

Internet Fun

**A Very
Warm
Welcome
to the
Exciting
World of
Computers**



**Let's get
Started
- It's easy
with my Step-
by-Step
Instructions**

Step - by - Step Tutorials



These Step-by-Step Tutorials are being taught at several High Schools, Community Centers, Retirement Villages and Public Libraries in Western Australia. They can now be downloaded from:

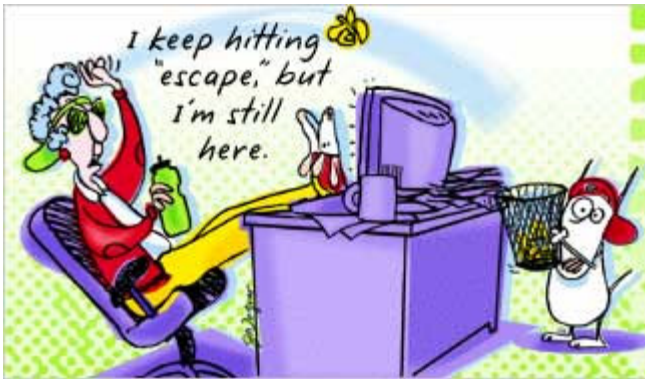
<http://www.a-to-z-of-manners-and-etiquette.com/computer-tutorials.html>

Course Originator and Author: Morna-Dawn Jacobs

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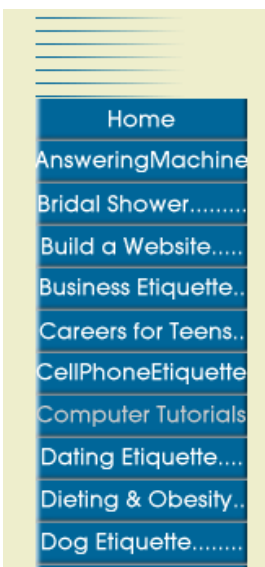
Hi there – this is really a fun lesson.

Let's go SURFING!!



No no not the ocean
the net ... the INTERNET!

Before we get started, just a few hints and pointers for you to keep referring to:



This part of the browser page is called the Navigation Bar (Navbar). Also known as the **Table of Contents (TOC)**.

It is usually on the left hand side of the screen or at the top of the screen. Sometimes it is in both places.

These are 'links' to a new page which may be part of the same website or it could be a link to another website.

If you left click your mouse on one of these links, a new page will open.

If you wish to go back to the original page you had, all you have to do is look to the top left hand corner of your screen. See this



green arrow? Just left click your mouse pointer on it and you will be taken back to where you started from. If the arrow is faded, clicking it will produce no result.

These Navbars/TOC's would typically have links to pages titled:

- Home** - this is the main page of the website
- About Us** - will tell you something about the author of the Website
- Contact** - will give you an email address, phone number or mailing address where you will be able to contact the author
- Sitemap** - this provides a useful overview of the website

Now let me introduce the

Metamorphic mouse





Yes, that's the cute little mouse-like object you use to move around your computer screen.








The mouse pointer or cursor as it is called comes in various shapes.

Each shape means something. You have to keep a sharp eye on it - it can change in a flash!!

Let me give you a few examples:


- Mostly the cursor you will see on your screen will be one of these   when you are typing.

Whenever you see either one of these cursors on your page, that will be the exact position where your typing will start.

- This cursor means a program is loading and you must wait 
- When the cursor changes to a hand with a finger pointing, that is showing you to click your mouse on a link to take you somewhere else. It could also mean you can hold down your left mouse button and use the hand to move your page up or down. 
- If when you click on a picture, item or graphic and your cursor changes to look like this  it usually means if you hold down your left mouse button now you should be able to drag (move) the item to another spot on the page.
- If the cursor changes to look like any of these arrows     it usually means you can now hold down your left mouse button and either make the object small or bigger by



dragging the mouse either inwards, outwards or diagonally across the page.

- Sometimes when you click on 'Help' the cursor will change to a question mark like this  - then when you click on the part you were querying the answer will appear in another window on the screen.

Ok. NOW we can get started

At home you will probably see this little icon on your DESKTOP... If you cannot find it, this is what you do:

1. Click on **START** – you will find it in the bottom left hand



corner of your screen.

If you still don't see the Internet Explorer icon there,

2. Hold your mouse pointer over the word **PROGRAMS** – a menu will pop out to the side.

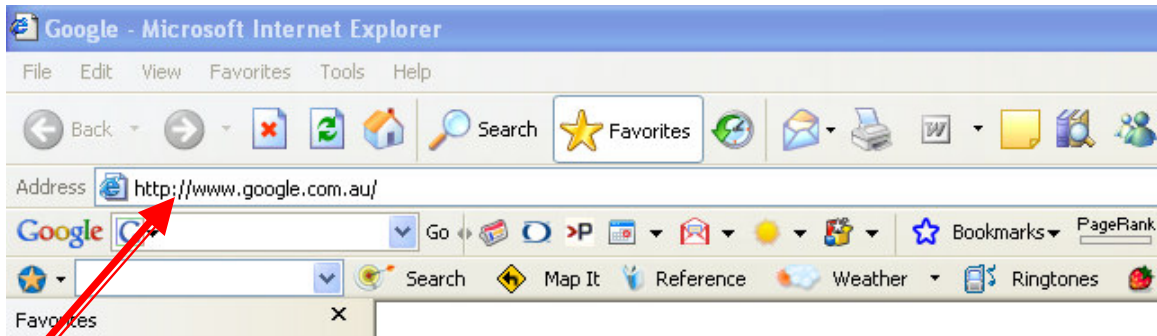
Now look for the icon

See it?

3. Click on it.

An internet page will open for you. Look at the top of the screen, you will see an area where you can type an address – it looks a little like this:

Step-by-Step Tutorials - Internet Fun



This is where you will type the new address. To do this just follow the steps below:

4. Click in the address bar. The address that is there should be highlighted now. If it is not, hold down your left mouse button and drag it across until the address is shaded in blue. Delete the old address there by hitting your DELETE key.
5. Now type in the following address. Do this carefully and remember there are no spaces between the letters. Hit the ENTER key when you have typed the address. I know you must have seen this web site before – that is where you may have found this lesson (smile).

www.a-to-z-of-manners-and-etiquette.com

It will work even if you leave out the hyphens (-) between the words, e.g. **a to z of manners and etiquette** and hit enter.

You will be taken to a page listing various sites using those words. Click on the **FIRST** entry to open our website.

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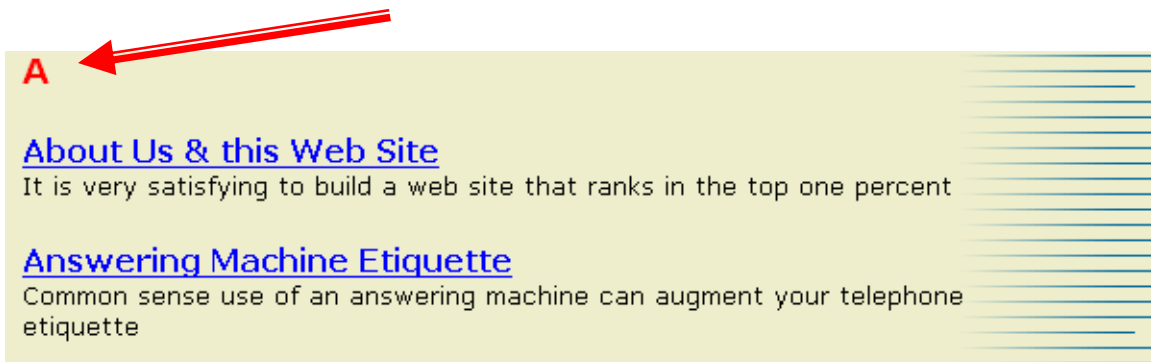
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6. Click on the 'A' in the alphabet at the top of the page



7. Click on the 'About Us' listing under the A's

8. (Smile) Yes, some familiar faces for you to scrutinize.

Please read this page, not because I want you know about

'us' but because I wanted you to read how to go about

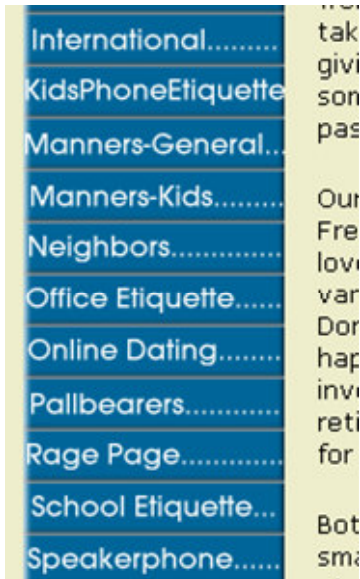
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authoring a web page. It is not easy, but it is attainable and it is also a bunch of fun.



9. Next, click 'RAGE PAGE' on the navigation bar on the left side of the screen.

Read some of the stories from people all over the world.



You are going to add your comments or 'story' or 'pet hate' to this page.

10. When you are ready, look to the left Navigation bar again. This time I would like you to click on 'Contact Us'

Ah, what do we have here?

The Interactive Visitors Forum



[Questions?](#)
[Comments?](#)

Interactive Visitors Forum

Please note that all fields followed by an asterisk must be filled in.
Your story in about 20-30 lines. Please keep it relevant, short, witty, outrageous, interesting or all of these

First Name*

E-mail Address*

Country*

11. Click in the space provided and type something of interest as the black writing above the box asks. Next, hit the 'Tab' key to fill in your Name

and Email address.

12. Then to fill in the 'Country' click the down arrowhead to open the dropdown menu so that you can choose and click on the correct country.

13. Click to send the email.

Please don't worry you will not receive any junk mail from our site. Nor will your email address be passed on to anybody.

- 14. Spend some time exploring our website; I'm sure you will find some interesting facts and stories.**
- 15. Feel free to click on the adverts as well if you are interested in anything being advertised, there's no obligation!**
- 16. If you feel like a little relaxation, why not type in the following web addresses in the address bar and try out a few free games?**

Lots of little fun games to relax you.....

ORISINAL

GAMES



www.ferryhalim.com/orisinal/q2/applegame

or try out this one, Mahjong is a game everyone enjoys

http://www.spintop-games.com/mahjong_game_download/mahjong_escape.html?qclid=CNKfyKan9Y0CFRAjhgodeG7D

LQ



I've selected some web sites that may or may not be of interest to you. This exercise is merely to show you an example of what is available to you on the internet. So what are you waiting for? Let's zoom around the world on a mouse!



At last that impossible rodent has a use!

Recipes

Let's get started.

Maybe you are interested in cooking? Why not try this site, don't forget, all you have to do is type in the web address. If you like the site, save it to your favorites list.

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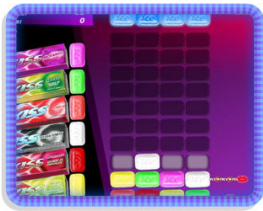
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<http://chitterlings.com/>

or perhaps you would like a bit of Aussie cuisine?

<http://fooddownunder.com/cgi-bin/search.cgi?q=biscuit>



Games

<http://www.devworks.com.br/webgames/categoria.asp?lingua=en&pag=6&jogo=8>

OR

<http://www.ferryhalim.com/orisinal/g2/applegame.htm>

Or maybe you need some nice graphics for your greeting cards?

Looking for a special picture for a card or email? Try this web site:

Graphics?



[4th of July](#)

4th of July Holiday Animations



[Airplanes](#)

Animated Airplanes & Helicopters



[Aliens](#)

Animations of Aliens and Creatures



[Animals](#)

Animal Animations



[Arrows](#)

Animated Arrows and Pointers

<http://www.animation-station.com/>

Your daily horoscope "

<http://www.homepaggers.com/daily/daily1.html>



Taurus



Aries



Libra

Want to buy something?
Want to sell something?

<http://www.ebay.com/>

Buy DVD's or CD's?

Want to buy DVD's or CD's?



<http://www.dvdorchard.com.au/>



That is just a small taste of what is available. Don't be afraid to search for anything of interest to yourself, you will be surprised how much information is available to you.

Hope you enjoyed this lesson. If you did, please browse through all my tutorials on our a-z of Manners and Etiquette web site, I'm sure you will want to download the lot! (smile)

END

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