Introduction to the Internet

Objective 1: Identify basic terms associated with the Internet.

Terms to Know

Internet: The Internet is a world-wide network of networks that forms a giant inter-network of computers. Since its creation by the government as a means of global communications, it has grown tremendously and is now also used by private companies and individuals.

Server: Servers are producers. The servers process information and make it possible for the client to request and receive information. The Web is a massive network of files located on servers, which are all connected. WebPages and their associated files are stored on Servers.

ISP (Internet Service Provider): A company that provides access to the files on the Internet. Comcast, EarthLink, AOL are all ISP’s. You pay them a fee (usually) to use their connection to get to all the files out there on the Web.

Browser: A browser is software used to access the World Wide Web. There are many different Web browsers available. Two of the more popular browsers are Microsoft Internet Explorer and Firefox.

Internet Explorer (IE) is pre-loaded on most new computers. Internet Explorer is what we use here at GPC.


Link: Text or an image that takes you from one web site to another.

Search Engine: A tool that looks for web sites based on information the user provides. They search the content, title, and URL of various sites and resources and provide the user with a list of results. These results usually contain the URL, title, and a brief description of each resource.
Objective 2: Identify parts of the Internet Explorer screen.

Parts of Internet Explorer

- **Back button** - Once you’ve been to a couple of sites you can use the Back button to retrace your steps back to previously visited sites.

- **Forward button** - Once you’ve used the Back button you can use it to move forward through your previously visited sites.

- **Reload button** - Sometimes, it seems like the whole web page didn’t show up. Pictures might be missing, or the text is hard to read. Use this button to refresh the page you want to look at. This button is also useful to check for any changes that might have been made to a website since the time since you first opened it.

- **Home** - Use this button to return to whatever page your browser starts at when you get on the Web.

- **Print** - Use this to print your current file. Be careful, Web pages don’t have regular page breaks like word processing documents or spreadsheets. Use the scroll bar on the right side of the screen to gauge how long the web site is.

- **Favorites** - When you click on the Favorites drop down arrow, you will see a list of favorite sites that have bookmarked. Internet Explorer comes with some pre-loaded bookmarks. You can also add your own websites to this list.

**To Bookmark a Website**
1. When you get to a site you want to save so that you can revisit it, click on Favorites.
2. Then click Add button then OK.

**To Access a Bookmarked Website**
1. Click on Favorites.
2. Then click the name of the website from the Favorites list.
**Location Bar** - This is where you type the URL of a site you want to visit. When you press the **Enter key** or the **GO** button your browser will search for the site with that address.

**Objective 3:** Locate and use a search engine.

**Search Engines**
A search engine is a tool that looks for web sites based on information you provide.

There are many, many, many search engines out there for you to use. Listed below are a few and the URL's for their sites.

<table>
<thead>
<tr>
<th>Search Engine</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Google</td>
<td><a href="http://www.google.com">http://www.google.com</a></td>
</tr>
<tr>
<td>Yahoo</td>
<td><a href="http://www.yahoo.com">http://www.yahoo.com</a></td>
</tr>
<tr>
<td>AltaVista</td>
<td><a href="http://www.altavista.com">http://www.altavista.com</a></td>
</tr>
<tr>
<td>Ask Jeeves</td>
<td><a href="http://www.ask.com">http://www.ask.com</a></td>
</tr>
<tr>
<td>Lycos</td>
<td><a href="http://www.lycos.com">http://www.lycos.com</a></td>
</tr>
<tr>
<td>About.com</td>
<td><a href="http://www.about.com">http://www.about.com</a></td>
</tr>
</tbody>
</table>

**Preparing a Search**
Define your goal as narrowly as possible and identify related terms. This "scoping" will focus your later efforts.

**Write down the topic...**
It may be as general as "pictures of wild animals" or as specific as "the number of left-handed female construction workers in New York City in 1960". First, write your goal as a question.

**Example**
Interested in the history of Coca-Cola? Related questions might be:
- When was Coca-Cola invented? What is its history? Where was Coca-Cola invented?

**Identify Keywords...**
Try to identify keywords related to the type of information you are looking for. In the example above, the keywords might be:
- Business
- Background
- Food
- Invent
- History
- Beverage
- Soft drinks

**Performing a Search**
There are basically two types of searches: **Keyword Search** and a **Site Index search**. In a keyword search you enter relevant words into a search box on the webpage of your favorite search engine and the search engine returns to you pages that contain the keywords you entered along with a brief description of the contents of those pages. In a site index search you are using an index of valuable or popular sites created by people working for the search
engine. The sites are divided up into categories for you. You can use these categories to find lists of sites related to a certain subject.

**Keyword Search**

**To Perform a Keyword Search**

1. Use your web browser and go to a search engine. (It doesn’t matter which—you’ll develop a preference eventually.)
2. In the Search box on the page, enter your keywords. Then click Search.

**Hints:**

- Use quotations marks to look for specific phrases. Like “coca-cola”
- Use the word *and* to include words that should appear together, but not in any specific order.
  
  Example: history and background and invent

In the example below, the search engine used was http://www.google.com

The keyword search was for: “coca-cola” and history and invent.

The number of sites returned are usually listed somewhere at the top of the page.

Notice, two of the first three sites are related to what we wanted.

Once you get sites returned, click the link to go directly to that site. If you get there and it doesn’t give you what you want—use the Back button to come back to your list of sites and try the next one.

Can’t find what you want on Google? Try another search engine. You’ll get different results from each one.
Using a Site Index

Here, we have several categories that might be related to a search.

An example of using a Search Index might be the following: If I want to know the news in an area such as business, sports, or entertainment you can click on the News category which will display links to news in different areas.

A third way of searching

Another way to search for information on the Web isn't very scientific, but is sometimes very useful. It’s called the “guess the web address” method. Most corporations pay big bucks for their own web names. Frequently you can just enter the company name as part of the URL (www.companyname.com) on the Location bar and get to the site from that. This method seems to work best with corporate entities. Not so great with government or educational organizations. Searching the Web takes practice. The more you do it, the better you get!
Objective 4: Exploring Google Search Technologies

Google’s innovative search technologies connect millions of people around the world with information every day. Google new enhancements have helped to improved search experience in finding and sharing more relevant information. You must have a Google Account to access the new Google enhancements.

- Google Desktop
- Google Notebook
- Google Docs & Spreadsheets

Google Desktop allows user to personalize their desktops with Google gadgets. Google gadgets are mini-applications on the desktop which deliver personalized information such as media players, weather, news, and calendar. Additional information for Google Desktop can be located at http://desktop.google.com

Google Notebook is an interactive scratch pad for every website a user visits, offering a single online location to collect web findings without having to leave the browser window. For example, if a user were planning a vacation, you could clip the most relevant materials on the pages visited and add personal notes to help organize all of her research. This requires using a Gmail account. Additional information can be located at http://www.google.com/notebook
Google Docs & Spreadsheets is a web-based word processing and spreadsheet program that keeps documents current and lets the people you choose update files from their own computers. You can, for example, coordinate your student group’s homework assignments, access your family to-do list from work or home, or collaborate with remote colleagues on various projects. To get started with Google Docs & Spreadsheets go to the following link http://www.google.com/google-d-s/tour1.html

Objective 5: Google Features

1. **Dictionary**
   Google can find definitions in search box. The web will retrieve definitions from various online sources. **Type** the word “define” in front of the word you want defined. Please **Enter**.

2. **Phonebook**
   Google can find a business. **Type** business name in search box. **Add** city, state, zip code. Press **Enter**. To find a residence **type** residence first and last name. **Add** city, state, or zip code. Press **Enter**.

3. **Currency Converter**
   Google can perform currency conversion. **Type** conversion in search box. Press **Enter**.
4. **Questions and Answers**
   Google can provide quick straightforward answers to question. **Type** question in search box. Answer will be displayed at top of page followed by additional links to the sources.

5. **Calculator**
   Google can evaluate mathematical expressions. **Type** the calculation in the search box. Press **Enter**.

6. **Spell Checker**
   Google can offer alternative spellings. **Type** word in search box. Press **Enter**.

7. **Froogle**
   Froogle can help you to locate products for sale online. **Type** product type in search box. Press **Enter**.
A Scavenger Hunt

Go to one of the search engines listed earlier in this handout and try to find the following information to test your skills at surfing the net!

Where can I track down a copy of the Gettysburg Address?
____________________________________

Other than the method used earlier, find the temperature in Cleveland, Ohio.
____________________________________

What is the URL for a site where is can find out about the proper was to format a research paper?
____________________________________

Name a web site that will provide news about higher education.
____________________________________

Where can I find academic or education related clipart?
____________________________________

Where can I go to get information current political events?
____________________________________

Where can I go on-line to buy *Daughter of Fortune* by Isabel Allende? How much would it cost?
____________________________________