

Extension Computer Basics

Computer Training for Nebraska Communities



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Computer Basics

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Chapter 1

Introduction to Computer Operations

Chapter One is designed for those who are new to the computer or who are just beginning users. The instructor can move at the pace that best fits the skill level of the class participants. It begins with “operating the mouse” and moves through learning about Windows and concludes with entering and formatting text.

The Mouse

A standard PC mouse has left and right mouse buttons. The left button is the *primary* mouse button and is used to open programs and make selections from menus. Moving the mouse moves the *mouse pointer* on the computer screen. The mouse also has a wheel in the center that is used to move up or down in a document by rolling the wheel. Some have a large ball that is rotated to move the mouse pointer on the screen.



Notebook or laptop computers often have a flat surface at the bottom of the keyboard that serves to move the mouse pointer. The mouse can be activated by tapping on the screen. There is also two buttons below or above the flat-surface mouse to use to activate the mouse.

Using the Mouse

Move the mouse pointer to the **Start** button on the lower left side of the computer. Click the left mouse button once to view a short menu of the programs available on the computer.



Click the **Start** button again, and the **Start** menu will close. Or, click outside the menu box to close it.

Now, find the *Internet Explorer* icon on the screen and click once. The icon, or picture, is highlighted, but nothing more happens. Now quickly click the left mouse button twice. *Internet Explorer* opens in a new window. Close the window by clicking on the black “X” found in the upper right corner of the screen. Reopen *Internet Explorer* by clicking twice on the icon on the desktop.



To open programs, click the mouse button twice. When working within a program like *WordPad* or *Internet Explorer*, click once with the left mouse button to perform a task. Look for the word *File* in the upper left corner of the computer screen in the *Internet Explorer* window. Position the mouse pointer on it and click once with the left button.

The *File* pull down menu opens and lists the functions of the program such as *Open*, *Print*, *Send*, etc. that can be used with a left click of the mouse. Move the mouse pointer to the **X** in the upper right hand corner of the window. Click once on this **Close** button with the left mouse button to close *Internet Explorer*.

The Right Mouse Button

The right button is the *secondary* mouse button. Click the right button over a program title or icon and a short menu will appear. This will be a menu with the appropriate choices for the application being run at the time. Click with the left mouse button to act on one of the choices, or left click outside the menu box to close it. New computer users may inadvertently click the mouse button in unfamiliar territory and be concerned about continuing. When this happens there are several remedies. 1)press the **Escape (Esc)** key; 2)click the mouse pointer in a neutral area of the screen; or 3)close the window by clicking with the left mouse button on the **X** box in the upper right corner of the screen to return to the previous window.

The Mouse Pointer

 The mouse pointer takes on various appearances on the screen. The mouse pointer usually appears as an arrow.

 When the mouse pointer is over text within a program, it appears an “I beam.” This is called the *cursor*. Click the left mouse button, and the cursor will blink. When the cursor is blinking, the computer is ready for a command such as typing in text or pasting in an image.

 When the mouse pointer changes to an hourglass the computer is performing an assigned task. Wait until the hourglass disappears before commanding the computer to perform yet another task.

 If text is underlined or changes color, it is an indication of a link to the Internet. The mouse pointer may turn into an image of a small hand, meaning that the text is *clickable*. Click on the text to launch the Internet browser and go to the indicated website.

 When working with images and graphics the mouse pointer turns into a “double arrow” which is used for resizing.

 When the mouse pointer turns into “cross arrows” text or an image can be “drug” to another location on the screen.

Windows Desktop

When the computer is booted up, the first screen that appears is known as the **desktop**. It usually has a colored background or image with many *icons* installed on it. The *Windows* desktop is like a physical desk with documents on it.

My Computer, *My Network Places*, and *Recycle Bin* are example icons found on most computer desktops.



Other icons are found on the desktop which are shortcuts to other programs or applications installed on the computer. Generally, an icon is placed on the desktop when a program is installed.



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When the mouse pointer hovers over one of these icons before the left mouse button is clicked, an information box appears to explain what the icon represents.

To open a program from a short cut icon, simply “double click” on it with the left mouse button. “double click” on it with the left mouse button.

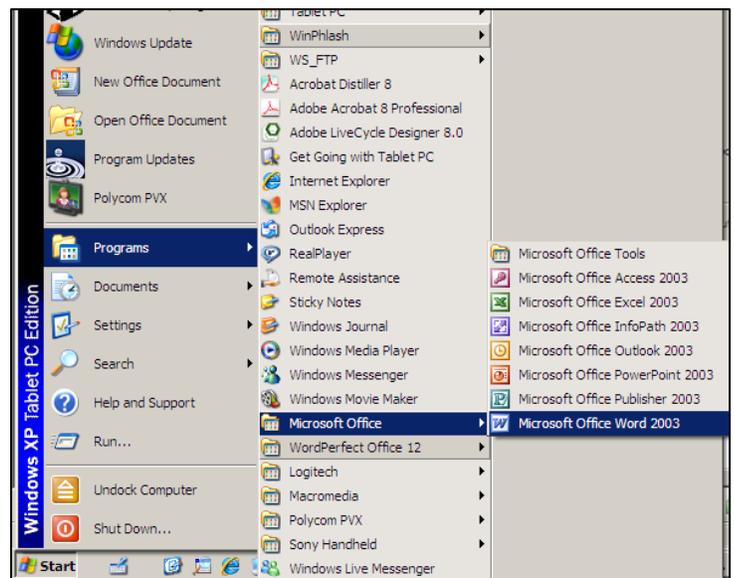


Start Button Menu

Start Button - Generally, there is more than one way to accomplish tasks on a computer. Not all programs have icons, or the user may choose not to use them to open programs. To launch a program or task, click the **Start Button** in the lower left corner to view a menu of programs, applications, etc.

Programs - lists all the programs installed on the computer, as well as special features or tasks associated with the program. Hold the mouse pointer on this button to see the applications installed on the computer.

Notices in the image to the right, some of the programs have an ‘arrow’ pointing to the right beside them. This indicates there are more choices for opening the program.



Documents - includes a list of the most recently used files or accesses files that are stored in the *My Documents* folder on the hard drive.

Search (Find) - *Search* or *Find* allows the user to search for a file, program, folder, etc. Left click on this button to view another menu or option. Click on *(All) Files or Folders* and when another menu appears, type the filename or words contained in the document or program.

Run - Allows installation of programs that might not have setup wizards incorporated to automatically begin the setup process. Follow the installation instructions that come with the program software.

Help/Support - Displays topics and information to assist the user to learn how to use *Windows*. Or, click on the **F1** key in the upper left hand area of the keyboard.

Shut down - Always turn the computer off using the *shut down* feature. Failure to properly shut down the computer will cause the machine to take longer the next time it is turned on because it will scan the hard drive for file errors before opening *Windows*.

Settings - allows access to various areas of the computer such as the *Control Panel* or *Printers* folder where the computer settings can be modified. An example of when to change the settings is when installing drivers for a printer (*Add Printer*). These drivers enable the printer and computer to interact.

This can be a DANGER ZONE for novice computer users! Do not change computer settings without a clear understanding of the process. The *Help* feature can be reassuring and can help the novice user build new skills. In earlier versions of *Windows*, click on *Help* to view the information by choosing either *index*, *contents*, or *search*.

Opening, Resizing, Moving, and Exiting *Windows*

If *Internet Explorer* is not open, double click on its icon. When the window opens, the Title Bar will appear at the top of the screen. Located at the far right end of the Title Bar are three buttons called **minimize, restore down, or close**. By moving the mouse over them, a window opens which explains what each does.



Minimize - To minimize a window, click on the minus (-) button in the upper right corner. This does not close the program, but makes the window disappear. The program is still running and now appears in the Task Bar near the bottom of the screen. To bring it back, simply click on it in the Task Bar.

Restore Down/Maximize - By clicking the center button of the three buttons, (the one that looks like two windows) the window will be partially minimized. It will not disappear but will get smaller.

Now notice the button appears as one window. This means it is in the **Restore** mode. Click it again, to restore the window to full size.

Moving a Window - When the window is in this mode (less than full size), it can be moved and repositioned on the desktop. Place the mouse pointer in the colored portion of the Title Bar and hold the 'left mouse' button down to move the window around on the screen. Practice with the *Internet Explorer* window.

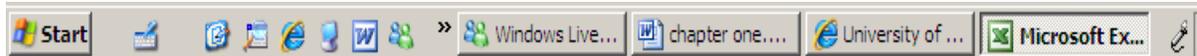
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Resizing a Window - To change the size of a window, move the pointer to the edge of the window on one side. The pointer will change from a single arrow to a double arrow. Hold down the left mouse button and move the edge of the window to make it smaller or larger. This will change the vertical or horizontal size of the window, depending on where the mouse pointer has touched the edge of the window. Move the pointer to one of the lower corners of the window and hold the left mouse button to change the single arrow to a diagonal arrow to resize the screen in both directions at one time.

Exit - (X) - Click this button to *exit* the program. When we do this we exit completely out of the program. To get back into it must be reopened, by double click on its icon on the computer screen.

The Active Window

When two or more programs or applications are open at the same time, one window is *active* and responds to keystrokes. The active window will be on top of the other program windows. The title of the active window at the top of the screen will be brightly titled, and the title of the *inactive* window is less vivid. Notice in the example below, Windows Live Messenger, MS Word, Internet Explorer, and Microsoft Excel are all open and running. Microsoft Excel is the program that is currently open and being used.



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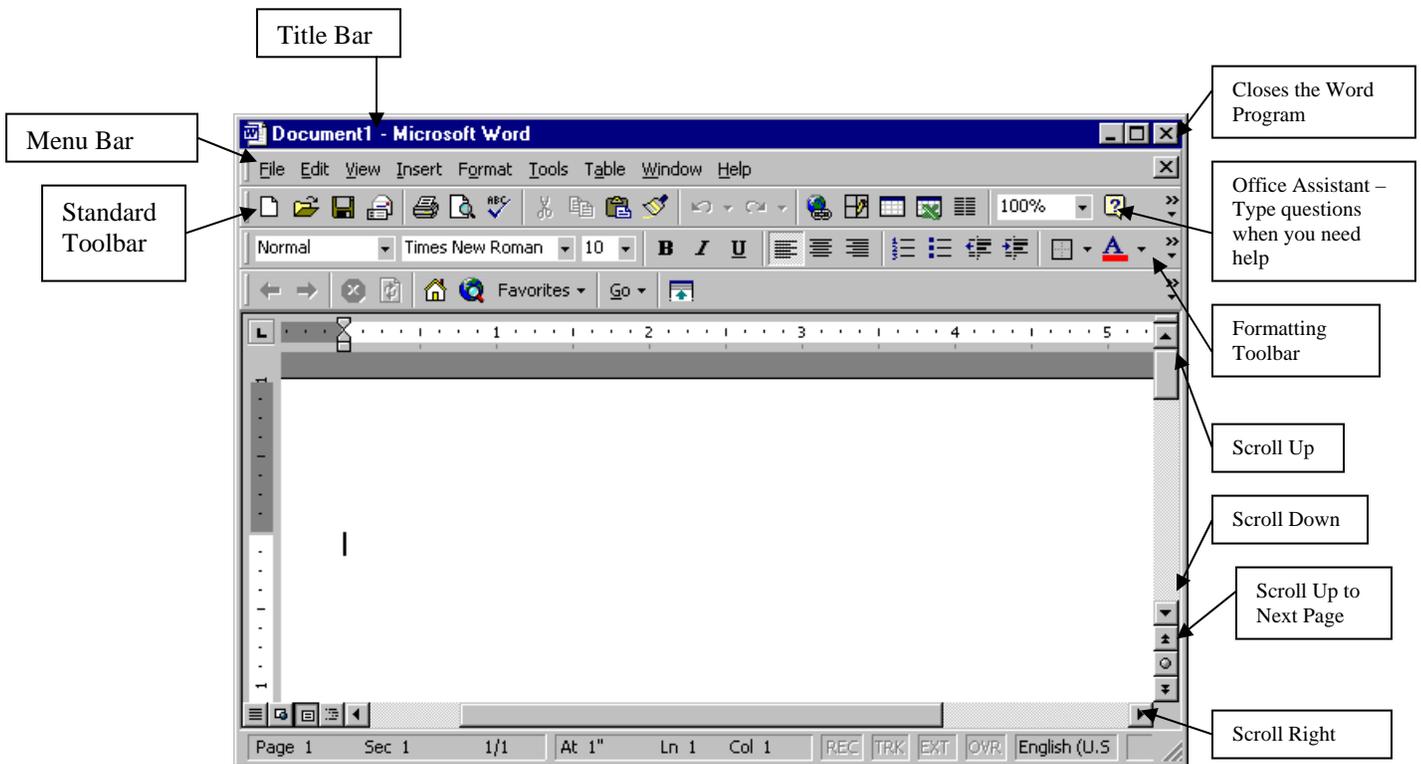
Basic Computer Operations Using Microsoft Word

Word Processors are very useful programs used to create documents such as letters, forms, cards, brochures, and newsletters. Documents can be saved for further use and/or editing. It can also be sent to someone else as an attachment to an email message.

Starting the Program

Windows – Click on **Start** in the lower left corner of the desktop, move up to **Programs**, find **Microsoft Office**, and move the mouse to the right and down to select **Microsoft Word**. If your computer has a shortcut icon on the Desktop, simply double click with the left mouse button to open the program. Also, after clicking on the **Start** button, scroll up through the menu above. This menu stores many commonly accessed programs. If **Microsoft Word** is in this list just click on it with the left mouse button. This will open the program too.

You will see a screen like the one below commonly known as the *Application Screen*. Let's review the Microsoft Windows screen.



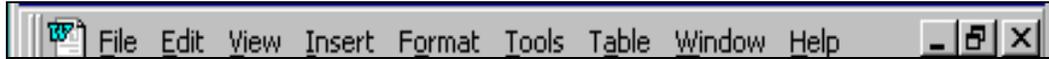
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Title Bar - The **Title Bar** is at the top of the screen in all Windows XP programs. If the default settings on the computer are active, the **Title Bar** will be blue. The name of the open program is indicated in the blue bar, e.g., *Word, Excel, Internet Explorer, Word Perfect*, etc. If a file within the program is named, the title bar will show the name of the file as well. Notice, the title bar below indicates Microsoft Word is open and the current document is *chapter one*.



Just below the Title Bar is the **Pull-Down Menu Bar**. It is similar in all programs. In a word processing or browser program the words *File, Edit, and View* can be seen, for example. The commands on the menu are specific to the program currently in use.

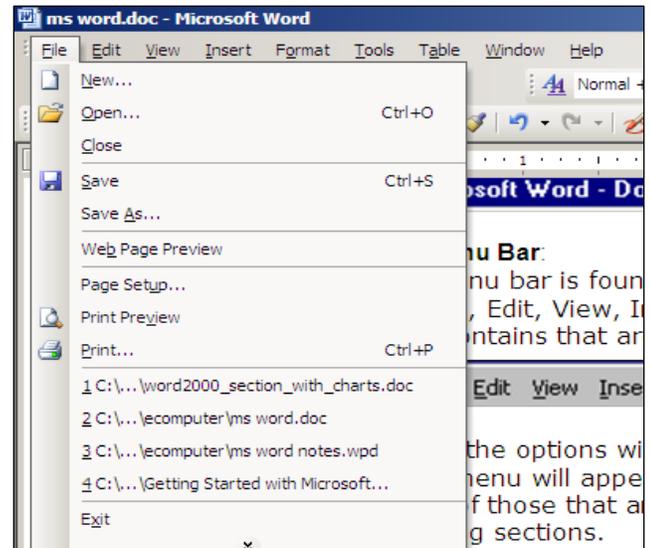


Many of the commands in the Menu Bar can more easily be accessed using the toolbars. The toolbars shown are the Menu, Standard and Formatting; they contain what Microsoft considers to be the most common commands. These bars can be customized according to the user. Following is a brief description of some of the tool bars.

To see the options within each, click once on the word and the drop down menu will appear. Following is the window that appears when clicking on "File."

Notice the options that appear when the **File** menu tab is clicked. This is where we go to *open* a file, *save* a file, or *print* a file. Also in MS Word, this is where we go to change margins and page layout under *Page Setup*.

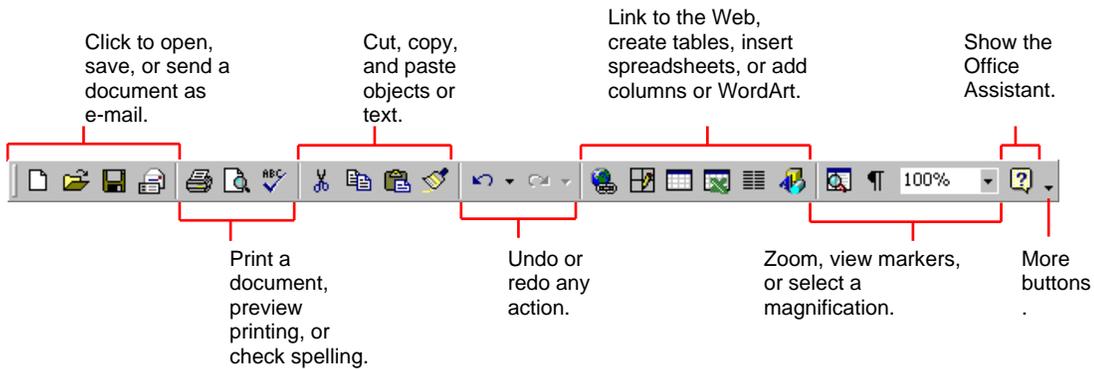
Also the previous four files that were opened in MS Word are found at the bottom of this window. These files can be opened by clicking on them with the left mouse button.



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Standard Tool Bar

The standard tool bar is found below the menu bar. It features many shortcuts commonly used while using MS Word. Scroll the mouse over each of them and a window will pop open which tells the user what it does. The diagram below shows many of the shortcuts.



Ruler bar

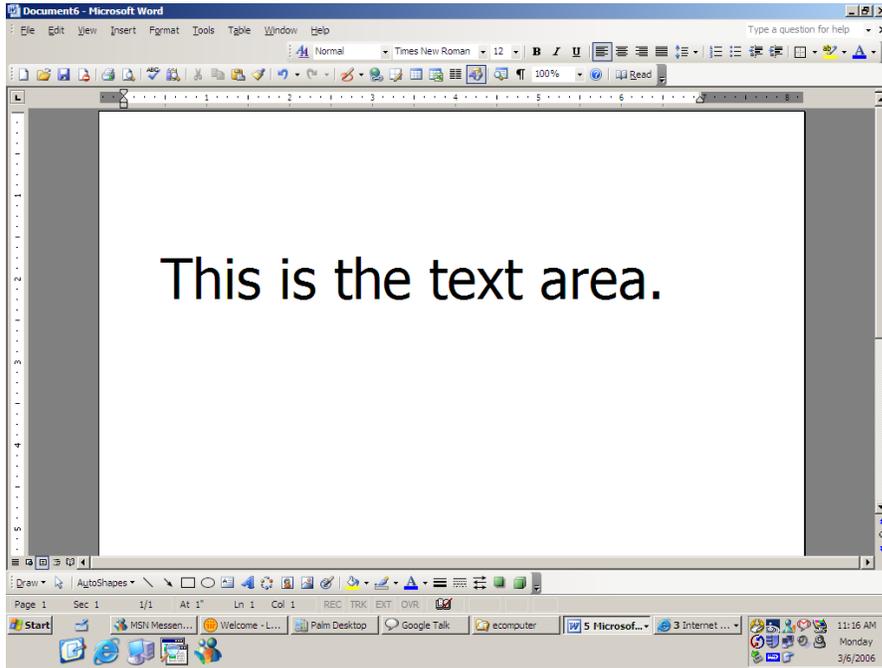
The ruler (optional) tells you the width of your document as well as the margins and tab stops. To make the ruler appear or disappear, go to the View menu and click on the Ruler option.



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Text Area

Just below the ruler is a large area called the "text area." The blinking vertical line in the upper left corner of the text area is the cursor. It marks the insertion point. As you type, your work will show at the cursor location. The horizontal line next to the cursor marks the end of the document.

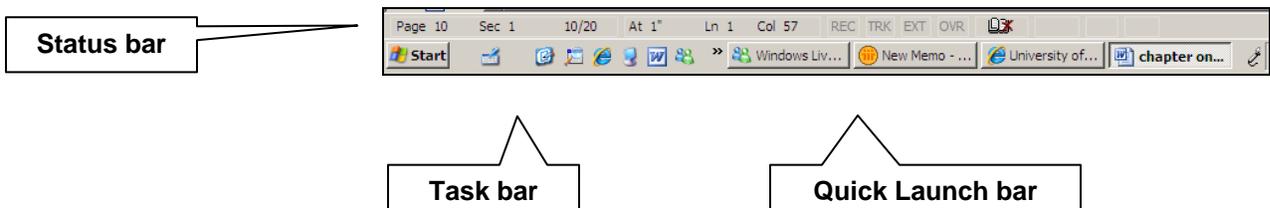


The **View** Bar found in the lower left corner of the *text area* gives various ways of viewing the document. There are five different ways to view a document which are shown in the lower left corner of the screen.



They are shortcuts that allow the user to view in a normal mode, online layout, web layout, page layout view, and outline view. Individually select them to review each mode.

Beneath the content window is found the **Status Bar**. It gives information about the document being created such as the current page, number of pages and the location of the cursor.



Task Bar - The **Task Bar** usually is located at the bottom of the screen. This bar includes the *Start* button and short cuts to other tasks related to operating the computer.

The **Quick Launch Toolbar** is found to the right of the *Start* button on the **Task Bar**. It features shortcuts to more commonly used programs on the computer.

On the far right side of the task bar are icons that represent programs that automatically run when the computer is logged on. Also depending on how the computer is configured, the clock and or date are found at the right end of the task bar.



Inserting Text

To insert text, begin typing. The text will show where the cursor is located on the screen. Type a short paragraph into the text area.

Inserting and Deleting Text

To insert text within a line or word, place the cursor where it is to be inserted and type in the new text. To delete text, place the cursor to the left of the text to be deleted and hit the “delete” key. If the cursor is on the right of the text to be deleted, the “backspace” key can also be used to delete the text.

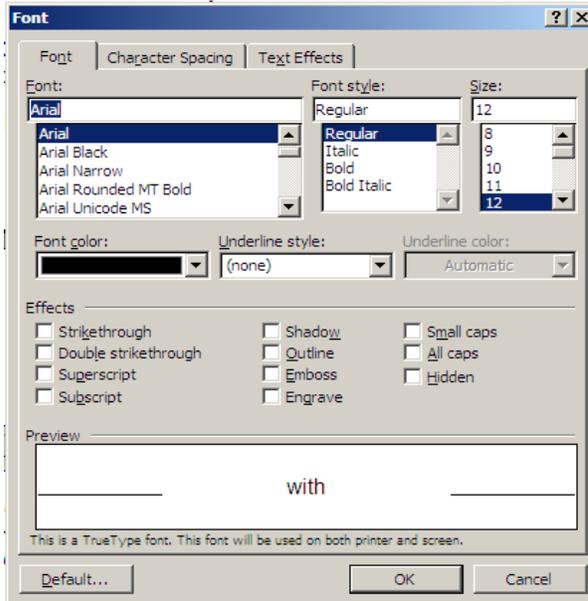
Formatting Text

Text can be formatted in many different ways. Text size and font can be changed. It can be underlined, bold, and in different colors. To format text, it must first be highlighted. This can be done with the mouse by placing the mouse pointer to the left of the text to be formatted. Hold the left mouse button down and move the mouse to the right. To format rows pull the mouse down.

tip: text can also be highlighted by holding the “shift” key down and moving the cursor with the arrow keys found at the lower right of the keyboard.

This text is highlight or selected.

After the text is highlighted, release the mouse button and point to the darkened text. Click with the **right mouse** button and select **font**. A window similar to the one below will appear. The same window is found by going to **format** on the menu bar and selecting **font**.



Notice in this window there are many choices. The font, style, and size can be selected from the top three windows. In the middle of the window, the font color, underline, and underline color are choices. The lower part of the window has options for various effects. Notice as each is selected; the changes appear in the preview window below.

Examples:

This text is bold.

This text is bold and italicized.

This text is in arial font.

This text is in Comic Sans MS font.

This text is in size 12 font.

This text is italicized.

This text is underlined.

This text is in Times New Roman font.

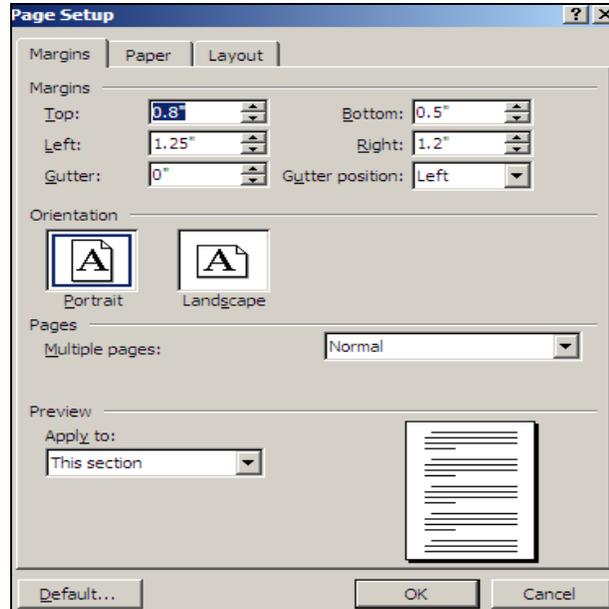
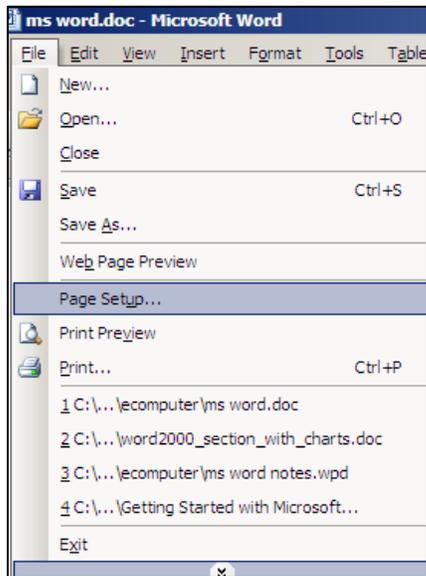
This text is in courier font.

This text is in size 10 font.

Text can also be reformatted by *clicking* on the appropriate shortcut **standard tool bar** above the text area.

Page Setup

Page setup is found under File on the menu bar as shown in the diagram to the right. By selecting “page setup” with one click of the left mouse button a new window will appear. Here is where margins are set and page orientation is selected. Again, changes appear in the lower part of the window.



Checking spelling and grammar

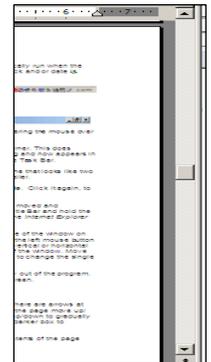
With Word, the writer can check the spelling and grammar. To check the spelling of a document, click on **Tools** and select **Spelling and Grammar**. (Or use the **F7** key) Word then gives the option to **Ignore**, **Change**, or **Add** the word to you dictionary. Remember that Word only checks for misspelled words and grammar errors; the document must still be checked for errors where the same sounding word may have more than one spelling. Example – their or there.

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Scrolling Through a Document

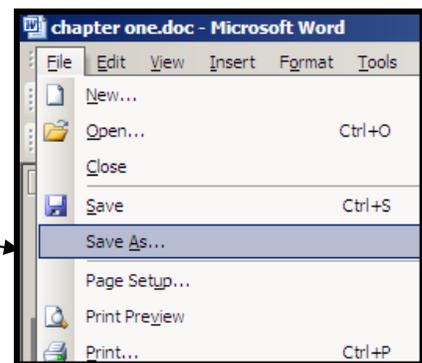
Scroll Bar - The **Scroll Bar** is a grey vertical area on the right side of the window. There are arrows at the top and bottom of the **Scroll Bar**. Click on either arrow to make the contents on the page move up/down, one line at a time. Click on the small gray **slide button** between the arrows and drag up/down to gradually move the page contents. Click on the lighter gray area between the arrows and the darker box to make the contents move rapidly up or down. Some screens may also have a **Scroll Bar** at the bottom of the screen to move the contents of the page to the right or left.

If no Scroll Bar is present, this is an indication that “what you see” is all there is in the document. If the Scroll Bar is present, this is an instant indication that there is more to the document than what is on the screen. One needs to Scroll ‘down’ or to the ‘right’ to see the remainder of the document.



Creating and Saving a File

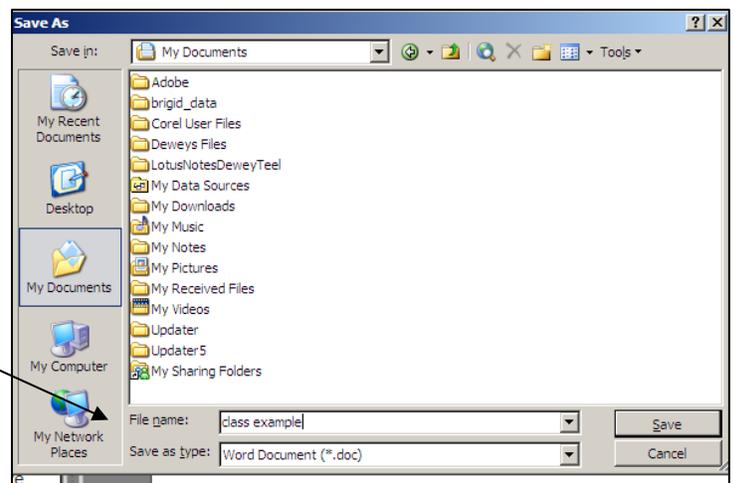
Files are created when a document has been typed into the computer on the screen. When it is completed it likely needs to be saved on the computer hard drive. To save a new file, click on **File** and go to **Save As**.



A new window appears called **Save As**. Normally the computer will default to the **My Documents** folder where we store our files. Near the top of this window there is an option to navigate to another folder or subfolder. To do this, click on the *down arrow* to in the right of **Save in** box. Then navigate to the desired folder.

If the file is to be saved on another drive, we can navigate to that drive by first selecting *My Computer*. Then select the desired drive to save the file.

Near the bottom of this window we find a box in which to type a **file name**. It is recommended files be named something that identifies the content of the file. This helps in finding the right file in the future.



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Note: it is recommended to save a new file soon after it is started. This may prevent loss of any data should an error with the computer occur.

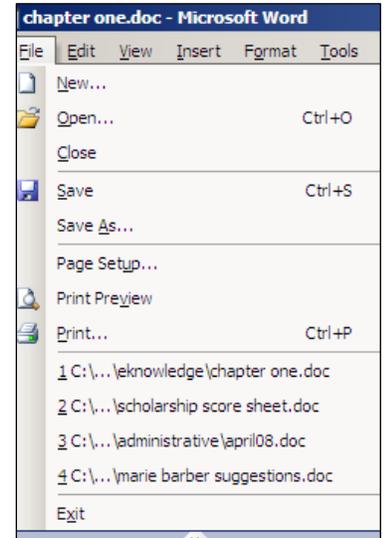
Saving Files

After the file is saved and given a file name it can be easily saved with that same name. Again, it is recommended to **save** often to avoid loss of data. To save data without the step of giving it a new name, click on *File* and select **save**. The file is then saved with the new changes since the last time it was saved.

If the file needs to be saved with another name, use **Save as** and give it a new name. This way the file will be saved both ways – in its original format under the original name and with the new changes under the new name.

Practice creating files and saving them. Try *Save as* and *Save* to see how each works and how save and name files.

A key board shortcut to saving files is “**Ctrl S.**” Hold the *Control* key down and press S and the file is automatically saved.



My Documents is the folder where the user stores working files. Typically it is the folder that most users go to for locating and accessing files. New folders and subfolders can be created within the **My Documents** folder to organize and manage files. This is explained during the discussion next week as we learn about **Windows Explorer**.

It is always a good idea to periodically save your document. On the File menu, click Save As. When the Save As dialog box appears, give the new document a name and click Save. Be sure to save your document into a folder and location of your choice. This will insure being able to find it for later use. Save often!

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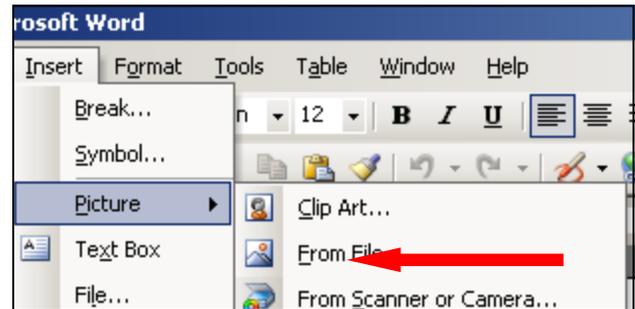
Adding graphics to a document

There are two basic types of graphics to enhance Word documents: 1.) Drawing objects, and 2.) Pictures. Drawing objects include AutoShapes, curves, lines, and WordArt. Use the **Drawing** toolbar to change and enhance these objects with colors, patterns, borders, and other effects.

Pictures include bitmaps, gifs, jpegs, scanned pictures and photographs, and clip art. Pictures from a scanner or digital camera can be inserted into a Word document.

To insert a picture into a document

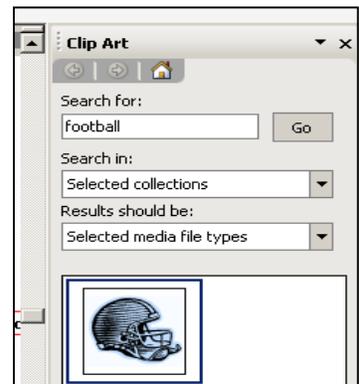
First point and click with the left mouse button where the picture is to be inserted. On the Insert menu, point to **Picture**, and then click **From File**. Locate the picture to be inserted. Double-click the picture to insert it.



To insert clipart

Click where the clipart is to be inserted. On the Insert menu, point to **Picture**, and then click on **Clipart**

Select a category by clicking a picture, or type a keyword in the Search box. To insert the selected graphic, Click once with the left mouse button. The graphic will appear in your Word document.

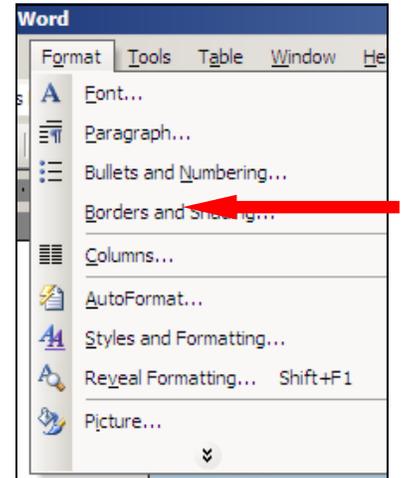


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Formatting the picture or graphic

Many times when the picture or graphic is inserted into a document, it will need resized and formatted. To format a picture or graphic, go to **Format** on the menu bar and select **Picture**. The following window will open:

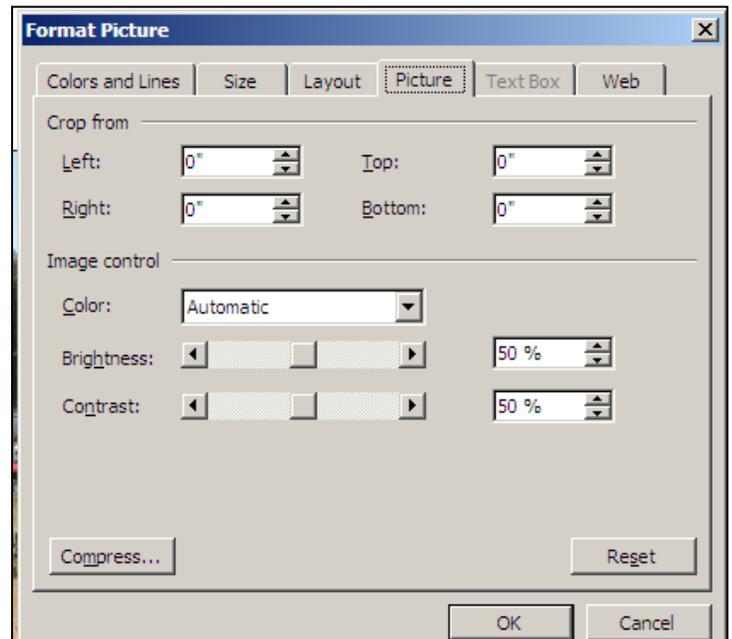


Point and click to each of the choices on the menu tabs on the above window.

Under "colors and lines" options for borders and shading are found.

"Size" provides options for resizing the picture.

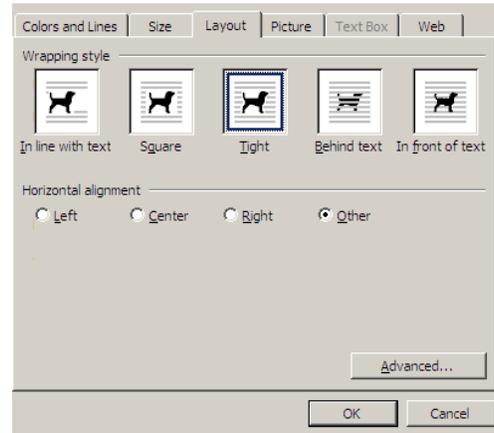
Options for "Picture" are shown in the above window. Here is where the graphic can be cropped and brightness and contrast can be adjusted.



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Options for placing the graphic inside or outside of text are found in "Layout." The graphic can be located within the text as well. Selecting tight allows the graphic to be moved around in the document. The user should experiment with the different options to determine how the graphic is managed within the document.



Errors

Don't panic, you can fix errors and even go back one or more steps.

Undo



Shortcut: (Ctrl) Z; this selection will "undo" your most recent command. You will probably use this feature by clicking on the Undo icon on the Toolbar. When you invoke Undo from the Menu, the Undo command will be followed by the name of the latest command you performed.

The Edit menu contains most of the commands you will need to fix errors. If you are a menu-oriented person, you will access this menu by clicking on Edit, then Undo. I feel that most of the commands on this menu are better utilized by keyboard shortcuts or by using buttons on the Toolbar.

Redo



Shortcut: (Ctrl-Alt) Z; as the opposite of Undo, Redo re-performs the last command. As with the Undo feature, you will probably use this feature by clicking on the Redo icon on the Toolbar. As with undo, the name on the menu will be followed by the name of the last command.

Exiting Word

Don't forget to save your work before you exit **Word**. To exit Word:

1. Click on **File**.
2. Highlight **Exit**, which can be found at the bottom of the drop-down menu.
3. Press **Enter**.
4. If you have entered text, you will be prompted: "Do you want to save changes to Document1?" To save your changes, click on **Yes**. Otherwise, click on **No**.
5. Specify the correct folder in the **Save In** box.
6. Name your file by typing a name in the **File Name** field.
7. Click on Save.

Chapter 1

Tutorials and help

Using **Help** on the menu bar will lead to an excellent place for instructions on how to use most Word Functions.

Online Tutorials

<http://office.microsoft.com/en-us/word/default.aspx>

<http://www.uwec.edu/help/word03.htm>

Go to **Google** and type in Microsoft Tutorials

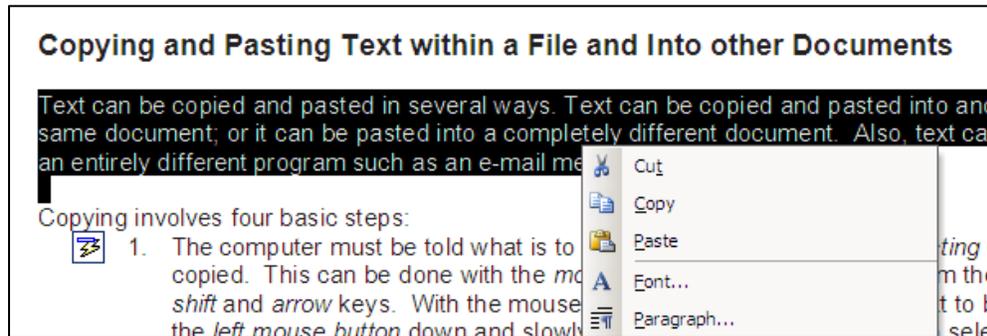
In this chapter, participants will learn how to manage the computer. Learning how to cut, copy, and paste, and how to manage folders and files makes working with the computer much easier and more efficiently. Participants unfamiliar with the tips in this chapter will want to spend time practicing and learning how to use them.

Cut, Copy, Paste

Text can be copied and pasted in several ways. Text can be copied and pasted into another portion of the same document; or it can be pasted into a completely different document. Also, text can be pasted into an entirely different program such as an e-mail message.

Copying involves four basic steps:

1. The computer must be told what is to be copied. This is done by *selecting* the text to be copied. This can be done with the *mouse* and *left* mouse button or from the keyboard us the *shift* and *arrow* keys. With the *mouse*, point to the beginning of the text to be copied. Hold the *left mouse button* down and slowly drag the mouse to the right. To select more than one row at a time, drag the mouse down. With the *shift* and *arrow* keys, put the mouse pointer at the beginning of the text to be copied. Hold the *shift* key down and press either the *right* or *down arrow* key.
2. The computer now needs to be told to copy the selected text. There are many ways to select *copy*. One quick way is with the *right mouse button*. Point to the selected text and click once with the right mouse button. A menu will appear which includes *copy*. Point to *copy* and click once with the *left mouse button*.



Another method for selecting *copy* is to find the icon on the shortcut toolbar. Point and click on it with the *left mouse button*.

Still another method for selecting *copy* is to go to *Edit* on the menu bar and select *copy*. To select *copy* from the keyboard, hold the **CTRL** key down and press the **C** key.

Regardless of the step used to select *copy*, it is sometimes confusing because nothing happens on the computer screen. But the computer now has the selected text stored in its memory, waiting for the next step.

3. Tell the computer where the selected text is to be copied to (pasted). If the text is to be pasted somewhere in the same document, scroll to the desired location and click the *left mouse button*. This is now the point where *pasting* will occur.
4. Last we give the computer the command to *paste*.

To *Paste* each of the methods described above for copying can be used.

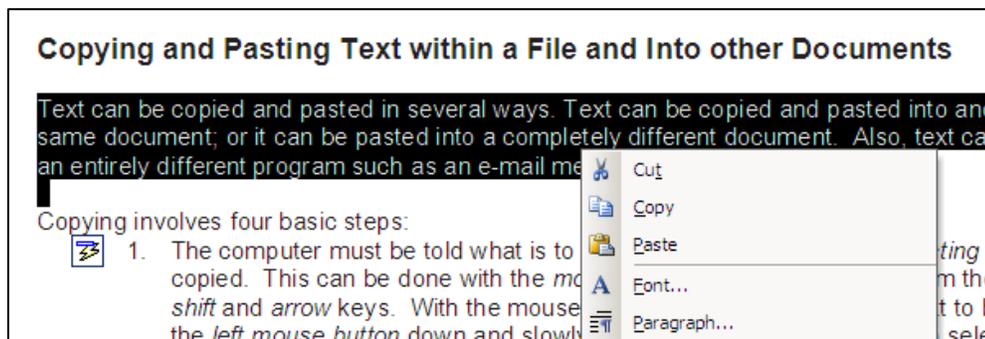
Notice in the image above *paste* is an option by clicking the right mouse button. It is also found under *Edit* on the *Menu Bar*. The keyboard shortcut to paste is **CTRL V**. When the above commands are performed the selected text appears in its new location. The text is now found in both locations in the document. Note: The same selected text can be pasted multiple times. It resides in the computer copy command until new text is selected and copied.

The above procedure was *copying* and *pasting* text with the same document. Text can be copied from any document and pasted other documents and/or files on the computer. For instance, text can be copied from a Word document and pasted into the body of an email message. Email addresses and WWW addresses can be copied and pasted to save retyping them. To save time and retyping, practice copy and paste. It makes many operations considerable easier to perform on the computer.

In the above example we practiced with text. The same procedure is used to copy images, graphics, charts and pictures. They can be copied from one location and pasted in another desired location on the computer.

Cut and Paste

In the above example we learned how to *copy* text and *paste* it to a new location. Many times, text will need to be *moved* from one location to another. This is common when creating a document. Perhaps the document would read better if a sentence or paragraph is moved to another location.





To **cut** and **paste**, we follow the exact same procedure as above only we use **cut** and not copy. **Cut** is found when we press the *right mouse* button, when we go to Edit on the menu bar, and there is an icon on the short cut bar for **Cut**. Notice the icon resembles a pair of scissors. The user will notice when we **cut** the selected text disappears from the screen. This many times causes anxiety because the user may think the material is completely lost. Again the computer has it stored in its memory waiting to be told where to paste it.

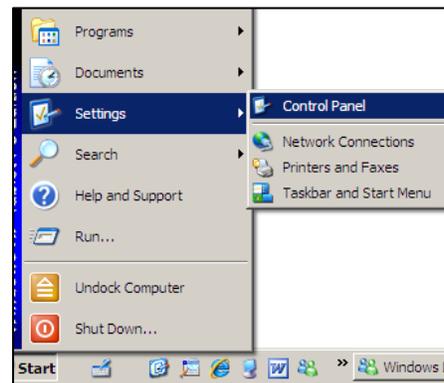
The key board shortcut to *cut* is **CTRL X**.

Using 'Control Panel' to customize computer settings

Control Panel is used to change many settings on your computer so it more closely fits your needs and preferences. If there is not a *shortcut* icon on the computer screen, **Control Panel** will be found by clicking on **Start** with the left mouse button and selecting **Settings**. It can be accessed from other locations including in *Windows Explorer*.

There are several tools within the control panel that allow the user to customize the computer to meet his or her specific needs. A few of them are described in the following paragraphs.

An example of a *Control Panel* screen is shown below.



Add/Remove programs - is a wizard that guides the user through the process of adding software to or, deleting it from, the computer. It is important to use this function to help maintain a clean computer. It will also help add or remove window components.

Date/Time - adjusts the date and time display on the computer.

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Display - controls the background color and design of the desktop, screen saver, screen fonts, icon styles, colors, and screen settings.

Fax - allows the computer to send and receive faxes.

Folder Options - allows the user to manage and customize various folder and file options.

Internet Options - sets Internet browser controls such as home page, cache size, length of storage for, and viewing history list offline.

Java Plug-in - Java is a script that shows special effects on some web pages. This feature allows configuration of the Java plug-in if it has been installed on the computer.

Keyboard - configures or customizes the keyboard with special functions such as the typing rate and cursor blink rate.

Mail - sets up user profiles for *Microsoft Outlook*.

Mouse - allows changes in the default functions of the mouse.

Network and Dial-up Connections - allows the user to join a network or to set up a dial-up connection to an Internet Service Provider (ISP).

Phone and Modem - sets up an account with an ISP.

Power Options - configures power usage and energy saving options.

Printer - adds, removes, and configures available local and network printers for use on a particular computer.

Regional Options - sets language, currency, time, and date settings.

Scanners and Cameras - configures an installed scanner or camera attached to the computer.

Sounds and Multimedia - allows the user to set different sounds for the computer operations such as alerts for new mail messages received, or when there is a program error, for example.

Virus Scan - activates or deactivates virus protection software.

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Computer Drives



Computers typically have two or more drives from which to operate. Double click on the **My Computer** icon. A new window will appear that shows more icons, or a list, of available drives.

In the example to the right, this computer has “C” and “E” hard drives. The “C” is the operating drive, while the “E” is an external hard drive used for automatically backing up data.

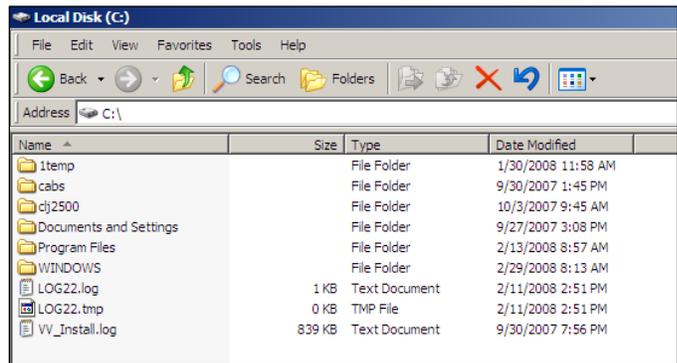
It also has a “DVD,CD-RW drive installed. The “F” drive in this example is a Removable Storage Device connected by a USB port.

To see what is on a drive, simply click twice with the left mouse button on the drive in the “My Computer” window. The window below shows what is in the “C” drive on this computer.



Notice the size, type, and date the folder or file was modified is also shown.

To see what is on the other drives, double click on them and a new window will appear with a list of folders and files installed there.



What is a File and what is a Folder?

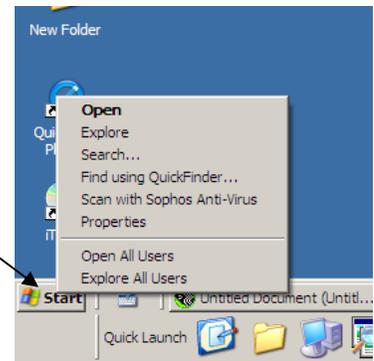
Electronic files and folders are just like hard copies that are stored in a file cabinet. A Folder stores Files that are working documents.

Like managing hard copies of files and folders, electronic files and folders must be managed to make life with a computer much easier. Just like hard copies if there is no organization, electronic files can become lost or hard to find. Much time is lost by trying to locate a file that is buried deep into a folder somewhere on the hard drive. So periodically spending time to organize, create, and rename files makes operating a computer much more efficient.

Windows Explorer is the application that makes managing files very easy. Every computer operator, especially those who save many files needs to learn how to use Windows Explorer to save, find, and open files.

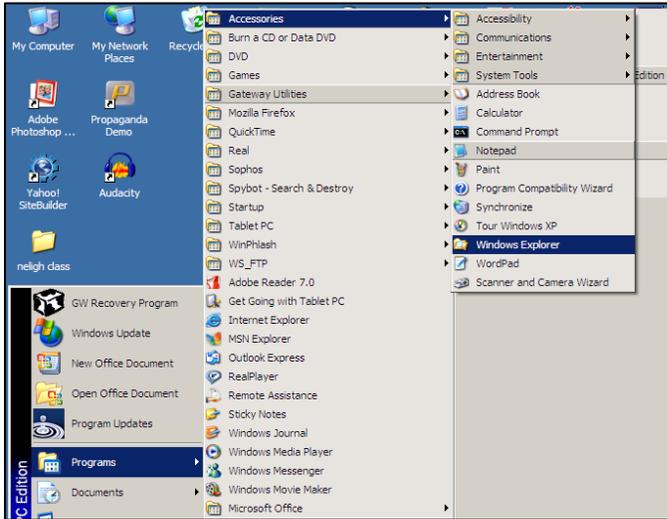
Using Windows Explorer to Manage Files and Folders

Like most computer applications, Windows Explorer can be accessed in different ways. The quickest and easiest is by using the right mouse button. Click on the *START* button in the lower left corner of the computer screen with the **right mouse button**. Notice in the window that appears, the second selection from the top is **Explore**. By clicking on Explore with the left mouse button, the Windows Explorer screen will open.



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Another method to open Windows Explorer is by clicking with the left mouse button on the START button. Then select **Programs** and scroll to the top of the menu to the right to **Accessories**. Another menu opens to the right where **Windows Explorer** is found near the bottom. A left click here will open the Windows Explorer Screen.

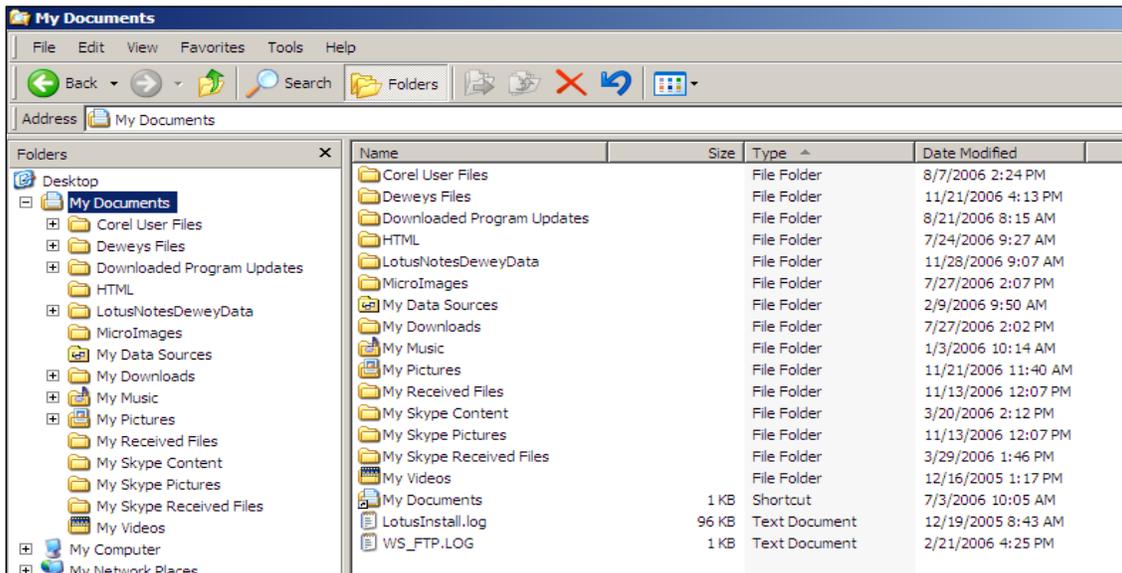


If the computer has a **Windows Explorer** shortcut icon on the desktop screen, a click with the left mouse button will open **Windows Explorer**.

The Windows Explorer Screen

When the **Windows Explorer** opens, two frames appear. The frame on the left is a list of the folders on this computer. Each folder will contain subfolders and files. Folders can be opened and closed by clicking once with the left mouse button on the box that has either a + (plus) or – (minus) sign. To open a folder click on the + sign and to close a folder click on the minus sign.

Practice opening and closing folders and see what is enclosed in each one. As each folder is opened, the subfolders will appear below it and also in the frame to the right.



Chapter 2

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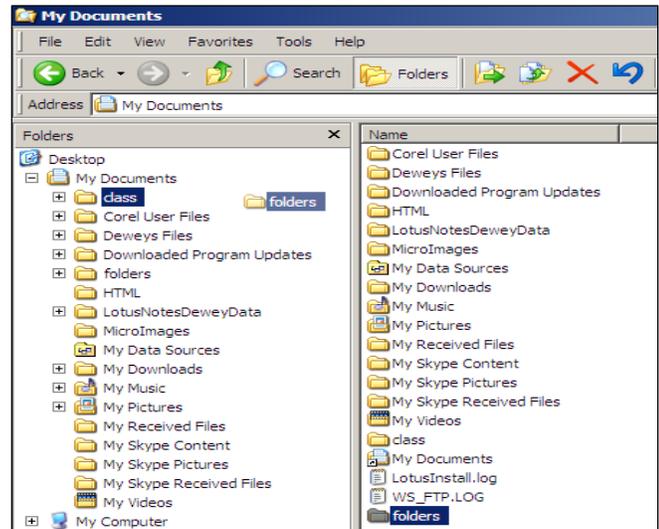
Programs can be opened from *Windows Explorer* by pointing and clicking with the left mouse button. Many people use *Windows Explorer* to find and open their programs.

Moving Files

This allows easy movement of files from one folder to another. The file can be copied from the frame on the right and pasted into a different folder on the left. A quicker method to move files is to “drag and drop” them. Point to the file to be moved, hold the left mouse button down and move the mouse pointer to the desired file.

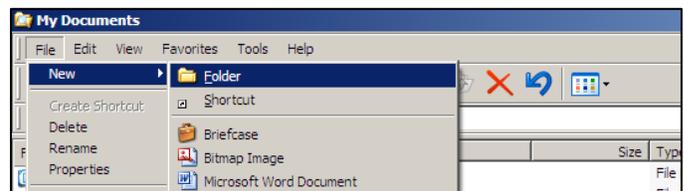
Make sure the desired file is “lit” or “blue” before letting loose of the mouse button. If it isn’t the file may disappear to another folder which sometimes can be difficult to find.

Note: when moving files from one drive to another they are actually just copied from one drive to the other. They are not removed from the original location as they are when moving from folder to folder.



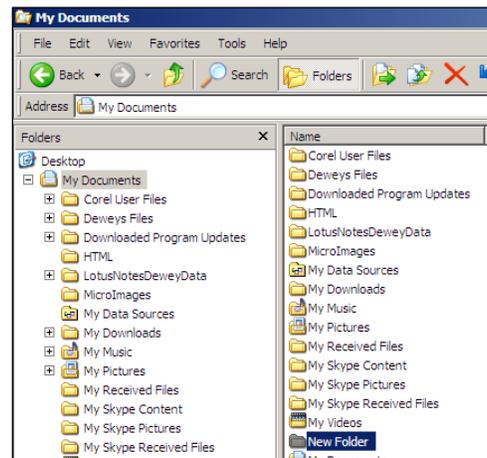
Creating New Folders

New folders can be created by clicking with the left mouse button on “File” on the menu bar. At the top of the new menu **New** is found. Immediately a new menu will open to the right and **Folder** can be seen at the top of the menu. Left click on **Folder**.



This results in a new folder appearing at the bottom of the right frame. The folder will have the words **New Folder** blinking inside of it. New folders can be created within any folder. Usually files are stored in the **My Documents** folder. As the number of files increases, subfolders should be created with in the **My Documents** folder to organize the files into various folders.

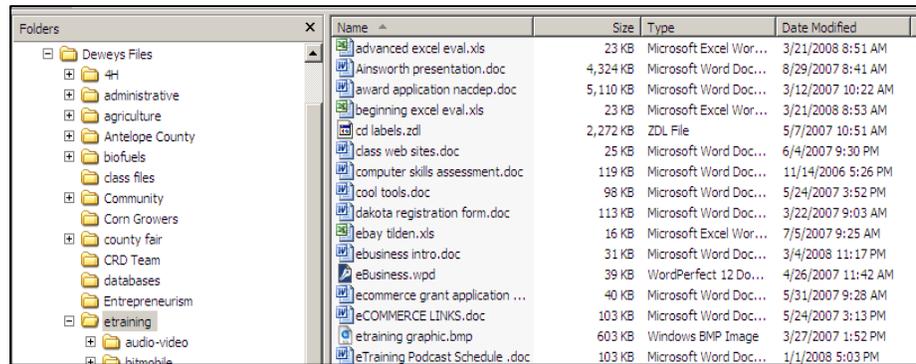
To create a **New Folder** point to the folder and click once with the left mouse button. Make sure the folder in which the New Folder is to be created is “lit” or “highlighted.” The New Folder will go to whichever folder is selected, just make sure it is the one where the New Folder is to go to.



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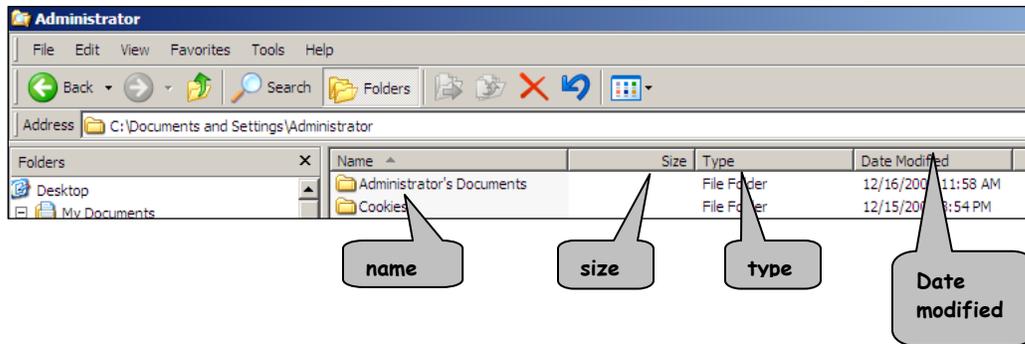
Now, go back and click on **Details** and the view will change to something similar to the window shown below. Notice in the Detail mode, more information about the file is given. We can see the name, size, type, and the date the file was last modified.



Name	Size	Type	Date Modified
advanced excel eval.xls	23 KB	Microsoft Excel Wor...	3/21/2008 8:51 AM
Ainsworth presentation.doc	4,324 KB	Microsoft Word Doc...	8/29/2007 8:41 AM
award application nacdep.doc	5,110 KB	Microsoft Word Doc...	3/12/2007 10:22 AM
beginning excel eval.xls	23 KB	Microsoft Excel Wor...	3/21/2008 8:53 AM
cd labels.zdl	2,272 KB	ZDL File	5/7/2007 10:51 AM
class web sites.doc	25 KB	Microsoft Word Doc...	6/4/2007 9:30 PM
computer skills assessment.doc	119 KB	Microsoft Word Doc...	11/14/2006 5:26 PM
cool tools.doc	98 KB	Microsoft Word Doc...	5/24/2007 3:52 PM
dakota registration form.doc	113 KB	Microsoft Word Doc...	3/22/2007 9:03 AM
ebay tlden.xls	16 KB	Microsoft Excel Wor...	7/5/2007 9:25 AM
ebusiness intro.doc	31 KB	Microsoft Word Doc...	3/4/2008 11:17 PM
eBusiness.wpd	39 KB	WordPerfect 12 Do...	4/26/2007 11:42 AM
ecommerce grant application ...	40 KB	Microsoft Word Doc...	5/31/2007 9:28 AM
eCOMMERCE LINKS.doc	103 KB	Microsoft Word Doc...	5/24/2007 3:13 PM
etraining graphic.bmp	603 KB	Windows BMP Image	3/27/2007 1:52 PM
eTraining Podcast Schedule .doc	103 KB	Microsoft Word Doc...	1/1/2008 5:03 PM

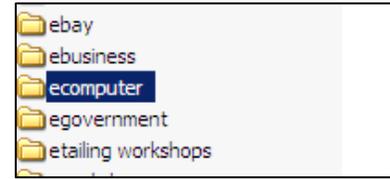
Changing the Order of How Folders are Arranged

Folders can be displayed in many different ways. They can be listed alphabetically, by size, by type, and by the date they were last modified. To change the order of the folders, click on **Name**, **Size**, **Type**, or **Date Modified** found at the top of each column in the right frame. By clicking on **Name** the files can be listed either ascending or descending alphabetically. By clicking on **Size** the order will be from largest to smallest size or vice versa. **Type** will put them in the order of folder type and **Date Modified** will list them from either newest or oldest. This is convenient and handy when trying to locate a file.



Deleting Folders and Files

Folders and files can be deleted in several ways. First point and click on the one to be deleted with the left mouse button. This selects the folder or file to be deleted.



Then press the **delete** key on the key board or click with the *right mouse button* once and select **delete** and click once with the *left mouse button*.



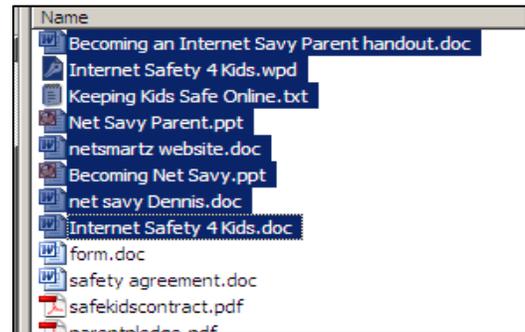
When either of these methods is used to delete, the following *warning* window will appear. This gives the user time to reaffirm that the selected file or folder is to be deleted.

Remember if a folder is deleted, all of the folders within it are going to be deleted too.

Selecting Multiple Folders or Files

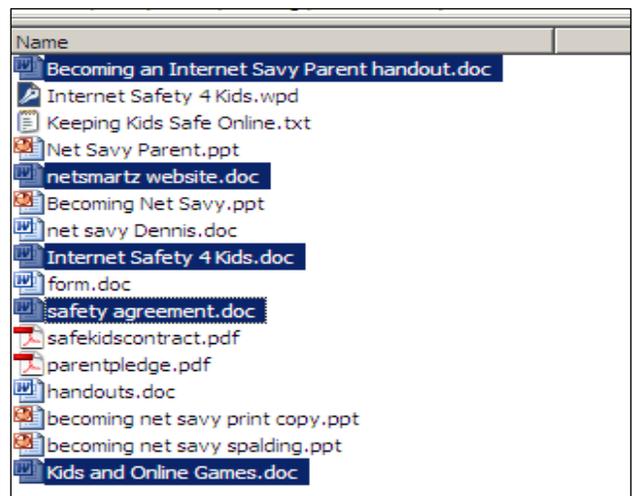
If more than one file or folder is to be moved or deleted, there are two ways to select those files.

- 1) if they are in consecutive order, point to the first and click once with the *left mouse button* down to select the beginning file. Then hold the *Shift* Key down and press the *down arrow* key to select more than one file.
- 2) if the user wants to select random files, first hold the *Ctrl* key down and *point and click* with the *left mouse button* on the files to be selected.



Now all of the selected files can be moved or deleted at once.

The above processes work the same when moving or deleting folders.



Chapter 2

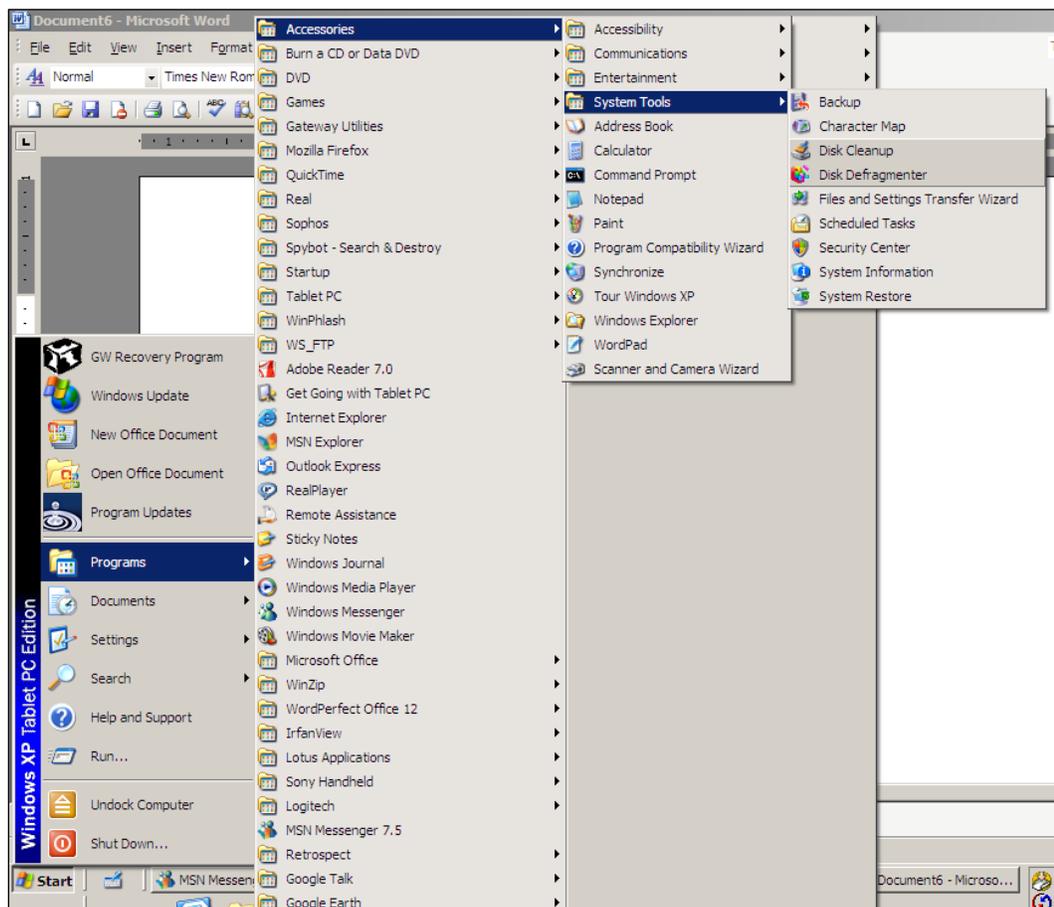
Managing and Caring for Your Computer

Cleaning Up the Hard Drive

Computers should periodically be “cleaned up.” This refers to the Hard Drive which many times stores lost and unused files. Over time they become slow or sluggish due to the lack of organization of files and folders, and because of the many lost and unused files.

To help with the above problem, hard drives can be “defragged” or “cleaned up.” Both of these are found in **System Tools** in the **Accessories** folder.

Point to **Start** and click with the left mouse button. Then navigate to **Programs** and to **Accessories** at the top of the menu to the right. As Accessories opens, a new menu will appear to the right. In this menu will be found **System Tools**. Navigate to **Disk Cleanup** and **Disk Defragmenter**.

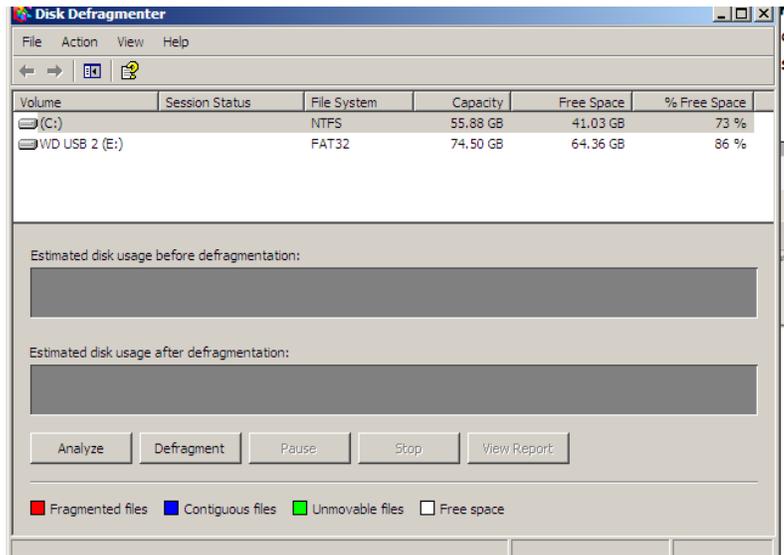


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When **Disk Defragmenter** is selected a window similar to the one below will appear. It may take a little time for this window to open. When it opens, select the drive to be defragmented which is usually the **C** or the **Hard Drive**.

By left clicking on **Analyze** red, blue, green, and white lines will appear in the “Estimated disk usage before defragmentation” frame. This will show the disk usage before it is defragmented. A window will appear telling whether or not the disk should be defragmented. If it does and hasn’t been done for a while, it may take several minutes to get it done. It is suggested to do it when the computer is not being used, just get it started and periodically check on it.

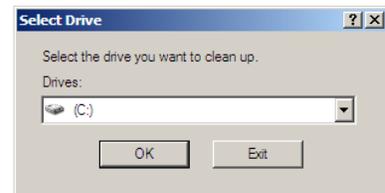


When it is completed, the red, blue, green, and white lines will appear showing the hard drive usage before and after it was defragmented.

Using Disk Cleanup

Follow the same procedure as above only select **Disk Cleanup**. A window similar to the one to the left will appear. Again select the **C** drive and click on **ok**. A new window will appear which will tell whether to continue or not with cleanup.

Hard Drives should be checked periodically for defragmenting and cleaning up. Laptops that are used excessively should be checked monthly.



Chapter 3

In this chapter we will learn the basics of the Internet and how to use it. We will begin with understanding a few terms followed by getting on the Internet and start surfing. We will learn how to use search engines, directories, and how to type in urls to find information. The class concludes with learning how to save and print information from the Internet. Your instructor will help find and learn about specific web sites and topics that interest the class.

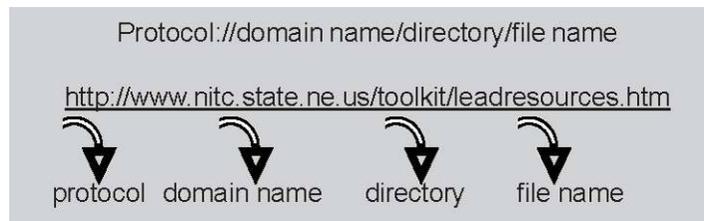
How Web Browsers Work

Most of the information on the Web is organized on Web sites located on computers connected to the Internet. Computers that specialize in storing and delivering Web-based information are called Web servers. For a computer to request information from a Web server, it must use a software program called a browser. *Internet Explorer* is one of several browser software programs.

Use the browser to request information from the Web in two ways. Type the URL or Internet address of the Web site in the address bar of the browser or put the cursor over a hypertext link for more information about hypertext links) and click on it. The browser sends a request for that Web page or site over the Internet to the host server. When the server receives the request, it finds the page, then sends a copy of it over the Internet to the local computer. When the data arrives, the browser displays the page or site and any images associated with it in the browser content window. The speed of this action is dependent upon the speed of the Internet connection. Ideally, the action should be completed within seconds.

Understanding URLs

The World Wide Web (often abbreviated as WWW) currently is the most popular Internet protocol. References to the Internet and the World Wide Web are everywhere. A URL (or Uniform Resource Locator) is an Internet address. URLs follow this format:



Examples of other URLs:

- <http://www.whitehouse.gov>
- <http://redcross.org>
- <http://www.usatoday.com>
- <http://www.ianr.unl.edu>
- <http://www.af.mil>
- <http://www.huntel.net>

No two computers connected to the Internet can have the same name. To simplify the process of naming millions upon millions of computers on the Internet, the *Domain Name System* was developed. There are six top-level domain names or subgroups that most computers on the Internet belong to:

- .gov (government)
- .mil (military)
- .net (networking organizations like Internet Service Providers)
- .org (nonprofit organizations)
- .com (commercial)
- .edu (educational institutions)

When the Internet became international, additional top-level domain names were added that corresponded to the two character ISO country codes (e.g., *us* for United States). Additional top-level domain names introduced in 2001 and 2002 include:

- .aero (air transport industry)
- .big (businesses)
- .int (organizations established by international treaties)
- .museum (museums)
- .info (unrestricted use)
- .pro (professionals)

Some Web sites include a *tilde symbol* (~) in the URL. (This symbol is located next to the 1 on most keyboards.) Some ISPs will host Web pages for subscribers. The tilde indicates that a Web page resides on disk space that the ISP has allocated for a subscriber. Incoming e-mail is another example of something that is stored on the subscriber's disk space.

File names often end in the extension .htm or html. HTML which stands for Hypertext Markup Language is the name of the computer coding language used to create Web pages. Some servers that host Web pages can only handle three letter extensions and use **.htm** instead of **.html**.

Important: URLs can be case sensitive. When in doubt, use all lower case. If a URL uses mixed case (upper and lower case), type it exactly as printed.

Chapter 3

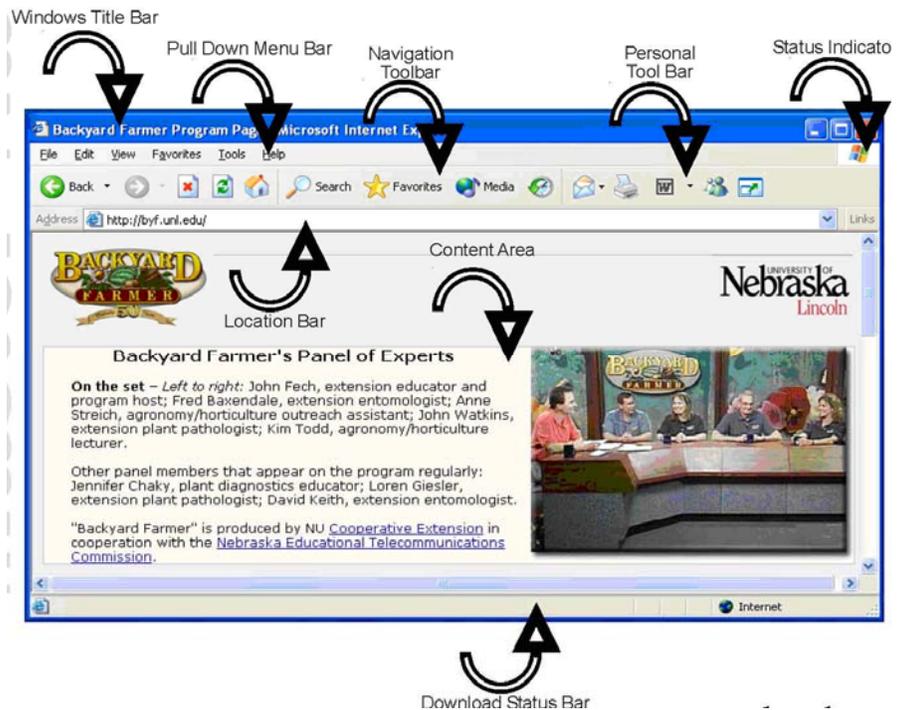
Tour the Web Browser Internet Explorer

A software program called a Web browser allows a user to access information from the World Wide Web. Microsoft *Internet Explorer* is the most widely used browser.

The **Windows Title Bar** tells which program is running in the window and the name of the document being accessed.

The **Pull-Down Menu Bar** organizes a variety of functions and features that can be used to navigate the Web more effectively and efficiently.

The **Standard Buttons Toolbar** makes it easy to access the features used most often.



The **Address (Location) Bar** shows the URL or Web page address being viewed or downloaded.

The **Content Area** displays the page currently being accessed.

Chapter 3

Commonly Used Navigation Icons



Click the **Back** or **Forward** buttons on the browser toolbar to revisit Web pages. The browser remembers the pages viewed most recently and stacks them. But, it is much more efficient to click and hold down the **Back** or **Forward arrow** buttons. A list of the most recent sites visited will appear. Go directly to the desired page by clicking the name of the page in the list.



Use the **Stop** button, to stop the download of a site. When a download is slow, it may help to click *Stop* then *Refresh*. *Refresh* also updates Web sites that include “up-to-the-minute” information like CNN or USA today.



Home returns to the page that has been specified as the *Home Page* or starting page.



Favorites launches the **Explorer Bar** that contains a personalized list of frequently visited Web sites. Organize and add Web sites within the **Explorer Bar**, as well as, in the *Favorites* pull-down menu.

Google Search Window

Most browsers now have a *Google Search Window* or even a *Google Toolbar* installed on them. New Internet users commonly confuse the Google search window with the address window. Remember the *address window* is where urls are entered to access a web page. The *Google Search Window* is where key words are entered to search for web sites related to a specific topic. URLs can be entered in the Google Window but the website will appear in the list of hits in the Google search.

If the URL of the site is known, it should be typed in the Address Window. This way the web site will appear when “Go” or the “enter” key is pressed. If the exact URL is not known, then the search is begun by typing key words into the Google window.



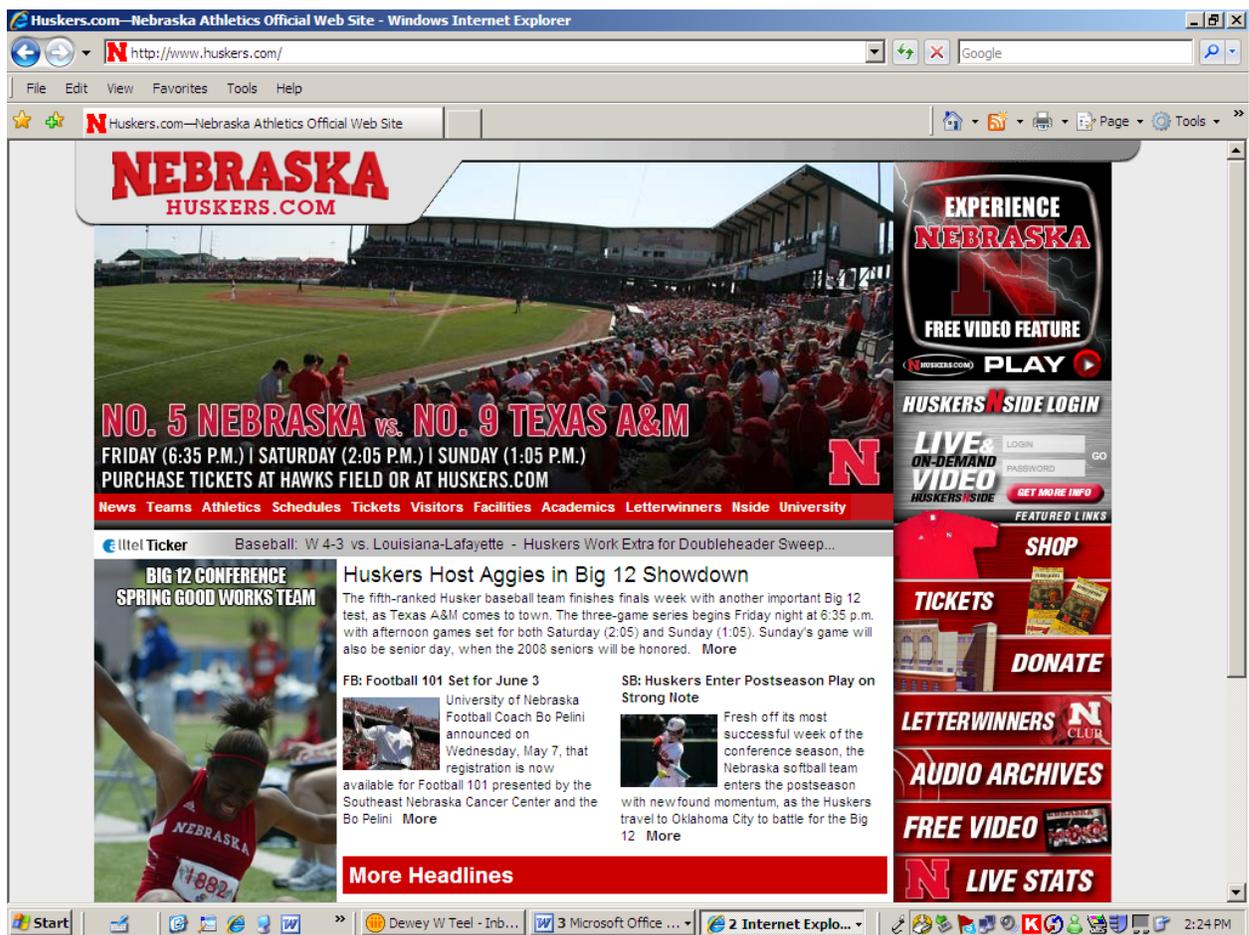


Chapter 3

Getting Started on the Internet

Most people begin searching the Internet by typing in URLs or Web Addresses into the address bar. URLs are found everywhere anymore and the website can be accessed by typing the URL in the address window.

Many web address begin with “HTTP.” Usually this does not need to be typed in, we simply start with the [WWW](http://www.huskers.com). Let’s start by typing in the following URL. www.huskers.com. After typing in the URL, press enter or click on the green go button. The Huskers Web Site will appear on the screen.



To begin, roll the mouse around the content area of the screen. When the mouse pointer takes on the appearance of a “hand” we have come to a “clickable link” which will take us to another location in this website. When the “hand” appears we can click with the left mouse button to activate the link and go to the new location. Practice clicking on the various links and using “back” and “home” to begin browsing the Internet.

Your instructor will guide you through many examples of web sites to practice browsing the Internet.

Examples are:

www.mapquest.com
www.weather.com
www.switchboard.com
www.nebraska.gov
www.horsecity.com
www.antiquecar.com
www.unl.edu
www.hispanicsurf.com
www.4h.unl.edu

Searching for Information on the Web

Information can be gathered on the Web by using directories and search engines. Directories are listings of Internet resources, usually by topic. Directories rely on people to submit and categorize listings. Not all sites are indexed in particular directories. Some directories only include sites that meet certain criteria. Use directories for searches on general topics.

Search engines such as *Google*, *Teoma* and *MSN Search* attempt to index every site on the Internet by keywords. These search engines use software agents called spiders, bots, or crawlers to scour the entire Web to search the Internet, index the sites, and build a database. The user can search those databases to find information on specific topics. Users will achieve better results from search engines when using keywords specific to the topic being searched.

Directories

- *Yahoo* <http://www.yahoo.com>
- *LookSmart* <http://www.looksmart.com>

Primary Search Engines

- *Google* <http://www.google.com>
- *MSN* <http://search.msn.com>
- *Teoma* <http://www.teoma.com>



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Practice some simple searches. For example, search for information about gardening. Go to *Yahoo* (<http://www.yahoo.com>). Although the *Yahoo* database is searchable, start by browsing through the directory listing. From the main directory, choose *Recreation and Sports*. Then, choose the subdirectory *Hobbie*, then *Lawn and Gardening*. Explore the listings or go into the subdirectories under *Gardening*.

Next, try to use a search engine such as *Google.com*. *Google* is one of the most popular since it offers the largest collection of Web pages of any crawler-based search engine. It is especially helpful in finding good sites in response to general searches by category or directory.

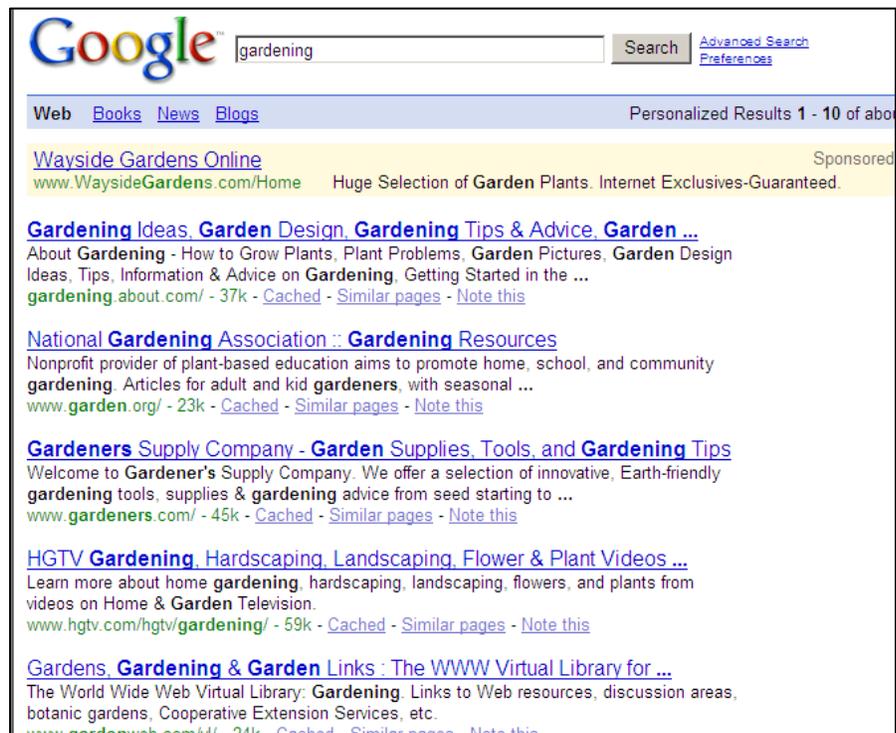


Search for the keyword *gardening*.

Type the keyword in the space provided and click on *Google Search*. The first 10 of nearly 10 million sites that include the keyword, gardening will appear.

Google and other search engines rate how well the site matches a query and lists the most relevant sites first. But, the sites may not be particularly relevant to the user. (As the *Google* database is updated, the results of the same query may vary.)

Search engines allow the user to narrow a query to achieve more accurate results. (Since there are millions of Web sites, search engines streamline the process.) There are some differences in the basic and advanced search features of the various search engines.



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Now, narrow the search. Click on *Advanced Search* to the right of the search box. The *Google Advanced Search* page appears. Then click on *Advanced Search Tips* on top to the right.

- Make keywords as specific as possible.
- By default, *Google* only returns pages that include all search terms. It is unnecessary to place the word *and* between the terms.
- Google ignores common words and characters such as *where* and *how*, as well as certain single digits and letters. If a common word is essential for the desired result, include it by putting a space and a plus sign (+) before the word. To exclude certain words from searches, add the word to the search box with a space and minus (-) sign before it. To search for all documents containing a certain phrase, put quotation marks around the string of words in the search field that make up the phrase.
- Google searches are NOT case sensitive. All letters are understood as lower case.
- Google searches for the exact words typed in the search box. Use these hints to narrow the query further. Search for: *gardening perennials oriental lilies*. This will deliver a list of around 17,000 documents. This is a smaller, but still somewhat unmanageable list.

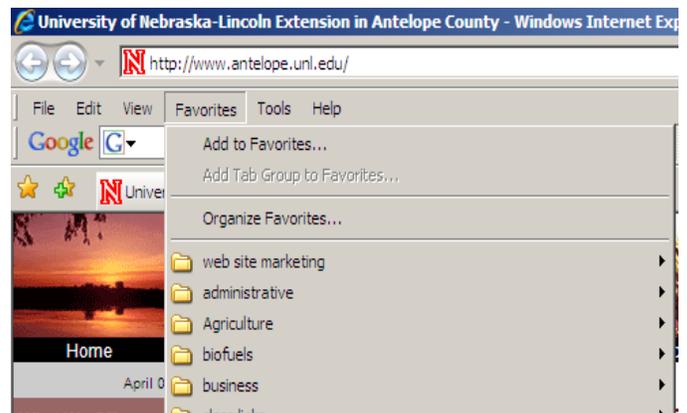
Now, be more specific by adding the name of an oriental lily cultivar called *Star Gazer*, type *gardening perennials oriental lilies star gazer*. The search has been narrowed to about 788 documents

Favorites Pull-Down Menu

Everyone has a list of web sites they commonly use. To organize our favorite websites, we can store them in our Favorites in our browser. Or many times we will spend considerable time searching for information and the URL becomes quite long and difficult to remember or type in. Favorites is a great place to store such web sites and to quickly return to them at a later date.

To add a Web site to the *Favorites* list, click on *Favorites* and then *Add to Favorites*. The name of the site appears in the *Name* field of the menu box that opens. To save the Web site or page with the name as it appears in the *Name* field, click **OK** and it will be placed at the end of the *Favorites* list. Practice going to a few web sites and add them to the favorites on your computer.

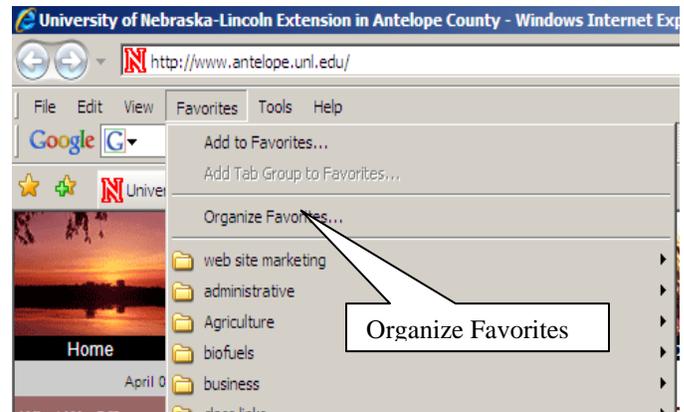
View the *Favorites* list to find the names of the Web sites. To change the name of a Web site, type a new name in the *Name* field within the *Add to Favorites* menu box before clicking **OK**. A name that is recognizable to the user is recommended.



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Because adding Web sites to the list of favorite pages is so easy, *Favorites* lists often grow too long to be efficient. However, by organizing the *Favorites* into folders by topic, the list can be kept manageable and easy to revisit. To organize the *Favorites* list click on *Favorites* and then *Organize Favorites*. Here a user can create folders, rename or delete Web sites, or move Web sites to folders.

To create a new folder click *Create Folder*. At the end of the list a new folder appears with a box beside it that says *New Folder*. Type in a name for the New Folder and press *Enter* on the keyboard or click the left mouse button. Try moving some of the Web sites in the list into the new folder. Click on a Web site with the left mouse button and, while holding the button down, drag the name of the Web site to the new folder. When the name of the new folder becomes highlighted, release the mouse button. The Web site will be placed in the highlighted folder.

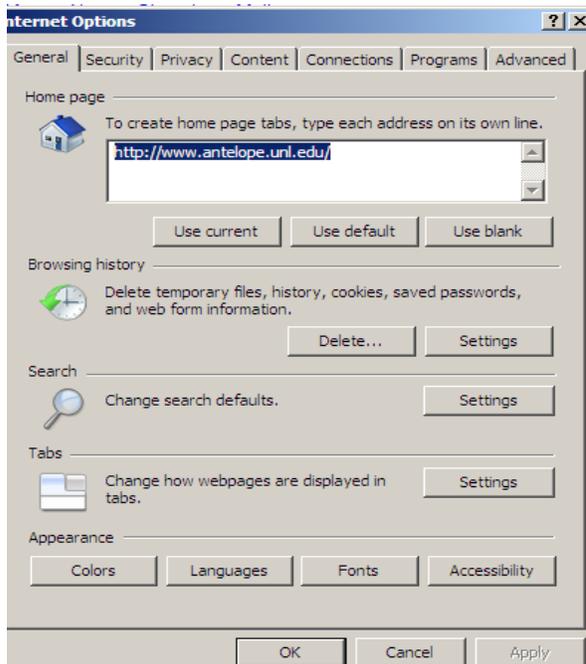


Or, move Web sites in the *Favorites* list in and out of folders by using the **Move to Folder** button. To do this, highlight the Web site to be moved by clicking on it with the left mouse button. Then, click **Move to Folder**. A new menu box appears containing a list of the folders that have been created. Click on the folder where the Web site is to go and click *OK*.

To delete a Web site from the *Favorites* list, highlight it and click **Delete**.

To rename a Web site, highlight it and click **Rename**. When a box appears around the old name, type in the new name and press *Enter* on the keyboard or click the left mouse button.

Changing the Browser Home Page



The Home Page is the web site which appears when the browser is opened. It can be set to the site preferred by the user. It is easy to change the browser Home Page.

Click once with the Left Mouse Button on *Tools* on the Menu Bar. Select *Internet Options* and the following Window appears.

From this window there are two options for setting the Home Page. One option is to type the URL of the Web Site in the window as shown to the right.

The other option is to first navigate to the Web Site that is to be the Home Page. Then click on the "Use Current" button. Other choices are to use the Windows default site or "Use Blank."

Save a Picture from the Web

It is against copyright regulations to use pictures from the internet without permission. If a graphic copied from one web site is used on another web site or in published material, permission from the designer must be obtained.

However, many web sites offer free graphics for web pages and/or clipart that can be used in printed documents. Yahoo (www.yahoo.com) lists a number of these web sites. Most are listed under the **Computers and the Internet/Graphics** category. Many designers require that credit be given and/or that a link to their web page be included if their picture is used on another web page.

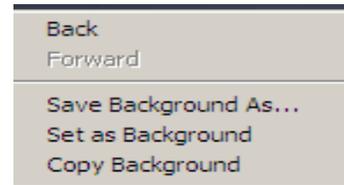


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For practice, go to, <http://coloquio.com/> and right click on the image. When the dialog box appears, select *Save Picture As*. When a *Windows* folder appears, choose a directory and folder where the picture is to be saved, rename the picture if desired, then click *Save*. Remember where the image is saved for later use.

Saving a Picture as a Background

Pictures from the Internet can be used as background images on desktop computers. Locate the picture on the Internet and right click on the picture. Select *Set as Background*). To center the image, rather than having it tiled, click *My Computer>Control Panel>Display*. Select the *Background* tab. Under the drop down menu of *Picture Display*, check *Center*. The last step may vary with different versions of *Windows*.



Copying URLs and Text from a Web Page

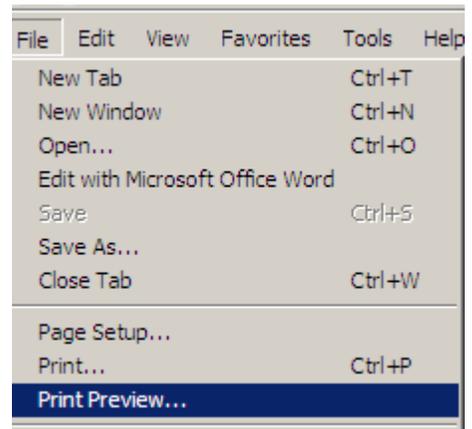
URLs can be difficult to remember and type correctly. To copy a site's URL, highlight the URL in the *Location* box. Select *Edit>Copy*. Open the document where the URL is to be inserted, then select *Edit>Paste*. To copy text from a web page, highlight the text and follow the same copy/paste procedure to place the text into a document.

Copy and paste is a time saving method to save information including URLs from the Internet. Information can be copied and pasted into Word documents or other folders where it can be saved for further reference. Care must be taken to avoid downloading copyrighted material.

Print a Web Page – Print Preview

To print selected web pages, use *Print Preview*. Click *File>Print Preview* to see what the printout will look like. Scroll through the pages by clicking on *Next* to find the page to be. Select the desired page(s) to avoid printing more material that was needed or wanted.

To print selected web pages, use *Print Preview*. Click *File>Print Preview* to see what the printout will look like. Scroll through the pages by clicking on *Next* to find the page to be. Select the desired page(s) to avoid printing more material that was needed or wanted.

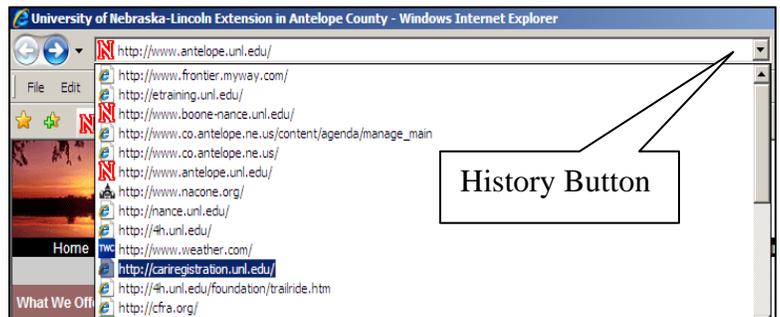


Chapter 4

This chapter will teach how to use features of your computer and browser to keep your computer safe. Safety to your computer and safety to the user are concerns that are discussed in this chapter. You will learn how to search for information leading to web sites your computer has visited. To conclude this series of computer classes, we will learn how to keep the computer user safe while on the Internet.

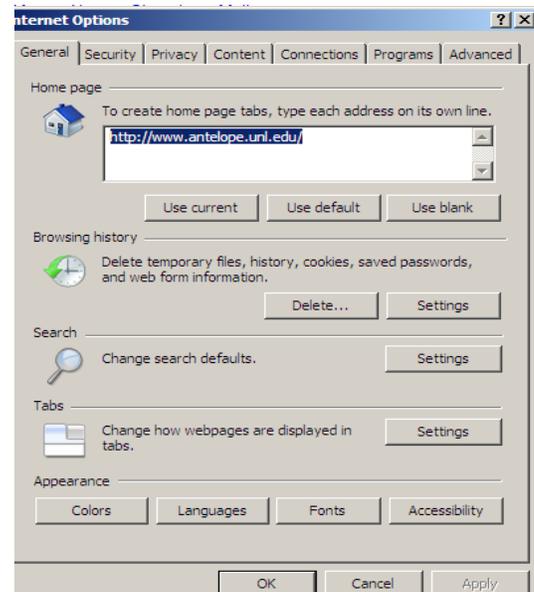
History

The browser stores web sites that have been recently typed into the address window. They are found in the *History* folder in the address window. To access the History list, click once on the “down arrow” found at the right end of the address window. A list of the web sites that have been typed into the address window appears in the drop down window. If a web site that is to be visited is found in this list, click on it once with the left mouse button. The web site will open in the browser.



To adjust the number of days that Web sites are retained in the *History* folder, click on the up/down arrows in the field next to the **Clear History** button. The **Clear History** button eliminates all the links from in the *History* folder.

History



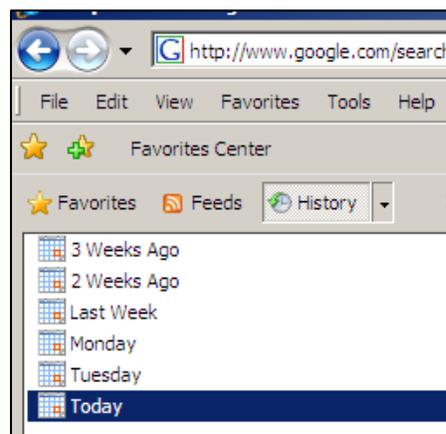
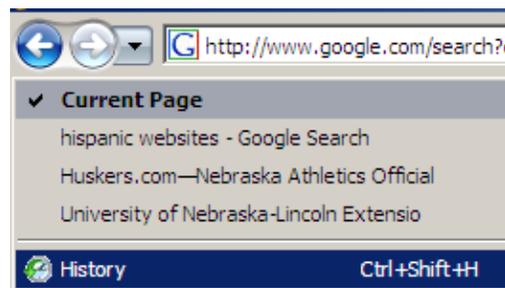
History and the Back Button



Another folder that stores even more web site is found under the “back” button.

Again, by clicking once with the left mouse button on the “down arrow” just to the right of the back button, a folder with recently visited web sites will open. One will notice this list includes all web sites the computer has visited, not just the ones that were typed in as found in the history list found in the address window.

From this window we can access web sites that were visited by weeks or days of the week. Each can be expanded by clicking on the desired time frame. Web sites can be deleted from this list by selecting them with the left mouse button and pressing the “delete” key on the computer key board.



Internet Cookies

Cookies are pieces of information generated by a Web server and stored in the user's computer, ready for future access. *Cookies* are embedded in the HTML information flowing back and forth between the user's computer and the Web server. *Cookies* are implemented to allow user-side customization of Web information. For example, *Cookies* are used to customize Web searches; to allow a user to participate in online contests (but only once); and to store shopping lists of items a user has selected while browsing an online store.

Cookies make use of user-specific information transmitted by the Web server onto the user's computer so that the information will be available for later access by itself or other servers. In most cases, the storage of personal information into a *Cookie* generally goes unnoticed, and so does access to it. Web servers automatically gain access to relevant *Cookies* whenever a user establishes a connection, usually in the form of a Web site request.

Cookies are based on a two-stage process. First, the *Cookie* is stored in the user's computer without consent or knowledge. For example, with customizable Web search engines such as *My Yahoo!*, a user selects categories of interest from the Web page. The Web server creates a specific *Cookie*, a tagged string of text that contains the user's preferences, and transmits this *Cookie* to the user's computer. The user's Web browser, if *Cookie-savvy*, receives the *Cookie* and stores it in a special file called a *Cookie* list. This happens without any notification or user consent. As a result, personal information (in this case the user's category preferences) is formatted by the Web server, transmitted, and saved by the user's computer.

During the second stage, the *Cookie* is clandestinely and automatically transferred from the user's computer to a Web server. Whenever a user directs the Web browser to display a certain Web page from the server, the browser will, without the user's knowledge, transmit the *Cookie* containing personal information to the Web server.

Source: Brevard's User Group (BUG) of Melbourne, Florida, <http://bugclub.org>

Can a computer get a virus from using the Internet?

YES!! It is becoming more common for viruses to be transmitted via the Internet and e-mail.

Viruses are executable programs that attach themselves to programs or data files. They usually attack four parts of a computer—the executable program files, a file directory system that tracks the location of the computer's files, the boot and system area needed to start the computer, and the computer's data files. *Trojan horses* are files or programs disguised as being normal and helpful. *Worms* are programs designed to infect computer networks such as the Internet. They travel from networked computer to networked computer replicating themselves along the way.

Generally, viruses are not spread by reading and sending e-mail or browsing Web pages. If a program is downloaded, there is a chance that it could be infected with a virus. Also, there is a slight chance that a virus could be contracted from running the *Java* applications that now appear on many Web sites .

Guidelines to minimize possible damage from viruses:

Download files only from reputable Internet sites.

Install a virus protection program and run it regularly. Set your computer to regularly access the Internet for virus updates and upgrades to insure protection is always up to date.

Perform system and data backups regularly.

If concerned about infecting a computer with *Java* applications, set the preferences on the browser to not run *Java*.

Is the Internet safe for children?

The Internet can provide excellent educational resources for children. However, it has a dark side and parents should not leave children totally unsupervised. To make surfing the Web safer for children, follow these guidelines:

Set ground rules.

Maintain trust between parent and child.

Respect children's privacy, as long as they are safe.

Be realistic. Think about what they see and hear in the real world.

Keep children safe.

Go online with the child. Spend time on the Internet. Learn what is available on the Internet and how it works. This will enable better decisions regarding children's Internet use.

Monitor children's online activities. Parents have the right to see what sites children visit and with whom they visit in chat rooms.

Establish rules. When children see or read questionable material, they should be encouraged to show it to their parents or talk to them about it. Clear guidelines about appropriate use of the Internet should be established. For instance, decide whether children should use the Internet when parents are not at home. Decide how long they are allowed to use it and for what purposes. Parents must be clear about what the consequences of inappropriate use of the Internet will be.

Explain to children that they should never give out personal information (name, address, phone number, credit card number, etc.) to anyone over the Internet without permission.

Parents should be aware of Internet sites visited when children visit the homes of friends.

Parents should know their legal rights as parents of children who use the Internet. Before a site targeting children under 13 can capture, use, or share information about children, parents must be notified by e-mail, regular mail, fax, or phone.

Protect passwords and create hard-to-decipher user names. Teach children to create aliases that don't use their real names, ages, or gender.

Be wary about posting family photos in Web sites. Ofoto.com (<http://www.ofoto.com>) allows people to create online photo albums that are password protected. Only those who know the password can view the family photos online.

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Programs designed to block out objectionable material are available. Some of these programs can limit the amount of time spent on the Internet. Check the following sites:

- ➔ Cyber Patrol – <http://www.cyberpatrol.com>
- ➔ Cybersitter – <http://www.solidoak.com>
- ➔ Net Nanny – <http://www.netnanny.com>

WARNING: These programs are *not* foolproof!

The U.S. Department of Education's *Parent's Guide to the Internet* offers safe surfing advice and a listing of children's sites: <http://www.ed.gov/pubs/parents/internet/>

Consider using an ISP that blocks out questionable sites.

For more information about Internet safety visit:

- <http://www.netsmartz.org/>
- <http://www.komputers4rkids.com/Protection.html>
- <http://www.kidzui.com>
- <http://safekids.com>
- <http://www.fbi.gov/kids/k5th/safety2.htm>

Tips for parents of teens:

Know teens' online habits. How are they spending their online time—in chat rooms, downloading music, etc. Advise them to keep their e-mail addresses as private as possible.

Locate the computer in plain site. Teens need to know they are being monitored.

Tell teens to be very wary of chat rooms, they can be dangerous. Most chat rooms are not moderated.

Children can come across inappropriate material distributed by adult Web sites. Although not foolproof, install a utility such as Spam Killer (<http://www.spamkiller.com>) that blocks unwanted e-mail.

Enforce time limits on Internet use.

Scrutinize the browser's history file. Children who do not want parents to know what they have been viewing online can clear the history file. If this is often the case, parents should pay closer attention to them while they are online.

Control family members' Internet accounts and passwords.

Outwit online fraud. According to the *Internet Fraud Watch*, Web auctions are the most common paths to fraud. Restrict online purchases without permission, even if teens have personal credit cards.

If your child reports suspicious occurrences, notify the proper authorities. If a child is being stalked online, inform local authorities.



Chapter 4

Additional Training Available on the Internet

(Visit these Web sites if available.)

Glossary of Internet Terms – <http://www.matisse.net/files/glossary.htm>

Learn the Net – <http://www.learnthenet.com/>

Internet for Beginners – <http://www.netforbeginners.about.com>

50 Killer Browser Tips – <http://www.pcworld.com/resource/printable/article/0,aid,9495,00.asp>

Computer Basics

Evaluation Chapter 1

After taking this class, has your knowledge of each of the following:	Stayed the same	Increased somewhat	Increased	Increased greatly
The mouse and the mouse pointer				
Learning about the Desktop and shortcut icons				
Starting and opening programs				
Windows - opening, resizing, closing				
Control Panel for computer settings				
Naming and saving files				
Files, folders, drives				
Overall Rating of the Class	Ok	Good	Very good	Excellent
How would you rate this class as a whole				
Did you learn something that you will be able to use on your job or in your business?			Yes	No
Overall comments: Tell us what you liked about the class, something you learned, what you liked or what we could change to make it better.				

Computer Basics

Evaluation

Chapter 2

After taking this class, has your knowledge of each of the following:	Stayed the same	Increased somewhat	Increased	Increased greatly
Cut, Copy, Paste				
Control Panel and how to use it				
What is a "file" and a "folder"				
Creating new folders				
Moving folders and files				
Rename and delete folders and files				
Cleaning up the hard drive				
Overall Rating of the Class	Ok	Good	Very good	Excellent
How would you rate this class as a whole				
Did you learn something that you will be able to use on your job or in your business?			Yes	No
<p>Overall comments: Tell us what you liked about the class, something you learned, what you liked or what we could change to make it better.</p> 				

Computer Basics

Evaluation Chapter 3

After taking this class, has your knowledge of each of the following:	Stayed the same	Increased somewhat	Increased	Increased greatly
Browsers and how do they work?				
Understanding of URLs and Web Addresses				
Accessing a Web Site				
Using Search Engines				
Navigating a Web Page				
Overall Rating of the Class	Ok	Good	Very good	Excellent
How would you rate this class as a whole				
Did you learn something that you will be able to use on your job or in your business?			Yes	No
Overall comments: Tell us what you liked about the class, something you learned, what you liked or what we could change to make it better.				

Computer Basics

Evaluation Chapter 4

After taking this class, has your knowledge of each of the following:	Stayed the same	Increased somewhat	Increased	Increased greatly
Using your browser History				
Using History found with the Back Button				
Internet Cookies				
Computer viruses				
Internet Safety				
Overall Rating of all of the four classes	Ok	Good	Very good	Excellent
Your instructor(s)				
The class as a whole				
Did you learn something that you will be able to use on your job or in your business?			Yes	No
Overall comments: Tell us what you liked about the class, something you learned, what you liked or what we could change to make it better.				