

Introduction to the Internet

How do I get around (“navigate”) on the Internet?

- a. The “home page” in the browser (Chrome, Firefox or I.E., etc.) starts your website. Hold down the “**Ctrl**” key when you click on a link, to open the link in a new “tab” of the browser to keep your home page website in the Chrome, Firefox, I.E., etc. browser. Use this method!
- b. Or, in all browsers such as Chrome, Firefox or Internet Explorer, you can re-use the current website by clicking on the address line at top of screen. It should turn blue (“marked”).
- c. Or, you can hold down the “**Ctrl**” key and press “**L**” (**Ctrl+L**) to go to the address line.
- d. Type the name of the website you want to go to in the address line, then press “Enter.”

How do I use the job search websites?

- a. First create a “password vault” - you'll need it! Press **Ctrl** and click on <https://lastpass.com/>. This way, you need to memorize only one password, and let “Lastpass” remember the rest.
- b. Then press **Ctrl** and click on a job search link on a website that has the list of job openings.
- c. Press **Ctrl+L** to go to the address line, then press **Ctrl+C** to copy the website address.
- d. Click on the “Lastpass” tab, press **Ctrl+V** to enter this job website in your password vault.
- e. Click on your job website tab, and create your account login name and password.
- f. Click on the “Lastpass” tab, and type in your login name and password for this job website: this will let you sign in automatically via “Lastpass” when you return to this job website!

How do I use search engines on the Internet?

- a. Open a new tab: press **Ctrl+T** and type google.com, bing.com or yahoo.com in the address line. Or if you're in **Gmail**, just click on “**Search**” on the menu bar to go to Google's search.
- b. Type what you're searching for in the “search” field of the search engine, then press “Enter.”
- c. Press **Ctrl** and click on any one of the search result links to open that website in a new tab.
- d. Click on the Google (or Bing, or Yahoo) tab to return to your list of search results. Repeat b.

How do I use online maps on the Internet?

- a. Go to maps.google.com and type in any street address, city, state (and country) you want.
- b. When the result appears, to zoom in press the “+” on-screen, or to zoom out press the “-”.
- c. To move the map, put the mouse pointer on the map, press the left button and move the mouse.
- d. To get directions to somewhere, click on the “Get directions” button. In “My location” enter where you're starting from, then enter the “Destination” address and press the “Enter” key.
- e. This shows a map of your route and turn-by-turn directions on how to drive there.
- f. Another website is mapquest.com that works similarly, and might give better directions.

What are some of the other informational tools?

- a. Remember “knowledge is power”: the cost of information is almost zero, except for your time.
- b. Use [Microsoft Office](#) online including Word, Excel, PowerPoint, Outlook, People & Calendar.
- c. Go to [Google Books](#), [Khan Academy](#), [MIT OpenStudy](#), [MIT OpenCourseWare](#) – all free!
You can build a library that follows you, take courses online, and study with other students.

What are a few of the entertainment websites?

- a. Google Earth – “fly” anywhere in the world: just enter the address, city, state (and country).
- b. Google Music – go to google.com/music, store up to 20,000 songs online and get more tunes.
- c. Google YouTube – click on “[YouTube](#)” on the menu bar, and search for videos on any topic.

What happens when I close the web browser?

- a. **Ctrl+H** lists your browsing “History” ...but this might be erased on public-access PCs.
- b. First, save your files and links by clicking on “[Drive](#)” on the top of the **Gmail** screen.

c. Then create a document for your resume, another document for your links, etc.