

Internet Explorer 7

Foundation Level



SAMPLE



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Terminology and Concepts

World Wide Web (WWW) vs. the Internet

- The World Wide Web (WWW) is just a small part of the Internet as a whole. The Internet, relates to all the hardware and software involved, and as well as including the WWW, also includes FTP (File Transfer Protocol – more about this later), email and newsgroups.

The WWW is basically the text and pictures that you can view using a Web Browser, such as Microsoft Internet Explorer.

HTTP (Hypertext Transfer Protocol)

- HTTP stands for Hypertext Transfer Protocol. This is the language your Web Browser uses to request pages & graphics from the Web server. You do not need to worry about the details; it is just useful to know what this is. You can see that your Web Browser is using the HTTP protocol when it is shown at the start of a Web address such as <http://www.google.com>

HTML

- Short for Hypertext Markup Language. This is a format used by many web sites and can be used to display and format text and pictures on the web.

URL (Uniform Resource Locator)

- The URL (Uniform Resource Locator) is just another name for a Web address. The URL consists of the name of the protocol (usually HTTP or FTP) followed by the address of the computer you want to connect to, e.g. a URL of <http://www.microsoft.com> would instruct your Web Browser to use the HTTP protocol to connect to the Microsoft Web site.

Hyperlinks

- A hyperlink is a piece of text (or a picture) on a Web page, which when clicked on will automatically:-
 - Take you to a different part of the same page
 - Take you to a different page within the Web site
 - Take you to a page in a different Web site
 - Enable you to download a file
 - Launch an application, video or sound

Text which is underlined normally indicates a hyperlink. By default these text links are normally displayed in blue.

- When you move the mouse pointer over a hyperlink, it changes to the shape of a hand.



ISP (Internet Service Provider)

- If you want to connect to the Internet, you need to subscribe via an Internet Service Provider. The ISP gives you a connection to the Internet either via your telephone line or via a special digital high speed line. An example of a popular ISP is AOL (America On-Line).

FTP (File Transfer Protocol)

- FTP is just a way of transferring data from one place to another over the Internet. It is often used for downloading large files from a Web site. You do not really need to know anything about how it works, in most cases you will click on a link within a Web page, and your Web Browser (such as Microsoft Internet Explorer) will take care of the FTP transfer for you, all you have to decide is where to store the file that you wish to download.

In many cases people who write and maintain Web sites will use an FTP program to send the data which makes up a Web site, from the hard disk on which it was created, to a Web server computer.

There are many FTP programs available such as Cute FTP, an evaluation copy of which can be downloaded from www.cuteftp.com

Web sites and URLs

- A Web site is simply data which is stored on a WWW server and which can be freely accessed by people 'surfing the Web'. For instance Microsoft has a Web site, from which you can download information and software. The trouble is that you need to know the address of the Web site; in much the same way as if you want to phone someone you have to know his or her phone number. The address of a Web site is given by something called its URL (Uniform Resource Locator). The structure of the URL is very precise. For instance, if you wish to use your Web Browser to visit the Microsoft Web site you would have to use the URL:

<http://www.microsoft.com>

Thus if you wish to visit the Web site of the company that produced this training material you would use the URL:

<http://www.cheltenhamcourseware.com>

Due to the very large number of organizations who now have Web sites, you can also use a search engine, in which you can enter a word or phrase connected with what you wish to find and it will then display sites which match the information which you have entered. The results can be overwhelming however. A recent search using the search words "PC courseware" displayed a list of a million sites containing these words!

Web Browser

- Web browsing applications include 'Internet Explorer' (from Microsoft) and 'Netscape Navigator/Communicator'. In both cases there are many different versions, and you will find that the later versions offer much more versatility, as well as a better range of built-in features. The Web Browser allows you to view Web pages.

Cookies

- Some Web sites can store hidden information about you on your hard disk using cookies. This information is stored in small text file. Cookies can be useful, for instance, a site may store your preferences about a Web site, so that when you re-visit the site your preferences can be accessed automatically. Cookies are used by some Web sites to identify you; this saves you having to "log in" to the Web site each time you visit.

More information: <http://www.cookiecentral.com>

Internet cache

- Each time you display a Web site within your Web Browser, a copy of the information (both text and pictures) is saved on your hard disk. The reason for this is that the next time you want to re-visit the site; the information is quickly loaded from the copy on your hard disk, rather than slowly from the actual Internet site.
- As pictures are stored in the cache, if you are visiting a site which has many separate Web pages, with say a company logo on each page, then all subsequent pages from that site will load a little faster as the logo graphics will load from the cache, not via the Internet.

Using Microsoft Internet Explorer

Opening the Microsoft Internet Explorer program

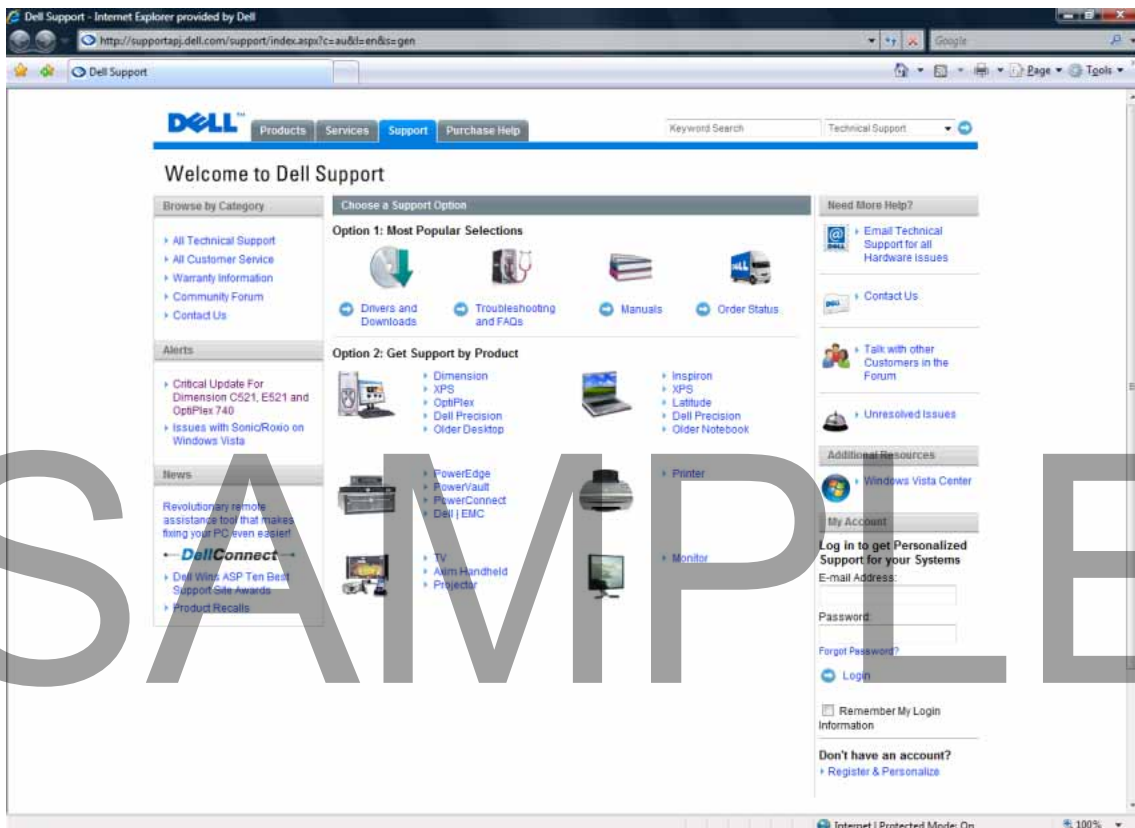
- The Internet Explorer icon is usually displayed at the bottom-left of your screen.



On many computers you may also see the Internet Explorer icon displayed on your Desktop (the empty Windows screen).



- Click on the icon and you will see the Internet Explorer window displayed on your screen.



- When the Internet Explorer opens it normally displays what is called the 'Home Page'. This is the default Web page that the program is set to display. In the example shown, the computer was a Dell PC, and not surprisingly, Dell had set the

Home Page to display a Web page relevant to Dell. As we will see you can easily change the Home Page of your particular copy of Internet Explorer.

Viewing a particular Web site

- There is an address bar towards the top of the screen. Type in the Web address for Microsoft **www.microsoft.com** and press the **Enter** key. You will see the Microsoft Web page displayed. It will look different, as Microsoft changes the look and content of their Web site on a regular basis.



Minimizing, maximizing, restoring and closing icons

- These buttons act in the same way as every other standard Windows program and are displayed at the top-right of your screen.

Clicking on the **Minimize** button will minimize the Program window down to the Windows Task Bar (the bar that runs along the bottom of your screen).



Clicking on the **Restore Down** button will run the program within a window.



Clicking on the **Maximize** button will maximize the program if you are viewing it within a window.



Clicking on the **Close** button will close the program.

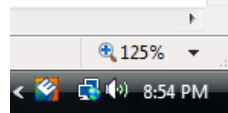


Zoom

- The zoom control is displayed at the bottom-right of your screen. In the example shown the zoom is set to 100%.

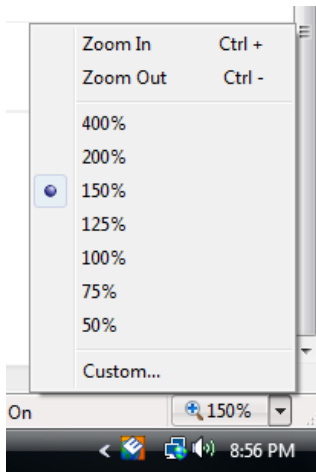


- Try clicking on the percentage zoom number a few times and you will see it cycles around preset zoom levels, as illustrated.



- Click on the **down arrow** next to the **zoom percentage level** and you will see more zoom options displayed. Try viewing the Web page at **400%**, **200%**, **75%** and **50%**.

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TIP: To zoom in press down the **Ctrl** key and while keeping it pressed keeping pressing the **+** key. Let go of the **Ctrl** key when you have zoomed in the required amount. To zoom out, use the same technique but press **Ctrl** and the **-** key.

- Before continuing set the zoom level to **100%**.

Hyperlinks

- Slowly move the mouse pointer over the Web page displayed on your screen. You will notice that if you point to certain text or pictures, the mouse pointer changes to the shape of a small hand.



- When the pointer changes to this shape it means that you are pointing to a hyperlink. When you click on a hyperlink you will jump to a new location. That location could be a different location on the same page. It could be a different Web page of the same Web site. It could even be a different Web page on a different Web site.

TIP: Hyperlinks may also allow you to download files from the Web site.

- Try clicking on a few hyperlinks and see what happens.

Navigating through Web sites

- Normally when you first view a Web site you see what is called the Home Page for that Web site. The Home Page is the starting page for a Web site and you use hyperlinks within that page to visit other pages within the Web site. See if you can see a link called Home Page on the pages you visited within the Microsoft Web site.

Not all Web pages will have this link, but most well designed Web pages will have some sort of link to allow you to quickly jump back to the home page.

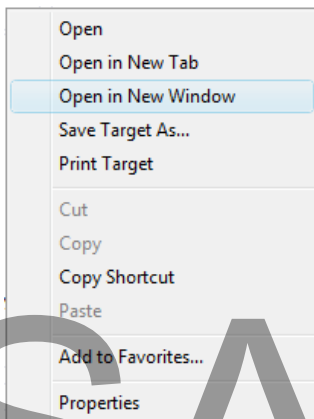
Back and Forward buttons

- The **Back** button allows you to go back to the last Web page you displayed on your screen. Having gone back, the **Forward** button allows you to go forward to the next page that you visited. Experiment with using these buttons.



Forcing a Web page to display within a new window

- Sometimes you may want to open the page that the hyperlink links to, within a new, separate window. To do this right click on a hyperlink and from the pop-up menu displayed, click on the **Open in New Window** command. You will now see two copies of the Internet Explorer displayed. One displays the original page while the second displays the page that you hyperlinked to.



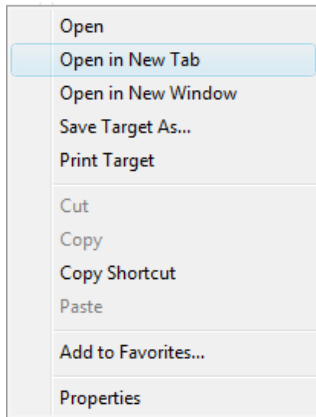
TIP: To open a hyperlinked Web page within a new window, hold down the **Shift** key and then click on the hyperlink.

Try this now.

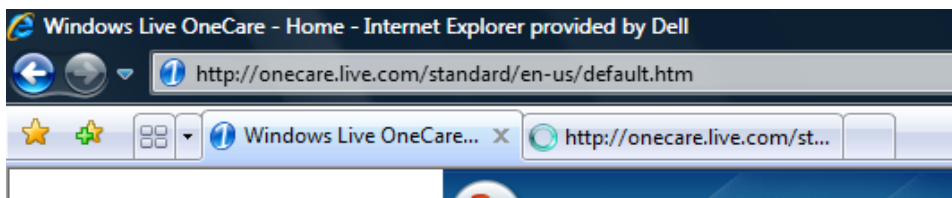
Forcing a Web page to display within a new tab

- Sometimes you may want to open the page that the hyperlink links to, within a new tab (i.e. a new tab within the existing copy of the Internet Explorer). To do this right

click on a hyperlink and from the pop-up menu displayed, click on the **Open in New Tab** command.



- Try this now and you will now see two tabs displayed within your Internet Explorer window.



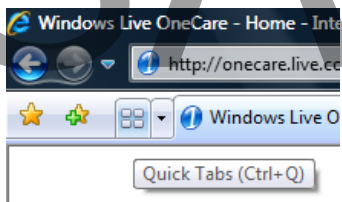
Switching Between Tabs

- To switch from one tab to another simply click on the tab. Try this now.

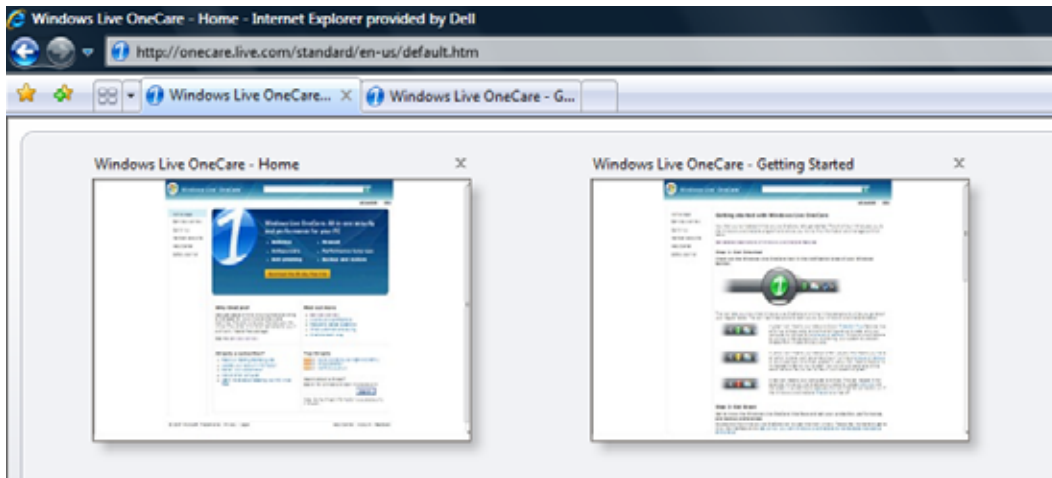
TIP: The tab switching keyboard shortcut is **Ctrl+Tab**.

Quick Tabs

- Click on the **Quick Tabs** icon (top-left of the screen).



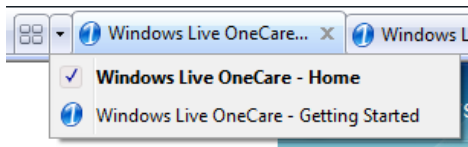
- You will see the Web sites in your tabs, displayed as thumbnail previews.



- Click on the preview Web that you want to view and you will switch to that Web site.

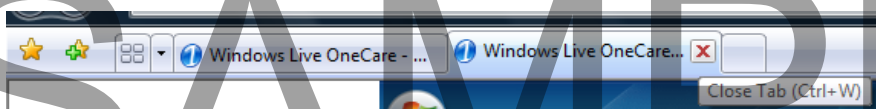
Tab List

- If you click on the **down arrow** next to the **Quick Tabs** icon you will see the **Tab List**. Clicking on an item in the list will display the selected Web page.



Closing a Tab

- To close a tab within the Internet Explorer, click on the **Close** icon displayed at the top-right of each tab.



Stop button

- Sometimes you may want to stop a page from continuing to download once you have clicked on it. It may be a very slow loading page and you get fed up waiting for all the pictures within the Web page to be displayed. To stop a page from continuing to download, click on the **Stop** button.



Refreshing Web pages

- Sometimes you may want to refresh a page. This means reloading the page. For instance you may be looking at a news page and after leaving the page on your screen for an hour, you might want to refresh the page, to display the latest version of the page. To refresh a page click on the **Refresh** icon.



TIP: Many Web pages, such as news pages use special techniques to refresh themselves automatically. We will see more about this later.

Internet Explorer icons

- Towards the top-right of the Internet Explorer window you will see a number of icons displayed.



Home. 

Clicking on this icon will display the Home Page for your copy of the Internet Explorer.

Feeds. 

We will see more about feeds later.

Printer. 

Lets you print your Web page.

Page. 

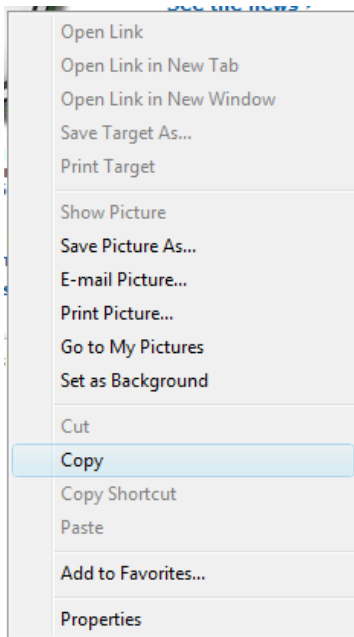
Lets you select page related options.

Tools.  **Tools**

Displays a range of Internet Explorer tools.

Copying a picture from a Web site page

- Display a Web page within the Internet Explorer, such as **www.intel.com**, right click on a picture within the Web page, and select the **Copy** command.

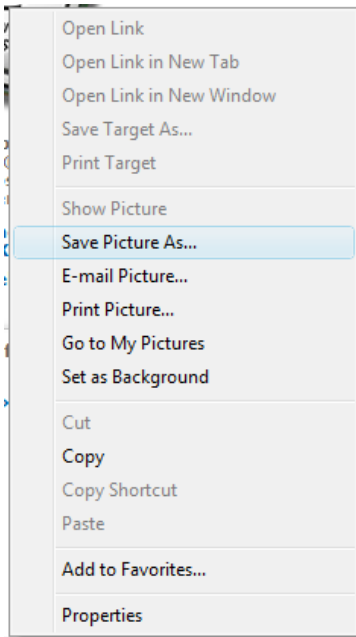


This will copy the image to the Clipboard. The image can then be pasted into a document using the normal **paste** command.

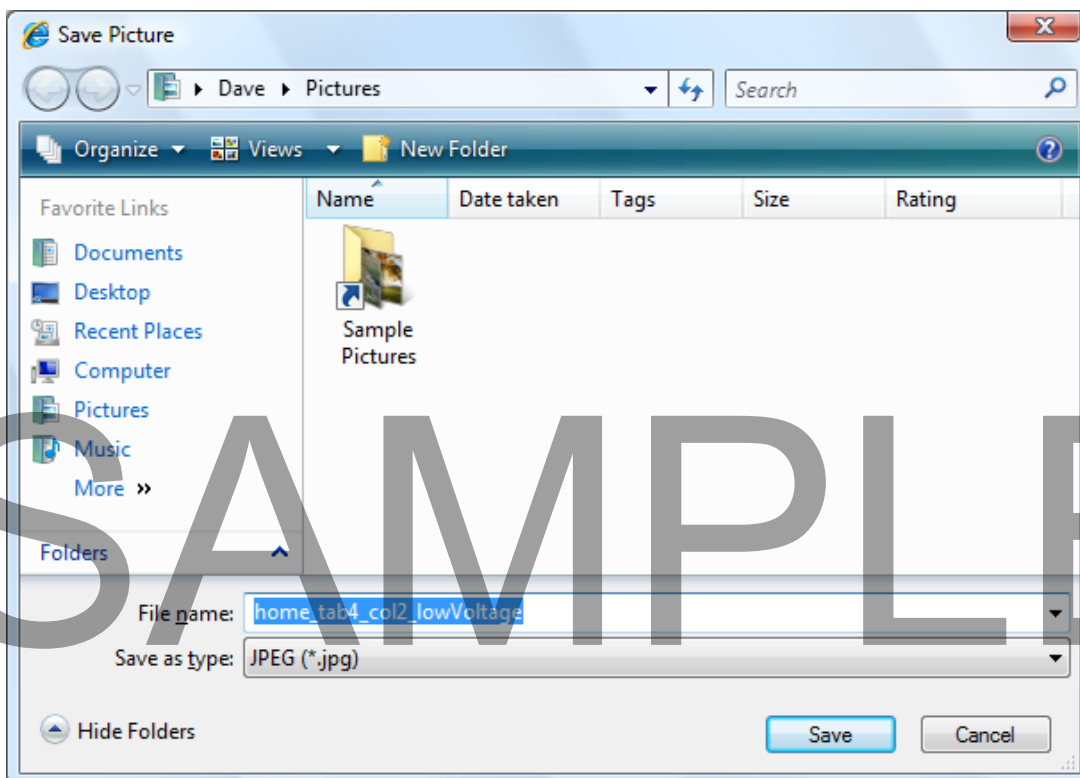
- Open the **WordPad** program. To do this click on the **Start** button and then click on **All Programs**. Click on **Accessories** and then click on **WordPad**. Press **Ctrl+V** to copy the contents of the Clipboard into the WordPad window. Close the WordPad program without saving your document.

Saving a picture on a Web page as a picture file

- Display a Web page within the Internet Explorer, such as **www.intel.com**, right click on a picture within the Web page, and select the **Save Picture As** command.



- This will display the **Save Picture** dialog box.

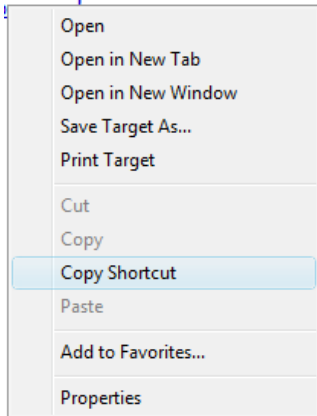


- You can then save the picture as a JPEG file to your hard disk. This picture can then be used in any documents that you create.

WARNING: Most pictures that you will see on Web pages are subject to copyright and you may need permission to use them within any documents that you create.

Copying a Web address to a document

- Display a Web page such as **www.google.com**. Right-click over a hyperlink and from the pop-up menu displayed, select the **Copy Shortcut** command. The hyperlink URL has been copied to the Clipboard.

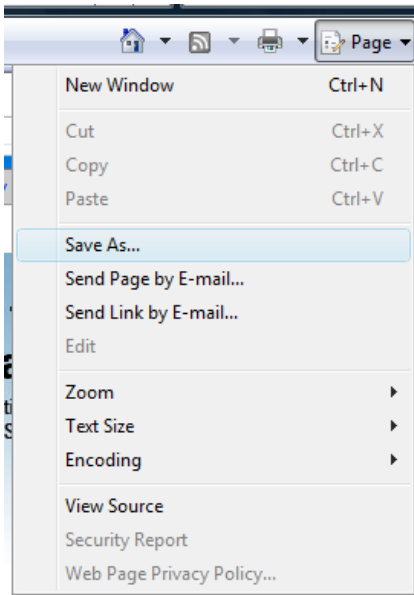


- Open the **WordPad** program. To do this click on the **Start** button and then click on **All Programs**. Click on **Accessories** and then click on **WordPad**. Press **Ctrl+V** to copy the contents of the Clipboard into the WordPad window. Close the WordPad program without saving your document.

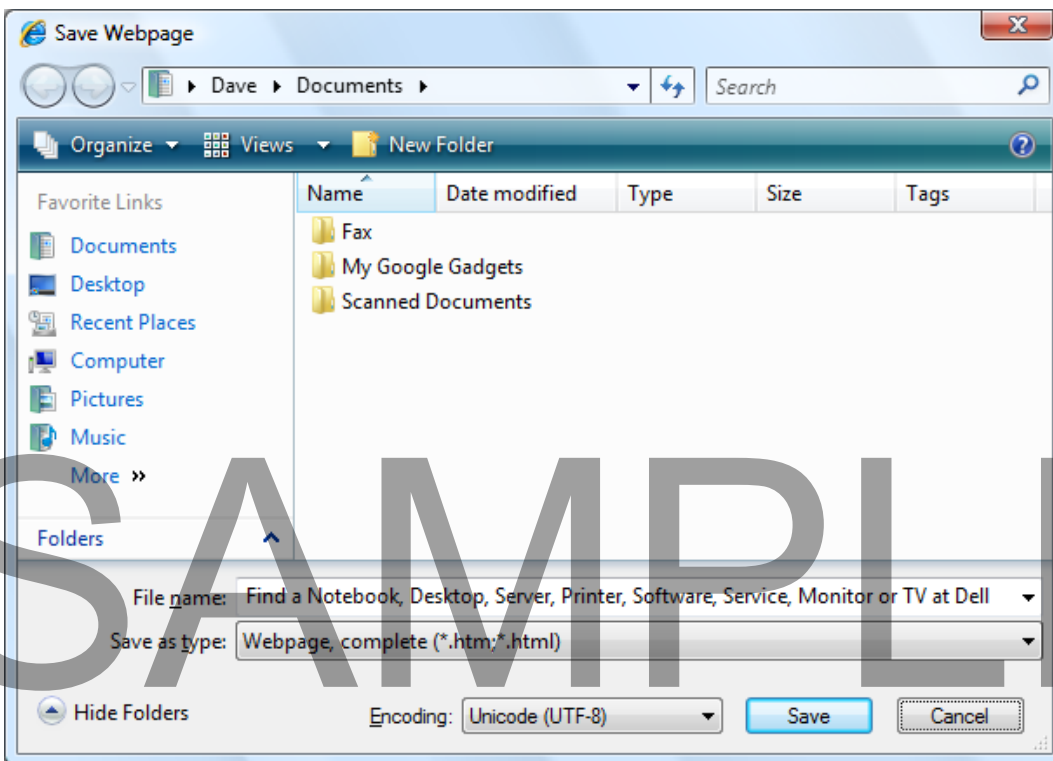
Saving a Web page

- Display the Web page that you wish to save to disk, such as **www.dell.com**.
- Click on the **down arrow** to the right of the **Page** button (displayed on the toolbar) and select the **Save As** command.

SAMPLE



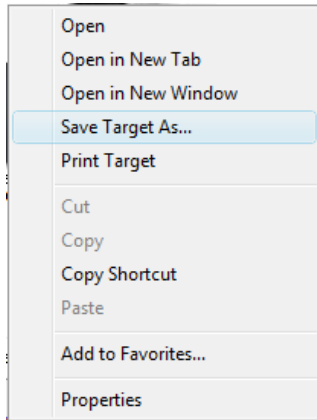
- You will see the **Save Webpage** dialog box.



- You can use this dialog box to specify a file name and a folder location. Clicking on the **Save** button will save the Web page to your hard disk.

Downloading files from a Web page

- Some Web pages give you the option of clicking on a hyperlink to download a file. This file might be a program or a document. Many documents will be available as either Microsoft Word formatted files or Adobe Acrobat PDF formatted files. To download a file you would right click on the hyperlink, and from the pop-up menu displayed, select the **Save Target As** command.



- You will then see a dialog box allowing you to specify the folder in which you want to save the file.

Adobe Acrobat files

- This has become a very popular format for documents that you can download from Web site pages. The format is called PDF or Portable Document Format. It was developed by a company called Adobe. The great thing about documents formatted in Adobe Acrobat format is that they can be viewed using a free Adobe Acrobat reader program and can be viewed by people using different types of computers which are running different types of software. For more information about Adobe Acrobat files, and to download the free Adobe Acrobat Reader program, visit www.adobe.com.
- Many sites will display an icon similar to the one below.



Clicking on this will link you directly to the Adobe Acrobat download site at:

<http://www.adobe.com/products/acrobat/readstep2.html>

Search Engines

Search Engines

- A search engine holds information about pages on Web sites throughout the Internet. It only has information about Web sites which have been reported to it, or ones that it has found out about automatically. It is important to realize that a search engine does not have complete information about all Web sites on the Internet! There are a number of different search engines, run by different organizations. Within a search engine you can enter a search phrase, such as **film reviews**, and the search engine will then search through its database and after a short pause, should display a list of sites that fit your search parameters.

Searching using Instant Search

- You can enter a search word or phrase into the **Instant Search** box. This is normally displayed at the top-right of the Internet Explorer window, as illustrated.



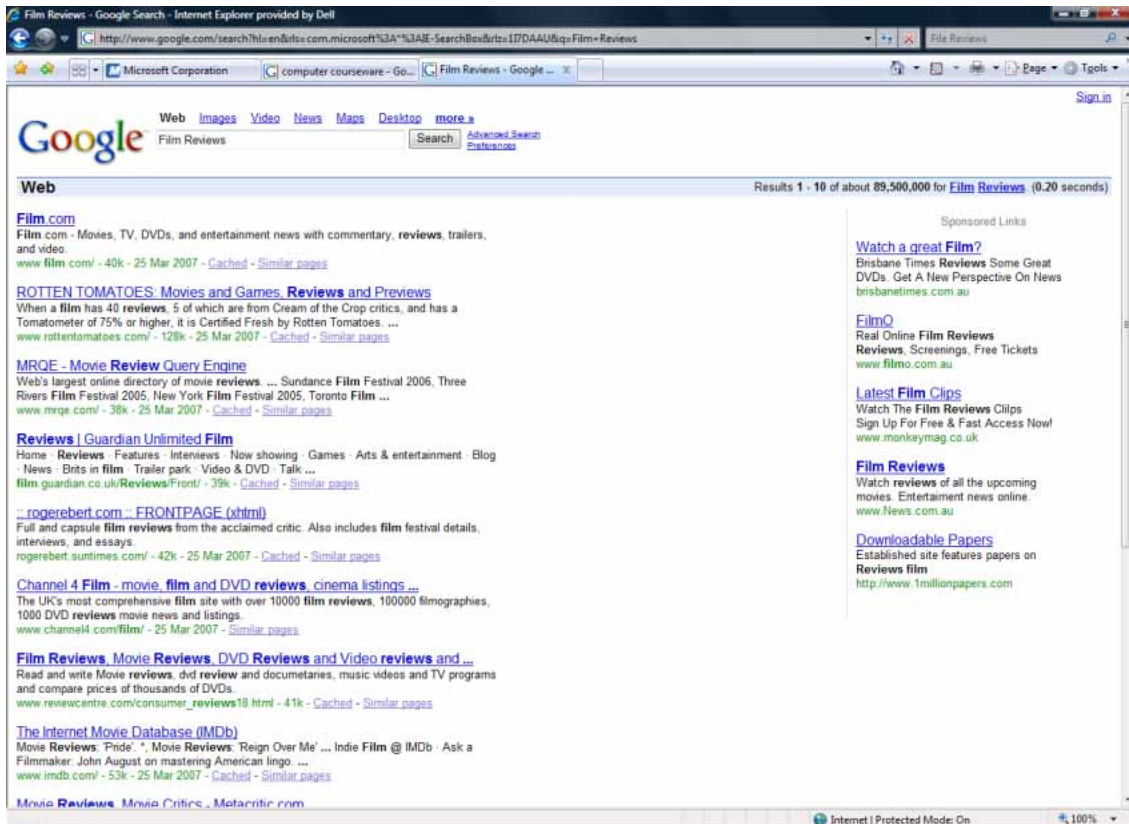
- Type in the phrase **Film reviews** and press the **Enter** key.



TIP: If you press **Alt+Enter** rather than **Enter** then the search results will be displayed within a new tab.

You will see a page of search results displayed, as illustrated.

SAMPLE



- Clicking on one of the search result links will display the relevant Web site. In the example we clicked on the '**Rotten Tomatoes**' Web site link. This is a well known site containing film reviews.

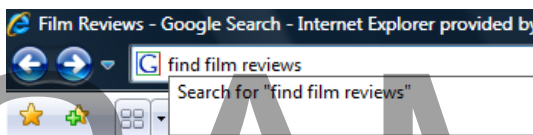
TIP: When you see a page of search results, clicking on a link will display that Web site, and replace the page of search results. If you want the Web site link to open within a new window, press the **Shift** key while you click on the link. The Web page will then open within a separate window, and you can still access the page of search results.

SAMPLE



Searching using the Address Bar

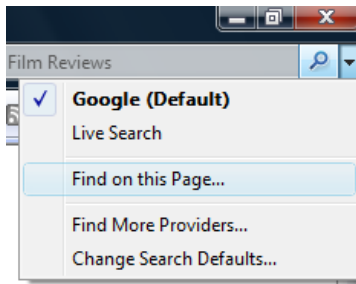
- Click within the Internet Explorer **Address Bar**. Type in the word **Find** followed by the search phrase. In the example we are searching for **Film reviews**.



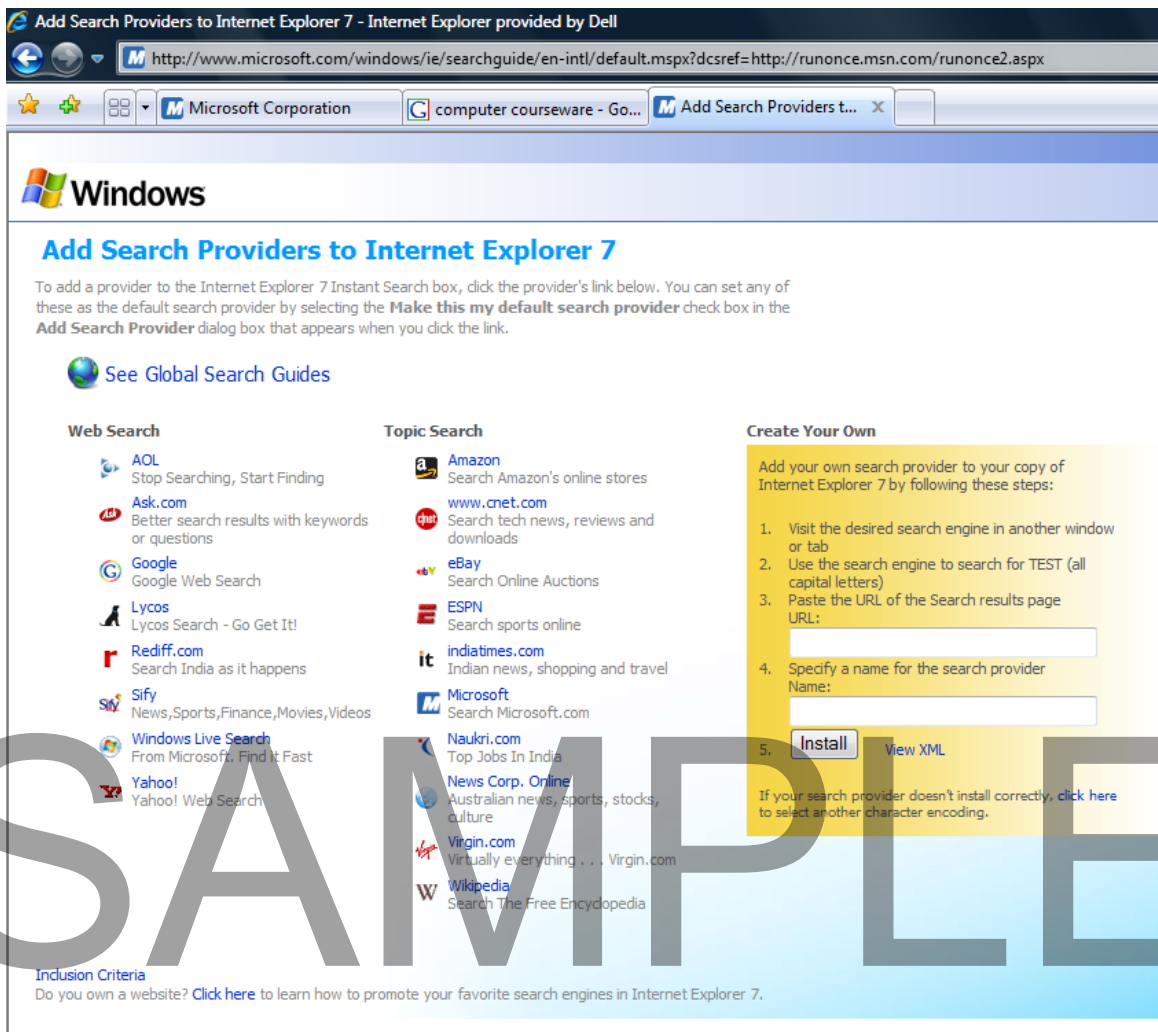
- Pressing the **Enter** key will display a page of search results.

Adding new search engines

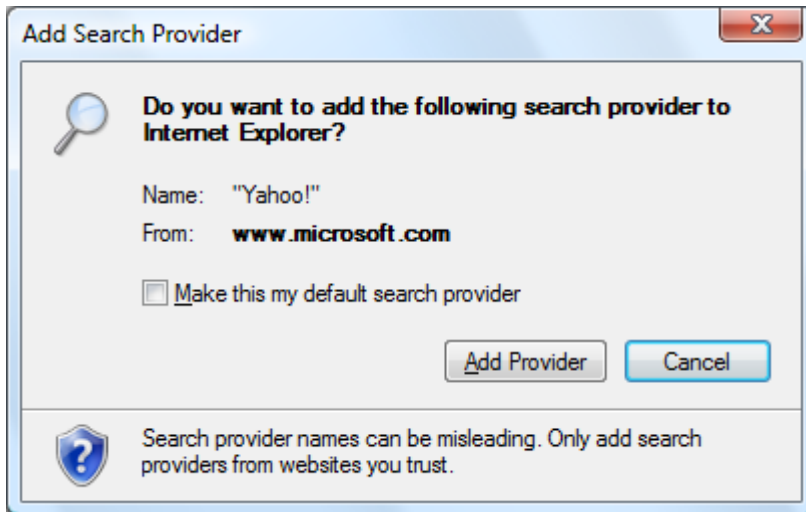
- Click on the **down arrow** to the right of the **Search Box** and you will see a drop down list.



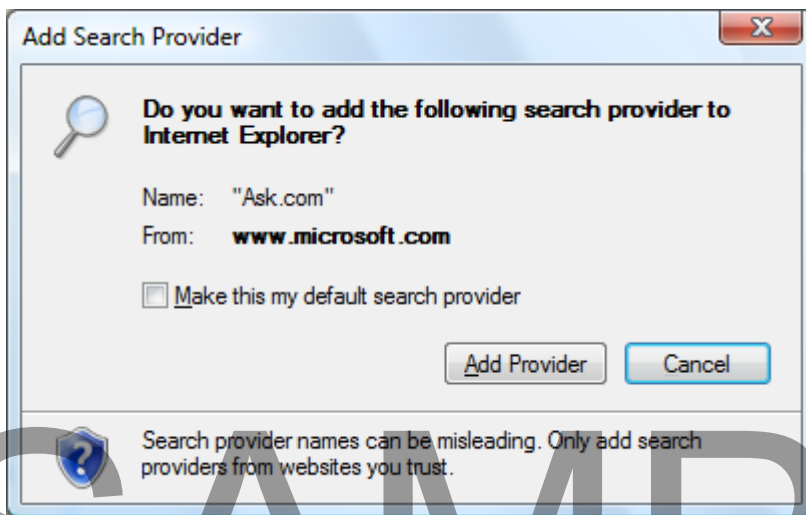
- Click on the **Find More Providers** command. You will see a page displaying other search engines.



- Click on the search engine you wish to add, in this case, click on **Yahoo**. You will see the **Add Search Provider** dialog box.

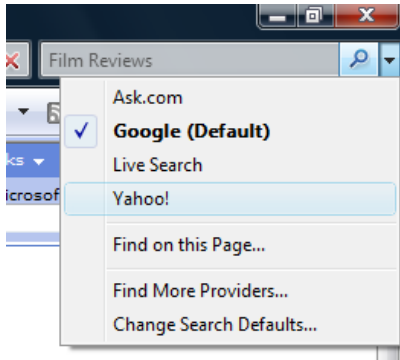


- Click on the **Add Provider** button.
- We can add another search engine at the same time. Click on the **Ask** link. Again you will see a dialog box. Click on the **Add Provider** button.



Temporarily changing the search engine

- Click on the **down arrow** to the right of the **Search Box** and from the drop down displayed select the search engine you wish to use. In this example select **Yahoo**.



- Type the search phrase **Film reviews** into the **Search Box** and then press the **Enter** key. As you will see, different search engines return different search results.

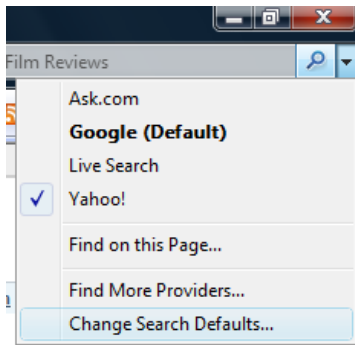


TIP: This search engine will only be used until you select another search engine or

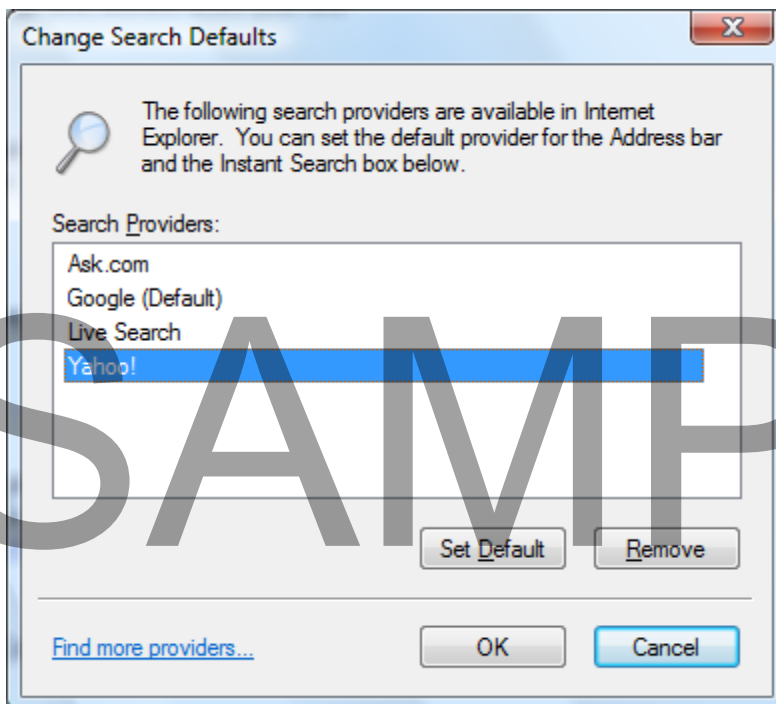
until you close Internet Explorer. When you reopen the Internet Explorer, the default search engine will be used again.

Changing the default search engine

- Click on down the **arrow** to the right of the **Search Box** and from the drop down displayed click on the **Change Search Defaults** command.



- This will display the **Change Search Defaults** dialog box. Select the search engine that you want to set as the default, such as **Yahoo**, click the **Set Default** button and then click on the **OK** button.



- Before continuing set the default to the **Google** search engine.

Search Engine Web sites

- If you want you can visit a search engine Web site directly using any of the Web addresses listed below.

Google - www.google.com

MSN Search - <http://search.msn.com>

Ask Jeeves - www.askjeeves.com

Yahoo - www.yahoo.com

AOL Search - <http://search.aol.com>

HotBot - <http://www.hotbot.com>

TIP: A good site that lists many more search engines is called Search Engine Watch. Have a quick look at this site and see what other search engines are available. **www.searchenginewatch.com**

Using keywords and phrases

- Many people think that when you use a search engine, such as Google, it will magically search the entire Web and find the information which you require. The first thing to understand is that a search engine like Google will only search through a list which it maintains of sites that have been registered with that particular search engine. This accounts in part for the widely differing results you sometimes get when you search using different search engines. Also each search engine has different criteria for ranking search results, i.e. the order in which search results are displayed on your page. These search results are often displayed 10 per page, with a brief description about each site which it has found matching your requirements. In general it is better to use two or more words, or a short phrase when searching.

Don't use a single search word!

- Normally you should use two (or more) words or a short phrase rather than a single word when using a search engine. Try to use unique words which directly relate to what you are searching for. For instance if you are searching for information about film reviews then search for **film reviews**, not just **reviews** which would include all sorts of reviews.

Using + and " symbols to narrow your search

- If you search using two words such as **film reviews**, then often a search engine will go off and find all the pages which it knows about relating to **film**, **reviews** and **film reviews**. This could include all types of reviews, not just film reviews.

To get round this problem many search engines allow you to insert a + symbol between your words, this means that you only want to find pages containing all your

words.

Sometimes you would be better enclosing your search phrase with quotation (") symbols. This will then mean that you want to find the exact phrase which you have entered. Thus if you search for "**film reviews**", using the quotation marks, then you should see more relevant search results.

NOTE: Search engine options will vary from one search engine to another. Always use the on-line Help available!

SAMPLE

Getting Help

Displaying Help

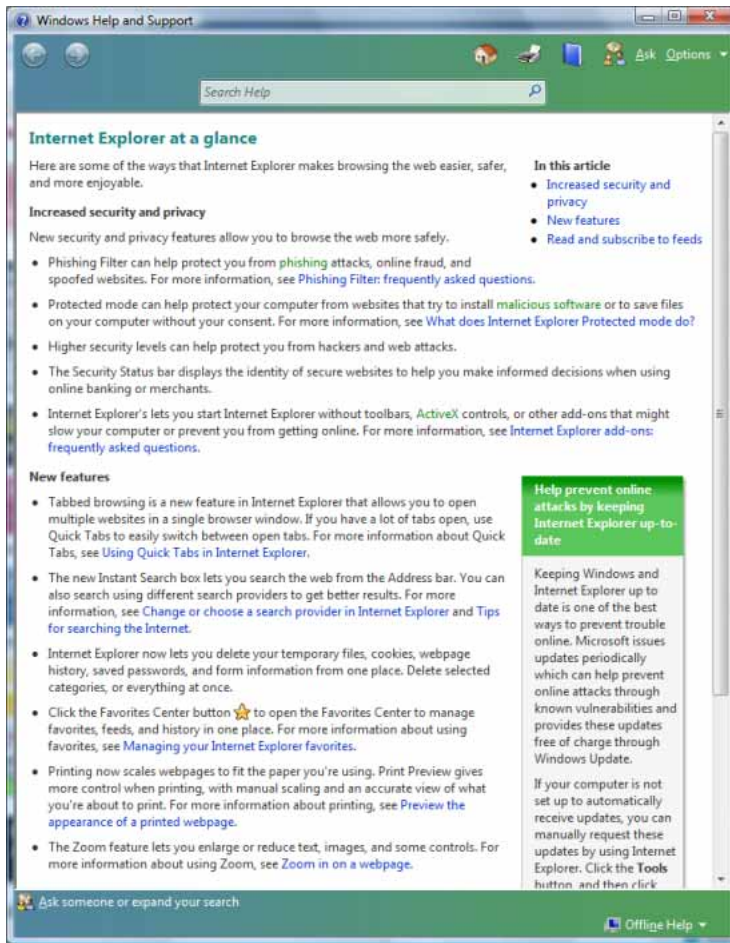
- With the Internet Explorer window open, press the **F1** key. This will display the Internet Explorer help window. Within this window you can see information on topics including:
 - **Increased security and privacy**
 - **New features**
 - **Read and subscribe to feeds**

Towards the bottom of the windows are further links to items such as:

- **Internet Explorer keyboard shortcuts**
- **Fill in website forms and passwords automatically**
- **How to know if an online transaction is secure**
- **Internet Explorer browser settings**

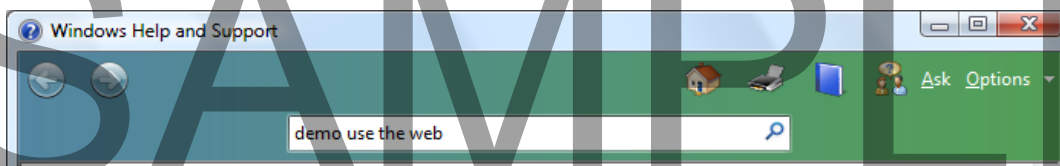
Take a little time reading up on the new features available within this version of Internet Explorer.

SAMPLE

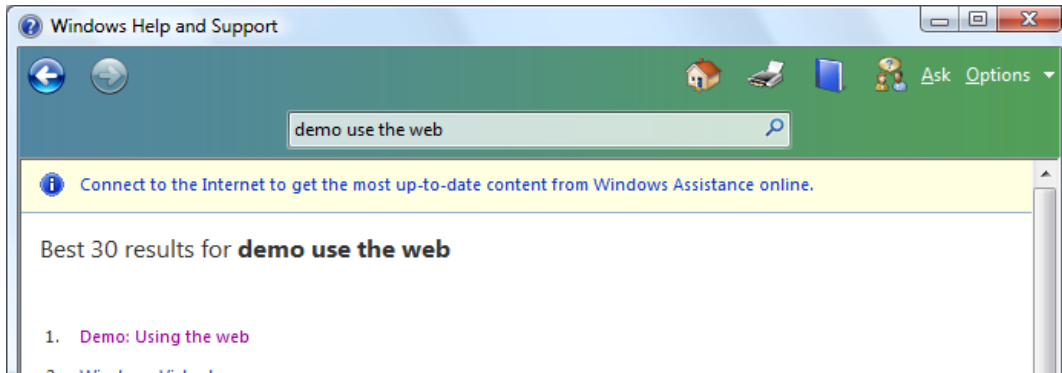


Help Demos

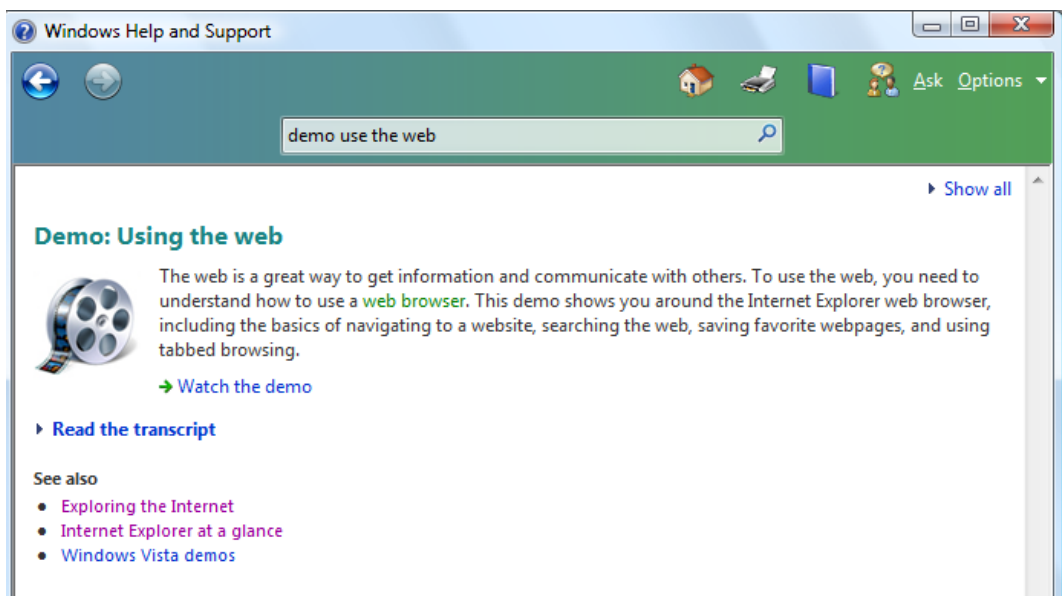
- Within the Help search box, type in the words **Demo use the Web**, as illustrated below, and then press the **Enter** key.



- You will see the demo link illustrated below.



- Click on this link and you will see the following.



- Click on the **Watch the demo** link. Note there is sound as well as pictures, so make sure that your speakers are connected.

SAMPLE



- Close the demo window when you have finished watching the presentation.

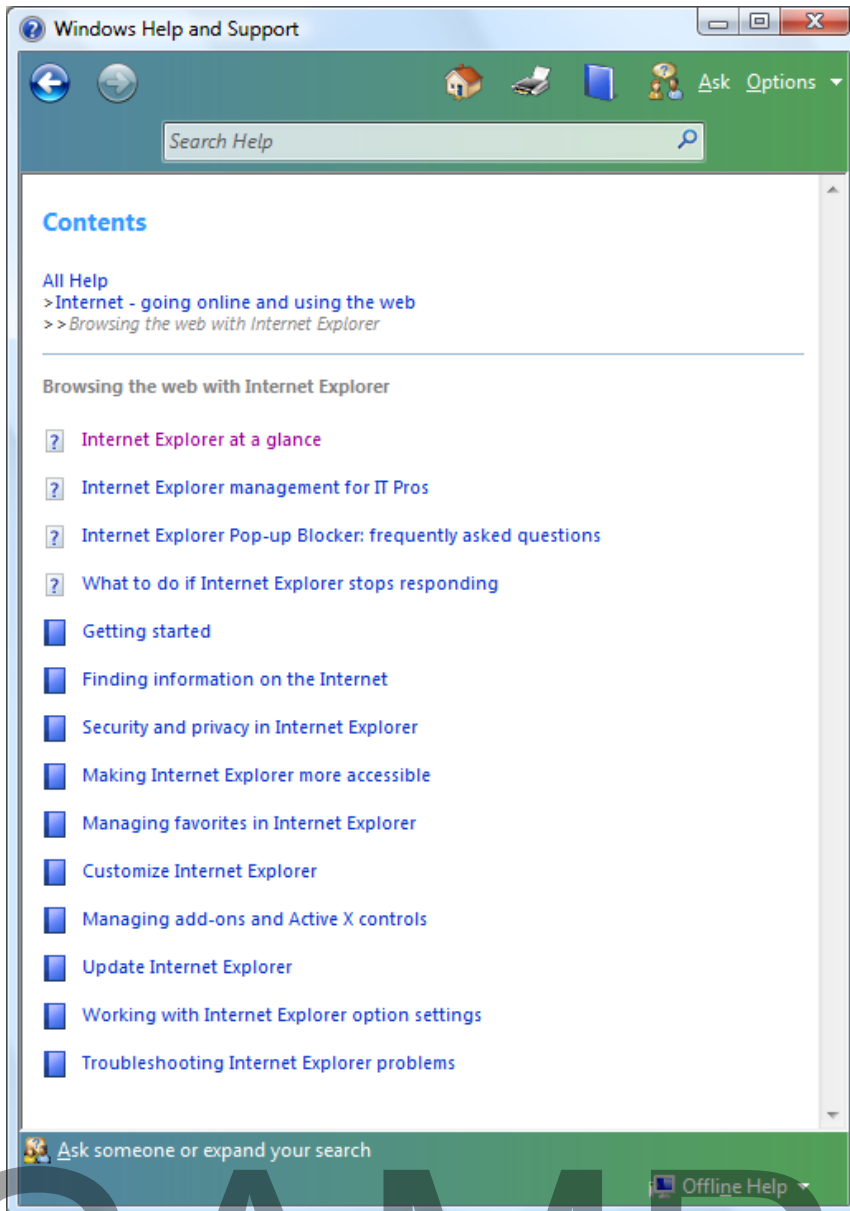
Browsing for Help

- Click on the **Browse Help** icon.

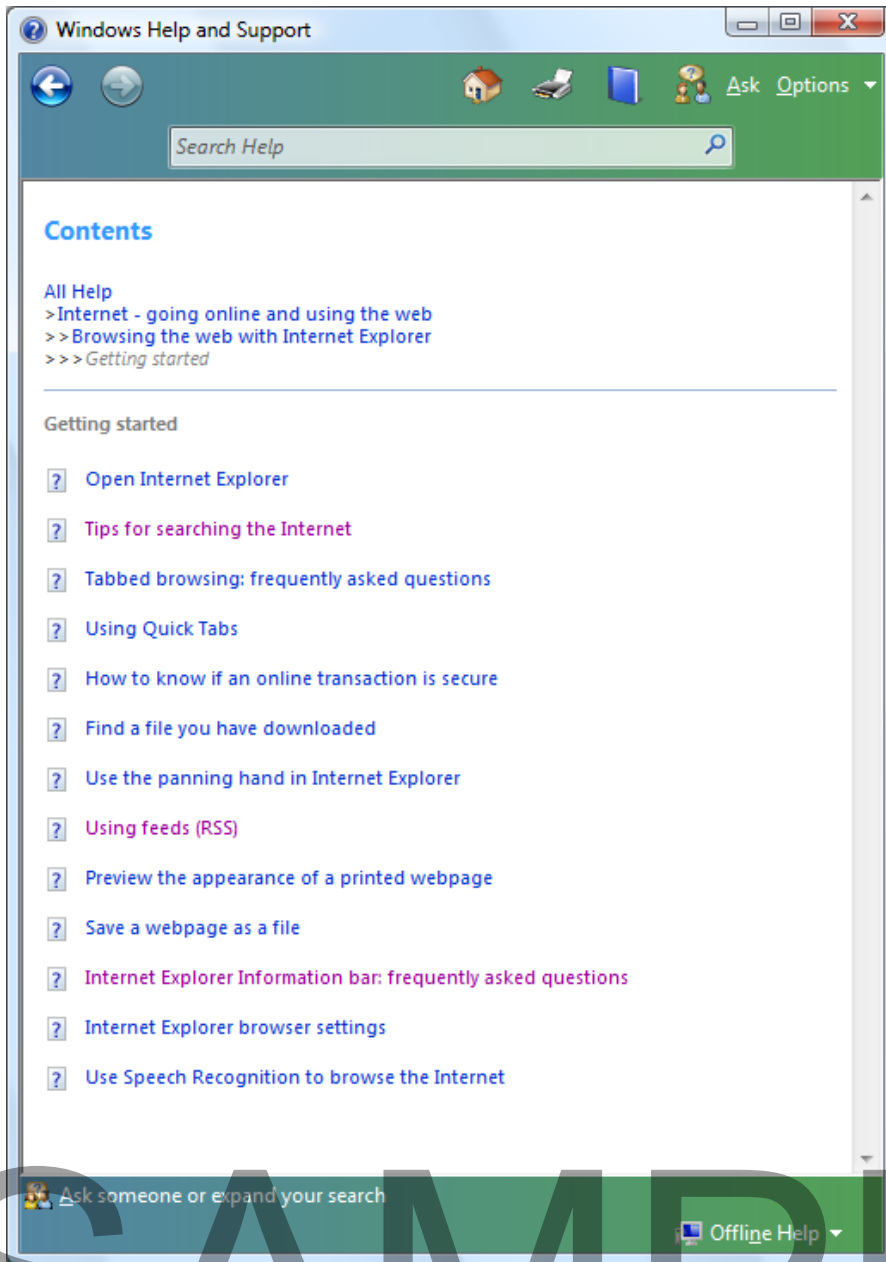


- This will display a window, as illustrated below.

SAMPLE



- You can use this window to browse for topics of interest. For instance clicking on the **Getting Started** item, will display the following.



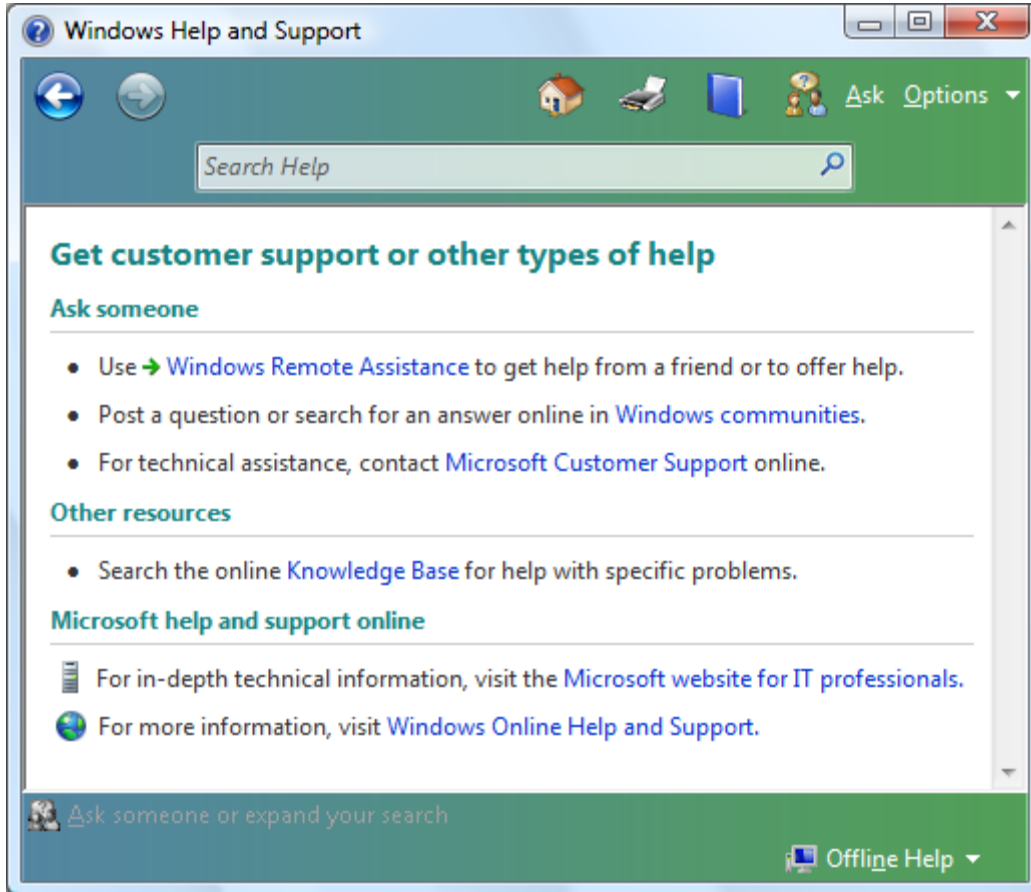
- Experiment by clicking on some of these links and seeing what sort of help is available.

Asking for help

- Click on the **Ask** icon.



- This will display the following window.



- You can use this to get help online or search the **Knowledge Base** which is a technical database which can be very useful for solving particular problems.

Printing Help sheets

- Display a page of help information and then click on the **Print** icon to print that page of information.



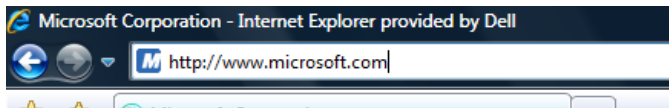
Customizing Internet Explorer

Setting your Home Page (i.e. opening page)

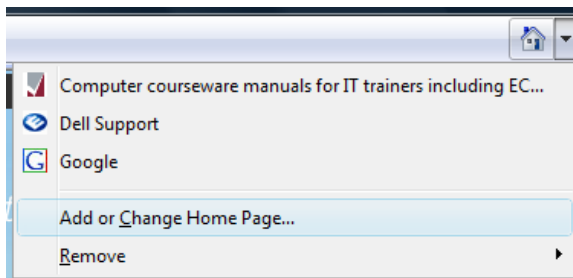
- You can set your Home Page to any Web page you like. Once set this means that the page you select will be displayed automatically within the Internet Explorer each time you start the program.
- Display the Web page that you would like to set as the home page. In this case type the following into the address bar and then press the **Enter** key:

www.microsoft.com

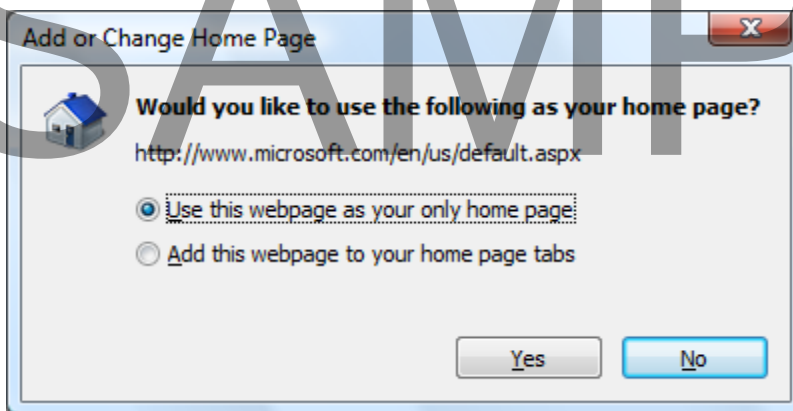
You will see the following



- Once the Microsoft Home is displayed, click on the **down arrow** next to the **Home** icon. This will display a drop down menu. Select the **Add or Change Home Page** command.



- This will display the **Add or Change Home Page** dialog box, as illustrated.



- Click on the **Use this webpage as your only home page** option. Click on the **Yes** button. You will not see any changes, but the home page has been changed.

NOTE: You may see a pop-up from your anti-virus checker asking if you really want to allow your home page to be changed. The reason for this is that some malicious virus type programs often try to change your home page to a page selling you a product or service you do not want.

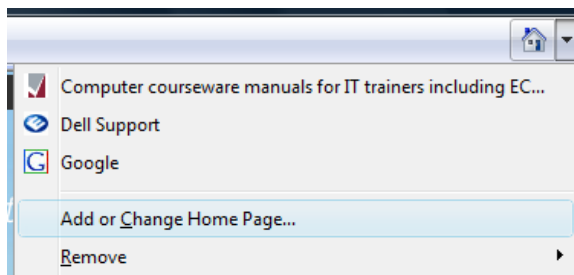
- Close the Internet Explorer program and then restart the Internet Explorer program. You should see that the Microsoft page now opens up automatically.

Setting multiple Home Pages

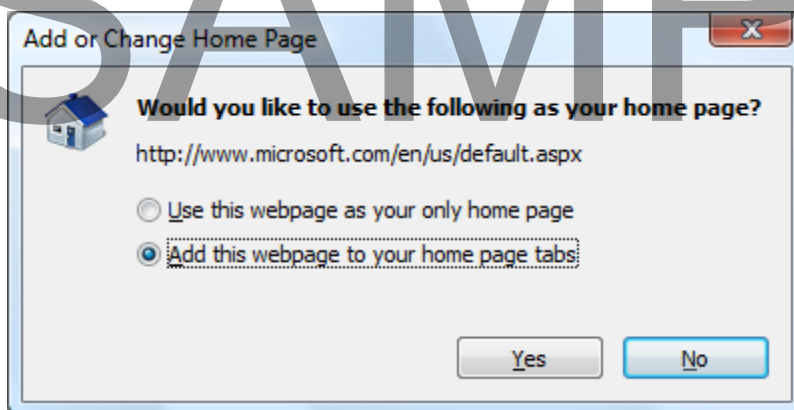
- Display the Web page that you would like to set as a home page on another of your tabs. In this case type the following into the address bar and then press the **Enter** key:

www.intel.com

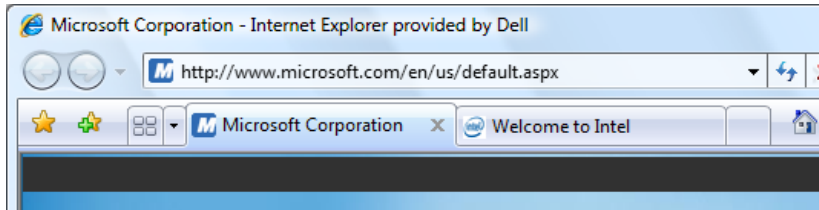
- Once the Intel Home is displayed, click on the **down arrow** next to the **Home** icon. This will display a drop down menu. Select the **Add or Change Home Page** command.



- This will display the **Add or Change Home Page** dialog box, as illustrated.

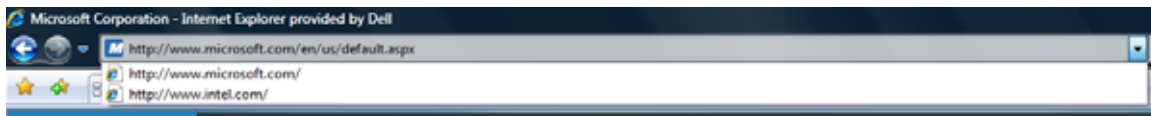


- Click on the **Add this webpage to your home page tabs** option. Click on the **Yes** button. You will not see any changes, but the home page has been changed.
- Close the Internet Explorer program and then restart the Internet Explorer program. You should see that the Microsoft Web site and the Intel Web sites both now open up automatically, as illustrated.



Revisiting Web pages via the address bar

- If you click on the **down arrow** to the right of the **address bar** you will see a list of recently visited Web pages. Try clicking on one of these and you will display that page within the Internet Explorer.

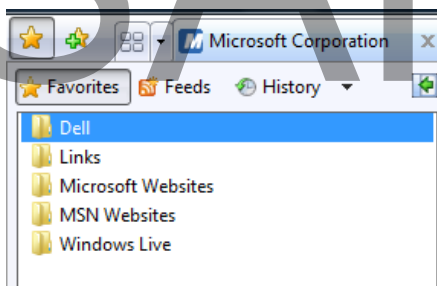


Displaying your viewing history

- Windows keeps a log of the Web sites you have visited. You can display this list and click on a Web site within the history list to revisit it. To view your history, click on **Favorites Center** icon (top-left of your window).



This will display the following drop down.

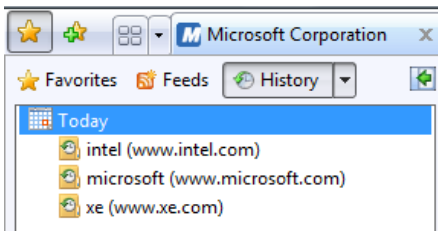


TIP: The keyboard shortcut to display this drop down is **Alt+C**.

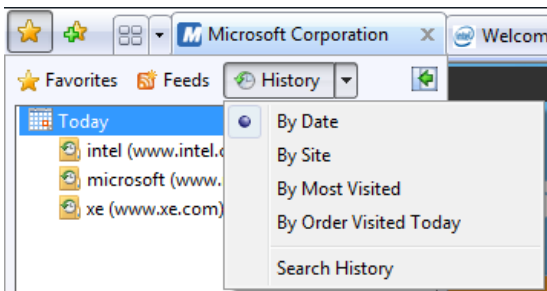
- Click on the **History** button. You will see the following.



- Click on the **Today** icon and the list will expand to display all the Web sites you have visited today. Clicking on an item in the list will display that Web site.

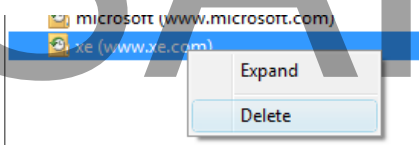


TIP: Clicking on the **down arrow** next to the **History** button will allow you to sort the history by specified criteria, such as **date**, **site name**, **most visited sites** and by **order visited today**.



Deleting a history item

- To delete a history item, right click over the item in the history list and from the pop-up menu displayed, select the **Delete** command.

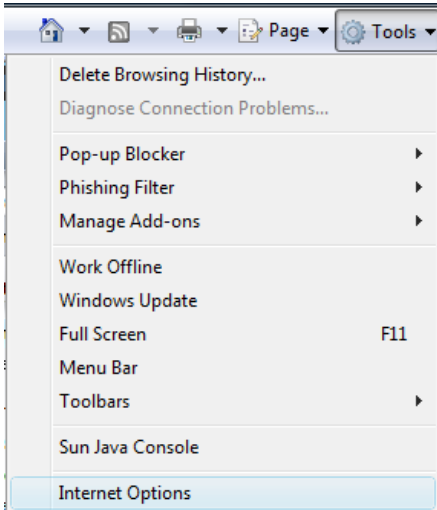


Deleting your browsing history and temporary files

- Click on the **Tools** button (top-right of your screen).

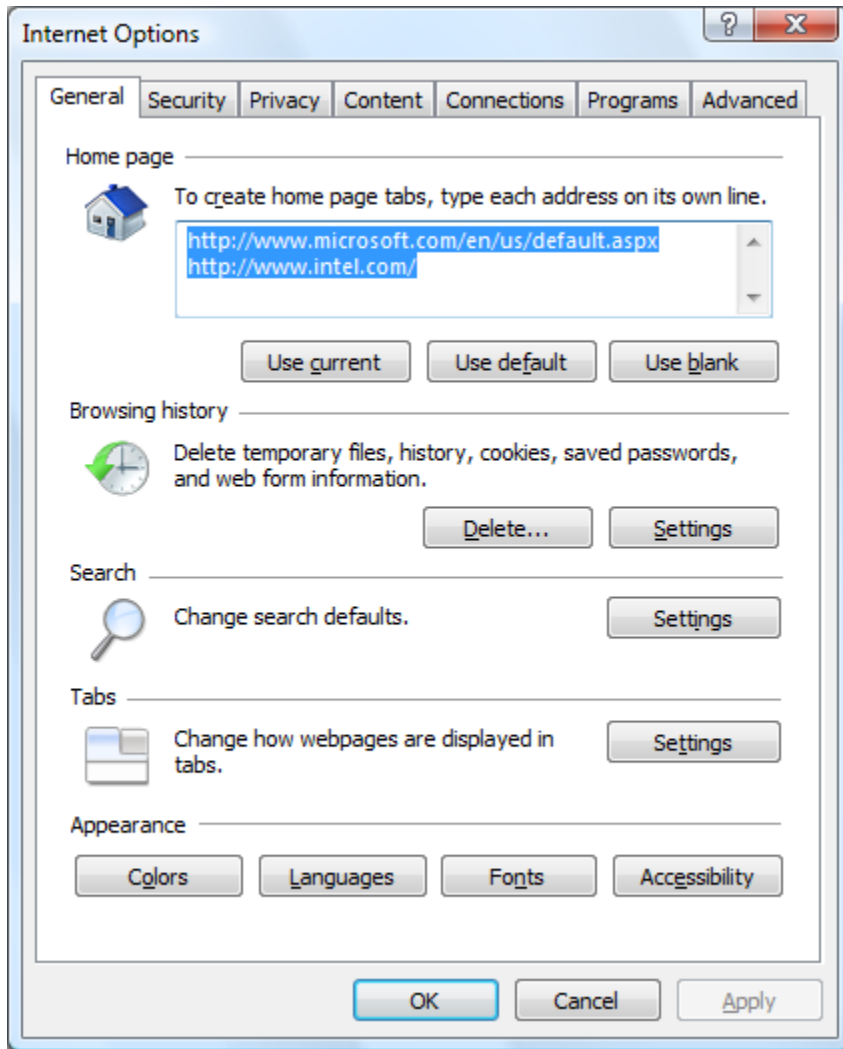


- From the drop down list displayed, select the **Internet Options** command.

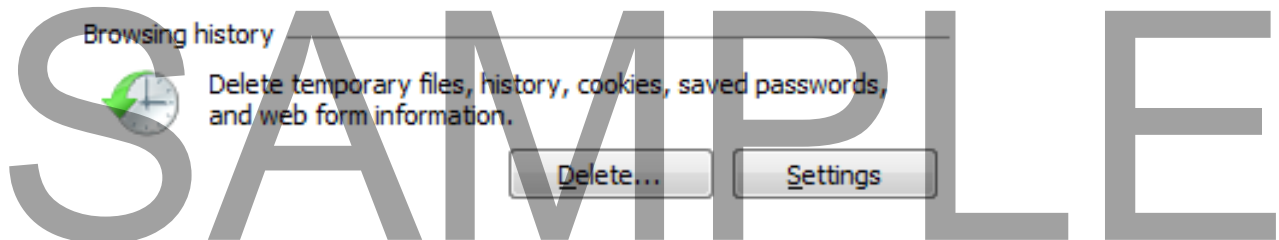


- This will display the **Internet Options** dialog box.

SAMPLE



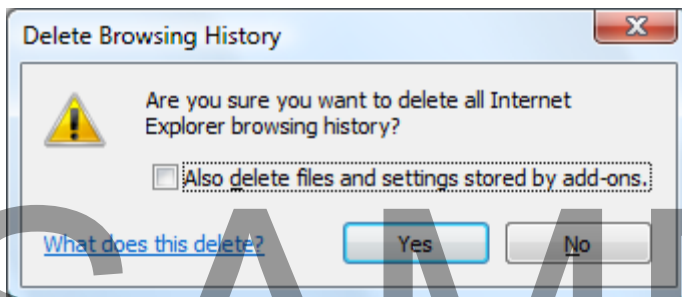
- Within the **Browsing history** section of the dialog box, click on the **Delete** button.



- This will display the **Delete Browsing History** dialog box.



- You can choose to delete only particular types of files or you can click on the **Delete all** button displayed at the bottom of the dialog box. Click on this option and you will see the following dialog box.



- Click on the **Yes** button to delete your entire browsing history, along with any temporary files that may have been downloaded.

End of the preview sample



This sample is approximately half of the full course. Please see the table of contents at the beginning of this document to see the full list of topics covered in the full course.

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The banner features a photograph of a diverse group of five people (three women and two men) standing together, smiling. The text is overlaid on a dark red background on the left and a white background on the right.

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