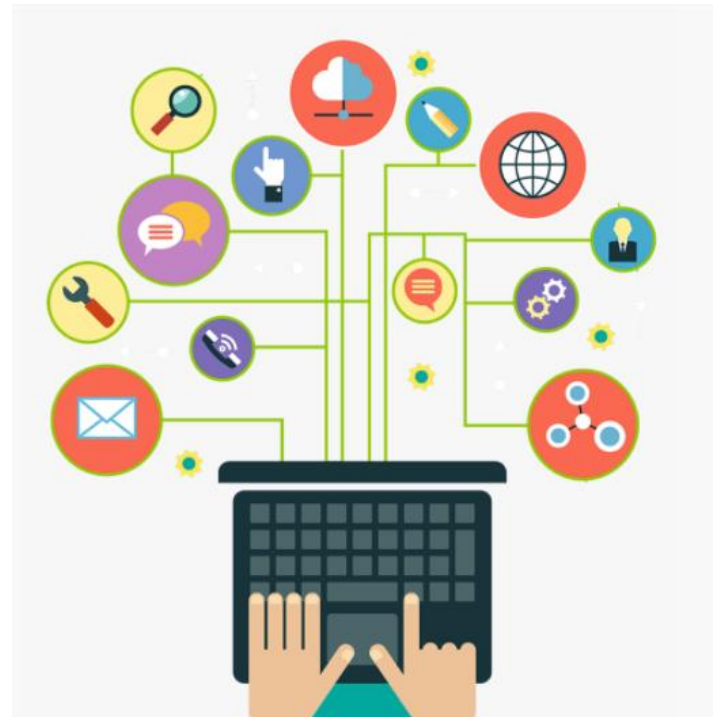# Essential Digital Skills

Created by the TR Leger
School, STEP Program

Modified and updated by
CESBA, 2021

cesba

Internet Use (Home Version)

Contents

Introduction

Essential Skills for Internet Use

- This manual is designed to assist learners with the basic skills needed to navigate the Internet.
- Follow the book in the order it is written and complete each online activity before continuing to the next lesson.
- Although using the mouse is discussed in this manual, you may want to ensure that you have a good knowledge of clicking and double clicking the mouse while working on this course. Here is an extra practice site: **https://edu.gcfglobal.org/en/mousetutorial/mouse-tutorial/1/**
- Learners may need headphones for some of the exercises in this manual.
- Participants completing this course will have gained the knowledge to complete **milestones** for competencies A1.2, A2.1, A3, B2.2, C1.1, D2, E.2. Please talk to your course practitioner about milestones.
- Click on the links in this module, to visit the websites suggested.

Glossary of Internet Terms

- **Address Bar** – an address bar is the top, long, white box into which you type the website address you want to visit.

- **Online** – a computer is connected to the Internet either by telephone or cable.

- **Offline** – you are using your computer, but it is not connected to the Internet.

- **Scroll** – the grey bar on the right side of the screen that helps you move up and down on a web page.

- **Social Networking** – Using the Internet to discuss interests, meet new friends, share photographs, send messages and/or chat with people.

- **URL** – an address that you need to type to access a website. This usually begins with "www". URL stands for **U**niform **R**esource **L**ocator.

- **Web Site** – a location on the Internet where a person or organization has put their information for people to use.

- **Web Page** – one page of a website.

What is the Internet?

The Internet is a network for computers. It connects computers all over the world.

People make their own websites. These websites have domains, which is an address. You type in the address to get to the right domain.

Most addresses start with *www.* This stands for the **W**orld **W**ide **W**eb.

There are many, many websites. Some are owned and updated by government agencies, companies, schools and medical groups.

Some people make money from their websites and others just post websites or web pages for fun or information.

Domain/
Web address
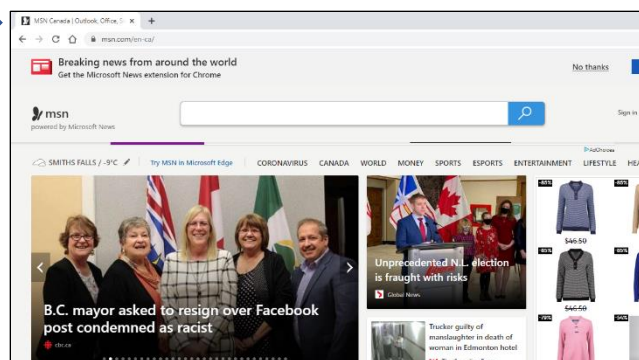
Web page

Why Use the Internet?

The Internet has become a very important part of our world.

Many employees now have workplace email and most employers want to hire workers who know how to use the Internet.

More and more people are choosing to share messages and pictures through email and social networks (such as Facebook and Twitter).

Using the Internet can also save time, money and effort. For example:

- Using email and social websites is a less expensive way of staying in touch with family and friends, especially if they live far away.
- Banking online saves time because you do not have to write cheques or stand in line at your local bank.
- The Internet is a quick way to find information, such as local weather, phone numbers and postal codes.
- The Internet is helpful when looking and applying for jobs. Most employers post job ads online.
- Stores, government agencies and organizations now have websites. These sites have lists of **F**requently **A**sked **Q**uestions (FAQs). You may access these sites to get the answers to your questions without having to phone for information. This cuts down the time you spend waiting on hold.

*If you do not have the Internet at home, many libraries have **free** Internet service.

Internet Providers

You need an Internet Service Provider (ISP) to connect to the Internet. You will not be able to connect to the Internet without it. Local companies like Bell Sympatico, Cogeco, and Rogers supply this service. WIFI is the technology to connect laptops, smartphones, etc. to the Internet without needing hard lines or wires. Internet providers offer WIFI as well.

Cell phone companies sell data, this is a service provided by cellphone companies to help people connect to the Internet when there are no other Internet connections available.

This is how to connect to the Internet.

An ISP connects you to the Internet.
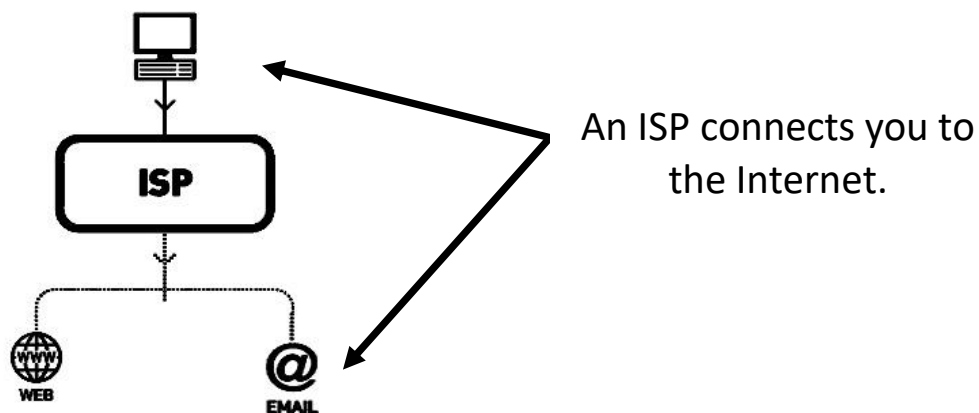
Browsers

Once connected to the Internet, you need to use a "browser" to search the Internet. This is called going online.

On the desktop (the screen you see when you start the computer) you see this   . In some classes, you may use Google Chrome as your browser, if so, click this   icon.

These are two of the browsers used to get "online" and use the Internet. At home you may choose a different browser.

Internet Explorer Microsoft Edge and Google Chrome are the most common "browsers".

You can try more than one and decide after which browser would be the best for you to use to learn the Internet.

There are other browsers that people use on their computers and devices. Two other browsers are: Mozilla Firefox, and Safari. Safari is a only available on Apple products, like Ipads and Iphones.

Firefox   Safari

The Mouse

The mouse is very important to Internet use.
Use the mouse to **open** the browser to get online.
Use the mouse to tell the computer what you want it to do.

Using the Mouse

Holding the mouse

1. Place three fingers on the mouse.
2. The thumb and little finger are on each side
3. Rest your index finger on the left button.
4. Rest your ring finger on the right button.
5. Place your centre finger over the "scroll ball" between the 2 buttons.
6. You do not have to grip the mouse tightly.

Moving the mouse

The mouse will move with your hand.

One click

1. Move your hand forward to move up the screen.

2. Move your hand back to move down.

3. Move your hand left to go left and right to go right.

Clicking the mouse

Click the mouse with your finger.

1. Click the left button on your mouse.
2. Click it one time.

Double Clicking the Mouse

To **double click**

1. Put your hand on the mouse.
2. Put your finger over the left mouse button.
3. Quickly move your finger up and down on the left button.

Icons

The pictures on your desktop (main screen) are called **icons**.
Double click on the **icons** to open programs on the computer.
To open, double click on the Internet browser icon.

This will open the Internet.

The Cursor and the Internet

To find the mouse on the screen look for the cursor.

The cursor looks like this:

If you put your hand on the mouse and move the mouse to the right, your cursor will also move right on the screen.

If you put your hand on the mouse and move your mouse to the left, your cursor will move left on the screen.

To move your cursor up, hold the mouse and move your hand forward.

To move your cursor down, hold the mouse and move your hand backwards.

The Hand Cursor (Link)

When using the Internet, the arrow cursor may change to a hand cursor.

The hand cursor looks like this: a hand with a pointing finger.

This cursor allows you to connect to another webpage.
This cursor is used when:

- You want to "link" to another webpage on the website.
- You select text or images.
- You select the type of information you need to search with your web browser, such as websites, pictures or news articles.
- You click a number or the word ***next*** to take you to the next page.

Internet text that you can click on is often blue, sometimes it is underlined.

When the arrow cursor is moved over the text, the cursor

may change to the pointing cursor to show that you can click

on this part of the webpage.

Task Bar

The bar at the bottom of your screen is called the Task Bar.

The Windows button you use to open programs is on the left.

You can use the Search Bar 🔍 to look for programs and files on your computer.

When you are using programs, the icon for these programs will appear on your task bar.

In the picture above, you see the icon for Microsoft Edge, Google Chrome, the File Manager (folder icon), as well as Word, Excel, PowerPoint, Microsoft Teams and Adobe Reader. All these programs are currently open on this individual's computer.

Yours will look different. It will show the pictures of what you are using.

While doing this course, if you need to move back and forth between the Internet and a program or between 2 programs, just click the icon for the program you want to go to on the Task Bar. Once you have clicked the icon that program will open.

Drop Down Menu

A drop-down menu is a screen with options that appears below a heading when you click on it.

Many sites have drop down menus where you are asked to choose one option from a list.
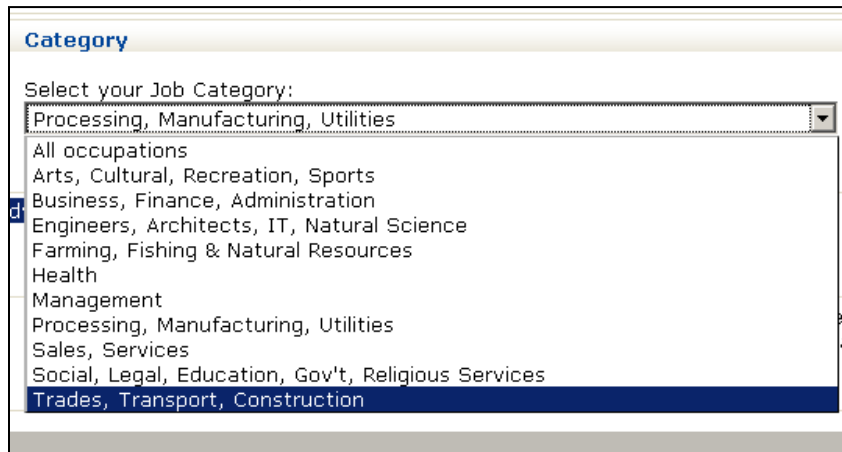
A drop-down menu looks like this:

To select something from a drop down menu, click on the downward arrow beside the address box.

Then move the cursor over the selection you want to choose.

*You may have to scroll down to see all the options.

Click on the one you want.

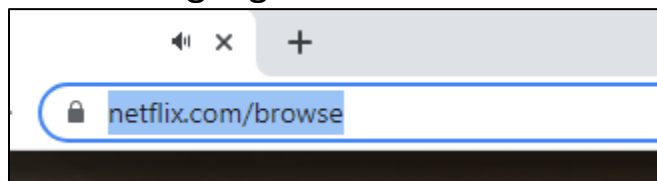It will be highlighted in blue when you click on it.

The Address Bar

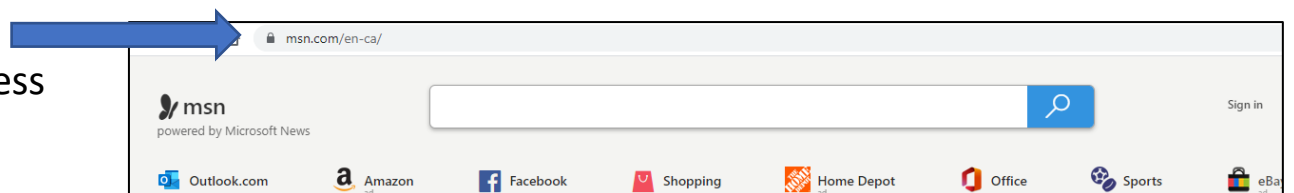The address bar is for searching addresses online.

To use the address bar, click in the long, white box.

This will highlight the text like this:

Press the [Backspace] key to delete the address that is there.

Type address here

Type the address of the webpage you want to visit and press the ⏎ Enter key.

Scrolling

When you are online you may not get to see the full webpage.

Use your scroll bars and arrows to move up and down the page.

← up

← down

Scroll bar is here

It is at the right-hand side of your screen.

Click on the up arrow to move up the page.

Click on the down arrow to move down the page.

Hold down the left mouse button to scroll up or down the screen more quickly.

You can also use the wheel on your mouse to scroll.

Roll your finger over it to see how it works.

Working with Tabs

Sometimes, when you click on a web address it will create a new tab. If this happens, you will need to close the tab to get back to your last page instead of clicking the back arrow.

When you click on a link in this booklet, a Tab might open for that web address.

You can also create a new Tab if you want to keep the page you were on open but also visit another site.
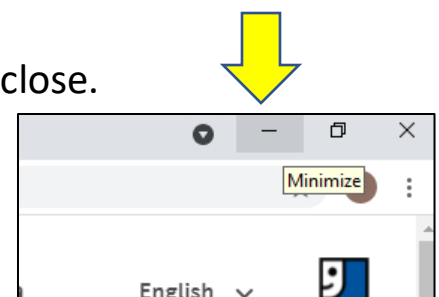
In Google Chrome and Microsoft Edge, you can create a new Tab in settings (by clicking on these three dots in the upper right of the window).
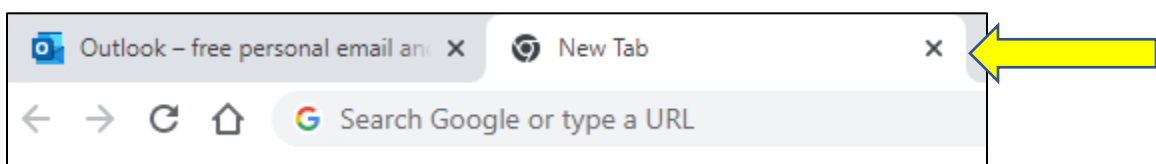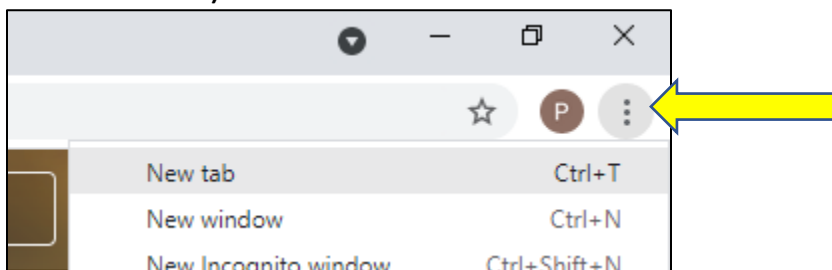
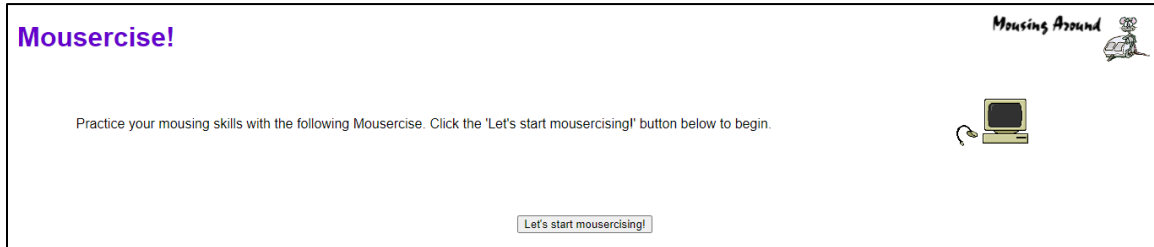You can click on each Tab to move back and forth between them.

To close a Tab, click the X on the Tab you wish to close.

Note: You can minimize your Internet window at any time in the upper right to return to this course.

Task #1 – Using the Mouse Online

!. Click on the link below or type this address in your address bar:

http://www.pbclibrary.org/mousing/mousercise.htm

3. If you have typed the address then press Enter.

5. Here you will practice your mouse skills.

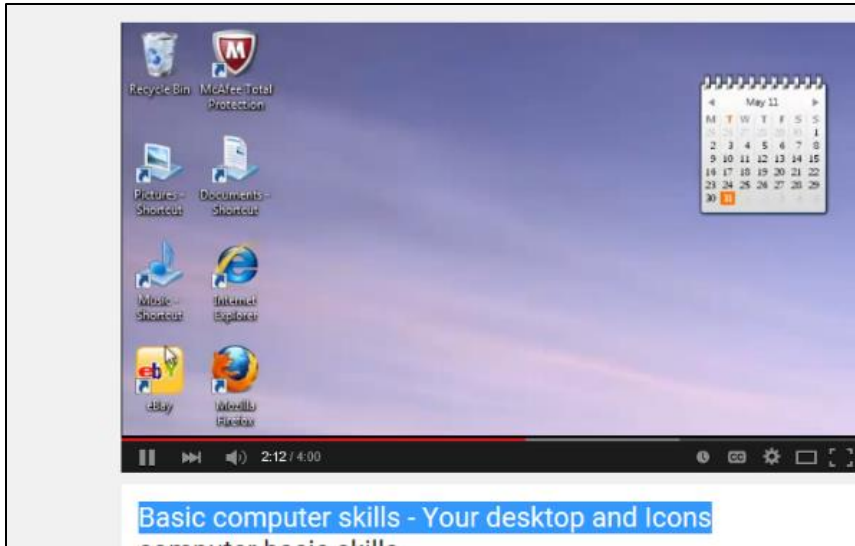6. Read the instructions _carefully_ or the exercise will send you back to the first page.

7. Tell your instructor when you are done.

8. Close Internet Explorer by clicking the X in the right-hand corner.

Follow Up Activity – Icons and the Desktop

!. Click on this address or type this address into your address bar:

https://www.youtube.com/watch?v=F-Srwe0jDfc

Or Go to www.youtube.com and search for Basic Computer skills
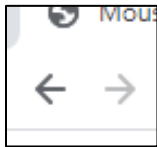- Your Desktop and Icons
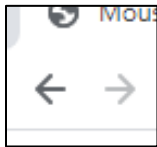
5. Click play.

6. Listen to the lesson.

7. You may want to use headphones to listen carefully.

Going Back

While Internet Explorer/ Google Chrome is open it will remember each page you have been to *in order*.

If you want to go back to the webpage you were on before, you can do this at any time.

Click the [image of backwards arrow] backwards arrow at the top left-hand corner of the screen to go back.

Each click will take you back one page.

Going Forward

If you would like to return to a page you were on **after** these pages.

Click the [image of forward arrow] forward arrow at the top left-hand corner of your screen.

Task # 2– Backwards and Forwards

Type in these three addresses, **one at a time.**

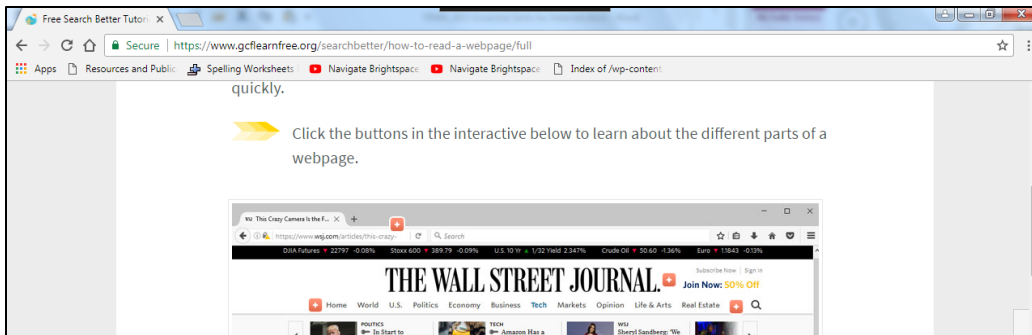www.msn.com
www.google.ca
www.yahoo.com

Practice going back and forth between these three websites.

Reading a website

You do not always have to read an entire website for information.

You can scan the site to find exactly what you need.

Most sites sort their pages in categories. Often, these categories are listed at the top and/or bottom of the websites.

The cursor will let you know when you can click on information on a webpage. The arrow will change into a "pointing hand."

https://edu.gcfglobal.org/en/searchbetter/how-to-read-a-webpage/1/

Click on the above website, read the information in the activity to learn more about reading a webpage.

Using a Search Engine

A search engine helps you find information online.

You search by using one or more keywords.

Once you have typed in your keyword(s) the search engine will find all websites that relate to your keyword(s).

The more information you give a search engine, the better the information you get will be.

Here are some examples of popular search engines:
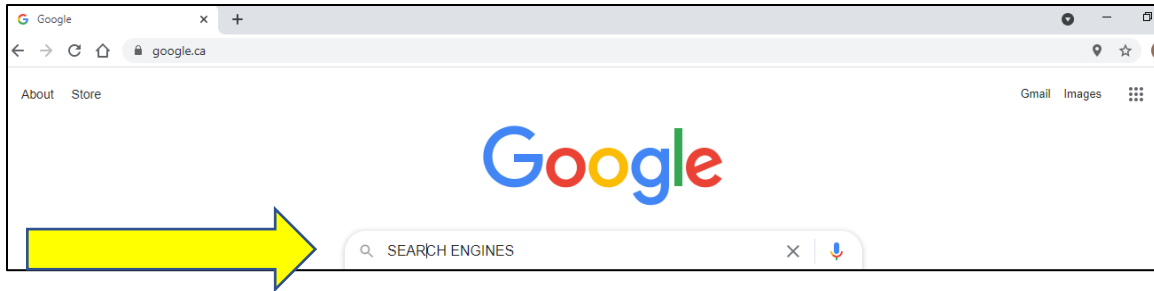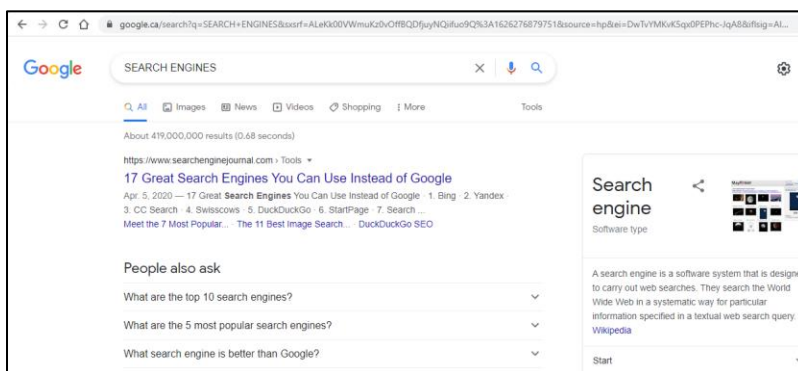
 www.google.ca

 www.bing.ca

 www.yahoo.ca

To search for information, type your keyword in the white box on the search engine's page. Google is the most popular search engine.

You can then click on Search or press your enter key.

The search engine will give you many choices.

Click on the blue words to open a website. This is a link. You will see the pointing cursor 🖑 when you pass your cursor over this line. These blue underlined words are called "links".

Click the back arrow to go back and look for more.

If you scroll to the bottom of your screen you will see the number of pages that match your keyword. The subject that you are looking for information on.

Click "Next" or the next page number to look for more.
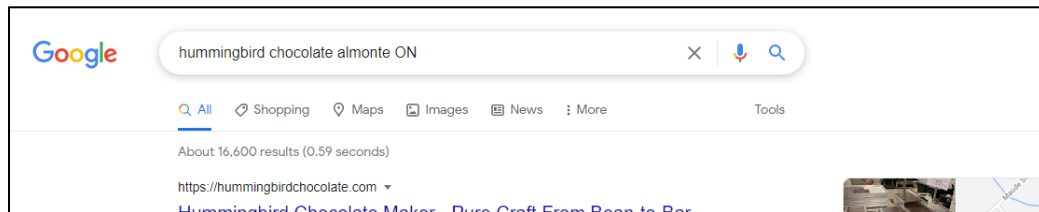
The page number you are on will be in <u>BLACK</u>.

Gooooooooooogle ▶
1 2 3 4 5 6 7 8 9 10   Next

Click on www.google.ca

and practice searching.

Task #3 – Search Engines and Employment

1. Open Google www.google.ca and search a local company in your area. Put in the name of the company and the town/city it is in.

2. Press the Enter key or click on the search button

3. Google will show a list of websites that meet your criteria.

4. Does this company have a web page? If so, click on the website.

5. Scan the website for information and consider:

   What is the web address of this company?

   Does this company post career opportunities on their website? Yes or No

   Find out three important things about the company from the website.
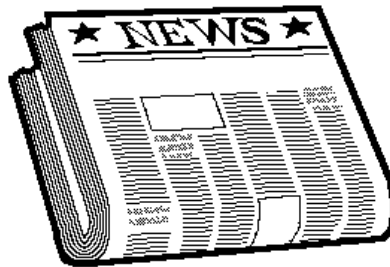
Task #4 – Search Engines and Academics

Choose one of the following countries and use an Internet search to find information about it.

> A. Uruguay
>
> B. Portugal
>
> C. Kenya

Using a search, find the population for the country you have chosen and something that country is famous for.

Searching for News Online

The Internet is full of news from around the world.

Click on the following address:

http://www.onlinenewspapers.com/

You will see the above screen.

Click on the continent of your choice

When you select the country, an alphabetical listing of all the newspapers in that area will be on the screen.

It will appear like this:

African Newspapers

Eastern African Newspapers

- Burundi
- Comoros
- Kenya
- Madagascar
- Malawi
- Mauritius
- Réunion
- Rwanda
- Seychelles
- Somaliland
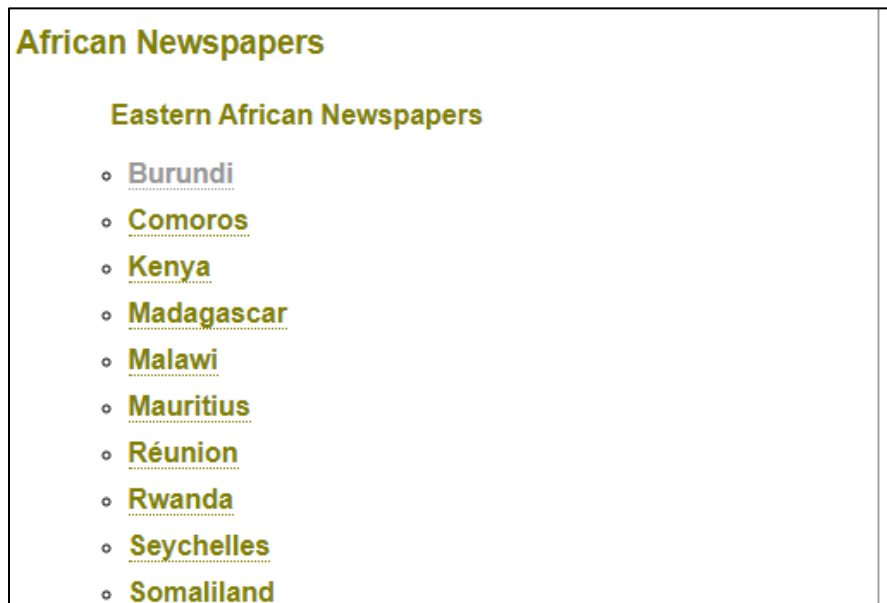
4. Select one of the blue country names to see their news. This will bring you to this country's online newspapers.

5. You will find many areas of the newspaper, and sometimes video news clips or television links.

6. Take some time to look at two or three newspapers from different parts of the world.

7. Choose places where they speak English.

Finding News on Google

If you are looking for news headlines about a news story, type the search words about the story into the Google search box and press Enter.
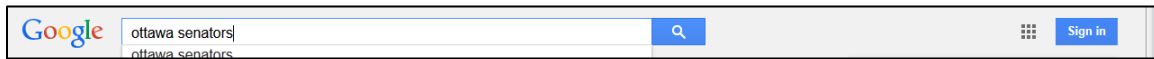

Then click News at the top of the page.
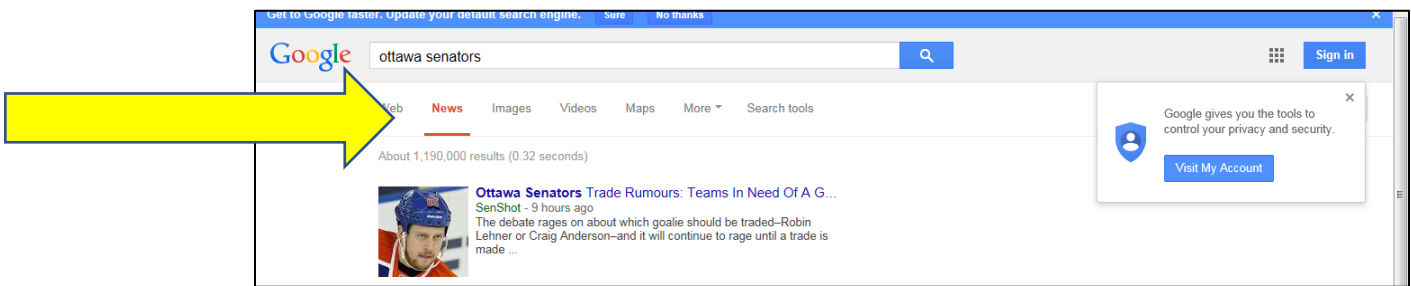
This will take you to news headlines related to your search words.

You can click on the any of the results to read the news story.

Task #5 – Searching for News

1. As practice, choose a headline from today's newspaper and search for it.

2. Click this link, www.google.ca search the story and click **News.**

3. Look at some of the search results.

4. Show your instructor one of the results you have found.

Creating an Email Account

When picking an email account, you should pick an email address that will look good to the public and employers.
Your email should show who you are in a good way. People try to use their first, last and/or middle names for emails.

Look at the options and pick the best email address from this list.
   a) Sweetheart98@gmail.com

   b) QueenieCatLover@gmail.com

   c) Lifeofthepartygirl@gmail.com

   d) StellaJonesK@gmail.com

   e) Theladiesman@gmail.com

You may have to make a few tries to get an email address that you want. Many people all over the world use Gmail. Do not get discouraged, keep trying until you find an email that has not already been taken by someone else.

Choose a professional email address that best suits you!

Picking a Password

List one or two things in each part and use them to make a secure password that you can remember. Your password should be 8 or more characters long. A character is a number, symbol or letter.
For example: Lasagna14$

*Do not use private information in your password (birthdate, anniversary, names of family, etc.).

Favourite Number(s)	Favourite book character	Favourite Food	Favourite colour	Number	Symbol

You can combine some of these categories above to create a good password if you do not have one in mind.
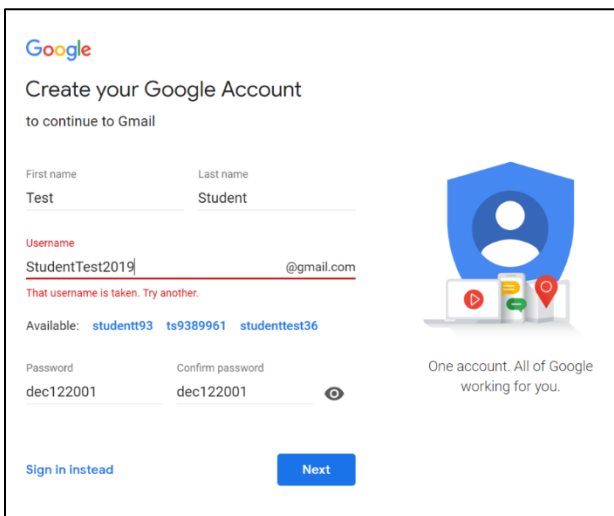
If you need to create a new account, read the instructions below and the click on www.gmail.com if you do not need a new account, you may skip ahead to the next section.

Setting Up Gmail

Read the following instructions and use them to create your own Gmail account.
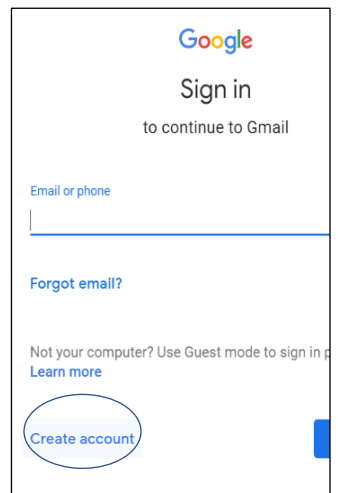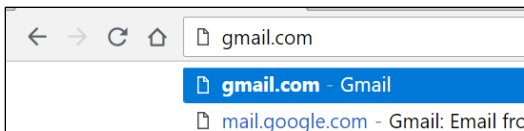
Click on **Create account**. Pick an email name and a password you will remember.

Click in each box.

Type in your first name and last name.

Pick a username. There are many used ones. It will take 2 or 3 tries to get one.

Pick a password with letters and numbers. You will type it twice. Click on **Next**.

Type your phone number.
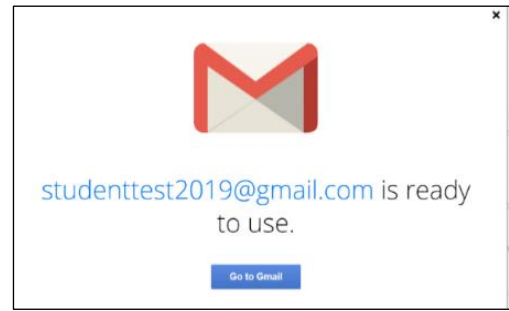Click the drop-down boxes to give your birthdate and gender.
Click **Next**.

Click **Not Now** when asked to have a number sent to your phone.
Scroll down and click **I agree**. (Read the agreement first. Ask for help if you need it).
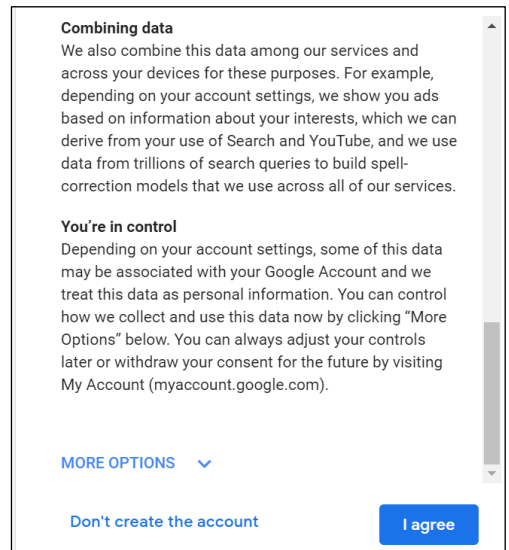
Google has pages of information about Gmail.
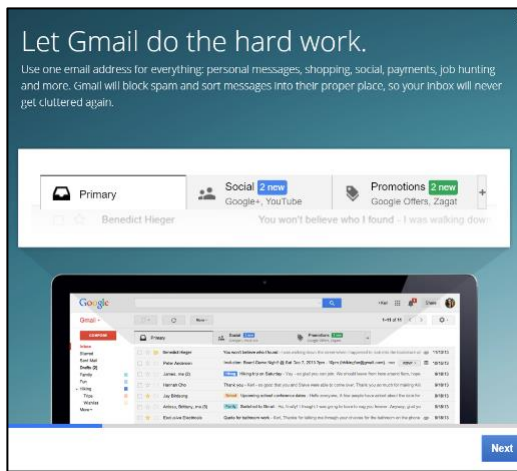
Click **Next** to look at the next page.

Click **Go to Gmail**.

You will see this screen.

This is your email.
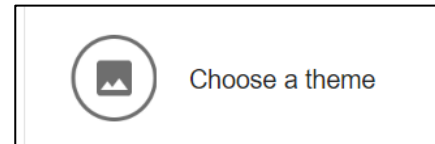
You can use this account to send emails and video chat (to see someone on the screen while you are talking to them).

You can check your email on computers, iPads, iPhones, and Android phones.
Google helps you set up your email.

Click Next.

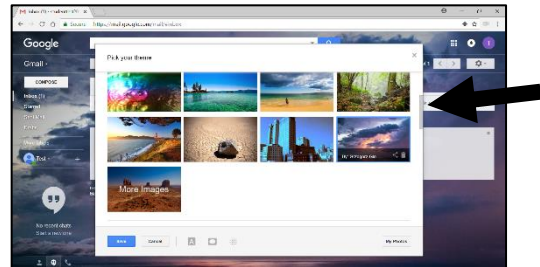After you have signed up for a Gmail account: Set up your email.

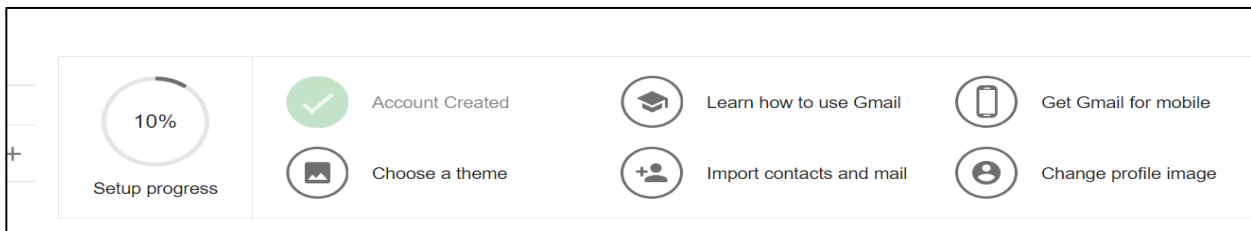Click on **Choose a Theme** to set up your theme.
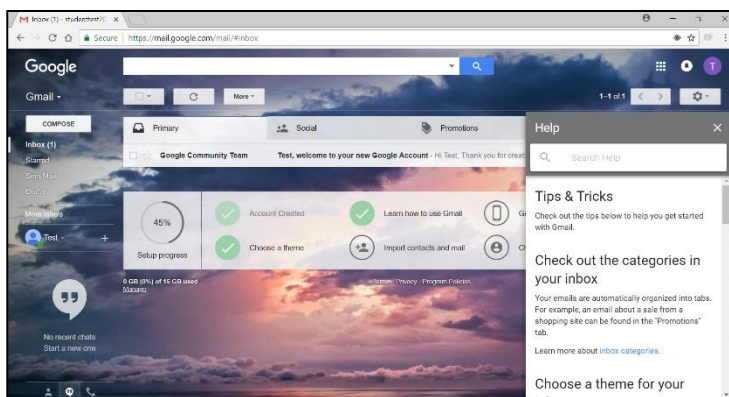

Scroll down to see all themes.

Click the one you like.
Click on the **X** on the right to close.

Click on **Learn How to Use Gmail**.

Scroll down to look at the tips.

Then click the **X** to close.
Click on the **X** to exit.

You have done everything you need to do for setting up for now.

Using Your New Email

The following website will offer more information on how to use your new email account, including sending messages, forwarding messages, sending attachments and proper email etiquette.

Type these web addresses in your address bar or click on the link below and read the information. Afterwards, complete the interactive tutorials.
https://www.gcflearnfree.org/gmail/
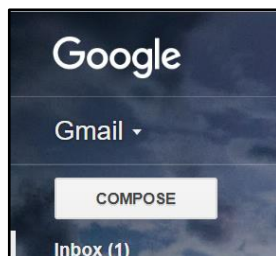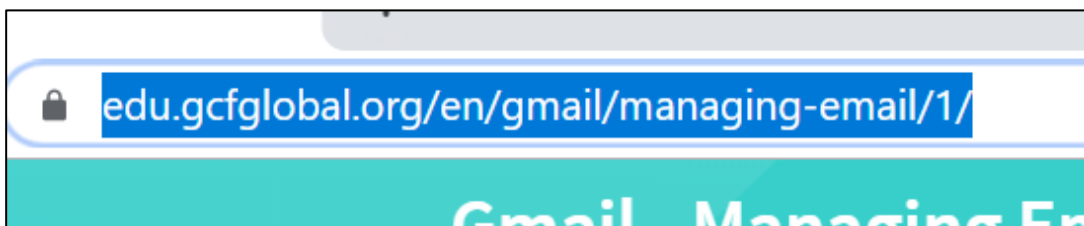
Writing an Email

To start writing an email, click **Compose**.

You will see this:

Click on **To:** and type in the email address of the person you are emailing.
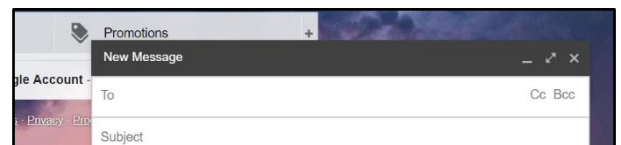
Click on **Subject** and say what your email is about (for example, "Hello from Angela").

Click in the big, white box to write your email.
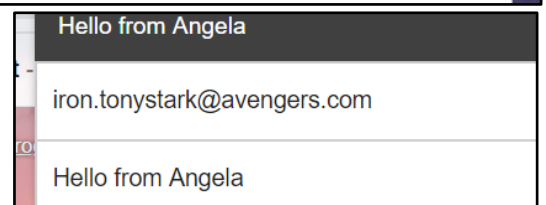
Read it over to make sure it is ok.

Write message here.
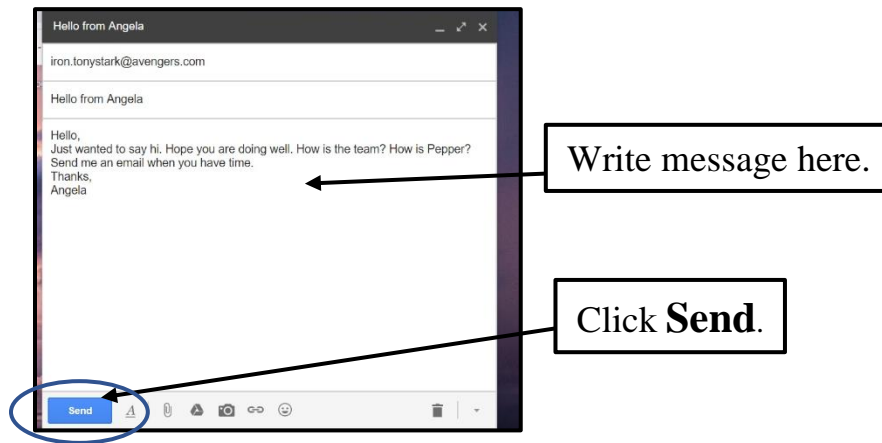
Click **Send**.

Your Sent Mail folder keeps all the emails you have written.
Click **Sent Mail** to see if your email is there. Click **Inbox** to go back
to your list of emails.

Sending Email

1. Ask someone for her or his email address.

2. Write that person an email (compose).

3. Click **Send**.

4. Check your Sent Mail folder to see that your email sent.

Replying to Email

Click on the sender's name in your inbox.

It will open your email.

Starred	☐ ☆	Angela Williams-Lake	**Classes next week** - Hi Student, Monday is a holiday so there will be no classes and the school will be closed. See yo	1:37 pm
Sent Mail	☐ ☆	Angela Williams-Lake	**Glad you have email now** - Hi Student, I am happy to see that you are online and sending email. I look forward to get	1:31 pm
Drafts	☐ ☆	Google Community Team	**Test, welcome to your new Google Account** - Hi Test, Thank you for creating a Google Account. Here is some advic	Aug 6

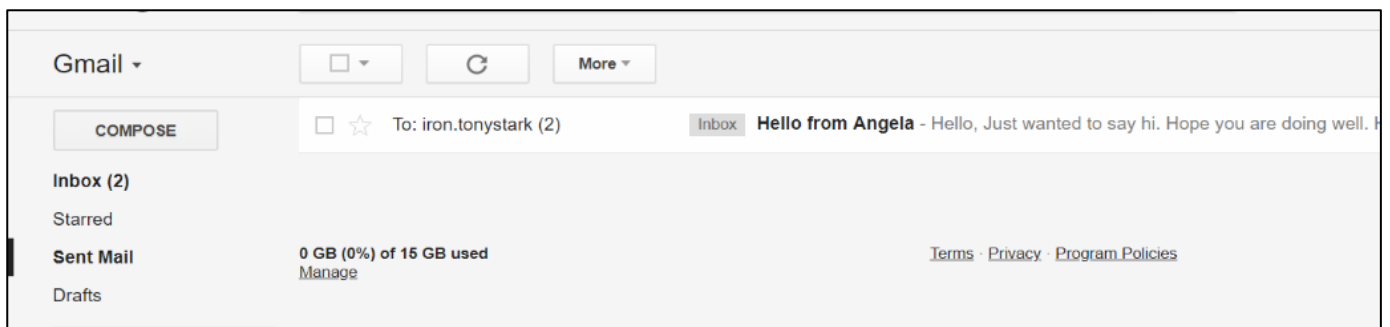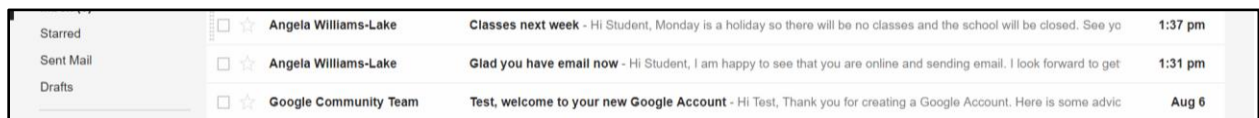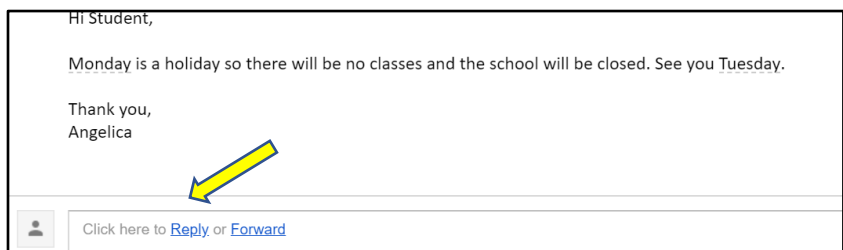Read your email. Look at the bottom of the message for Reply.

Hi Student,

Monday is a holiday so there will be no classes and the school will be closed. See you Tuesday.

Thank you,
Angelica

Click here to Reply or Forward

Click **Reply**.

Write your reply in the box that shows up.

Read it over.
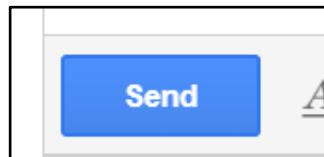
Send

Click **Send**.

Gmail will keep all emails in one place so you can see what you have said.

You can forward an email. Forward means you send an email that you have received to someone who did not send it to you.

Hi Student,

Monday is a holiday so there will be no classes and the school will be closed. See you Tuesday.

Thank you,
Angelica

Click here to Reply or Forward
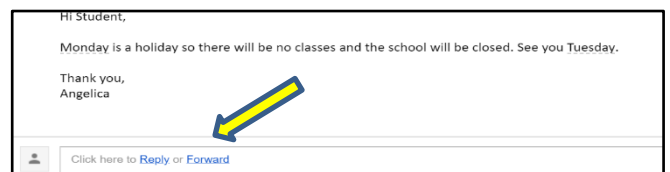
Click **Forward**. It is under the email beside reply.

Type in the email address and click **Send**.

*Note: You can type a message in the box before you forward it
you want.

Task #6: Reply to Email

1. Email our course practitioner.
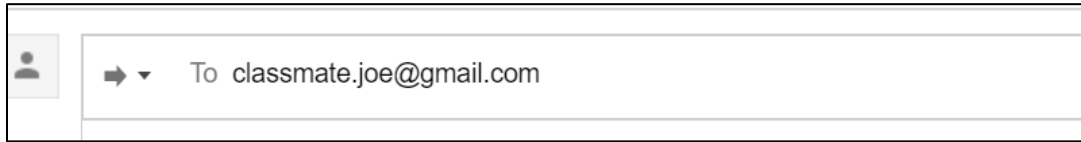2. Ask them to send you an email, so you can practice replying.
3. Reply to the email that they send to you.

Setting Up Contacts
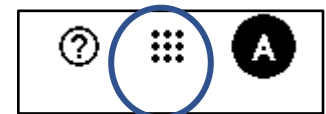
Have someone's email address ready.

On the top right of your screen when you have
Gmail open, go to the round circle that has nine
little squares in it. This is called the waffle icon.
Click on it. It will open up and show lots of icons.

Click **Contacts**.

Click on Add a Contact or click the red circle with the
plus sign.

Be sure to fill out the first name, last name, and email. You can add other details if you want.

Look it over to make sure it is right.
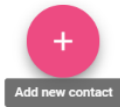
Save.
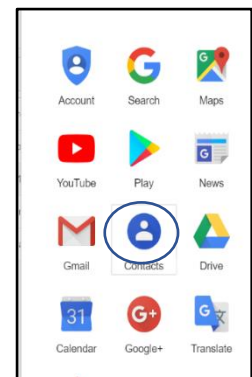Click on **Add new contact** again to add more contacts if you want.

Click on the **waffle** (Google app) icon to open it up, then click on the **Gmail** icon to go back to Gmail.
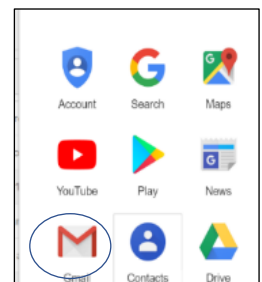
Click on **Compose** to write an email.

Click on **To** in the compose screen.

Click the checkbox beside the person you want to mail.

Click **Select**.

Your contact is now in the email.
If you want to send the email to more than one contact, click more than one checkbox.

Then click **Select**.

Write the email to your contact.

Add a subject.
Send your email.

Google Dropdown Menu

Once you have a Google account, you can access features in the drop-down menu for free at Google.ca.

Make sure you are signed into your Google account to see these options.

Google's Dropdown menus gives you options instead of choices.

You click on them to see what options are available.
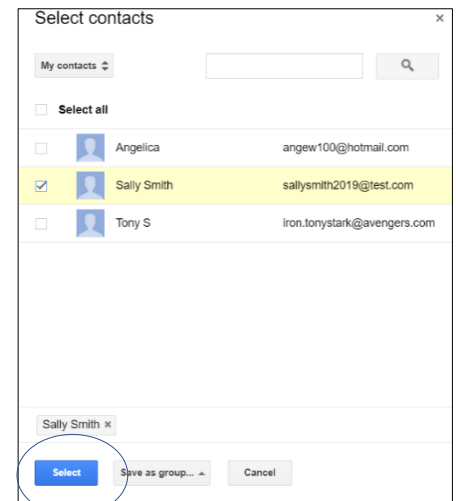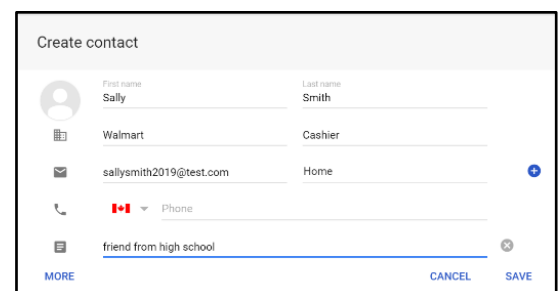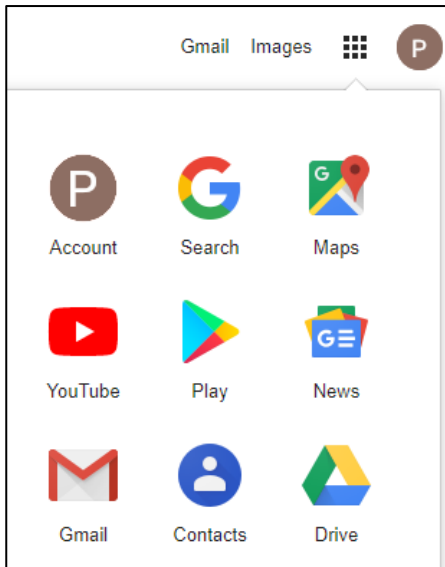
On this Google dropdown you have options to many things within Google, such as Search, YouTube and view your Gmail.

Finding the Weather

You can check the weather forecast online.
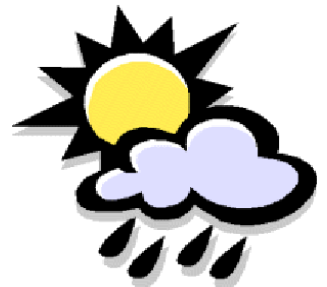
Type this web address (URL) into your top address bar or click on the link below:
https://weather.gc.ca/mainmenu/weather_menu_e.html

Click on your province and select your area.

▼ Current Conditions			Past 24 hours	Weather Radar	Satellite
🌤️ 29°C °C | °F	Observed at: **Toronto Pearson Int'l Airport** Date: **4:00 PM EDT Wednesday 14 July 2021**				
	Condition: **Mostly Cloudy** Pressure: **101.8 kPa** Tendency: **Falling**	Temperature: **28.5°C** Dew point: **15.9°C** Humidity: **46%**	Wind: **WNW 5 km/** Humidex: **33** Visibility: **24 km**		

Task #7 - Weather Exercise

1. Look up the temperature today in Halifax.
2. What is the forecast for tomorrow in Montreal?

Scroll down. From the choices at the bottom of the page select Yellowknife.

3. What is the temperature today in Yellowknife?

4. Find the weather for your own town or city.

5. Discuss what you have found with your instructor. Or, if you are working from home, email today's weather to your instructor.

Conversion Charts Online

The Internet is a helpful tool where you can find information on many, different subjects. It can also be helpful with mathematic conversions. If you need to be able to change Fahrenheit to Celsius or ounces to cups or kilograms to pounds, you will find quick and easy conversion tools to use on the Internet.

You can do this by searching on Google conversion and the units of measurements you wish to convert online. For example: search Fahrenheit to Celsius conversion.

Use the following website to convert these temperatures.

Home › Conversion › Temperature › Celsius to Fahrenheit (°C to °F)

Celsius to Fahrenheit conversion

Celsius: [   ] °C

= Convert × Reset Swap

Fahrenheit: [   ] °F

http://www.rapidtables.com/convert/temperature/celsius-to-fahrenheit.htm
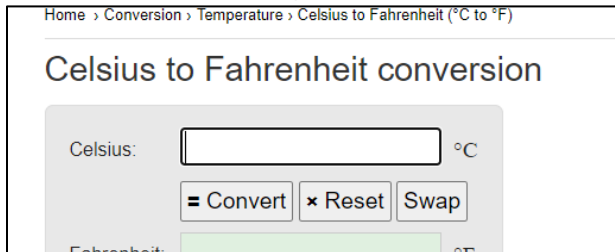
Try to convert the following:

5^0 C to Fahrenheit

62 Fahrenheit to Celsius

Use the following websites to convert these weights than use the mathematical information below to check your answers.

1.2 pounds = 1 kilogram (1kg x 2.2 = 1pd)

Click on the link below:
http://www.rapidtables.com/convert/weight/pound-to-kg.htm

Try these conversions:

5 lbs. to kg?	42 kg into lbs.?
5.5kg to lbs.?	20 lbs. to kg?

How to Use the Dictionary and Thesaurus

Click on – www.dictionary.com

1. Try looking up these words to find out what they mean.

- Modem
- Internet
- Computer
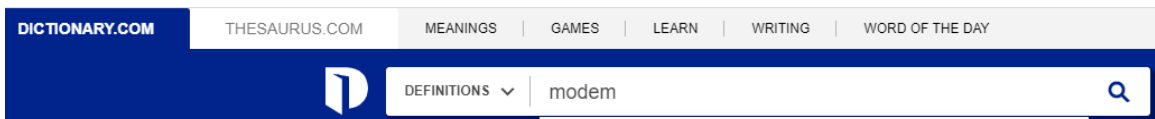
Above the white bar web page, you will find a tab to click for Thesaurus.com

A thesaurus helps you find synonyms. This means that you can type in a word and find another word that has the same or similar meaning.
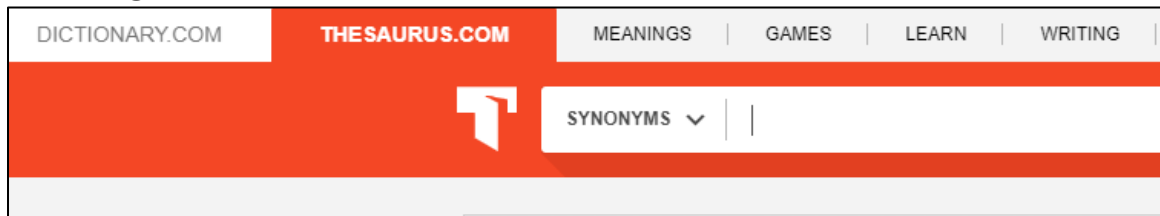
1. Click on the Thesaurus tab.

2. Type these words into the box at the top of the page. Then click "search".

3. Find new words to take the place of:
- Giant
- Kind
- Happy

Google Maps and Directions

Type the address www.google.ca in your address bar.

1. Type in or click the following web address:
https://www.google.ca/maps/
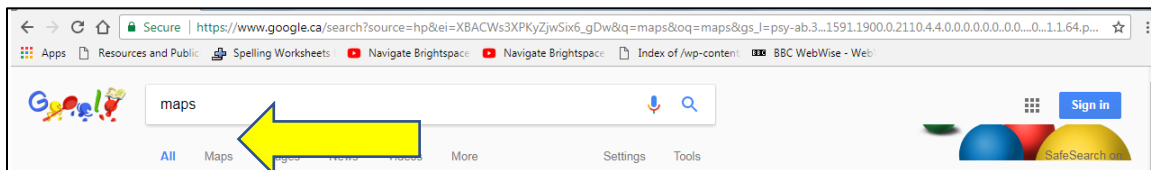or go to Google and search Maps. If you search, click on the blue link for Google Maps,

2. This will take you to a page with a map of North America.

3. If you want to find a town or city, type it into the search box.
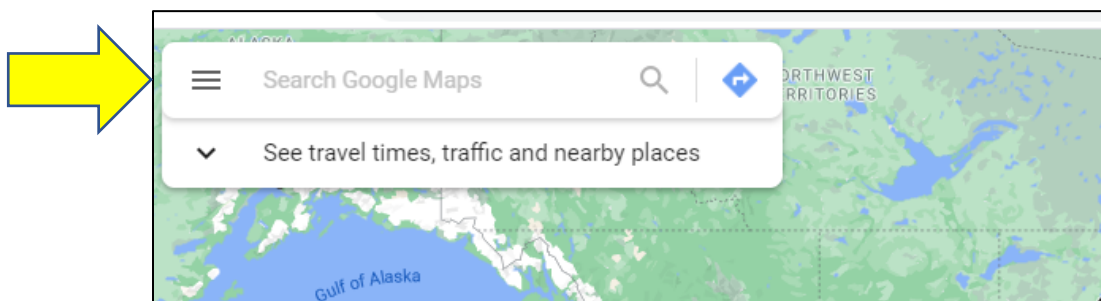
4. If you know the postal code, this can help with your search.
5. Click on the "search maps" button.
6. This will take you to a map of the area.

7. You can see a closer view by zooming in, or a larger map by zooming out using the + or – buttons.

Zoom IN

Zoom OUT

8. Click on Directions after you have searched your address.

9. This will open two boxes, one for where you are starting and one for where you want to end up.
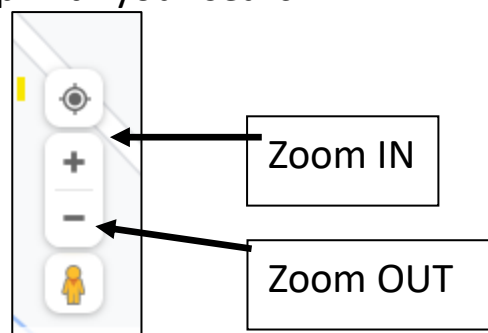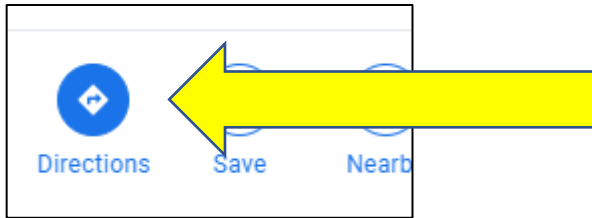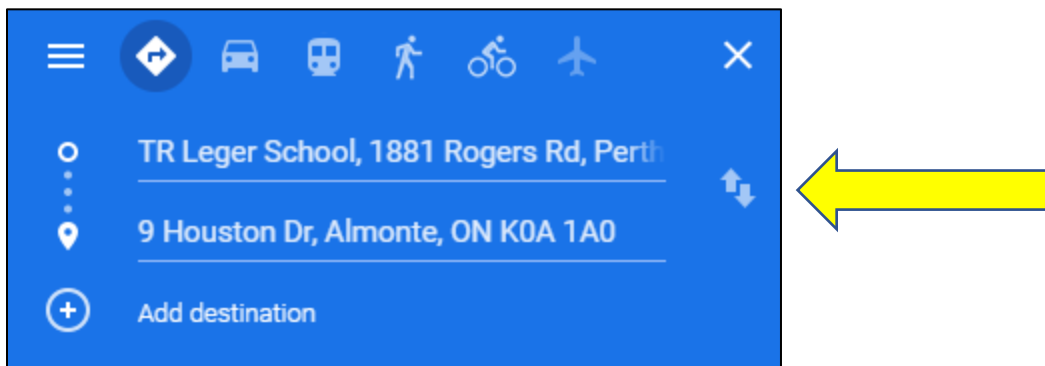

10. The directions and map will come up after you have entered your starting and ending destinations.

If you want to change the places of these locations, you can click the up and down arrow on the right side to move them around.

11. You can print these directions, if you need to take them with you.

Looking For an Address on Google Maps

If you have been able to search your home address on Google Maps, chances are that you will also be able to see a satellite image of your street.

1. Use the directions from the last lesson to go to Google maps.

2. Type in your address on the search line.

3. Click on the picture of the location to see the location.
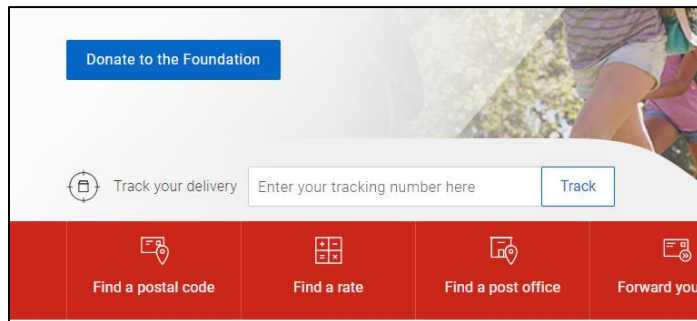
4. Try this with your address.

Postal Codes

1. Go to this website: www.canadapost.ca

2. Click on the Find a Postal Code tab

When you get to this web page, you are asked to enter street and city in the box to find the postal code that you need.

Find a Postal Code

Look up a Canadian street address or postal code. ?

- Search street address, rural route, PO box or general delivery to get a postal code.
- Search by postal code to get a complete address.

Type the address below   **Powered by** ⬤ *Address**Complete***.

Enter the address as a single line (for example, 1-19 Spadina Ave)   **Search**

1. Enter them in this box.

2. Click the Enter button to submit your search.

Finding Telephone Information Online

You can find **phone numbers** on the Internet

1. Click on the web address here or type www.canada411.ca
 into your browser's address bar.

2. Enter your information in the white boxes.

3. To find a person, type in the name and location of the person you are looking for under "Find a Person". To find a Business, enter the name of the business and location under "Find a business".

4. Click **Find.**

Milestone Stop

Talk to/email your instructor about completing Milestone 55

Searching for Employment Online

There are many places to look for work online.

1. Type this web address into your address bar or click the link below:

http://www.jobbank.gc.ca/

This is the Government of Canada job bank.

1. You will see this screen:
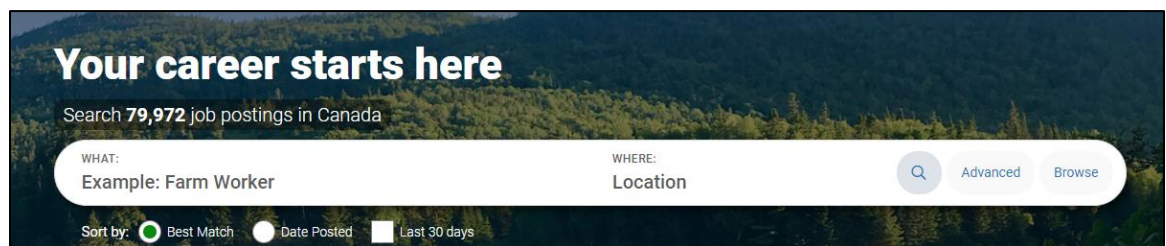
2. Type in region or job you are seeking (or both) in the white search box.

3. Click the search icon (magnifying glass).

2. You will see this screen:

3. Scroll down to look at the job search results.

4. Click on the blue job titles 👆 (links) to open the job ads.

5. You will see all the information for the job that you opened.

Click the ⬅ to go back to the main list at any time.

Task #8 - HRDC Website

1. Type the name of your town or city into the job bank search bar.

2. Pick one job from your search results that you find interesting

3. Use the back arrow and explore one more interesting job ad.

Demonstration Activity – Review Task #1
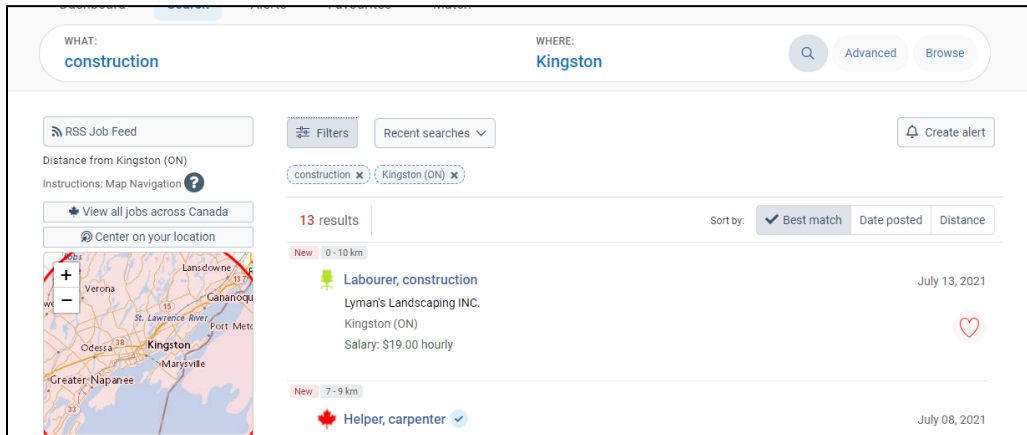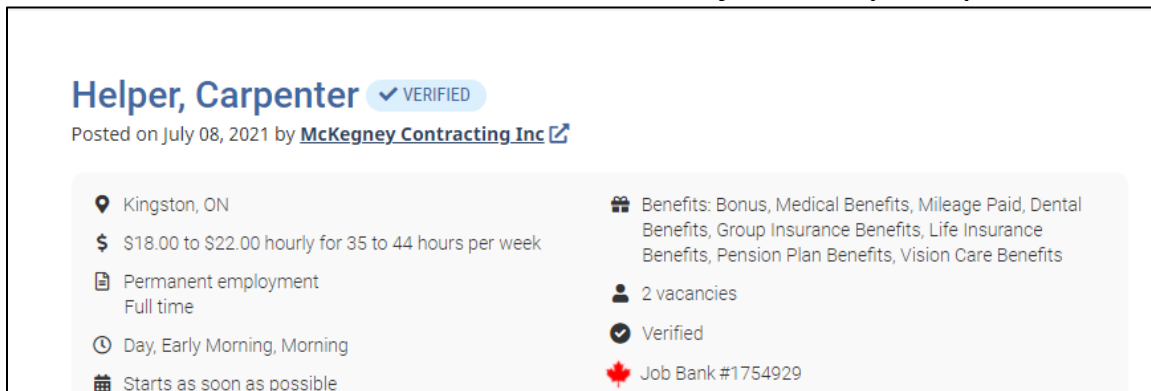
Your supervisor has a meeting tomorrow at the Ambassador Hotel in Kingston. The meeting is in the Lisbon room. She has asked you to research some details for her trip.

Listed below is the information she needs. Using Google and the information you learned in the previous section, find the answers to the questions below.

What is the address and phone number of the hotel?

What is the distance to the hotel from your current location?

How much closer or farther away would it be for your boss to stay at the Glenn House Resort in Gananoque? (hint: use Google maps)

How much would it be to spend two weeknights there this week?

Note: Check prices here, do not book; just research the information http://www.ambassadorhotel.com/

Is lunch provided for your supervisor with the corporate package promotion? Explain your answer.

If possible, email your course practitioner the answers to this demonstration activity. Title your email: **Internet Research Demonstration**

Internet Banking

1. If you are comfortable using online banking it can save time.
2. If you decide to use online banking keep track of everything you do.
3. It is important to keep your papers up to date.
4. You can visit your bank and they will answer any questions you have and set you up with an account

5. You will need to use your bank card number and a password to sign up for online banking.
6. The Bank of Montreal has some information that will tell you anything you might want to know about safe banking.
7. Type this web address in your address bar and read the security tips and information.
https://www.bmo.com/main/personal/ways-to-bank/security-centre/
8. Click and explore.

Searching for Internet Images

Searching for pictures on the internet is similar to searching for News.

Go to:

www.google.com

1. Type the word **puppies** into the search section of Google.

2. Then click on Images in the Google tab options.
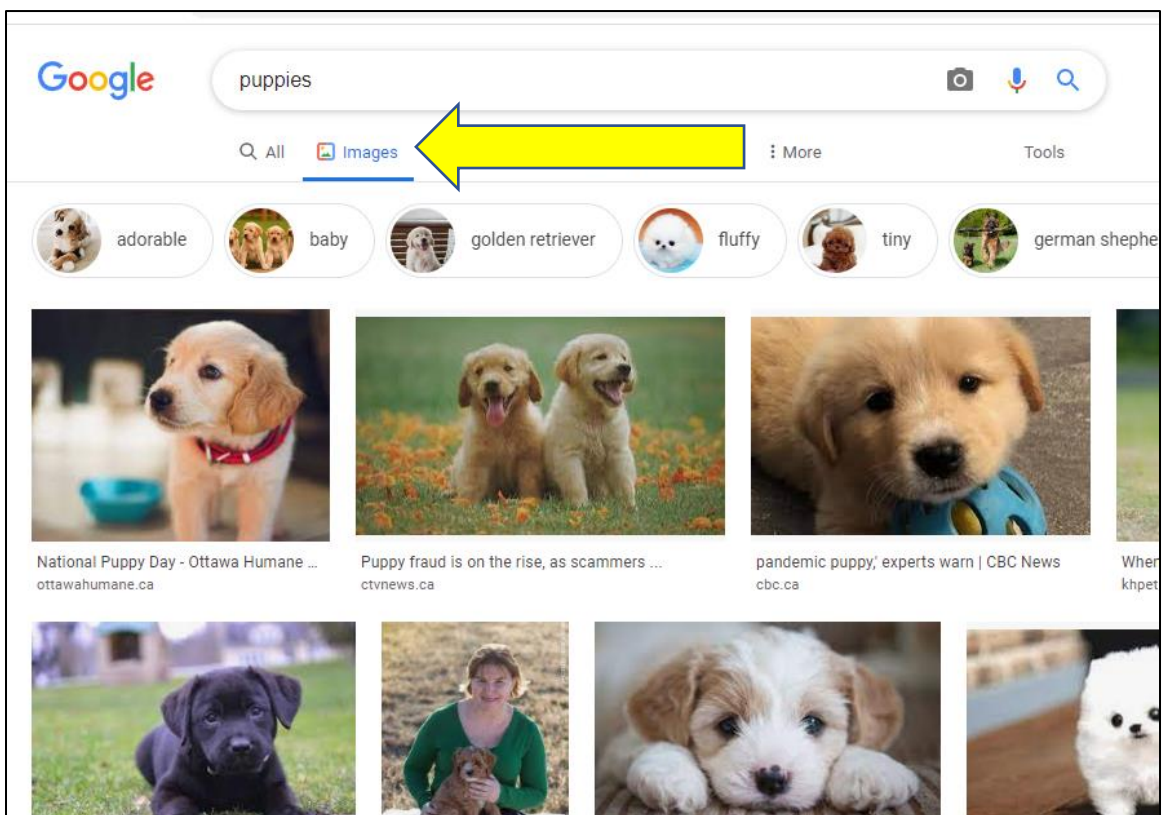
3. This will show you many pictures of puppies online.
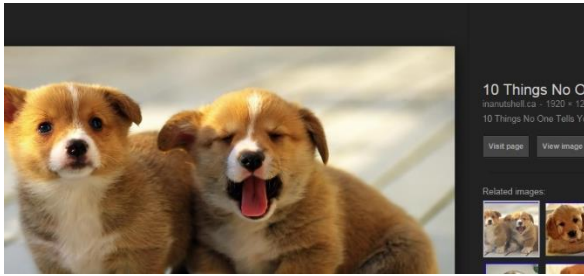
4.   When you are searching for something popular like puppies Google (and other search engines) offers many choices.

5. To look through some of these choices scroll to the bottom of the page.

Scroll
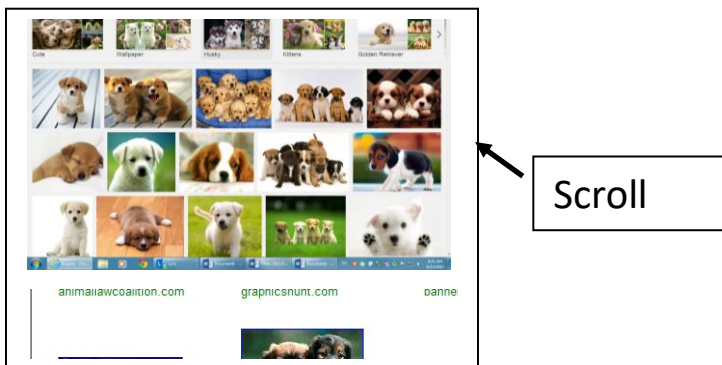
6. At the bottom of this page, you will see

Show more results
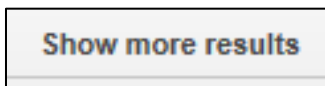
7. Click on this to browse more pictures.

10. At any time if you want to go back click the back arrow.

11. Click on an image.

12. To see a larger picture click on view image.

13. You can also click the arrow to the right of the picture, to look through all the pictures Google shows you.
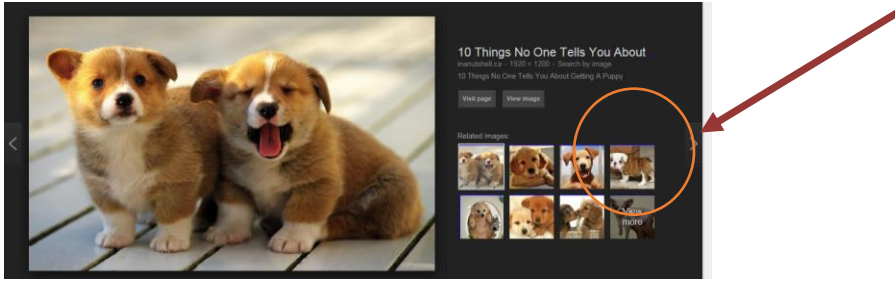
Task #9 – Find an Internet Image

Using more specific words when using a browser will improve your chances of finding what you need.

1. Search for an image of a polar bear on an iceberg by typing "bear" into your search box.

2. Now try searching this image by typing "polar bear" in your search box.

3. Finally, type the words "polar bears iceberg" in the search box. This shows you how much easier it is to find the images you are looking for when you enter as much information as possible.

Adding and Deleting Bookmarks and Favorites

With hundreds of millions of websites on the Internet and more being created every day, you may want to save some of your favorite web addresses.

This will save you time. You will not have to retype an address that you want to go to again. You will be able to just click on it.

If you are using ![Internet Explorer icon] Internet Explorer or ![Microsoft Edge icon] Microsoft Edge as your web browser these saved sites are listed as "Favorites".

If you are using ![Firefox icon] Mozilla Firefox or Google Chrome ![Chrome icon] as your web browser these saved sites are listed under "Bookmarks".

Both Bookmarks and Favorites are used the same way and do the same thing. In most browsers you will find a star on the upper left-hand side of your screen. Click it to bookmark pages or add them to your ![star icon] favourites.

1. Go to:
 www.bettycrocker.com
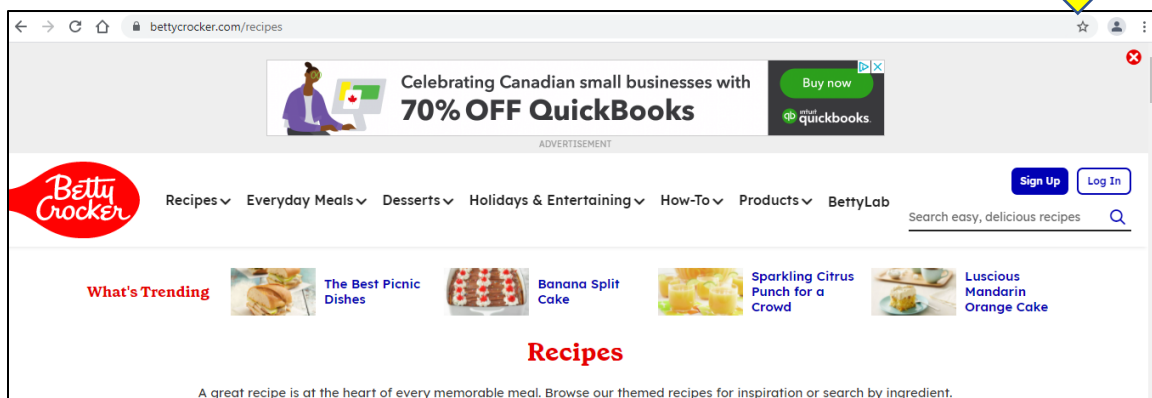
2. Click on the star to remember this page.

Favorites Continued

3. Once you have added an address to your favorites, it will be there for you to use again. Select Add Bookmark.
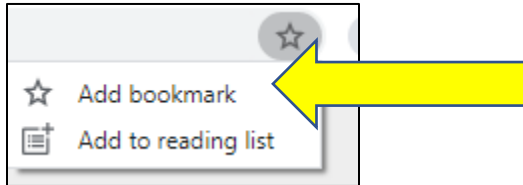
In Chrome the box that appears will look like this:
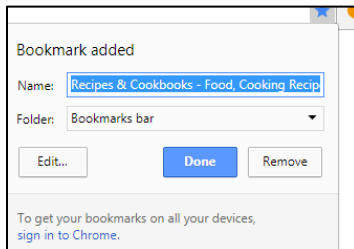
Click on Done to add this to your favorite list

In Internet Explorer the box that appears will look like this:
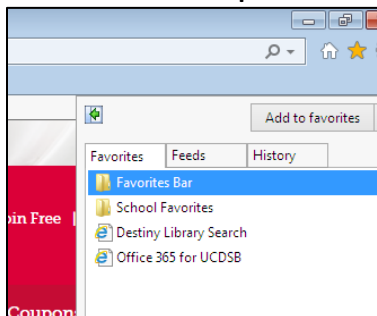
Click on Add to Favorites to add this page
Click back on the star to see what you have added.
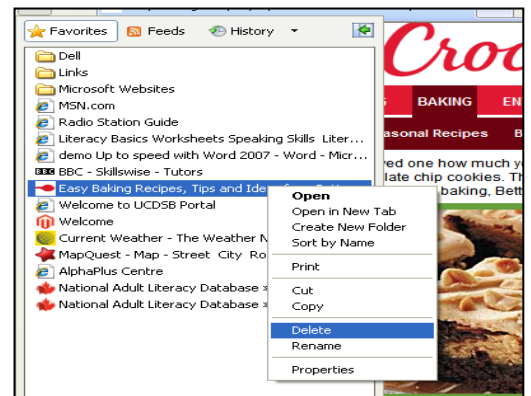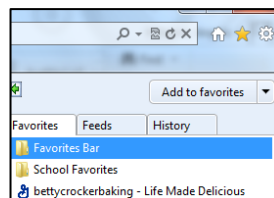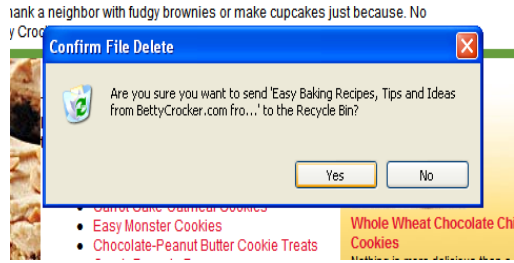
If you change your mind about a website later, it can be deleted from your list of favorites. You can right click on the address you wish and choose to remove it.

You can then choose to delete this address from your favorites.

Follow Up Reading- Favorites and Bookmarks

Type this web address in your address bar to learn more –

For the Chrome (Google) Browser:

https://edu.gcfglobal.org/en/chrome/bookmarking-in-chrome/1/

For Internet Explorer (Microsoft):

https://edu.gcfglobal.org/en/internetexplorer/adding-and-managing-favorites/1/
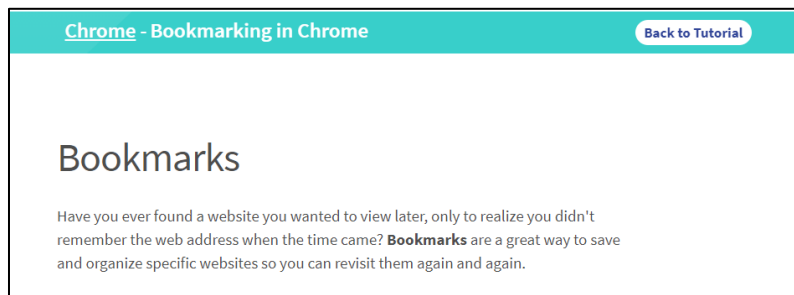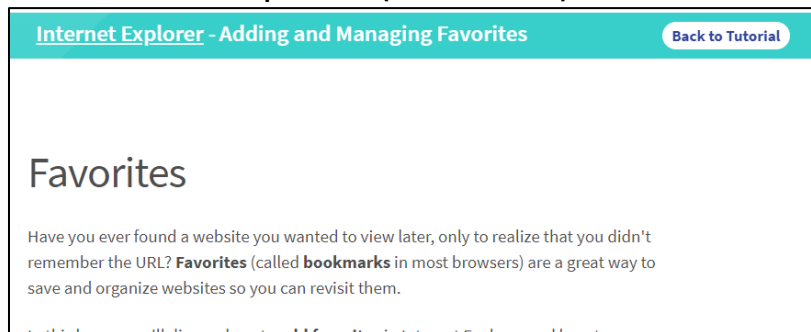
Scan the article for extra information on favourites.

Printing from the Internet

You can print web pages from the Internet.

1. To print information from the Internet, click on the three dots in the top right corner.
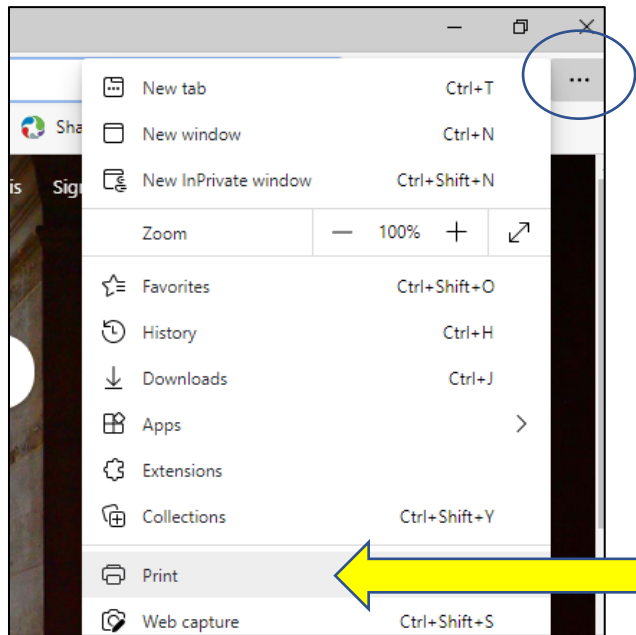
2. Click on the Print option in the settings menu.

3. You will see this screen:
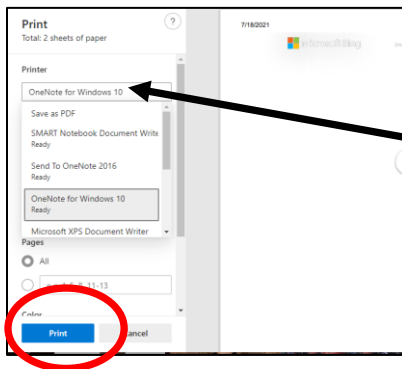
*Be careful about printing from the internet. Sometimes you are only seeing one page of an article, and it may be 25 pages long when you print it.

4. Choose your printer from the drop-down menu. The top of this window will tell you how many pages your printout will be.
5. Click Print.

Printer Options

You can see the way your page will look when it prints. You can also choose how it is printed.

1. Click on the tool icon in at the upper right-hand of the screen like you did on the last page and select the Print option from settings.
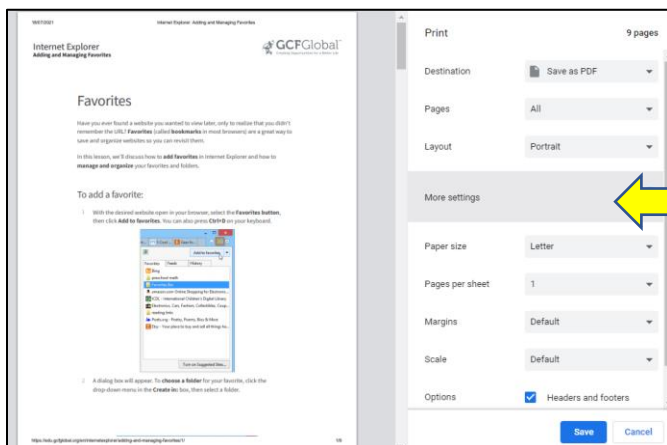
3. You will be shown a print preview. A print preview is how your page will look printed out. If there is more than one page, you can scroll to see how each page will look.
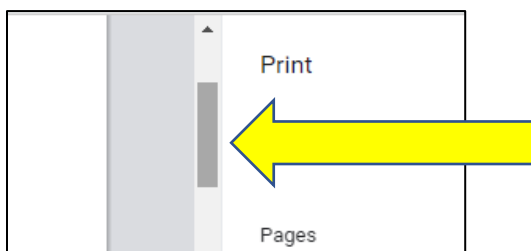
4. Take some time to view the printer options available in the print window. You can choose which pages are printed and if the printout is in portrait or landscape.

This is where you can make changes to your page before you print.

Here you can change the size of your paper or add a Header or a Footer to your Internet print outs.

If you do not have access to a printer, just use the steps to make sure that you know how to print materials from the Internet.

Printing a Selection from the Internet

You will need to highlight words:

1. Click the mouse at the beginning of the words you want to select.

2. Hold down the left mouse button.

3. Move the mouse across the words and down the page.

4. Lift your finger.

5. Your selection will be highlighted in blue.

6. It will look like this:

7. When you send this to print, it will print only the
   highlighted words.

Printing Selected Information from the Internet with Google Chrome

For this exercise please go to the following URL:

https://www.ontario.ca/page/employment-ontario

You can click on the print icon (the picture of the printer) to print out all this page's information.

You can also print out just one part (selection) of a web page on one page of paper.

Sometimes, if you print a whole web page, you print many pages that you do not need and waste printer ink and paper.

Instead of printing the whole article, select the information you want by highlighting it with you mouse.

If you do not have access to a printer, just use the steps to make sure that you know how to print a selection.

Essential Skills for Internet Use   Page 62
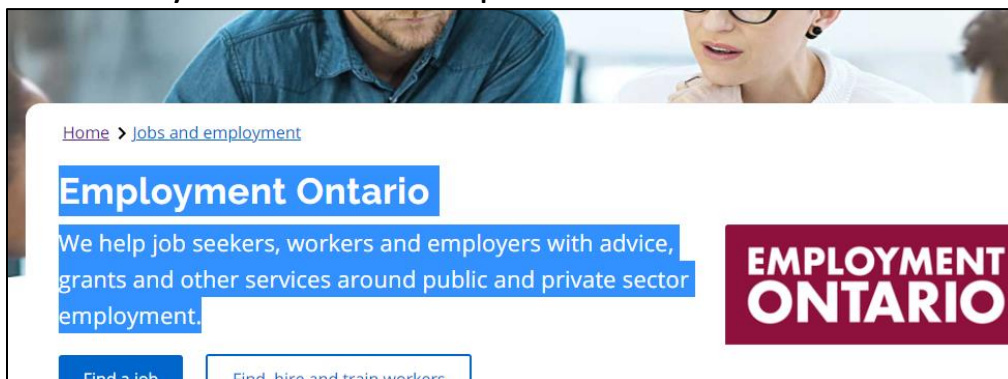
Left click at the beginning of the word **"Employment"** and highlight this paragraph by holding down your finger on the left mouse button and moving your mouse across and down.

1. Lift your finger when you are done.

2. Right click on the blue highlighted section page. Make sure you use the button on <u>the right side</u> of the mouse, and you click right on the highlighted area.
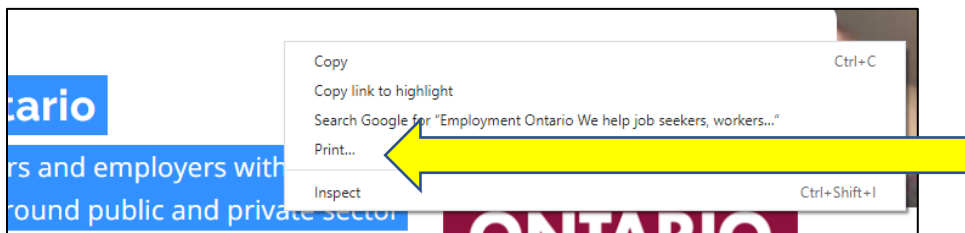
3. Click on Print.

   *Only your selection will appear in the print preview window
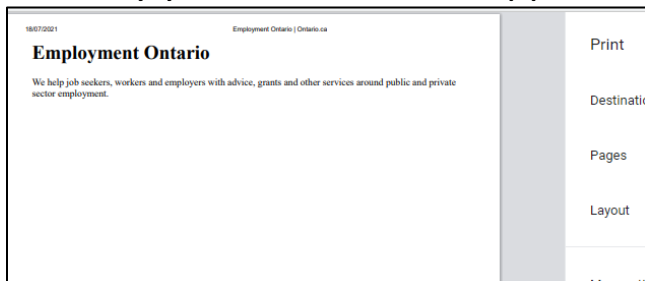
4. Click on print to print this selection.

Printing Selected Information from the Internet with Internet Explorer or Microsoft Edge

1. Type https://www.ontario.ca/page/employment-ontario into your address bar

2. Select the information shown below by highlighting the text.
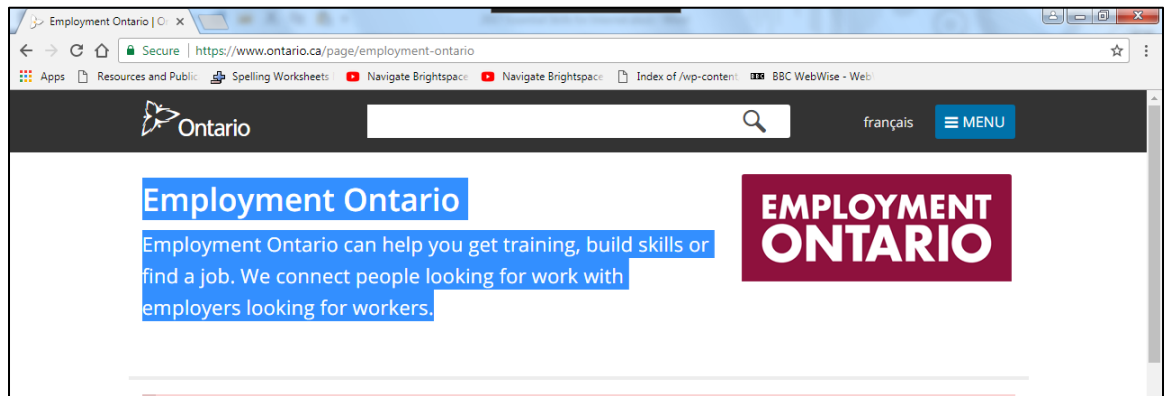
3. Right click right on top of the blue area.
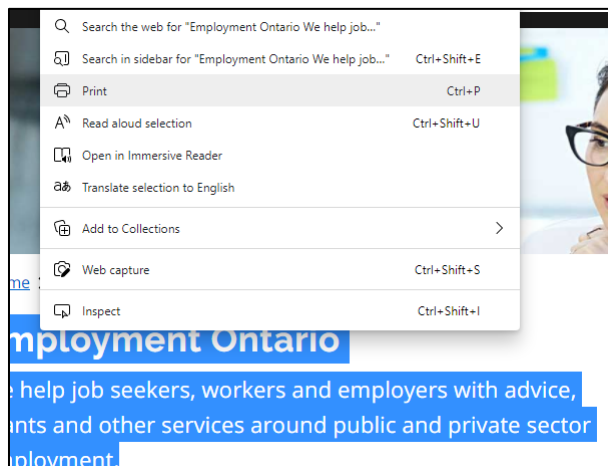
4. Click on Print

5. The Print selection will show in the Print window.

6. Click the Print button.

Deleting Browsing History

The computer keeps a record of every website you visit online. This is called your browsing history.

Some people erase this history because they want the sites, they visit on the Internet to be private. This history builds up over time, so it is a good idea to clear it occasionally.

To clear your browsing history in Google Chrome, click on the exclamation mark on the upper left hand of the screen.
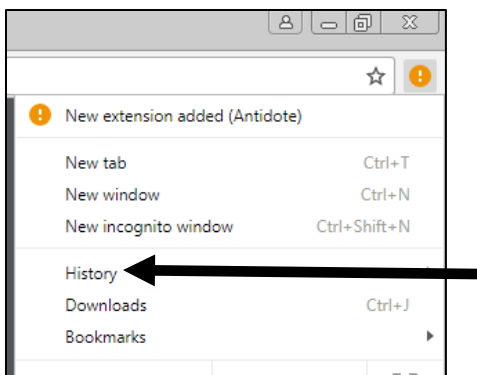
1. Click on History.

2. Click on History again.
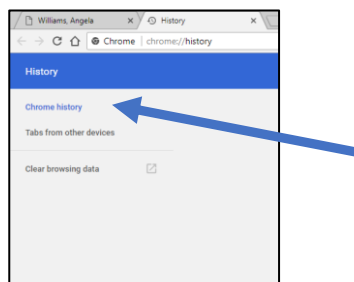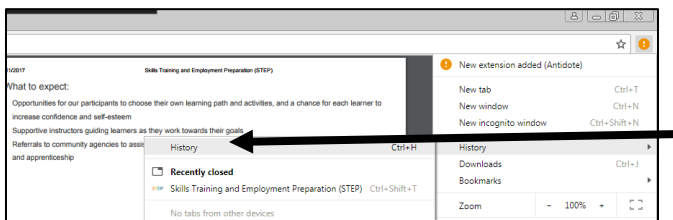
You will see this:

2. Click on Clear Browsing Data on the right side

Click on the Clear Browsing Data blue button:
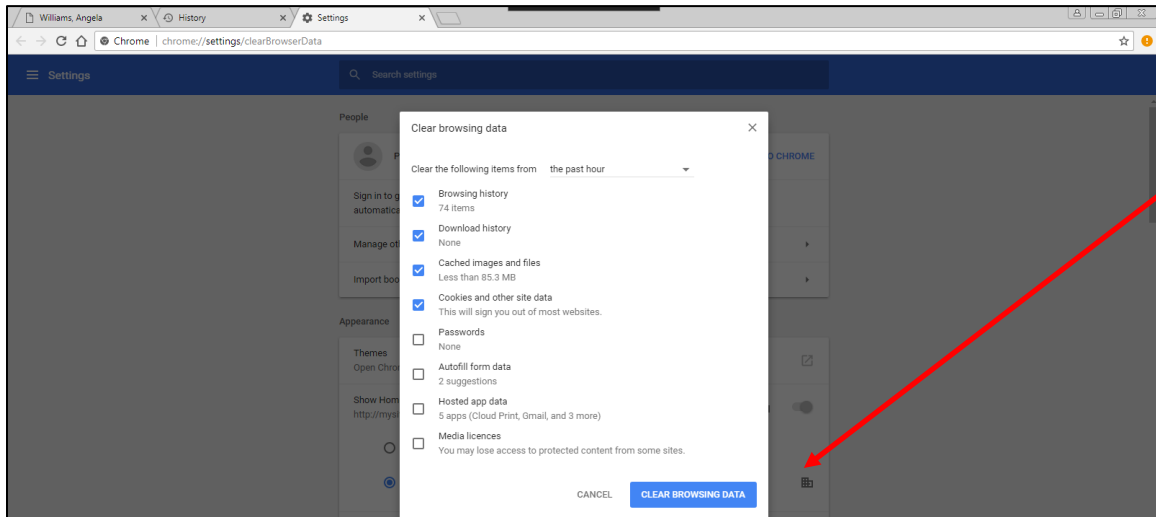
1. To Clear your browsing history in Internet Explorer, click on the tool icon in the upper right-hand corner.
2. Click on Safety.
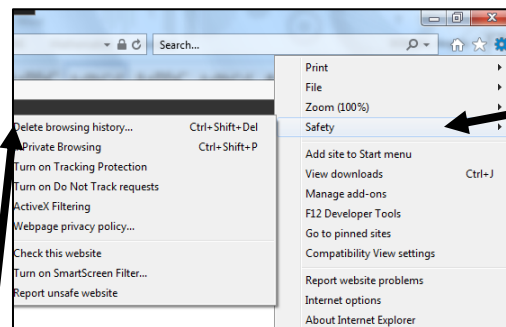
3. Click on Delete Browsing History.
4. Then click Delete.
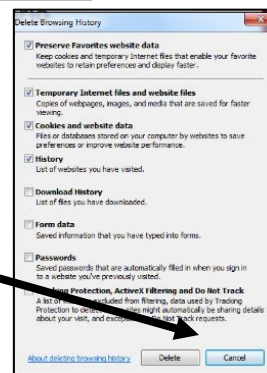
To clear browsing data in Microsoft Edge, click the three dots in the top right-hand corner.
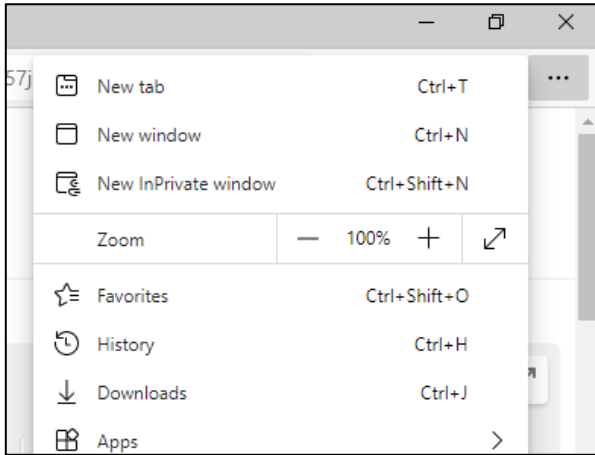
1. Click the three dots.

2. Click on History.

3. Click on the three dots again in the History window.
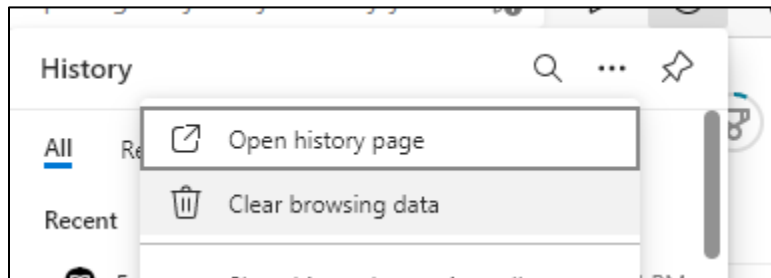
4. Select Clear browsing data.
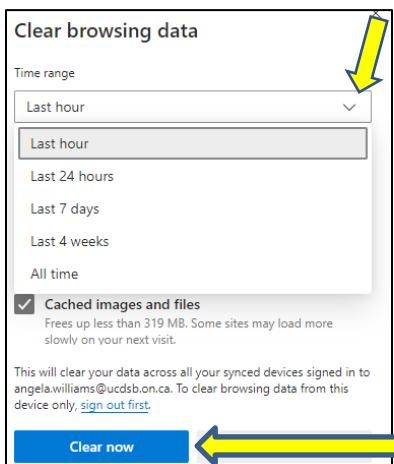
5. Choose the time period you wish the data to be removed from and then clear the data. By selecting Clear now.

Social Websites

Many people use the Internet to socialize. People socialize online for many reasons.

It is easy to find social groups online. The Internet is used by millions of people who are involved in social networking.

Two popular networking sites are: Facebook and Twitter

Social networking sites have **"about"** sections that give you information about how the site works. They also tell you how to be safe when using the site.

You should always read the "**about**" section before deciding whether to sign up for a social site.

Read more about Facebook at:
https://about.facebook.com/

Read more about Twitter at:
https://about.twitter.com/

*Find free tutorials at:
http://www.gcflearnfree.org/facebook101
and/or https://www.digitallearn.org/courses/intro-to-facebook

Social websites like Facebook can be a good way to connect to the people you know. People use them to message friends and family, promote businesses, play games, post pictures, look for work, get shopping deals from stores, etc. There are, however, some aspects of using social networking that you should be aware of when making your decision to start an account.

Points to consider

- Some employers now search possible new employees on social sites to see the kind of person they are and what they value.
- Features in Facebook like subscription can lead to some of the information you post being shared with the public.
- People who have access to your Facebook account can copy any photographs you post on your account onto their own computer.
- Accounts remain open after a person has passed away.
- Knowledge of how to set privacy settings is important before opening an account on any social networking site.
- Your social website may come up in a Google search if someone is looking for you.
- Not all people are trustworthy and there are people who use social networking sites for criminal and inappropriate means
- Items posted on social websites could be used in a court of law since it is a public forum.
- What you post online stays online permanently!
- Cyber bullying on social media is a modern problem that is hard to control or stop.

Computer Viruses

What is a computer virus?

A computer virus is a program designed to **spread** from one computer to another.

Viruses can:
- Change or delete things on your computer
- Erase everything on your computer
- Attach to your email and spread to other computers

Even though it is hard to keep your computer 100% safe, there are steps you can take to protect your computer from viruses:
1) Install anti-virus software. You can buy or download this.
2) Do not open emails from people you do not know.
3) Do not open an attachment from someone you know unless you know what the attachment is. There is a chance it could contain a virus.
4) Do not download (save things from sites) that you do not understand and trust.

Follow Up Exercise - Internet Safety

Viruses are only one item that you should be careful about when using the internet. Hacks and false programs are others.

Please visit this site to learn more:
https://usa.kaspersky.com/resource-center/preemptive-safety/top-10-internet-safety-rules-and-what-not-to-do-online

Follow Up Exercise: Internet Shopping

It is also important to be careful if you decide to use the Internet to shop for items.

1. Type these links into your browser to learn more about shopping online.

    http://www.bbc.co.uk/webwise/topics/living-and-interests/shopping-online

    http://digitalunite.com/guides/shopping-banking/online-shopping/how-shop-safely-online

2. Make a list 5 of things you learned from the online shopping reading series.

Online Videos

They are many sites that have instructional videos online that can help you when you have a computer issue.

Two of these sites are youtube.com and ehow.com

YouTube.com is a media sharing website. People post videos on this site. You can search the videos in the search tab at the top corner of the page.

YouTube.com has many kinds of videos such as:

- Instructional videos
- Latest trends
- Homemade videos by YouTube users
- News stories
- Movie trailers
- Standup comedy
- Sports clips
- Children's music and cartoons
- Movies

Task #10: Look for a Video on YouTube

1. Go to www.YouTube.com

2. Type in search the Internet effectively into the Google search bar.
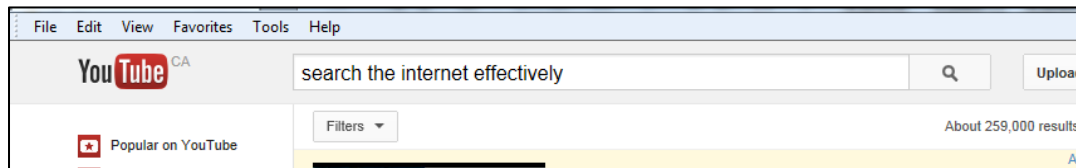
3. Choose a video about this subject and watch it.

Task #11: Extracting Information from an Online Video

Search for a video on **geese and teamwork**. Choose one from your search results that you feel will be interesting.

After you have watched this video, present and discuss the information you have seen with your instructor/practitioner via email.

Here are some areas you will want to address:

1. Your overall opinion of this video.

2. What new items you learned while watching this video.

3. Anything you may not have liked or found hard to
   understand.

4. What is the main idea of this video?

5. Would you recommend this video to a friend? Why or why
   not?

Online Flyers

Most stores have online flyers to advertise their sales and promotions. These flyers are on the store's website. You can look at the flyers online to comparison shop or make your grocery lists. Sometimes, the website will ask you to type your postal code to access the flyers in your area.

1. Type Independent Grocer into www.Google.ca
   After searching, click on the store website listed in the results.

2. Click on Flyers and Deals
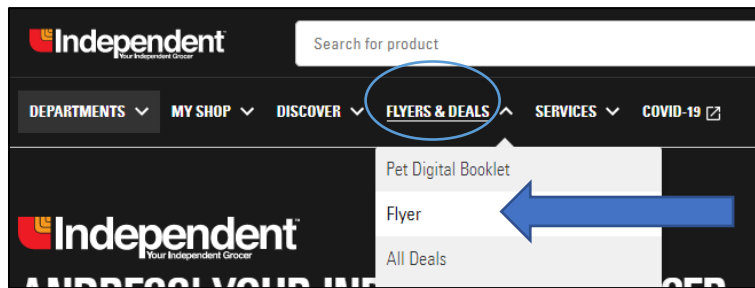
3. Type in your postal code and select the Enter Key
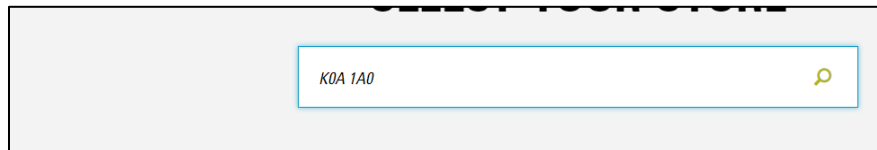
4. Click on the arrow to turn pages

Online Flyers

1. Go to www.walmart.ca
and search for their "Flyer" fill in your postal code and show the
flyer to your instructor once you have found it.

Demonstration Task #2: Planning a Meal for 4

1. You have been given 50 dollars to host a lunch for 4 people.
Your lunch must include drinks and dessert as well as a main lunch
menu. Using only the online flyer for your local grocery store, plan
this meal. Include prices and items purchased, a total and if there
is any money left order. You can discuss with your instructor at
any time.

2. Email your course practitioner your item list, the prices for each
item, the total and the amount of the money left over. Title your
email: **Internet Task Meal Plan**

*Note: When reading flyers, be watchful of the unit price, some of
prices are calculated by the pound or gram and not by the item
price.

In the Independent grocer online flyer, find one fruit or vegetable
sold by the pound. You may use a calculator.
What would the price be for 4 pounds of this item?

Streaming: Netflix, Crave TV and On Demand

Streaming is a way to receive data (especially video and audio material) over a computer network as a steady, continuous flow, allowing a person to watch a film or show while it is being transmitted. The computer becomes a movie projector that shows the stream to the audience without anyone having to save it to their computer. There are many television networks that offer free episodes online for people to stream like CTV and Global.

People also pay monthly fees for streaming service from popular websites, like Netflix, Amazon Prime, Apple TV, Disney Plus and Crave TV (offered through Bell). Right now, Netflix is the world's largest Internet television and film service with over 200 million members at the end of 2020. A fee is paid per month and if the customers have unlimited Internet access, they can watch anything that the company has available, as much as they want each month.

If you are interested in these services, you can visit these sites for more information. You can practice your new search engine skills by choosing a service and visiting its site to see what it offers.

Do some research to see which streaming service appeals most to you and your viewing habits.

End of Course Practice: Researching a College Course

Choose one of the following colleges

- Algonquin College
- Loyalist College
- St. Lawrence College
- Mohawk College

1. Type the college's name into your search engine.

2. Click on the college's website.
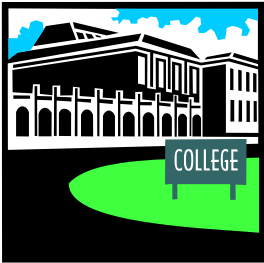
Locate the information on programs and courses.

Select a **full-time** program that interests you. Find the information to answer the following questions:

What are the fees and expenses/ approximate cost of the program?

What are the admission requirements?

Achievement Checklist

After completing this manual, you can:
- ✓ Scan the text to locate the information needed (A1.2)
- ✓ Understand the topic and purpose of the manual (A1.2)
- ✓ Use pictures and illustrations provided online and, in the manual, to gather more information about the Internet lessons (A1.2)
- ✓ Skim and scan the Internet to find the information needed to finish each part of this manual (A2.2)
- ✓ Feel comfortable reading the layout of a webpage to locate information (A2.2)
- ✓ Perform searches online using one or two search criteria (A2.2)
- ✓ Understand and use information learned from online videos (A3)
- ✓ Feel comfortable enough with the material to discuss it with your class instructor (B1.2)
- ✓ Use the right computer terminology when discussing this manual (B1.2)
- ✓ Use the proper punctuation and grammar when sending emails (B2.2)
- ✓ Use the right words and tone when talking about computers and websites in writing (B2.2)
- ✓ Plan a food budget using an online flyer (C1.2)
- ✓ Use a mouse and keyboard (D.1)
- ✓ Use the address bar and a search engine to locate information online (D.1)
- ✓ Click on web links (D.1)

- ✓ Move between online Tabs (D.1)
- ✓ Use an email account (D.1)
- ✓ Reply, forward and send emails to one or more people at a time (D.2)
- ✓ Manage a contact list and email attachments (D.2)
- ✓ Look up definitions and synonyms using an online dictionary and thesaurus (D.2)
- ✓ Understand the difference between trustworthy and untrustworthy information online (D.2)

Milestone Stop

Please talk to/email your instructor about Milestone 57

STOP
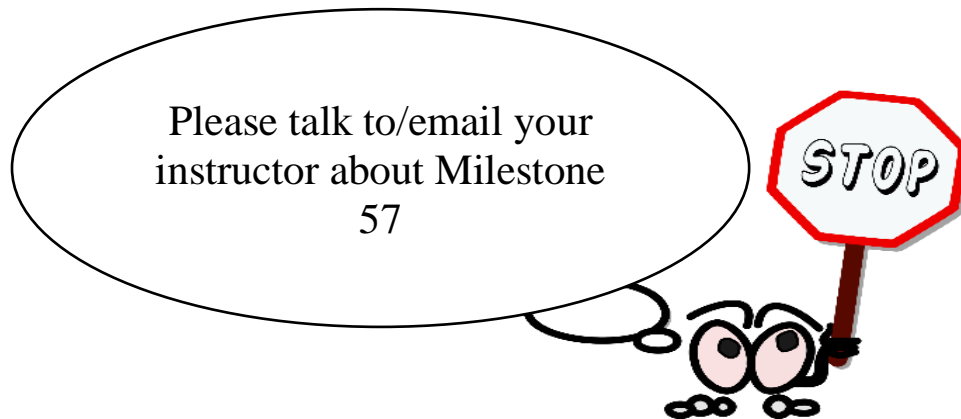
CONGRATULATIONS!

Your course is completed.

Additional Activities

There are many fun, educational digital sites on the Internet. There are also some helpful, typing tutorials as well.

Here are two websites, you can look at now that you have completed your Internet course.

https://www.typing.com/student/lessons

https://www.digitallearn.org/