NATIONAL YOUTH COMPUTER LITERACY MISSION

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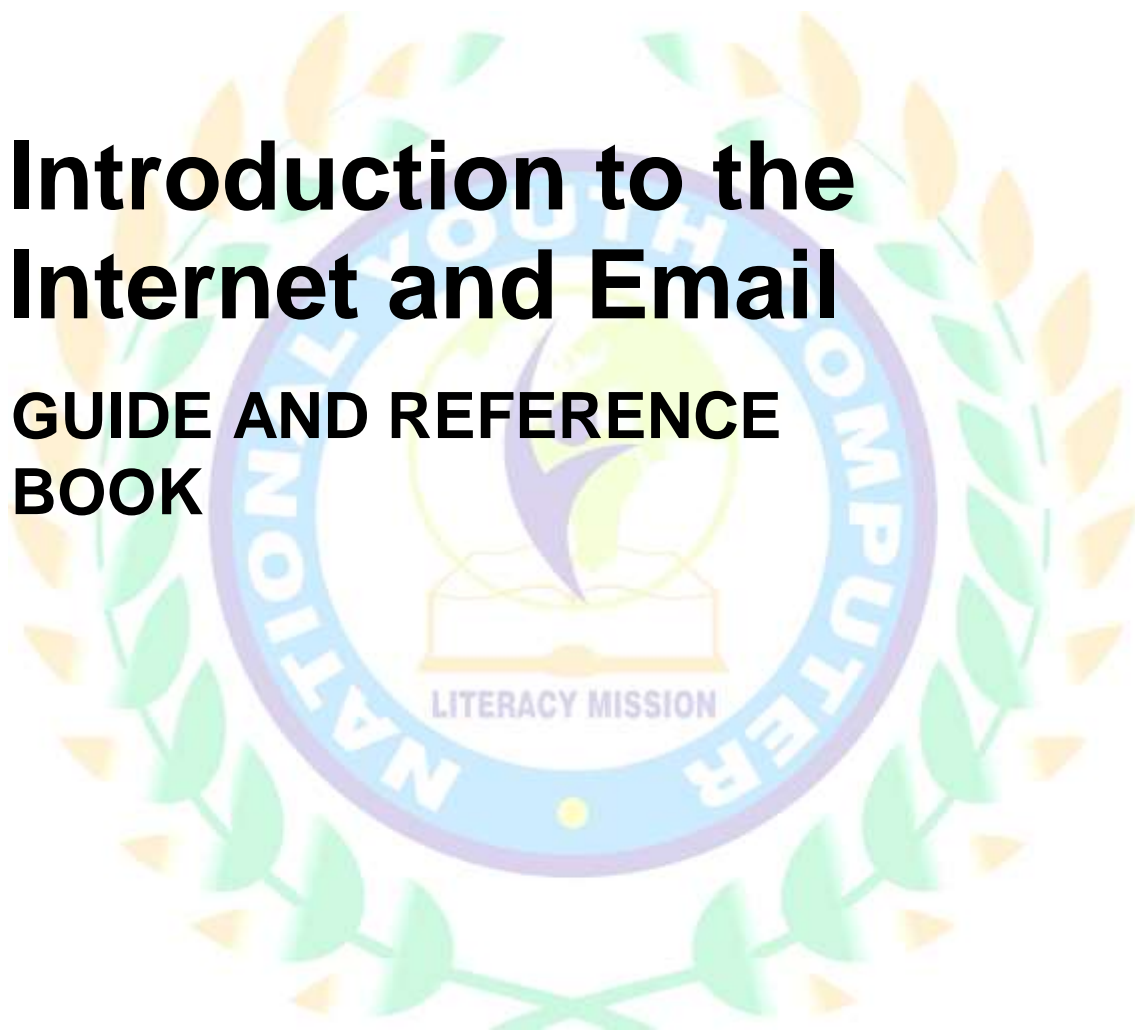
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A National Programme of Information Technology Education & Development

Introduction to the Internet and Email

GUIDE AND REFERENCE BOOK

INTRODUCTION

Welcome to this two-day introductory session to the Internet and the use of Email. This booklet is designed to assist you in the learning process. We hope you will find this useful not only during the course but as a reference tool when you have finished.

As you will see, every effort has been made to use as many illustrations as possible to guide you as you learn how to navigate through the Internet and explore the possibilities using Email. An overview of the entire course is given in the Table of Contents.

Although this course will be "hands on", we have included some essential theory in this booklet; a glossary of basic terms used in connection with the PC has also been included as well as an introduction to Windows 95. At the end of this document, you will find a list of Web sites visited during the course together with some suggested sites you may find useful.

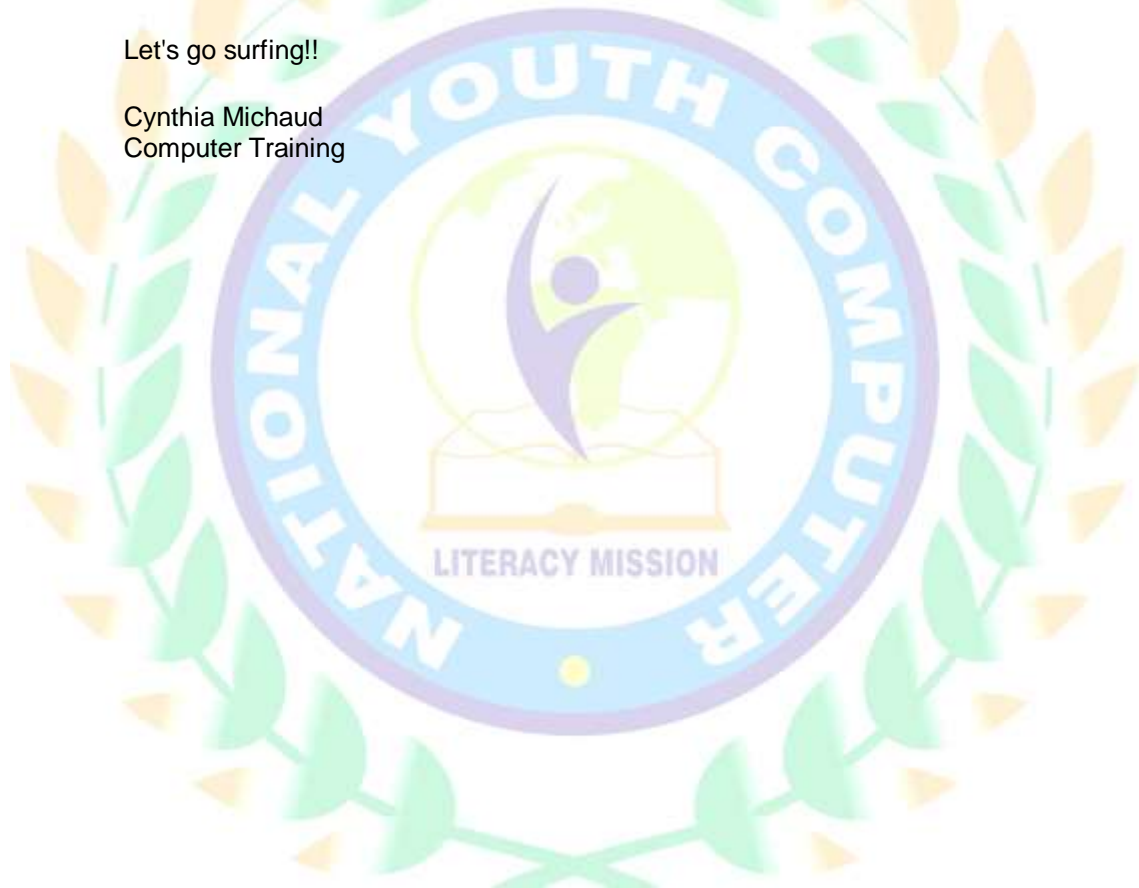Let's go surfing!!

Cynthia Michaud
Computer Training

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COMPUTER GLOSSARY

SOME COMPUTER JARGON

CPU Central Processing Unit (often called the brain of the computer) is responsible for carrying out the commands sent to it through the various inputting peripherals (in simple English this means the CPU takes the information from, say the keyboard, and carries out the commands it is given).
The CPU comes in different sizes; the very old ones were the 80386, or 80486. More recently the word Pentium (80586+) has been given to denote the size.

The speed it carries out these tasks is calculated in Megahertz (Mhz). The higher the number the faster it goes!!
Just to let you know, one megahertz is the equivalent of 1 million cycles per second. A typical speed would be 200 Mhz in very up-to-date computers.

Some examples of CPUs are: Intel, AMD, CYRIX and Motorola.

OS The Operating System. The role of the operating system is to manage and co-ordinate the various parts of the computer. It is made up of several computer programs rolled into one. In the early days this was handled by DOS (disk operating system) but people did not want to spend the time learning how to use this so Microsoft came up with a system which worked mostly with images (icons) and was, therefore, much easier to learn. The name of the system is Windows.

This comes in various versions. The early ones were Windows 3.0 and so on. Then in 1995, Windows 95 was launched, followed in 1998 by Windows 98. Windows 2000 is already in the works.!!

Memory The computer's memory is the place where programs, commands, documents and so on are stored. There are two main types of memory in your computer.

RAM (Random Access Memory). While the computer is turned on the RAM gets things up and running and temporarily stores information currently in use. It is measured in Megabytes. A typical size of RAM is 32 megabytes.

Once the computer is turned off, if the work being done is not saved it will be lost.

The other type of memory is the Read Only Memory. Here the programs that have been installed on the computer are stored as well as the work you have saved before turning off the computer. This is called Read Only because it can be read but not changed.

|	
Hard Drive	Sometimes called the "C" drive because this is the letter it has been given. This is found in the tower (separate box part) of the computer. Its capacity is very large often calculated in Gigabytes (about 1 billion bytes). This is where the RAM registers information we save and the ROM stores programs.
"A" Drive	This is an external drive where a disk can be inserted into the tower. This allows people who want to transport information to do so on a disk rather than saving onto the hard drive. The disks used measure 3 1/2 inches and have a capacity of 1.44 Megabytes. The capacity of this disks is comparatively small so very large files do not always fit onto them. In that case people ZIP or condense files before saving files and unzip them later for use.
CD ROM	This is another external drive, but this one does not use disks instead high density CDs are used because they can hold much more information. Many complex games are available on CDs as well as programs.
MODEM	Modulator/Demodulator device that allows your computer to communicate, through a telephone line to another computer/server. When information is sent from your computer it is in digital form (computers can read this but the telephone line cannot so it is converted to analog data to be sent through a telephone line) converted by the modem to analog for the telephone then another modem at the other end converts the analog data back to digital to be read by the receiving computer.

The speed of the modem is measured in Kbps - kilobytes per second. The higher the number the faster the information is transmitted.

Annex I at the end of this handbook shows illustrations of many of the items mentioned in this glossary.
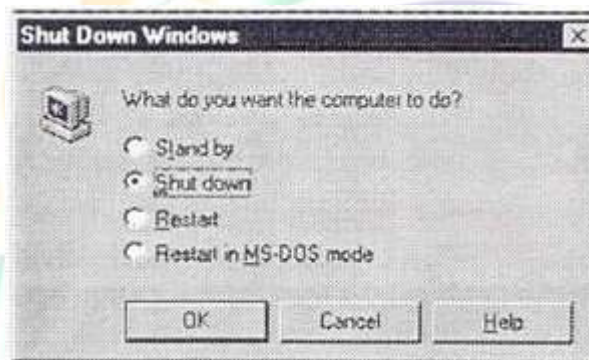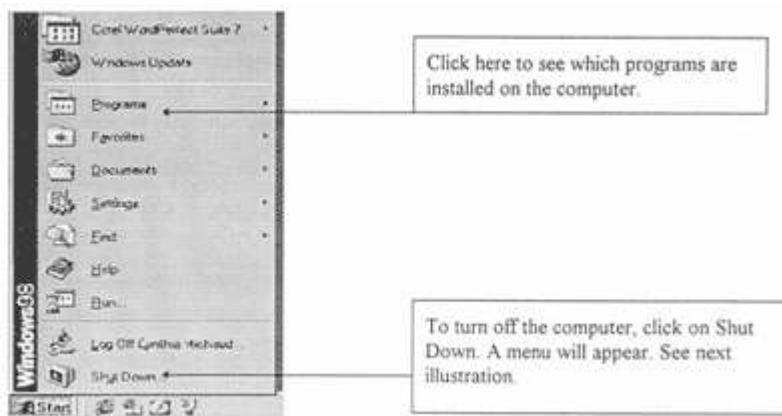
TURNING THE COMPUTER ON AND OFF

Turning On Whether you have an upright tower, probably sitting on the floor or a horizontal (less common now) on your desk, you will find a button on the front which activates the computer. Press this and the computer will start off. At the beginning there are a series of whirring noises; this is standard as the various elements of the computer spring into action.

If the screen is not on, press the button on the front of the monitor. Once on, different messages which you probably won't understand are scrolling up in front of you. Do not touch the computer at this time - it is the system loading. After a short time, you will come into a screen similar to the one shown below providing the computer is equipped with either Windows 95 or 98.
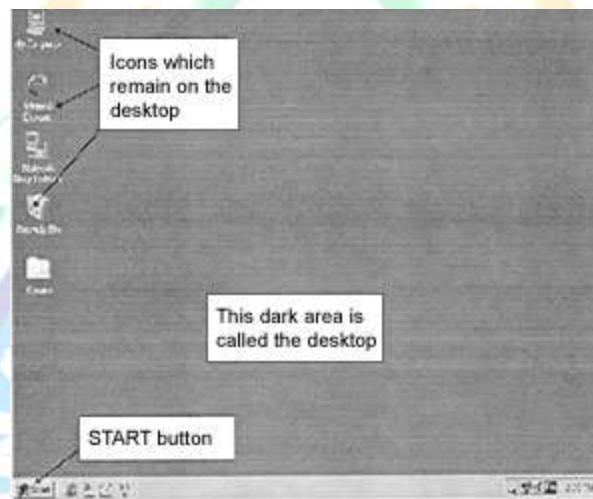
To be able to bring a program to the screen or get into the Internet you can click on an icon (small picture) on the desktop which represents the program or the Internet connection, or point at the **Start** button with the mouse, click with the left button and a menu will pop up. See the example on the following page.

YOU AND YOUR COMPUTER

Click here to see which programs are installed on the computer.

To turn off the computer, click on Shut Down. A menu will appear. See next illustration.

1. Make sure the option Shut Down has the button activated beside it. If not, click on Shut down.

2. Now click on OK. There will be a short pause before a sign appears on the screen which says, "It is now safe to turn off your computer." Now press the button to turn off.

N.B. If you have a very up-to-date computer, no sign will appear but the system will shut down (turn off) automatically. In that case, there are no buttons to press.

WARNING: Never simply turn off the computer when a program is still running. If you attempt to do this a message will appear asking you to close any application (program) that is open. No one would lock the car door while the engine is still running and the same applies to the computer, so go through the necessary steps before turning off!!

What is a virus?

This is a type of program which has been put together with the aim of causing problems to your computer. Either your hard disk could be permanently damaged, or, at least some files will be corrupted.

What can I do to prevent this?

Many computer systems have anti-virus programs already included if not one should be bought and installed. One of the most well-known manufacturers of these programs is Norton which has programs such as MacAfee that does an excellent job of tracking and destroying most viruses.

What should I do if the computer freezes?

If the mouse no longer functions, the keyboard appears to locked or the screen simply turns black, you will need to reboot (that means start up the computer again). This time, though, do not press on the button on the tower, instead simultaneously press Ctrl+Alt+Delete. You will be asked if you want to stop the current task, say, Yes and the system will start up again and return to the desktop of Windows.
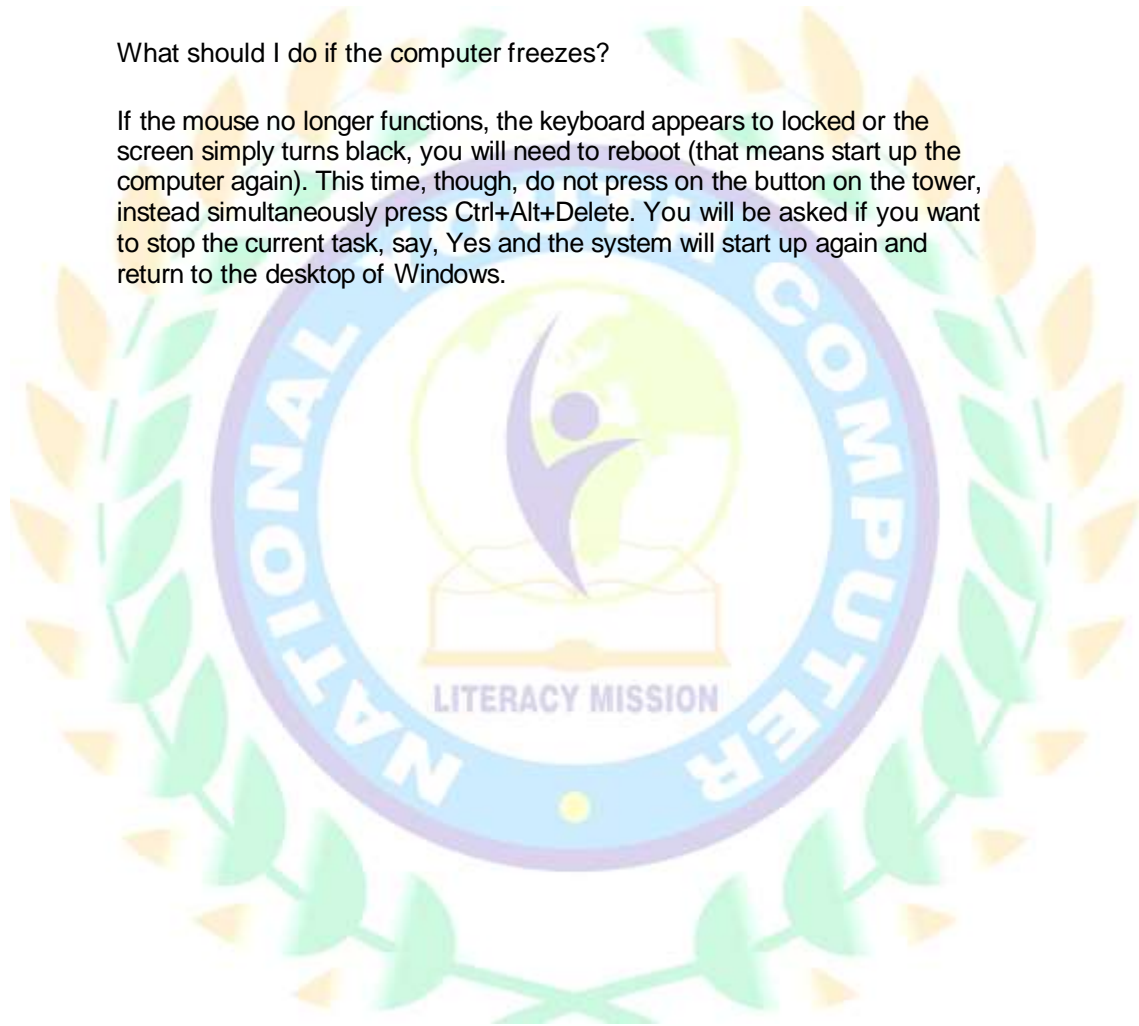
A FEW NOTES ABOUT WINDOWS
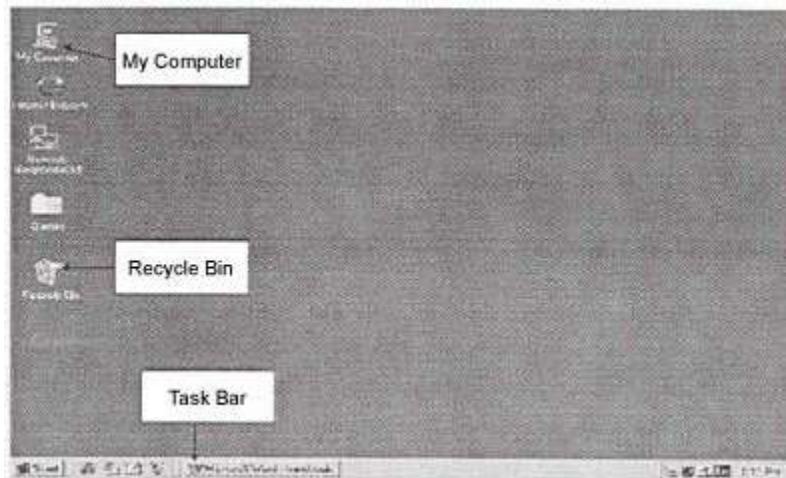
My Computer:	Click on this icon with the left mouse button to reveal all the files and documents on the hard drive. If there is a disk in the floppy (A drive) the contents of this will show up too.
Task Bar:	By placing different applications, documents, etc. on the task bar these can be easily managed. For instance, if several applications like Excel and Word are opened at the same time it's easy to move from one to the other through the task bar.
Recycle Bin:	When a document or file is deleted, the contents will automatically be placed in the recycle bin and then retrieved if necessary. Normally, the deleted documents, etc. remain in the recycle bin until the bin is emptied intentionally by the computer operator.
Other Icons:	Many other icons can be found on the desktop. For example a short cut to Netscape Navigator and the Internet; a folder containing frequently used games, or short cuts to documents, files or programs to avoid having to open them in the usual more lengthy way.

OPENING A CAN OF BEANS?

A Typical Window!

As you can see from the illustration below, there are many bars at the top and bottom of a typical window as you enter the Web Browser.

To start browsing the Web, click any link on your home page, which is the page that appears when you start Internet Explorer. You can see whether an item on a page is a link by moving the mouse pointer over the item. If the pointer changes to a hand, the item is a link. A link can be a picture, a 3-D image, or colored text (usually underlined).

THE WEB BROWSER

Is the Web the same as the Internet?

No. The Web is a collection of files that contain hyperlinks which allow you to move easily from one document to another, whereas the Network is the route Web pages take to arrive at your computer.

First let's examine the role of the Web browser.

What is it? This is a piece of software that lets you visit the World Wide Web, a vast interconnected group of files stored on and accessed by computers around the world. The key to the Web is its interwoven connections: the hyperlinks you work with to access specific files on your screen.

Hyperlink: this is an automatic connection - when you click on specific text or a picture on the screen you are automatically brought to another screen, another, and so on; you're working through layers of information.

These Web pages can be very simple or very sophisticated with text, graphics (pictures), sound, animation or even a small application (program), or information from a data base.

How does it work?

The information brought to your screen is through a connection to the Internet, usually in the form of a modem, telephone line and Internet service provider (for those people who love acronyms an ISP).

Which browser to use?

There are two main browsers used at the moment: Microsoft Internet Explorer and Netscape Navigator. Like all computer software (programs) these come in various versions as they are constantly being updated. Some people might say they have version 4 of Netscape, whereas version 5 is now available. Microsoft IE has an estimated 75.6% of the market and Netscape Navigator 22.9%.

What's the difference? Where can I get one?

There are a few visual differences but in terms of performance they are approximately the same. Often Web browsers are already installed on new computers together with other software. To activate them you need to contact an Internet Service Provider like Total.Net, Sympatico, Primus, America Online, etc.

NAVIGATION TOOL BAR

Are there other browsers?

Yes, the online service America Online has its own; Lynx, Mosaic and Opera are a few others.

Let's examine a typical tool bar found on a browser.

Menu Bar: By clicking on each one of these headings a complete list of commands possible.

Tool Bar: Here are some of the most frequently used commands shown in the form of buttons. Point and click to use.

Back: Click here to move back one page at a time.

Forward: Allows to move forward one page at a time.

Stop: Point and click to stop the loading of a page. (Sometimes it takes long time to get to a site; you might want to stop the process).

Refresh: If you get a message that a Web page cannot be displayed, or you want to make sure you have the latest version of the page, click the Refresh button.

Home: To return to the page you saw when you first opened Internet Explorer, click on Home.

Search: Click the Search button on the toolbar to gain access to a number of search providers. Type a word or phrase in the Search box.
Type go, find, or ? followed by a word or phrase in the Address bar. Internet Explorer starts a search using its predetermined search provider. After you go to a Web page, you can search for specific text on that page by clicking the Edit menu and then clicking Find (on this page). * See more about *searching*.

Favorites: You may decide that there are certain web sites that you want to refer to often so keep them in your favorites.

ABOUT THE BUTTONS

To add a page to your list of favorite pages: Go to the page you want to add to your Favorites list.

On the Favorites menu, click Add to Favorites. Type a new name for the page if you want to.

To open one of your favorite pages, click the Favorites menu, and then click the page you want to open. As your list of favorite pages grows, you can organize them into folders.

History:

To find a page you've seen in the last few days, on the toolbar, click the History button. The History bar appears, containing links for Web sites and pages visited in previous days and weeks. In the History bar, click a week or day, click a Web site folder to display individual pages, and then click the page icon to display the Web page.

To sort or search the History bar, click the arrow next to the View button at the top of the History bar.

You can hide the History bar by clicking the History button again. You can change the number of days that pages are saved in the History list. The more days you specify, the more disk space is used on your computer to save that information.

To specify how many pages are saved in the History list, on the Tools menu in Internet Explorer, click Internet Options. Click the General tab. In the History area, change the number of days that the History list keeps track of your pages.

To empty the History folder, click Clear History. This will temporarily free up disk space on your computer. For Help on an item, click at the top of the dialog box, and then click the item.

Mail: Click here to go directly to the Email option and view incoming mail, write and send and Email, etc.

Print: If you want to print a web page, click here, you will be asked which format you want. Choose Text if you want just the basic information and no : graphics, or Richtext to include everything.

USING THE ADDRESS BAR
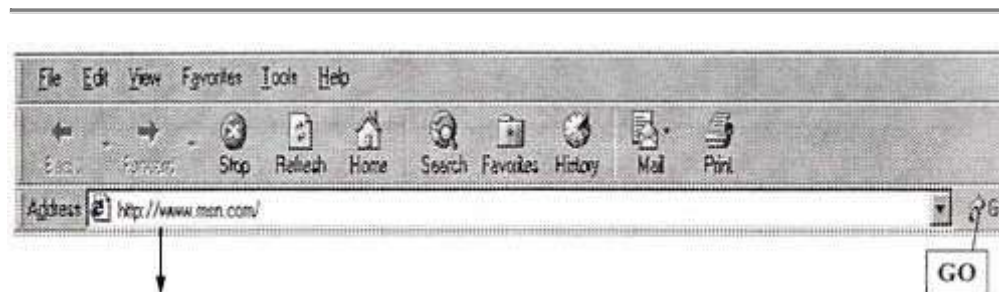
To go to a Web page, click in this space, the text already there will become blue, simply type the Internet address you want over the top - for example www.microsoft.com—in the Address bar, and then click the Go button. N.B. it is not necessary to type Http, this will be added automatically.

To run a program from the Address bar, type the program name, and then click the Go button. For instance if you want to use Yahoo (the largest amount of information is on this program) type, Yahoo and Go.

What you need to know about Internet addresses

An Internet or Web address (sometimes called a URL, or Uniform Resource Locator) typically is composed of four parts:

A protocol name (a protocol is a set of rules and standards that enable computers to exchange information)

The location of the site

The name of the organization that maintains the site

A suffix that identifies the kind of organization it is (such as .com for a commercial organization)

For example, the address http://www.yale.edu/ provides the following information:

Protocol	**http:** This Web server uses Hypertext Transfer Protocol (HTTP).
Location	**www** This site is on the World Wide Web.
Mainted by	**yale** The Web server is at Yale University.
Type	**.edu** This is an educational institution.

When you are viewing a Web page, the page's address appears in the Address bar in Internet Explorer.

Of course, the above-mentioned site is very general - an example of a more specific site would be: http://www.naturegrid.org.uk/infant/swan ... This site has books for toddlers with interactive questions!!

Each address on the WWW is unique and should be read from right to left, but there can be similarities and variations. For example, there are many different suffixes used to identify the type of site: notice above **.org.uk** This means this site is maintained in the UK (country code) and is run as a non profit organization (.org). A few examples of other countries/groups are:

.ca	Canada	.us	United States
.jp	Japan	.au	Australia
.it	Italy	.fr	France

.com	Commercial site	.mil	Military
.gov	Government	.net	Network management
.firm	Company	.info	Information
.rec	Leisure	.arts	Cultural groups

Not everyone can add the suffix of their choice to a website. For instance, in Canada only those organizations with a federal charter or who operate throughout the country can use the extension .ca.

Other groups can have a joint name, example: .on.ca (a site in Ontario, Canada).
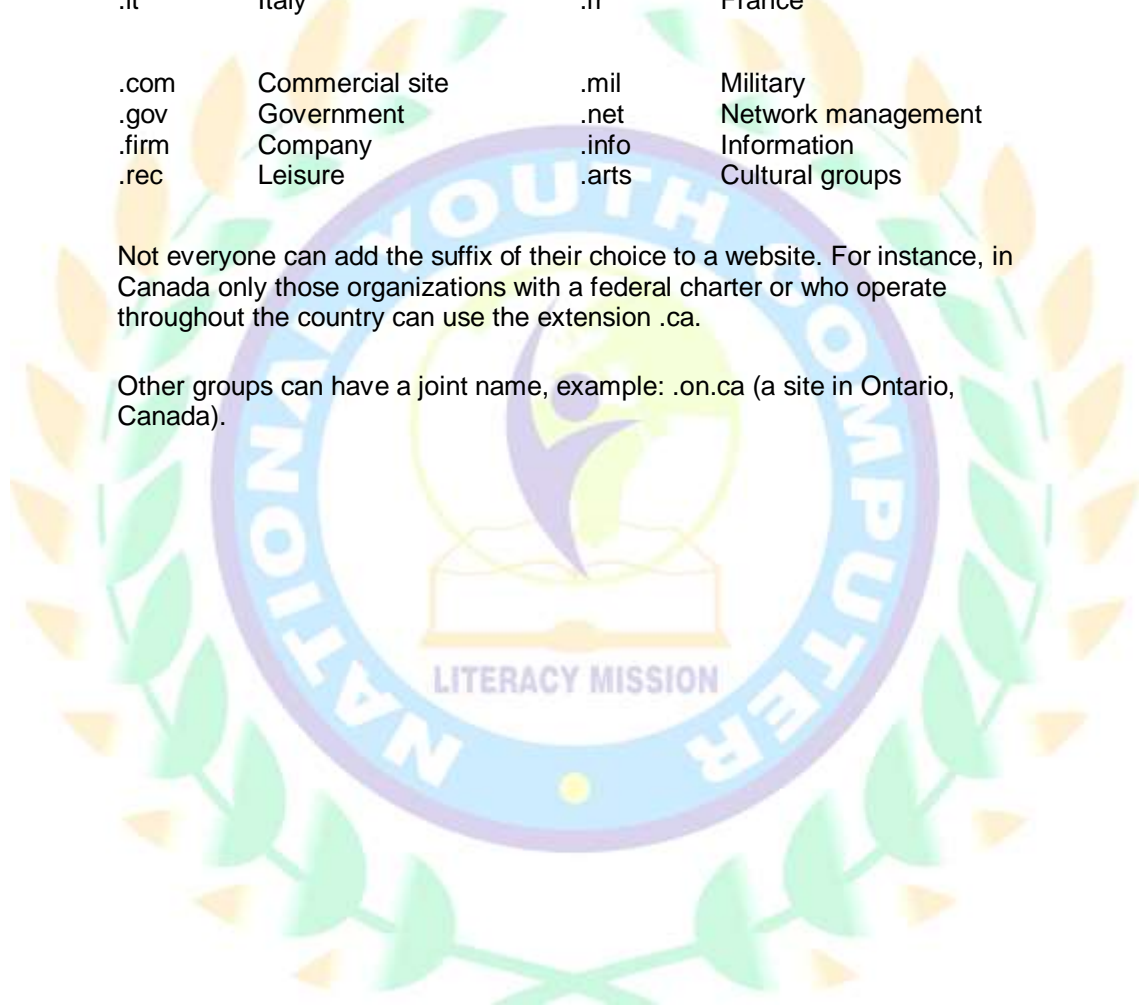
SEARCHING, SEARCHING, SEARCHING

We have already seen that it is possible to find information either through clicking on a hyperlink on the opening page (there are sections for such things as News, Sports, Family, etc.) and this can eventually help find the information required.

Equally, it is possible to type, in the Address Bar, an address to find a particular location. Often the person searching prefers to look for a topic rather than an address. Previously we saw that the Search button on the button bar is one way to do this.

The major search engines on the Web these are: Indexes, Directories and megasearchers.

Index: Example: Alta Vista, Excite, Infoseek, Lycos, Voila, etc. Advantage: the searches can be made in several languages. Disadvantage: the number of answers shown is enormous and the sites are not always relevant to the search. The result of the search is shown in terms of pages and not sites found.

It is possible to use the modifiers to limit the search. See table below.

List of Indexes

Alta Vista	http://altavista.com/
Alta Vista Canada:	http://altavistacanada.com
Lycos	http://www.lycos.com
Excite	http://excite.com
Infoseek	http://infoseek.go.com/
Hotbot	http://www.hotbot.com
Google	http://www.google.com

Directories:

Advantage: The search is more precise. The number of sites is shown not the number of pages. Disadvantage: Fewer sites given.

Yahoo, About.com are examples of Directories. The important thing to remember is to have key words on which to build the search. Imagine going to a huge reference library and deciding to look up something about the Weather?? This is such a huge topic it could take many days to search through the different material available. But, if more specifically, you want to know about the weather conditions in Alaska in June then the key words here are weather, Alaska, June not necessarily in that order. This is the way your, thinking must develop to use the search tools efficiently. One problem with search engines is that the results aren't edited by humans. Filters use artificial intelligence to pare down the list.

N.B. To access Yahoo, type this word in the Address Bar and press Go!!

Once the web page comes to the screen there will be many suggested topics available as well as a box marked Search.

Going back to the question of weather in Alaska in June it is possible to add certain research criteria to your search to restrict the information that is supplied to you. Example Alaska+Weather should supply information about Alaskan weather. It might be worth adding +June to specify. If not, the program will search for each word independently and offer information on Alaska and information on Weather!! The result would be many thousands of sites.

A list of well-known directories

Yahoo   http://www.yahoo.com
La Toile du Quebec (French) http://www.toile.qc.ca
Yahoo Image Surfer   http://isurf.yahoo.com (Not valid 22 Apr 03)
About.com*   http://www.about.com

*Recommended site because all the categories are actively maintained through human intervention, therefore, a search here will often be more precise and more fruitful.

For something a little different try Oingo.com. Something that will strike you immediately about when you enter this site is that there are not a lot of advertisements - few visual distractions. See illustration on following page. Dingo (rhymes with coin-go) applies a more human type search. Instead of just searching and matching words or phrases, it looks for context relevance and will show sites that don't immediately seem appropriate but will have a logical connection with the search. Similarly, it will eliminate sites which seem to match but where the content is irrelevant.

Example: If you are looking for information on "dolphins" the sort that live in the sea! Alta Vista would present you with 567,000 possible web pages. On the other hand, Dingo, will immediately ask you to narrow your search to specific meanings and will give you a few meaningful options in a pull-down box. It wants to know if you're interested in dolphins (toothed whales); dolphinfish; dolphin, mahimai; or dolphin geographical locations!
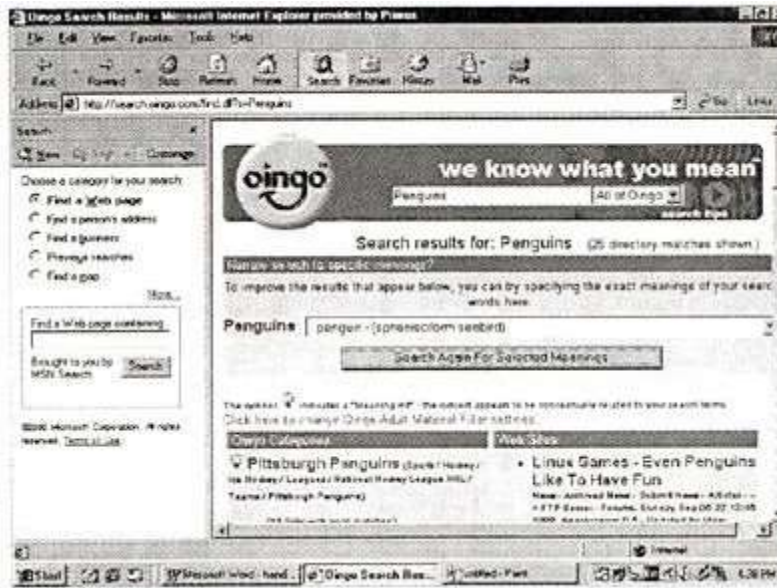
Megasearch.

Through this tool the search scans many directories at the same time. This can cut down the search time but often the results are not very specific. Examples:

Dogpile	http://www.dogpile.com
Profusion	http://www.profusion.com
Argus Clearinghouse	http://www.clearinghouse.net/
Web Crawler	http://www. webcrawler.com

The problem with many search engines is that they do not always provide the answers you want. Example: A recent request to AltaVista, InfoSeek and WebCrawler to find the phrase "Internet Search Engines" gave the following: Alta Vista 16,491 pages; Webcrawler; 481,761, and Infoseek 7,790,205. The problem is, if you give three words for a search, then after exhausting this combination the search engine takes each word independently and search for it. Hence, the enormous numbers.

Below is a list of some of the operators to be used to modify search strings.

3	`+musical+classical` will give information on classical music
-/and not	history-politics will give historical information but no information pertaining to politics.
Or	Recipes+cakes or gateaux
Near	To make sure that the result of a search keeps the two words next to each other, particularly for proper names. Julie near Payette
" "	Use" " to search for a phrase "Les normes du travail"
*	This works as a wildcard.

Example: If you want to find out information about camping in British Columbia for caravans and not tents, you could request "camping, British Columbia" and not just "camping." Using the above table, it is possible to make a more precise request: camping "British Columbia"+caravans-tents!

CENSORING CONTENT

Using Content Advisor to control access

On the main toolbar, choose Tools - Options - Content Tab. Carefully read instructions. N.B. If you choose 0 tolerance you will be prevented from entering nearly every site (this can be very irritating). Select a percentage that suits your tastes.

The Internet provides us with unprecedented access to a wide variety of information. Some information, however, may not be suited for every viewer. For example, you might want to prevent your children from seeing Web sites that contain violent or sexual content. With Content Advisor, Internet Explorer provides a way to help you control the types of content that your computer can gain access to on the Internet. After you turn on Content Advisor, only rated content that meets or exceeds your criteria can be displayed. You can adjust the settings.
With Content Advisor, you can:

- Control access to Content Advisor settings. You turn Content Advisor on, and view the settings, by setting up a password. You will need this password to change any Content Advisor settings, so you might want to write it down for future reference.
- View and adjust the ratings settings to reflect what you think is appropriate content in each of four areas: language, nudity, sex, and violence.
- Adjust what types of content other people can view with or without your permission. You can override content settings on a case-by-case basis.
- Set up a list of Web sites that other people can never view, regardless of how the sites' contents are rated.
- Set up a list of Web sites that other people can always view, regardless of how the sites' contents are rated.
- View and change the ratings systems and bureaus you use.

Content Advisor is set to the most conservative (least likely to offend) settings when you first turn it on. You can adjust these settings to match your own preferences.

Not all Internet content is rated. If you choose to allow other people to view unrated sites on your computer, some of those sites could contain inappropriate material.

EXERCISES FOR THE INTERNET SECTION OF THE COURSE ARE ON THE FOLLOWING PAGES:

CHATTING ON THE WEB

All day, everyday it is possible to chat on the Web - meeting in virtual rooms and carrying on conversations through your keyboard and the screen. Using your Internet connection and your Web browser, or a special chat program, you can explore the world of online chat and meet people from all over the globe.

How Do I Get Started?

Go to Yahoo's Home Page (www.yahoo.com) and click the Chat link.

Scroll down the page and click the Get Registered button. (See illustration on the following page.)
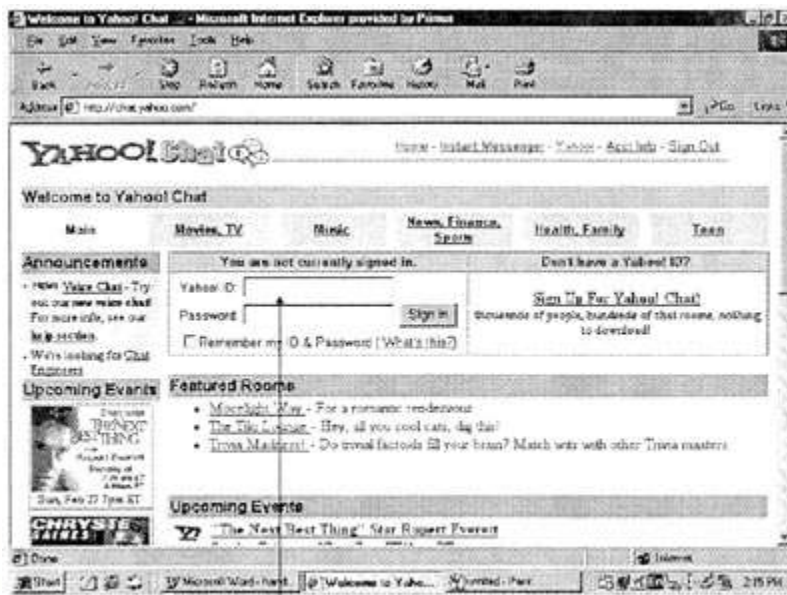
Click here to register

Now, follow the on-screen instructions to register, and enter a name to identify you.

Under, **Select an Area to Begin Chat**, select the desired chat topic or area.

Click the Start Chatting button. Type your message in the text box below the running discussion and press Enter.

Click the chatter's name to find out more about the person or send the person a private message. Use the chat area tools to get help, change rooms, edit your identity, find out who's chatting and where, and more.

MICROSOFT CHAT

Internet Explorer has its own chat program, called Microsoft Chat that lets you take on the persona of a comic strip character. In addition to chatting with typed messages, your character can gesture to other people. Type chat.msn.com.

When you get into Microsoft chat, click on one of the categories, if the program is not installed the above message will appear. It's free, so click on download and in about two minutes you have access to another chat site.

N.B. If you are using Netscape Navigator, you can still proceed as above and download this chat program.

1. When Chat is installed, choose Show All Available Chat Rooms, click OK.
2. Double click the name of the desired room.
3. Click the character in the member list that you want to appear in the comic strip frame with you.
4. Type your message in the message box and click Say.
5. To change the character's posture or facial expression, click an expression in the Emotion Wheel.
6. To view personal information about someone in the chat room, right-click the person's character and choose, Get Identity.

To turn off the comic strip, open the View menu and choose Plain Text.

There are many other chat rooms available through special chat servers but these cost money!!

EMAIL

Email (electronic mail) lets you type and send a message to anyone, anywhere in the world who has an Internet connection and an email account. Once sent, the message usually arrives within seconds. However, before sending mail you have to learn how to compose your messages.

If you are using Microsoft Internet Explorer you will be using Outlook Express which is Microsoft's own Email program. Netscape has Netscape Messenger as its Email program. When the Internet service was installed the Email address of your Internet connection should have been established.

Once Microsoft Internet Explorer is installed the Outlook Express icon will appear on the desktop, or the Taskbar as the bottom of the screen.

When you have clicked on Outlook Express you will see the following:

This window is divided into frames - on the left is the outline of the "filing system." By clicking on the different folders you will have access to different options, see following example:

EMAIL - SENDING A MESSAGE

Notice that I have entered the In box - this will show me a list of documents received

Icon to launch
Outlook Email
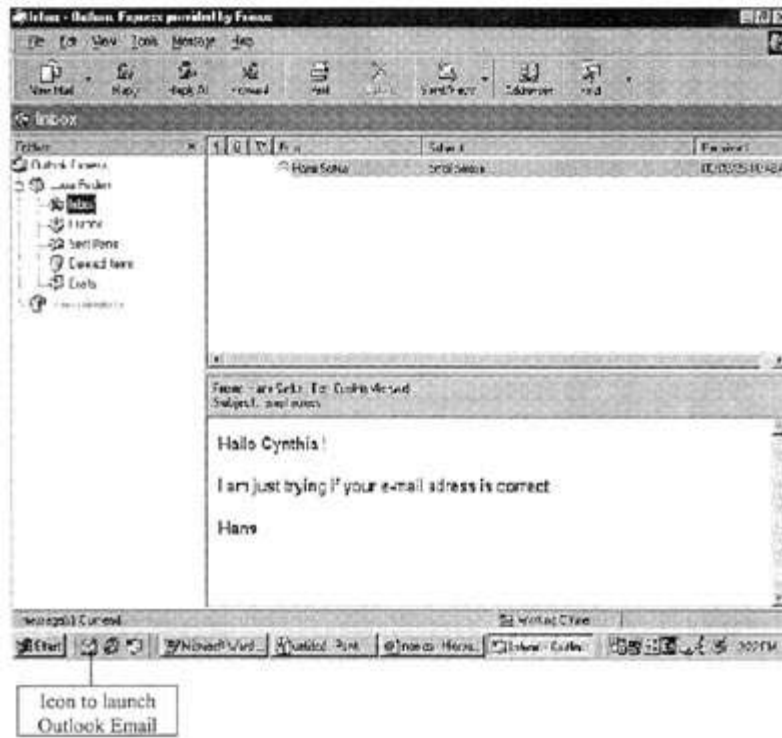
Sending a Message

Click here!!
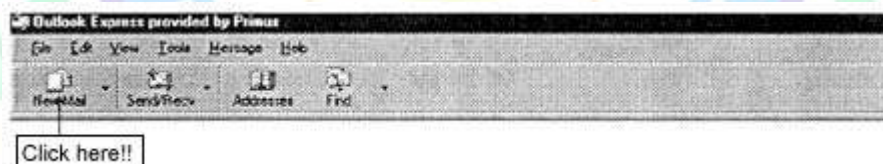
Identify the button "New Mail" on the main toolbar. Click on the words "New Mail" and the following window will appear. See next page.
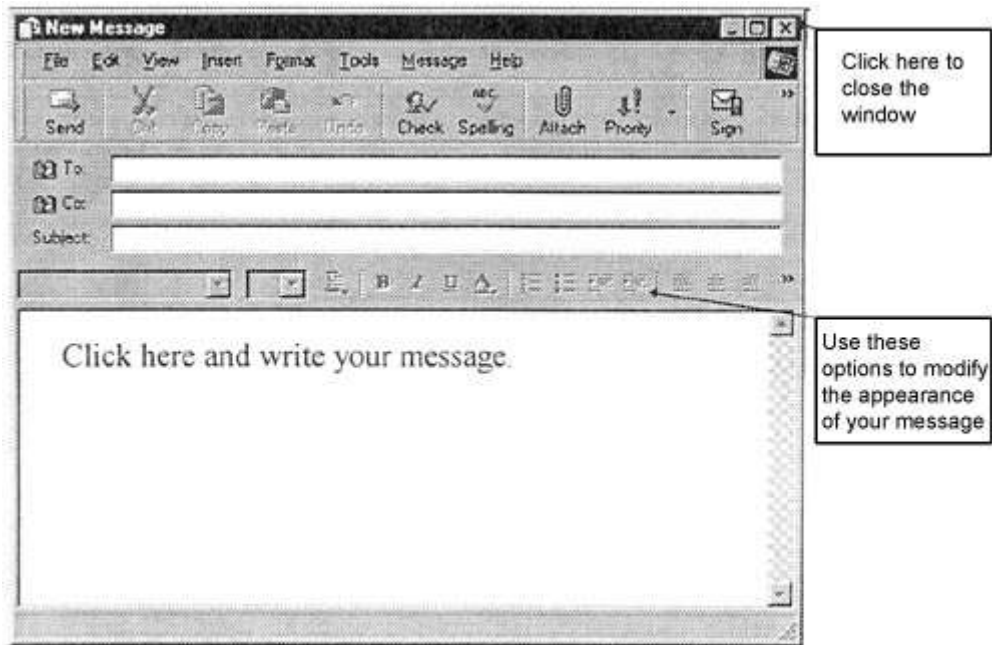
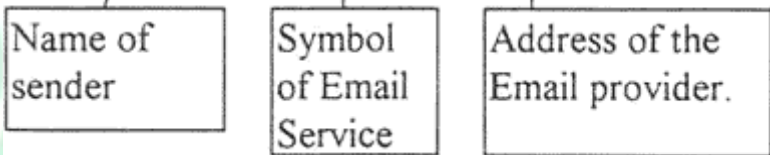TO: Here you must type the Email address of the recipient; notice there are NO spaces in the address and capital letters are rarely used. Letters with accents cannot be used for an Email address.

dempster@primus.ca

| Name of sender | Symbol of Email Service | Address of the Email provider. |

cc: If you wish to send a copy to a second person but don't want to address them directly, click here and write their Email address, they will receive their carbon copy at the same time as the recipient.

Subject: Senders frequently leave this item blank, however, it is a good idea to give the recipient an idea of the content of the message. This is particularly important for those who receive a large quantity of mail.

EMAIL - SENDING AND RECEIVING A MESSAGE

In the space provided, type your message. This is not a formal letter so the content is usually more direct and fairly brief. If you wish to include a letter or other formal document it is possible to do so as an attachment (see *Attaching A Document*).

Notice you have not included your own Email address - this is added automatically so the recipient will know who sent it even if you don't sign your name.

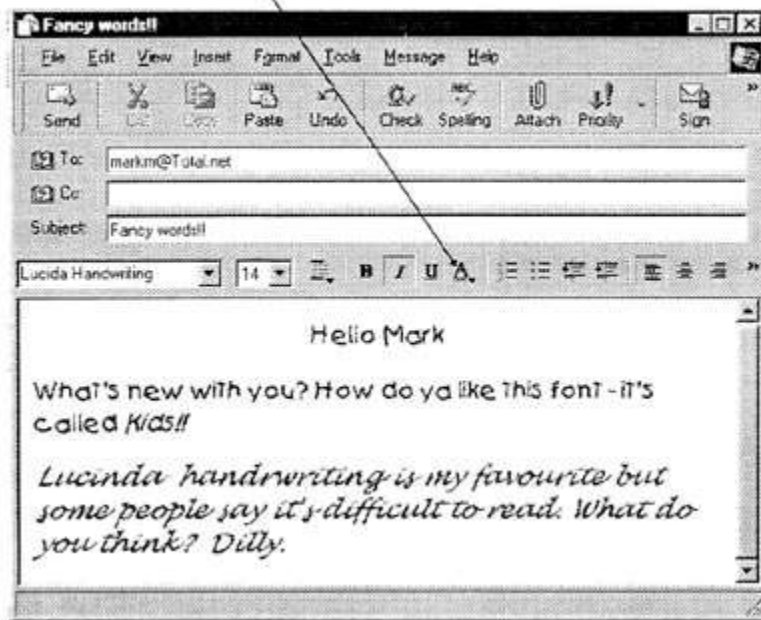*Send: Click on this button →* To check if the message was sent, close the message window and in the left frame click on Sent Items, your message should be listed there.

Can I make my message look more elaborate?

By using the tool bar you can change font, size, and position of text.

By using the tool bar, you can change font, size, and position of text.

EMAIL - RECEIVING AND READING MESSAGES

To rapidly see the contents of your Inbox (messages received) either click on Inbox or on the main tool bar Send and Receive. You will see there a full list of messages received. Those which are not read are usually in darker lettering.

If you do not want to keep a message once it is read, close the window and return to your Inbox, point at the message in question, click right and choose delete.

A word of warning: Email is a pipeline of information open to anyone who has access to the Internet and an Email account. There are many strange people sending messages. As a rule of thumb, I don't open the message unless I know of the person/organization sending the message. In particular if the message includes words like "Urgent", "Open immediately", etc. I delete these automatically.

Deleted items are sent to the Deleted Items folder. If the message is suspect, I erase it from the Deleted folder by pointing the mouse at the item, click right and choose Empty Contents.

USING THE ADDRESS BOOK

The address book is a list of frequently-used names and Email addresses; just like any address book these names can be kept in alphabetical order for easy reference. To add a name (contact) to the address book, click on-
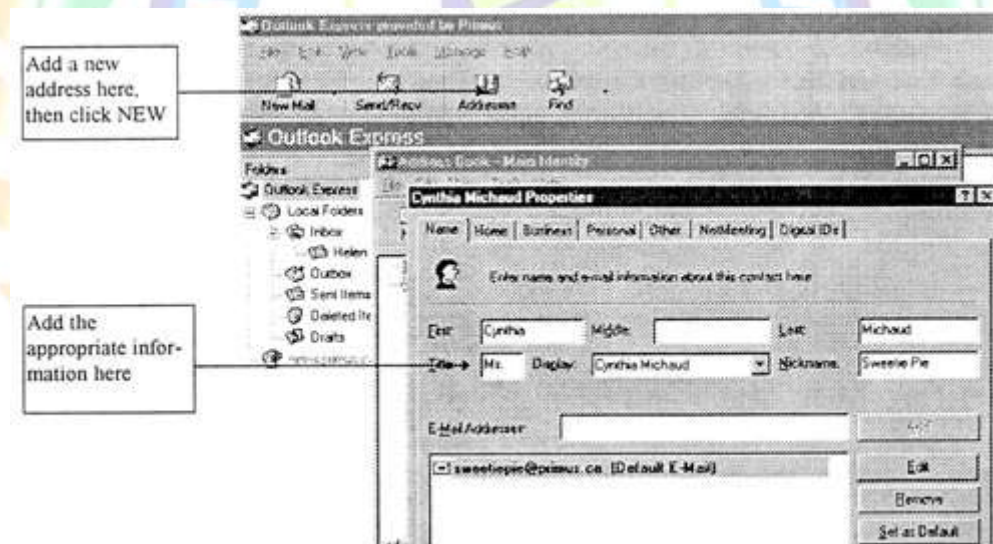
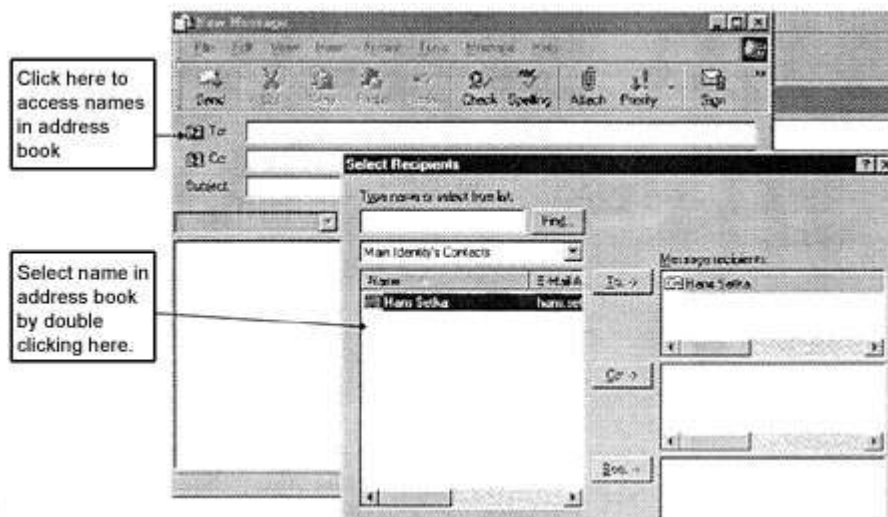# ADDRESS BOOK; ATTACHMENTS

Once you have added a name and Email address to your list of contacts in the address book, you no longer need to insert them manually in the message. Instead, you double click on the icon which has the shape of a book; this will bring you to your list of contacts. Double click to insert a name in the message.

ATTACHING A DOCUMENT

Sometimes, it is necessary to add a separate document to your Email. Perhaps you want to include a financial statement prepared in Excel, or a report in Word. In that case you need the attachment feature.

1. Compose the message as usual. Click on

2. From the dialogue box, select the location of the file you want to send. Point at the file and click on **Attach**.
3. You will return to your original message and see below the main text an icon which represents the document you have attached.

OPENING AN ATTACHMENT YOU RECEIVE

Of course, it would be difficult to open a document sent to you which is prepared in WordPerfect if you do not have that program. If you have Word and receive a Word document. So, when you receive a document with an attachment, open the document then double click the attached file to open it. To save the document on your system, point at the attachment, right click and choose Save, or Save As, then select the appropriate destination for this document and click Save.

SAVING ONLINE TIME AND MONEY

If you have a limited amount of time available on the Internet, say, 10 hours a month and you use most of that time compose your message offline (that's to say not connect to your ISP).

To do this, enter as usual through the Icon, go to your mail connection, open then choose, File, Work Offline. You will be temporarily disconnected. As soon as your message/messages are ready to send, click on Send and the usual window will appear asking if you wish to be connected now.
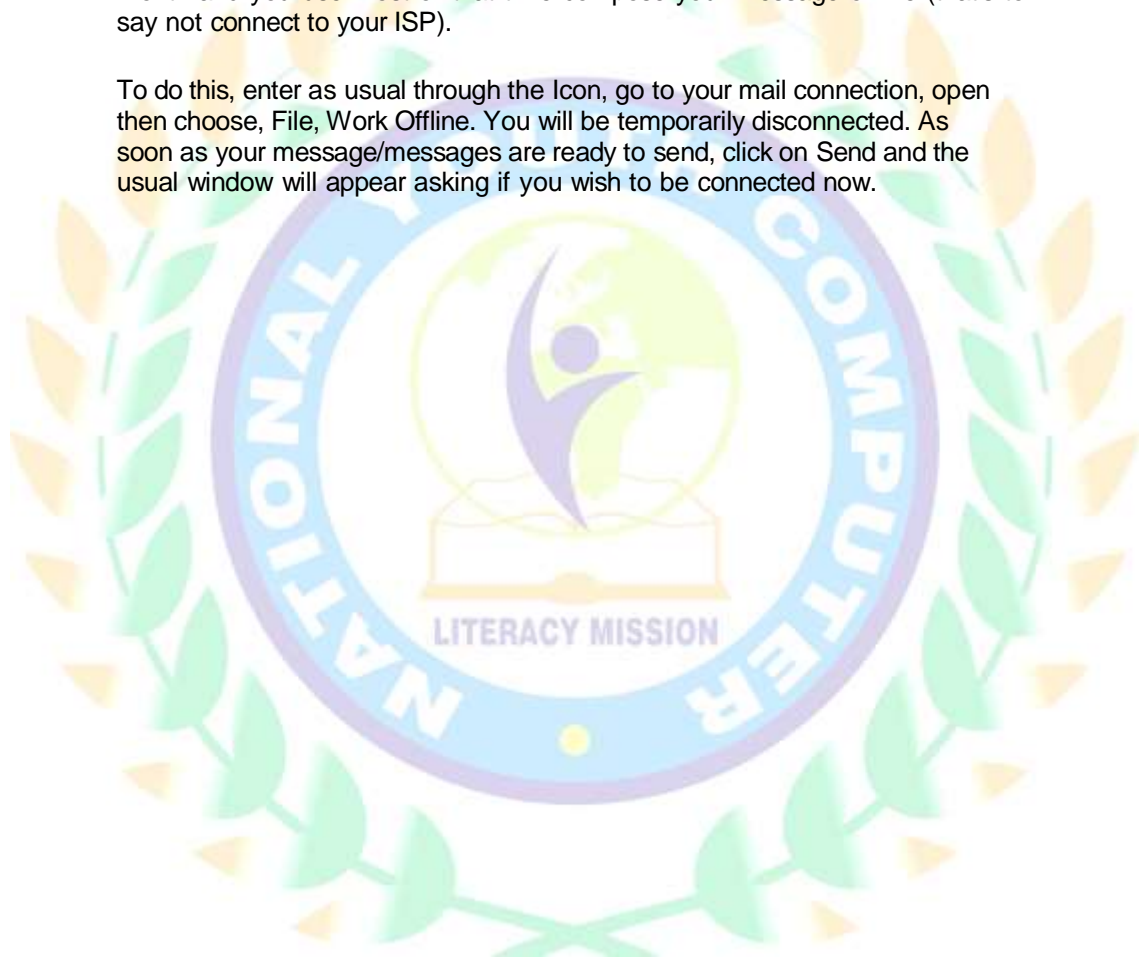
FREE EMAIL

Yes, it's really free. You just have to type in "hotmail. com" for example and follow the directions to log on.

Although this is free, of course, you need to have access to a computer with a modem and Internet ser ver to be able to access your free Email. Once you have signed on, you can send and retrieve your Email by typing in the address space: www.Hotmail.com. When the site appears on the screen, type in your user name, and password. Press Enter, contact is made and you go straight to your Email account (no cost here). Proceed as for any Email. Check your Inbox, etc.

Now that free Email has become so popular, there have been some restrictions applied. For instance, with Hotmail you can now only accumulate 2000 kbytes of mail, either messages sent or received. Above this amount Hotmail will automatically erase material.

There are many suppliers of free Email -

Excite (see illustration below)
Yahoo
Listbot.com
Net@ddress LOGIN
Easypost.com

are just a few examples. As a precaution, give a cryptic name and password,
nothing anyone could directly identify with you.
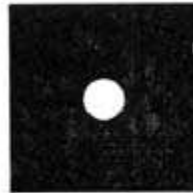
COMPUTER HARDWARE

1. Computer with horizontal tower
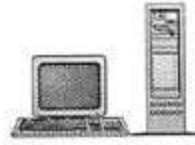
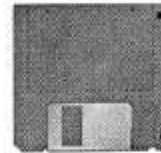2. Computer with vertical tower.

3. Three-button mouse

4. Trackball mouse

5. 5 ¼ inch disk (floppy)

6. 3½ inch disk (floppy)
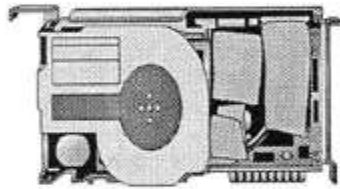
7. Hard drive (internal disk or C drive)
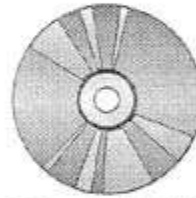
8. Compact disk (CD) (D drive)

9. Microchip
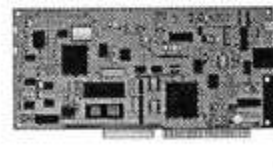
10. PC card

11. Modem

12. Laser Printer

EXERCISE 1 - Comparison Shopping!!!

TASK: You plan to visit picturesque Victoria, BC. You are on a budget and want to find reasonable accommodation for not more than $60 per night for two people sharing with breakfast included. This could be either a full breakfast or a continental breakfast.

In order to save money you have decided to travel either in May or October.

Now, using either/and Yahoo.com, Lycos.com, Dingo.com or About.com, see what you can find.

On the lines below write as indicated:

Search engine used ---

Site address --

Name of Accommodation --

Rate per room/or person ---

Search engine used --

Site address --

Name of Accommodation --

Rate per room/or person --

Search engine used --

Site address --

Name of Accommodation --

Rate per room/or person ---
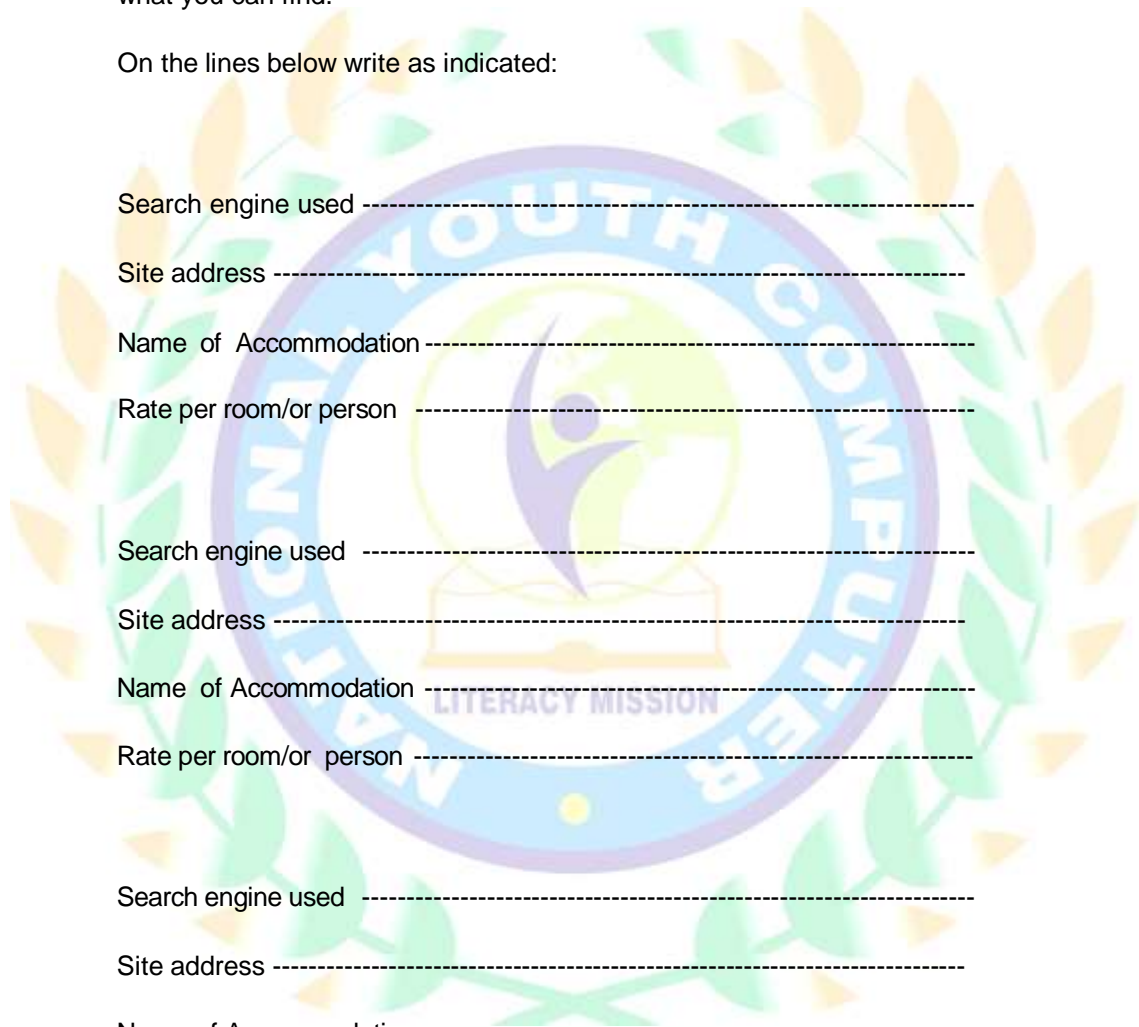
Exercise 2 (part 1)- Using the Telephone Book

1. In the address window, type the following: canada411.sympatico.ca

Select the option —> Find a Business.

You have a friend staying at the Holiday Inn in Kingston, Ontario and you would like to call him. Enter the appropriate information to find the answer.

Holiday Inn, Kingston - Telephone no ---

2. Select the option Find a person. Check the telephone no. of a friend who lives outside of Quebec Province.
3. You want to book a flight with Air Transat - see if they have a 1-800 number. If not, find their telephone number.

Air Transat - telephone no. ---

Part 2 - Finding Postal Codes

1. Use the Find a postal code section to check the address of a friend.
2. Find the postal code of the Holiday Inn, Victoria
3. Find the postal code of your local school
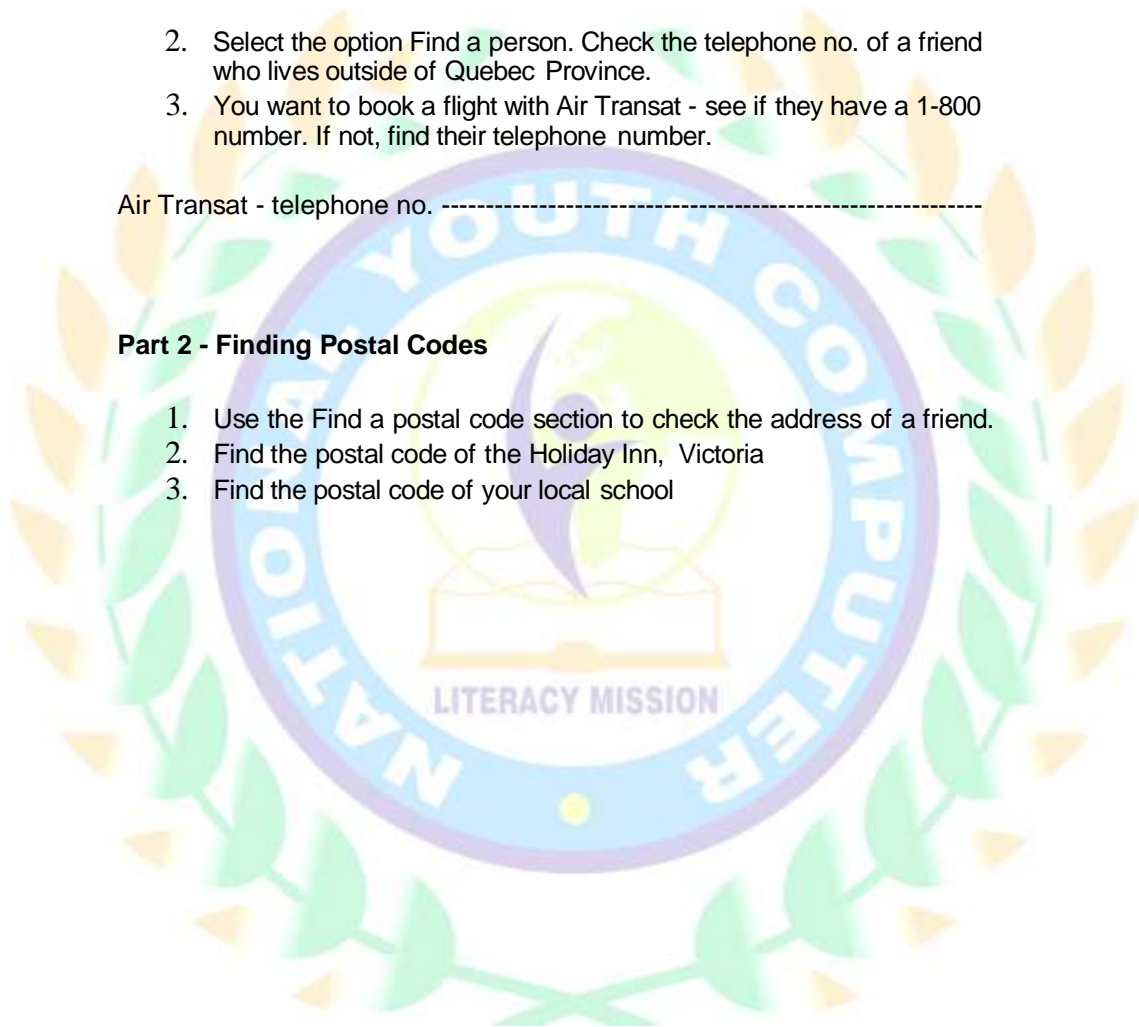
EXERCISE 3 - Newspapers/Magazines

Sometimes, it is useful to use excerpts from current newspaper articles, magazines or news programs as a resource for a project or lesson. Try the following:

TASK: In the address window, type the words National Post, Globe & Mail, etc. Click on one of the headings to find an interesting article. Write the name of the newspaper - the full Internet Address and the name of the section where you found the article and, finally, the title of the article.

Name of the newspaper ---

Full Internet Address of site --

Section of Newspaper consulted --

Title of the article --

TASK: In the address window type: CFCF12.CA

Find out which program is aired at 2:30 a.m. on a Friday?

TASK: Try a similar exercise with NBC, or CBC.

TASK: Try to find out something about this years Oscar contenders. I will leave you to search and list any useful sites you find below.
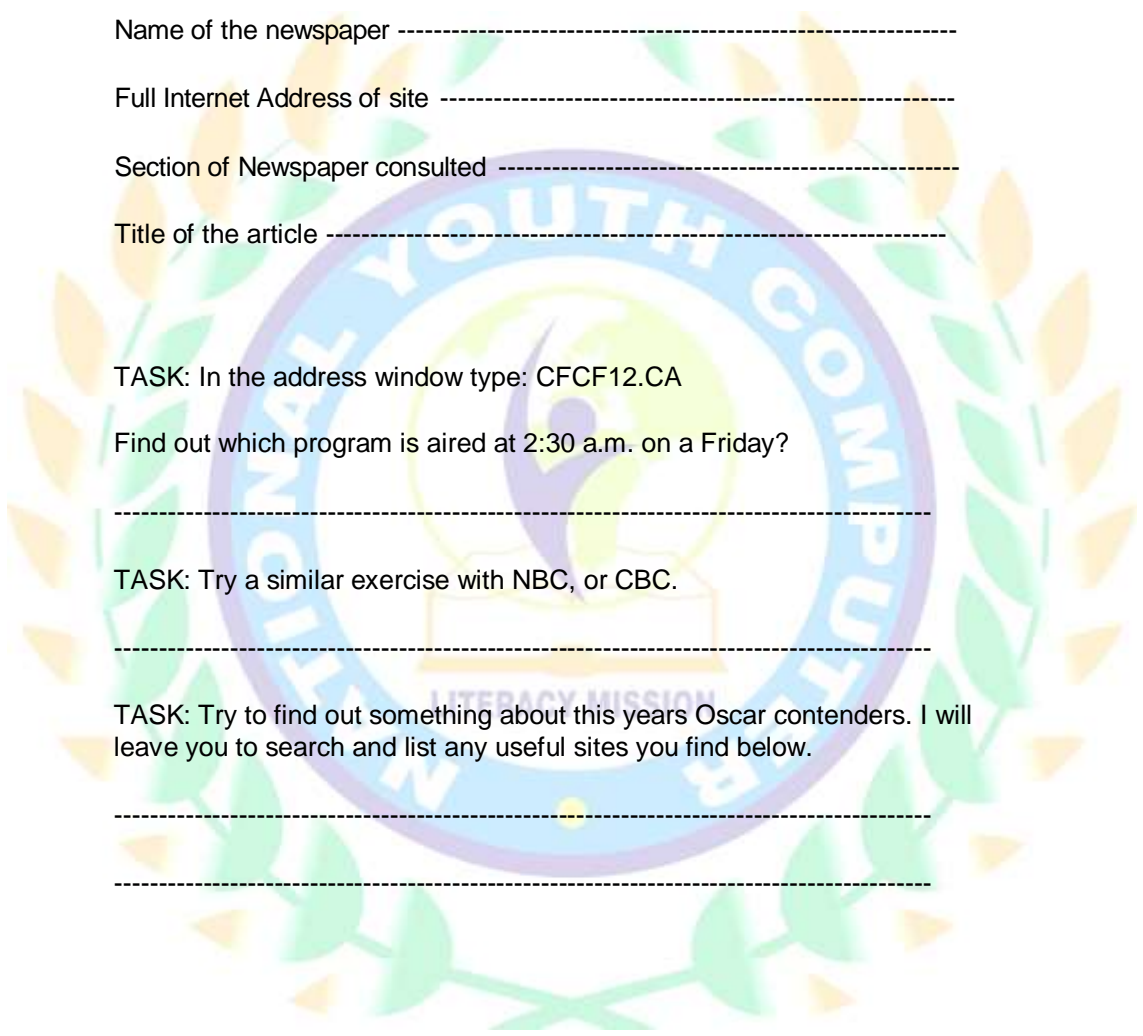
EXERCISE 4 - Using the Internet to find lesson material.

TASK: You have a student who seems disinterested in everything except Basketball. Use the Internet to find current information, with pictures if possible!

List the sites you find below:

TASK: You have decided that you would like to sing songs with some seniors. You need to know the words to a few songs, like, Danny Boy, Waltzing Matilda, and When you're smiling. See how long it takes you to come up with the answers!
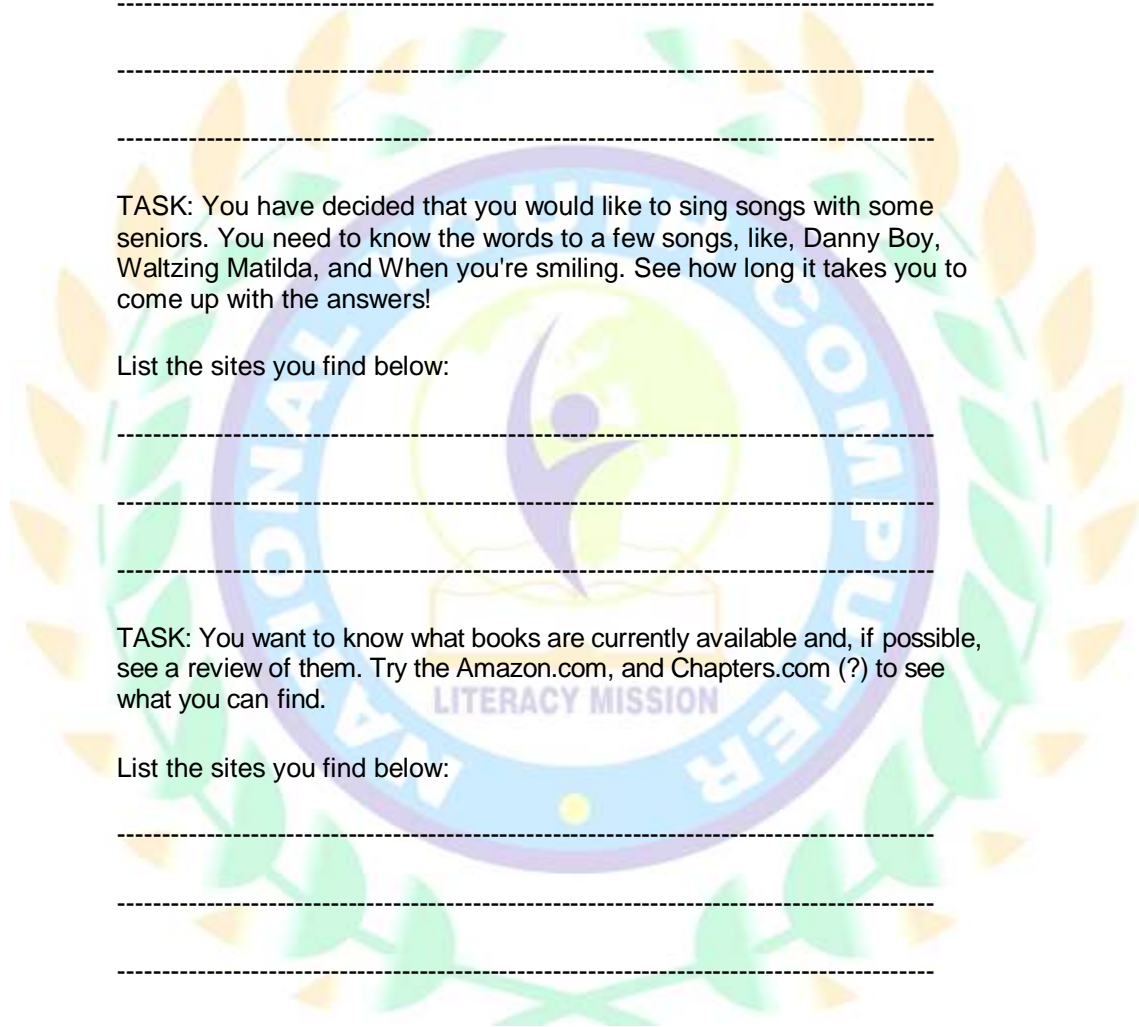
List the sites you find below:

TASK: You want to know what books are currently available and, if possible, see a review of them. Try the Amazon.com, and Chapters.com (?) to see what you can find.

List the sites you find below:

EXERCISE 5

Using the Internet to find material concerning Literacy.

1. Internationally

   Site's found --

   ----

2. Nationally

   ----

3. Local