

Internet Step by Step 1

Initiation to Internet

Duration : 150 minutes

Introduction

This workshop is for beginners and will explain the basic notions of Internet and the Web.

Internet

Definition: Internet is a vast information network. It connects millions of computers throughout the world, allowing them to communicate and exchange information. Internet includes the Word Wide Web (WWW), e-mail, chat, e-commerce, file transferring, etc.

- Information is not centralized on one computer;
- Networks are connected by telephone lines, cable, high speed connection (ADSL, optical fibre) or wireless connection.

In this course

Introduction	1
Internet	1
Web and surfing	2
Glossary	6
Exercises	7
Bibliography	9

Goals :

- Distinguish between the concepts of Internet « World Wide Web », browser and URL
- Get used to the basic functions of Internet Explorer
- Learn to surf on the Internet and understand how Web sites work.

Bibliothèque de Brossard
Georgette-Lepage
7855 San Francisco
Brossard (Québec) J4X 2A4
(450) 923-6350

 **brossard**

When you are connected to the Internet, you have access to a variety of choices of services and information. Here is a list of different services and tools available.

- E-mail
- www (World Wide Web)
- E-commerce
- Online games
- File transferring (music, movie, text)

Do you know that information is available in all kinds of languages even though the language of your browser (Internet Explorer) is set to French or English? You can find information in any language because the content is not determined by the navigator but by its creator or the Web site.

The Web

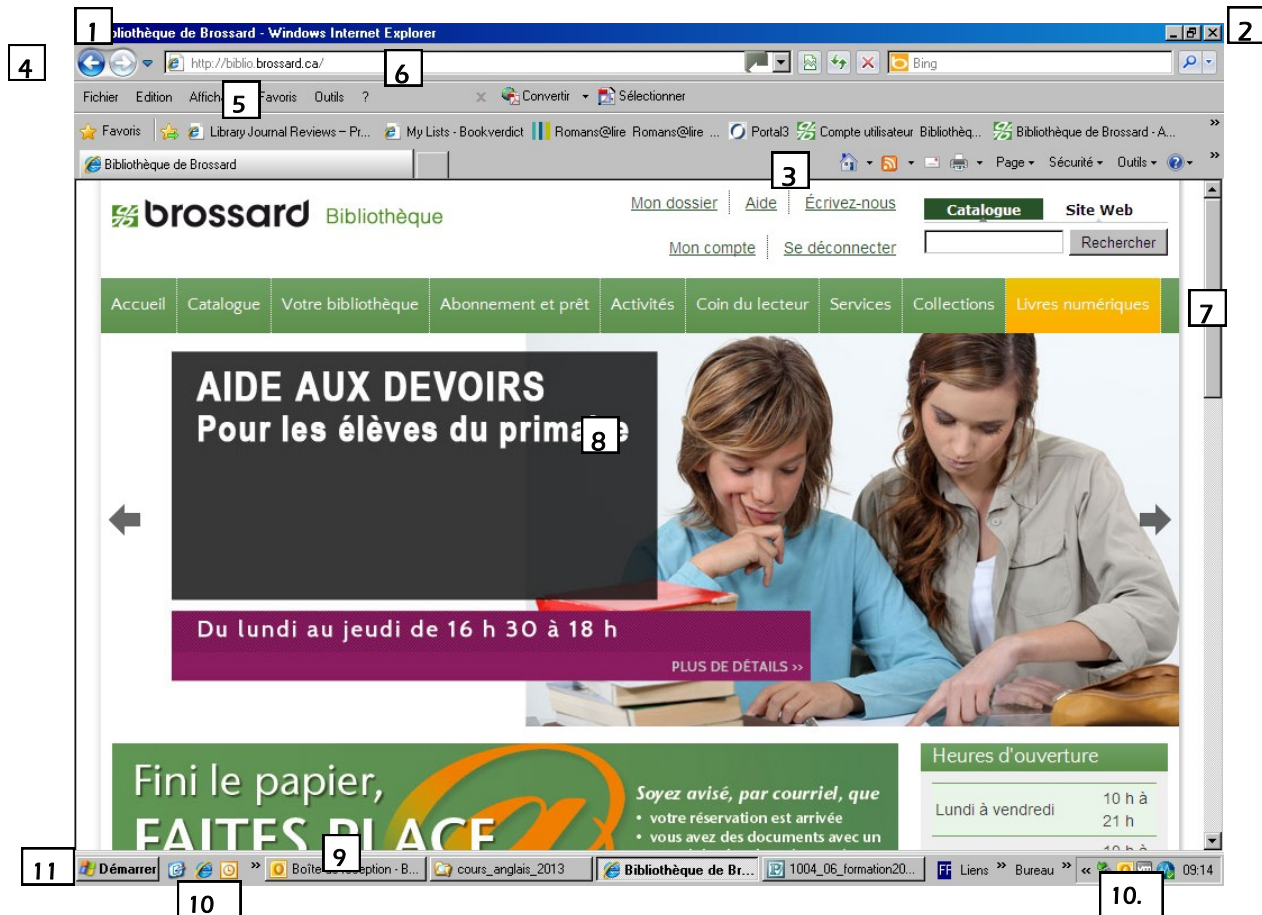
Definition:

The Web (World Wide Web) is the interface where most of the information on Internet is published. It is a communication medium that presents information in graphical or multimedia form. The Web is made up of Web sites on the Internet, therefore, when you search for an information or surf on the Internet, you are on the Web.

Information on the Web can be very diversified; scientific information, official publications (governments, organizations), news, propaganda, advertisements, commercial information, and much more.

Surfing — Internet Explorer

To surf on the Web, you will need a Web browser. The browser is a software installed on your computer that allows you to access graphical and multimedia data and to existing texts on the Web. One of the Web browser used at the library is Microsoft Internet Explorer, but you can also use Google Chrome or Firefox.



1. Title bar
2. Buttons to minimize, reduce/enlarge or close the browser window
3. Toolbar (gives access to program's options)
4. Browsing buttons
5. Menu bar
6. Address bar (Web page address)
7. Scroll bar
8. Main window (shows the content of the Web page)
9. Task bar (indicates the different active windows and opened applications)
10. Shortcuts
11. Start button (allows you to see all the programs and to close and put to sleep your computer)

The Tool Bar

The tool bar is located on the top of your screen. It contains icons and buttons that allow you to do different functions.

Icons

Overview of some of the functions



Back: The computer temporarily stores in its memory the pages you have consulted. The back arrow will take you to the previous pages.



Forward: The forward arrow will take you to the pages that you had consulted after the current page.



Home: Returns you to the home page of the computer. You can choose the page you want as a home page.



Favourites (Bookmarks) : Allows you to save the addresses of your favourite Web sites in a directory format.



Reload : Allows you to reload a Web page. This function is useful when a Web page is not loading properly.



Print : Allows you to print your document

Web site address

Definition:

Also known as URL (Uniform Resource Locator) a web site address defines the route to a file on the Web or any other Internet facility. URLs are typed into the browser to access Web pages, and URLs are embedded within the pages themselves to provide the hypertext links to other pages.

Characteristics:

- No space
- Has to be exact!

A Web site address is almost always presented in the following manner:

http://biblio.brossard.ca/services/reference

http://	Tells the browser that this address is a Web address.
www	World Wide Web
biblio.brossard	Represents the name of the server where the web page is located
.ca	Country code
Services/references	Extension

In the following table, you will see different country codes that can be found in an address. By looking at the address, you will have an idea where the Web site is from and the type of information it contains.

By theme		By country	
.org	Non-profit organization	.us	United States
.com	Companies	.edu	institutions of higher education
.gouv	government	.uk	United Kingdom
.ca	Canadian government	.qc	Quebec

Beware! It is very important to make the difference between a Web site address and that of an email. An email address allows you to send a message to another person from a valid account. It is always followed by an "@" . For example: bibliotheque@brossard.ca

Links

Definition:

A hyperlink is a text or image that links to another Web page. You can recognize a link when the cursor arrow turns into a hand. Text hyperlinks are usually underlined and in a different colour. Clicking on the hyperlink will lead you to a new Web page or Web site.

How to recognize them?

- The mouse pointer becomes a hand when it is placed on a link.
- A link can be an image, a text or a blue underlined expression.
- A link changes colour once it is used.

Glossary

Browser : The browser is a software installed on your computer that allows you to access graphical and multimedia data and to existing texts on the Web. Examples: Internet Explorer, Firefox, Safari for Apple

Electronic address (E-Mail) : The transmission of memos and messages over a network. Users can send mail to a single recipient or broadcast it to multiple users. Mail can be delivered and announced while the user is working in an application. Otherwise, mail is sent to a simulated mailbox in the network server or host computer, which must be interrogated. Example: Michele.tibblin@brossard.ca

Home page : The first page of a web site.

Internet : Internet is a vast information network. It connects millions of computers throughout the world, allowing them to communicate and exchange information. Internet includes the World Wide Web, e-mail, chat, e-commerce, file transferring, etc.

Key Word : Word use to make a search on the Web.

Link : By a single mouse click on a word, an expression or an image, a link redirects you to another section of the web site or to another web site.

On line : When you're connected to Internet.

Real Time : An immediate response.

Search Engine : A search engine is a program that indexes a certain percentage of Internet Sites according to their capacity. It allows the user to look up information using different parameters, by using keywords. Example: Google

Surfing : Scanning online material, such as databases, news clips and forums. The term originated from "channel surfing", the rapid changing of TV channels to find something of interest.

Uniform Resource Locator (URL) : A URL address is the equivalent of a postal address. Each Web page has its own URL address.

Web Site : All the pages linked together by a common theme form a Web site. Example: your library's Web site

World Wide Web : The Web (World Wide Web) is the interface where most of the information on Internet is published. It is a communication medium that presents information in graphical or multimedia form. The Web is made up of Web sites on the Internet, therefore, when you search for an information or surf on the Internet, you are on the Web.

Some of these definitions come from Alan Freedman. *The computer glossary : the complete illustrated dictionary*. 9th ed. New York : Amacom, c2001.

Various Exercises

1. At the **Musée des beaux-arts de Montréal** Web site (<http://www.mbam.qc.ca/>), find the opening hours.

Hint: Look in the different tabs at the top of the screen

2. Go to **Chapters'** Web site (<http://www.chapters.indigo.ca>), find the shipping information.

Hint: Scroll down to the bottom of the page

3. Go to **Observatoire des musées's** Web site (<http://www.smq.qc.ca/>) to find out how much the entrance fee is for an adult at the Musée d'art contemporain de Montréal.

Hint: Click on the Museum Directory tab at the top of the page

4. On the **Canada World Wildlife Fund** Web site at www.wwf.ca, find the phone number to contact them.

Hint: Leave the mouse on the *About WWF* tab

Various Exercises

5. On the **Archambault** Web site at www.archambault.ca, find the names of two new book releases and write them down.

Hint: You may have to scroll down to find them

6. At the following address: www.litterature.org, find and write down the title of the journalist and author Gil Courtemanche's first novel.

Hint: click on the *Recherche* tab and choose *Recherche biographique*. Type the name of the author.

7. On the **Ministry of health and social services of Quebec** Web site at www.msss.gouv.qc.ca/en/index.php, find the services available to seniors.

Hint: find the population groups.

8. On the **Health Canada** Web site at www.hc-sc.gc.ca look for Canada's Food Guide.

Hint: find the Food and Nutrition section in the menu or look at the Features on the right.

9. On the **City of Brossard** Web site at www.ville.brossard.qc.ca, find out and write down on which day the recycling is collected.

Hint: Look at the municipal services icons

10. Go to the Government of Quebec Web site: www.gouv.qc.ca and explore.

Bibliography

Books

The Complete Idiot's Guide to using your computer— For Seniors. McFedries, Paul. Indianapolis, IN. Alpha Books, 2012 Non-Fiction 004.0846 M143c

Internet and email for seniors with Windows 8: For Senior Citizens Who Want to Start Using the Internet. Netherlands: Visual Steps, 2012

The Internet for Dummies Levine, John R et al. Hoboken, N.J.: Wiley, 2010. Non-Fiction 004.678 L665i

The Internet at Your Fingertips. Miller, Michael. New York, Alpha 2009. Non-fiction 004.678 M649i

How the Internet works. Gralla, Preston. Indianapolis, IN.: Que, 2002. Non-Fiction 004.678 G744h

A few interesting sites

Media

The Gazette

<http://www.montrealgazette.com/index.html>

The Globe and Mail

www.theglobeandmail.com

CBC

www.cbc.ca

CTV/CFCF

www.montreal.ctvnews.ca

Global TV Montreal

www.globaltv.com

Bookstores

Amazon (Canada)

www.amazon.ca

Chapters/Indigo

www.chapters.indigo.ca

Barnes & Noble

www.barnesandnoble.com

Leisure

Restaurants and bars in Montreal

www.bar-resto.com

Montreal Movies

www.cinemamontreal.com

Canadian Gardening Online

www.canadiangardening.com

Canadian genealogy

www.genealogy.gc.ca

Internet

Internet 101

www.internet101.org

Learn the net

www.learnthenet.com

Learning how to search the Web theme page

www.cdn.org/themes/search.html

Tourism

Quebec Tourism guide

www.bonjourquebec.com

Parks Canada

www.pc.gc.ca/index_e.asp

Canadian Tourism Commission

www.travelcanada.ca

Useful Service

Canada 411

www.canada411.ca

Brossard Public Library

www.biblio.brossard.ca

Canada Post

www.canadapost.ca/cpo/mc/default.jsf