Tech Savvy Seniors

Introduction to the Internet

Part 2 Beginners Guide

NSW GOVERNMENT

TOPIC	INTRODUCTION THE INTERNET - PART 2
WELCOME TO THE INTERNET!	So you have an internet connection, a computer with a web browser and know the very basics of links and search. Now it's time to make the most of what you've learned. There are literally millions of internet sites to explore, and **Part 2** of our **Introduction to the Internet** workshop will walk you through how to make the most of them.
WHO IS THIS WORKSHOP FOR?	You may be looking to extend what you learned in the **Introduction to the Internet Part 1** workshop with some practical activities, or perhaps you just want some hands-on experience to see if a home broadband connection is worthwhile. Either way, this session will get you surfing the internet.
WHAT YOU'LL NEED	An internet-connected laptop or desktop computer; either your own or supplied by the workshop organisers. You may need to share a computer with others in the workshop.
WHAT YOU'LL LEARN	This session expands on what was covered in **Part 1** of our **Introduction to the Internet** workshop. We'll be using a Windows 11 computer in our examples. First, we'll go through some of the features of your web browser that can make navigating the web much easier. Then we'll get you started with some of the best sites for common things you might like to do on the internet. Finally, we'll provide some tips for keeping yourself safe online.

TIMETABLE

This session will be broken into ten parts, with a 15-minute break in the middle. As always, feel free to ask questions at any time.

SUBJECT	DURATION
Introduction and review	10 minutes
Scrolling and navigating	20 minutes
Downloading	15 minutes
Using tabs	20 minutes
Using favourites	15 minutes
Changing your home page	15 minutes
Break	**15 minutes**
Enlarging a web page	10 minutes
Some of our favourite things: travel, weather, genealogy and news	15 minutes
Staying safe online	10 minutes
Summary	**10 minutes**
TOTAL	140 minutes

SUBJECT	**INTRODUCTION AND REVIEW**
TIME 🕐	10 minutes
RECAP	If you attended Part 1 of our **Introduction to the Internet** workshop, you should already be familiar with the basics of accessing the web. In that session we covered: ▶ How to get connected to the internet ▶ Starting up your web browser ▶ How to load a web page and use the Scroll bar to move up and down the page ▶ What links are, and how to navigate using them ▶ How to perform a basic internet search ▶ How to go backwards and forwards through pages you've already visited. This session builds upon those early sessions, but if you feel you need to recap some of the lessons, just ask your presenter to walk you back through their key points. Much of today's session will explain the additional features of your browser. We'll also get you started with some of the web's best sites, and give you some quick tips about staying safe while browsing.

SUBJECT	**SCROLLING AND NAVIGATING**
TIME 🕐	20 minutes

MOVING BETWEEN WEB PAGES

①

The diagrams in this workshop show the Edge web browser. Edge comes with the Windows 10 and Windows 11 operating systems.

You can upgrade Windows 10 to Windows 11 by following the instructions at: **https://www.microsoft.com/en-au/windows/windows-11**

If your computer uses Internet Explorer, or a different browser, the steps to complete each activity will be different.

We touched on some of the basics of navigating and moving around a web page in **Part 1** of our **Introduction to the Internet**, but we'll look into it a bit further here.

First, you need to open the web browser. On a Windows 10 or Windows 11 computer, that means clicking the **Edge** icon. Edge comes with Windows 10 and Windows 11 computers.

When the browser opens, you'll see buttons, icons and headings representing various features, tools, search and navigation controls.
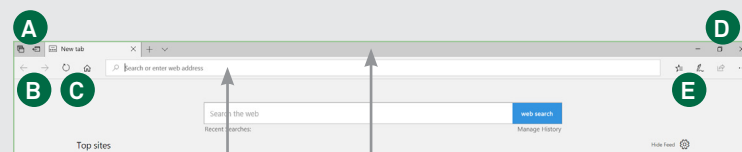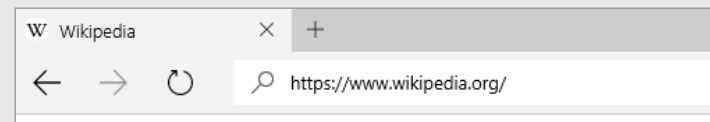

Address bar Enter a website address or a search term here to find what you're looking for
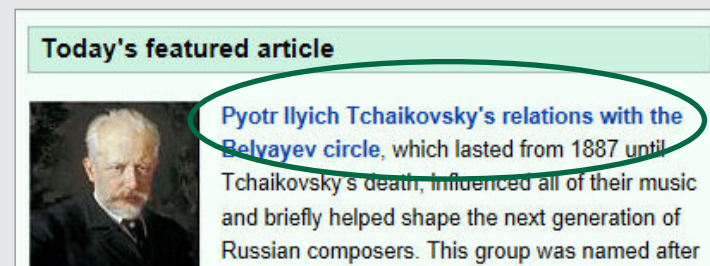
Tab Shows the title of the website in the open window

When it comes to moving around the web, the three main ways include:

1. Typing the address of a web page in the **Address bar**

2. Clicking on a **link**

Links can be text or images. Text links will be highlighted, typically in blue. When you move the mouse pointer over a link, text or image, the cursor will change.
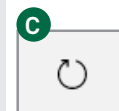
From left to right

Ⓐ

Tabs you've set aside Manage groups of saved tabs, like a Favourite.

Set these tabs aside Save the tabs currently open as a group

Ⓑ

Back Go back to a previously viewed web page

Forward Go forward to a previously viewed web page

Ⓒ

Refresh Reloads web page, so you know you're looking at the most current version
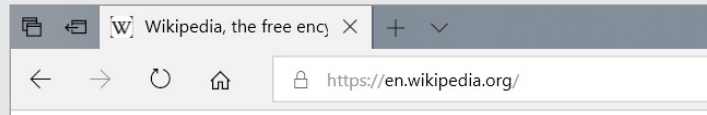
Ⓓ

Minimise Shrinks the web browser window into the Start bar

Maximise Expands the browser window to fill your monitor

Close Shuts down web browser

MOVING BETWEEN WEB PAGES

When you move your mouse over a link, you'll also see, at the bottom left of the browser window, what address the link points to.
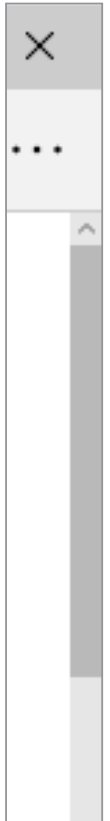

3. Using the **browser buttons**

The browser arrow buttons allow you to go back to a previous page, or forward again if you've already been to a page.

There is also a **Favourites** button in the browser bar that can be used to navigate. We'll be looking at it in more detail shortly.

MOVING AROUND THE PAGE

Most web pages are too big to fit on the screen all at once. Many are too long, some are too wide.

If a page is too long, a **Scroll bar** will appear on the right-hand side of the window. If it's too wide, a bar will appear at the bottom of the window.

You can move the page up and down (and left and right) by moving your mouse pointer to the Scroll bar. Then left-click on it and hold down the mouse button and move the bar up and down.

The Scroll bar lets you move up and down a web page

The scroll wheel and arrow keys

Using the Scroll bars can be a little slow, but there are alternatives.

If you're on a Windows computer, you probably have a mouse with a scroll wheel on it. That's the little wheel between the left and right mouse buttons. By spinning that wheel forward or backward, you can move the page up and down.

You can also use the arrow keys on your computer's keyboard to scroll the page up and down (and left and right).

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SUBJECT	**DOWNLOADING**
TIME 🕐	15 minutes
OVERVIEW ①	Sometimes you come across a link that doesn't point to another web page, but to a file. This is a download link. When you click on that link you'll be given the option to save the file to a folder on your computer. Using this method, you can download information, music and other media to your computer, as well as get new games and programs you can install on your computer. Let's run through a quick example to see how this works.
DOWNLOADING A PROGRAM 🖥️	**Google Earth** is a program you can download from the internet that lets explore the world in satellite photos, pictures, even virtual guided tours and quizzes. Here's how to get it. Open up your browser. Type **www.google.com/earth** into the **Address bar**. Click the three lines in the top left corner of the page. A menu will appear on the left of the globe. At the bottom you can see **Download Google Earth on desktop**. Click this and follow the instructions. Edge and most other browsers will download the Google Earth file automatically to your computer's **Downloads** directory. A download progress bar will appear in a box at the top right of the screen. When it's done, a link will appear in the box that says **Open file**. Click this and Google Earth will install on your computer.

DOWNLOADING A FILE

Many transport websites provide route and timetable information that you can download to your computer and refer to whenever you need to, without having to be online. You can even print copies to take with you when you leave home.
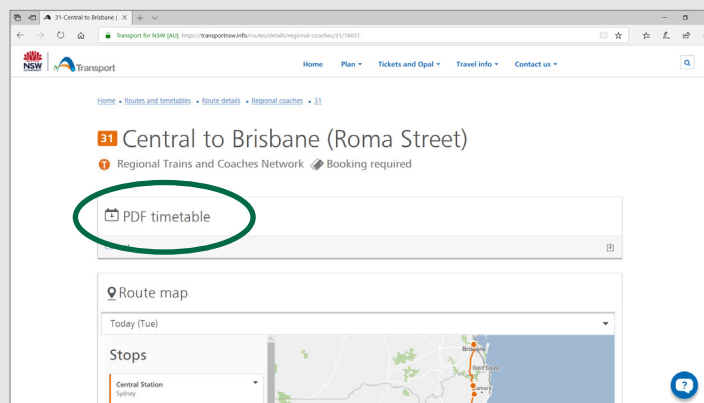
Open up your **browser**.

In the Address bar, type **transportnsw.info/regional**.

Click **Timetables and maps.**
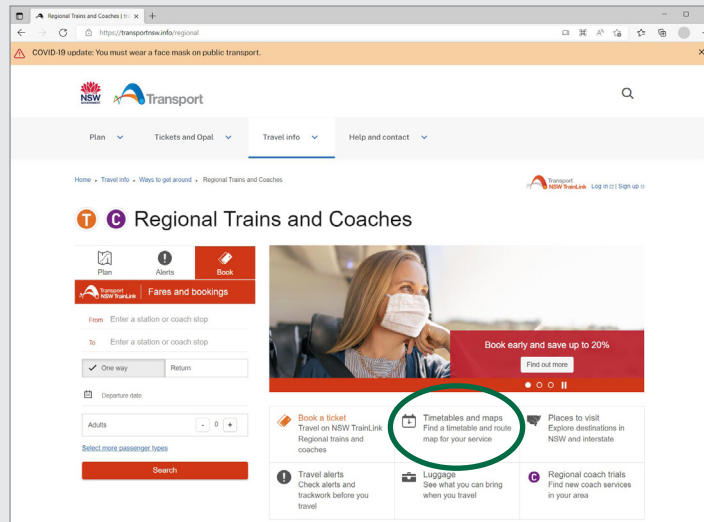
Select a route from the options on the page. When your route displays open, click **Current** beneath **PDF timetable**.
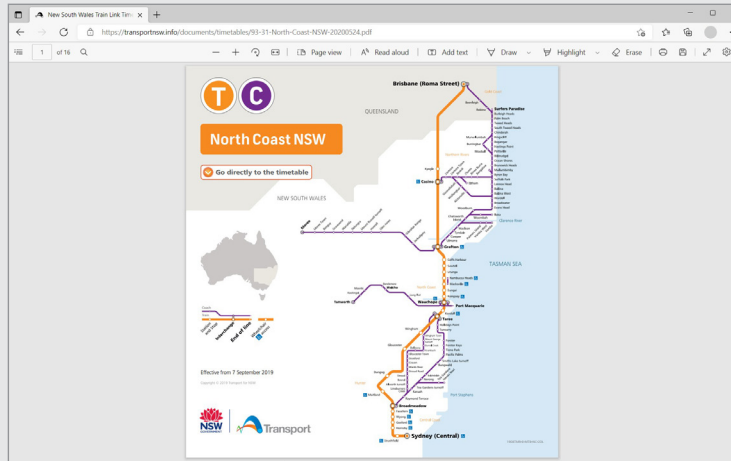
DOWNLOADING A FILE

The Countrylink timetables are a type of file called a **PDF**, or Portable Document Format. The Edge browser opens PDF files in a new window. To save the file, right-click on the PDF and choose **Save**.

You'll be asked where on your computer you want to save the file. From the menu on the left, Choose **Desktop**, then **Save**.

A download progress bar will appear, until the download is complete. (If the file is very small, the bar will disappear very quickly!)

Be careful about what you download

Downloading programs and files from the internet can be dangerous, as they may contain viruses that can spy on or control your computer.

We'll cover more on this in the **Introduction to Cyber Safety** workshop, but if the source of the download seems suspect, don't download the file. Major sites such as Sydney Buses or Google are generally safe, but more obscure ones may not be.

SUBJECT	**USING TABS**
TIME 🕐	20 minutes

OVERVIEW ⓘ	Browsers can actually have more than one web page open at a time. In fact, you can have many web pages open at once, with each available as a **tab** in your browser. Keep in mind that your computer can slow down if you leave dozens of tabs open at once.
	This is really useful if you want to keep a page open for reference later. It's also handy if you're reading an article and you see a link you'd like to follow but don't want to stop reading the article to do so. You can just open the link as a new tab and go back to it later.

TABS IN ACTION	You can see the tabs at the top of your browser window. By default there's only one. It's the box with the web page description in it.

Next to that tab you'll see a **plus (+)** sign. This represents a new tab. Click on it.
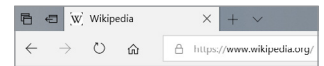

A new tab will appear. You can go to any address you like in this new tab.
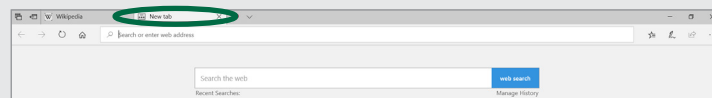
You can always switch between open tabs by just clicking on the tab you want to go to.

You can also always open more tabs by clicking on the plus (**+**) button.

Click on the little **X** in a tab to close that particular tab.
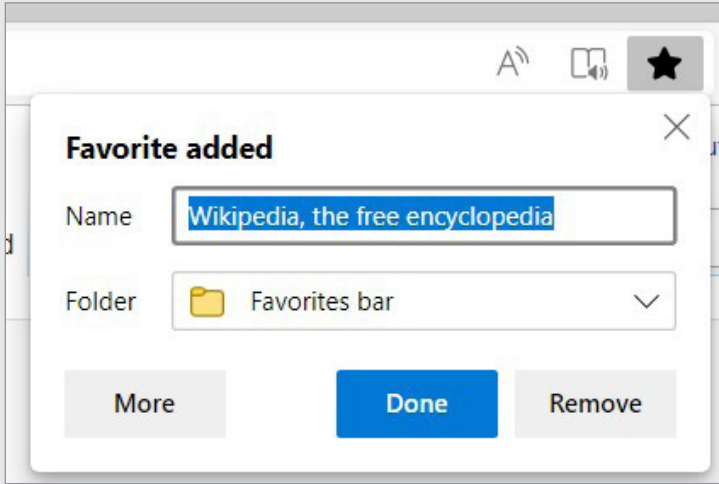
TABBING WHILE READING

So you're reading an article, and want to follow a link, but don't want to leave the article just yet. You can have your browser open a tab in the background and load the page ready for you to read it later.

To do this, instead of left-clicking on a link, right-click on it instead. What will appear is called the **Context Menu**.
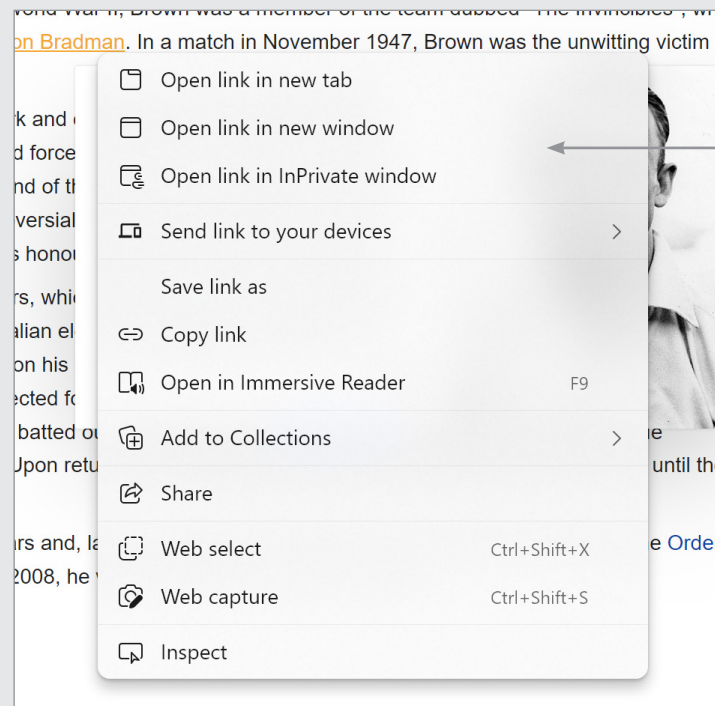
Right-click a link to view the Context Menu and open a new tab

One of the options in the context menu is **Open in New Tab**. Left-click on that. A new tab will open in the background and the page will start loading.

SUBJECT	**USING FAVOURITES**
TIME 🕐	15 minutes
OVERVIEW ①	It's likely you'll end up with a number of web pages you like to visit a lot. Instead of having to always type in their address, you can bookmark them. That creates a quick link in your browser that you can just click on instead of retyping the address. In Edge, these are called **Favourites**. In other browsers, they're just called **Bookmarks**.
ADDING A FAVOURITE	Go to a web page you like. It can be any web page. Click the **Star icon** at the top right of the browser to **Favourite** the website.

The name of the website will appear in a box (you can re-type the website name if you want). Next, choose where you want to save it.

Favorite added

Name: Wikipedia, the free encyclopedia

Folder: 📁 Favorites bar

More   Done   Remove

The web page will now be added to your **Favourites bar**.

To see all your Favourite websites, click on the **Favourites icon** (the star with three lines, to the right of the **Address bar**).

Favourites

|	
SUBJECT	**CHANGING YOUR HOME PAGE**
TIME 🕐	15 minutes
OVERVIEW ①	Your browser **Home** page is like a super bookmark. It's the page that the browser opens to whenever you start it up. Most browsers come with a default **Home** page. On most Windows computers, for example, the default Home page is the **New Tab** page, which contains a **Search bar** and some default links. You can change that, however. A lot of people, for example, set **www.google.com** as their Home page, because it's the page they use the most.
SETTING A NEW HOME PAGE 🖥️	In Edge, it's easy to change your Home page. Click the three dots on in the top right of the Edge browser to bring up your menu options, then select **Settings** at the bottom of the list.
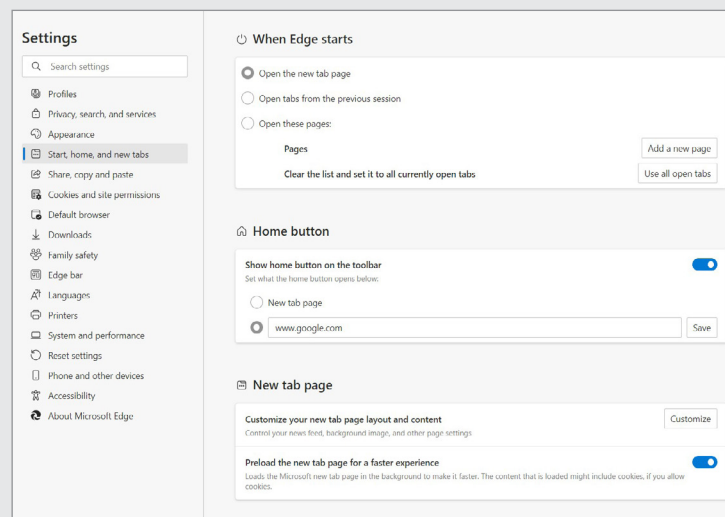
From the menu on the left, click **Start, home, and new tabs**. In the panel that appears on the right, look for **Home button**.

You can click the **switch** to put a **Home icon** next to the **Address bar**. Then, click the **empty circle** next to the box with **Enter URL** written in it.

Type in the address of the website you want as a Home page into the box. Then click **Save**.

The web page will now appear every time you open the browser.

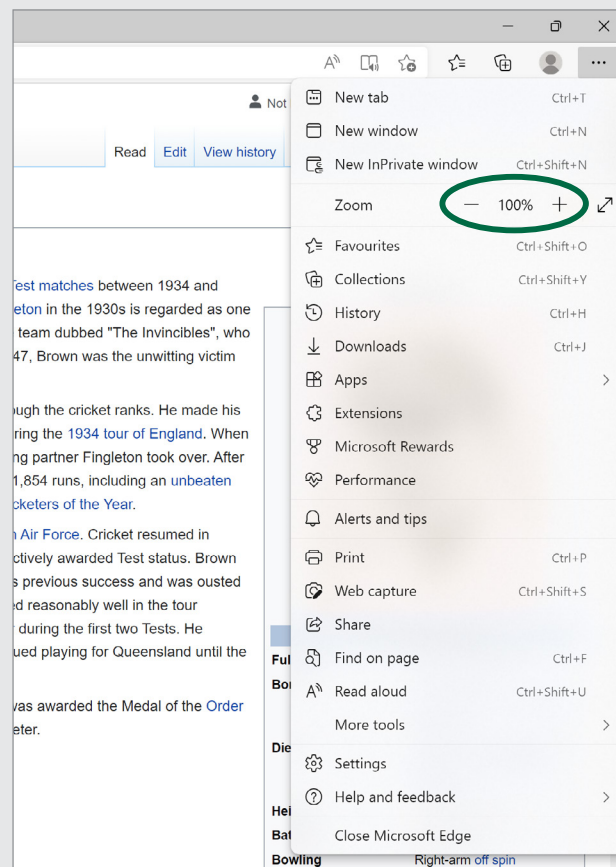| SUBJECT	**ENLARGING A WEB PAGE**
TIME	10 minutes

HOW TO ZOOM

Sometimes you just come across a web page that's really hard to read. If you find the text is too small, it's really easy to zoom in.

On your keyboard, hold down the **Control (Ctrl)** key and press the **+** button to zoom in and make the text bigger. (You can zoom out again by holding down **Ctrl** and pressing **–**).

Another way you can do it is to left-click on the three dots in the top-right corner of the Edge browser.

From the menu options, select **Zoom**. Adjust the setting to your preferred size by clicking the **+** or **–** symbols.

The browser will remember your zoom level, so you don't need to change it for every page.

SUBJECT	**SOME OF OUR FAVOURITE THINGS**
TIME 🕐	15 minutes
LET'S EXPLORE	You should now have all the tools you need to be an expert web browser. You might now be looking for a good place to start your browsing, however. Below we've listed some of our favourite sites. You can try visiting some of them while the session is on, and explore even more when you get home. Just type in the web address (the bold text) into your browser Address bar to head to the site.
SEARCH 🔍	**www.google.com** The home page of Google, the world's largest search provider.
	www.bing.com Bing is Microsoft's alternative to Google.
HELP ❓	**www.youtube.com/telstra** For 'know how' video demonstrations.
	www.beconnected.esafety.gov.au A great site for internet beginners.
NEWS	**www.abc.net.au** Home of the ABC. You can even watch episodes from ABC television and listen to ABC radio.
	www.smh.com.au Home of Fairfax's Sydney Morning Herald. You'll also find the Melbourne's The Age at **www.theage.com.au**
	www.news.com.au The web page of News Corp, which owns The Australian, The Telegraph, Courier Mail and many more.
	media.telstra.com Provides a constant news and information feed.

WEATHER	**www.bom.gov.au** Go straight to the source with the Bureau of Meteorology.
	www.weatherzone.com.au Another great weather site.
VIDEO AND PHOTOS	**www.youtube.com** An almost limitless supply of free video entertainment and information, from amateur home videos all the way up to professional documentaries!
	www.flickr.com A site for photo sharing.
TRAVEL	**www.wotif.com.au** A great site for finding travel information and deals.
	www.expedia.com.au Another site with extensive travel and weather information.
GENEALOGY	**www.familysearch.org** If you're looking to find out more about your family history, this is an excellent place to start.
SHOPPING Most shopping starts with a Google search for the specific item you want (since there are tens of thousands of online stores), but you can also try:	**www.shopbot.com.au** A site that automatically compares prices for specific goods across hundred of online stores.
	www.ebay.com.au A site where you can bid in online auctions, and even auction your own stuff off.
GOVERNMENT	**www.australia.gov.au** The main page of the Australian government, which has links to all sorts of federal and state government services, including the Taxation Office (**www.ato.gov.au**), voting and registry services and much, much more.

SUBJECT	**STAYING SAFE ONLINE**
TIME 🕐	10 minutes
OVERVIEW ①	Now that you have the tools to confidently explore the internet, we should finish with some common sense safety advice: just like in the real world, when online you also need to be careful who you trust. There are no rules about who can publish a website and very few regulations about what can be published online. Also people can say they are whoever they want, so you need to be wary of scammers. Therefore you need to be careful about who you give your personal information to, where you buy things and what you download. It pays to be a little suspicious. You should not give personal information to strangers or buy things from stores you don't trust. You should also not download and install software from untrustworthy-looking sites. We'll cover this in more detail in our **Introduction to Cyber Safety** workshop.

SUMMARY

Congratulations, you're now a master of the web browser. You can now start to really see all the web has to offer. Here's a quick review of the topics covered in today's workshop.

TIME 🕐	10 minutes

RECAP	▶ How to navigate web pages using your browser's scroll bar, back and forward buttons
	▶ How to download a file from the internet
	▶ How to use tabs, add Favourites, set a Home page and zoom in on a web page.

ADDITIONAL WORKSHOPS	If you really want to know how to get the best of the internet, we have further Tech Savvy Senior sessions as well. When you complete the rest of the Beginners course, you should be able to:
	▶ Know how to stay safe online
	▶ Know how to compose and send emails
	▶ Do your banking and shopping online
	▶ Share photos and stay in contact with loved ones
	▶ Use smartphones and tablets to make calls and access the internet.

GLOSSARY

TERM	EXPLANATION
BROADBAND	A fast, always-on internet connection.
BROWSER	A program used for viewing web pages. Edge, Internet Explorer, Safari, Chrome and Firefox are examples of browsers.
DOMAIN NAME, ADDRESS OR URL	A web page's unique code that allows you to find it among the billions of other web pages on the internet.
DOWNLOAD	To transfer information (data) from the internet to your computer.
HOME PAGE	This can either refer to your home page, which is the page that your browser opens to, or the home page of a specific website, which is the 'base' page that links to all the others and the first page you generally see when you visit that site.
INTERNET	A worldwide network that allows computers to exchange information with each other.
KILOBITS PER SECOND (Kbps), MEGABITS PER SECOND (Mbps)	A way of measuring how much data an internet connection transfers every second. 1Mbps = 1000Kbps.
KILOBYTE (KB), MEGABYTE (MB), GIGABYTE (GB)	A way to measure an amount of data transferred or stored (the same as your computer's hard disk or memory). 1GB = 1024MB = 1048576KB
LINK (OR HYPERLINK)	A shortcut that connects one web page to another.
ONLINE	Connected to the internet.

GLOSSARY

TERM	EXPLANATION
TAB	A web page that you have open in your browser. You can have multiple tabs open, each with a different web page.
WEB PAGE	A document on the internet.
WEBSITE	A collection of web pages about the same subject that are published by the same person or organisation.