



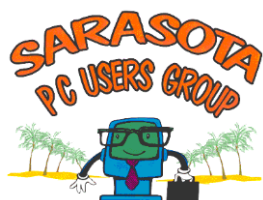
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BASIC INTERNET

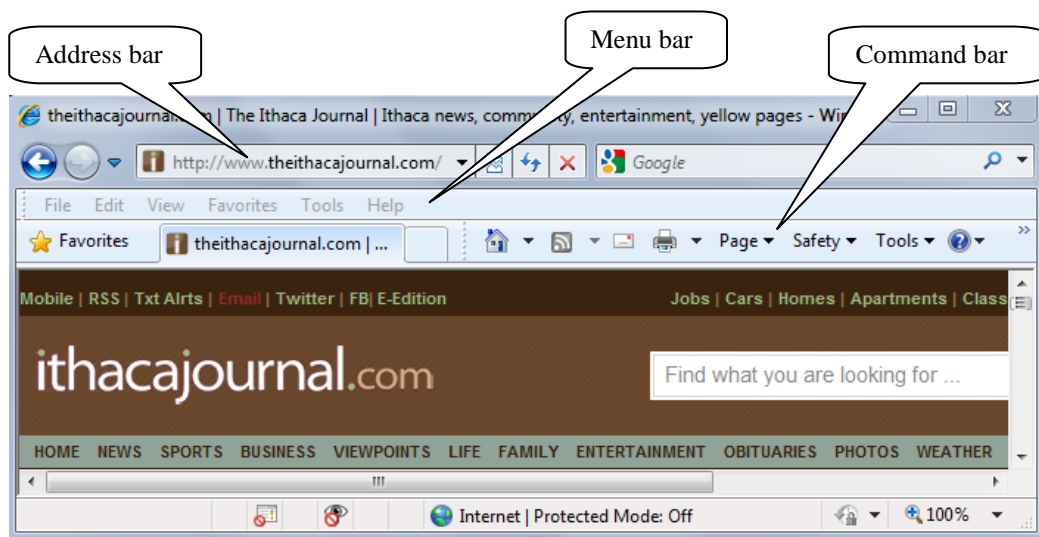
Lesson 1

SURFING THE INTERNET

To be able to access the Internet, you need an **Internet service provider** (ISP) and a **browser**. Examples of Internet service providers are *Comcast*, *Verizon*, *AOL*, *MSN*, and many more. These services have a monthly cost.

A **web browser** is a program that your computer runs to communicate with large web computers, called servers, and display web pages. All computers with Windows operating systems come with the browser called Internet Explorer, but some service providers have their own browsers, such as AOL and msn Explorer. Other good free browsers are Mozilla Firefox, available at www.mozilla.org, and Opera, found at www.opera.com.

A **web page** is a document composed in the universal language of the Internet called HTML. Every web page has an address so that it can be accessed on the Web. A collection of web pages comprise a **web site**. In order to access a web page, you must have the Address Bar enabled on your home page. The main toolbars of Internet Explorer 8 are shown in the following example:



To enable the Address bar -- from the Menu bar, go to View > Toolbars. Make sure there is a check mark in front of Address Bar. Once the Address Bar is enabled, you will not have to do it again.

To use the Address Bar: Click in the address bar; the area is highlighted (blue). Type the web address of the site you want. Click GO or press the Enter key, and you will be taken to the web site you have typed.

WEB ADDRESSES

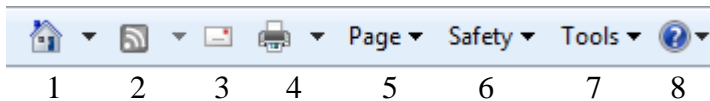
A web address, or URL (Uniform Resource Locator), has a standard format with some variations. For example, the web address for the Sarasota Herald Tribune is <http://www.heraldtribune.com>.

- *Http* means “hypertext transfer protocol,” the language that web browsers and servers use to communicate with each other. All web addresses begin with <http://>.
- *www* refers to the World Wide Web. Most, but not all, addresses include www.
- The next portion of the address is the specific name of the website, using lower case and no spaces. The extension (in this case, *.com*) often indicates whether the page is a business or organization or other category. Examples: organizations - *.org*, commercial web sites - *.com* or *.net*, schools or universities - *.edu*.
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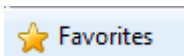
When typing in a web address, it is no longer necessary on updated systems to include <http://www> because modern computers fill it in for you. Remember to make all letters lower case and include no spaces.

INTERNET BROWSING (SURFING)

You will browse the Internet more efficiently if you use the Command toolbar to help you. Although different Internet browsers contain some different buttons, most contain these basic ones shown in this toolbar from Internet Explorer 8:



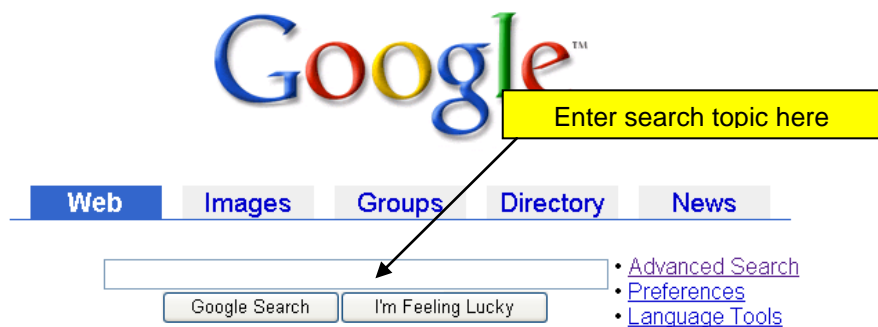
1. **Home Page:** This button takes you to your Home page, the one you first see when you open your Internet connection. Click the arrow next to Home to change your home page.
2. **Feeds:** Feeds are continually updated content from the Internet, such as new. Many, but not all websites offer feeds for you to subscribe to for free.
3. **Email:** This button opens the email program you have an account for on your computer, such as Outlook, Windows Mail, or Outlook Express.
4. **Print:** This button opens your print window. Click the arrow to get a print preview of the current web page.
5. **Page:** This button contains many standard commands, such as Save As, Edit, and cut/Copy and Paste.
6. **Safety:** This button lets you filter some web content, delete browsing history, and go to Windows Updates.
7. **Tools:** This button opens a menu of useful functions, such as setting which toolbars are visible, turning on or off the pop-up blocker, and setting Internet Options.
8. **Help:** This button gives you access to Help with Internet Explorer as well as online support. You can also learn which version of IE you have by clicking *About Internet Explorer*.



Favorites: When you visit a website that interests you and to which you think you may return, it's a good idea to save it as a Favorite (sometimes called Bookmark). Click the Favorites button, then *Add to Favorites*. (In AOL click the heart in the top corner.) Next time you are on the Internet, click Favorites, then click one of the website addresses listed, and you will be taken immediately to that website. You can also create folders within Favorites in which to save favorite sites by Topic using the *Organize Favorites* command.

FINDING SOMETHING ON THE WEB USING A SEARCH ENGINE

The problem in finding information on the web is the huge amount of information that's stored there. Fortunately there are numerous search engines that can help you zero in on subject matter. My favorite is Google which can be found at www.google.com. Put that address into the Address Bar, click on Go and you're taken to the Google website:



Enter the subject you want to find; click on Google Search and you will probably be overloaded with available web sites containing the material that you're looking for. Read the brief descriptions of each one and decide which you wish to try. There are specific ways to enter information in the search bar of any search engine that will narrow your choices. An easy to understand search method can be found at www.searchenginewatch.com/facts/math.html.

A few good search engines besides Google:

- Ask Jeeves** -- www.ask.com Ask a question and search for its answer
- Yahoo** – www.yahoo.com A good basic search tool and getting better
- Bing** -- www.bing.com Microsoft's new search engine

Don't confuse the address bar with the search bar. If you know the web address, type it in the address bar. If you have a topic and want to find websites which deal with it, use a search engine.

Notice the “sponsored sites” that often appear at the top of the list of search results. They may not have the best match for what you want.

IMPROVE YOUR WEB SEARCHING

Try to improve searching by knowing some strategies that will help you narrow the search, such as these:

1. **Be as specific as possible.** Let's say you want to find information about *arthritis*, for example. Ask yourself, is it rheumatoid or osteoarthritis I'm interested in? Do I want to learn about the condition or find some remedies? Once you know what you're looking for, then type a short phrase in the search engine box rather than just the broad term *arthritis*. In the same vein, don't type *Painters* if you want information on *Monet*.
2. **Use the Help menu within the Search engine you are using to learn its system.** Google has an especially clear Help menu, which includes how to search and interpret results. Some engines, for example, require you to enclose a phrase in quotes if you wish the search to focus on the phrase, not the individual words.
3. **Narrow your search by a Category search.** Google includes an optional list of categories in which to search. This would be good if you had a word that existed in more than one context. The word *Saturn*, if searched within Astronomy, would result in information on the planet. But if searched within Automotive, it would result in facts about the car.

COPY AND PASTE FROM THE INTERNET

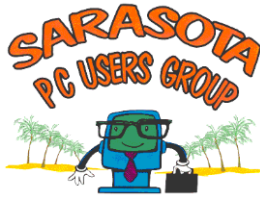
The Copy-Paste function can be used widely in Windows, including with Internet content.

For example, you can log on to the Internet and navigate to a favorite website. Here you might find an article you would like to print, but it is embedded in a lengthy web page, much of which you don't want. Since it is text, you can copy just the section you want to keep and paste it into a Word document, where you can save and/or print it. Here are the directions:

1. Highlight the section of the web page you want to copy by dragging over the text.
2. Right click on the highlighted text and left click Copy from the menu.
3. Minimize or close the webpage using the buttons in the top right corner.
4. Open Word or another word-processing program.
5. Right click in the empty page and click Paste from the menu. Wait while the text from the webpage appears on the page.
6. At this point, you can save this document (File/Save As) or print it.

HOMEWORK: Find the answer to a question on the Internet and copy the results to a word-processing document

1. Using your choice of search engines, such as Google.com, search for the answer to one of these questions:
 - A. What does the most recent license plate from Idaho look like?
 - B. Which American President dedicated the Great Smoky Mountains National Park on September 2, 1940?
 - C. What does the word NIKE mean?
2. Copy and paste the answer into a word-processing document, such as WordPad.
 - Drag over the answer as it appears on the web page.
 - Right click the highlighted area and left click *Copy*.
 - Leave the Google results on your screen in case you lose the text during the Copy process.
 - Open a new Word or WordPad document. (Start - All Programs - Accessories - WordPad)
 - Right click in the blank document area and left click *Paste*. Your answer will appear.
 - Type the question you were researching at the top of the page, along with the web address of where you found the answer. Type your name at the bottom.
3. **Print the document and bring it to class next week.**



BASIC INTERNET

Lesson 2

INTERNET SECURITY: Keeping your Computer and Identity Safe

1. Keep your Windows operating system updated using *Windows Updates*

You must be signed on the Internet to use Windows Update, since it takes you to the Microsoft website to get free patches and updates for your computer.

The best way to keep current with Windows updates is to set up your system for “automatic updates.” With this setting, only security or critical updates will be automatically downloaded. Set this up through your Security Center, found in the Control Panel (Start – Control Panel – Security Center). In Vista and Windows 7, Windows automatic updates are the default setting. Windows updates are usually issued on a Tuesday once a month.

To reach the Windows Update website, click *Start, All Programs*. Windows Update is near the top of the list.

2. Keep your computer free of viruses by installing an anti-virus program.

Set the program to update automatically and scan computer for viruses

There are several good anti-virus programs you can purchase in the office stores or download from the Internet, including those by Symantec, Trend Micro, and McAfee. It is well worth the money to purchase and use an anti-virus program, but excellent free anti-virus programs are available. Two are AVG, found at <http://free.grisoft.com>, and Avast a www.avast.com. You should only run one anti-virus program at any one time. Having more may cause them to conflict with each other.

Be sure these two tasks get done regularly:

- A. Update the program at the company’s website to get new virus definitions or program updates. Most programs are set to update automatically.
- B. Scan your C drive for viruses. This too can be scheduled to run regularly.

Safe Free Antivirus Programs

AVG Antivirus free 2012

<http://free.avg.com> (no www)

Avast! Free Antivirus 6

<http://www.avast.com/free-antivirus-download>

3. If you have an “always on” broadband Internet connection, such as cable modem or DSL, prevent hackers from getting to your computer by installing a firewall.

Sign on to the Internet and go to this website to download and install a reliable, free firewall called Zone Alarm: www.zonealarm.com. Follow the directions for downloading and installation. Service Pack 2 for Windows XP also contains a firewall, although it is not as comprehensive as Zone Alarm. (It only checks traffic coming into the computer, not going out.) Windows Vista and 7 include an upgraded firewall from Microsoft, which does check traffic both directions.

Free Firewall software

Zone Alarm Free Firewall

www.zonealarm.com/store

4. Rid your computer of spyware.

At least monthly

Spyware are small programs which get into your computer and send data back to the originator when you click on some pop-ups or go to certain websites. They can range from harmless to damaging. It is best to check regularly and delete any spyware that exists. Free programs are available on the Internet for download which can search your computer for spyware and remove it. These need to be updated periodically to guard against new forms of spyware. Be sure the vendor is legitimate before downloading a free spyware program.

Safe Free Anti-Spyware Programs

Spybot Search and Destroy v. 1.6.2

free

www.safer-networking.org

Malwarebytes Free Anti-Malware

free

www.malwarebytes.org

Security Suites

Many software companies now offer comprehensive packages, often called “suites” which include protection against viruses, spyware, and hackers. If you do not want to be bothered with dealing with these threats one at a time, then consider purchasing one of these Internet Security suites. Well-rated suites are offered by Norton, McAfee, and Trend Micro. Windows also offers a free suite for download called **Microsoft Security Essentials**, which works effectively and without much input from you with Windows XP with Service Pack 2, Vista, and Windows 7. Use a search engine to locate and download it. Clear installation directions can be found on the Microsoft website.


Internet Security in Windows 7

Almost all "infections" get into computers through the Internet. Windows 7 is the most secure version of Windows ever, and it demands the least effort from the user to make its protection work.

A few of the invisible protections in Windows 7:

1. A program can't take over important tasks performed by Windows.
2. The Registry is protected from being changed by rogue programs.
3. If Internet Explorer gets attacked by a virus or spyware, Protect Mode locks it so these infections can't get into the operating system.
4. Patch Guard keeps non-Microsoft software from digging deep into Windows.

A few of the visible protections that a user can control:

1. **Action Center** - located in the Control Panel. Its icon appears in the notification area of the taskbar as a small flag.  This center monitors and handles many of the security-related problems in Windows without warning you. If there is a problem, the flag will show an X on it. Click the flag to see what you need to do.
2. **Windows Firewall** (in Control Panel)- This program examines all electronic messages coming in and out of your computer (email, instant messages, music sharing, etc.) and lets in only those that are safe. You can turn it off or change settings.
3. **Windows Defender**: Located in the Control Panel/System and Security, this program catches and removes malicious software that you don't know you have. Windows Defender runs every time you start Windows. It blocks spyware and removes it after you're infected. It scans the computer every day in the background.
4. **Microsoft Security Essentials**: This free antivirus program from Microsoft can be downloaded at www.microsoft.com/security_essentials. It downloads updated virus definitions each day and scans your whole computer to rid you of infections each week. You can set the day and time. It monitors your computer constantly, including your Internet activities and stops viruses from getting in.

Windows 7 offers many other security features, such as Parental Controls, Internet Security Zones, Pop-Up Blocker, wireless network security, and more. Visit Microsoft's Windows 7 site to learn about the security features in Windows 7.

DOWNLOADING PROGRAMS FROM THE INTERNET

Often we have a need to download a PROGRAM from the Internet, such as a anti-virus program, game or utility. Below are the steps for downloading and installing a program:

STEPS IN DOWNLOADING & INSTALLING PROGRAMS

1. Create a Downloads folder on your desktop (right click – new – folder)*
2. Navigate to the website listed for the program you want.
3. If necessary, scroll around the page or click a link to locate the program. If downloading instructions are available, read them. Check the hardware requirements for this program.
4. Locate the Download button and click it.
5. The Run/Save dialogue box will open. Click Save to save the setup file to your desktop Downloads folder.
6. When the download is complete, close out of the Internet.
7. Find the setup file in your Downloads folder and double click it to begin the installation process. Follow directions.

*TIP: A Downloads folder comes with the Windows 7 operating system. Locate it by clicking Start, then your name or that of the computer administrator in the right column – Downloads. All your downloads and setup files are listed there. Double click the one you want to open it.

HOMEWORK:

Check to make sure you have only one up-to-date antivirus program and at least one program which checks for spyware. Scan your computer with each program. Your antivirus may scan automatically. You may have to start the spyware scanner manually.

List their names and version numbers below and keep in a safe place:

Antivirus program: _____ version ____ (You should have one only.)

Anti-Spyware program: _____ version ____ (You can have more than one, but only should be set run in the background all the time.)