



**Internet Instruction
for
Adult Learners**

**Welcome
to the
Internet:
The
Superhighway
of
Information**

INDEX

INTRODUCTION.....page 1

EQUIPMENT

COMPUTER HARDWARE AND SOFTWARE.....pages 2 - 5

THE MOUSE.....page 6

E-MAIL

ELECTRONIC MAIL.....page 7

EMOTICONS.....page 8

E-MAIL USER ID's AND DOMAIN NAMES.....pages 9 and 10

TERMINOLOGY.....pages 8 and 9

ABBREVIATIONS.....page 12

INTERNET:

HOW TO GET ONLINEpages 12 and 15

SEARCH ENGINES.....page 16
INTERNET TERMS.....pages 17 and 18
WEB SITESpages 19, 20 and 21

Welcome to *Bare Bones: Internet Instruction for Adults*. This manual has been prepared to assist adult learners with little or no computer experience in the beginning use of the Internet. The approach is truly a “bare bones” approach. Technology terms are kept to a minimum and instruction is quite basic. Adults reading at a literacy level will benefit from the assistance of a literacy tutor; however, the manual may also be used as a guide for individual use. It is our hope that individuals will be “turned on” to the Internet and consequently will want to read and write more, thereby, increasing their overall literacy skills. We have found Internet and e-mail instruction to be an attendance incentive for our adult learners. We hope that you will find the manual to be of use as it is or as you choose to adapt it for your program.

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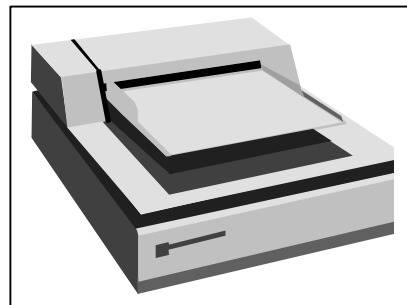
e-mail to: mabel.hayes@jal.cc.il.us

Our Web site - <http://literacy.kent.edu/~illinois/new.htm>

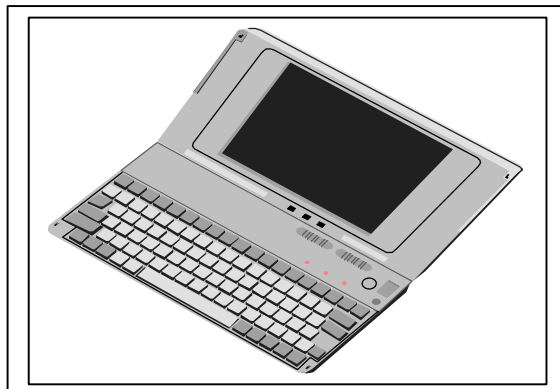
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COMPUTER HARDWARE AND SOFTWARE

A computer system has 2 basic parts, hardware and software.
A typical computer system has different parts: the computer, (box shape or tower) a monitor, printer, modem ● (for the telephone line which is usually inside the computer), keyboard and mouse.



Laptop Computer A Laptop Computer is a much smaller version of the regular size that we are used to seeing. It is easy to carry and it is common to see people travel with them.



PC

A computer is sometimes called a “PC”.
This means **P**ersonal **C**omputer

HARDWARE

Hardware is any part of a computer that you can see and touch.

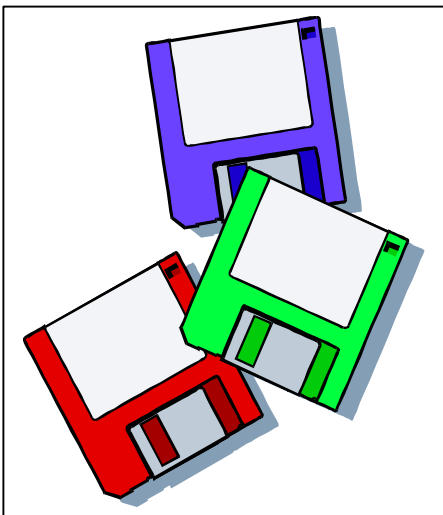
SOFTWARE

Software can be defined as the program that tells the computer what to do. A “**Learn to Type**” program can be called software.

~2~

FLOPPY DISK

Floppy disks are 3 ½ x 3 ½ inch square storage devices that really do not “flop”. Letters, documents and other information that we enter into the computer can be transferred to the disk. This procedure is called “saving”. This way, the disk is portable and private as well.



TAKE CARE OF YOUR DISKS:

- Label your disks so that you know what documents are saved on them.
- ;
- Do not expose them to the sun or extreme heat (this includes laying them on top of the computer, monitor and leaving them in a hot car)
- Do not expose them to magnets. You run the risk of losing information saved on the disk.

A FEW GOOD TIPS

Occasionally, computers “lock up” or “freeze”. Don’t panic! Locate the **Ctrl**, **Alt**, and **Delete** keys on the keyboard and depress them all at the same time. This is called a “**warm boot**” or “**soft boot**”. This is a function to restart the computer. Pressing the “**Esc**” (Escape) key is also an option. If these two operations don’t work, turn off the computer. **Wait at least 30**

seconds before turning it back on. You run the risk of losing your entries but ----so it goes! Welcome to high tech!

K The keys with the arrows ← ↑ → ↓ will move your cursor manually in order to navigate your document. (depressing them will not make arrows in your text)

K Do you want to cancel a print job to make a last minute change just as the printer kicks in? Double click on the “printer” on the right side of the task bar at the bottom of the screen. A window will appear showing information about the documents waiting to print. Click on the file that you don’t want to print. It will appear “highlighted”. Press the “delete” key on the keyboard. The file will disappear from the list.

K The slot for the floppy disk is commonly called the “A” drive. A “driver light” appears when the computer reads the information stored on the disk. Do not attempt to insert or remove a disk when the light is on.

DO THIS

Hardware and Software

Name 3 basic parts of computer hardware.

What connects a computer to the telephone line?

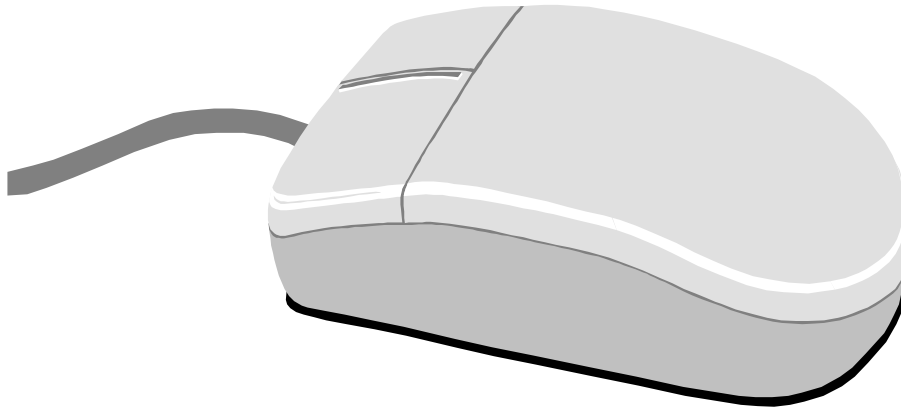
Define “software”.

How would you know what documents are stored on a “floppy” disk?

Should disks be protected? If so, why?

THE “MOUSE”

Right click: A right click often displays a list of commands on the screen. It will also bring up a short cut menu. To right-click, press and release the right mouse button.



Click: A click often selects an item on the screen. To click, press and release the left mouse button.

Drag and drop: *Dragging* and *dropping* makes it easy to move an item on the screen. Position the pointer over an item on the screen and then press and hold down the left mouse button. Still holding down the button, move the pointer to where you want to place the item and then release the button.

Double click: A double click often opens a document or starts a program. To double click, quickly press and release the left mouse button twice.

Left-hand users: If you are left handed, you can switch the functions of the left and right mouse buttons to make the mouse easier to use. (To change in Windows '95 – double click on the “My Computer” icon, go to “Control Panel” (double click) go to “Mouse”(double click) see the box that has “Mouse Properties” at the top, click on “Buttons”, see the area called “Button Configuration”, click in the circle for “Left handed” (these are called “radio knobs”), click OK at the bottom. Now you are ready to hold the mouse in your left hand and press the right button instead of the left. Close each box in backing out of “My Computer” by clicking on the “X” in the upper right corner of the screen.

E-MAIL ELECTRONIC MAIL

E-mail is much faster than the mailing system that we are used to, which is called “snail mail.” E-mail can travel to its destination in minutes. It can save money on long distance telephone calls as well. E-mail accounts can be established free of charge through a public search engine like “Yahoo”.



EMOTICONS

These special characters are smileys or “emoticons.” They are used to express emotions in messages. The word “emoticon” is a combination of two words--

Emotion and Icon

(tilt your head to the left)

Angel 0:)

Kisses **

Anger >:-<

Laugh :-D

Cry :'-(

Lips are sealed : X

Frown :-(
()

Santa Claus *<I:-)

Hug ()

Surprise :-O

Indifferent :-I

Wink ;-)

E-MAIL USER ID's & DOMAIN NAMES

An e-mail program allows you to send and receive e-mail messages from anyone around the world if you know their e-mail address. The best way to find e-mail addresses of friends and family is to ask them.

An e-mail address is composed of 2 parts separated by the @ (at) symbol. This symbol is located on the number 2 key (shift) on the keyboard. An e-mail address does not contain spaces and is usually in lower case letters.

The *user name* is the name of the person's account. This can be your real name, a nickname or a part of your first and last name. It can also include numbers.

The *domain name* is the location of the person's account on the Internet. "Dots" (.) separate the parts of the domain name.

For example:

yourname@internetservicename.net
user name domain

The last few letters in an e-mail address usually indicate the type of organization or country to which the person belongs.

.com (commercial)

.edu (education)

.gov (government)

Countries

.ar (Argentina) .ca (Canada)

.au (Australia) .fr (France)

.bs (Bahamas) .it (Italy)

.jp (Japan)
.mil (military)
.net (network)
.org (organization)
.mx (Mexico)
.nl (Netherlands)
.no (Norway)
.su (Soviet Union)
.se (Sweden)
.uk (United Kingdom)
.us (United States)

ABBREVIATIONS USED IN E-MAIL MESSAGES

BFN **Bye For Now**

BTW **By The Way**

FOF **Friend Of A Friend**

FWIW **For What It's Worth**

G **Grin**

GMTL **Great Minds Think Alike**

HTH **Hope This Helps**

IJWTK **I Just Want To Know**

IJWTS **I Just Want To Say**

IMHO **In My Humble Opinion**

IOW **In Other Words**

L8R **Later**

LOL **Laughing Out Loud**

OTOH **On The Other Hand**

ROTFL **Rolling On The Floor Laughing**

SO **Significant Other**

TTYL **Talk To You Later**

DO THIS

What is the best way to find out someone's e-mail address?

How many parts make up an e-mail address? Name them.

What is a "domain" name? What separates the user ID from the domain name?

What do the last letters in an e-mail address usually indicate?


What does the "e" in e-mail mean?

HOW TO GET INTO “WINDOWS” AND “ONLINE” WITH THE INTERNET

How do I start?



Sit down in a comfortable position

Turn on the computer (push the button that will probably be located on the lower right hand side if it is the box under the monitor – or the oblong button  if it is a “tower”)

Turn on the monitor – the button will most likely be located on the lower right hand side.

Wait until the computer boots up (warms up)

Do I need a password to enter?

When the “Enter Network Password” dialogue box appears on the screen, enter the password in the designated space. The password is already assigned. You will need to know what it is. The cursor will be flashing in this area. The password will appear as asterisks (***) when typed in. Press

the “enter” key on the keyboard or use the mouse to move the arrow to “OK” on the screen and left click on it 1 (one) time.

Icons (pictures with names) for various programs will appear on the screen. This screen is also called the **Desktop**. Use the mouse to move the arrow to the “Internet” icon. Double click (2 rapid left side clicks) on it.

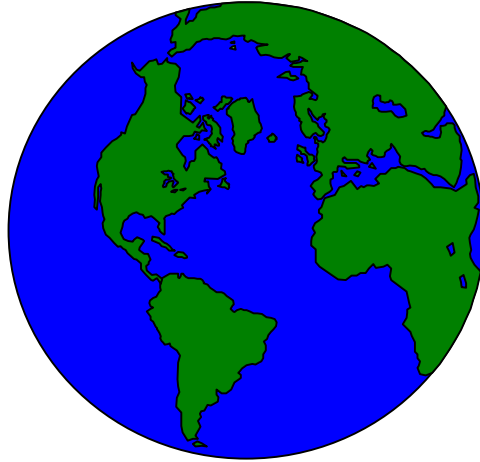
The “Connect To” dialogue box will appear. Type the password in the “password area”. The password will appear as asterisks when typed. If asterisks are already present in the box, press “Enter” on the keyboard or use the mouse to point to “Connect”. Click the left mouse button 1 (one) time.

The “Connecting” dialogue box will appear to verify the user and the password.

The “**Start**” page from the ISP (**I**nternet **S**ervice **P**rovider) will appear.

Left click one time on the **Address line** to “select” it. It will appear as “highlighted.”

Type in the **Search Engine** name or the **web site** itself. Press **Enter** on the keyboard. The **Browser** (Software named **Explorer** or **Navigator**) will now search the Internet for the web site entered.



Web sites always begin with **www.** (www dot) **WWW** means **World Wide Web**. The explosion of the World Wide Web has been compared to the California gold rush of the mid 1800's. The first web site was developed in 1993. Now there are millions available worldwide. Electronic transmissions can travel the globe in seconds.

SEARCH ENGINES

A search engine is a database. It categorizes web sites by subject so that information is easier to find.

AltaVista

www.altavista.com

Yahoo

www.yahoo.com

Webcrawler

www.webcrawler.com

Go2.com

www.goto.com

MetaCrawler

www.metacrawler.com

Infoseek

www.infoseek.com

Magellan

www.mckinley.com

Lycos

www.lycos.com

The Mining Co.

www.miningco.com

Dogpile

www.dogpile.com

Excite Search

www.excite.com

Savvy

www.savvysearch.com

Northern Light

www.northernlight.com

CNETs. Search.com

www.search.com

HotBot

www.hotbot.com

Snap

www.snap.com

INTERNET TERMS

Bounce The action of an e-mail message being returned to the sender because of some kind of error. (very often because of an incorrect address)

Chat A system in which people can communicate by typing messages. Unlike e-mail messages, chat messages are sent and received as you type them (often referred to as “real time”).

Domain Name The name that identifies an Internet site. Domain Names always have 2 or more parts, separated by dots.
(myname@**internetserviceprovider.net**) The part on the left is most likely the name of the Internet Service Provider, and the part on the right will indicate net, com, mil, edu, gov, org or the abbreviation of a country.

E-mail (**Electronic Mail**) Messages, usually text, (but can have photos and graphics attached) sent from one person to another via computer.

FAQ (**Frequently Asked Questions**) FAQ’s are documents that list and answer the most common questions on a particular subject. People who have tired of answering the same question over and over usually write FAQ’s

For example:

What is a web page?

A web page is a document on the web that can include not only text but pictures and sound.

Are there a lot of people on the Internet?

YES!!!! Millions of people use the Internet. It is estimated that over 400 million people will use the Internet in the year 2000

HTML (**Hyper Text Markup Language**) The coding language used to create *Hypertext* documents for use on the *World Wide Web*. HTML

HTTP (**HyperText Transport Protocol**) The protocol for moving *hypertext* files across the Internet.

Internet (Upper case I) The vast collection of inter-connected networks.

IRC Instant **R**elay **C**hat done in “real time” - -meaning instantly.

ISP (**I**nternet **S**ervice **P**rovider) A business that provides access to the Internet for a fee. When “shopping” for an ISP, be sure to ask if the fee per month provides “unlimited access”; “limited access”; and if there is a local service provider number so it is not a long distance call.

Logging on Computer jargon for getting permission from a computer to use its services. A “logon” procedure usually involves typing in a username (also known as an account name or user ID) and a password. This procedure makes sure that only authorized people can use the computer.

Modem A device that you connect to your computer and to a phone line, that allows the computer to connect to other computers through the phone system.

Network Any time you connect 2 or more computers together so that they can share information, you have a computer network. Connect 2 or more networks together and you have an *internet*.

Password A secret code used to gain access to a locked system. It is best to keep your password private.

SMTP Simple Mail Transfer Protocol, the way Internet mail goes from one computer to another computer.

Startpage Originally, the *web* page that your *browser* is set to use when it starts up. It is possible to pick a web page and make that your start page. The usual meaning refers to the main web page for a business, organization, or person.

Surf To look around the World Wide Web looking for interesting things to see and read.

URL (**U**niform **R**esource **L**ocator) The way to give the address of a web site. A URL looks like this www.yahoo.com. A URL is a web site address.

Web TV A system used to display Web sites on a television. A box containing a *modem* is connected to a TV; the signals from the Internet are transmitted on the phone lines and displayed on the TV screen.

WWW World Wide Web

GOOD WEB SITE ADDRESSES (URL's)

Ask Eric

- ✓ <http://ericir.syr.edu/>

Baby On Line – information of pregnancy, parenting, prenatal, postnatal and other related issues.

- ✓ www.babyonline.com/main.html

Centers for Disease Control – Learn how to prevent and control many diseases, injuries and disabilities

- ✓ www.cdc.gov

[Central Intelligence Agency - -The World Factbook](#)

- ✓ www.odci.gov/cia/publications/factbook/index.html

Dictionary

- ✓ www.dictionary.com

Discover Learning

- ✓ www.discoverlearning.com

Family Literacy/Parenting Sites

- ✓ <http://Literacy.kent.edu/Oasis/Resc/Educ/parnturl.htm>

[Federal Resource Center for Special Education](#)

- ✓ www.dssc.org/frc

Job Search

- ✓ www.careermosaic.com

The Library of Congress – containing over 17 million books stored on 532 miles of shelves is a research library.

- ✓ <http://lcweb.loc.gov/>

Literacy Instruction

- ✓ www.cnnsf.com

National Air and Space Museum - Smithsonian Institute

- ✓ www.nasm.si.edu

National Center on Family Literacy

- ✓ www.famlit.org

Parenthood Web – information on a variety of topics – topics on children’s health or behavioral issues, early childhood mental and physical development, family related matters

- ✓ www.parenthoodweb.com

ParentsPlace.com – information on topics like children’s health, pregnancy, family fun and activities.

- ✓ www.parentsplace.com/

The White House – find all sorts of government information including access to social security, student aid, small business assistance, and countless other federal programs.

- ✓ www.whitehouse.gov/

DO THIS

About the Internet

What do the letters ISP mean?

Name a search engine. What is a search engine?

What is a web page? What does a web page generally contain?

What is the Internet?

What is the technical term for a web site?
