

Use of the Internet

Training given by Moira Reynolds

Adapted by Ann Mary Ware for
general non-school use

Contents

- Desktop example
- Website example and what the home page buttons mean
- Use of favourites
- How to get around a website
- Searching the web using Google
- Making a website your home page

Example of Desktop - first screen you see when the computer is turned on

Double left click
Internet Explorer
to access the
internet

Example
of an icon

Use of Mouse

Hover over an icon
with the mouse

Left - double click
to Open

Right – click to see
various options



Example of a Website - Google

First page to open up is "Home Page"

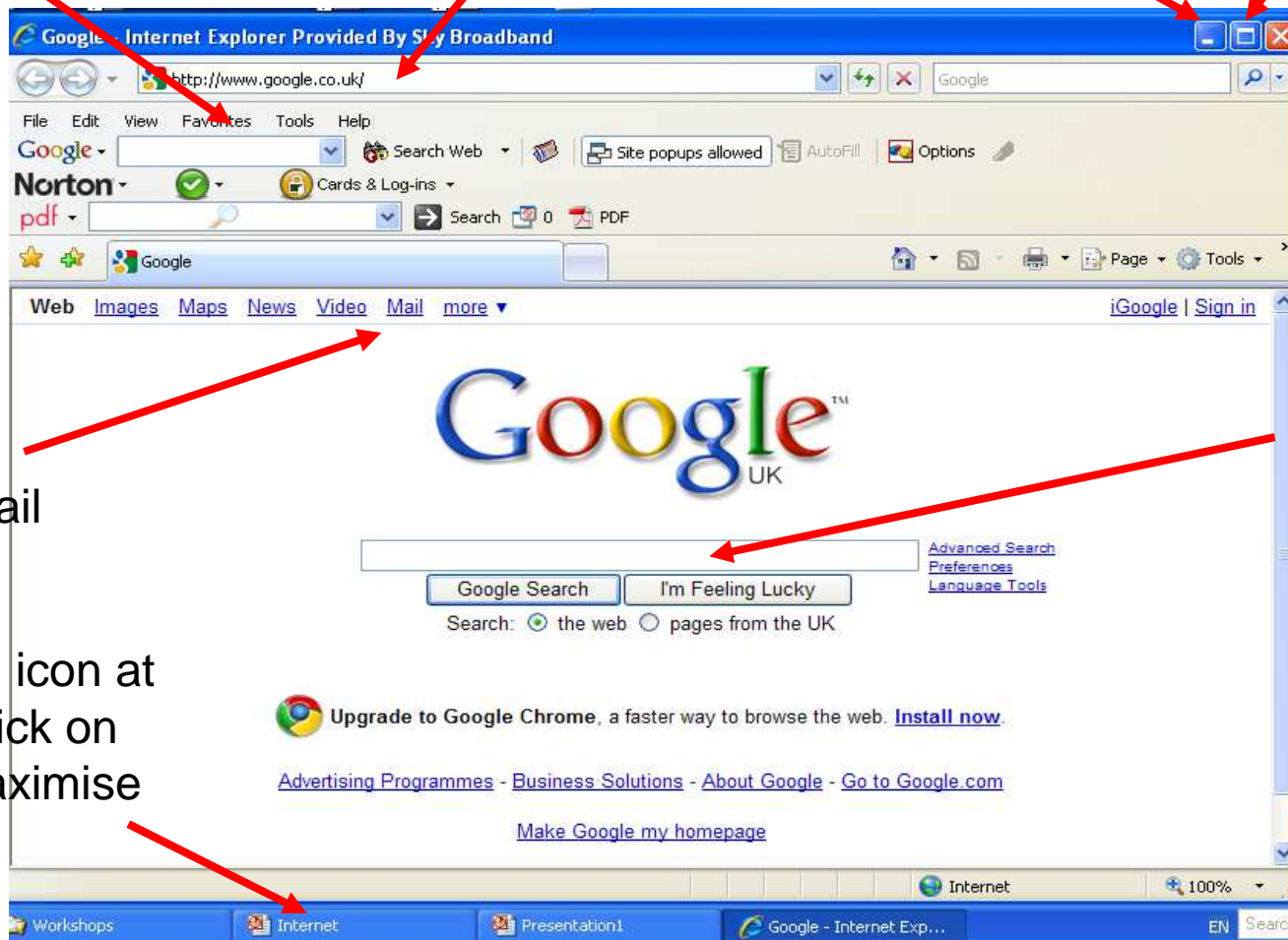
url – website address

Minimise page – place in holding position on bottom bar

Maximise page to full screen, press again to restore

Access Favourites

Close page



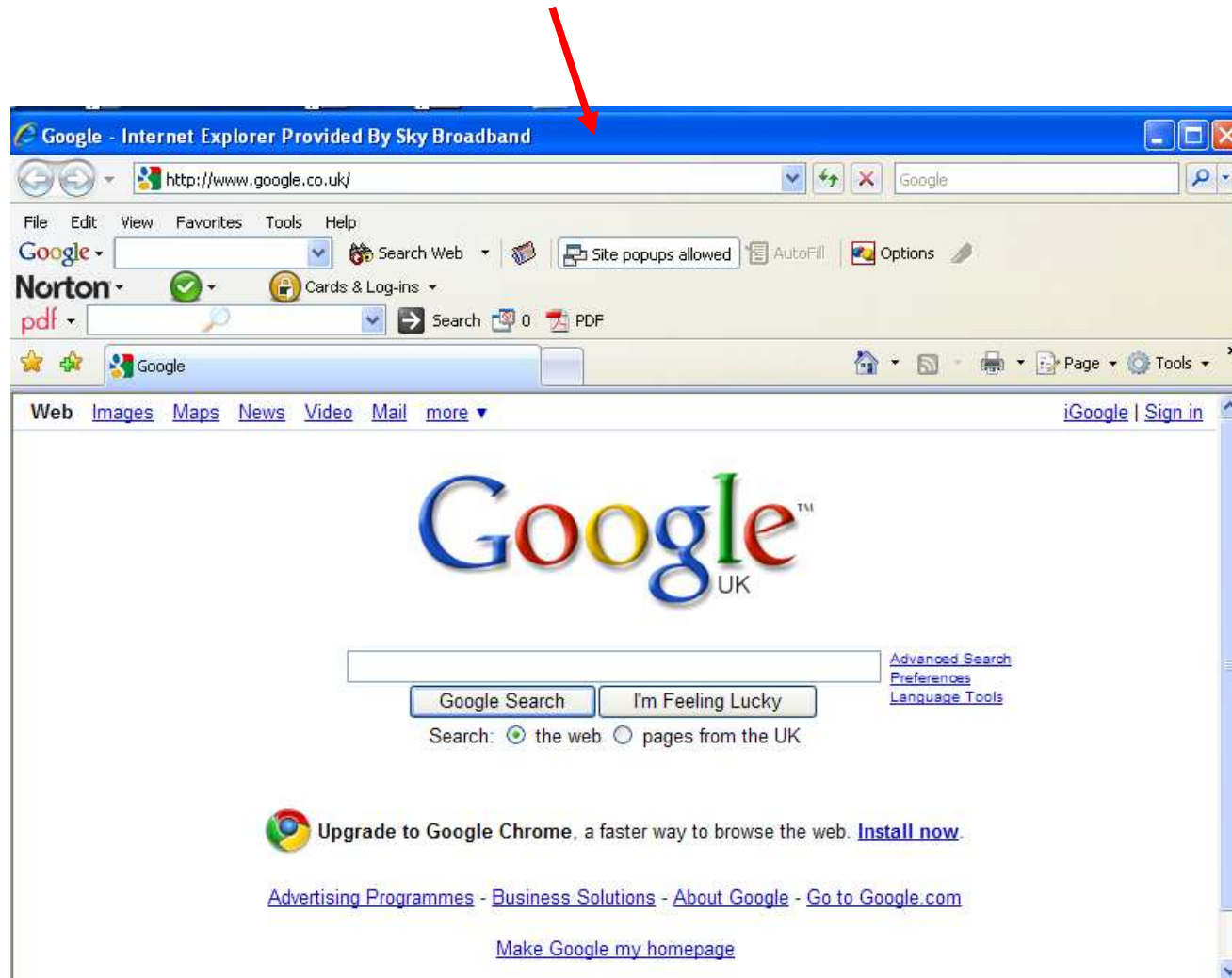
Access mail

Box to enter search information , e.g. U3A

Minimised icon at bottom, click on icon to maximise again

Can move window by clicking on blue band, hold mouse button down with left key, and drag round the screen.

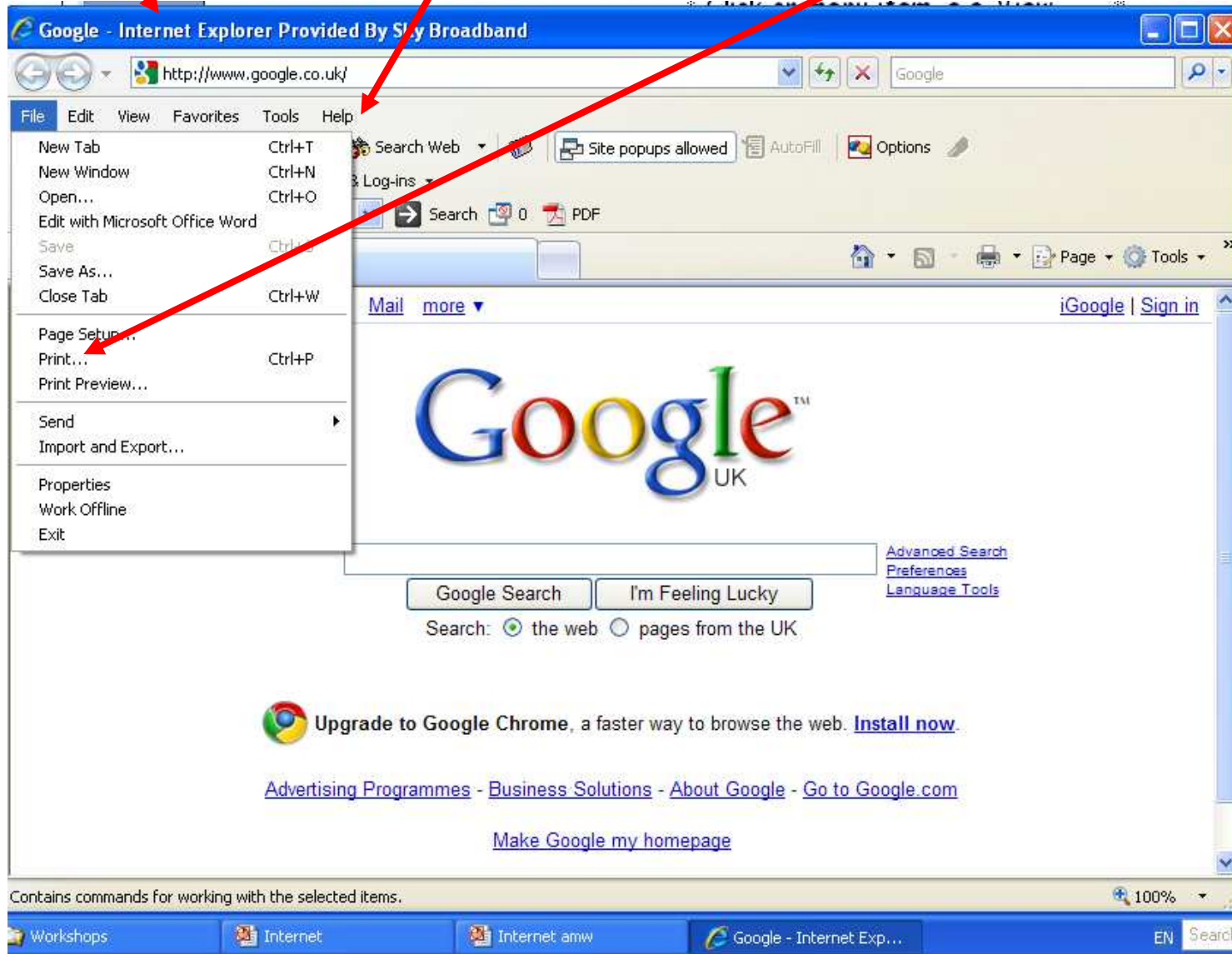
To change shape/size hover with mouse on corner, then use doubleheaded black arrow



Name of application

Menu bar

Click on menu item, e.g. File gives series of options, plus sub options, e.g. Print

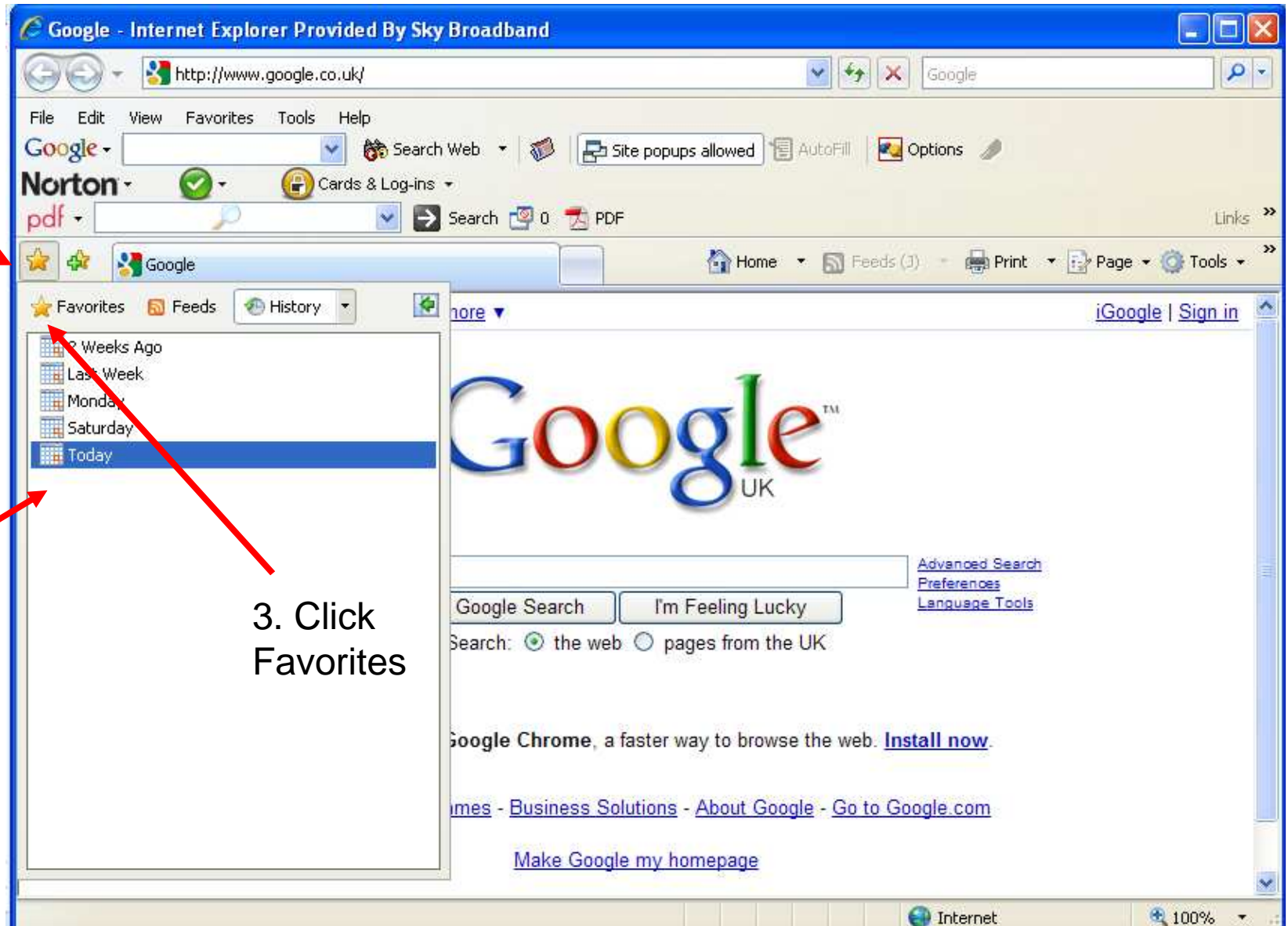


Favourites can be accessed two ways. Option 1

1. Click here

2. The following pop up box appears

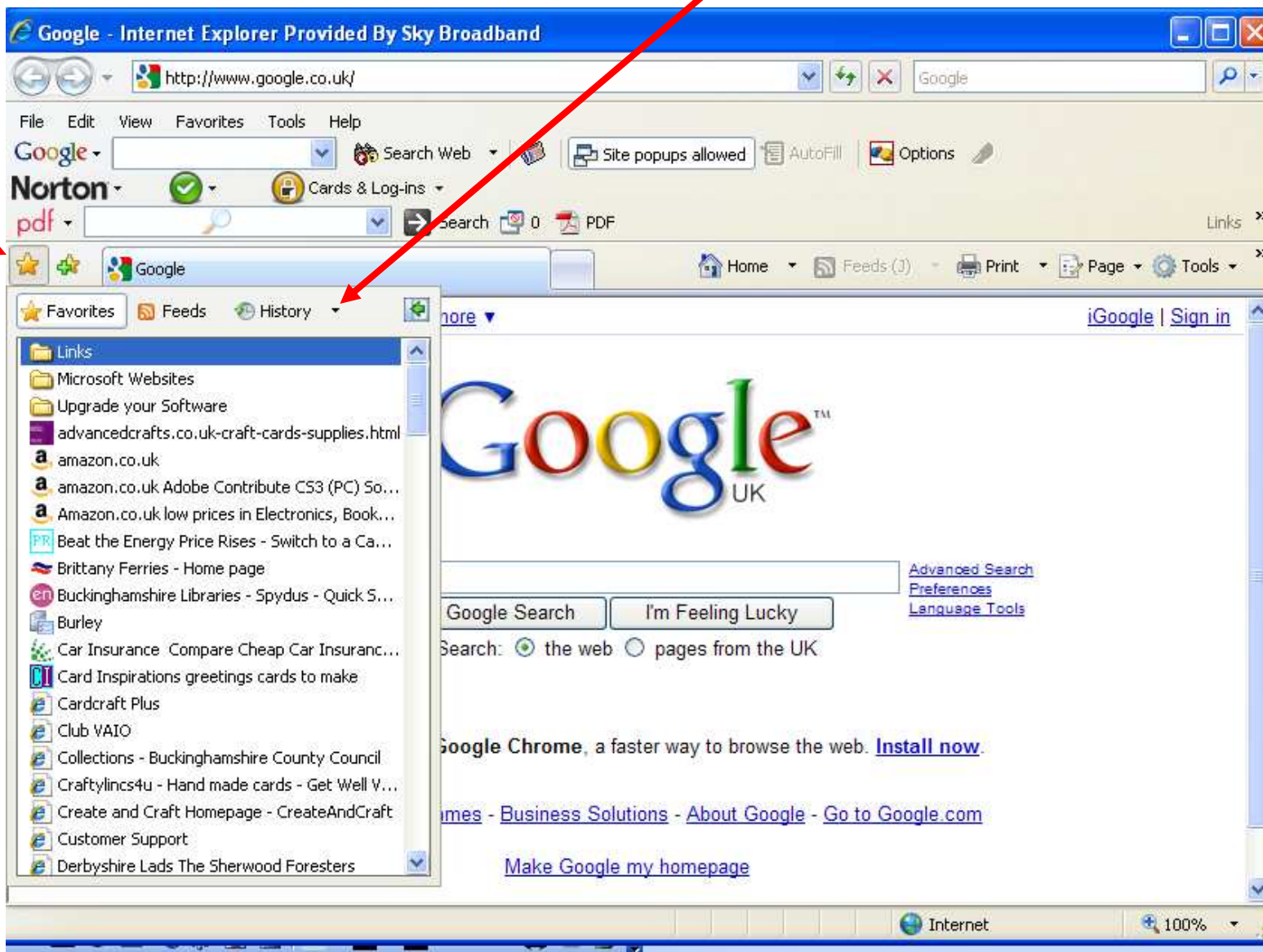
3. Click Favorites



All your favourites appear

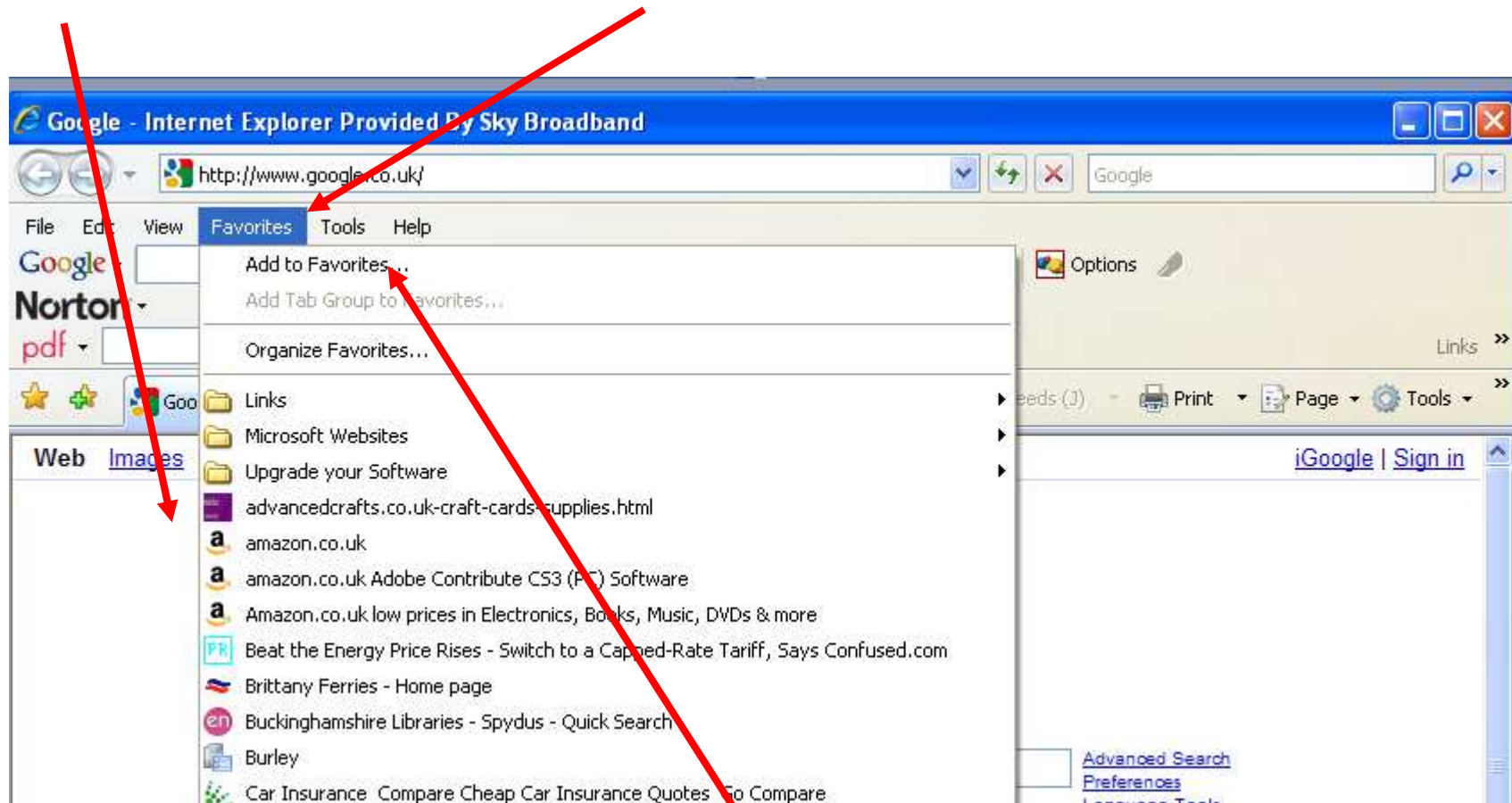
Can also see your history by Date, Site & Most visited

Click here again to close favourites



Favourites can be accessed two ways. Option 2

2. All favourites are shown 1. Click Favourites



3. To add a website to favourites, click here

Give the website a meaningful name

Google - Internet Explorer Provided By Sky Broadband

http://www.google.co.uk/

File Edit View Favorites Tools Help

Google Search Web Site popups allowed AutoFill Options

Norton pdf Search PDF

Home Feeds (3) Print Page Tools

Web Images Maps News Video Mail

Add a Favorite

★ Add a Favorite
Add this webpage as a favorite. To access your favorites, visit the Favorites Center.

Name: Google

Create in: ★ Favorites New Folder

Add Cancel

Click Add, unless you wish to make a new folder first

Google Search I'm Feeling Lucky

Search: the web pages from the UK

Upgrade to Google Chrome, a faster way to browse the web. [Install now](#)

[Advertising Programmes](#) - [Business Solutions](#) - [About Google](#) - [Go to Google.com](#)

[Make Google my homepage](#)

Internet 100%

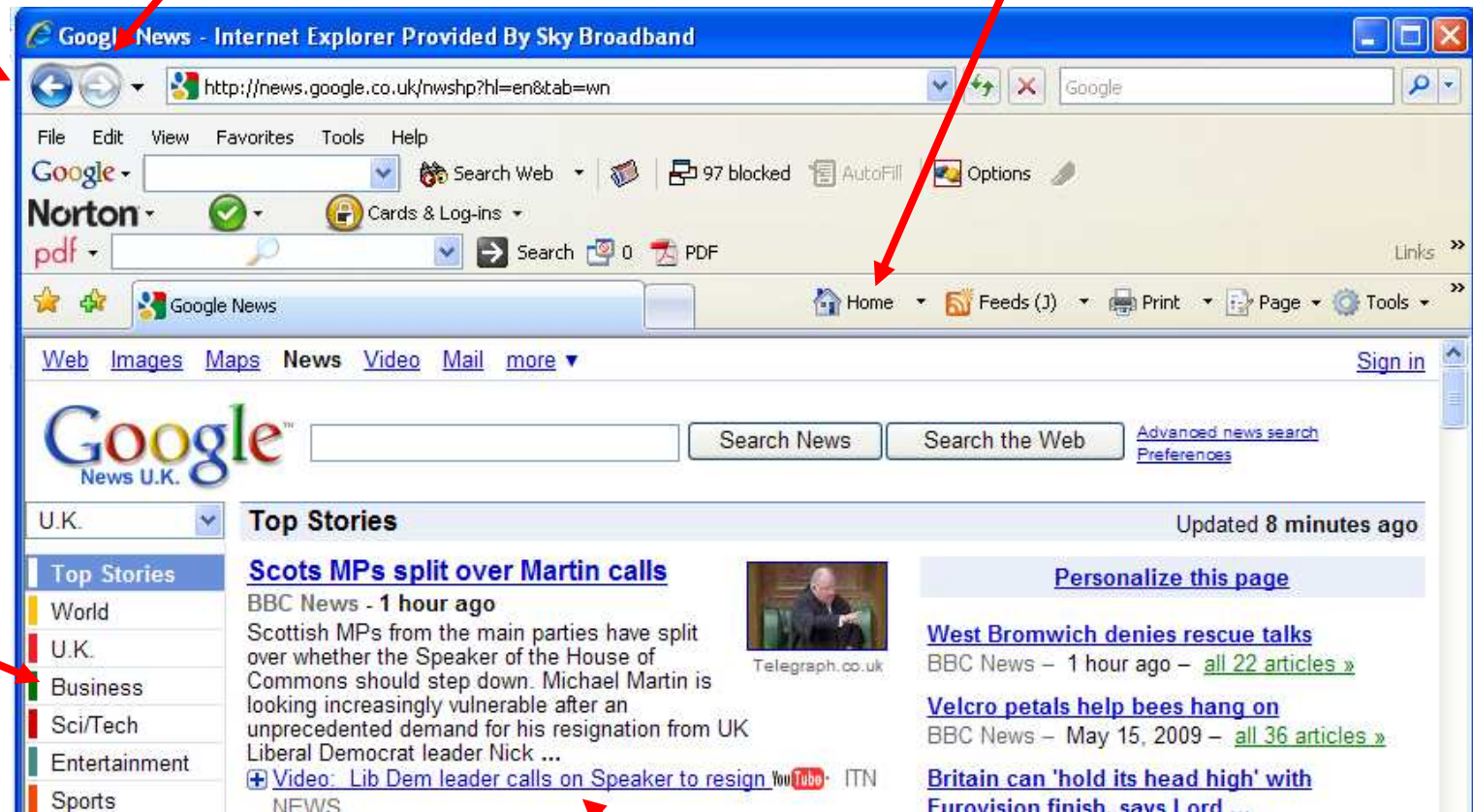
How to get around a website

Takes you forward to a page you were previously in, if highlighted

Back to Home/start page

Back a page

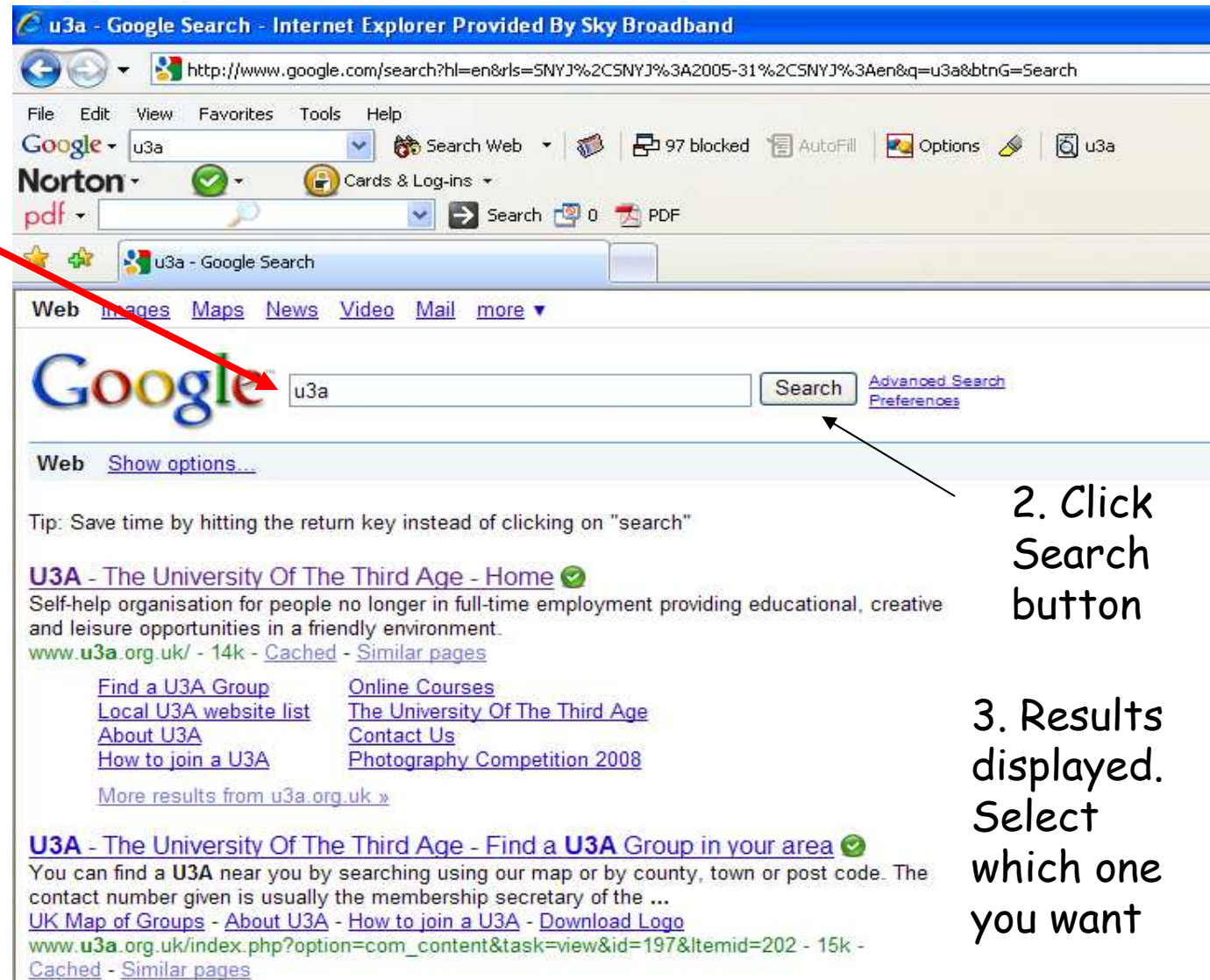
Interactive sections are buttons on left hand side. Click takes you somewhere else



Hyperlinks are underlined, are a way of getting round. Hover & mouse changes to a hand. Click takes you somewhere else.

Searching the Web - Use Google

1. Type keywords into Search box



The screenshot shows an Internet Explorer browser window with the address bar displaying a Google search URL. The search box contains the text 'u3a' and the 'Search' button is highlighted. The search results for 'U3A - The University Of The Third Age' are displayed below. The results include a tip about using the return key, a link to the U3A home page, and a link to find a U3A group in your area.

Web [Images](#) [Maps](#) [News](#) [Video](#) [Mail](#) [more](#) ▼

Google [Advanced Search](#)
[Preferences](#)

Web [Show options...](#)

Tip: Save time by hitting the return key instead of clicking on "search"

U3A - The University Of The Third Age - Home ✓
Self-help organisation for people no longer in full-time employment providing educational, creative and leisure opportunities in a friendly environment.
www.u3a.org.uk/ - 14k - [Cached](#) - [Similar pages](#)

Find a U3A Group	Online Courses
Local U3A website list	The University Of The Third Age
About U3A	Contact Us
How to join a U3A	Photography Competition 2008

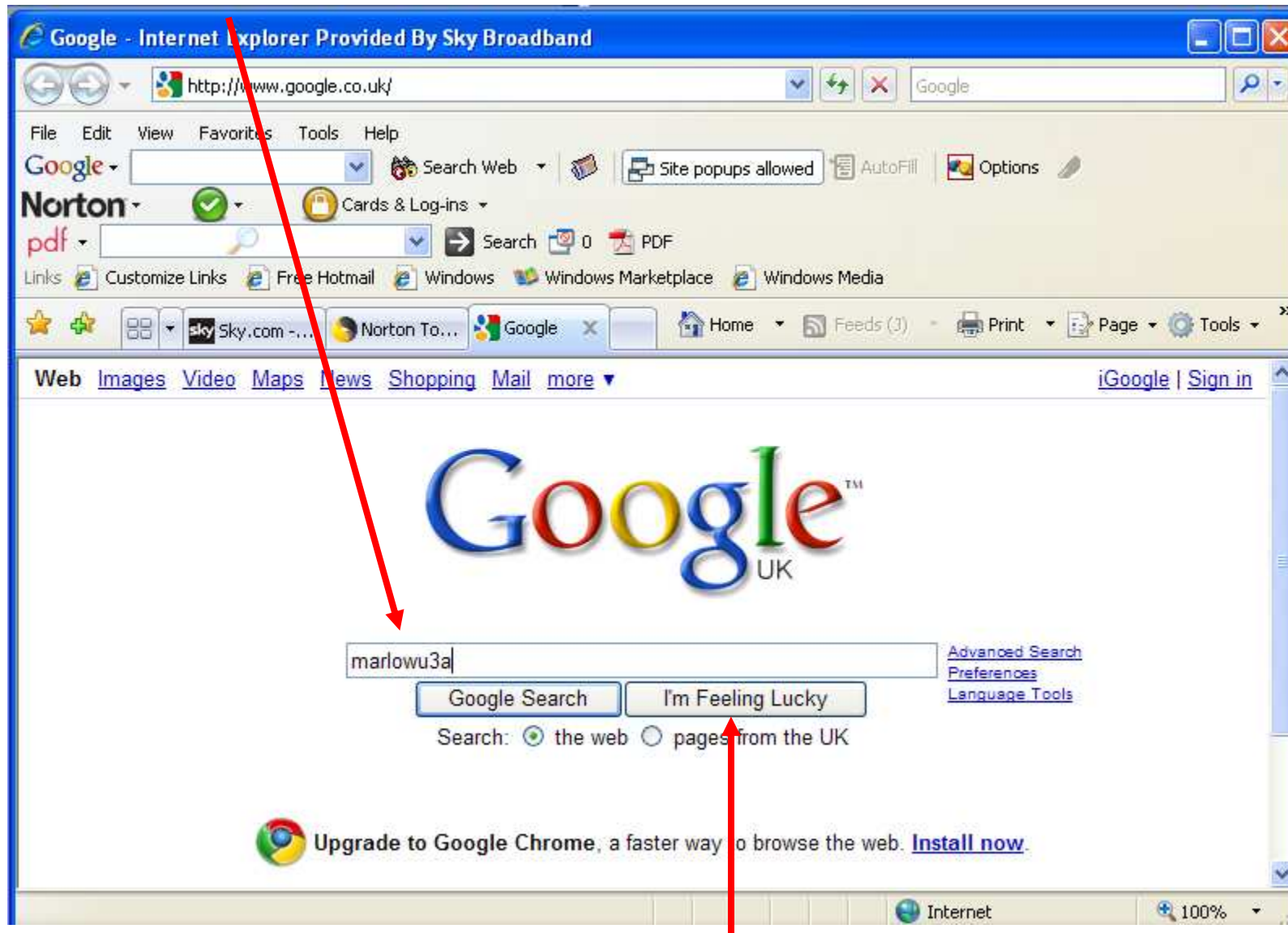
[More results from u3a.org.uk »](#)

U3A - The University Of The Third Age - Find a U3A Group in your area ✓
You can find a **U3A** near you by searching using our map or by county, town or post code. The contact number given is usually the membership secretary of the ...
[UK Map of Groups](#) - [About U3A](#) - [How to join a U3A](#) - [Download Logo](#)
www.u3a.org.uk/index.php?option=com_content&task=view&id=197&Itemid=202 - 15k - [Cached](#) - [Similar pages](#)

2. Click Search button

3. Results displayed. Select which one you want

Type in what you are looking for



I'm feeling lucky takes you straight to the first site listed

Searching the Web - Use Google Advanced Search

u3a - Google Search - Internet Explorer Provided By Sky Broadband

http://www.google.com/search?hl=en&rls=5NYJ%2C5NYJ%3A2005-31%2C5NYJ%3Aen&q=u3a&btnG=Search

File Edit View Favorites Tools Help

Google u3a Search Web 97 blocked AutoFill Options u3a

Norton pdf Cards & Log-ins Search 0 PDF

u3a - Google Search

Web Images Maps News Video Mail more

Google u3a Search [Advanced Search](#) [Preferences](#)

Web [Show options...](#)

Tip: Save time by hitting the return key instead of clicking on "search"

U3A - The University Of The Third Age - Home

Self-help organisation for people no longer in full-time employment providing educational, creative and leisure opportunities in a friendly environment.

www.u3a.org.uk/ - 14k - [Cached](#) - [Similar pages](#)

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How to join a U3A	Photography Competition 2008

[More results from u3a.org.uk »](#)

U3A - The University Of The Third Age - Find a U3A Group in your area

You can find a U3A near you by searching using our map or by county, town or post code. The contact number given is usually the membership secretary of the ...

[UK Map of Groups](#) - [About U3A](#) - [How to join a U3A](#) - [Download Logo](#)

www.u3a.org.uk/index.php?option=com_content&task=view&id=197&Itemid=202 - 15k - [Cached](#) - [Similar pages](#)

Click
Advanced
Search

More options given for you to hone in on desired site

Click Advanced Search when ready

The screenshot shows the Google Advanced Search interface in an Internet Explorer browser window. The browser title is "Google Advanced Search - Internet Explorer Provided By Sky Broadband". The address bar shows the URL: http://www.google.com/advanced_search?q=u3a&hl=en&rls=SNYJ,SNYJ:2005-31,SNYJ:en. The search query "u3a" is entered in the main search box. Below the search box, there are several sections for refining the search:

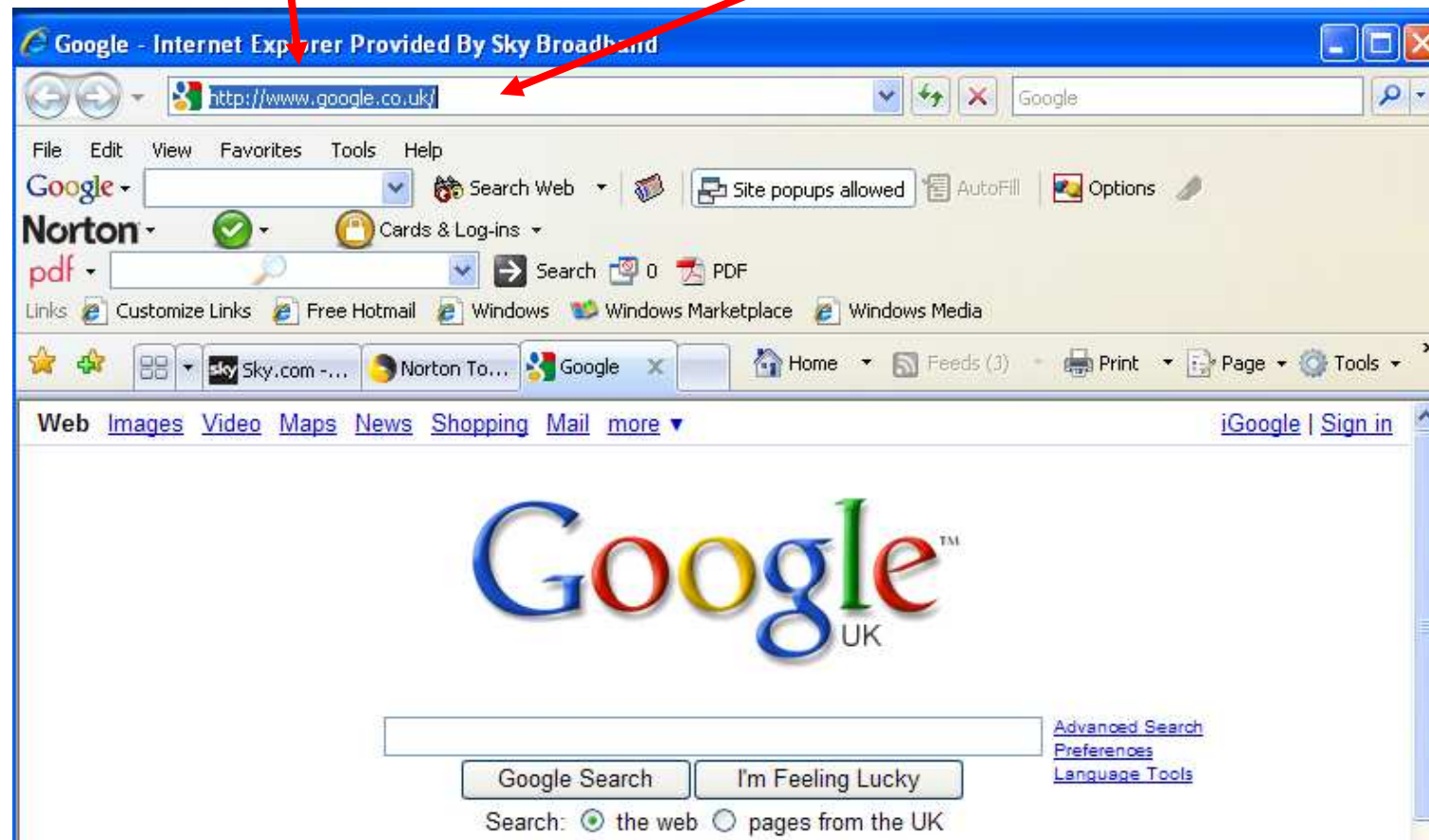
- Find web pages that have...**
 - all these words:
 - this exact wording or phrase:
 - one or more of these words: OR OR
- But don't show pages that have...**
 - any of these unwanted words:
- Need more tools?**
 - Results per page:
 - Language:
 - File type:
 - Search within a site or domain:

At the bottom left, there is a link: [+ Date, usage rights, numeric range, and more](#). At the bottom right, there is a button labeled "Advanced Search". A red arrow points from the text "Click Advanced Search when ready" to this button.

Quickest way to get to a website, when you know the correct url

Click on the address of the web page, and it will turn blue

Start typing, and the blue will be replaced, e.g. www.marlowu3a.co.uk – then click the enter key



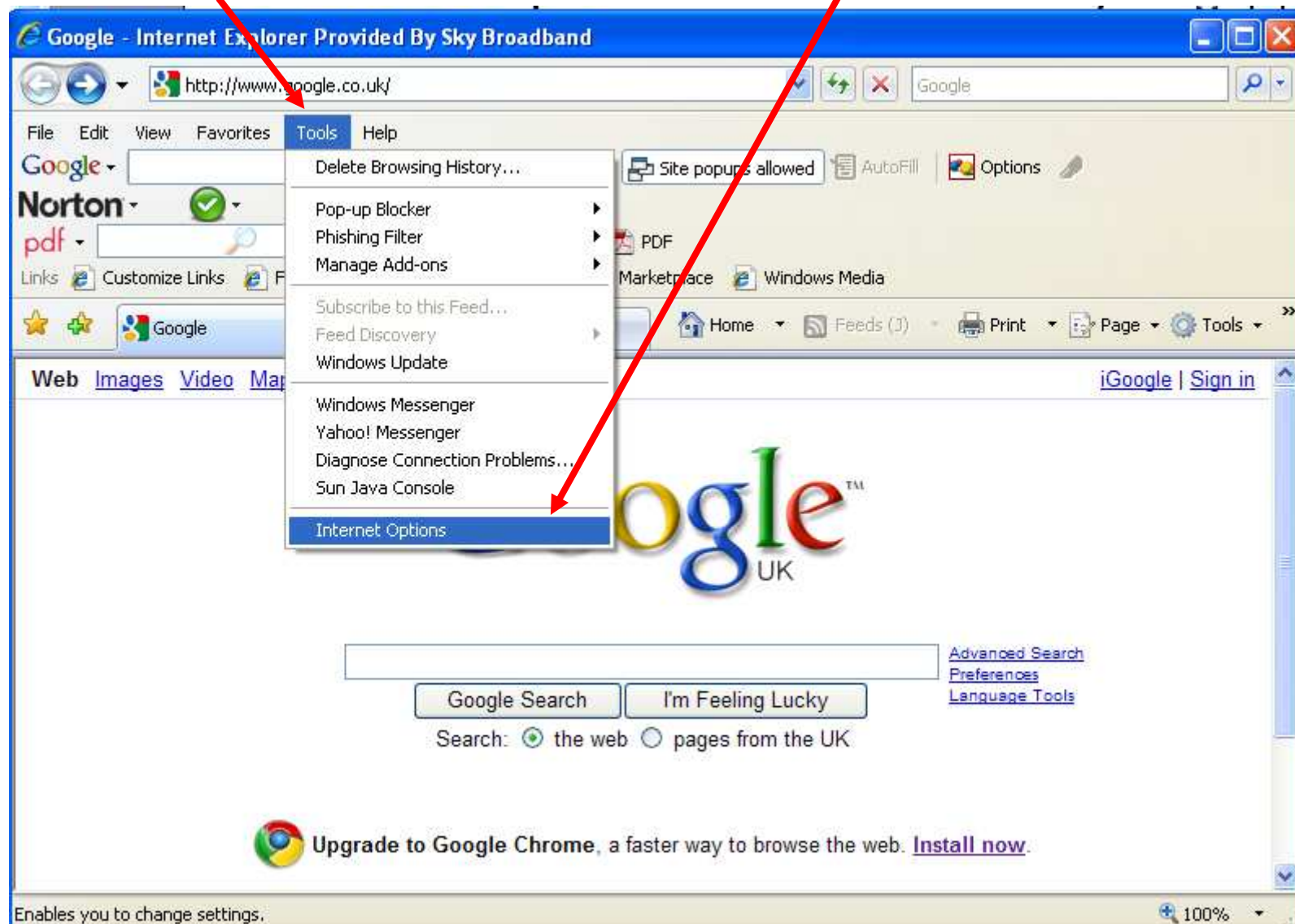
Sound horn indicates the Programme can be listened to on the computer

The image shows a screenshot of a web browser displaying the BBC Radio 4 website. On the left, a search engine results page for 'Times newspaper' is visible. The main content area shows the BBC Radio 4 logo and navigation links: 'Home', 'Programmes', 'Schedule', and 'Podcas'. Below this, the program 'woman's hour' is featured with the text 'WEEKDAYS 10-11AM, SATURDAYS 4-5PM'. A blue navigation bar contains links for 'HOME | LISTEN | RECENT ITEMS | EMAIL US | NEWSLETTER'. The date '11/05/2009' is displayed. At the bottom, a section titled 'This Programme Is On Air Now:' includes the BBC Radio 4 logo and a red sound horn icon next to the text 'Listen Live on BBC Radio 4 (Started at 10:00)'. A red arrow points from the text at the top of the image to the sound horn icon.

To make a website your home page, i.e. first one you visit

1. Click on Tools

2. Click on Internet Options



In the General tab

1. Check correct url address is shown

2. Click on Use Current

3. Click OK

