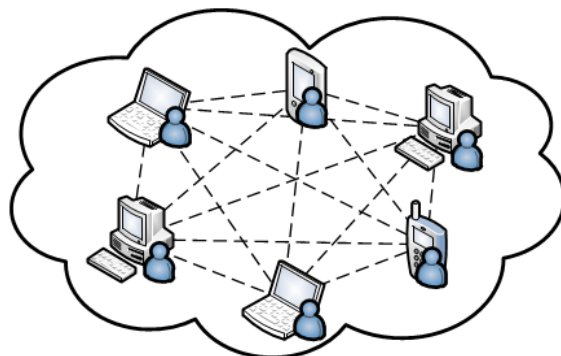


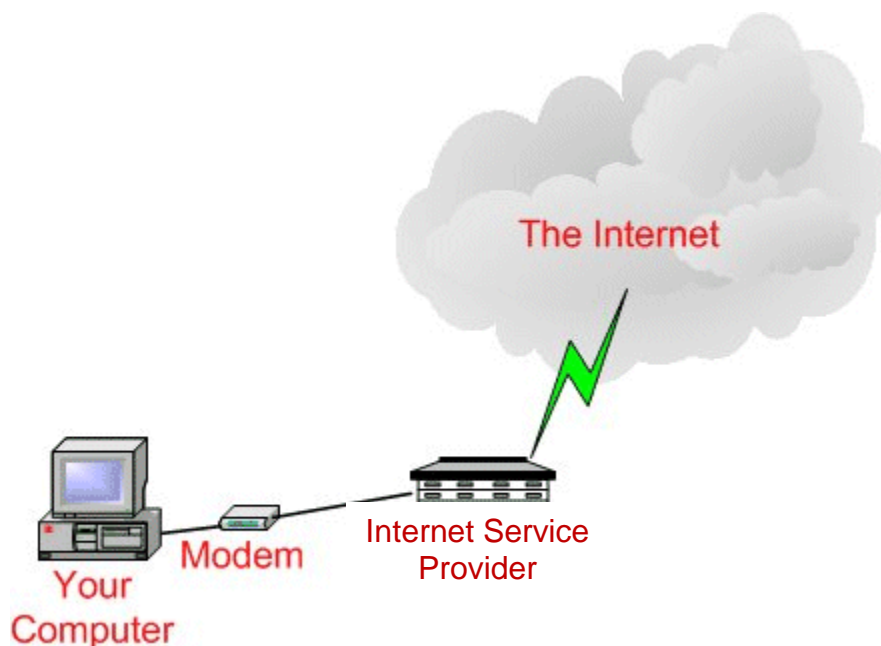


# INTERNET:

A global network of computers that share pages of information called “webpages” or “websites”



## CONNECTING TO THE INTERNET



### INTERNET SERVICE PROVIDER

A company that provides internet service. Popular ISP's in the Minneapolis area:



## TYPES OF INTERNET SERVICE



### Dial-Up

Uses phone lines



### Cable and DSL

High speed access  
Faster than dial-up  
Does NOT use phone line



### Wireless

Connect without cords  
Need a 'modem' nearby to connect



IMPORTANT: An electrical cord will NOT provide internet connection

# USING THE INTERNET

## LAUNCHING THE INTERNET

DOUBLE-CLICK the web browser

**Web browser:** a software program that allows you to view webpages

Four main web browser options:



Internet Explorer



Firefox



Google Chrome

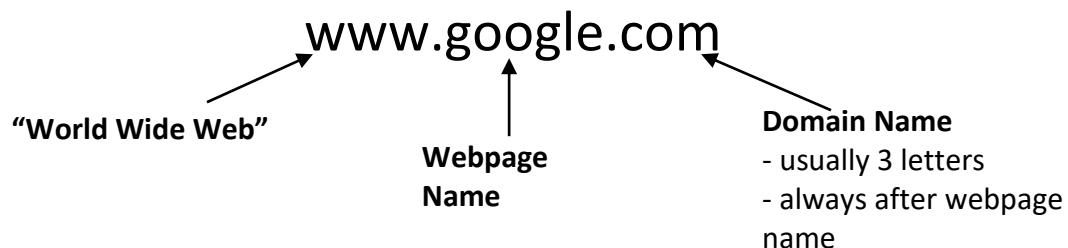


Safari

## WEB ADDRESS or URL (UNIVERSAL RESOURCE LOCATOR)

Each website has a DIFFERENT web address that allows you to get their site

Each web address has THREE parts:



### WEB ADDRESS EXAMPLES:

www.ppl-inc.org

www.gmail.com

www.umn.edu

www.minneapolis.gov

### Common domains:

.com (commercial sites)

.gov (government)

.edu (education)

.org (non-profit)

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# THE WEB BROWSER



① **Home:** Returns to the homepage

**Homepage:** the FIRST page your web browser opens

② **Address Bar:** Shows the webpage's web address or URL

Finding a webpage:

1. CLICK inside the address bar one time
2. TYPE the new address (www.google.com, www.yahoo.com, etc.)
3. Press ENTER or CLICK

③ **Refresh:** Loads the SAME page again

NSA wording: (the button that) refreshes your page

④ **Back:** Loads the PREVIOUS page each time you click

NSA wording: takes you back to the last page you were on

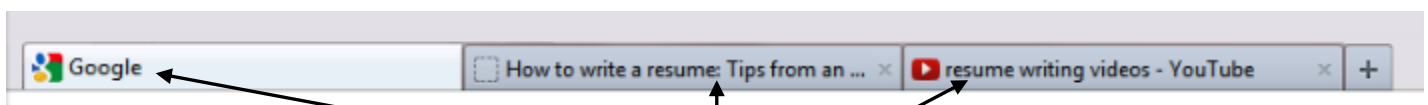
⑤ **Forward:** Loads the NEXT page each time you click

NSA wording: (the button) to go forward to the next page

⑥ **View:** Click to INCREASE or DECREASE the webpage SIZE

⑦ **New Tab:** Opens a new tab and allows you to visit multiple webpages in the same window

Practice: Open up a webpage in a new tab



⑧ **Stop:** Stops the current page from loading

⑨ **Webpage Heading:** shows which company runs the webpage

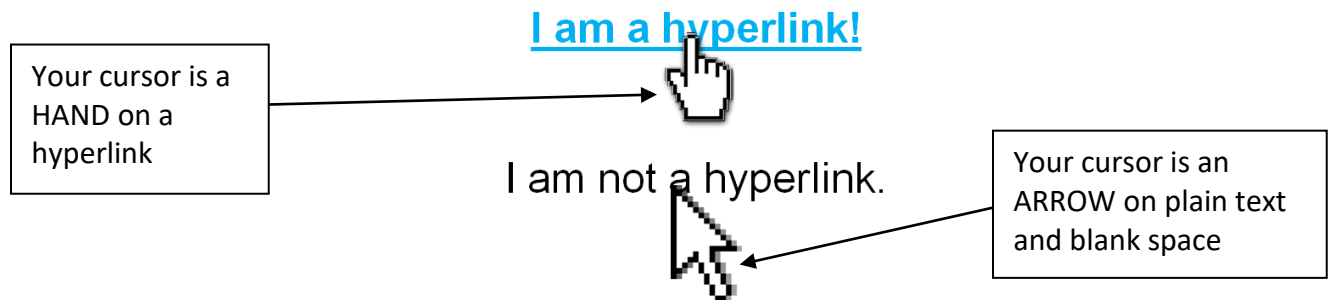
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## HYPERLINKS

Words (usually underlined) that lead to a DIFFERENT webpage when you CLICK on them

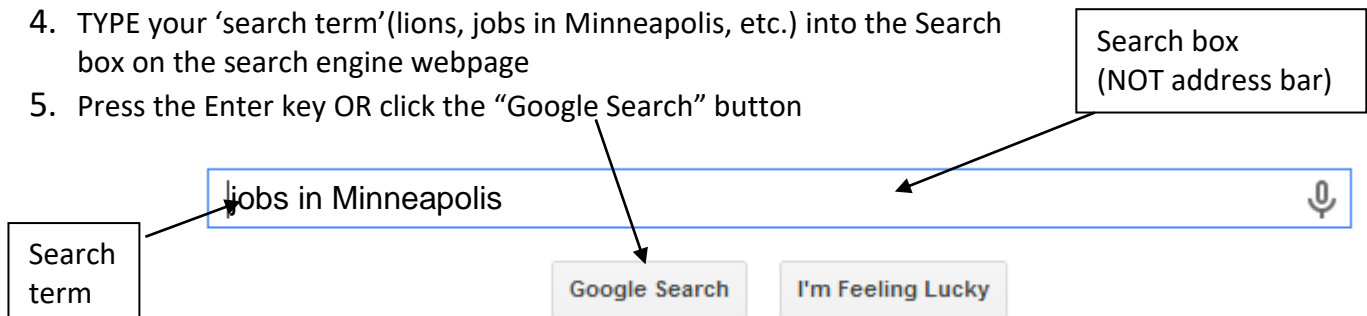


**SEARCH ENGINES:** webpages that search the internet for information



### USING A SEARCH ENGINE:

1. CLICK on the address bar
2. TYPE the search engine address into the address bar (www.google.com, for example)
3. Press the Enter key
4. TYPE your 'search term' (lions, jobs in Minneapolis, etc.) into the Search box on the search engine webpage
5. Press the Enter key OR click the "Google Search" button



6. SCROLL through the list of Search Results
  - On the Northstar assessment, you will need to click on the scroll arrows to scroll down



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These are 'ads'

- Not always the best results
- Companies pay to have their webpages at the top

Here are your top search results

Google jobs in minneapolis

About 83,400,000 results (0.39 seconds)

Minneapolis Jobs - 1000s Of Local Jobs Available  
www.jobsinminneapolis.com/

Find a Job by City  
1000s Of Local Jobs Available  
Search And Apply Now!

Job Finding Resources  
Use The Right Resources & Tools To Make Finding A Job Simpler.

Jobs In Minneapolis, MN - indeed.com  
www.indeed.com/Minneapolis,-MN

4.4 ★★★★★ rating for Indeed.com  
Search For Jobs In Minneapolis, MN. Find Your New Job Today!  
Ratings: Listing variety 10/10 - Listing quality 10/10 - Tools & advice 9.5/10  
Indeed has 186,799 followers on Google+  
Receive Daily Job Alerts - Post Your Resume - Search Resumes - Post a Job

Jobs, Employment in Minneapolis, MN | Indeed.com  
www.indeed.com/Minneapolis,-MN-jobs.html

Jobs 1 - 10 of 49419 - 49419 Jobs available in Minneapolis, MN on Indeed.com, one search, all jobs.

JobsInMinneapolis.com: Minneapolis, Minnesota Jobs and ...  
https://www.jobsinminneapolis.com/

Minneapolis, Minnesota Jobs and Careers | JobsInMinneapolis.com hourly, professional and executive jobs, careers and employment in Minneapolis, MN.  
Find a Job - By City - Login/Register - Find a Job: Advanced Search

UPS Hiring Part-timers  
www.jobs-ups.com/

Eagan, Bloomington & Minneapolis  
Graduate College Debt Free - \$25K!

Work for a Non Profit  
www.opportunities.org/

Work for one of Minnesota's most respected social service agencies.  
\$500 Opportunity Ct, Minnetonka, MN

"\$2320/Week" Work At Home  
www.athomejobs.news/

\$25-\$41/Hour-100% Work At Home Jobs  
Boss Free Work At Home, Start Now

\$388/Day Work From Home  
www.bestjobs-company/

Genuine Work From Home Jobs Online.  
Happy Life Work From Home Jobs.

See your ad here >

7. CLICK on the hyperlink that you want to explore

## EFFECTIVE SEARCHING

**Keep it simple!** Use descriptive words, but use as few as possible

- CAPITAL/lowercase letters are NOT important
- Google corrects spelling automatically:

Google minneapolis jops

All Maps News Shopping Videos More Search tools

About 83,400,000 results (0.58 seconds)

Results for minneapolis **jobs**  
instead for minneapolis jops

UPS H  
www.job  
Eagan, B

Play "Web Search Strategies in Plain English" video:  
<http://vimeo.com/1799104> (2:51 min)

## PRACTICE

1. TYPE [www.google.com](http://www.google.com) into the address bar and press the ENTER key
2. TYPE *Minneapolis Jobs* into the Google Search Bar.
3. CLICK on the link for Indeed.com ("Jobs, Employment in Minnesota")
4. TYPE a position name (bank teller, packaging associate, etc.) into the 'what:' box
5. Search job openings

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# INTERNET SAFETY:

**VIRUS:** a computer program that can copy itself and infect your computer



**Malware:** Harmful software programs designed to damage your computer without you knowing.

**Spyware:** Undetected programs that “spy” on you by collecting information you transmit online (such as your usernames and passwords or internet history)

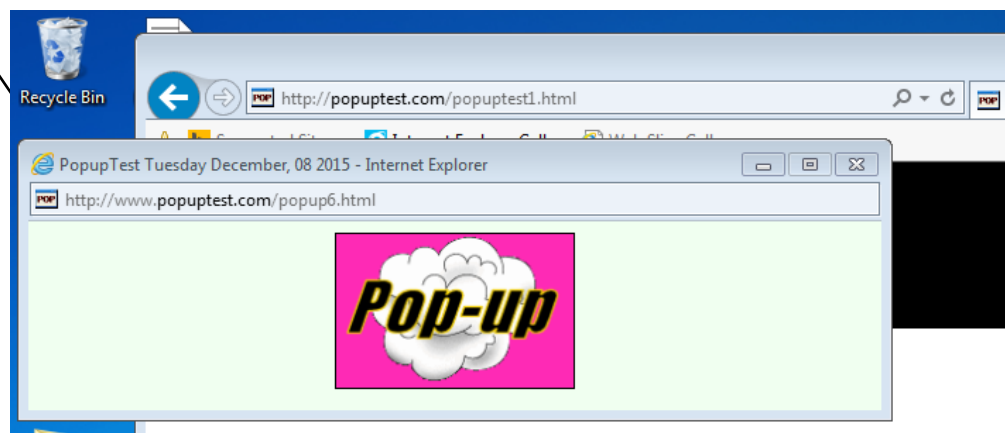
**\*\*these are usually downloaded to your computer from a website or a spam email**

**Antivirus Software:** software programs that prevent and detect computer viruses

Antivirus software costs anywhere between \$20 and \$200 dollars. Some common brands are:



**POP-UPS:** Online advertisements that pop-up on the screen when you’re searching the Internet.



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## ENABLING POP-UPS:

It will be slightly different in every web browser! In Internet Explorer, when you see the yellow bar like above:

1. CLICK 'Options for this site'
2. CLICK 'Always allow'
- If you do NOT see the pop-up after you click 'Always allow,' click the REFRESH button

### Popups aren't always bad!

Sometimes job applications will appear in a pop-up after you click Apply. If you don't see an application right away, you might need to enable pop-ups to access it.

## UPLOADING A RESUME TO THE INTERNET

When you choose a file FROM your computer and put it ON the internet, you are "uploading".

When you choose a file FROM the internet and save it ON your personal computer, you are "downloading."

Uploading and downloading are opposites!

You can upload a resume to a job application, upload a photo to a social media site, or upload an attachment to an email. These are all examples of taking something you have saved on your computer and putting it on the internet.

## PRACTICE UPLOADING A RESUME ON INDEED.COM

1. Double CLICK on the Google Chrome icon on the desktop to open the internet
2. CLICK in the address bar one time
  - a. If you click twice, use your mouse to CLICK-AND-DRAW to highlight the address
3. TYPE indeed.com into the address bar
4. Press the ENTER key
5. You are now on the job search website indeed.com. Click in the search bar labelled 'What' to search for a job by typing keywords, such as "cleaning" or "administration"

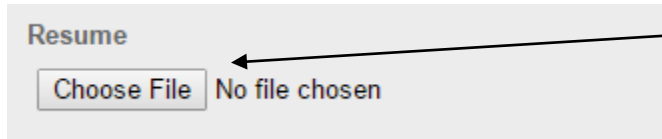
<b>what</b>	<b>where</b>	
<input type="text" value="sales"/>	<input type="text" value="Minneapolis-Saint Paul, MN"/>	<input type="button" value="Find Jobs"/>
<small>job title, keywords or company name</small>	<small>city, state or zip code</small>	<small>Advanced Job Search</small>

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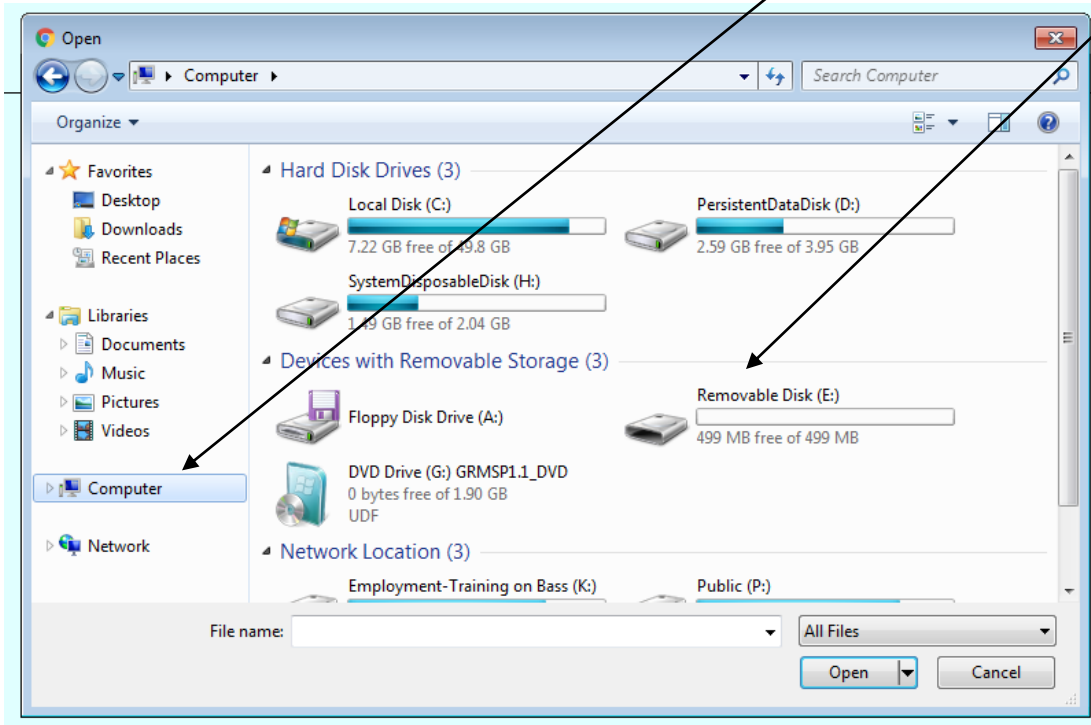
6. After typing keywords, CLICK 'Find Jobs'
7. A list of jobs will appear. CLICK on one of the jobs by clicking on the blue link with the job title
8. The job description will open in a new tab. SCROLL to the bottom of the description and CLICK on the orange 'Apply Now' button
9. A form appears. CLICK in each box to enter your information
10. CLICK on the button 'Choose File'



Buttons that allow you to upload a file like a resume may say 'Choose File', 'Upload File', 'Upload Resume', 'Search for File' and so on

11. You must now find your resume file in order to upload it. In this example, CLICK on the 'Desktop' location along the left of the window. DOUBLE-CLICK on the folder 'Resume and Cover Letters'. DOUBLE-CLICK on the file named 'Example Resume' to upload it.
12. CLICK 'Continue' on the Indeed Window after your resume is uploaded to apply for the job!

If you are uploading from a flash drive, your flash drive is under 'Computer' as the 'Removable Disk' or E: Drive



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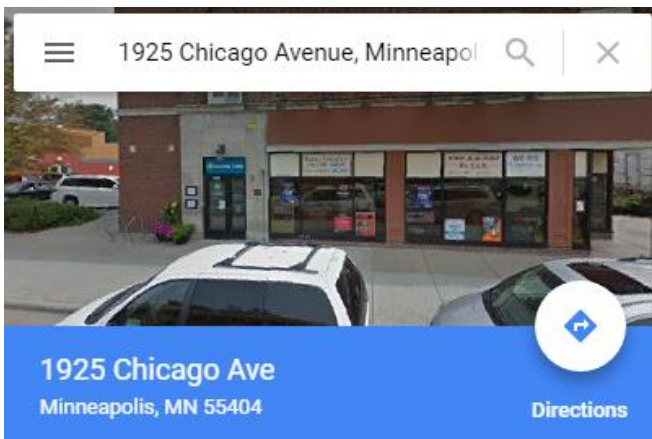


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# MAPPING & DIRECTIONS

Google Maps ([www.google.com/maps](http://www.google.com/maps)) is a popular mapping website

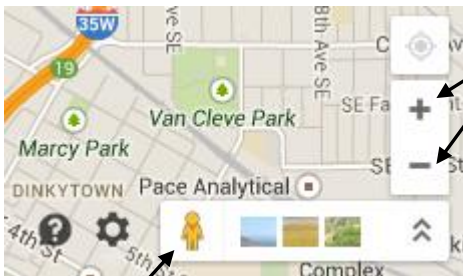


Along the left side of the page is a white search bar. CLICK once in the bar and type a location address OR name (business names often work with no address) and press Enter

- You will see a map and a 'pin' that shows your location
- The location will also appear with a description along the left. You can read about it or CLICK 'Directions' to find directions from another location.

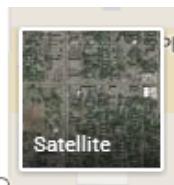
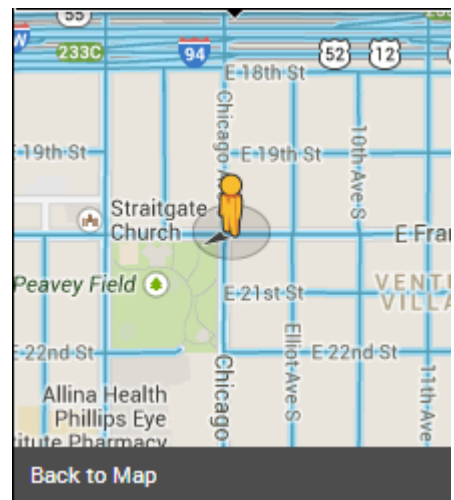
Map Features:

- Zoom in/zoom out
- Satellite view or Street View
- Names of surrounding parks and businesses



**Zoom In/Out** – Zoom in and out of the map for either a close-up or large-scale view.

**Pegman** – Drag this “man” anywhere on your map for a first person, street-view. To leave pegman’s view, click “Back to Map.”



**Satellite** – Click this button to see an aerial view

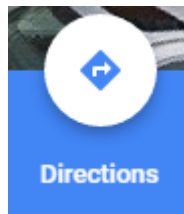
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## DIRECTIONS

1. After typing a location in the search bar, CLICK on the 'Directions' sign:







2. Enter your starting destination on the top line

3. Enter your ending destination

4. CLICK your means of transportation along the top

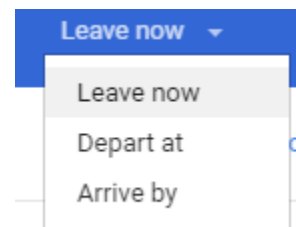
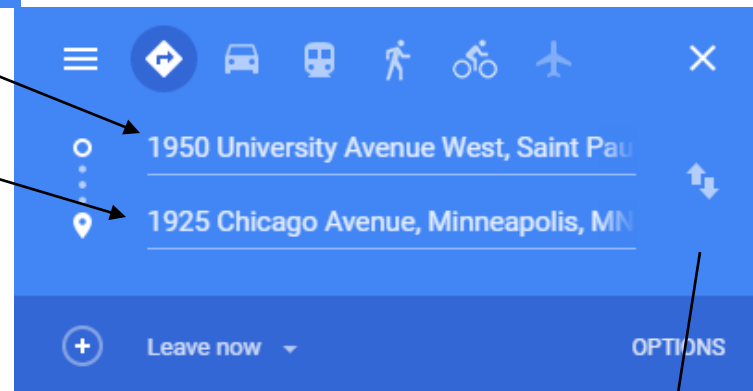
### Means of Transportation

-  CAR
-  BUS/PUBLIC TRANSPORTATION
-  WALK
-  BIKE

**NOTE:** 'Leave now' shows all available routes

-Google Maps will find directions for right now

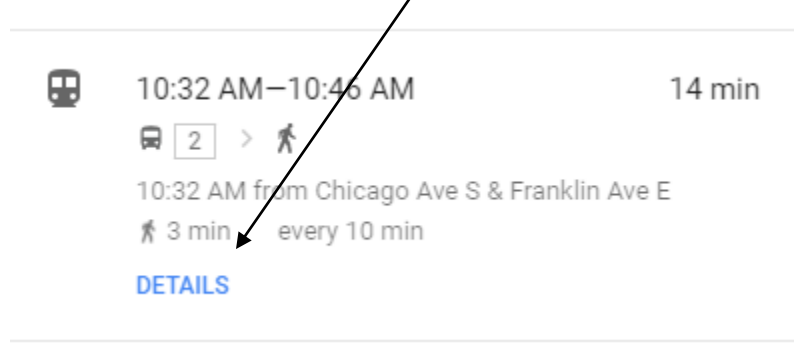
-If you want to take the trip later and need to check the bus route or traffic for that time, you can select **Depart at:** and pick the time you will be leaving OR **Arrive by:** and pick a time you want to arrive at your destination to make it on time



If you want to switch the TO and FROM addresses, CLICK on the up and down arrows to the right:



Once you see different routes listed below, click **DETAILS** to see all the directions of a particular route:



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# FILLING OUT ONLINE PAYMENT FORMS

The screenshot shows a web form titled "Enter a new shipping address" with a close button (X) in the top right corner. The form contains the following fields and options:

- Full name:** A text input field.
- Address line 1:** A text input field with placeholder text: "Street address, P.O. box, company name, c/o".
- Address line 2:** A text input field with placeholder text: "Apartment, suite, unit, building, floor, etc."
- City:** A text input field.
- State/Province/Region:** A text input field.
- ZIP:** A text input field.
- Country:** A dropdown menu currently showing "United States".
- Phone number:** A text input field with a "Learn more" link to its right.
- Additional Address Details:** A section with a "What's this?" link and a paragraph: "Preferences are used to plan your delivery. However, shipments can sometimes arrive early or later than planned."
- Weekend Delivery:** A dropdown menu with the option "Select your preference".
- Security access code:** A text input field with placeholder text: "For buildings or gated communities".
- ☐ Use as my default address.
- Make sure your address is correct:** A section with a paragraph: "If the address contains typos or other errors, your package may be undeliverable." and two links: "Tips for entering addresses" and "APO/FPO address tips".

At the bottom of the form are two buttons: "Use this address" (highlighted in orange) and "Cancel".

## ENTERING INFORMATION ON A PAYMENT FORM:

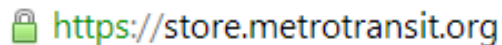
1. CLICK inside the box until you see a blinking cursor
2. TYPE the requested information
  - Remember to type a capital letter for the first letter of your name, city, etc. (ex: Minneapolis)
3. Press the TAB key or CLICK inside the next box
  - Then continue typing

## SECURE WEBPAGES

When entering personal information (like above on a payment form), it's important to make sure the webpage is SECURE. What is a secure webpage?

A webpage with extra security features where users can safely enter personal information

- Online shopping
- Government websites
- Social media (sometimes)



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## FEATURES OF A SECURE WEBPAGE:



## NOT A SECURE WEBPAGE:



1. No lock near the web address
2. No 's' in 'http://'
3. NOT SAFE to enter personal information

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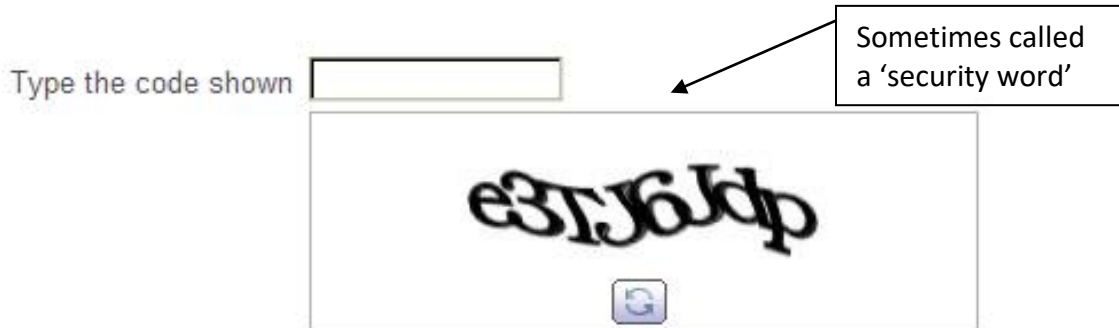
## CREATING ACCOUNTS ONLINE:

- Many different types of accounts or “log-ins” online, including email, bank account, or social media
- Require a USERNAME and a PASSWORD
- Once you create an account or “log-in” for the first time, you can “sign in” with it whenever you want
- Often people use the same username or even their email address when creating multiple website accounts, so they don’t have to memorize several different account log-ins
- Usernames and passwords do not use spaces, but they can use letters, symbols, and numbers
- Usernames and passwords must be typed exactly right in order to work. Make sure that if your password doesn’t use capital letters, you don’t have Caps Lock on!

## CAPTCHAS: type the letters to set up an online account

---

- Sometimes when creating an account, you will be required to enter a CAPTCHA
- Discourage automated computer programs (called “bots”) from setting up fake accounts
- Only actual humans can read the slanted letters



## REVIEW: INTERNET SCAVENGER HUNT

---

1. TYPE [www.wikipedia.com](http://www.wikipedia.com) in the address bar
2. Use Wikipedia to answer this question:

The city of **Recife** is in which South American country?

\_\_\_\_\_

3. Use Google to SEARCH for the Minneapolis government webpage. What is the **URL** (or **web address**)?
- \_\_\_\_\_

4. Go to [www.dictionary.com](http://www.dictionary.com) to find out what the following words mean:

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Amiable:

---

Tenuous:

---

5. Go to [www.cnn.com](http://www.cnn.com). Read at least one news article. Write the title below:
- 

Which web address uses a common domain name?

- A) www.yahoo.cm
- B) www.yahoo.comm
- C) www.yahoo.com
- D) www.yahoo.moc

Which web address uses a common domain name?

- A) www.minnesota.govern
- B) www.minnesota.gov
- C) www.minnesota.fedgov
- D) www.minnesota.govnt

Which email address uses a common domain name?

- A) maria@umn.edu
- B) maria@umn.educ
- C) maria@umn.ed
- D) maria@umn.education

Select the web address that uses a common domain name:

- A) www.ppl-inc.orgn
- B) www.ppl-inc.organ
- C) www.ppl-inc.org
- D) www.ppl-inc.or

# SKILLS ON THE NORTHSTAR ASSESSMENT: INTERNET

---

Correct: (33 out of 33)	
MASTERED WORLD WIDE WEB SKILLS	
✓	Identify an Internet Service Provider and ways to connect to the Internet.
✓	Demonstrate knowledge of browsers and identify commonly used browsers.
✓	Identify a website.
✓	Identify a homepage.
✓	Identify common domain types.
✓	Demonstrate knowledge of ways to increase Internet safety for children.
✓	Demonstrate knowledge of antivirus software.
✓	Avoid providing financial information unless on a secured website.
✓	Correctly enter a security code.
✓	Fill out an online form.
✓	Identify the address bar and enter a URL address.
✓	Identify browser toolbar buttons and use them correctly.
✓	Identify search engines and enter search terms into the search engine.
✓	Use scroll bars.
✓	Use a hyperlink to access other webpages.
✓	Create a new tab, open a webpage in a tab, and move between tabs.
✓	Identify a pop-up window and close it.
✓	Enable an individual pop up window.

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