

## LAPTTOP EXERCISES

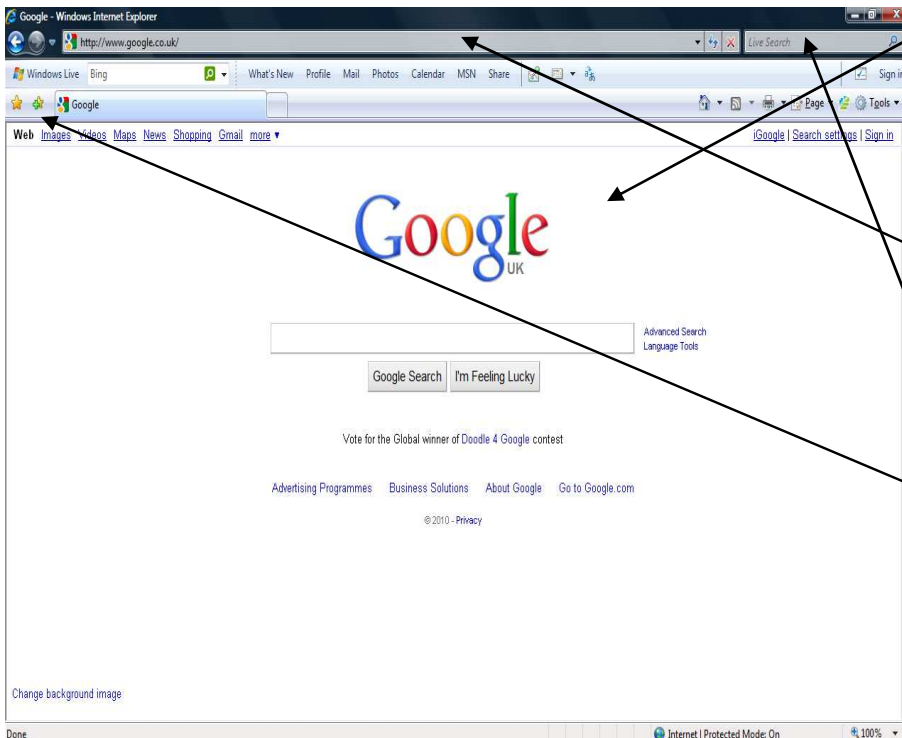
### Internet: Using Microsoft Internet Explorer & Google

#### Some of the basics

What is Internet Explorer? It's a Microsoft programme that is designed to browse, or explore, the internet. Programmes used for this purpose are called browsers and others that you may have heard of amongst the most common are Mozilla Firefox, Opera or Google Chrome. IE comes preloaded on Windows computers. They all look very similar and each programme has its advantages and disadvantages – which is best, is, as usual with computing, dependent on who you talk to!

What does a browsing programme do? It allows your network (of 1 or more computers) to communicate with a worldwide network of computers. Nobody owns the internet and no single organisation or country regulates the internet either. Websites are created by individuals, companies and organisations and the validity, veracity and authenticity of information contained in websites should be judged against what you know about the author. It's worth bearing in mind when 'surfing' the 'net' that the results of your searches are about how well your search criteria matched the content of the web page – and in the same way you would judge what information was relevant in a newspaper or book, you should apply your judgement to what you read on the internet. It's also worth mentioning that while the internet is undoubtedly an extremely effective tool in giving us access to information from across the globe in seconds and is used for good in so many ways, it's also a reflection of the baser level of humankind and therefore you will almost certainly come across sites that contain material that may offend or attempt to gain personal details for nefarious reasons.

#### Now onto business: what does IE look like?



**Home page:** the first page you see when you open your browser and the one the browser defaults to from any other website—we'll look at how to change this later.

**Address bar:** the space where you type the www address in if you know it.

**Search bar:** where you can insert key phrases or words & find websites that match your search.

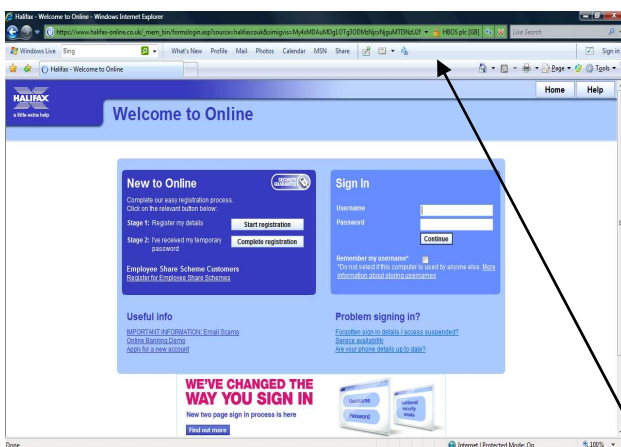
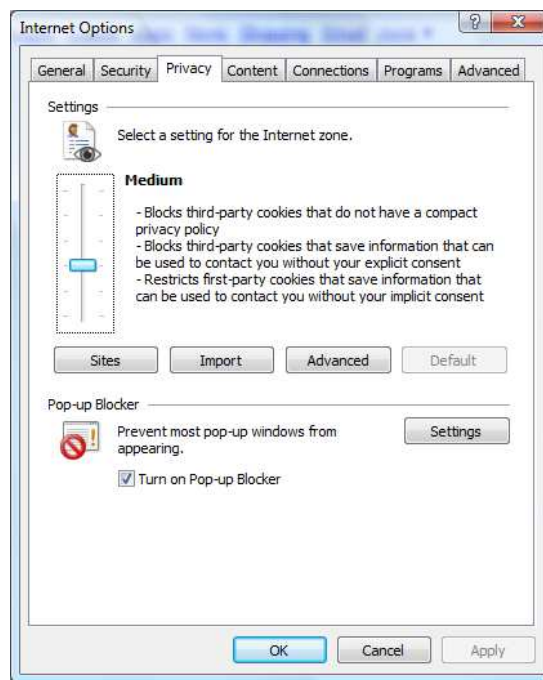
**Favourites:** websites that you like and visit regularly that can be added to a list so you don't have to re-type in the details, also called bookmarks by some browsers.



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Usually IE will set itself up to keep you safe while browsing while your firewall programme also monitors the two way communications between your computer and the internet to prevent hacking. If you wanted to check your settings or change them, go to **Internet Options** under the **Tools** menu. Note the tabs across the top of the two following window screenshots. Firstly, under the security tab, levels here are set to medium-high and the definition of that is stated underneath. In the privacy settings you can see the settings for 'cookies' (a file written to your hard drive by the website that tracks things like passwords, login, user preferences or online shopping carts – if a website remembers you, it's using cookies) and pop-ups (small windows that appear on top of the window you have open that are usually used for advertising).

It is in the general tab that you can change your home page. The easiest way is to make sure you are on the page that you want as home, go to the internet options & choose 'use current page as home page'.



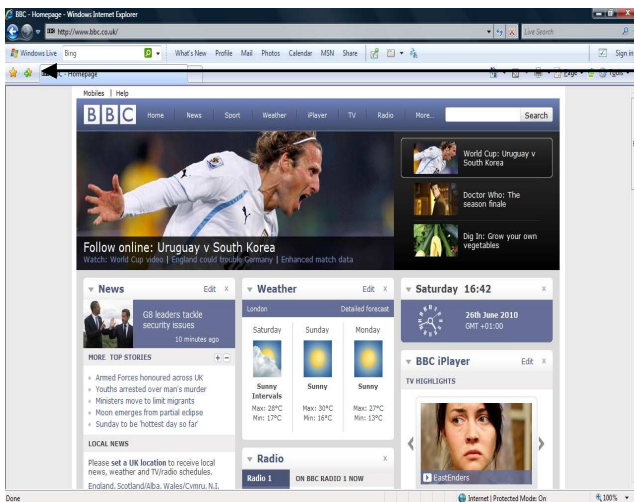
### Staying safe

In brief, because this session is about using IE rather than internet security, but as above your judgement is important in staying safe on the internet. There are signs\* that tell you that sites are safe to use but what you know about a site or the author is just as important. If in doubt, use online companies that are high profile and have an established reputation. You can always google the website or company to see what other people say. We'll have another look at this under searching a bit later.

\*https & the padlock symbol



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Once you find a website that you are likely to go to regularly, you can add the site to your favourites by clicking on the yellow star with a green plus next to it. Once it's added to your favourites list, you don't have to remember the web address again, just click on the link that will be stored in your favourites. You can delete favourites as well as organise them into categories so play around & see how they work.

### Searching using Google (other search engines are available!)

While writing this handout, I searched google for how to search google (now that sounds surreal!) and came up with a couple of sites that might be useful depending on how you learn:

<http://www.google.com/support/websearch/bin/answer.py?hl=en&answer=134479>  
[http://learninglab.lincoln.ac.uk/wiki/Using\\_Google\\_Search](http://learninglab.lincoln.ac.uk/wiki/Using_Google_Search)

Our tips, keep it simple and try to think about how what you are looking for will be commonly known rather than what you might know it as. If at first you don't succeed, try again, using slightly different search criteria. Here's an example.

I like Irma's in Leigh on Sea for pizza (it's really good!) but I can't remember the name of the restaurant. But I do remember what they sell (pizza) and where it is (Elm Road, Leigh on Sea) so...

- If I search for just **pizza**, I get 133,000,000 results – that's the number of websites that have the word 'pizza' in them. So that's going to take some time to go through.
- So I search again using **pizza elm road** then the first result is for Irma's. It's a case of whittling down the potential number of results.

Don't forget that it's not just websites you can find using Google; you can also search images, videos, maps and news as well as other categories as well as narrowing down the search to pages from the UK or global sites.

Lastly, if you are interested in searching google, check out Dave Gorman's Googlewhack Adventure. See how long it takes you to find your very own googlewhack....

