

Internet



How to use these workbooks

- These workbooks have been created to assist adults working with students in schools.
- They are designed to help pupils develop basic computer skills through activities and 'Hints and Tips' pages which guide you through how to do different tasks.
- The workbooks are made to assist with Microsoft Office software, and as such will work best using these programs. They can be used in other applications (for example RM Number Magic) but instructions might be different, so we would advise against doing this.
- The work books cover the following areas, and should be completed in the following suggested order:
 - ✓ Introduction
 - ✓ The Internet
 - ✓ Word Processing
 - ✓ Spreadsheets
 - ✓ Power Point
- The activities are broken down to suit all levels of students. The red tasks begin an activity and should be completed by all students. Those who complete these tasks easily, or who want a further challenge, can move on to the blue tasks. The green tasks are for pupils who have completed the other two tasks and still want to know more.
- The Hints 'n' Tips pages can be used to help a student through the activity, or they could be used as stand alone lessons.
- There are 'Checklists' at the back of each pack. These can be used to ensure the student has learnt everything in the pack, or they could be used at the beginning to ascertain whether the student is familiar with the application already.
- The quizzes at the end of the packs will provide some light entertainment for the student, and enable the adult to check that they have understood the application.
- On successful completion of the course and the quiz, the certificates on the back page can be photocopied, signed by the adult, and given to the student to recognise their achievement.

Copies of the worksheets, certificates, and extra information can be found on the Tower Hamlets Education Business Partnership website – www.thebp.org/cp.htm

THESE WORKSHEETS HAVE BEEN PLANNED AND DESIGNED WITH THE HELP OF: HEATHER DEACON, NICOLA JONES AND AUREORE MELARD DE FEUARDENT.

A BIG THANK YOU TO THEM, THE ROYAL BANK OF SCOTLAND GROUP AND RT IT CONSULTING.



What is the internet?

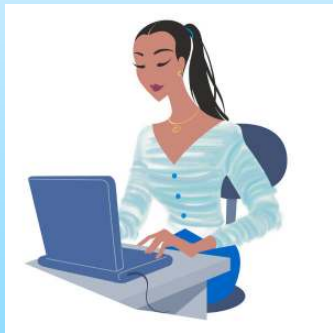
- The internet, also known as the World Wide Web is a little bit like a HUGE book that everyone can have access to via a computer; it has an endless amount of pages where people can write and display things.

- It is often used to:

- ✓ Shop
- ✓ Research information (e.g. search tools)
- ✓ Send information from one computer to another (e.g. email)
- ✓ Upload information or applications for other people to learn (e.g. typing course)



What am I going to do?



- Generally learn how to use the internet by retrieving information about something that you like, for example; a football team, a singer, a writer, maybe an animal.
- Practice moving around on the internet, send an e-card if possible and register for an online typing course so you can practice your typing!



• **Computer Partners:** Note that an email address is required for some of the activities. Please ask your school if it is possible to set the child up with an email address or if there is an address that could be used.

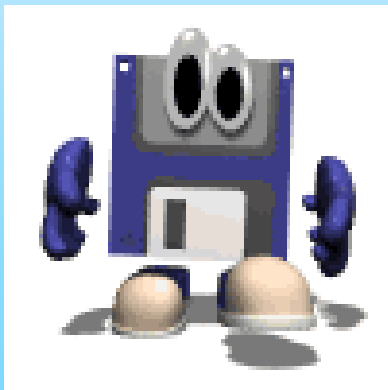
• **School Coordinators:** Please check and make sure the following sites are accessible on your computers - www.google.co.uk, www.yahooligans.com, <http://cards.webshots.com/> and www.goodtyping.com/

Activity time!

Open up a **web browser** (for example www.google.com or www.yahooligans.com for a child's search engine) and try different searches. Chose something that interests you and find some websites that relate to this area of interest. Have a think about how to do a **good internet search**, what makes it better? When the results of a search come up, how can you tell from the short description which ones are going to be useful?

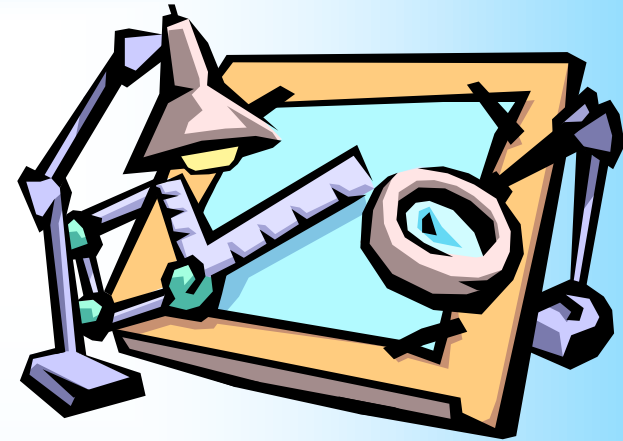


Browse around the internet; when you find some information that is useful and interesting, using the **minimise** and **maximise** buttons, **copy and paste** 4 different web pages onto a word document. When you see a **picture** you like on the internet, **save** it into your folder. Make sure you take a note of where you copied the text from otherwise it could be seen as plagiarism (when you take other people's text and copy it as your own – this is against the law)

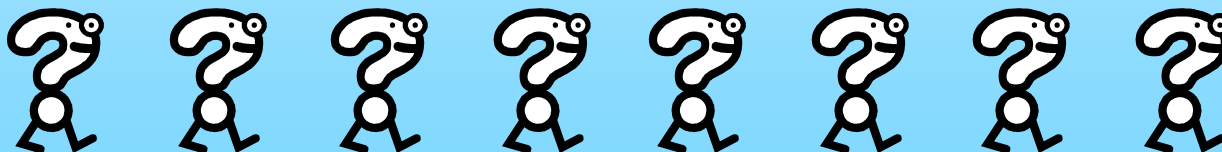


Sign up on the recommended **typing course** and add the web address to the **favourites**. Learn how to access the site by yourself and try to do some typing exercises regularly. **Send** a friend / Computer Partner an **e-card**.


Hints 'n' Tips



- Getting on the internet and using a Web Browser Page 6
- How to find what you want on the Internet? Page 7
- How to Browse the Internet? Page 8
- How to Copy and Paste text in to Word Page 9
- How to save a picture from the Internet Page 9
- How to move between applications on your computer?..... Page 10
- Want to improve your typing? Try this free course!..... Page 11
- How to add a page to your favourites ? Page 12
- What is an eCard and how to send one? Page 13,14



Getting on the internet and using a web browser

- To get onto the internet, you must click on the icon .
- Each page on the internet has a unique “address”. You type this in to the Address box as shown below.



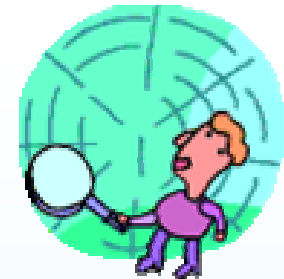
- Enter the address of a search tool in the address box. The most common search engines are: www.google.com and www.ask.com. A good search engine for children to use is: www.yahooligans.com

Enter your search in the box provided and click on “Google Search” or “Search”



Select whether you want to search the entire world or just UK pages

How to find what you want on the internet?



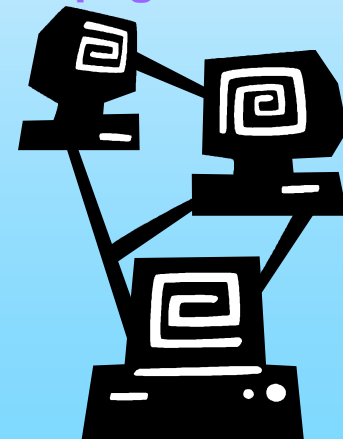
Be concise: If, for example, you want to look for information about your favourite pop band, enter the name of the pop band and add a word that specifies they are a pop group, e.g. “Savage Gardenmusic” or “Savage Garden group”.

Do Not Write Common Words: There is no need to enter words such as “the, a, with, find” etc....

Are you looking to make your search in the whole web or just pages from the UK? Select the appropriate option as shown on slide 6

Too many results/ Not what you are looking for?

- Try moving words around, e.g. “College Albemarle” and “Albemarle College” give different results
- Find synonyms to words you entered, your results might be more successful, e.g. music, tune, song, etc...



How to browse the internet?

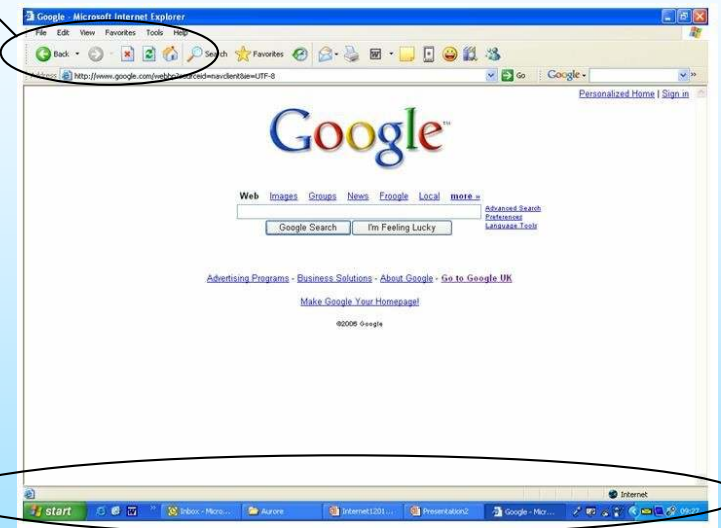
These arrows allow you to go back and forth from pages you have recently seen.

This button takes you to your home page, the first page you saw when you opened the internet.



This button allows you to cancel your request for another page, e.g. when you have entered a new address or clicked on a link and decide you wanted to stay on the page you are currently on.

If your request to go to a new page takes too long or you want to make sure you have up to date information, click on this button to refresh your page.

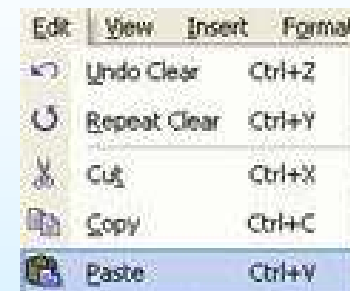


The green lines mean that the computer is looking for the requested page



How to Copy and Paste in to word?

Select all the text you want to copy onto your word document (you can select text by left clicking on your mouse and scrolling down) then right click the button on your mouse and select “Copy” (or go to “Edit” and “Copy”) . Go to your word document and right click the button on your mouse again but this time select “Paste” (or go to “Edit” and “Paste”); all the text you selected will appear on your sheet



How to Save a Picture from the internet?

Place your mouse cursor onto the picture you want to save and right click on your mouse. Select “Save Picture As...” and save it in your folder (Select “My Documents” from the drop down and double click on your folder before pressing “Save”) as shown in the Introduction pack.



How to move between applications on your computer ?

On the top right corner of any application you use, you will find the following buttons:



or



Minimises your window (Makes your window “disappear” into an icon at the bottom of your screen)

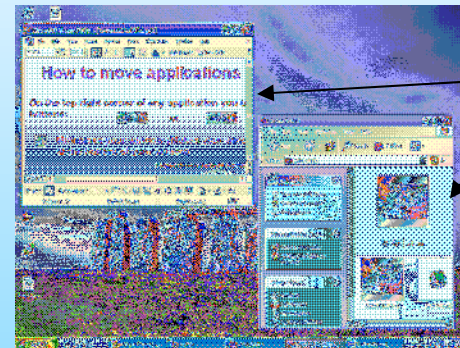
Windows that were minimised and “changed” to icons



Click on the icons to get its window back on the screen



Reduces the size of your window. This is useful if you want to look at two windows at the same time



Two windows reduced so they can be viewed simultaneously



Resizes the window to fit the whole screen



Closes your window

Want to improve your typing? Try this free course!

- To register for the typing lessons, go to: <http://www.goodtyping.com/> and click on “Register for free”.

New user sign-up

E-mail:

Password: Re-type password:

Name: Surname:

City / State: Country:

How did you hear about this site?

Keyboard layout to learn (IMPORTANT: if you are not sure click United Kingdom, Australia, Ireland)

- United States, New Zealand, Caribbean, South Africa, Philippines
- United Kingdom, Australia, Ireland
- Belgium
- Brazil
- Canada (International)
- Canada (French)
- Denmark
- Finland, Sweden
- France
- Germany, Austria
- Iceland
- Italy
- Japan
- Netherlands
- Norway
- Portugal
- Switzerland (German), Liechtenstein
- Switzerland (French), Luxembourg

Free online Typing course

New users, [register for free](#) to start the full course now.

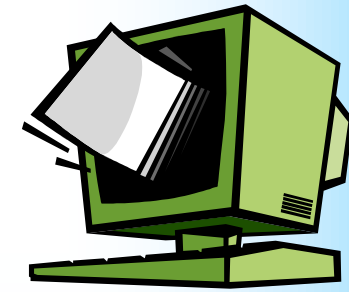
username (e-mail or id):

password:

- Enter your details (you will need an email address to sign up for this. If you have a school address, use that, if not ask a teacher if you can set one up. Alternatively you could register using your Computer Partner’s email address)
- Select “United Kingdom” for the Keyboard layout to learn.
- Make sure you write your password down somewhere in case you forget it.
- Click on “Start course”
- You can now start the course!



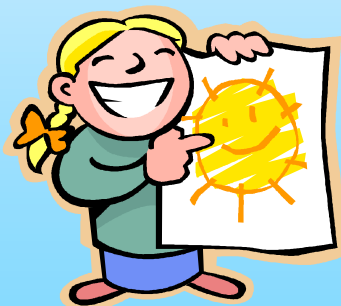
How to add a page to your favourites ?



- For pages you see on a regular basis, it is often a good idea to add them to your favourites. “Favourites” is an internet option that allows you to list the web pages you visit regularly. This is a good option as it gives you quick access to the page and does not require for you to remember the web address or look for it each time.
- To add a page to your favourites, Click on “Favourites” and select “Add to Favourites”.



- The pop up below will appear, you can keep the name that comes in the Name field by default or delete it and choose one that is more appropriate. Click on “OK” and your page will now be in your favourites.



What is an eCard?

- An e-card is a digital version of paper cards you get or give for birthdays, Christmas, etc.... They are very easy to make and send!
- A good and safe site is “Webshots”: <http://cards.webshots.com/>



Choose a category that relates to the occasion for sending a card

How to send an eCard?



- Once you have chosen an appropriate category, a list of all cards related to the chosen topic appears, click on the card you like and it will enlarge it. At the top of the card you can click on the “Send this eCard” link:



Happy Anniversary

Your Email Address Book

Addresses you enter to the right will be added automatically.

You must login or create a Webshots Member account to use the address book. It's free!

Add Recipient ->

From:
your name
your email

To:

separate multiple email addresses with a semicolon ;

Message:

Today is January 17

Send eCard: Today Today

Optional Sound: Choose a sound!

It may take a moment for the sound to load.

Preview Send!

Enter your name and an email address (It can be the same as the one you are sending it to if you have not got one of your own)

Write your friend, parent or Computer Partner's email address

Enter a message to personalise your card. You can write as much as you want!

You can select the date you want the card to arrive to your friend

You can preview what your card is going to look like with your message. If you are happy with it, you can then click on "Send!"

Checklist








- I can open a search tool (web browser)
- I can find what I want on the internet by using the right vocabulary

- I can browse the internet using the toolbar buttons
- I can move from one application to the next
- I can copy and paste text onto Word
- I can take a picture from the internet and save it to my folder

- I am learning to type with both hands
- I can add a page to “My favourites”
- I can send someone an e-card



End of unit quiz

1. What do these tool bar icons do:
a)  b)  c)  d)  e) 
2. What is plagiarism?
3. Show your Computer Partner/teacher how you would open a Word document and an internet page, then go from one application to the next.
4. Type this sentence trying to use both hands **'The internet is a great invention that allows everyone to look for information from all over the world. It is however very important to remember that not everything that is on the web is necessarily true'**.
5. Send your Computer Partner/ teacher an e-card writing a nice message for them.

Fun internet quiz!

1. What does the Cartoon Network logo look like?
2. Which animals are shown on the Australian Federal Police (AFP) badge and what do the animals represent?
3. What is number 1 in the British pop charts at the moment?
4. Name the longest reigning King and Queen of England since 1066.
5. Name three types of tiger that have become extinct.
6. Where is Mount Vesuvius volcano and when did it last erupt?
7. Which country won the first football World Cup and in which year?
8. In which year was Isaac Newton born and what is he famous for?
9. What news is in the headlines today?
10. How do you count to ten in German?

Fun internet quiz! (Help & Answers)

1. What does the Cartoon Network logo look like?

ANS:



2. What animals are shown on the Australian Federal Police badge (AFB) and what does the crown represent?

HELP: www.afp.gov.au/afp/page/AboutAFP/AFPBadge.htm

ANS: Red kangaroo and Emu. The crown symbolises Royal Authority

3. What is number 1 in the British pop charts at the moment?

HELP: www.bbc.co.uk/radio1/chart

4. Name the longest reigning King of England since 1066 and the longest reigning Queen too.

ANS: King George III and Queen Victoria

5. Name three types of tiger that have become extinct.

ANS: Caspian Tiger, Javan Tiger & Bali Tiger

6. When did Mount Vesuvius volcano last erupt?

ANS: In Italy, 1944

7. Which country won the first football World Cup and in which year?

HELP: www.world-cup-info.com/

ANS: Uruguay, 1930.

8. In which year was Isaac Newton born and what is he famous for?

HELP: www.bbc.co.uk/history/historic_figures/newton_isaac.shtml, www.newton.cam.ac.uk/newtlife.html

ANS: 1642, gravity (three laws of motion)

9. What news is in the headlines today?

HELP: www.bbc.co.uk

10. How do you count to ten in German?

HELP: www.zompist.com/numbers.shtml

ANS: eins zwei drei vier fünf sechs sieben acht neun zehn



CONGRATULATIONS

This is to certify that

has completed the INTERNET
Computer Partners course



Signed

Date



IN CONJUNCTION WITH

