

Internet Search

Revision 0.1

Basic Training in Computer Science™
CS 7.0

Written by John Nash.

Adult Life Training, Inc.

An Indiana Not For Profit, Community Benefit, Educational Corporation

Affiliated with

Abundant Life Tabernacle

3301 East Coliseum Blvd
Fort Wayne, Indiana 46805
(260) 432-0014 ext. 128



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Foreword

This book is written to help you, the beginning computer user, build your first computer job skills. This book is designed to be used as a step-by-step guide during your practice time outside of class. In class we use BOTH Linux and Microsoft Windows and you will notice most things work the same with very few differences. This text is written specifically to fit the Microsoft-type systems because at this point in time they are still the kind you are most likely to encounter at home or in the library.

We have come a long way from where we started more than a decade ago. We have helped a few thousand people and in this revision we have applied that experience to update this text accordingly.

You can use this book to add to your computer self-help collection. I hope this helps!

John Nash, President
Adult Life Training, Inc.

Acknowledgments

We would like to thank everyone who contributed to this project: our Fort Wayne community that made room for us to serve, Abundant Life Tabernacle that provides the space for our office and lab, A Plus Computers and The Verizon Foundation that provides the lab computers, and Fort Wayne Housing Authority, Volunteers of America, and the Indiana Department of Workforce Development that sends us many of our students.

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But over and above all these, we would like to thank God, who as Jesus Christ gave us a reason to live, and through His Spirit living in us today makes this work possible. He has and is still sustaining us when all worldly wisdom says that we should have been defeated, bankrupt, and disappeared homeless years ago. By His Grace alone we continue even today.

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By using this manual you indicate that you understand and agree that this manual is not to be construed as professional advice. Seek the appropriate professional practitioner for professional advice.

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Goals for this module

This is a beginner level module to help someone who has no experience with Web Browser use or Internet Search. The module is intended to be generic enough to apply to most existing Web Browsers including Google Chrome, Chromium, Opera, FireFox, Safari, and Microsoft Edge. Microsoft Internet Explorer is at its end of life and will be replaced by Edge when Microsoft launches Windows 10 this fall.

When you have successfully completed this module, you should be able to:

1. Explain what a web browser is compared to a file browser.
2. Identify the web browsers on the computer you are using.
3. Open a web browser.
4. Browse to a specific page by clicking its bookmark or favorite.
5. Browse to a specific web site by typing the URL into the browser's address box.
6. Read what is on the web page.
7. Browse to a link on the web page by clicking the link.
8. Browse back to the previous page.
9. Browse forward to the next page.
10. Enter and change form data on a web page and send it by clicking the Submit button.
11. Search for specific information using the web browser's search box and address box. Know the difference between the search box which belongs to the web browser and boxes that appear on web pages.
12. Browse to the Indiana Career Connect web site and do one job search.
13. Print one job posting.
14. Copy / Paste between the web browser and a text editor or word processor.
15. Understand what JavaScript is and how to control it (Google Chrome).
16. Understand why viruses can be easily installed on your computer without your knowledge or consent through JavaScript and how to protect yourself.
17. Close the web browser.

Prerequisites

This class is intended to teach by instruction and practice how to use a web browser. Before taking this class you should have mastered the beginner class material, *Working Computers*.

Background

Most information is now communicated through the Internet. Human readable information, such as job postings, is viewed by using a web browser. There are several makers of web browsers, and their products are similar but not identical. Using a web browser for communications is necessary in the modern world and lack of this important skill affects employment, finances / banking, work, entertainment, and most other areas of life. People who do not have Internet access or who cannot use it effectively are excluded from most contemporary communications and usually represent a liability to their employer.

The web browser

A web browser is a software program, an “App” (short for application), used to view information on pages of web sites. A web browser looks and works similar to a file browser, but file browsers are for working on files (copy, paste, cut, delete, undelete) while web browsers are for looking at prepared media of some kind. Examples of media are written words, pictures, music, and videos.

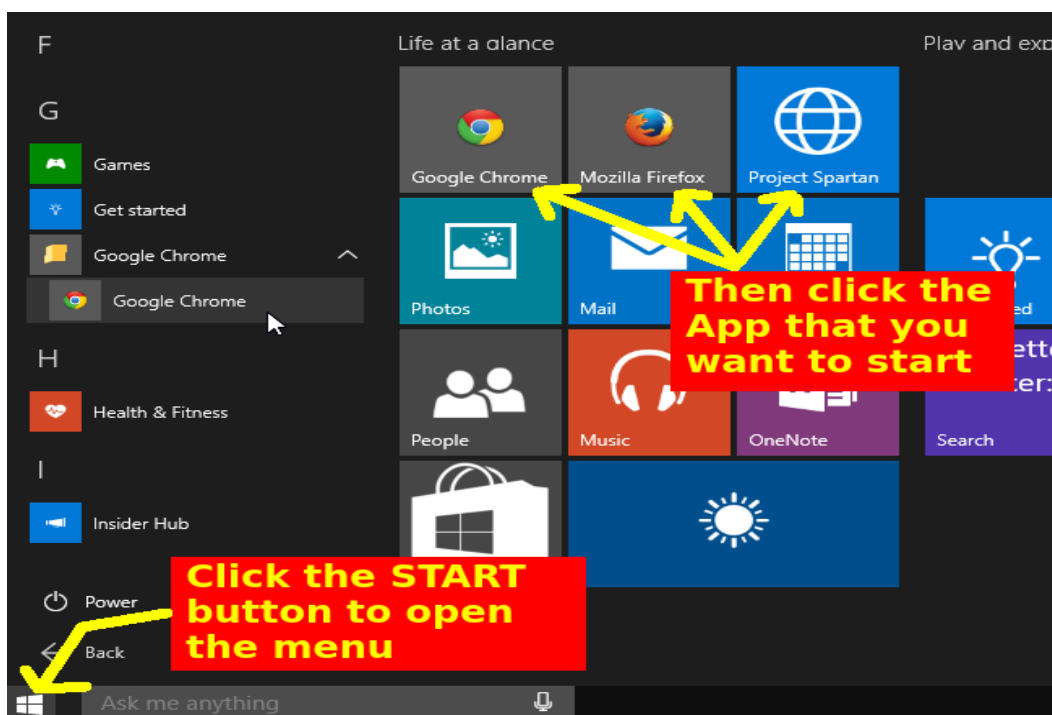
Identify the web browser

The four most common web browsers are Chrome, FireFox, Safari, Opera, and Internet Explorer. Internet Explorer (IE for short) is being replaced by the new Microsoft web browser 'Edge', in Windows 10. A sample of the symbols used to represent these web browsers is shown below:

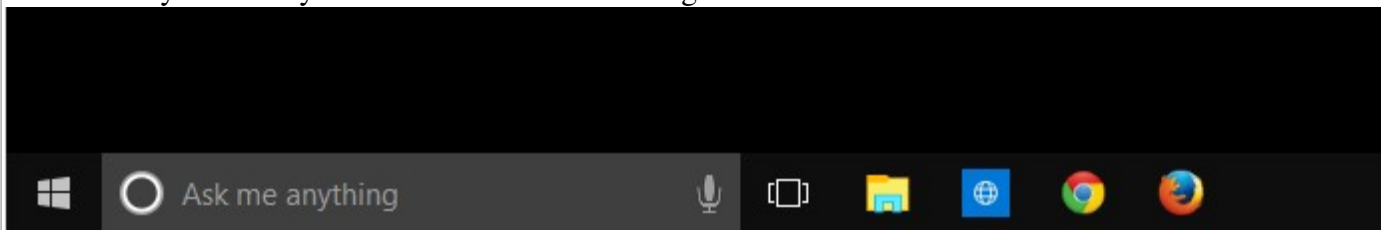


Open a web browser

You open a web browser as you open any program in a computer: you click its symbol! The symbols can be found several places: on the menu, on the task bar, or even on the desktop. Just look and see where the symbol is, then click it to begin! An example of the web browser icons on the task bar and on the menu are shown below:



Can you identify the web browsers that belong to these task bar icons?



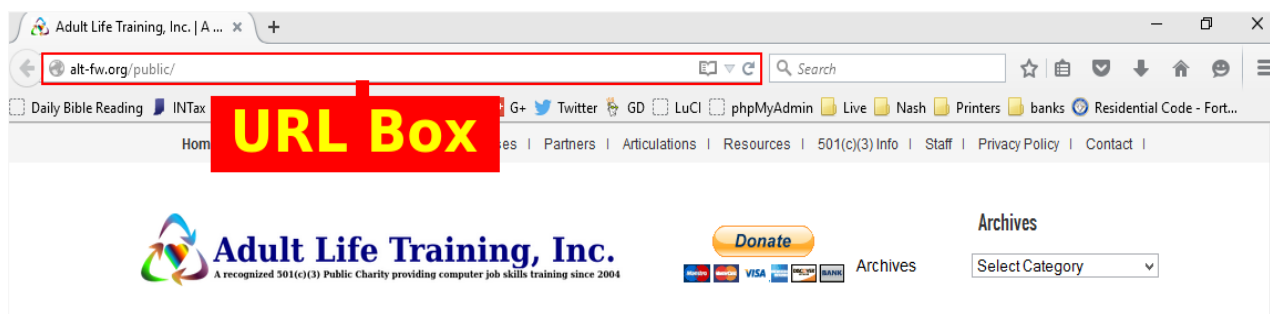
Bookmarks & Favorites

Bookmarks or Favorites are two different names for the same thing: they save the details of the web page URL so you can go there again quickly. You can save a web page to your bookmarks by pressing Control – D. There is usually an icon on the web browser that does the same thing. A box will pop up asking where to place the bookmark, you tell it, click OK, and it is saved. Thereafter all you need do to go to your favorite web pages is click their bookmark.



The URL & the address box

If you have not saved the web page to which you wish to browse as a bookmark, then you can type its URL directly into the URL Box and press ENTER to go there. You must type the URL exactly or the browser will try to guess what you really mean. An example of a URL is <http://www.alt-fw.org>. A picture of FireFox with the URL Box highlighted in red is shown below:



Reading the web page

The read the web page, you treat it mostly like a book. The titles and such are usually at the top, with headlines occasionally separating the text. Often there are pictures or movies. This picture below shows the new Edge browser on the Adult Life Training Home Page.

The screenshot shows a Microsoft Edge browser window displaying the website alt-fw.org/public. The browser's address bar and tabs are visible at the top. The website itself has a header with navigation links: Home, About Us, Minutes, Computer Classes, Partners, Articulations, Resources, 501(C)(3) Info, Staff, Privacy Policy, and Contact. Below the header is a banner for Adult Life Training, Inc., featuring its logo and a 'Donate' button with logos for American Express, Visa, MasterCard, Discover, and PayPal. To the right of the banner is an 'Archives' section with a 'Select Category' dropdown menu. A secondary navigation bar contains links: WELCOME, WHAT WE DO, FUNDING OPPORTUNITIES, MINUTES — ADVISORY BOARD, and DOWNLOAD CLASS MANUALS. The main content area features a 'Thank-you Aetna!' announcement dated July 13, 2015, by John Nash. The announcement text states: 'The promised donation from Aetna Inc. has arrived! We can now start collecting bids for the two 36" screens and associated hardware, which will hopefully be installed this week so they are ready when computer classes start next week.' To the left of the announcement is a Facebook 'Like Page' widget for 'Adult Life Tr...' with 59 likes. Below the Facebook widget is a 'HIPAA Security Checklist' link with the text 'Download Free HIPPA Security Guide 10-Point HIPAA Checklist By ESET®'. To the right of the announcement is an 'Update 7/23/15' section stating: 'Ordered the screens using smile.amazon.com. Hopefully we will get a donation back from Amazon through their Smile philanthropy program. If you buy from Amazon, please do use THIS LINK to reach Amazon, and a percentage of whatever you buy will be.' Below the update is a scanned image of a letter from Aetna. On the far right of the main content area is a search bar and several promotional links: 'Company E-Mail', 'WIN System', 'Indiana Career Connect', 'Indiana Uplink CS3 System', 'Google+ Find us on Google Plus', and a Facebook 'Follow' button indicating '9 people are following John D Nash. Sign Up to see who your friends are following.' The Windows taskbar at the bottom shows the time as 9:39 PM on 7/27/2015.

Notice the page title is at the top, some pictures or ads on the sides, and an article in the middle. To move up or down on the page you roll the mouse wheel or use the slider bar at the right side. If you have a touch screen computer you can move the page with your finger (touch it and drag your finger where you want the page to go!).

Links; Forward and Back Arrows

Links or Anchors, are how web pages share a connection to additional information that you might find of interest. In the picture of the Edge browser on the Adult Life Training home page <http://alt-fw.org>, there were several “links” on the right side. If you point at this with the mouse and click, or tap them with your finger, your web browser will go to that new page. Below are links for Company E-Mail, WIN System, and Indiana Career Connect web sites.

Search

Ve can now start
I hardware, which
when computer


3/15 Ordered the
ng
on.com. Hopefully
a donation back from
ough their Smile
y program. If you
nazon, please do
INK to reach


Company E-Mail

WIN System

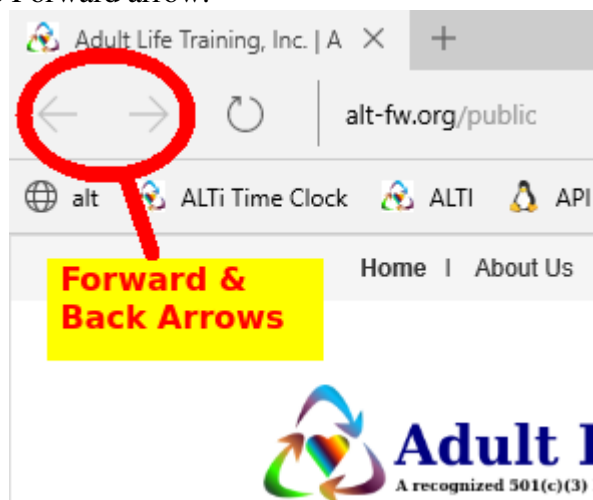
Indiana Career Connect

Indiana Uplink CS3 System

 Google+ Find us on
Google Plus

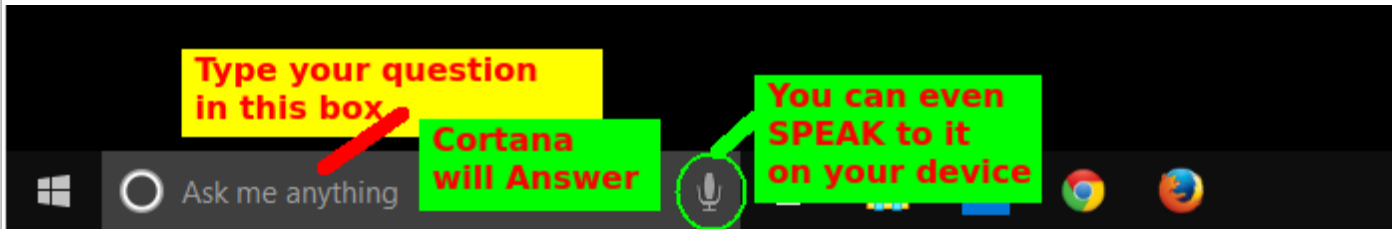
 Follow 9 people are following John D
Nash. Sign Up to see who your
friends are following.

If you decide that you do not want to see the new information you can go back to the previous page by clicking or tapping the Back Arrow. The browser will go back one page each time you tap Back. If you go too far back, simply tap the Forward arrow.

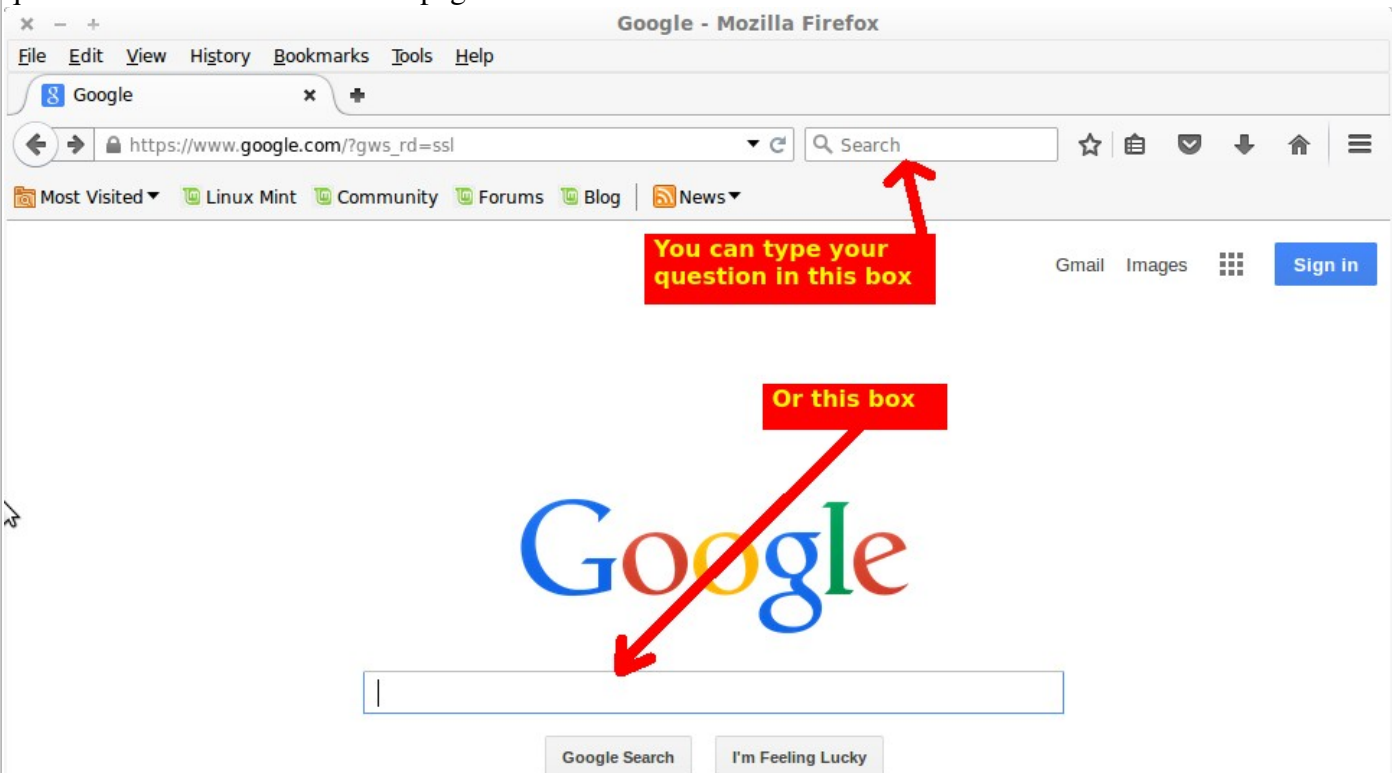


Filling in forms, Searching

You already have been filling in computer forms when you type in the user name and password to log into the computer. You can search for specific information using the web browser's search box or in Windows 10 the new Cortana search box that is down beside the Start button.



In a web browser you can just type your question right into the URL box and the web browser will do its best to find what you want. You can also go to a Search web site, such as Google.com, and type your question into the box on its web page.



Practical use

Time for some practical experience. Follow your instructor's directions and browse to the Indiana Career Connect web site: <http://indianaCareerConnect.com>. Do one job search.

The screenshot shows the Indiana Career Connect website. The browser address bar displays <https://www.indianacareerconnect.com/vosnet/Default.aspx>. The website header includes the logo for **IndianaCAREERconnect.com** and a banner for Governor Mike Pence. The main navigation area is divided into three sections: **Individuals** (Find a Career, Create a Resumé, Explore a Career, Research the Job Market), **Employers** (Find a Candidate, Post a Job, Research Candidate Trends, General Labor Market Information), and **Other Resources** (Education and Training Services, Indiana Career Explorer, Veteran Services, Youth Services, Online Learning and Skill Development, WorkOne, Indiana Labor Statistics). The **Search for a Job** section prompts users to enter a keyword, city, or ZIP code and radius to search for jobs. The search form includes fields for **ZIP Code** (46805) and **Radius** (25 miles), with a **SEARCH** button. The website is powered by **WorkOne**. The footer contains copyright information for 1998-2015, Geographic Solutions, Inc., and links to [Protect Yourself](#), [Indiana Policies](#), [Privacy](#), [Disclaimer](#), and [Text Theme](#). It also states that auxiliary aids and services are available upon request to individuals with disabilities and provides a TTY number: 1-800-445-1312.

En Español

Username

Password

SIGN IN ►

[Not Registered?](#) [Forgot Username/Password?](#)

Individuals

- ☐ Find a Career
- ☐ Create a Resumé
- ☐ Explore a Career
- ☐ Research the Job Market

Employers

- ☐ Find a Candidate
- ☐ Post a Job
- ☐ Research Candidate Trends
- ☐ General Labor Market Information

Other Resources

- ☐ Education and Training Services
- ☐ Indiana Career Explorer
- ☐ Veteran Services
- ☐ Youth Services
- ☐ Online Learning and Skill Development
- ☐ WorkOne
- ☐ Indiana Labor Statistics

a better career Starts Here

INDIVIDUALS
FIND A CAREER

EMPLOYERS
FIND A CANDIDATE

Search for a Job
Enter a keyword and/or city or ZIP code and radius to search for jobs in your area.

Enter City

ZIP Code Radius **SEARCH**

Powered by **WorkOne**

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[An Equal Opportunity Employer/Program](#). This site is best viewed using these settings for your system and software.

Indiana Career Connect x

https://www.indianacareerconnect.com/jobbanks/joblist.asp?session=j

Apps ssh1 ssh0 Daily Bible Reading INTax GD API ALTI » Other

Home Register or Sign in Services for Individuals Services for Employers

IndianaCAREERconnect.com

Here is a listing of job openings in a 25 mile radius of 46805 that meet your search criteria about the job.
WARNING: Always be on the lookout for job scams! Learn more on how to protect your

My Individual Workspace

- My Dashboard
- How We Can Help You >
- Directory of Services

Quick Menu

- Job Search
- Resumé Builder

Services for Individuals

- Career Services >
- Job Seeker Services >

For help click the question mark icon

Your search found more than 500 jobs. Listed below are the 500 most recent, representing 3,009 position(s), that matched your search criteria. Change your [search criteria](#).

Results View: **Summary** | [Detailed](#) [ESI Jobs](#)

To sort on any column, click a column title. ☐ Hide potentially duplicate jobs

Date Last Modified	Job Title	Employer	Location	Salary	Save
12/02/2015 11:45:00 AM	2016 1L Summer Associate Position	FAEGRE BAKER DANIELS LLP	Fort Wayne, IN	N/A	
12/02/2015 11:45:00 AM	Community Service Specialist	Community and Family Services, Inc	Decatur, IN	\$10.00 per hour (minimum)	
12/02/2015 11:45:00 AM	Janitors	Caravan Facilities Management,	Roanoke, IN	\$9.00 to \$10.00 per hour	

Printing

Print one job posting to the LAB printer. Most browsers have a printer icon, or you can use a menu on the browser or just type Control – P. Select the lab printer from the drop down combo list box and click Print.

The screenshot shows a web browser window titled "Indiana Career Connect - Job Details - Google Chrome". The address bar shows the URL: <https://www.indianacareerconnect.com/vosnet/jobbanks/jobdetails.aspx>. The page displays job information for a position titled "Community Service Specialist".

Job Information

Job Order Number:	8696727
Job Title:	Community Service Specialist
Job Duration:	Over 150 Days
Type of Job:	Regular
Full or Part Time:	Full Time (30 Hours or More)
Job Position(s):	1
Date Job Order Created:	
Date Job Order Last Update:	
Last Day Job Order Available:	
Source:	
Site:	
Work At Home:	

Employer Information

Employer Name:	
Company Size:	
Type of Employer:	
Other Local Job Listings:	
All Job Listings:	

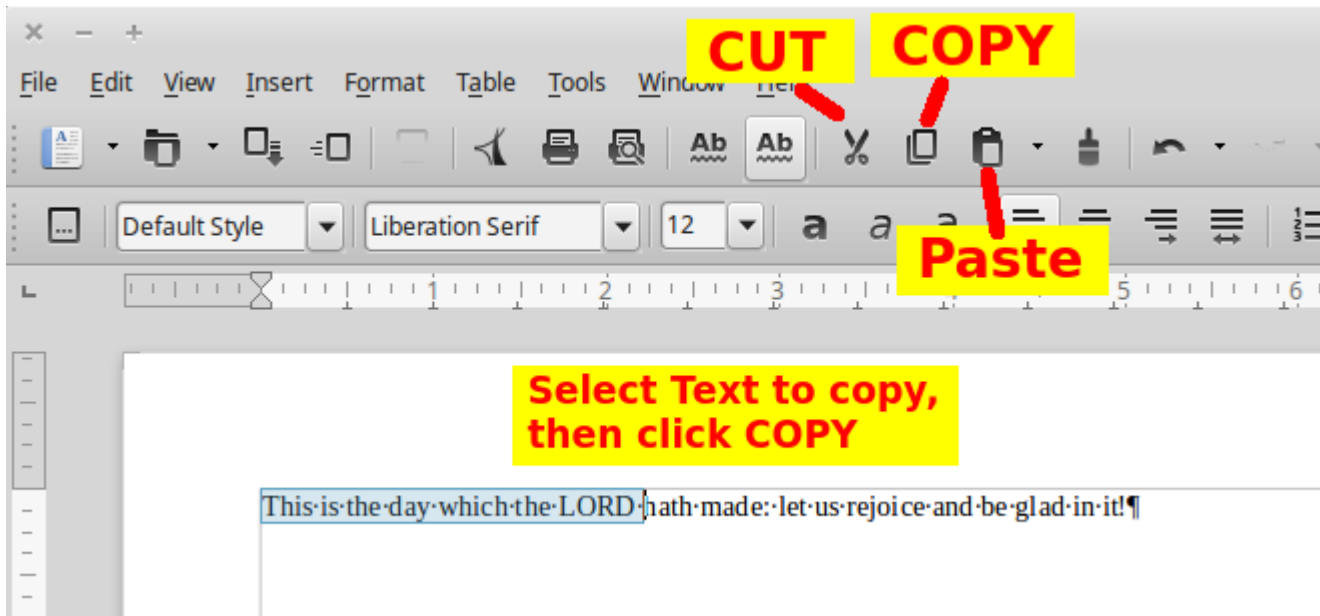
A print dialog box is open over the job details. The dialog has tabs for "General", "Page Setup", "Job", and "Image Quality". The "General" tab is selected, showing a list of printers. The "LAB" printer is selected, with the status "ready to print".

Printer	Location	Status
Print to File		
Door3	192.168.1.110	
EPSON-Stylus-CX4800	John-Browns-MacBook-Air	
LAB	192.168.1.108	
OFFICE		ready to print
RM135	Room 135	

The "Range" section has "All Pages" selected. The "Copies" section has "Copies" set to 1, with "Collate" and "Reverse" options. The "Print" button is highlighted.

Copy and paste

Open a text editor. Copy some text from the web browser and paste it into the text editor. Use the Copy Paste icons on the tool bars, or use Control-C to copy and Control-V to paste.



JavaScript

Javascript is a computer language often added to web pages to make them more visitor friendly. It is used to do things such as fill in boxes for you or check your answers before you submit a web page. However it is a powerful computer language and can also be used to download and install viruses.

One way to be safer is to turn off javascript in general, and only turn it on for web pages where you are sure no one has broken in and installed bad software. Google Chrome has a very convenient feature where you just click a button at the end of the URL box to turn javascript on for the web site you are currently looking at.

Window controls

Time for some review! Under your instructor's direction demonstrate your ability to Move, Resize, Hide, Restore, Maximize, UnMaximize the Browser window. Then close the web browser.

Certification Test for CS 7.0 Internet Search

1. ☐ Explain what a web browser is compared to a file browser.
2. ☐ Identify the web browsers on the computer you are using.
3. ☐ Open a web browser.
4. ☐ Browse to a specific web site by typing the URL into the browser's address box.
 5. ☐ Adult Life Training, Inc. <http://alt-fw.org>
 6. ☐ WIN System training <http://ingov.wincshost.com/>
 7. ☐ Indiana Career Connect job search <https://www.indianacareerconnect.com/>
8. ☐ Browse to the following specific pages by clicking their bookmarks:
 9. ☐ Adult Life Training, Inc.
 10. ☐ WIN System training
 11. ☐ Indiana Career Connect job search
12. ☐ Browse to Google.com.
13. ☐ Enter and change form data on a web page and send it by clicking the Submit button.
14. ☐ Search for a topic of the instructor's choosing.
15. ☐ Read what is on the web page.
16. ☐ Browse to a link on the web page by clicking the link.
17. ☐ Browse back to the previous page.
18. ☐ Browse forward to the next page.
19. ☐ Search for specific information using the web browser's search box and address box.
20. ☐ Know the difference between the search box which belongs to the web browser and boxes that appear on web pages.
21. ☐ Browse to the Indiana Career Connect web site and do one job search.
22. ☐ Print one job posting.
23. ☐ Copy / Paste between the web browser and a text editor or word processor.
24. ☐ Understand what JavaScript is and how to control it (Google Chrome).
25. ☐ Understand why viruses can be easily installed on your computer without your knowledge or consent through JavaScript and how to protect yourself.
26. ☐ Close the web browser.

Name : _____

Street: _____

City, State, Zip: _____

Phone: _____ Todays Date: _____

Instructor: _____

Please give this page and your sign to the instructor so that a certificate may be produced for you.