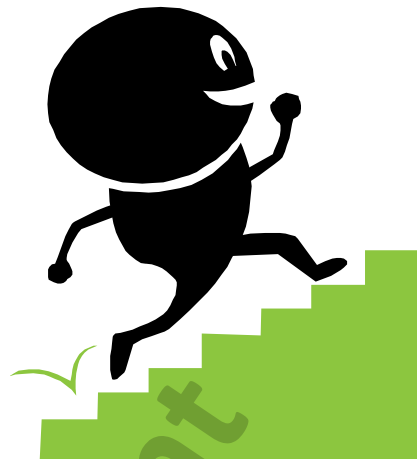


# Easy Way



***Teach yourself...***

**Microsoft  
Internet Explorer 8**

- ☒ Easy to follow
- ☒ Step-by-step instructions
- ☒ Written in plain English

*A Cheryl Price Publication*

## **Easy Way - Microsoft Internet Explorer 8.0**

This book is designed to teach Microsoft Internet Explorer 8.0. It contains simple step-by-step exercises to guide you through the learning process.

The process of consolidation and accumulation of learning is unique to the Cheryl Price books.

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Cheryl Price  
T.Dip.WP, T.Dip.T

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Sample Document

Sample Document

## Section

# 1

## Internet Explorer 8.0 Getting Started

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### Learning Outcomes

*At the end of this section you should be able to -*

- ☐ Define the Internet and the World Wide Web
- ☐ Explain some services available on the Internet
- ☐ List advantages and disadvantages of the Internet
- ☐ Connect to and disconnect from the Internet
- ☐ Move around the Internet using a web browser
- ☐ Understand and use hyperlinks

Sample Document



# Understanding the Internet

## What is the Internet?

**Definition:** The Internet is an international network of millions of computers that allows you to access and transmit information.



The Internet provides you with the ability to communicate and interact 24 hours a day with people from all corners of the world.

In addition to being able to access huge databases of information on millions of different subjects, the Internet also includes social networking services, video, discussion forums, mapping tools, and communications tools like email, chat, webcam, and telephone services.

Commercial opportunities on the Internet are endless, where business enterprises can globally conduct business through the Internet, including online sales, financial transactions, information dissemination and consumer research.

## The Client/Server Model

The computers that make up the internet perform one of two roles, a 'client' or a 'server'.

### Client

A client is a computer or application that receives or accesses the services provided by a server. Client computers are usually devices like:

- Personal Computers
- Laptops
- Mobile Phones and devices such as an iPad
- Other internet connected devices, like a Digital Television decoder, or an internet connected camera, or weather station

### Servers

A computer server is simply a powerful type of computer that provides internet, file, or print services to other computers.

Although a server is usually a large powerful computer, any computer can technically become a server if it **shares a resource with another computer**.

For example, if your home computer shares a collection of music files to a laptop on your home network, it is a server (albeit a very simple one).

Typically however, a server is a computer stored in a secure and temperature controlled environment, often in large racks. They will have large amounts of disk space, memory, and have a fast processor.



*A rack mounted server.*

Servers typically provide services such as websites, email, video, and files.

## **Clients, Servers, and the Internet**

Clients and servers talk to each other across a **computer network**, and the connection of many clients and servers together is the founding principle of the Internet.

## **The World Wide Web (www)**

The World Wide Web is an international network of computers (clients and servers) that is accessible from any PC in the world. It allows you to view and access services, information and entertainment pages. Web browser software is required to view and access information on the Internet. The use of a web browser to access the world wide web is commonly referred to as “surfing” or “browsing”.

The Web, as it is commonly abbreviated, is the essential reason that the Internet has grown so fast. It is one of the ways that information can be shared across the Internet, and it uses its own protocol to do this. This protocol is the hypertext transfer protocol, or HTTP.

The evolution of the World Wide Web service has expanded the Internet even more by offering ease of use and a graphical interface. It is an interactive interface combining text, sound, animation, movies, and graphics (multimedia).



The power of the Internet can be summarised by the phrase:

ACCESS TO INFORMATION!

## **Other Internet Services**

The world wide web is so widely used that many people assume it *is* “The Internet”. In fact, there are many other Internet services.

### **Electronic Mail**

Electronic mail (email) allows users to send messages and documents to any other user connected to the Internet, whether they are in the same building, or on the other side of the world. Electronic mail is one of the most widely used tools on the Internet, with most users having an email address for sending and receiving mail. Email is discussed in more detail later in this book.

### **Internet Phone and Webcam Chat**

To use Voice over IP (VOIP) you must have Internet phone software (eg Skype), a microphone/headset, and a webcam. You can talk and video conference to another person in the same or different country using your Internet connection.

### **Newsgroups**

Newsgroups (or Usenet) are an established part of the Internet and comprise many thousands of groups where users can read messages and add messages of their own. (Similar to a discussion group or noticeboard.)

Because there are so many newsgroups, a user must decide which newsgroups to subscribe to. These are normally groups that you have an interest in, eg if you are a Star Trek fan you would subscribe to that newsgroup. Most newsgroups are named descriptively to make your choice simpler.

Newsgroups have now largely been superseded by WWW based discussion forums, email lists, and blogs. Unlike these later services, newsgroups do not require any registration, and have remained popular amongst some user groups.

## **IRC (Internet Relay Chat)**

“Talking” on the Internet using chat rooms is a popular recreational pastime. A chat room is a virtual place where people of similar interests can “meet” and communicate by typing onto a screen that can be seen by all participants. An attraction of chat rooms is that communication is instant – almost as if you were having a conversation.

## **FTP (File Transfer Protocol)**

FTP is used mostly by website developers, to upload files to their web host. An ‘FTP client’ is used to make a connection to a server, where files can be downloaded and uploaded. Many of these same actions can now be performed via the WWW also, but FTP is still very popular as it is fast and good for working with large files.

## **Advantages**

You can -

- Search for information.
- Work with people across the world by file sharing and email.
- Advertise yourself or your business on the Internet.
- Store and share information.
- Connect with friends and relatives via social networking tools.
- Shop for products through online stores.
- Publish and market material across the Internet.
- Listen to radio, watch tv, video conference and use an Internet Phone and software, eg Skype to talk to someone.
- Get up to date information on news to hand.
- Send and receive information on a variety of topics using mailing lists and forums.
- Chat with people with similar interests
- Use online maps to find an address, view street level photography, or see satellite imagery.

## **Disadvantages**

- The speed of access depends heavily on your local Broadband infrastructure. Users who have dialup access are limited in their use of the internet, as many features will not work on slow connections. Even users with broadband are still reliant on the speed provided by their telecommunications company.
- Using the Internet can be expensive in requirements of hardware, software, service provider charges, usage etc.
- Issues of cost and access can lead to people in low socio-economic sectors being disadvantaged when it comes to internet access. This problem is known as the ‘digital divide’.
- If you do not use the correct keywords and a search engine effectively you can be searching for specific information for hours!
- The Internet is not censored. It therefore contains incorrect information, illicit sex, pornography and foul language.



## Browsing the World Wide Web

The World Wide Web or WWW is a graphical Internet environment, and a Web Browser is required to view the content. A web browser is a software application that provides controls and tools for presenting and organising the content on the world wide web.

Web pages are constructed in a file format called HTML (**H**ypertext **M**arkup **L**anguage). “Hypertext” lets you link or jump from one page on the web to other pages by creating “hyperlinks” that can be in the form of text or pictures.

A web browser allows you to “browse the Net” (also referred to as surfing) by clicking on hyperlinks to enable you to move to other pages.

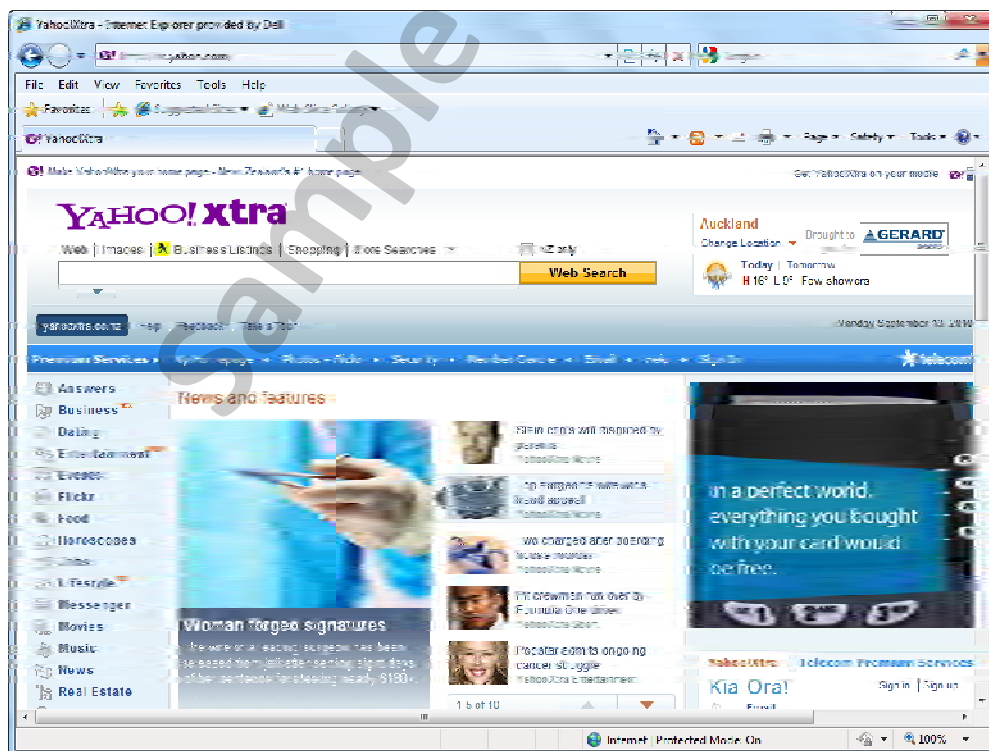
Two of most popular web browsers are Microsoft Internet Explorer and Firefox, but others such as Google Chrome and Safari are also popular.

Different browsers perform essentially the same functions, but each has slightly different interfaces, and differing claims on speed and features.

The address of a web site on the Internet is called a URL (Uniform/Universal Resource Locator). When browsing the World Wide Web it is a good idea to note down interesting pages so that you can visit them again later. It is possible to add these pages to a Favorites feature so you can return to them easily when desired (see page 36).

Sometimes the Web site you are trying to visit is not available. If you get an error message and cannot connect to a site it does not necessarily mean that the site has been removed. You could try again later. Other people may be accessing the site at that particular time which indicates it is busy, or unavailable.

When you first start your browser, the default browser home pane, or possibly your Internet Service Provider’s logo and information page may appear. You can also set your own custom home page.



Internet Service Provider Xtra's Home Page

## Understanding web sites

A web site is a group of web pages connected together by links (called hyperlinks). The Internet is made up of millions of web sites that contain information. On a much smaller scale, a comparison could be a bookstore with various magazines. Each magazine targets a specific audience – each web site provides the same information but on screen with links to pages within the web site.


There are many different types of web site. Some of the most popular types of web site, and their definitions, are:

- **Online store** – a web site that is equipped with electronic commerce (known as ecommerce) features, and can take payment for a range of goods. (eg [www.amazon.com](http://www.amazon.com), [www.wotif.com](http://www.wotif.com)).
- **Blogs** – on online diary or column, normally written by one author. (eg [www.publicaddress.net](http://www.publicaddress.net)).
- **Wikis** – a collaborative and easily edited web site where the community writes and moderates the content. (eg [www.wikipedia.org](http://www.wikipedia.org)).
- **News** – a news media website, which presents news stories, videos, and images. (eg [www.bbc.co.uk](http://www.bbc.co.uk)).
- **Social Networking sites** – sites that facilitate connections and communication between people with shared interests. Typical features include adding friends, playing games, and sharing images, status updates, and personal messages, eg [www.facebook.com](http://www.facebook.com), [www.twitter.com](http://www.twitter.com).
- **Content Management Systems** – sites used for updating and managing large amounts of content. These are usually used by large businesses or government departments, where creation of web content is delegated to different parts of the organisation, eg [www.winz.govt.nz](http://www.winz.govt.nz), [www.cricinfo.com](http://www.cricinfo.com).
- **Search engines** – sites which collate other web site address and provide search features (see page 61).
- **Basic HTML website** – a very simple small web site, with only a few pages, and no advanced features. These were common in the early days of the world wide web, eg <http://users.ox.ac.uk/~lina0174/Saunders.html>.

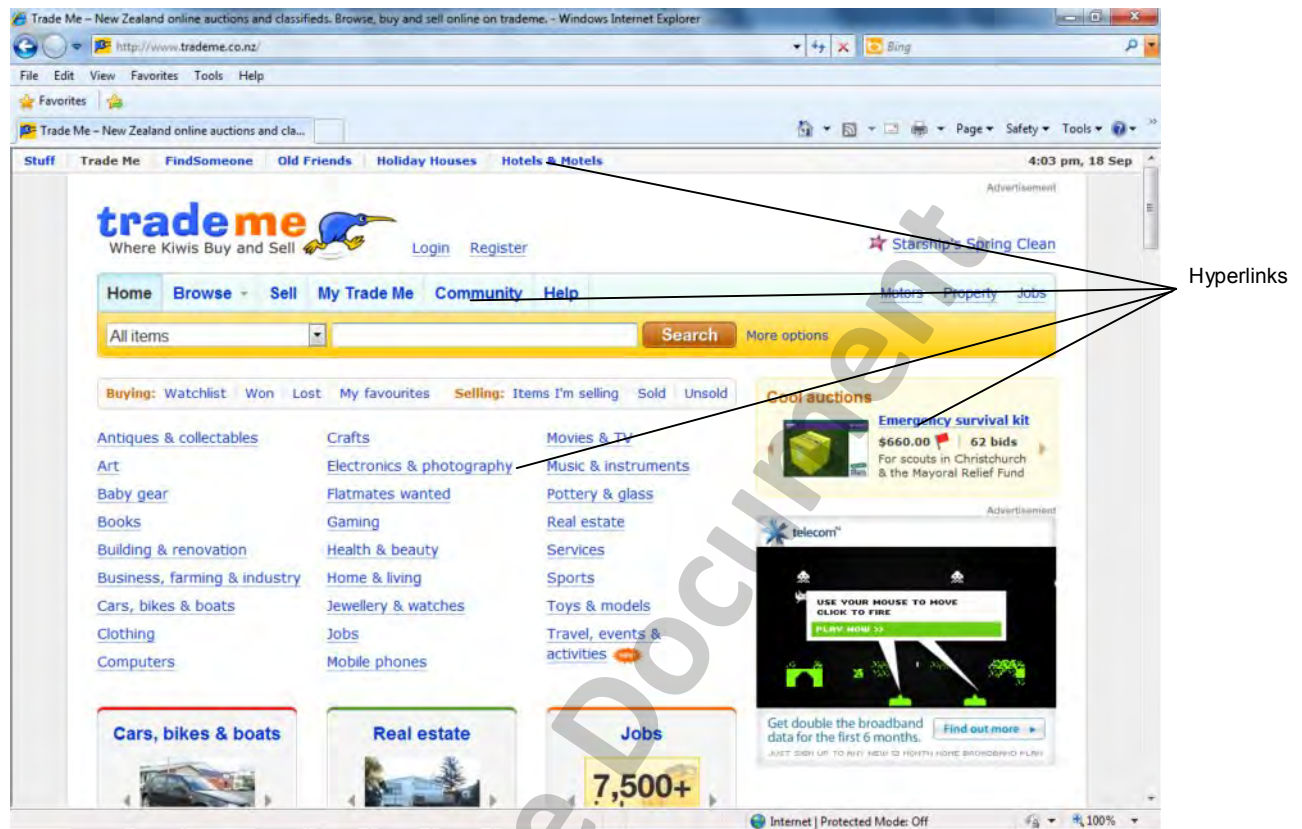
The shared defining features of all these web sites are:

- The use of hyperlinks to connect different web pages.
- The use of the HTTP protocol in the web site URL
- The use of HTML in the design of the web page.

## Hyperlinks

Web pages include hyperlinks which can be text or pictures. When you move the mouse pointer onto a hyperlink it will display as a hand .

Clicking on a hyperlink moves you to another position on the current page you are viewing, or to another web page in the same web site or to another web site. An example of a web site with hyperlinks is shown below.

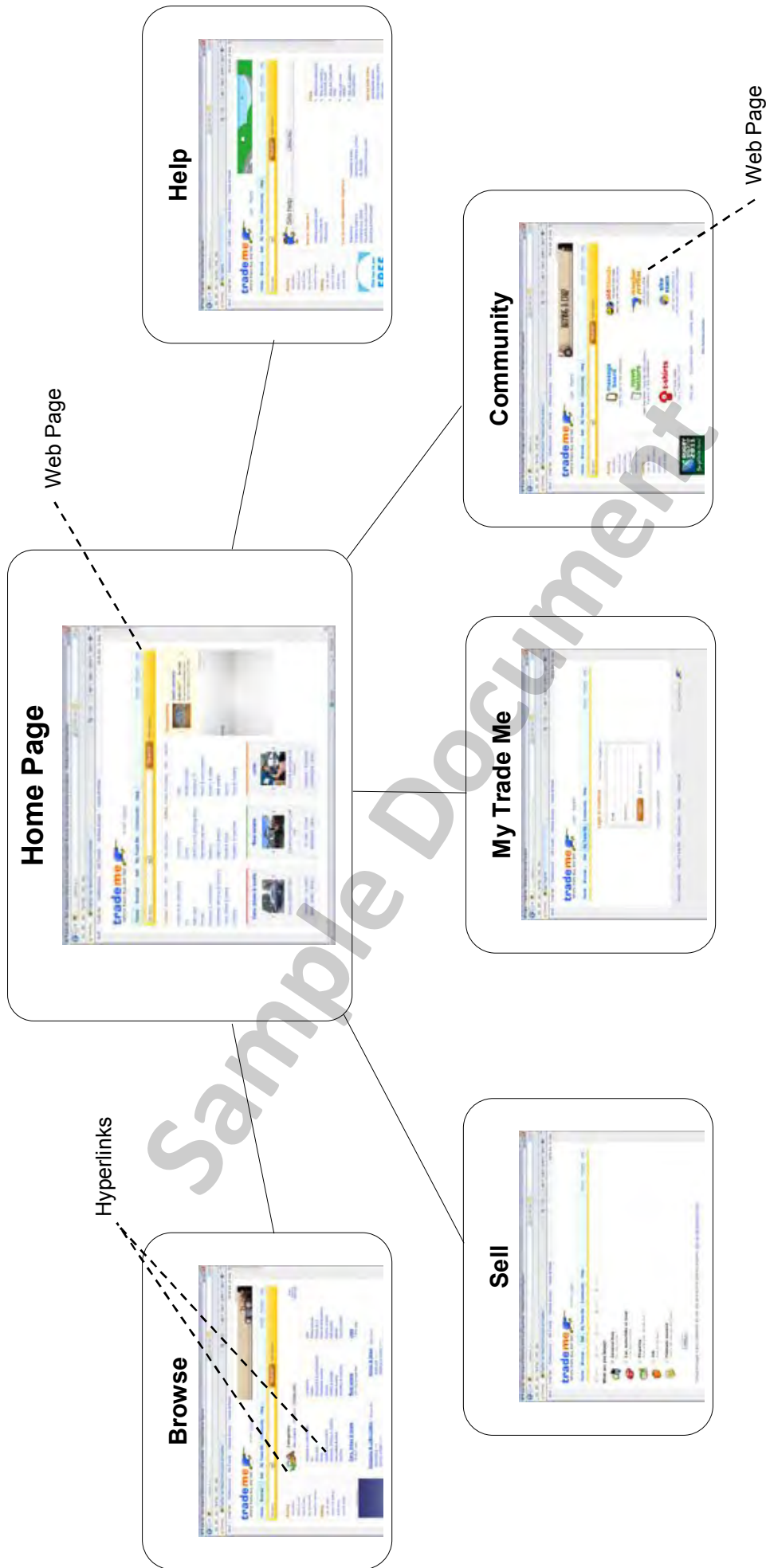


“Home Page” is the term given to the first web page that you view when entering the Internet. The first page of a web site is also referred to as the home page.

The following page shows the structural layout of one of New Zealand’s busiest websites, TradeMe.co.nz.



# TradeMe.co.nz - Web site



## Layout of a web page

When you start “surfing” through the Internet you will become familiar with the layout of various web sites. Many web sites separate the screen into sections to allow you to navigate to information contained on different pages. Frames may be used, allowing you to scroll down to view specific information or hyperlinks. Some frames will remain static and will not change when you scroll or click on a hyperlink – these are sometimes referred to as banners.

An example, using [www.amazon.com](http://www.amazon.com) is shown below.

This navigation bar remains on the screen but changes depending on the tab selected

Displays daily information about new products and specials, etc

Scroll down to view special options

The screenshot shows the Amazon.com homepage with the following elements:

- Header:** Amazon.com logo, navigation links (VIEW CART, WISH LIST, YOUR ACCOUNT, HELP), and category tabs (WELCOME, YOUR STORE, BOOKS, APPAREL & ACCESSORIES, ELECTRONICS, TOYS & GAMES, DVD, CARS, SEE MORE STORES). A "Your Gold Box" icon is also present.
- Navigation Bar:** A blue bar with links to INTERNATIONAL, TOP SELLERS, TARGET, TODAY'S DEALS, and SELL YOUR STUFF.
- Business Account Prompt:** A yellow banner stating: "Buying for your business, organization, or school? You need a [corporate account](#)."
- Search Section:** A blue box with a search bar (All Products), a GO! button, and text: "FREE Super Saver Shipping on orders over \$25! Restrictions apply".
- Sign-in Prompt:** Text: "Hello. Sign in to get [personalized recommendations](#). New customer? [Start here](#)."
- Mother's Day Gifts:** A promotional banner for "Mother's Day Gifts" featuring flowers, with text: "Flowers with free vase for only \$29.99" and a "Shop now" button.
- She's Worth It:** A promotional box for Mother's Day with a purple flower icon and text: "Shopping for Mom? Choose [Mother's Day Guaranteed Shipping](#)."
- Web Search:** A blue box with a search bar, a GO! button, and text: "Powered by Google".
- Browse Section:** A blue box with the text "BROWSE" and "Featured Stores".
- Movie Promotion:** A small image of a movie poster for "Talk to Her" with text: "Oscar®-winning writer Pedro Almodóvar makes another masterpiece with the passionately intoxicating [Talk to Her](#), coming to DVD."
- What's New:** A blue box with a "WHAT'S NEW" header, a "6" icon, and text: "Already a customer? [Sign in to see what's New for You](#)." and "New customer?"

Many websites also allow you to easily change the layout to suit your own wishes. In the example below ([www.bbc.co.uk](http://www.bbc.co.uk)), notice that the ‘Sport’ section is jutting out from the others. This is because it has been picked up using the mouse, and is in the process of being ‘dragged and dropped’ into a new location on the page.

The screenshot shows the BBC News website interface. At the top is a navigation bar with the BBC logo and links for Home, News, Sport, Weather, Travel, TV, Radio, and More. A search bar is on the right. The main content area is a grid of news stories. A red box highlights the 'Sport' section, which includes headlines like 'Pakistan snatch win over England' and 'Hicks to target Liverpool buyout'. A red arrow points to the 'Spotlight' section, which features a story about passengers still awaiting compensation for a volcanic eruption. The 'Spotlight' section is being dragged and dropped, as indicated by the red arrow and the text 'The Sport section being 'dragged and dropped''.

**Note** Many web sites are updated regularly and will therefore be different from the illustrations in this book.



## The Internet vs an Intranet

We have already learned that the internet is a global network of computers, available to any PC in the world.

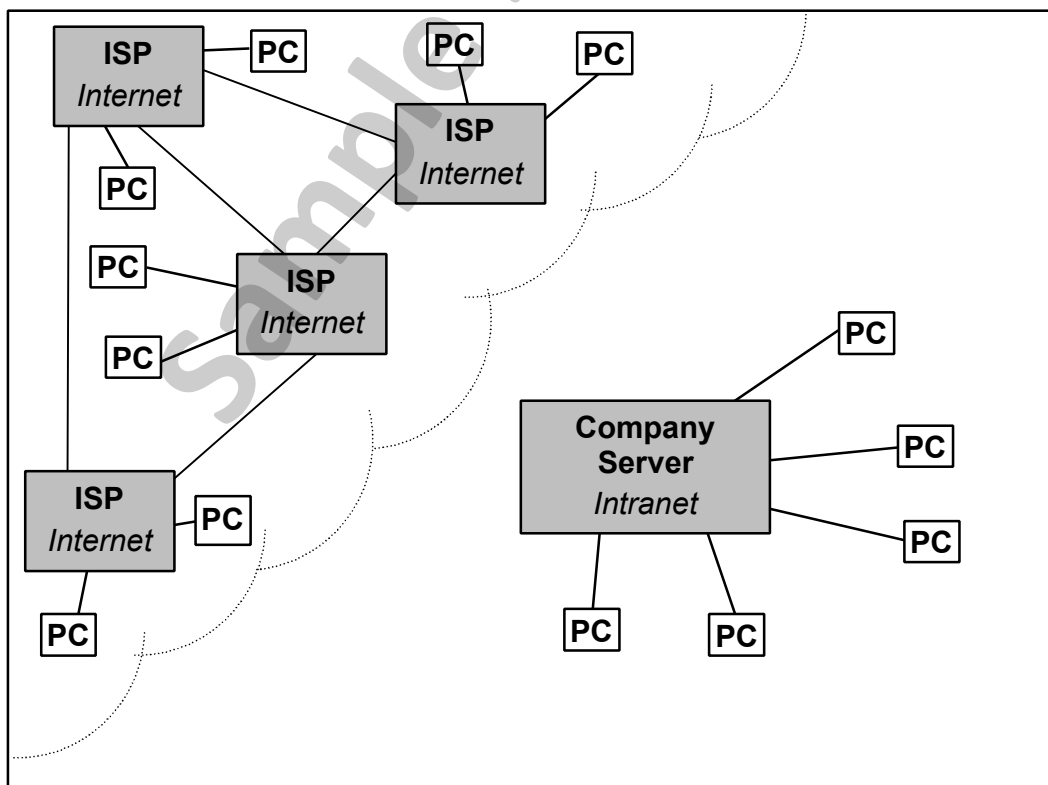
An **Intranet** is based on the same client/server and HTML principles as the Internet, however, unlike the Internet, an **Intranet is a private internal network**.

Intranets are typically used by business or organisations to securely manage and deliver their private content to their employees. Users may have to enter a username and password to access the content, or they might only be able to access the websites when physically located in their employer's office.

An intranet may include tools like:

- Document management systems
- Customer relationship systems
- Wiki websites or other knowledge capture systems
- Private blogs or online newsletters
- Project management tools
- Specialist applications such as government benefits or tax systems.

A simple intranet might be one web page protected by a username and password, or it might be a huge complex network of servers and applications. The defining feature in both cases however, is that only authorised individuals can access the intranet. An intranet is not accessible to a normal anonymous web surfer.

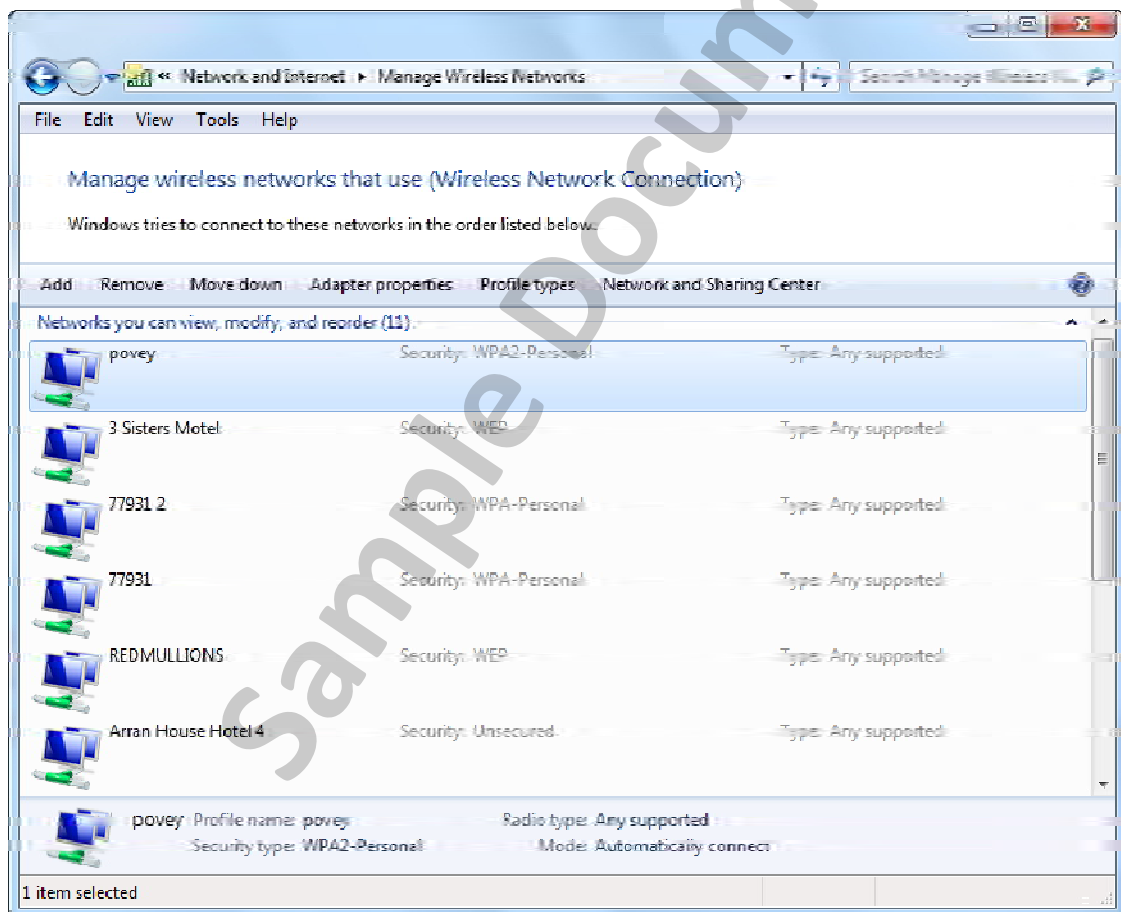


# Connecting to the Internet

Before you can use a browser to surf the world wide web, you need to connect your computer to the internet. This can be achieved in a number ways, including:

- Establishing a Broadband connection to your home or office using an ISP company (such as Xtra, Vodafone, or iHug), and then using either a wireless router or network cable to connect to the ISP's service.
- Using a dialup modem to connect to an ISP's dialup service.
- Making a wireless connection to a public wireless 'hotspot', like in an airport, hotel, university, or café. This usually requires a username and password, and incurs additional charges.

For example, in Windows 7 (using the aero theme), you can see what wireless networks are available by opening the Windows Control Panel, and clicking on 'View Network Status and Tasks'. In the left hand sidebar, click on 'Manage Wireless Networks'. (This will only work if you have a wireless network adapter installed and enabled on your computer).



Most ISPs and public wireless hotspots will provide instructions on how to connect to their specific service.




# Using Internet Explorer 8

**Note** Some screenshots and buttons may appear slightly differently on your computer. How they look may depend on your version of Windows, and on the particular Windows theme you are running.

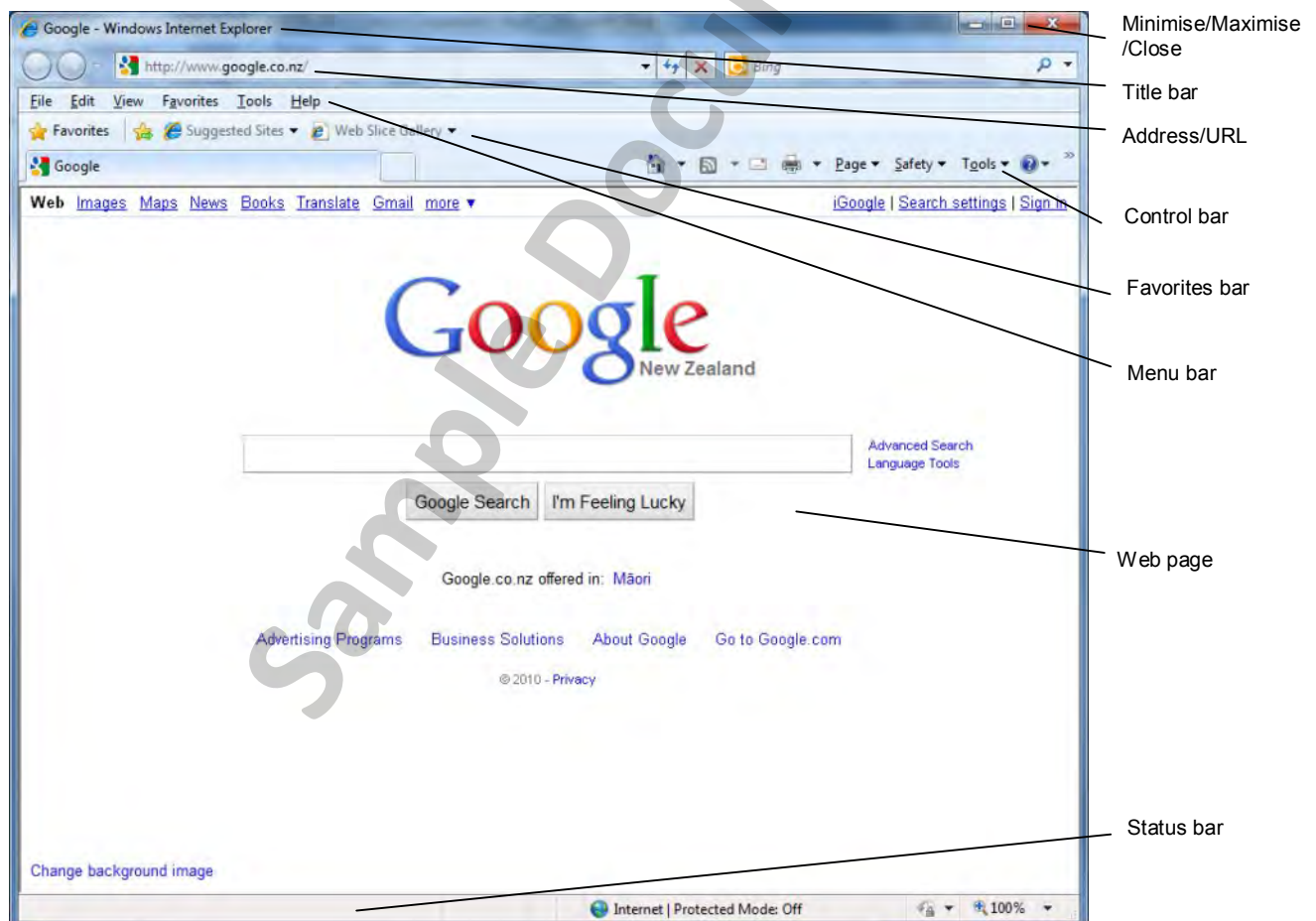
## Opening Internet Explorer

### Exercise 1

First connect to your Internet Service Provider.

- From the Windows Desktop, double click on the Internet Explorer icon 
- OR click on the Start button and select Internet Explorer 
- OR click on the Launch Internet Explorer Browser button  on the Taskbar.

## Microsoft Internet Explorer 8 Window




## **Title bar**

The name of the web site you are currently viewing and the title of the program (Windows Internet Explorer).

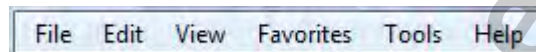
## **Address/URL**

The current address of the web site shown on screen. To move to a different web site, click in the Address box, type the address then press Enter. An Internet address is called a URL (Uniform Resource Locator or is sometimes called a Universal Resource Locator), for example, [www.cherylprice.co.nz](http://www.cherylprice.co.nz)

Clicking on the  at the right of the Address section displays previous web sites visited (when an address has been physically typed in).

## **Menu bar**


A menu bar which has pull down menus, used to access features of Windows Internet Explorer.





### **Note**



If the menu bar is not displayed right click on a blank area at the top of the window and select Menu Bar from the toolbar list.

## **Favorites Bar**

The Favorites bar is a quick access menu for your favourite links. You can drag and drop a URL from the Address Bar (using the symbol displayed at the left of the web address  <http://www.cherylprice.co.nz/>) onto your Favorites bar.

Alternatively, you can click on the  button to add the current page to this toolbar. To display your Favorites list from this tool bar, click on the  button.

## **Browser Tabs**

Each web browsing session can be opened in a new tab. To open a link in a new tab, right click on the link on the Favorites list, and select **Open in New Tab** or you can open a new web site by clicking on the New Tab button . You can then toggle between your pages by clicking on each of the tabs on the toolbar as shown below. (Clicking on the  will display the names of the web sites.). The Browser tabs are closed when you exit from Internet Explorer.



## **Command Bar**

The Command Bar includes the Home button, as well as more Internet Explorer options, including print, browser history, and internet options menus.