Internet and E-mail

Lesson 5

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| *For Busy People Learn Computer Skills Fast* |
| **Sponsored and Conducted By**  **Softwatch Infosys (Pvt) Ltd.** |

The [Internet](http://www.livinginternet.com/) is a complex space with a rich set of useful features and functions. Knowing how to get the most out of the Internet can help you as much as knowing how to read, maybe more.

The Internet can powerfully extend your ability to find, manage, and share information. The following sections provide references to client application software, and descriptions of the main features and capabilities of each Internet application

# Web Browser Applications

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| There are three leading web browser applications, and several other options.  Dozens of browsers have been developed over the years. Today, most people use one of the mainstream browsers: [Explorer](http://www.microsoft.com/windows/ie/) or [Mozilla](http://www.mozilla.org/). Some people run more than one browser |  |

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| Open Web Browsers Double click the (Firefox/Explorer) Icon on the desktop we shown above or click the Quick Launch on the task bar |  |

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| **Internet Explorer** | **Mozilla FireFox** |
| Integrated with OS, faster. More sites ensure IE compliant first, some use MS multi-media software.. | Open source. Good bookmark functionality.  Multi-platform. Available email (Thunderbird) |
| Integrated with OS, more vulnerable to [viruses](http://www.livinginternet.com/i/is_vir_prot.htm).  More complex, deeper menus, not always standard | Not quite as fast for some functions on Windows.  Less widely used on Windows |

# Web Navigation

With your web browser as your space ship, you can navigate through a universe of information on the [Internet](http://www.livinginternet.com/). The elements of web navigation are summarized below

**Directions**. From any page you can surf in one of four directions:

* Back. Go back to the previous page -- press the Back button, right-click on the window and select "Back", or press <alt><left arrow>.
* Forward. Go forward to a new page after going back -- press the Forward button, right-click on the window and select "Forward", or press <alt><right arrow>.
* Link. Click a link and jump to a new page.
* Jump. Select a new page from an external source such as your [bookmarks](http://www.livinginternet.com/w/wu_surf_bkmk.htm).

**Techniques**. The five basic surfing techniques are described below:

* Reloading. You can stop and then reload a page at any time if it is having problems loading or to ensure you have the latest copy of a page that updates regularly.  
  **Explorer**: Click the Refresh button, right-click on the window and select "Refresh", press <ctrl>-r, or press F5.  
  **Firefox**: Click the Reload button, right-click on the window and select "Reload", press <ctrl>-r, or hold the shift button and click the Reload button.
* Stopping. You can stop the load of any page at any time by clicking Stop on the toolbar or pressing <Esc>. The browser will display as much of the page as it loaded, and all of the displayed links will be operational.

# Beginning Basic Browsing

The important thing to remember when you first begin browsing the web is the Web address of a site you wish to visit. Go up to the "Address Bar" near the top of the page, and click on it. Now you can type in the Web address of the site you want, and then press enter. Browser will go to this site directly from whatever document you were currently viewing. This is much faster than going to a search engine and trying to locate the site you want in their directories, or searching for it with a query. (Address Bar shown below)

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| **Mozilla FireFox** | | **Internet Explorer** |
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# For Search the Web side:

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| If you don’t know the appropriate name of the web side, details, information there is a so many web sides that is called search engines.  Sample search engines are [www.google.com](http://www.google.com), [www.yahoo.com](http://www.yahoo.com), [www.mywebsearch.com](http://www.mywebsearch.com) & many more  Let us see how to use most famous search engine (google) use.   1. First you enter www.google.com in address bar. Then web side will load 2. Then you can enter the word you want to search & then u will display all related link appropriate to that word. |  |

# Find Web Sites -- Directory Sites

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| Directory sites place each web site in their database in one or more predefined subject categories following review by a human being.  A web site is included in a directory site's database only after some human reviewer has judged it to be useful, informative, or otherwise worthwhile. Typical reasons a site might not be included in the database are because it isn't unique enough, it isn't guaranteed to remain around for long, or it doesn't meet some other guideline or criteria.  A well laid out directory site defines the set of categories so that there seems to be only one natural choice at each level for the topic you are searching for. There is increasing consensus about the set of top-level categories, and most sites include at least the following twelve: |  |
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|  Arts   Business   Computers   Education |  Games   Health   News   Recreation |  Reference   Science   Society   Sports | Other Directory Sites www.dmoz.org  dir.yahoo.com  www.galaxy.com |

# Few Useful Web Links

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| www.google.com / www.yahoo.com | Search engine and free email providing web site |
| www.doenets.lk | Department of Examinations |
| www.nlb.lk / www.dlb.lk | National Lottery Board / Development Lotteries Board |
| www.lankadeepa.lk | The Lanka Deepa Newspaper |
| slhits.com | Archive of Sri Lankan Music |
| www.jobsnet.lk | Jobs Net |

# Web Browser Keyboard Commands

If you know a few secrets, you can usually control any computer program, including a web browser, faster with keyboard commands than with mouse commands because the mouse requires you to make fine judgment calls about cursor placement, but keyboard commands are always the same and the keys stay in the same place. With just a little practice, you will quickly find you can enter and invoke multiple browser commands with the old-fashioned keyboard faster than with any other method, often faster than the program can react. Now that's fast.

Not all web browser commands have equivalent keyboard commands, but most of the common commands do. Some of the most well-known and useful commands are listed below:

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| **Key** | **Description** |  |  |
| <Alt><Left Arrow> | Page Back | √ | √ |
| <Alt><Right Arrow> | Page Forward | √ | √ |
| <Ctrl> [ | Decrease Font Size |  | √ |
| <Ctrl> ] | Increase Font Size |  | √ |
| <Ctrl> n | New Window | √ | √ |
| <Ctrl> r | Reload/Refresh | √ | √ |
| <Esc> | Stop Page Loading | √ | √ |

# E-mail

**Electronic mail**, often abbreviated as **email** or **e-mail**, is a method of exchanging digital messages, designed primarily for human use.

There is so many way to create e-mail account those are yahoo, gmail, msn & more.

# Create an email account using Yahoo!

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| 1. Go to the YAHOO home page.  (Place the cursor in the address bar and type **www.yahoo.com**.  Hit the **Enter** key or click on the **Go** button). | 1. Click on the **Sign Up** icon. Appeared on top right hand corner |

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| 1. Then application will popup fill your personal data as a first part. | 1. Then you have to put email id that you want to put. Also add a password in password field & this you keep as a safe. This will use to log to your account   (ex: [YahooID@yahoo.com](mailto:YahooID@yahoo.com)).  You may use any combination of letters, numbers, underscores ( \_ ) and one dot (.).Ex: saman@yahoo.com  The password should be something you can easily remember but it should be kept confidential so others cannot read your mail.  **Please Note**: All boxes preceded by a star must be filled in. |

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|  | 1. Then you have to enter security question and answer in this form. it will help you to find your id or password if it lost. |

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|  | * + You do not need to fill in the part called Customizing Yahoo! | |
| * + **Verify your Registration :** Enter the code shown. Type the letter/number combination in the box exactly as you see it.  The example below would be: 66FnHg |  |

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| Read the "Terms of Service" agreement and, if you accept the terms, click on the I Agree check box and then press create my account button. |  |

* If your Yahoo ID has not already been taken, Congratulations, you’re done!
* If someone has already chosen your ID, choose another.  Some common solutions are to add a number or an underscore.  Ex: “saman123” or “saman\_nimal”.

# Sign into Yahoo mail Account:

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| 1. you log to [www.yahoo.com](http://www.yahoo.com) web site & press mail tab. then following window will appear, | 1. Enter your Yahoo Id & Password here & then press “sign In” after that you can view send email to others | * If your login ID or password is wrong the message will generate that saying "invalid ID or password" then you have to check again both & re-enter. * There is a checked box called "Keep me Signed in". If we checked that box then the login id & password not ask again in next login. Directly pop-up your mail. |
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| **Sending an E-mail Message** | |  |
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| 1. Sign in to your yahoo mail account and click on the **Compose** button. 2. In the **TO** box, type the e-mail address of the recipient. Make sure you enter the address correctly.   You can send a message to more than one person by entering multiple addresses. Just put a comma (,) between each address. If you want to send copy of your mail to some other person use (Cc:) & enter the address. If you want to send copy of mail to some other person not showing others use (Bcc:) & enter the address | |
| Type the email topic in the **subject** box of the e-mail. | | |

1. Write your message in the **message window**. You can also copy text from a word processing program and paste to the window. And Click on the **Send** icon.

**Reading E-mail Messages**

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| 1. Sign in to your yahoo mail account and click on the **Inbox** icon. The folder list displays the number of unread messages in parentheses next to each folder name. |  |
| 1. A list of the messages in your Inbox appears. Click on the message that u want to read. |
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