

1 Windows and the Web

Before you can work effectively online, you have to learn to work effectively on the computer screen. In **Windows and the Web** you will learn how to find, display, manipulate and navigate documents on the screen.

Then you'll use these skills to look at ways of both communicating online and learning and communicating using an online learning platform.

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The Windows environment

In this module you will be working with files in the **Windows and the Web** folder on your floppy disk.

1.1 Knowing your computer

1.1.1 Computer hardware and software

Hardware

Computer hardware is made up of the mechanical and electrical parts of the computer. The **Central Processing Unit (CPU)**, **floppy disk drive**, **CDRom drive**, **monitor**, **keyboard**, **mouse** or **touch-pad**, **printer** and **scanner** are all examples of computer hardware. The various connection points, or **ports**, on a computer are also part of the hardware of the computer. **Ports** require software to be installed before they can be connected to a device. Much of this software is installed during the initial setup of a computer. However, to connect to a specific device such as a printer or a scanner, a computer will need to have the appropriate software (often called a **driver**) installed.

Ports

Computers have different **ports** which allow them to be connected to different devices. These **ports** are a bit like electrical sockets in a house. You can 'plug in' a device like a mouse, a scanner or a printer. However, unlike most electrical appliances, computer devices can usually only be connected to a specific port.

How do you know and remember which port to use for which device? Well, you learn with time and experience, but in most cases the device connection will only fit to one port on the computer. So, if it fits you've probably got it right!

Network and Internet connections

To connect to a network – for example, a system of interconnected computers at a workplace – a computer also needs to be connected to a network cable and to have the appropriate software installed.

To connect to the Internet directly a computer needs to have a modem (internal or external) and to be connected to a phone line. Of course you will also need to have an ISP (Internet Service Provider) account.



When connected to Local Area Networks (LAN) such as within Institutes, a modem may not be required because in most cases the network server will have a modem connection.

Software – programs and applications

Computer software is made up of the operating system (eg **Windows 2000**, **Windows NT** or **Windows XP**), any drivers needed to use printers and other devices and, most

immediate to the user, the programs or applications you use every day on your computer (eg word processing, spreadsheet, browser or graphics programs). Examples of these programs or applications are **Microsoft Word**, **Microsoft Excel**, **Internet Explorer** and **Adobe Illustrator**.

Knowing your computer

It's important to know your computer and who to contact when you have a problem. Use the checklist below to make sure you are familiar with your computer hardware and software.


- CPU
- Monitor
- Keyboard
- Mouse/Touch-pad/Track Point
- Floppy disk drive
- CDRom drive
- On/Off switch
- AC power connector
- Battery location
- Mouse port
- USB (Universal Serial Bus) connector (for mouse, scanner, printer and other USB devices)
- Parallel connector (printer devices)
- Monitor connector (data projector, extra monitor)
- S-Video connector (to attach a Television)
- Ethernet connector (network cable)
- Modem connector (phone line cable)
- **Think Pad Help** button (built in help facility for IBM laptop computers) — use this to search for information about your laptop, or use **Windows Help**.

NB If you have problems ask for help from a trainer, a mentor or the appropriate person at your workplace. Make sure you are aware of, and follow workplace procedures!

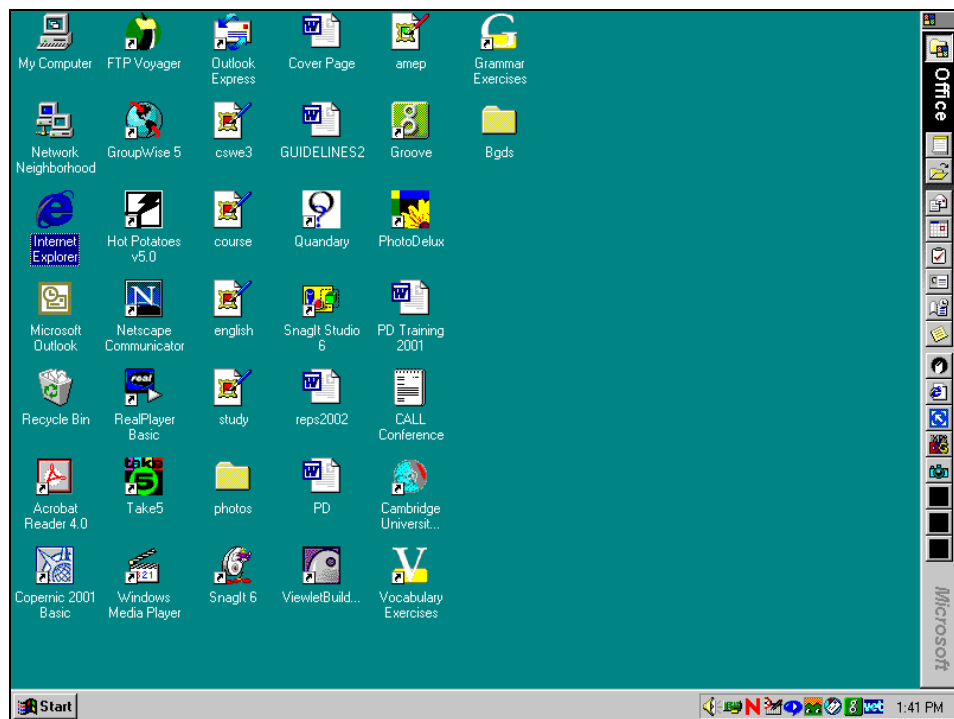
1.1.2 The Windows desktop

Windows is the name of the Microsoft product that controls what we see on the screen. The first screen you see once your computer has started is called the **Windows** desktop. Whatever else you see on the screen during this course, the desktop is always in the background, although it's often hidden.

How to get to the desktop

 Your computer should be turned on with the **Windows** desktop displayed. If not, follow these instructions.

- Turn on your computer and follow the prompts until the screen looks something like this.



At the bottom of the screen you will see the taskbar. On the desktop you will see small images called icons. You may also have a shortcut bar on the right of the screen.

1.2 Troubleshooting your computer

It is important to know what to do or who to contact when you have a problem with your computer or network. However, there are a few basic things you can do before you ask for help from a technician or IT expert in your workplace. Use the following checklist as a guide:

- Is the computer plugged in and/or the battery charged?

- Are the mouse, printer, monitor and keyboard plugged in correctly?
- Is the correct drive (floppy disk or CDROM) connected?
- Are you connected to the network?
- Do you have the necessary software installed?
- Do you have the correct printer drivers installed?
- Do you need to change the printer cartridge?
- Does the paper tray need replenishing?
- Is there a paper jam?

If you are not sure, check the manual that comes with your computer and printer. If you cannot solve the problem yourself, refer to your workplace policies and procedures to find the appropriate person or group to assist you.

1.3 Accessing programs

Words and images on a computer are usually displayed in a program or application, such as **Microsoft Word** or **Excel**.

To get started, you need to open an application. You can do this in several ways – from an icon on the desktop, from the **Start** button, from the taskbar or from a shortcut bar.

Each time you open an application it is displayed in its own space on the screen. This space is called a window (not to be confused with **Microsoft Windows**, the program that manages all these windows).

1.3.1 From a desktop icon

- Double click the left mouse button on the **Internet Explorer** icon.

The application opens in a new window.

NB Applications may take a few seconds to open. While you are waiting, a small egg timer symbol will appear on the screen.

- Click the **Close** button at the top right-hand corner of the window. 

The window and the application are now closed.

1.3.2 From the taskbar

You may have application icons on the taskbar. It could look like this.



- If you do, double click the **Internet Explorer** icon on the taskbar to open the program.
 - Click the **Close** button to close **Internet Explorer**.
-

1.3.3 From the shortcut bar

Some computers have been set up so there is a shortcut bar displaying application icons. This is usually located on the right-hand side of the screen.

If your computer has a shortcut bar:

- Double click an icon on the shortcut bar to open **Internet Explorer**.
 - Click the **Close** button to close **Internet Explorer**.
-

1.3.4 From the Start button

When you click the **Start** button, a list of all the applications on your computer is displayed.

- Click the **Start** button on the left of the taskbar.

The **Start** menu is displayed. Items with pointers beside them have sub-menus. This means that there are more options or choices available. When you move the mouse, a mouse pointer moves on the screen. It can change shape. Here, it is displayed as a white arrow.

- Move the mouse pointer over the menu and sub-menus will appear.

Now, let's open **Word** this way.

- Move the mouse pointer to **Programs**.
- Move it across to **Microsoft Word**.
- Click the left mouse button.

Word opens in a new window.

- Click the **Close** button to close **Word**.
-

1.4 Working with windows

Windows are boxes on the screen that contain the information you are working with. These windows can be moved, opened, closed, and made bigger or smaller. You can work with more than one window at a time, and easily switch from one window to another.

1.4.1 Switching between windows

When you have more than one application open, you may need to switch between them quickly. For example, you may need to work with **Word** and **Internet Explorer** at the same time. You have a couple of options for switching between the two using either the taskbar or the keyboard.

Using the taskbar

The easiest way to move between applications is with the taskbar. Here's how you do it.

- Open **Word**.
It is displayed in a window.
- Open **Internet Explorer**.
It will be displayed in another window.

Word is still open, but it has been reduced to a button on the taskbar. It is open, but inactive. **Internet Explorer** is now the active application. The title bar at the top of the active application is blue.

- Click the **Word** button on the taskbar.
Word becomes the active application.
- Click the **Internet Explorer** button on the taskbar.
Internet Explorer becomes the active application again.

Using the keyboard

You can switch between applications from the keyboard using the **Alt** and **Tab** keys.



If they are not still open, open **Word** and **Internet Explorer**.

- Hold down the **Alt** key, and tap (don't hold down) the **Tab** key.
You will see a window displaying icons for the applications that are open.
- Tap the **Tab** key.
The frame moves between the icons.
- Release the **Alt** key when the frame is on the **Internet Explorer** icon.
The **Internet Explorer** application is now the active application.

1.4.2 Managing multiple windows

To work effectively on screen and online, you need to be able to work with more than one window open on the screen.

Using the maximise and minimise buttons

You should still have **Word** and **Internet Explorer** open. If not, open them now.

- Click the **Word** button on the taskbar to make it the active window.



Note the three buttons in the top right-hand corner of the window – **Minimise**, **Restore**, **Close**.

- Click the **Minimise** button. 

Word is still open but inactive. **Explorer** is now the active application.

- Click the **Word** button on the taskbar.

Word is now the active application and occupies the full screen again.



The application name, which is shown in a lighter colour on the taskbar, is the active application – the one you see on the screen.

- Click the **Restore** button. 

The window now occupies less than the full screen space. The **Restore** button has been replaced by the **Maximise** button.

- Click the **Maximise** button. 

The window occupies the full screen again.

1.4.3 Moving a window

You should still have **Word** maximised. If you don't, open or switch to it.

- Click the **Restore** button.

The window now occupies less than the full screen space.

- Locate the cursor in the title bar (the blue bar at the top of the screen).
- Hold down the left mouse button and move the mouse to drag the window to where you want it.

1.4.4 Resizing windows

You can change the shape and size of windows. You might want to do this when working with more than one document or application.



The **Word** window should still occupy less than the full screen (ie restored).

- Locate the cursor on any edge of the **Word** window.

The cursor changes to a double-ended arrow.

- Hold down the left mouse button and drag the edge to change the shape of the window.

1.4.5 Displaying all windows

- Open several applications, such as **Word** and **Internet Explorer**.
- Click the right mouse button anywhere in the taskbar other than on a button or an icon.

A small menu will pop up on the screen.

- Select **Tile Windows Vertically** from the pop-up menu.

You will see all your open applications.

- Right click again on the taskbar and click **Undo Tile** to remove the tile effect.
- Click **Tile Horizontally** and then **Cascade** to see what happens.



You need to have all open programs maximised to see them in **Tile** or **Cascade**.

1.4.6 Minimising all windows

Sometimes it helps to get everything out of the way.

- Click the right mouse button anywhere in the taskbar other than on a button or an icon.
- Click **Minimise all Windows**.

There's the desktop again!

- Repeat the process and choose **Undo Minimise All** to get everything back.

1.5 Navigating documents on screen

In the previous section, you learnt how to open and organise applications. Each of these applications displays a document of some kind. In this section, you'll learn how to read a document on the screen.

The first thing you need to be able to do is move around a document. To practise, we'll use a type of program that is very common – **Help**. Most applications, like **Word** and **Excel**, have a **Help** document embedded into them.

1.5.1 Getting to Help

You'll need to open **Help** first so that you can practise moving around on screen.



Open or switch to **Word** if you don't already have it active.

In **Office 2000**, Microsoft supplies help in two different ways – through the **Help** menu or through the **Office Assistant** tool.

NB You can only have one of these options open at any time. If you want to use the **Help** menu, you need to switch off the **Office Assistant**.

If the **Office Assistant** is switched on, it will appear when you go to the **Help** menu and click **Microsoft Word Help**.

You can switch off the **Office Assistant** and use the **Help** window.

Make sure you can see the **Office Assistant**. If you can't:

- Click **Show the Office Assistant** on the **Help** menu.
- Right click on the **Office Assistant** icon.
- Click **Options...**
- Click the **Options** tab.
- Clear the **Use the Office Assistant** check box (click the box next to this, so that there is no tick in the box).
- Click **OK**.

1.5.2 Using menus

- Go to the **Help** menu and click **Microsoft Word Help**.

The **Help** window will be displayed on the right of the screen.

There are three tabs: **Contents**, **Answer Wizard** and **Index**. The three tabs give you an idea of how you can use **Help**.

- Click on each tab to see the contents.

1.5.3 Using scrollbars

The scrollbar on the right of the screen helps you to see where you are in a document – whether you are at the beginning, the middle or somewhere near the end.

→ You should have **Help** open on the screen. If you don't, open or switch to it.

- Click the **Contents** tab.
- Double click **What's New?**
- Click **What's New in Microsoft Word 2000?**

A list of topics will appear in the right **Help** window.

- Click **Multilingual Support**.

The vertical scroll bar on the right of the screen gives a visual indicator of the size




of this document. The smaller the button, the longer the document.

- Click the down arrow on the scroll bar.

The speed at which the button moves is also an indicator of size - the faster the movement, the shorter the document.

- Click the up arrow to scroll back to the top.

 Use the vertical scrollbar on the right of the **Contents** window to view the document. Then use the horizontal scrollbar at the bottom of the **Contents** window to view the headings in full.


1.5.4 'Jumping'

Instead of scrolling it is easier and faster to jump from 'windowful' to 'windowful' by clicking in the scrollbar between the button and the directional arrow.

 You should still have **Multilingual Support** in the window. If not, open it by repeating the steps above.

- Click the scrollbar below the button.

You have jumped to the next windowful of text. The scrollbar button has moved down. This gives you a visual indicator of the relative position of the current windowful of text (not page) in the overall document.


 Remember - it is better to jump rather than scroll through a document, particularly if it is large.

File management

A file is a piece of data – eg a document, spreadsheet or image – that you have named and saved on a drive or storage area of your computer, or on to a floppy disk. Because there may be hundreds or even thousands of files on your computer, you could become hopelessly confused if you didn't have some way of managing all these files.

Windows Explorer is a system of directories or folders which makes the task of managing your files easier. In this section you will learn to locate, open and save a file to a folder in **Windows Explorer**. For more information about drives see *Understanding the Windows Explorer hierarchy 2.15* in the *Word Processing* section of this manual.

1.6 Opening files

 Make sure your computer is turned on and you can see the desktop.

Let's practise opening a file from the floppy disk that comes with this module.

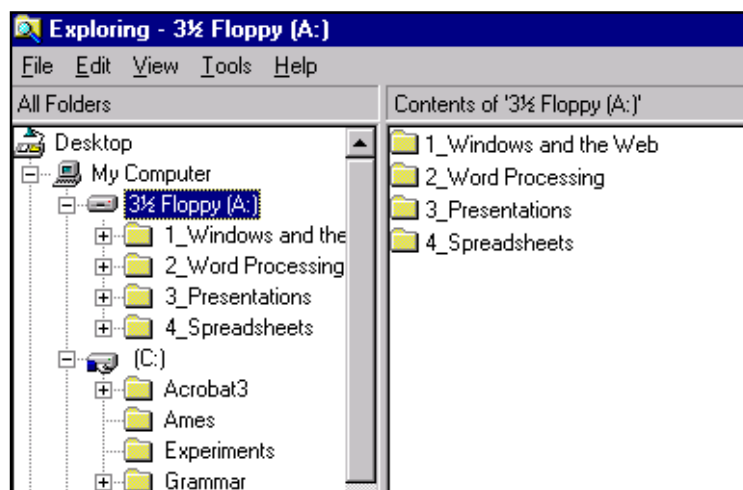
- Place the floppy disk in the floppy disk drive of your computer.
- Click the **Start** menu, click **Programs**, then **Windows Explorer**.

NB You can also right click the **Start** button, then click on **Explore**.

When **Windows Explorer** is open, you can see how data on your computer is organised. A split window appears. The left window shows all the drives on your computer. The right window shows the contents.

- Click **3½ Floppy (A:)** – the floppy disk drive.

The right window now shows all the directories or folders on this floppy disk.



- Double click the **Windows and the Web** folder to open it.

- Double click the **Notes** folder to open it.
A list of all the files in the **Notes** folder will be displayed.
- Double click **Invitation.doc** to open it.
- Close **Invitation.doc** and **Word** by clicking the top **Close** button.

You will return to the **Windows Explorer** window.

NB When a **Word** document is open, there are two **Close** buttons on the screen. The top **Close** button will close both the document you are working on and the application. The bottom button will close the document only, leaving the application still open.

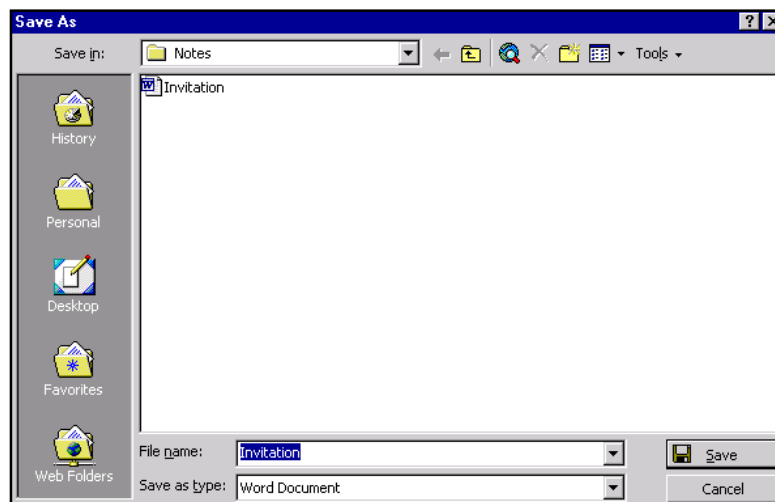
1.7 Saving files

You can save the same file or document to a different folder on your floppy disk. When you do this the file remains in its original folder as well as in the new folder.

Let's save **Invitation.doc** to the **Letters** folder.

→ Make sure that **Windows Explorer** is open and you can see the contents of your floppy disk drive - **3½ Floppy (A:)**.

- Open **Invitation.doc** again.
- Click **File** on the menu bar, then click **Save As**.



A **Save As** window appears. In the **Save in:** box at the top of the window, you can see the folder which is currently open, **Notes**. In the window below you can see any files that are contained in this folder.

- Click **Up One Level**. 

This takes you up one level in **Windows Explorer**. All the folders on the **3½ Floppy (A:)** disk drive will be displayed again.

- Double click the **Letters** folder to open it.
- Click **Save**.

The file will be saved into the new folder.

There are now two copies of this file on the **3½ Floppy (A:)** disk – one in the **Notes** folder and another in the **Letters** folder.

- Open each of these folders to see the file in both locations.
- Close **Word**.
- Open **Windows Explorer**.
- Check there is a copy of the file in both folders.

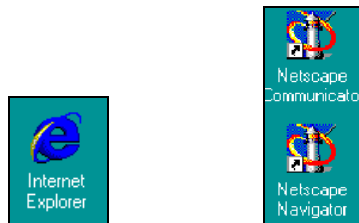
The Web

The Internet is a world-wide network of interconnected computers. It allows us to send messages to other individuals (via email) or to groups (via newsgroups), and access documents or information from other computers.

One service on the Internet that has attracted a great deal of attention is the World Wide Web. The Web consists of millions of interconnected documents located on computers all around the world.

1.8 Navigating the Web

To read documents on the **Web**, we use an application called a browser. The most common browsers are **Internet Explorer** or **Netscape**.



A group of pages maintained by an individual or organisation is often called a website. The page you see when you first arrive at a site is the home page.

Web pages are formatted in a particular way using hypertext markup language (or HTML). HTML allows any web page to be read by any browser, on any computer, anywhere in the world. Web pages can be accessed at all times because they are located on computers that have permanent connections to the Internet.

A browser may have to go half way round the globe to find the page you want. This can be slow. In fact, sometimes it seems that nothing is happening. So information that tells you what is going on is very important with web browsers.

This kind of information is often at the edge of the screen, especially at the bottom. You will see a blue moving bar which shows that the web page is loading. You will also see a spinning symbol in the top right-hand corner of your screen.

1.8.1 Going to a web page

NB There are different versions of **Explorer** and **Netscape**. These instructions refer to **Internet Explorer Version 5.5** and **Netscape Navigator Version 4.78**. If you are using another version, there may be slight differences.

- Open a browser – **Internet Explorer** or **Netscape Navigator** – from **Start, Programs**, or from an icon on your desktop.

The home page of either the browser or your Institute will appear.

Let's go to the **TAFE VC** website.

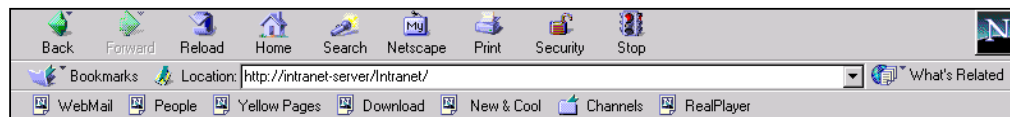
There are different ways to go to a website. For now we'll type in the address.

The **Address** or **Location** box is located below the **Navigation** toolbar at the top of your screen. The web address of the page you are currently reading is displayed here.

Internet Explorer



Netscape



- Click the address in the **Address** or **Location** box. The address will appear highlighted in blue.
- Type **www.tafevc.com.au** in the **Address** or **Location** box.
- Press **Enter**.

You will see the **TAFE VC** home page. Look at the right scrollbar to see your position in the page.

- Click the down arrow on the scrollbar.

As the scroll button moves, it shows your relative position in the web page. The speed at which the button moves is an indicator of size – the faster the movement, the shorter the page. The size of the scroll button also tells you something – the bigger the button, the smaller the document.

1.8.2 How to find where a document is on the Web

- Look at the **Address** or **Location** box.

The location or web address (URL) of the document you are currently reading is shown.

NB Terms like gov (government), com (commercial) or edu (education) tell you the type of organisation the page belongs to. Other letters tell you the country. Australia, for example, is au. If there is no country indicated, the location is probably the US.

- Move the mouse pointer across the screen.

From time to time, you will notice that it changes to a pointing finger, indicating a hypertext link.

A hypertext link will take you directly to another section of the page you are currently in, to another topic on the same page or to another website.

- Stop when you have a pointing finger and look at the status bar, above the taskbar at the bottom of the screen.

You will see the address (ie location) of the page that the link will take you to.

1.8.3 Moving around in a web page

Although we talk about web pages, good web design is based on screen-sized modules rather than on the size of a piece of paper. Sometimes when people look at a web page, they don't realise that there is more information off screen, further down the page.



Make sure you have the **TAFE VC** home page displayed on your screen.

- Click anywhere below the button in the right scrollbar.

The browser jumps to the next windowful of text in the document.

The scrollbar button has moved down. This gives you a visual indicator of the relative position of the current windowful of text (not page) in the overall document.

- Click above the button to move up a window at a time.

1.8.4 Following links within a web page

What is a link? Remember, when you move your mouse over a link on a web page, the cursor changes to a pointing finger. This indicates a link that will allow you to go directly to another page or to another topic on the same page.



You should be looking at the **TAFE VC** home page.


- Click **FIND A COURSE HERE AND APPLY TO ENROL**.


Another page appears, containing more links.

1.8.5 Moving forwards and backwards in a web document

Following links can be like following streets through a strange city. How do you find your way back?

You can move backwards one page at a time.

- Click the **Back** button on the left of the **Navigation** toolbar. 

You should now be back at your previous location, the **TAFE VC** home page.
- Click the **Back** button again and you will go back one more step to the **Internet Explorer** or **Netscape** home page, or your Institute home page.
- Click the **Forward** button. 

You're at the **TAFE VC** home page again.
- Click the **Forward** button and you're at the **FIND A COURSE HERE AND APPLY TO ENROL** page again.

NB The **Forward** button only works when you've already gone back.

1.8.6 Going directly to a previous page

You may want to revisit a page without stepping back one page at a time. You can go to any page visited in the current session.

- Click **View** from the menu bar, then **Go to (Internet Explorer)** or **Go (Netscape)**.

You'll see a list of the pages you've visited this session.
- Click any one of them and you will go directly to that page.

1.8.7 Going to a page from a previous session

Some websites can also be stored as bookmarks or favorites so that they can be easily visited.

Let's look to see if any pages have already been saved.

- Click **Favorites (Internet Explorer)** or **Bookmarks (Netscape)** on the **Navigation** toolbar.

You'll see that bookmarks can be saved in folders just like **Word** documents or other files.
- Click on a few folders to see what's inside.
- If there are any bookmarks listed, click one and you will go to that document.

NB If you are using **Internet Explorer**, the **Favorites** menu stays on the screen. To close, click the cross at the top right of the **Favorites** window. See also *Bookmarks, 1.10.4*.

1.8.8 Going to your home page

There is no main page or screen on the **Web**. However, your computer will have a page that always comes up first when you start your browser. This is likely to be the home page of your workplace, your Internet access provider or your browser.

- Click the **Home** button on the **Navigation** toolbar to go to the page that is pre-specified as your opening page.

You can select a page to appear as your home page each time you start your browser. The way you do this will depend on whether you are using **Internet Explorer** or **Netscape**.

Internet Explorer

- Go to the web page you want to use as your home page.
- Click **Tools** on the menu bar, then **Internet Options**. Make sure the **General** tab is selected.

The address of the web page you have open is displayed in the **Address** box.

- Click **Use Current**.
- Click **OK**.
- Click **Home** on the web toolbar to see the new home page.

Netscape

- Go to the web page you want to use as your home page.
- Click **Edit** on the menu bar, then click **Preferences**.
- Make sure the **Navigator** folder is selected.
- Click the radio button next to **Home page**.
- Click **Use Current Page**.
- Click **OK**.
- Click **Home** on the web toolbar to see the new home page.

1.9 Searching for information

Searching the **Web** follows the same principles as searching for other documents. The only difference is the size of the search space. This is important because when you search the Internet, as opposed to smaller search spaces like a local network, you can choose which search engine to use.

What is a search engine?

Search engines are special websites that help in the process of finding information. Most search engines nowadays are information and commercial 'portals' offering a wide range of services. Your browser usually offers one of the search engines as the default but, if you prefer, you can choose one of the others that are displayed.

How search engines work

Search engines, like Yahoo, have people sorting and organising sites while others do automatic searches. Some, like Alta Vista, will search every word of millions of web documents. Others search only the first few lines of documents. Others again, like Excite, search by concepts and related words while engines like Google, Ask Jeeves and dogpile, do a 'metasearch' of all the other engines. The differences between all these approaches will obviously affect your search results.

Different types of searches

Web searches automatically cover a range of documents. Some engines offer searches of newsgroups and other collections. Some offer pointers to indexes and lists of sites. Many websites are in fact lists of sites that have a common theme. It's worth looking out for these, and referring to them regularly, since they will do the work of keeping their list up to date. Some of these sites are maintained by organisations or institutions, others are simply lists of individuals' bookmarks which can be rather idiosyncratic.

1.9.1 Searching by topic

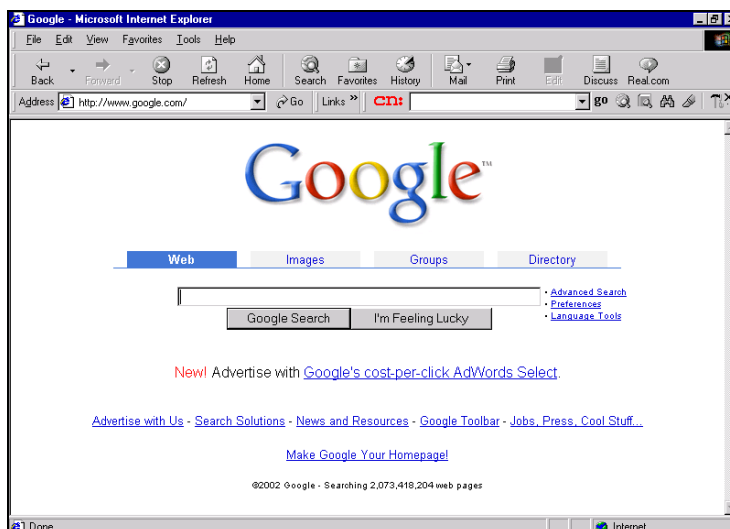
You can search by topic or word/s. Let's try a search by topic, using **Google**.



You should have your browser open. If you don't, open or go to it now.

- Click the **Address/Location** box and type in the address - www.google.com
- Press **Enter**.

You will see the home page of the **Google** search engine.



- Click the **Directory** hyperlink near the top of the page. You will see a list of topics or categories.
 - Click on a category.
 - Click on a sub-category.
- Keep going until you find the topic or category you want. You will see a list of related websites.
- Click on one to go to that site.

1.9.2 Searching by words

Now let's try a search by word/s.



You should still have your browser open. Use **Back** to go back to the **Google** home page, or type in the address again.

- Click the search box and type in a word or words. For example try '**horticulture**' and '**online**' or try your own subject or area of interest.
- Click the **Google Search** button.

Your results will be listed. You might need to jump down the page to see them all. Probably only the first ten 'hits' will be listed. The total number of hits will probably be given somewhere on the page. There will be numbers at the bottom of the page. These are links which take you to more results pages.

- Click on some of the links to see how relevant they are.

1.9.3 Refining your search

If there are a huge number of hits, or the documents you found aren't relevant, you may need to refine your search.

- Go back to your initial search window.
- Click the search box and add words to narrow the search. For example you could add '**Victoria**' and '**Australia**'.
- Try doing the same search with a different search engine - www.yahoo.com or www.dogpile.com

1.10 Saving information

Once you have found a document of interest on the **Web**, you may want to keep some or all of the information. There are a couple of ways to do this. You can **Copy** and **Paste** parts of this document into a **Word** document, or create a bookmark on your computer so that you can easily return to that page.

1.10.1 Copying and saving text

- Select the text you wish to copy by clicking at the beginning of this text, holding down the left mouse button and dragging the highlight to the end of the information you want copied.
- Position the mouse pointer in the selected text.
- Right click the mouse.
- Select **Copy** from the pop-up menu.



If you do not already have **Word** open you will need to open it now.

- Click the **Start** button and open **Microsoft Word**.

A new blank page appears on the screen.

- Position the mouse pointer where you want to insert the text.
- Click **Edit** on the menu bar and **Paste** or click on the **Paste** button.

Alternatively you can:

- Right click the mouse.
- Select **Paste** from the pop-up menu.

Now you just need to decide where you would like to save this document. Let's save this one into an existing folder on the floppy disk drive of your computer.

- Click **File** on the menu bar, then **Save As**.
- Click the down arrow next to the **Save in:** box.

The **Save in:** drop-down menu at the top of the box shows all the drives, or storage areas on your computer.

- Click **3½ Floppy (A:)** – the floppy disk drive (you may need to scroll up or down until you can see it).

The dialog box now shows all the directories or folders on this floppy disk.

- Double click the **Windows and the Web** folder to open it.
- Double click the **Web** folder to open it (it's empty at the moment).
- In the **File name** box, type the file name you want to use or accept the default one and click **Save**.

1.10.2 Copying and saving an image



You should still have **Word** open.

- Open or switch to your browser (**Explorer**).
- Look for an image you want to copy.

- Right click the graphic.
- Select **Copy** from the pop-up menu.
- Switch back to **Word**.
- Right click the mouse.
- Select **Paste** from the pop-up menu.

NB You can only copy images in this way with **Explorer**. If you are using **Netscape** you have to save the image first.

If you want to save an image for future use you can save it on your computer or on a floppy disk.


- Right click the image.
- Click **Save Picture As (Explorer)** or **Save Image As (Netscape)**.

You will see the **Save Picture (Explorer)** or the **Save As (Netscape)** pop-up box.

Now decide where you want to save the image. You will probably want to save it to the **Web** folder on your floppy disk.

- Go to the **3½ Floppy (A:)** disk drive and open the **Web** folder if it is not already open.
- Type in the file name you want to use or accept the default one and click **Save**.

1.10.3 Accessing the image from Word

- Click the **New document** button  on the **Standard** toolbar to open a new document.
- Go to **Insert** on the menu bar and choose **Picture**.
- Click on **From File**.

You will see the **Insert Picture** box.

- Go to the location where you saved your picture.
- Select the file and click **Insert**. The picture will appear in your document.

NB If the image has a hyperlink (ie when you move it over the image, the mouse pointer changes to a pointing finger) you can remove the link. See also *Following links within a page, 1.8.4*.

- Right click the image.
- Select **Hyperlink** and choose **Remove Hyperlink**.
- You can now resize or move the image.

1.10.4 Bookmarks

The sheer volume of information on the **Web** means that it would be time-consuming and expensive to make copies of everything you want. It's better to make your own list of links (ie bookmarks) to websites you are likely to return to regularly. Of course, at some point you will need to take copies of the information you require, but only when you are sure you need it.

Bookmarks are a way of quickly linking you to a website or page. They are best used when the information on the site may change or be constantly updated.

- Now, find a document on the **Web** that you want to keep. Use either **Internet Explorer** or **Netscape**.

Internet Explorer

- Click the **Favorites** button on the **Navigation** toolbar.
- Click **Add** in the **Favorites** window.
- Click **OK** in the pop-up box.

This page has been added to your list of bookmarks.

- Click the bookmark you have just created and you'll go straight to the web page.

Netscape

- Click the **Bookmark** button next to the **Location** box.
- Click **Add Bookmark** in the pop-up menu.
- Click the **Bookmark** button again.

You will see that the web page has been added to the list of bookmarks.

- Click the bookmark you have just created and you'll go straight to the web page.

1.11 Communicating online

In the previous section you learnt how to find, read and keep information on the **Web**. However, the Internet offers more than just access to the World Wide Web. It also allows people to communicate with each other in a variety of ways – through email, discussions, chat and newsgroups. Like all the other types of on-screen and online documents we have looked at, email is displayed by an application. It may be a specialised email application, such as **Outlook** or **Groupwise**, or it may be offered via a browser, such a **Netscape** or **Internet Explorer**. For now we'll use browser-based email since it's easy to access and is used widely. We'll use **Hotmail**, but many other popular search engines offer their own email services.



Email programs change the look and style of their pages from time to time. In these notes, the current version of **Hotmail** is used.

1.11.1 Signing up

To use any email service you first have to register as a user.

- Open **Internet Explorer** or **Netscape**.
- Go to **www.hotmail.com**
- Click **Sign Up for an E-Mail Account!**

- Fill in the registration form.

- Click the **I Agree** button when you've finished.

You will be given a choice of newsletters to subscribe to. If you don't wish to do this, just click **Continue using Hotmail**.

- Close **Hotmail**, then open it again to check that it's working. Don't forget your sign-in name and password.
- Type your sign-in name and password, and click **Sign in**.

You're in!

1.11.2 Composing a message

Let's send a message.

- Click **Compose**. You should have this form in front of you.

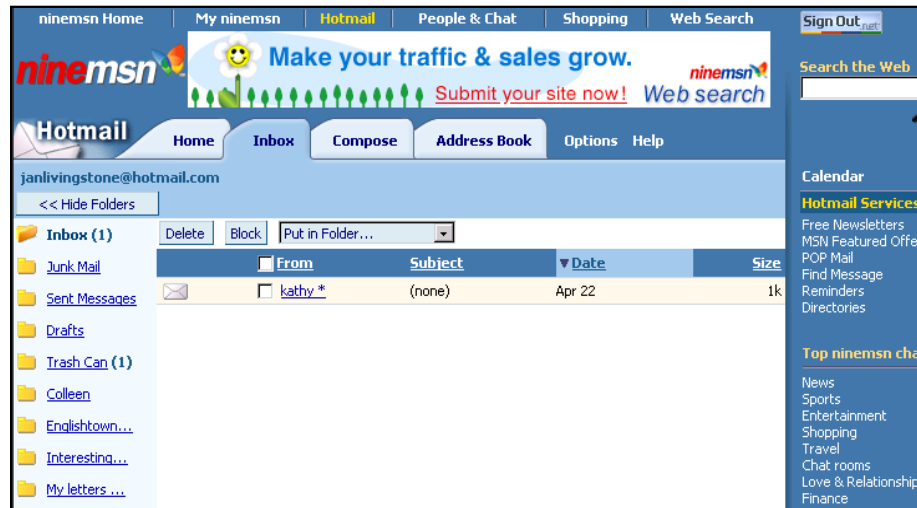
- Fill in the email address of the person you want to contact in the **To:** box.
- Type a subject in the **Subject:** box.
- Type a message in the text area.
- Click **Send**.

1.11.3 Reading messages

You will find your new messages in the **Inbox**. This is where all incoming messages are delivered by the computer. You can read messages by clicking on an entry in the message list.

- Click the **Inbox**.

New messages are displayed.



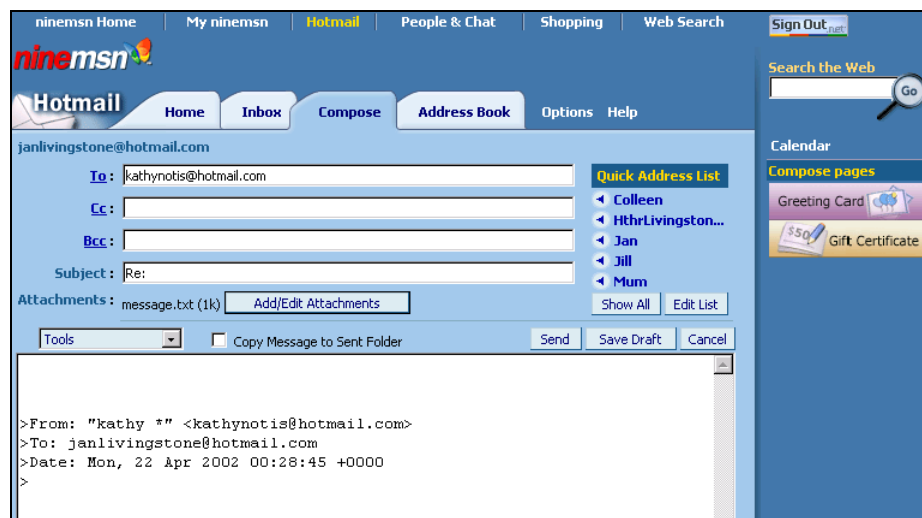
You can reply to and/or keep or delete the messages.

- Double click the message to read it.

1.11.4 Replying

- To reply to a message, click **Reply**.

You should now see a mail composition window like this.



NB The **To:** address is automatically filled so the reply goes to the address taken from the original message. The subject is set to **Re:** followed by the subject of the original message. You can delete lines from the original message as you see fit.

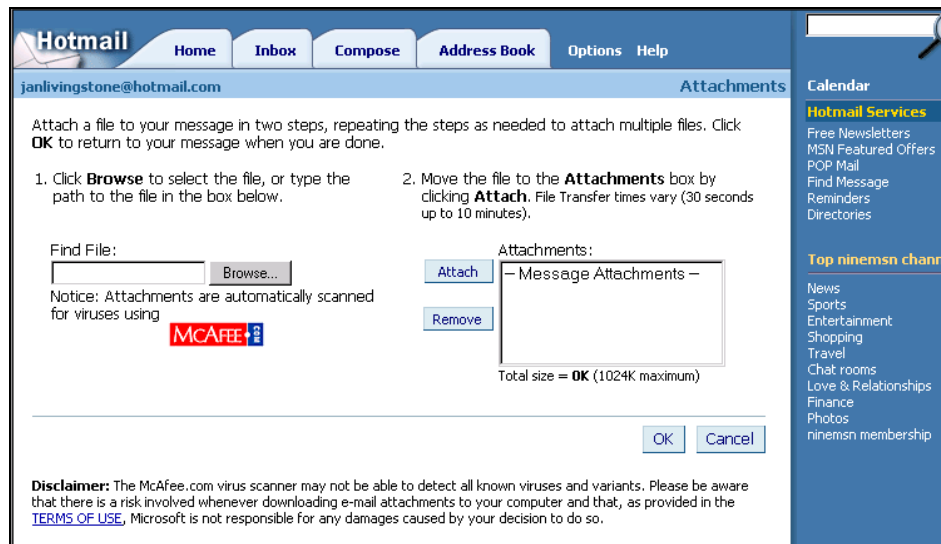
- Type your reply and click **Send**.

1.11.5 Attachments

If you want to send anything by email that's not in plain text format (ie anything with pictures, graphs, headings or document formatting you want to keep), you have to send it as an attachment.

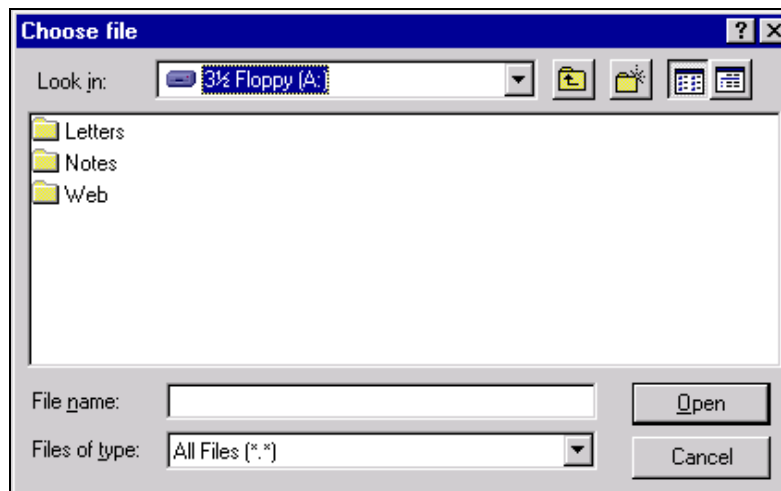
- Click **Compose** again.
- To attach a file, click **Add/Edit Attachments**.

You will see the **Attachments** screen.



Now let's send an attachment.

- Click the **Browse** button. A **Choose file** dialog box appears.



- Find a file you wish to attach and double click the file name.

You will return to the **Attachments** screen. The location of the file and the file name will appear in the **Find file** box.

- Click **Attach**, then scroll down and click **OK**.

You can include several files as attachments.

The **Compose** form shows that you've made an attachment. Now all you have to do is insert the address and send the message.

1.11.6 Forwarding

Forwarding an email means passing the email you've received on to another address. You do this by choosing the **Forward** option.

- Click the **Inbox** to display your mail and open a message again.
- Click **Forward**.

You will see the **Compose** screen.

The screenshot shows the Hotmail Compose screen. The user's email address is janlivingstone@hotmail.com. The form includes fields for To, Cc, Bcc, and Subject. The Subject field is pre-filled with "Fwd:". There is an attachment named "message.txt (1k)". The body of the email contains the following text:

```
>From: "kathy *" <kathynotis@hotmail.com>
>To: janlivingstone@hotmail.com
>Date: Mon, 22 Apr 2002 00:28:45 +0000
>
```

- Type the address of the person or people you want the email to go to in the **To:** box.


NB The subject is already filled in with **Fwd:** followed by the subject of the original message. The message or messages being forwarded are in the text box. Any attachments to the original message are included with the forwarded message.

If you want to, you can type a comment in the body of the forwarded email.

- Click **Send**.

1.11.7 Keeping messages

If you decide to keep some of your messages, it's a good idea to file them in appropriate folders. This is how you create a folder in **Hotmail**.

 Make sure you are in your **Inbox**.

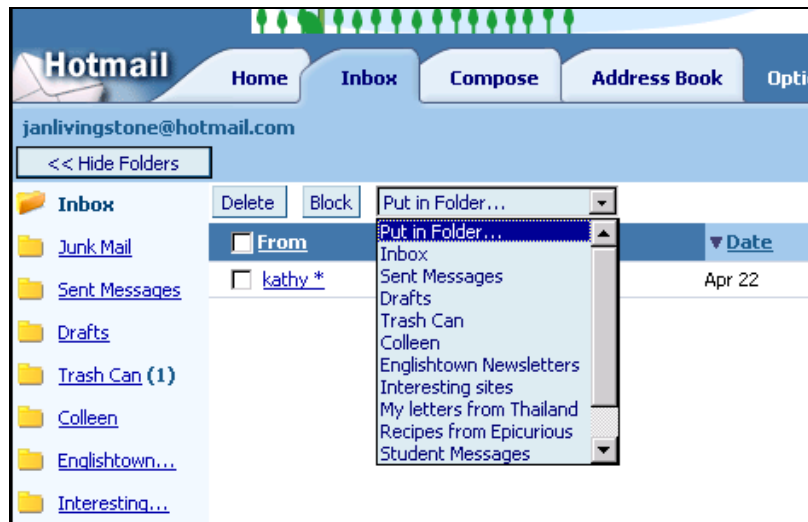
Let's create a folder called **Student messages**.

- Click **Create Folder** (you may need to scroll down).
- Type the name of the folder in the space, then click **OK**.

Your new folder will be listed on the left of the screen.


Let's move a message into your new folder.

- Click the box next to a message.
- A tick will appear.
- Click the down arrow next to the **Put in Folder** box.



- Click the **Student Messages** folder in the list.

The message will be moved to the new folder and will disappear from your **Inbox**.

 To see a message in a folder, click the folder name in the list on the left of the screen.

1.11.8 Keeping addresses

It is very useful to keep frequently used addresses in the **Address Book**.

You can have email addresses of individuals or groups. There are two ways to add an address to the address book. You can either copy it directly from the current message, or add it by typing it into the address book.

To add an address:

- Click the **Address Book** tab.
- Click **Create New**.
- Paste or type the address into the email address box.

NB Remember, you need to fill in the **Quickname** box.

To find an address:

- Click **Address Book**.

The address book opens so you can select the email address for your next email.

1.11.9 Newsgroups

A newsgroup is a network of people with similar personal or professional interests who wish to communicate with each other by email.

You can join a newsgroup and messages will come to you from other people in that group via your email. You can also send messages to other people in the newsgroup.

Below are some addresses which will link to newsgroups that may be of interest.

groups.google.com/googlegroups/deja_announcement.html

www.egroups.com

- Type the address in your browser, choose a group of interest to you and click on it.
- Follow the instructions to join the newsgroup.

You are able to read and respond to messages in the same way as accessing and replying to emails.

NB Go to the course website to find more information about newsgroups.

Learning online

In *Navigating the Web 1.8*, you visited the **TAFE VC** website and looked at some of the features of this site. We are now going to access the **TAFE VC** course you are enrolled in, **Windows and the Web_Operations and Concepts**.

While this course sits on the **TAFE VC**, it uses a specific teaching and learning environment (or online delivery platform) called **Web CT**. The **CT** in **Web CT** is short for **Course Tools**.

An online delivery platform like this one provides you with a safe, password protected space to learn and communicate. You can track your progress and submit assignments as well as check your results. Your teacher will be able to give you feedback on your progress and assignments as well as communicate with you in various ways.

1.12 Getting started

There are two ways to access your course on **TAFE VC**. You can go to the **ICT PD** website, or you can go to the **TAFE VC** home page.

1.12.1 Using the ICT PD website



Open your browser and type in the address - www.tafevc.com.au/ict
The **ICT PD** home page is displayed.

- Read the welcome message.
- Click the link called **TAFE VC Login**.
- This will take you to the **Web CT** login screen.
- When prompted, insert your **username** and **password**.



Make sure you have upper and lower case correct – login is case-sensitive.


- Click the **Please Log On** button (Pressing the **Enter** key does not work!)
This takes you to **My TAFE VC**.

1.12.2 Using the TAFE VC website

- Open your browser and go to www.tafevc.com.au
The **TAFE VC** home page is displayed.
- Choose **Registered users login here**.
- Click **Login to myWebCT**.
The log on to the **TAFE VC** screen is displayed.

- Type in your **username** and **password**. Make sure you have upper and lower case correct – login is case sensitive.
- Click the **Please Log On** button. (Pressing the **Enter** key does not work!)

This takes you to **My TAFE VC**.



The screenshot shows the 'My TAFE VC : Terry Taylor' interface. At the top left is the 'WebCT' logo. To the right of the logo is the text 'My TAFE VC : Terry Taylor' and a link 'Go to Global Calendar'. Below this is a section titled 'Courses'. There are four courses listed, each with a title, instructor name, and a list of announcements:

- 1 Windows and the Web - Operations and Concepts** (0084_Mod1)
Instructor: ICT PA
 - [There is 1 assignment available now](#)
 - [There are new discussion postings](#)
- 2 Word Processing - Operations and Concepts** (0084_Mod2)
Instructor: ICT PA
 - [There is 1 assignment available now](#)
- 3 Presentations - Operations and Concepts** (0084_Mod3)
Instructor: ICT PA
 - [There is 1 assignment available now](#)
- 4 Spreadsheets - Operations and Concepts** (0084_Mod4)
Instructor: ICT PA
 - [There is 1 assignment available now](#)

This screen shows links to any courses you are enrolled in, as well as announcements and other information. Under each course, there is information about anything new in that course, as well as any current requirements.

1.13 Your course on My TAFE VC

You may be enrolled in one or more of the following modules of **Operations and Concepts - ICT**. The 4 modules are:

- 1.1 Windows and the Web - Operations and Concepts
- 1.2 Word Processing - Operations and Concepts
- 1.3 Presentations - Operations and Concepts
- 1.4 Spreadsheets - Operations and Concepts

You are currently enrolled in **Windows and the Web - Operations and Concepts**.

(NB) You will have all the units you are enrolled in on your **My TAFE VC** screen.

Let's go to the module home page.

- Click **Windows & the Web**.

The home page is displayed.

This is the main reference point for the course. It tells you what is available. There is a green road sign with links to each of the main aspects of your course – **Study Guide, Practice Tasks, Resources, Assessment and Communications.**

The name of the module you are currently enrolled in is also listed below the communication link.

Let's look at each one.

- Click the **Study Guide** link.

1.13.1 The study guide

This is your first stop. It is where you will find things that you need to remember which deal with the administrative aspects of the course.

Have a look around the screen. You will see that there are four sections on the page - **Course Outline, Self Evaluation, Course Delivery Options and Key Dates.**

Each of these sections contains documents with further information you may wish to read, print and/or save.

NB These documents have been produced as both **Word** and **PDF** files. Remember that they might take a few minutes to load. Once they have loaded you may like to print them.

Let's look at each of these in turn.

Course Outline, Self Evaluation and Course Delivery Options

- Under **Course Outline**, click the **Word** document link.
You may be asked if you wish to open or save this document.
- Choose **Open** and it will open this document in a separate window.
- Click **File**, then **Print** to print a copy.
- Close the window.
- Click the **PDF** document link and it will search for **Acrobat Reader** and open the document in a new window.
- Click the print icon in **Acrobat Reader** if you wish to print a copy.
- Close the window.

Repeat for the **Self Evaluation** and **Course Delivery Options** documents.

NB If you are using **Netscape**, you may see an extra blank window that you will need to close before returning to the study guide page.

Key Dates

The **Key Dates** link on the left-hand course navigation menu will take you to the course calendar. Your teacher will post all the important start and finish dates in the calendar for you.

Remember to check the calendar every time you log on – it should indicate if there are any new calendar postings in **My TAFE VC**. It will look like this.

Courses

[1 Windows and the Web - Operations and Concepts](#) (0084_Mod1)

Instructor: ICT PA

- [There is 1 assignment available now](#)
- [There are new discussion postings](#)
- [There are new calendar postings](#)

If there are new calendar entries you will see the **There are new calendar postings** link.

- Click the link and it will take you straight to the calendar.

To get back to the home page you can click the **Home** link above the course banner or on **Home page** in the navigation bar on the left.

Now, let's look at the other main sections of this module in turn.

1.13.2 Practice tasks

In the **Study Guide** you will find references to additional tasks that you can complete online such as downloadable work-based tasks or quizzes relating to the module(s) you are enrolled in. This module has two practice tasks.

- Click the link called **Practice Tasks**.
- Click **Files and Folders**.
- Click **Treasure hunt**.

These are **Word** documents. If it is not already opened, **Word** will open automatically and will allow you to save the task on to your computer or print it out for later use. These are short tasks that will help you consolidate the skills covered in the module.

- Click the **Home** link above the course banner or on **Home page** in the navigation bar on the left to go back to the **Home page**.

1.13.4 Resources

This section has a list of the resources for this course as outlined in the curriculum document as well as other suggested resources. It also contains copies of the support files that are on the disk accompanying these course materials. To see the resources:

- Click the **Resources** link on the home page or click the link at the top of any of the other pages such as the **Study Guide**.

If you know of any good resources, you can post them on the discussion board to share with others. See *The discussion board 1.15.1*, which will teach you how to use the discussion forum to share information.

1.14 Assessment

In different courses you may be assessed in various ways. These could include Recognition of Prior Learning (RPL)/Recognition of Current Competencies (RCC) within your Institute, or by completing assignments via **TAFE VC**.

This section introduces you to the assessment procedures in the **TAFE VC**.

We are going to use the **Invitation.doc** (you worked on this file earlier in *Opening files, 1.6*) to look at how you can access and upload assignments on **TAFE VC**.

1.14.1 Accessing assessment tasks



Make sure you are on the home page of **Windows and the Web**.

- Click the **Assessment** link.
- Click the **Assignments** link in the navigation bar on the left.

A list of assessments will appear. In **TAFE VC** they are called **Assignments**.

- Click the name of the assignment you want to open. We will use the practice assessment called **Sample**.

The **Assignment: Sample** screen will be displayed. It gives you a set of instructions and any assignment related files.



If the assignment requires you to create a document, just create and save it in the usual way on your computer. You can download any assignment related files. Select the file and click the **Download** button. Save the file to your computer or to a floppy disk, then close the assignment window.

1.14.2 Submitting assessment tasks

When you have completed an assignment, you need to send it to the teacher. To practise, use the **Sample** assessment task.



In the **Assignment: Sample** window you will see that there is a section called **Student files** and underneath a **Submit assignment** button. This means that submitting an assignment is a two-stage process. First you upload the assignment onto the **TAFE VC**, and then you submit or send it to your teacher.

Let's have a look.

Student files
To upload completed assignment files, click **Upload**.

Student files [None](#)

Submit Assignment
After the files are uploaded, you must click **Submit assignment**

- Click the **Upload** button.
- The **Upload Files for Assignment: (Assignment name)** screen appears.
- Click the **Browse** button to find the file.

NB The file may be on your computer, a floppy disk, or a local network.

You may need to display **All files** in the **Files of type** dialog box.

To practise we are going to upload the **Invitation.doc** file on your floppy disc.

- Select the **3½ Floppy (A:)** disk drive.
- Double click the **Windows and the Web** folder.
- Double click the **Notes** folder.
- Click **Invitation.doc**.
- Click **Open**.

The **File Upload** box closes, and the file name appears in the **File name** box.

- Click the **Upload** button.

You are now back at the **Assignment: (Assignment name)** screen.

- Now click the **Submit Assignment** button.

The **Submit Assignment** screen appears. You will see the name of your file in the **Current Files** box. Check that it is the correct file before you upload it.

- If it is not the correct file, click the **Cancel** button.


- Click the **Submit Assignment** button. You are asked to confirm the submission.
- Click **OK**.

You are now back at the **Assignment: (Assignment name)** screen.

You can't go back to it again.

NB Remember to make sure that your work is fully completed and saved before you submit it. You can't get it back once it's been submitted. If you want to re-submit, you will need to contact your teacher by email.

1.14.3 Checking your grades

 Make sure you are still in the **Assignments** main screen. To get back there, you can click **Return to Assignments** at the top part of the screen.

If your assignment has been graded, it will tell you so under the heading **Status**.

The word '**graded**' is a hyperlink.

- Click the link to read your grade and comments.

1.15 Communication using the TAFE VC

TAFE VC brings together the typical Internet communication tools, discussion, chat and email in one integrated environment. This is particularly useful for student-to-student and student-to-teacher communication. It will allow you to interact with the other students in your course and will help prevent feeling isolated when studying online.

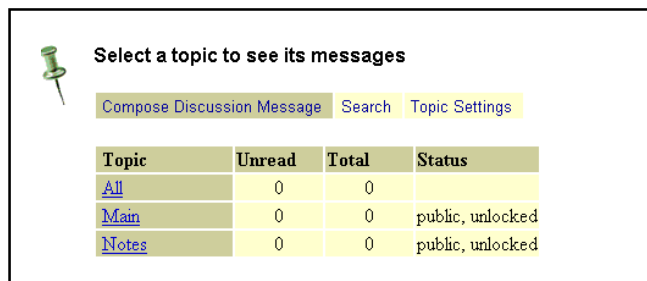
 You should be at the course home page. If you're not, go there now.

- Click **Communications**. This takes you to a page that explains the different tools. Let's look at each in turn.

1.15.1 The discussion board

- Click **Discussion** in the navigation bar on the left-hand side of your screen.

The **Discussion screen** is displayed.




Topic	Unread	Total	Status
All	0	0	
Main	0	0	public, unlocked
Notes	0	0	public, unlocked

In order to read the messages, you need to select the topic. There will be at least three topics when you log on for the first time including **All**, **Main** and **Notes**. Your teacher may add more topics. You will see any new topics when you log on the next time.

1.15.2 Composing a message

Let's create a message.

- Click **Compose Discussion Message**. A composition window appears.
- Type in a subject and the body of the message.

 Check your **Compose Discussion Message** screen to find the topic under which your message will be displayed. If there are no topics, it will default to **Main**. This will help you to find your message when you want to read it.

- Click the **Post** button.
-

1.15.3 Reading messages

You have just composed and posted a message. You should now have a message to read. Your new message will not be listed until you click on a topic. To see new messages:

- Click **All** or **Main** under the **Topics** listing.
Your message, and messages from your course colleagues, will be displayed.
- Click the message to display the text.

You can respond, or you can save the message if you wish, using the buttons at the bottom of the message frame.

1.15.4 The chat tool

The **TAFE VC Chat** tool allows you to have real-time conversations with users of this course or other courses. There are 4 general-purpose rooms, one general forum for the course, and one for each of the courses.

- Click **Chat** on the navigation bar on the left-hand side of the screen.
- Click **General Chat 1.1 Windows and the Web - Operations and Concepts**.

The chat window is displayed. You can see who is currently in the room.

You can send a message to everyone in the room by typing your message in the message box, then pressing **Enter**.

You can send private messages to selected users.

- Click on their names.
- Type your message and press **Enter**.

You can send a URL address.

- Click **Send URL**.
- A new window will pop up.
- Type the web address [www.tafevc.com.au\ict](http://www.tafevc.com.au/ict)
- Click **Send**.

The link is displayed in a new window.

- If you are asked whether you want to **Open in browser window**, click **OK** and the link will then take you to the site.
- Close the last two windows.

1.16 TAFE VC email

The **Discussion** and **Chat** tools that we have just looked at allow you to communicate with your fellow course participants in a public forum. However, there may be times when you want to send a private mail message to your teacher or a fellow student. You can use the **TAFE VC** internal email to do this. This mailbox operates only within your **TAFE VC** course. Let's have a look.

- Click the **Email** button in the navigation bar on the left side of the screen.
- The **Mail** screen is displayed. You will notice that it contains four default folders: **All**, **Inbox**, **Outbox**, and **Draft**.



If you have any new messages you will see a message in red under the mailbox icon: **You have 1 message in inbox**.

1.16.1 Composing and sending a message

- Click the **Compose Mail Message** link.
- The **Compose Mail Message** window is displayed.
- Click the **Browse** button that is next to the **Send to** text box.

A window appears. This window contains a list of all the people in your course.

- Click on the name of the person you want to send the message to.
- Click **Done**.
- Type the subject line and the body of the message.
- Click **Send**.

Your message has been sent - your outbox folder should now have the number **1** in it.

1.16.2 Reading your messages



Make sure that you are in the main email screen – if you are not there, go there now.



Remember to look at the main screen in **TAFE VC** when you log on to **My TAFE VC**. It will tell you if you have new mail. By clicking on that link you will go straight to the mail screen.

- Click **Inbox**.

The **Mail messages: Inbox** screen is displayed.

All your messages will be listed under **Subject, Author, Status** and **Attachments**.

- To read a message, click the message name under the subject heading.

You also have the options to reply, forward, close or read the next message.

So now you're online in the **TAFE Virtual Campus**. We hope you have enjoyed getting there!



Remember to log on to the **TAFE VC** often to check for messages and other communications from your teacher and classmates. In fact, a good tip is to set your browser home page to the **TAFE VC** page. That will remind you to log on every time you go online!

Glossary

Drives

Refer to storage spaces on your computer. It may be the hard disk drive, the floppy disc drive, or a network drive.

Hits

The number of times a web page has been visited, or the sites found in a web search.

Hyperlink

A link from one web page to another. They can also be in different places in the same document. A browser usually displays a hyperlink in some distinguishing way, eg in a different colour, font or style. When the user activates the link (eg by clicking on it with the mouse) the browser will display the target of the link, or the new web page.

Internet Service Provider

Also known as an ISP, this is a company that provides you with access to the Internet.

Metasearch engine

These search engines usually search other engines for the information you request by the keywords you type in. They don't create their own listings like other search engines. Rather, they send the search to several search engines all at once. The results are then blended together onto one page.

Network

A group of computers connected to each other via cable or wireless technology. You can share information between networked computers.

Portal

A website that offers a range of information and a number of services. The TAFE VC home page is a good example of a site dedicated to a particular category of information.

Search engine

A software program that lets you search for information on the Internet. You can search by keyword or phrase. There are several types of search engines and types of searches – they may cover titles of documents, URLs, headers, or complete text.

Username

Every secure, password-protected web site requires you to have a unique login or username. In the case of TAFE VC it is often your initial and surname as well as the provider ID number used for your Institute on the TAFE VC, for example 'bjones11'.

Windowful

A term that refers to what you can see in the content section of your document window at any one time. Every time you press the Page Down key or scroll down by 'jumping', a new windowful will appear.