

COMPUTER & LIBRARY TRAINING

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 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 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.





Made for Seniors

Get delicious, home-style meals delivered to your door!

Tired of cooking for one or two? Take a well-deserved break without sacrificing one bit of home-style goodness. Our meals are chef-prepared, frozen for your convenience and delivered to your door. Simply heat and enjoy when you're ready to eat.

Over 200 choices | FREE delivery* | No subscription

Get your **FREE** Menu
1-855-410-6325
HeartToHomeMeals.ca



*Some conditions may apply.

Exercise 1: Open a Browser

A **browser** is software that allows us to use the internet. There are many different browsers available. On library computers we have Internet Explorer, Firefox, and Google Chrome.



Internet Explorer



Firefox



Google Chrome

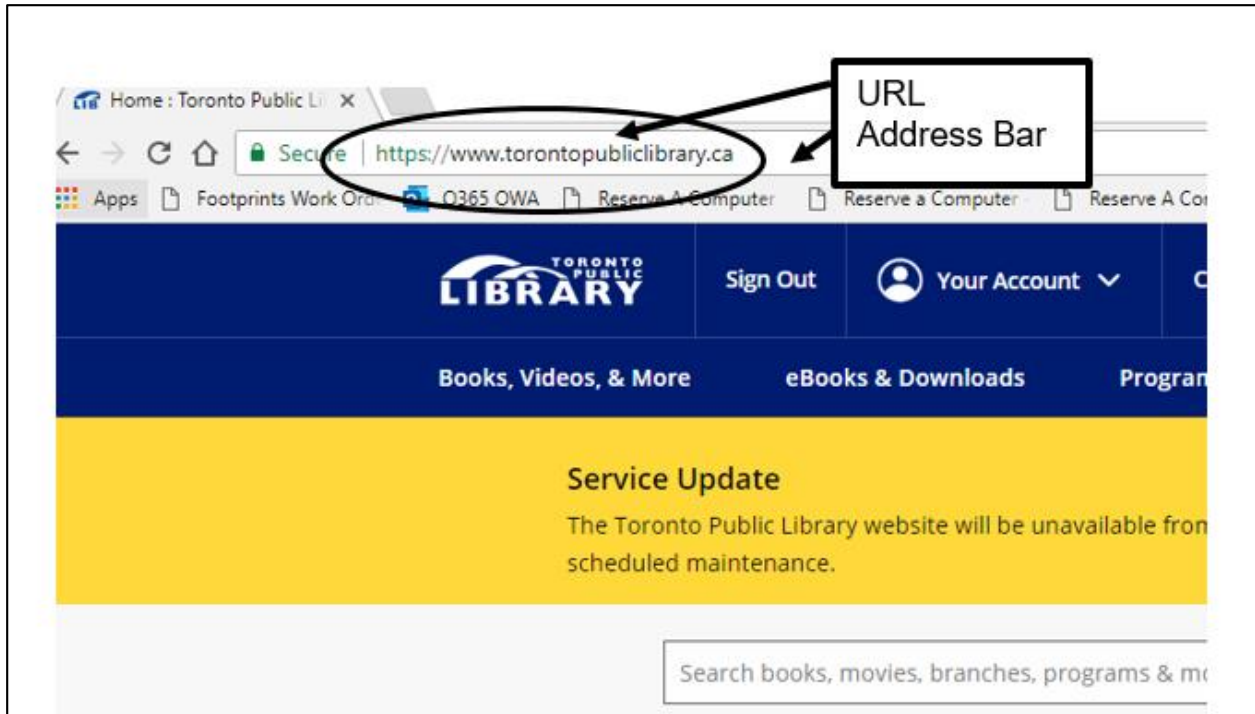
You may have seen other browsers, such as Safari, Microsoft Edge, or TOR, on your other devices.

To use the internet, we have to open a browser. Select a browser from your opening screen and double-click to open it. The internet will open, and you will be able to search, explore and have fun!

Exercise 2: Using a Web Address to Find a Web Site

When you know a web site address, 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.

TIP: You can get to the Toronto Public Library web site by typing either **torontopubliclibrary.ca** or **tpl.ca** into the address bar.



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

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.

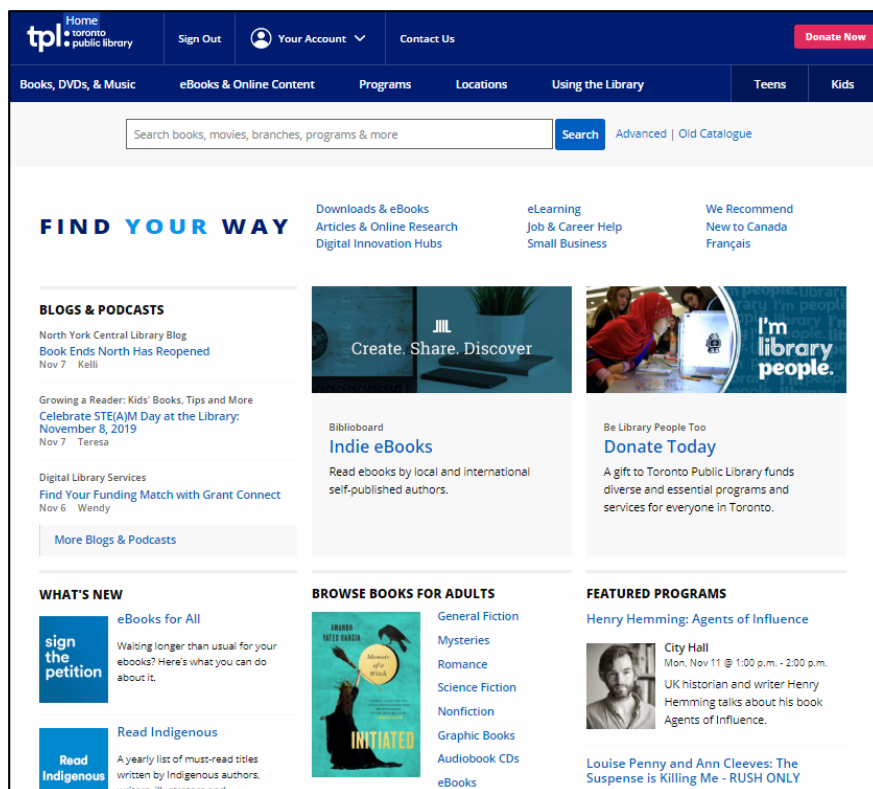
Remember, on every TPL page you can see the logo in the top left corner. **Click on the logo** to return to the home page. You can't get lost!

What is a Home Page?

A home page is meant to be the first page you visit on a web site. Its jobs are:

- To show you what is new on the web site
- To help you find other areas of the web site that interest you
- To 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.



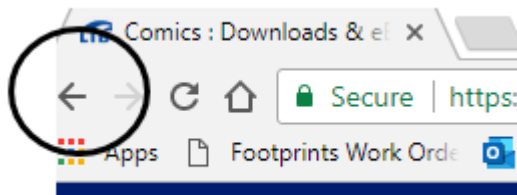
There are three ways we can use the home page to explore a web site:

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.

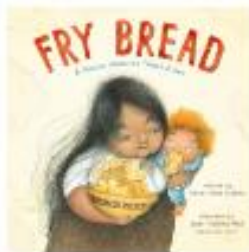
We will look at all three of these methods in the following exercises.

Exercise 3: Use Featured Links to Find Information

1. **Scroll** down the TPL home page. You will see a number of article and list titles and accompanying pictures. These are all links to new or featured content.
2. **Click on one of the links** to see the whole article or list. As you read, do you see any links within or beside the article?
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.



BROWSE BOOKS FOR CHILDREN



By Age Level
Fiction
Nonfiction
Graphic Books
Audiobook CDs
eBooks
eAudiobooks

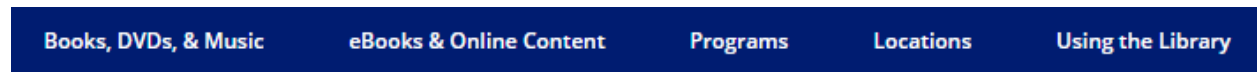
Above image: Some of the links to featured content (in this case, lists of new children's books) on the TPL home page. Many links are in a contrasting colour, like blue, to make them more visible.

TIP: Featured links are meant to show what's fresh and new. They can change daily, or even several times a day.

Exercise 4: Browsing Using the Home Page Menu

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 hit enter to go to the Toronto Public Library home page.
2. Find the menu on the blue background near the top of the screen.



3. Hover your mouse over the heading: **Programs**. A drop-down menu will open up.
4. Click on the category: **Computer and Library Training**. Click on any link under **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** on the top left side of any page. It's quicker than using 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!



Let's practice:

1. Shaking our hands out gently, stretching out our fingers.
2. Standing up and stretching our shoulders.
3. Rolling our necks gently to relieve neck strain.
4. Gently massaging our wrists.

Exercise 5: Search a Web Site from the Home Page

Many home pages 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 then **type in the name of a book** or movie or music you are interested in.
2. Your search results will display – TPL tries to match the words you typed in with content on the site.
3. **Click** on a result to see more details about the 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 a web site that indexes 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 ones appear first.

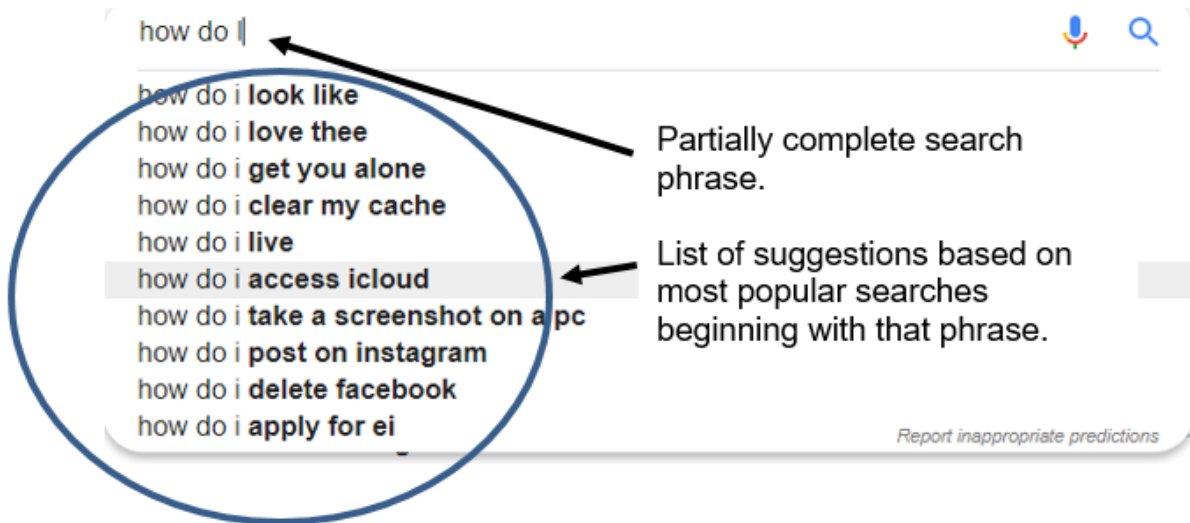
There are many search engines available on the internet. Some of the more popular ones include Google, Bing, and Yahoo! Search. In this class we will practice using Google.

Exercise 6: Conduct a Simple Search Using Google

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 a suggest 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 completed search phrases. If you see one that matches the search you want to do, just click on it and the results for that search will load.



Challenge 4: Do a search to find information on the CN Tower. Can you use Google Suggest for this search? Do you need to go into a specific web site to get information?

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** 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. Computer applications 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. <https://food-guide.canada.ca/en/>. Includes the food guide and lots of healthy, easy recipes.
3. Unlock Food. <http://www.unlockfood.ca/en/default.aspx>. 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. Ontario Travel. <https://www.ontariotravel.net/en/home>. 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. 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 weather report.
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>

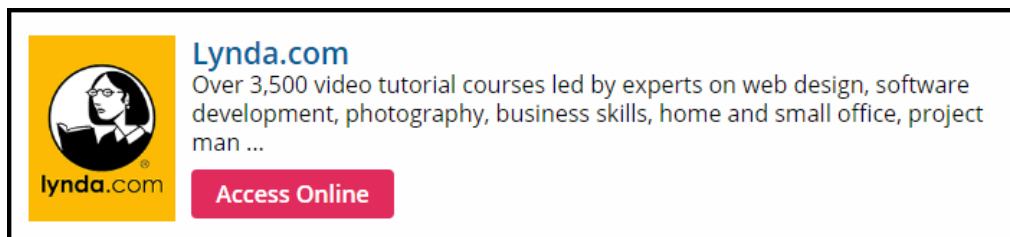
GCF Learn Internet Tips: <https://edu.gcfglobal.org/en/internet-tips>

GCF Learn Internet Topics: <https://edu.gcfglobal.org/en/topics/internet>

Lynda.com

Lynda 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 Lynda.com and select **Access Online**.



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

Use the top search box in Lynda.com to find video classes, such as:

Learn the Chrome Browser <https://www.lynda.com/Business-Computer-Skills-Mac-tutorials/Up-Running-Chrome-Browser/370009-2.html>

Thank-you for attending!