



To commence training you will need a computer that is connected to the Internet.

## LESSON 1.

Connecting to the Internet, Running the Internet Explorer program, Title bar, Menu bar, Address bar, Favorites bar, Command bar, Addressing a website, http, Activating links, Back, Forward, Recent Pages, Recent Websites, Text Size, Zoom, Disconnecting from the Internet.

*Your new adventure will now begin!*

*The internet will open more doors and give you a whole world to discover.*

The Internet is the largest library in the world, you can access any type of information without leaving your desk. The Internet is one of the fastest growing industries in the world. You can search for information on just about any topic you can think of, you can chat to people, conduct business, the possibilities are endless and constantly growing!

### So what is this internet stuff?

Simply, the Internet is a bunch of computer systems linked together. Each computer allowing you to access some of their data. Government, business and public computers around the world are connected and exchanging information even as you are reading this, this makes-up what is known as the **Internet**.



**Step 1.** Switch your computer on and be at the MS Windows desktop.

If you have a Broadband connection then you are automatically connected to the Internet when you start your PC, if you are on a Dial-up service then you will need to connect to the internet follow Step 2., otherwise go to Step 3.

**Step 2.** Connect to the internet using a Dial-Up service.



#### CONNECT TO THE INTERNET (DIAL-UP SERVICE)

a. **Double-click** on your **Internet Connection icon** located on your desktop

\* The connection window appears

b. Enter your **password** if necessary

c. Click on the **Dial** button

\* Once connection is successful the Connect window shrinks down to an icon and is placed on your Taskbar



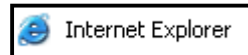


The **Internet Explorer** program is designed to browse web pages available on the www. There are many Browser type programs, we will use Internet Explorer program as it is the most commonly used browser program.

**Step 3.** Run the Internet Explorer program.

**RUN INTERNET EXPLORER**

- a. Click on the **Start** button
- b. Click on the **Internet Explorer** option
- or
- a. **Double-click** on the **Internet Explorer icon** either from the **Desktop** or from the **Task Bar** at the bottom
- \* The Internet Explorer program will run and present you with the Home page

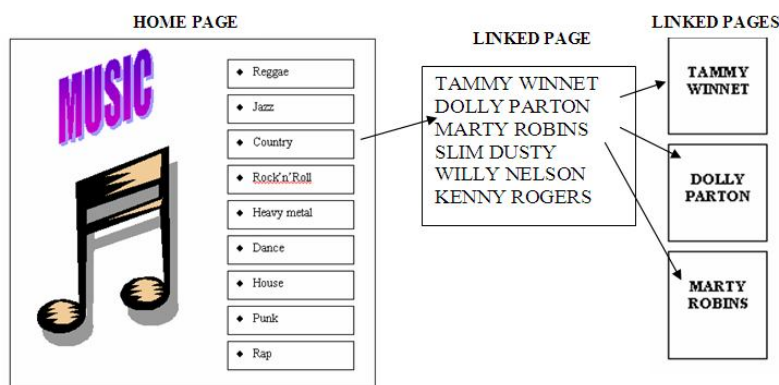


The **World Wide Web** (commonly referred to as the **www** or **the Web** or the **Internet** or **the Net**) is just a bunch of computer networks from all around the world that are linked together. Each computer server has information that you are allowed to access.

Many businesses advertise on the Internet so if you are interested in anything from Real Estate to Dwarf Bunny Rabbits, you will probably be able to find out about it on the Internet. Remember anyone can put information on the www so don't always believe what you read without checking out the source from where the information comes from or compare it with other reference sources.

A **Web Site** is simply a collection of **pages**, many of the pages contain links to other pages.

SAMPLE: Pages link to each other via hyperlinks.



The Internet Explorer program allows you to view and access the web pages, most Browser programs offer similar functions so once you know how to work one Browser program it is easy to use other Browsers.

At the top of the screen you should have a variety of bars. (Title bar, Menu bar, Address bar, Command bar, etc.) These bars may differ from computer to computer as they can be removed or added to your window.



The **Title Bar** at the very top informs you of what program you are running and what web page is currently displayed on the screen. As you can see I have loaded the Google page.

The **Address bar** is generally under the Title bar and it is where you would enter a web page address so you can go to that web site/page. At the left of the Address bar you will find a Back and Forward icon.

Next you should have the **Menu bar** which contains all the functions associated with the Internet Explorer program. If you do not have the Menu bar displayed you will need to display it.

**Step 4.** Display the Menu Bar.

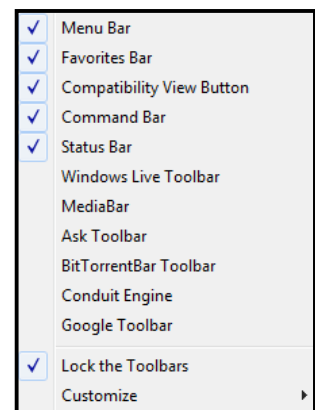
### **DISPLAY MENU BAR**

a. **Right-click** on one of the **Toolbars** that is under the **Address bar**

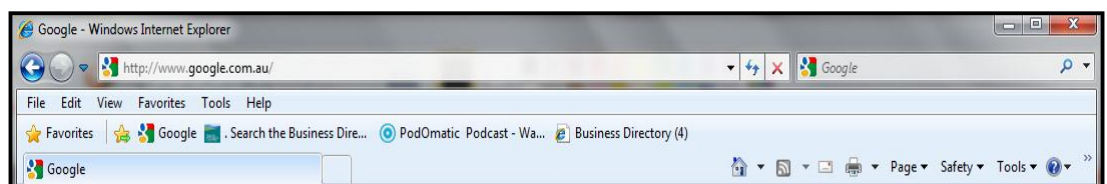
\* A menu will appear

b. Click on the **Menu Bar** option to place a tick

\* The Menu bar will appear



**Title Bar**  
**Address Bar**  
**Menu Bar**  
**Favorites bar**  
**Command bar**



Next there should be the **Favorites Toolbar** that contains links to your favourite websites. If you do not have the Favorites bar displayed you will need to display it.

There are several methods for activating various functions this time we will use the View function on the Menu bar.

**Step 5.** Display the Favorites Bar.

### **DISPLAY FAVORITES BAR**

a. Click on **View** from the **Menu bar**

\* A drop down menu will appear

b. Click on **Toolbars** from the menu

c. Click on **Favorites** from the next menu

\* The Favorites toolbar will appear

Under the Favorites bar there should be the **Commands Toolbar** that contains icons that will run certain functions. This bar can differ from computer to computer also as icons can be removed or added to this bar.



The **Command bar** offers you page tags on the left that allow you to have several pages loaded at the one time and command icons/links on the right which perform a variety of functions relating to the Internet Explorer program.

Page tags (currently the Google page is opened)

Command icons & links



If you do not have the Command bar displayed you will need to display it.

**Step 6.** Display the Command Bar. (*Click on View from the Menu bar, click on Toolbars from the drop down menu, click on Command Bar from the next menu*) The Command toolbar will appear )

Under the bars is the area which displays the web pages and at the bottom you should have a Status bar which displays the loading of a page or the page address.

If you do not have the Status bar displayed you will need to display it.

**Step 7.** Display the Status Bar. (*Click on View from the Menu bar, click on Toolbars from the drop down menu, click on Status Bar from the next menu*) The Status bar will appear )



There may be a few other bars displayed that you can remove as you will not need them at this point.

**Step 8.** Remove any other toolbar except for the Menu, Favorites, Address, Command and Status bars)

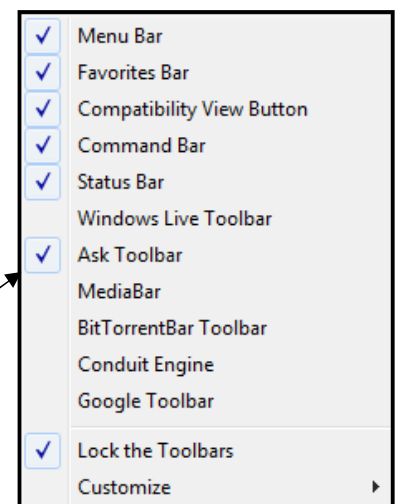
### **REMOVE MENU BAR**

a. **Right-click** on one of the **Toolbars** that is under the Address bar

\* A menu will appear

b. Click on the **bars that have a tick** and we don't want to have displayed

\* The toolbar is removed



Now we should have all the toolbars we need to work our Browser program easily.

The first page you see is called the Home page which automatically loads when the Internet Explorer program runs. This Home page will differ from computer to computer as it was set up by the person who installed the MS Windows program.



To be able to go to a Website you will need to know the web address of the Website. We will go to the eaus website and the website address is **www.eaus.com.au**.

**Step 9.** Enter the web address for the eaus website.

**ADDRESSING A WEBSITE**

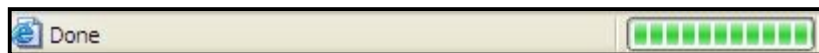
- a. *Click-drag over the existing address so it becomes selected*
- b. *Press the **Delete** key*
- c. *Type **www.eaus.com.au** (Do not enter any spaces)*
- d. *Press the **Enter** key*
- \* *the http:// will automatically be entered*

*all divided by a dot*

<b>www</b>	is for World Wide Web
<b>eaus</b>	is the business name
<b>com</b>	is for the type of business being commercial
<b>au</b>	is for the country being Australia



The page may load immediately or it may take a moment depending on your computer, the connection speed and what is actually on the page. At the bottom of the screen is the **Status bar** and the loading progress is displayed.



**http** stands for **Hyper Text Transfer Protocol** and this protocol is the basis on which the Web runs and whilst there are other protocols, **http** is by far the most common.

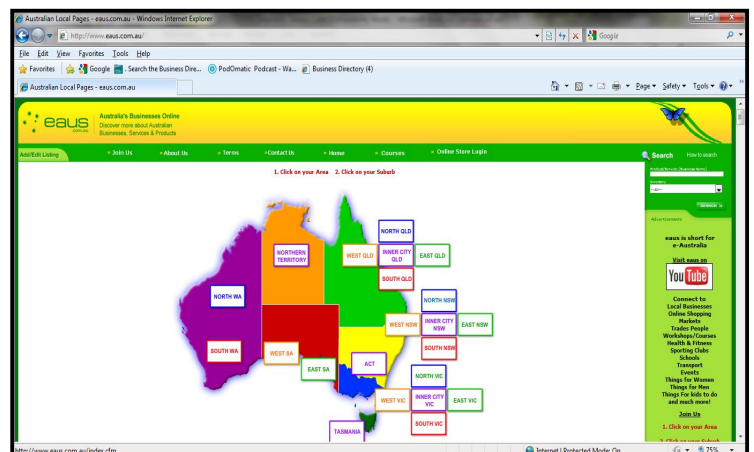
Every webpage has a title and the Title bar will display the Page Title, the website and the program that is running.



There are many objects on this page (pictures, symbols, text, buttons, etc) and many of these objects contain links to other web pages. If your computer has Java installed you will see the map of Australia and Butterfly flying. If you don't see these objects you may want to get lesson 3 as it will teach you how to download and install Java free from the internet so you can see these objects.

**Step 10.** Move your mouse around the screen and notice what happens to the mouse pointer when it points at different objects. Do not click on anything links at this point.

Words may become highlighted, pictures may change, the mouse pointer may change, text may pop up, menus may appear, text may become underlined, receive a border or change colour.





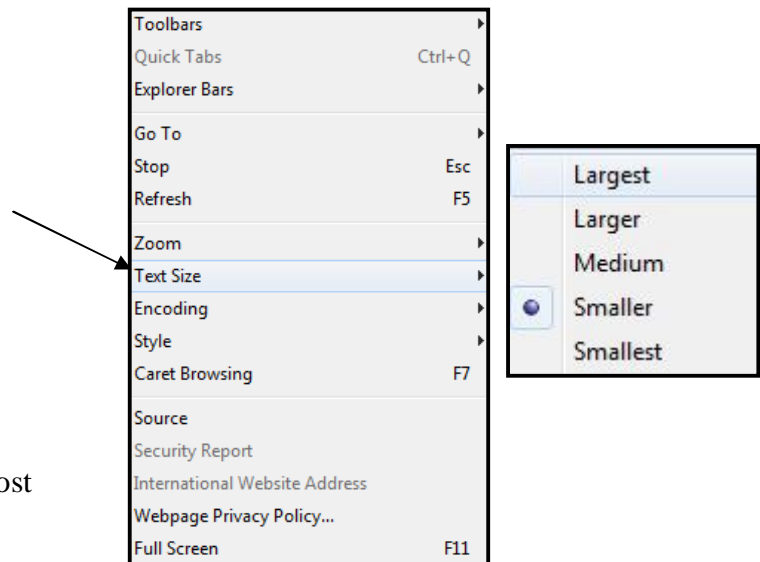
When a website is designed it must take into consideration of the many different types of computer screens it will be presented on. Wide Screens, Large Screens, Small Screens, Phone Screens, Note Pad screens, so sizing a website is complicated.

You can change the Text and Zoom size for your Internet Explorer program which will change the appearance. .

**Step 11.** Set the Text Size to Large.

**TEXT SIZE**

- a. Click on **View** from the **Menu bar**
- \* A menu will appear
- b. Click on **Text Size** from the menu
- c. Click on **Large** from the next menu



**Step 12.** Set the Text Size to Small.

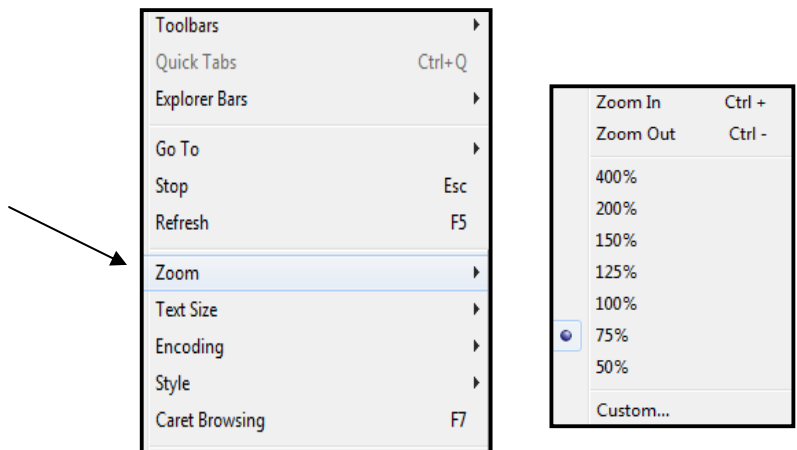
**Step 13.** Set the Text Size to Medium.

**Step 14.** Set the Text Size to the one most appropriate to your screen.

**Step 15.** Set the Zoom to 75%.

**ZOOM**

- a. Click on **View** from the **Menu bar**
- \* A menu will appear
- b. Click on **Zoom** from the menu
- c. Click on **Large** from the next menu



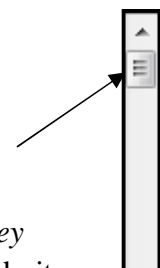
**Step 16.** Set the Zoom to 100%.

**Step 17.** Set the Zoom to one most appropriate to your screen.

A webpage can be very long, on the right is a scroll bar and it will inform you Where you are positioned on the page.

**Step 18.** Scroll to the bottom of the page. (*Click-drag the scroll icon down*)

**Step 19.** Using the Page Up key, go to the top of the page. (*Press the Page Up key until you are at the top of the page again*) Notice the scroll bar as you do it.





This is a website owned by a lady who would like to promote Australia and all the Local Suburbs. It is her art being a collage of what is happening in Australia. She would like people to use their local businesses more commonly to ensure the growth of these township and the many unique family businesses.

The eaus website (eaus is short for e-Australia) offers you an information service plus an online shopping service with local businesses. As online shopping is growing this website is hoping to steer local Australians to shop online locally and not globally again growing the local community.

This website will take 10 years to complete and will need about 66 local people committed to gathering information and keeping it up to date. As you can see a website can be a huge task to create.

Each of the Buttons (North Qld, East Qld, etc.) contain a link. Point to the Button and notice the mouse pointer switches to a small hand with a pointing finger.

**Step 20.** Activate the East Victoria Link.

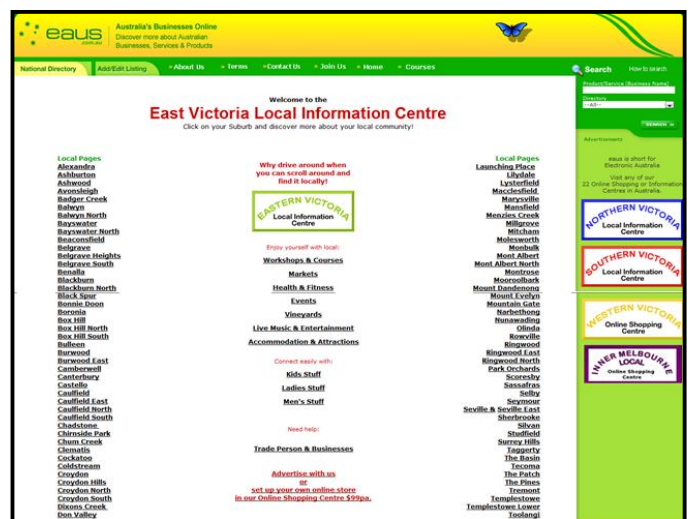
### ACTIVATING A LINK

- a. Click on the *East Victoria* button
- \* *The East Vic page appears*



Notice the address on the Address bar has changed, read the address.

Here we have a page with a list of all the Suburbs found within East Victoria. In the middle there are links to Markets, Courses, Events, etc. that are found within East Victoria making it a great place to discover things to do if you wish to get active locally.



**Step 21.** Activate the Olinda link. (*Click on the Olinda text which contains a link to the Olinda page*)

**Step 22.** Scroll down the page and discover a bit about Olinda. (*Click-drag the scroll icon down*)

**Step 23.** Go to the top of the page using the standard Keyboard Shortcut for going to the top of a page in any Window based program.

### GO TO TOP OF PAGE

**Ctrl+Home**

- a. Hold down the **Ctrl** key found at the bottom of your keyboard
- b. Press the **Home** key once
- \* *The cursor goes to the top of the page*



To help you navigate you are offered a Back and Forward icon left of the Address bar.

**Step 24.** Activate the Back function to go back to the previous page.

### **BACK**

a. Click on the **Back icon** located left of the **Address bar**

\* You are now displaying the previous page



**Step 25.** Activate the Back function again to go back another page. (Click on the Back icon again)

As well as being able to go back you can also go forward, the Forward icon will only become active if you have applied the Back icon. If a icon is not brightly displayed it may not be accessible, some function work in conjunction with another functions and only then are they accessible.

**Step 26.** Activate the Forward function.

### **FORWARD**

a. Click on the **Forward icon** located on the **Address bar or Toolbar**



**Step 27.** Activate the Forward function again. (Click on the Forward icon)

As you have activated links and used the Back and Forward function the Recent Page function becomes active and records the pages you have been visiting. Look to the right of the Forward icon you will notice a small scroll icon. If you are not sure what an object is there for you can point to it and a label will appear informing you of what that object is called.

**Step 28.** Point to the small scroll icon located right of the Forward icon and read the label.

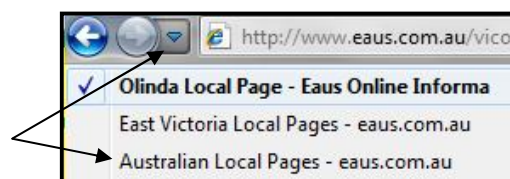


**Step 29.** Activate the Recent Pages function and go to the Australian Local Pages page.

### **RECENT PAGES**

a. Click on the **Recent Pages scroll icon** located left of the **Address bar**

b. Click on the **Australian Local Pages** option



Google is a very popular website and the address is [www.google.com.au](http://www.google.com.au).

**Step 30.** Go to the Google website. (Click on the *eaus* address in the Address bar, it becomes highlighted, press the Delete key, enter [www.google.com.au](http://www.google.com.au) into the address bar and press the Enter key)

We will explore the Google website later.



Most website address names relate to a business name eg. Raywhite.com.au, bendigobank.com.au and some businesses chose a web address that is easy to remember or popular like: greatfood .com.au, happyholidays.com.au, fitandhealthy.com.au, which are catchy and easy to remember.

**Step 31.** Go to the Bendigo bank website. (*Click on the google address in the Address bar, it becomes highlighted, press the Delete key, enter www.bendigobank.com.au into the address bar and press the Enter key*)

The Address bar stores the website addresses you have activated recently.

**Step 32.** Display the recently visited websites and go to the www.eaus.com.au website.

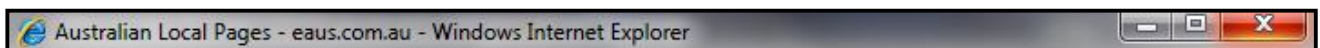
### **RECENT WEBSITES**

- Click on the **Address bars scroll icon** on the right
- Click on the **eaus Address**



Well that was your first lesson on using the Internet and the Internet Explorer program.

**Step 33.** Close the Internet Explorer program. (*Click on the Close Window icon located top right on the Title bar*)



*If you are on a dial-up network you will need to perform step 34.*

**Step 34.** Disconnect from the internet if you have a Dial Up service.

### **DISCONNECTING FROM THE INTERNET**

- Double-click** on the **Internet Connection icon** on the **Task bar** at the bottom
- \* The Connection window appears
- Click on the **Disconnect** button



At this stage you can and finalise your training or continue onto the Lesson 2.

Should you wish to learn more about computers and the various computer programs, visit the website [www.pcsimplicity.com.au](http://www.pcsimplicity.com.au) whom offers you easy to follow self-paced easy to follow courses for MS Word, MS Excel, MS Publisher, MS Access, MS PowerPoint, MS Outlook (Email), MYOB, How to set up an Online Store and sell Online', How to Promote a Business Online and more.