



Certificate I in Information, Digital Media and Technology

Internet Explorer 8

Student Manual

ICA10111

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Introduction

This course is intended to help people get up to speed with using the Internet and help them get the most from Internet Explorer.

This guide will cover different features of the program interface, give an overview on the use of tabbed browsing, describe how to view and work with different types of Internet content, and demonstrate how to save frequently-visited Web sites using Favorites. It will also cover how to stay safe while browsing the Internet, and cover advanced topics like RSS feeds, HTML, and more. By the end of this manual, users should be comfortable browsing the Internet, downloading files, and viewing different types of content using Internet Explorer.

Occasionally, this manual may reference where certain keys are on the keyboard (such as Insert, Home, or Page Up). The directions are given based on a standard desktop keyboard that contains a separate number pad. Laptop keyboards may be different or have combined keys.

Prerequisites

This manual assumes no prior experience with the Internet and should be open to nearly everyone. Students should be comfortable using the keyboard, mouse, and Start menu. Students should also be comfortable with the concept of files and folders. Understanding and experience with printing and installing programs is an asset but not required.

Chapter 1: Getting Started

You this chapter you will learn how to:

1. Open and close Internet Explorer
2. Set up Internet Explorer
3. Use the Internet Explorer interface
4. Use and customize toolbars in Internet Explorer
5. Minimize, maximize, restore, and resize the Internet Explorer window
6. Use full screen mode and normal mode
7. Use zoom
8. Use the Help function to solve a problem or look for more information
9. Take the Internet Explorer tour
10. Get online support for Internet Explorer

Session 1-1: Definitions

Definitions

Browser

A browser is a program that finds and displays text, images, and other data from the World Wide Web or some other network. Common browsers include Microsoft Internet Explorer, Mozilla Firefox, Apple Safari, and the Opera Web Browser.

Cache

Memory used by a browser to store recently and frequently accessed data. If you visit a particular Web site often, a copy of the Web site is stored on your computer for quick access. Cache memory can be increased or decreased as needed.

Cookies

A small piece of information stored on the computer when someone visits a Web site on the Internet. A cookie usually contains a username, password, time and date stamp, or other information pertaining to a particular place on the Internet. Cookies enable certain Web sites to remember who you are.

E-mail

A means of sending electronic messages from one computer to another over the Internet or other network. An e-mail may contain data other than text, such as images or music files.

FTP

Acronym for **File Transfer Protocol**. A type of communication protocol used to transfer data from one computer directly to another, usually mediated by a third-party program.

Home Page

A home page is a particular Web site on the Internet or other network that is displayed as soon as a browser program is launched. Internet Explorer 8 is capable of displaying multiple home pages.

HTML

Acronym for **Hyper Text Markup Language**. HTML is the language of the Internet. The vast majority of Web sites on the Internet are written in this computer language and all Web browsing programs are capable of reading HTML.

HTTP

Acronym for **Hyper Text Transfer Protocol**. A type of communication protocol used mainly to transfer Web site information (like HTML) and components over the Internet or other network to a user's computer.

Hyperlink

A reference that points from one document to another, or from one part of a document to another part of the same document. A browser usually displays a hyperlink in a particular format (like a

picture or [like this](#)) distinguishable from other text or objects found in a Web site. Hyperlinks are activated by left-clicking on the link text or object.

Internet

The large collection of interconnected computer networks that span the globe.

ISP

Acronym for **Internet Service Provider**. An ISP is like a phone company that, instead of voice communication, sells access to the Internet to large corporations and individual users alike.

Phishing

Phishing is a type of scam that works by creating a Web site that looks like a legitimate company, such as an online retailer or a bank. Visitors are usually requested to submit sensitive personal information on that Web site. This in turn results in fraud from the false Web site creators. Or, the personal information is sold to other criminal parties.

RSS

Acronym for **Really Simple Syndication** (or sometimes Rich Site Summary). RSS is similar to a wired news source. Subscribers to an RSS service (or feed) receive new information about a particular topic when they connect to the Internet.

Search Engine

A program that gathers information about Web sites and documents on the Internet that are relevant to a particular search term or phrase. Popular search engines include Google, Bing, and Yahoo! Search.

URL

Acronym for **Uniform Resource Locator**. It refers to the address of a particular Web site or other resource on the Internet. The URL <http://www.microsoft.com/ie/> is the Web site for Microsoft's Internet Explorer browser.

Web Page

A single page on the Internet that contains information.

Web Site

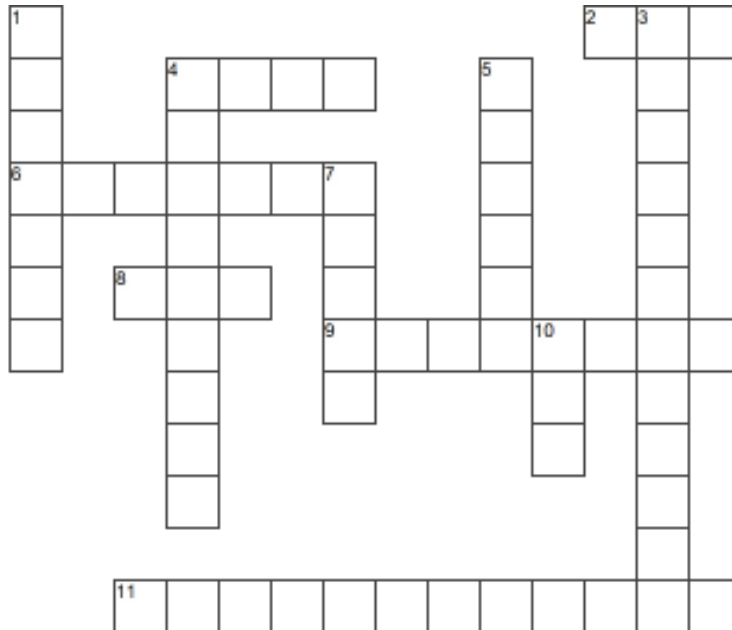
A collection of Web pages on the Internet that contain information. The term "Web site" originated from "World Wide Web site."

World Wide Web

A name given to all documents on all servers that are accessible via HTTP protocol on the Internet (i.e. the web pages).

Activity 1-1

Complete this crossword:



ACROSS

- 2 A company that sells access to the Internet
- 4 The language of the Internet
- 6 A single page on the Internet that contains information
- 8 Address of a Web site
- 9 A large collection of interconnected computer networks that span the globe
- 11 A synonym for Internet

DOWN

- 1 A program that finds and displays text, images, and other data from the World Wide Web or some other network
- 3 A program that gathers information about Web sites and documents on the Internet that are relevant to a particular search term or phrase
- 4 A reference that points from one document to another, or from one part of a document to another part of the same document
- 5 A small piece of information stored on the computer when someone visits a Web site on the Internet, or something delicious that your mother might have made
- 7 A way to send electronic messages over the Internet
- 10 An online wired news source

Session 1-2: Internet Explorer Basics

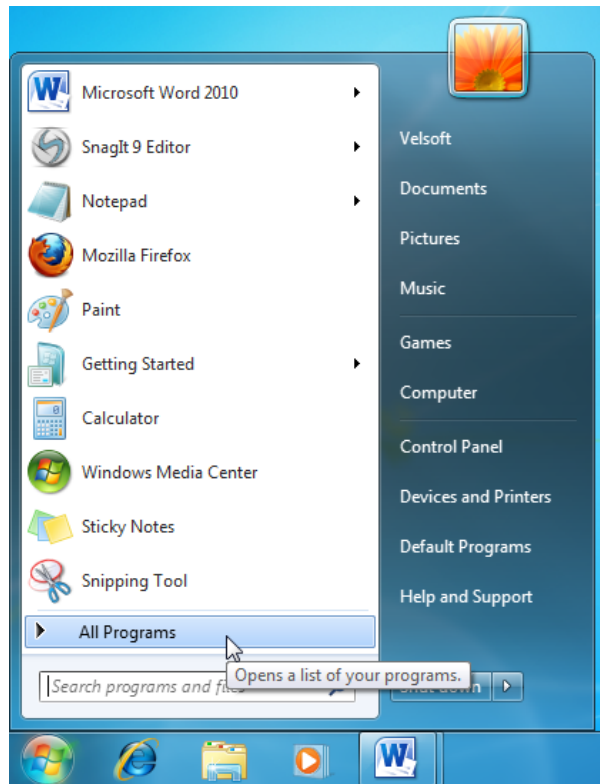
Opening Internet Explorer

The browser can be launched in a few different ways:

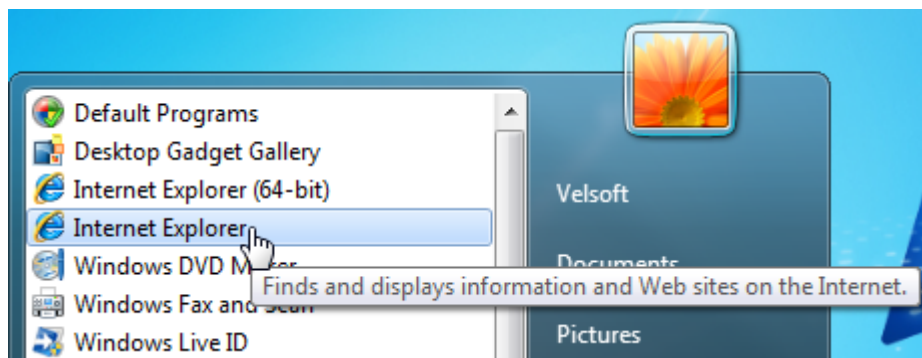
1. Start menu
2. Taskbar
3. Desktop icon

Start Menu

Open Internet Explorer by clicking Start → All Programs:



This will show a list of all programs installed on your computer. Click Internet Explorer:



Taskbar

Click the Internet Explorer icon in the taskbar to launch the program:



Desktop Icon

If you see an Internet Explorer shortcut on the desktop, double-click it to open the program:

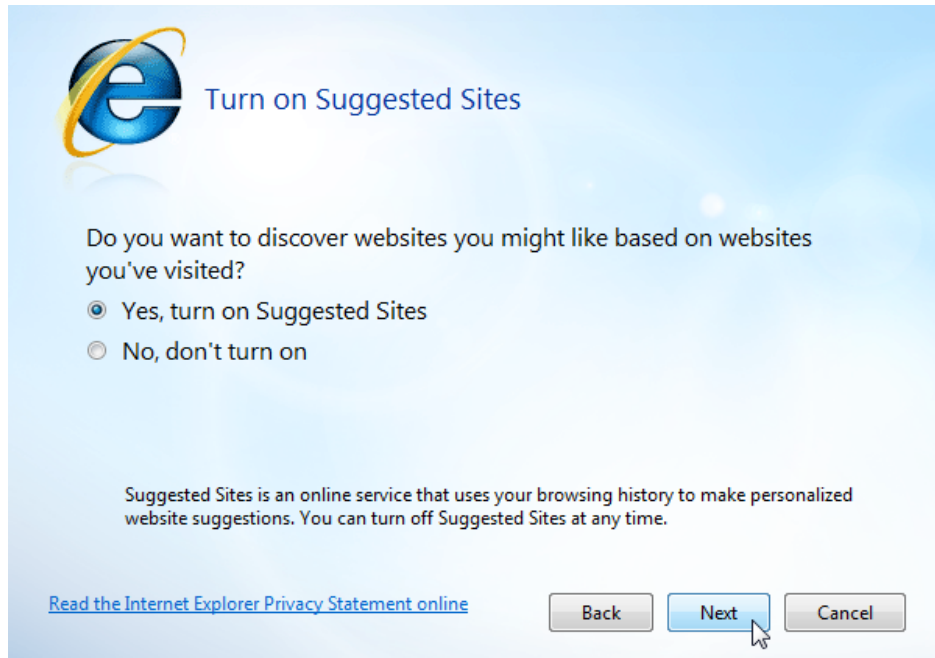


Setting up Internet Explorer

When you open Internet Explorer for the first time, you will be asked to go through the initial setup procedure. Click Next to continue:



Next, you will be asked if you want to turn on Suggested Sites. This feature examines the types of Web sites you visit and suggests other sites that might interest you. Click the radio button beside Yes or No and then click Next:



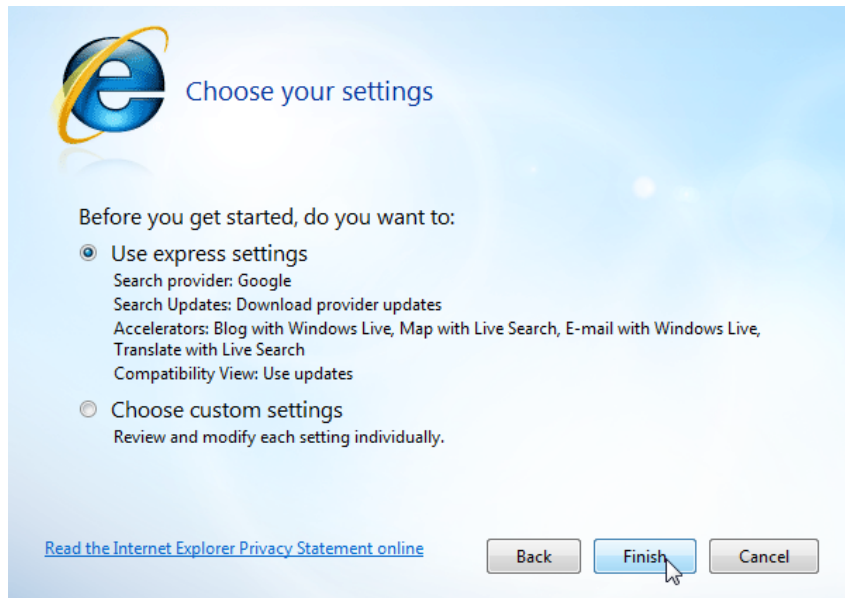
Next, select the other options you would like to enable or disable. **We recommend you go with the suggested settings and then click Finish.** (If you have previous experience with using the Internet, you can choose to customize the different options.)

Here is an overview of the other setup options:

- Search Provider** As we will see in coming Sessions, Internet Explorer has a built-in search tool with search services provided by Bing, Microsoft's search engine. You can choose from a number of different search engines, including Bing (the default), Google (which we will use), Yahoo! Search, eBay.com Visual Search, ESPN.com search, and more.
- Search Updates** Occasionally, search engine providers make software updates to the search bar provided with Internet Explorer. You can choose to automatically update this search tool.
- Accelerators** Accelerators are a new feature to Internet Explorer 8. They allow you quick access to mapping utilities, blogging services, and the ability to link your Windows Live sign-in information to Internet Explorer. We will explore more about Accelerators later.
- Compatibility View** Internet Explorer 8 features Compatibility View, a tool that can correct items like misaligned text, images, or text boxes. It emulates the functionality of Internet Explorer 7 to prevent these formatting

errors as much as possible.

Make your selection and click Finish:



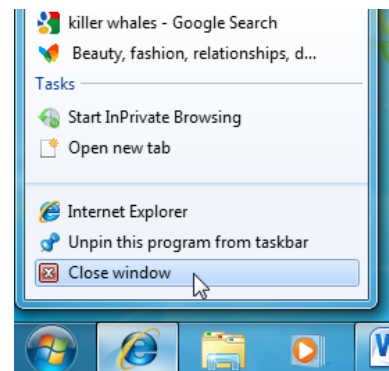
Once you click Finish, you will be shown the default home page.

Closing Internet Explorer

To close Internet Explorer, click the X in the upper right-hand corner of the window:



You can also close Internet Explorer by right-clicking the icon in taskbar and clicking Close Window in the Jump List:

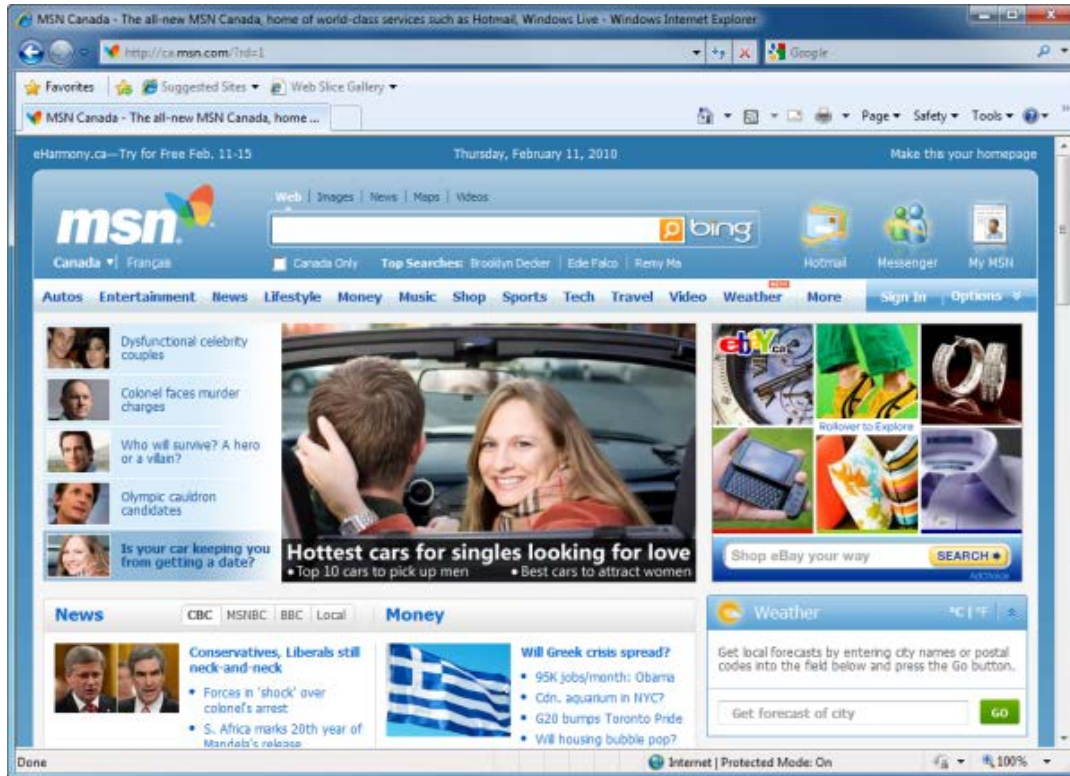


the

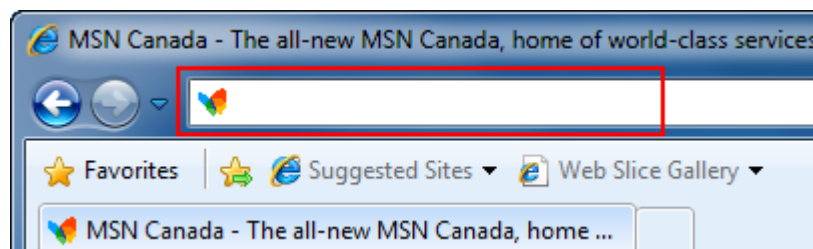
Step-By-Step

In this exercise you will use Internet Explorer 8 to navigate through some Web sites.

1. Click the Internet Explorer icon to launch the program. After a moment you should see the home page appear:

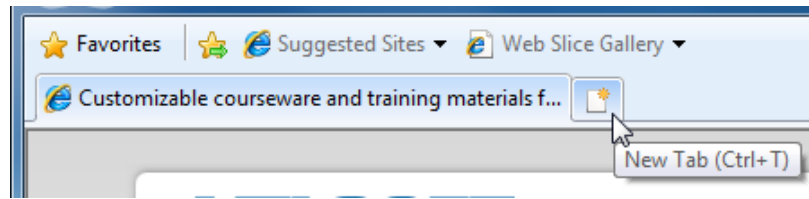


2. Click inside the address bar. Press Delete or use the Backspace key to erase the URL of the home page:

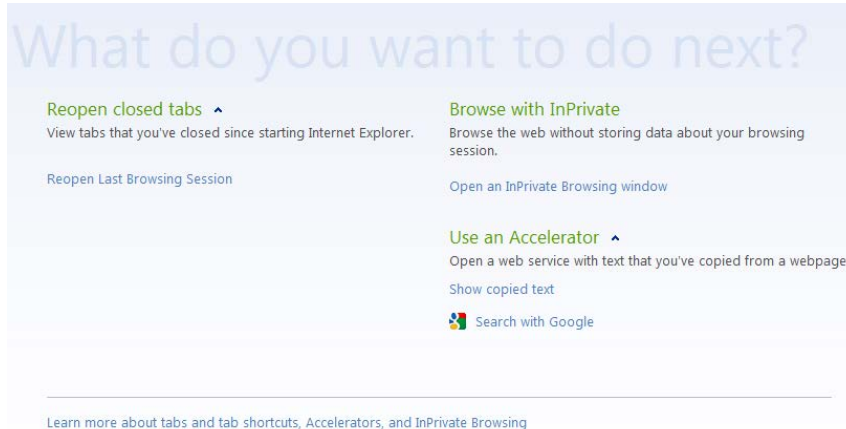


3. Type <http://www.teia.edu.au> in the Address text field. Press Enter. Your browser will display the TEIA Web page.

4. Click the small tab to the immediate right of the TEIA tab:

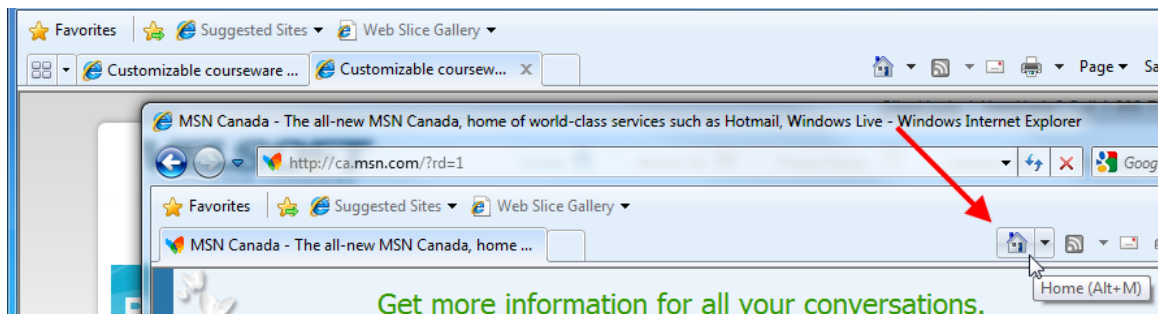


You will see a new page appear asking what you want to do next.

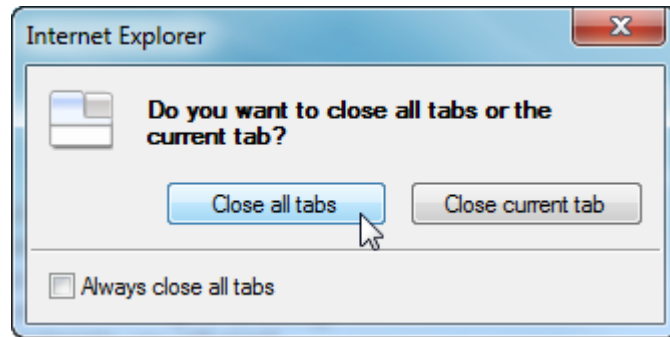


In this case, we will visit another Web page. Click in the address bar of this tab and type <http://www.microsoft.com>. Press Enter to navigate to Microsoft's home page.

5. Open a new Internet Explorer window by pressing Ctrl + N on your keyboard. Notice that the new window contains only one tab with the TEIA home page on it.
6. Click the Home button in the new Internet Explorer window to navigate back to the default home page.



7. Click the Close button on all Internet Explorer windows. Notice that when you close the window with multiple tabs you are warned about your action. Click Close all tabs:



Activity 1-2

- | | |
|----------------------------|--|
| Objective | To understand how to open and close Internet Explorer and use the mouse. |
| Briefing | You will get some more practice using Internet Explorer. |
| Task | Launch the browser to display the MSN home page. Use your mouse to click at least five hyperlinks . Then close Internet Explorer. |
| Hints | If you get stuck and cannot click any more hyperlinks, click the Home button (🏠) to make Internet Explorer return to the MSN home page. You can also close any browser window at any time by clicking the Close button (🔴 X) on the title bar. |
| Follow-up Questions | Try clicking on a few advertisements. Did any open in a new browser window? |

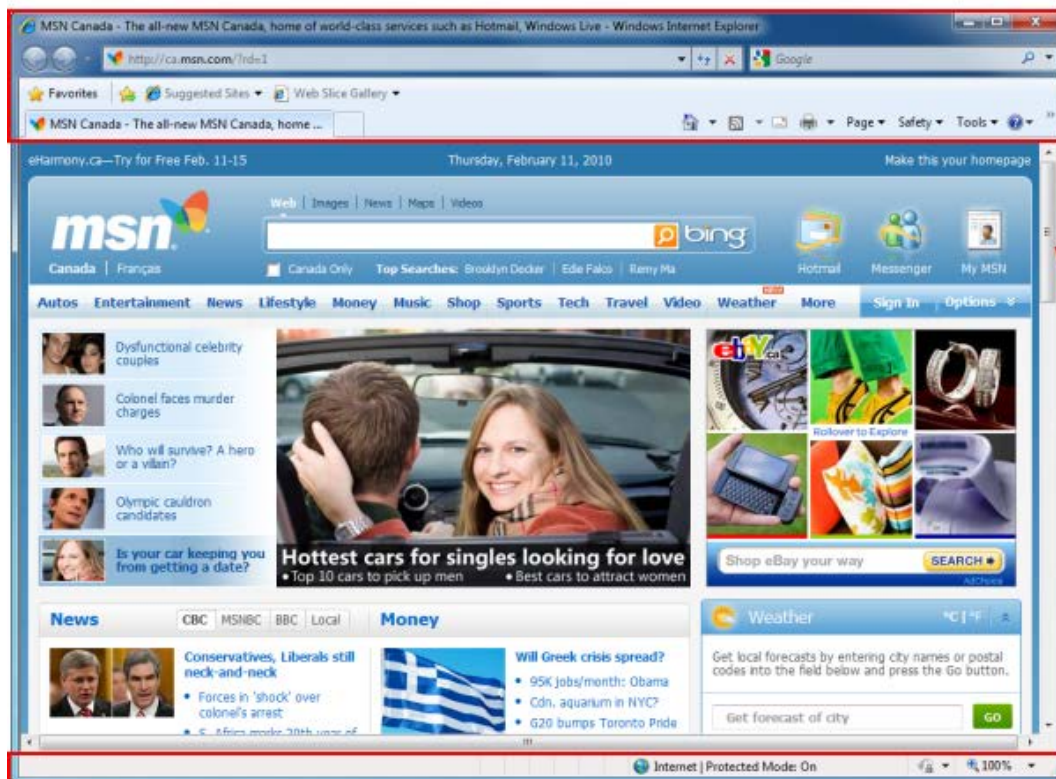
Session 1-3: The Internet Explorer Interface

Now that you know how to open and close Internet Explorer, you can begin exploring the user interface. In this session you will examine the different parts of the browser window.

Interface Overview

Let's look at the major items in the interface:

Command Area



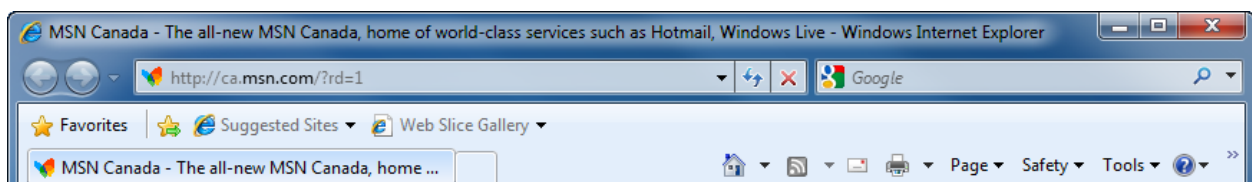
Scroll Bar

Status Bar

1. The **Command Area** is where you can type a Web address, search for information, and navigate between pages.
2. The **Scroll Bar** lets you scroll up and down (and/or side to side) through a Web page.
3. The **Status Bar** shows you vital statistics about the Web page you are viewing.

Using the Command Area

The Command Area collectively refers to all parts of the interface at the top of the window:



Let's go over the major components in this area:

Back & Forward Buttons

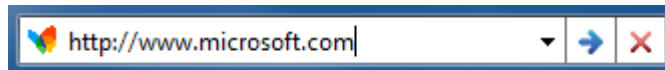
As you navigate through different Web pages, you can retrace your steps backwards (left-facing arrow) or forwards (right-facing arrow).



Click the small pull-down arrow to jump directly to a particular Web site instead of moving backwards one site at a time.

Address Bar

The address bar lets you click and type a URL:



Once you have typed an address, press Enter or click the blue arrow to visit that Web site.



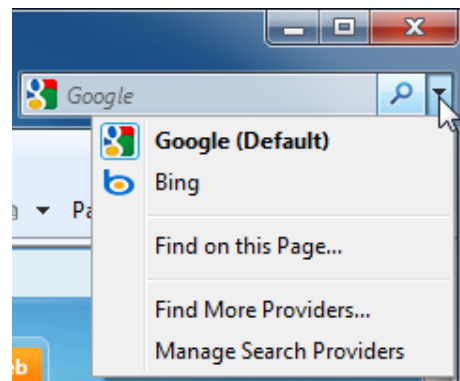
After you have pressed Enter, the blue arrow will change. The two buttons to the right of the address bar are **Refresh** (blue arrows) and **Stop** (red X). Click Refresh to re-load the current Web page or file; click Stop to stop a Web page from loading.

Search Bar

The Search Bar is to the right of the address bar:



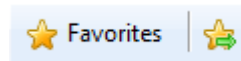
Click in the Search Bar and type a word or phrase. Then click the magnifying glass or press Enter to search. For more options regarding searching, click the pull-down arrow. These options allow you to choose a different search provider:



Favorites Bar

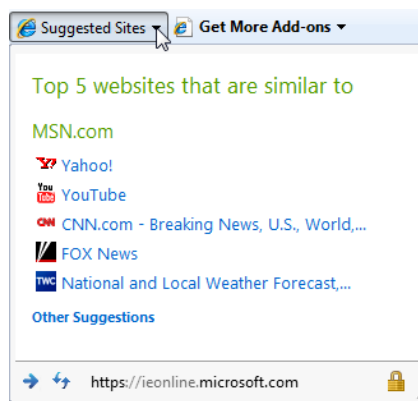
A Favorite is a saved URL that is associated with one Web page or file on the Internet. Saving a Favorite (and using it later) prevents you from having to remember a long URL when you want to visit a Web site in the future.

Click the single star to open the Favorites Center, or click the star with the green arrow to add the current URL in the address bar to your list of Favorites:



Suggested Sites & Add-ons

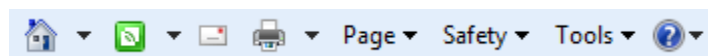
These two items are part of the Favorites Bar. If you enabled Suggested Sites during the initial setup of Internet Explorer 8, click the pull-down arrow here to view a list of sites that are similar to the one you are viewing:



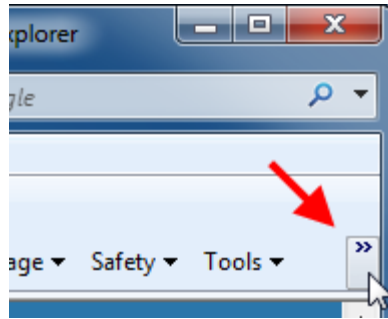
Add-ons are small pieces of software that can integrate with Internet Explorer in order to perform a specific function. There are quite a few to choose from, including dictionaries and reference, e-mail, music, finance, shopping, translation, and weather. To view a list of available add-ons, click Get More Add-ons → Find more in the Internet Explorer Add-ons Gallery. You can also visit <http://www.ieaddons.com>.

Command Bar

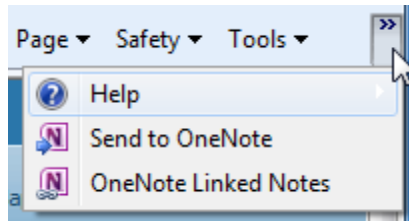
The Command Bar includes commonly-used commands such as Home (returning to your Home page), Print, browser safety options, and more:



If you look to the right-hand side of the Command Bar, you might see this icon:



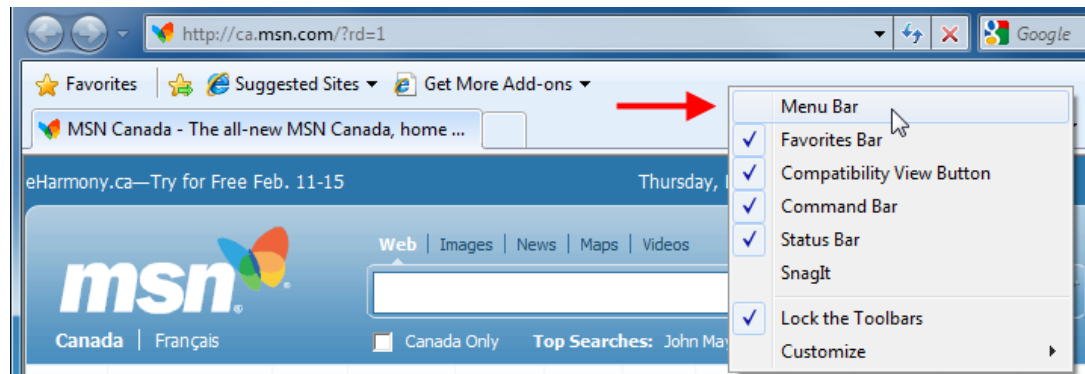
This means there are extra commands available. Click this button to see them. Remember that depending on the software you have installed on your computer, you may see more or fewer options:



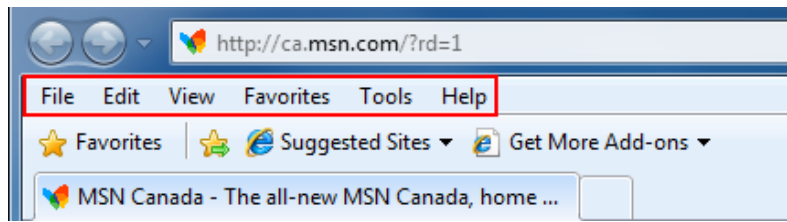
Using the Menu Bar

Internet Explorer features a menu bar that enables finer control over the program. However, this menu bar is not shown by default. This is because for most people, any actions they need to perform can be done with existing commands in the Command Area.

To view the menu bar, right-click in an empty area of the Command Area and click Menu Bar:



You can use this right-click menu to show or hide various elements of the Command Area. In this example, clicking Menu Bar will place a check mark beside the option, meaning it will now be visible:



Let’s look more at what each menu offers. Remember, the basic commands in these menus are already accessible via commands in the Command Area:

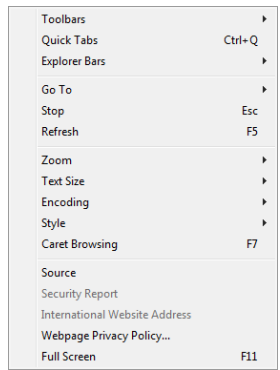
File The File menu lets you work with content in a Web page. You can open a new tab or a new window, save a Web page, print a Web page, send information about a Web page to others, and exit the program:

| | |
|----------------------|--------|
| New Tab | Ctrl+T |
| Duplicate Tab | Ctrl+K |
| New Window | Ctrl+N |
| New Session | |
| Open... | Ctrl+O |
| Edit | |
| Save | Ctrl+S |
| Save As... | |
| Close Tab | Ctrl+W |
| Page Setup... | |
| Print... | Ctrl+P |
| Print Preview... | |
| Send | ▶ |
| Import and Export... | |
| Properties | |
| Work Offline | |
| Exit | |

Edit With the Edit menu, you can cut, copy, and paste information, select all content on the page, or search a page for a specific word or phrase:

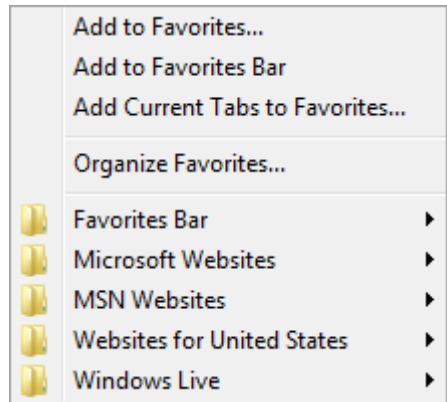
| | |
|----------------------|--------|
| Cut | Ctrl+X |
| Copy | Ctrl+C |
| Paste | Ctrl+V |
| Select All | Ctrl+A |
| Find on this Page... | Ctrl+F |

View The View menu controls what you will see within the Internet Explorer window and how you will view the information in a Web page. You can enable or disable interface features, zoom in or out of a Web page, make the text size larger or smaller, view the page’s HTML source code, or browse the Internet in full screen view:



Favorites

Favorites are Internet Explorer’s way of remembering Web page addresses for you. With this menu you can add and organize Favorites, or jump to any saved Favorite:



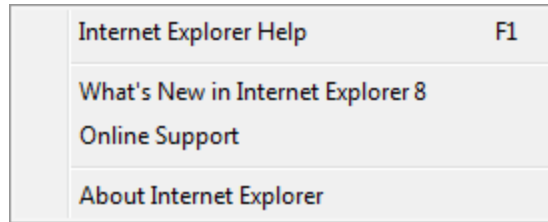
Tools

The Tools menu offers the most commands that aren’t available in the Command Area. These commands let you modify Internet Explorer itself, not the data you would view with the program. Delete your browsing history, start a private browsing session, control the way pop-up windows are dealt with, manage add-ons, work with development tools, and modify other Internet Explorer options:

| | |
|---------------------------------|----------------|
| Delete Browsing History... | Ctrl+Shift+Del |
| InPrivate Browsing | Ctrl+Shift+P |
| Diagnose Connection Problems... | |
| Reopen Last Browsing Session | |
| InPrivate Filtering | Ctrl+Shift+F |
| InPrivate Filtering Settings | |
| Pop-up Blocker | ▶ |
| SmartScreen Filter | ▶ |
| Manage Add-ons | |
| Compatibility View | |
| Compatibility View Settings | |
| Subscribe to this Feed... | |
| Feed Discovery | ▶ |
| Windows Update | |
| Developer Tools | F12 |
| OneNote Linked Notes | |
| Send to OneNote | |
| Internet Options | |

Help

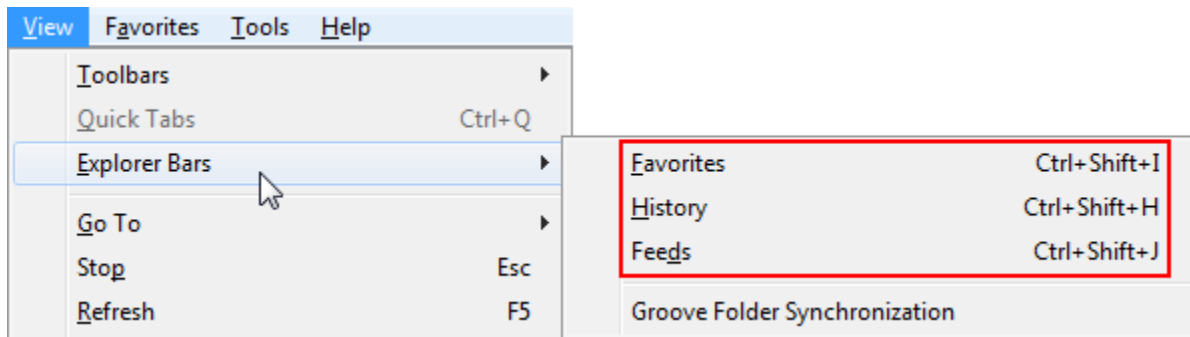
Finally, the Help menu offers access to the Help file and provides access to more information about Internet Explorer as a program:



Using the Explorer Bar

The Explorer Bar is a special view which allows you to see your Favorites, RSS Feeds, and browser History. These views are also collectively referred to as the Favorites Center, because they are accessible by clicking the Favorites button in the Command Area.

Each of these options will be visible in a pane on the left-hand side of the window. You can activate these different features of the Explorer Bar one at a time by clicking View → Explorer Bar and then choosing an option:



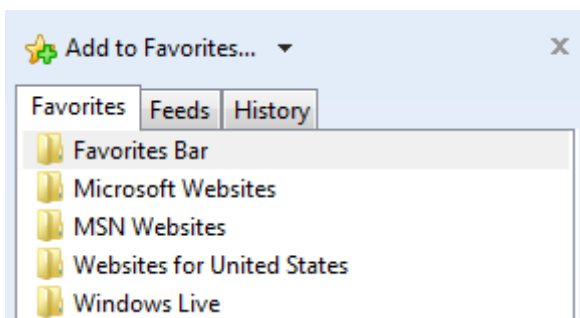
Let's examine what each view of the Explorer Bar allows you to do.

Favorites

Favorites enable you to save the URLs of Web sites that you visit on a regular basis. You can also use a Favorite to retain a URL for future reference. Nearly every Web site can be made a Favorite.

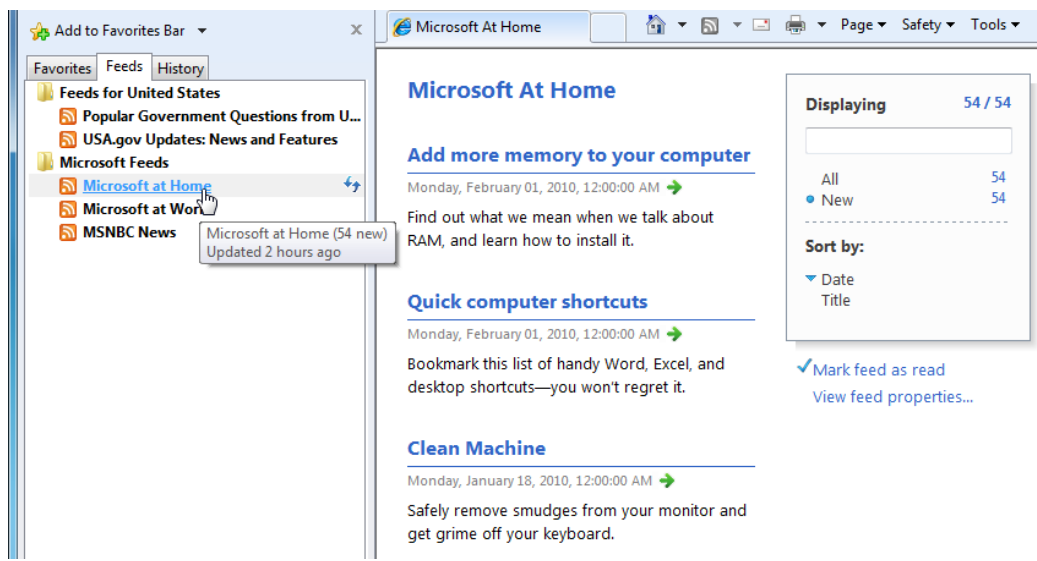
However, many sites can and do change their content on a daily basis. If you want to retain particular information on something like a news Web site, you are better off copying the information or saving the Web page. (We will discuss these topics later.)

The picture below shows the default Favorites that are installed with Internet Explorer. Microsoft has included a few links to their product pages and other local content:



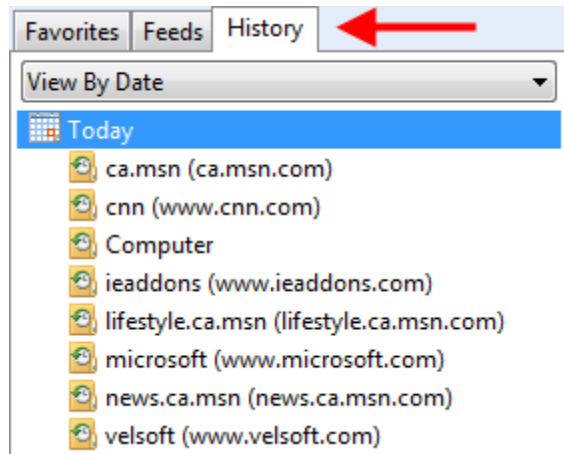
Feeds

The Feeds Chapter of the Explorer Bar will list RSS feeds that you are currently subscribed to. Simply click the link you wish to view; the content will be displayed in the main Internet Explorer window:



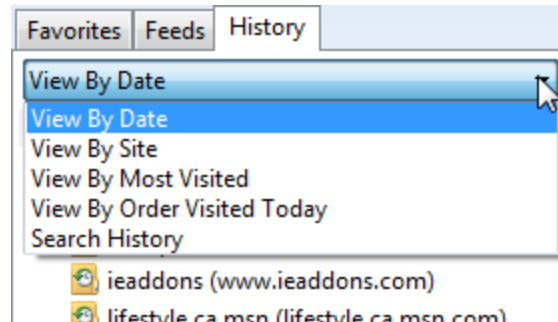
History

Every time you visit a Web site, Internet Explorer records the URL and saves it in the browser history. Use the View menu to switch to the History view of the Explorer Bar or simply click the History tab:



As you use Internet Explorer more each day, there will be more stretches of History to view. Click the Calendar icon that denotes the length of time you want to view, and then click any of the items inside that timeframe. The URL will be used to retrieve the page data.

You can also browse the history by using the combo box:



Using the Search Bar

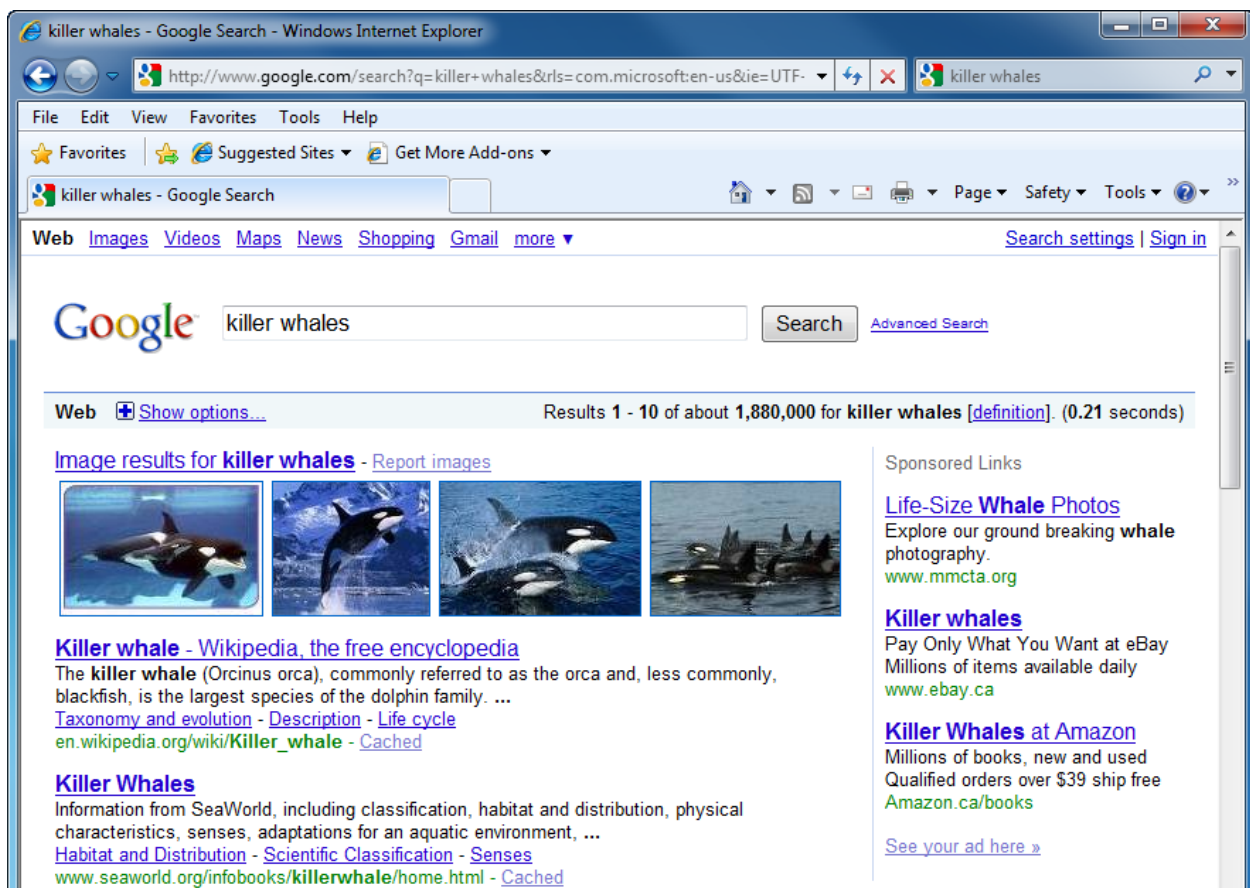
The Search Bar is located at the top of the Internet Explorer window. The Search Bar will also show which search provider is currently being used:



As you type, the search provider will offer suggestions of what you might be looking for. To use of the suggestions, just click one of the items in the list:



Once you have entered your search term, click the magnifying glass icon (🔍) or press Enter on your keyboard. Internet Explorer will open the search provider's web page and display search results:

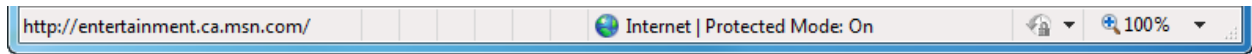


You can search as much as you want, over and over again. You can make your search term more specific by adding more keywords to the Search Bar, or you can clear the Search Bar and search for

something else.

About the Status Bar

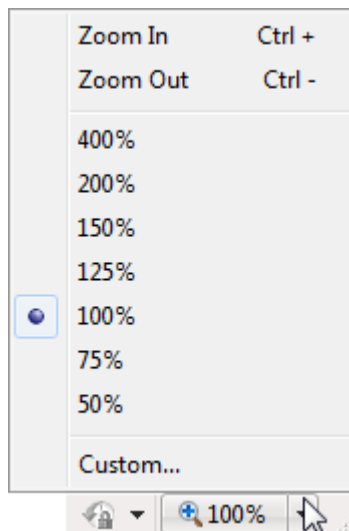
The Status Bar appears at the bottom of the Internet Explorer window:



It displays different information at different times. For example, the left-hand side of the Status Bar above shows that the mouse is currently hovering over a hyperlink.

The word “Internet” and the globe icon indicate that the browser is currently browsing the Internet. If you were connected to a LAN (Local Area Network, a network of computers like in an office building) or were browsing an FTP site, this icon would change to Local Network or FTP accordingly. If your connection to the Internet drops off, the Status Bar will show that the browser is in Offline Mode.

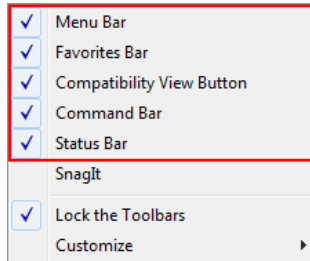
The magnifying glass icon and small pull-down arrow in the Status Bar allow you to increase or decrease the size of the displayed Web page. You can select a magnification level by clicking on it or press Ctrl and + or Ctrl and – at the same time to zoom in and out, respectively:



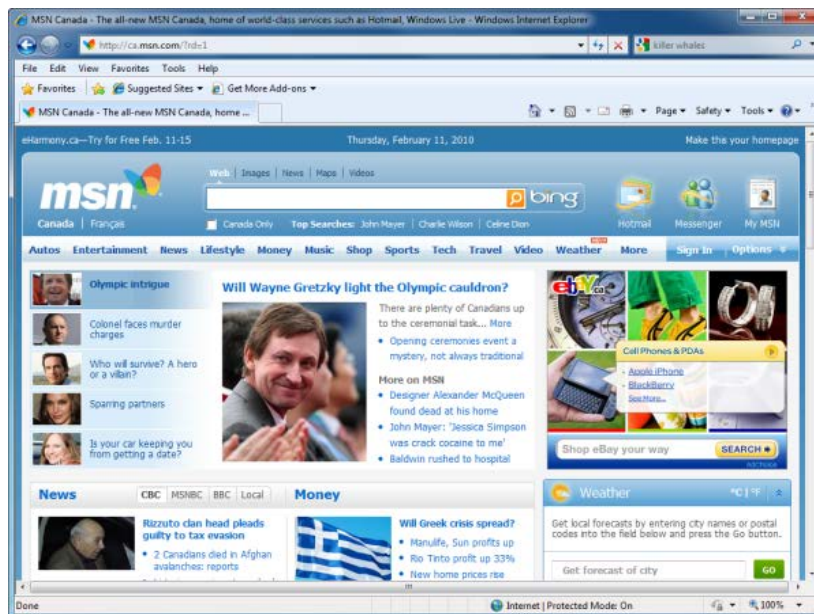
Step-By-Step

In this exercise you will use some different features of the Internet Explorer 8 interface.

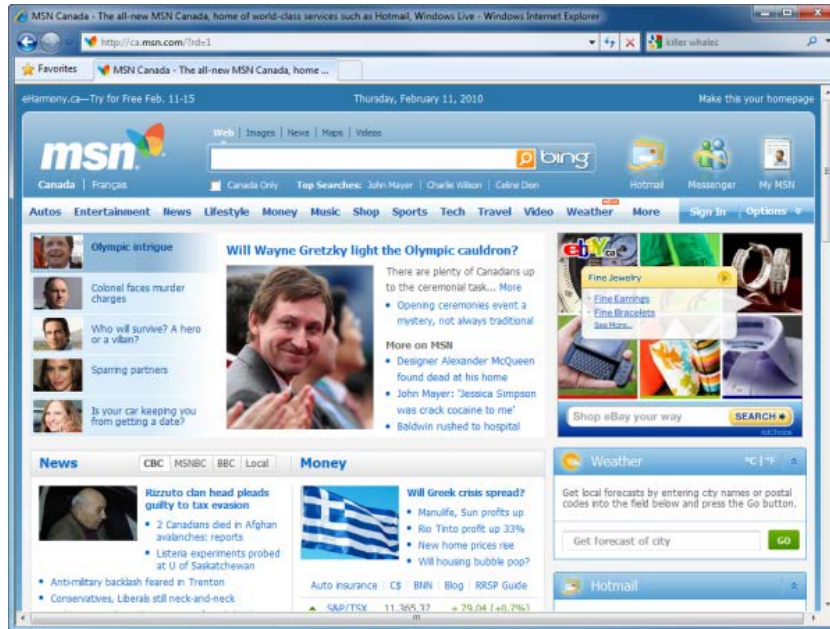
1. Open Internet Explorer.
2. Right-click on any empty space in the Command Area. If any of the first five items are not checked, check them now:



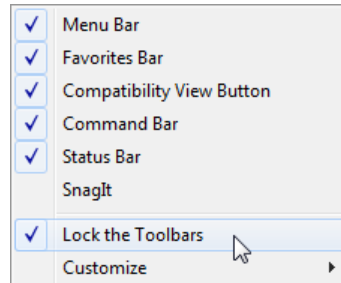
3. Your Internet Explorer window should now look like this:



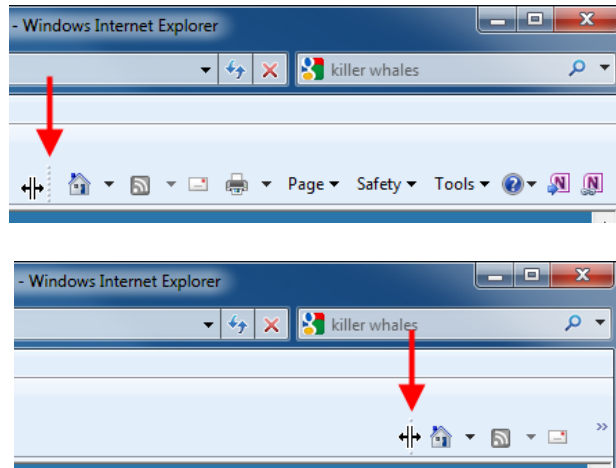
4. Right-click in an empty space and un-check those five options. Your window should now look like this:



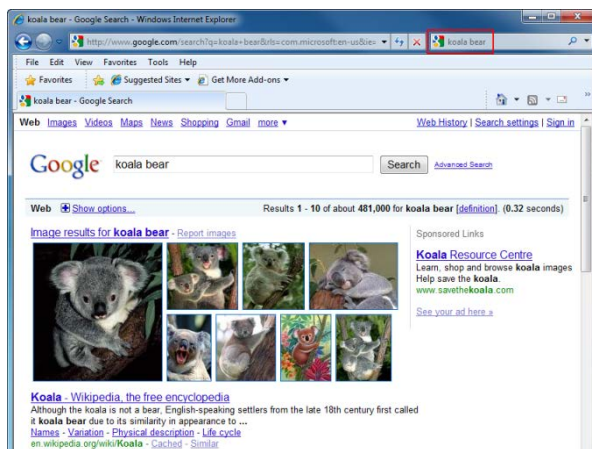
5. Re-enable everything again. Now right-click on an empty space and this time remove the check mark beside Lock the Toolbars (if not already unchecked):



- 6. This action puts a “handle” to the left of the Menu, Favorites, and Command Bars. Click and drag the handle beside the Command Bar right and then left. As you drag, you will see more or less icons appear here:

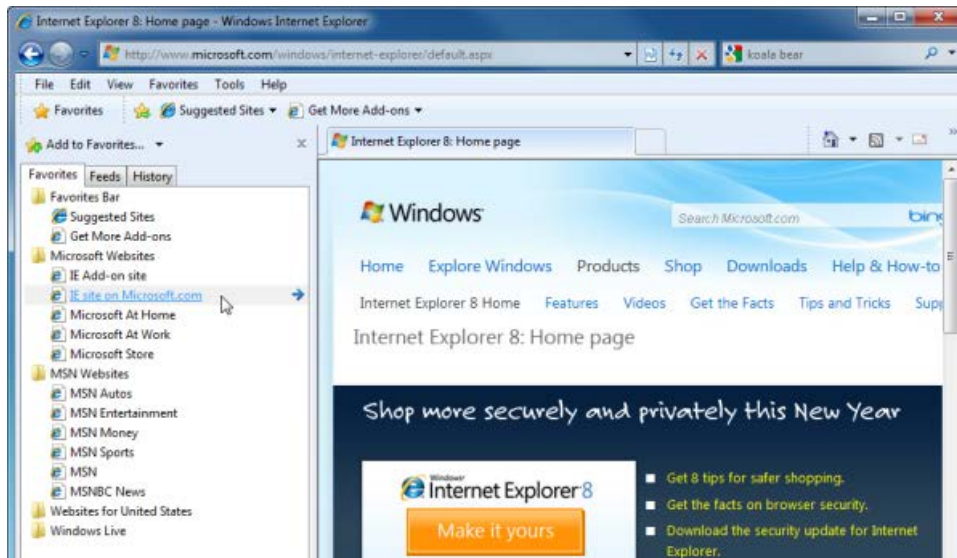


- 7. Type the words “koala bear” into the Search Bar and press Enter on your keyboard. After a few moments you will see the results generated by the search provider appear:

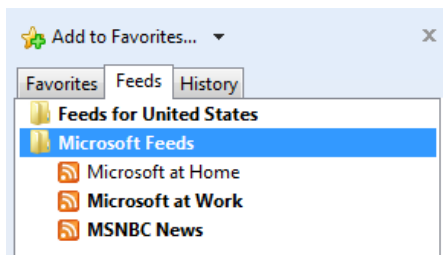


Use the scroll buttons on the right-hand side of the window to scroll up and down, or if your mouse has a wheel, move the wheel up and down to scroll through the page.

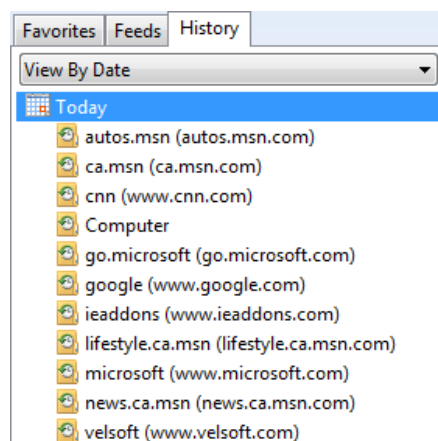
8. Click the View → Explorer Bars → Favorites. Browse through the various URLs that are listed in the Favorites folder.



9. Click the Feeds tab. Open the Microsoft Feeds folder and explore the links. Unread feeds are listed in bold; previously-viewed feeds are listed in plain text:



10. Finally, click the History tab at the top of the Explorer Bar. Click the item labeled Today to see all pages you have visited on this day.



11. Close Internet Explorer to complete this exercise.

Activity 1-3

| | |
|----------------------------|---|
| Objective | To understand how to modify the look of Internet Explorer. |
| Briefing | You have just installed Internet Explorer 8 and have completed the initial set up. Now you want to customize the layout. |
| Task | Manipulate the toolbars and icon size until you find a layout that works for you. |
| Hints | The command for icon size is found by right-clicking an empty area and clicking Customize. Remember you can only move a toolbar by first clicking and holding the left mouse button on the handle of the toolbar, found on the left-hand side. |
| Follow-up Questions | Search for information on your favorite topic. How many results are returned? Now search for your full name. How many results are returned? (Are any of those results actually about you?) |

Session 1-4: The Internet Explorer Window

In this session you will learn more about the interface of Internet Explorer and how it relates to the rest of the Windows environment.

Minimizing, Maximizing, and Restoring

Like many programs that run in Windows, Internet Explorer features common buttons on the right-hand side of the title bar: Minimize, Maximize/Restore, and Close.

To minimize the Internet Explorer browser window, click the Minimize button. This will shrink the browser window down to a button on the Start Bar, typically located at the very bottom of your screen:



Minimizing a window allows you to put Internet Explorer in the background so you may use another program. To bring back the browser window to its original size, simply click the Internet Explorer

button on the taskbar.

To maximize the Internet Explorer browser window, click the Maximize button. This will make the current browser window expand to fill your entire screen:






Alternately, if you wish to shrink (restore) a browser window to its initial size, click the Restore Button. Notice that the icon on the middle button changes from Maximize to Restore depending on the current state of a browser window:

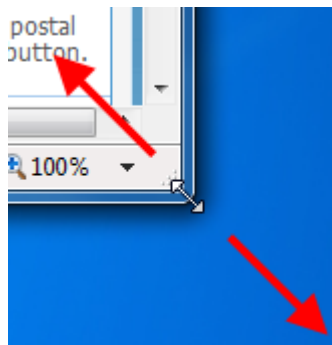


To close the current browser window, click the red Close button.

Manually Resizing the Window

If you would rather have two windows visible at the same time on your screen, such as Internet Explorer and a word processing program, you can manually resize a window. First, move your mouse to the outermost edge of the window.

When your mouse turns into , , or , you can click and drag to resize the window in the corresponding dimension(s):



Full Screen Mode vs. Normal Mode

Imagine you are a business person showcasing a Web site to a client. Internet Explorer allows you to take the Maximize feature one step further by allowing you to fill your entire screen with a Web page, hiding all unnecessary toolbars and the taskbar. This eliminates other clutter on the screen that might distract from your presentation.

To enter Full Screen Mode, simply press the F11 key on your keyboard. The browser window will turn from this:



Into this:

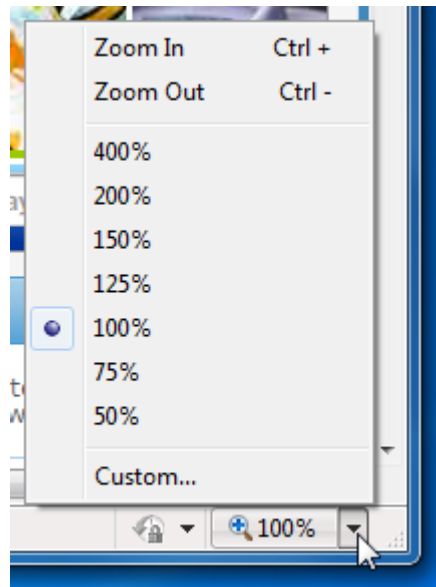


If you move your mouse to the top of the screen, the Command Area will re-appear so you can use some commands or enter a new URL. When you move your mouse away from the top, the Command Area will disappear.

Press F11 again to return to normal mode.

Using Zoom

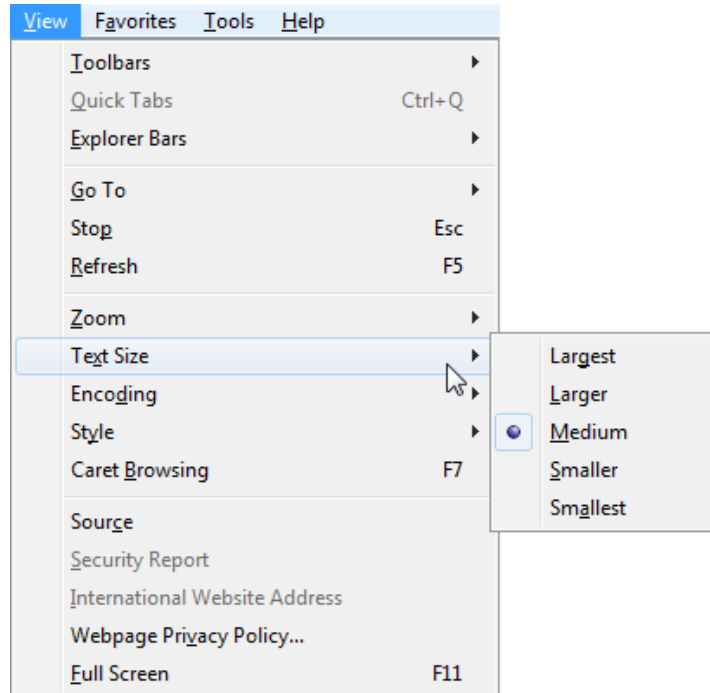
If you have the Status Bar enabled, there is a zoom tool that lets you increase the magnification of the entire browser window. Click the pull-down arrow and select a zoom level:



Consider the following piece of a web page that has been increased to 200% of its regular size:



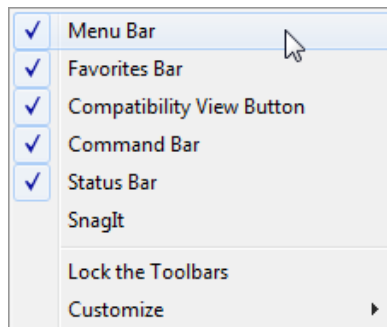
As you can see, the font still remains clear and crisp; however, the picture is starting to lose detail due to the increase in size. Internet Explorer works around the distorted picture issue by letting you increase just the font size and keep the images at their standard size. Click View → Text Size and select the size of text you want to display:



Step-By-Step

In this exercise you will manipulate the Internet Explorer window.

1. Open Internet Explorer.
2. Right-click in an empty space in the Command Area. If the option is not already selected, click the Menu Bar option.



3. If the window does not take up all of the screen, click the Maximize button to expand the browser window to full size:



Now click Minimize:



4. Click the Internet Explorer button in the taskbar. The window will return to a maximized state.



5. Click the Restore button:



6. Press F11 on your keyboard. The window will expand to fill your entire screen. Move your mouse to the top of the screen. Did the Command Area appear?
7. Scroll up and down through the page. Press F11 again to reduce the size of the Internet Explorer window.
8. Move your mouse to the outside edge of your browser window. Use the Horizontal and Vertical resize arrows to make the window occupy the top half of your screen:





9. Open a new Internet Explorer window by clicking File → New Window. Move and resize this new window to fit in the bottom half of your screen:



10. If you are using Windows 7, try clicking and dragging the title bar of one window around to different parts of the screen. What happens if you drag the title bar to the left or right edge of the screen?

Close both windows to complete this exercise.

Activity 1-4

| | |
|------------------|---|
| Objective | To become comfortable switching between Full Screen Mode and Normal Mode. |
| Briefing | Your manager is interested in new training courses available from TEIA and has asked you to make a small presentation using the TEIA Web site. |
| Task | Navigate to the TEIA Web site (http://www.teia.edu.au) and click your mouse to explore the links in the menu. |
| Hints | If you are unsure as to what text is a hyperlink and what is not, hover your mouse over the words at the top of the Web site. A hyperlink always turns your mouse icon from  to  . |

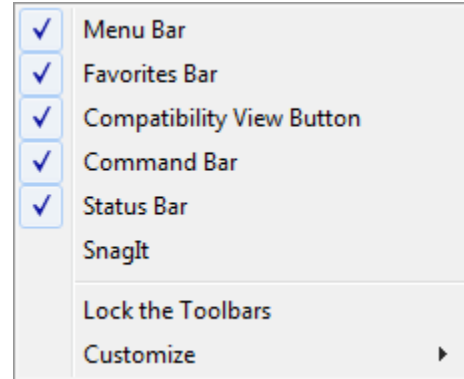
Session 1-5: More about Toolbars

In this session you will discover more of the functionality Internet Explorer gives you with toolbars.

Enabling Toolbars

To quickly enable toolbars, right-click inside any empty space in the Command Area. A right-click menu will appear and show the available toolbars. Those toolbars that are already enabled have a check mark beside them:

We have seen the different toolbars that can be enabled or disabled.



Disabling Toolbars

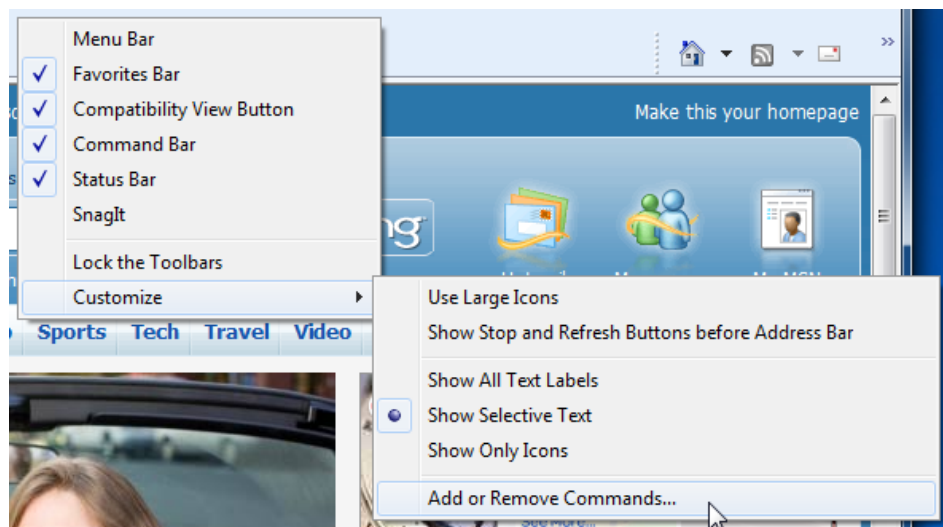
To disable a toolbar, right-click in an empty space in the Command Area. Then, click the toolbar name that you want to remove. You can also disable (or enable) toolbars by clicking View → Toolbars and clicking the toolbar you want to remove.

Locking Toolbars

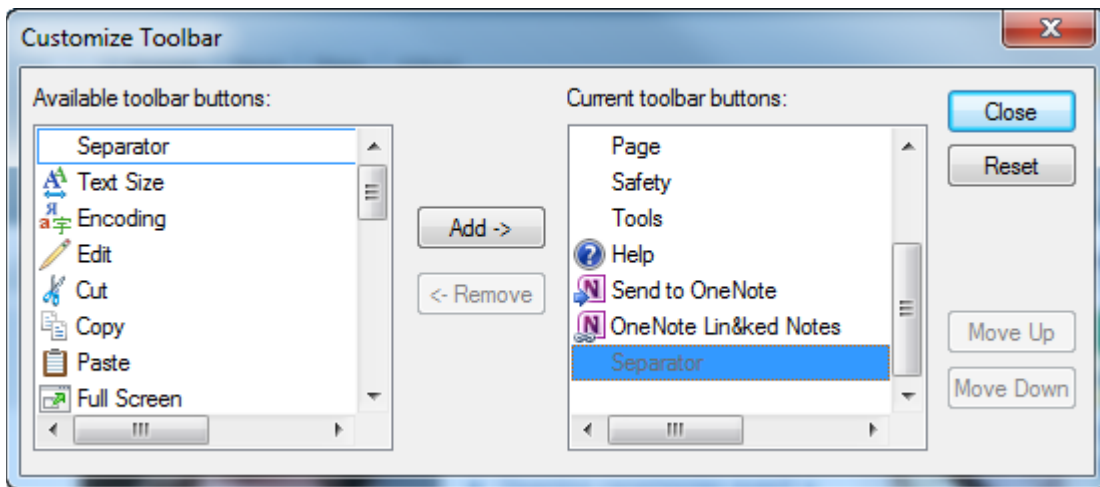
We know that toolbars can be moved. Once they are moved, you can lock them in place by right-clicking in an empty space and choosing Lock the Toolbars.

Customizing the Command Toolbar

Internet Explorer allows you to customize the Command Bar. Right-click in an empty space in the Command Area and click Customize → Add or Remove Commands:

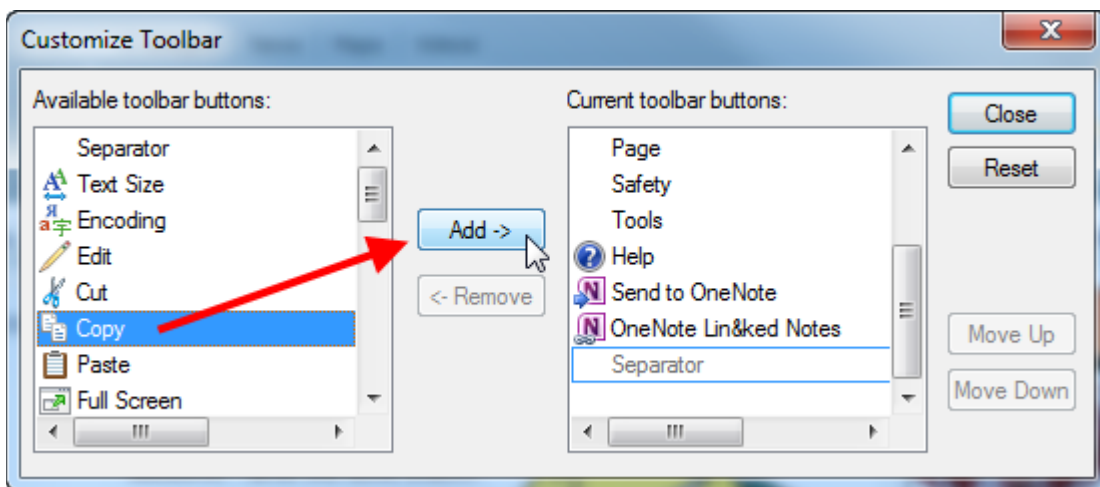


The Customize Toolbar dialog will appear. In the left column you will see a list of all available commands. On the right, there is a list of all commands that are currently in the Command Bar.

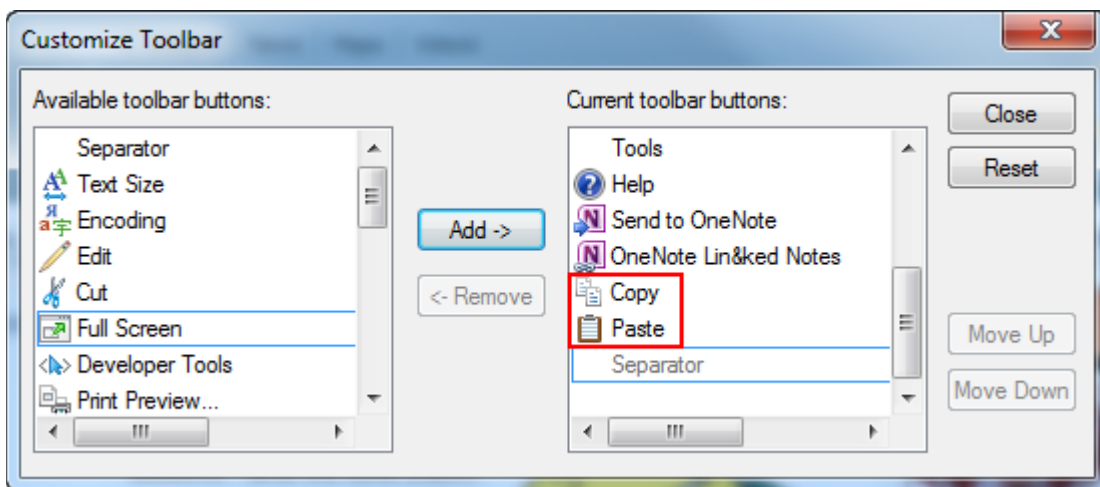


The default commands are listed in the right column. To add a command to the Command Bar, highlight the command you want to add in the left column and then click Add.

For example, let's add the Copy and Paste commands. Highlight Copy and click Add:



As you can see, the Copy command has been moved. Repeat for the Paste command:



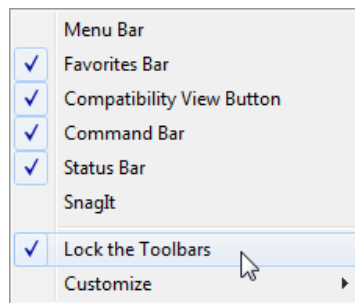
To remove a command, highlight the command in the right column and click Remove. If you want to return to the default list of commands, click the Reset button.

The order from first to last is how the commands are listed from left to right in the Command Bar. You can adjust the order of a command by highlighting the command in the right column and clicking the Move Up or Move Down button.

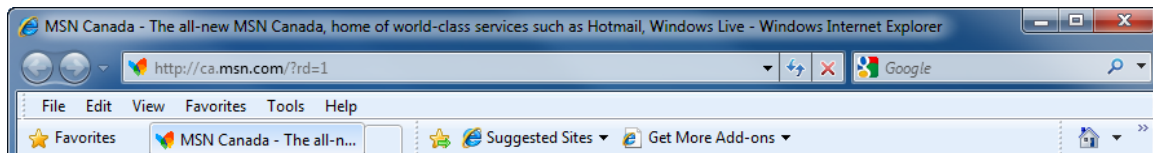
Step-By-Step

In this exercise you will view the toolbars and modify some commands in the Command Bar.

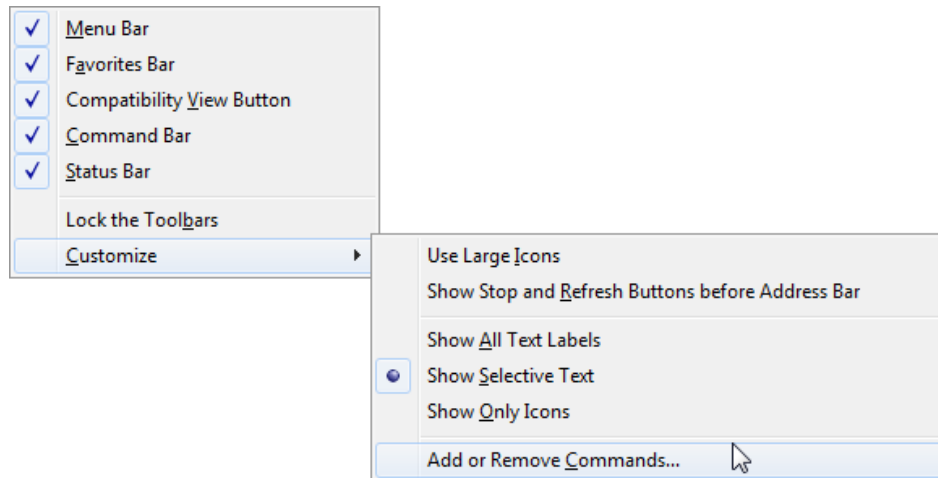
1. Open Internet Explorer. Ensure the window is maximized.
2. Right-click in an empty area of the Command Area.
3. If the Lock the Toolbars option has a check mark beside it, click this option to remove the check mark:



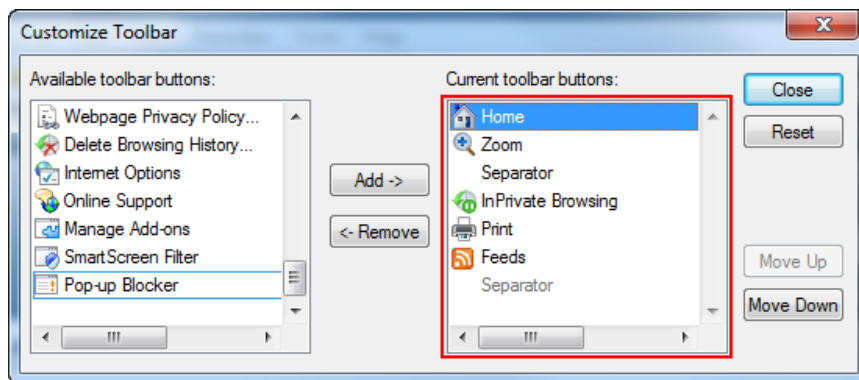
4. Right-click in an empty area of the Command Area and enable the Menu Bar.
5. Click and drag the Menu Bar, Favorites Bar, and Command Bar around the interface. Try to make your browser window to look like this:



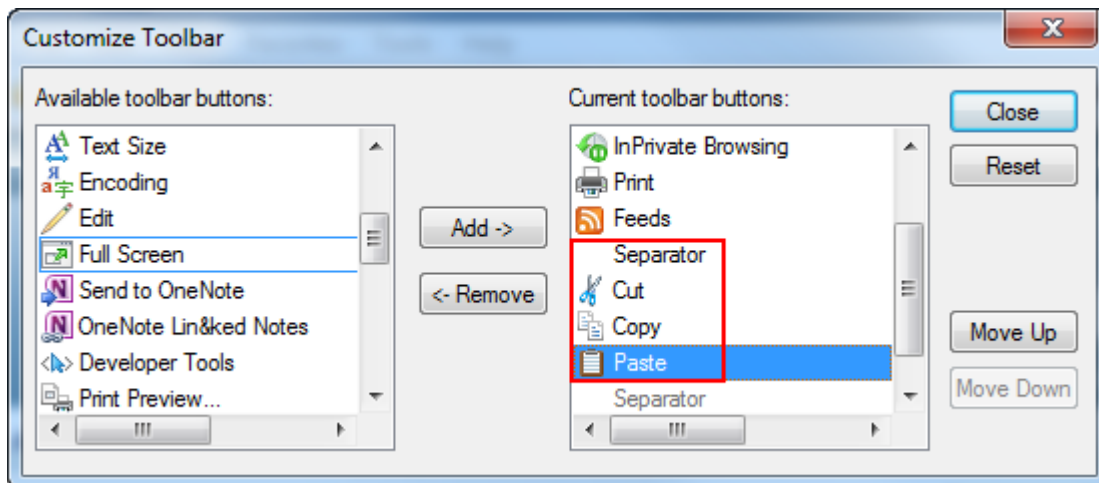
- 6. Right-click in an empty area of the Command Area, point to Customize, and click Add or Remove Commands:



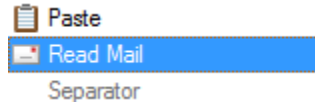
- 7. Add, remove, and reposition the Command Bar tools to look like the following:



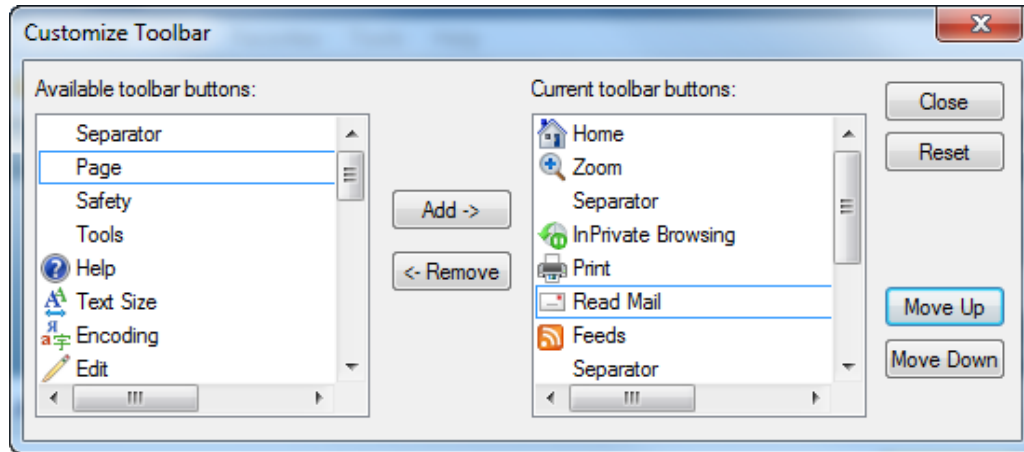
- 8. Add another separator and then add the Cut, Copy, and Paste commands:



- 9. Finally, add the Read Mail command:



- 10. Highlight the Read Mail command and click the Move Up button until the command is underneath the Print command:



Click Close.

- 11. Your Command Bar should look like this:



Close Internet Explorer.

Activity 1-5

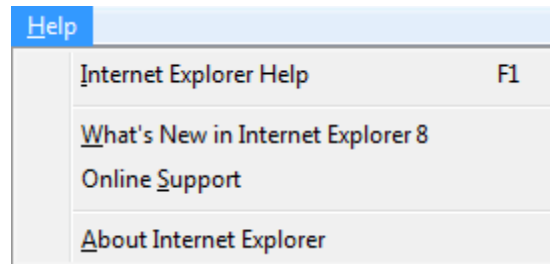
| | |
|------------------|---|
| Objective | To understand how to modify the layout of the Command Bar. |
| Briefing | You are setting up Internet Explorer for a friend. |
| Task | Add the commands to the Command Bar that you think would best benefit your friend. Once you have made the modifications, lock the toolbars. |
| Hints | Add one or two separators to the Command Bar list, moving them up and down to better categorize the commands. |

Session 1-6: Getting Help

When all else fails and you cannot figure something out, you can use the Help file to try and solve your problem. In this session, you will explore the features of the Help menu.

About the Help Menu

Let's take a quick look at the options in the Help Menu:



Internet Explorer Help Use this primary Help file to answer question about Internet Explorer and browse the entire contents. You can also press F1 on your keyboard to open the Help file.

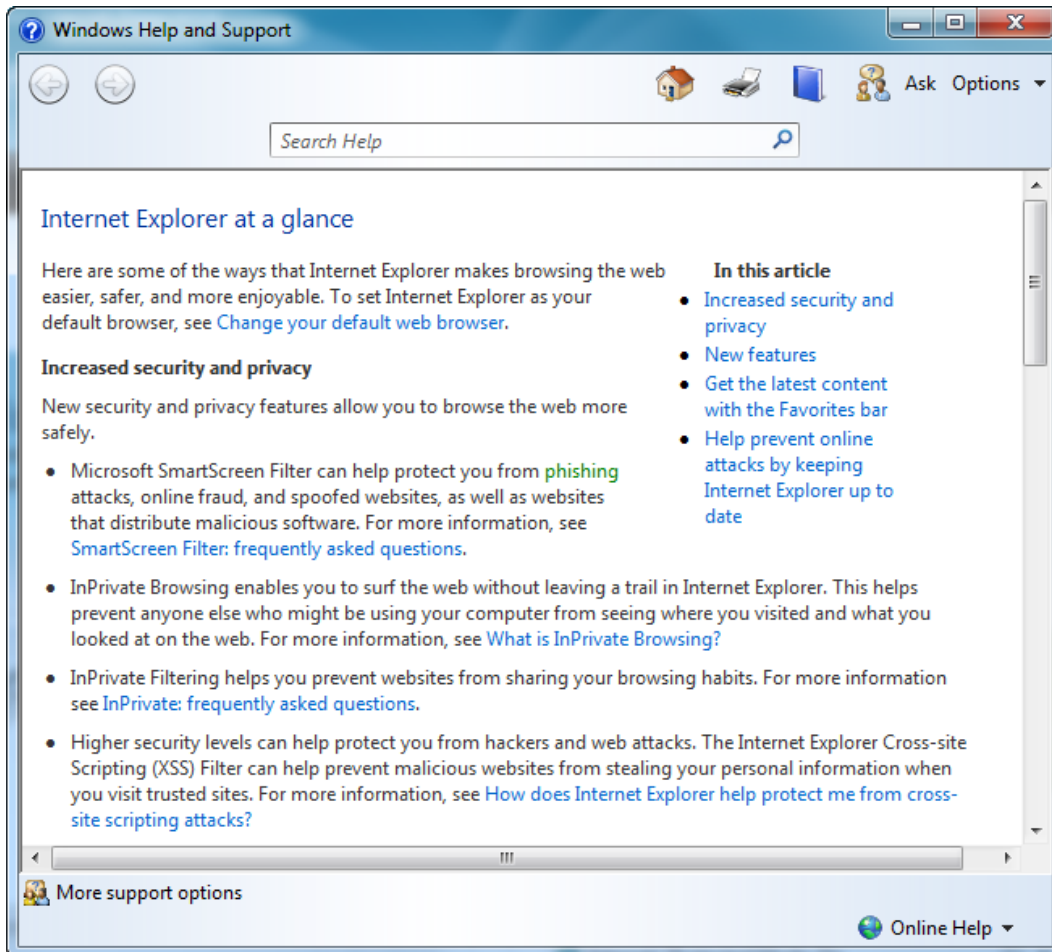
What's New in Internet Explorer 8 Use this link to connect to Microsoft's Web site and take a tour of all of the new features in Internet Explorer 8.

Online Support This link will direct you to Microsoft's Online Support page. This Web site includes help and support for other Microsoft products as well.

About Internet Explorer This option opens a dialog that shows the product version, ID, and copyright information for Internet Explorer.

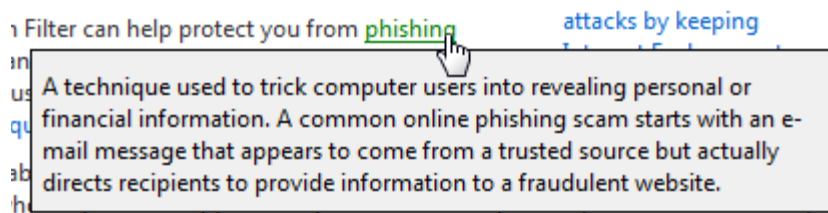
About the Help File

When you click Internet Explorer Help or press F1, the Windows Help and Support window will appear and show information about Internet Explorer:



Help content is displayed in the main portion of the window. A small list of topics is shown on the right.






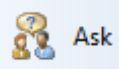
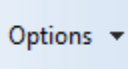
There is also green and blue text scattered throughout the document. Click the **green text** to see an expanded definition of that word or phrase:

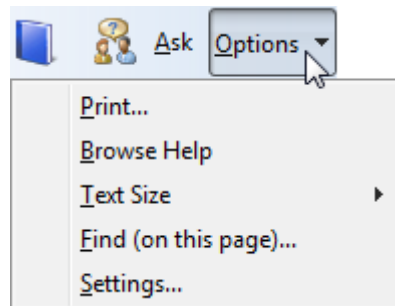


The **blue text** denotes hyperlinks. Click these links to view more information within the Help file or be directed to an online resource:

computer from seeing where you
are [What is InPrivate Browsing?](#)
from sharing your browsing habits

There is a toolbar at the top of the Help file that works very much like Internet Explorer:

- Back**  When you click a hyperlink, the Back button will become active. Click this to go back one topic.
- Forward**  If you click Back, the Forward button will become active. Click this to revisit a topic.
- Home**  Click this button to go to the first Help page, the one you would see if you opened the Help file.
- Print**  Click this button to print the current Help topic.
- Table of Contents**  The table of contents lists all topics in the Help file. We will explore this more in a moment.
- Ask**  Click this link to find out how you can ask other people for help with Internet Explorer or other Microsoft applications.
- Options**  The Options button displays the following menu:



1. **Print** will print the current topic.
2. **Browse Help** opens the table of contents.
3. **Text Size** lets you make the text larger or smaller for easier reading.
4. **Find (on this page)** lets you search the current topic for a word or phrase.
5. **Settings** opens a separate window which lets you opt to download the latest help information from the Internet or join the Help Experience Improvement Program.

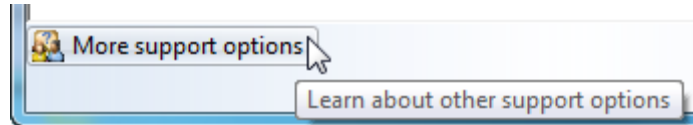
Search Bar Underneath the commands is the Search Bar:



Use this bar to search the Help file for a certain word or phrase.

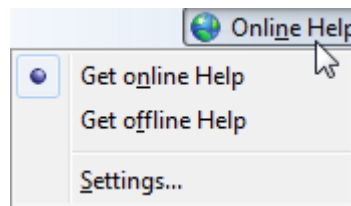
More support options

This command is found in the bottom left-hand corner of the Help window and offers the same options as the Ask command:



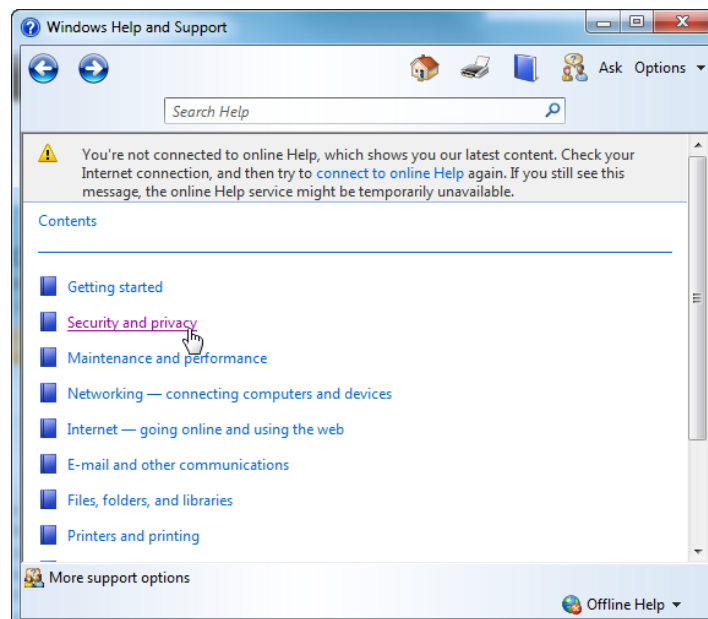
Online vs. Offline Help

The Help file can switch between online and offline help. **Online Help** gets the most recent help information directly from Microsoft. **Offline Help** uses a local Help file stored on your computer. Switch between the two modes by using this command:

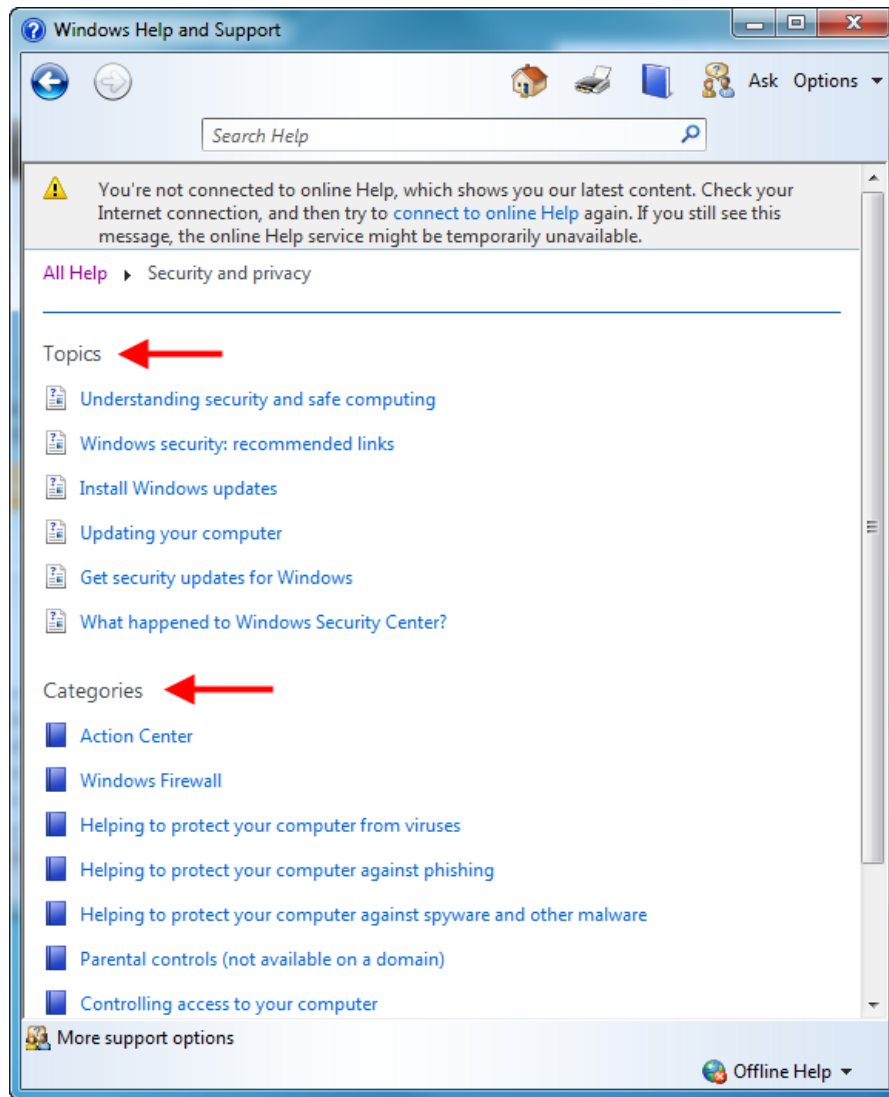


Using the Table of Contents

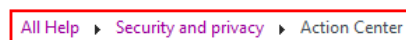
Clicking the Table of Contents command will let you browse through all the Help topics. To see the subcategories of a particular topic, click the hyperlink for a particular topic:










When you click a topic, associated subtopics and categories will appear:



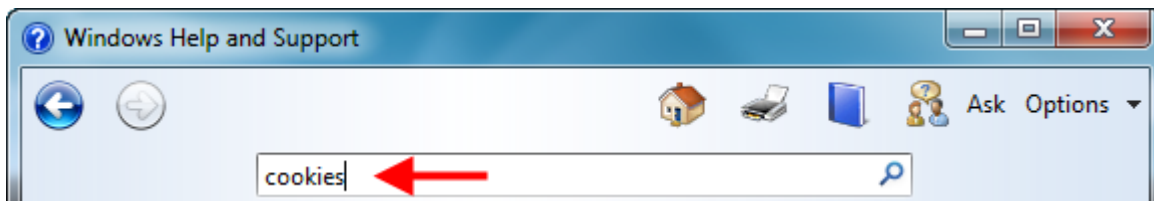
Just keep following the subtopics/categories until you find the information you are looking for. As you follow the path to your answer, the Help file will remember where you are by displaying a breadcrumb trail, which has been highlighted below. If you want to return to a subcategory and retrace your steps, click one of the hyperlinks in the breadcrumb trail:



-  [What is Action Center?](#)
-  [How does Action Center check for problems?](#)
-  [Why do some solutions or problem reports stop showing up in Action Center?](#)
-  [Use a firewall that Windows doesn't find](#)
-  [Use antivirus software that Windows doesn't find](#)
-  [Update your antivirus software](#)
-  [Using anti-malware software to help protect your computer](#)

Searching the Help File

To search the Help file for a topic, type something into the Search bar and press Enter or click the magnifying glass icon:



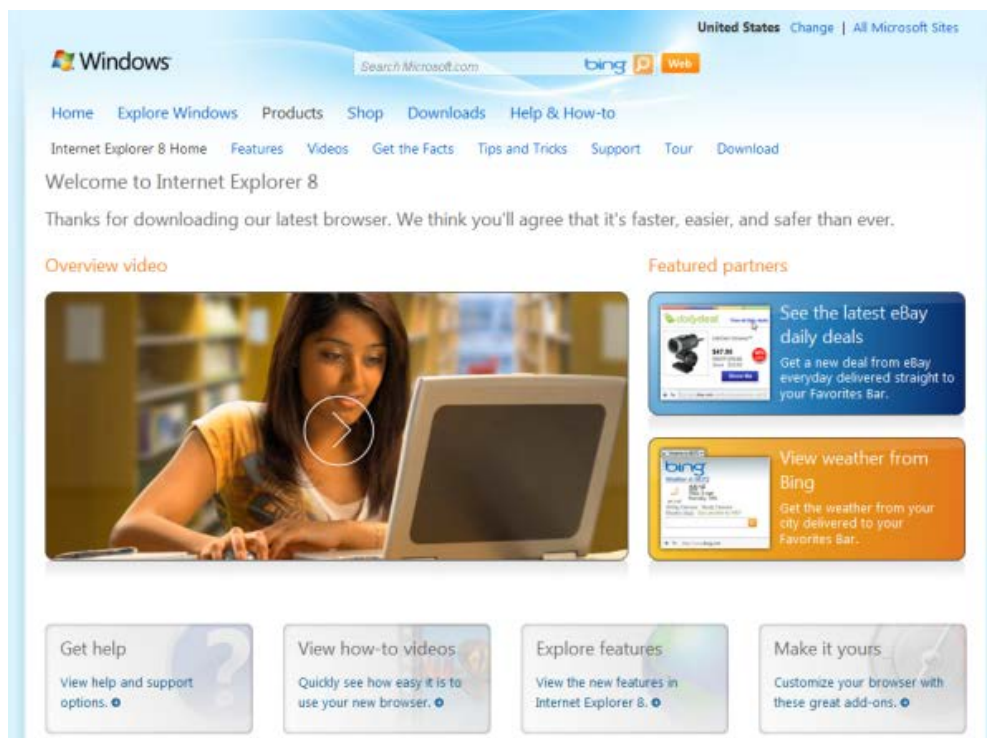
Relevant search results will be shown in the Help file. Just click a topic to view it.

19 results for **cookies**

1. [Cookies: frequently asked questions](#)
2. [Block or allow cookies](#)
3. [Why doesn't Windows Defender detect cookies?](#)
4. [Delete your Internet cookies](#)

Taking the Internet Explorer Tour

Back in the Help menu, click What's New in Internet Explorer 8. You will be directed to a special Chapter of the Microsoft Web site. Here, you can view features, videos, get support, and check out information from featured Microsoft Partners:



Online Support

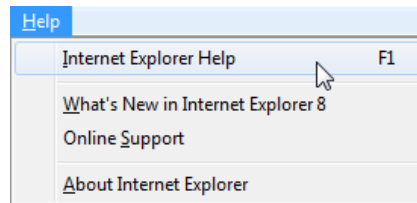
Click Help → Online Support to display a special support Web site for a number of Microsoft products.

The quickest route to information is to click the Solutions Centers button at the top of the page. Select your Microsoft product and continue browsing from there.

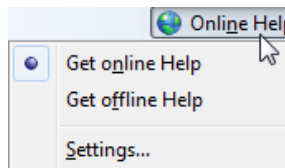
Step-By-Step

In this exercise you will explore the different help options that are available and check out what's new in Internet Explorer 8.

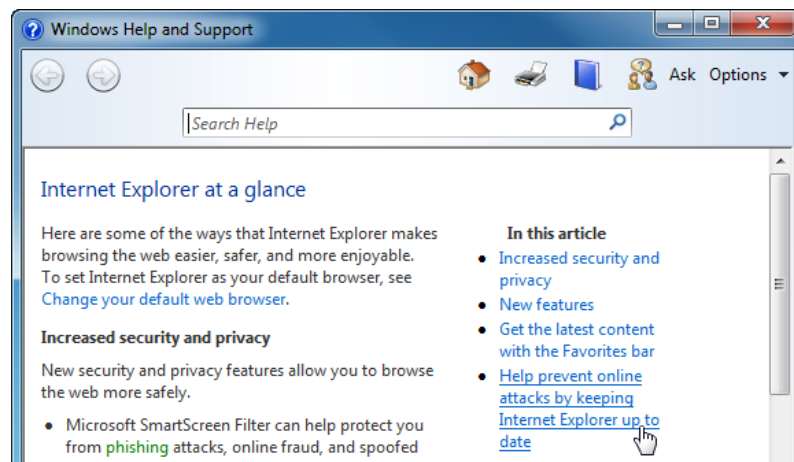
1. Open Internet Explorer. Enable the Menu Bar if it is not already visible.
2. Click Help → Internet Explorer Help:



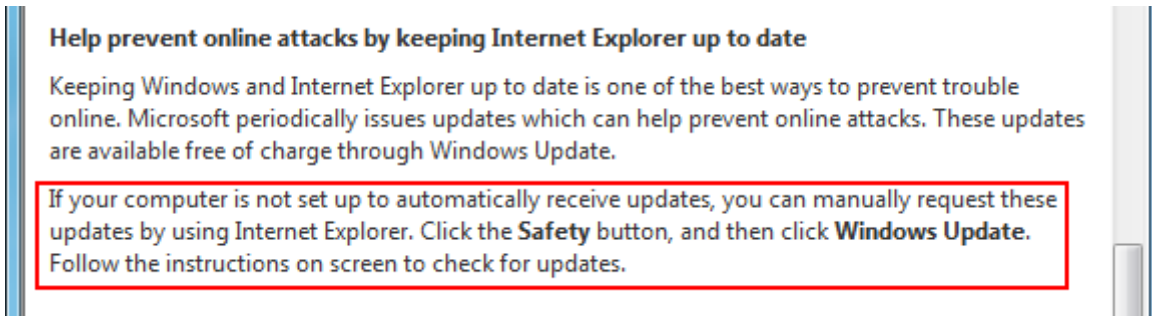
3. When the Help window appears, make sure you are using Online Help:



4. Click the "Help prevent online attacks..." link under the heading "In this article:"



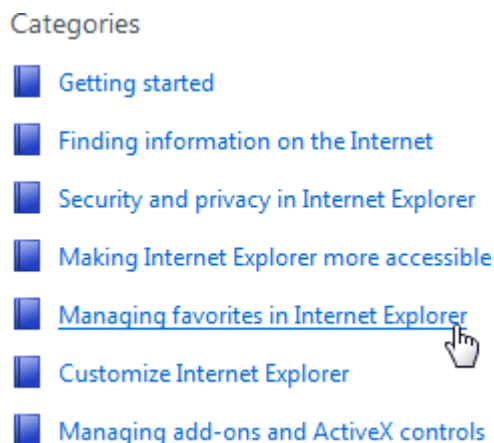
- 5. This will scroll to the bottom of the Help window. The important information in this paragraph is shown here:



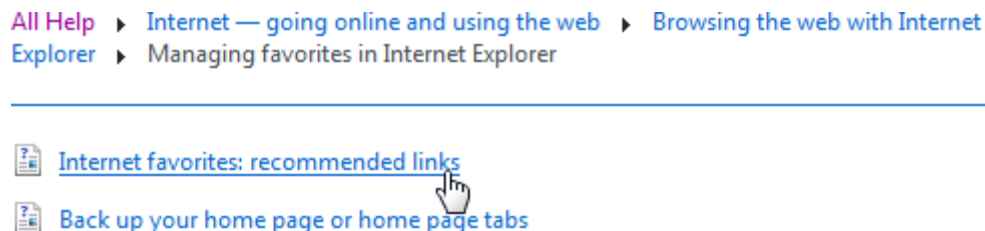
- 6. Click the Table of Contents command:



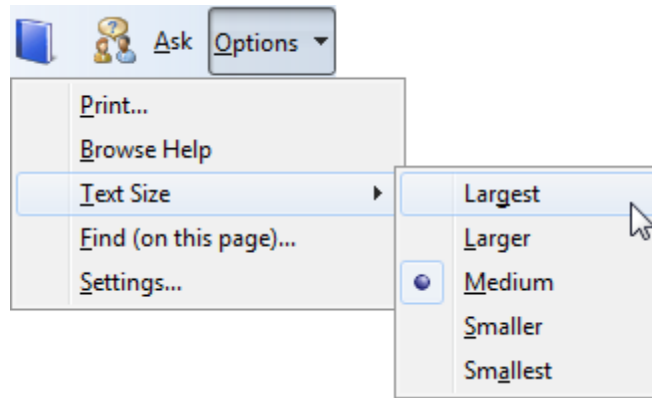
- 7. When the table of contents appears, click “Managing favorites in Internet Explorer” under the Categories heading:



- 8. Click Internet favorites: recommended links. Note the breadcrumb trail showing the location of this topic:

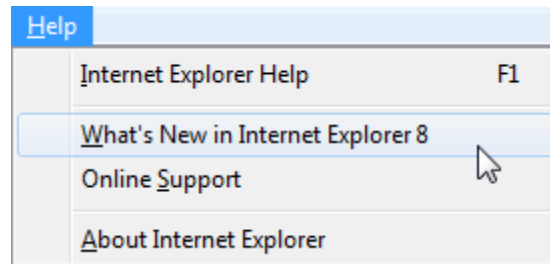


- 9. Click Options → Text Size → Largest:



Does this option enlarge **all** the text shown in the Help window?

- 10. Close the Help window. Click Help → What's New in Internet Explorer 8:

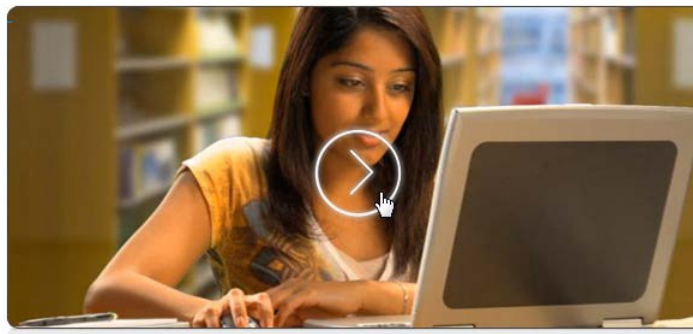


- 11. Watch the Overview video by clicking the Play icon in the center of the picture. This will play a short video clip about Internet Explorer 8:

Welcome to Internet Explorer 8

Thanks for downloading our latest browser. We think you'll agree that it's f

[Overview video](#)



- 12. When the video has completed, close Internet Explorer 8 to complete the exercise.

Activity 1-6

| | |
|----------------------------|---|
| Objective | To understand how to get online Internet Explorer help. |
| Briefing | You have purchased a new computer and want to help keep it defended against viruses. |
| Task | Access the Help function in Internet Explorer and Search the Help file for “security.” Find information on downloading security updates and service packs. |
| Follow-up Questions | Using the Help file, research “phishing,” “spyware,” and “viruses.” |

On-Line Test

You could try and do the first on-line quiz for Internet Explorer.

Ask your teacher for the way to access this activity.

Chapter 2: Browsing the Web

In this chapter you will learn how to:

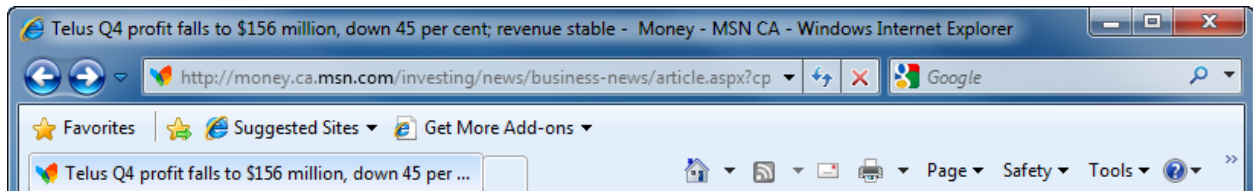
- Recognize the different parts of a Web address
- Use Internet Explorer's navigation buttons
- Go to your home page
- Use the address bar
- Use the different types of hyperlinks
- Open a page in a new window
- Use the tabbed browsing system
- Use tab thumbnails to view many web pages at once
- Find help on tabs
- Use different search methods, including Find, the search box, and search engines
- Search the Internet effectively
- Change search options
- Copy text and pictures from a Web page
- Save pictures from a Web page
- Save a Web page
- Send pages, links, and pictures via e-mail
- Use Print Preview and Page Setup
- Print selections or entire Web pages

Session 2-1: Accessing a Web Site

In the first chapter of this manual, you looked at how to display Web pages and other information available on the Internet. In this session, you will learn about the functional interface of Internet Explorer and how to explore different parts of the Internet.

Using Navigation Buttons

The navigation buttons are the primary way that you use Internet Explorer. Let's take a look at the different buttons found in the Command Area:



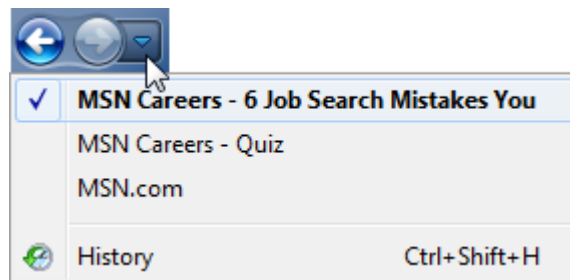
Forward and Backward



When you click on hyperlinks or buttons that direct you to different Web pages, use the left-facing arrow to go back through the pages you have visited since opening Internet Explorer.

If you have gone back too far in the history of visited pages, use the right-facing arrow to move forward and revisit pages that were viewed since Internet Explorer was opened.

Click the small pull-down arrow beside the Forward button to view a list of all the Web sites you have visited since opening Internet Explorer:



Click the title of any page you see here to jump directly to that page. The History listing at the bottom of the list allows you to visit all of the Web pages you have ever visited. We will explore the History function later in this manual.

Refresh



The Refresh button will reload the Web page you are currently viewing. Sometimes the content of certain Web pages changes daily or hourly, such as a news Web site. Click the Refresh button to update the Web page.

If Internet Explorer encounters an error or behaves unexpectedly when loading the page, clicking the Refresh button may let you properly view the page.

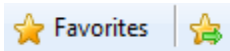
Sometimes after clicking Refresh the Web page might not update properly. If this happens, press Ctrl + F5. This will force Internet Explorer to “forget” that it displayed this page and reload everything from the online server once more.

Stop



Click the Stop button to stop loading the current Web page. Pressing the Escape key (Esc) on your keyboard will do the same thing.

Favorites

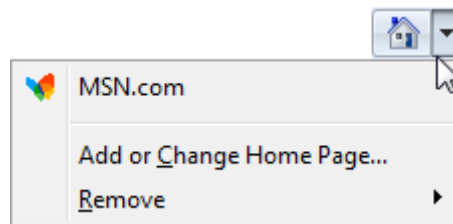


Use the Favorites button (single star) to revisit the URL of a Web page that has been saved on your computer. Click the Add Favorites button (star with green arrow) to add the URL of the current Web page to your computer.

Home



The Home Button will always navigate back to the first Web site that Internet Explorer loads upon launching the browser. Click the pull-down arrow to add or change your home page:



Parts of a Web Address

Web addresses (or URLs) can be found just about everywhere. Even your favorite candy bar likely has a Web address for the manufacturer! A URL is just like a mailing address. It directs your browser to request Web page data so you can view it. Let's examine a generic Web address piece by piece:

<http://www.mycompany.com/index/home.html>

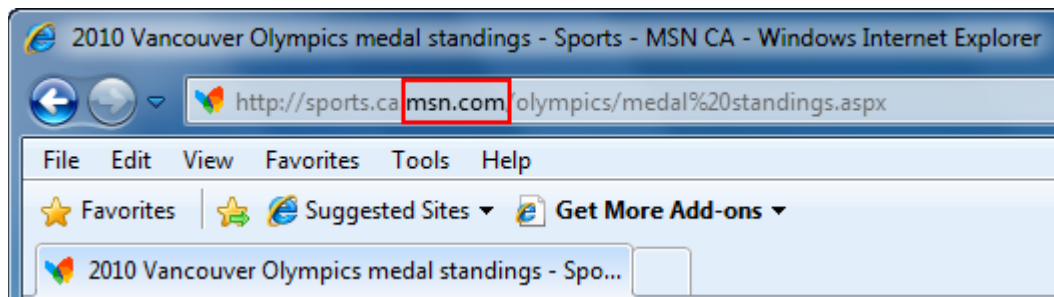
http://www.

This is referred to as the **protocol** Chapter. The “http” denotes Hyper Text Transfer Protocol and the “www” stands for “World Wide Web.” Most web browsers assume you are going to be using the HTTP protocol, so you can usually leave the “http://” off.

mycompany.com

This is the **domain name**. The domain name is a reference to the individual or organization that owns the Web site. The “.com” extension indicates that the organization is a company. Most Web sites don't even require the “www.” prefix either: you can usually just type “mycompany.com” and Internet Explorer will find the Web site.

While viewing a Web site, the domain name is automatically highlighted in the Address Bar:



/index

This is referred to as a **resource**. A resource can reference a folder, disk drive, network location, or some other location which contains data accessible through the Internet.

.html

This last Chapter is referred to as the **extension**. Every file has some type of extension; in this case the file “home” has the .html extension. This indicates the requested document is a Hyper Text Markup Language document.

Accessing your Home Page

Your home page is a particular Web site or network resource that is displayed as soon as Internet Explorer is launched. You can also access your home page by clicking the Home button in the Command Bar. Later you will learn how to set your home page to whatever URL you like.

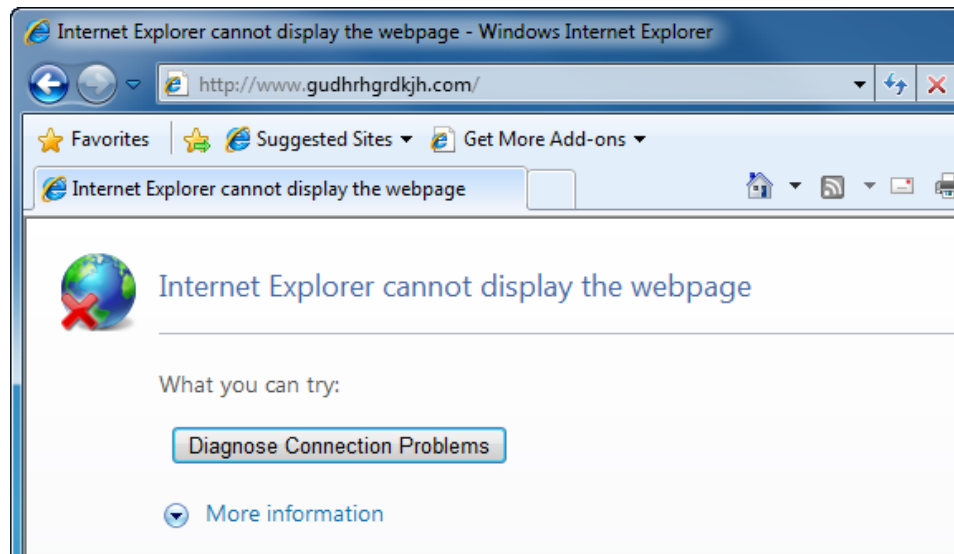
Using the Address Bar to Access a Web Site

If you know the URL of the particular Web site you would like to visit, you can enter it by clicking in the Address Bar, typing the URL, and pressing Enter:



When you have entered the complete URL, press Enter on your keyboard to make Internet Explorer load that particular Web site.

If you entered an address incorrectly, either by misspelling a word or entering a space by accident, Internet Explorer will respond with an error message:



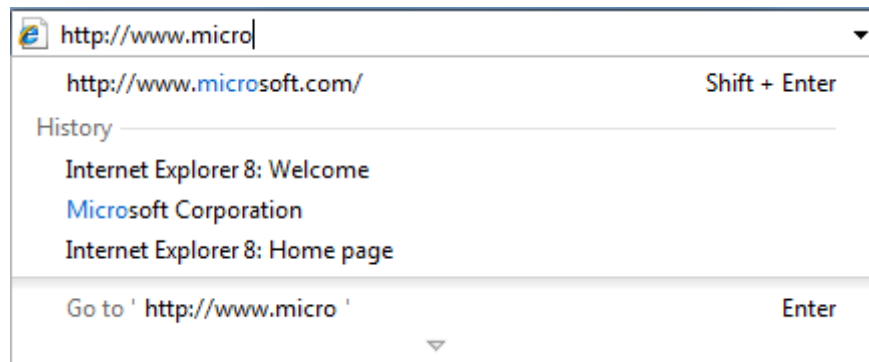
Notice the title bar of the browser window: "Internet Explorer could not find the server that hosts the particular Web site you specified." There are other possible causes:

1. It is possible that the Web site might not be active on the server at the time, or the response back from the server was too slow in order for Internet Explorer to display data in time. (A server that is too slow will prompt Internet Explorer to time out.) Click the Refresh button on the Standard Toolbar or try the Web site later on.
2. It is possible that you entered your account information given by your ISP incorrectly, and will need to contact your provider to help troubleshooting this problem.
3. It is possible that the Web site you are trying to access is has higher security settings than a publicly available server. For example, if you are an employee of a large company that allows

its workers to access the private network from home, Internet Explorer is capable of sending and receiving encrypted data.

Internet Explorer also features an AutoComplete option that will automatically fill in Web sites that you have already visited. Earlier, we learned that Internet Explorer has a History feature that records the URLs of Web sites you have visited. For example, if you visited Microsoft's home page in the past, your browser will have saved the URL <http://www.microsoft.com> in your cache.

If you want to visit Microsoft's home page again, click your mouse inside the Address Bar text field and begin to type the address for Microsoft again:



Once you have typed the first few letters of the word "Microsoft," you will see a list of possible matches based on the contents of your browser history. Sure enough, we can see Microsoft's home page URL in the list. Move your mouse to the list of possible matches, scroll up or down if necessary, and click the address you want. Internet Explorer will automatically complete the address in the text field; you just have to press Enter on the keyboard to navigate to your desired Web site.

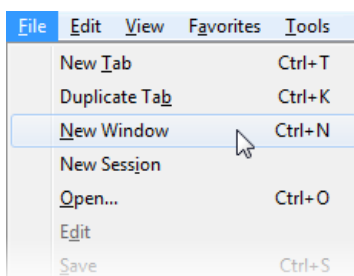
Accessing a Web Site via a Hyperlink

Nearly every Web site on the Internet features hyperlinks, which we know connect one Web page to another or one part of a Web page to another part of the same page. Normally a hyperlink is displayed [like this](#). However, a hyperlink can be displayed in any color and without underlining the text. (A picture can also be a hyperlink.)

Thankfully, your mouse cursor can tell what a hyperlink is and in most cases your cursor becomes a small hand icon (👉). This indicates you have found a hyperlink. Click the hyperlink to follow its path.

Opening a Page in a New Window

Internet Explorer allows you to view more than one Web site at a time. For example, if you want to view the weather or review some sports scores, Internet Explorer allows you view all three at once.



You can view the data in three different windows, in three different tabs in one window, or a combination of each.

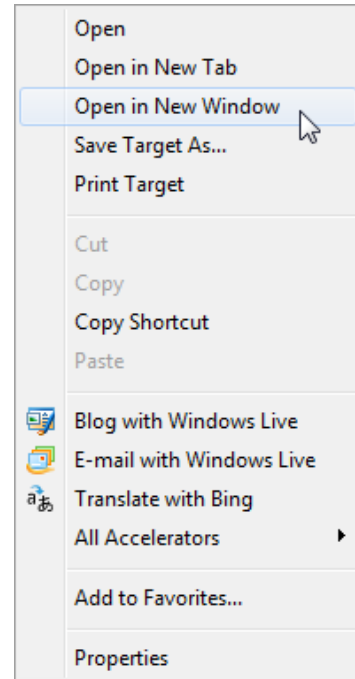
To open a new instance of Internet Explorer, click the File menu and click New Window:

This will open a new browser window, indicated by a new program

button on the Start Bar. It is important to note that the new window will open to the same Web site that you were viewing when you opened the new window, not your home page.

Hyperlinks also provide the ability to open a new browser window. When your mouse is hovering above a hyperlink, click right mouse button to display the hyperlink right-click menu. Open Link in New Window to display the target document in location:

Internet Explorer is an example of a tabbed browser. This different Web pages can be viewed in the same window, but will be displayed in its own tab. We will cover the use of tabs in next Session.



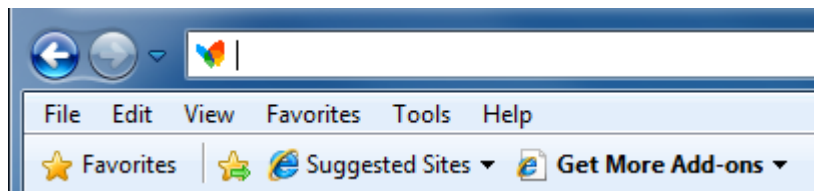
the
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Step-By-Step

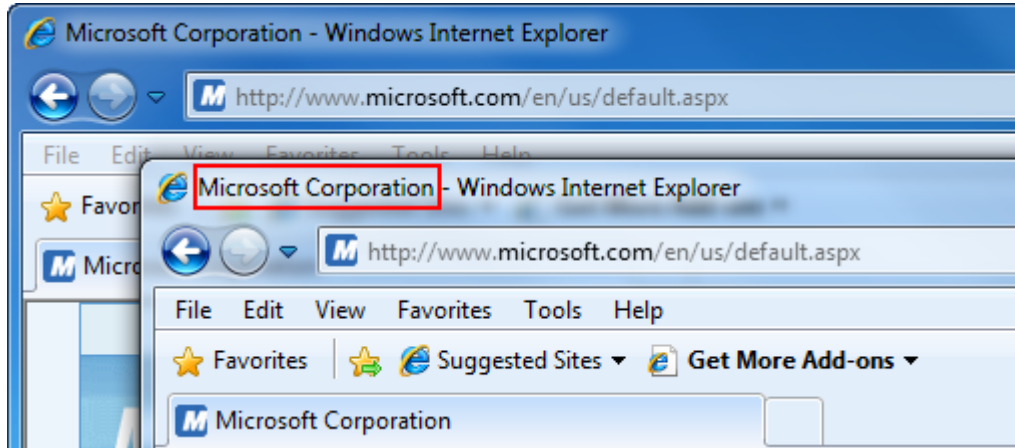
In this exercise you will navigate through some Web sites.

1. Open Internet Explorer. Your default home page will be displayed.
2. Click in the Address Bar and press Delete or Backspace to erase the URL:

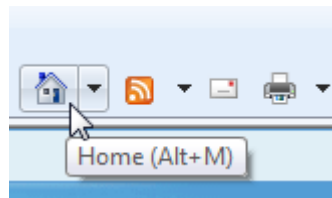


3. Type www.teia.edu.au into the Address Bar and press Enter. Your browser will take you to TEIA's Web site:
4. Click in the Address Bar again and clear the URL. Type www.microsoft.com and press Enter.

5. Click the pull-down arrow on the right-hand side of the Address Bar. You will see previously visited Web sites.
6. Open a new Internet Explorer window by pressing Ctrl + N on your keyboard. This new window will also display Microsoft's Web site:



7. Click the Home button in the Command Bar to return to your home page:



8. Close both Internet Explorer windows to complete this exercise.

Activity 2-1

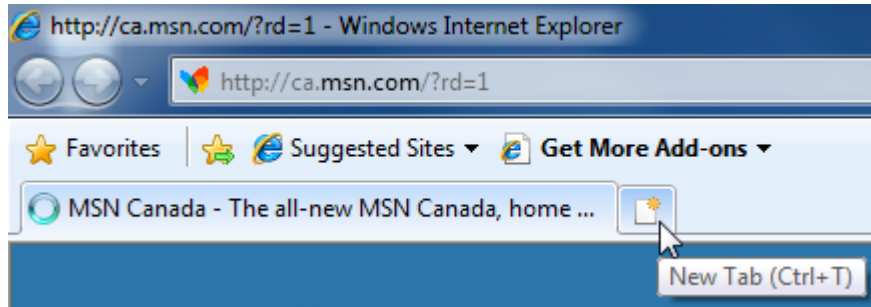
| | |
|----------------------------|---|
| Objective | To understand how to use different Internet Explorer windows at the same time. |
| Briefing | You are doing a school project about volcanoes in the Pacific Ocean and are collecting information from the Internet. |
| Task | <p>Type <i>volcanoes</i> into the Search text field and press Enter. Click on the hyperlinks in the search results and continue to navigate until you find an interesting Web site on the topic.</p> <p>Then open a new browser window. Here, search for volcanoes again. Repeat this process until you have found three different Web sites that talk about volcanoes.</p> |
| Hints | Try adding more keywords to the search to narrow your topic, like <i>volcanoes in Pacific Ocean</i> or <i>volcanoes in Hawaii</i> . You can also try putting quotes around the search phrase like “volcanoes in Hawaii.” |
| Follow-up Questions | Search for information about volcanoes in Siberia and Japan. |

Session 2.2: Using Tabs

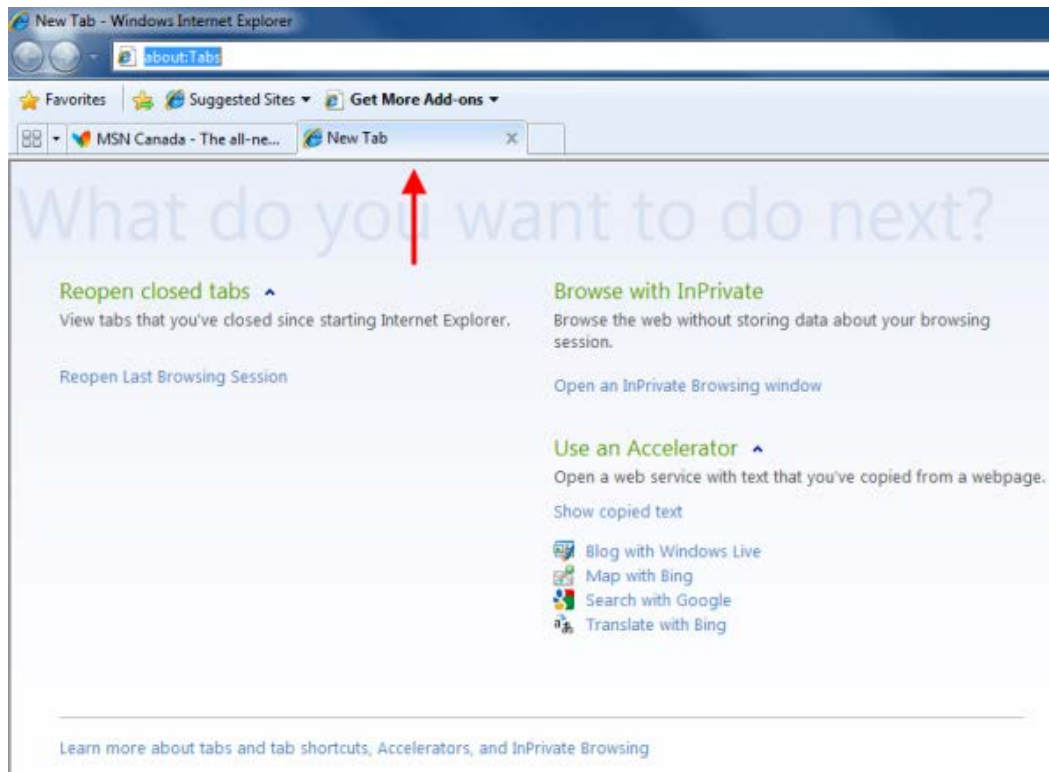
Most modern Web browsers also use this tabbed browsing feature. With browser tabs, you have the ability to open multiple Web pages in one browser window. In this session you will learn all about tabs and how to use them.

Opening a New Tab

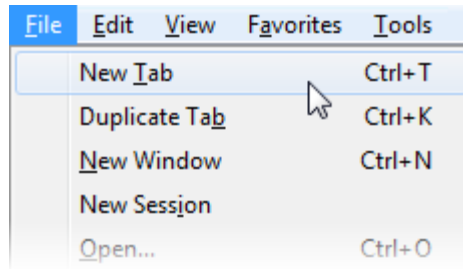
You can open a new tab in a couple of different ways. First, you can click the New Tab command or press Ctrl + T:



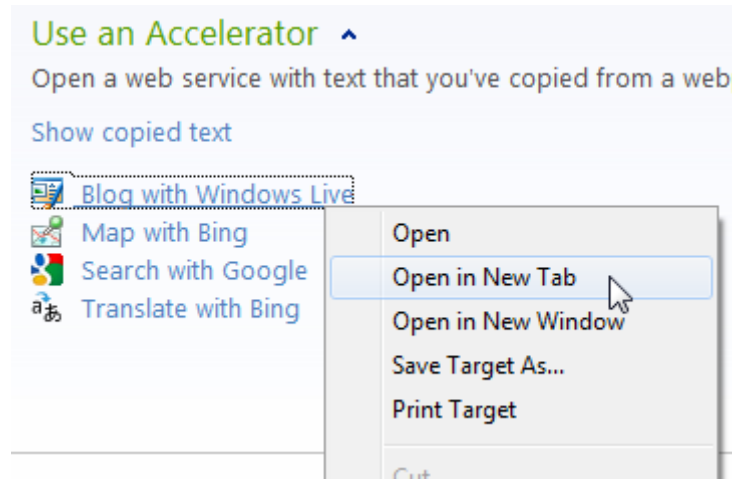
This will open a new tab:



You can also open a new tab by clicking File → New Tab:

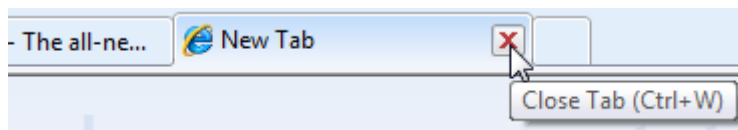


Finally, you can open a new tab by right-clicking a hyperlink and selecting Open in New Tab:



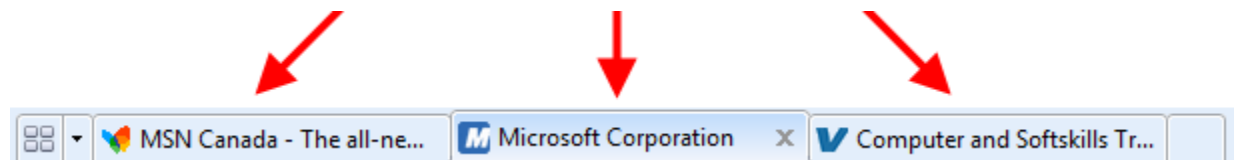
Closing a Tab

Whichever tab you are currently viewing has a small X on the right-hand side of the tab. Click this X or press Ctrl + W to close the tab:



Switching Between Tabs

Switching between tabs is easy: simply click the title of the tab you want to view. The tab that is currently being viewed is identifiable by its darker blue color and the small x on the right-hand side:



Accessing Tabbed Help

Extra help regarding tabs is available at any time by using the Help file. Press F1 or click Help → Internet Explorer Help. Search for “tabs” and then click the first link:

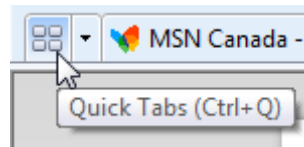
Best 30 results for **tabs**

1. [Tabbed browsing: frequently asked questions](#)
2. [Open tabs you've previously closed](#)
3. [Using Quick Tabs in Internet Explorer](#)
4. [Open a new tab to your home page in Internet Explorer](#)
5. [Reorganize your home page tabs](#)
6. [Tabs, Accelerators, and InPrivate Browsing: recommended links](#)
7. [Back up your home page or home page tabs](#)

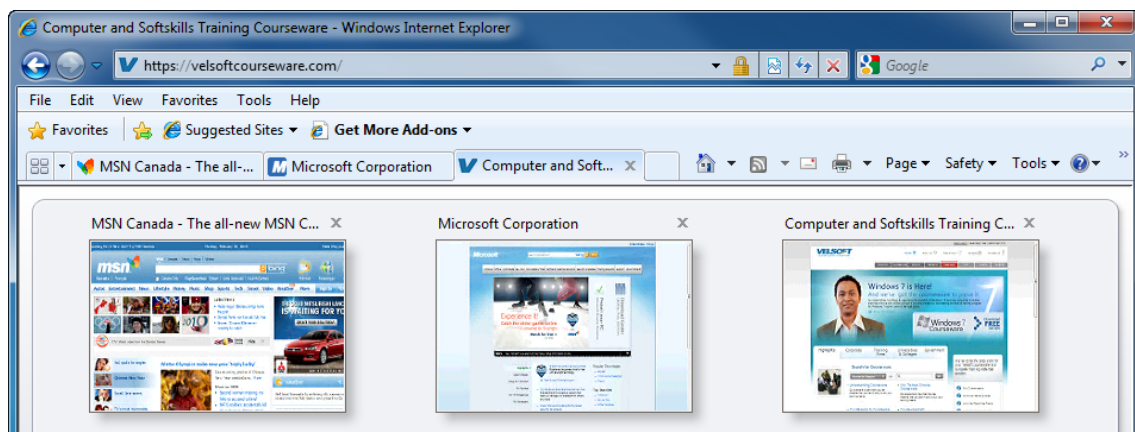
Using Tabbed Thumbnails

Thumbnails (small images that represent the full image) are an easy way to browse through a lot of visual media. If you have ever searched for digital pictures or browsed album art at a digital music store, you will have used thumbnails. Internet Explorer 8 includes a way to browse all opened tabs with the Quick Tabs feature.

Click this icon or press Ctrl + Q to open Quick Tabs:



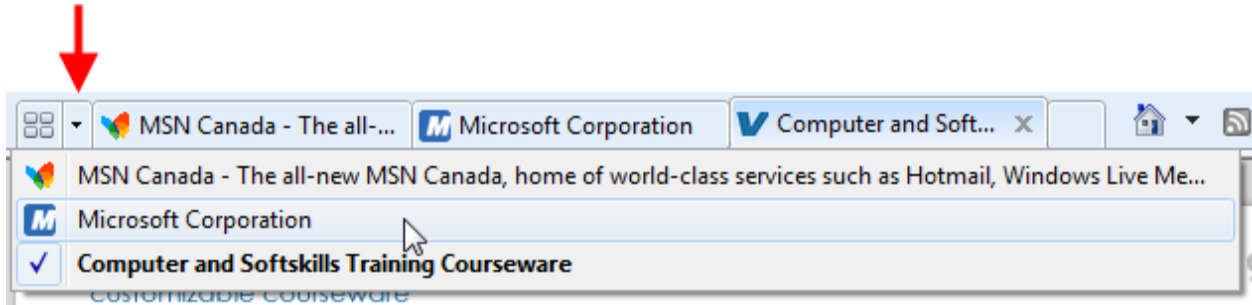
This will display a list of thumbnails showing the contents of each tab:



Click the thumbnail you want to view or click the X beside a thumbnail to close that tab.

Using the Tab List

If you have opened many tabs, you can use the tab list as an additional way to browse through multiple tabs. Click the small pull-down arrow located immediately beside the Quick Tabs button:

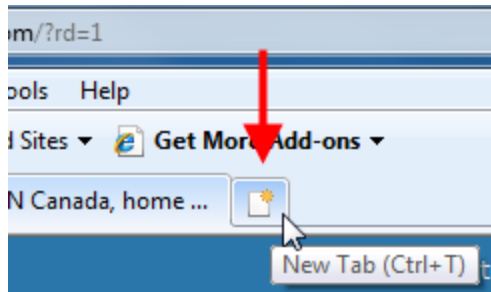


All currently opened tabs will be displayed in a list. The one with a check mark and bold text indicates the currently displayed tab. Click any item in the list to open that tab.

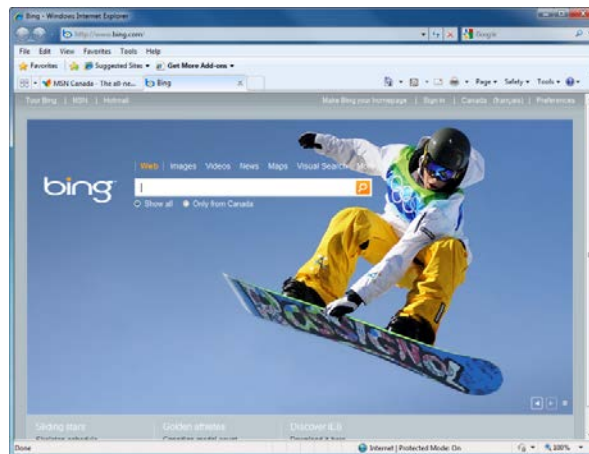
Step-By-Step

In this exercise you will become familiar with tabbed browsing.

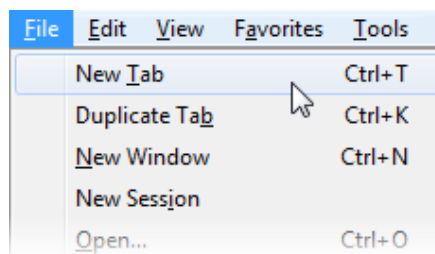
1. Open Internet Explorer.
2. Click the small tab beside the currently open tab:



- The new tab will appear. Click inside the Address Bar, type www.bing.com, and press Enter:

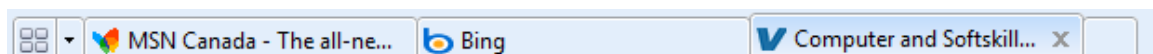


- Click File → New Tab:

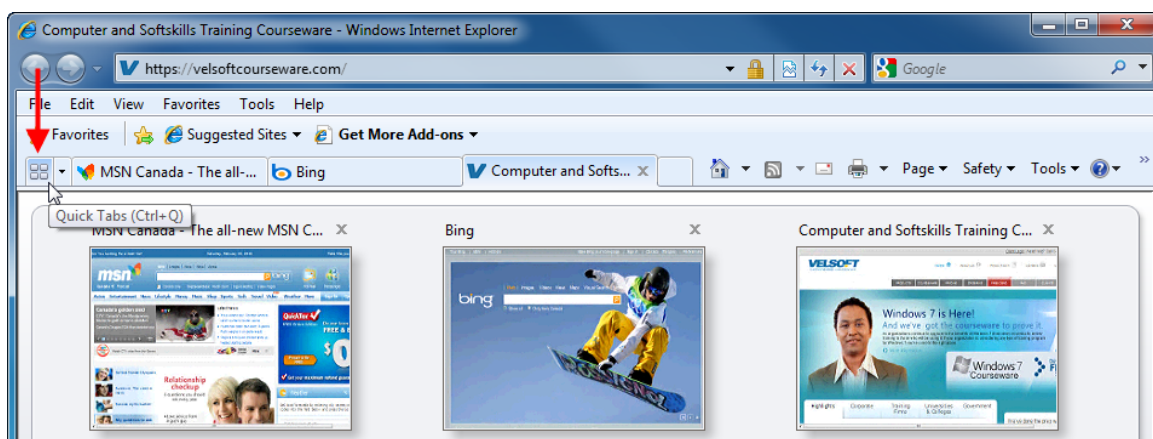


- When the new tab appears, enter www.teia.edu.au in the Address Bar.

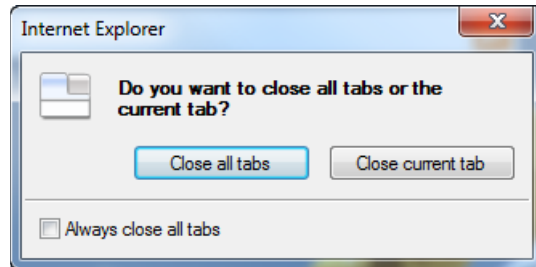
- Your tabs should now look like this:



- Click the Quick Tabs button to show all opened tabs as thumbnails:



8. Click the pull-down arrow beside the Quick Tabs button and select the Bing tab.
9. Click the Close button in the top right-hand corner of the Internet Explorer window. You will see this warning appear:



10. Click Close all tabs to complete this exercise.

Activity 2-2

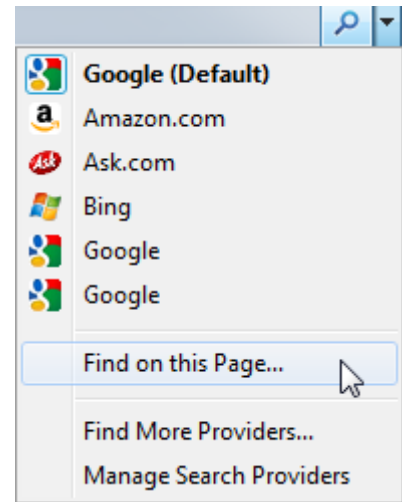
- Objective** To understand how to work with tabs.
- Briefing** You are interested in seeing how many tabs you can open and want to show a friend about tabbed browsing.
- Task** Open a new tab, click the Home command, and then click on a hyperlink on the home page. Repeat and open another nine tabs, clicking a different link in the home page each time.
- Use the Quick Tabs button and the Tab list to switch through the different tabs.
- Follow-up Questions** What happens when you open more than ten tabs?

Session 2-3: Searching the Web

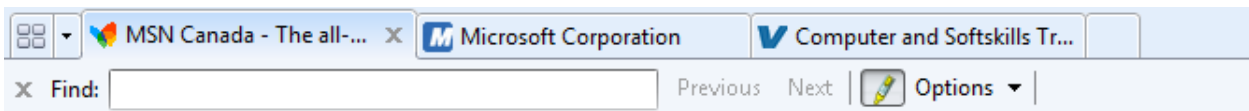
There is an unbelievable amount of information on the Internet. Finding information about a certain topic without some way to search what's out there would be next to impossible. There are a number of search options available to use that do the hard work for you. In this session you will learn how to search the Internet using Internet Explorer and a search engine.

Searching Within a Page

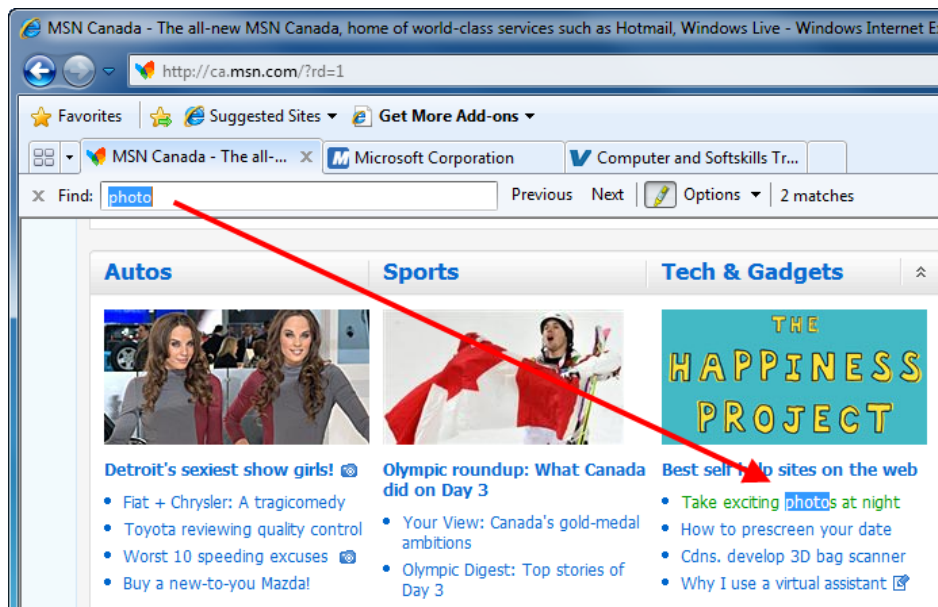
Before searching the entire Internet, let's start by learning how to find something right on the page you are viewing. Click the pull-down arrow beside the magnifying glass icon and click Find on this Page or by pressing Ctrl + F:



The Find toolbar will appear just below the tabs:



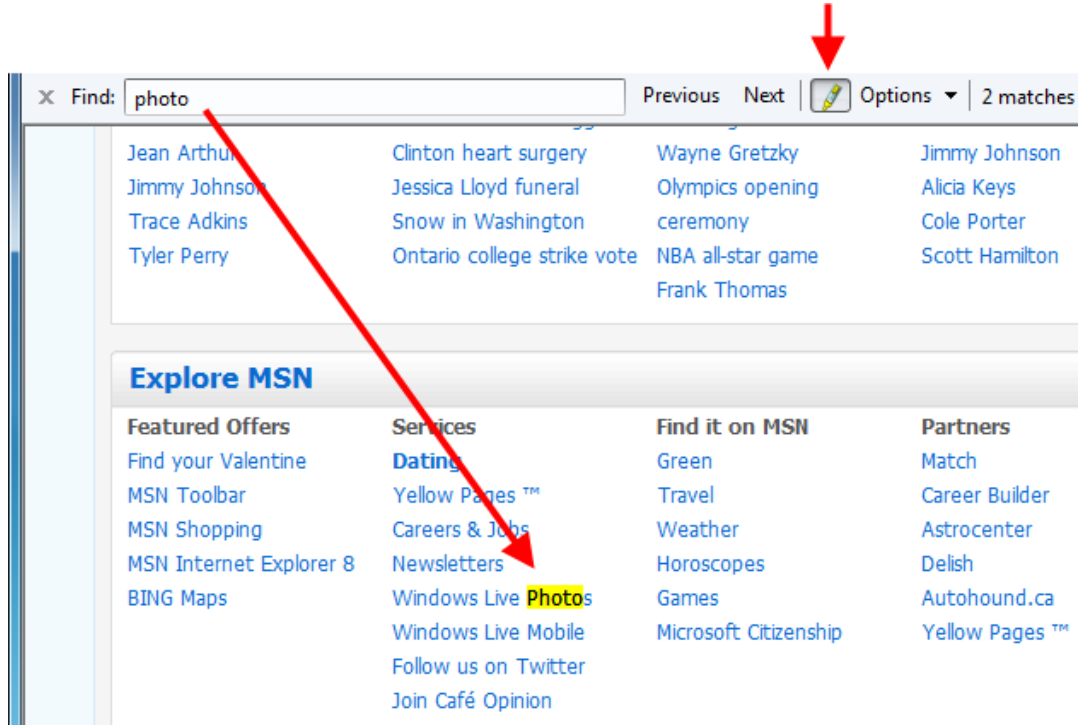
Type the word or phrase you want to find in the current page by typing something inside the Find text box. As you type, Internet Explorer will automatically scroll to the first matching instance and highlight it:



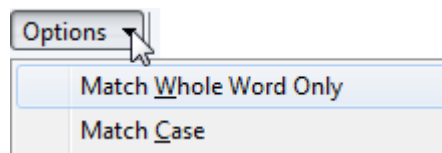
Take a look at the Find toolbar. You can jump to the Previous or Next matching search result, change search options (which we will explore in a moment), and see how many matching results have been found:



If you manually scroll through the Web page, any additional matches are highlighted by default. You can enable or disable this feature by clicking the Highlight All Matches on the Find bar:



Click the Options command to see more search options. Here you can add more specific requirements for your search:

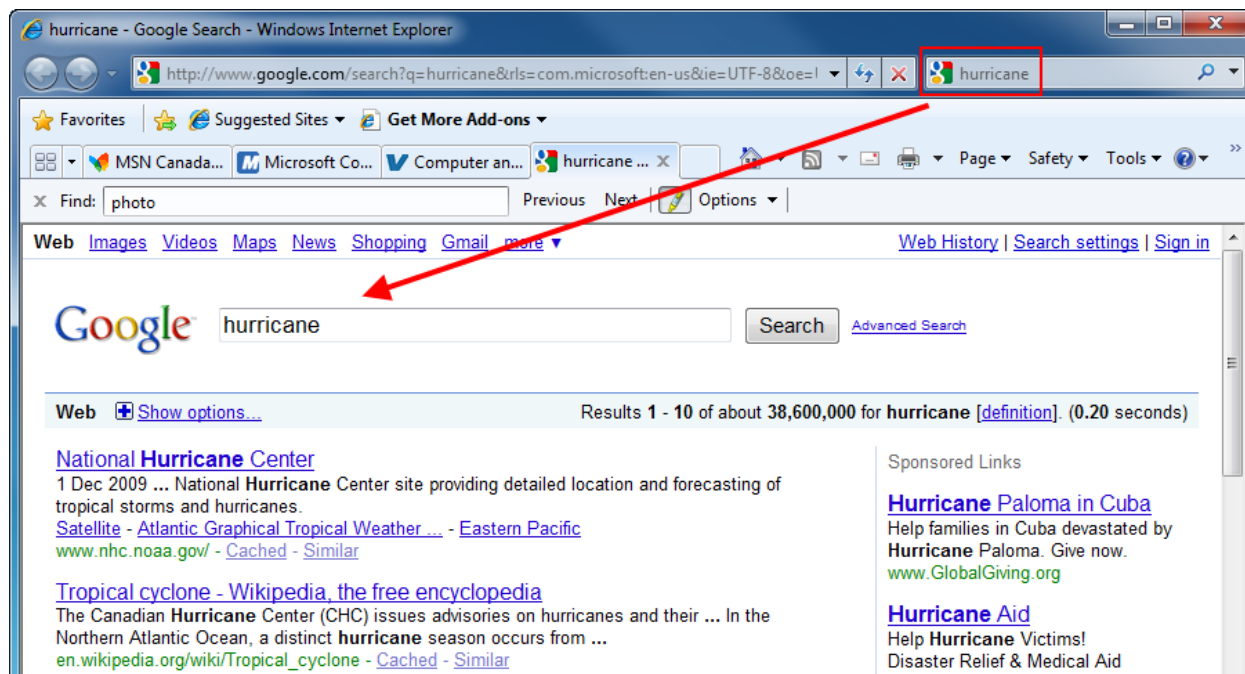


Using the Search Box

The Search Box is a gateway to different searching capabilities on the Internet. It enables you to use a search engine without having to visit the home page of the search provider. The Search Box is located in the upper right-hand corner of the window, with the current search provider written in:



The search box is easy to use: simply type the word or phrase you want to search for and press Enter. Corresponding search results from that provider will be displayed in whatever tab is currently active:



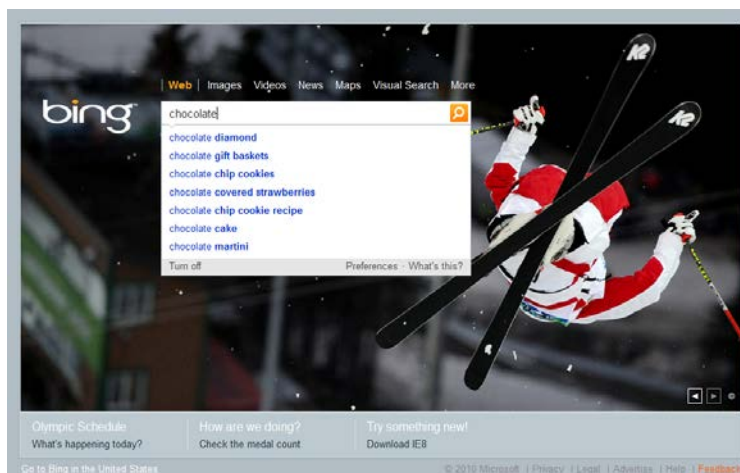
Using a Search Engine

A search engine is a program that searches the Internet for Web pages and documents that are relevant to a particular search term. To use a search engine, you will need to enter the URL of the search engine in order to display it in Internet Explorer. Fortunately, most search engine URL's are pretty easy to remember:

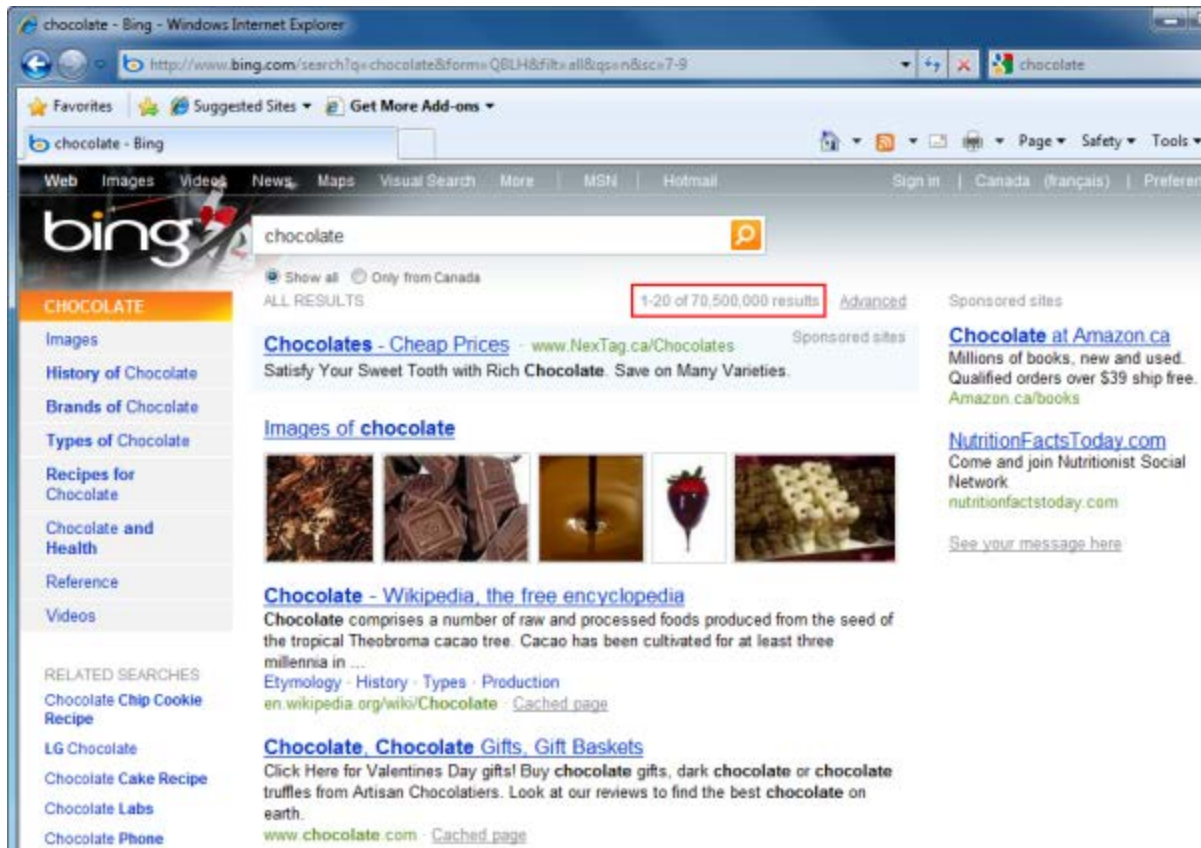
<http://www.<search engine name>.com>

For example, let's say that you want to search for a general topic like "chocolate" using Microsoft's search engine Bing. First, navigate to Bing's Web site by typing www.bing.com (remember, the <http://> is usually not needed) in the Address Bar and then pressing Enter.

When the Web page appears, enter the word "chocolate" into the text box and press Enter. As you type, Bing offers suggestions of popular Web searches:



After a moment, the search results (over 70 million Web pages!) are displayed from most to least relevant. Now you can click any of the hyperlinks displayed to navigate to that particular Web site:



Searching Tips

The Internet is a big place, containing billions of Web sites about everything from jellyfish to lawnmower racing! If you have ever used a search engine before, it is not uncommon to get millions of results for something as simple as “car.” Muscle cars, racing cars, exotic cars, toy cars, flying cars, and so on... If you can think of it, someone has probably made a Web site about it.

If you are in need of finding information, it would be next to impossible to find anything on the Internet today without some way to search through all those pages.

Fortunately, search engines have the ability to greatly refine the results it displays if you use the following tips to narrow your search:

Wildcards Most search engines take advantage of two types of wildcards: the asterisk (*) and the percent symbol (%). The asterisk is more general and helps you match a particular term.

For example, if you searched for “chemi*,” you would get results for chemical, chemist, chemistry, etc.

The percent sign usually denotes a single letter or character and is helpful in correcting a misspelled word. For example, if you searched for “gene%logy,” you will get a few responses for **geneology** and many responses for **genealogy** (the correct spelling).

Quotes When using most search engines, you can search for a particular phrase by enclosing your search in double quotes. For example, to browse Web sites that contain Hamlet's famous line "To be or not to be," simply type the phrase, with double quotes around it, into the text field of a search engine. The results returned contain effectively all Web pages on the Internet containing that particular quote.

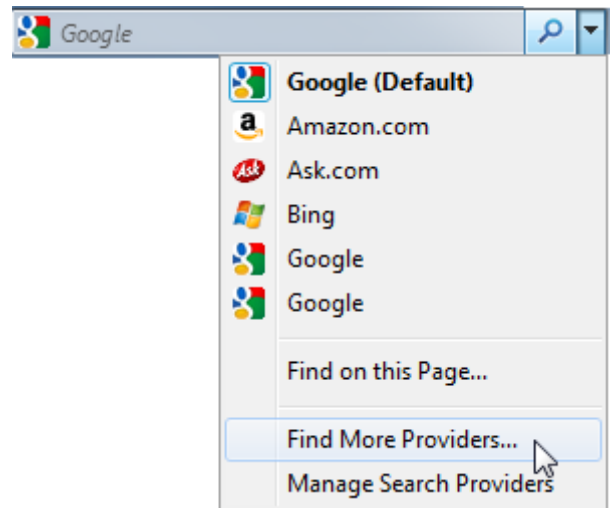
Keywords The example of “car” as a search term will return millions of results because it is too general. You can specify to a search engine that you want to search for one particular class of cars by adding more keywords, but also adding some operators to help refine the search. For example, if you searched for “cars + hybrid” you would retrieve many more results about hybrid cars and hybrid car technology.

Conversely, if you searched for “cars – racing – sports” you would get results about the more modest vehicles on the road today.

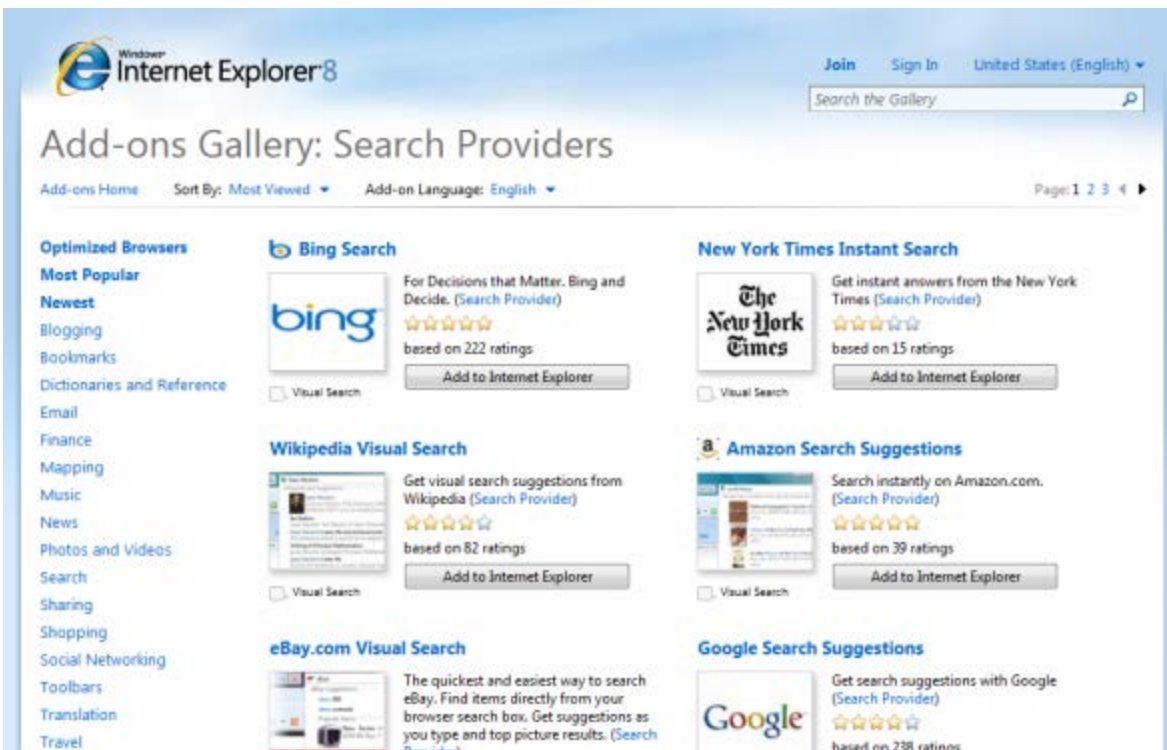
As an interesting side note, you also have the ability to search using the Address Bar – just type a search term and press Enter. This will have the same effect as typing a search term into the Search Bar and pressing enter. Your default search provider will show search results.

Changing Search Options

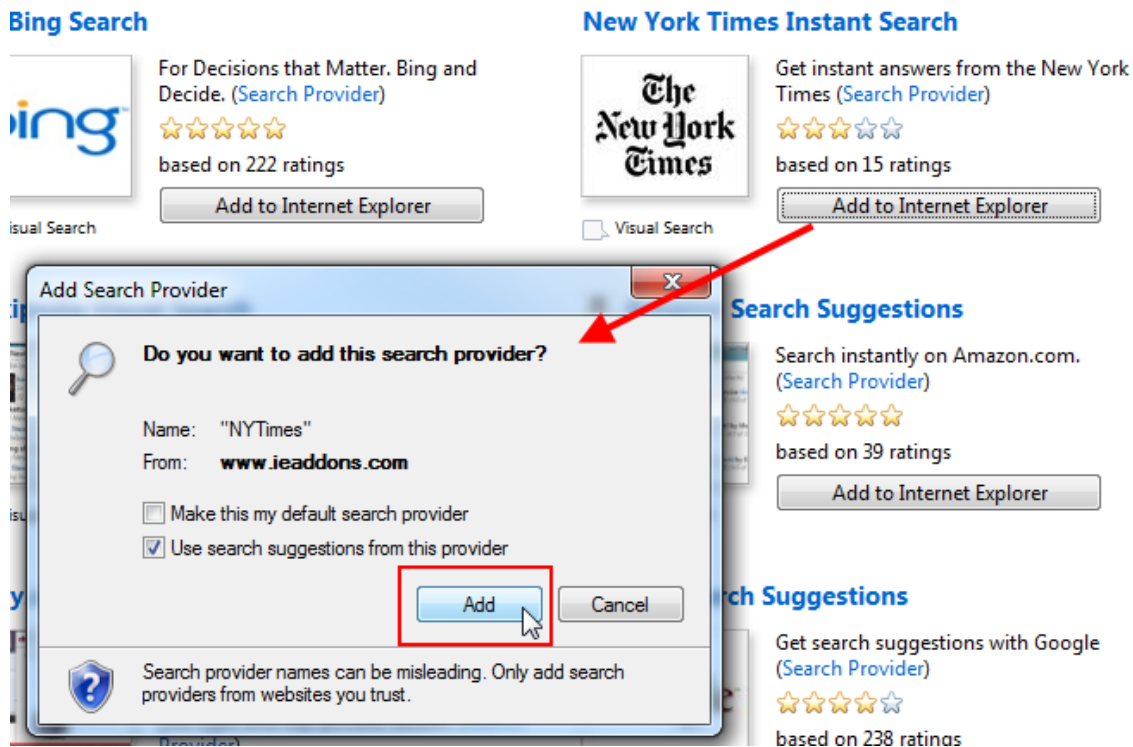
If you click the pull-down arrow beside the search magnifying glass, you have the ability to select a search option to use. Click Find More Providers.



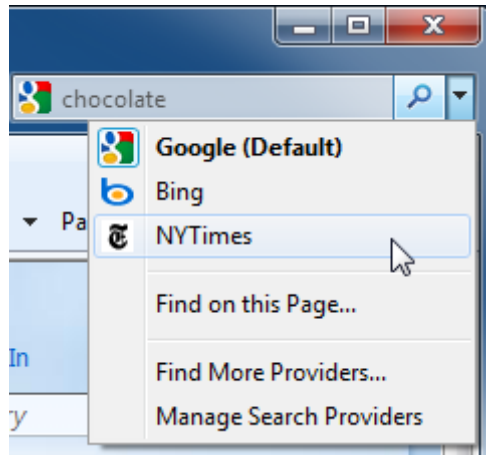
This will direct you to Microsoft’s search resource page:



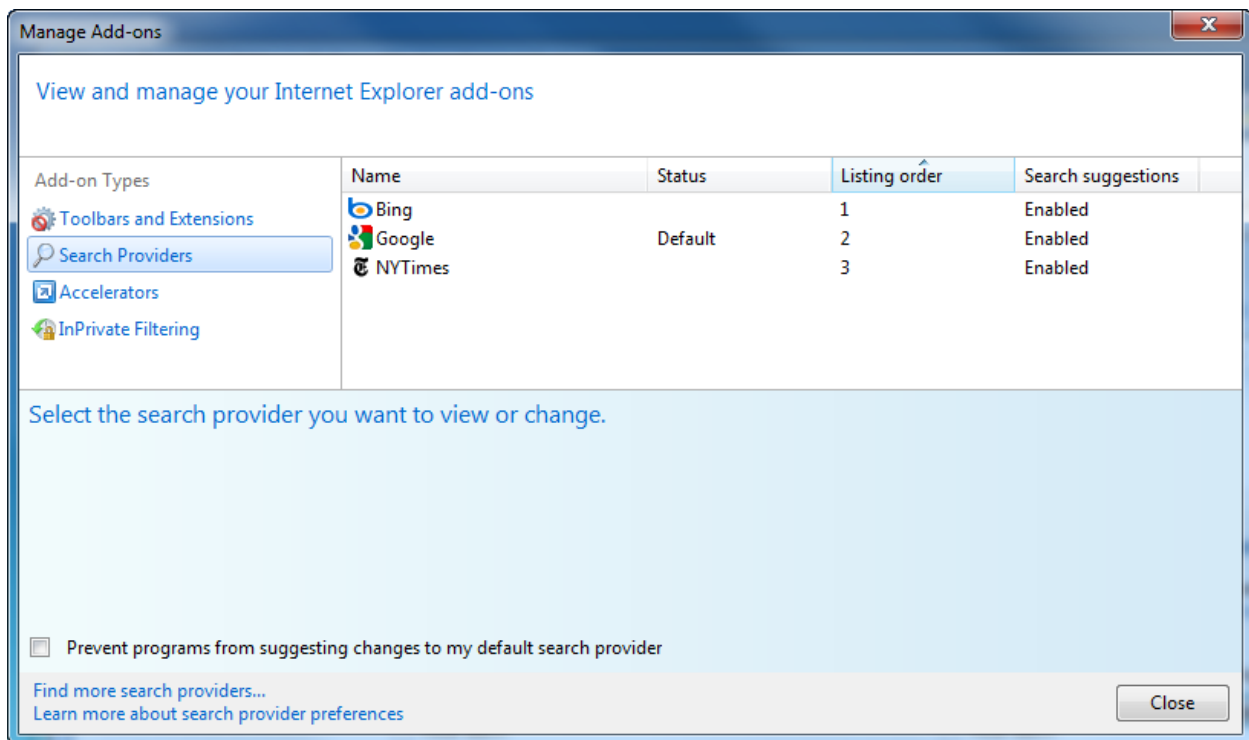
This page includes a number of different options to search with, including some online retailers. Click the Add to Internet Explorer button beside the provider you want to use and click Add:



If you wish, you can make this service your default search provider by checking the check box. If you click the pull-down arrow beside the magnifying glass, you will see the listing for the new search option:



If you click Manage Search Providers, you will be able to specify which service to use via the Manage Add-ons window. We will explore this window later in the manual:

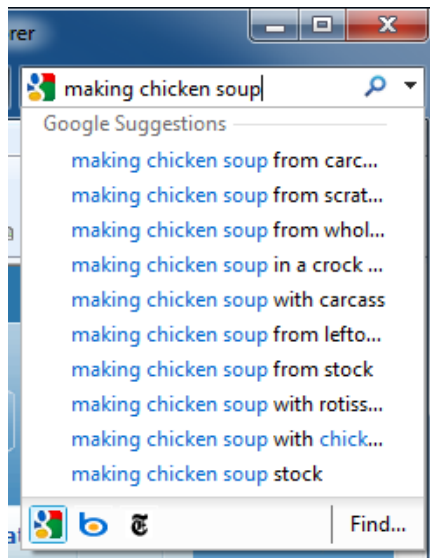


Step-By-Step

In this exercise you will practice using the search features included with Internet Explorer 8. You will also use a search engine.

1. Open Internet Explorer.

2. Type *making chicken soup* into the Search Bar and press Enter:



3. Scroll through some of the search results:

Web [Images](#) [Videos](#) [Maps](#) [News](#) [Shopping](#) [Gmail](#) [more](#) [Web History](#) | [Search settings](#) | [Sign in](#)

Google [Advanced Search](#)

Web [Show options...](#) Results 1 - 10 of about 16,600,000 for **making chicken soup**. (0.18 seconds)

Easy Recipes For Soup Sponsored Link
[SimplyHomemade.ca/Recipes-Soup](#) Discover Delicious **Soup** Recipes and Ideas Today @
[SimplyHomemade.ca!](#)

How to Make Chicken Stock | Simply Recipes
Two tried and true methods for **making** homemade **chicken** stock. One method involves simmering a **chicken** carcass with vegetables. The other method requires ...
[simplyrecipes.com/.../how_to_make_chicken_stock/](#) - 15 hours ago - [Cached](#) - [Similar](#)

Chicken Soup Recipe
This is a recipe for **making chicken soup** from scratch, not with leftovers from last night's roasted chicken dinner (check out my recipe for Roast Turkey ...
[www.reluctantgourmet.com/chicksoup.htm](#) - [Cached](#) - [Similar](#)

Homemade Chicken Soup - All Recipes
This was the first time **making Chicken Soup** from scratch, and I was surprized at how simple it was. My husband wanted homemade noodles with it so I used ...
[allrecipes.com/Recipe/Homemade-Chicken-Soup/Detail.aspx](#) - [Cached](#)

Chicken Soups and Stews - All Recipes
Looking for **chicken soup** and stew recipes? Allrecipes has more than 300 trusted **chicken soup** and stew ... Save the backbone for **making** chicken stock. ...
[allrecipes.com/Recipes/Meat-and-.../Chicken/Soups-and-.../Main.aspx](#) - [Cached](#)

[Show more results from allrecipes.com](#)

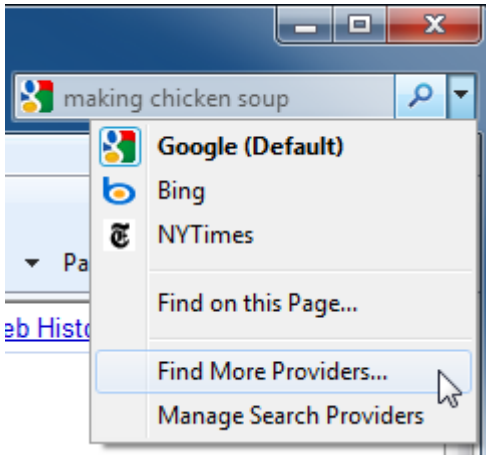
Sponsored Links

Chicken Cooking
Add a little kick to your **chicken** with Campbell's. Get the dish.
[www.CookWithCampbells.ca](#)

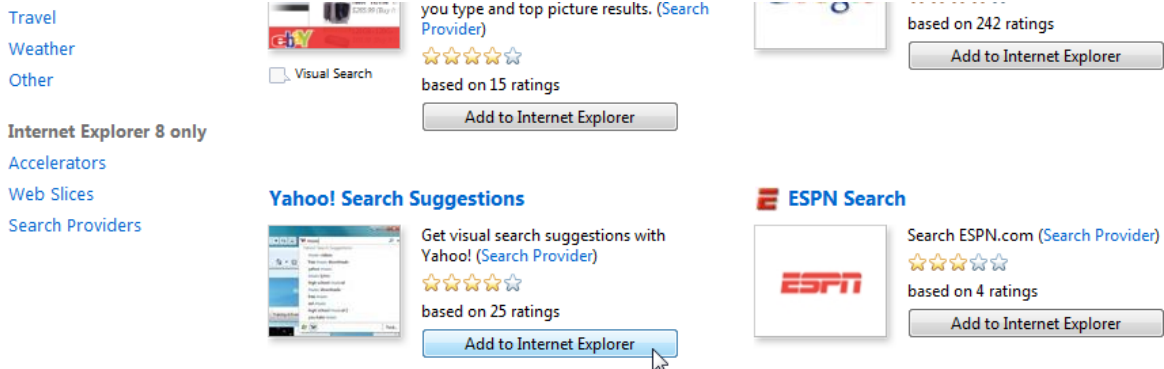
Chicken Soup Recipe
Find Tasty **Chicken** Recipes With The Chatelaine Recipe Finder.
[www.chatelaine.com](#)

[See your ad here >](#)

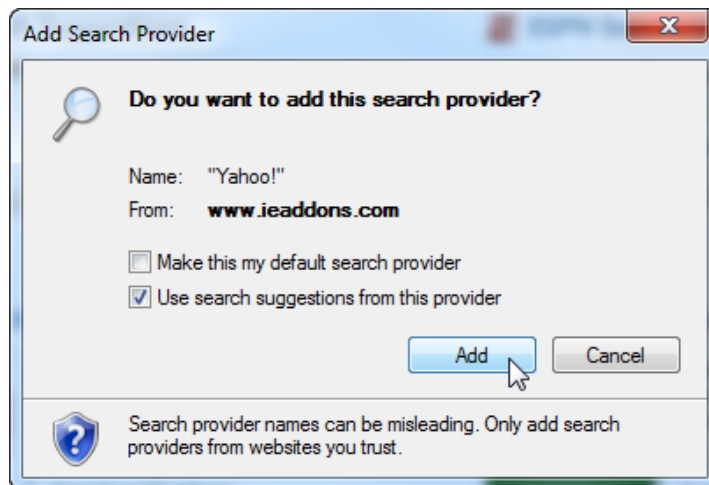
- Click the pull-down arrow beside the magnifying glass in the Search Bar and click Find More Providers:



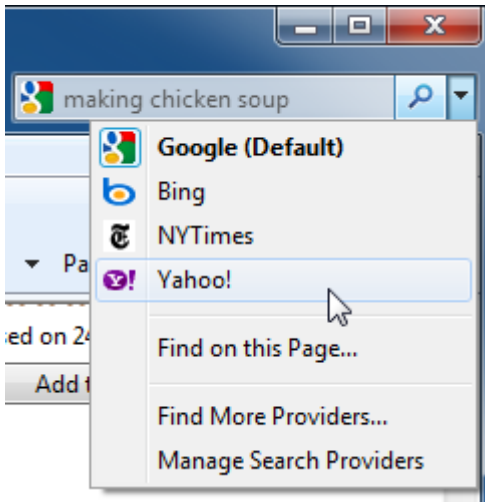
- You will be directed to the Internet Explorer Add-ons Gallery. Scroll through the list of providers and click the button beneath the Yahoo! Search Suggestions option:



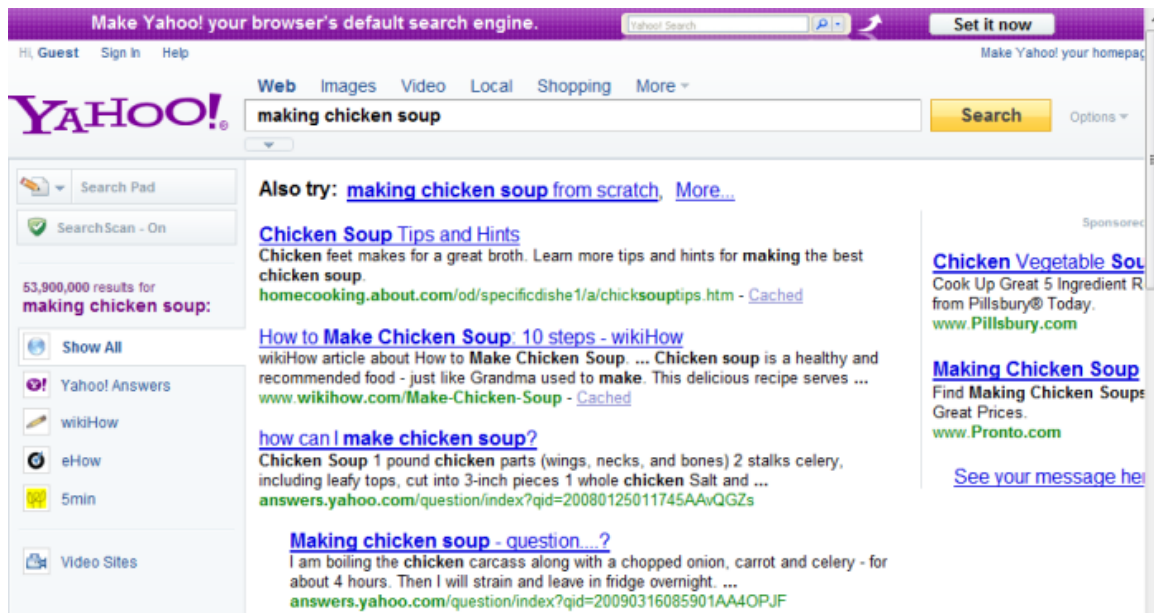
- You will be prompted to confirm your choice. Click the Add button:



7. Click the pull-down arrow in the Search Bar. Select the Yahoo! option:



8. Yahoo! will automatically search for *making chicken soup*. How are the search results here different from the first search?



9. Close Internet Explorer to complete this exercise.

Activity 2-3

| | |
|----------------------------|---|
| Objective | To understand how different search engines work. |
| Briefing | There are dozens of search engines available on the Internet, and they all work in different ways. To satisfy your curiosity, you decide to do a bit of reading into what makes one search engine different from another. |
| Task | Open Internet Explorer and search for “search engines.” Use some of the searching tips you learned earlier to track down information on what makes one search engine different from another. |
| Hints | Remember that you can use multiple search terms and quotations to narrow your search. |
| Follow-up Questions | Use a search engine to look up the topic “Google page rank.” What is it and how does it work? |

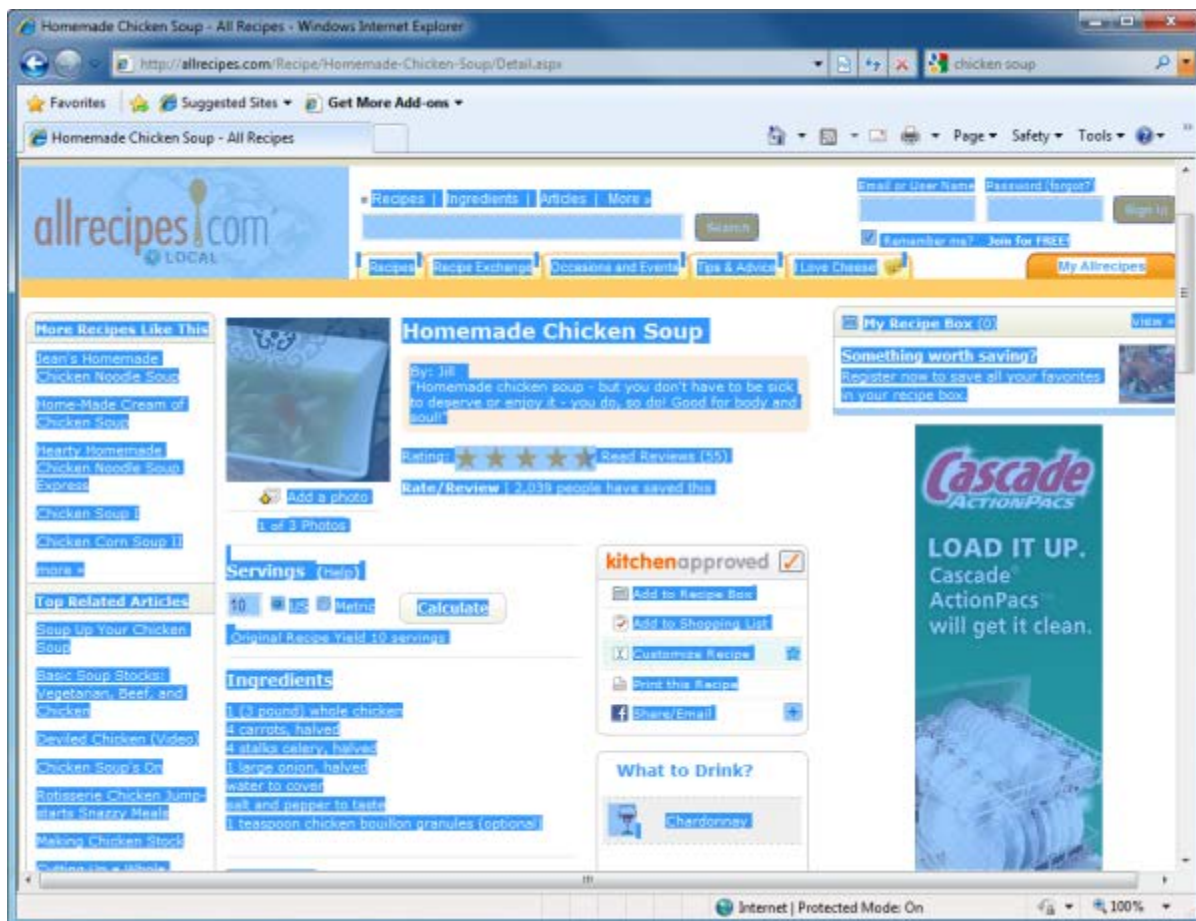
Session 2-4: Working with Data

You have learned how to enter a URL, how to navigate around a Web site, and how to search the Internet for a keyword or phrase. This session will teach you how to save text, pictures, files, or an entire Web site on your computer.

Copying Text from the Web

Imagine you have found a recipe for chicken soup and would like to save it for use at a later time. You can copy and paste most text from the Internet into a word processing program, such as Microsoft Office Word or WordPad.

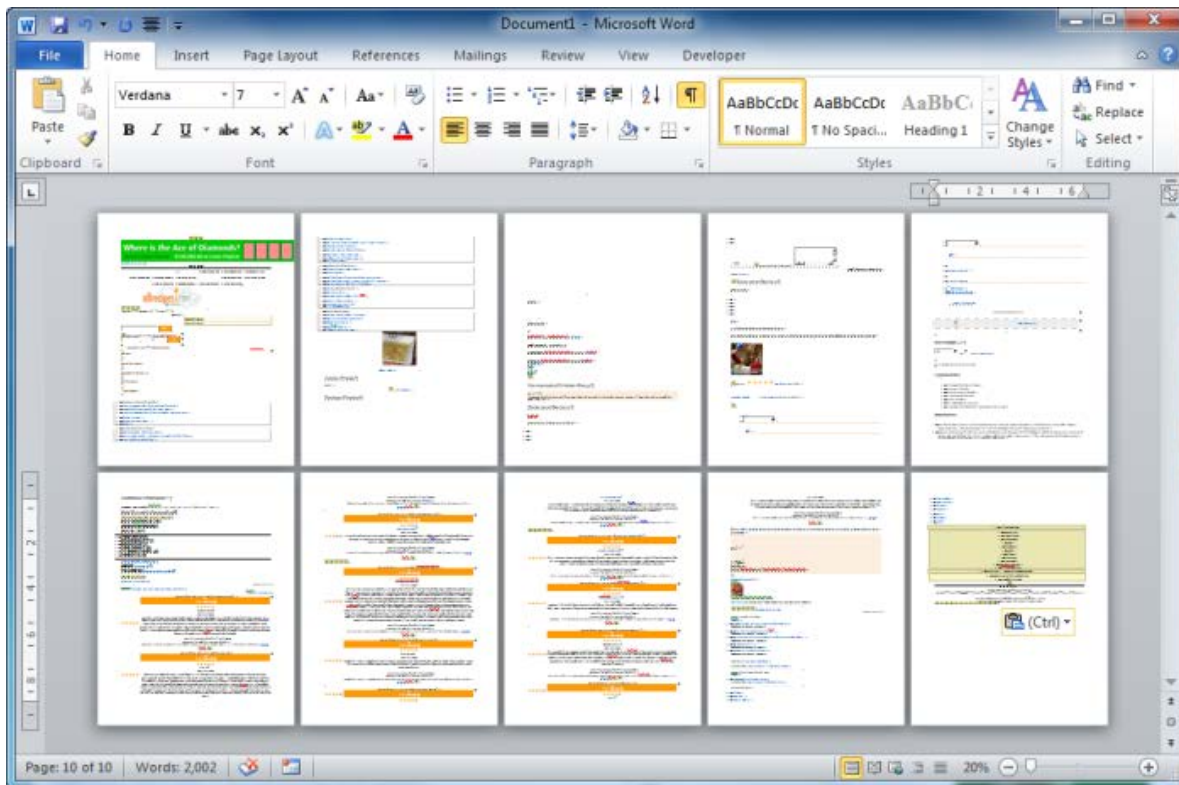
You can copy all elements on a Web page by clicking Edit → Select All. This will highlight everything on the Web page. (Pressing Ctrl + A does the same thing.)



Now that everything is selected, click the Edit menu and click Copy. (Pressing Ctrl + C does the same thing.) This will save a copy of all highlighted data inside your computer's memory.

Now open a word processor. In the Edit menu of the word processor, click Paste to transfer all highlighted data from the Web site to the word processor. (Pressing Ctrl + V does the same thing.) You can now print the document or save it for reference at a later date.

However, as you can see below, the nature of many Web pages does not lend itself well to being directly copied:



The single Web page translated into 10 pages of text. If you look carefully, the actual recipe is only two paragraphs at the bottom of page 5 (the top right-hand page).

To copy only the recipe, place your mouse at the beginning of the Web page text you want to copy, then click and hold the left mouse button. Drag your cursor down the text you want to copy, and then release the left mouse button. This will select the text:

Ingredients

- 1 (3 pound) whole chicken
- 4 carrots, halved
- 4 stalks celery, halved
- 1 large onion, halved
- water to cover
- salt and pepper to taste
- 1 teaspoon chicken bouillon granules (optional)

Directions

- Put the chicken, carrots, celery and onion in a large soup pot and cover with cold water. Heat and simmer, uncovered, until the chicken meat falls off of the bones (skim off foam every so often).
- Take everything out of the pot. Strain the broth. Pick the meat off of the bones and chop the carrots, celery and onion. Season the broth with salt, pepper and chicken bouillon to taste, if desired. Return the chicken, carrots, celery and onion to the pot, stir together, and serve.

Print this Recipe

Share/Email

What to Drink?

Chardonnay

Press Ctrl + C to copy the highlighted text. Switch to your word processing program, then press Ctrl + V to paste only the highlighted text into the document, and there you have chicken soup without all the clutter!

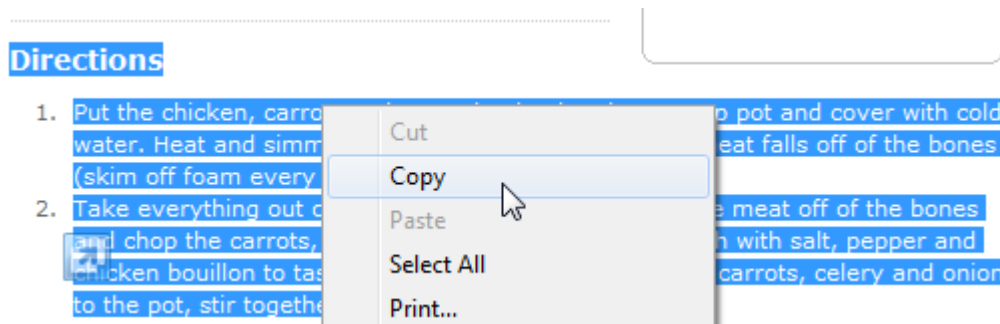
Ingredients

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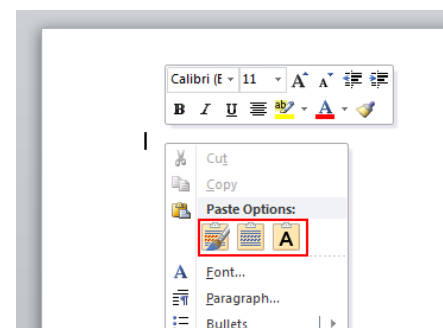
You can also perform the Copy and Paste functions by using only the mouse. Let's use the chicken soup example one more time. First, make sure you have a word processing program open. Click and drag your mouse cursor to highlight the recipe, and then release the left mouse button. Move your mouse cursor anywhere over the selected text, right-click, and click Copy:



(Notice the blue icon hovering over the selected text? That's the Accelerator icon, which we will cover later in this manual.)

Switch to your word processing program, and then move your mouse to somewhere inside the word processor typing area. Click the right mouse button once more, and then click the corresponding Paste option for your word processor:

As a final note on the Copy and Paste functions, let's say you have discovered a really great Web site and you want to save the URL. Normally you would use a Favorite (as we will discover later), but sometimes you might want to save the URL only so you can send it to someone else.



Simply click in the address bar and the entire URL will become highlighted:



Note that sometimes you may encounter very long URLs that fill more space than the Address Bar allows. No need to worry about this; clicking the address bar will still select the entire URL even if you can't see the whole thing.

You can now use any of the previous methods to copy this URL:

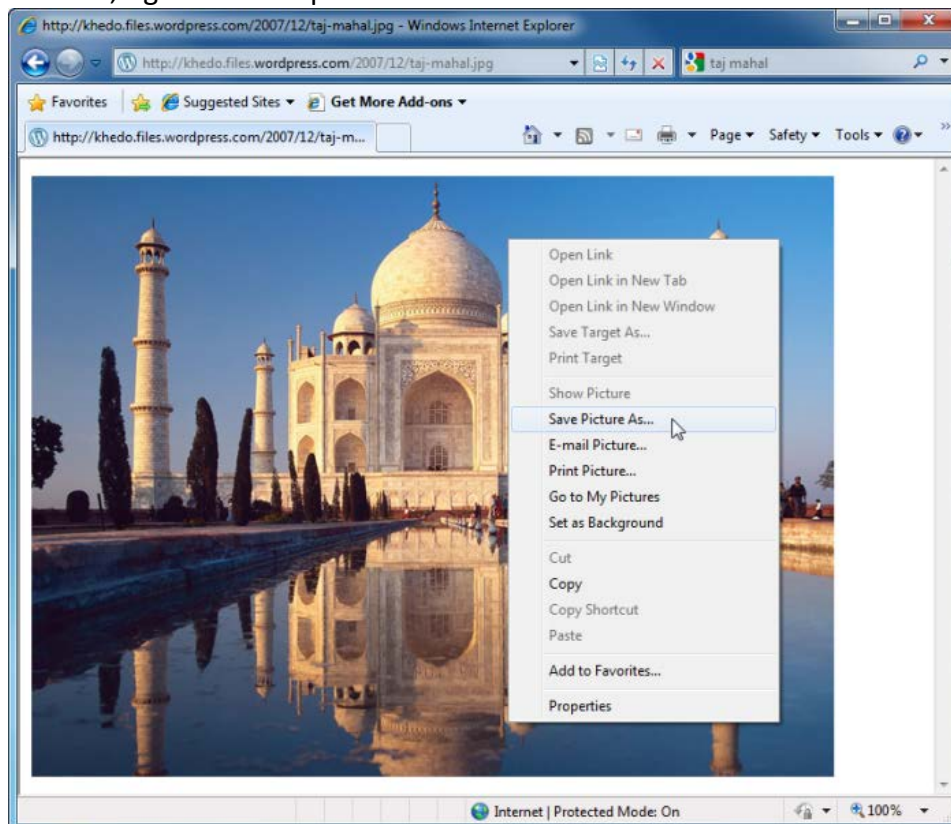
10. In the Edit menu of Internet Explorer, click Copy.
11. Press Ctrl + C.
12. Right-click on the URL and click Copy.

Then, once you have a word processor open, paste the URL into the word processor using one of these methods:

13. In the Edit menu of the word processor, click Paste.
14. Press Ctrl + V.
15. Right-click in the typing area and click Paste.

Copying Pictures from the Web

Most images can be copied from the Internet like you would copy a block of text. If you see a picture you would like to save, right-click the picture:



There are several options to choose from in this menu.

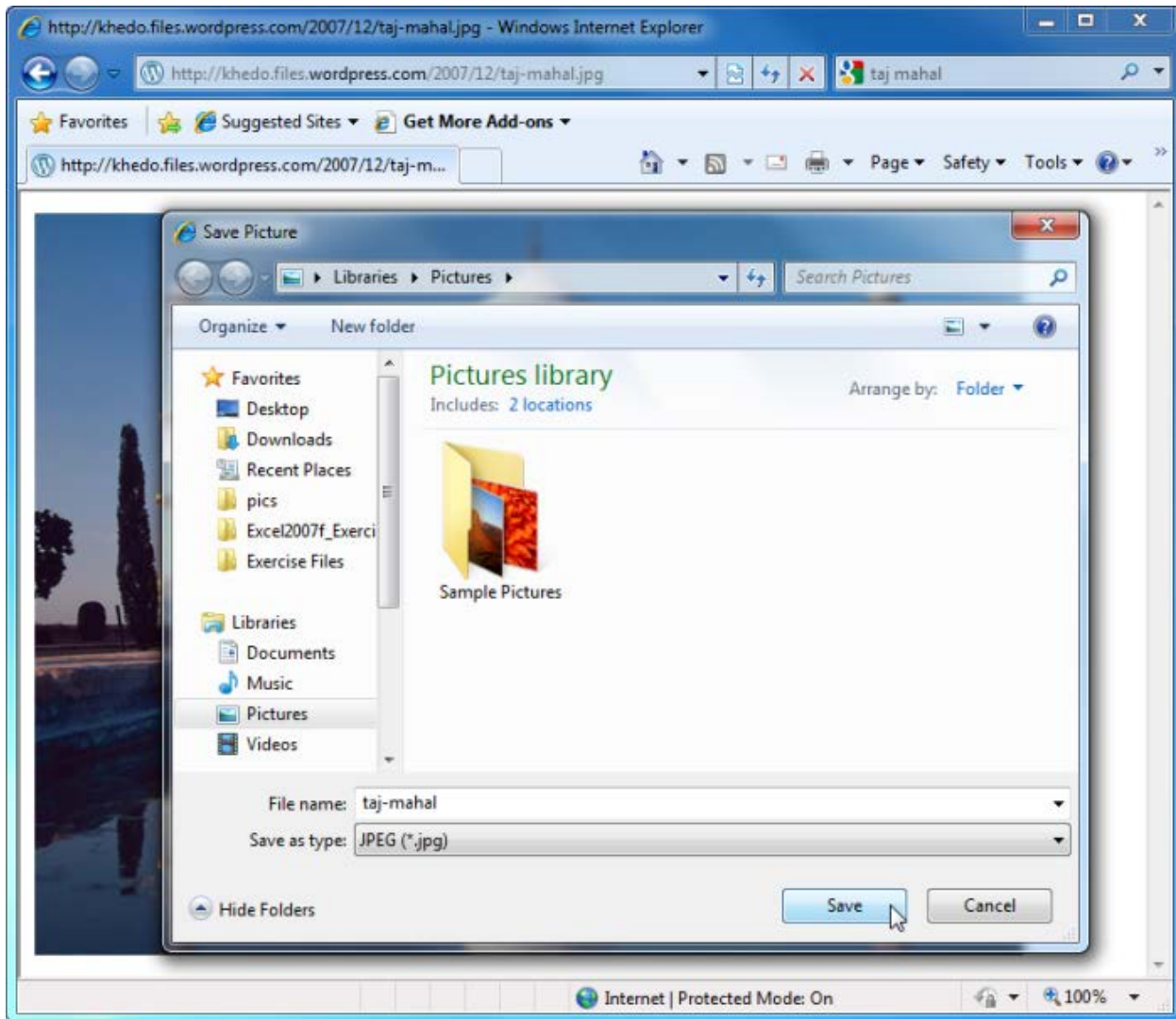
- | | |
|--------------------------|--|
| Save Picture As | With this link you can choose where on your hard drive you would like to save the picture, as well as give it a name. |
| E-mail Picture | If your computer is properly configured with an e-mail client like Microsoft Outlook, Internet Explorer gives you the option of sending the picture file as an attachment in an e-mail. Please contact your ISP or network administrator for help on configuring an e-mail client. |
| Print Picture | The Print dialog box will appear. If you have a printer installed on your computer, you can specify how many copies of the picture you would like to print. Click Print when you are ready to print the picture. |
| Go to My Pictures | Click this link to open the My Pictures folder, located inside the My Documents folder inside your computer. Here you can browse through the pictures saved on your computer. |
| Set As Background | Click this link to make the picture become your desktop wallpaper. |
| Copy | You can copy an image into the memory of your computer by clicking the Copy link. You can then paste it into some other program or location on your computer. |
| Add to Favorites | This link allows you to make a specific URL to this image which you can view later on by accessing your Favorites. We will explore Favorites in detail later. |
| Properties | Clicking this link will show the Properties dialog box which will display the image name, dimensions, format, and other information. Click OK to close this dialog box. |

As listed above, you can copy the picture using the right-click menu and then paste the picture either in a folder inside your computer or in a word processing program.

Saving Pictures from the Web

Right-click the picture you want to save and click Save Picture As. This will open a Save dialog where you can specify where you want the picture to be saved and what you want it to be named. Internet Explorer will automatically make the destination folder for the picture the "My Pictures" folder.

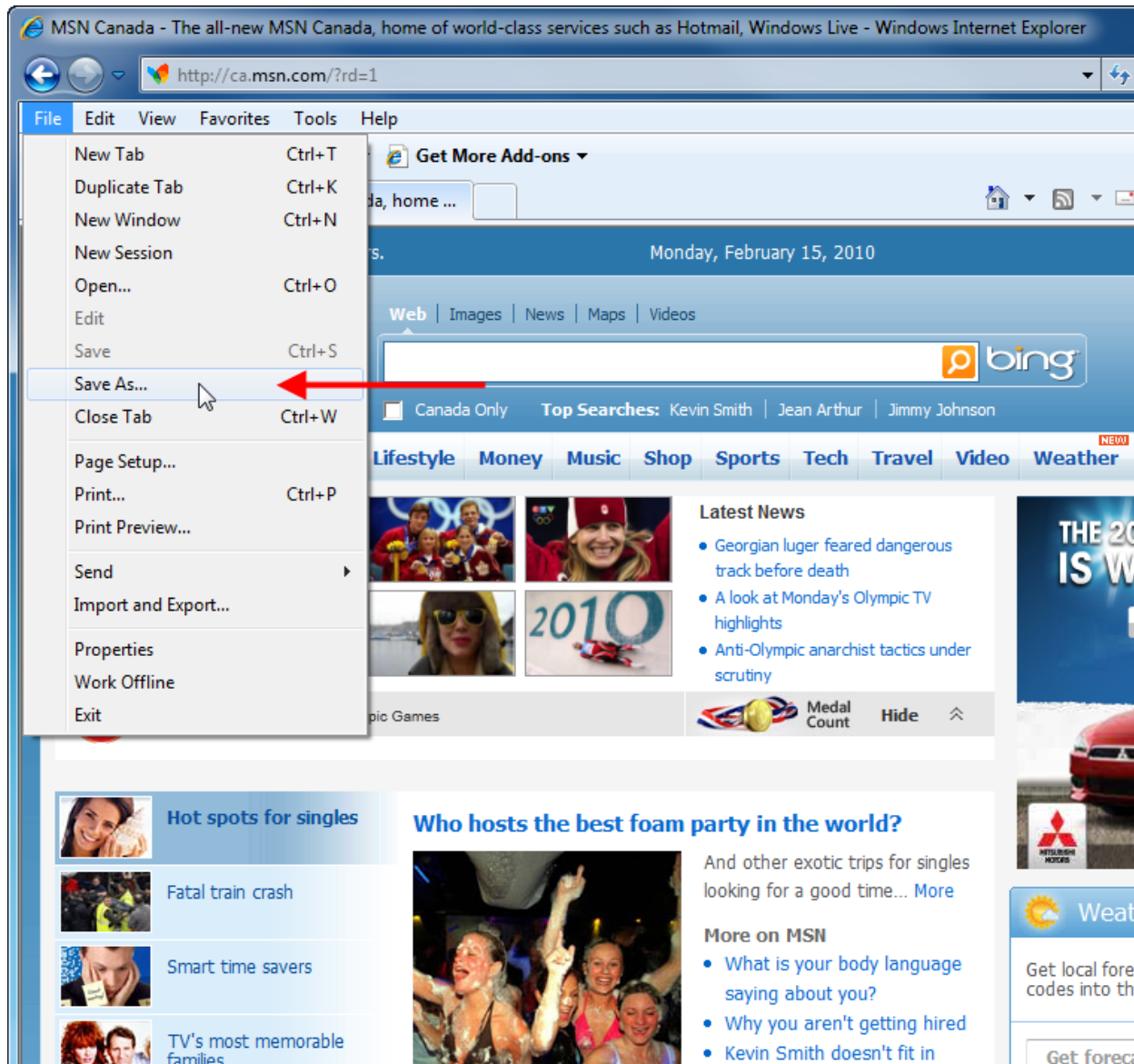
However, clicking any of the links on the left side of the dialog box will change the destination folder. You can also specify a location yourself with the Address Bar in the Save Picture dialog:



Saving a Web Page

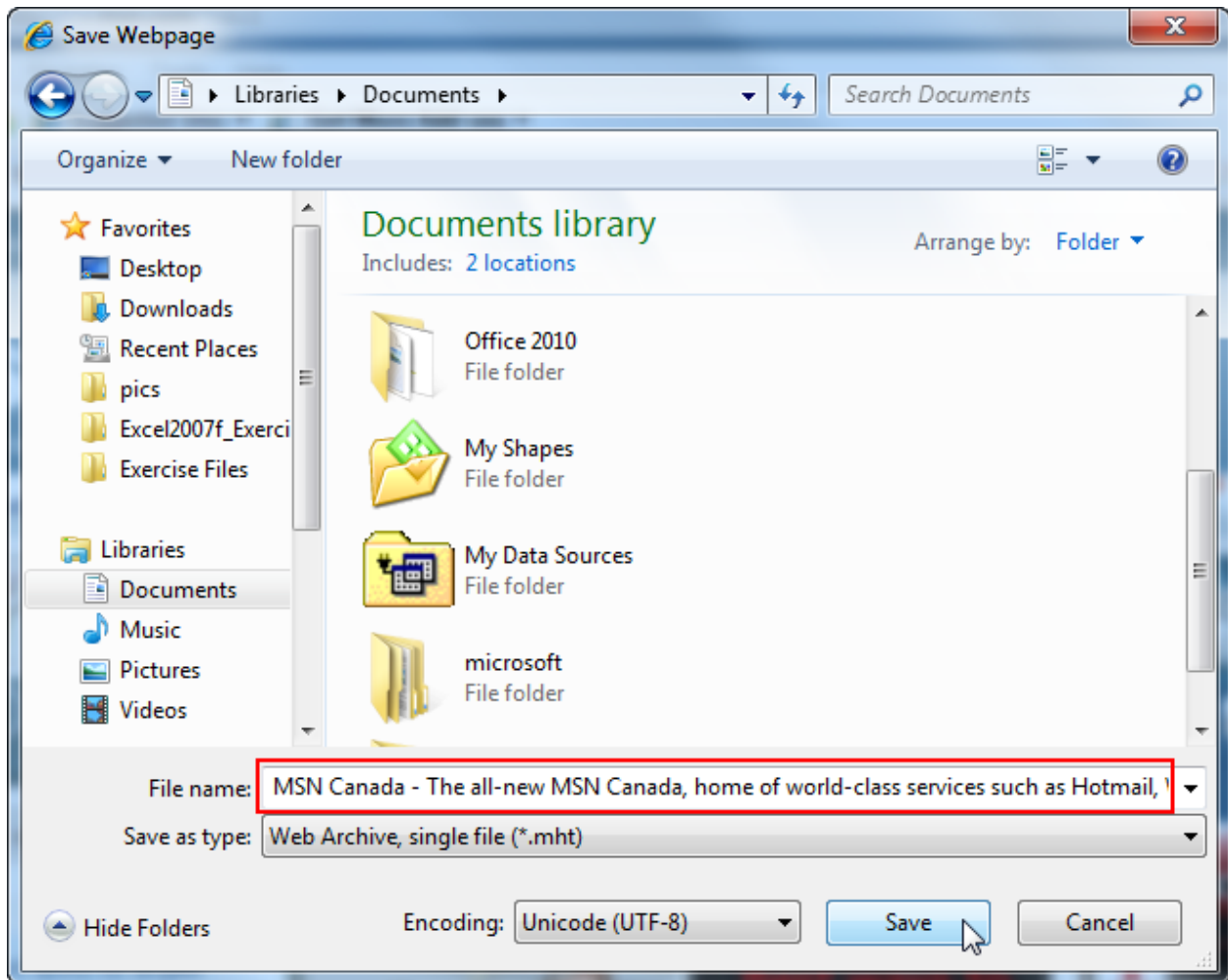
The cache is a temporary part of the hard drive where previously visited Web pages are stored for quick access. Internet Explorer takes the cache idea one step further by allowing you to save an entire Web page on your computer for viewing at any time, even if you aren't connected to the Internet. Saved Web pages are referred to as offline content.

For example, let's say that you want to save a copy of your default home page. Once the Web page has completely loaded, "Done" will be displayed in the Status Bar. Click File → Save As:



The Save Web Page dialog box will appear with My Documents as the default save location. The title of the Web page will become the name as it is saved on your computer, but you can name this file whatever you like.

Click Save to save the Web page:



Opening the My Documents folder (or wherever you chose to store the page) will show the saved Web page. One file contains the HTML code for the Web page as well as the images.

The default saved Web page type is a single file that contains an archive of all data on the page.

Let's review the options available when saving a Web page:

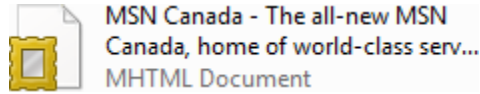
**Web page, complete
(.htm, .html)**

This option saves a single HTML file (the language used to build Web pages) and all pictures associated with the Web page. To open this offline file, double-click the HTML document:



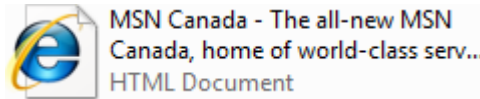
**Web Archive, single file
(.mht)**

This option saves all content on the Web page as well as the HTML code together in a single archive. Double-click this file to open the page:



Web Page, HTML only (.htm, .html)

This option saves on the HTML document. No images associated with the Web page are saved:



Text File (.txt)

This option saves only the text visible on a Web page:



If you are going to save content from the Internet, you need to be aware of the following:

1. **Copyright Laws:** If you are copying copyrighted material and plan to use it in some other way, you need to reference the material in some way. Give credit to the author(s) and make sure you record the date when the material was accessed or obtain written permission from the author(s) in order to use their content.
2. **Web technology:** The way in which the Internet is used has changed over the years. In the earlier days, a Web page contained information, maybe a few pictures, and that was it. Now we are able to do so much more online including banking, streaming television and other specialized media, and more.

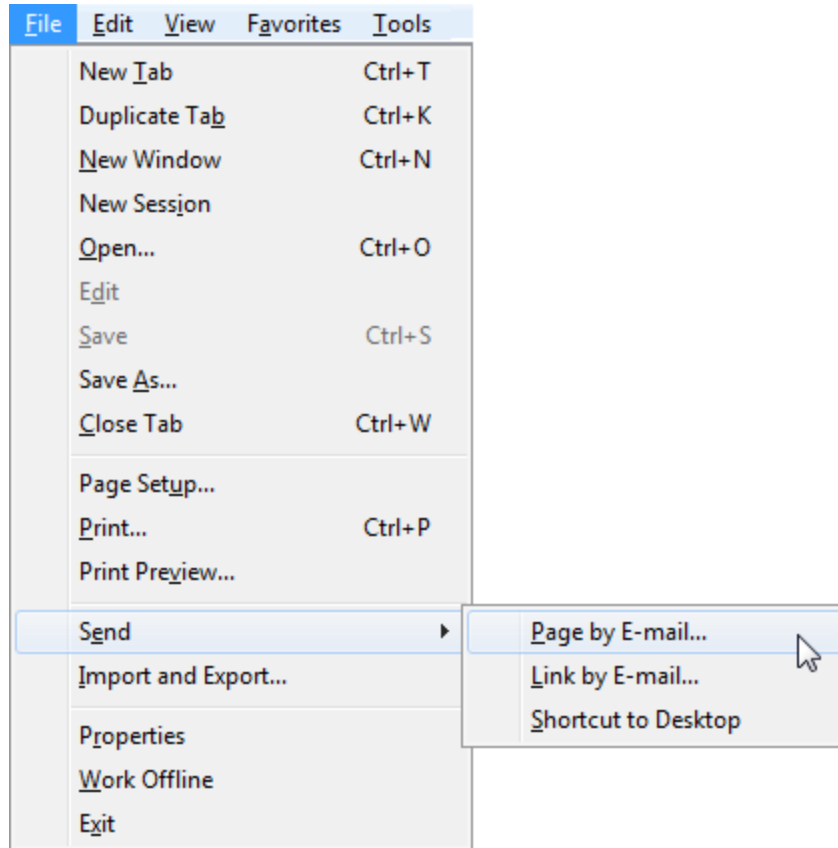
Without getting bogged down in the technology, you need to understand that most Web content you see doesn't come directly from a Web page. Instead, the Web page makes several requests to other servers that deliver the content you see on your screen. What this means is that if you save a complex Web page and try to view it offline, you might not see anything at all! This is because all the content you saw was actually taken from other servers all over the Internet and not saved directly on the Web page.

If you want to copy some information from a Web page, it will likely be easier to copy/paste the text information or save the picture(s) individually rather than saving the actual Web page.

Sending a Page, Link, or Picture via E-mail

Certain Web pages can be sent to a friend or colleague via e-mail through a program like Microsoft Office Outlook. In order to send e-mail from your computer, you need to have an e-mail client configured with your account information. Please contact your ISP or network administrator for help if you are setting up an account.

To send a Web page via e-mail, visit the Web site you wish to forward and wait for the entire page to load (as indicated by "Done" in the Status Bar). Now click the File → Send → Page by E-mail:

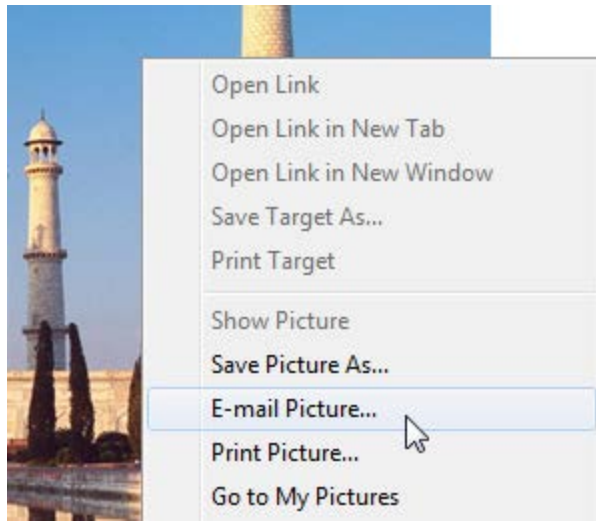


A new e-mail message window will appear with the Web page and supporting image files attached to the message. Enter the e-mail address of the recipient of your choice by typing it into the "To" text field at the top of the e-mail message window. When you have typed the address, click Send.

Some Web pages can be very large in size and therefore impractical to send via e-mail. Internet Explorer therefore gives you the option to send only the URL to another party via e-mail. To do this, visit the Web page you want to share and click the File → Send → Link by E-mail.

This will open a new e-mail message with only the URL as an attachment instead of the entire Web page. Type in the e-mail address of the recipient and then click Send. When the other person opens the e-mail on their computer, they need only click the hyperlink in the body of the message to visit the Web page.

To send a picture via e-mail, right-click on the picture and click E-mail Picture:

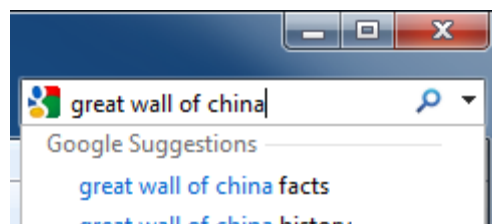


This will open a new e-mail message with the picture added as an attachment. Simply type the recipient's address into the "To" text field and click Send.

Step-By-Step

In this exercise you will copy, paste, and save various elements included in a Web pages.

1. Open Internet Explorer.
2. The default home page for your computer will appear. Click any hyperlink that is of interest to you.
3. Click and drag to select some text and/or pictures from this web page. Press Ctrl + C to copy the text.
4. Open a word processor.
5. When your word processing program opens, press Ctrl + V to paste the copied information.
6. Return to Internet Explorer. Use a search engine (we will use Google in this exercise) to search for *great wall of China*:



- 7. When the search results appear, click the hyperlink to view images of the Great Wall:



- 8. Click one of the images you like to see the Web page that contains that image:

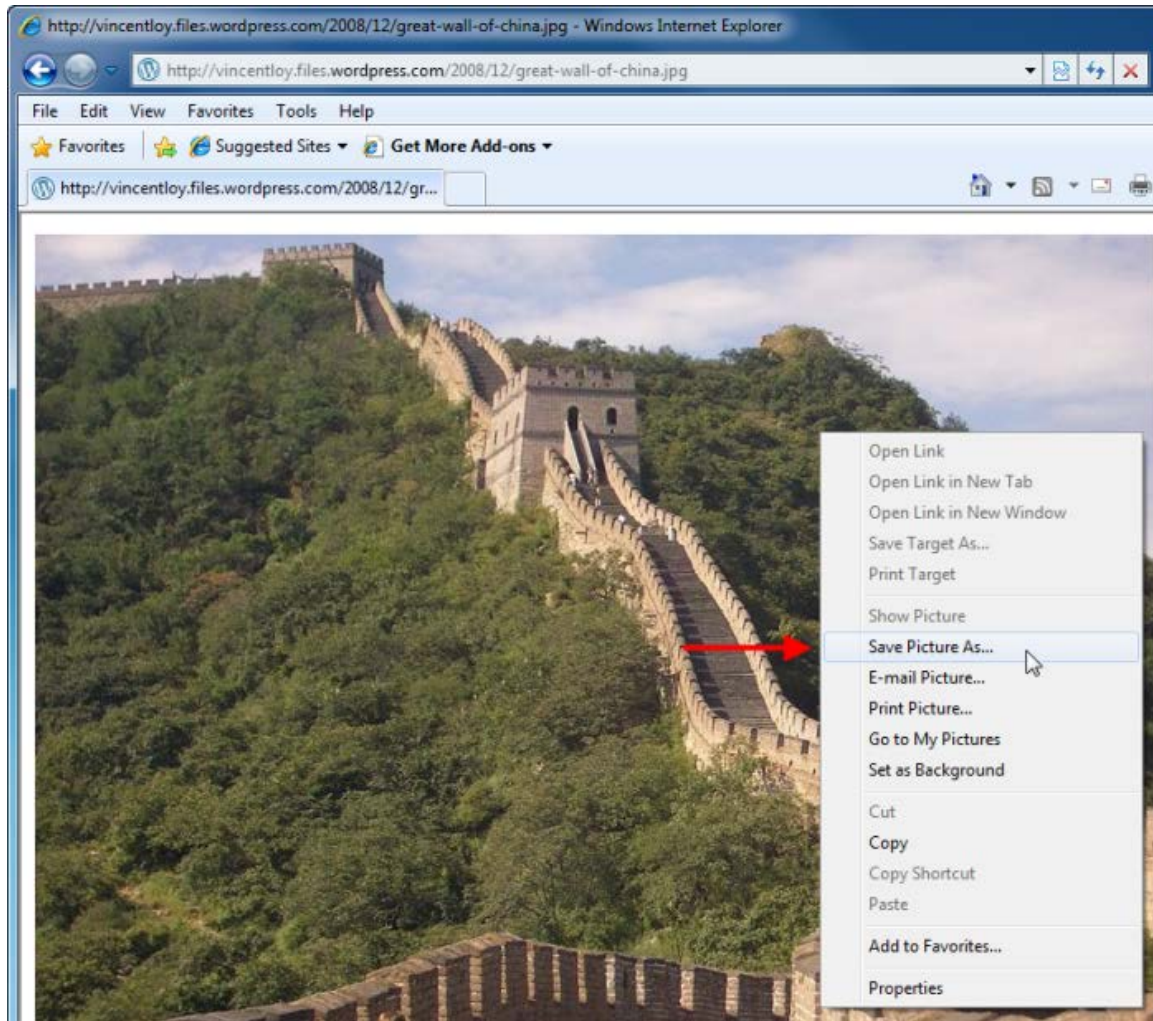


Great Wall of
800 x 600 - 128k - jpg
vincentloy.wordpress.com
[Find similar images](#)

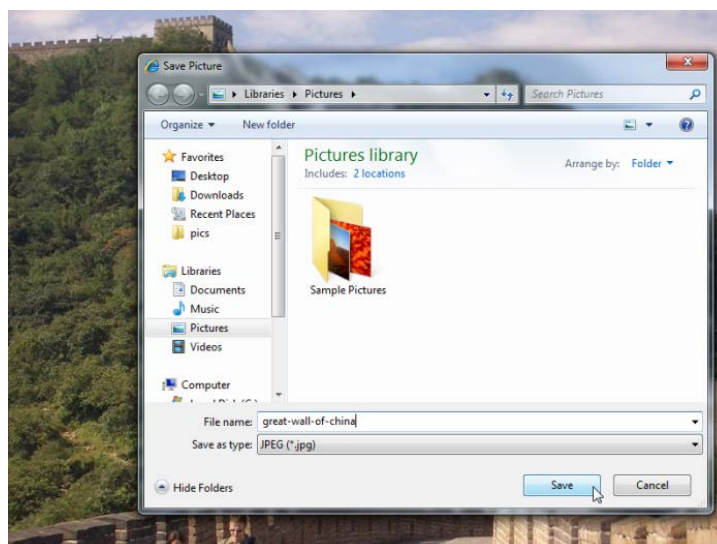
- 9. The Web page will open. When searching for an image with Google, the image search is still available at the top of the Web page. Click the link to see the full size image:



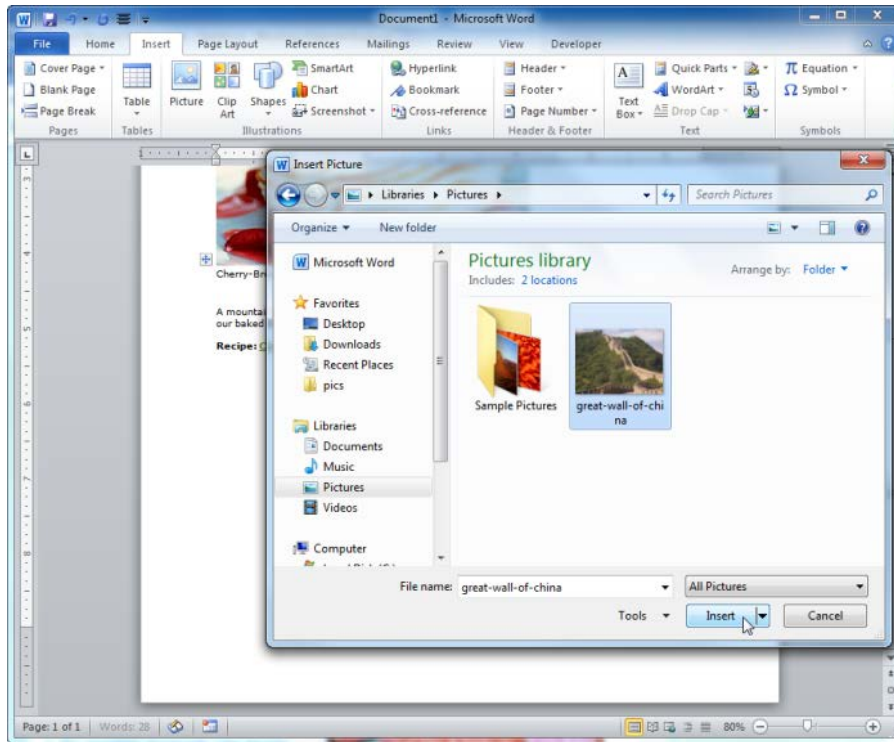
10. You will now see the original image, full size. Right-click the image and select Save Picture As:



11. Give the image a meaningful name, unless it is already named. Click Save:



12. Switch back to the word processor. Insert the image at the bottom of the document:



13. Copy the image URL from Internet Explorer and paste it below the inserted image. Give credit for the image:



Image source, copied Feb. 20, 2010:

<http://vincentloy.files.wordpress.com/2008/12/great-wall-of-china.jpg>

14. Save the word processing document as Sesion 2-4 Completed. Close all windows to complete this exercise.

Activity 2-4

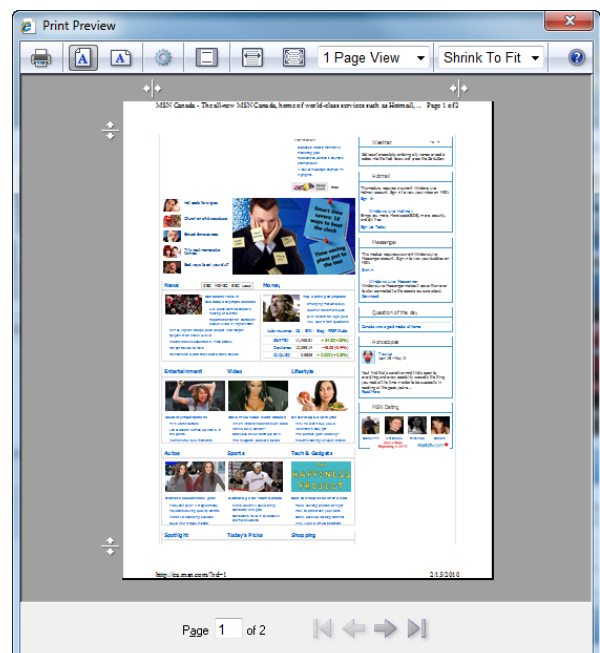
- Objective** To understand how to copy and paste text from the Internet, then forward an e-mail containing the URL of a particular Web site.
- Briefing** Your manager has asked you to send more information about the courses TEIA has to offer, as well as a sample document.
- Task** Browse to the TEIA Web site at <http://www.teia.edu.au> . Identify a file to download and save it on your computer. Send a link via e-mail to your boss, including some copied text from the Web site in the body of the message and the saved file as an attachment.
- Hints** Tackle this exercise one step at a time. Remember to save the downloaded file to a location on your computer that is easy to remember. Refer to the help file of your e-mail program to see how to attach a file to an e-mail message.
- Follow-up Questions** Forward a small Web page to a friend (one that does not contain too many pictures or text to keep the e-mail file size down to a more reasonable level).

Session 2.5: Printing from the Web

In the last session you learnt how to copy and paste text and images from a Web page to a word processing document. In this session you will learn how to use the printing functionality built into Internet Explorer.

Using Print Preview

Before you print a Web page, it is a good idea to see how the Web page will look when printed. It is possible that the Web page might be too large to fit properly on one piece of paper. Click File → Print Preview. The Print Preview dialog box will open, showing you an overview of what the Web page will look like on paper:



Let's go over the different commands available in this window:

Print Document



Click this icon to open the Print dialog box. We will explore this dialog later in this Session.

Portrait



By default, Internet Explorer will print pages in Portrait view (paper is taller than it is wide.)

Landscape



Click this command to print pages in Landscape view (paper is wider than it is tall.)

Page Setup



This command opens the Page Setup dialog. Here you can specify paper sizes, orientation, margins, and what to include in the headers/footers. We will explore the Page Setup dialog later in this Session.

Turn On/Off Headers & Footers



Headers and footers include information about the Web page at the top and bottom of the printed page. This information includes the page title, page count, URL, date, etc.

View Full Width



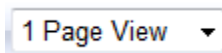
Click this command to stretch the page in Print Preview to the edges of the window.

View Full Page

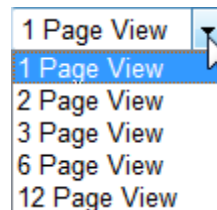


Click this command to make the entire page visible in the Print Preview window.

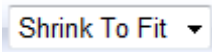
Show Multiple Pages



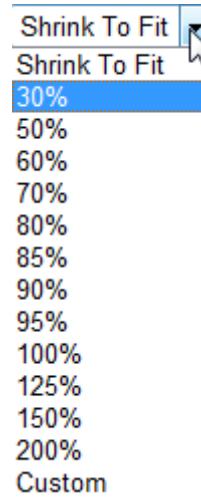
Use this command to choose how many pages would want to display in the Print Preview window:



Change Print Size



This command controls how the page will be fitted on the actual paper:



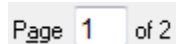
By default, the Shrink To Fit option is selected. This means that the Web page will be scaled down to fit within the margins of the paper. However, you can control how large you want the printed page to be, just like you use the Zoom command in the Status Bar.

Help



This button opens a separate browser window to show instructions on using this dialog. It does not open the Help file.

Page Counter



Displays which page is currently being shown. You can enter a number in the text box to jump to that page.

Page Navigation



Use these commands to skip forward/backward through the pages in Print Preview.

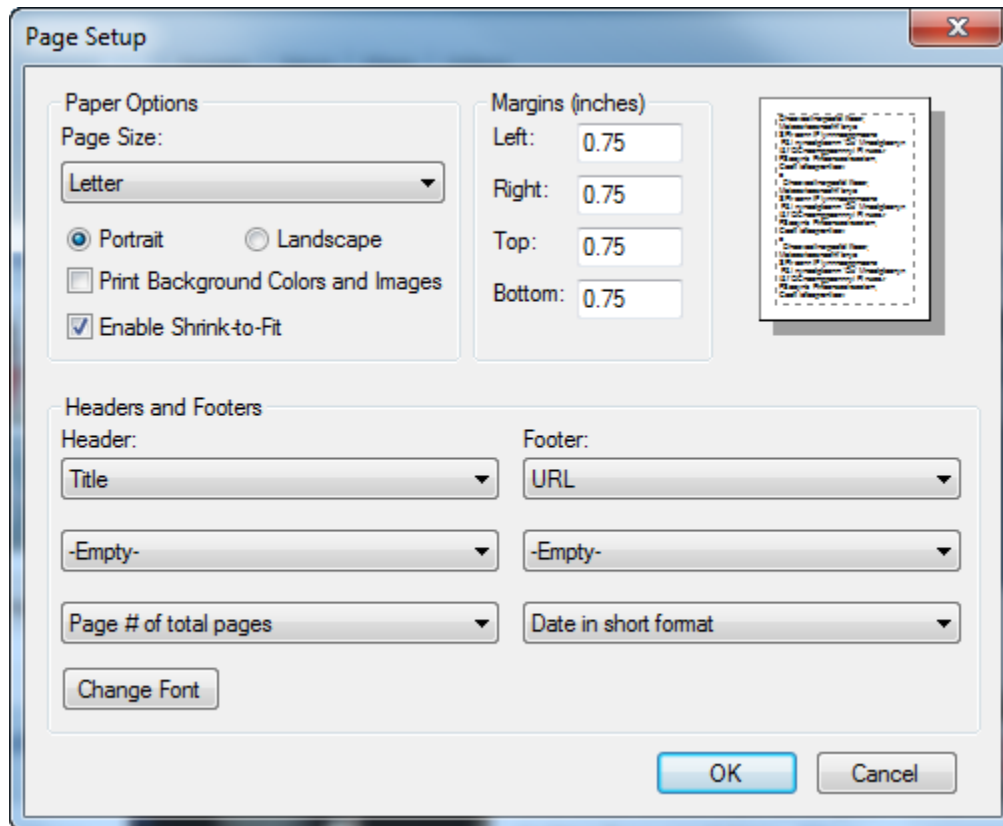
Using Page Setup

Not all Web pages are created equal, especially when printing enters the equation. Some pages are too wide to fit on a standard size piece of paper. In order to adjust the paper properties, we will explore the properties of the Page Setup dialog box.

To open the Page Setup dialog box, click File → Page Setup. You can also open the Page Setup dialog box by clicking the Page Setup icon (⚙️) in the Print Preview dialog box.

The Page Setup dialog box allows you to change how the page is printed. Under the Paper Options heading, you can choose paper sizes like letter, envelope, A4, and legal. Depending on the model of printer installed on your computer, you can also pick which paper source to use. You can also define

the headers here:



In the Headers and Footers Chapter, you can customize the header and footer output by selecting elements in the combo boxes. Click OK to apply the settings.

Printing your Page

Once you are satisfied with the orientation and layout of the page, you can print the Web page. This can be performed in a few different ways.

File → Print

The Print dialog box will appear. Specify the number of copies you would like and when ready, click Print.

Ctrl + P

Will also bring up the Print dialog box. Specify the number of copies you would like and when ready, click Print.

From the Print Preview dialog box, click the Print icon (🖨️) in the upper left-hand corner

The Print dialog box will appear. Specify the number of copies you would like and when ready, click Print.

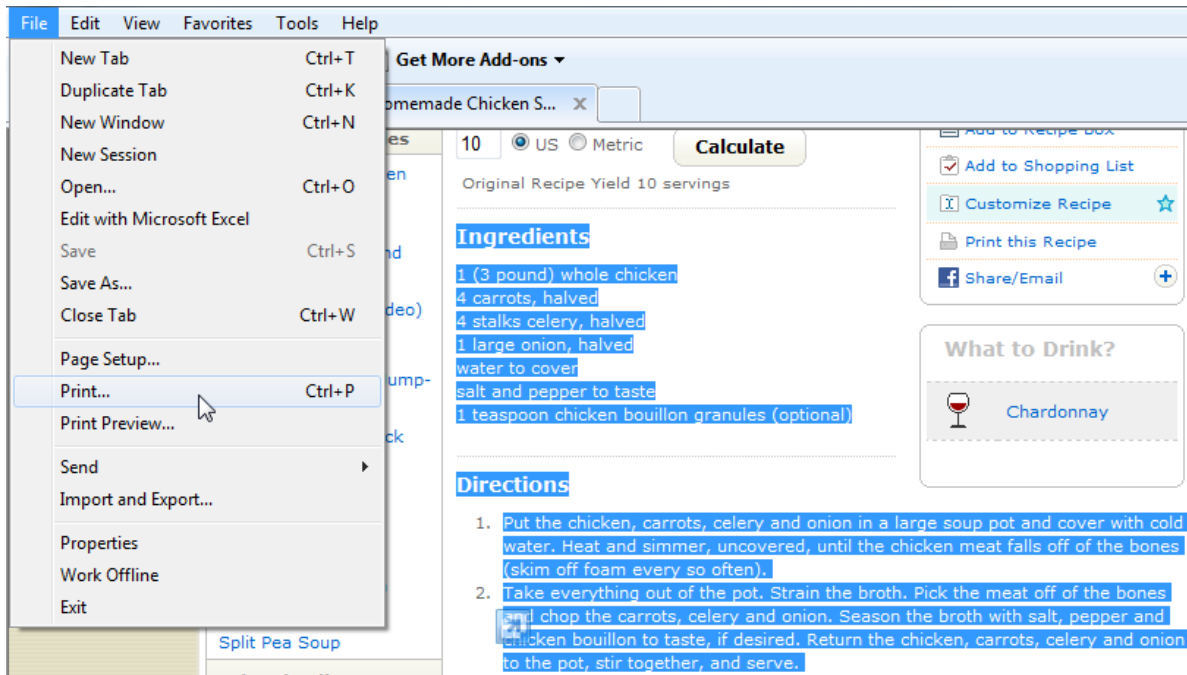
Print icon on the Command Bar

This option will assume you want one copy of the entire Web page and print it.

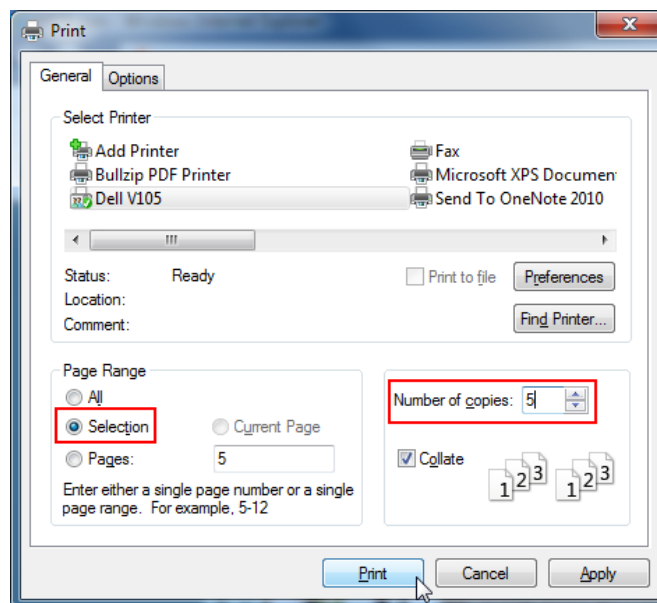
Printing a Selection

If you recall our chicken soup recipe example from the previous sessions, you explored how to copy only a particular section of text and paste that text block into a word processor. You could then save the file for future use or print the file from the word processor. Internet Explorer provides you with a printing shortcut that effectively eliminates the word processor middleman.

To print only a selection of text, select the text you want to print and click File → Print:



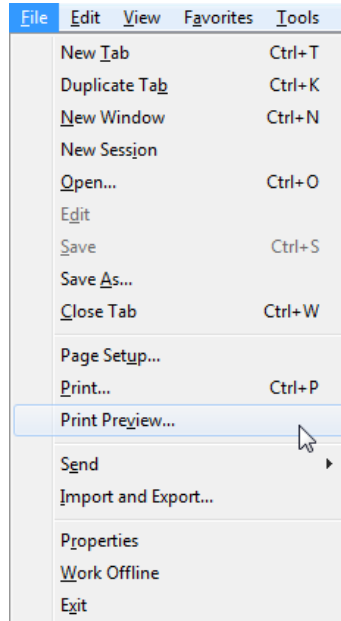
Under the heading "Page Range," click the Selection radio button. Specify the number of copies you would like and click Print:



Step-By-Step

In this exercise you will explore different printing options.

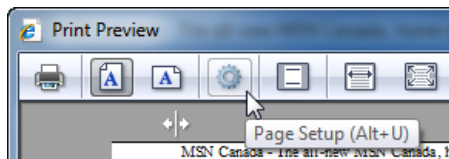
1. Open Internet Explorer.
2. Use the Search bar to locate a Web site of interest to you or just leave your home page open.
3. Click File → Print Preview:



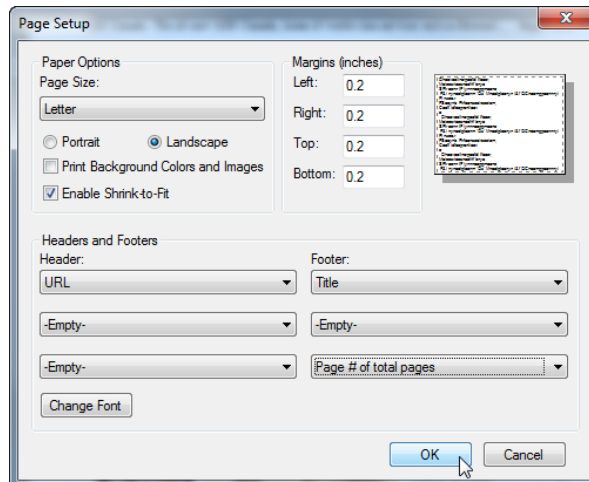
- 4. Your page will appear on the screen as if it were on a printed page:



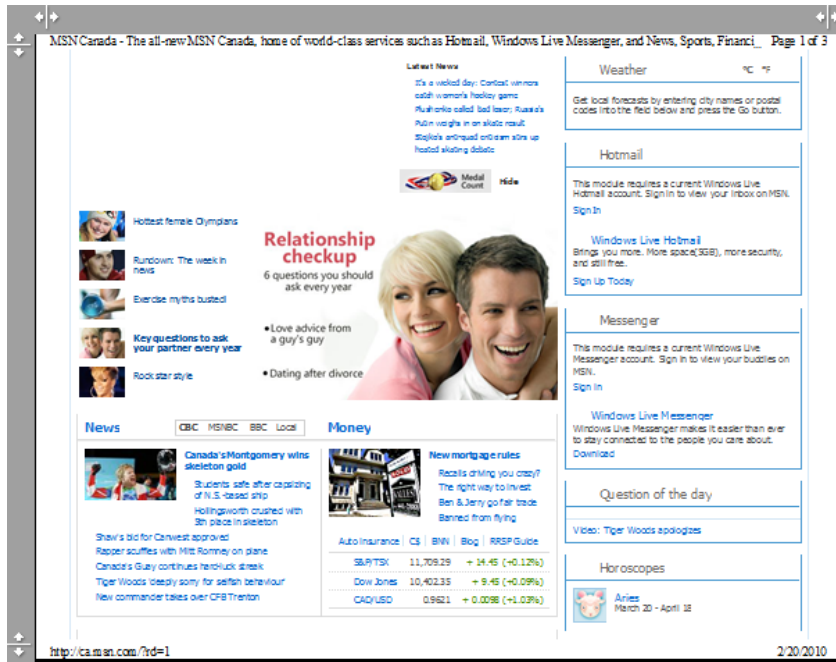
- 5. Click the Page Setup command:



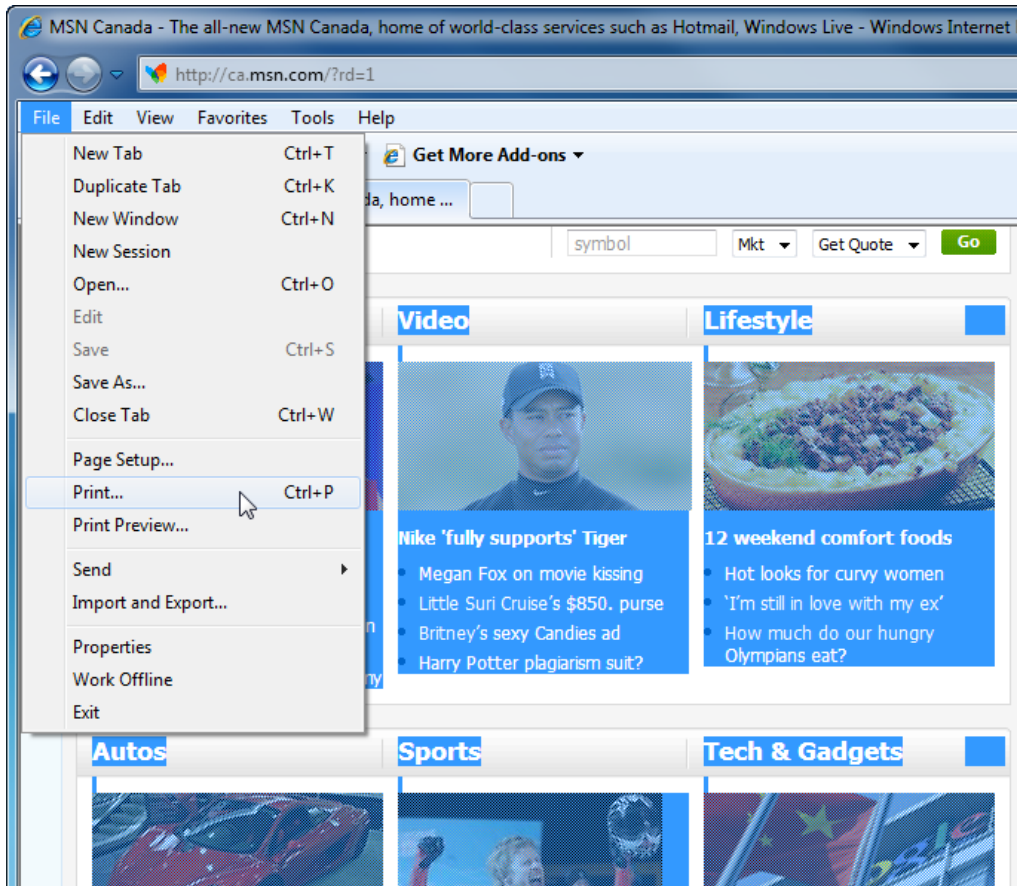
- 6. When the Page Setup dialog appears, match the following settings and then click OK:



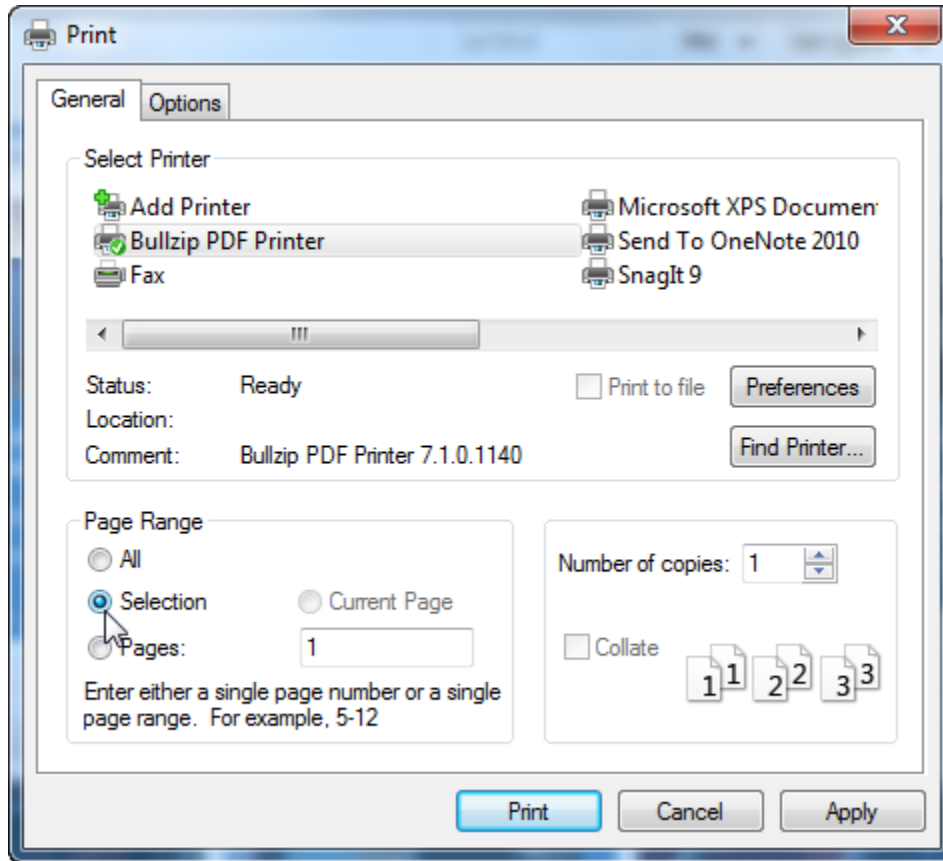
7. The Print Preview should now look something like this:



8. Close Print Preview. Select some text on the Web page and click File → Print:



9. When the Print dialog appears, click the Selection radio button:



10. Click Print to print only the selected information and then close Internet Explorer.

Activity 2-5

| | |
|----------------------------|--|
| Objective | To become more comfortable with printing information from the Internet. |
| Briefing | You are heading to a potluck BBQ on the weekend and want to look up a recipe for potato salad. |
| Task | Use a search method of your choice to find some different recipes. Copy and paste the recipe into a word processor and print the recipe. |
| Hints | Use some different searching criteria to help refine your search. |
| Follow-up Questions | Find a picture of potato salad and add it to your recipe document. |

On-Line Test

You could try and do the first on-line quiz for Internet Explorer.

Ask your teacher for the way to access this activity.

Chapter 3: Favorites, Accelerators, and Web Slices

In this chapter you will learn how to:

- Open and browse Favorites
- Open, use, and close the Favorites Center
- Use your Favorites outside of Internet Explorer
- Create a Favorite
- Turn multiple tabs into a group of Favorites
- Manage your Favorites
- Use Favorites
- Use Favorite folders
- Use different Accelerators
- Download and manage Accelerators
- Find, use, and view Web Slice content

Session 3.1: Favorite Basics

At this point, you should be pretty comfortable with using the basics of Internet Explorer. You should be able to enter a URL, browse different Web sites, send a link to a friend via e-mail, and print some interesting content from the Internet.

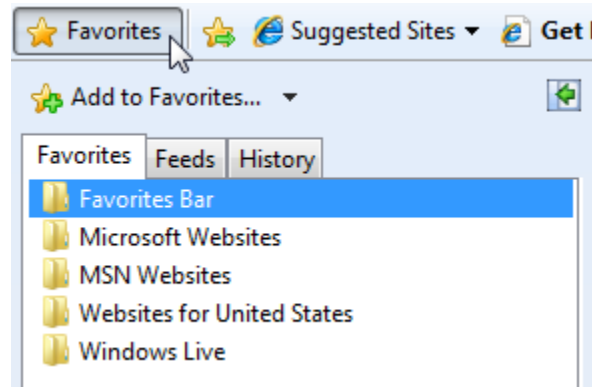
You will no doubt visit some interesting Web sites that you would like to revisit in the future. But sometimes the URL of a particular Web page can be very long and quite a lot to remember. You could always copy and paste the URL into a file and then recopy and paste it back into Internet Explorer, but that's a lot of unnecessary work. Internet Explorer uses a feature called Favorites to help remember the URLs for you.

What are Favorites?

A favorite is a saved URL you can access at any time. You can think of a Favorite as a place marker somewhere in the Internet allowing you to easily revisit a Web site or a particular document in the future. Any Web site, Web page, image, or document on the Internet can effectively have a Favorite attached to it.

Opening the Favorites Center

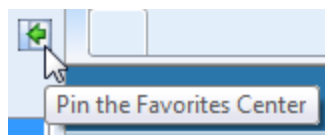
The Favorites Center is a pane that is shown by default on the left side of the Internet Explorer window. You can enable it by clicking the Favorites command:

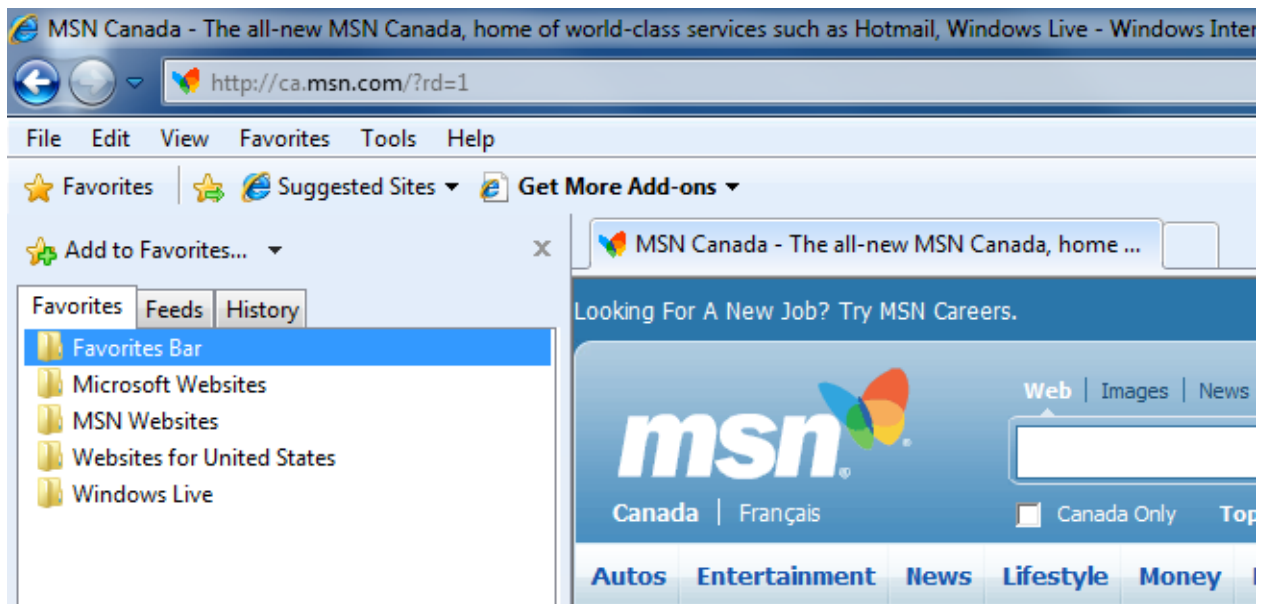


This special pane also displays any RSS feeds as well as the browser history by clicking the appropriate tab. Clicking away from the Favorites Center will automatically hide it.

Pinning and Closing the Favorites Center

Notice the command in the upper right-hand corner when you open the Favorites Center. Click this command to make the Favorites Center stay on the left-hand side of the window:



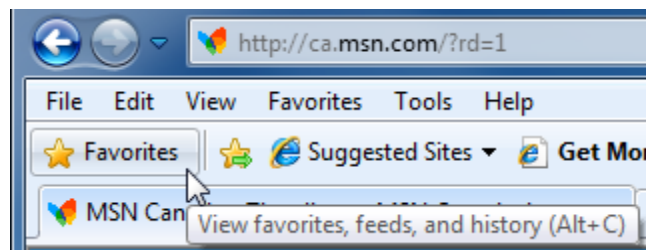


To close the pane, just click the x in the upper right-hand corner of the pane.

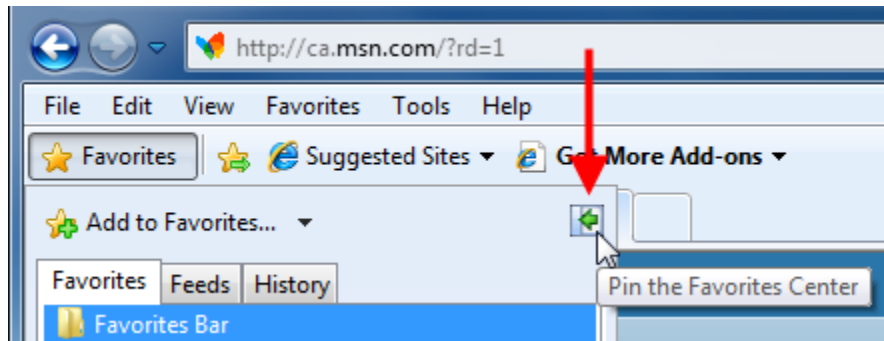
Step-By-Step

In this exercise you will learn how to open and work with the Favorites Center.

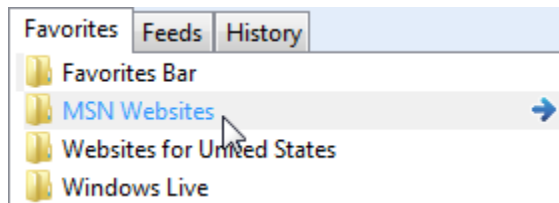
1. Open Internet Explorer.
2. Click the Favorites command on the left-hand side of the Internet Explorer window:



- When the Favorites Center appears, click the Pin command:



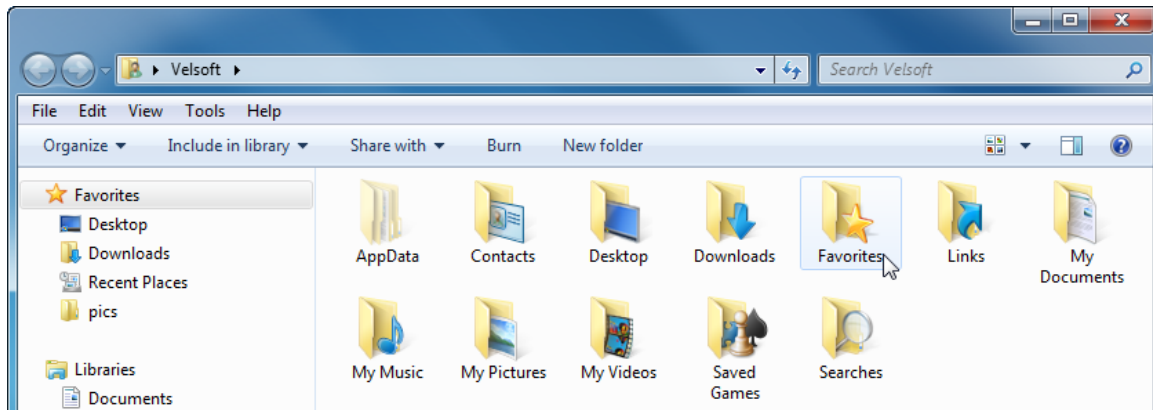
- Expand the MSN Websites folder under the Favorites category:



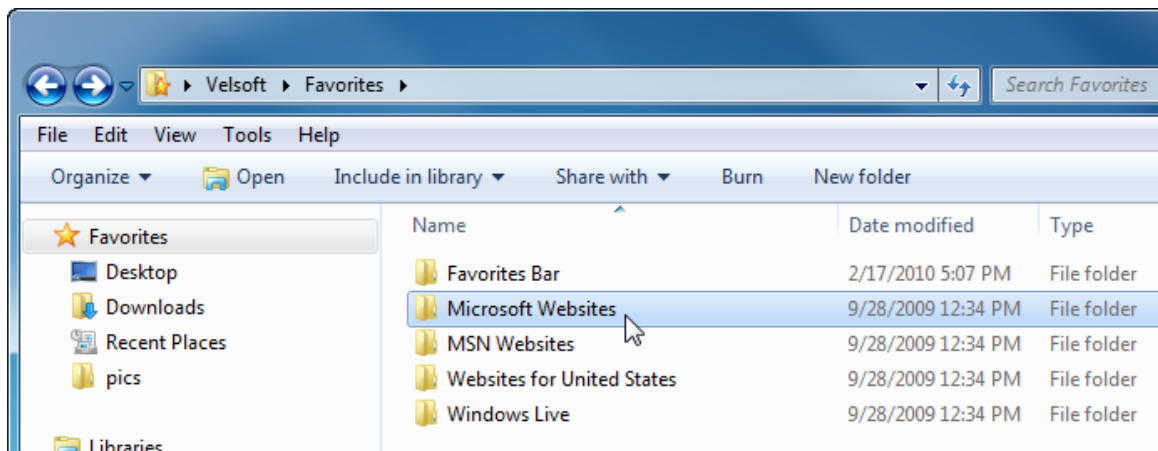
- Click any of the items contained in the folder to visit that page:



- Close Internet Explorer. Open Windows Explorer and browse to your profile folder, then double-click the Favorites folder:



- Open any of the folders to view the Favorites:



- Select a Favorite and press Enter:

| Name | Date modified | Type | Size |
|--------------------------|--------------------|-------------------|------|
| IE Add-on site | 2/11/2010 12:47 PM | Internet Shortcut | 1 KB |
| IE site on Microsoft.com | 2/11/2010 12:47 PM | Internet Shortcut | 1 KB |
| Microsoft At Home | 2/11/2010 12:47 PM | Internet Shortcut | 1 KB |
| Microsoft At Work | 2/11/2010 12:47 PM | Internet Shortcut | 1 KB |
| Microsoft Store | 2/11/2010 12:47 PM | Internet Shortcut | 1 KB |

- The Web page will appear.
- Close the pinned Favorites Center and then close Internet Explorer.

Activity 3-1

- Objective** To understand how to access Favorites in and out of Internet Explorer.
- Briefing** You just had your Internet connection set up and are ready to learn more about Microsoft products from the default Favorites.
- Task** Open the Favorites Centre and pin it to the Internet Explorer window. Explore each of the URLs that are saved in the Microsoft Websites folder.
- Close Internet Explorer, and then open your profile folder. Access two more Favorites in the MSN Websites folder.

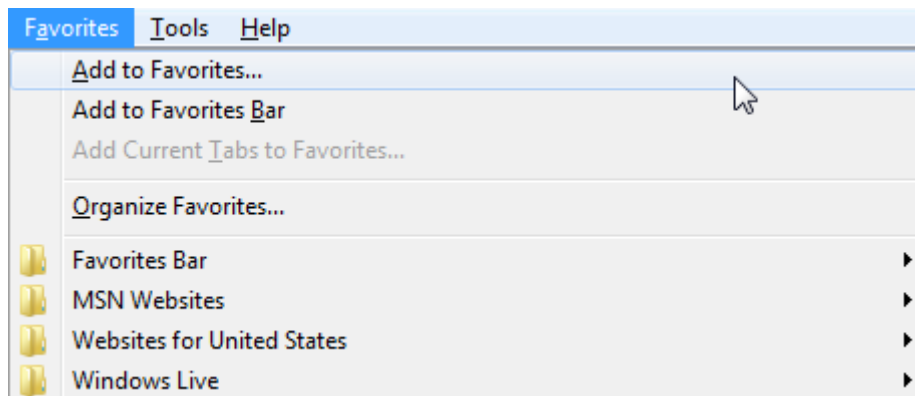
Session 3.2: Creating and Using Favorites

Favorites make it easy to access a Web site without having to remember the entire URL. For example, there are a number of sites that let you post an online photo album.

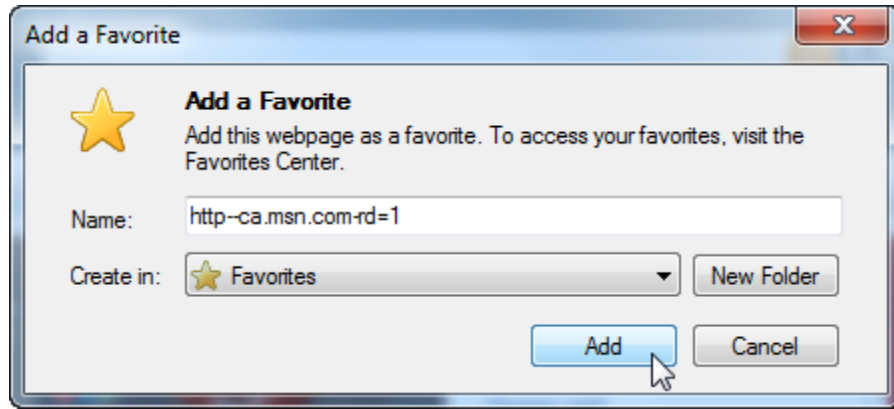
You could save every picture in his photo album to your computer to look at later on, but this is extremely time consuming and may use a large portion of your hard drive. So instead, you can make a Favorite that is merely a reference to the photo album so you can view the pictures whenever you like.

Marking a Page as a Favorite

Making a particular Web page a Favorite is easy to do. When you have navigated to a page you would like to keep visit in the future, click Favorites → Add to Favorites:

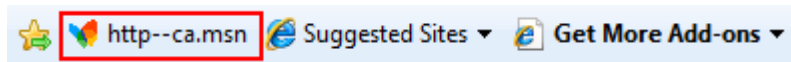


This will show the Add a Favorite dialog box:



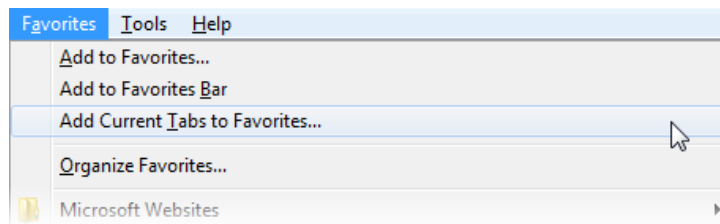
From here you can choose to name the Favorite or stay with the default name (the URL). Click the “Create in” combo box to select the Favorites folder in which to save the Favorite, or click New Folder to create a new Favorites location. Finally, click OK to save the Favorite.

You can also click the Add Favorite icon (★). This will add the page directly to the Favorites Bar:

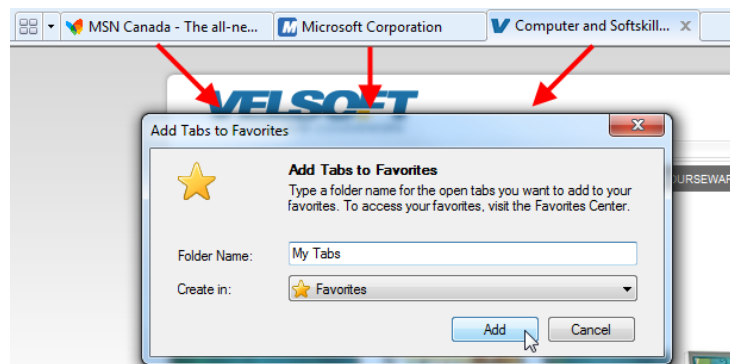


Marking Multiple Tabs as Favorites

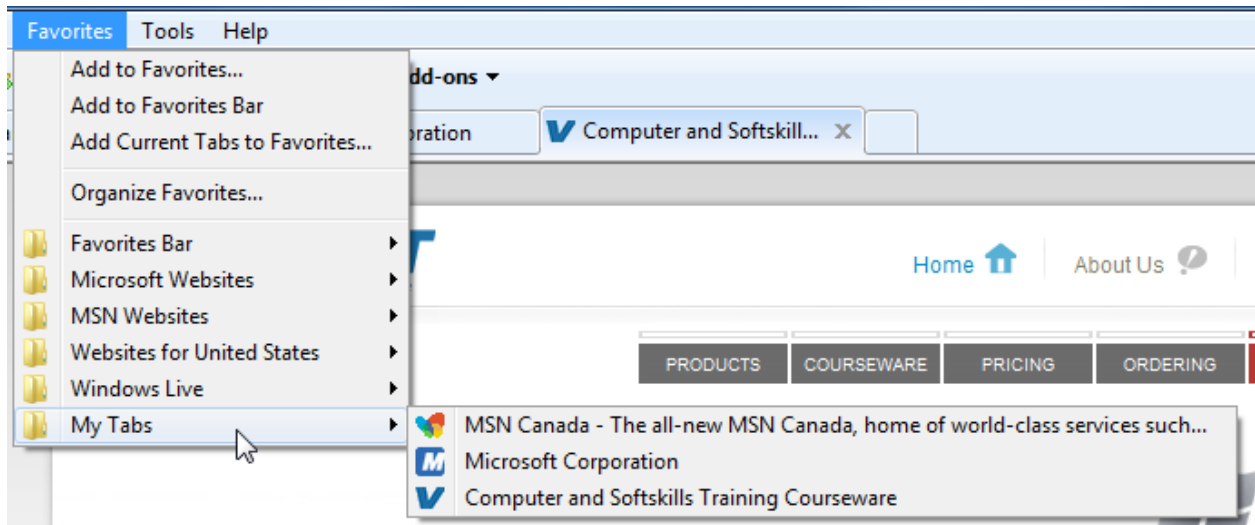
You explored tabbed browsing earlier in this manual. Internet Explorer allows you to save a group of open tabs as a single group of Favorites. When you have two or more tabs open, click Favorites → Add Current Tabs to Favorites:



All opened tabs will be grouped under one name. Give the tab group a name, choose a location in your Favorites folder in which to save the group, and then click Add.

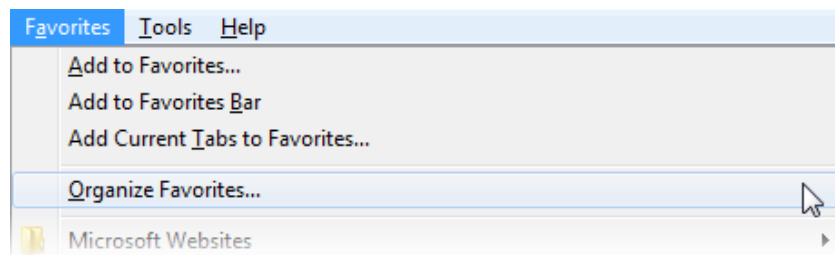


After you have added a Tab Group, you can access the different Web sites by using the Favorites menu:

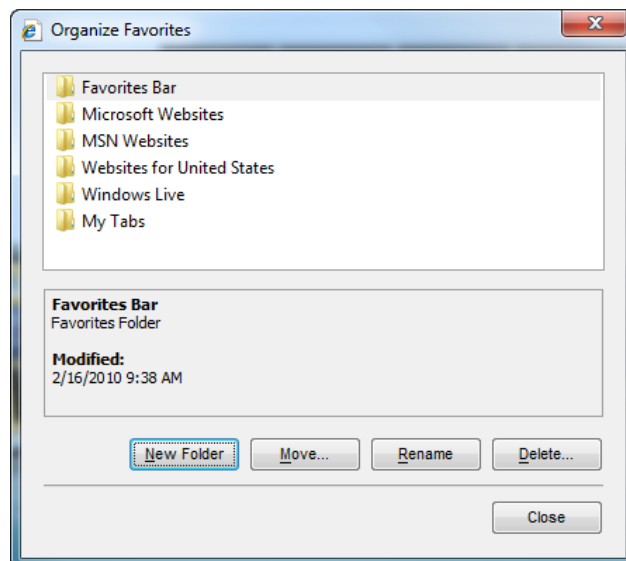


Deleting and Maintaining Favorites

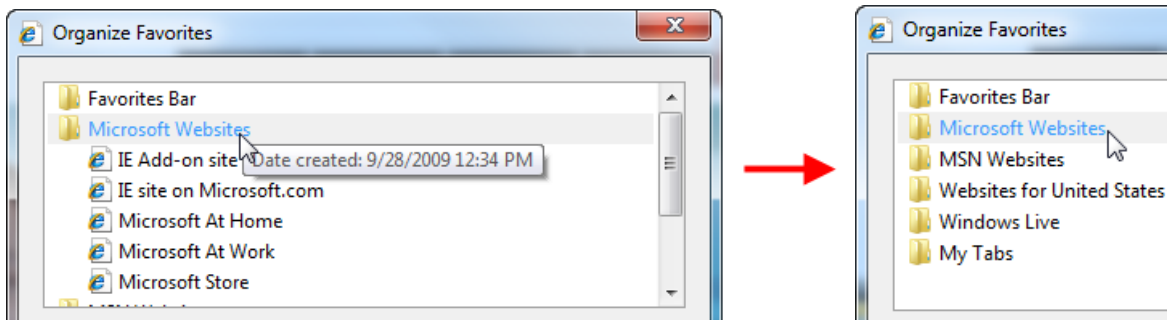
To delete an unused Favorite, or to perform any maintenance on your Favorites, click Favorites → Organize Favorites. We will explore more about maintaining Favorites in the next Session:



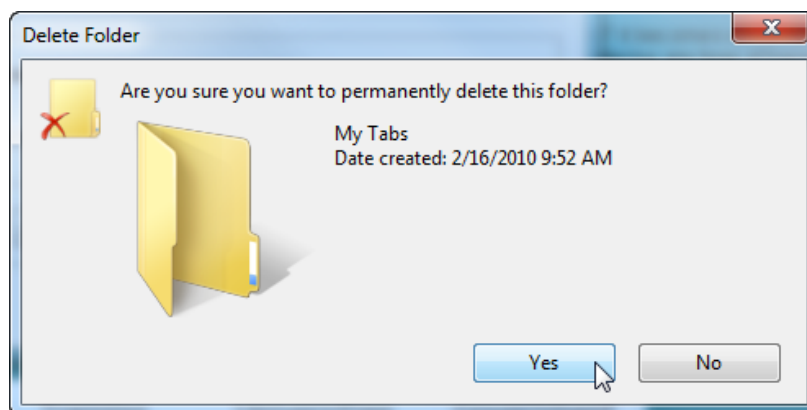
The Organize Favorites dialog box will appear.



Click a folder to expand its contents; click the folder again to close it:



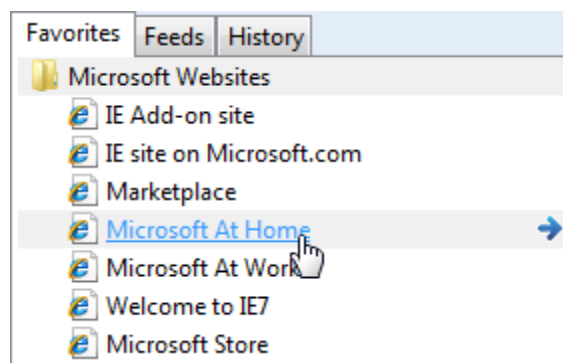
Select the individual Favorite or Favorite folder you want to rename/remove and click the appropriate command. You will need to confirm any deletions.



When you are finished with the Organize Favorites dialog, click Close.

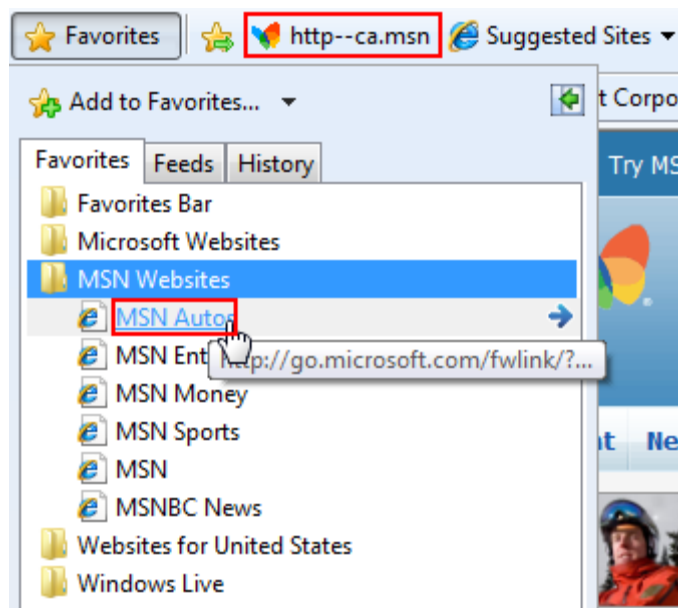
Accessing Favorites

To access a Favorite, open the Favorites Center and then simply click the link you want to access:



Internet Explorer will then display the page.

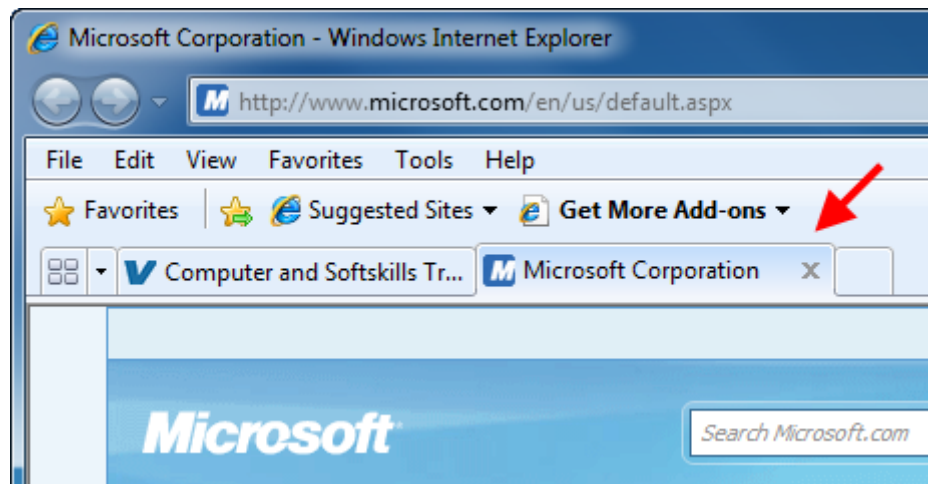
You can also access a Favorite by clicking the Favorites menu and then clicking the Favorite you want to visit. If you have added a Favorite to the Favorites Bar, just click the Favorite to access it:



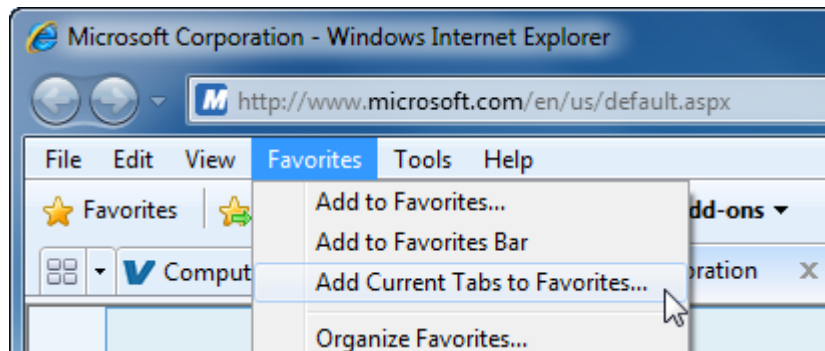
Step-By-Step

In this exercise you will create and manage Favorites.

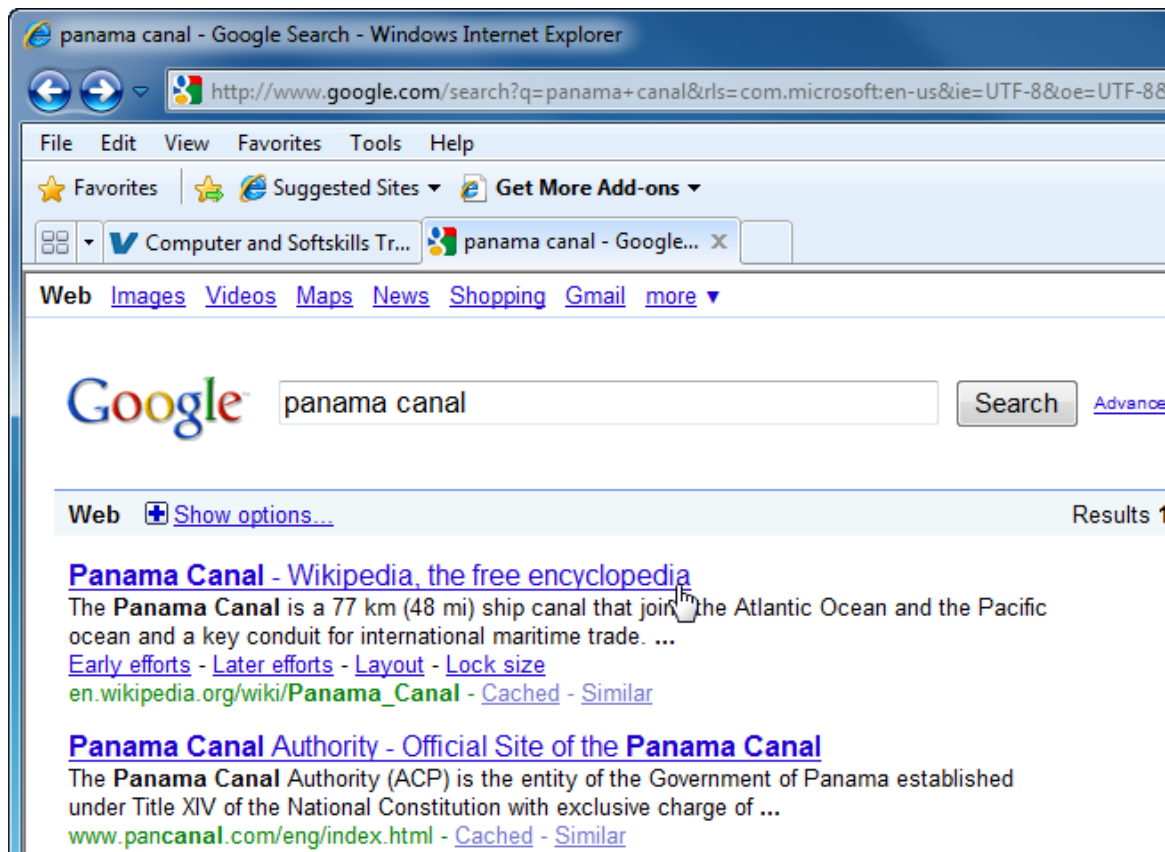
1. Open Internet Explorer.
2. Browse to www.teia.edu.au.
3. Open a new tab and visit www.microsoft.com:



4. Click Favorites → Add Current Tabs to Favorites:



5. When prompted, enter "Session 3.2" as the folder name and click Add.
6. Navigate to www.google.com and search for *panama canal*. Click the first link:



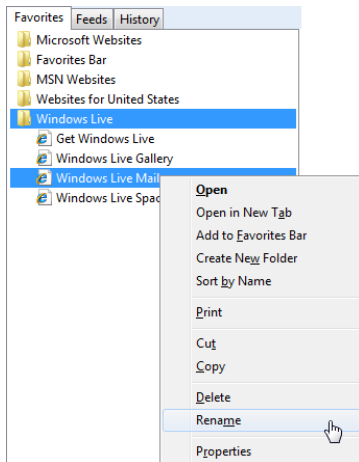
7. When the page loads, open the Favorites Center and click Add to Favorites.
8. Save the Favorite in the Session 3.2 folder and click Add.
9. Open the Favorites Center and view the contents of the Sesion 3.2 folder.
10. Close Internet Explorer to complete this exercise.

Activity 3-2

| | |
|----------------------------|--|
| Objective | To understand how to add and delete Favorites. |
| Briefing | You have used one search engine for a long time and have found that it is not locating information effectively for you anymore. You want to add a Favorite for the search engines Google, Bing, and Yahoo! Search. |
| Task | Delete an old Favorite you no longer use and add three new favorites that correspond to the new search engines. |
| Hints | You can delete an old Favorite by using the right-click menu. You can also rename a Favorite by using the right-click menu. |
| Follow-up Questions | Add some new Favorites and then delete them using the Organize Favorites option in the Favorites menu, the right-click menu, and the Delete key on your keyboard to familiarize yourself with their operation. |

Session 3-3: Organizing Favorites

Renaming a Favorite



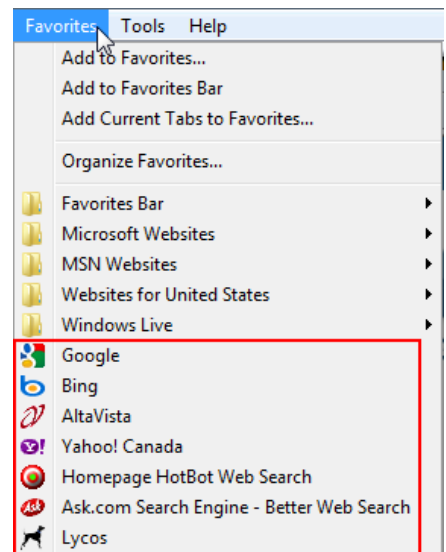
To rename a Favorite, open the Favorites Center. Right-click on the Favorite you want to rename and click Rename from the right-click menu:

Type a new name or description for the Favorite and press Enter.

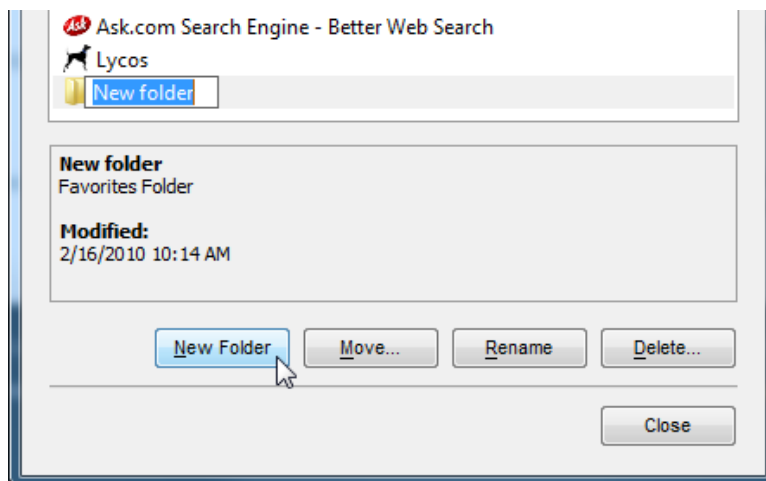
Adding Folders to your Favorites

As time goes on, you will likely accumulate more and more Favorites. Eventually your list of Favorites might become too long to effectively search, so Internet Explorer gives you the option to organize your Favorites into folders, just as you would organize your files into folders using Windows Explorer.

For example, let's say you have made a Favorite for many different search engines and want to put all of them into one folder:



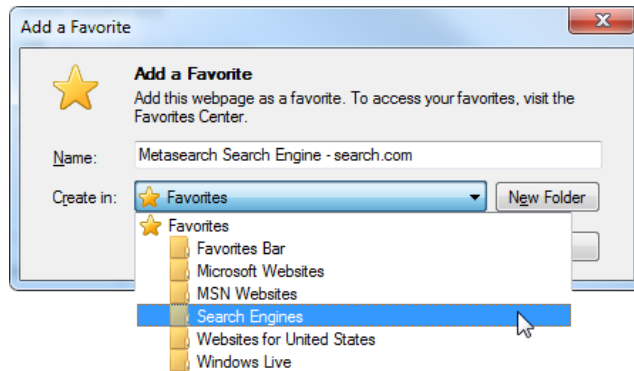
To create a new folder, click Favorites → Organize Favorites. When the Organize Favorites dialog box appears, click New Folder:



Give the folder a name and press Enter.

Saving Favorites into Folders

Now that your new folder is created, you can choose to directly save a Favorite into that folder. When you choose to add a Favorite to your computer, the Add a Favorite dialog box will appear:

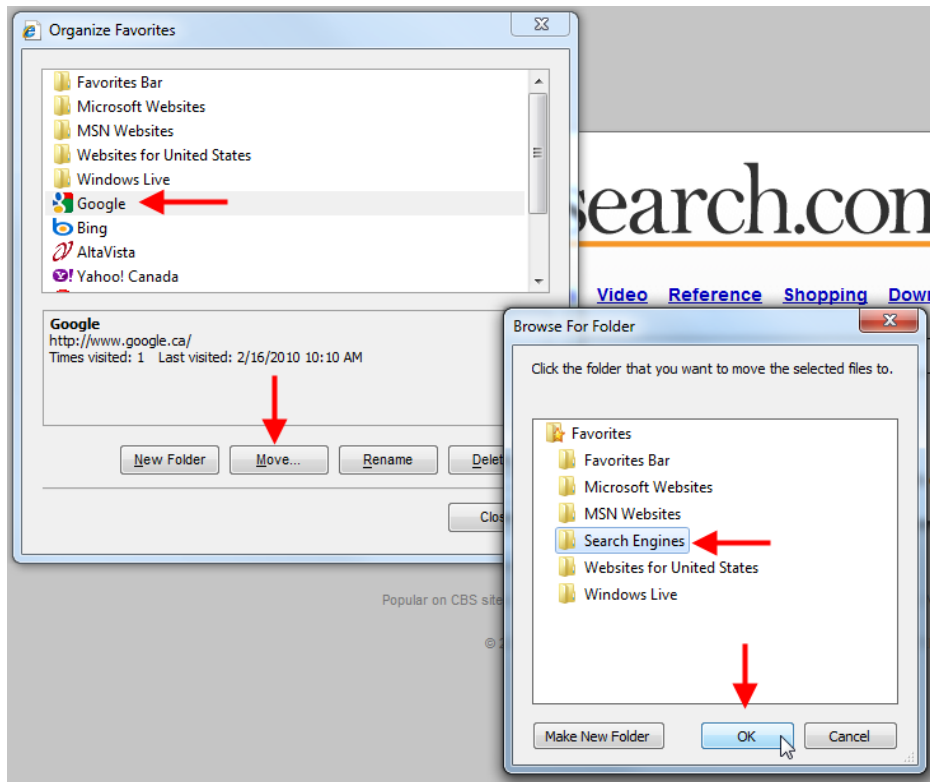


Choose a location or folder in which to save your new Favorite by using the Create in combo box. Don't forget you can create a new folder in Favorites by clicking New Folder.

Moving Favorites into Folders

The easiest method of adding a Favorite to a folder is to open the Favorites Center and then click and drag a favorite on top of a folder. This will move the Favorite into that folder.

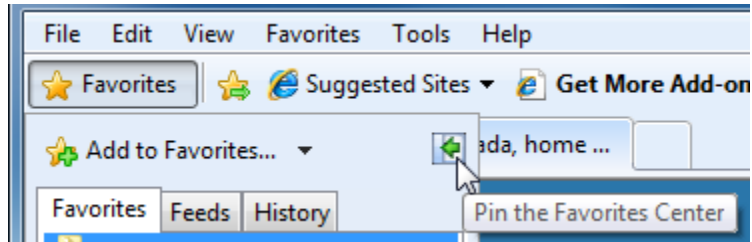
If your list of Favorites is quite large and it is impractical to click and drag a Favorite, click the Favorite you want to move and click Move. The Browse for Folder dialog box will appear; select the destination folder for your Favorite and click OK:



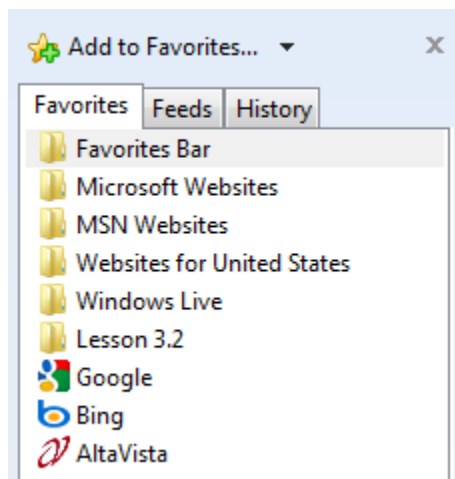
Step-By-Step

In this exercise you will categorize your Favorites.

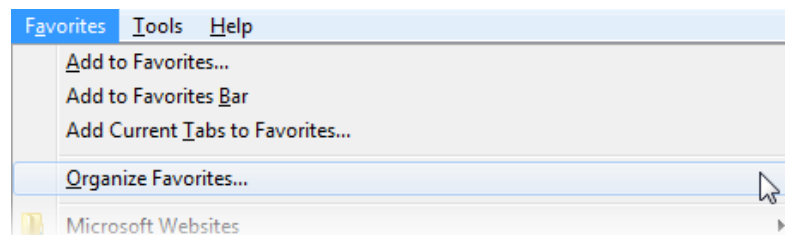
1. Open Internet Explorer.
2. Open and pin the Favorites Center:



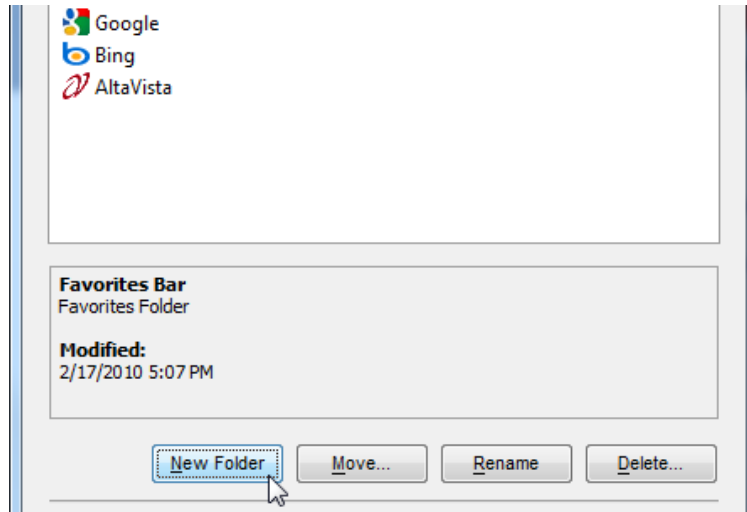
3. Visit www.google.com, www.bing.com, and www.altavista.com. Add each Web site as a Favorite, saving it in the main Favorites folder. The Favorites Center should look like this:



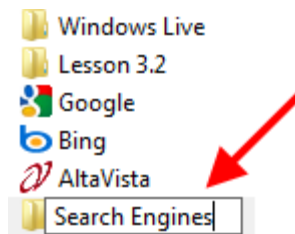
4. Click Favorites → Organize Favorites:



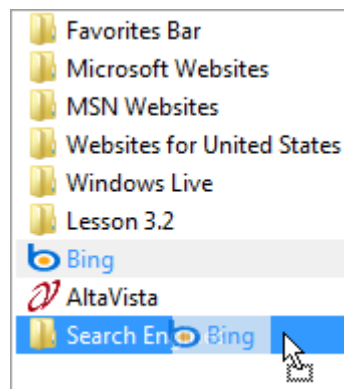
5. At the bottom of the Organize Favorites dialog box, click New Folder:



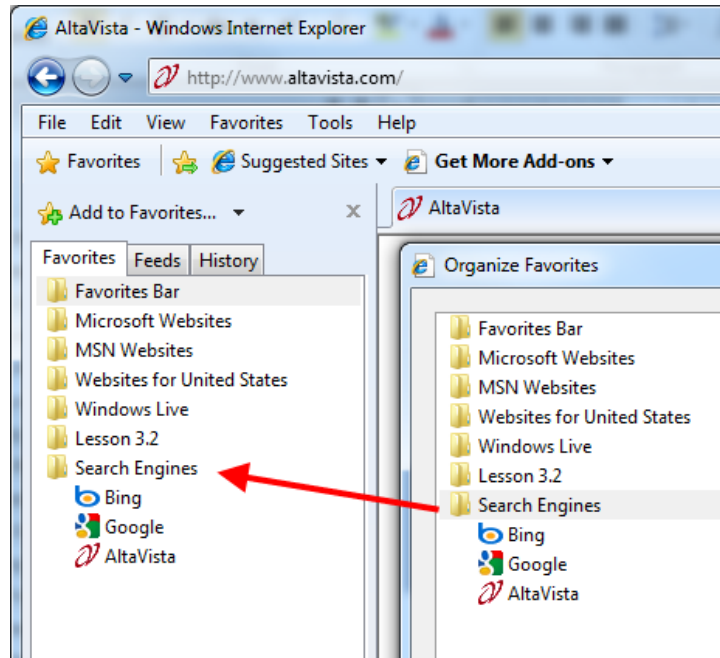
6. Type *Search Engines* as the name for this folder and press Enter:



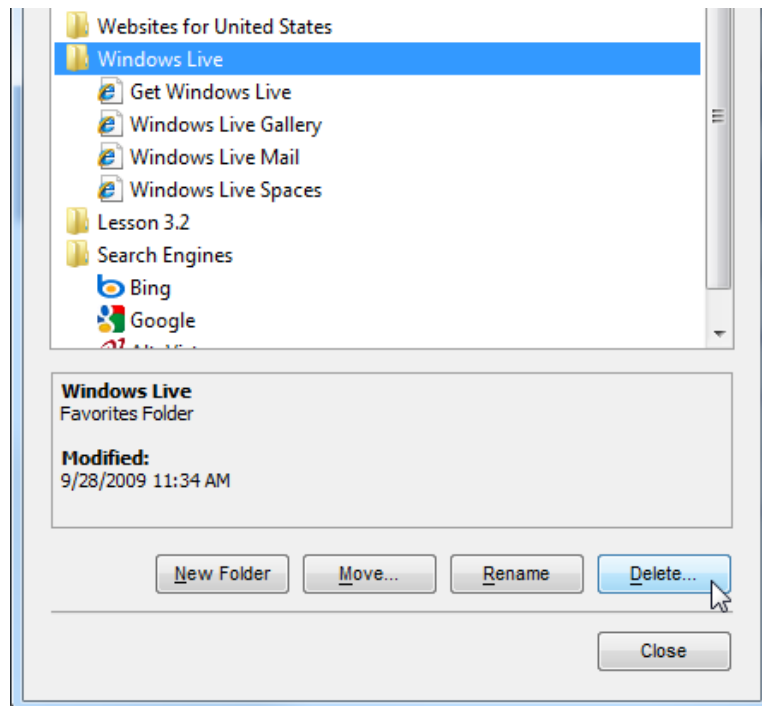
7. Click and drag each search engine Favorite into this new folder:



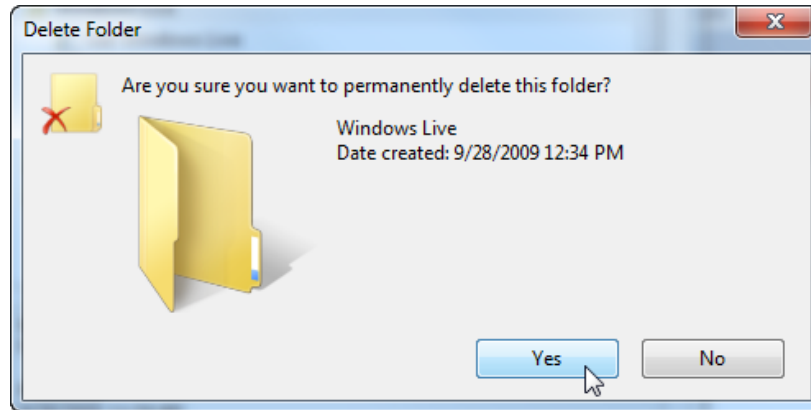
8. As you drag items into this new folder, the Favorites Center reflects these changes:



9. Select the Windows Live folder in the Organize Favorites dialog and click Delete:



10. Click Yes to confirm your choice and then close Internet Explorer:



Activity 3-3

| | |
|----------------------------|---|
| Objective | To understand the full functionality of the Favorites toolbar. |
| Briefing | You want to make a custom folder containing a list of all search engine URLs you have encountered thus far. |
| Task | Create a new folder named Search Engines, and then click and drag each search engine URL into this new Folder. |
| Hints | Remember that you can delete search engines that have changed URLs or rename the Favorite to a more meaningful name. |
| Follow-up Questions | Add another new folder about the topic of your choice, use a search engine to find three interesting Web sites about that topic, and then add the three Web sites as Favorites. |

Session 3-4: Accelerators

Accelerators allow you to streamline certain activities by simplifying common actions. For example, if you wanted to find a location on a map, you would have to record the address, open a mapping Web site, paste in the address, and then sort through possible matches. Accelerators let you perform this mapping (and other actions) faster by using the right-click menu.

What are Accelerators?

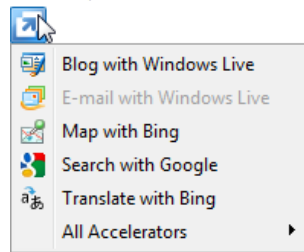
Accelerators allow you to perform common browsing tasks on selected text without having to navigate to other Web sites. They enable you to send e-mail, search mapping Web sites, translate a word or phrase, research information, and more. Accelerators are also very easy to set up and use.

Using Accelerators

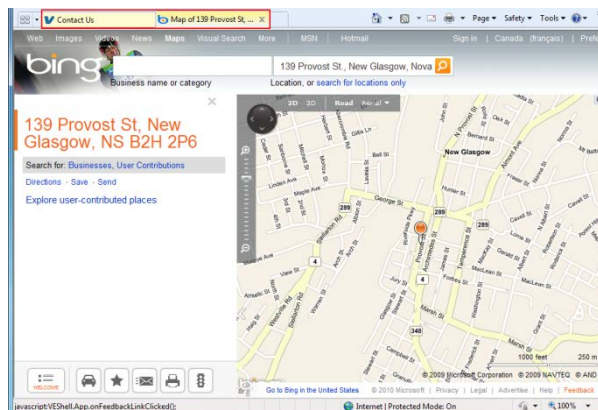
To use an Accelerator, select some text on any Web page. You will notice a faint blue icon appear beside the selected text:



Click this icon to see the available Accelerators:

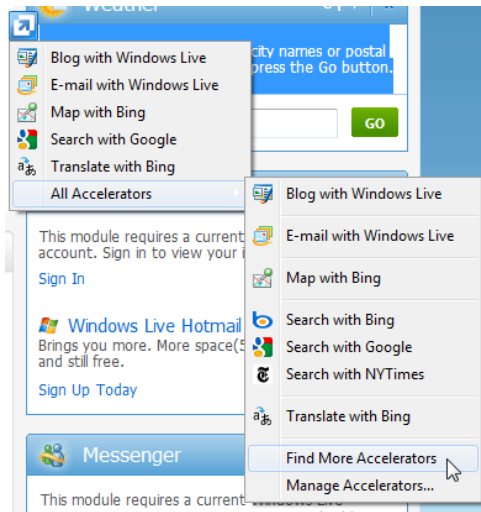


Since this is an address, let's click the Map with Bing option. This will open a new tab and display the map. Also note that the new tab and the original tab are color-coordinated, indicating that they are associated:



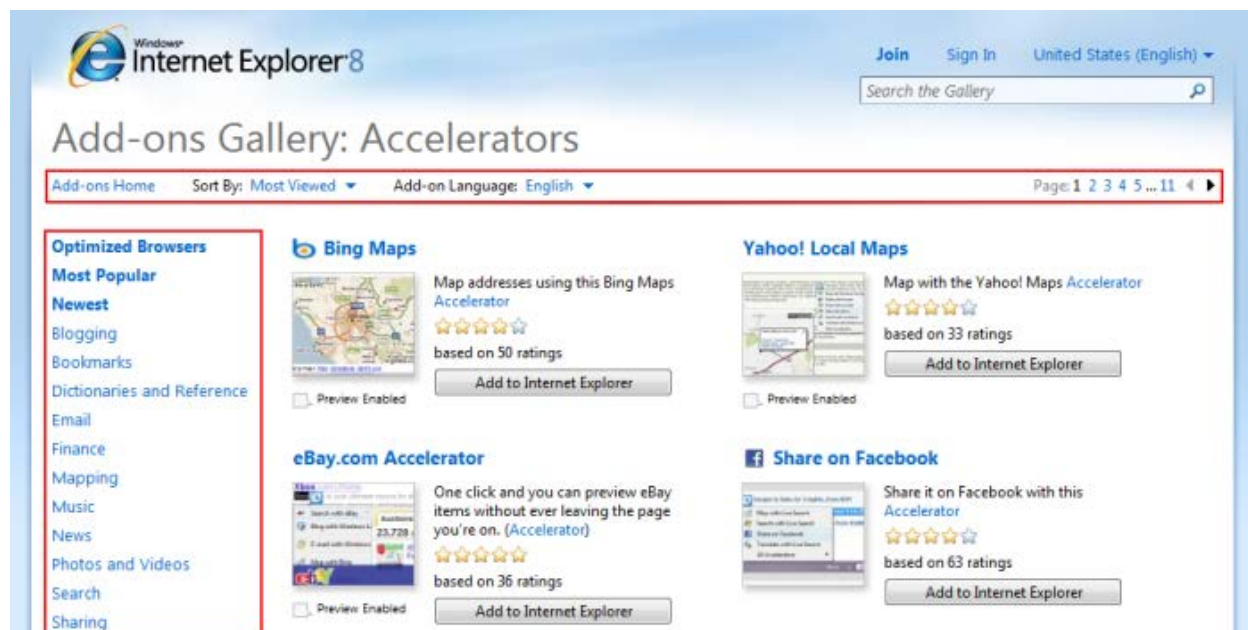
Getting New Accelerators

You can download and install a number of different Accelerators. To do this, select some text in a Web page and click the Accelerator button → All Accelerators → Find More Accelerators:



This will direct Internet Explorer to the Accelerator online gallery. Here, you can browse a number of different Accelerator categories and add some different Accelerators to Internet Explorer.

Select a category on the left, browse through the category using the commands at the top, and add an Accelerator using the Add to Internet Explorer buttons:



As an example, let's add a weather Accelerator. Click the Weather category and then add the Weather Channel Accelerator:

Optimized Browsers
Most Popular
Newest
Blogging
Bookmarks
Dictionaries and Reference
Email
Finance
Mapping
Music
News
Photos and Videos
Search
Sharing
Shopping
Social Networking
Toolbars
Translation
Travel
Weather
Other

Weather from Bing
Get weather updates from Bing with this Web Slice
★★★★★
based on 29 ratings
Add to Internet Explorer

The Weather Channel Accelerator
Get local weather instantly. (Accelerator)
★★★★☆
based on 6 ratings
Add to Internet Explorer

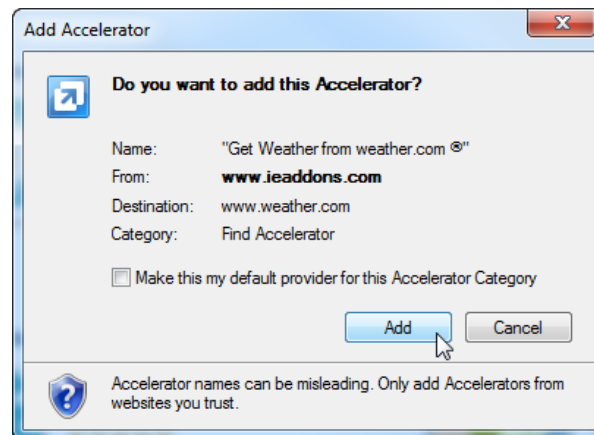
The Weather Channel Toolbar for IE8
Get local weather and severe alerts always in your browser PLUS 1-click access to forecasts and maps.
★★★★☆
based on 5 ratings
Add to Internet Explorer

HKO Warnings In Force
Get the latest warning messages from the Hong Kong Observatory (Web Slice)
☆☆☆☆☆
based on 0 ratings
Add to Internet Explorer

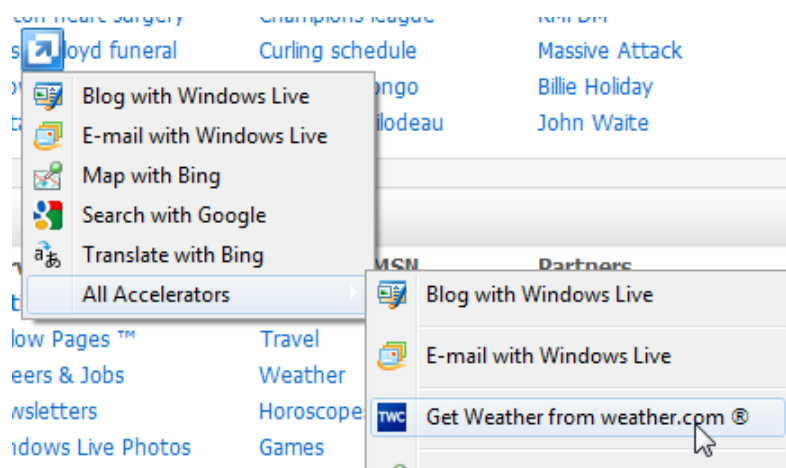
timeanddate.com-World Clock Search
timeanddate.com - World Clock Search (Search Provider)
★★★★★
based on 3 ratings
Add to Internet Explorer

12-Hour Singapore Weather Forecast
Get the latest 12-hour weather forecast from Singapore's National Environmental Agency (NEA) (Web Slice)
★★★★☆
based on 1 ratings

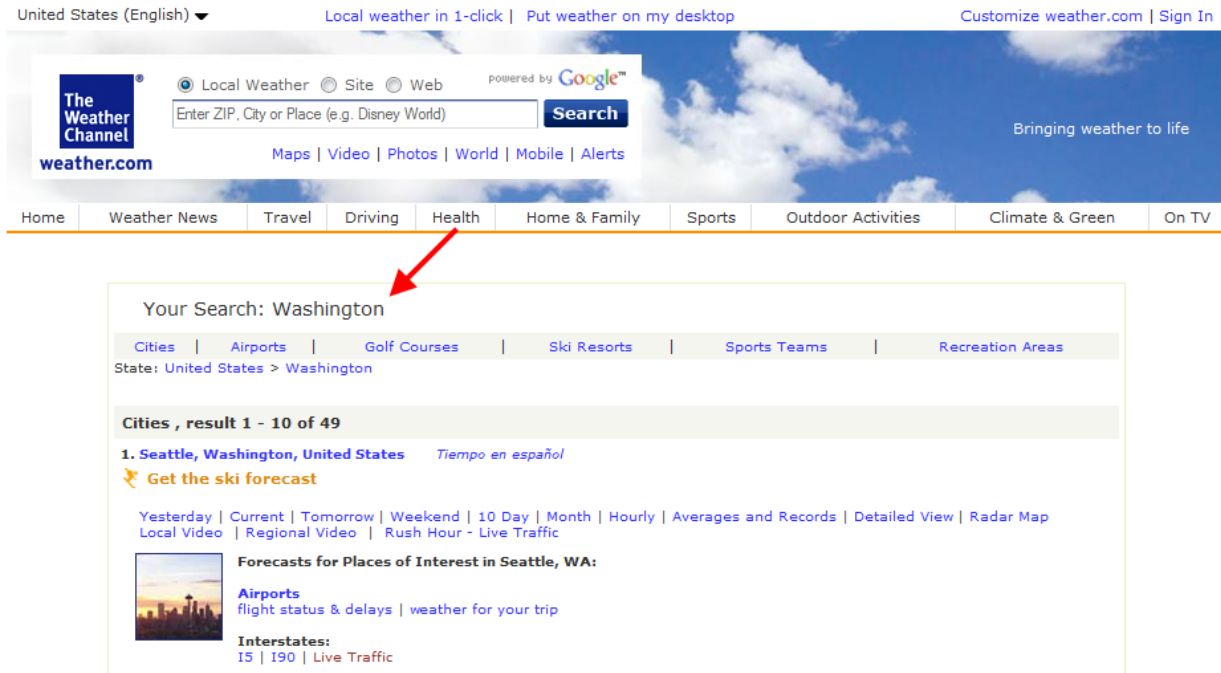
You will be asked to confirm your choice; click Add:



This Accelerator is now available to use by selecting place name text and clicking the Accelerator:

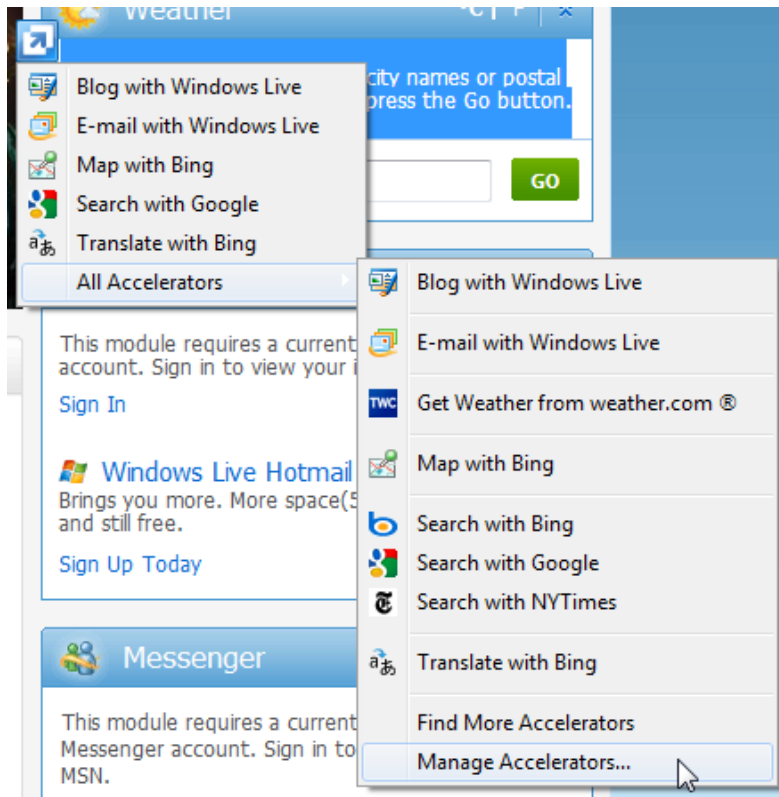


A new tab will appear and provide weather details from the Accelerator source:

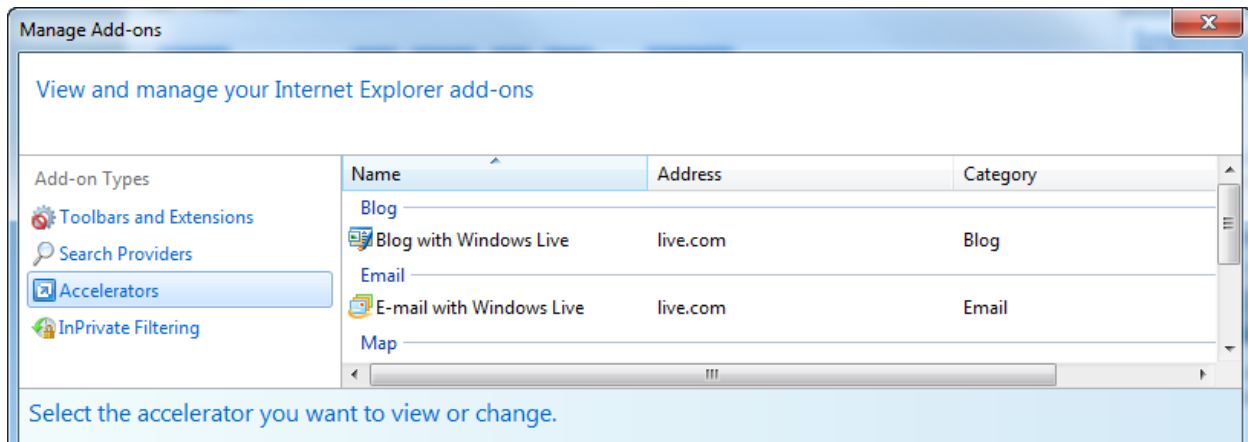


Managing Accelerators

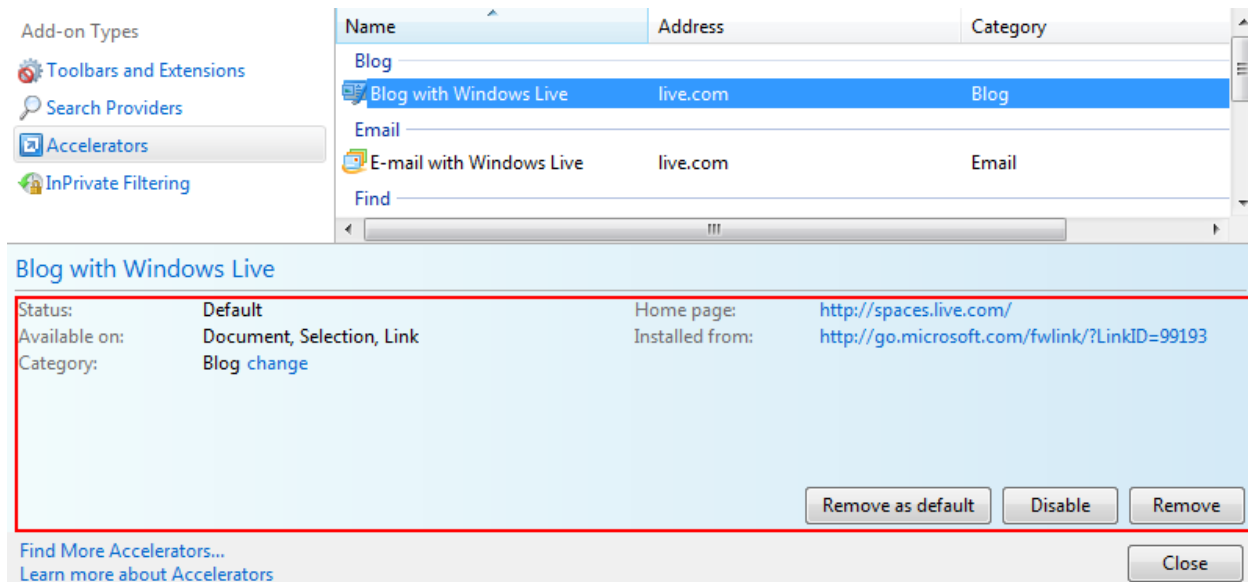
Internet Explorer lets you keep track of your Accelerators with the Manage Accelerators option. To change settings, select some text and click the Accelerators button → All Accelerators → Manage Accelerators:



This will open the Manage Add-ons dialog with the Accelerators item already selected on the left:



Select an Accelerator, such as the Blog with Windows Live item. You will see the following general set of commands appear:



Let's go over each heading:

Status This indicates if the Accelerator came with Internet Explorer (marked as Default) or if you downloaded it from the Accelerator gallery (marked as Enabled or Disabled).

Available on This indicates what type of information the particular Accelerator can be used with. Since you can blog about anything, this particular Accelerator is available for use with most content types.

Category Each Accelerator is associated with a category. This allows you to choose from several different Accelerators to do the same thing, such as blog

about a topic or e-mail information to someone. If you click the change link, you can make your own Accelerator category, such as “Frequently Used.”

Home page This link will take you to the home page of the Accelerator service. In our blog example, click this link to show the Web page of Windows Live Spaces, Microsoft’s blogging service.

Installed from This link will take you to the Web page where you will find this particular Accelerator. In this example (and with most Accelerators) you will be taken to the Accelerator gallery.

Underneath these headings, there are three buttons:

Remove as default This will change the Accelerator’s status from Default to Enabled. Default Accelerators will always be available when you click the Accelerator button after selecting text. Enabled (non-Default) Accelerators are available under the All Accelerators link.

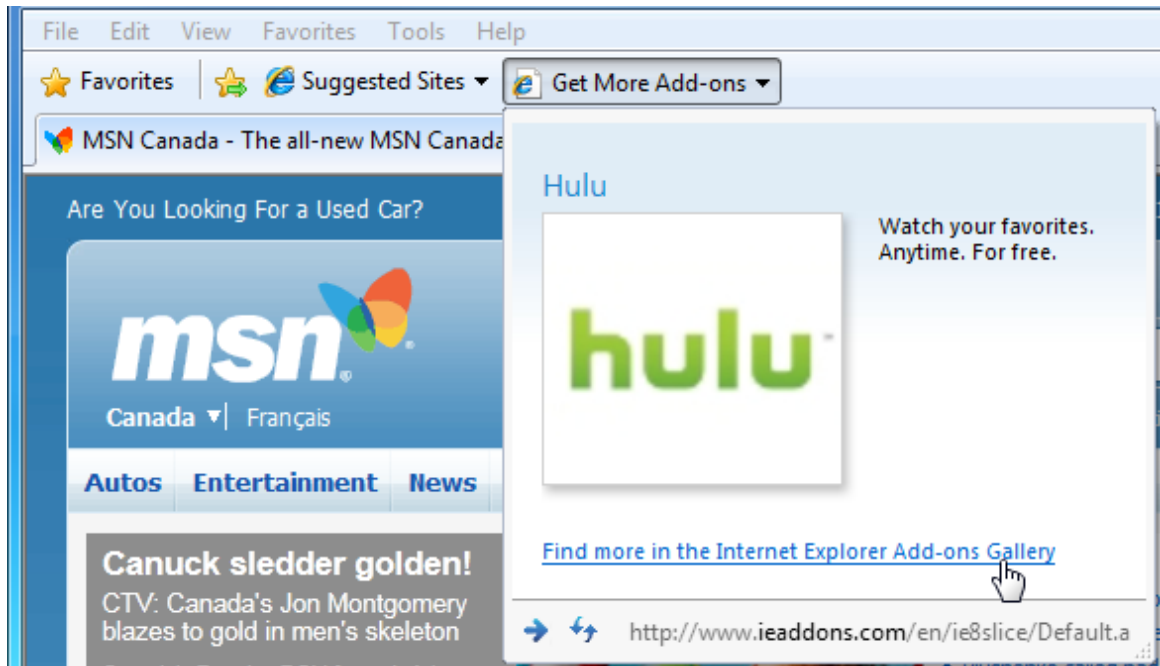
Disable Click this button to remove the Accelerator from active use. If you select a disabled Accelerator, you can enable it by clicking the Enable button.

Remove This link will remove the Accelerator from your computer. You will need to download it again from the Accelerator gallery to get it back.

Step-By-Step

In this exercise you will practice downloading and using Accelerators.

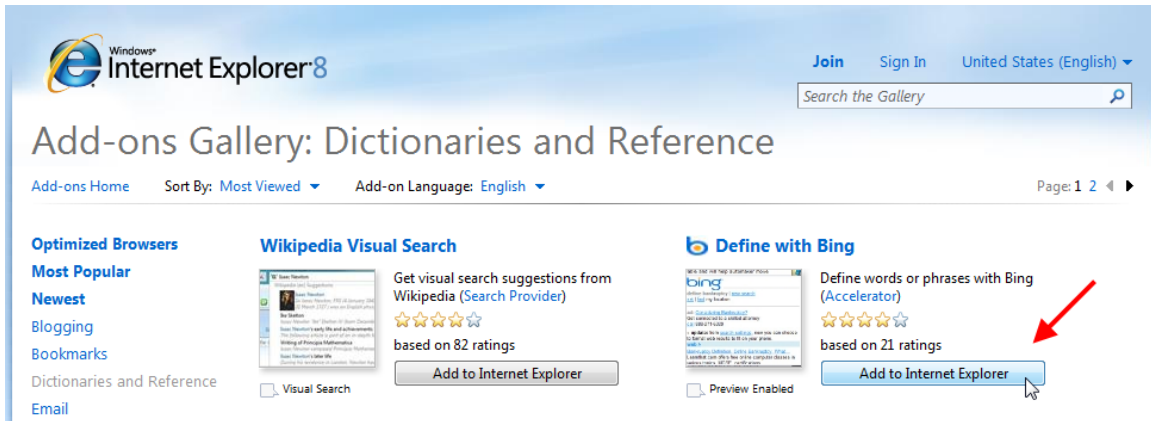
1. Open Internet Explorer.
2. Click Get More Add-ons → Find more...:



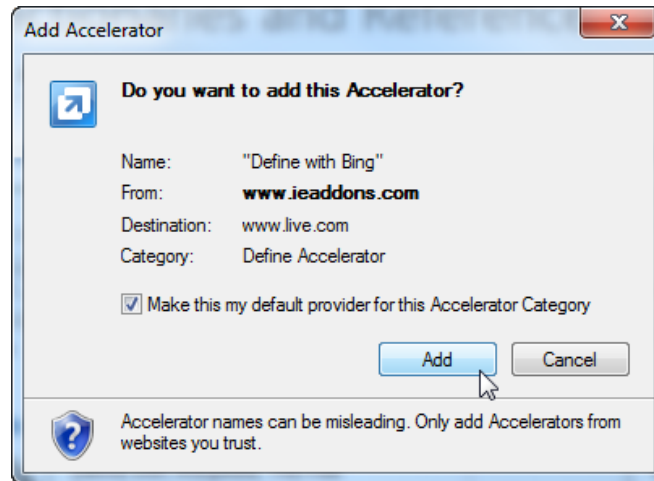
3. Click the Dictionaries and Reference link on the left:



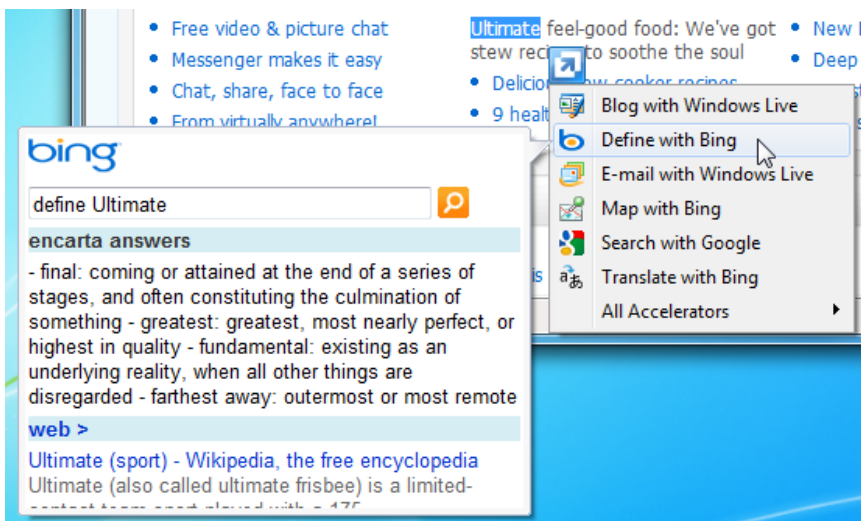
4. Click the Add to Internet Explorer button underneath Define with Bing:



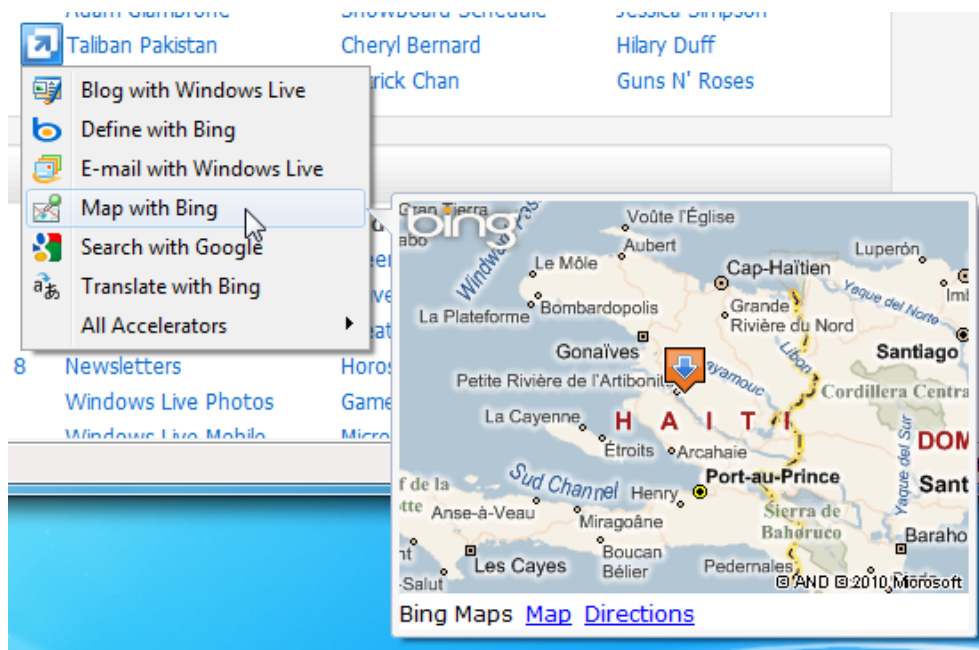
5. When prompted, click the checkbox to make this a default Accelerator and then click Add:



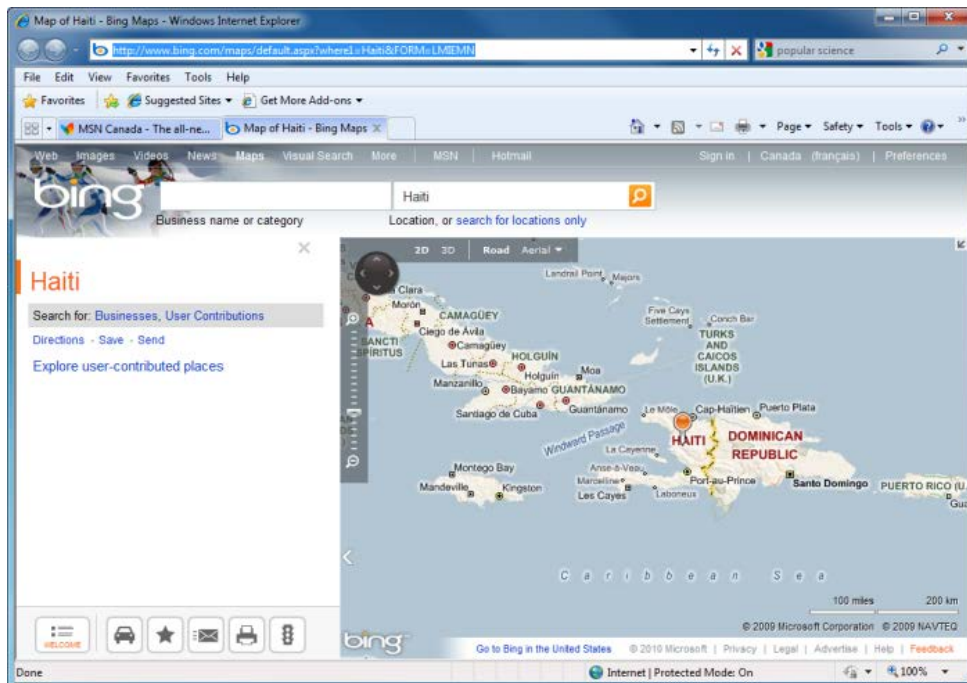
6. Return to you home page and select a word. Click the Accelerator icon and point to Define with Bing:



7. Select a place name or address on your home page. (If you can't find any place names or addresses, visit a news Web site such as www.cnn.com or www.bbc.co.uk.) Click the Accelerator icon and point to Map with Bing:



8. Click the Map with Bing option or click the Map link underneath the small map. This will open a new tab and show an interactive map:



9. Add one more Accelerator of your choice and experiment with its use. Close Internet Explorer to complete this exercise.

Activity 3-4

| | |
|----------------------------|---|
| Objective | To understand how to manage Accelerators. |
| Briefing | Your job requires you to be on the road a lot, and your friend has told you that Accelerators can make your browsing experience easier. |
| Task | Browse the Add-ons Gallery and install five Accelerators you think might help someone who does a lot of business traveling with a laptop and a mobile high-speed Internet connection. |
| Hints | Consider weather, mapping, where to eat, etc. |
| Follow-up Questions | Group all of the Accelerators into the same category named "Work." At the end of the day, what Accelerators might help someone unwind and have fun? |

Session 3-5: Web Slices

Web slices let you keep track of specific information on a Web site, such as weather, sports scores, auction items, etc., without having to repeatedly visit different Web sites. In this session you will learn all about Web Slices.

What are Web Slices?

Web Slices are a way for you to keep an eye on several different pieces of information at once. They work similarly to RSS feeds (which we will explore later): whenever new information becomes available for a particular Web slice, you are notified and have quick access to that particular Web page.

However, Web Slices are only available on certain Web sites, having been programmed in by the site designer or administrator.

Getting your Slice of the Web

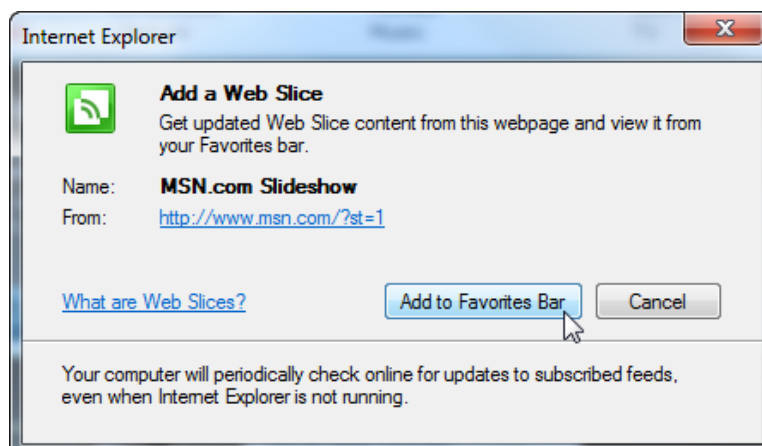
You can tell when you are on a Web page that uses Web Slices when the following icon appears in the Command Bar:



When the Web Slices command appears, take a moment to move your mouse around the Web page to see what information the Web slice will provide. In this case, the latest features on MSN.com are available via Web Slice, as denoted by the green symbol and box:



You can now click the green icon beside the actual content or click the Web Slices command to add this content to your collection of Web Slices. When the confirmation dialog appears, click Add to Favorites Bar:



Using Web Slices

Once you have signed up for a Web Slice, the slice will be visible on your Favorites Bar. This item will alert you if any new content appears by turning bold, like this:



Click this command to see the new content:



As you can see, the content from the Web Slice opens in its own mini browser window. Click the arrow button (bottom left-hand corner) to visit the Web site that contains the Web Slice content. Click the Refresh button (beside the arrow) to load the latest content for this Web Slice.

Finding More Web Slices

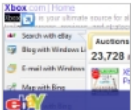
Microsoft provides a directory that lists Web Slice content from partners.

Open the Add-ons Gallery by visiting <http://www.ieaddons.com>, or by clicking the Accelerator button → All Accelerators → Find More Accelerators. You can also click Find More Accelerators in the Manage Add-ons dialog or by clicking Get More Add-ons in the Favorites Bar.

Browse the Web site for a topic you might be interested, such as Shopping. Each item in the Add-on Gallery is defined in the item description. For example, if you use the auction Web site eBay.com, you can install a Web Slice for this particular service:

- Music
- News
- Photos and Videos
- Search
- Sharing
- Shopping ←
- Social Networking
- Toolbars

eBay.com Accelerator



One click and you can preview eBay items without ever leaving the page you're on. (Accelerator)

★★★★★
based on 36 ratings

Preview Enabled

Add to Internet Explorer

Get the latest eBay.com Daily Deals

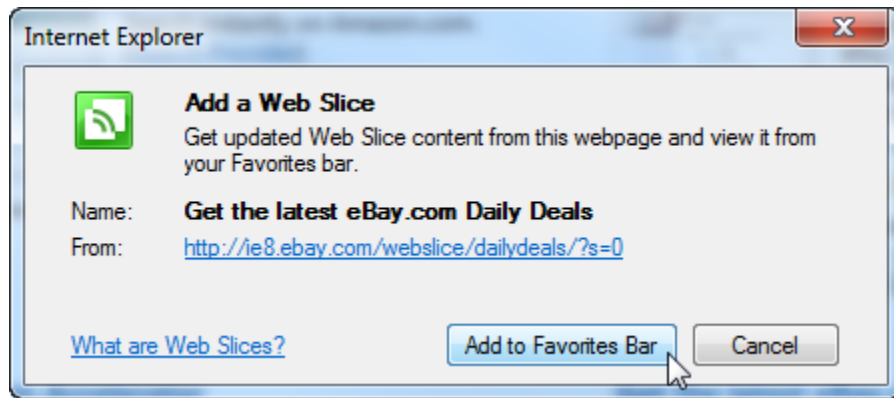


Brand new products with massive savings, daily (Web Slice)

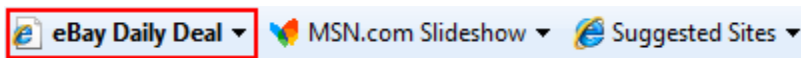
★★★★★
based on 8 ratings

Add to Internet Explorer

You need to confirm your choice:



With the Web Slice added, click the option in the Favorites Bar to see the latest content from this provider:



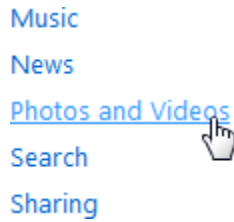
Step-By-Step

In this exercise you will practice downloading and using Web Slices.

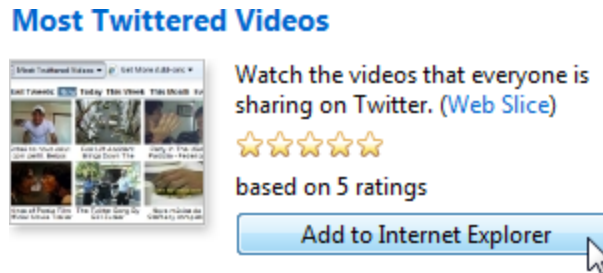
1. Open Internet Explorer.
2. Visit www.ieaddons.com:



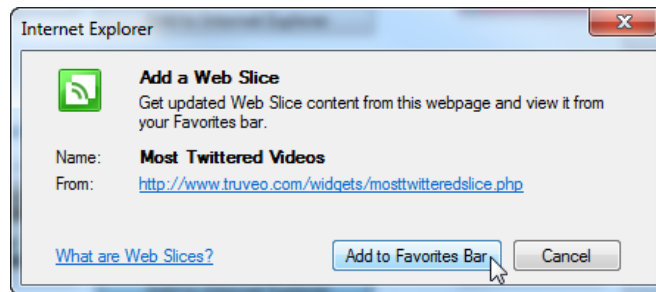
3. Click the Photos and Videos link on the left:



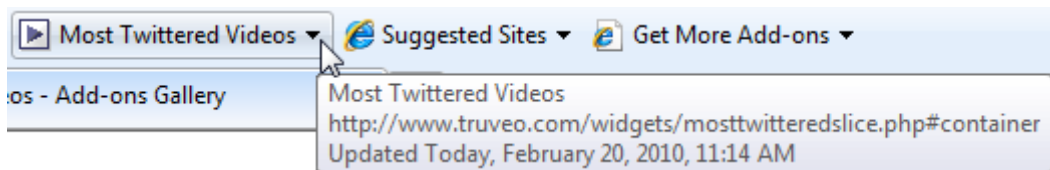
4. Click the Add button underneath Most Twittered Videos:



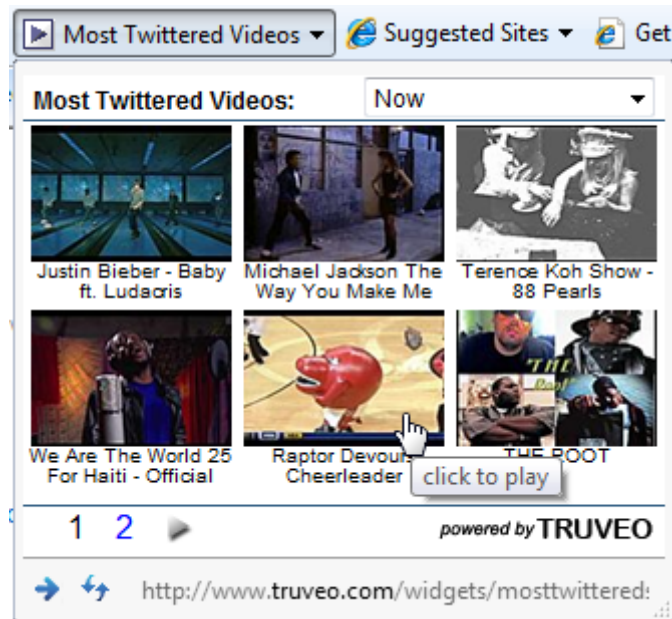
5. When prompted, click Add to Favorites Bar:



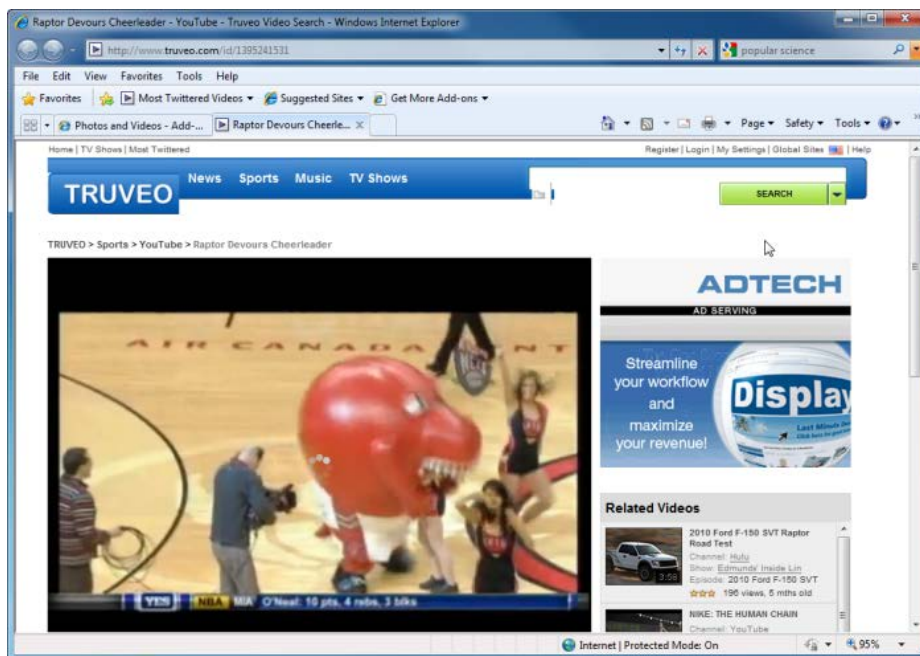
6. Hover your mouse over the new Web Slice. The text that appears (called a Screen Tip) shows you the title, source Web page, and last update:



7. Click this Web Slice and click one of the videos:



8. The video will appear in a new tab:



9. Install another Web Slice from the Add-ons Gallery and experiment with its content.
10. Close Internet Explorer to complete this exercise.

Activity 3-5

| | |
|----------------------------|--|
| Objective | To understand how to use different Web Slices. |
| Briefing | Your job requires you to be on the road a lot, and your friend has told you that you might find Web Slices to be a good source of information while on the road. |
| Task | Browse the Add-ons Gallery and install three Web Slices you think might help someone who does a lot of business traveling with a laptop and a mobile high-speed Internet connection. |
| Hints | Consider business news, translation services, etc. |
| Follow-up Questions | At the end of the day, what Web Slices might help someone unwind and have fun? |

On-Line Test

You could try and do the first on-line quiz for Internet Explorer.

Ask your teacher for the way to access this activity.

Chapter 4: Security

In this chapter you will learn how to:

- Recognize some key terms that relate to the safety of your computer on the Internet, including secure vs. non-secure sites, encryption, digital signatures, and cookies
- Understand how the browser cache works
- Understand how to disable or enable images
- Recognize some of the characteristics of a potentially harmful e-mail, Web site, or file
- Enter passwords
- Fill out forms
- Use the Password Manager
- Recognize CAPTCHA text
- Use the pop-up blocker, Information Bar, and phishing filter
- Use InPrivate browsing and InPrivate Filtering
- Manage add-ons
- Help keep yourself protected from viruses, spyware, and spam
- Understand the concept of a firewall
- Import and export Favorites and cookies

Session 4-1: Secure Sites

There is much concern these days about computer and personal security on the Internet. It seems that with every new security measure, malicious users (who cause system crashes and attempt to steal information) find some way to get around it.

Identity theft, credit card fraud, and more are all concerns when using the Internet if you do your banking online, make online purchases, or whenever you transmit information over the Internet. The scope of this problem is understandably intimidating for the average computer user. Fortunately, there are some relatively easy steps you can take to help protect yourself. In this chapter we will explore matters of computer security.

Secure vs. Non-Secure Sites

There are lots of Web sites out there that deal with personal or sensitive information. These include banking Web sites, sites where you can make purchases electronically, and Web-based e-mail such as Windows Live Mail. These Web sites are called "secure" because they follow specific communication methods (called protocols) that keep personal information as secure as possible during transmission. Internet Explorer has the ability to use and understand these protocols, therefore letting you bank or make purchases online.

To verify a Web site's authenticity, these secure Web sites forward a security certificate to your computer. You can think of a security certificate as a passport that contains information about the Web site. The certificate will also contain some form of unique security device that is next to impossible to duplicate, just like a hologram embedded into a passport photo. When Internet Explorer detects that you are about to enter a secure Web site, you may be prompted to verify that you will accept the security certificate. If you accept, Internet Explorer will verify the security certificate of the Web site you are visiting and you may proceed to use your personal information.

Some Web sites really have no need for a security certificate, like the Web site we used to get a chicken soup recipe. But consider the following scenario. Imagine that the recipe Web site has a cookbook for sale that you can buy using your credit card. You click on the hyperlink to purchase the book when suddenly Internet Explorer tells you it could not find or could not verify a security certificate on this Web site. It might not be safe to proceed with the transaction at this time because the recipe Web site might not have anything to do with cooking at all. If you ordered the cookbook, all you might get in the mail is a huge credit card bill!

About Encryption

The term "encryption" is used to describe a method of locking down a piece of data, like putting a padlock on a door. Once data is encrypted, you need a key to unlock the data, just like you would have to unlock the door. Let's continue with our chicken soup example.

Imagine that the Web site where you want to purchase the cookbook contains a valid security certificate. When you proceed to the Web site "checkout" to pay for your cookbook, the Web site sends encryption data to your computer. Internet Explorer has the ability to use this encryption data as a special method of protecting your name, mailing address, and credit card number. When you

make the purchase, your personal data is locked away in an encrypted file that is sent to the Web site. Once the file is received, the Web site uses its key to unlock the data and process your transaction.

If any malicious user intercepts the data while it is transmitted, all they will see is a garbled mess that doesn't mean anything. They would need the encryption key to unlock the data.

About Digital Signatures

Web sites that provide a security certificate must too provide a digital signature. A digital signature is the "unique" part of a security certificate, just like your signature is the unique part of your passport. No two computers have the same digital signature.

About Cookies

A cookie is a file created by a Web site to store information on your computer relevant to that Web site. A cookie can also be used to store personal information like your name, address, e-mail, or phone number. However a cookie can only store information that you specifically give it.

For example, a Web site you use to make a purchase has no idea what your mailing address is until you specifically provide it. The Web site has no other method of extracting information from your computer, and once a cookie is saved on your computer, only the Web site that put it there can use the information in the cookie.

If you revisit the Web site later, the Web site will recognize your cookie and automatically display your name or username.

About the Browser Cache

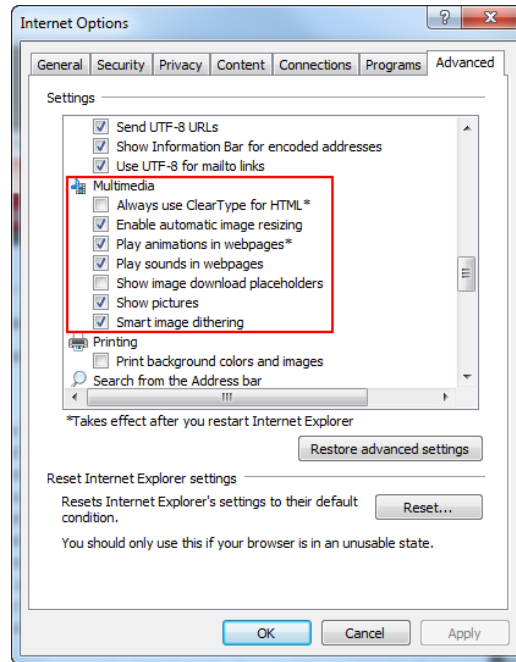
When you visit a Web site, Internet Explorer keeps a copy of the Web site data on your computer for easy access at a later time. This includes information for ALL Web sites you visit, including banking and purchasing Web sites. A malicious user somewhere might be able to steal the information saved on your computer and decode personal information like your name, address, credit card, or bank account information.

Clearing your browser cache after every visit to a banking Web site or online store will prevent anyone from stealing this information. We will explore methods of clearing your personal data later in this manual.

To Display or Not to Display Images

Internet Explorer gives you the flexibility to disable images, video, and other multimedia content. This won't make the Web page look very nice, but it will make Internet Explorer display Web pages faster, particularly if you are connected via a slow dial-up connection or via a cellular telephone link where every kilobyte of data costs money.

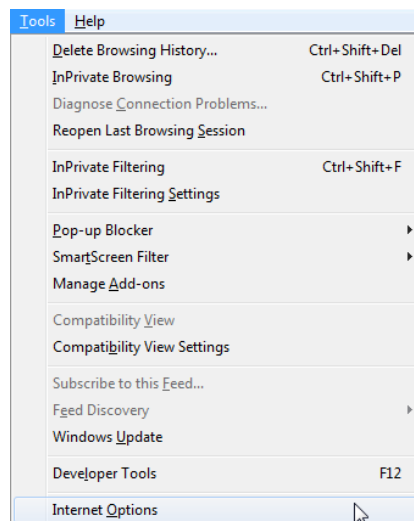
To disable image, video and multimedia content, click Tools → Internet Options and click the Advanced tab. Scroll about halfway down the list until you see the Multimedia heading. Here, you can check or uncheck the options that you wish to show or hide:



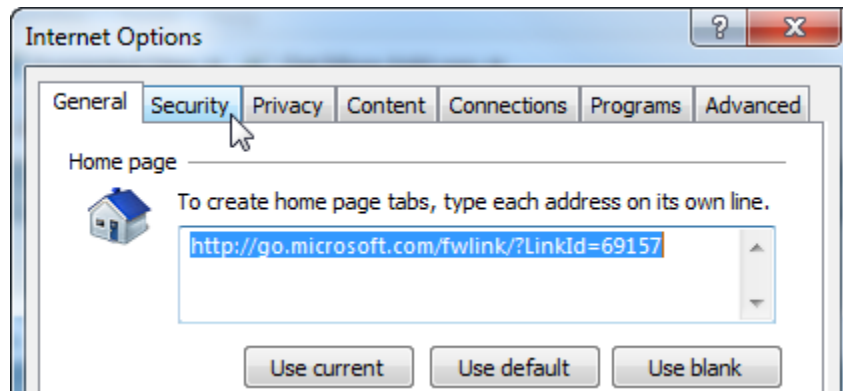
Step-By-Step

In this exercise you will explore some of the security options and features of Internet Explorer.

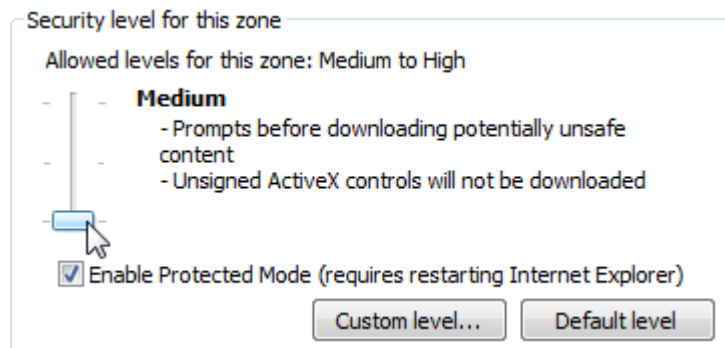
1. Open Internet Explorer.
2. Click Tools → Internet Options:



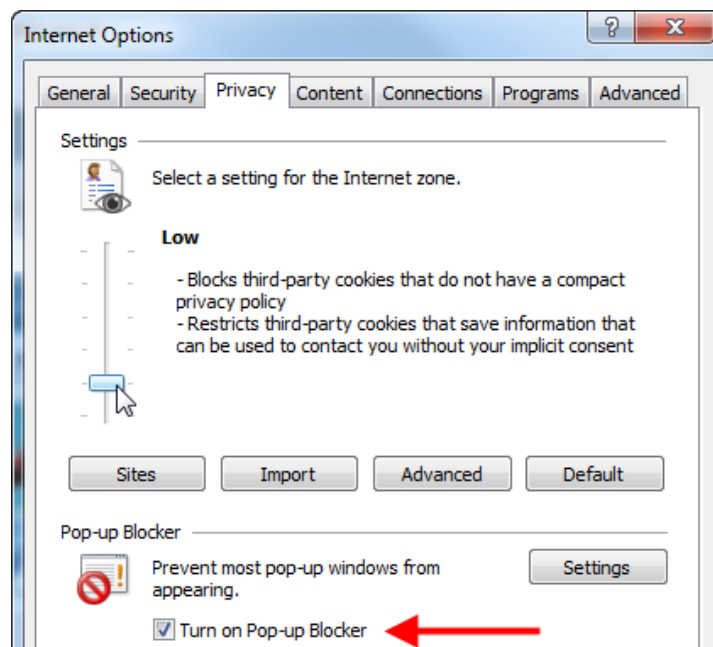
3. When the Internet Options dialog appears, click the Security tab:



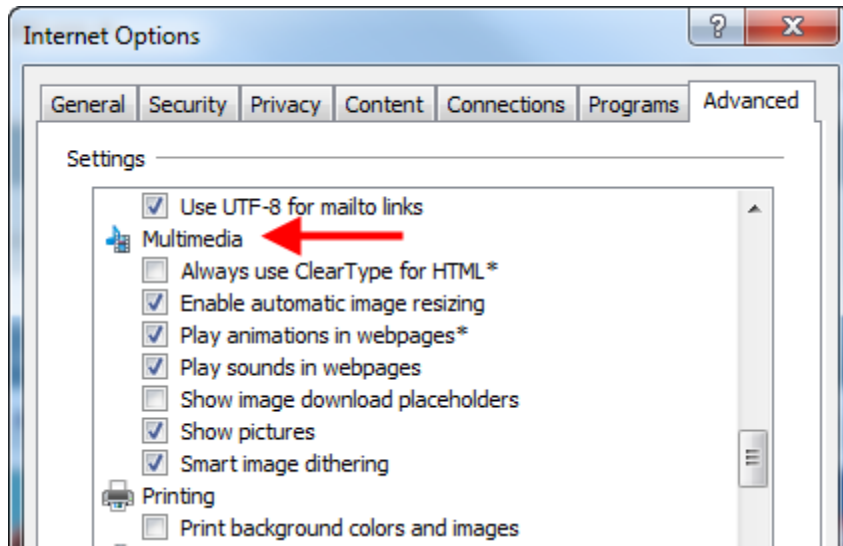
4. Under the heading Security for this zone, drag the slider to the lowest setting:



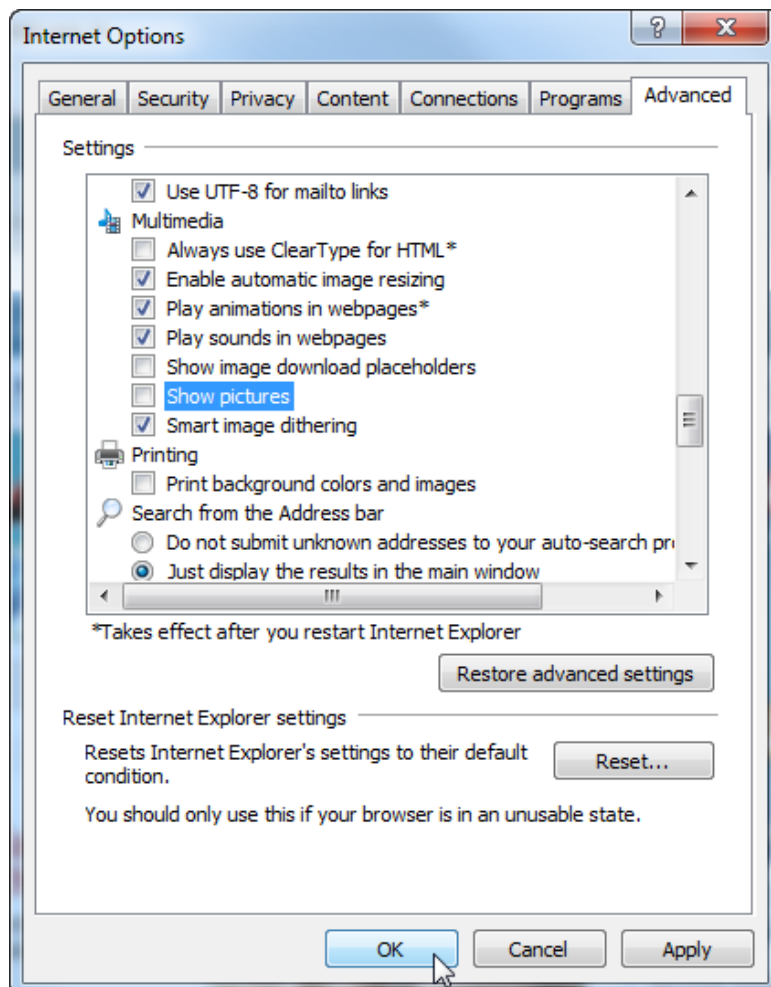
5. Now click the Privacy tab. Adjust the slider to Low and make sure the Pop-up Blocker is enabled:



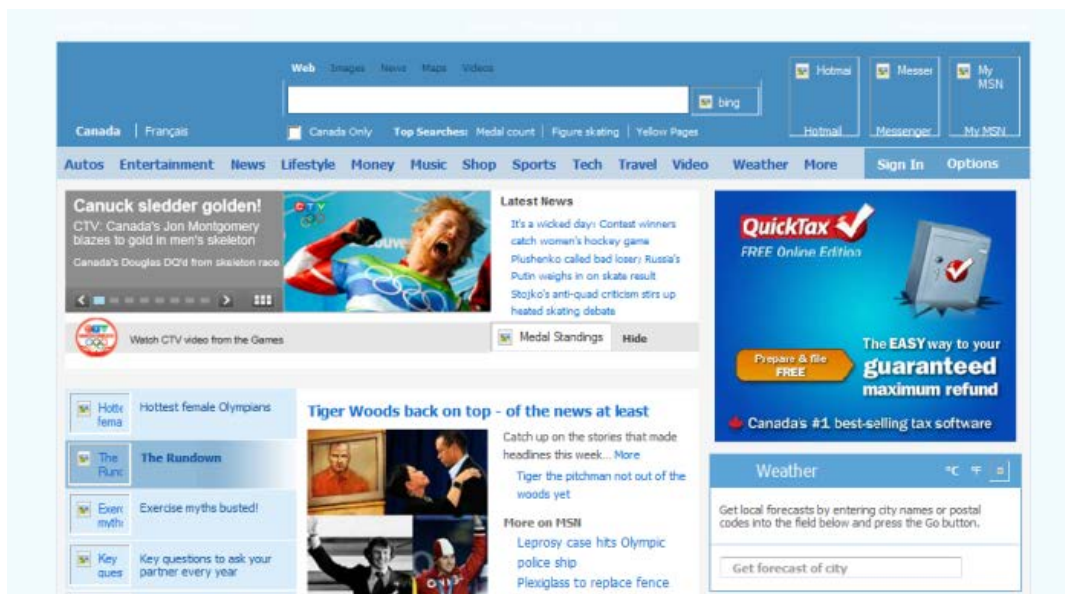
6. Click the Advanced tab and scroll about halfway down the list of options until you see the Multimedia Chapter:



7. Uncheck the Show pictures checkbox and click OK:



8. Refresh your home page. How does it look?



9. Open the Internet Options dialog again and set all options back to their defaults.

10. Close Internet Explorer.

Activity 4-1

Objective To understand how a secure Web site works.

Briefing Your friends want you to sign up for a free Windows Live Mail address. This will allow you to have an e-mail address you can access from anywhere in the world. As this site is a secure site, you will encounter some of the security settings.

Task Go to <http://mail.live.com> and follow the instructions to create a new Windows Live Mail account.

Hints Windows Live Mail is a free service. You don't have to use your real name or mailing address, but you will need to enter your date of birth.

If you get stuck during the sign-up process, just click one of the many help hyperlinks in the Web site.

Follow-up Questions Be sure to keep your user name and password in a safe place as we will use this account in upcoming Chapters.

Session 4-2: Accessing Protected Sites

In this session you will explore some of the features that secure Web sites employ and ways to enter information about you into Internet Explorer.

Entering Passwords

Let's continue with the recipe Web site concept and explore the details of passwords. For example, consider that the Web site where you purchased the cookbook now has a new title that you would like to purchase. Nearly every online store now requires you to create a client account that keeps information about you as a cookie on your computer. When you visit the Web site again to make the purchase, you will likely see your name or identification number appear somewhere, thanks to the cookie. However, you may still have to confirm your identity by entering a password, created when you first purchased something through this Web site.

Logging into a site is the same for most Web sites. Click inside the username field and type your username. Then click inside the password field and type your password, and press Enter or click Log In. Consider the sign-in page for Windows Live Mail, a Web-based e-mail client:

Sign in

Windows Live ID:
(example555@hotmail.com)

Password:

[Forgot your password?](#)

Remember me on this computer (?)

Remember my password (?)

[Use enhanced security](#)

Notice how the password is hidden by dots. This prevents anyone who is looking over your shoulder from seeing your password.

Filling Out Forms

To enter Web information more easily, Internet Explorer features an AutoComplete option. It keeps frequently used items of information like a username, e-mail address, or phone number locked away in an encrypted file on your computer. It can also contain a certain search engine query or stock information. When you visit a Web site that requires you to enter personal information, the AutoComplete function can fill in the fields it recognizes for you.

To use AutoComplete, simply click in the field where you want to enter data and type the first few letters. If the data you are typing has been entered before, AutoComplete will recognize the text. A window will appear asking if you want AutoComplete to fill in this form based on the matches it has

found. Web sites cannot gain access to the information stored and used by the AutoComplete function until you explicitly enter the information into the Web site text fields.

About Password Manager

Internet Explorer's AutoComplete feature also includes a Password Manager that lets you save passwords used to enter certain secure Web sites, like Web-based e-mail. Passwords saved in Password Manager are retrieved only when you explicitly give Password Manager permission to do so:



CAPTCHA

If you have signed up to be a new customer at an online store or sign in to some other form of Web site that deals with personal information, you might have seen something like the following that you had to type into a text box in order to proceed:



(Images via Wikipedia: <http://en.wikipedia.org/wiki/CAPTCHA>)

These garbled, sometimes random collections of characters are referred to as CAPTCHA: **C**ompletely **A**utomated **P**ublic **T**uring test to tell **C**omputers and **H**umans **A**part.

In order to access the restricted area, you will have to enter the characters shown into a text box. It might seem like a silly skill testing question, but it serves a very good purpose. This ensures that you are indeed a human, and not an automated computer program that reads these characters and gains access to restricted areas.

Computer text recognition programs (called OCR, Optical Character Recognition) have been around for years, but they only work well on straight, no-frills text. Humans have the ability to apply a type of abstract logic and make out the various characters, even though they may be twisted or otherwise modified from their “normal” form.

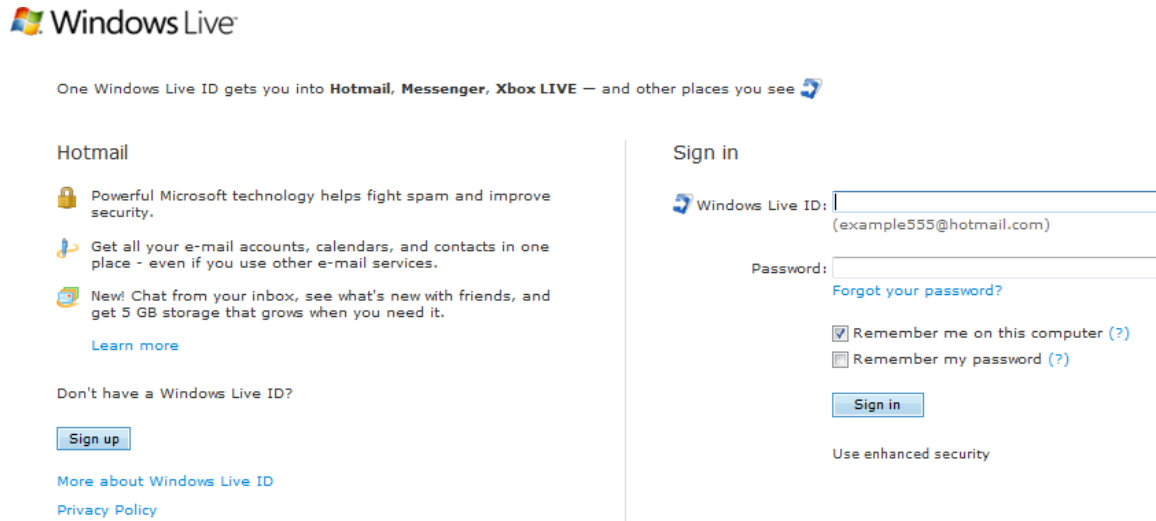
For example, look at the word “following” above. We are able to read it because the letters form the correct shape of the word “following,” plus we can look past the line that has been drawn through the word.

However, consider that word from a computer’s purely logical point of view. The word itself is not written in a straight line and there is a line drawn through it. If the computer was able to pick that out as a word, the OCR software would probably fail to read each character individually. Even if the computer was able to sort out the nine individual characters that make up the word, some of the characters don’t match with known letters of the English alphabet, particularly the “o” and “i.”

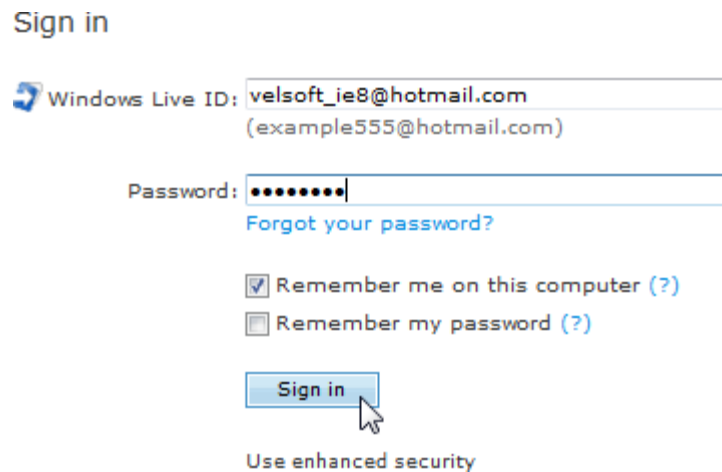
Step-By-Step

In this exercise you will fill in a password and learn about some cookie settings.

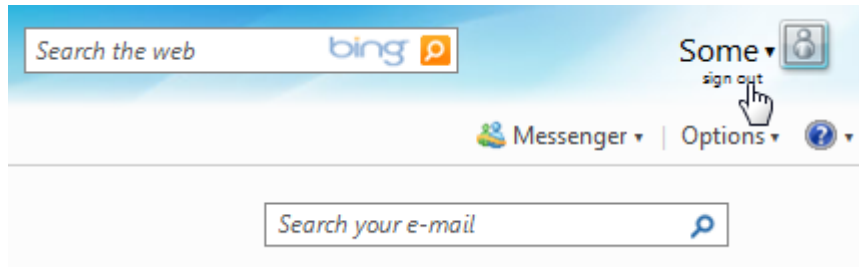
1. Open Internet Explorer.
2. Visit <http://mail.live.com>:



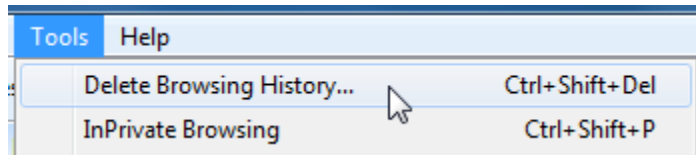
3. Enter your username and password. Click Sign In:



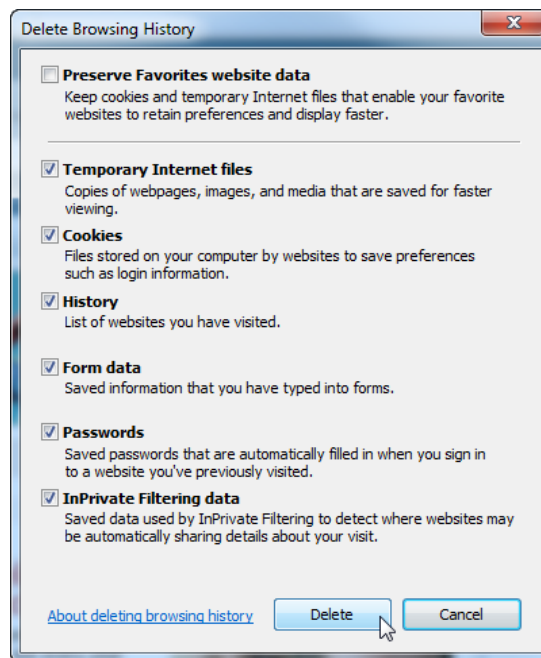
- 4. This Web site stores a cookie on your computer. Click the small sign out option under your user name:



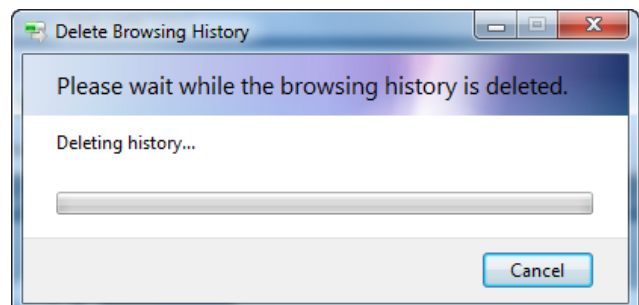
- 5. Click Tools → Delete Browsing History:



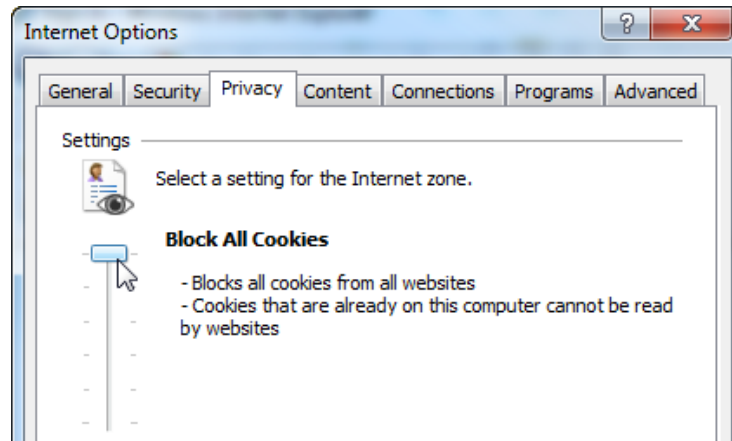
- 6. Delete **all** browsing history. Do this by making sure you check every box **except** the top one. Click Delete:



It will take a moment to remove everything:



7. Visit <http://mail.live.com> again. Click Tools → Internet Options → Privacy tab. Drag the slider all the way to the top and then click OK:



8. Retype your username and password and click Sign in – you shouldn't be able to go anywhere!



Cookies must be allowed

Your browser is currently set to block cookies. Your browser must allow cookies before you can use Windows Live ID.

Cookies are small text files stored on your computer that tell Windows Live ID sites and services when you're signed in. To learn how to allow cookies, see online help in your web browser.

9. Click Tools → Internet Options → Privacy and reset the slider to Medium. Close Internet Explorer to complete this exercise.

Activity 4-2

| | |
|----------------------------|--|
| Objective | To understand how to sign into a secure Web site. |
| Briefing | Using your new Windows Live Mail account, send an e-mail to a friend or classmate telling them about your new e-mail address. |
| Task | Navigate to http://mail.live.com and enter the username and password you specified when you signed up for your account. Click the Sign In button. |
| Hints | If you forget your password, click the Forgot Your Password hyperlink underneath the password text field. |
| Follow-up Questions | You may see some security warnings and alerts when you first sign-in. Make sure you read these warnings to learn why they have appeared. |

Session 4-3: Security Features

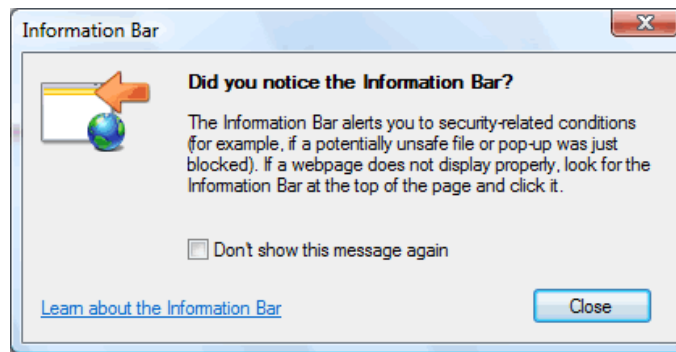
Internet Explorer is designed to help keep you and your data safe by employing a number of different security features. In this session you will explore some of these features.

About the Information Bar

The Information Bar appears when Internet Explorer has performed some action that has interrupted your Web browsing. This might happen when a pop-up window has been blocked, if you are downloading a file, or if Internet Explorer needs to download some additional third-party software in order to view special content.

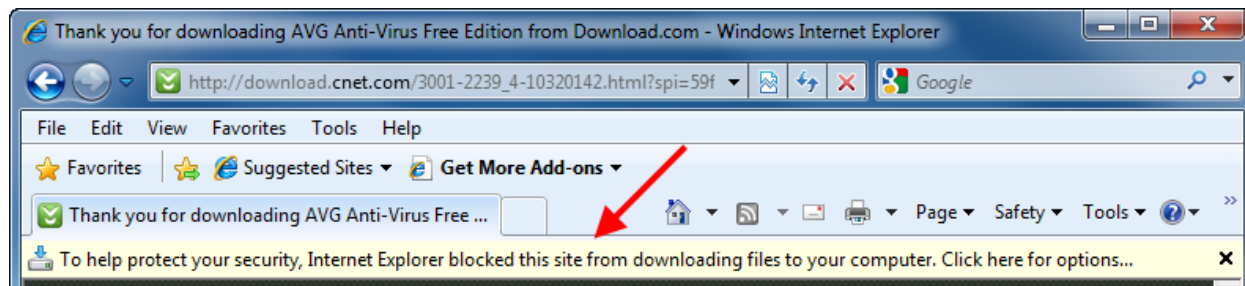
For example, if a third party piece of software (called a plug-in, more on these later) is required to properly view all content on a Web page, the Information Bar alerts you telling you that there is a potential security risk in downloading this plug-in.

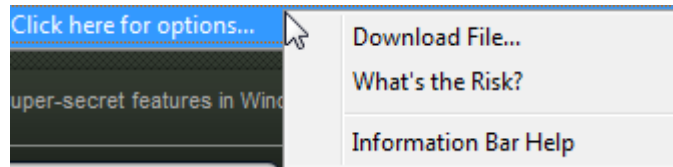
The Information Bar is a standard feature under the default security settings in Internet Explorer. The first time the information bar appears, you will see a dialog with a bit more information:



It is possible to turn off the Information Bar, but you must do so for each type of possibly dangerous file as you encounter them on the Internet.

The Information Bar will appear under the tabs at the top of the window. Click the Information Bar for more details or to perform the action that was blocked:



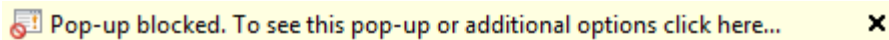


About the Pop-Up Blocker

A pop-up window is a window that appears when you browse to certain Web sites. Most of the time a pop-up window is used for advertising, and sometimes pop-up windows are disguised to look like an error message in Windows to lure you into clicking on the window.

The majority of pop-up windows are not important (and mostly just annoying) but sometimes pop-up windows are useful. For example, if you purchase concert tickets through a secure Web site, a pop-up window may appear showing you where your seat is inside the concert hall.

If a pop-up has been blocked, you will see the following message appear in the Information Bar:



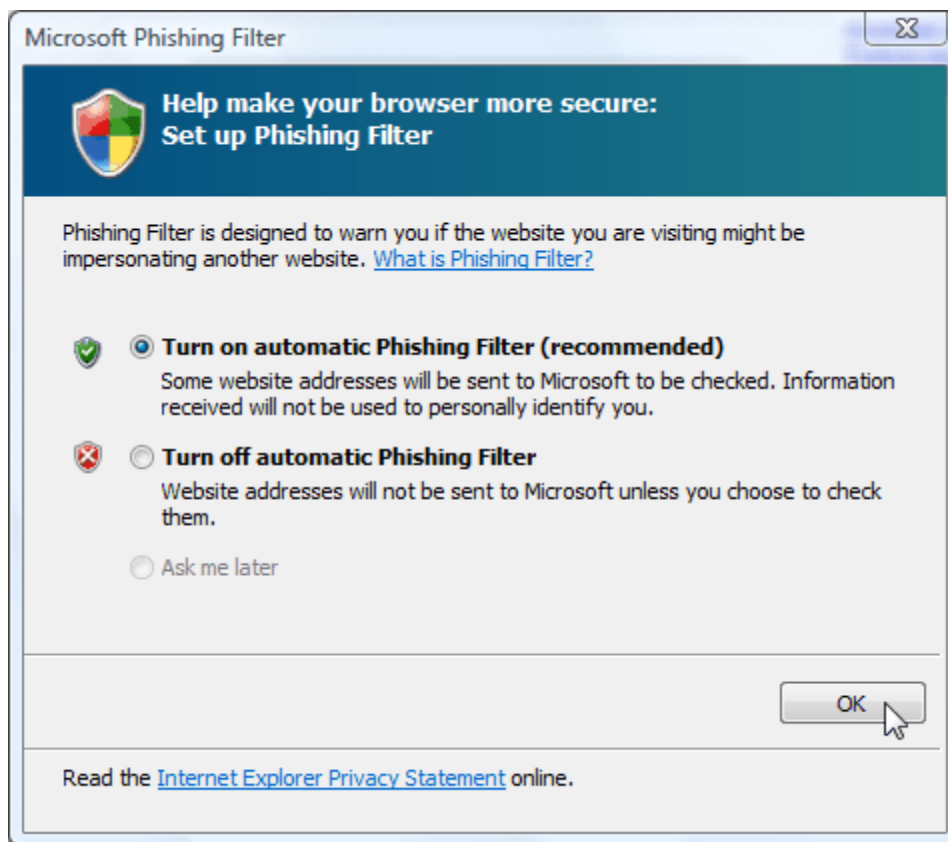
Internet Explorer has a built-in pop-up blocker that attempts to block all pop-up windows. Sometimes the ones it does block are from legitimate and secure Web sites. The pop-up blocker can be disabled when you browse to a particular Web site. To enable pop-ups on a particular Web site, hold the Control key (Ctrl) whenever you click a link on a Web site. This keyboard shortcut will always allow pop-ups for that particular Web site.

About the Phishing Filter

Phishing (pronounced *fish-ing*) is a type of fraud conducted on the Internet. It occurs when an e-mail or message appears to a user and prompts them to visit a particular Web site. The Web site and e-mail appear to be legitimate and ask the user to enter account or credit card information. This information is then used maliciously by the creators of the spoof Web site or sold to other criminal organizations.

Using techniques shown in this manual, you can see how easy it is to copy and paste text and images or save entire Web sites to your computer. However, as in every forgery, from fine art to passports, there are certain small details that give away the existence of the spoof. Microsoft Internet Explorer 8 has a built-in phishing filter that looks for these small details and helps prevent you from visiting these sites.

When you first start using Internet Explorer, you will be prompted to apply the setting for the phishing filter:



The filter will periodically check the URL of a Web page against a database of Web sites that have traces that identify them as false. If you have limited experience with the Internet, we highly recommend you enable this filter.

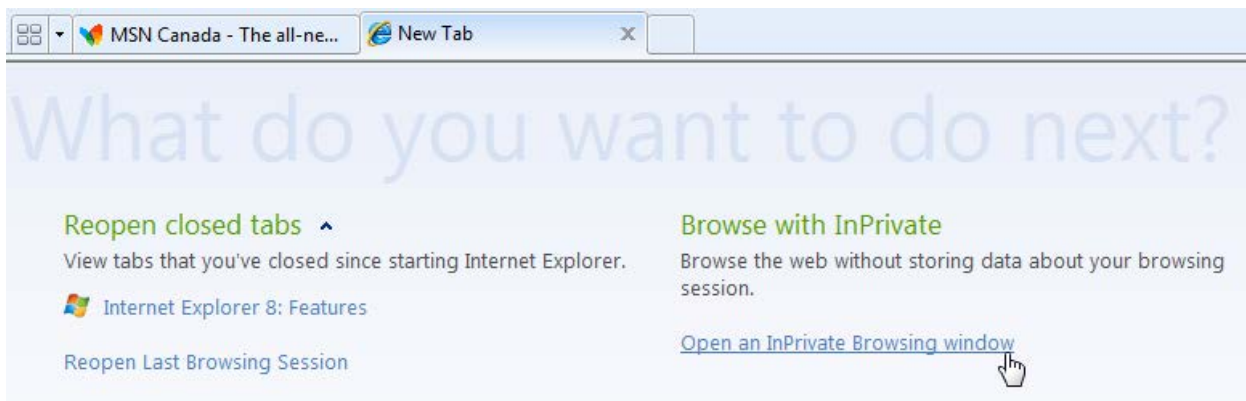
Much of the security of your computer is dependent on yourself. If something doesn't appear right, or you get an e-mail urging you to enter any form of account information, you should first attempt to contact the organization over the phone or by some other means. The organization should be able to tell you if the message is a fake. You should also keep some record of the suspicious message because sometimes the authorities are able to track down the original sender. If something sounds suspicious or too good to be true, it probably is!

About InPrivate Browsing

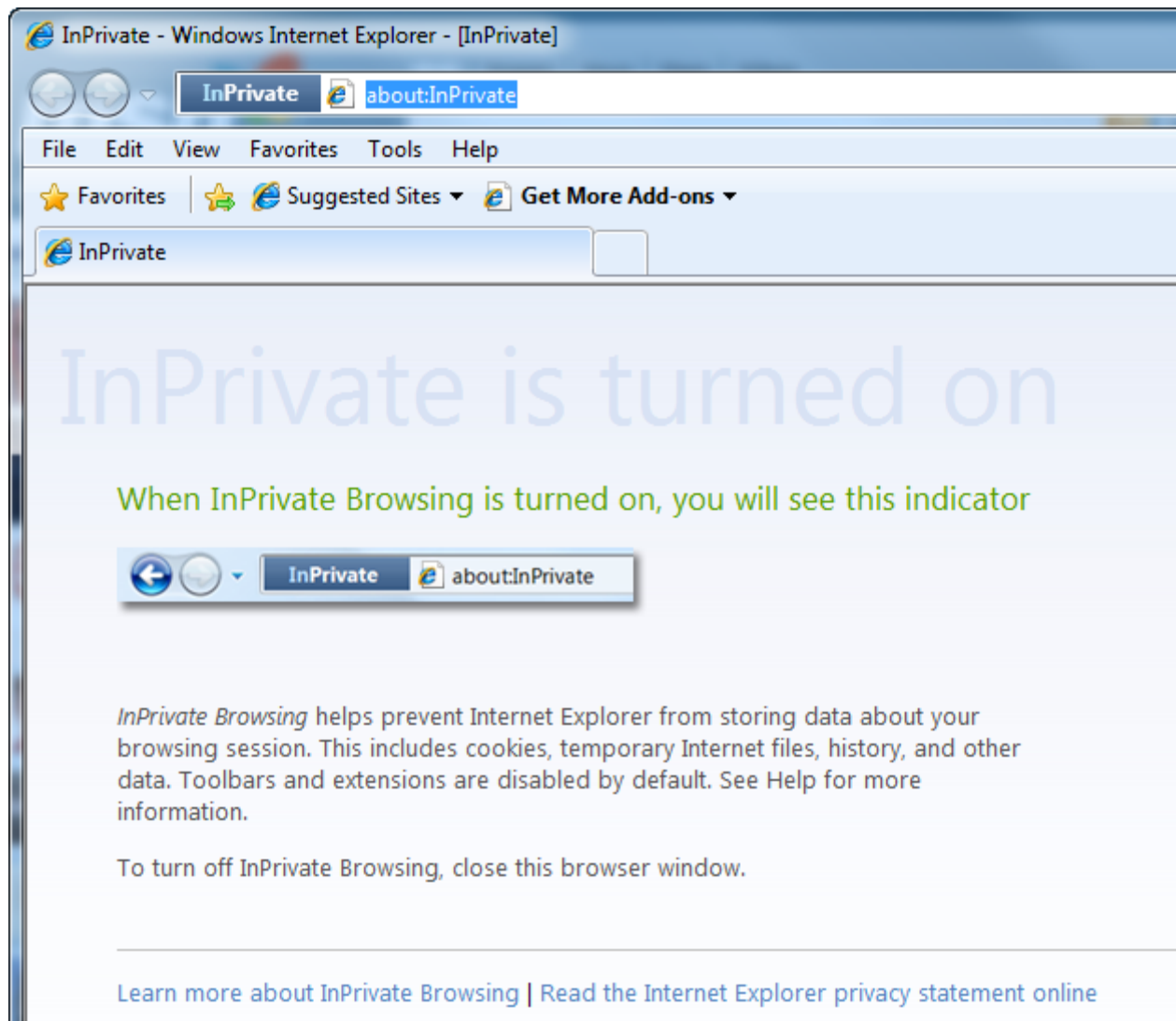
Internet Explorer 8 includes a feature called InPrivate Browsing. This mode enables you to browse the Internet without Internet Explorer recording any of your actions. No history, form data, cookies, or usernames/passwords will be retained by the browser during an InPrivate Browsing session.

This mode was designed if you share your computer with others or are using a computer in a public location. This mode is also useful if you need to do banking or otherwise use personal information on a computer that is available to other people.

To enable this mode, open a new tab and click Open an InPrivate Browsing window:



This will open a new Internet Explorer window which gives you a brief overview of the InPrivate Browsing feature:



When you have finished browsing, just close the InPrivate Browsing window. No record of your browsing will be stored on the computer.

About InPrivate Filtering

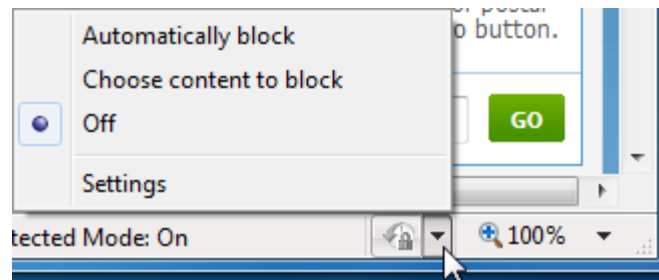
Another feature is InPrivate Filtering. This feature helps you control what information is sent to a third-party Web site and prevent statistics about your browsing habits to be transmitted to a malicious Web site. For example, if you visit a Web site that contains an interactive map, advertisement, or survey tool, some information about your computer and what you did is submitted to that Web site.

In the majority of cases, this collection of information is harmless and hidden in the background: the information may just be used by the Web site to track visitor statistics, such as what they click on and what features are more popular than others. For example, Google tracks all kinds of different statistics regarding Web browsing via the Google Analytics program. Analysts and statisticians can then look at the data and see what sort of trends are developing regarding culture, politics, entertainment, etc. When planning a marketing blitz, this can be a very valuable source of information.

However, malicious users can gain unauthorized access to a Web site and plant a small tracking program. The worst part is that these utilities can be hidden completely in the code of the Web page and give no visual clue that information is being collected. In worst-case scenarios, malicious users can and build a browsing profile about what you do on the Internet and find a way to extract personal information from your browsing habits.

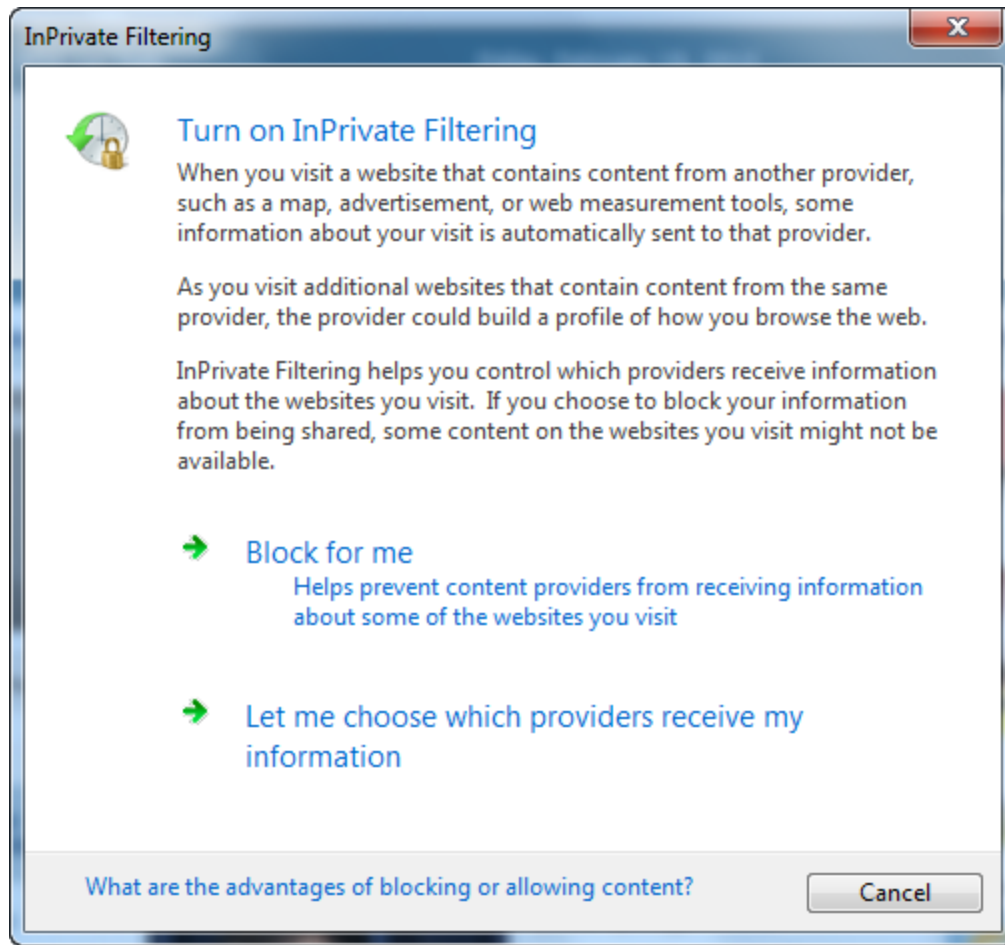
This is where InPrivate Filtering comes into play. We know that **InPrivate Browsing** prevents your computer from recording what you do. **InPrivate Filtering** works by analyzing the content of Web pages you visit, and searches to see if the same content (the small malicious program) is being used on many different Web sites. If InPrivate Filtering is enabled and it detects a pattern, you will be warned and given the option to block any content from being distributed to malicious Web sites.

You can enable and configure InPrivate Filtering by clicking the pull-down arrow beside the Zoom control in the status bar:



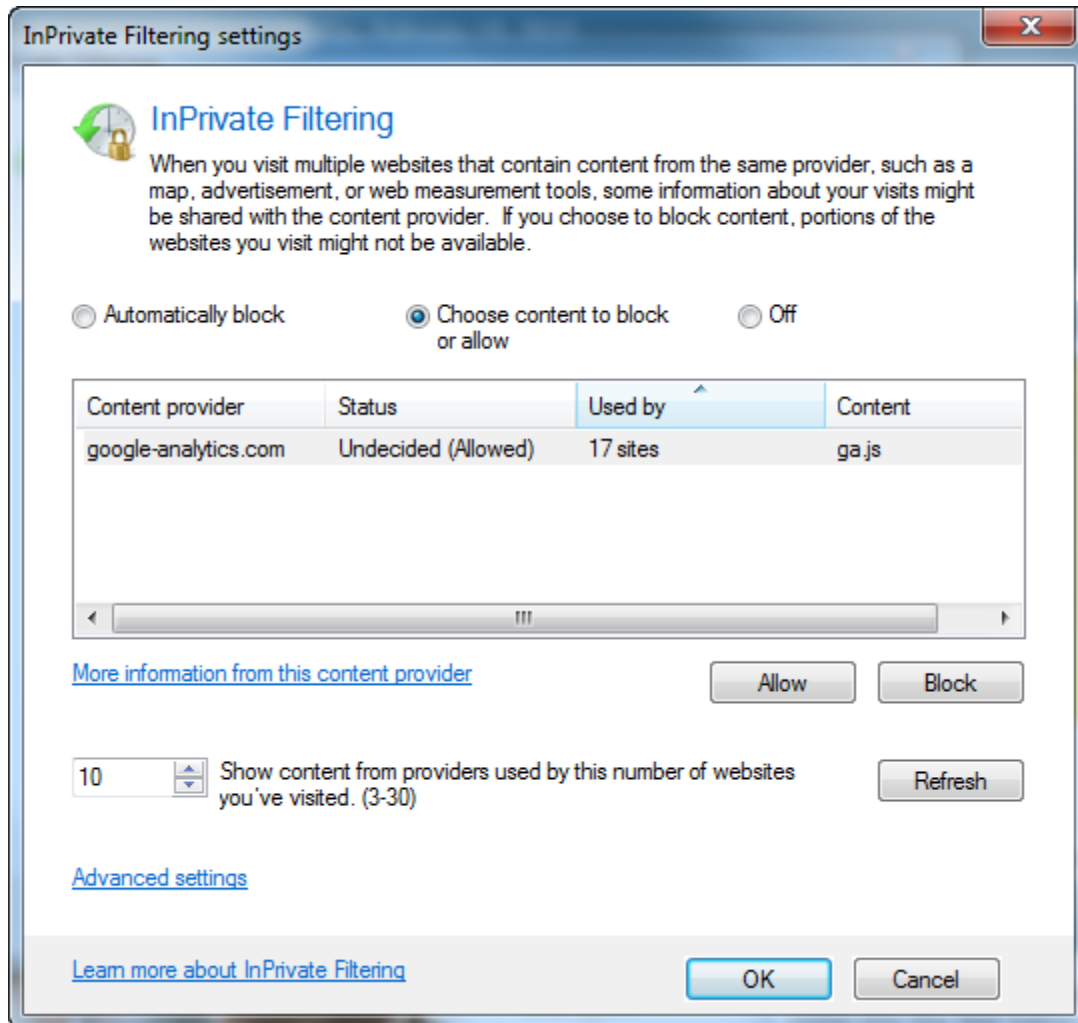
By default, InPrivate Filtering is disabled. Click “Automatically block” to turn it on or select which content you want to block.

If you click the Settings command, you will see the following dialog:



Use the options here to enable the service or choose which third-party Web sites are allowed to collect your information.

If you choose to select which services to allow or deny, you will see a window that looks something like the following:

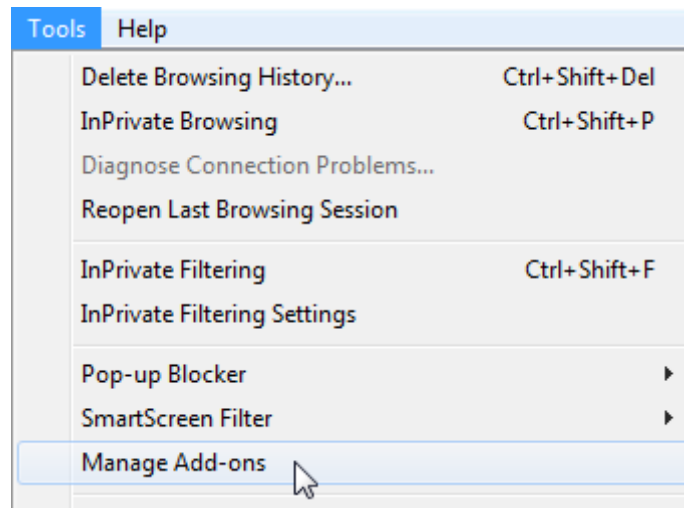


Here, you can see that our test machine has encountered one of these small programs that collects information for Google Analytics: "ga.js." Inexperienced or casual Web browsers will likely never need to modify these settings; more experienced users should only modify these settings if they are encountering a specific issue.

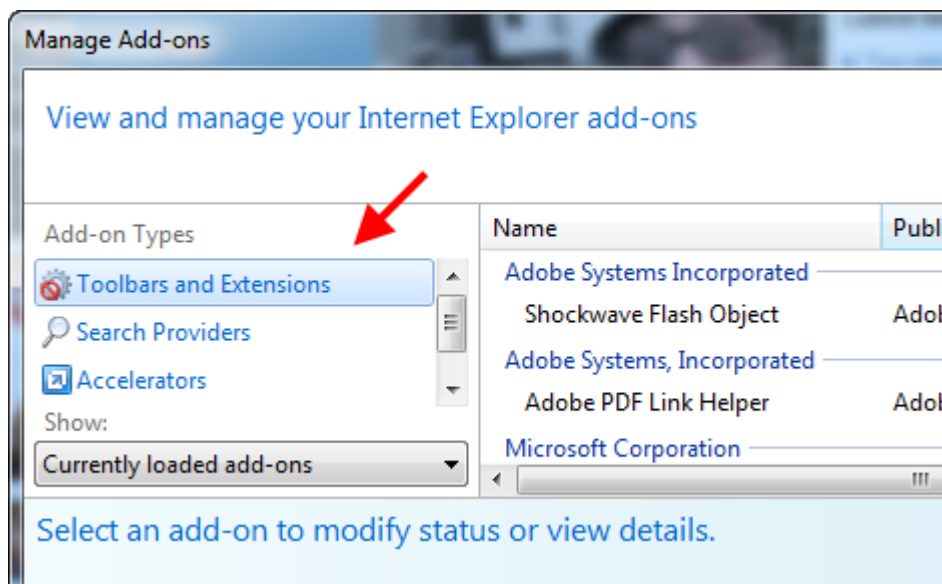
Managing Add-ons

As you use Internet Explorer more and more, you will likely accumulate add-ons (sometimes referred to as a plug-in). Add-ons are usually small third-party programs that embed themselves into Internet Explorer and allow you to view specialized Internet content such as live information feeds, 3D graphics, or videos.

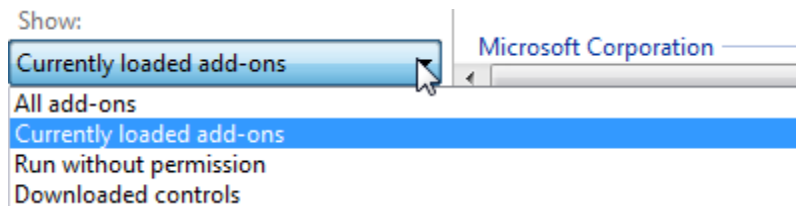
To manage your add-ons, click Tools → Manage Add-ons:



The Manage Add-Ons dialog box will appear with the Toolbars and Extensions category already selected:

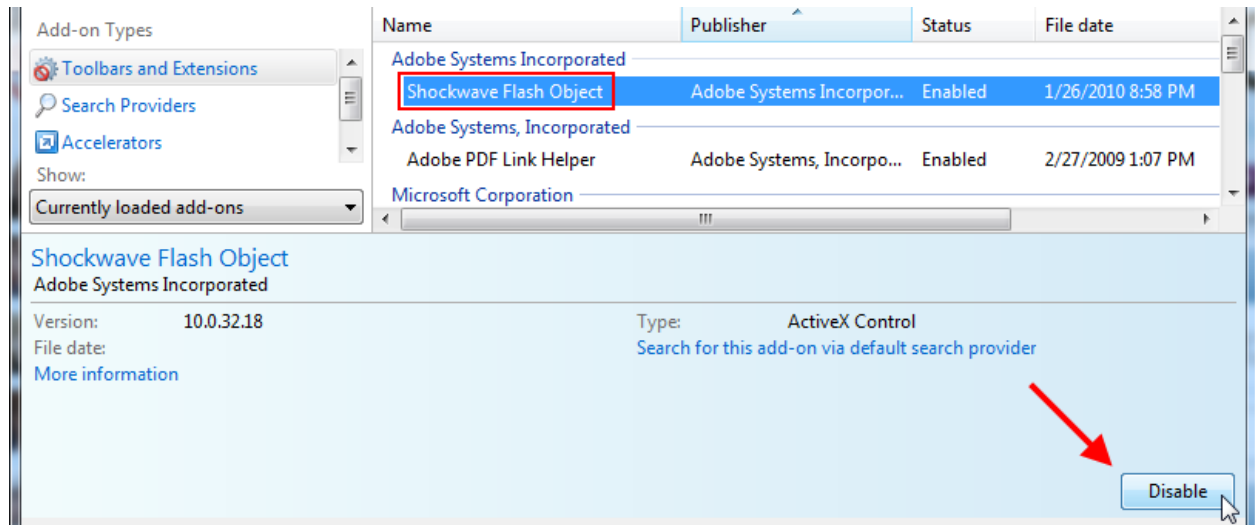


The Show combo box lets you decide which add-ons to view based on their usage with Internet Explorer:



“Bad” add-ons rarely occur without direct user input. But sometimes an add-on may interfere with normal browser operation or cause Internet Explorer to become unresponsive. To disable an add-on,

select the add-on title in the list and click the Disable button:

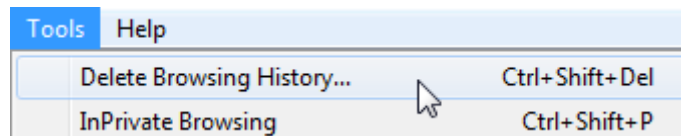


If you do choose to disable or enable an add-on, you might need to restart Internet Explorer first. Disabled add-ons can be easily enabled. First, look at the Status column for disabled add-ons. Select the add-on and click Enable.

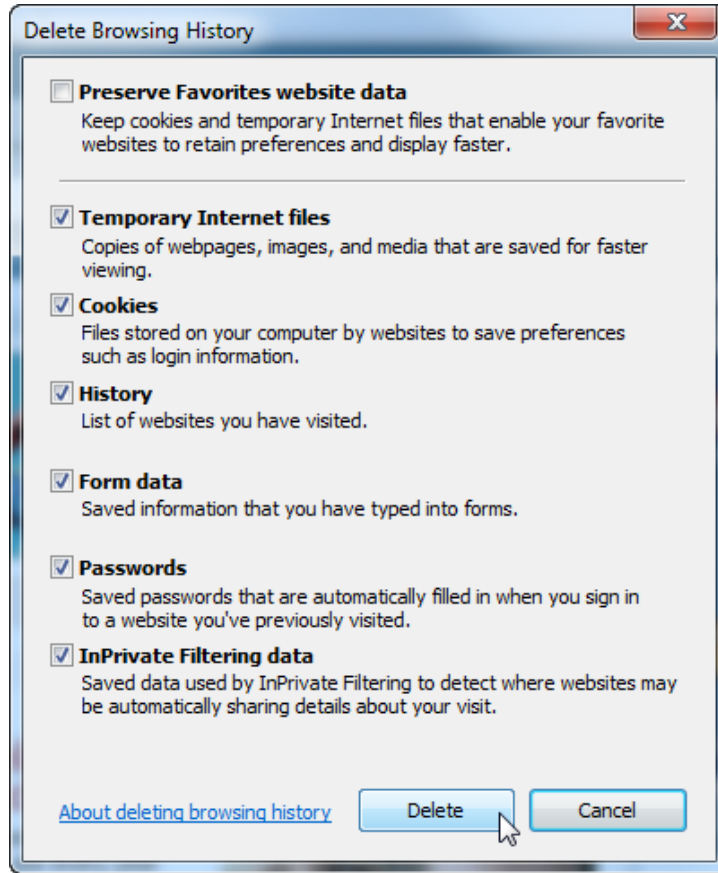
Step-By-Step

In this exercise you will learn about some of the different safety features included with Internet Explorer.

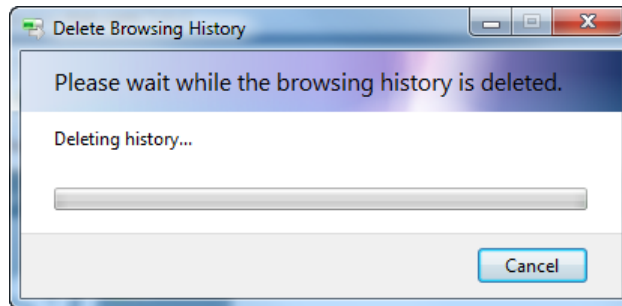
1. Open Internet Explorer.
2. Click Tools → Delete Browsing History:



3. Delete **all** browsing history. Do this by making sure you check every box **except** the top one. Click Delete:

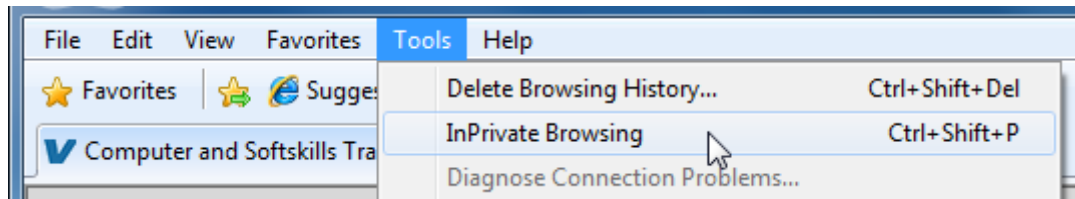


It will take a moment to remove everything:

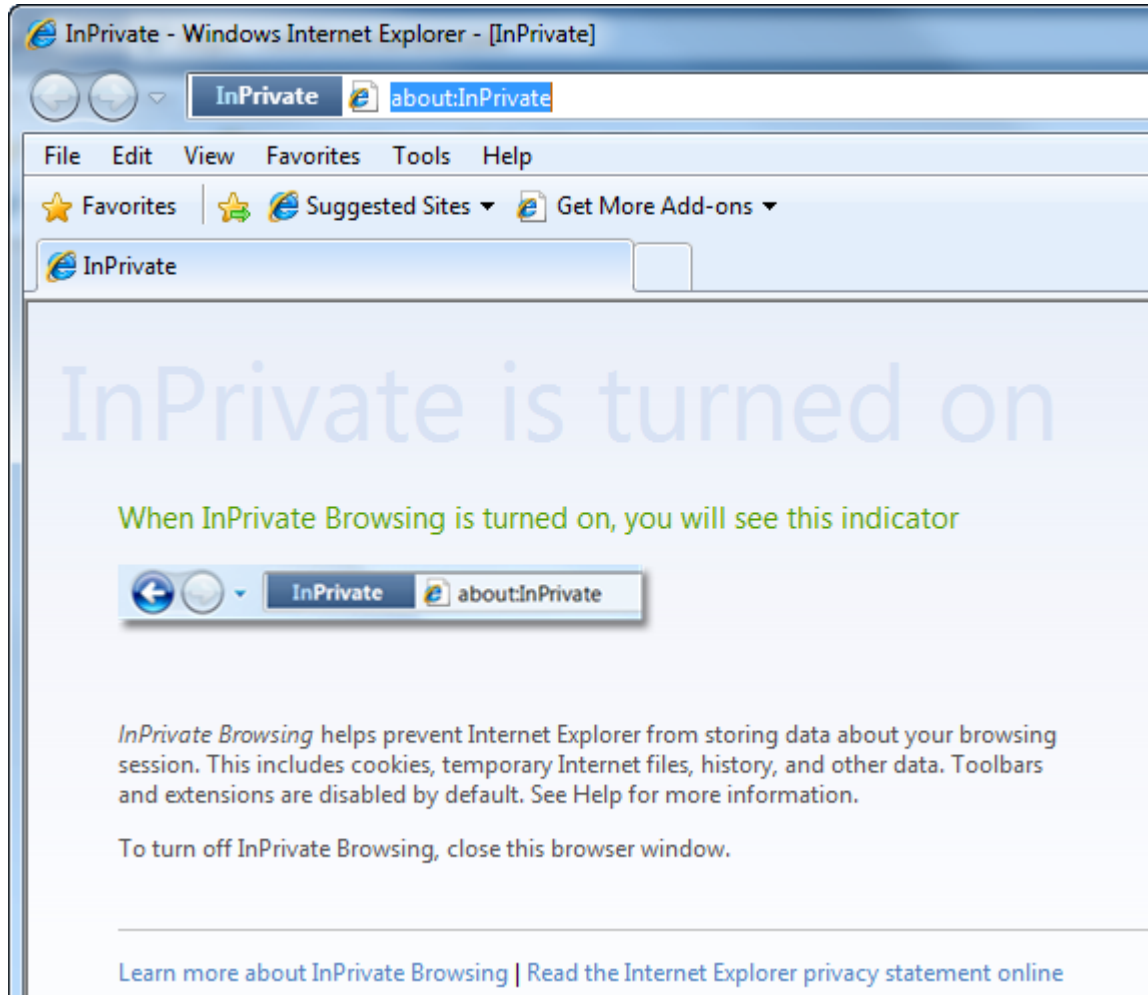


4. Visit www.teia.edu.au.
5. If you click the pull-down arrow to the right of the Address Bar you should see TEIA's Web site in your history.

- 6. Start an InPrivate Browsing session by clicking Tools → InPrivate Browsing:



- 7. A new window will appear, showing some InPrivate labels:



- 8. Click in the Address Bar and begin to type www.teia.edu.au. You should not see any history information appear.
- 9. Close all Internet Explorer windows to complete this exercise.

Activity 4-3

| | |
|----------------------------|--|
| Objective | To understand more about Web page functionality such as text boxes and drop-down menus. |
| Briefing | You have saved a picture on your computer that you want to share with a friend via your Windows Live Mail account. |
| Task | Log into your account and compose a new e-mail message to a friend or classmate. Click the link to attach a file to the e-mail message and send the e-mail to a friend. |
| Hints | If you forget your password, click the Forgot Your Password hyperlink at the sign-in page. Use any picture available to you. Try using the Sample Pictures included with Windows or download one from the Internet. |
| Follow-up Questions | Download a few more pictures to your computer and send another e-mail to the same friend or classmate. However, this time, attach at least three pictures to your e-mail message. How much information can be attached to a message composed in Windows Live Mail? |

Session 4-4: Keeping Yourself Safe

The Internet can be a wealth of knowledge, but it can also be a dangerous place if you are careless. Fortunately, there are many options available to help protect you and your data.

It is important to note that although there are many tools at your disposal to keep your computer safe, no one solution has ever proven to be 100% perfect and stop all threats. The people who make viruses and the people who make anti-virus programs are always trying to get the upper hand, and sometimes your defenses may fail. However, if you keep all programs up to date, and keep your version of Windows current with the latest updates from Microsoft, chances are you will be very safe.

About Antiviral Software

A virus infects a computer just like a biological virus would infect a plant or animal. It causes sluggish performance, can corrupt or delete data, or even render your entire computer useless in which your only option is to erase the entire hard disk (called formatting) and install the operating system again.

Anti-virus programs are one of the best ways to keep your computer from trying to open an infected file. There are literally thousands of viruses out there, and unfortunately more are being developed all

the time. A virus scanner is one way to help keep out the bad files by constantly running in the background, scanning each file you use as well as most incoming and outgoing Web traffic. It is designed to recognize any unusual file extensions or file structures that could potentially harm your computer.

Anti-virus software needs to be regularly updated to be most effective. Luckily, nearly every anti-virus program is designed to search for updates as soon as an Internet connection is detected. There are many different programs available, some of which are free and some which you need to pay a monthly or yearly fee to use. Most anti-virus programs are designed to scan your entire computer for viruses once a week.

About Anti-Spam Software

Anti-spam programs are designed to keep out unsolicited (“junk”) e-mail. An anti-spam program will catch and filter unwanted e-mail coming into your computer. The program recognizes keywords in the subject heading like “Free Insurance Quote” or “Cheap Prescription Drugs” and attached file structures.

Earlier in this manual, we learned how to send a picture or URL as an attachment. You can also send a program or some other file type with an e-mail. If you receive an e-mail from someone you don't know, and particularly if that e-mail contains an attachment, be very careful when opening the e-mail – chances are the attachment is a virus or other malicious program.

About Firewalls

The term “firewall” refers to a sturdy, fireproof wall designed to keep occupants safe from a fire, just like an automotive firewall protects passengers in a car from an engine fire. Firewalls in a computer are designed to keep all unsolicited traffic out of your computer.

Imagine you are the owner of a fancy invite-only nightclub, and you don't want any undesirable patrons in your establishment. To keep out the people not on the list, you hire a doorman. In the case of your computer, you install a firewall to keep out the Internet traffic you don't want.

For example, if you want to use the search engine Google, you would type www.google.com. The firewall in your computer remembers the address of the Web sites you want to view, in this case www.google.com. When the response comes back from Google, your firewall lets the data pass through. But if a response comes to your machine with an unknown address, the firewall doesn't let any data in.

Internet Explorer uses the firewall built into Windows, called Windows Firewall, which provides a good level of protection. All wired and wireless routers include a hardware firewall for extra protection. There are many other programs available as well, some of which are free and some which you need to pay a monthly or yearly fee to use. These firewall programs help keep the Internet access of programs on your computer in check and can deny permission in and out of your machine to certain programs or users. Only the most determined user with inside information about the design of your network will have a chance of getting through, and the likelihood of that happening is very low.

Safety Tips

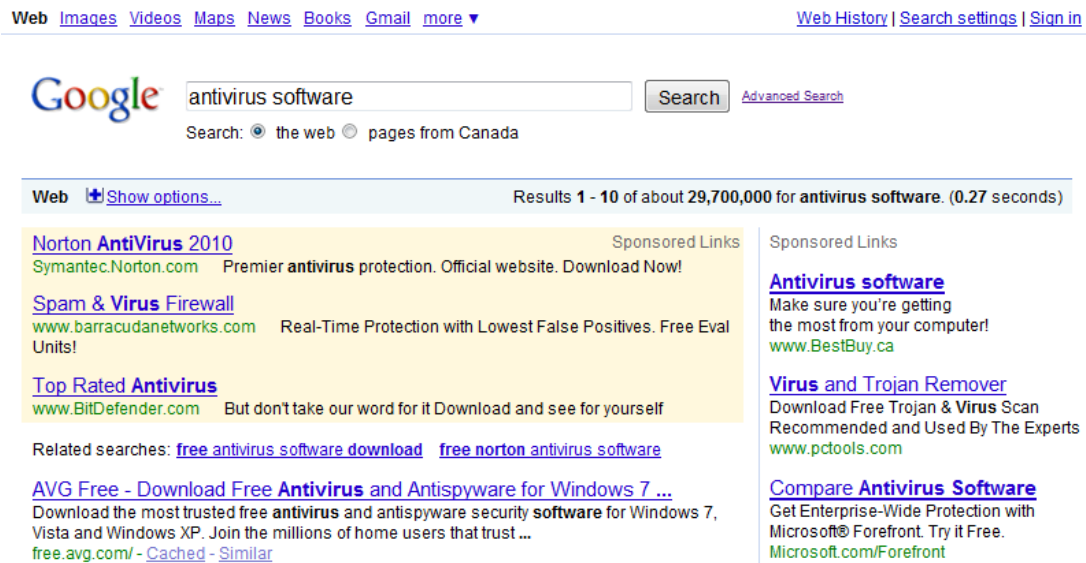
There are many threats out there that can cause harm to your computer. Fortunately, there are many ways to protect yourself and with a little bit of common sense, you will be free to explore all that the Internet has to offer:

10. **Downloading movies and music with third party programs can be risky.** Never mind the fact that it's probably illegal; quite often these programs leave the back door open and allow in malicious programs and files. Make sure your anti-virus software is always up to date and check for spyware frequently. Also make sure that your version of Windows is up to date by clicking Start → All Programs → Windows Update.
11. **If you receive an e-mail from a person or organization you don't know, be careful** if you open the e-mail or any of the attachments. It is best to err on the side of caution. If something looks suspicious, or seems too good to be true, it probably is. Just delete it and forget about it.
12. **If you do receive an e-mail or download a file that contains a program, make sure you are fully aware of what the program is** before you run or install it.
13. **Don't install multiple firewalls or anti-virus software.** More is not better! Sometimes two anti-viruses work against each other and provide no protection. Sometimes two firewalls will lock down your computer so tightly you can't even send or receive data, even if you specifically ask for it.
14. **Play it safe!** If you encounter something you don't recognize, something that seems too good to be true, or something that you don't understand, you might want to wait until you get the proper information to make the safe choice.

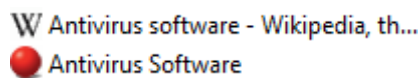
Step-By-Step

In this exercise you will research some of the features of antiviral, spyware, and spam software.

1. Open Internet Explorer.
2. Navigate to your favorite search engine, and then open and pin the Favorites Center.
3. Search for *antivirus software*. Chances are most of the links will be made by companies that are selling the product. We are interested in finding out *how* this type of software works:



4. Add more keywords or change your search term. Try *antivirus software description* or *how antivirus software works*.
5. Keep searching until you find two good Web sites. Mark these sites as Favorites:



6. Repeat this process to see if you can find good information about anti-spam and anti-spyware software.
7. As an added challenge, try to find information about the disadvantages of using two different antivirus programs at once.
8. Close Internet Explorer to complete this exercise.

Activity 4-4

Objective To understand how to check security settings in Internet Explorer.

Briefing You want to make sure that your browser is using 128-bit encryption.

Task Click Help → About to display the About dialog box. Study the contents of this box.

Follow-up Questions Nearly every program you will use in Windows has an “About” function. Be sure to check some of them out to see whom the program is registered to and other useful information.

Although we will cover the features later, check out the different Security features by clicking Tools → Internet Options and clicking the Security tab.

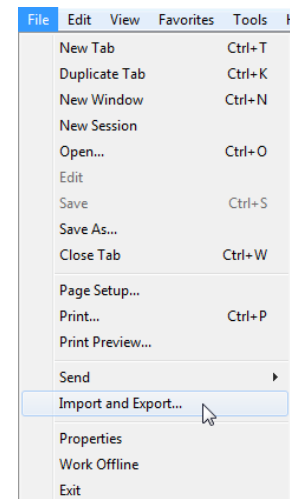
Session 4-5: Managing Information

If you change browsing programs or need to restore your computer, you can save your favorites and cookies from one browser and use them in another.

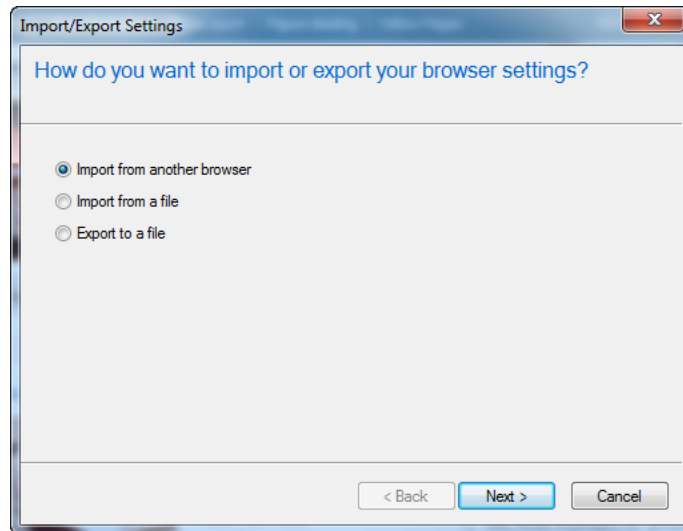
Importing Favorites

Imagine you have been browsing the Internet for a while using some other Web browsing program. You have also accumulated a large number of favorite Web sites. Instead of having to track down all of those Web pages again, you can export the favorites from your old browser and use them in Internet Explorer. You must first export the previously saved URLs from your other Web browsing program. Refer to the help file of your browsing program for instruction on how to do this.

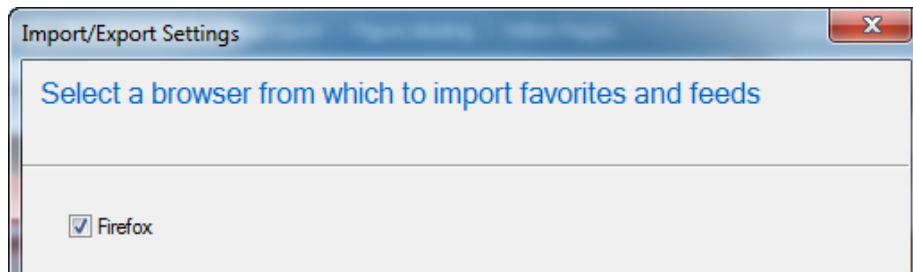
To import the saved URLs from the other browser, click the File menu, and then click Import and Export:



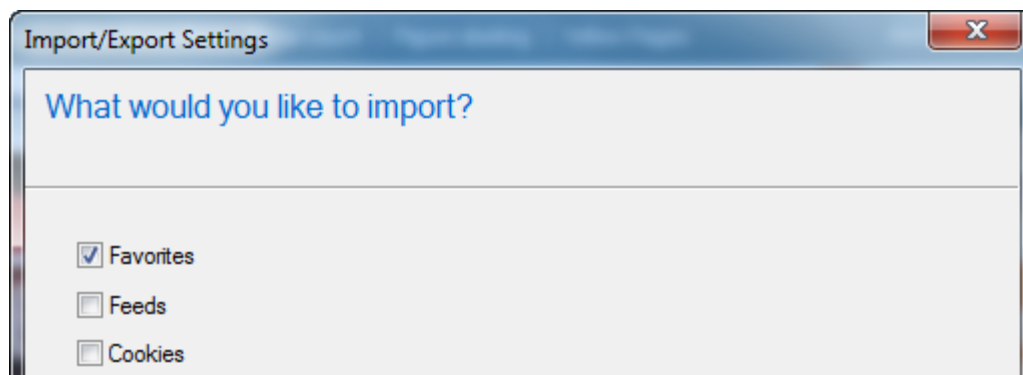
Internet Explorer will ask what you want to do. In this case, we can either import information from another browser or, if separate files with saved information have already been created, import those files:



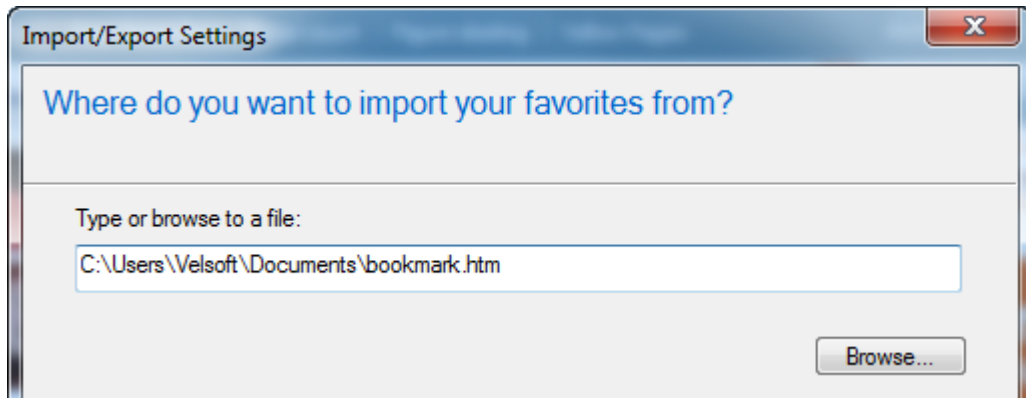
If you select the option to **import from another browser**, Internet Explorer will scan your computer for other known Web browsers. Check the browser(s) from the list and click Import. Note that the importing process for each browser is a little bit different:



If you select the option to import from a file, select Favorites and click Next:

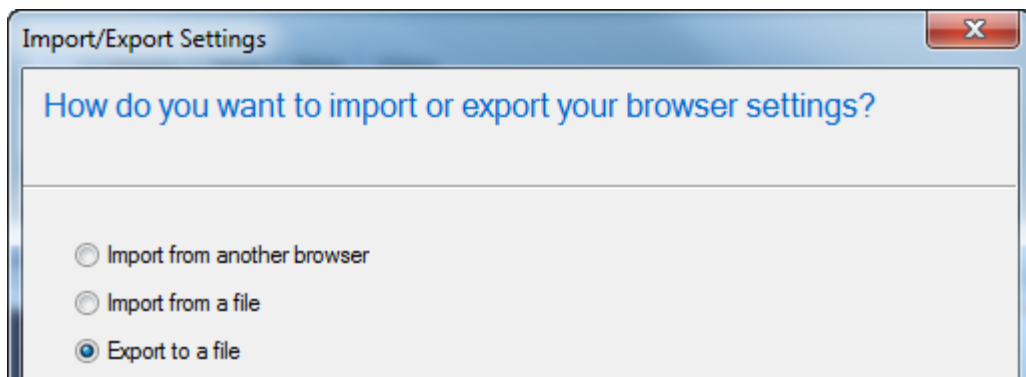


Now specify the locations for each file type you want to import and click Next to complete the process:

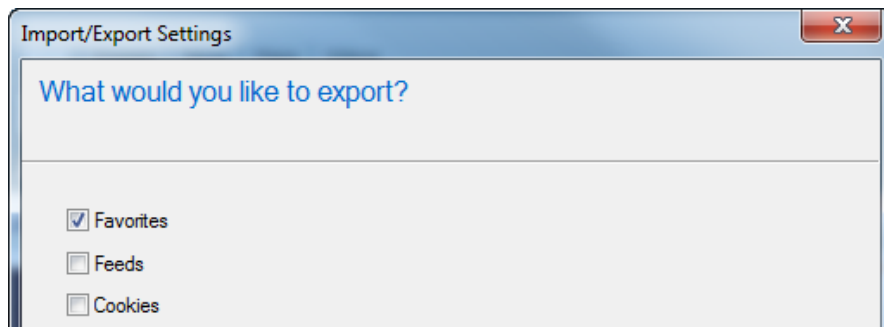


Exporting Favorites

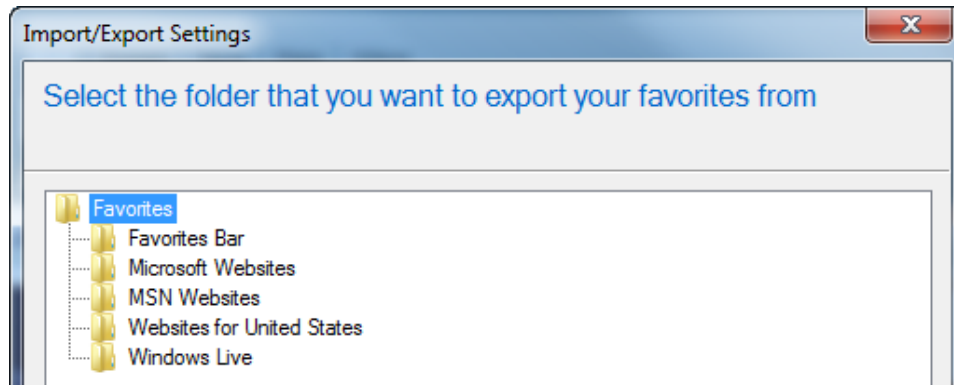
There may come a point in time where you want to try another browser program instead of Internet Explorer. You can export your entire list of Favorites (or a sub folder) into an HTML file for another browser or application to use. To export your Favorites, click File → Import and Export. Click Export to a file and then click Next:



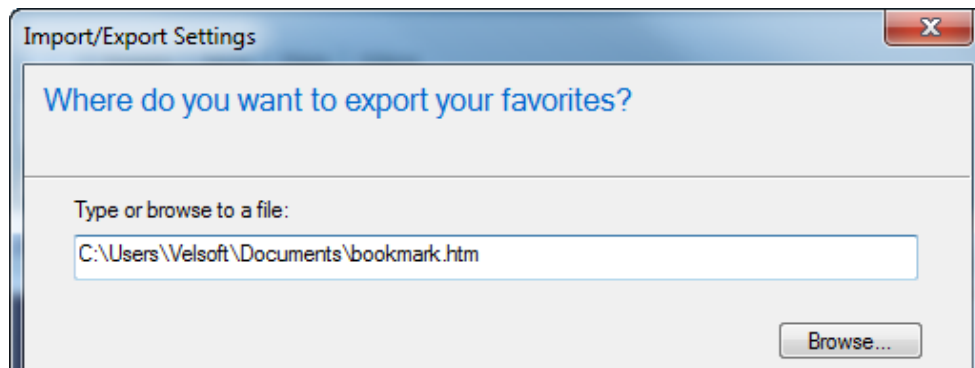
Select the Favorites check box and click Next:



Select the subfolder of Favorites to export or leave the topmost folder selected to export everything. Click Next:



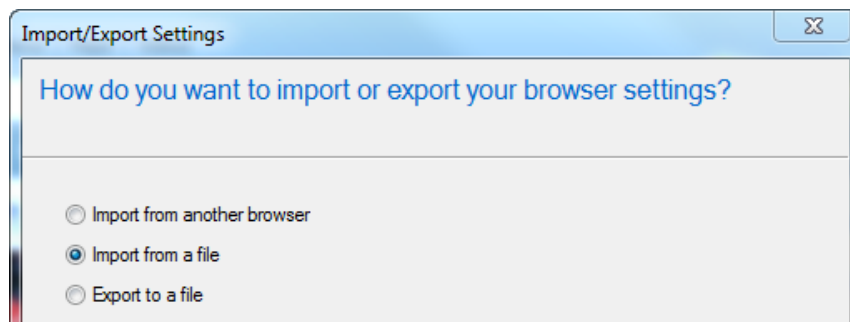
Specify an output folder/file name and click Export to complete the process:



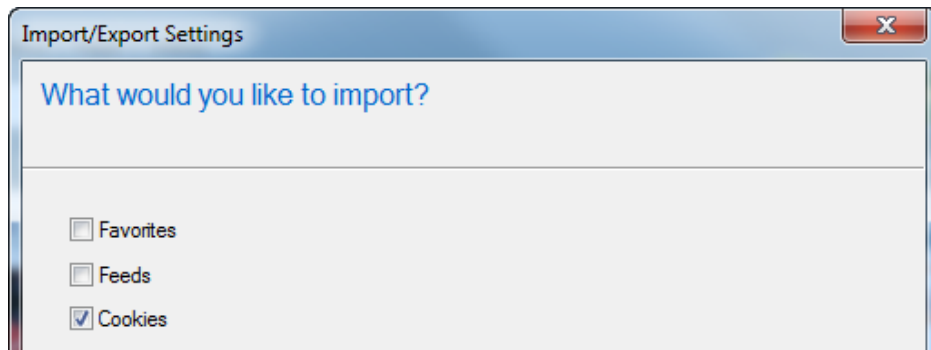
Importing Cookies

You know that a cookie contains personal data that uniquely identifies you to a particular Web site. Cookies, like Favorites, can also be imported and exported from one browser or application to another.

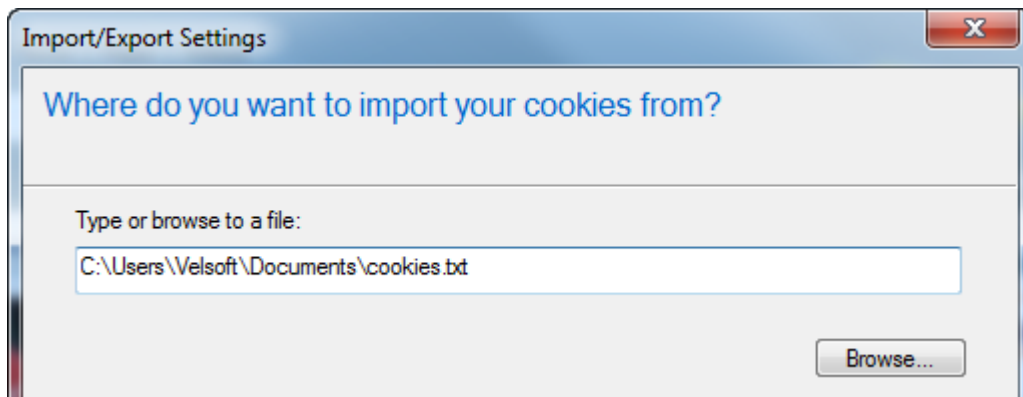
To import cookies, click File → Import and Export and then select the Import from a file option:



Select the Cookies checkbox and click Next:

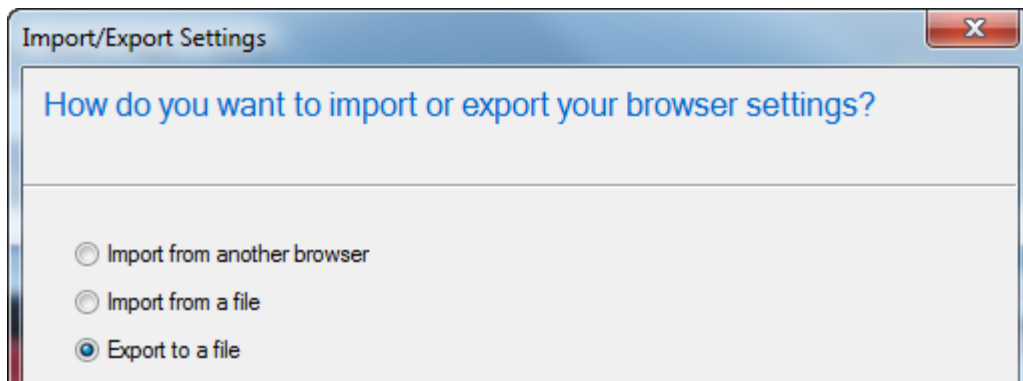


Browse to the source folder and select the source file. Click Import to complete the process:

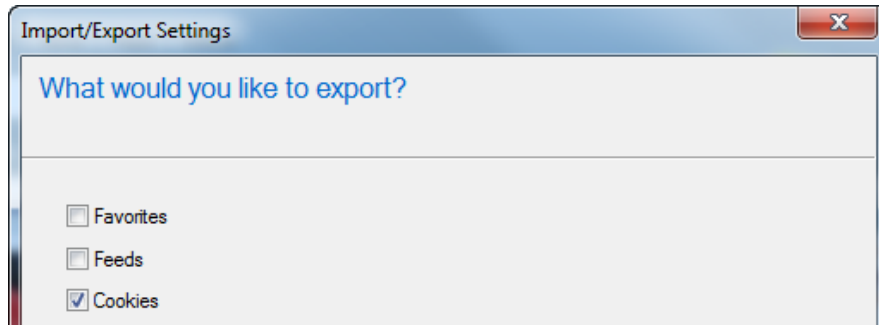


Exporting Cookies

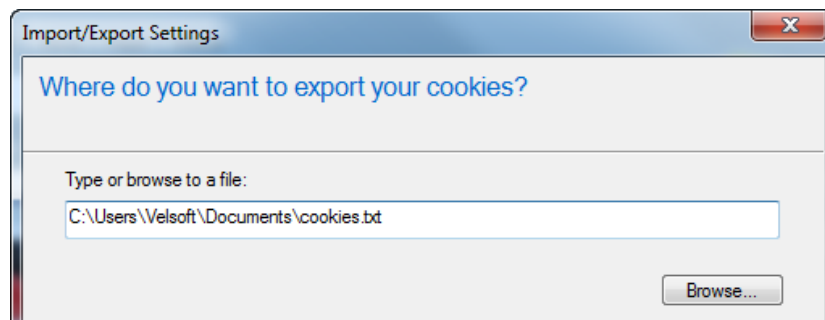
To export the cookies currently stored on your computer, click File → Import and Export and then select the Export to a file option:



Select the Cookies checkbox:



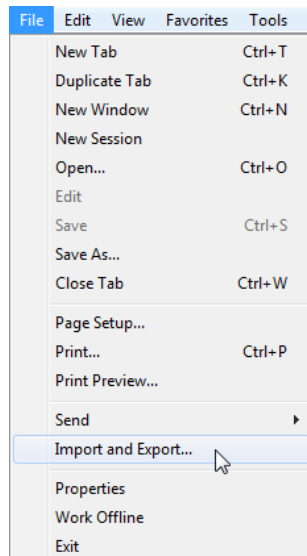
Specify the output folder and file name, and then click Export to complete the process:



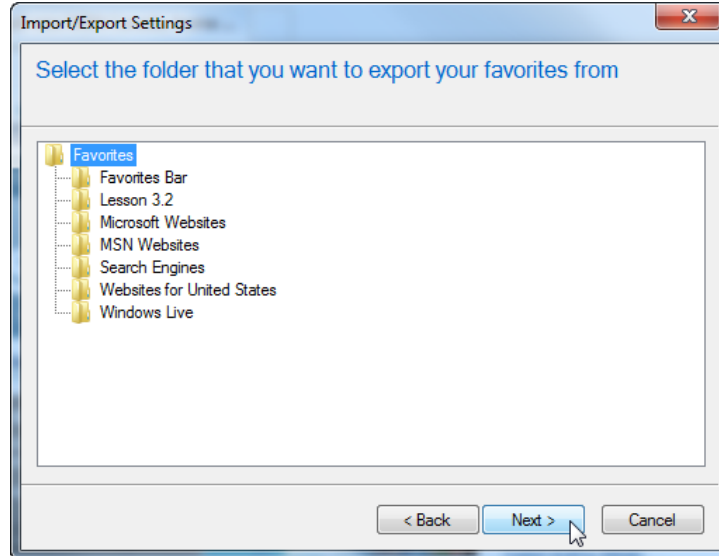
Step-By-Step

In this exercise you will export your Favorites.

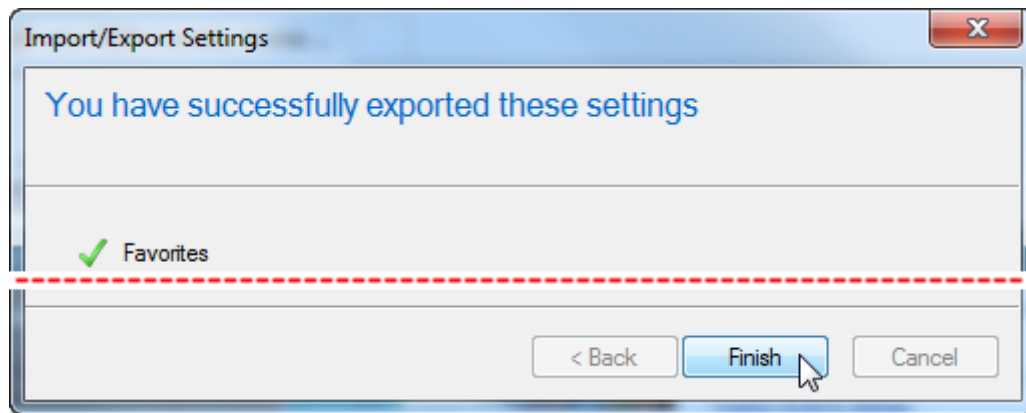
1. Start Internet Explorer.
2. Click File → Import and Export:



3. When the Import/Export Settings dialog appears, click Export to a file and click Next.
4. Check the Favorites option and click Next.
5. Leave the top folder (Favorites) selected and click Next:



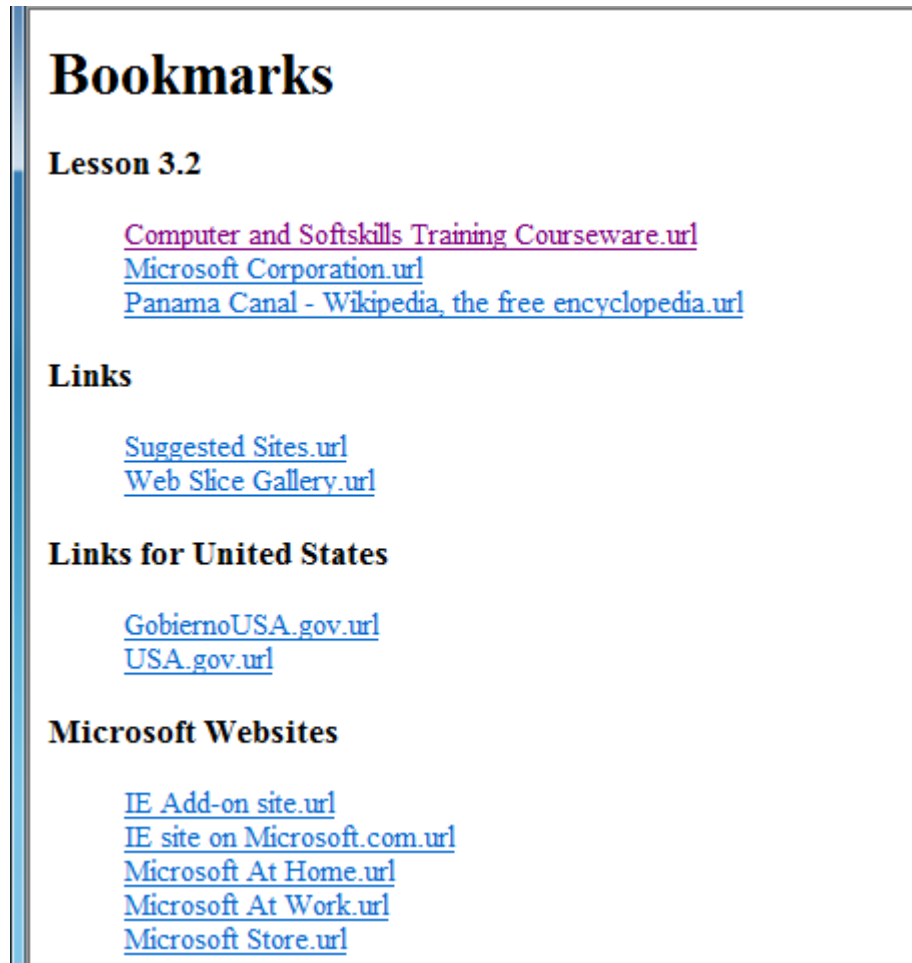
6. Save the file to your Desktop and name it My Favorites. Click Export.
7. When the process is complete, click Finish:



8. The file should appear on your desktop. Double-click it to open it:



9. You will see a list of all Favorites that were exported:

A screenshot of the Internet Explorer Favorites list. The window title is "Bookmarks". Under the heading "Lesson 3.2", there are three links: "Computer and Softskills Training Courseware.url", "Microsoft Corporation.url", and "Panama Canal - Wikipedia, the free encyclopedia.url". Under the heading "Links", there are two links: "Suggested Sites.url" and "Web Slice Gallery.url". Under the heading "Links for United States", there are two links: "GobiernoUSA.gov.url" and "USA.gov.url". Under the heading "Microsoft Websites", there are five links: "IE Add-on site.url", "IE site on Microsoft.com.url", "Microsoft At Home.url", "Microsoft At Work.url", and "Microsoft Store.url".

Bookmarks

Lesson 3.2

- [Computer and Softskills Training Courseware.url](#)
- [Microsoft Corporation.url](#)
- [Panama Canal - Wikipedia, the free encyclopedia.url](#)

Links

- [Suggested Sites.url](#)
- [Web Slice Gallery.url](#)

Links for United States

- [GobiernoUSA.gov.url](#)
- [USA.gov.url](#)

Microsoft Websites

- [IE Add-on site.url](#)
- [IE site on Microsoft.com.url](#)
- [Microsoft At Home.url](#)
- [Microsoft At Work.url](#)
- [Microsoft Store.url](#)

10. Close Internet Explorer to complete the exercise.

Activity 4-5

| | |
|------------------|---|
| Objective | To understand how to export other data from Internet Explorer. |
| Briefing | Your system administrator wants you to export some data from your browsing program. |
| Task | Export your cookies and any installed RSS feeds using the Import/Export Wizard. |
| Hints | If you get stuck, refer to the instructions in the Step-By-Step exercise in this session. |

On-Line Test

You could try and do the first on-line quiz for Internet Explorer.

Ask your teacher for the way to access this activity.

Chapter 5: Advanced Topics

In this chapter you will learn how to:

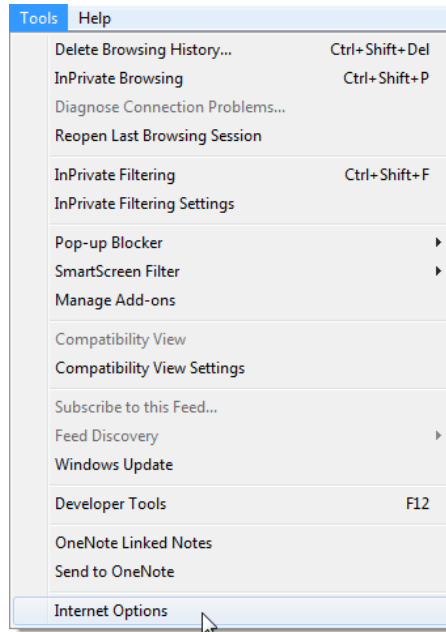
- Modify the background settings of Internet Explorer
- Set a new home page
- Set multiple home pages
- Clear all temporary Internet files from your computer
- Apply different parental and content filters
- Set Internet Explorer to automatically disconnect from the Internet when you are done browsing
- Set Internet Explorer as the default browser
- View and manage the history of previously visited URLs
- Create a subscription to an RSS feed
- View and manage RSS feeds
- View HTML code
- Recognize the use of JavaScript, ActiveX, and other supplementary technologies used with Internet Explorer
- Reset Internet Explorer to its default settings

Session 5-1: Setting Your Options

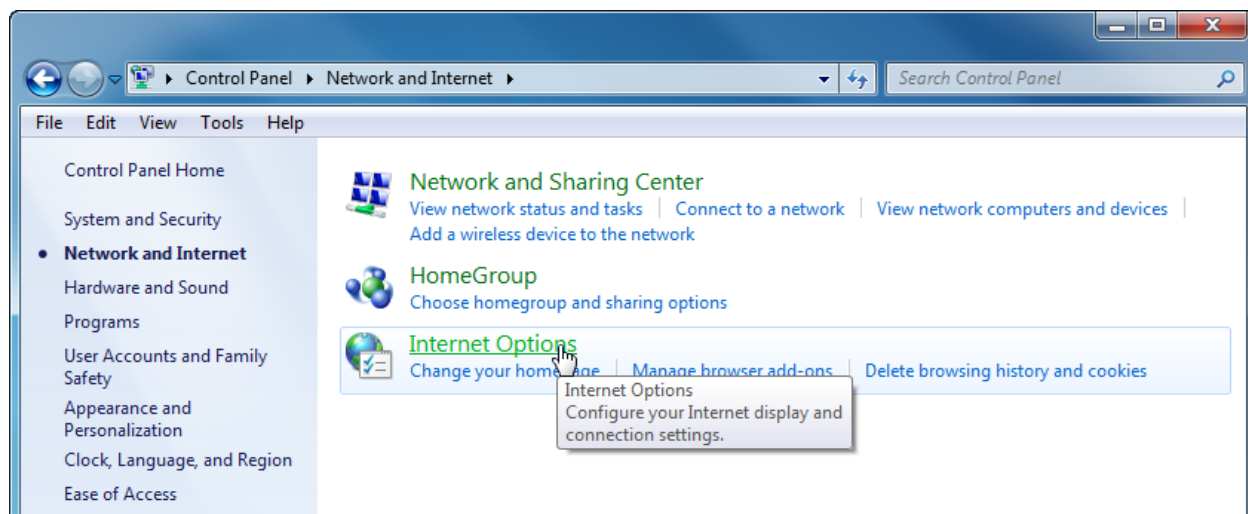
There are many background features and settings you can modify in Internet Explorer to keep you surfing smoothly on the Internet. You can also customize the look and feel of the browser window to suit your needs. In this session you will explore some of these customizable options.

Opening the Options Dialog

Open the Options Dialog by clicking Tools → Internet Options:

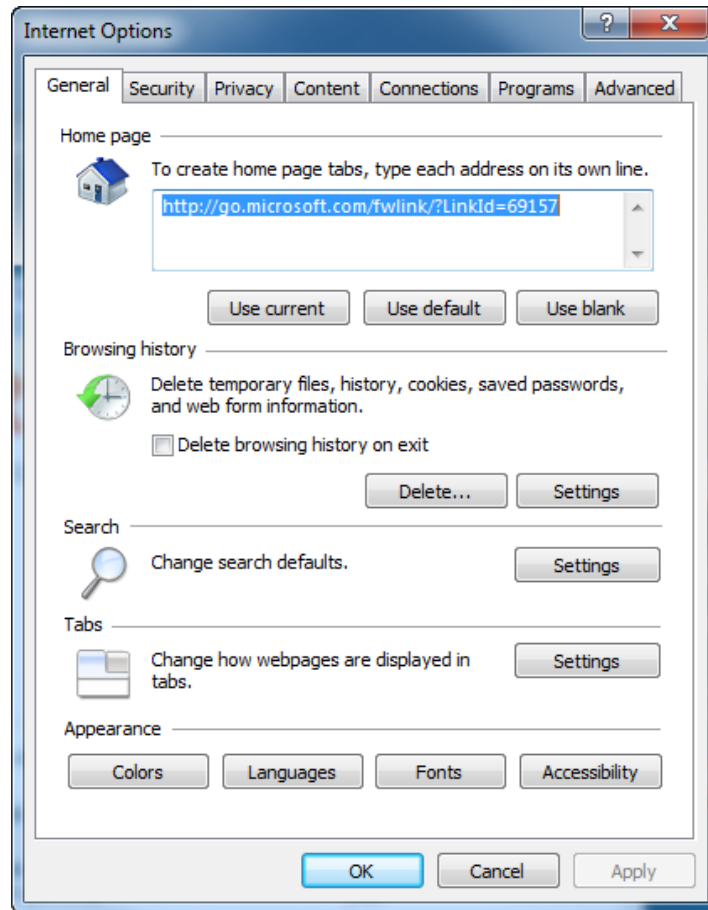


These options can also be accessed via the Control Panel:



Overview of the Options Dialog

There is a lot to see and do in the Options dialog. You can modify nearly every aspect of Internet Explorer to your liking. Let's take a quick look at what each tab will let you do:



General The General tab lets you set your home page to a specific URL, manage temporary Internet and history files, and adjust the look and feel of the Internet Explorer window. Visual enhancements let you add a high-contrast color scheme for those who are visually impaired.

Security The Security tab lets you adjust the level of security Internet Explorer will employ. We will explore more security features later in this manual.

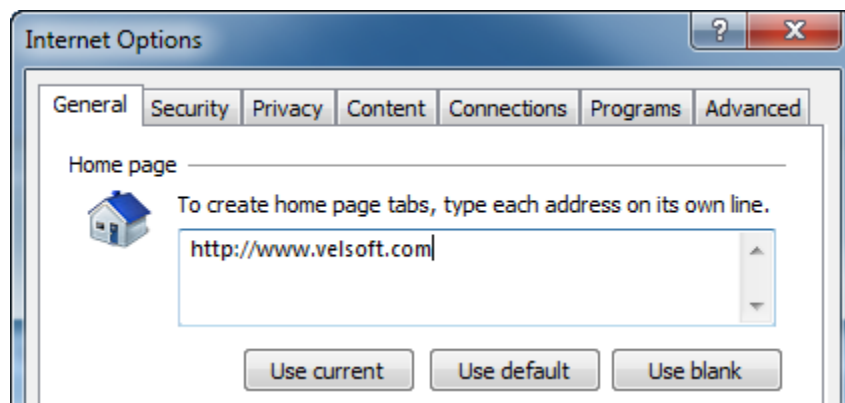
Privacy The Privacy tab allows you to set how private information used by cookies is handled and stored by Internet Explorer. You can also enable or disable the pop-up blocker and modify InPrivate browser settings.

Content The Content tab allows you to adjust the content advisor which can restrict particular Web sites or keywords. This is useful if your children use your computer to access the Internet. You can also manage certificates used by your computer, make changes to the way AutoComplete works, and manage any RSS feeds and Web Slices you have subscribed to.

- Connections** The Connections tab lets you set up and manage your Internet connection(s).
- Programs** The Programs tab allows you to specify which program you would like to handle each service that is available by using the Internet.
- Advanced** The Advanced tab allows you to fine-tune many of the background features of Internet Explorer. If you are a novice user, it is best to leave these options at their default setting.

Setting your Homepage

To set your homepage, open the General tab of the Options dialog. Click inside the box at the top of the tab and type or paste the URL you want to add:

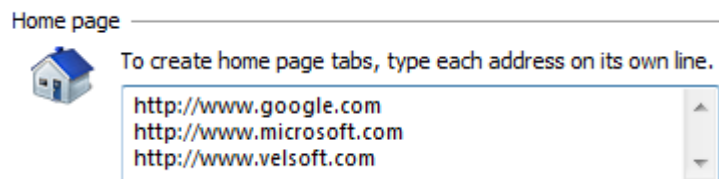


You can also click the three buttons under the text box to set your home page.

1. **Use current** will use the tab URL that was active before opening the options dialog.
2. **Use default** will set the home page to the MSN page in your region.
3. **Use blank** will display an empty Web page when you open Internet Explorer.

Internet Explorer allows you have multiple home page tabs. This means that for every URL you place in each line, you will see a tab with that home page appear every time you start Internet Explorer.

In the picture below, three different tabs will appear; one for each URL:

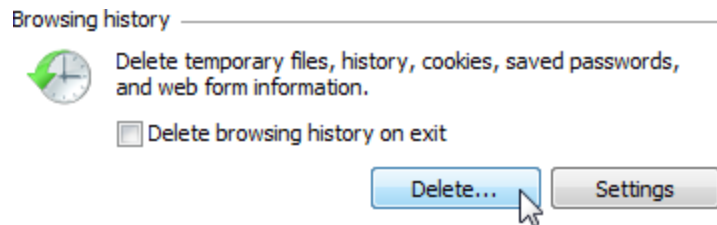


Every time you click the Home button or open a new Internet Explorer window, each of these URLs will be displayed in their own tab.

Deleting Temporary Internet Files

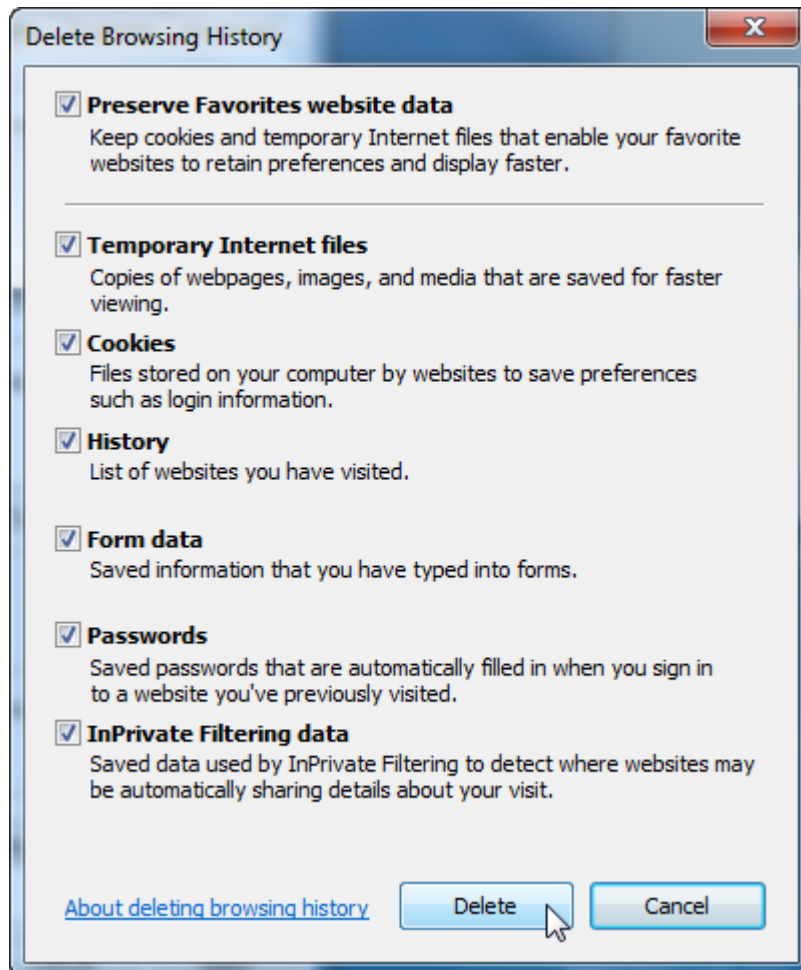
Whenever you visit a Web site where you make a purchase or do some of your banking online, it is a good idea to delete any temporary Internet files. This prevents a malicious user from either directly viewing the information in your browser, or otherwise taking advantage of your personal information.

In the Browsing history Chapter of the General tab, click Delete:



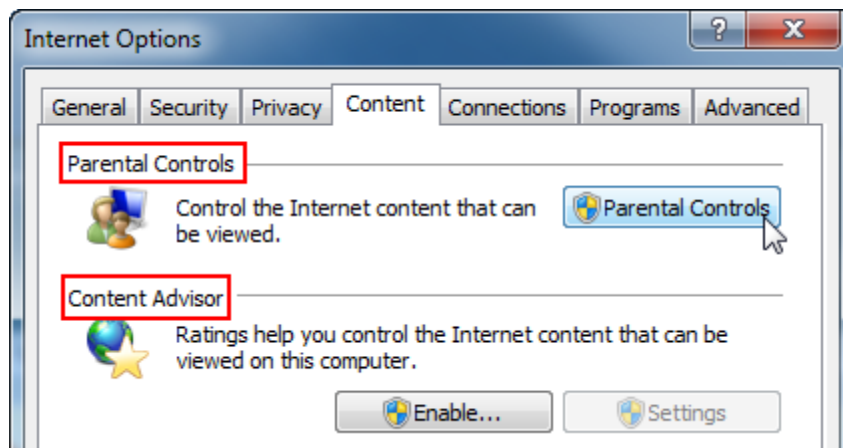
(Note the option to automatically delete all browsing history each time you exit Internet Explorer.)

Clicking Delete will open the Delete Browsing History dialog box. To delete a specific element of your browsing history, place a checkmark beside the option and then click Delete. In order to erase **all** browsing history, select all check boxes except for the first one. In the example below, we will delete everything except data from any Web site marked as a Favorite:



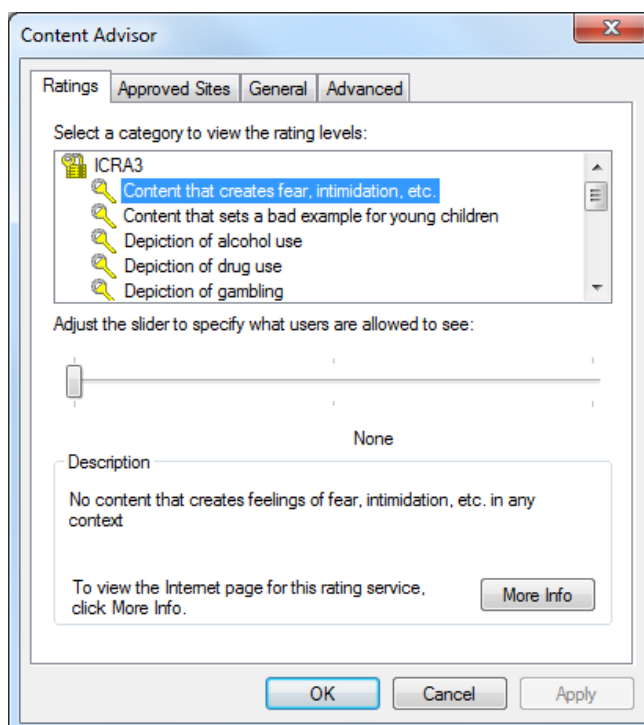
Setting Parental Filtering

Internet Explorer provides a fairly robust system to block certain content on the Internet. Under the Content tab, there are two options: Parental Controls and Content Advisor. First, click the Parental Controls button:



Chances are there is a user account for each person who uses the computer. The Parental Controls Chapter of the Control Panel will appear and let you assign different parental controls to each user account. These settings include game restrictions, computer restrictions, and the ability to install more robust parental controls. Consult the Windows Help file for more information on user accounts and limitations.

Next, click the Enable button under the Content Advisor heading. The Content Advisor dialog box will appear:



Ratings This tab in the Content Advisor dialog box lets you adjust the amount of visibility that the users of the computer will have of intimidation, alcohol and drug use, gambling, weapons, and sexual content. Each category of material contains three settings: no restrictions, limited access (such as news and sports broadcasts only), or a full block.

Approved Sites Type a Web site and allow or disallow viewing of this Web site.

General This tab lets you assign a supervisor password and download a rating system protocol for Internet Explorer to follow. Some Web sites on the Internet have a rating embedded in their HTML code, much like you see a rating assigned to a movie dictating what age group the material is suitable for.

Advanced This tab allows you to customize a rating system and define specific rules for your computer.

Automatically Disconnect

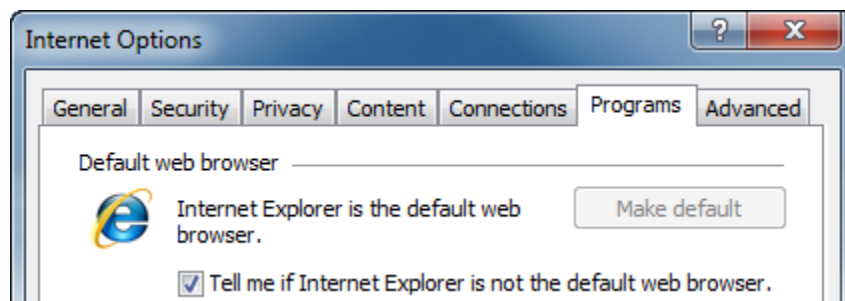
If you are using a dial-up connection to access the Internet, Internet Explorer can automatically disconnect the modem when you have closed the last Internet Explorer window.

The first time you close Internet Explorer after using a dial-up connection, you will be prompted to use AutoDisconnect. You will also have the option to continue using AutoDisconnect or simply leave the Internet connection active. Keep in mind that you will need to manually disconnect from the Internet or turn off your computer to lose the connection.

Setting Internet Explorer as the Default Browser

There are many different Web browsing programs out there, and each has their own advantages. For example, Internet Explorer is built into the core of Windows itself and lets you have multiple home pages. Other Web browsing programs, such as Mozilla Firefox, tend to be a faster performing browser. Whatever you decide to do, there are no rules saying you can only have one Web browser!

In the Programs tab of the Internet Options dialog box, there is an option to make Internet Explorer the default Web browser:



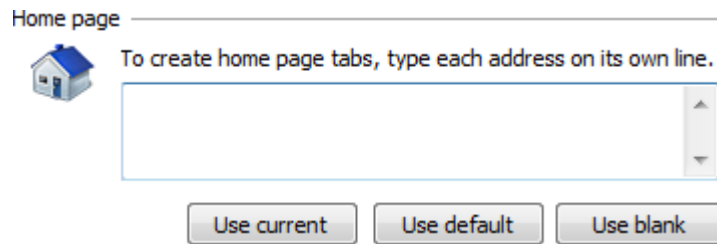
If Internet Explorer is not the default browser, you can click the Make Default button. In the above example, Internet Explorer already is the default browser. The check box beneath the Make Default

button will inform you every time you open Internet Explorer and it is not the default browser. This may happen if you install another browser. Often, the new Web browser assumes you want to use only it and removes the default status from Internet Explorer.

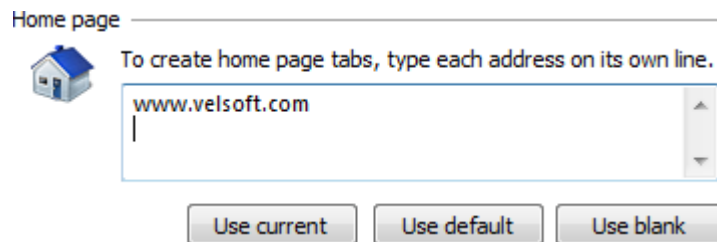
Step-By-Step

In this exercise you will set multiple home page tabs.

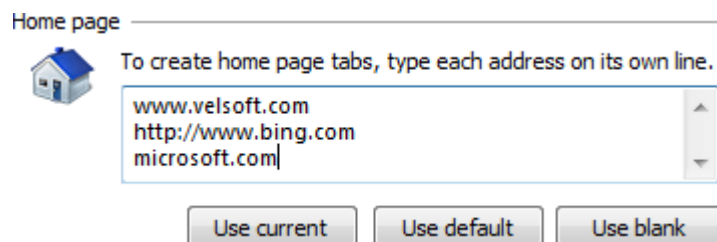
1. Open Internet Explorer.
2. Click Tools → Internet Options.
3. In the General tab, click inside the text box under the Home page heading and clear the existing address:



4. Type www.teia.edu.au on the first line and press Enter:



5. Type <http://www.bing.com> in the next line and press Enter.
6. Type microsoft.com in the third line (leave off <http://www>):



Click OK.

7. Click the Home icon. All three Web sites will appear different tabs.
8. Close Internet Explorer to complete the exercise.

Activity 5-1

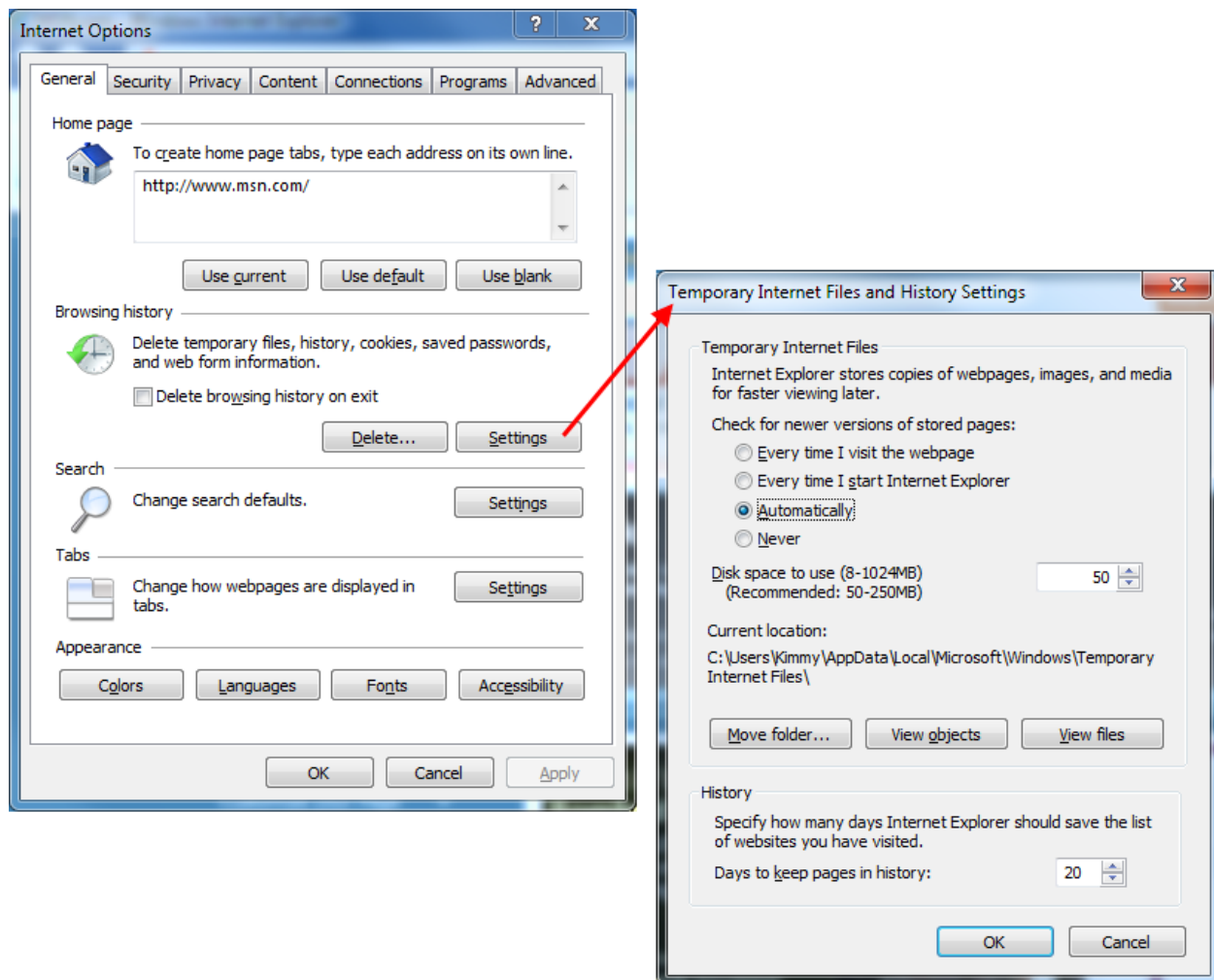
| | |
|----------------------------|--|
| Objective | To understand how to make your computer safer by deleting temporary files. |
| Briefing | You have just done some online banking and want to clear your temporary files. |
| Task | Delete all cookies and temporary files from your computer. |
| Hints | These options are also available by clicking Tools → Delete Browsing History. |
| Follow-up Questions | Delete all offline content on your computer, including any saved Web pages. |

Session 5-2: Managing your History

Once you have spent some time on the Internet you will likely have visited a large number of Web sites. This session will teach you how to view and manage your history; that is, view the pages you have visited in the past.

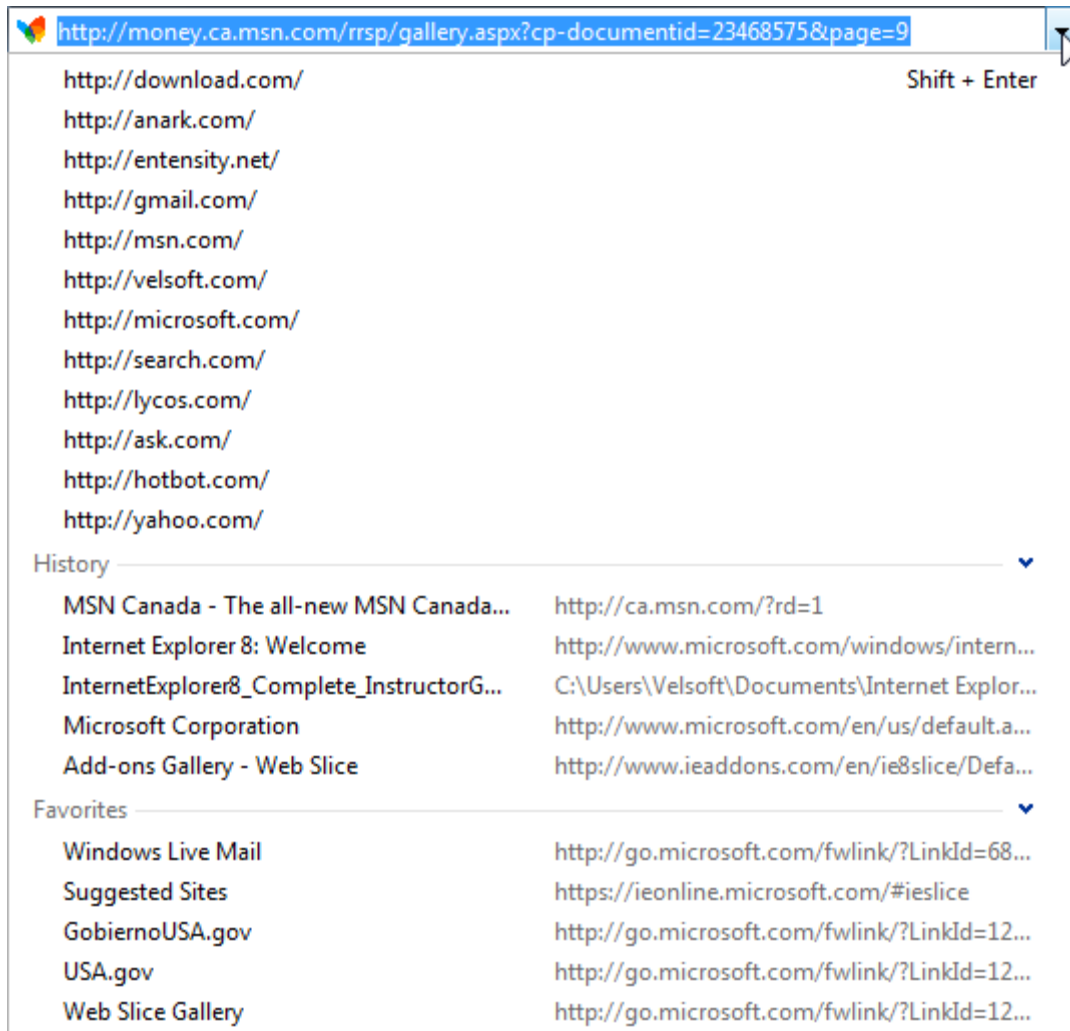
What is Browser History?

The History in Internet Explorer is a term referring to the list of URLs you have visited. You can specify how many days' worth of information you can have saved on your computer, as long as you have hard drive space to store the information.



Accessing your History from the Address Bar

To view the recent history of Web sites you have visited in the past, click the pull-down arrow on the far right-hand side of the Address Bar:

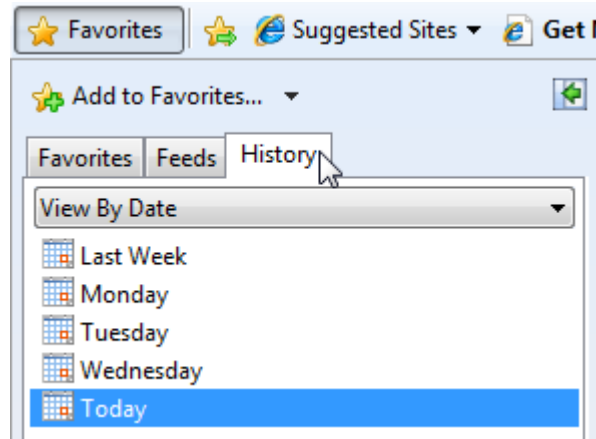


A list of URLs will appear. If visible, click the up and down arrows on the right side of the list to scroll up and down through the list. Click on any URL to display the contents of that Web page.

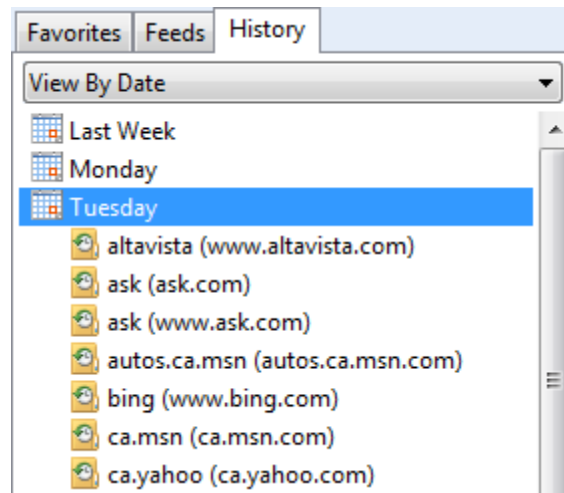
Manually Deleting History Items

You can view and manage your History by using the Favorites Center.

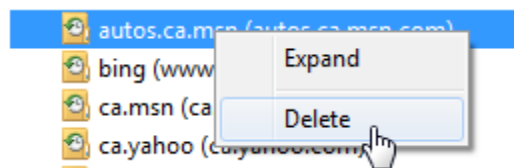
Click the (★ Favorites) icon to open the Favorites Center and then click the History button. (Pressing Ctrl + H will do the same thing.)



You will see your history first categorized by either a date or period of time. Click any of the items in the list to see the History for that time:

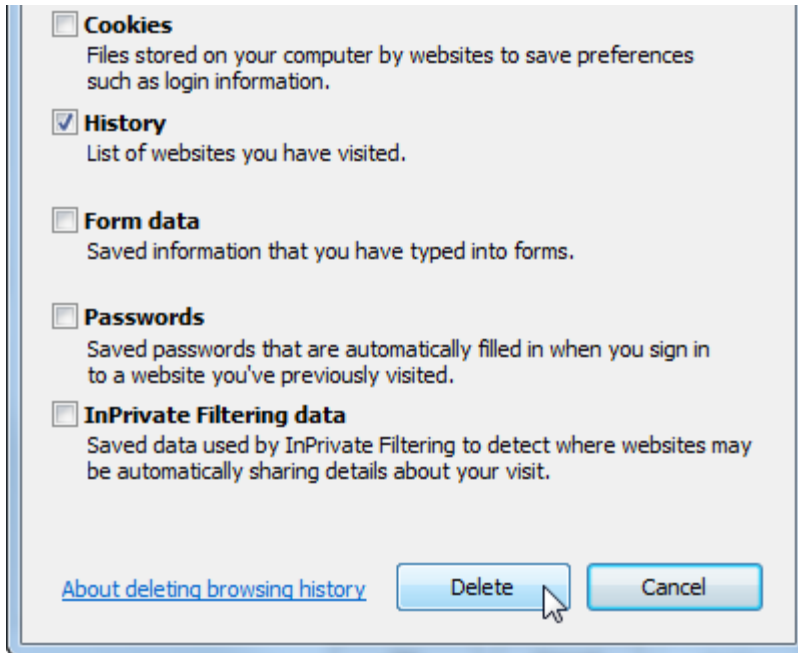


Right-click any item in the list (including the different days/periods of time) and choose Delete to remove that item from your history:



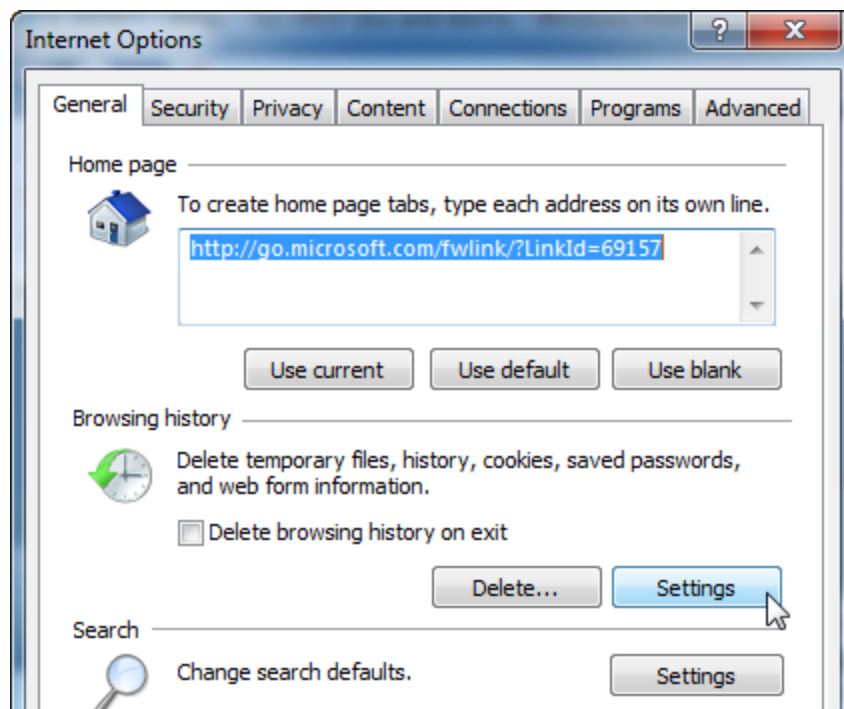
Clearing your Entire History

You can clear your entire History of Internet Explorer by using Internet Options. In the General tab, click the Delete button to open the Delete Browsing History dialog box. Check the History item and then click Delete:

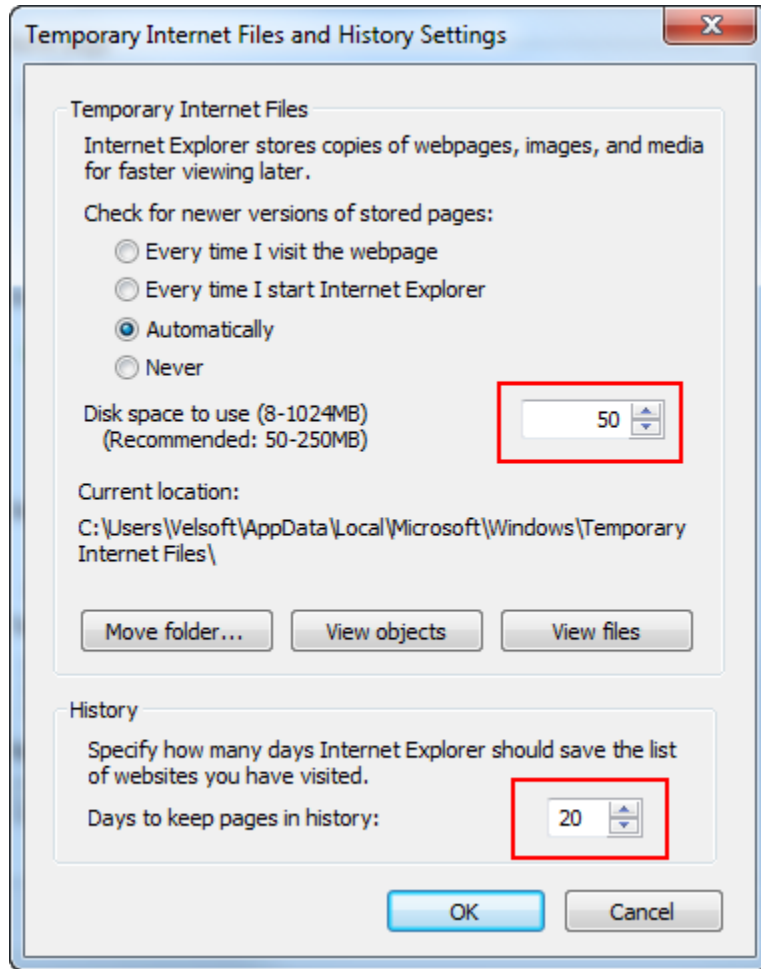


Setting History Options

You can control how much of your hard disk space will be used to store history. Click the Settings button in the Browsing history Chapter of the General tab:



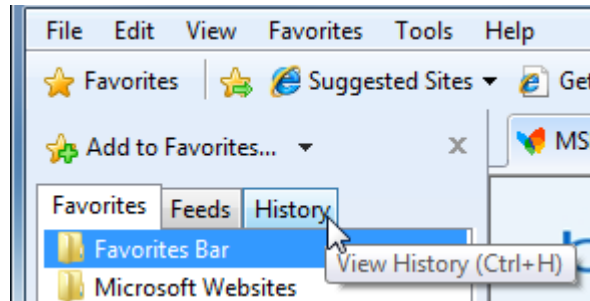
Use the small arrows in the text box or enter a certain disk size to use for your history. More space committed to the cache will mean faster loading of Web sites. You can also use the arrow buttons in the History Chapter to specify how many days' worth of history you want to keep:



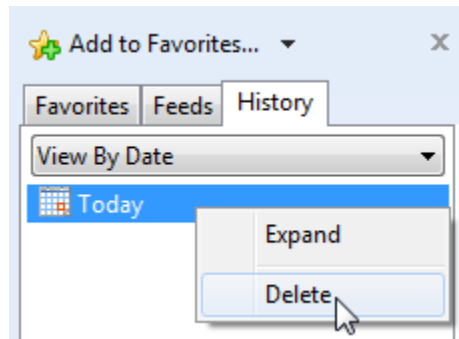
Step-By-Step

In this exercise you will manage elements of your browser history.

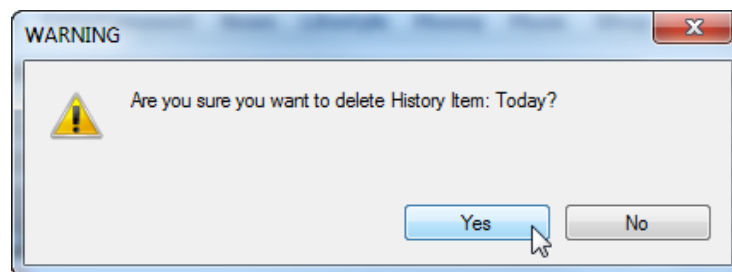
1. Open Internet Explorer.
2. Open and pin the Favorites Center. Click the History tab:



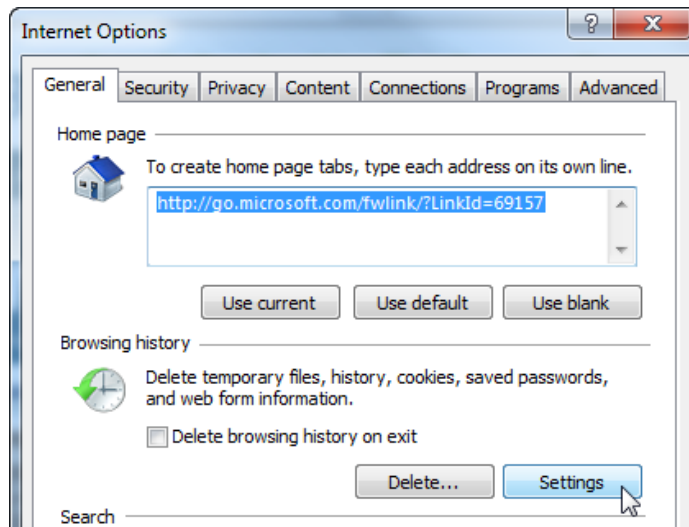
3. Right-click any date item in the history and click Delete:



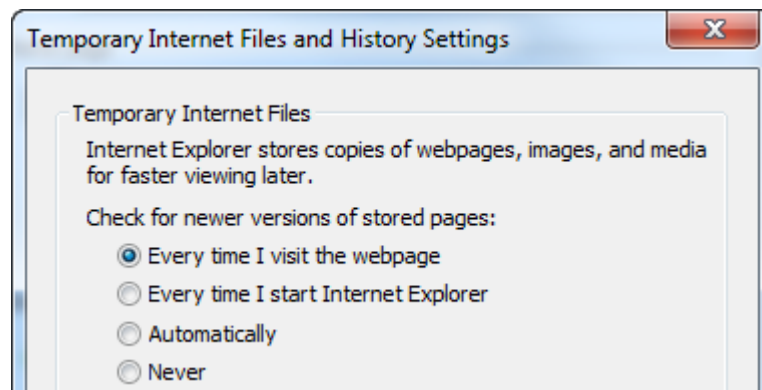
4. Click Yes to confirm your choice:



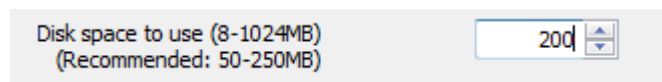
5. Click Tools → Internet Options. Click the Settings button in the Browsing history Chapter:



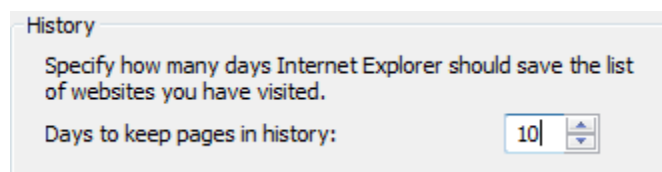
6. Under the Temporary Internet Files Chapter, click the first radio button:



7. Change the disk space usage to 200 MB:



8. Set the day limit in the History Chapter to 10 days:



9. Click OK to apply the settings and then.
10. Close Internet Explorer to complete the exercise.

Activity 5-2

| | |
|----------------------------|---|
| Objective | To understand how to manage the browser history on your computer. |
| Briefing | You want to erase your history files because you just finished doing some online banking. |
| Task | Erase your history in the Internet Options dialog box. Set the number of days' worth of saved history to 5. |
| Hints | You may want to change the size of the history file to something smaller as well. |
| Follow-up Questions | Use a search engine to see if there are viruses that can hide in history files. What other vulnerabilities might arise from your browser history? |

Session 5-3: RSS Feeds

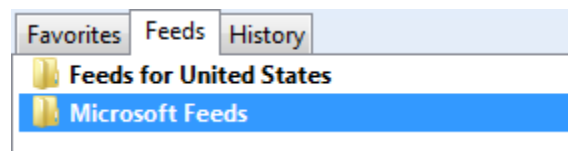
Internet Explorer 8 has the ability to use RSS (Really Simple Syndication) feeds. RSS is an XML-based standard file format which allows readers to subscribe to specific content from a Web site. In this session you will learn how to receive and use RSS feeds.

What is an RSS Feed?

As stated in the introduction, RSS is a way of having computer users subscribe to a service where a Web master (someone who runs/operates a Web site) can send out specific information to all subscribers of a feed. You can think of it as a members-only copy of a magazine which is different than the regular newsstand magazine in that it contains more focused information about a particular topic.

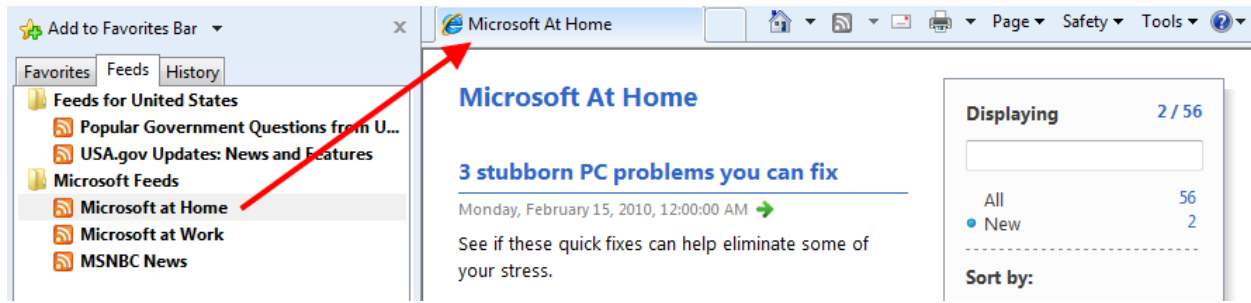
Viewing RSS Feeds

You can view RSS feeds in the Favorites Center. Click the Feeds tab to view the available feeds:




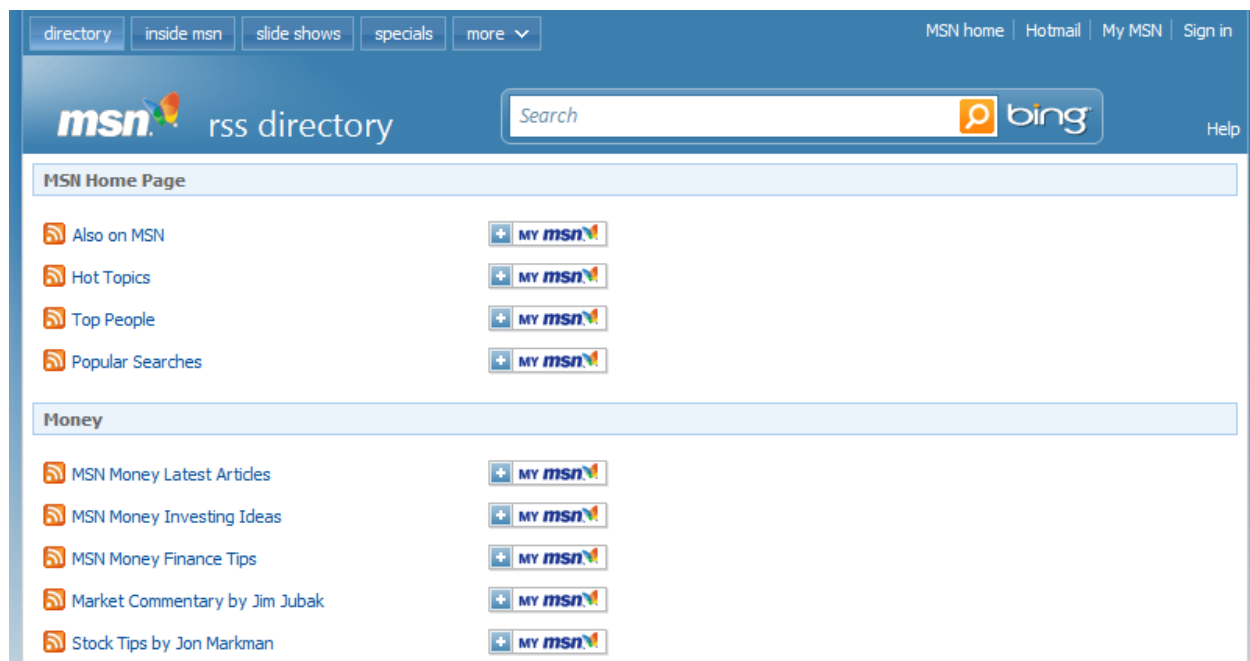
Internet Explorer contains two feed folders. One covers feed information from your area, and the

second includes content from Microsoft. To view the feed information, simply click the topic you want to view and the data will appear in the open tab:



Subscribing to Feeds

To subscribe to a feed, you first need to track one down. Web sites that contain feed information usually have , **XML**, or **RSS** denoting a place where you can subscribe to a feed. The MSN RSS page (<http://rss.msn.com>) contains a Chapter listing some different RSS feeds:



If we were to click on the orange RSS icon beside “Top People,” the contents of the feed will be displayed. Simply click a hyperlink in the feed in order to view the page content:

Untitled
You are viewing a feed that contains frequently updated content. When you subscribe to a feed, it is added to the Common Feed List. Updated information from the feed is automatically downloaded to your computer and can be viewed in Internet Explorer and other programs. [Learn more about feeds.](#)
 [Subscribe to this feed](#)

Top People
Today, February 18, 2010, 2 hours ago →

Tiger's news conference
Today, February 18, 2010, 2 hours ago →

Ala. prof & complaints
Today, February 18, 2010, 2 hours ago →

Displaying 7 / 7
All 7
Sort by:
Date
Title

The link in the box at the top of the page is what will subscribe you to the feed:

Untitled
You are viewing a feed that contains frequently updated content. When you subscribe to a feed, it is added to the Common Feed List. Updated information from the feed is automatically downloaded to your computer and can be viewed in Internet Explorer and other programs. [Learn more about feeds.](#)
 [Subscribe to this feed](#)

You will be asked to confirm your choice. You can give the feed a new name and choose where to store it:

Subscribe to this Feed

Subscribe to this Feed
When you subscribe to a feed, it is automatically added to the Favorites Center and kept up to date.

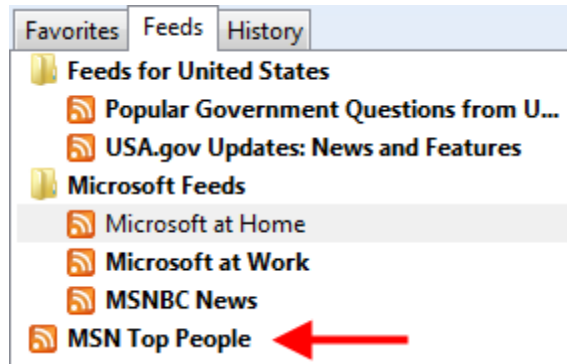
Name:

Create in: Feeds

Add to Favorites Bar

[What is a Feed?](#)

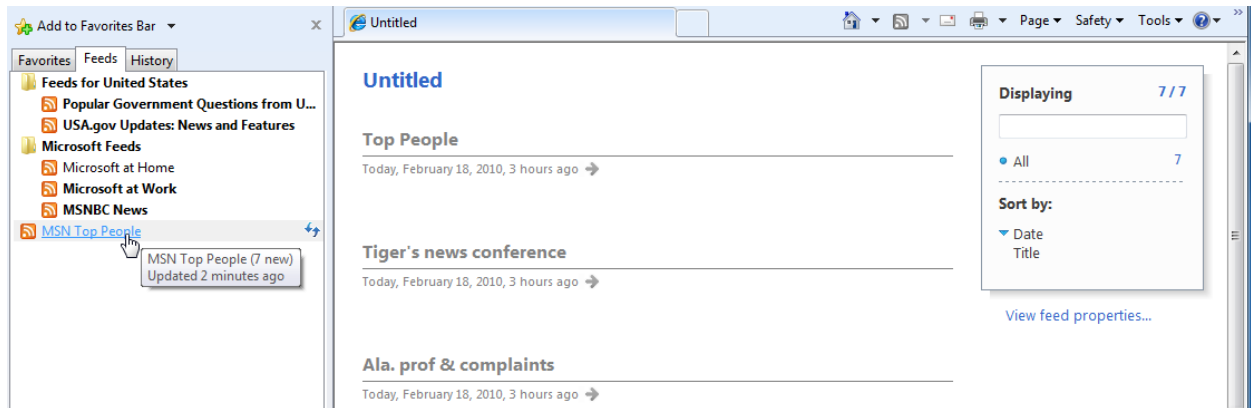
Click Subscribe to add this feed. After a moment, the feed will appear in the feed list:



Using Feeds

Once you have subscribed to a feed, that's really all you need to do. Your computer will periodically check for any updates to the XML file that holds the feed information. If there are any updates, the new feed information will be automatically downloaded.

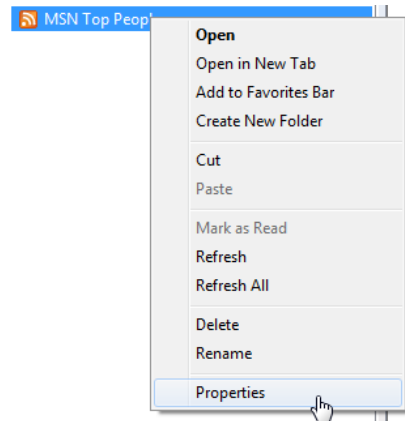
To view a feed, simply click its title in the RSS tab of the Favorites Center:



Hover over a title and click to view the feed information either on a separate Web page or in a different part of the feed itself. Navigation works just like a Web page. All of the background maintenance of the feed is taken care of automatically by Internet Explorer.

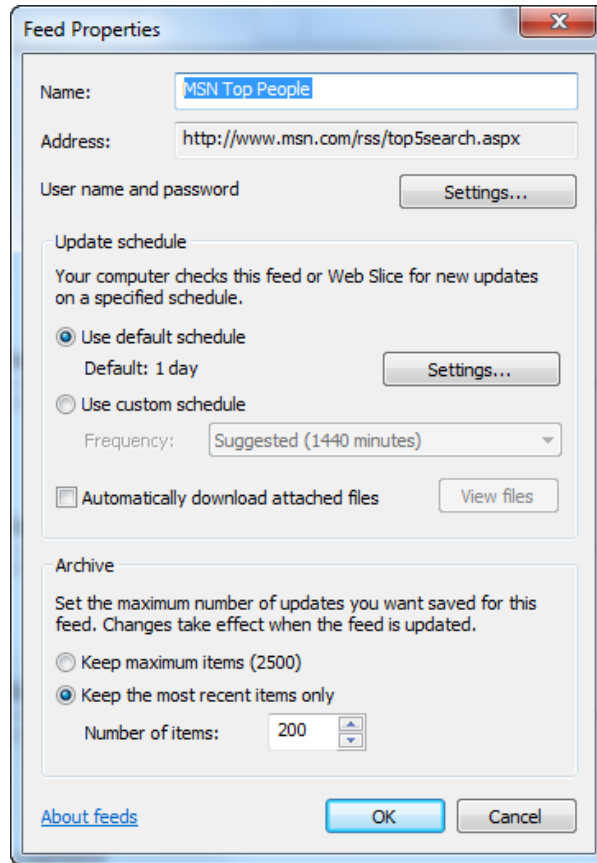
Changing Feed Properties

To edit the properties of a feed, right-click on the title of the feed and click Properties:



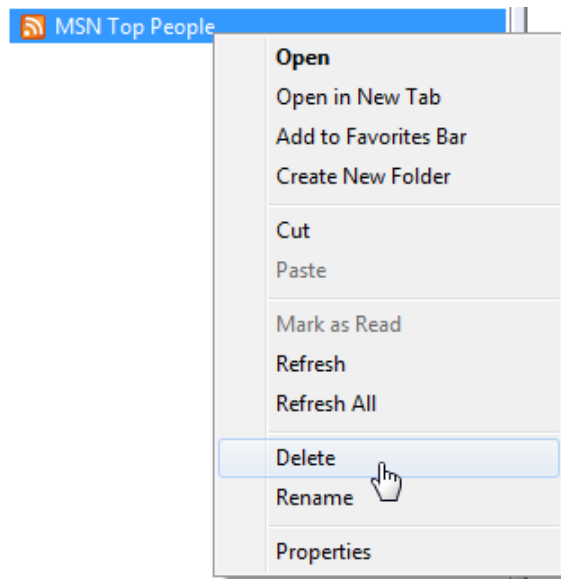
feed

The Feed Properties dialog box will appear. Here you can change the name, password-protect the feed, control the frequency in which the feed is checked/updated, and control how many feed items you want to save on your computer (up to 2500!).

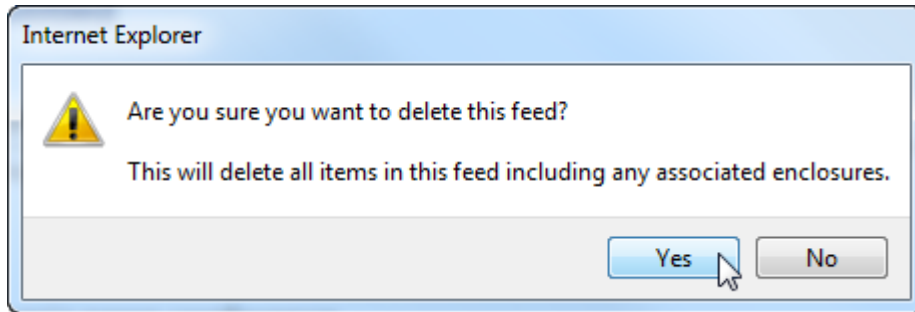


Unsubscribing from Feeds

Unsubscribing from a feed is easy; just delete it from the Favorites Center:



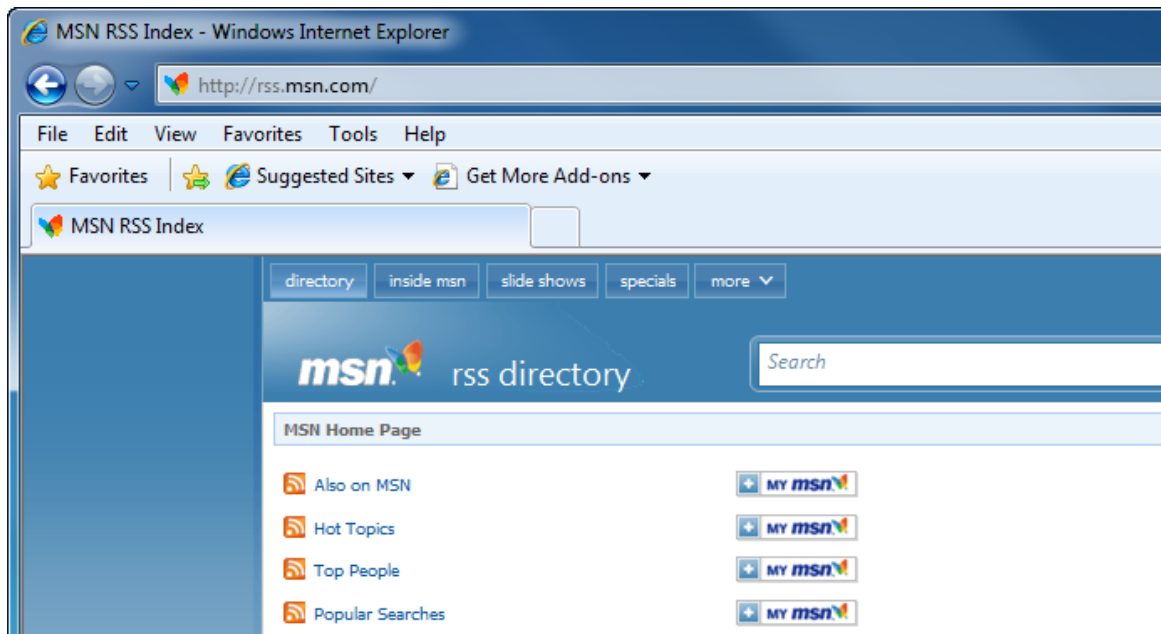
Internet Explorer asks you to confirm the deletion and states it will erase all content on your computer that was related to this feed:



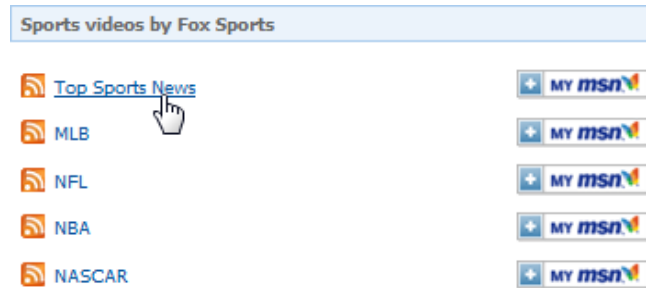
Step-By-Step

In this exercise you will subscribe to an RSS feed and learn about some different RSS features.

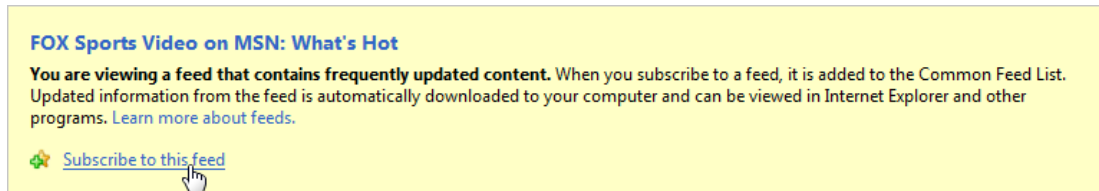
1. Open Internet Explorer.
2. Visit <http://rss.msn.com>:



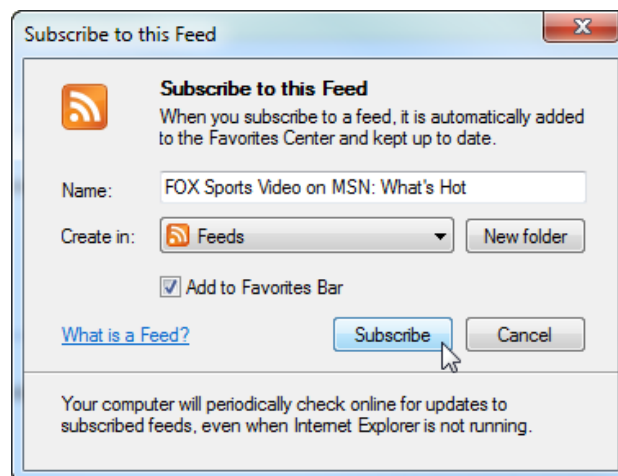
3. Scroll to the bottom of the page and click Top Sports News:



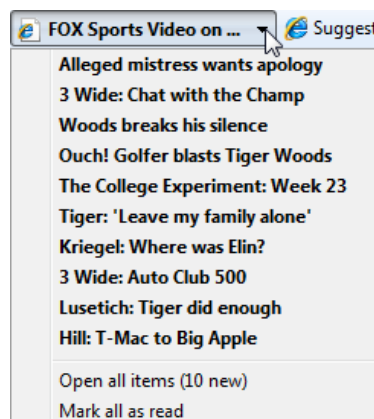
4. The feed and its contents will appear. Click the Subscribe link:



5. When the Subscribe dialog box appears, click the checkbox and then click Subscribe:



6. The feed will be added to the Favorites Bar. Click this item to view its contents:



7. Click any of the items in the feed to view it.
8. Subscribe to two more feeds of interest to you.
9. Close Internet Explorer to complete the exercise.

Activity 5-3

| | |
|----------------------------|---|
| Objective | To understand how RSS feeds work and are updated. |
| Briefing | After learning about RSS feeds, you are interested in subscribing to some feeds that will deliver news to you. |
| Task | Visit some news and entertainment Web sites of interest to you. If any of them offer the RSS service, subscribe to a few different feeds. |
| Hints | If you are having trouble tracking down any feeds, use a search engine to look for “free RSS feeds.” |
| Follow-up Questions | Check the feed files periodically to see if their content has changed. See if you can find some more specific feeds. Do you have to pay for any of them? How do they compare in cost to a magazine subscription on a similar topic? |

Session 5-4: Additional Components

You should have no trouble with Web site navigation, saving content from the Internet, and you should know how to keep yourself protected from some of the malicious content out there.

In this final chapter, you will explore some of the background concepts that define how Web pages and their content are actually displayed on your computer.

What is HTML?

HTML stands for **Hyper Text Markup Language**, and is the language of the Internet. HTML is written in a way that a Web browser like Internet Explorer can understand its syntax. This language contains punctuation, inflection, and sentence structure, just like any written language, and is called “marked up” because it is filled with reference tags.

For example, all Web browsers know that in order to make text bold, there must be a tag to specify when to make text bold and another tag to specify when to stop making text bold.

To make the following in a Web page:

Microsoft **Internet Explorer 8** Web Browser

The corresponding HTML code would be:

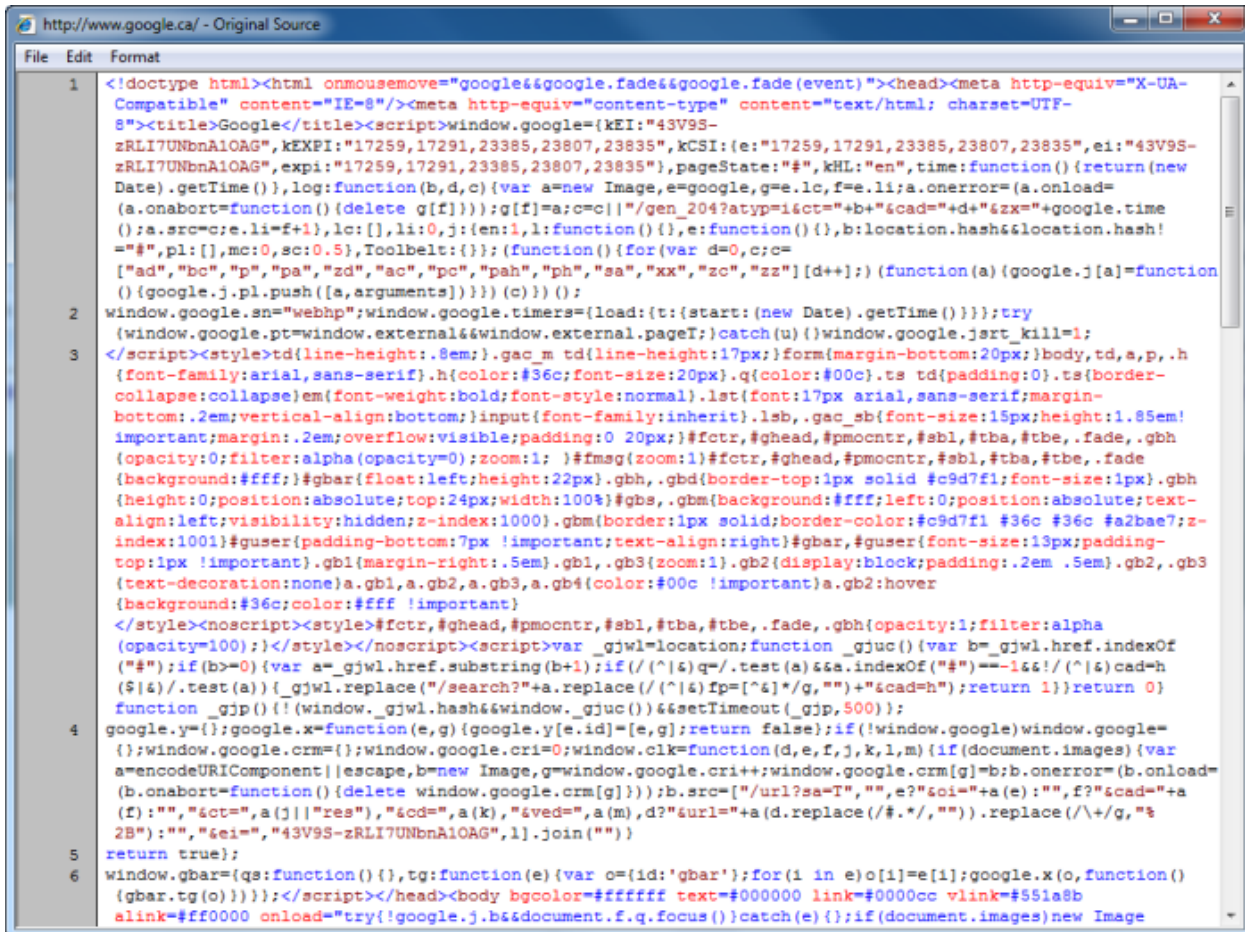
```
Microsoft <B> Internet Explorer 8 </B> Web Browser
```

Everything between the start bold tag `` and the end bold tag `` will be displayed in bold text.

Viewing and Editing HTML Source Code

You can view the HTML code of every Web site on the Internet. To view source code, right-click an empty space in the Web page and click View Source. You can also click View → Source. The HTML code will appear in a new window that allows for easy viewing of the HTML code.

For example, the HTML source of Google's home page looks like this:



This window is capable of recognizing the different features in the HTML. As you can see, certain key words that define HTML elements are listed in red, blue, or maroon. The numbers along the left-hand border indicate the line number. (Some lines are obviously quite long!)

In order to make changes to a Web page, you need to save the HTML code on your computer and then open the file and edit the source code. You can modify anything you like in the source code. However, editing HTML code goes beyond the scope of this manual. (See our SharePoint Designer courseware for more information.)

Web design programs such as Microsoft FrontPage, Microsoft SharePoint Designer, and Adobe Dreamweaver let you create and edit Web pages just like you would type a document in a word processor. While you type, the program automatically generates the source code in the background.

There are literally thousands of Web pages and books available to read if you are interested in learning more about HTML.

About JavaScript

JavaScript is a special type of computer language called a script that can be interpreted by a Web browsing program in order to enhance the content on a Web site. JavaScript is used to make interactive menus that fade in and out, provide video control, make real-time stock tickers, provide real-time news headlines, and much more.

Be cautious if Internet Explorer warns you about bad scripts or procedures in a JavaScript file. Viruses and spyware are sometimes hidden inside JavaScript code or disguise themselves as a JavaScript file which could damage the data on your computer. Internet Explorer will always alert you when it finds a possible security threat, so when in doubt, don't visit that particular Web site unless you are sure that the content is safe.

About ActiveX

ActiveX is a proprietary type of script developed by Microsoft that is used on Windows-based computers. It adds even more dynamic and interesting content to a Web page like advanced video control or even 3D graphics.

As with JavaScript, be cautious when Internet Explorer detects a possible bad ActiveX control or does not recognize the type of ActiveX control. You will be alerted with the Information Bar. This error could be a virus or spyware program in disguise. Internet Explorer will always alert you when it finds a possible security threat, so when in doubt, don't visit that particular Web site unless you are sure that the content is safe.

Other Plug-ins and Add-ons

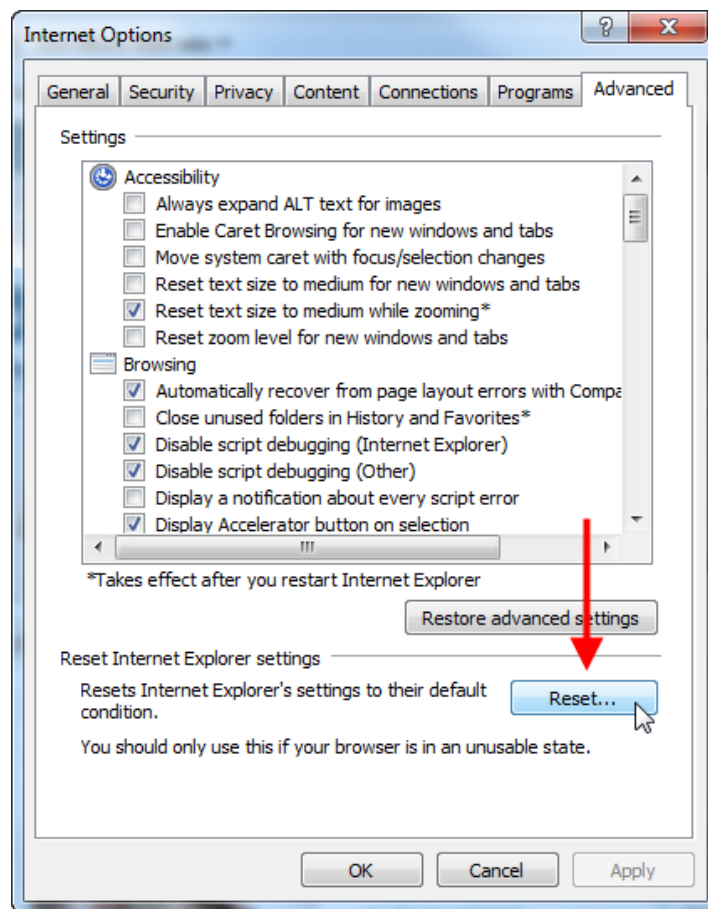
Plug-ins are small programs that integrate with Internet Explorer to provide access to particular file types right inside the browser. For example, **Adobe** has a plug-in that lets you read PDF files in Internet Explorer. Another type of common plug-in is the **Adobe Flash** plug-in. This plug-in lets you view animations and dynamic content such as games or YouTube videos. **Windows Media Player** also has a plug-in that lets you experience different video or audio inside Internet Explorer. Microsoft also has its own multimedia plugin called **Silverlight**.

Be cautious when Internet Explorer detects a possible bad plug-in because these too can disguise viruses and spyware. Internet Explorer will always alert you when it finds a possible security threat, so when in doubt, don't visit that particular Web site unless you are sure that the content is safe.

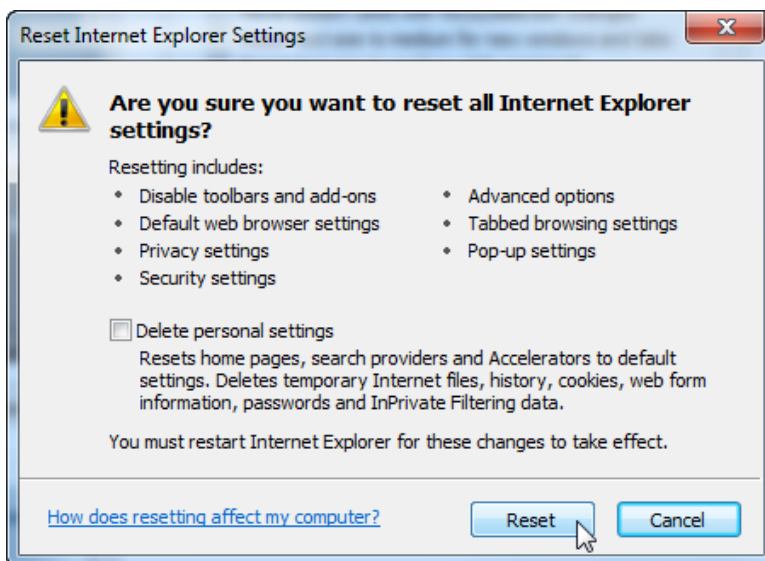
Resetting Internet Explorer

Should something go wrong with Internet Explorer or if you want to start fresh, you have the ability to reset the program to its defaults. This is sometimes the only way to remove a problematic add-on.

To do this, click Tools → Internet Options → Advanced tab and click the Reset button:

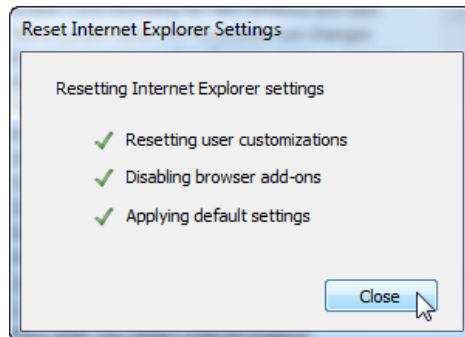


You will see the following warning describing what this action will do. In essence it does the same thing as uninstalling and then reinstalling a program. All program settings, toolbars, and customizations will be reset. If you click the checkbox, Internet Explorer will go further and remove all custom home pages, history, temporary files, saved passwords, etc. Click Reset to perform these actions:

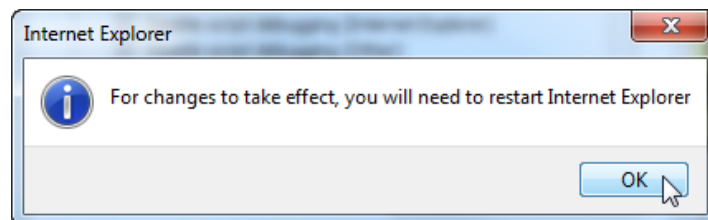


This will **not** remove your Favorites because they are saved in your profile folder, separate from the actual program settings for Internet Explorer.

After a moment, the process will complete. Click Close:



Finally, close and restart Internet Explorer:



You will be prompted to go through the set-up for this program again:



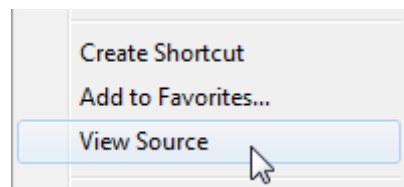
Step-By-Step

In this exercise you will view the source code of some different Web pages.

1. Open Internet Explorer.
2. Navigate to <http://wikipedia.org>. This is a fairly simple website to view, containing some images and a lot of hyperlinks:



3. Right-click in any empty space and click View Source:



4. Scroll through the document:



1. Green text indicates comments. These are inserted for developer reference, to tell people who build Web pages what each component does.
 2. The blue angle brackets (< and >) indicate the start and end of various HTML elements.
 3. Red text indicates specific commands or characters.
 4. Blue text indicates values of certain objects on the screen.
5. Close the source view.
6. Visit www.w3.org/MarkUp/Guide. This page offers a basic introduction to HTML.

7. Right-click an empty area of the page and click View Source. This Web site has some very basic HTML formatting:

```

65 <p><i>p.s.</i> a good way to learn is to look at how other people have coded
66 their html pages. To do this, click on the "View" menu and then on "Source".
67 On some browsers, you instead need to click on the "File" menu and then on
68 "View Source". Try it with this page to see how I have applied the ideas I
69 explain below. You will find yourself developing a critical eye as many pages
70 look rather a mess under the hood!</p>
71
72 <p>For Mac users, before you can save a file with the ".html" extension,
73 you will need to ensure that your document is formatted as plain text.
74 For TextEdit, you can set this with the "Format" menu's "Make Plain Text"
75 option.</p>
76
77 <p>This page will teach you how to:</p>
78 <ul>
79 <li>start with a title</li>
80 <li>add headings and paragraphs</li>
81 <li>add emphasis to your text</li>
82 <li>add images</li>
83 <li>add links to other pages</li>
84 <li>use various kinds of lists</li>
85 </ul>
86
87 <p>If you are looking for something else, try the <a
88 href="Advanced.html">advanced HTML</a> page.</p>
89
90 <h2>Start with a title</h2>
91
92 <p>Every HTML document needs a title. Here is what you need to type:</p>
93 <pre>&lt;title&gt;My first HTML document&lt;/title&gt;</pre>

```

8. Note the following elements:
1. The <p> tags indicate paragraphs of text.
 2. The tag stands for unordered list, or a bulleted list. Each item in this unordered list is marked as a list item .
 3. There is a hyperlink on lines 87-88.
 4. On line 90 there is a heading.
5. Close all windows to complete this exercise.

Activity 5-4

| | |
|----------------------------|--|
| Objective | To understand how different plug-ins make dynamic content on the Internet. |
| Briefing | You are interested in learning more about dynamic plug-ins. |
| Task | Search for plug-ins for Silverlight, Flash, and Shockwave. These plug-ins are from sources you can trust, so follow the steps to install them. |
| Follow-up Questions | Use a search engine to look for three different pages describing how to create basic HTML Web pages. |

On-Line Test

You could try and do the first on-line quiz for Internet Explorer.

Ask your teacher for the way to access this activity.

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