



COMPUTER LITERACY



## **SOME BASIC STUFF ABOUT THE INTERNET**





**Windows Internet Explorer (formerly Microsoft Internet Explorer abbreviated MSIE), commonly abbreviated to IE, is a series of graphical web browsers developed by Microsoft and included as part of the Microsoft Windows line of operating systems starting in 1995. ...**

A web browser allows you to navigate the text, images, and other multimedia (music and video) found on the Internet.

**Other Web browsers:**

Google Chrome  
Firefox  
Safari

**You need to know....**

**How to find stuff on the Internet**



**Search Engines** enable you to give directions to the browser to find something.

[To see a list of Search Engines, click here](#)

But our fav is....

**Google™**

# Using Web Search: Basic Search Help

Source: Google Web Search Help

- Most of the time you'll find exactly what you were looking for with just a basic query.
- However the following tips can help you refine your technique to make the most of your searches.
- Throughout these notes, we'll use square brackets [ ] to signal queries, so [black and white] is one query, while [black] and [white] are two.

# Some basic facts

- ***Every word matters.*** Generally, all the words you put in the query will be used. There are some exceptions.
- Search is always case insensitive. Searching for [new york times] is the same as searching for [New York Times.
- With some exceptions, punctuation is ignored (that is, you can't search for @#\$%^&\*()=+[ ]\ and other special characters).

# Guidelines for better search

- **Keep it simple.**
- **Think how the page you are looking for will be written.** For example, instead of saying [my head hurts], say [headache}, because that's the term a medical page will use. The query [in what country are bats considered an omen of good luck?]is very clear to a person, but the document that gives the answer may not have those words. Instead, use the query[bats are considered good luck in or even just[ bats good luck ], because that is probably what the right page will say.
- **Describe what you need with as few terms as possible.** For example,[weather cancun ] is a simple way to find the weather and it is likely to give better results than the longer [weather report for cancun mexico .
- **Choose descriptive words.** For example, [celebrity ringtones] is more descriptive and specific than [celebrity sounds].

The Google logo is displayed in its characteristic multi-colored font (blue, red, yellow, blue, green, red) with a trademark symbol. It is set against a white, slightly tilted rectangular background.

Check out this site for some really neat  
Google search tips

<http://www.google.com/intl/en/help/features.html>



**Spend some time here to try these out.**

**You need to know how to.....**

# **Copy and Paste Text from a Web Page**

You may already have a simple technique that works ...and that's great. If not, the steps will work.

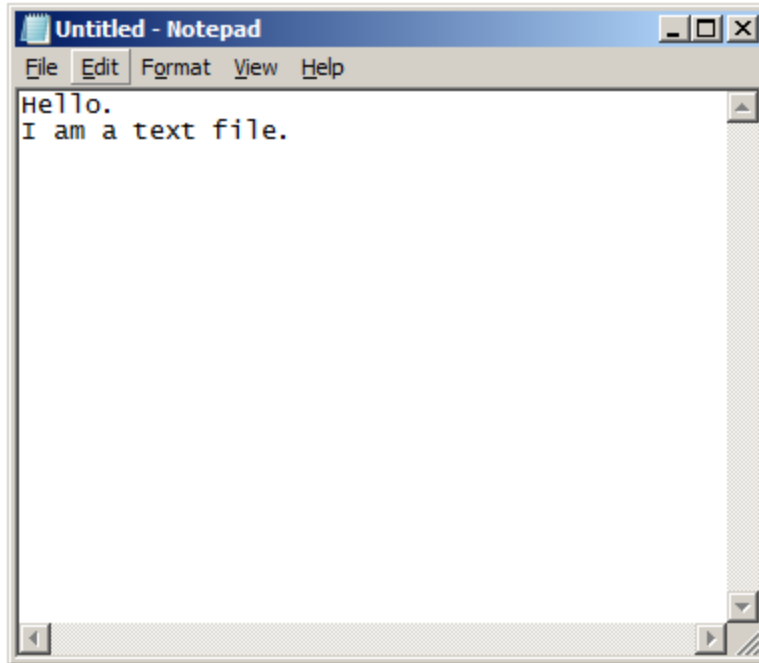
**Directions for a PC (with Windows)**

**Try to copy these directions into a word processing document.**

- 1. First, click your cursor at the spot that you would like to copy.**
- 2. Next, click and hold the left mouse button and drag the cursor to the end of the text that you want to copy. The text that you want to copy should be highlighted.  
Let go of the cursor.**
- 3. Click on Edit in the menu bar at the top of the page.**
- 4. Drag your cursor down to Copy and let go after it is highlighted.**
- 5. Now, without closing out of your internet browser, you will open up a word processing document.**
- 6. Click on the Start button at the bottom left hand corner of your screen and open up your word processing program (typically Microsoft Word), selecting a new document (or an existing document that you wish to add to).**
- 7. Click your cursor at the spot where you would like to have your text placed.**
- 8. Click on the Edit button on the menu bar at the top of the screen, and drag the cursor down to Paste.**
- 9. The text should appear in your word processing document. Now you can edit, save or print the text.**
- 10. To switch back and forth between the internet and your word processing document, click on the buttons on the task bar (at the bottom of your screen).**

# Why use NOTEPAD?

(when copying text from the Web)



**Windows Notepad is a text editor that you can use to view, create, or edit small text files. Text files differ from word processing files in that they contain only letters, numbers, and symbols. (Files made on word processing programs also include formatting information such as line spacing, paragraph indentation, margins, and italics.)**

Notepad file do not contain any formatting features. Web text does have various formatting features that sometimes are hard to get rid of when you copy text from the web into your word processor (this is especially WordPerfect). If you copy from the web into Notepad first, and then to your word processor, you will remove any unwanted formatting features.

## What about YOUR account?



Novell Login v4.90.0.0

Novell Client™  
for Windows\*

Username:

Password:

Workstation only

OK Cancel Shutdown... Advanced >>

- G: drive or your\_id
- 10 MB
- Use IE
- Broom Closet
- Need Chev
- Read ONLY files

Where is it located?

What is it called?

How big is it?

How can I see what's in it?

Can I get files back if I accidentally delete them?

What is S: drive?

# Literacy Worksheet #1

- File on S: drive  
**CL Worksheet #1.DOC**
- Follow directions
- Print and Submit as soon as possible