Computers for Beginners 3:
Use the Web

Learning Objectives:

In this class you will:

1. Understand web site addresses
2. Practice using web site addresses to visit web sites
3. Learn about different areas of a web site
4. Practice using a web site home page to explore the site
5. Learn how search engines work and when to use them
6. Conduct a simple search with the search engine Google

Review Quiz

Let's take a short quiz to remind ourselves of what we've already learned.

1. What can you use to move up and down on a web page?
   a. The **Tab** key.
   b. The **Scroll Wheel** on your mouse.
   c. The **Arrow Keys** on your keyboard.
   d. **B** and **C**, but not **A**.

2. What does it mean when your cursor looks like a pointing hand?
   a. You can click on a link.
   b. You should stretch your hands.
   c. You can start typing on the page.

3. What should you do if your mouse gets close to the edge of your desk, and your cursor still isn't in the right place?
   a. Panic.
   b. "Hop" your mouse away from the edge by lifting it up and setting it back down close to your keyboard.
   c. Slide your mouse back to where you started and try again.

Quiz Answers:

1d. You can move up and down a web page using either the scroll wheel on your mouse, or the arrow keys on your keyboard. You can also use your mouse to drag the **Scroll Bar** on the right side of your screen up and down.

2a. When your mouse looks like a pointing hand, it means you are on a clickable link.

3b. Lifting the mouse off your desk and setting it back down, where you have more space, allows you to move the mouse without moving the cursor. You can then continue to move the mouse without it falling off the desk.

What is a web site address?

Just like every phone has its own unique phone number, every page on the internet has its own address. Looking at the address for a web site can tell you something about the web site.

For example, the address for the home page of the Toronto Public Library web site is **https://www.torontopubliclibrary.ca**

The important part of the web address begins after the first period. This middle and last part of the web address is called the **domain name.** The domain name for the TPL web site is:

torontopubliclibrary.ca

The domain name relates to what the web site is about or who publishes it. Common domain name endings include:

.ca (for Canadian web sites)

.com (for commercial web sites)

.edu (for college or university web sites)

.org (for organizations, including nonprofit organizations)

Even though most web addresses begin with https://www, we do not need to enter this into our computer when we type in a web address. The computer will add it in for us.

Web sites usually have many pages, and each single page needs its own address. The various pages on web sites often keep part or all of the domain name, and add different endings to it. For example, this address:

https://www.torontopubliclibrary.ca/elearning/

takes us to a page on the TPL web site that lists online, or web-based, learning (or "elearning") products library users can access free of charge with their library card.

Challenge 1: What can you tell about these web sites by looking at their domain names?
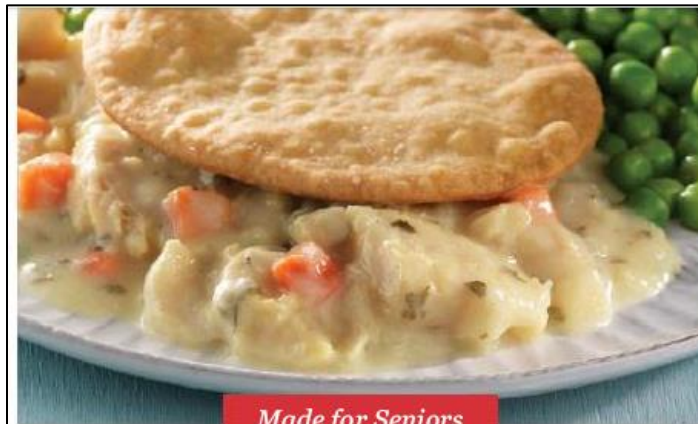
https://www.stratfordfestival.ca

https://www.nofrills.ca

https://www.nasa.gov

https://www.facebook.com

Question: Can you spot the web site addresses in the following ads?

Remember, since our browsers will automatically add **https://www** to the web address and we do not have to type it in ourselves, it is often left out of published web site addresses.

Exercise 1: Open a Browser

A **browser** is software that allows us to use the internet. There are many different browsers available. On our library computers, we have **Google Chrome, Mozilla Firefox, or Microsoft Edge:**

You may have seen **other browsers, such as Safari or TOR** on your other devices.

To use the internet, we have to open a browser. **Select the Google Chrome** browser from your opening screen and **double-click** to open it.

In the library, our computers are always connected to the internet, so as soon as we launch a browser, we can see a web page. Now you will be able to search, explore and have fun!

There are **several** ways to explore the Web – let's get started.

# Exercise 2: Using a Web Address to Visit a Web Site

When you know a web site address (or URL), you can type it into the **address bar** at the top of the screen and press the **Enter** key. This will take you to the **home page** of the web site. You have already done this in the previous courses, but we will continue to work on this since **guided practice** and **building connections to what we have already learned** are great learning tools.

The Toronto Public Library web site:

1. Type: **tpl.ca** into the address bar of your computer, then press the enter key.

> **TIP:** You can get to the Toronto Public Library web site by typing either **torontopubliclibrary.ca** or **tpl.ca** into the address bar.
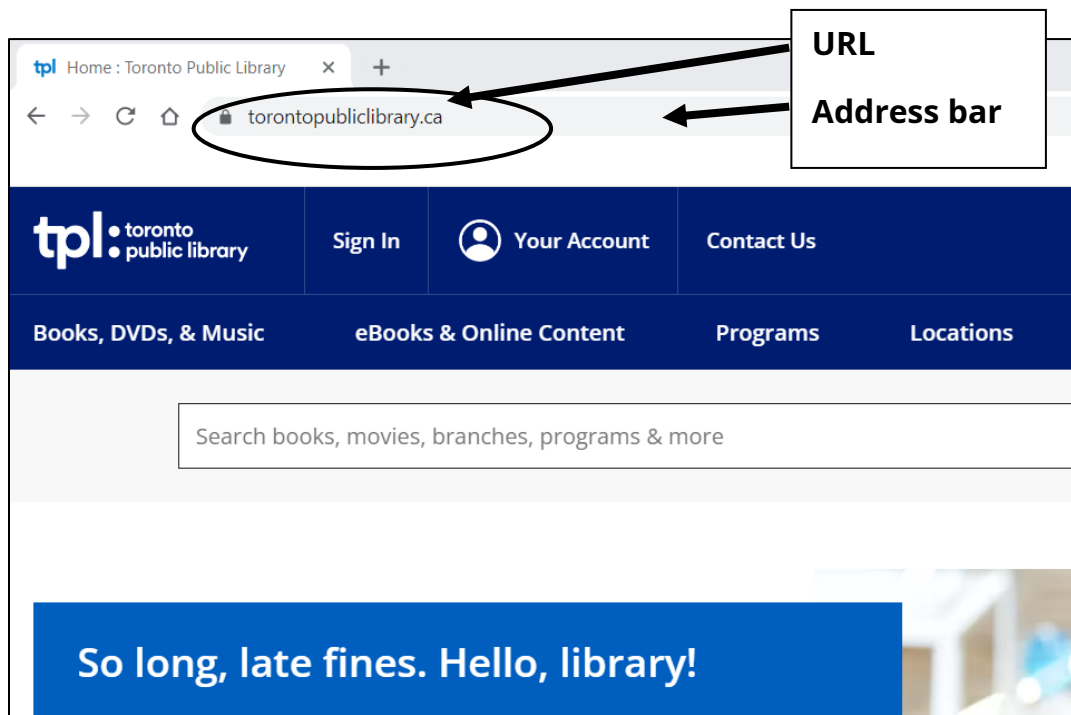
> **TIP:** If you don't go to the right page, make sure you spelled the address perfectly. Making a spelling mistake means your computer won't know where to go.

> **Challenge 2:** Take five minutes to **explore** this web site on your own. Click on some links and see where they take you.
>
> Remember, on every TPL page you can see the logo in the top left corner.
> **Click on the logo** to return to the home page. You can't get lost!

What is a Home Page?

A home page is meant to be the first page you visit on a web site. It will:

- show you what is new on the web site
- help you find other areas of the web site that interest you
- give you information about the organization that publishes the web site (this information will be found in the footer, or bottom, of the home page)

A typical home page will not have much content. Instead, it will be full of links to connect you to the content on other pages of the web site. If a web site were a book, the home page would be the table of contents and the index, combined.
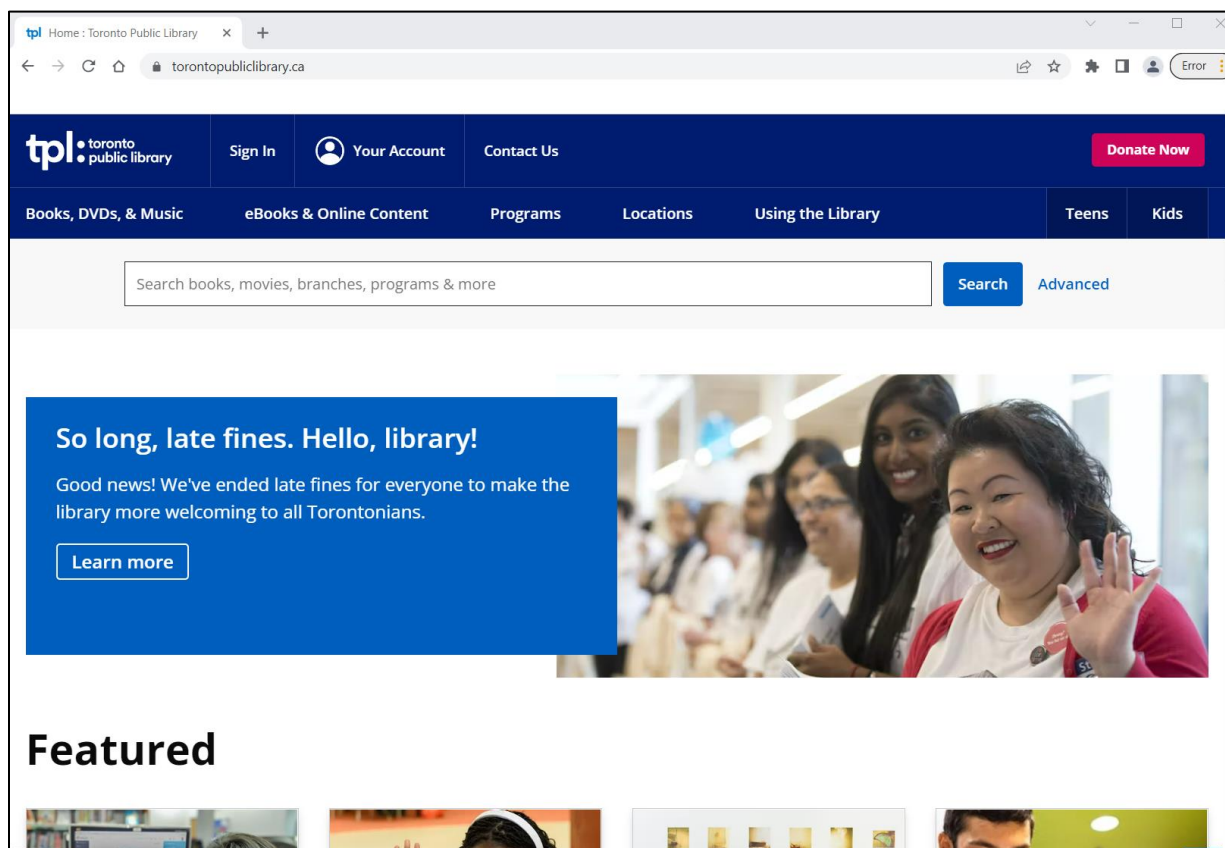
There are three common ways we can use the home page to explore a web site:

1. **Links**: Click on the links to find featured information.
2. **Menus**: Use the browsing menu to find a subject you want to learn about.
3. **Search**: Use the web site's search feature to find something specific.

We will look at all three of these methods.

Exercise 3: Use Featured <u>Links</u> to Find Information

Let's try the first method: using links.

1. **Scroll** down the TPL home page. You will see a number of different sections featuring News, Books, Programs, and more. Each Section includes links to more information on each topic.

2. **Click on ANY one of the links**. You will be taken to a new page with more information. That page may also have more links to guide you deeper into a topic or a list. **What did you discover?**
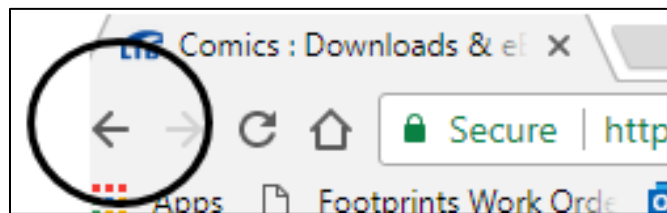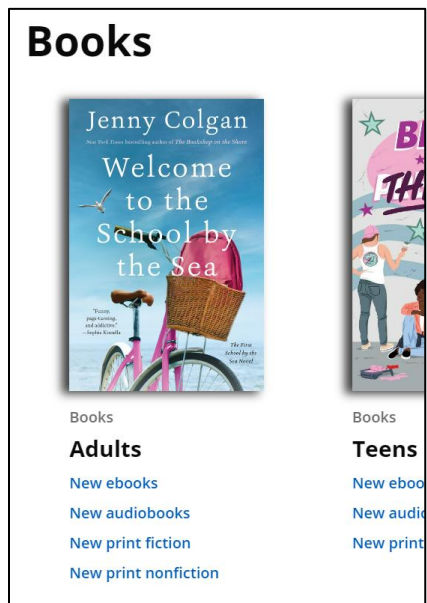
Above Example: The above item from the TPL Home Page features **Books**. It includes four lists, which you can click on to see more. Note: **links are often blue-coloured,** to make them more visible. If you are not sure, explore the page with your mouse pointer – the pointer will change to a hand if there is a link.

3. **Go back** to the home page by **clicking the back button** at the top left corner of your screen, close to the address bar.


TIP: Featured links advertise new information or features. They can change weekly, daily, or even several times a day.

Exercise 4: Browsing Using the Home Page <u>Menu</u>

Let's try the second method to navigate a web site: using the menus.

Most web sites will allow you to browse for information by category, as well as browsing for new material. Many home pages feature a menu that allows you to look for material in a specific category.

1. Type **tpl.ca** into the address bar and press the **Enter** key to go to the Toronto Public Library home page.
2. Find the blue menu bar near the top of the screen.

Books, DVDs, & Music	eBooks & Online Content	Programs	Locations	Using the Library
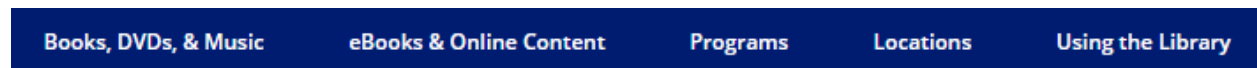
3. Hover your mouse (but don't click) over the heading: **Programs**. A drop-down menu will open up.
4. Click on the category: **Computer and Library Training**. Click **Search to see a list of all classes.**
5. Find a class you have not yet taken and click on the class name to learn more about it.

TIP: We clicked on several links to get to this web page. To get back to the home page quickly, click on the **TPL logo** at the top of any page. Many websites offer a logo link to help you get back to the home page. It is quicker than the back button!

Optional Challenge 3: With a partner, and using the menu at the top of the TPL home page, find information on how to get a library card.

Stretch and Relax!

It is important to take a break regularly when using the computer. Let's practice:

1. Gently shake out your hands, rotate your wrists, stretch out your fingers
2. If you can stand up, stretch your legs for a few moments
3. Roll your neck gently to relieve neck strain
4. Look away from your monitor and focus on something about 20 feet away

Exercise 5: <u>Search</u> a Web Site from the Home Page

Let's try the third method to navigate a web site: using the search box.

Many website have a search box on the home page. This will search for items anywhere on the web site. **This search box is only for this web site.** It does not search the whole internet for you.

1. **Click** once in the **TPL** search box at the top of the page
2. **Type in the name of a book** or movie or music you are interested in
3. Click on **Search** or press **Enter** on your keyboard
4. Your search results will display
5. **Click** on a result to see even more details about an item

What Is an Internet Search?

There are times when we have a question and we don't know which web site can answer it. That's when we do a search. To do this we need to use a search engine. A search engine is also a web site. A search engine is an index to other web sites!

A search engine matches the words you type into it with words that it finds on web sites. It then shows you a list of possible results, which it has ranked so that the best match to your words appear first.

There are many search engines available on the internet. Some of the more popular ones include Google, Bing, and Yahoo! Search. In this class we will practice using Google.

Exercise 6: Conduct a Simple Search Using Google

In this exercise we will use our browser to visit to the Google search site, then use Google to search other websites for information.

1. Go to the Google web site by typing **google.ca** into the address bar.

2. Type the search term: **pasta recipes** into the search box and press the enter key.

3. You will see a list of results. Scroll down the page to see the first items on the list.

4. Choose a result and click on it. Find a pasta recipe on the site.

5. Use the back button to go back to the results page, and click on another result.

TIP: Google has an "autofill" feature that can save you time while searching. When you begin to type in a search, you may notice that a drop box appears below it with a list of suggested search phrases.

These suggestions are based on common searches done by other people, or they may be based on past searches <u>you</u> have done. If you see one that matches the search you want to do, just click on it and the results for that search will load.

how do l

how do i **look like**
how do i **love thee**
how do i **get you alone**
how do i **clear my cache**
how do i **live**
how do i **access icloud**
how do i **take a screenshot on a pc**
how do i **post on instagram**
how do i **delete facebook**
how do i **apply for ei**

Partially complete search phrase.

List of suggestions based on most popular searches beginning with that phrase.

Report inappropriate predictions

Challenge 4: Do a Google search to find information on **any topic** of interest to you. (For example, the CN Tower.)

Can you use Google Suggest for this search? Do you need to go into a specific web site to get information?

Practice!

The best way to get comfortable with the web is to practice. The best practice is to search for information you are interested in. Use Google and do more searching.

In this handout, on page 18-19, you will also find some suggested websites and topics if you are not sure where to start.

Review Quiz

1. What does the TPL home page have to help you find content?
   a. Links to new or featured information.

   b. Menus to let you browse the categories you are interested in.

   c. A search bar to let you search within the web site.

   d. All of the above.

2. What part of the web site address **https://www.cbc.ca** would you need to put in the address bar to go to the CBC web site?
   a. The whole thing.

   b. www.cbc.ca

   c. cbc.ca

3. Which of the following addresses will take you to a Canadian web site?
   a. www.amazon.com

   b. www.amazon.co.uk

   c. www.amazon.ca

4. Google is:
   a. The world's only search engine.

   b. One of many different search engines.

   c. One of the three different browsers available on TPL computers.

Answers:

1d. The TPL home page has links, menus and a search box to help you find information.

2c. You only need to enter the **domain name** (cbc.ca) in the address bar. The computer fills in the rest automatically.

3c. [www**.**amazon.ca](www.amazon.ca) is the address of the Canadian branch of Amazon. The clue is at the end of the domain name, .ca.

4b. Google is the search engine we used today, but it's not the only search engine available. Bing and Yahoo! Search are two other popular search engines.

WRAP UP: Common features to keep you fearless!

It takes time to learn a new skill. Computers and the Internet are no different. But with time and practice it gets easier. It's also fun to learn something new!

At first you might be concerned about making a "mistake" but try not to be. You can't really "break" anything! You can always make a copy (or a backup) of a file before editing or changing it.

And while there is a learning curve it's good to know that there are many common functions across different programs. It may surprise you to know that most functions are found in the same menus in different software.

Understanding the similarities across different programs can really help you use and learn a new one.

Remember to practice! Take the class again if you want to, or take one of our other classes when you feel ready.

Today you learned:
- How to recognize and "read" a web site address.
- How to use a web site address to find the web site.
- How to explore a web site by starting from the home page and using links, menus and the search box.
- How to use Google to do a simple search on the internet.

We've covered a lot of ground! Next time, we will be learning to do more complicated internet searches to find images, news, maps and more.

Remember, the best way to learn your way around the internet is to take your time and explore! You'll be surprised at how much fun it can be.

Practice Exercises Part 1: Navigating Web Sites

The more you practice using the internet, the more comfortable you will become using it. Here are some web sites to practice exploring. Choose one that you're interested in and see what you can find!

Health:
1. Web MD. www.webmd.com.   Well-written articles on a wide variety of health topics.

2. Canada's Food Guide. food-guide.canada.ca/en. Includes the food guide and lots of healthy, easy recipes.

3. Unlock Food. unlockfood.ca. Award-winning website created by the Dieticians of Canada, full of healthy eating information.

Travel:
1. Tripadvisor. https://www.tripadvisor.ca . A web site full of reviews and advice for travelers.

2. Destination Ontario. destinationontario.com/en-ca . Official web site of Destination Ontario. Lots of local trip ideas.

Arts and Leisure:
1. Art Gallery of Ontario. https://ago.ca. Current and upcoming events.

2. The WholeNote. https://www.thewholenote.com. Articles, schedules and reviews for musical events throughout Ontario, from the people that bring you WholeNote magazine. Sponsored by the Ontario Arts Council.

3. National Film Board of Canada. https://www.nfb.ca. The NFB is a national institution. Films on their web site can be streamed for free. Check out the classic short *The Log Driver's Waltz.*

4. The New York Public Library. https://www.nypl.org. Find lists of recommended books, listen to debates and discussions on their podcast *The Librarian Is In*, and much more.

Practice Exercises Part 2: Searching the Internet

Here are some searches you can do for practice. Start from the google home page (google.ca) and think of good keywords to use in your search.

1. Toronto Star Crossword, Washington Post Crossword, Online Sudoku
2. JS Puzzles (online jigsaw puzzles)
3. Online solitaire, online chess, or online mahjong
4. The local weather
5. Your favourite sports team or sports event
6. Current news items

Where to Learn More

Free Online

GCF Learn Internet Basics: https://edu.gcfglobal.org/en/internetbasics
GCF Learn Internet Tips: https://edu.gcfglobal.org/en/internet-tips
GCF Learn Internet Topics: https://edu.gcfglobal.org/en/topics/internet

LinkedIn Learning (formerly Lynda.com)

LinkedIn Learning is a collection of high-quality instructional video accessible for free via the library's website: **tpl.ca.** You must be connected to the Internet and have a valid library card to use this collection.

1. On the TPL home page, click on the **eLearning** portal**.**
2. Click on the link to LinkedIn Learning and select **Access Online.**

3. Type your library card number and PIN in the boxes and click the **Continue** button.

Use the top search box in LinkedIn Learning to find video classes, such as:

Working and Collaborating Online https://www.linkedin.com/learning/working-and-collaborating-online/computing-with-confidence-getting-job-skills-and-staying-safe-online?u=76281980

Thank-you for attending!