



BEGINNING COMPUTER SKILLS

The Internet and Email



THE INTERNET

- The Web Network – How are we connected?
- Browser Comparisons
- Successful Web Searching
- Internet Safety Tips

EMAIL

- Web Mail Vs Desktop Mail
- How to Create a Gmail Account
- How to Attach file to Email Messages

INTERNET LINGO

WWW – World Wide Web – non-governed collection of independent websites

BROWSER – Program that allows you to view web pages (Edge, FireFox, Chrome, Opera, Safari)

SEARCH ENGINE – WEBSITE that allows you to find stuff on the web (Google, MSN, Yahoo, Bing)

SEARCH BOX – area that you can type in the words that match names or content of a web site

DOMAIN NAME – The name of the website (cpu-onsite.com, Amazon.com, Facebook.com)

URL – Uniform Resource Locator

WEB SITE – One or more pages of content located under one domain name

HISTORY – A record of where you have been on the Internet

FAVORITES or BOOKMARKS – A listing of websites that you visit frequently, you control the list contents

BROWSERS

A BROWSER is a software program that you download and install, except Microsoft Edge which comes preinstalled with Windows 10.

The browser program interprets the hidden computer code of website pages and converts it to text, images, videos, music and more. It is basically just a program that lets you view a website. It is not a SEARCH ENGINE. But, It does allow you to view a Search Engine WEBSITE that can search for you, such as Google, Bing, MSN and Yahoo.

The Google Chrome Browser does not have to use Google.com for searching. You can use Bing, Yahoo, MSN, and Google on ANY browser.



BROWSERS – Why not use Internet Explorer?



- Microsoft abandoned security updates for IE
- Hackers can get access to your computer through IE
- Microsoft EDGE is much Safer – more secure!

MICROSOFT EDGE

Better battery life,
performance, and security

Enjoy extended battery life when browsing unplugged and get to what you are looking for quickly. Microsoft Edge protects you from phishing attacks.





29%

faster than Chrome

98%

more battery life than Firefox

14%

more battery life than Chrome

18%

more phishing sites blocked than Chrome

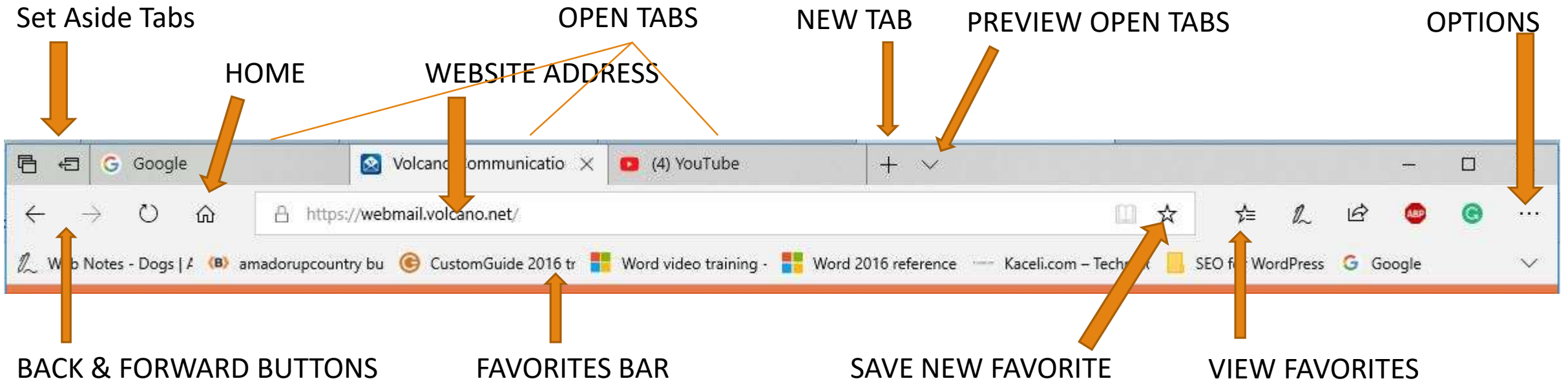
EDGE saves you time and helps you focus

Get stuff done with built-in features for staying organized, researching, and discovering.

End tab chaos. Organize your web.

Microsoft Edge has easy tools to preview, group, and save tabs. Quickly find, manage, and open tabs you set aside without leaving the page you're on.

EDGE MENU BAR



EDGE – Multiple TAB Preview Button

On Microsoft Edge, you'll now notice a **Show tab previews** button next to the "New tabs" button, which once you click it unveils a thumbnail preview for each tab in a scrollable row.



GOOGLE CHROME

Owned by Alphabet Corp – the true owners of all things Google.

Designed to enable Google Chrome to harvest and share the worlds browsing habits with Google.com marketing companies and thereby deliver ad content tailored to you.

Chrome is more polished in appearance. Possibly easier to navigate for a new user, but not very customizable.



FIREFOX BENEFITS

Unlike Google Chrome, MOZILLA FIREFOX does not share your browsing history with third parties.

There are several ways to customize the look of FireFox.

It is fast at loading web pages.

There are many add-on extensions to enhance your browsing experience.

FireFox offers better privacy. This is one of my personal favorites!



SEARCH ENGINES

Search Engines are simply websites that allow you to enter specific words and find websites that contain those words.

GOOGLE.COM – most powerful search engine at this time.

YAHOO.COM – uses the Google Search program, but has a different look filled with articles and ads.

MSN.COM – primarily a news and marketing site that also allows you to search the web.

BING.COM – owned by Microsoft and automatically installed in all Windows 10 computer – can be removed if you wish. Works hand-in-hand with Cortana for enhanced web searches.

INTERNET SAFETY RULE #1

If any message appears on your page that makes you nervous, anxious, worried or concerned, especially if it demands you do something such as click a link, make a phone call or download a program...

YOU ARE BEING SCAMMED!!!

Don't click or do ANYTHING. Don't even click to close the window!!!
Call us ASAP. We will give you free honest advise on what to do.

INTERNET SAFETY RULE #2

Do not click on the items on the right side of Facebook – often contain infections.

Nothing in the world is FREE. Everything has a catch. The secret is learning what the catch is and deciding if the “FREE” thing is worth it!

INTERNET SAFETY RULE #3

Be VERY careful how you type a website name.

For example: craigslit.com (not craigslist.com) will deliver a red screen and a recorded voice telling you that your computer is being held for ransom.

DON'T click ANYTHING – Call us!!!

INTERNET SAFETY RULE #4

Be sure you are running a top recommended Anti-Virus Program, PLUS Malware Bytes Anti-Malware. We recommend the Malware Bytes Premium version for \$40 annually.

SUCCESSFUL WEB SEARCHING TIPS

Please refer to handout titled
“SUCCESSFUL WEB SEARCHING”

SAVE CPU-ONSITE.COM AS A FAVORITE

1. Open Microsoft Edge
2. Click in the Website Address Box (it should turn blue, if not, click it again.)
3. Type the following: `cpu-onsite.com`
4. Click on the STAR to enter ADD Favorites Window
5. Select FAVORITES BAR for easy access, Click ADD

I think we all deserve a break!

Take 10

Next Lesson... Email