

Class 2 11/11/2010

Ergonomics
Review
Internet Explorer
Word

Moving the Mouse

- Slowly slide the mouse back and forth or up and down on the mouse pad (or on the desk surface). Notice the movement of the cursor on the screen.
- Do not twist the mouse; always keep it oriented with the cord pointing away from you.



Moving the Mouse(cont)

You can lift the mouse to reposition it if you run out of room on the surface you are rolling the mouse over.



Left Mouse Button 1

- Point
 - Move the mouse across a flat surface until the pointer on the desktop rests on Item of choice.
- Click
 - Press and release primary mouse button, which usually is the left mouse button.

Left Mouse Button 2

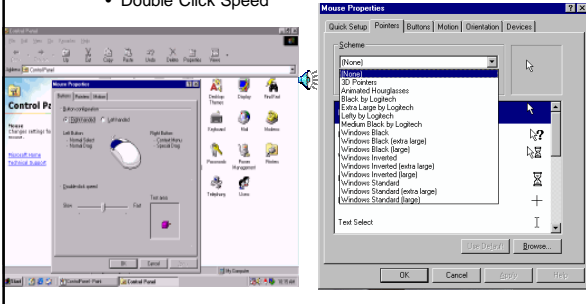
- Double-click
 - is the act of pressing a computer mouse button twice quickly without moving the mouse. Double-clicking allows two different actions to be associated with the same mouse button. Often, single-clicking selects (or highlights) an object, while a double-click executes that object, but this is not universal
- Drag
 - Point to an Item, hold down the left mouse button
- Drop
 - Move the Item to the Desired Location on the Screen, and Then Release the Left Mouse Button.

Right Button

- Press and release the secondary mouse button, which usually is the right mouse button.
- Popup Menus
 - Display a shortcut menu.

Adjusting Mouse

- Mouse
 - Button Tab
 - Double Click Speed
- Pointer Tab
 - Size of the Pointer



Internet Explorer

- Double Click Icon for Internet Explorer
- This Will Get Us to the Internet



Cookies

- WHAT IS A COOKIE? Cookies are preference files that store
- data/information sent to your computer by a Web server that records your actions on a certain website... They make it easier for you to "move around" when you revisit websites in the future
- IS THERE AN EASY WAY TO DELETE COOKIES? When you are on the internet - go to the menu bar, tools, internet options - you will see a category for Temporary Internet Files - which contains both cookies and temporary internet file addresses - this allows you to quickly erase them ...

Temporary Files

- WORKING WITH TEMPORARY INTERNET FILES:
- The Temporary Internet Files folder is the location on your hard disk where Web pages and files (such as graphics) are stored as you view them.
- This speeds up the display of pages you frequently visit or have already seen, because your browser, such as "Internet Explorer" can open them from your hard disk instead of from the Web.
- Increasing the space you set for this folder can increase how fast previously visited pages are displayed, but decreases the amount of space available for other files on your computer.
- You can set the size of this folder, or empty it, to control how much space it uses on your hard disk.
- Internet files are also stored on your computer when you make Web pages available for offline browsing. You can view these files without being connected to the Internet.

DELETE TEMPORARY INTERNET FILE

- **TO DELETE TEMPORARY INTERNET FILES:**
- Open Internet Explorer, so you can access your Internet Toolbar
- Left Click on **Tools** on the Menu Bar
- Left Click on **Internet Options**
- Review and choose the Options you'd like in Temporary Internet files
Such as "Delete Cookies", "Delete Files" "Settings" - These options will vary depending on which version of Internet Explorer you have

CREATE MORE SPACE FOR TEMPORARY INTERNET PAGES

- Open Internet Explorer, so you can access your Internet Toolbar
- Left Click on Tools on the Menu Bar
- Left Click on Internet Options.
- On the General tab, click Settings.
- To create more space to store pages temporarily, move the slider to the right.

Window

- Title Bar(blue)
- Minimize
- Maximize
- Close



Display Properties

- Screen
 - Background
 - Screen Saver
 - Appearance
 - Settings
 - Cannot Do Properties Locked



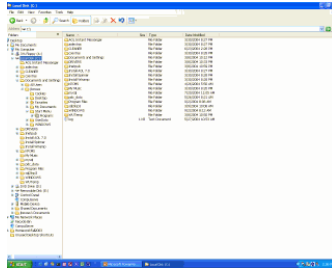
Insert CD

- Place CD in Drive
- Autorun File Starts a Picture Show
- Stop Show by Hitting ESC Key or Clicking on Red X on Bar
 - Files



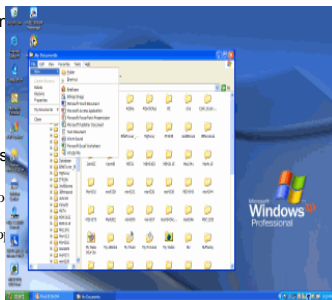
Start Windows Explorer

- **Programs**
 - Point Start Button
 - Right Mouse Button - Explorer
 - Windows Explorer
 - Bar Menu
 - File
 - Edit
 - View
 - Tools
 - Help
 - Files and Folders
 - Folders are directories



Review Windows Explorer

- Right Click on Start Button
- Create Directory - Folder Class2
- Folders
 - My Documents
 - Program Files
- Creating Folders
- Renaming Files or Folders
- Copying Files or Folders
 - Copy a Picture From CD to Their Directory
 - Copy a Picture to Their Floppy Disk
- Moving Files or Folders



Yahoo Web Page

- Yahoo.COM
- Mail Icon in Third From Right on Top Right Titled
- Double Click on Icon



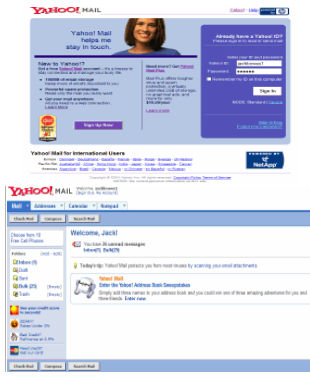
Send & Receive Yahoo Mail

- Sign-on
 - Yahoo ID
 - Password
 - Left Click On Sign In Button



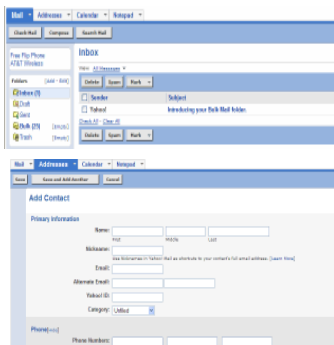
Email – Yahoo.com

- Setting Up an E-mail Account
- Checking Your E-Mail
- Responding to E-Mail
- Creating & Sending E-Mail
- Delete & Printing Message
- Exiting & Disconnecting



Email – Yahoo.com

- Attaching a File to a Message
- Opening a File Attachment
- Using a Address Book
 - Adding to Address Book



Yahoo Mail

- Mail
- Address
- Calendar



Email Accounts Assignment

- Give Them A Homework Assignment To Send Me An Email
- jackbowes1@yahoo.com

INTERNET BEGIN

- **WHEN DID THE INTERNET BEGIN** - In the late 1960's by the military as a way to communicate with bases, universities and defense contractors.
- **IS THE INTERNET REALLY THAT POPULAR?** - It's growing faster than any other technology -it took **38** years for radio to have 50 million listeners; **13** years for TV to reach that same landmark BUT only 4 years for the Internet...

#	Country or Region	Population 2002 (M)	Users (M)	% Population (Users/Population)	Growth (2000-2002)	% of World Users
1	China	1,282,141,296	420,000,000	32.8%	1,787.1%	32.8%
2	United States	293,220,802	226,800,000	77.3%	193.6%	12.2%
3	Japan	128,204,422	88,142,750	68.7%	110.6%	6.8%
4	India	1,075,188,818	81,000,000	7.6%	1,250.0%	7.6%
5	Russia	145,182,200	75,040,000	51.7%	1,453.0%	5.2%
6	Germany	82,280,888	66,120,000	80.4%	171.2%	3.2%
7	Russia	145,182,200	18,700,000	12.9%	1,022.0%	1.3%
8	United Kingdom	60,216,467	51,442,100	85.4%	240.0%	2.6%
9	France	64,780,200	44,025,200	68.0%	420.0%	2.1%
10	Mexico	102,272,247	42,002,200	40.9%	271.0%	2.2%
11	Korea South	46,826,000	35,440,000	75.7%	107.0%	2.0%
12	Turkey	71,844,422	35,000,000	48.7%	1,000.0%	1.8%
13	Italy	58,822,200	32,200,000	54.7%	470.0%	1.7%
14	Brazil	172,488,888	30,000,000	17.4%	1,020.0%	1.6%
15	Italy	58,822,200	30,000,000	51.2%	127.0%	1.5%
16	Indonesia	202,946,242	30,000,000	14.8%	1,400.0%	1.5%
17	Philippines	80,800,000	25,700,000	31.7%	1,800.0%	1.5%
18	Spain	46,848,842	25,000,000	53.4%	440.0%	1.5%
19	Argentina	41,242,201	20,000,000	48.5%	900.0%	1.4%
20	Canada	32,782,702	20,000,000	61.0%	100.0%	1.3%

BROWSER

- **WHAT IS A BROWSER** .. The software that lets you view internet resources - most popular 3 browsers worldwide are **internet explorer** by Microsoft (msn.com); navigator by **Netscape** (netscape.com) - and **mozilla firefox** (mozilla.org) and are all available for pc's and mac's... the features offered by each browser vary, so check them all out to determine which features are beneficial for your needs

Online and ISP

- **WHAT DOES IT MEAN TO WORK ONLINE? - OFFLINE?**
- **ONLINE** - is work done on your computer when it is connected to another computer or network, including the internet
- **Offline** - is work done when you are not connected to another computer, network or the internet
- **WHAT IS AN ISP - INTERNET SERVICE PROVIDER:** They provide users with internet access and a variety of other services - including email and hosting websites .
- **WHAT IS A COMMERCIAL ON LINE SERVICE:** Those are companies like AOL and MSN who provide their members with internet access for a monthly fee, as well as chat rooms, multi-player games, online news, photo storage and other membership services .

BLOG AND CHAT

- **WHAT IS A BLOG:** A blog is an on-line journal allowing anyone, with little or no technical experience to update and maintain a blog site ...
Blog postings are listed in chronological order with the most recent first and you'll find blogs for every conceivable topics
- **WHAT IS THE DIFFERENCE BETWEEN A BLOG AND CHAT**
- Basic difference is on a chat line - once you sign off whatever you have typed . is no longer visible (unless someone copied & saved the information to their own computer);
- whereas on blog sites - you can visit those sites and by choosing a specific month or day, see what was said by the members on the blog site at that time ...
- Check out www.blogger.com or www.blogarama.com

Browser Control

- F5 or Refresh
- F11 Toggle Full Screen
- Home Page

SEARCH ENGINES

- WHAT ARE SEARCH ENGINES... They are websites that act as incredibly large yellow pages or card files for the world wide internet.
 - WWW.Google.Com
 - WWW.Yahoo.Com
 - WWW.Bing.Com
 - WWW.Ask.Com

The Most Common Errors Made Using The Internet

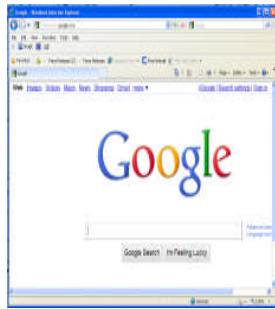
- THE MOST COMMON ERRORS MADE USING THE INTERNET:
 - 1) using the Internet Web Browser Address Bar to "search" and
 - 2) putting known web addresses in the "Search Bar"
- WEB BROWSER ADDRESS BAR:
 - Where you type "known" web addresses You no longer have to type the http:// or www You must always type the domain tag at the end .com, .net., edu etc.;
 - There can never be any spaces in your web address No difference if you type upper or lower case levels or a combination of both
- WEB SEARCH BAR:
 - This is where you type the information you are looking for - all search engines and web pages you visit will have a "search bar" - the difference is: when you visit a search engine, such as google.com, altavista.com or ask.com and you search for something it will check websites regionally,
 - nationally - even internationally when you are visit a specific website, such as jcpennys.com, azcentral.com, bashas.com, Walgreens.com, southwestair.com - it will only check for the information you requested on that specific website.

Type of Search

- Web: when you are looking for website listings
- Images: when you are looking for "images" of a topic

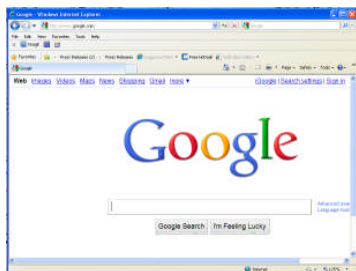
www.google.com

- Google offers numerous services - language tools to help translate text; maps to check out maps worldwide - right down to the building you are in; Gmail-their own email service; Google Fruggle help you find listing for products where you can even set certain criteria including price ranges or store-names;
- Google SMS/Short Message Service so that you can access the internet from your cell phone, and many more



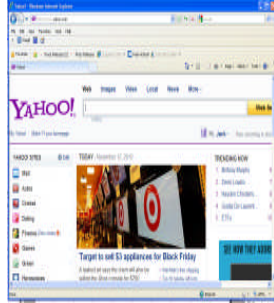
www.google.com

- When was Barak Obama born?



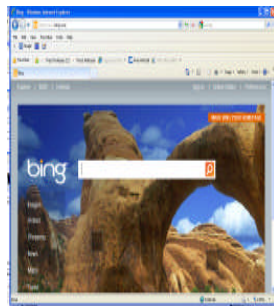
www.yahoo.com

- The search engine that helps you find exactly what you're looking for. Find the most relevant information, video, images, and answers from all across the Web.
- When was Bill O'Reilly born?



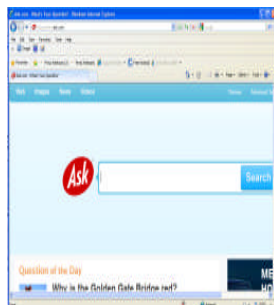
www.bing.com

- Bing (formerly Live Search, Windows Live Search, and MSN Search) is a web search engine (advertised as a "decision engine") from Microsoft.
- Who won the 1952 Nobel Peace Prize?



www.ask.com

- Every day, millions of people come to the us with questions - personal and professional, easy and difficult, silly and serious.
- At Ask.com, our mission is to answer these questions with the best information from the web and from real people - all in one place.
- Who was the American League in 1949?



Popular Boston & New England Websites

Boston Aquarium	www.neaq.org
Boston Duck Tours	www.bostonducktours.com
Cape Cod Information	www.capeguide.com
Cape Cod Travel Info	www.capecodtravel.com
Discover New England	www.discovernewengland.org
Massachusetts Tourism	www.massvacation.com
Massachusetts Visitors Info	www.visit-massachusetts.com
National Park Service (for Bunker Hill & much more)	www.nps.gov
New England Tourism	www.visitnewengland.com
Salem Witch Museum	www.salemwitchmuseum.com
Sports-Boston Bruins	www.bruins.nhl.com
Sports-Boston Celtics	www.bostonceltics.com
Sports-Boston Red Sox	www.redsox.com
Sports-New England Patriots	www.patriots.com

Interesting Medical Web Sites

www.webmd.com	The leading source for trustworthy and timely health and medical news and information... First Aid & Emergencies
www.mdchoice.com	Find specific medical information, ECG's, photographs, radiology images, audio and video files from thousands of the Web's best pages
www.medicinenet.com	Doctor-produced health and medical information written for you to make informed decisions about your health concerns
www.mayoclinic.com	Mayo Clinic offers award-winning medical and health information and tools for healthy living
www.medical-101.com	Free Medical Info info - easy to use
www.rnelineplus.gov	Health information from the National Library of Medicine. Easy access to Medicine and Health topics, medical dictionaries, directories and publications
www.cdc.gov	US Centers for Disease Control presents disease outbreak alerts, reference material, destination updates, cruise ship inspection
