Introduction to the Internet, World Wide Web, and Internet Explorer 9

The skills and concepts you learn in this unit will be used in the next lesson and throughout the rest of the semester. If needed, you can repeat any of these exercises as often as needed. If you have questions, be sure to contact your instructor. Computer lab personnel in MTC 200 may also be able to help with this tutorial.

NOTE: These instructions are based on the Internet Explorer installation on campus computers. If you are using a different computer, your screen may be slightly different.

Getting Started

1. Logon to a computer and click on the Internet Explorer icon on the taskbar to start Internet Explorer 9 (IE9).

2. Click in the address box (see Figure 1), type www.worwic.edu, and press Enter.

3. On the Wor-Wic home page, point to Quick Links (upper right portion of page) and click Learning Resources (see Figure 2).

4. Click the CMP 101 Resources link in the middle of the page.

5. Click Handouts on the menu and scroll to the Internet section.

6. If needed, connect speakers or headphones to your computer and click the Introduction to the Internet Video link. A short video will appear. Watch the video and then continue to the next page.

Figure 1

Figure 2
Display Settings

Since all installations of software can differ slightly from computer to computer, this section will walk you through some of the display options to make sure your screen matches these instructions.

1. **Right click a blank area of the title bar** at the very top of the window, above the address bar (see Figure 3). A menu appears with several display options. These are "toggle" options in that you click to turn on and click again to turn off.

2. Click **Menu bar**.
   The menu appears just below the address bar. You can also temporarily show the menu bar by pressing the ALT key on the keyboard.

3. **Experiment** with the other options by right clicking on a blank area of the title bar and making a selection.

4. When finished, make sure the following **options are turned on** or checked (see Figure 4):
   - Favorites bar
   - Status bar
   - Lock the toolbars

5. Make sure the other **options are off** or unchecked.
View and Navigate Web Pages

Moving between web pages can be accomplished easily with hyperlinks. Hyperlinks allow you to jump to another location on a page, another page in a site, or another website altogether. You can also use the address bar to go directly to a web site if you know the URL.

1. Click anywhere in the Address box. The current address becomes highlighted.

2. Type www.loc.gov The highlighted address is replaced with the new address you type.

3. Press Enter on the keyboard.
   The home page for the Library of Congress web site loads. Note that while the full URL for this page includes the protocol, you do not have to type the "http://" as part of the web site address.

4. Scroll down until the Visit the Library section is visible on the left side of the page.

5. Point to the Tours link (don't click it yet!). The mouse cursor changes to a hand icon and the URL for the link displays in the status bar (see Figure 5).

Figure 5
View and Navigate Web Pages

1. Click the **Tours** link.
   The Tours & Activities page loads. You have now navigated to a new page within the Library of Congress site.

2. Under the **Resources** section on the left of the page, click the **Event Calendar** link.
   This may take a moment to load. Notice the status indicator in the tab at the top of the window (see Figure 6).

3. Under the **View by Category** section on the left of the page, **click on any category**.
   Instead of moving to a different page, this link moves to another location on the same page.

4. Click the **Back** button (see Figure 7).
   The screen scrolls back to the top of the page - the last visited location.

5. Click the **Back** button again.
   The Tours & Activities page reloads.

6. Click the **Forward** button.
   The Event Calendar page reloads.

7. Click the **Home** button.
   The browser's home page loads.
Accessing Browser History

By default your browser is configured to save the URL for each page/site you visit. This History list allows you to return to a previously visited site. There are several different ways to access the history list.

1. Click the **Address bar Autocomplete** button.
   A list of previously visited pages (history) appears along with the favorites list. You can use this list to quickly navigate to one of these pages.

2. If needed, click the **expand** button next to the **History** section and click Library of Congress Home. The Library of Congress home page appears.

3. Click the **Favorites** button.
   You can also use the History list found under the Favorites area.

4. Click the **History** tab.

5. Click the **Today** link to see a list of sites you have visited today. Click one of the links to view a list of pages from that site, and click one of those links to jump to that page.

6. Click and hold the **Back** button, a list of previous visited pages appears. Click on one of the items in the list to jump directly to that page.
Use Tabbed Browsing

You can minimize the number of windows open on the screen by using tabbed browsing.

2. Click the New Tab tab (see Figure 10). A new tab opens and a list of popular sites appears.
3. Type www.worc.edu in the address bar and press Enter. The Wor-Wic home page loads.
4. Click the New Tab tab again and go to the Library of Congress page (www.loc.gov). Try using the History list to access this site. There are now three web sites open in one browser window (see Figure 11).
5. Activate the U.S. Government site by clicking on the tab. If the tabs become too crowded you can move them to a separate row...
6. Right click on any one of the tabs.
7. Choose Show tabs on a separate row. The tabs move below the address / search bar.
8. Point to the Library of Congress tab until the Close button appears (see Figure 11). Click the Close button on that tab. You should now have the USA.gov site and the Wor-Wic site open in two separate tabs.
Tabbed home pages
The home page is the first page that loads when you start your browser. You can have more than one home page by having each page open in a separate tab.

1. With the usa.gov tab selected, right-click on the Home button.

2. Choose Add or Change Home page.

3. Choose Add this webpage to your home page tabs.
   Note that you can also choose to make the currently displayed page your only home page or make all open tabs (tab set) your home page.

4. Click Yes.

5. Close the usa.gov tab (leave the Wor-Wic tab open).

6. Click the Home button.
   Two tabs should open as your "home tabs".

7. Close the usa.gov tab.

If you wish to return to just one home page, make sure the tab you wish to keep is selected and use the Add or Change Home page option again and select the option to make that your only home page.
Favorites List

Favorites (called bookmarks in some other browsers) are a good way to collect your favorite or most visited sites into a single list for easy access. For example, in this class you will be using the CMP 101 web site, the SAM web site, and possibly the Blackboard site. These would be good sites to add to your favorites list.

1. If needed, use the address bar to go to the Wor-Wic home page at www.worwic.edu.

2. Point to Quick Links in the upper, right portion of the page.

3. When the menu appears, click Learning Resources.

4. Click CMP 101 Resources in the middle of the page. Once the page is displayed on the screen, you can easily add it to your favorites list.

5. Click the Favorites button in the upper right corner of the window (see Figure 13). The Favorites list appears.

6. Click Add to Favorites button. Make sure the "Create in:" setting says "Favorites", and click Add.

7. To see your new Favorite, click the Favorites button again and select the Favorites tab. The CMP 101 Resources web site is included in the list. Next we’ll add this site to the Favorites bar.
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**Favorites Bar**

*The Favorites Bar appears at the top of the window and can make it much quicker and easier to access some of your favorite sites.*

1. **Right click** a blank area of the **title bar** and check to make sure the **Favorites Bar** option is turned **on** (see Figure 4).

2. With the CMP 101 Resources web site still displayed on the screen, click the **Add to Favorites bar** button on the Favorites bar (see Figure 14).
   
   The current page is added directly to the Favorites bar. This bar can get crowded so let’s rename it.

3. **Right click** the **CMP 101** button on the Favorites bar.

4. Click **Rename**.

5. Type **CMP 101** and press **Enter**.

**Practice with Favorites**

6. Add the SAM web site and the Blackboard login page (available from the Wor-Wic home page) to the Favorites List and Favorites Bar:

   a. Navigate to the URL you wish to add (e.g. sam2010.course.com).

   b. Use the Favorites button to add to the Favorites list.

   c. Use the Add to Favorites Bar button to add to the Favorites bar.

   d. If you wish to rename or delete any of these items, right click on the item either on the Favorites bar or in the Favorites list and choose Rename or Delete.

   e. You should end up with all three sites on the Favorites list and the Favorites bar.
Pin to Taskbar & Jump Lists

Pin to Taskbar & Jump Lists are two methods of making web sites available from the taskbar.

1. If needed, use the address bar to go to www.worwic.edu.

2. Click on the Wor-Wic icon in the address bar (see Figure 15) and drag it down to the taskbar and when you see a Pin to Taskbar screen tip (see Figure 16), release the mouse button. A separate button appears on the taskbar for the Wor-Wic web site.

3. Close all Internet Explorer windows. A button still appears on the taskbar for Wor-Wic. Click the Wor-Wic button on the taskbar to reopen the site.

If you no longer need access to the site from the taskbar, you can remove it.

4. Right-click on the Wor-Wic button on the taskbar and choose Unpin this program from the taskbar.

When you close Internet Explorer, the Wor-Wic button will no longer appear on the taskbar.

5. Press and hold the SHIFT key on the keyboard and drag the Wor-Wic icon from the address bar to the taskbar. When you see a screen tip that says Pin to Internet Explorer, let go of the mouse button and then release the SHIFT key.

6. Close all Internet Explorer windows.

7. Right click on the Internet Explorer icon on the taskbar and click the URL for Wor-Wic in the list.

If you no longer need an item on the jump list, you can remove it.

8. Right-click on the Internet Explorer icon on the taskbar. Point to the Wor-Wic item in the list, and then click the Unpin from this list button.

NOTE: Many Windows programs will have jump lists. Try right clicking on other taskbar buttons to see what lists are available.
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**Previewing a Web Page**

1. Return to the Library of Congress home page (if it’s not in the History list type `www.loc.gov` in the address bar).

2. Click the **Tools** button (see Figure 17), click **Print**, and then click **Print Preview**.
   The printout is 3 pages long. You can navigate through the pages using the arrow buttons at the bottom of the preview window.

3. The Print Preview window allows you to make adjustments to print settings.
   a. Click the **Landscape** button.
      The orientation of the pages is changed so that the paper is wider than it is taller. This creates 5 pages.
   b. Click the **Portrait** button to return to the previous setting.
   c. Click the **Page Setup** button and review the available options such as Headers, Footers, and Margins.
   d. Click the **Cancel** button to ignore any changes you may have made.
   e. Click the **Turn Headers and Footers On or Off** button to remove the headers and footers.
   f. Click the **Turn Headers and Footers On or Off** button again to return the headers and footers.
   g. Click the **View Full Width** button to zoom in.
   h. Click the **View Full Page** button to zoom back out.
   i. Click the **Show Multiple Pages** drop down arrow and choose **3 Page view**.
   j. Modify the **Change Print Size setting** as needed until the content fits on two pages.

4. Leave the Print Preview window open.
Printing a Web Page

1. Click the Print Document button.

2. In the Page Range section, click the option button next to Pages.

3. Enter the number 1 in the box next to the Pages option.

4. Click Print. Retrieve your printout before continuing.
Search for Information

If you don’t know an exact URL or you just want to look up some information, the Address/Search bar can help. Simply type in what you are looking for and press Enter.

1. Click in the Address Bar and type adventure travel.
   Depending on your browsers settings, you may see a list of choices as you type. Ignore these for now.

2. Press Enter.
   The browser will perform a search of the Internet using the default search engine. We’ll learn more about search engines later in the course.

3. Scroll down the results list and click on any link to visit that page. Use the Back button to return to the results list.

4. From the search results list, right click on another link and choose Open in a new tab.
   A new tab opens, click on the tab to view the page.
Manage Search Options

By default your browser may be configured to use one or more search engines. You can add or remove search engines.

1. Click the **Tools** button
2. Choose **Manage Add-ons**.
3. In the Add-on Types list on the left side of the window, choose **Search Providers**.
4. In the lower left corner of the window, click **Find more search providers...**
   The Internet Explorer Gallery opens with large buttons for selecting search providers.
5. Place your mouse over the large buttons and move it toward the right side of the window. The buttons will begin to scroll. Scroll until Google appears (around column 11)
6. Click the **Google** button, click **Click to install**, and click the Add button.
7. **Close** the Internet Explorer Gallery window and **Close** the Manage Add-ons window.
8. **Click** in the **address bar** and type **adventure travel**. Notice that your search list now has a Google icon at the bottom.
9. **Click** the **Google** icon in the search list and press **Enter** to perform the search using the Google search engine.
   If you wish to change your default search engine, return to the Manage Add-ons window (under the Tools button) and under **Search Providers**, select the search engine you wish to make the default and click the **Set as default** button.
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**Getting and Printing Help Articles**

*Internet Explorer provides many help articles with information and instructions on various features and commands.*

1. Press the **F1** key on the keyboard to open the Internet Explorer help window.

2. Click in the **search box** above the help article and type **keyboard shortcuts** and press **Enter**.

3. If needed, scroll down and click the topic **Internet Explorer keyboard shortcuts** or **Internet Explorer 9 keyboard shortcuts**. A list of categories will appear.

4. Click the **Show All** link in the upper right corner of the article. This will expand all categories. Locate **three shortcut keys** from **three different categories** (do not choose F1).

5. On the back of the printout created earlier in this exercise, **CLEARLY write down** the **three shortcut keys** you selected, the **category** that each was found under, and a **brief description** of the function each performs.

6. Click the **Hide All** link in the upper right corner of the article to collapse all of the categories. Click the **Help window print button** to print just the categories listing.

7. Retrieve your printout, staple printouts together, write your name on them, and submit as directed by your instructor.