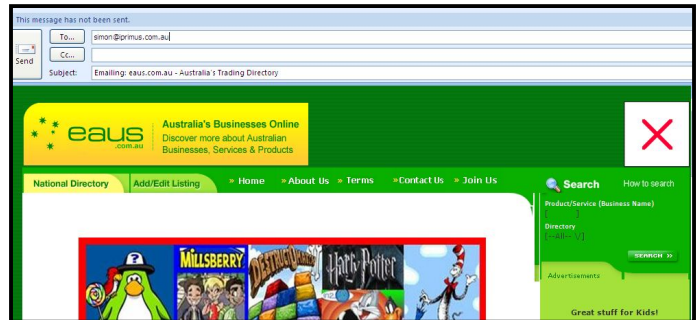


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- * *The Outlook Express program will run and the web page will be displayed within the message area, some of the images will not be included due to restrictions*
- e. *Enter your email address in the To area*
- f. *Click on the Send icon to send the message*

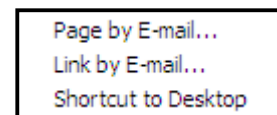


Images and Links are sent, however, animated images and programmed facilities such as the Search Facility will not be included in your email.

- Step 15.** Read your emails. (*Click on the Start button, click on your email icon, click on the Inbox and view your mail*) Open the email you sent to yourself.
- Step 16.** Scroll down the page and activate one of the game links. The Internet Explorer program will run again and display the web page. Close this Internet Explorer window.
- Step 17.** Switch to the Outlook program and close it. (*Click on the Outlook button, click on the Close Window icon*) You should be back at the Internet Explorer window with the Games for Kids displayed.
- Step 18.** Send a Shortcut to the Desktop which will be linked to this page.

SENDING A PAGE

- a. *Have the page you want to send displayed on the screen*
- b. *Click on File from the main menu*
- c. *Click on Send from the next menu*
- d. *Click on Shortcut to Desktop from the next menu*
- * *A shortcut is now placed on your desktop*

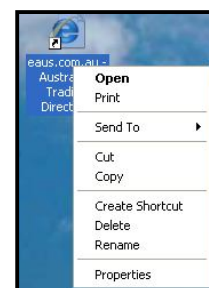


- Step 19.** Close the Internet Explorer program and view the icon on your desktop.
- Step 20.** Activate the Icon. (*Click on it*) Close the Internet Explorer window.
- Step 21.** Delete the icon from your desktop.



DELETING AN ICON FROM THE DESKTOP

- a. *Right-click on the eaus.com.au icon*
- b. *Click on Delete from the menu*
- * *A message will appear*
- c. *Click on the Yes button*



As mentioned earlier you can create your own web page and set it up as your Home page. We will use the MS Word program as it is installed on over 36% of computers. If you do not have this program you will not be able to complete this lesson, however, by reading the instructions you should receive a firm understanding of how it works.



Step 22. Run the MS Word program if you have it.

RUNNING MS WORD

- a. Click on the **MS Word icon** from the Desktop
- or
- a. Click on the **Start** button
- b. Click on the **Programs** option
- c. Click on the **MS Office** option then the **MS Word** option or direct on the **MS Word** option if it is available

Step 23. Create the following document.
(Simply type the text)

As MS Word is html compatible it may automatically format the web addresses each time you finish typing them.

As you can see I have tailored the Home page to offer me information that I would regularly need to use/find. You could also add pictures to the web page.

Currently this page is a standard document type, for it to work with the Internet Explorer interface we must convert it to a html type file.

Step 24. On completion save the document as a HTML file type, place the file on the C drive and call it MyWebPage.

DIRECT LINKS

Search Engines

www.google.com.au www.vahoo.com.au

Shares and Banking

www.etrade.com.au www.nab.com.au www.asx.com.au
Username 34587478

Directories / Information Services

www.eaus.com.au www.yellowpages.com.au

Computer Support

www.optus.net.au www.pcsimplicity.com.au
ISP login 56767

Phone List

Albert Jones	9878 7878	0400 687 756
Sally Long	7889 6767	
Rowville Doctors	8987 3455	
Dentist	5787 5746	
Accountant (Barry)	9088 8998	

SAVING A HTML FILE

- a. Click on **File** from the main menu
- b. Click on **Save** from the next menu
- * The Save window appears
- c. Click on the **My Computers icon** on the left
- d. **Double-click** on the **C Drive**
- * The C drive must be displayed in the Save In area
- h. Enter **MyWebPage** in the **Filename area**
- i. Click on the **Save As type scroll bar** and click on **Web Page (*.htm; *.html)**
- j. Click on the **Save** button

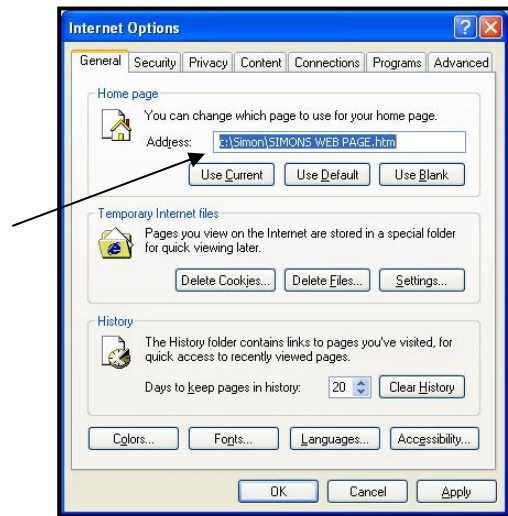
Step 25. Switch to the Internet Explorer.



Step 26. Configure the Home page to display the MyWebPagel.htm page.

CONFIGURING THE HOME PAGE

- a. Click on **Tools** from the main menu
- b. Click on **Internet Options** from the next menu
 - * The Internet Options window will appear
- c. Click on the **General** tag
- d. Type **c:** into the **Home Page Address area**
 - * All the folders on the C drive will be listed
- e. Scroll down and click on the **Simon** folder
- f. Type ****
 - * All the files in the Simon Folder will be listed
- g. Click on the **Simons web page.htm** file
- h. Click on the **Ok** button



Step 27. Activate the Home Page function. (Click on the Home icon) * Your new Home Page will be displayed. This home page is not on the internet it is only accessible from your computer.

Step 28. Activate the www.pcsimplicity.com.au link.

Step 29. Activate the Home Page function. (Click on the Home icon)

Step 30. Switch to the MS Word page. (Click on the MS Word – Simon Web Page button at the bottom of your screen)

Step 31. Add the following to the bottom of the page.

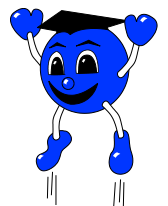
Remember Dentist Friday 6.30 pm

Step 32. Perform the Save function to save the changes you have made to the page. (Click on the Save icon)

Step 33. Switch to the Internet Explorer window. Notice the page is not updated at this point.

Step 34. Activate the Refresh function. (Click on the Refresh icon) Now the page is updated.

Step 35. Close the Internet Explorer window then Exit the MS Word program.



Congratulations ! You have completed your lessons. We hope you enjoyed this course, should you want to learn more then go to www.pcsimplicity.com.au.