



we are digital
delivering digital inclusion training

PC Internet

Bronze Level

Web Browser and Researching



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Learning Guide

Using The Browser



Before you can access anything on the internet you will need to open your browser. Whilst there are many 'brands' of browser, for this booklet we have focused on Internet Explorer (the blue 'e'):



1. **DOUBLE-CLICK** the large icon on the DESKTOP or find through the START button.

Back and Forward: Use these buttons to navigate backwards and forwards through the internet, i.e. if you have visited many pages, or have made a mistake, you can go BACK to the last page you were looking at. Then you can go FORWARDS.

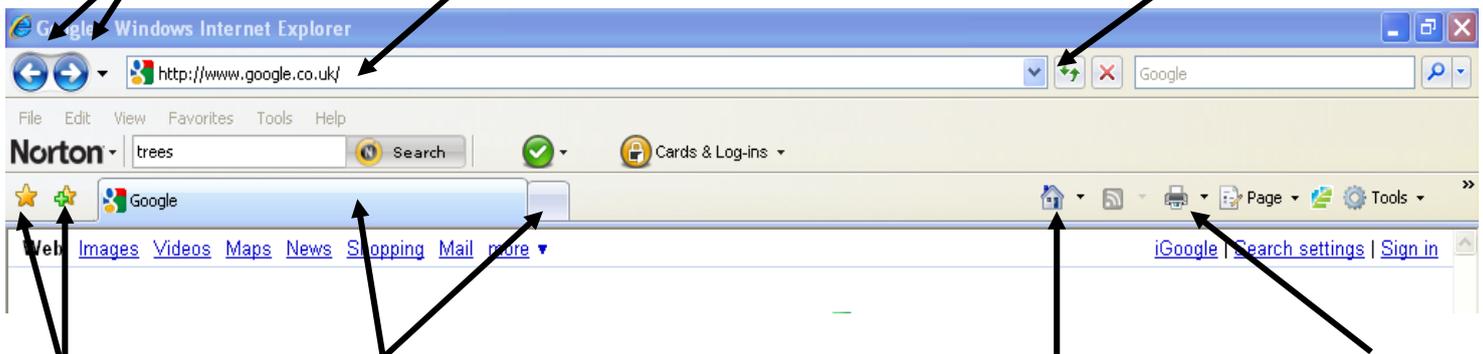
Address Bar: This is how to get to any website in the world.

2. **CLICK** on the address bar so it is HIGHLIGHTED/SELECTED in blue.
3. Then simply type the website "address" and press "Enter"

Refresh: Click the REFRESH button to refresh a page, i.e. if it has 'hung' or is broken, or for sites that require manual refreshing, i.e. news and sport results

Tip: Don't use these controls whilst on banking / payment pages though!

*Tip: All website addresses are technically preceded by <http://> but you only need to type the [www.](http://www) in front of address (the computer will automatically put it in for you). **Don't forget the "dot" after www***



Favourites: Click to see / add to your favourite web pages, whenever you find a webpage you like.

Tabs: Use these to open multiple internet pages at the same time and "jump" from one to the next by simply pressing on the tab.

Home: Click to go back to your HOME PAGE (e.g. a favourite site, or one you look at constantly).

Print: Prints the page you are on

Tip: There are a number of different versions of INTERNET EXPLORER, so the version you have on your computer may look slightly different to the above image. There are also other web browsers available such as GOOGLE CHROME, OPERA and FIREFOX. But don't worry they all use the same buttons!

Learning Guide



Using Google - Research and Information

Sometimes you may be given a website address or see one on the TV or in a magazine. You can then simply type it into the Address Bar to go to the website. However there will also be many occasions where you want to find a website, look up a company, find an online shop or search for news.

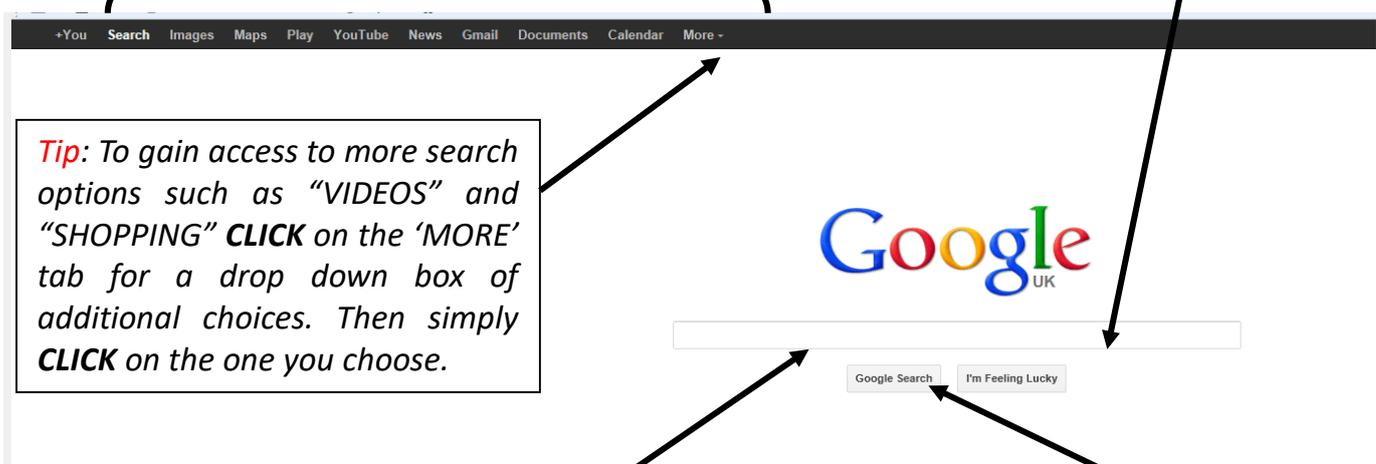
The place to go for research and information on the Internet is a **SEARCH ENGINE**. A SEARCH ENGINE is the key to locating any type of information. You have a number of options to choose from but the overwhelming favourite which is used by the majority of people is GOOGLE .

1. First as you learnt on the previous page, to go to Google simply type www.google.co.uk into the address bar and PRESS 'ENTER' on the keyboard.

Tip: There are many other search engines available such as BING, ASK and YAHOO. However they all work in a very similar way and if you can master Google you will be able to use any of them!

Search Options: If you type your query into the search box below, you can then manipulate the TYPE of query that Google will search for, by pressing these tabs, e.g. if you type "Garden" and click on "IMAGES" it will bring you pictures of Gardens, but if you click on "NEWS" it will bring you news from the Gardening world. Using the SEARCH tab is the default search option which will simply search for anything and everything on the queried word (but listed by relevance).

Search Bar: Type your query into this box. You can type single words or whole sentences. Use speech marks if you want to accentuate a particular part of a sentence, i.e. "Christmas Carols". Google tends to ignore "filler words" like "for", "in", "an", etc.



2. Next **CLICK** on the SEARCH BAR.
3. Then type in what you would like to search for.
4. Lastly either **CLICK** on GOOGLE SEARCH or PRESS 'ENTER' on the keyboard. You will then be presented with your search results.

Search Buttons: Pressing the "Google Search" button will give you pages of results. However pressing "I'm Feeling Lucky" will take you straight to the website which comes FIRST in the results page (i.e. should be the most relevant).

Learning Guide



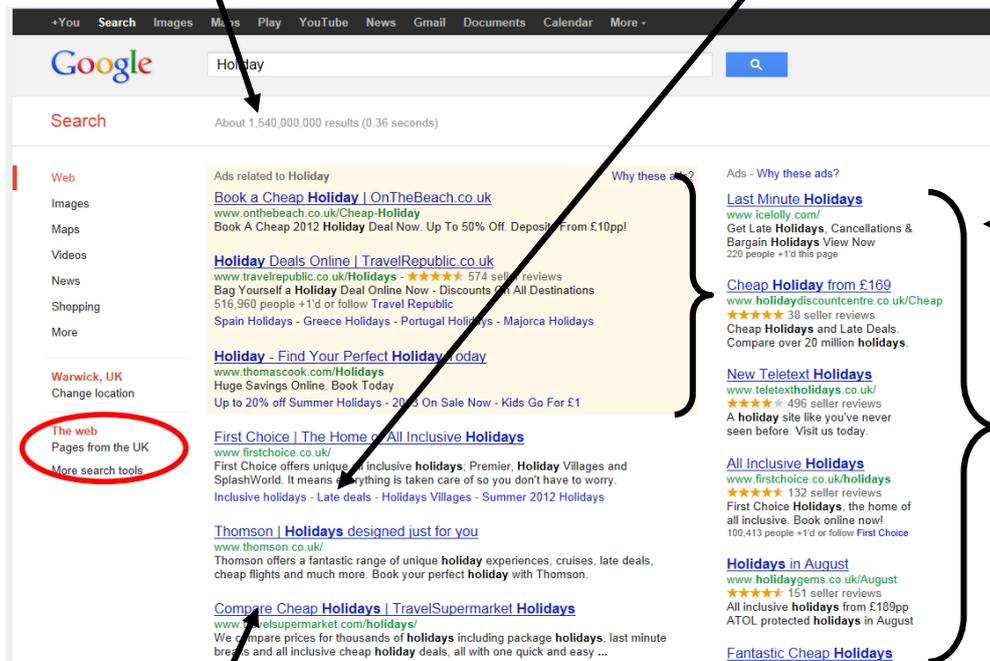
Once you have typed in your search query and pressed “Google Search”, you will be presented with the screen below. For this example we have searched “Holiday”:



Number of Results: Shows the number of websites that have “hit” the word HOLIDAY. In this example it shows it is displaying the first 1-10 relevant results of almost **1.5 billion** in total! All in 0.36 seconds!

Main Search Results: Here are the main search results relating to the word HOLIDAY. Google works by “crawling” all websites on the Internet to determine which websites are the most relevant to your search query. As you look further down the results, the less relevant the websites will be.

*Tip: The search brings results from all over the world. If you only want to search the UK **CLICK ‘PAGES FROM THE UK’**.*



Ads: Ads show the companies and websites that have actually PAID to advertise whenever someone searches for the word in question, i.e. HOLIDAY. They are always at the TOP and SIDE of the search results page.. Sometimes these results may be relevant, sometimes not.

5. **CLICK** on the underlined **BLUE** title (called a LINK) to go to the website. The full website address is shown underneath in green. There is also a brief synopsis of the website.

Further Results: At the bottom of the results page you will see this (see right). You can click on other words associated with HOLIDAY and also look at the next pages of results **CLICK NEXT**, the numbers or the “O”s in the Google word!

Searches related to Holiday

- [holiday deals](#)
- [holiday supermarket](#)
- [last minute](#)
- [sun holiday](#)
- [holiday lettings](#)
- [holiday extras](#)
- [holiday weather](#)
- [holiday truths](#)



Tip: Remember results get less relevant the further you go down the list. Also you may sometimes need to look at a few pages to get what you want !