

Internet Basics and Information Literacy



Microsoft® Office® 2013

Objectives

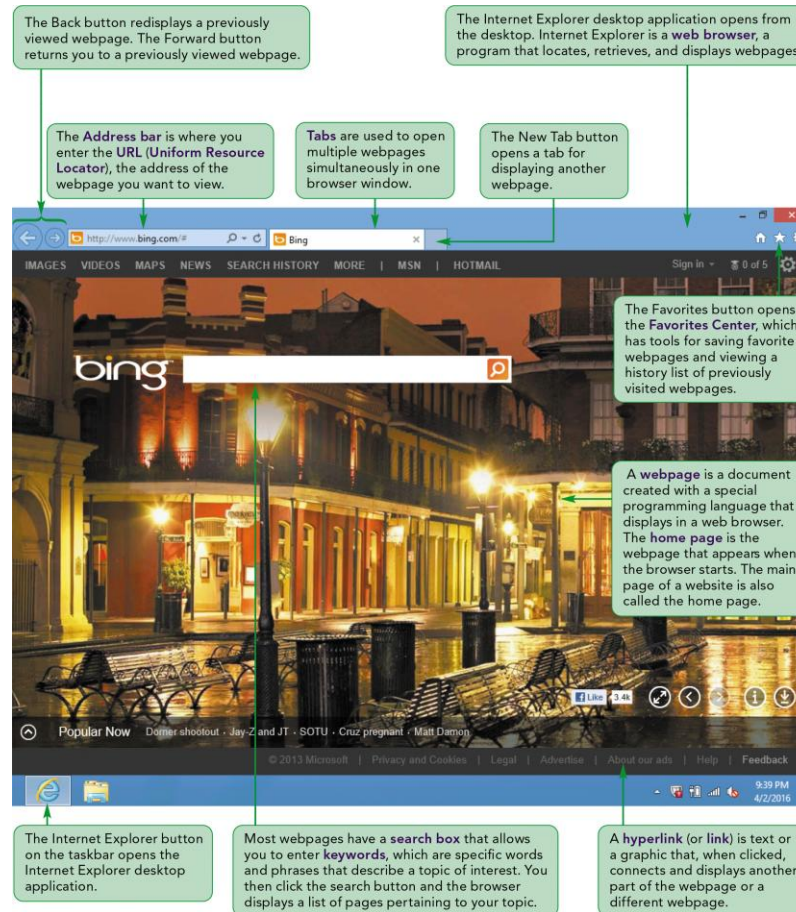
- Learn about the Internet and the World Wide Web
- Start the Internet Explorer app and the Internet Explorer desktop application
- Develop search techniques for locating information on the web
- Use a search engine to conduct a search
- Find and evaluate information on the web
- Learn about copyright laws
- Document web resources

Visual Overview



Flirt/Superstock

Microsoft Internet Explorer 10



Flirt/Superstock

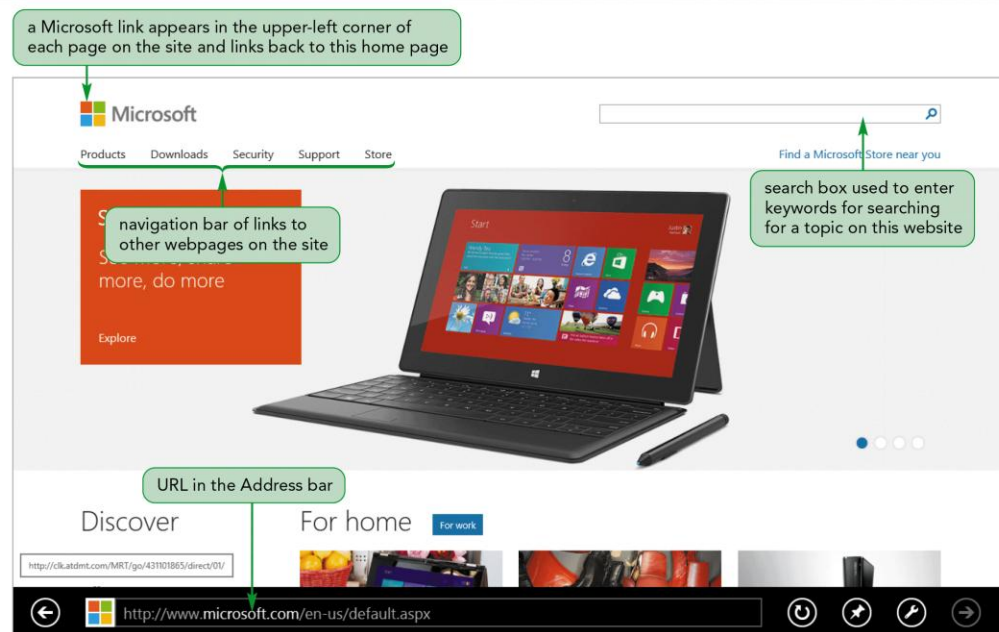
Understanding the Internet and the World Wide Web

- The **web (World Wide Web)** is a collection of electronic documents or files – called webpages – that are available through the Internet.
- The **Internet** is a worldwide collection of computer networks.
- Webpages are stored on **web servers**, which are the computers connected to the Internet.
- A **website** is a collection of related webpages.

Starting the Internet Explorer App

- Click on the Internet Explorer tile to open the home page
- To display a specific web page, you can enter its URL in the Address bar.

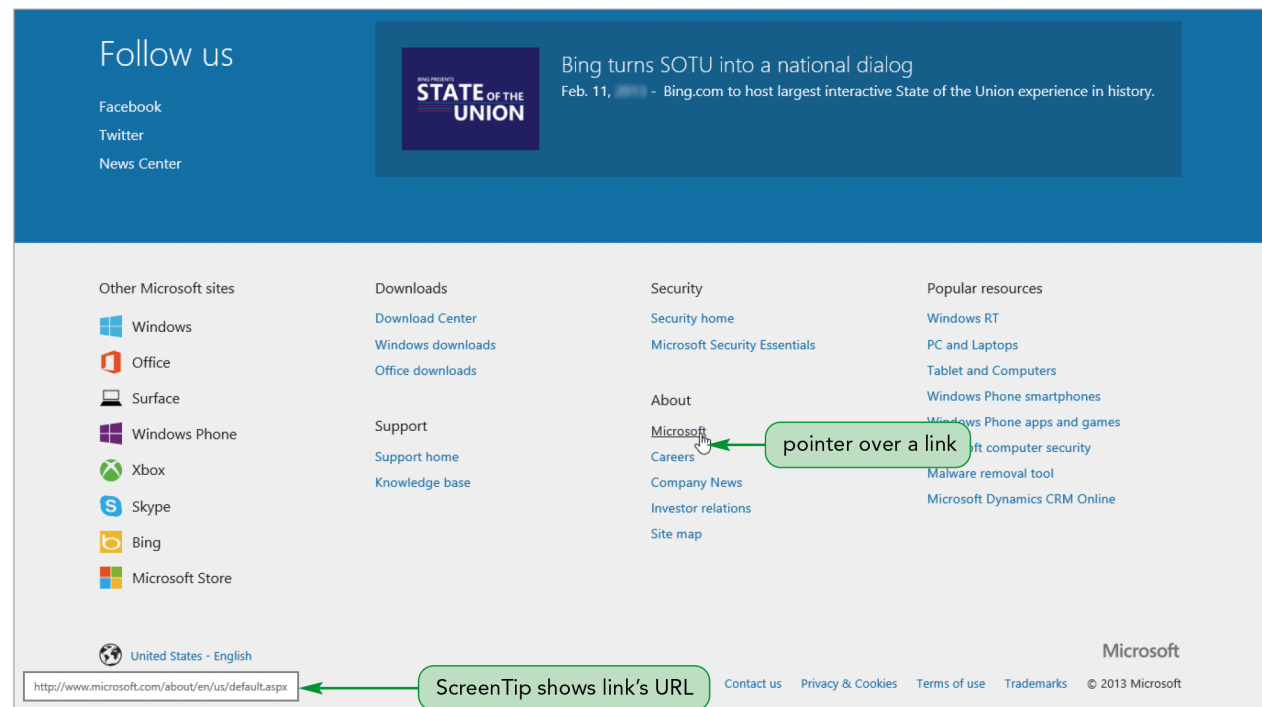
Figure 1 Microsoft's home page in the Internet Explorer app



Clicking Links

- When you click on a link, a new webpage appears, replacing the previous page

Figure 2 Links on a webpage



Understanding Search Engines

- If you don't know the URL of a site you want to visit you can use a **search engine** to locate information.
- Search engines use a program called a spider or bot to compile databases that are indexed by keywords
- When you enter a keyword in a search engine, it searches the database to find webpages that include those keywords
- Results are displayed as a list of links to the webpages

Finding Information on the Web

- Formulating a Search Strategy
 - Identify your topic
 - List keywords that represent your topic
 - Refine your keywords list
 - Develop your search query
 - A **search query** is the translation of your original question into a form that a search engine can understand.
 - Refine your search query

Starting the Internet Explorer Desktop Application

- To start the Internet Explorer Desktop application:
 1. Click on the Start screen
 2. Click on the Desktop tile
 3. Click on the Internet Explorer button

Using the Bing Search Engine from the Address Bar

Figure 3

Search results in Bing

The image shows a screenshot of the Bing search engine results page for the query "microsoft carbon footprint". The browser's address bar shows the URL "http://www.bing.com/search?q=microsoft+carbon+fi...". The search bar contains the text "microsoft carbon footprint" and is labeled "search query". Below the search bar, the text "222,000 RESULTS" is displayed, with an annotation "number of hits; yours might differ" pointing to it. The search results are listed in two columns. The left column contains several organic search results, including "Microsoft Environment" and "Carbon Footprint - Microsoft Academic Search". The right column contains sponsored ads, including "Reducing Carbon Footprint" and "Footprint Calculator". An annotation "ads" points to the sponsored ads section. A "RELATED SEARCHES" section is visible at the bottom right, with an annotation "keywords in search results" pointing to it. The main search results are collectively labeled "search results" with an arrow pointing to the list of organic results.

number of hits; yours might differ

search query

222,000 RESULTS

Microsoft Environment

www.microsoft.com/Environment/our-commitment/our-footprint.aspx

Microsoft Going Carbon Neutral. Microsoft is instituting a companywide commitment to achieve carbon neutrality beginning in fiscal year 2013 which commences on ...

Microsoft Environment

www.microsoft.com/environment

Who does Microsoft work with to enable environmental sustainability ... reduce energy use and their carbon footprints per user by at least 30 percent.

Reducing Microsoft's carbon footprint - Microsoft Green Blog ...

blogs.msdn.com > Microsoft Green Blog

Mar 11, 2009 · Today, our CEO Steve Ballmer sent an e-mail to all Microsoft employees about Microsoft's long-term commitment to increase our focus around ...

Carbon Footprint - Microsoft Academic Search

academic.research.microsoft.com > Keywords

A carbon footprint is defined as 'The total set of greenhouse gas emissions caused directly and indirectly by an individual, event, organization or product ...

Microsoft Vows To Reduce Its Carbon Footprint Beginning In ...

www.redorbit.com > News > Science

Microsoft announced on Tuesday that it is vowing to distance itself from coal-power and become more environmentally friendly, reducing its carbon footprint.

Becoming carbon neutral - Microsoft Home Page | Devices and ...

download.microsoft.com/download/1/A/C/1AC87972-4DC... PDF file

Microsoft: Becoming Carbon Neutral | 3 Executive Summary ... reduced the carbon footprint from our Puget Sound, Washington, lab infrastructure by 4.4 percent

Ads

Reducing Carbon Footprint

PowerInCooperation.com

Find Out How Natural Gas Can Help Reduce Your Carbon Footprint.

Footprint Calculator

TerraPass.com

Calculate Your Personal or Business Footprint and Offset w/TerraPass

Carbon Footprint Training

aaarcherinstitute.com

Learn to Manage Your Facility's Carbon Footprint

See your message here

RELATED SEARCHES

What Is Microsoft Doing Today

How Microsoft It Does It

Microsoft Work Environment

Microsoft Carbon Neutral

Microsoft Fiscal Year 2012

Microsoft Carbon Fee

Microsoft Green IT

Start of F

ads

search results

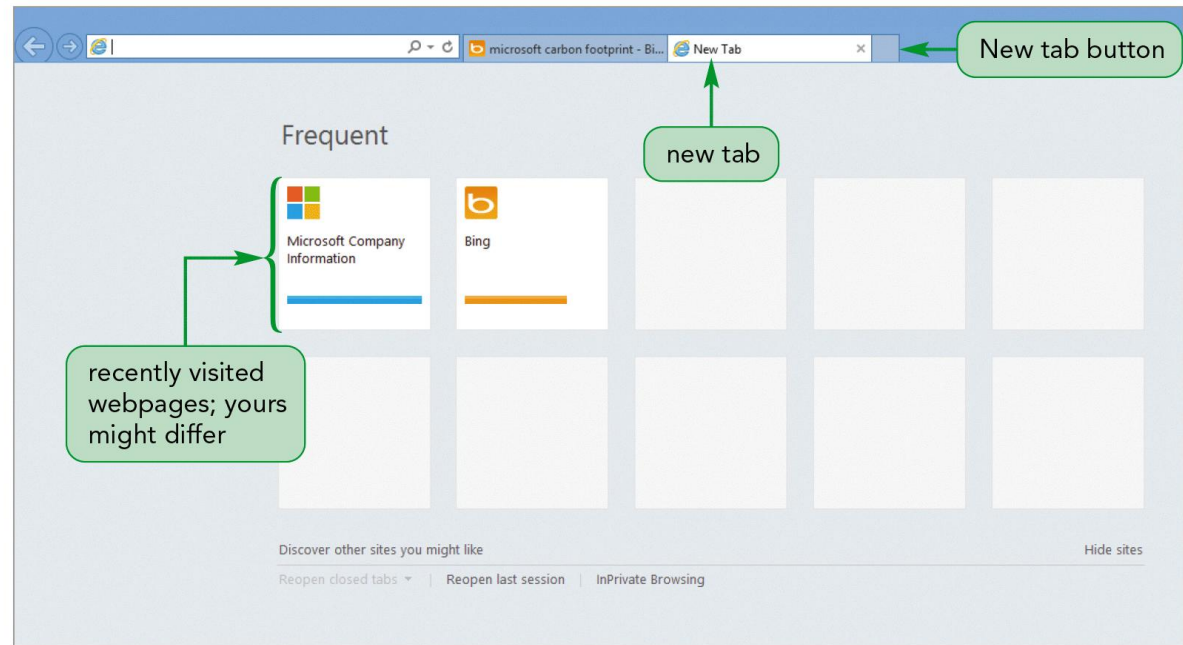
keywords in search results

Using Page Tabs

- **Tabbed browsing** displays multiple webpage in the same browser window.

Figure 4

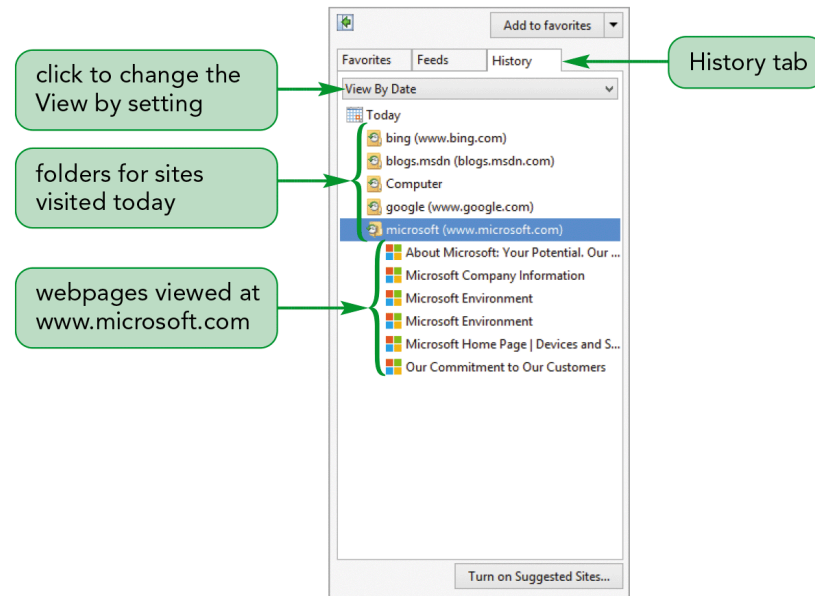
Tabbed browsing



Using the History List

- The **History list** tracks the webpages you visit over a certain time period.

Figure 5 History list



Evaluating the Search Results

- Identify the author
- Check for objectivity/bias
- Verify currency
- Assess accuracy
- Determine validity
- Consider relevancy

Webpage Evaluated for Usefulness

Figure 6

Webpage evaluated for usefulness to search topic

valid source (Microsoft Green Blog) but the information is being provided by the company with no outside verification

content is posted as a blog, indicating it is commentary rather than a news source

author is a Microsoft employee so he likely has a bias; his name is a link to his profile

date when the content was posted—this is historical data at this point and Martha should look for more current information

content seems accurate with no obvious errors, misspellings, or other errors; Martha should confirm the data with a second source

content is directly relevant to the topic

Blog > Microsoft Green Blog > Reducing Microsoft's carbon footprint

Reducing Microsoft's carbon footprint

Rob Bernard 11 Mar 2009 7:30 PM 3

Today, our CEO Steve Ballmer sent an e-mail to all Microsoft employees about Microsoft's long-term commitment to increase our focus around environmental sustainability. As Microsoft's Chief Environmental Strategist, I'm humbled and excited that Steve has asked our more than 90,000 Microsoft employees in over 100 countries around the world to help reduce Microsoft's environmental footprint; accelerate the development of software solutions and advance scientific research to address some of the most pressing issues of our time, -- energy and climate change.

In coming posts, I will talk about how we view software as a key foundational component of helping accelerate scientific breakthroughs in better understanding our world and the changes that are likely to come. I will also discuss how we can enable the IT industry to significantly increase computing capacity around the globe, while simultaneously reducing the amount of energy required by our industry.

Today, I want to focus on our carbon footprint goal. We understand that environmental action must begin at home. Today, Steve announced to all employees that Microsoft has set a goal to reduce its carbon emissions per unit of revenue by at least 30% compared with 2007 levels by 2012. We'll achieve this goal by improving energy use in our buildings and operations, reducing air travel, and increasing our use of renewable energy. As a technology company, we believe that our footprint goals will be met by leveraging software and technology. We will work to provide advances in our building operations, we will continue to expand our use of our [Unified Communications](#) tools (just last year we saved over \$90 million on travel through the increased use of our UC tools), and will look for new ways to reduce our use of resources in our data centers by continuing to push the envelope on innovation in how data centers are designed, built and operated.

As excited as I am to announce our own footprint reduction, there is much more that we are focused on in addressing environmental sustainability. Microsoft and the IT industry in general have a tremendous opportunity to help people and organizations around the planet reduce their energy use and carbon emissions both through dramatically more efficient IT products, and by unlocking the power of IT to enable a more efficient economy through smart grids, smart buildings, telepresence, and more.

I'll be writing more about what Microsoft is doing on all of these topics and reporting on our progress toward our goals in the months to come, but would welcome you to visit [www.microsoft.com/environment](#) for much deeper information of how we're striving to work with our partners, customers, governments and non-governmental organizations on solutions

Saving Webpages as Favorites

- A Favorites list is a feature you can use to store and organize a list of webpages you want to revisit.

Figure 7 Add a Favorite dialog box

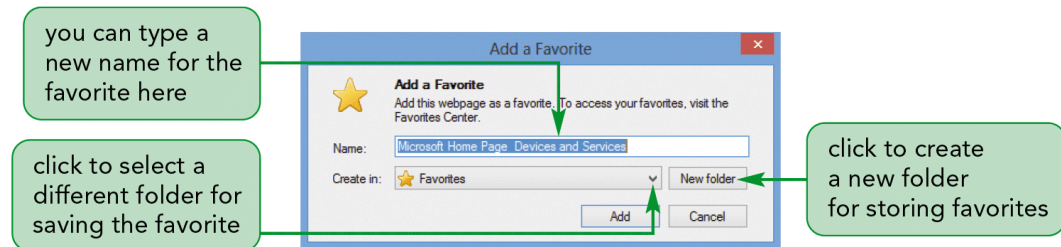
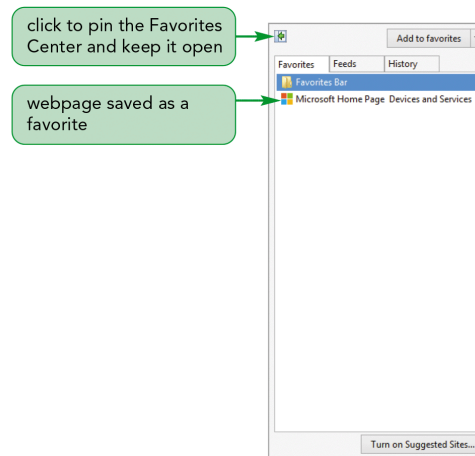


Figure 8 Favorites tab



Pinning Webpages

- You can pin a page to the taskbar so you open the webpage directly from the desktop without first starting Internet Explorer.

Figure 9 Dialog box to pin site to Start screen

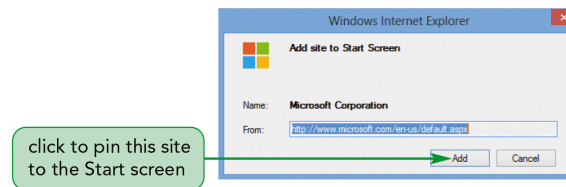


Figure 10 Tile for pinned site on the Start screen



Using the Information you Find

- The content found on the web is a form of **intellectual property**.
 - Intellectual property includes all creations of the human mind presented in a form that can be shared with others.
- A **copyright** is a protection granted by law to the author or creator of an original work who creates a tangible expression of that work or creation.

Determining Fair Use

- U.S. copyright law allows portions of copyrighted works to be used without obtaining permission if that use is a fair use.
- Four factors usually determine fair use:
 - The purpose and character of the new work
 - The nature of the copyrighted work
 - The amount and substantiality of the portion used in relation to the copyrighted work as a whole
 - The effect of the use on the potential market, or value, of the copyrighted work

Identifying Works in the Public Domain

- When the term of the copyright has expired, the work moves into the **public domain** and can be copied without requesting permission.
- New print editions or audio recordings of public domain work can be copyrighted and protected under current copyright laws.
- Authors or creators can place their own work into the public domain voluntarily at any time.
- The source of public domain work must be acknowledged to avoid plagiarism.

Avoiding Plagiarism

- Failure to cite the source of material you use is called **plagiarism**.
- Claiming someone else's work as your own is a serious legal violation.
- Be sure to properly reference the sources of works that you use.
- You must obtain the copyright holder's permission to use work in a way that falls outside of fair use.

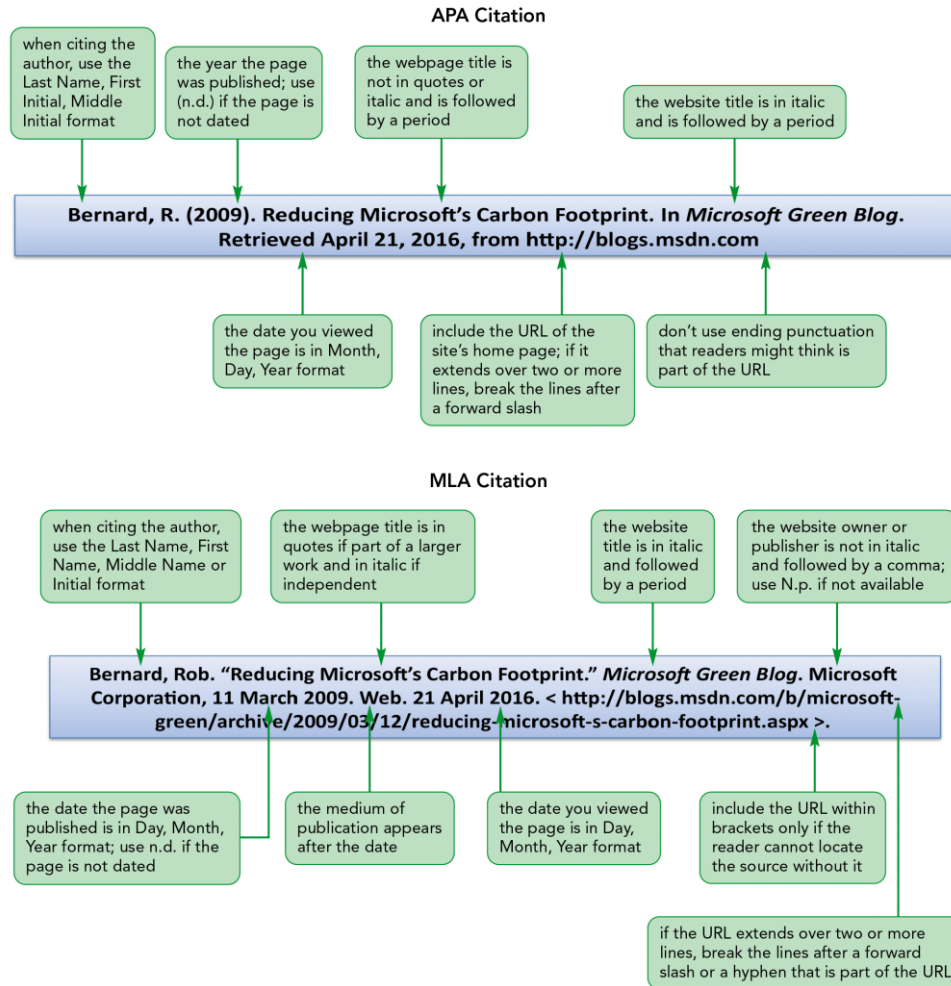
Documenting Web Resources

- Material protected by copyright or in the public domain needs to be properly cited.
- For academic research, the two most widely used standards for citation are:
 - American Psychological Association (APA)
 - Modern Language Association (MLA)

Webpage Citations

Figure 11

Webpage citations



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Previewing and Printing a Webpage

Figure 12 Print Preview window

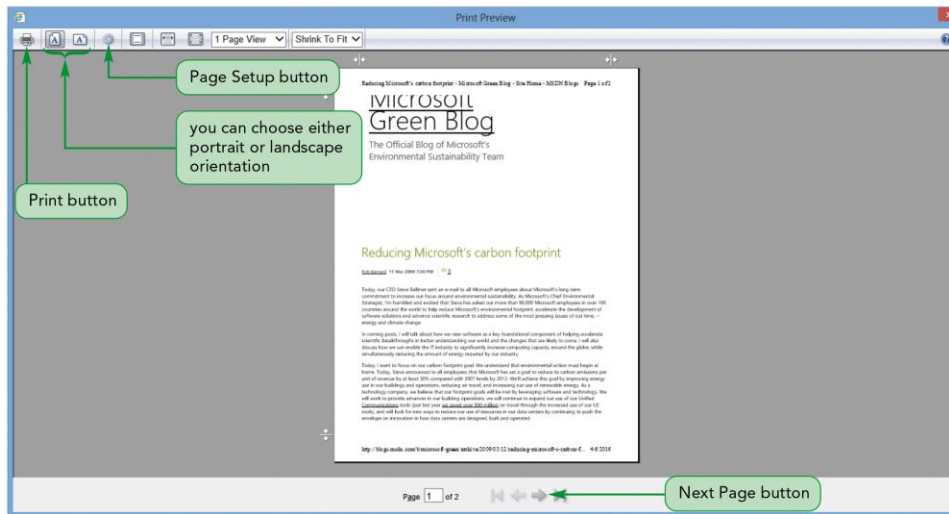
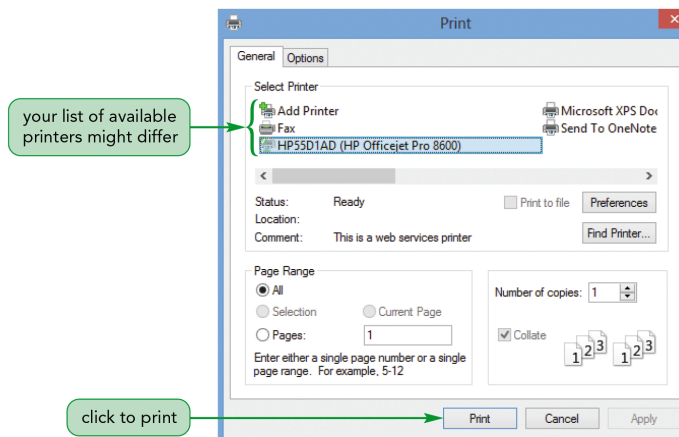


Figure 13 Print dialog box



Saving a Webpage

Figure 14 Save Webpage dialog box

