

Create

The Internet (Chrome Version)

In this booklet we will look at the Internet (or World Wide Web) and how to access it

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Lesson 1: Introduction To The Internet

The Internet is a worldwide network of computers we use to access information and communicate with others almost immediately. One of the main tools that we can use to utilize the Internet is called a Web Browser.

Currently there are three main browsers we can use:

Google Chrome



Firefox



Chrome

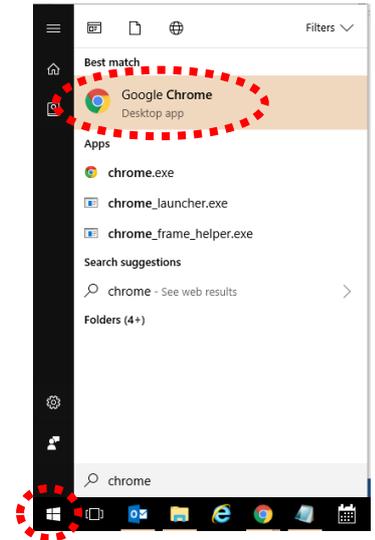


All three have very similar uses (although they have a few differences which we will look at later). For the purposes of this lesson we will use Google Chrome but if you can only access one of the other two the instructions should apply to them also

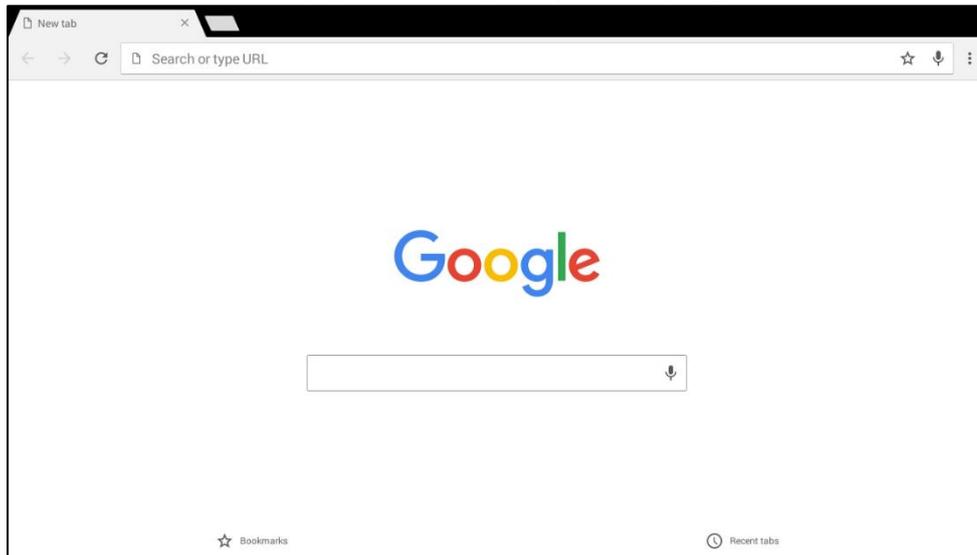
Imagine that the browser is a television and the Internet is a collection of books which we call “websites”. You can use your browser to access any of these websites by entering its unique address, once there you can explore the different pages of each website by clicking on “links” which will take you to each section or “web page”. This is what we call “browsing”, let’s have a go.

1. To open Google Chrome, click on the “Start” button and type “Internet” into the search box. Then click on “Google Chrome” when it appears.

(Alternatively, double-click on the Google Chrome icon on the “Desktop” if it’s there).



2. A window will open - it should look similar to the one below. Browsers automatically go to a “home” page. This is a website that you can tell your browser to immediately go to when you open the program.



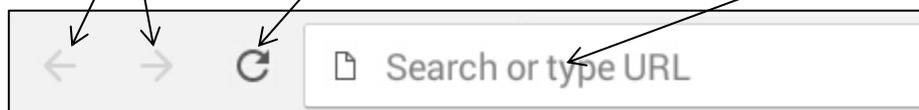
Note: In the graphic above the home page is a website called “Google” which is used for searching the internet for information. If your browser looks different, don’t worry, we’ll be going to the Google website later in this booklet.

1. Let’s examine some of the elements at the top left:

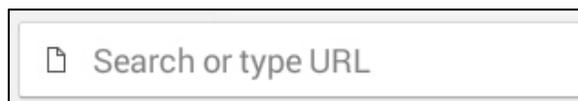
The “Back” and “Forward” buttons: These allow you to return to pages you’ve visited within your browsing session.

The “Refresh” button. On occasions you may need to “reload” a page if it stops working or looks like it has loaded incorrectly

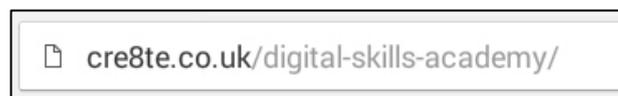
The “Address and Search Bar”: This is where you enter the address of the website that you want to visit. You can also use this to search for anything you want.



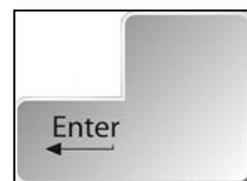
- Now you have examined some of the elements we will go to a website. The first thing is to click onto the address bar. (if there's already text in the address bar it will turn blue).



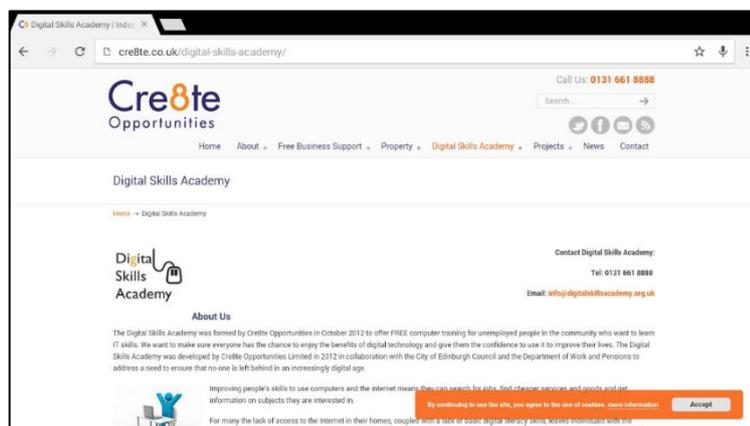
- Now that the address bar is blue, it means you can start typing the address of the website you want to visit. Type in www.cre8te.co.uk/digital-skills-academy



- Now press the "Enter" key to instruct the browser to go the website address we've just typed in.



- Your internet browser will now go to the Digital Skills Academy website. It may take a few seconds depending on the speed of your computer and internet so be patient. Once the page loads it should look like this:



- If you look at the top of the page you will see a section in grey. Move your mouse pointer to where it says "CONTACT"

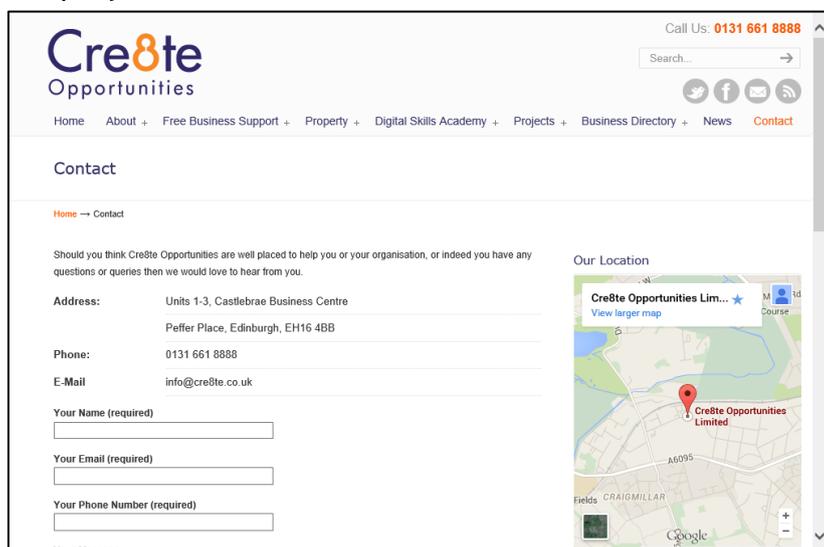


You'll notice that your pointer turns into what looks like a hand with a pointing finger. This lets you know that it is a "Link". Clicking on a link will either take you to a different page on the website you've visited or sometimes it will take you to a completely different website (or what's sometimes referred to as an "external" website). **Links are sometimes coloured dark blue and underlined.** Click **once** on "CONTACT".



Lesson 2: Scroll Bars

1. A new page will load in the screen with information on how to contact the company



2. You will notice that there is more text further down the page that you cannot see. If you look to the right of the screen you will see what's called a "scroll bar". You can use this to move up and down a page. At the top and bottom of the scroll bar are arrow buttons.
3. Move your mouse over the down arrow  and click it once. You will see that you have moved down the page. Click it a few more times until there is not more page left. You'll notice that there is a dark grey area in the scroll bar. Once you're at the bottom of the page you'll see that the dark area is now at the bottom of the scroll bar.
Click the up arrow  once and you'll see the dark area moving up the scroll bar.
4. Place your pointer on the dark grey area of the scroll bar and then press and hold the left mouse button. Then slowly drag the mouse up the page. You will see that you are scrolling up the page. You can use this method to quickly scroll to the top or bottom of a page instead of clicking on the up and down arrows.



Lesson 3: Web Addresses

In Lesson 1 we entered the address for the Digital Skills Academy website. Let's look a bit more closely at the web addresses.

Each website on the internet has a unique address or what's sometimes called an URL (which stands for Unique Resource Locator) which you type into the address bar and press enter to visit. There are currently around about 861,379,000 websites, all with their own unique addresses as of January 2014. That's a LOT of unique addresses to memorize. Fortunately there are ways of finding websites without having to memorize every address which we will examine in Lesson 6 (Using Google).

Over time you may end up memorizing the addresses of website you visit frequently, such as Facebook, Tesco or email websites like Outlook.

Almost all addresses have a similar structure:

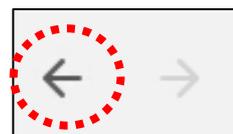
- www (which stands for World Wide Web)
 - A fullstop (which people call a DOT)
- The website name (such as "tesco" or "outlook")
 - Another DOT
- A "suffix" such as com, co.uk, org.uk, gov.uk

The suffix (which is just a fancy word for the end of a web address) varies depending on the kind of website you're looking at. For example the gov.uk suffix is almost always used for websites owned by the government and councils.

Lesson 4: The Back and Forward Buttons

Internet browsers all have Back and Forward buttons to make navigating website easy. Frequently you'll be looking around a website and want to go back to the page you were looking at a few clicks ago. Instead of having to type in the website address again and then locate the link for the page you were on you can use the Back button. Let's use this to go back to the home page of the website

1. You should currently be on the "Contact Us" page of the Digital Skills Academy website. Click **ONCE** one the Back button at the top left of the screen.



2. Once the page loads you will see that you are back at the main page of the Digital Skills Academy website. If you look back at the top right hand of the screen you will notice that the Forward button has been filled in blue (in step 1 it was grey).



This is because the back and forward act like pages of a book, so now that you've gone back one page, you can go forward one. So if you wanted to check something on a previous page on a website, you'd click the Back button once, and once finished you can click forward, returning to the most recent page you were on.

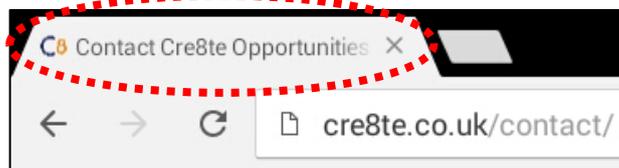
3. Click the Forward button once and you will see that you've returned to the "Contact Us" page.

The forward button will only take you as far as the last page you either entered the address for or clicked a link for. So, if you were to press the back button three times and THEN either visit a link or website from that page you will see the forward button has been deactivated and coloured grey

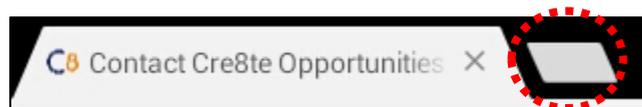
Lesson 5: Tabs

Frequently you may be browsing the internet and realise you need to have two website pages open at the same time. To make this easy internet browsers have “tabs” which means you can have multiple web pages open at the time and can view each one quickly and easily by clicking on the named tabs

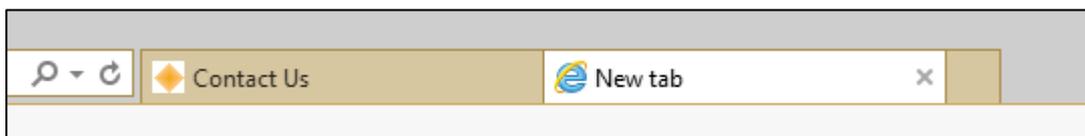
1. If you look at the top of the screen you will see the address bar and to the right of that a box or “Tab” that says “Contact Us”. This “Contact Us” is the title of the webpage and is used to identify which page or website you are currently on (depending on the website they can have a little icon that represents the webpage along with the title).



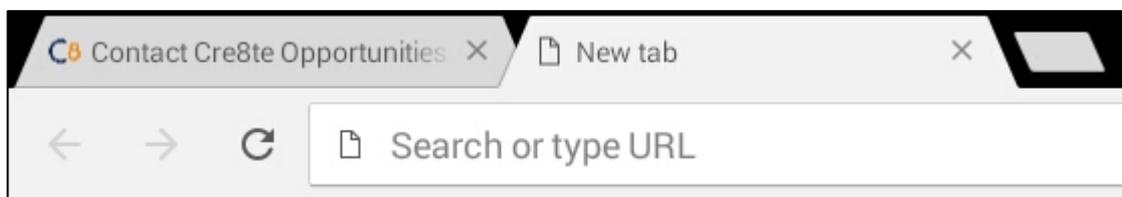
2. To the right of the “Tab” you will see a little dark grey box. Click **ONCE** on it with left mouse button.



3. You will see that a new tab has appeared to the right of the “Contact Us” tab and that the address bar is blank.

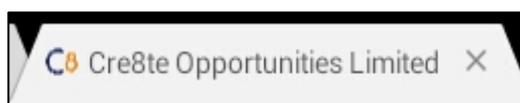


4. You will see that a new tab has appeared to the right of the “Contact Us” tab and that the address bar has “Search or type URL”.

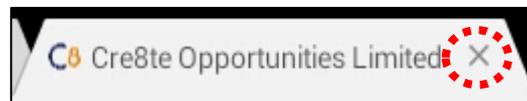


5. Tap into the address bar, type www.cre8te.co.uk and press the “Enter” button and you will be taken to a website for the company Cre8te.

Notice that the tab has changed to say “Cre8te Opportunities Limited” and has a small logo.



6. Click on the tab for “Contact Us” and the Digital Skills Academy website will appear. Then click on the “Cre8te Opportunities Limited” tab and the Cre8te website will appear.
7. Let’s close the tab for the Cre8te website. To do this hover your mouse at the top right corner of the “Cre8te Opportunities Limited” tab. You will see a small X appears. Click on it with the left mouse button and the tab will disappear.



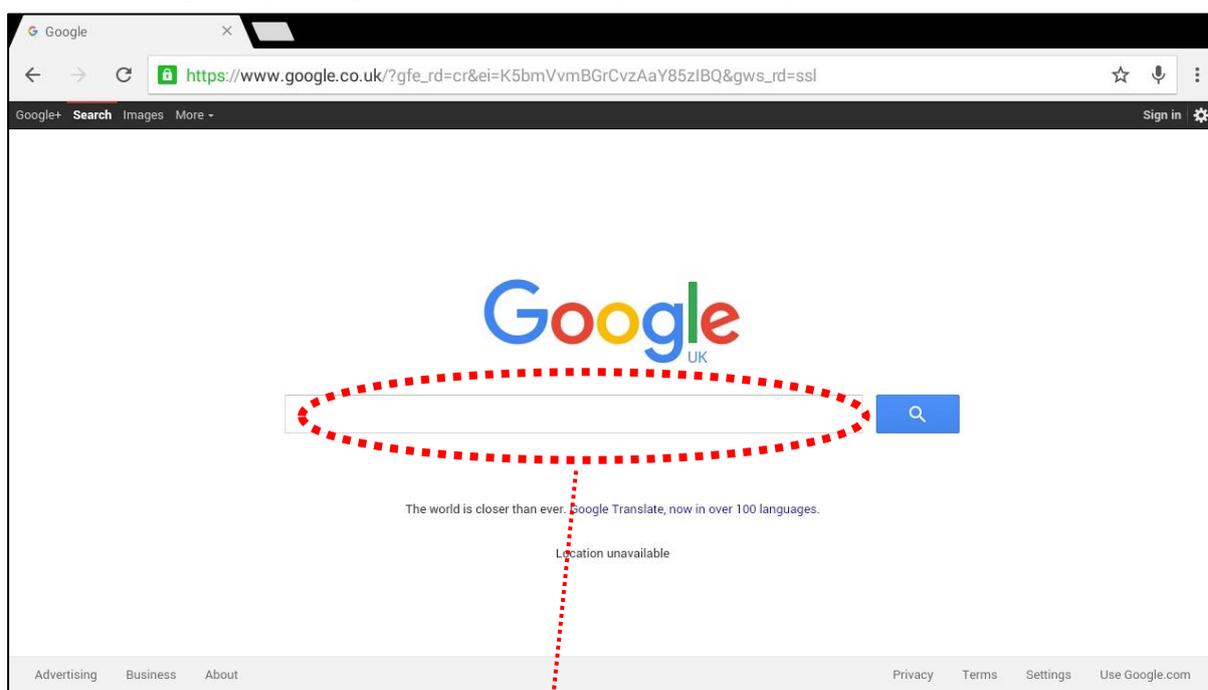
You can have multiple tabs open at the same time, all browsing different websites independantly. It’s best to always close a tab you’re not using as it can get a bit cluttered and confusing otherwise.

Lesson 6: Using Google

There are websites called “Search Engines” that can be used to search the entire internet for websites and information. For example, if I wanted to find the website for a high street shop I could use a search engine to find it by simply typing the name of that shop into the search box.

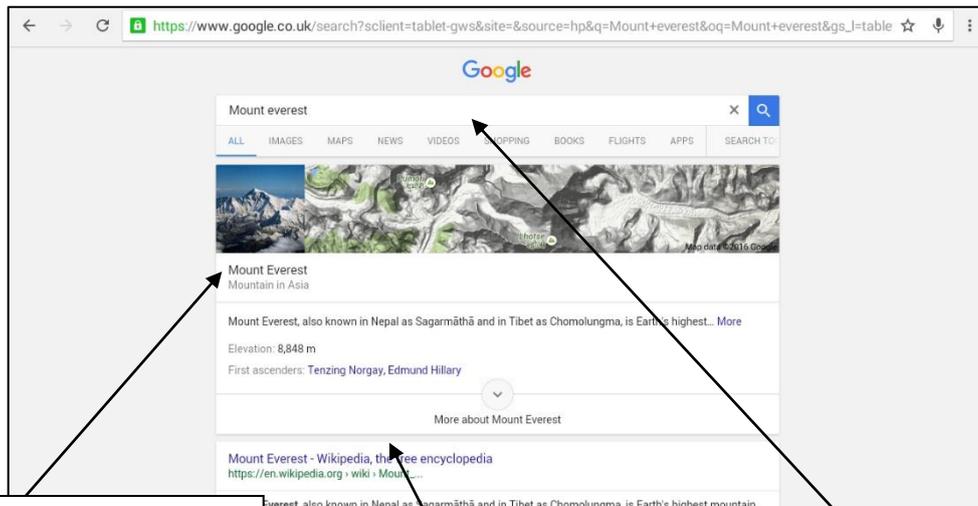
We could also use a search engine to search for information on a specific subject or hobby. A popular search engine that people use is called “Google”. In this lesson we will access the “Google” website and perform some simple searches.

1. Open the Google Chrome if it isn't already, click into the address bar and the www.google.com then press the enter key. The page should look similar to this (although they change their main display picture very often)



2. You will see that there is a long empty box in the middle of the page. This is called the search box. Click into this box once, type “Mount Everest” and press the “Enter” key.

3. Once the page loads, a set of results will be returned. Let's examine some of the elements of the search for Mount Everest:

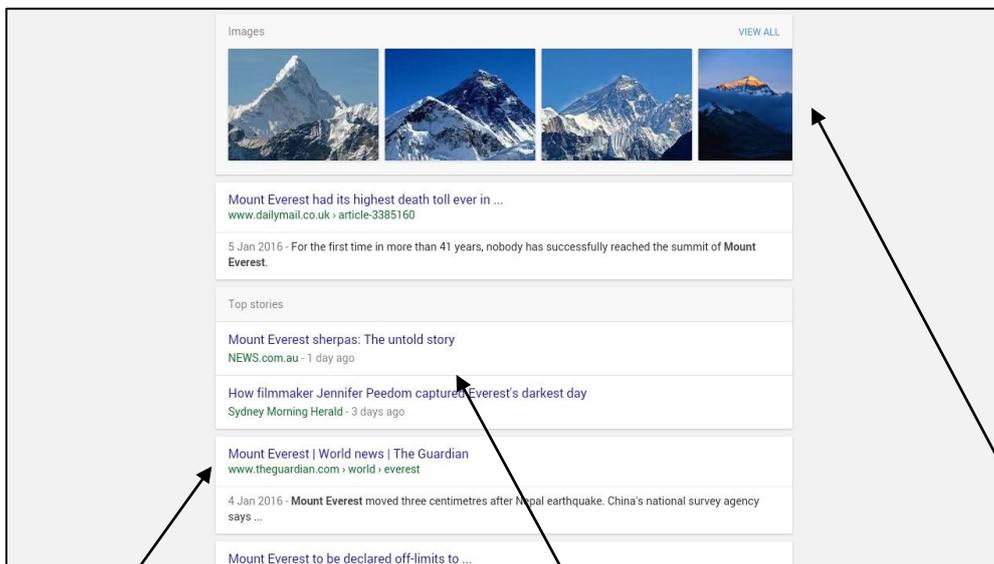


This is a quick summary of facts about Mount Everest that Google have about the subject. These may not always appear but are useful for reference if they do

The first result for this particular search is a link to a website called Wikipedia. This is a popular internet encyclopaedia so you should be able to find the information you need on this site.

By tapping on any of the buttons in this bar, you can specify what information you're looking for in regards to your search such as images, news, location on a map, videos and even shopping (although we're not sure if you can buy Mount Everest)

4. If you scroll down the page we can see additional search elements. Let's also look at these



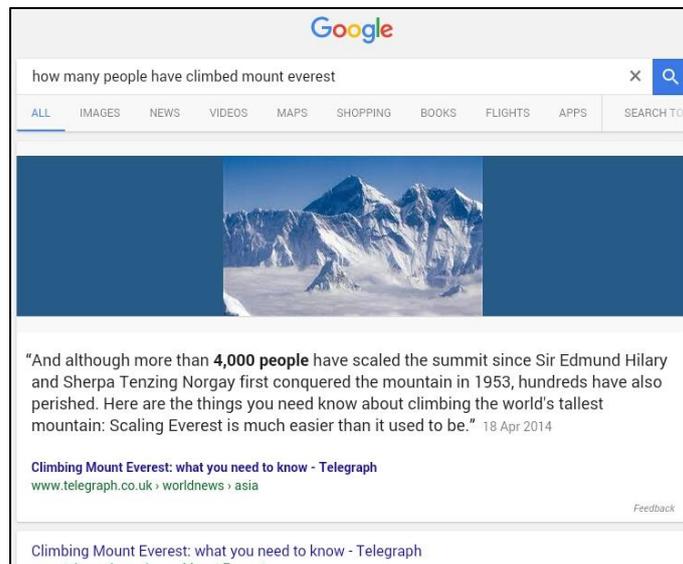
These are links for websites that Google has found that relate to our search subject. Clicking on any of these will take us to those websites (there are even more if you scroll down the page)

These are a collection of recent news stories regarding your search query. These may not always appear depending on what you search for.

For most searches Google will return some images relating to the subject. We will look at searching for specific images later in this lesson

5. Have a go clicking on any of the links and visiting the websites, when you're finished either use the back button to return to the Google search page or just click into the address bar, type www.google.com and press the enter key.
6. Now, let's search for something a little more specific. In the Google search box type "How many people have climbed Mount Everest" and press enter. A list of search results should appear similar to those below, try visiting any of the websites to find the answer:

When you're finished return to the Google search page.

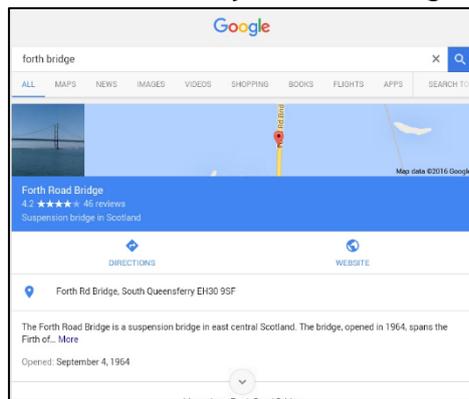


7. As a quick exercise, use google to find answers to the following questions:
 - What is the current population of the world
 - What currency do they spend in Guatemala
 - How tall is the Scots Monument
 - What colours are in the flag of Eritrea
 - When was penicillin invented

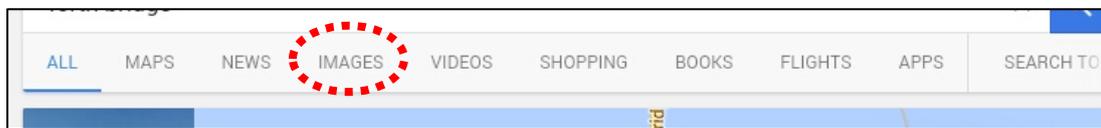
As you can see, there's very little you can't find on the internet using Google.

Have a go searching for something you're interested in.

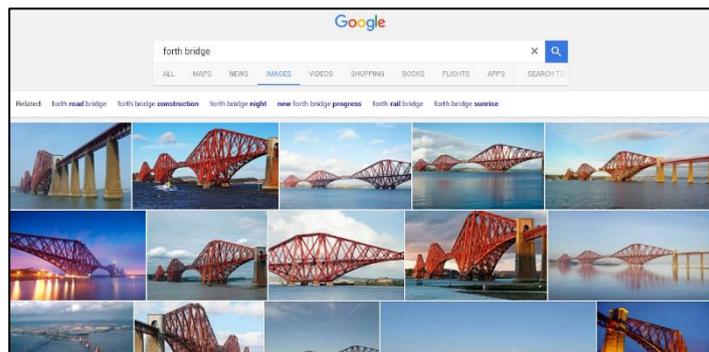
8. Let's now do a quick search for some images. Go to the Google search page, type "Forth Bridge" and press the enter key. You should get results similar to this.



9. If you look at the top of the page you will see a set of links, one of which that says "Images". Click on this link.



10. A long list of images should appear. These are smaller versions of the images found on the internet and are sometimes called "thumbnails".



11. If you click on any of these thumbnails with the mouse you will then see a full size version of the image along with any additional information about the image and any related images.

