Maitland Campus

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Access the Internet
Electronic Mail

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ACCESS THE INTERNET

The Internet is one of the most vibrant and revolutionary forms of communication we have today - it is a rich source of online information.

**What is the Internet?**

The Internet is a public collection of computer networks joined together to communicate and exchange information with each other (an **INTERnational NETwork of computers**). Note that:

- all computers connected to the Internet basically have equal standing, so no one computer is considered more important than another.

- nobody owns or controls the Internet, although there are groups who set rules and define standards.

**What are the components of the Internet?**

There is no single way to access and use all the information and resources on the Internet. Even though it appears that the Internet is one entity, it is actually made up of several different components, including:

<table>
<thead>
<tr>
<th>Component</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>World Wide Web (WWW)</strong></td>
<td>The part of the Internet that is used most of the time – it requires a browser such as Internet Explorer or Netscape Navigator and enables users to access text, graphics, audio, video, animation, virtual reality and other types of information.</td>
</tr>
<tr>
<td><strong>Email</strong></td>
<td>Allows you to send and receive messages.</td>
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<tr>
<td><strong>Telnet</strong></td>
<td>Allows you to use any host computer on the Internet as if you were directly connected to it – one advantage of Telnet is that you can access your email from anywhere in the world</td>
</tr>
<tr>
<td><strong>Gopher</strong></td>
<td>This is a tool which uses a menu system to navigate through the Internet. When you enter the Internet through a Gopher, you follow a set of menus or directories to browse for information.</td>
</tr>
<tr>
<td><strong>File Transfer Protocol (FTP)</strong></td>
<td>Enables you to send and receive files stored on other computers on the Internet.</td>
</tr>
<tr>
<td><strong>Usenet</strong></td>
<td>Often called the world’s largest bulletin board, this is a public area where users can read and post messages – each location for reading and posting messages is referred to as a <strong>newsgroup</strong>.</td>
</tr>
<tr>
<td><strong>Listserv</strong></td>
<td>Listservs are automated mailing lists. When you join a Listserv, any mail sent to the Listserv will also be sent to you – unfortunately, this might mean that you could receive a lot of unwanted junk mail.</td>
</tr>
</tbody>
</table>
What do you need to access the Internet?

Anyone can connect to the Internet, providing they have the following:

- computer with sufficient speed and memory
- modem
- telephone line
- an account with an Internet Service Provider
- communications software – provides the link between you and the Internet (usually provided by the ISP)
- browser software – lets you navigate the Internet (e.g., Internet Explorer)

How much does it cost to use the Internet?

Besides the initial purchase of hardware and software, there are ongoing costs involved:

- Internet Service Provider fees
- On-line usage (telephone costs)
- Any fees charged by Web providers

What is an Internet Service Provider?

An Internet Service Provider (ISP) is a company that provides access to the Internet, e.g., Telstra Bigpond, Optus Net, Aus Net, Kooee!.

The ISP has a direct network connection to the Internet and allows others to use that connection for a fee. The user connects to the net by dialing the number of the ISP.

Charges for this service will vary – most providers have a range of plans available for the user to choose from. Charges may include any combination of:

- a start-up or connection charge
- a monthly subscription
- an online time charge (possibly with a basic free allowance)
- a downloading charge for the amount of data transferred
- a storage charge for e-mail and other data held on the ISP’s server

You can also purchase pre-paid Internet access disks, which give you a limited number of hours on the Net.

Uses of the Internet

There are many facilities and services offered by the Internet. It can be used for:

- locating information
- electronic mail
- electronic banking
- e-commerce
- transferring files
- downloading software and files
- updating existing software
- newsgroups
- interactive conferences
- chat sessions
- participating in interactive games
Advantages of the Internet

• Speed of communication
• 24 hour service
• always available
• huge amount of information available
• networking using e-mail
• wide range of services, eg email, newsgroups, chat,

Disadvantages of the Internet

• information is not always accurate or current
• open to abuse
• problems with security
• can be difficult to find relevant information
• technical problems, eg unable to log on, losing connection
• costs

Connecting to the Internet

The method you use to connect to the Internet will depend on your circumstances. Generally, however, there are two major types of Internet connections:

a  dial-up connections – this type of connection lets you temporarily become part of the Internet. You need an account with an Internet Service Provider (ISP) – you dial a computer at your ISP, who provides your connection to the Internet.

b  broadband – this means you are connected to an ISP 24 hours a day. Broadband gives you faster access speed and does not tie up your phone line, so you can make and receive calls while using the Internet.

Internet Protocols

The Internet has a standard set of communications procedures and rules for how computers communicate and exchange information with each other. The correct name for this set of rules is called a protocol. Some of the protocols used are:

TCP/IP (Transmission Control Protocol and Internet Protocol) – the communications protocol used by virtually all computers to communicate with each other on the Internet.

FTP (File Transfer Protocol) - method used for passing files between Internet sites prior to the Web’s arrival, and which continues to be widely used now.

HTTP (Hyper-Text Transfer Protocol) – a special file format and transfer protocol used by the World Wide Web, which allows multimedia (the use of pictures, audio and video files) to be included.
Finding Information on the Web

Information on the Web is accessed by using a special program called a Web browser (usually Internet Explorer or Netscape Navigator). You can use a variety of methods to locate information, such as:

a  **URL** – enter the web address to go directly to the web site

b  **search engine** – enter your search criteria and the engine searches all web pages, then displays the names of web sites that fit the criteria

c  **hyperlinks** – you can jump from one site to another to find the information you are looking for (“surfing” the web)

Legalities and Social Issues

a  **Copyright on the Internet**

All Web page contents are copyrighted – most Web pages include a copyright statement at the bottom of the site’s home page. If you want to use something from the site, you should obtain permission – most Web pages have an e-mail link you can use to contact the site’s contact person.

There are some sites where people have posted information or graphics to share with the public. If the site states that you can copy materials for your own use, you can save the page without obtaining permission.

b  **Offensive material**

There is a lot of offensive material on the Internet, including articles on pornography, religion, drugs, violence, race and culture. The answer in most cases is to be careful where you go – don’t enter Chat Rooms or subscribe to newsgroups or mailing lists if the title suggests you may not like what you find.

c  **Content Access Control Measures**

There are several ways to protect against accessing undesirable sites:

- you can set up restrictions in your Internet browser settings
- you can set up log-on procedures to prevent others accessing the internet
- you can use programs such as Net Nanny, which monitor internet usage

d  **Security Measures**

Information sent across the Internet (eg email) may be transferred across many computers during its journey, and thus may be accessed by other operators. A number of security measures can be used to maintain confidentiality, such as encryption (the information is specially coded before transmission) and digital ID.

e  **Reliability and Credibility of Information**

The question of authenticity of information presents serious issues for learners. The Internet only provides information – it is up to the user to determine what is true, real and valid.
**Terminology of the Internet**

The arrival of the Internet has resulted in the development of many new terms, including:

- **Browser**: A tool for navigating the World Wide Web.
- **Browsing**: Moving from one site to another on the Web – also called surfing.
- **Download**: Copy a file from one computer to your computer.
- **FAQ**: Frequently Asked Questions – a list of common questions and answers for that site. Most sites have an FAQ section.
- **FTP**: File Transfer Protocol – used to transfer files between Internet sites.
- **HTML**: Hypertext Markup Language – the language used to create web pages – HTML handles hypertext links in a standardized way.
- **Hyperlink**: Text or a graphic you can click on to move to another web page.
- **Internet**: An international network of computers joined together to exchange information.
- **Intranet**: A private website located on a company’s network.
- **ISP**: Internet Service Provider – a company that provides access to the Internet, eg Telstra Bigpond, Ozemail, Kooee!
- **Modem**: Modulator/DEModulator – a device which transmits digital computer signals into analogue form for transmission along phone lines.
- **Network**: A network of linked computers.
- **Online**: Connected to the Internet.
- **Server**: Any computer that stores and send information across the Internet to your computer.
- **SPAM**: Unwanted advertising, ie junk mail.
- **Upload**: Copy a file from your computer to another computer.
- **URL**: Uniform Resource Locator – the address of a web page.
- **WWW**: World Wide Web – provides multimedia.
- **LAN**: Local Area Network – a collection of computers linked together in a limited geographical area eg a campus.
- **WAN**: Wide Area Network – uses phone lines, microwaves or satellite to transfer data from one computer to another.
- **Protocol**: Rules two computers must follow in order to exchange information.


**Web Addresses**

The information on the Web is displayed on “pages” that you can view using your web browser. Each page on the Web has its own unique address, called a Uniform Resource Locator (URL).

The URL contains the following elements: service://domain/path to resource/page

The following sample URL shows the common elements:

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- **http** - tells the browser which protocol to use – computers send information on the web by using a protocol (set of rules for communication). In this case the protocol used is HyperText Transfer Protocol (HTTP).

- **www** - World Wide Web (the most-used component of the Internet)

- **tafensw.edu.au** - the domain is the server (or organization) providing the information (in this case tafensw), .edu identifies it as an educational organisation, .au indicates the web server is located in Australia

- **library/studylinks/** - this is the exact location of the page on the tafensw web site

**Domain names**

Internet domain names include an identifier that designates what type of organization the name represents. The commonly used identifiers are:

- **.com** - commercial
- **.edu** - educational
- **.gov** - government
- **.mil** - military
- **.org** - non-profit organization
- **.net** - network

Domain names now include a 2-letter country code to indicate which country the site is in

eg  
- **.au** – Australia
- **.uk** – United Kingdom

If a domain name does not have a country code, it is usually assumed to be an American site.
PRACTICAL EXERCISES

Every effort has been made to ensure that the instructions for each exercise are correct.

However, be aware that some websites may have changed since the creation of these practical tasks. Websites are constantly being re-designed or updated.

In these cases, the instructions may not match what appears on the screen.

It is therefore your responsibility to read the screen carefully and make adjustments where necessary.
ACCESSING THE INTERNET

To access the Internet, you need to connect to your Internet Service Provider (eg Telstra, Optus, Kooee), then load your web browser. The procedure for connection may vary, depending on how your computer system is set up.

TO CONNECT TO THE INTERNET

✧ click on Internet Explorer icon on Taskbar (or on the Desktop)

✧ the Dial-Up Connection box may appear in order to connect to your Service Provider (depending on whether you have a dial-up or broadband connection)

If the Connection box appears:

- Click in User name box and enter your account name (if not displayed)
- Click in Password box and type your password
- Click on Connect

✧ Your browser window will display and a page will appear on screen – this is known as the “home” page.

TO TERMINATE INTERNET ACCESS

✧ click on the Close button in the Internet Explorer window

✧ if using a dial-up connection, disconnect to your Internet Service Provider (not required at TAFE)
INTERNET EXPLORER

You need a web browser in order to view information on the Internet. The two most common browsers are Microsoft Internet Explorer and Netscape Navigator.

The Internet Explorer browser window is divided into the following sections:

- **Toolbars** – contain menus and buttons
- **Address Bar** – used for entering web addresses
- **Document area** – displays the contents of each web page
- **Status Bar** – displays messages that tell you what’s happening

HINTS FOR BROWSING EFFICIENTLY

- The document area is limited in size – use scroll bars to browse the entire web page.
- Most home pages have an index to give you faster access to particular areas of the site. The index is usually located either:
  a. across the top of the page (usually in the form of “tabs”), or
  b. down the left side of the page
- Check if there is a Frequently Asked Questions (FAQ’s) section – sometimes the information you are seeking can be found here.
- Some sites have useful links to other relevant websites – these save search time.
- A web page may have its own search facility – this allows you to search the current website, NOT the Internet.
- **Read the screen thoroughly** – the link or information you are looking for may be obscured through poor web page design or hidden within a “cluttered” screen.
- **Read and follow any instructions correctly**, otherwise you will fail to get the correct results.
THE TAFE HOME PAGE

The “home” page is the first page that appears on your screen when you connect to your Internet browser. Whenever you wish to return to your home page after visiting a web site, click on the Home button on your Explorer toolbar.

The TAFE home page may present differently from college to college, depending on how the network has been set up.

For the purposes of the first activity, it is assumed that the home page is the TAFE Studylinks page (see screen shot on next page) – if your screen does not have the heading TAFE Studylinks, then follow the steps below to access the desired page:

**NOTE:** IF YOUR OPENING SCREEN DOES NOT LOOK LIKE THIS, MOVE TO ACTIVITY 1 ON THE NEXT PAGE IN THIS MANUAL.

1. Look at your home page – this is the starting or “jump-off” point to other web pages.

   ![This is the TAFE home page. It contains:](image)

   a. **index** - provides quick access to particular areas of the site
   b. **hyperlinks** - take you to another page (or screen)

2. Move your mouse to the Services tab in the index (top of page) – a submenu appears.


4. Move mouse to the blue circle next to **Internet Search** link - pointer changes to . Click on the link – a new page is displayed, listing further links.

5. Maximise the new window if necessary.

6. Click on the Home button on the web page – you are at the TAFE Studylinks page and are now ready to begin Activity 1 on the next page of this manual.
USING HYPERLINKS

Web pages contain **hyperlinks** – these take you from one web page to another (or to another part of the same page). When you move your mouse pointer over a hyperlink, it changes to a hand ⌨️.

A hyperlink can be either text or a graphic image, and is usually marked or coloured in some way. The colour generally changes after it has been selected once, to indicate that the link has already been visited.

### Activity 1

1. Look at your home page – this is the starting or “jump-off” point to other web pages.

   ![TAFE Studylinks Home Page](image)

   - **a** an index - provides quick access to particular areas of the site
   - **b** a search option - allows you to search the Internet from this website
   - **c** a list of categories - link to other pages or websites that deal with the subject selected.

2. Move your mouse to the **Occupational Health & Safety** hyperlink – pointer changes to ⌨️. Click on the link – a new page is displayed, listing further links.

3. Click on the **Safety – General** link – a new page is displayed

4. Click on the **Workcover NSW** link – new page is displayed.

5. Move mouse to the **LAW & POLICY** link – a submenu of links appears. Click on the submenu link **Acts** – new page appears.

6. Click on the Back button ⬅️ on your toolbar – this will move you back to the previous page.

7. Click on the Back button again – this will move you back another page.

8. Click the Back button again until you are at the TAFE Studylinks Home page.
9. Click on the Forward button on your toolbar – this will move you forward one page (you can only go forward to pages you have used the Back button on).

10. Click Forward button again – moves you forward again.

11. Click Forward button again until Forward button is now “greyed out”. This indicates you have reached the last page you travelled to.

12. Click Home button on Explorer toolbar – returns you to Explorer home page.

**Activity 2**

1. Access the TAFE Studylinks page and click on the Reference hyperlink, then Telstra Directories link.

2. Locate White Pages link (scroll down) – select appropriate tabs at top of page to find:
   a. the postcode for Birdsville, Qld
      (enter details in boxes shown, then click on Search button)
   b. your own phone number (click on Search tab)
      (enter details in boxes shown, then click on Search button)
      (note – if you have an unlisted number, it will not display)

3. Click on the map icon to the right of your phone number to view a map of your area – view the map only (do not print). Use the Zoom In button at the bottom of the map to enlarge the details (wait a few seconds for the Zoom to activate).

4. Click on the Back button on your toolbar until you get back to the Telstra Directories page. Click the Yellow Pages link. Search for employment agencies in the Newcastle area (be sure you fill the boxes correctly). Print the first page only of the list – select File, Print, tag Pages 1, OK.

**Activity 3**

1. Return to default Home page – click on.

2. Access the TAFE Studylinks page and select Careers, then Job Advertisements.

3. Locate the Australian Jobsearch home page. Use the Job Location Finder (ie the map) to find a job in the Newcastle area (Lower Hunter) in the Clerks, Receptionist & Secretaries field. Read the instructions carefully.

4. View the details of the position on screen and print a copy as follows:
   - add your name as a footer – select File, Page Setup
     - delete code in footer box, enter your name, OK
   - print by clicking on.
USING WEB ADDRESSES

You can go directly to a web site by using its unique address. This address is called a URL (Uniform Resource Locator) – refer back to Page 6 for more information.

TO ENTER A WEB ADDRESS:

✧ Click in the address bar
✧ Type the required URL (address)
✧ Press ENTER or click on "Go"

**Activity 1**


2. Browse the website to find the following information (hint: use the index tabs across the top of the Bilo home page):
   - Where and when was the first Bi-Lo store opened?
   - If you want to apply for a job with Bi-Lo, what website should you visit?
   - Find a recipe of your choice and print a copy, inserting your name as a footer.

**Activity 2**


2. Locate the FAQ section of this site – this contains a list of questions frequently asked by either the general public or visitors to the website.

3. Click on the question “What is DHA?”. Write your answer below.
SITE MAPS

Many web sites are quite large and complex – thus a lot of time is often wasted navigating the web site to find the required information.

To save time and for ease of use, webmasters create site maps. A site map is like a directory or guide to a web site’s content and is usually organised hierarchically, breaking down the site’s information into specific subject areas. It is designed to help the searcher understand the site’s arrangement.

Activity 1

1. Access the website www.aph.gov.au - locate and select the Site Map link. Read the second sentence.

2. Scroll through the site map and follow appropriate links to find the following information (use Back button to return to map where necessary):
   
   a. give the name of the Minister for Small Business

   b. What animals are contained on the Australian Coat of Arms?

   c. Who is the President of the Senate?

   d. What are the five main functions of parliament? (hint: look under Education)

Activity 2 – Internet User Responsibilities

Access the website hitwww.tafensw.edu.au
- click on Internet Policies & Procedures and Code of Conduct link
- click on Use of Internet and Intranet Services link
- scroll down and click on the link Part B (at bottom of page)
- read through this section – it is essential that you know your responsibilities in relation to copyright, privacy, security and conduct on the net.
USING SEARCH ENGINES

There is an enormous amount of information available on the Internet, and finding the information you want can be difficult, time-consuming and frustrating.

To make the search process more efficient, you can use a tool known as a search engine.

A search engine is a web site which holds a catalogue of the information stored on the Internet. It has its own program which visits WWW pages and reads them, then creates an index of the contents of the web pages it has visited.

There are many search engines available on the Web, including Excite, AltaVista, Yahoo, AskJeeves, Web Wombat and Google.

TO ACCESS A SEARCH ENGINE:

Method A:

✧ Click on HOME button to return to TAFE home page
✧ If Studylinks page, click on Internet Search, then Search Engines to display a list of search engines
✧ If not Studylinks page, click on Services, Libraries, Internet Search
✧ Select desired engine from list

Method B:

✧ Click in the Address bar
✧ Type the required URL (address) of the search engine
✧ Press ENTER or click on Go

Activity 1 – Search Engine tutorial

1 Access the website www.learnthenet.com
2 Select the link Find Information (on left side), click on [The Animated Internet: How Search Engines Work] – this gives a brief animation on how search engines work.
3 When animation is completed, click on Find Information again and select The Interactive Search Engine Tutorial. Read the introductory information, scroll down and click on Start button
   Note - screen is split into two windows – instructions in top window, demonstration in bottom window. Use scroll bars on bottom window to see full screen.
4 Read the instructions and work your way through the tutorial.
5 Click Home button to return to your home page.
**Activity 2 – Yahoo! Search Engine**

1. Access the Yahoo search engine using Method A as above. Write down the URL of this engine.

2. Search Australian sites only and locate the Hoyts website (must have .au at end).

3. You and your friends are planning to see a movie on Tuesday evening at 6.30 pm. Find out what movies are running in this time slot (or as close as possible). Write the name/s of two movies and the time for each.

**Activity 3 – entering the URL of a Search Engine**

1. You can access a search engine by entering its URL into the address bar. Enter the URL www.google.com - the search engine will load.

2. You are looking for websites that give tutorials on the subject of the Internet. Enter the phrase Internet tutorial and carry out a search – how many results did you get? (look in the blue bar on the screen)

3. Now place quotes around the same phrase and carry out another search – how many results did you get?

In the first exercise, a search was carried out on each word separately. In the second exercise, the search was carried out on the phrase itself. This demonstrates one way of making your search more efficient.

**Activity 4 – examining the results from different search engines**

1. Access the Excite search engine at www.excite.com.au - search Australian sites for “popstars” (without quotes) – print the first page of results only by selecting - File, Print and ticking Pages from 1 to 1, OK

2. Access the Anzwers search engine at www.anzwers.com.au - search for popstars again and print a copy of the first results page only

3. Access the AltaVista search engine at www.altavista.com.au - carry out the same search and print a copy of the first results page only.

Compare the three printouts – you will find you have obtained a range of results from each search engine – this is because each engine indexes its entries differently.
MAKING YOUR SEARCH MORE EFFICIENT

Search engines may have different rules for querying. The following search patterns are generally recognised in most engines:

✧ **use multiple keywords where possible**

✧ **use double quotes around phrases**
  eg “what is a plug-in” - will search for sites containing the entire phrase

✧ **use the + symbol to specify words that must appear in the results**
  eg bread +baking +home - will search for sites on bread – results must contain the words “baking” and “home”

✧ **use the – symbol to specify words that should not appear in the results**
  eg wines –reisling - will search for all wines except reisling

Some search engines have the following additional search patterns:

✧ **use OR to search for alternate spellings or terms**
  eg favourite OR favorite - will search for sites containing either word

✧ **use the * symbol to search for variations (called “truncation”)**
  eg car* - will search for car, caravan, carousel, carpet etc

✧ **use the Advanced Search feature to narrow the search further, if one exists**

HOW SEARCH RESULTS ARE RANKED

Search engines may vary in how they rank their search results. Generally, however:

- keywords appearing in the title rank higher than keywords in the body
- keywords appearing at the beginning of a document are ranked higher than those appearing further down
- the more frequent a keyword in a document, the higher the ranking
- documents matching more of the keywords are ranked higher than those matching less

**Note:** Some search engines use paid rankings – this is where website owners pay to have their website placed at or near the top of the rankings, regardless of how relevant it might be.
REVISION

1 Use your web browser to go to the address www.wn.com.au/jblyth/monkey.htm
What is the title of this web site?

Who is the author?

2 Use a search engine of your choice to search for the phrase “What is a URL” – locate an appropriate website and read the information on the structure of a URL.

3 Look at the structure of the following URL:

What is the domain or server address? _________________________________
What protocol is being used? _________________________________
What is the path? _________________________________
What is the name of the current page? _________________________________

4 Use your web browser to locate the Web page for the URL www.ozvisits.com.au
Locate the search screen for NSW and search for zoos and wildlife parks in the Central Coast area – write down the names listed in your search results:

   ___________________________________________
   ___________________________________________
   ___________________________________________
   ___________________________________________

5 Use the Google search engine to search for Nicole Kidman (use words as a phrase)

   How many documents match your query? _________________________________

   What is the title of the first web site? _________________________________

   What is the URL of this site? _________________________________
FAVORITES (Bookmarking)

A “Favorite” is any web site that you wish to visit regularly. To access the site quickly, you can create a shortcut to that site by saving its location in the Favorites section of Internet Explorer.

This process is also referred to as bookmarking.

TO SAVE FAVORITE:

✧ Desired web page MUST be on screen
✧ From Menu bar, select – Favorites, Add to Favorites
✧ Enter a name for the web location (or accept suggested name)
✧ OK - (the site is added to the list at bottom of Favorites drop-down menu)

TO ACCESS A FAVORITE:

✧ From Menu bar, select - Favorites
✧ Select desired shortcut from list at bottom of Favorites menu

TO DELETE FAVORITE:

✧ From Menu bar, select – Favorites, Organise Favorites
✧ Select desired item, click on Delete, then Close

Note: There is an alternate method available for saving favorites.

Activity 1 – marking a site as a Favorite

1. Create a shortcut to the following websites, using the steps shown:
   ⇒ access the website address www.americangreetings.com
   ⇒ with web page on screen, save as a Favorite using steps above – enter the filename American Greetings instead of suggested name

2. Access the website www.azlyrics.com
   ⇒ Scroll down and read the copyright disclaimer at the bottom of the page
   ⇒ Click on the letter B of the alphabet at the top of the page

3. Locate the lyrics for the song Grease, by the Bee Gees. Save this page as a Favorite – accept the suggested name.

Activity 2 - Locate the following websites, and add each site to Favorites:

www.ninemsn.com.au - save as NINEMSN
www.encarta.com - use suggested name
www.woolworths.com.au - use suggested name
www.queensland-holidays.com.au - save as QLD HOLIDAYS
www.xe.com/ucc - save as CURRENCY CONVERTER
**Activity 3**

Click on the Favorites button to open the Favorites window, then select each of the following sites from the list. Carry out the tasks listed for each site.

**Queensland Holidays**

What is the length of the Barrier Reef in kilometres

Name a winery in the Gold Coast area

**Woolworths**

Select the HOMESHOP link, enter the postcode 2300, click on Search, select a suburb.

List the price of the following items:

Nestle Milo 450 g

Watties baked beans 220 g

Woolies brand whole milk 3 l

**Encarta Encyclopaedia**

Find the meaning of the word *salubrious*

Find the date of birth of Benvenuto Cellini, sculptor

**Ninemsn**

1. Locate the TV guide for Sydney
2. Find out what is on SBS at 6.00 pm tonight

**Currency Converter**

Convert $A500 into US dollars – how many US dollars?

**Activity 4**

Remove the WOOLIES and ENCARTA sites from Favorites list.
ORGANISING FAVORITE SITES

Web sites saved as Favorites can be organised in an efficient manner so they can be located more easily. You do this by creating folders, then moving saved sites into the relevant folder.

✧ Activity 1
You are going to organise your shortcuts into a folder you have created for this purpose.

1. From the Menu bar
   ⇒ Select – Favorites, Organise Favorites, Create Folder
   ⇒ Type desired folder name (in this case, your name)
   ⇒ Press ENTER
   ⇒ select desired shortcut (in this case the azlyrics shortcut) from list
   ⇒ click on – Move to Folder
   ⇒ select desired folder name
   ⇒ OK

2. Move the remaining shortcuts you created into the same folder.

✧ Activity 2

1. Save the following sites as Favorites – accept the suggested names:
   www.freesaver.com
   www.animationlibrary.com

2. Create a folder named FREEBIES. Move the above sites into the folder.

3. Open the folder and check that the sites are located in the folder.

4. Delete the folder.

✧ Activity 3

1. Create a folder named WEEKENDS. This time you are going to save sites directly into this folder.

2. Access the website www.bridgeclimb.com.au
   ⇒ Select – Favorites, Add to Favorites
   ⇒ Click on the WEEKENDS folder - icon changes to an open folder
   ⇒ Click on OK - the site has been saved into this folder

3. Access the following sites and save them into the WEEKENDS folder:
   www.matilda.com.au
   www.activitytours.com.au

4. Open the folder and check sites have been saved, then delete the folder.
COPYING TEXT/GRAPHICS

Information from a website, whether it is text or graphics, can be copied – be aware, however, that information on a website is subject to copyright. Check you have permission to copy, and reference any information obtained. Refer to the copyright section in your theory notes for further information.

TO COPY TEXT
✦ select desired text
✦ from Menu bar, select Edit, Copy (or press CTRL + C) or right-click on selected text, then select Copy

TO COPY GRAPHIC
✦ right-click on desired graphic – drop-down menu appears
✦ select – Copy

TO PASTE TEXT OR GRAPHIC
✦ open a document in Word (or switch to an open document)
✦ cursor at position of insertion
✦ click on Paste button (or select Edit, Paste, or press CTRL + V)

Activity 1

1 Open a new document in Word and enter the main heading KALINA BEARS. Press ENTER twice and type in the website address www.kalinabears.com.au Press ENTER a few times. Note that the website address has now changed to become a hyperlink.

2 Click on the hyperlink to access the Kalina Bears website – you now have both Word and the Kalina Bears site open (note the buttons on your Taskbar) Locate the graphic of Kassi bear (in the Bears for Adoption section) and take a copy as per steps above.

3 Switch back to your Word document - click on in Taskbar. Paste graphic in below the address, then press ENTER a few times to position cursor for the next paste.

4 Switch back to the website, locate the information on how to order a bear and take a copy (down to the phone number). Switch back to Word and paste information in below the graphic. Ensure information fits on one page, add your name and date as a footer, save as KALINA and show your trainer. Close your Word document.
**Activity 2**

1. Access the Lyrics shortcut from the folder you created – this should take you to the lyrics page for the song Grease. Press ENTER twice.

2. Select all the text for the song. Take a copy as per steps on previous page. (remember: this site mentions copyright and states that lyrics are provided for educational purposes only).

3. Open a new document in Word and paste the text in.

4. Switch back to your Internet screen and take a copy of the URL (select the URL in the Address bar and take a copy as you would for text)

5. Switch back to your Word document and paste the URL at the end of the document.

6. Save the document as COPYTEXT and show the result to your trainer.

**Activity 3**

You are planning a shopping trip to Sydney, and would like to visit two factory outlets during your visit.

1. Open a new document in Word and enter the main heading FACTORY OUTLETS, then press ENTER a few times. Leave the document open.


3. Carry out a site search for factory outlets in the Sydney area ([note: in the Locality options section, tick Include businesses that are located in the surrounding areas]). From the results, select one outlet you would like to visit. Click on the outlet name to display name and address on a white background.

4. Take a copy of the outlet name and address, switch back to Word and paste the results onto your page.

5. Switch back to the website and click on the *View our Map* link. Take a copy of the map (right-click on it) and paste it into the Word document.

6. Select another outlet, then copy the name, address and map into the Word document.

7. Add your name and today’s date as a footer, and print a copy to take with you on your trip.
DOWNLOADING

Many websites have resources such as programs, files, graphics, fonts, music, etc which you can download (ie, save onto your computer or disk) for use on your computer system.

Before downloading however, you should check the following:

✧ **copyright restrictions** (these should be listed somewhere on the site)
✧ **downloading charges** (many are free, but some are subject to charges)
✧ **virus protection** (be wary of virus infection when downloading)

You should also be aware that there may be downloading limits within the contract of your ISP – many ISPs allow a certain amount of free downloads each month, but anything beyond that limit is charged for.

You can check your download usage or current charges on your ISP’s website.

**Note:** Check the conditions of your contract – in most cases, you will not be notified when you have reached your download limit, and anything over the limit will automatically be charged for and added to your bill.

**Activity 1 – Downloading a font**

As there is limited space in the computer, only a common core of fonts is usually installed on the computer. If extra fonts are required for more creative work, they can be purchased on CD-ROM, or can be accessed through the Internet:

1  Access the website **www.grsites.com**
2  Select the **Absolute Fonts Archive** hyperlink
   Scroll down to the end of the page and read the disclaimer (re copyright)
3  Scroll up to “A” Fonts category – click on [Page 4]
   - scroll down and view the fonts
   - click on a font of your choice
   - click on **Download the Font**
   - check **Save this file to disk** is tagged, OK
   - select desired location (in this case, Drive A)
   - click on **Save**
   - click on **Close** when the download is complete

**Note:**

a  To reduce the chance of virus contamination, files should be downloaded to Drive A first and scanned for viruses.

b  Downloaded fonts can be installed in the appropriate Fonts area of your home computer (usually C:\WINDOWS\FONTS).

c  When fonts have been installed, they may not be available in Word, but will be available in WordArt, and maybe in Publisher.

d  When downloading, each file downloaded will take up disk space. If you are downloading to your hard drive, only download what you think you will use.
Activity 2 – Consolidation

1. Return to the Absolute Fonts Archive
2. Scroll down to end of page and select Dingbats (any page of your choice)
3. Select a font and download it onto Drive A.

Activity 3 – Downloading a graphic

1. Access the Google search engine at www.google.com
2. Click on Images tab – allows you to search for specific graphics on the web.
3. Enter the keyword “strawberries” (without quotes) and carry out a search. – note the number of images found at the top of the results page.
4. Right-click on a graphic of your choice and download as follows:
   - select Save Picture As …
   - change to 3½ Floppy A
   - enter a filename for the picture (or accept suggested one)
   - click on Save or press ENTER
5. The graphic is now stored on disk for future use. To insert the graphic into a document, carry out the following:
   - open a new document in Word
   - from the Menu bar, select Insert, Picture, From File
   - change to 3½ Floppy A if necessary
   - select filename of picture
   - click on Insert

Activity 4 – Downloading a file/program

1. Access the website www.billybear4kids.com/jigsaw-puzzles/puzzles.html
   ⇒ select a puzzle and click on the download filename
   ⇒ tag Save this program to disk, OK
   ⇒ change to 3½ Floppy A
   ⇒ click on Save, then Close when download is complete
2. To use the program:
   ⇒ select – Start, Run, Browse…
   ⇒ select 3½ Floppy A
   ⇒ click on icon representing the downloaded puzzle, Open, OK
   ⇒ click on Play button
PLUG-INS

Web browsers were originally designed to display just text and graphics. Once multimedia became available, special software called a plug-in was required to help the browser display the additional media.

Plug-ins are additional, downloadable software programs, used with the Internet browser to view animations, play audio or video files, or display 3-D.

Depending upon the site’s requirement, there are different kinds of plug-ins you will have to download. Some of the common plug-ins used include:

<table>
<thead>
<tr>
<th>TYPE</th>
<th>PLUG-IN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multimedia</td>
<td>Media Player, RealPlayer, Quicktime (Apple)</td>
</tr>
<tr>
<td>Image</td>
<td>Flash, Shockwave</td>
</tr>
<tr>
<td>Sound</td>
<td>MidiShare, Liquid Music Player</td>
</tr>
<tr>
<td>Document</td>
<td>Adobe Acrobat reader, FlipBrowser</td>
</tr>
<tr>
<td>3-D</td>
<td>Atmosphere, Superscape</td>
</tr>
</tbody>
</table>

Sometimes plug-ins are automatically plugged in when you access a multimedia site. When you come across a site that needs a browser plug-in, you will be prompted to download it immediately.

Once it is downloaded and installed onto your computer, the plug-in automatically loads whenever it is needed.

Activity 1 – using Acrobat Reader (displays a document)


2. Click on - HSC Exam Papers
   - HSC Examination Papers (whichever year you like)

3. Select an examination paper of your choice (click on Yes in the appropriate column) – the Adobe Acrobat Reader plug-in loads and a new screen is presented, displaying the examination paper. Do not print the paper.

4. When you have finished looking at the paper, click on the Back button to return to the Board of Studies home page.
*** The following tasks require sound availability on your computer.

BEFORE BEGINNING, PLEASE SHOW CONSIDERATION FOR YOUR FELLOW CLASSMATES – ENSURE THE SOUND IS TURNED RIGHT DOWN!
(Alternatively, use a set of headphones to prevent sound disturbing others)

Activity 2 – using a Midi Player (for audio)
1. Access the website www.earlybeatles.com
2. Scroll down the page and click on the album cover “Let It Be” (the last cover) – a new page appears, listing the songs for this album
3. Select one of the songs – a MIDI player will appear on screen (or on the Taskbar) - you will see the slider move along the progression bar as the tune plays.

Activity 3
1. Access the website www.a1freesoundeffects.com
2. Click on the Free Sounds link – drop-down menu appears Scroll down and click on Cartoon
3. Scroll down the page to view a listing of sound effects
4. Select a sound effect – a player will appear on screen Click on the Play button to hear the sound effect

Note: These sound effects can be incorporated into a Powerpoint presentation

Activity 4 – using Windows Media Player (for multimedia)
1. Access the website www.disney.com.au
2. Click on the Entertainment tab
3. Select Disney Films from drop-down menu
4. To view a movie clip, select Trailer link
5. Follow instructions to play the clip.
Many components go to make up the Internet to ensure it runs as efficiently and securely as possible. As the Internet evolves, new hardware/software components are constantly being developed as the need arises.

Your task is to research some of the elements and procedures of the Internet.

**Activity 1**

1. Open a Word document and enter the heading INTERNET RESEARCH.
2. Press ENTER a few times, then enter the following questions/statements, leaving a few blank lines between each for later insertion of answers:
   
   a) Internet vs Intranet – what is the difference?
   
   b) What is a firewall?
   
   c) Give a definition of ISDN and list its main advantage.
   
   d) List four rules for Internet etiquette.
   
   e) What is a gateway?

3. Use one or more search engines of your choice to find answers or definitions for the above statements (hint: enter phrases or multiple keywords to narrow the search).

Paste appropriate explanations below each heading. KEEP ANSWERS SHORT (about a paragraph in length where possible).

Do NOT use answers written in technical language – find answers that are written in simple language. ANSWERS SHOULD ALL RELATE TO THE INTERNET.

4. Save the completed document as INTERNET RESEARCH and leave it open, then carry out the following activity.

**Activity 2**

1. Access the Google search engine. Click on the Images tab and search for images of the Internet (hint: enter keywords “internet diagram”).

2. From the search results, select a graphic which illustrates the concept of the internet. Copy and paste it below your definition of the Internet.

3. Repeat the search, but this time search for images of an intranet. Copy and paste an appropriate image below your definition of an Intranet.

4. Resave your document, then send an email to your trainer stating you have completed the task - attach the document to your email.
FINDING HELP ON THE NET

Help is available on the net for a wide variety of circumstances. The best places to find help are:

✧ the Help or Support sections of appropriate sites
✧ user sites/forums/newsgroups
✧ the FAQ sections of relevant sites
✧ sites specific to your needs

Following are examples of how you can find help on the web:

Activity 1

You have a number of addresses in Outlook Express, and would like to find out whether it is possible to use the Address Book for a mail merge using Word 2000.

⇒ Access the website www.microsoft.com
⇒ Click on the Support, Knowledge base link
⇒ Select Word 2000 from the Select a Microsoft Product drop-down list box
⇒ Enter Outlook Express in the Search for ... search box
⇒ Carry out the search
⇒ Scroll down the page and locate the Preliminary Results section
⇒ Click on How to Use the Outlook Express Address Book in a Mail Merge
⇒ Read the solution

Activity 2

You have started your own business and are using the MYOB accounting package. You need to find information about the BAS (Business Activity Statement).

⇒ Access the website www.myob.com.au
⇒ Enter BAS in the Search box and click on Go
⇒ Select the first search result, scroll down and read the information
⇒ Scroll back to top of page and click on Sitemap

You are also interested in information on how to backup and restore your data in Windows:

⇒ Click on the Support Notes link
⇒ Enter the appropriate keywords in the search box and carry out a search
⇒ Select an appropriate search result and read through the solution
Activity 3

You are considering buying an inkjet printer for about $300 and would like some information on different printers in this price range.

⇒ Access the website http://computers.cnet.com
⇒ Select Peripherals link, then the Printers hyperlink
⇒ Scroll down and select an appropriate price range link
⇒ Select one of the printers listed and click on the hyperlink in the Review column
⇒ Read the short review at the top of the page, then click on View all user opinions
⇒ Read through some of the user opinions on the printer you selected

Activity 4

You wish to locate information about sorting data in a Pivot table when using the spreadsheet program Microsoft Excel. You have been unable to locate information in the Support areas of sites, and have decided to try newsgroups or forums for information from other users.

⇒ Access www.google.com
⇒ click on the Groups tab
⇒ follow links comp, → comp.apps → comp.apps.spreadsheets
⇒ enter sort pivot table in search box, carry out the search
⇒ from result sheet, locate an item ending with View Thread (4 articles)
⇒ click on View Thread (4 articles) – original question should appear as the first message – if not, scroll up the page
⇒ read the original question and scroll down for answers from other posters

Note:

Newsgroups/forums are like electronic bulletin boards, where people post and respond to messages.

They are organized into discussion topics (called “threads”). Each thread contains one original message and all replies to that message. Messages are called “posts”.

While they can be a valuable source of information, be aware that some newsgroups/forums can also include postings that contain biased opinion, misinformation and rumour.

Newsgroups are public and can be accessed by anyone, however some forums may be private and will require you to register and obtain a user ID before accessing them.
GRAPHIC FORMATS

Graphics images come from various sources – from scanners, Clipart, the Web, or from Drawing or Paint programs.

When saving a graphic, you are faced with a choice of formats that the graphic can be saved to. The format you choose will determine the size, quality and use of the file.

Most formats can be used in normal printed documents, but only specific graphic formats will be accepted on the web. The major formats used to save pages for use on the web are .JPG, .GIF and .PNG.

To help you understand some of the principles behind graphic formats, you are required to visit the following website, read the information, then answer the questions below:

Access the website www.nsa.gov/programs/kids/standard/parlor/detective

1. Give the full name for the following acronyms of graphics formats:
   - .JPG (or JPEG)
   - .GIF
   - .PNG

2. Fill the blank spaces in the following statements, using the acronyms above.
   - The formats most suitable for use on the Web are ________________ .
   - A file saved in ______ format is smaller than one saved in _____ format.
   - When scanning photographs, it is best to save the picture in ________ format.
   - A GIF allows for ____ colours whereas a JPG allows for ________ colours.
   - A ______________________ program is normally used to create a GIF file.
   - Animations are best saved as ______ graphics format.
   - Lossy format means ____________________________________________

3. Access the Copyright link and read the information.
In this activity, you will be saving a picture to graphics format for use on the web.

**Activity 1 – Saving to graphics format and uploading graphic onto the Internet**

1. Access a picture of yourself (your TAFE ID or licence picture will do).

2. Scan the picture and save it as a .JPEG or .GIF file to your workdisk, using the filename MUGSHOT. (Remember, these are the two formats which are used in web pages).


4. Click on the following:
   - Make Me Over Now
   - Start
   - Click Here to Use Your Own Photo
   - Yes (if prompted to install Makeover program)

5. Upload your photo as follows:
   - click on Browse
   - change to 3½ Floppy A
   - select the filename of your photo (ie MUGSHOT)
   - click on Open
   - click on Load

6. Drag the photo to align it as closely as possible with the diagram.

7. Click on smaller or bigger if necessary to resize the face.

8. Click on OK, Continue.

9. Keep clicking on OK (ignore the screens for the moment) until you get to the Hairstyles section.

10. Select a style from the drop-down box (celebrity, short, medium, glamorous, long) – a list of styles will appear.

11. Click on desired style – it will superimpose over your face.

12. Customise the style by using the following options:
   - use the colour chart at the bottom
   - use bigger or smaller to fit the style more closely to your face
   - use flip it to flip the style to the other side of your face

13. You can select Save if you wish to save the picture and return to it later.

14. Click on Send and email your picture to one of your classmates.
PROTOCOLS

The internet consists of many networks linked together. Many of these networks are different to each other, and therefore would not normally work together. Each network has its own “language”, so networks with the same language can communicate with each other, but those with a different “language” cannot.

To overcome this problem, protocols have been developed so that computers can exchange information with each other using a common “language”.

A protocol is a set of rules that computers follow so they can interact with each other. A number of protocols are used to run the Internet, but the main ones are:

**TCP/IP (Transmission Control Protocol/Internet Protocol)** – this connects different types of networks together. When information is sent from one computer to another, it breaks the information into chunks called “packets” and sends them along the network.

As there are so many interconnections, there are multiple paths available to the destination computer, so each packet may take a different path. When packets arrive at their destination, they are re-assembled at the receiving computer.

**Note:** Every computer on the Internet has its own ID, so that the data knows which computer it is being sent to. This unique ID is called an IP address and looks something like this:

124.27.50.8 (you can think of it as the computer’s “phone number”)

**FTP (File Transfer Protocol)** – this is used to upload or download files between computers. When you download files onto your workstation, your computer is using FTP. A computer which provides these files is called an **FTP server**.

**HTTP (Hypertext Transfer Protocol)** – this is used to transfer the contents of a web page into a browser for viewing. When you are looking at a web page in Explorer, your computer is using HTTP. A computer which provides these pages is called a **web server**.

**Activity 1**

1. Enter the URL **www.microsoft.com**
2. Note that when the site is loaded, HTTP appears at the beginning of the URL to indicate that this protocol is being used to load pages into your browser from a web server.

**Activity 2**

1. Enter the URL **ftp.microsoft.com**
2. Note that when this site is loaded, FTP appears at the beginning of the URL to indicate that you have accessed an FTP server, ready for downloading.
FILE COMPRESSION

Many files available for download on the Internet are stored as “ZIP” files. A ZIP file is one where one or more original files are compressed in size and then stored in a ZIP file. When the original files are needed, they are extracted from the ZIP file using a special program.

**Advantages of compression:**
- takes up less storage space
- takes less time to download
- several files can be downloaded as one file

**Activity 1** – tutorial

1. Access the site www.learnthenet.com
2. Select the link Download Files
3. Scroll down and select the link File Compression and read the information on file compression and decompression.

**Activity 2** – decompress or unzip a file

1. For this task, you will use the TEMP folder on Drive C – this will provide you with an area where you can retrieve and unzip downloaded files.
2. Access the website www.tilde.com.au
3. Select the TAFE Range link
4. Select the How to Download Exercise Files link – browse this document, in particular the opening paragraph. Do NOT print the document – instructions for downloading will be given.
5. Select BACK button to return to previous page.
6. Click on To Go Directly to Exercise Files … link – the screen displays a list of different subject modules.
7. Scroll down to Excel module listing, click on BC-SSCalcs-EX12K link – you are presented with a table listing different downloads for this module.
8. Click on Download Exercise Files link – the File Download window is present, with Save this program to disk already tagged.
9. Click on OK – you will be asked for a location for saving – change to C:\TEMP, click on Save.
10. When download is complete, click on OK to close dialogue box.
11 The file has now been downloaded to your folder and needs to be unzipped. Decompress or unzip the file as follows:

⇒ Access Windows Explorer (right-click on Start button, select Explore)
⇒ Open the folder C:\TEMP – the compressed file is displayed
⇒ Double-click on the file – the Winzip screen appears
⇒ Change the location in the Unzip to Folder window as follows:
  • click on Browse …
  • change to C:\TEMP
  • OK – location is displayed in windows
⇒ click on Unzip
⇒ OK, Close

12 Note how many files have been extracted from the zip file. Leave Windows Explorer open for the next activity.

Activity 3 – compress a file (use Powerpoint)

For this exercise, you will be using Powerpoint, as it has an inbuilt compression program. For the purposes of this activity, it is assumed you have not had any experience with Powerpoint.

1 Load Powerpoint by clicking on the icon on the Taskbar (or select Start, Programs, Microsoft Powerpoint. Cancel the opening dialog box.

2 Locate and open a Powerpoint presentation from Drive P (ask for the location).

3 Save the file into your C:\TEMP folder.

4 Use the Powerpoint compression program Pack and Go to compress the file as follows:
⇒ select – File, Pack and Go (you may need to expand the menu)
⇒ select Yes if asked to install – wizard appears on screen
⇒ click on Next
⇒ check Active presentation is ticked, click on Next
⇒ select Choose destination, click on Browse
⇒ change to C:\TEMP, click on Select – back to wizard
⇒ click on Next
⇒ check Include linked files is ticked, click on Next
⇒ check Don’t include the viewer is selected, click on Next
⇒ click on Finish
⇒ confirmation message appears, click on OK

Your file has been compressed – if you wish to look at the compressed file, open Windows Explorer and access C:\TEMP.
REVISION

Access the website www.learnthenet.com/English/web/000www.htm - this website provides a tutorial on Internet basics.

⇒ To begin the tutorial, click on the button

⇒ To move from page to page in this tutorial, scroll down and click on the button

Read through the tutorial and answer the following questions:

1 What is the World Wide Web?

2 List the components of the web (ie what the web is made up of):

3 Where are web pages stored?

4 List three methods you can use to move between web pages or websites:
5 What is an image map?

6 What is a web browser?

7 List the two most popular web browsers:

8 Explain the purpose of the Status bar:

9 Some web pages contain a Text-only mode – what does this mean?

10 What is multimedia?

11 What is a plug-in?
INTERACTIVE SITES

Activity 1

1 Locate the website www.raywhite.com.au
2 Click on the Virtual Tours link
3 Use Search facility to locate residence/s of your choice.
4 Click on photo of selected residence
5 Click on Virtual Tour tab (wait for image to load) – the image should “pan” around the room
6 Read and follow Instructions: section below Virtual Tour tab.

Note: Some properties will not have a virtual tour available – if you are not successful the first time, keep selecting until you find one.

Activity 2 – check out a colour scheme for your home

1 Enter the URL www.dulux.com.au
   ⇒ select – Mycolour, Enter Mycolour, Start
   ⇒ select a room from the list at the top
   ⇒ click on < or > on side of image to define type of room
   ⇒ select flooring type – Carpet, Tiles, or Timber
2 Click on – Select Your Colours (colour palette appears)
3 Click on No Furniture button to remove furniture from the room
4 Select desired colour scheme – eg Neutrals, Reds, Blues etc
5 Click on desired shade from palette, then click on the item to be painted eg a wall, ceiling, cornice etc. Repeat as required.
6 Click on Choose an Image if you wish to try another room, or Exit Mycolour.

Activity 3 – visit a factory outlet complex

1 Enter the URL www.birkenheadsc.com.au
   ⇒ select – Skip Intro
   ⇒ click on – Virtual Tour
OTHER BROWSER FEATURES
(these functions may have been disabled by the network administrator)

**Activity 1 – change your home page**

Your home page is the one that appears each time you connect to the Internet. Your Internet Service Provider determines and sets up the home page for you. However, if you wish, you can change your home page as follows:

1. Locate desired website and page (for this exercise, [www.google.com](http://www.google.com))
   - desired page on screen
   - from Menu bar, select Tools, Internet Options, General tab
   - click on **Use Current** button, OK

   The Google page is now your default home page (you can click on your Internet Explorer button – the Google page should appear).

2. Change the home page back to the TAFE page – select Tools, Internet Options, General tab, then click on **Use Default** button, OK

**Activity 2 – set pages to work offline**

Working offline (ie when you are disconnected from the Internet) allows you to browse selected web pages at a later time without re-connecting to the web.

This is particularly handy when you are using pre-paid Internet access disks, where you have a limited number of hours and want to get maximum value, or when you want to read web pages without tying up the phone line.

   - from Menu bar, select Favorites, Add to Favorites
   - tick □ Make available offline
   - click on Customise button – work your way through the Wizard

2. To work offline:
   - Internet Explorer on screen
   - from Menu bar, select – File, Work Offline
   - locate desired page from Favorites and browse as desired

   **Note:** You will need to untick Work Offline to go back online again.

**Activity 3 – clear History (record of the pages you have visited)**

1. Clear the history as follows:
   - select – Tools, Internet Options
   - click on Clear History button
   - Yes to prompt
LOOKING TO MAKE OR SAVE MONEY

Activity 1 – finding unclaimed money

A number of Australian institutions hold large amounts of unclaimed money. You can access their websites to see whether you are owed any money from forgotten bank accounts, superannuation funds, wills etc.

   - select the link Unclaimed money
   - scroll down and read the paragraph *Unclaimed money held by OSR*
   - scroll up and click on Follow this link to Search and make a claim
   - enter your surname in the Search box, click on Search

2. Scroll through the list and check to see whether you have anything owing

   - select the link Unclaimed money
   - read the first paragraph which lists locations where lost money is held
   - scroll down and select link for the years 1995 to 1999 editions
   - select one of the years listed at the top of the page
   - select desired bank of your choice and click on number to the right
   - download the desired file and read through to look for your name

Activity 2 – buying through auction

You can use the web to search for items being sold through the Internet. Some sites allow you to bid for an item – an item is put up for bid for a specified time period, visitors can place bids for the item, and highest bid at the end of the period purchases the item.

   - select Home, Garden & Wine
   - select Outdoor Living
   - scroll down and browse through the items offered for auction
   (note the number of bids, and the time remaining for each item)

2. Click on the picture or icon in the Picture column – this will take you to another page which will give you more details of bidding and other links for more information about the item.
JUST FOR FUN

Activity 1

1. Access the site www3.flamingtext.com
2. Enter your name in the **Your Name** box, select Go (wait .... )
3. Copy and paste this into Word – the image will NOT animate in Word, however if pasted into Powerpoint, you can play the slide and watch the flames flicker.

Activity 2

1. Access the website www.colorquiz
2. Work through the instructions to take a test and find out your personality.

Activity 3

1. Locate the website [www.howardjones1.homestead.com/mindreader.html](http://www.howardjones1.homestead.com/mindreader.html)
2. Read and follow the instructions given.

Activity 4 – **TURN SOUND RIGHT DOWN!** (or use earphones)

1. Locate the website [www.web-karoake.co.uk](http://www.web-karoake.co.uk)
   ⇒ Click on the **CLICK HERE** LINK
   ⇒ Click on the **enter** link
   ⇒ Click on Track List graphical hyperlink
   ⇒ Scroll down and select a track from the list – lyrics appear on screen
   ⇒ Click on **play music** link – music plays
   ⇒ (music is synthesized so some songs sound better than others)
   ⇒ Click on **stop music** link to end the song
2. The alphabetical listing at top of web page gives you names of artists
   select one of the letters from the list
   select desired artist and song
   play the music

Activity 5

1. Access the website [www.isoverse.com/colorbook](http://www.isoverse.com/colorbook)
2. Follow screen directions to select a picture and colour it in.
ELECTRONIC MAIL

Electronic mail (email) allows people to communicate by sending and receiving electronic messages using a computer. Messages can include pictures, sound files etc.

Advantages:
- speed – a message can be sent and received within a minute
- saves paper
- available 24 hours a day
- international – can be accessed around the world at any computer location
- can combine text, pictures and diagrams
- files can be attached to the message
- can send to multiple recipients at the one time
- can store the message and send at off-peak times
- messages can be written offline and sent when the user logs on (saves Internet usage time)
- email messages can be saved for future reference or inserted into other documents

Disadvantages
- must have a computer and on-line facilities
- can’t get in if you forget your password
- very informal layout – not professional looking
- chance of virus infection through suspect files

In order to send and receive email, you need an email account. You will be using a free service provider called Hotmail to set up your mailbox. Hotmail is only one of many email service providers. Others include Yahoo, Telstra Bigpond, Optus, and corporations which provide their own mailboxes for staff.

Activity 1 – Access Hotmail

⇒ Launch Internet Explorer if necessary
⇒ Click on [Links] (top right corner)
⇒ Select Free Hotmail

or
⇒ Click in Address bar
⇒ Type hotmail.com
⇒ Press ENTER

Note: Some search engines and websites provide a link to access Hotmail quickly. Some sites are Altavista, ninemsn.com.au,
Activity 2 – set up a mailbox

⇒ Click on New Account Sign Up – Registration form appears on screen
⇒ enter first and last names
⇒ select Australia from Country/Region list box (you may need to wait a few seconds for Hotmail to adjust to Australian format)
⇒ continue entering personal details down to Account Information section

Account Information section – use all lower case letters, as the address and password are case sensitive

⇒ Enter the desired name of your mailbox in the E-mail Address box (ie User ID)
⇒ enter a password
⇒ retype password

*** write down your mailbox address and password in a safe location!
⇒ select a secret question and write the answer in the box provided –
⇒ enter the displayed characters in the Registration check box
⇒ scroll down and click on I Agree
⇒ continue entering details in remaining boxes
⇒ click on I Agree.
⇒ confirmation message should appear
⇒ select Continue
⇒ click on FREE E-Mail link
⇒ WebCourier FREE Subscriptions page appears
⇒ scroll to bottom of screen, select Continue
⇒ scroll down next page and select Continue
⇒ Email home page appears – note that your E-mail address is shown at top

Activity 3 – Open existing mail

When you first set up an email address in Hotmail, an email (ie “letter”) is automatically sent to your mailbox by Hotmail staff. The email will be listed in your Inbox and is displayed as:

To open the email, click on Mail tab
⇒ click on item Hotmail Staff in the From column
⇒ scroll through and read the information
⇒ click on Mail tab or Back button to return to previous page
Activity 4 – Delete mail from Inbox

Delete the hotmail letter from your mailbox as follows:

⇒ click in the [ ] tick box to the left of your Hotmail Staff letter
⇒ click on the [x]Delete button

Activity 5 – Compose an email

1. Click on [New]. Your Hotmail Compose screen will look like this:

2. Your trainer will provide you with his/her email address. Compose a letter to your trainer by carrying out the following steps:

⇒ enter trainer’s full address in To: box
⇒ (press TAB to move to Subject: window)
⇒ enter the subject Email address (always enter a subject heading)
⇒ “tick” [ ] Copy Message to Sent Folder tickbox (saves letter for future reference)
⇒ type the following in the message window

Dear (trainer’s name)

I have set up my mailbox and opened the mail sent by Hotmail staff. Could you please add my address to your mailing list.

Please confirm receipt of this email.

Your name

3. Send the mail by clicking on [Send]. A message confirming transmission will appear.
4 Click on Return to Inbox, then compose another email to your trainer as follows, using an appropriate subject heading – note that you must click on the Mail tab (or the Back button) to get the message window up again:

Dear (trainer’s name)

I am consolidating my learning by composing another email and sending it to you.

Your name

**Activity 6 – Blocking Junk Mail**

Unfortunately, now that you have a mailbox, you are a target for unwanted junk mail (called SPAM). You can sometimes get 20-50 unwanted messages in your mailbox in any one day.

Hotmail has a facility available which can block junk mail to a degree specified by you – this is a junk mail filter, which you are going to apply as follows:

⇒ click on Options (at right of screen)
⇒ select Mail (left side of screen)
⇒ select Junk E-mail Protection, then Junk E-mail Filter
⇒ select Enhanced option
⇒ OK

Much of your junk mail will now be sent to the Junk Mail folder, which is contained within your mailbox. Junk mail is usually held for seven days before being deleted by Hotmail.

However, as you have a limited amount of space allocated to you for storage of messages, you can set your mailbox for immediate deletion of junkmail as follows:

⇒ select Options, Mail, Junk E-Mail Protection
⇒ select Delete Junk Mail
⇒ select first option, OK

This might keep your mailbox clear of most junkmail, but not all – there are other options for this.

**Activity 7 – Using Reply feature**

You can reply directly to a message without having to go to the Compose screen. You should have received a message from your trainer, confirming that your email address has been received.

1 Click on Inbox (or Mail tab) and open the message from your trainer.

2 Click on ![Reply](image) – this opens the Compose screen and places the email into the message box, as well as automatically inserting the address in the To: box. Note that the original message is also inserted into the Compose box – thus the recipient can see what message is being replied to.
3 Move to the end of the message and insert your reply, stating that you have received your trainer’s message and are practising the reply feature.

4 Once you have sent the message and received confirmation, click on the Back button to return to the message.

5 Print a copy of your message by clicking on the Print button in the Toolbar.

Activity 8 – Adding addresses automatically to the address book

Hotmail has its own Address Book, where you can store email addresses and retrieve them when required. Addresses may be placed into the Address book directly from an email message.

1 Carry out the following steps to add to the Address book:
   ⇒ open email message
   ⇒ click on Save Address – this copies the address into the Address book
   ⇒ check details on Save Address page (note automatic Quickname)
   ⇒ select OK

2 Click on tab - note that the new address now appears in the Favorite Contacts List on the right of your Compose screen. You can insert the address easily by clicking on relevant name in this list.

Activity 9 – adding multiple addresses to the Address book

1 At this stage you should have received a message from your trainer which has also been addressed to everyone else in the class.

2 Open this email and note that a group of addresses is listed in the To: section of the message. This email has been sent to the entire class – add all the addresses to the book as follows:
   ⇒ open email message
   ⇒ click on Save Address on the From: or To: line (this will copy all addresses listed into the Address book)
   ⇒ check details on Save Address page – scroll through and add each trainee’s first and last name where indicated
   ⇒ select OK

Activity 10 – Adding addresses manually to the Address book

Manual entry of addresses into the Address Book is done when you obtain an email address from a source other than your email message eg from a friend, colleague, advertisement etc.
1. Use the following steps to add the address student@hotmail.com:
   ⇒ click on Contacts tab
   ⇒ click on New
   ⇒ fill in details on the new screen which appears
   ⇒ click on Save

2. If you have any other email addresses you wish to add, then do so.

**Activity 11** – Inserting addresses into email using the Favorite Contacts list

1. Compose a message to anyone in your Address book as follows:
   ⇒ click on Mail tab
   ⇒ select New
   ⇒ click in To: box
   ⇒ select desired name from Favorite Contacts list at right of screen
   ⇒ compose remainder of message as required and send

2. Send another message to someone else in the Address book.

**Activity 12** – send an Attachment

To attach a file to your message, you need to know what the file is and where it is stored. Once you locate the file, it can then be attached to the email.

1. Open a new document in Word and create the following document, displaying it attractively:

   **ELECTRONIC MAIL**

   Electronic mail is a system that allows users to send and receive both messages and data through the Internet.

   An email message is not restricted to text. Other types of files, such as graphics, spreadsheets etc can be attached to email messages.

2. Save the document as ELECTRONIC MAIL.

3. Send an email to the trainee on your left stating that you have created a document and are sending it as an attachment. Ensure you save the message. Attach the document to your email as follows:
   ⇒ message on screen
   ⇒ click on Attach, File
   ⇒ click on Browse
   ⇒ locate and select desired file (ie, ELECTRONIC MAIL)
   ⇒ click on Open
   ⇒ click on Attach (wait ... it takes a while to attach)
   ⇒ select OK (or OK and Attach Another)
4 When you return to your Compose window, the attachment should be listed below the **Subject:** box.

5 Complete this exercise by sending the message.

### Activity 13 – Sending multiple attachments

1. Compose an email to your supervisor stating that you have two documents which you are sending as attachments.

2. Attach any two files from the Business Administration section on Drive P. The steps for attaching multiple files are the same as above, but don’t click on **OK** until all attachments are listed.

3. Send the email and attachments and print a copy of your message.

### Activity 14 – using Rich Text Editor

You can enhance your email messages by using the Rich Text Editor toolbar—this gives you some basic formatting features.

⇒ click on ![Tools](Tools.png), Rich Text Editor ON – a new toolbar appears in the message area

⇒ compose a message to a colleague, using some of the options available on the new toolbar
**SEARCH AND ASSESS ONLINE INFORMATION**

The Internet contains such a vast amount of information that it can be difficult and frustrating to find exactly what you want. By the time you search through websites evaluating what is relevant and useful to your needs, you may have spent far more time than you anticipated.

So, how do you find the information you need?

You have a range of search facilities available to help you locate what you are looking for:

**a Search Engines**

Search engines are huge databases of web pages that have been generated by computer. Search engines use software programs called “spiders” or “robots” to search the web and index most of the words on the pages at a website. These spiders regularly update their databases by returning to the web pages they index to look for changes.

Meta-search engines are also available – these enable the user to search several search tools at once.

**b Search Directories**

These are indexes of websites. They attempt to organize the resources on the Internet and are created by people who screen sites, review and categorize them. Search directories provide a large range of subject categories and organize their content into a hierarchy of sub-directories.

**c Hybrids**

These combine a search engine with a directory to improve the search facilities of their databases.

*When you use a search facility, it is important to remember that you are NOT searching the entire web – you are searching the portion of the web that your search facility of choice has indexed.*

**Activity 1**

Become familiar with the types of search facilities available – this will help you decide which method is the best to use when searching for information:

   ⇒ click on MLC Internet Tutorial
   ⇒ click on Searching the WWW

2. Scroll through and read the information, then complete the following table – put names of search facilities in the relevant columns. The first one has been done for you as an example.
Activity 2 – compare the different types of search facilities

With the website still on screen, click on the links to the different search facilities, have a look at how they are constructed and see how they work.

Using Keywords and Phrases

Search engines use keywords and phrases to determine if a particular URL is relevant to what a user is searching for.

A keyword can be one word or a combination of several words which best describe what you are searching for, eg vegetarian recipes soup. The search is carried out on each keyword listed.

The use of keywords will give the greatest number of results, however many of them will be irrelevant to your search, as any pages with just one of the words will also be listed.

A phrase is a group of words surrounded by double quotes eg “what is a relational database”. Using a phrase in your search will limit your results to webpages that contain that exact phrase.

To make your search as successful as possible, you need to determine what words and/or phrases to use in your search.

Activity 3 – practice using keywords and phrases

1. Access the Google search engine at www.google.com
2. Practise doing some simple searches - try using the keywords first, then search for the words as a phrase.
3. Record the number of hits you get for each combination on the table shown overleaf.
Order of Keywords
Order of keywords is important – you may get different results to that expected. The more important keywords should be entered first in your list, as this is likely to make your results more relevant.

Activity 4 – enter keywords in order of importance
1. Access the Google search engine
2. Enter keywords in the order shown and note differences in your results.

Search Pattern Information
Some search engines differ in their rules for queries. It is a good idea to access search pattern information from the search engine site – usually under Help, FAQ, Guides, Tips or Options.
Activity 5 – looking at search pattern information

1. Access www.altavista.com
   ⇒ Click on the Help link
   ⇒ Click on the Search link
2. Read the Basic Web Search Tips section

Search facilities vary in the options they offer – some offer extra features such as image or multimedia searches.

Activity 6 – search for information

1. Access any search engine of your choice
2. Enter the keywords “finding Nemo” (without the quotes)
3. Perform the search and view the results

Activity 7 – search for images

Both Google and Altavista search engines provide an option for an image search.

1. Access the Google search engine at www.google.com
   ⇒ click on the Images tab
   ⇒ enter keywords finding nemo and click on Google Search
   ⇒ browse through the resulting images – note you get a range of images ie photos graphics, buttons etc
2. Leave the results screen open
3. Click on the Internet Explorer icon to load another screen
4. Access the AltaVista search engine at www.altavista.com
   ⇒ click on the Images tab, enter keywords finding nemo, click on FIND
   ⇒ browse through the resulting images
5. Switch between the two screens and compare the results
6. Switch back to Altavista screen – note that you have a range of options below the search box
7. Tick the Graphics option only and check the resulting search

TURN SOUND DOWN OR USE HEADPHONES FOR THE FOLLOWING TASKS:

Activity 8 – search for sound and video clips

Sound and video clips can be useful additions to your information searches, particularly for Powerpoint presentations.
A search engine often has a facility to allow searches for sound and video clips. However, these clips come in many different formats, so you will need the appropriate software in order to play the clips.

1. Access the Altavista search screen and click on the **MP3/Audio** tab
   - enter the title of one of your favorite songs – surround with double quotes
   - tick the MP3 format in the options below the search box (untick other options)
   - click on **FIND**
   - from the results list, select your desired clip
   - open the clip by clicking on the **Open in new window** link (wait for it to download)

The clip should automatically play – **most of these clips are cover versions**

2. Access Altavista and click on the **Video** tab
   - enter the phrase “Alien Song” (with the quotes)
   - tick the .AVI format in the options below the search box (untick other options)
   - click on **FIND**
   - from the results list, select the clip by clicking on **More Info**
   - on screen, locate and click on the website link [www.rickleephoto.com](http://www.rickleephoto.com)
   - wait for the file to download (it will not take the time shown on screen)

If you were not successful in accessing sound clips, some samples can be heard on [http://www.fullcirclerock.com/samples.htm](http://www.fullcirclerock.com/samples.htm) (these are cover versions)

**Multiple browsing**

To save time when doing a large search, you can run a number of web sessions at the same time (same as Windows, where you can run a number of programs simultaneously).

**Activity 9 – multiple browsing**

1. Close down **ALL** screens and return to the basic TAFE screen
2. Open a new Internet screen and access the Google search engine
   - enter the keywords **surfing Hawaii**
   - carry out the search
3. With the results list on screen, select – File, New, Window

You have opened up another browser exactly the same as your first one. You now have more than one operating, so you can browse different websites on this topic.

4. Click on the first website in your results list
5. While it is loading, switch to your second browser
6. Click on another website in the results list
7. Switch between the two websites

Multiple browsing is particularly useful when downloading a large document from the web which is taking a long time. It allows you to continue searching without wasting time waiting for the download to complete.
Advanced Searches

Searches can range from very simple to rather complex, allowing you to progressively refine your search to very specific information.

So far you have performed simple searches only. For more advanced techniques, most search engines offer Advanced Search screens.

Activity 11 – advanced searching

1. Access the Google search engine
2. Click on Advanced Search link – a new screen opens up
3. Read the screen carefully – note all the extra options you have to refine your search towards the specific information you are looking for.
4. Enter search criteria as shown below:

<table>
<thead>
<tr>
<th>with all of the words</th>
<th>wine regions South Australia</th>
</tr>
</thead>
<tbody>
<tr>
<td>with the exact phrase</td>
<td></td>
</tr>
<tr>
<td>with at least one of the words</td>
<td>history</td>
</tr>
<tr>
<td>without the words</td>
<td></td>
</tr>
</tbody>
</table>

Return pages written in: any language
Return results of the file format: any format
Return web pages updated in the past year
Return results where my terms occur: anywhere in the page

5. View your results – find a website which gives you some history about South Australian regions, not general wine history.

Boolean Logic

The Advanced Search screen above gives a user-friendly method of refining a search. However, another method of defining keywords in a search is available.

Search engines allow keywords to be combined in a search by using a form of logic called Boolean Logic. By using this logic you can broaden or limit the scope of a search.

Boolean Logic uses the following operators:

- **AND** - ALL the keywords must appear on web pages, eg **dogs AND cats AND birds**
- **OR** - any or all keywords may appear, eg **dogs OR cats OR birds**
- **NOT** - web page should not contain the keyword, eg **dogs AND birds NOT cats**

Note: Many search engines automatically default to AND between keywords without you having to type the operator in.
ACTIVITY 10 – PRACTISE BOOLEAN LOGIC

1. Access the search engine AltaVista – search pages from Australia only
2. Enter the following into the search box – Manly sea eagles
3. Check your search results – how many hits did you get?
4. Enter the following into the search box – Manly and sea and eagles
5. Check your results – how many hits did you get?
6. Enter the following into the search box – Manly and sea or eagles
7. Check your results – how many hits?

You can see that Boolean logic is quite useful in further defining your searches.

ACTIVITY 11 – REVISION OF SEARCHING

This activity is going to revise everything that you have covered on search facilities:

1. Access the website http://home.sprintmail.com/~debfanagan/main.html
2. Click on the Subject Directories link
3. Read the information, then scroll down to the section “Click the links below for practice exercises”
4. Click on some of the links and carry out the exercises as instructed.
5. Click on the Search Engines link, read the information and carry out the practice exercises.

ASSESSING ONLINE INFORMATION

Assessing of information is a fundamental part of searching on the Internet. Some websites may give valuable information and may include useful links, while others provide inaccurate, untrue or unreliable information.

Information assessment is necessary to ensure credibility and quality.

FACTORS WHICH AFFECT THE RELIABILITY OF A WEBSITE

- anyone can be an author – amateurs and professionals alike
- online information can be fact, fiction or opinion – how do you tell?
- information may be redundant, out-date or misleading

ACTIVITY 12

1. Search for information on how to evaluate on-line information. Locate at least two different websites giving this information. Write down the URL of each website and list four criteria given at each site – please ensure no two criteria are the same:
WEBSITE 1: ____________________________________________

Criteria: ____________________________________________

____________________________________________________

____________________________________________________

____________________________________________________

Does this site follow its own evaluation criteria? ________

WEBSITE 2: ____________________________________________

Criteria: ____________________________________________

____________________________________________________

____________________________________________________

____________________________________________________

Does this site follow its own evaluation criteria? ________

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For further information, see the introductory section of this book.