People's Resource Center

Introduction to Computers

Module 4

Module 4: Internet

Review

- Microsoft Office Suite applications
- Office software applications: Word, Excel, and PowerPoint

Topics

- Internet connection hardware and software
- Internet connection options
- Introduce the browser software
- Navigate the internet
- Using Search Engines to research information
- Create and access a browser bookmark
- Use Google search to solve a computer problem

Exercises

- Exercise 1: Access a Library Website
- Exercise 2: Navigate a Website
- Exercise 3: Using a Search Engine
- Exercise 4: Bookmark a Web Page
- Exercise 5: Open a bookmarked webpage
- Exercise 6: Solving computer problems

1. Connecting to the Internet – Hardware & Software

Internet Service Provider

To connect to the internet from your home computer, you will need an **Internet Service Provider** (**ISP**). Commonly available ISPs are:

- Comcast Xfinity
- AT&T U-verse
- HughesNet

Internet Service Providers recommend a connection speed based on your needs and budget. The ISP will require that you have either a cable or low speed telephone connection (DSL) from your house to the ISP location. ISP charges vary from $35 - $100 per month.

To find a low cost internet connection provider, go to the website: www.everyoneon.org.

Connecting your computer to the Internet

Once you've selected an Internet Service Provider (ISP), the company will install a **Modem** in your house.

Your computer has an **Ethernet** port on the rear of the computer's system unit shown in module 1 next to where the monitor, mouse, and keyboard are connected**.** You must connect the computer to the Modem with an **Ethernet Cable.**
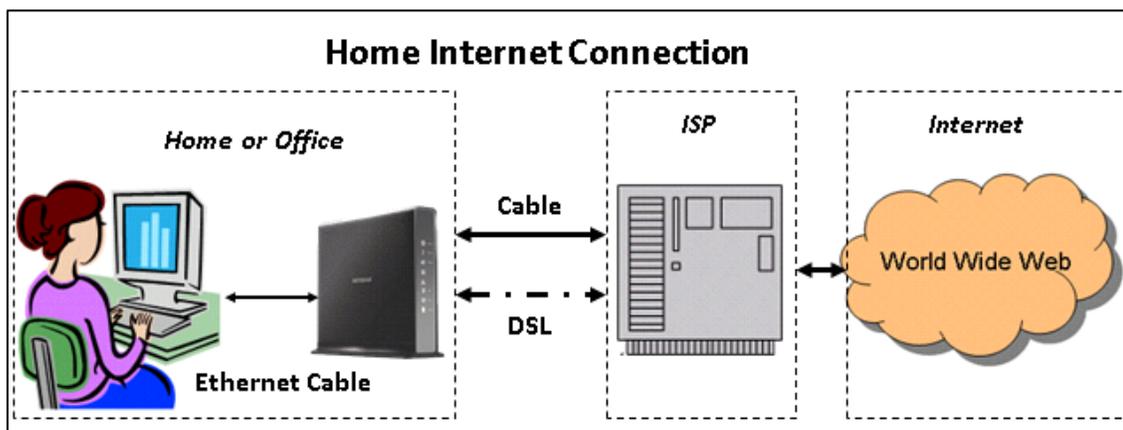
Figure 1 - Home Ethernet Connection

Home WiFi connection

You can also connect your desktop computer to the internet using a wireless **WiFi** connection but you will need a **Router** in your home. Many modems come with a built-in router**.** If your modem does not have a built-in router, you will have to purchase the router separately.

WiFi also allows your cell phone, tablet, laptop computer, and printer in your home to communicate with each other as well as with the internet.
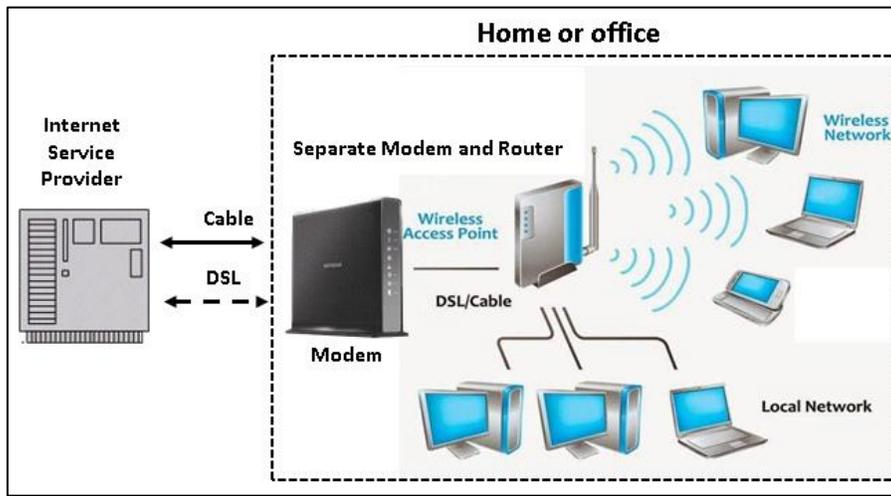
Figure 2 - Home WiFi connection

Desktop Computer WiFi Connection

To connect your desktop computer to your Home WiFi network you need to purchase a $15 - $40 **USB WiFi** adaptor. Insert the USB WiFi adaptor into any of the USB ports in the back of the computer. This allows your computer to communicate with the router.
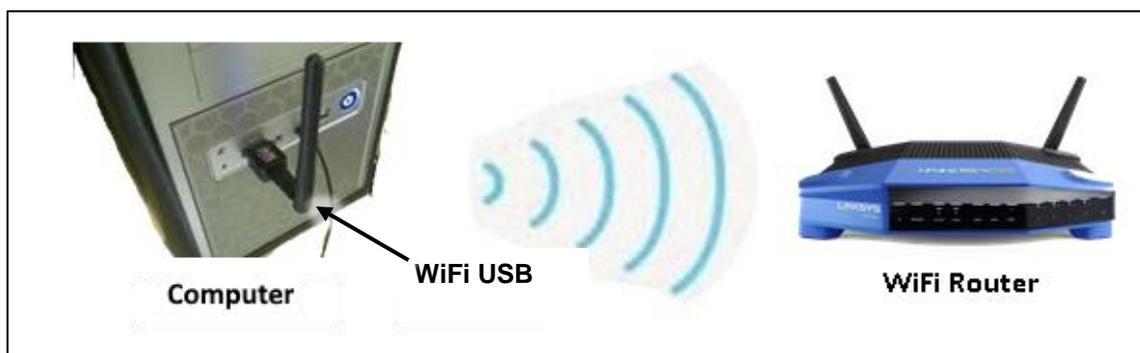
Figure 3 - WiFi USB Connection

2. Internet Browser

An **internet browser** is a software application that allows your computer to access the internet.

Internet Browsers

The chart below shows available internet browsers. This course will use **Google Chrome** as the browser exclusively because of its wide usage and easy access to applications (docs, gmail, etc.).

Browsers	Icon	Comments
Microsoft Internet Explorer (IE)		Windows 7 browser.
Microsoft Edge		Windows 10 browser.
Mozilla Firefox		Widely used and very secure.
Google Chrome		Widely used and offers search engines, e-mail, and applications.

3. Navigate the Internet

Search by Website name

Website names are made up of four parts:

- *Language* – used for web security as described in Module 5.
- *Location* – always "www" in this course.
- *Site name* – created by the website owner
- *Domain* – describes the website type.

These four parts together are called the uniform resource locator or **URL** for short. The URL to access the Peoples Resource Center website is:

<div align="center">

`http://www.peoplesrc.org`

Language   *Location*   *Site name*   *Domain*

</div>
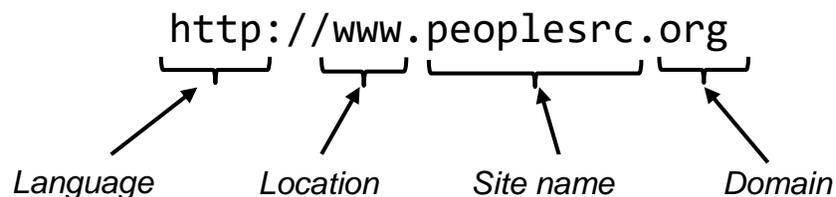
You can just enter a website address into the browser **Address Bar** without the language or location. For instance - "peoplesrc.org". Usually the *language* and *location* are not entered.

Website domains

Websites are often identified by a **domain** to show the type of website business.

Domain	Group	Example
.com	Business	Walmart
.org	Organization	Peoples Resource Center
.net	Network	Comcast
.edu	Schools	College of DuPage
.gov	Government	IRS
.mil	Military	US army

Exercise 1: Access a Library Website

If you know the website name you can enter it directly into the Google browser address bar.

Exercise 1: Access a Library Website

In this example, you will locate and open the Google Chrome browser, enter the text "Wheaton library" for the Wheaton Public Library, display a list, and select the library from the list.

1. **Open** the Google Chrome browser. The first page shown is your **Home Page**.

2. **Enter** Wheaton library into the address bar.

   ← → ↻ ⌂   🔍 wheaton library

3. **Press** the   Enter   Key and a list appears.

   🔍 All   📍 Maps   📰 News   🖼 Images   🏷 Shopping   ⋮ More   Settings   Tools

   About 8,240,000 results (0.77 seconds)

   Wheaton Public Library: Homepage
   https://www.wheatonlibrary.org/ ▾
   Library Services. Research. Calendar. Business Resource Center. Support Us ... **Wheaton**, IL 60187 630-668-1374. Directions & Map · Additional Contact Info ...
   My Account · Browse · Hours · Calendar

   Wheaton Library Home Page

   My Account | Wheaton Public Library
   https://www.wheatonlibrary.org/about-us/borrowing/my-account ▾
   Log in with your **library** barcode number and PIN to. View and renew items checked out; Place, view and freeze holds; Pay fines with a credit card, debit card or ...

   Hours | Wheaton Public Library
   https://www.wheatonlibrary.org/hours ▾
   Monday - Thursday: 9:00 a.m. to 9:00 p.m.. Friday - Saturday: 9:00 a.m. to 5:00 p.m.. Sunday: Closed until September 8. The **library** is closed on the following ...

   Wheaton Library - Montgomery County Public Libraries
   https://montgomerycountymd.gov/library/branches/wheaton.html ▾
   The Wheaton Interim branch closed on June 22, 2019 in preparation for the reopening of the **Wheaton Library** and Community Recreation Center in late summer ...

4. **Choose** the Wheaton Public Library bold italic from the list by **clicking** on it.

4. Navigating a Website

Once you display a website you may explore its contents by using **hyperlinks**. Hyperlinks are special locations in a web page you can click using your mouse and cause another web page to appear. You are on a hyperlink when the mouse pointer changes shape to a small hand.

Hyperlink Example

The picture below shows the hyperlink from a Wheaton Library web page to the Wheaton library eContent web page. ***Note****: this display could change*
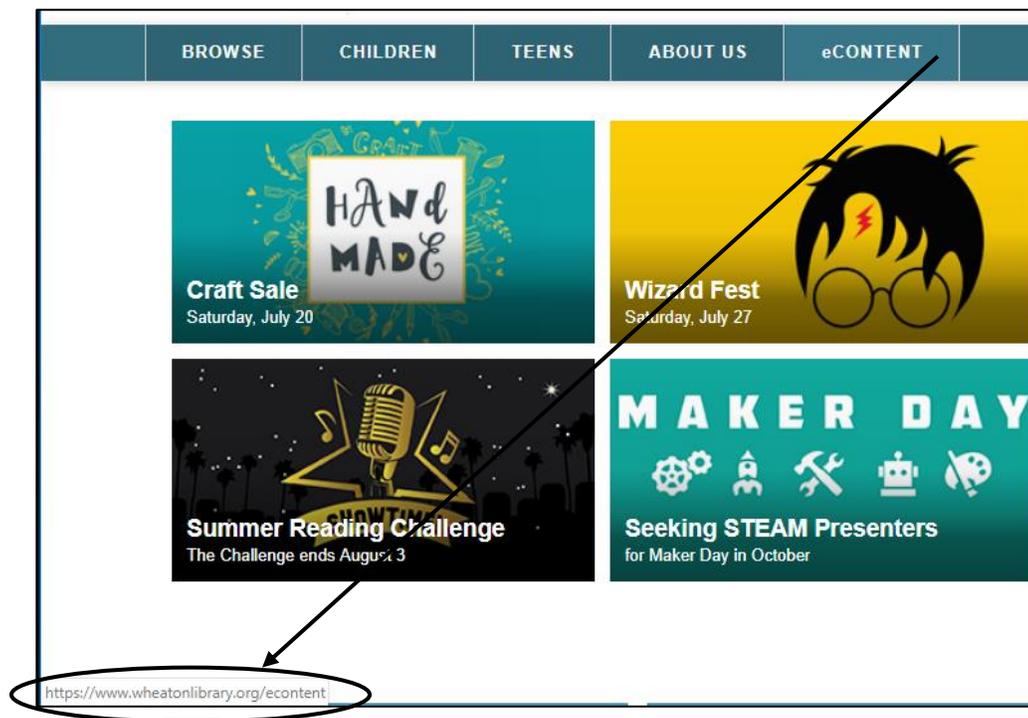
Using Navigation Buttons

The browser has **navigation** controls located next to the Web Address field.

New Tab

Back　　　*Forward*　　　*Refresh*

Back – displays the web page shown before the current web page.

Forward – displays the web page in the next hyperlink sequence if used.

Refresh – redisplays the current web page.

New Tab – Opens another web page panel to access a different website.

Exercise 2: Navigate a Website

To move through the pages on a website, you need to carefully read the page contents to find what you're looking for.

Exercise 2: Navigate a Website.
In this example, we will open the People's Resource Center website home page using the partial web address (URL). We will then navigate using hyperlinks to the Computer Training list of upcoming classes 1. **Click** New Tab to open up another page. 2. **Enter**, www.peoplesrc.org, into the browser address bar.
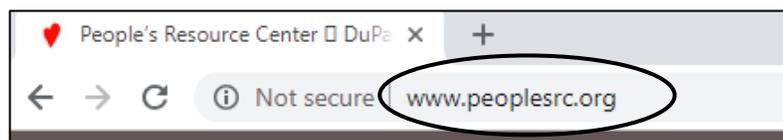
3. **Press** [Enter]   and the website home page will appear.

4. **Locate** the word **PRC Services** at the top of the page. Notice that it is a hyperlink!

PRC Services

5. **Scroll down** and move your mouse pointer to the **Services** word. When the hand appears notice the web address at the left bottom of the **browser** page. (www.peoplesrc.org/services)

6. **Click** and the **Services** page will appear. (*www.peoplesrc.org/services*)

7. Move your mouse to the word, "**Computers**" on the left side of the page.
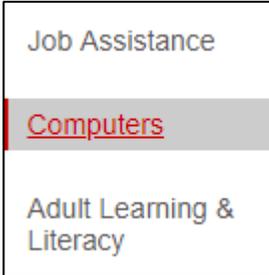
Job Assistance

Computers

Adult Learning & Literacy

8. **Click** on the hyperlink and the **Computers** page appears.

9. **Scroll down** the page until you see the text, Schedule of upcoming classes.
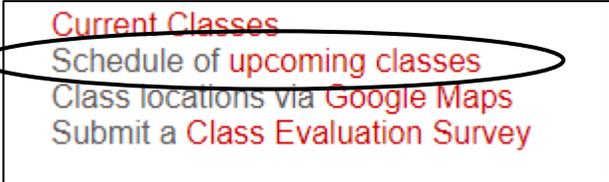
Current Classes
Schedule of upcoming classes
Class locations via Google Maps
Submit a Class Evaluation Survey

10. **Click** the **upcoming classes** hyperlink.

11. A document showing the list of upcoming classes will appear in another browser tab.

12. **Click** the Close Tab to close the tab containing the PDF document.

Close Tab

♥ Computer Access and Training   ✕   ◻ Session 1 2019 classes_1.pdf   ✕

13. Click the browser Close "X" and confirm all pages should close.

5. Using Search Engines

If you don't know the exact address of a website, you can use a **Search Engine** to find the website by typing in words that describe the website owner or contents. There are several widely used search engines:

- **Google**
- **Yahoo**
- **Microsoft Bing**
- **Ask.com**.

Search engines are available on computers, smart phones, and tablets. When you enter the key words into a search engine, a list of possible websites appear. You can enter keywords into the search box or the Address Bar.

Website owners can pay search engines to show their information first in the list of websites. These websites are listed with a special symbol like: Ad

Search Engine Results

The picture below shows the results of a Google search for *Chicago Bear tickets*. Over 20 sites are listed with the sponsored websites first. Notice that each entry has the website address as a hyperlink.

Click in the search field and **enter** `Chicago Bear tickets`. Watch the Instructor demonstrate the search or follow along.

When you click on the site description, the site referenced by the website name opens.

Exercise 3: Using a Search Engine

Instructor Note: Demonstrate this exercise only. Give the students an opportunity to respond to the questions in item 2.

Exercise 3: Using a Search Engine

In this example you will search for information about the 2018 US tax calculation. You will view several sites until you find the information.

1. **Enter** "2018 US tax calculation" in the address bar.
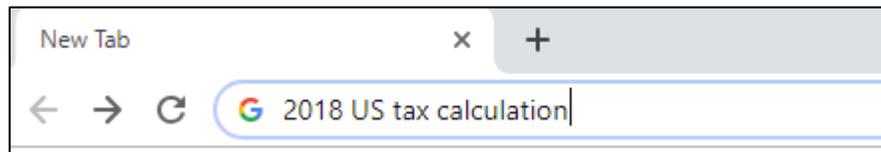
2. Review the list of websites and ask these questions:

   a. How many sites do you see?

   b. Look at the first site on the page. Is it a sponsored site?

   c. If not sponsored, place your mouse over the highlighted title. What website is what you see in the hyperlink?

   d. Is the website address at the bottom of the window the same as shown under the site description?

   e. Do you trust this site to calculate your taxes correctly?

   f. Do you trust this site to store your personal information?

   g. Is it better to use an official government website? If so, is there a calculator provided by the US Government? How do you know it's a government site? What website domain is associated with government resources?

3. Can you find a calculator offered by the website www.irs.gov ?

4. Open the 2018 Withholding Calculator – IRS.gov".

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6. Browser bookmarks

If you visit a website a lot, it is helpful to create a **bookmark** to allow speedy web site access in the future.

Exercise 4: Bookmark a Web Page
In this example you will bookmark the home page from the People's Resource Center website. (follow the diagram below)   1. **Click** on the Tab showing the People's Resource Center website.   2. **Click** the bookmark option.   3. **View** the "Edit Bookmark" display.   4. **Verify** the People's Resource Center webpage address is shown.   5. **Click** "Done" to complete the bookmark.   6. **Click** the (X) in the browser Tab and **close** Google Chrome.
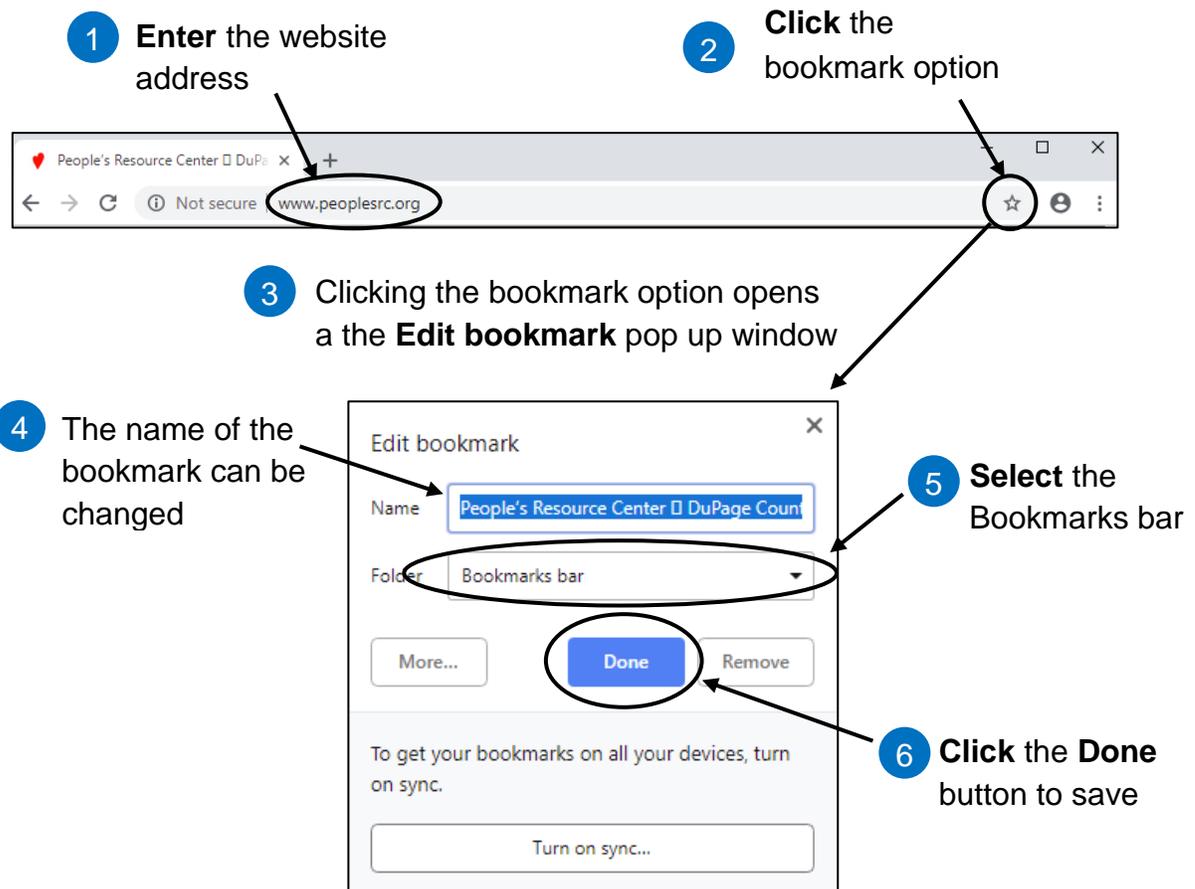
1. **Enter** the website address

2. **Click** the bookmark option

3. Clicking the bookmark option opens a the **Edit bookmark** pop up window

4. The name of the bookmark can be changed

5. **Select** the Bookmarks bar

6. **Click** the **Done** button to save

Open a Bookmark

After you save a bookmark, it is available any time that you open the browser.

Exercise 5: Open a bookmarked webpage

In this example you will locate the People's Resource Center website using the bookmark from Exercise 4. (follow the diagram below)

1. **Open** a <u>new</u> browser application.

People's Resource Center
bookmark

2. **Locate** the People's Resource Center bookmark under the address bar.

3. **Click** the People's Resource Center bookmark!

4. The People's Resource Center website will appear.

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7. Solving Computer Problems

The internet is an excellent source of information. You can: shop, find a map, lookup information about a specific person, place, or thing and solve computer problems.

Exercise 6 – Solving computer problems

Instructor Note*: Demonstrate the exercise with explanations as you proceed through the queries. Students may follow along if time permits.*

Exercise 6: Solving computer problems
In this exercise, you will use the Google Search Engine to find help for common problems new computer users have.

<div style="border:1px solid">

How do I change my computer password?

1. **Enter** "`How do I change my computer password`" into the Search Box field.

2. **Press** the ⌷ Enter ⌷ key.

3. Search engine response is:

How to Change your Computer Login Password

1. Step 1: Open Start Menu. Go to the desktop of your **computer** and click on the Start menu button.
2. Step 2: Select Control Panel. Open the Control Panel.
3. Step 3: User Accounts. Select "User Accounts and Family Safety".
4. Step 4: **Change** Windows **Password**. ...
5. Step 5: **Change Password**. ...
6. Step 6: Enter **Password**.

4. **Click** the **Back** button to return to the Home Page.

</div>

How do I make my Desktop Icons bigger?

1. **Enter** "How do I make my desktop Icons bigger" into the Search Box.

2. **Press** the [Enter] key.

3. The Search engine response is:

To resize **desktop icons**. Right-click (or press and hold) the **desktop**, point to View, and then select Large **icons**, Medium **icons**, or Small **icons**. You can also use the scroll wheel on your mouse to resize **desktop icons**. On the **desktop**, press and hold Ctrl while you scroll the wheel to **make icons larger** or smaller. Aug 31, 2016

Show, hide, or resize desktop icons - Windows Help - Microsoft Support
https://support.microsoft.com/en-us/help/.../windows-show-hide-resize-desktop-icons

4. **Click** the **Back** button to return to the Home Page.

How do I know I'm connected to the internet?

1. **Enter** "How do I know I'm connected to the internet" Into the Search Box.

2. **Press** the [Enter] key.

How do I know if I'm connected to the internet? – Endless
https://support.endlessm.com/.../208248226-How-do-I-know-if-I-m-connected-to-the... ▾
3 days ago - Look for the **internet** icon at the bottom right corner of your screen, on the toolbar. You'll **see** one of these icons. WiFi is **connected**. Ethernet is ...

3. **Highlight** the hyperlink (How do I know if I'm connected to the internet?) and **click** the link.

1. Look for the internet icon at the bottom right corner of your screen, on the toolbar. You'll see one of these icons

📶 WiFi is connected

🖥 Ethernet is connected

🖥 No internet connection

4. Go back to the home page.

8. Student Practice (Optional)

Instructor Note: Allow the students to use the Google search engine to display topics of their interest until 5 minutes before the end of the class. Be prepared to answer questions as they arise.

9. Review

1. What do you need to do to connect your home computer to the internet?

2. How do you connect your computer and smart phones to the internet inside your home?

3. What does browser software do?

4. What is a search engine?

5. What information can you find on the internet with a search engine?

6. Why would you want to create a browser bookmark?

7. How can the internet help solve your questions about computer problems?