Windows Operating Systems
103-102

Internet & Email Worksheet

Name	_____
Score	/5
Update Value	

5 points

1. Using the Internet Explorer (or Netscape if you prefer), go to the **Mid-State Technical College** home page: www.mstc.edu

2. Using the *surfing* techniques described in the notes, locate the web page for this year's Catalog & Student Handbook.

   This page will appear as a **pdf** file—a common file type used on the Internet. To view it, you may have to download and install Adobe Acrobat Reader on your computer. This is a safe download—you should feel comfortable installing the reader on your home computer (no viruses, etc).

3. This is a large document and we want to find information on MSTC's integrity policy.

   Click the search button on the toolbar (binoculars 👀) or press Ctrl-F to open the Find dialog box.

   In the Find What box, type the word **integrity,** then click the Find button. The web page should scroll to the location in the document where the word integrity first appears (the word will be highlighted). If the word is not found, try again and double check your spelling. If the word is still not found, contact your instructor.

   The word *integrity* may appear more than once in the document. If so, locate the word *integrity* in a paragraph labeled *Academic Integrity*.

4. Minimize your web browser (click the small dash in the upper right corner of the window).

5. Launch the Notepad program (Start ▶ Programs ▶ Accessories on most computers).

6. You are now going to copy text from the web page into the Notepad program (without retyping it)

   a. Click the Internet Explorer button that contains the MSTC Handbook web page. This button should be at the bottom of your screen. This will bring the Internet Explorer program back to the forefront.
   b. Click the Select Tool button on the toolbar (⌶▶ Select). Newer versions of Acrobat Reader don't include this button. If it's not on your screen, skip this step.
   c. Using your mouse, place the mouse pointer at the beginning of the *Academic Integrity* title.
   d. Drag your mouse to the end of the paragraph (the text should be highlighted).
   e. Right-click in the highlighted area. Select **Copy** from the pop-up menu that appears.

    f.   Click the Notepad button that appears at the bottom of your screen. Notepad should come to the forefront.

    g.   On the Notepad menu, select Edit, then Paste. The text from the web site should be inserted in the Notepad document. If not, repeat steps a-f above.

    h.   On the Notepad menu, select File, then Save As…

    i.   Click the big Desktop button on the left side of the Save As window.

    j.   In the File Name box, enter **Integrity**, then click the Save button.

    k.   Close the Notepad window.

    l.   Close the Internet Explorer window.

    m. Somewhere on your desktop, you should see an icon that looks like a white notepad, with the file name **Integrity** (might be Integrity.txt) under it. If not, try these steps again.

7. Use your Email program to create a new message (using the instructions in the notes). Address the Email message to your instructor. Enter "Windows Assignment 2" as the message subject.

8. In the text area of the message enter: "Here is the Integrity File required for Windows homework assignment #2." Then, type your name on the next line.

9. Using the instructions in the notes, *attach* the Integrity Notepad document that is on your desktop to the Email message.

10. Send the Email message.

You should receive a replay Email from your instructor informing you that you have completed this assignment correctly.