

Section 2

Navigation

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

Use Hyperlinks

Move Backward and Forward through a Web Site

Use Web Addresses

Store and Organise Favourite Sites (Bookmarks)

Stop and Refresh Page Loads

Exercise 9 - Using Web Addresses

Guidelines:

The quickest and easiest way of visiting a web site is by entering its address, or **URL (Uniform Resource Locator)**, in the **Address Bar**. It is important to ensure that the exact address is entered. Because of the sheer volume of sites on the World Wide Web, it would be almost impossible to locate the required site without a complete address, unless it is a large multinational company.

Internet Explorer 6 automatically enters the **protocol (http://)**, the type of file to look for. All web addresses start with **http**. The next part of the address is **www (World Wide Web)** then the name of the server computer where the page is stored (this is often the same as the name of the company, etc.). The **domain name**, e.g. **com, co.uk, gov**, etc. indicates the kind of organisation that owns the server, or the country where the server is located. Each country has a different domain name, e.g. in Australia it is **au** and in Germany it is **de**, so some web addresses will end with these letters.


Every web site has a **homepage**; this is the first page to appear when the site is opened. The homepage usually consists of a welcome and/or introduction to the site and links to other pages within it.


Actions:


1. Connect to the Internet, if you are not already connected. On the **Microsoft Homepage**, click in the **Address Bar** and enter the following address: **www.ciasupport.co.uk** then press <Enter>.

*Note: The drop down list on the **Address Bar** can be used to access recently visited sites. Just click on the arrow and select an address from the list.*

2. Click on the word **here** to enter the site. Browse the details of the **CiA**

Support welcome page, then click the **Home** button, , to return to the **Microsoft Homepage**.

*Note: Clicking the **Home** button, , will take the user to the Microsoft Homepage, unless the default settings have been changed (See Exercise 22).*



3. Enter this address in the **Address Bar**: **www.disney.com** and press <Enter>. If a small window pops up as the page is loading, just click  at the right of its title bar to close it. This happens from time to time when you are browsing.

*Note: If the page required is that of a large company, it may be possible to find it by typing just the name, e.g. **Disney** in the **Address Bar** (See final **Note** on Exercise 19).*




4. After viewing the details of the **Disney** homepage, return to the **Microsoft Homepage** by clicking the **Home** button.

Exercise 10 - Back and Forward Buttons

Guidelines:

Navigating between web pages/sites is made easy by using the **Back**,  and **Forward**, , buttons on the **Toolbar**. *Explorer* records the order in which pages are viewed. The **Back** button moves back through the pages until the first page viewed is reached. The **Forward** button forward moves forward until the most recently viewed page is reached.

Actions:

1. With the **Microsoft Homepage** still being viewed, click on the **Back** button, . The screen displays the last page visited.
2. Repeat this action until the button becomes ghosted (pale grey). This means that the first page viewed this session has been reached.
3. Now click on the **Forward** button, . *Explorer* will go to the next page in the sequence.
4. Repeat step 3 to move forward through the pages until the **Forward** button is ghosted. This indicates that it is not possible to go further forward.
5. If you are not already there, click  to return to the **Microsoft Homepage**.
6. Leave the **Microsoft Homepage** open.


Exercise 11 - Using Hyperlinks

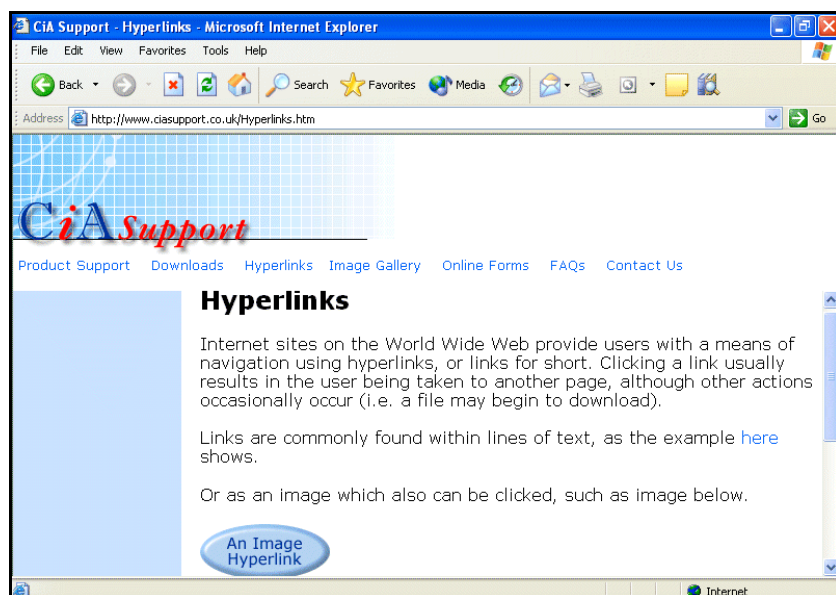
Guidelines:



Most web sites contain **hyperlinks**. These are pieces of coloured text, pictures or buttons which, when clicked on, immediately take the user to a different site, or a different page within the current site.

There is no limit to the number of hyperlinks a web site can have and the advantage of having them on the site is that they make it much more interesting and user-friendly.

Actions:

1. On the **Microsoft Homepage**, enter **www.ciasupport.co.uk** in the **Address Bar** and press <Enter>.
2. Click the word **here** to enter the site.
3. Click the word  at the left of the screen. Read the information that is displayed about hyperlinks.



4. Click the hyperlink within the text - **here**.
5. When the new page is displayed, read the information. Click where indicated to return to the previous page.
6. Now click the image hyperlink, . Use the text hyperlink to return.
7. Use the  button until the welcome page of the **CiA Support** site is displayed.


Exercise 12 - Framed Web Pages


Guidelines:


Some web sites have **framed** pages, consisting of a **Navigation panel** and a **View panel**. The Navigation panel contains coloured text or images called **hyperlinks**. When these links are clicked, the page to which they are linked will be displayed in the View panel. The framed page often has scroll bars as navigation aids.

The advantage of framed web pages is that the user can see the contents of a web site at a glance. However, the downside is that these sites can sometimes be difficult, or at least tiresome, when it comes to exiting, because clicking the **Back** button will only take the user out of the site if the homepage is being viewed.

Actions:

1. Viewing the **CiA Support** welcome page, click the  link at the left of the screen.
2. This is a **framed** page: a list of navigation hyperlinks is at the left of the screen. When one of the links is clicked, a new page will be shown at the right of the screen. Click the **Places of Interest** hyperlink. Notice how the information at the right of the screen is replaced by images.
3. Click on the **Cartoons** link.
4. Notice how the hyperlinks are always visible at the left of the screen, although the images have changed.
5. Click the **Computer Equipment** hyperlink.

Note: The **Back** button, , can be used to move back through the pages (see Exercise 10).

Note: Click  to exit a complex framed web site.


6. Click the  button to display the **Microsoft Homepage**.

Exercise 13 - Bookmarks

Guidelines:

After using *Internet Explorer* to browse the web, it is likely that the user will have visited some sites that they would like to revisit on a regular basis. *Explorer's Favorites* feature provides a quick and hassle free way of doing just that! In a few easy steps favourite sites can be added to a list which, when clicked on, will take the user directly to that site. These are known as **bookmarks**.


Once a **Favorites** list has been created, it can be displayed by clicking the

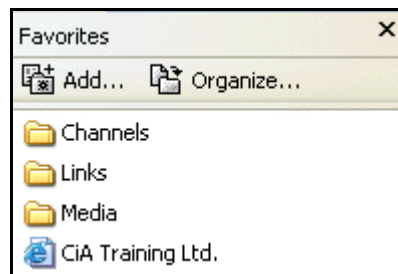
Favorites button, 

Actions:

1. Click on the drop down arrow of the **Address Bar** and select the **Disney** homepage from the list.

2. Browse the site, then use the  button to return to the **Disney** homepage.

3. When the **Disney** home page is displayed, click  to display the list of current favourites in the **Favorites Bar**. The contents of the list will vary depending on which pages have already been selected.



4. Click the **Add** button, , to display the **Add Favorite** dialog box.

5. Edit the **Name** text to just **Disney Online**. Click **OK**.

6. Click on the **Home** button, , then enter this address in the **Address Bar** of the **Microsoft Homepage**: **www.ciasupport.co.uk** Now press **<Enter>**.


7. Click where indicated to enter the site.

continued over

Exercise 13 - Continued

8. When the **CiA Support** welcome page appears, repeat steps **4** to **5**, but do not edit the name of the page.

9. Click on the **Home** button, , then enter **www.nasa.gov** in the **Address Bar** of the **Microsoft Homepage**.

10. Browse the **NASA** site, then return to its homepage using the  button.

11. When the **NASA** homepage is displayed, repeat steps **4** to **5**.

12. Return to the **Microsoft Homepage** by clicking .

13. Several sites have been added to the **Favorites List**, to use **Favorites** click on the **Favorites** menu and select **Disney Online** from the entries at the bottom of the list to go directly to that site.


14. Return immediately to the **Microsoft Homepage** using the  button.

Exercise 14 - Organising Bookmarks

Guidelines:

Once a **Favorites** list has been created, *Internet Explorer* allows the user to manage these files in a similar way to *Windows Explorer*. Favourites can be moved, renamed or deleted, folders and keyboard shortcuts can be created.

Actions:

1. If necessary click the **Favorites** button to display the **Favorites Bar**.
2. Select the **Organize** button, . The **Organize Favorites** dialog box is displayed (the contents may be slightly different to the diagram).

Note: Alternatively, select the command **Favorites | Organize Favorites**.



3. Click the **Create Folder** button at the top of the dialog box and name the new folder **Entertainment**. Press <Enter>.
4. Scroll down the list of pages and select the **Disney Online** file. Click the **Move to Folder** button.
5. Select the newly created folder, **Entertainment**, then click **OK**. The **Disney** file has been moved to the new folder.
6. Select the **NASA** file from the **Favorites** list and click **Rename**.
7. Change the name of the file to **Space Exploration**, then press <Enter>.
8. Select the **CIA Support** file and click **Delete**. At the prompt **Are you sure you want to send ... to the Recycle Bin?**, select **No**.
9. Rename the **CIA Support** file **CIA Training Ltd**.
10. Click **Close** and view the **Microsoft Homepage**.

Exercise 15 - The Links Toolbar

Guidelines:

As you have seen, the **Favorites Bar** provides quick access to the user's list of favourites. Once the bar has been displayed, a favourite web site can be visited by a click of the mouse. Favorites can also be added to the **Links** toolbar, which is the quickest way to access favourite sites, although it does have limited space.

Actions:

1. On the **Microsoft Homepage**, ensure the **Favorites Bar** is displayed at the left of the screen.
2. The **CIA** site is to be added to the **Links** toolbar. Ensure the toolbar is displayed (**View | Toolbars | Links**). Move the mouse over the **CIA Training Ltd** name in the **Favorites Bar**.



3. Hold the button down and drag the **CIA** link to the **Links Bar**, (to the right of the **Address Bar**), then release the mouse.



4. Repeat steps 2 and 3 for the **Disney Online** site, found in the **Entertainment** folder.
5. The **Disney** site was added to the **Links** toolbar in error. Right click on its button in the toolbar and select **Delete** from the shortcut menu (you may have to drag the **Links** button to the left).

*Note: If you have difficulty dragging the button, the toolbars may be locked. Right click and uncheck **Lock the Toolbars**.*


6. A dialog box appears asking for confirmation that the bookmark is to be removed. Select **Yes**.
7. Close the **Favorites Bar** by clicking the **Close** button to the right of the title.
8. Leave the **Microsoft Homepage** open.

Exercise 16 - Stop and Refresh Page Loads


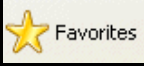


Guidelines:

When a web page is opened, it automatically begins to **load**. This can often take a long time, if there are a lot of graphics, for example. The page load can be stopped, if necessary. The **Refresh** feature will start the page load again. Most web sites are being constantly changed or updated, even as they are viewed. **Refresh** can also ensure that the most up to date site is being viewed.

Actions:

1. Enter the following web address in the **Address Bar**:
www.discovery.com.
2. Press <**Enter**> and if a pop up window appears close it.
3. As the graphics are loading, click the **Stop** button, , on the toolbar. The page load will halt.


Note: If you have a high speed broadband connection the graphics may download before you have a chance to stop them.

4. Click the **Refresh** button, . The loading begins again.
5. Use the **Favorites** button, , to visit the **NASA** site.
6. After viewing the site, use  to return to the **Discovery** homepage. The page load begins automatically, because you have re-entered the site.
7. Use the hyperlinks on the **Discovery** homepage to visit areas that interest you.
8. When you have finished browsing the site, click  to return to the **Microsoft Homepage**.



Exercise 17 - Revision

1. Why are framed web pages used?
2. Enter the following address in the **Address Bar**: **www.sainsburys.com**
3. Use hyperlinks to view topics of interest to you.



4. Use the **Back** button, , to return to the Sainsbury's home page (you may need to close smaller windows that have opened while you were browsing first, so that only the original window remains).
5. Bookmark the page.
6. Now visit the **CNN** home page (**www.cnn.com**).
7. Bookmark the home page.
8. Create a folder called **News** to store the new bookmarks.



9. Navigate the **CNN** site using hyperlinks,  and .
10. The **CNN** home page is updated hourly. **Refresh** the page to see if it has changed.
11. Return to the **Microsoft** home page.