

Section 3

Browsing the Web

By the end of this Section you should be able to:

Browse the Web using Search Engines

Define Searches using Search Criteria

Use Subject Directories

Use Live Search

Find Text on a Page

Use General Options

Complete a Web Form

To gain an understanding of the above features, work through the **Driving Lessons** in this **Section**.

For each **Driving Lesson**, read the **Park and Read** instructions, without touching the keyboard, then work through the numbered steps of the **Manoeuvres** on the computer. Complete the **Revision Exercise(s)** at the end of the section to test your knowledge.

Driving Lesson 23 - Search Engines

P Park and Read

A **search engine** is a facility connected to a vast database. Once the user has entered key words, the search engine will select every site on its database containing those words. Some current search engines are:

Google	www.google.com
Yahoo	www.yahoo.co.uk
Lycos	www.lycos.co.uk
AltaVista	www.altavista.com

But there are many others available and new ones are appearing all the time. *Google* is possibly the most popular at time of writing. Each search engine has a **search box**, where the user enters details of the subject they want to find.




Manoeuvres

1. Enter **www.yahoo.co.uk** in the **Address Bar**. Press <Enter> and the **Yahoo** search engine is launched.
2. In the **search box**, enter the following search: **shark**.
3. There is an option where to search - select **UK only**.



The screen may be slightly different to the one above

4. Click on the **Web Search** button to the right of the box. If there is a security warning about submitting information, click **Yes** to continue but be aware of the implications of the message.
5. After a few seconds **Yahoo** will retrieve every site on its database which contains this word. The number of matches is usually displayed at the top of the list of sites.
6. Some commercially sponsored sites may be listed first or in a panel on the right. Select the first 'real' Web site match and browse the site.
7. Click the **Back** button until the **Yahoo** home page is displayed again.
8. With **Shark** still in the search box, click **Images**. Links to images related to sharks will be listed.
9. Return to your default **Home Page** by clicking the **Home** button, .

Driving Lesson 24 - Search Criteria

P Park and Read


The previous Driving Lesson demonstrates a common problem encountered by Internet users: a search can produce hundreds of thousands of “hits”, not all of them relevant to the intended subject. It is possible to narrow the search considerably by using certain criteria.

Specify the language	Use the Language drop down list in the search box .
Use lowercase text	This will search for lower and uppercase words.
Include key words	Enter a + before the key word, e.g. films + Scorsese .
Exclude words	Enter a - before an unwanted word, e.g. french + wine - champagne .
Use phrases	In speech marks, for words which always go together, e.g. “Tom and Jerry” or “The Battle of Hastings” to specify an exact phrase.

Manoeuvres


1. Go to the **AltaVista** search engine by entering the address **www.altavista.co.uk** in the **Address Bar**. Press **<Enter>**.
2. You want to find a recipe for chicken satay. Narrow the search by selecting the options for **UK** sites in **English** language, if not already selected.



3. In the **Search** box, type **recipe chinese** then click **Find**.
4. Scroll down the page. The number of pages found that match the search should be displayed. A large number of matches will be found!
5. Click  to return to **AltaVista's** home page.



Driving Lesson 24 - Continued

6. In some search engines a **+** criteria will narrow down a search by insisting that the following word is included in the page. Enter **recipe +satay +chinese** in the search box (make sure there are spaces before the **+** signs). Click **Find**. There should now be fewer matches.
7. Try this search: **“chicken satay”** (include speech marks). The search will now only find pages where these words occur together in a phrase, but will no longer be restricted to those sites containing the word ‘chinese’.
8. Select a recipe from the list by clicking on its hyperlink. Read the recipe, then return to the **AltaVista** home page by clicking .
9. To see an example of narrowing a search, try to find web sites about **sea angling**. Start by searching for **angling**. Take note of the number of matches, that is the number of pages that contain the word **angling**. There should a vast number.
10. Now search for pages containing the two words **sea angling**. The two words can be anywhere on the page. There may still be several thousand but the number should be less than before.
11. Next search for the phrase **“sea angling”**. Use speech marks around the phrase. Now the words must occur together. The number of matches will be further reduced.
12. Now enter your name, separated by a **+** in the search box, e.g. **Amanda + Laughton**, and press **Find**. Make a note of the number of matches found.
13. Now enter your name in speech marks, e.g. **“Amanda Laughton”**. The number of matches should have reduced.



*Explorer includes the **Autosearch** function - a quicker, simple to use way of retrieving matches. It is possible to find the web site of a large multinational company, **Esso**, for example, by entering their name in the **Address Bar**, then pressing **<Enter>**.*

14. You can also narrow searches by various means. From the **AltaVista** home page, click **Advanced Search**.



Notice how the area at the top allows you to include or exclude specific words or phrases.



Driving Lesson 24 - Continued



15. Your task is to find any *Word* document, created in the first half of 2008, containing a recipe for blueberry muffins. Complete the details as below;

The screenshot shows the Altavista Advanced Web Search interface. The search query is "blueberry muffin recipe". The search is set to "Worldwide" and "English". The date range is set to "by date range" from "1 January 2008" to "30 June 2008". The file type is set to "Microsoft Word (.doc)". The "FIND" button is highlighted in red.

16. Click **Find**. All the matches are *Word* documents, created between the dates you specified.



There are many online reference books, encyclopaedias and dictionaries available such as www.webdictionary.co.uk, which is free, and www.Britannica.com, which requires a subscription for full access.

17. **Wikipedia** is an example of a free encyclopaedia. Enter www.wikipedia.org in the **Address Bar** and on the home page, click the link for **English**. This is written by volunteers worldwide - beware - 100% accuracy cannot be guaranteed because of this, although topics are generally of a good quality.
18. In the **search** box, enter **blackbird** and click . The information is retrieved and there are hyperlinks that lead to other, related topics.
19. Try a few more searches for topics that interest you, then click the **Home** button, , to return to your default **Home Page**.

Driving Lesson 25 - Subject Directories

Park and Read

There will be many occasions when a user wants to retrieve information from the web, but does not have a specific address. It is still possible to find relevant information by using a **subject directory**.

An alternative to a search engine, a **subject directory** classifies web sites by subject. Clicking on the relevant subject will take the user into progressively more detailed lists, from which a selection can be made. Advantages of using subject directories are that they generally contain good quality sites, consequently they contain fewer sites than search engines and therefore save time. Most of the search engines also contain these directories.



Manoeuvres

1. Enter the address **http://directory.google.com** in the **Address Bar**.
2. Scroll down below the **Search** box to find a list of subject categories.


Arts Movies , Music , Television , ...	Home Consumers , Homeowners , Family , ...	Regional Asia , Europe , North America , ...
Business Companies , Finance , Jobs , ...	Kids and Teens Computers , Entertainment , School , ...	Science Biology , Psychology , Physics , ...
Computers Internet , Hardware , Software , ...	News Media , Newspapers , Current Events , ...	Shopping Autos , Clothing , Gifts , ...
Games Board , Roleplaying , Video , ...	Recreation Food , Outdoors , Travel , ...	Society Issues , People , Religion , ...
Health Alternative , Fitness , Medicine , ...	Reference Education , Libraries , Maps , ...	Sports Basketball , Football , Soccer , ...
World Deutsch , Español , Français , Italiano , Japanese , Korean , Nederlands , Polska , Svenska , ...		

The screen may not match the one shown above

3. Under the **Arts** heading, click on the hyperlink **Movies**.
4. Select the **Actors and Actresses** category. An A-Z list will be displayed at the top of the page.



It is possible some of these links may have changed. If so, replace them with links of your choice.

5. Click on the letter **F**, then select the hyperlink **Fiennes, Ralph**.
6. Select any page from the list. Browse the page.
7. Click  to return to your default **Home Page**.

Driving Lesson 26 - Live Search

Park and Read

Explorer's Live Search is a useful feature which speeds up the searching process. A number of search engines can be chosen and added to **Live Search**, allowing for more comprehensive search capabilities.

Manoeuvres



Live Search is permanently displayed in the top-right corner of IE7.

1. Enter **holiday + Greece** in the search box.



A screenshot of a search box in Internet Explorer 7. The search box is rectangular with a light blue border and contains the text "holiday + greece". To the right of the text is a magnifying glass icon and a small downward-pointing arrow.

2. Click the **Search** button. By default, *Explorer* will use Windows' own **Live Search** engine. After a few moments, a list of sites meeting the search criteria will be displayed.
3. Click on one of the sites to display it.
4. The site may not contain relevant information. Click **Back** and select a different site from the retrieval list.
5. Digest the information on the site, and then return to your default **Home Page**.

Driving Lesson 27 - Finding Text

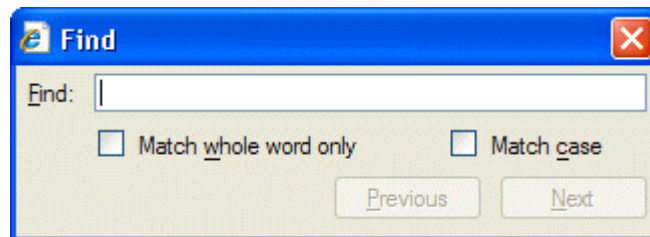
P Park and Read

Sometimes a web site may be found that seems to have the general content required, but it could have dozens (or even hundreds) of pages. It is not necessary for the user to view every page on the site to find out if it contains the information they want. *Internet Explorer* has a **Find** facility, which will search the document for specific text. **Find** is accessed by selecting the command **Edit | Find** to display the **Find** dialog box.



Manoeuvres

1. Go to the following address: **www.ciatraining.co.uk/downloads**.
2. Click the **Downloads** hyperlink on the left of the page.
3. Click the drop down arrow at the right of the **Live Search** box, called **Search Options**. Select **Find on this Page** from the list.
4. The **Find** dialog box appears. Clear any text in the **Find** box from any previous search.



5. In the **Find** box, enter **software**.
6. Select the option **Match whole word only**, then click **Next**. *Explorer* will highlight the first occurrence of the word **software** in the document.



*It may be necessary to move the **Find** dialog box to see the highlighted text - click and drag it by its **Title Bar**.*

7. Click **Next** again. Repeat this action until the first occurrence of the word is highlighted again, indicating that the search has been completed.



*There may be a message indicating the end of the search. If so, click **OK**.*

8. Close the **Find** dialog box.
9. Go to your default **Home Page**.

Driving Lesson 28 - General Options

P Park and Read

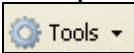
Explorer's Internet Options allow the user to change some of its elements to their individual preference, the default home page, for example, and the number of days pages are kept in the history, can both be changed. All recently viewed pages and objects are kept in a cache on the computer's hard drive, so that if they need to be viewed again, they can be accessed quickly without necessarily downloading them again. These **Temporary Internet files** can take up a lot of space on the hard drive, but can be deleted (if desired) from within **Internet Options**.

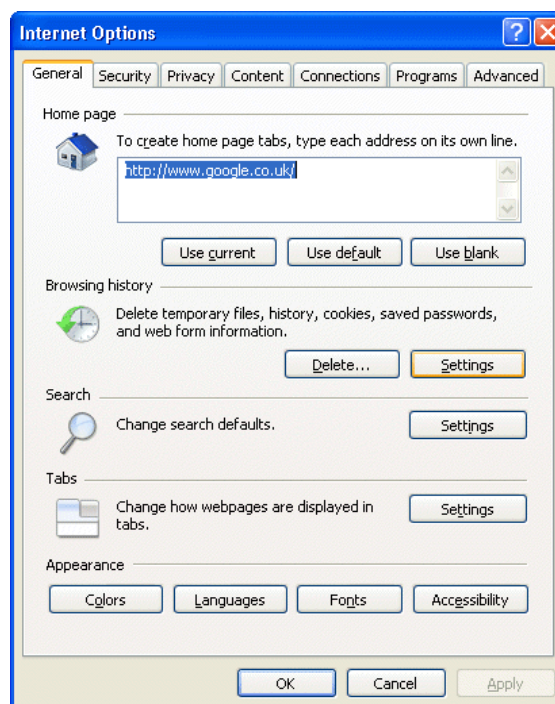
Many advertisers use windows that pop up in the middle of your screen. Some are helpful, but others can be annoying or can lead to downloading spyware or adware. *IE7* has an automatic pop-up blocker that gives some protection against this. **Cookies** (see Driving Lesson 3) can also be blocked or allowed.

Internet connection settings and the current program settings used by *Explorer* for e-mail and personal information can also be changed.




Manoeuvres

1. If there is no **Menu Bar** on the *Internet Explorer* window, (just under the **Address Bar**), click the **Tools** button, , and select **Menu Bar**.
2. From the **Menu Bar** select **Tools | Internet Options** to display the **Internet Options** dialog box. Make sure the **General** tab is selected



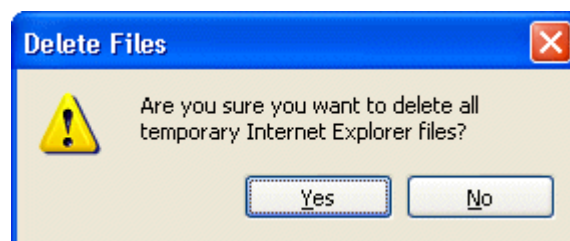
Driving Lesson 28 - Continued

3. In the **Home page** section, change the default address to **http://www.altavista.com**, then click **OK**.
4. Click . Note how your default **Home Page** is now **AltaVista**.
5. Select **Tools | Delete Browsing History** to display the **Delete Browsing History** dialog box as seen previously.



Alternatively, select **Delete Browsing History** from the drop down menu of the **Tools** command button.

6. From **Temporary Internet Files** section, click **Delete files**.



7. Clicking on **OK** would remove all temporary files but as this may slow down subsequent actions, click **No** to return to the dialog box. Click **Close** to close the **Delete Browsing History** dialog box.
8. Select **Tools | Internet Options** or click the **Tools** button and select **Internet Options**. Click the **Colors** button under **Appearance** and ensure that **Use Windows colors** is checked. Click **OK**.
9. Return your default home page to **Microsoft** by entering **www.msn.com** in the **Home Page** section of the **General** tab.

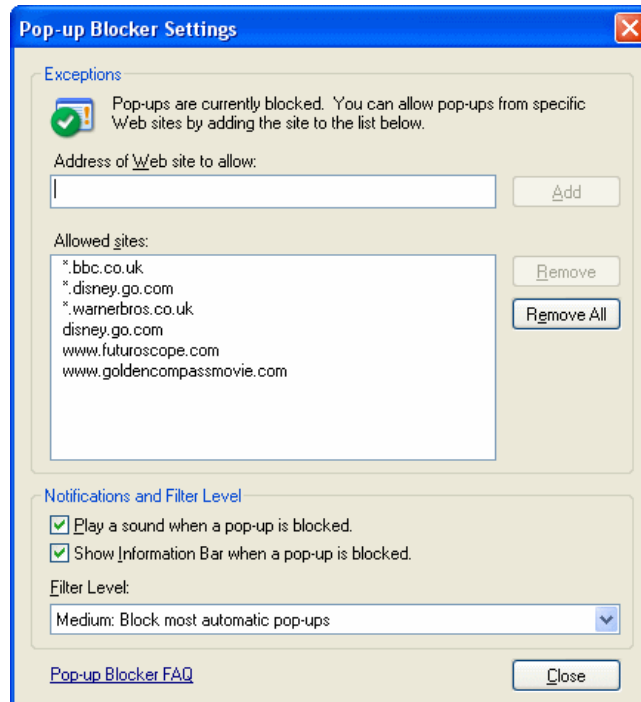


Many large web sites, e.g. Microsoft or Google, have links on them so that they can become your **Home Page** without changing your **Internet Options**.

10. Click **Settings** in the **Browsing history** section and set the **Days to keep pages in history** to an appropriate number for your personal needs (for example, 14 days). Click **OK**.
11. Select the **Connections** tab and view the various connection options that are available. Do not change any of these settings.
12. Go back to the **General** tab and click **OK**.
13. To check pop-up blocker settings, select **Tools | Pop-up Blocker | Pop-up Blocker Settings**.



Driving Lesson 28 - Continued



- If you want to allow pop-ups from a particular web site, type the address into the box provided and click **Add**. To block pop-ups, select **High** from **Filter Level**.



To temporarily allow pop-ups, click the **Information Bar**, when it tells you a pop-up has been blocked. Select **Temporarily Allow Pop-ups**.

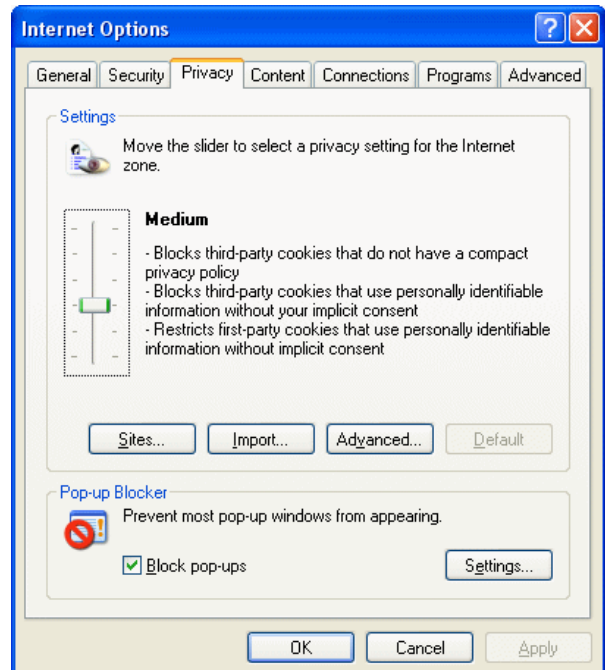
- Click **Close** to remove the dialog box.

- To see the settings for cookies, select **Tools | Internet Options** and the **Privacy** tab.

- The **Privacy Settings** slider has 5 settings: **Block All Cookies**, **High**, **Medium High**, **Medium** (default), **Low** and **Accept All Cookies**. Choose the appropriate settings.

- Click **Cancel** to close the dialog box without saving the changes in this instance.

- Click **Home**, and leave your default **Home Page** open.



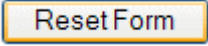

Driving Lesson 29 - Completing a Web Form

Park and Read

From time to time when you are using the Internet, especially if you are buying goods, it will be necessary to complete online forms. These forms nearly always consist of text boxes that require information to be typed in and drop down lists from which selections can be made. There may also be a **Submit** button and a **Reset** or **Clear** button. The **Submit** button sends the form to its destination and the **Reset** button clears the form without sending it.



Manoeuvres

1. Go to **www.ciasupport.co.uk** using any method and click **here** to enter the site.
2. Click the **Online Forms** in the **Navigation** pane on the left.
3. Various online sample forms are available for completion from here. Read the text in the central frame then select **Feedback/Evaluation Form** on the left. A sample form is displayed in a new window.
4. This form includes various different methods of entering data; text boxes, drop down menus, check boxes and option selections. Complete the **Name** and **E-mail** text boxes.
5. Scroll down the form to the bottom then press the **Reset Form** button, . All data is cleared from the form, ready to start again. This is used when mistakes have been made and it is easier to start again.
6. Re-enter the details, then complete the rest of the form. Entries with an * after them are essential and the form cannot be submitted without completing these fields.
7. When complete click the **Submit Form** button, .
8. Instead of transmitting the data this simulation displays a confirmation page. Close the **Form** window.
9. Return to your default **Home Page**.

Driving Lesson 30 - Revision

This covers the features introduced in this section. Try not to refer to the preceding Driving Lessons while completing it.

1. Change your default home page to **www.google.co.uk**.
2. Search for information on cheap flights to **Europe** using **Google**.
3. Search for information about **ECDL**. Use the search criteria "**ECDL**".
4. Were more or less than one million matches found?
5. Remove the **Search Bar** and go to **Alta Vista's** home page.
6. Enter the correct criteria to search for information about **hungarian recipes** (search for the complete phrase) but not goulash.
7. Were any matches found?
8. Enter a search for the phrase **russian hamsters**.
9. View one of the matched pages and use the **Find** feature to see if you can find some information about their diet.
10. Return to **AltaVista** and search for web pages about your favourite film star or musician.
11. Change your default home page back to **msn.com**.



Check the answers at the back of the guide.

If you experienced any difficulty completing the Revision, refer back to the Driving Lessons in this section. Then redo the Revision.

Driving Lesson 31 - Revision

This covers the features introduced in this section. Try not to refer to the preceding Driving Lessons while completing it.

1. Go to **www.lycos.co.uk**.
2. Use search criteria to find **images** of the **Sahara Desert**.
3. Use any search engine to find out how to create a family tree.
4. Find out how to make a **tequila sunrise**.
5. See if you can find a web site dedicated to **Vietnamese pot bellied pigs**.
6. Bookmark the page.
7. Look for a web site specialising in holidays to **Iceland**.
8. Find out the cost of a return flight from **Heathrow** to **Paris**.
9. Go to your default **Home Page**.

If you experienced any difficulty completing the Revision, refer back to the Driving Lessons in this section. Then redo the Revision.

Once you are confident with the features, complete the Record of Achievement Matrix referring to the section at the end of the guide. Only when competent move on to the next Section.