

## I. Introduction

- Introductions
- Housekeeping

## II. Class Learning Objectives

By the end of this class, you will be able to:

1. Identify five uses for the Internet.
2. Define basic internet terminology.
3. Identify and use key browser functions across two different browsers.
4. Access and navigate websites.
5. Conduct a basic Internet search.

## III. What is the Internet?

- VIDEO: World Wide Web in Plain English (<https://youtu.be/l6lsN8Mv5Hk>)
- Let's review some basic terminology:

1. Network
2. Internet
3. Internet Service Provider
4. World wide web
5. Browser
6. Links
7. URL/web address
8. Search Engine

## IV. Using web browsers

A web browser is a program used to view the Internet. Internet Explorer, Google Chrome, and Firefox are three examples. Let's take a look at the real estate of a typical browser. Today we will first look at Microsoft's Internet Explorer and then Google Chrome.

Let's walk through some basic elements of Internet Explorer:

1. Navigation buttons  
(back/forward)
2. Address bar
3. Tabs
4. Toolbar menu
5. Home
6. Favorites
7. Tools




Now let's look at the Google Chrome browser:

1. Navigation buttons  
(back/forward)
2. Tabs
3. Address bar
4. Add Bookmark
5. Chrome Menu



## V. Anatomy of a URL

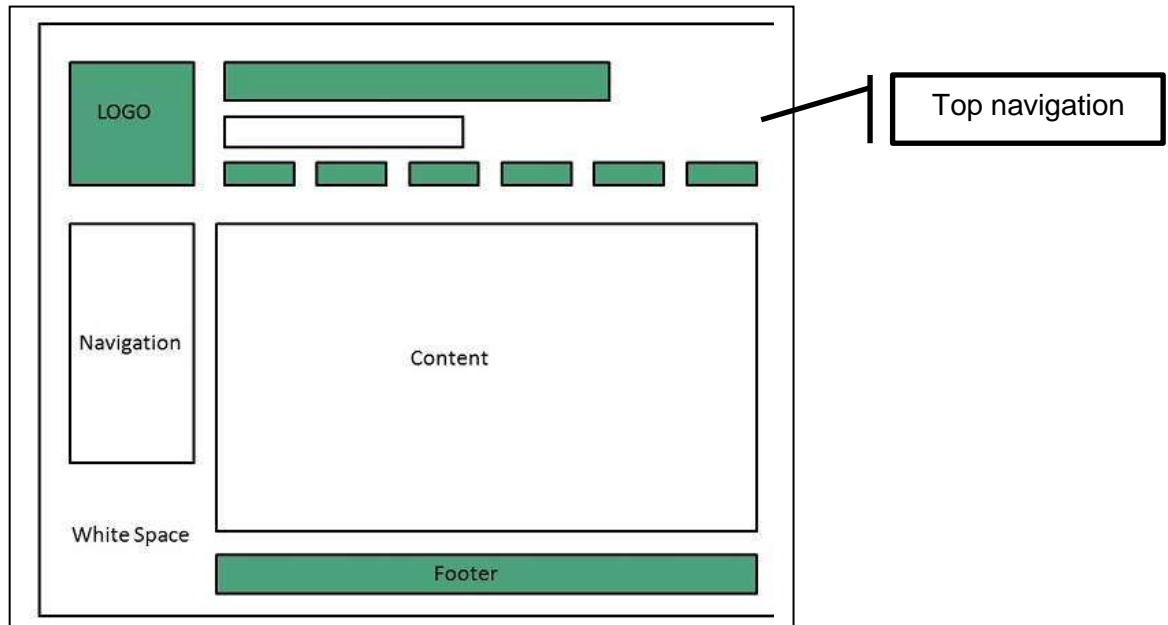
<http://www.google.com/>

- **http://** - stands for “hypertext transfer protocol” a set of rules controlling how computers on the World Wide Web talk to each other.
  - **Note: https://** – the “s” stands for “secure” and means your data will be encrypted.
  - Look for **https:** and/or the lock icon **BEFORE**  logging in to an account or entering personal or financial information.
- **www** – stands for “World Wide Web”
  - **Note:** The browser already knows http://www, so you don’t have to type them
- **google** – site name or location
- **.com** – top-level domain
  - Other domains include .org, .net, .gov and country domains such as .au (Australia) and .uk (United Kingdom)

**Activity:** One of these is not like the other!

## VI. Anatomy of a webpage/website

Web sites are designed by people, and as such will differ from one another. However, basic elements include:



- **Logo** – visual branding for organization or company
- **Top navigation** – varies widely but can include “about us,” “contact us,” “help” or even links to information targeting specific audiences (parents, students, teens, etc.)
- **Navigation** – links to the various sections of the site; sometimes duplicates content in other navigational areas
- **Content** – will differ from one section to the next
- **Footer** – usually text links to the various sections of the website

**Let's practice typing URLs into the address bar to open different websites and explore their differences and similarities:**

- Yahoo.com
- Wavy.com
- Gcflearnfree.org

## **VII. Doing an Internet search**

- We'll use the address bar to practice searching
  - The address bar uses a search engine, in this case Google, by default
  
- Search tips
  - Simple, yet descriptive, which words are important?
  - You can use regular language, but don't need filler words like "what," "the," "of"
  - Think of the kinds of words that are likely to be on the page you are looking for
    - *Example:* "Virginia beach weather forecast" vs. "Will it be sunny in Virginia Beach this weekend?"

## **VIII. Understanding Search Results**

When we perform a Google search, we get a search results page.

Understanding how search results are organized will help you quickly and effectively evaluate the results to find the information you're looking for.

Now let's perform a basic search on a general topic (frogs, cats, cars, etc.) and examine the basic elements of the search results page:

- search box
- number of results
- tabs – images, news, video, etc. (more on this in a minute!)
- results – Title, URL, excerpt
- ads
- going to the next/previous page of results

It's easy to do another search simply by typing it into the address bar!

## **IX. How to Evaluate Google results**

- You can evaluate results before even visiting the website.
- Use what you know about the search topic AND the parts that make up web addresses to evaluate results.

Let's try it!

## **X. Revising Your Search**

Based on your search results, you may want to revise your search terms or the type of information you include in your search. We are going to explore three ways of doing this:

1. Change the words you use
2. Use special words or symbols
  - a. Phrase searching
  - b. Excluding words
  - c. Finding synonyms
3. Limit your search using the Search Tools
  - a. Date limit
  - b. Usage rights (images)

Let's explore these options and see how our results change when we use these tools!

## **XI. Website Reliability**

Why is it important to be able to evaluate a website for reliability?

We look for important information online such as government forms, jobs, health information - among all kinds of other information. It's good to make sure the information we're getting is accurate.

Some searches are more important than others, if you're looking up cat videos, website reliability isn't that relevant. If you're going to download a government form for a legal proceeding, it's incredibly important that you are getting the form from a legitimate source.



## Five questions to determine website reliability

1. Who – created it?
2. When – was it last updated?
3. Why – was it created?
4. What – does it say? What is the purpose of this website (look for bias)?
5. How secure is the website? Is your personal/financial information safe?

Now let's practice with a few activities!

- Interpreting URLs
- Security – http or https?

## **XII. Internet Safety**

- It may not be a good idea to use the same password for multiple things. Can you come up with a few reasons for this?
- What is Spam?
  - Unwanted Advertisements, also known as junk email
  - Can contain phishing scams and malware
  - Spam filters identify and delete spam email from your account
- Phishing is:
  - Email sent to you to try to gain information from you
  - This is often done by trying to get you to confirm something like a password or personal information.
- Scams:
  - Often will try to get you to send money to them.
  - Examples would include the promise of giving someone a lot of money later if they send them some money now.
- Anti-virus software
  - While we are not in a position to recommend products or software, we do want to review what anti-virus software is and how it can help protect you while you are on the internet.
  - Definition: Anti-virus software is a program or set of programs that are designed to prevent, search for, detect, and remove software viruses,

and other malicious software from your computer – often introduced via unsuspecting email attachments.

- Ransomware
  - Simple ransomware may lock the system in a way that is not difficult for a knowledgeable person to reverse, and display a message requesting payment to unlock it. More advanced malware encrypts the victim's files, making them inaccessible, and demands a ransom payment to decrypt them.
- City of Virginia Beach has a webpage with tips for keeping your computer and personal information safe: <https://www.vbgov.com/residents/public-safety/practice-safe-cyber/Pages/default.aspx>

### **XIII. Pulling it all together**

**Activity:** Let's Practice What We Covered Today!

### **XIV. Wrap Up**

- Any last minute questions?
- Access additional learning resources from our Technology Education webpage: [www.vbgov.com/tech-ed](http://www.vbgov.com/tech-ed) (Also under Adults)
  - Link to online calendar of upcoming classes, Lynda.com, Tech Help
- Goodwill Community Foundation tutorials: <http://www.gcflearnfree.org/internet>
- Please take a few moments to complete the evaluation. Your valuable input helps us improve these classes.
- **Suggested Homework**
  - Practice searching using Google or Bing and use what you learned to revise your search results
  - Visit Lynda.com or the Goodwill Community Foundation site listed above and view one of the videos that interests you

**Thank you for coming!**