

Internet Basics

Basic Computer Training

Internet Basics

Participant Guide

Internet Basics

Welcome to Basic Computer Training. This course will focus on the topic of Internet Basics.

Topics to be covered include; internet browsers, search engines, domain names, and browsing security. Learners will gain a better understanding of how to safely navigate the internet. After this course, learners will be prepared to start their internet sessions and utilize the tools provided to them to practice safe browsing.

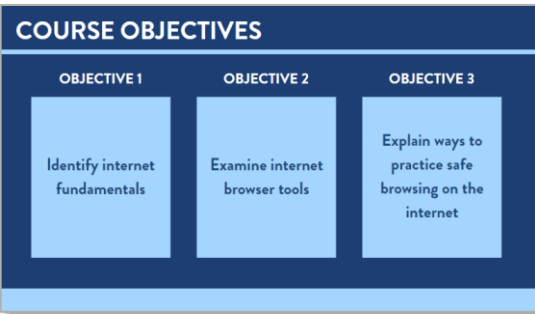
This is a self-paced course designed for you to complete at your own pace. Before you get started, make sure you have the following items to ensure successful completion of this course:

- Something to write with – pen or pencil
- Your participant guide -
- Internet Basics Checklist – to keep track of which video modules you have completed
- A quiet place to complete your training that is free from any distractions
- And, a headset, if needed

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Slide Deck






Directions: As you're watching these videos, write your notes in this participant guide, which can be used as a study resource that will prepare you to take the Northstar Assessment for this course. There is a place at the end of the guide where you can take additional notes and write down any questions you have.

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Connecting to the Internet

Directions: What three ways can you connect to the internet? Place a check in the boxes next to the pictures of ways you can browse the web

| | | |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | <p>DSL/Cable</p>  | <input type="checkbox"/> |
| <input type="checkbox"/> | <p>Mouse</p>  | <input type="checkbox"/> |
| | <p>WIFI</p>  | |
| | <p>Smartphone</p>  | |

Internet Browsers

Directions: As you watch the video, write the name of the browser that each icon represents and identify which computer manufacturer is compatible with each browser.

| Browser Name | Compatible with |
|---|-----------------|
|  | |
|  | |
|  | |
|  | |

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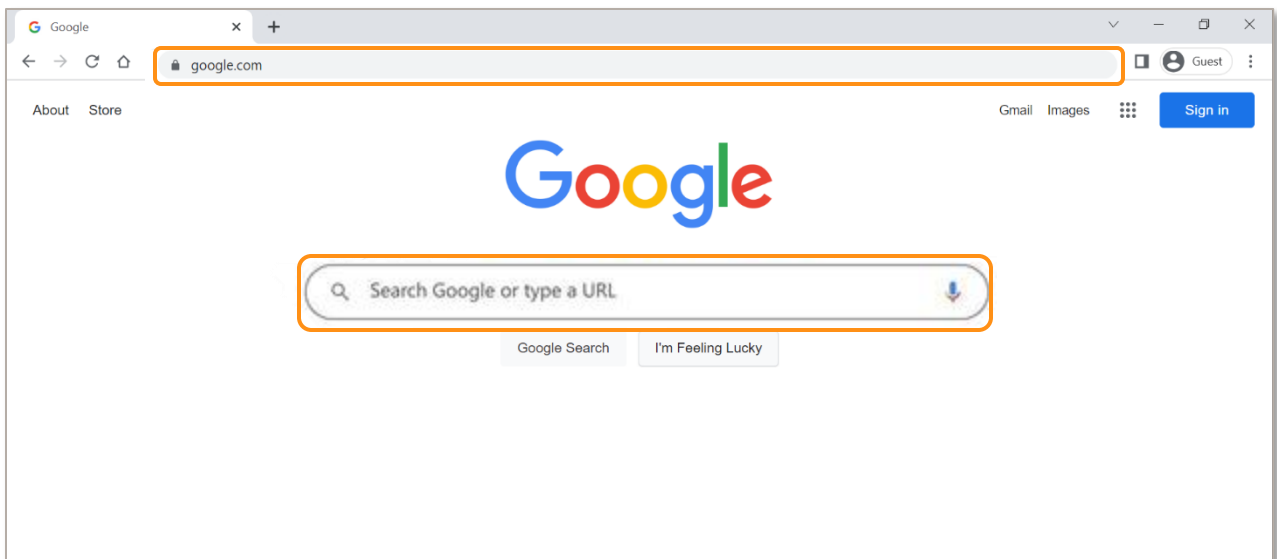
Common Domains

Directions: As you watch the video, write down what each domain extension represents and the example for that domain in the space provided.

| Common Domain Extension | What it represents | Example Domain |
|-------------------------|--------------------|----------------|
| .Com | | |
| .Gov | | |
| .Org | | |
| .Edu | | |

Google Search Engine

Directions: As you watch the video, write the letter that represents what you can search next to each highlighted space on the picture below.



- A. Full Web Addresses
- B. Search Terms

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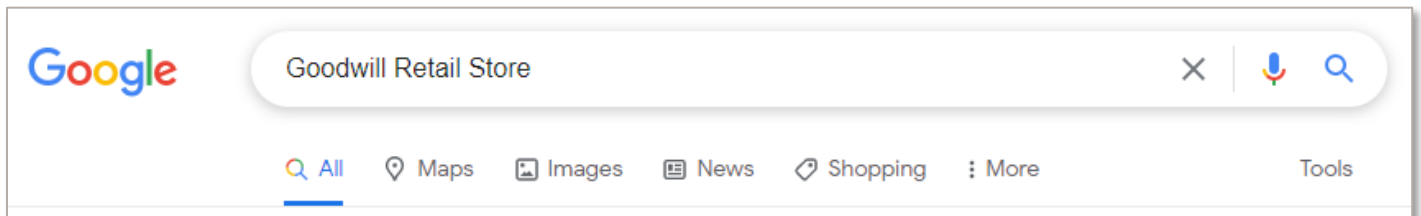
Google Image and Map Search

Directions: As you watch the video, fill in the blanks below.

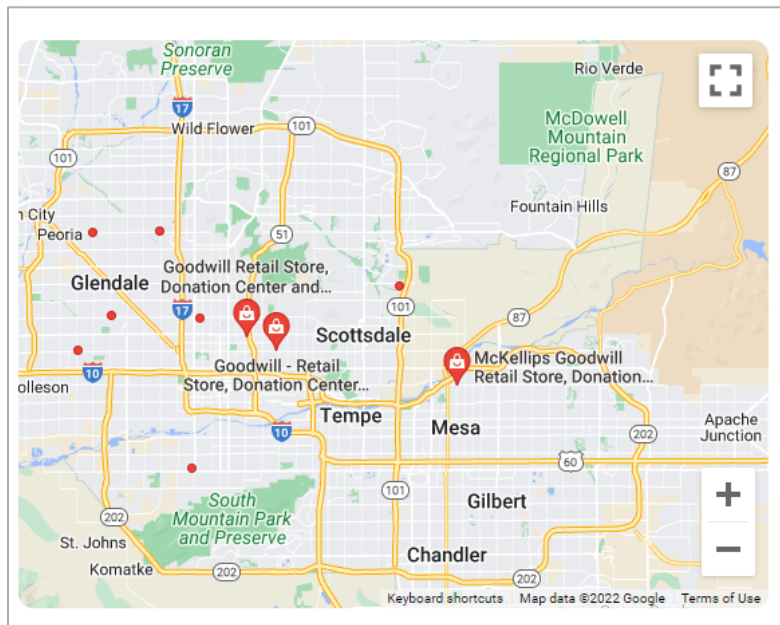
How do you search for Images only on Google?

Navigation

Directions: Circle the tool in the picture below that you can use to see only maps from your Google Search.



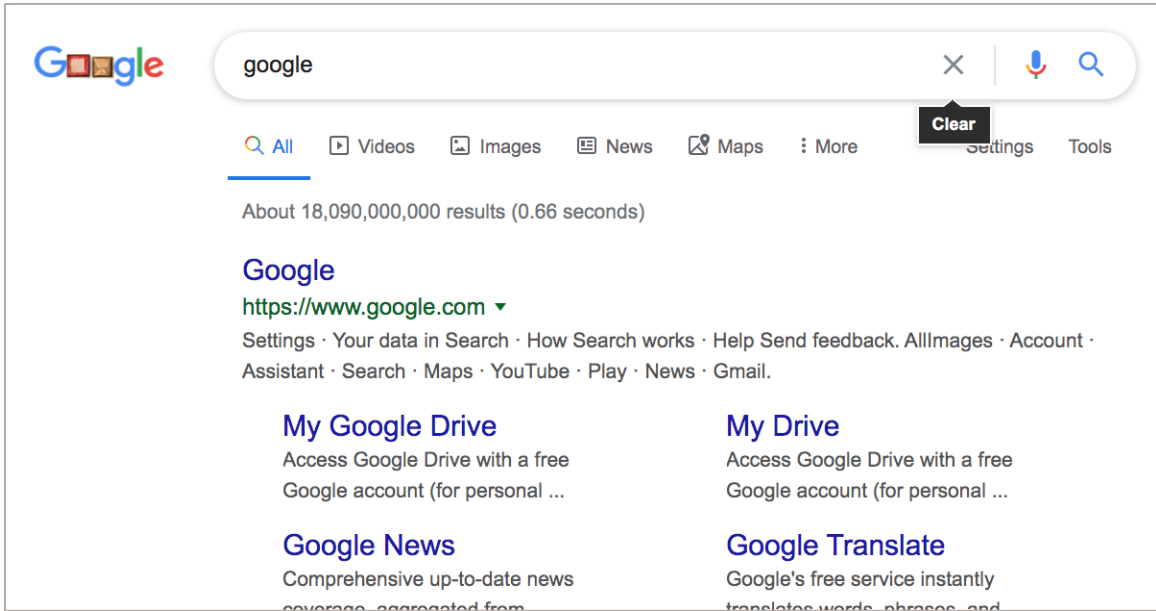
Directions: Circle the tool in the picture below that will help you to Zoom into the map.



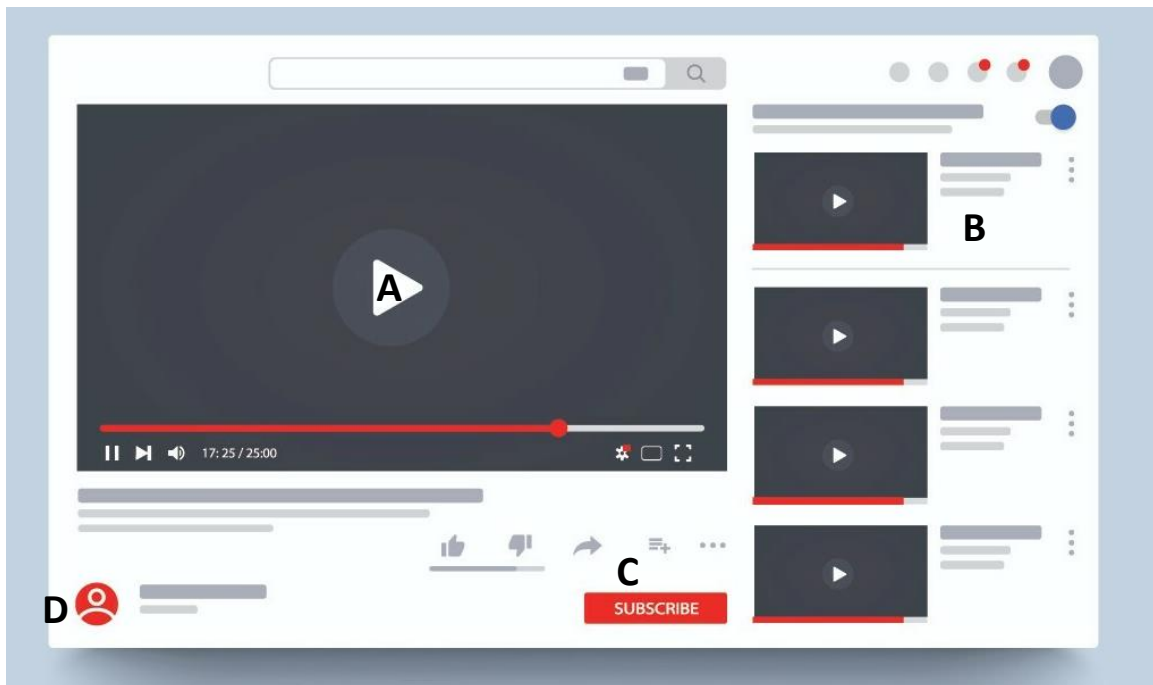
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Hyperlinks and Play Buttons

Directions: Circle all of the hyperlinks in the picture.



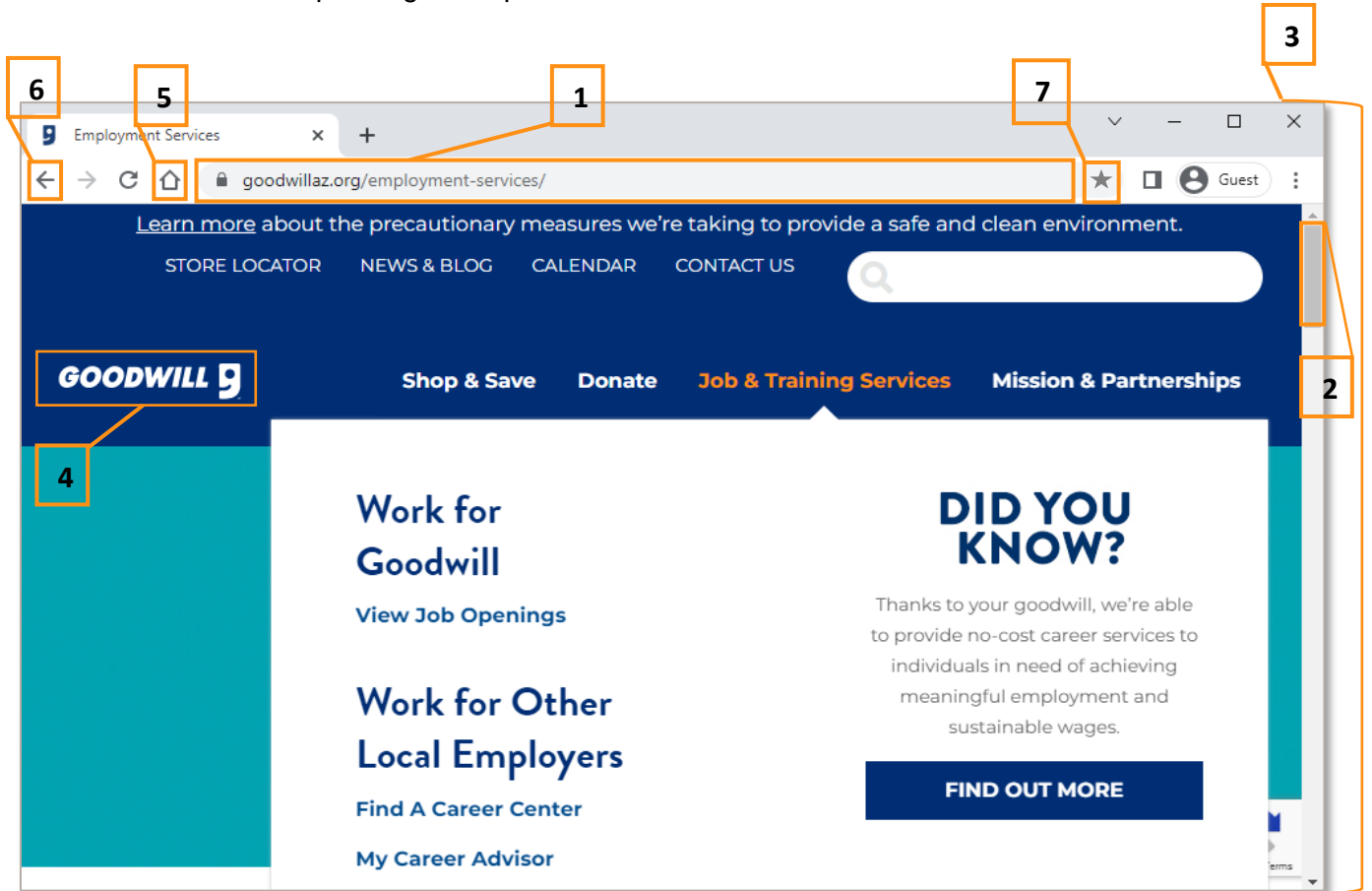
Directions: Choose the right answer. Which of the options presented will play the current video loaded on YouTube? _____



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Browser Basics

Directions: As you watch the video, write down the name of each Browser component next to its corresponding description.



1. _____: location to type web addresses, shows the address of the web page currently displayed.
2. _____: controls what part of the web page is in view
3. Home page: the first web page that loads when the browser window opens. (Not pictured)
4. _____: name of the website that returns you to the site's homepage.
5. _____: returns your internet browser to the home page, different for every user.
6. _____: helps you move back to previously visited sites.
7. _____: allows for quick access to web pages you visit the most; creates a bookmark for a specific site

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Online Forms

Directions: As you watch the video, write down notes about online forms.

GOODWILL

My Information

* Indicates a required field

Yes
 No

Country*
United States of America

Legal Name
First Name*
Sally
Last Name*
Jobseeker
 I have a preferred name

Back Save and Continue

1. Downward-facing arrow: _____

Tips for Filling Out Online Forms

2. Tab key: _____

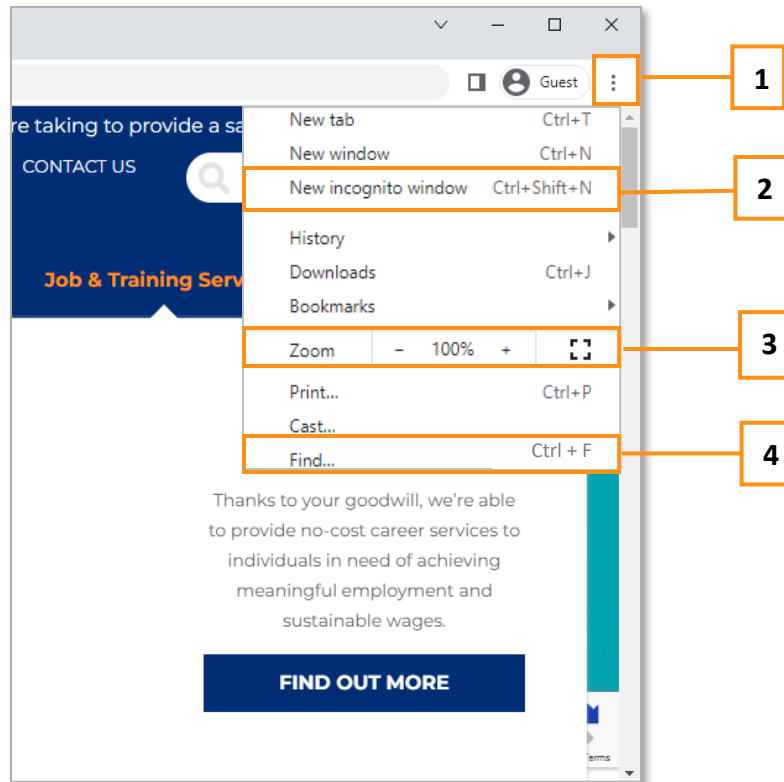
3. Symbols & indicators: _____

4. Read through: _____

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Browser Tools

Directions: As you watch the video, write down the name of each Browser tool next to its corresponding description.

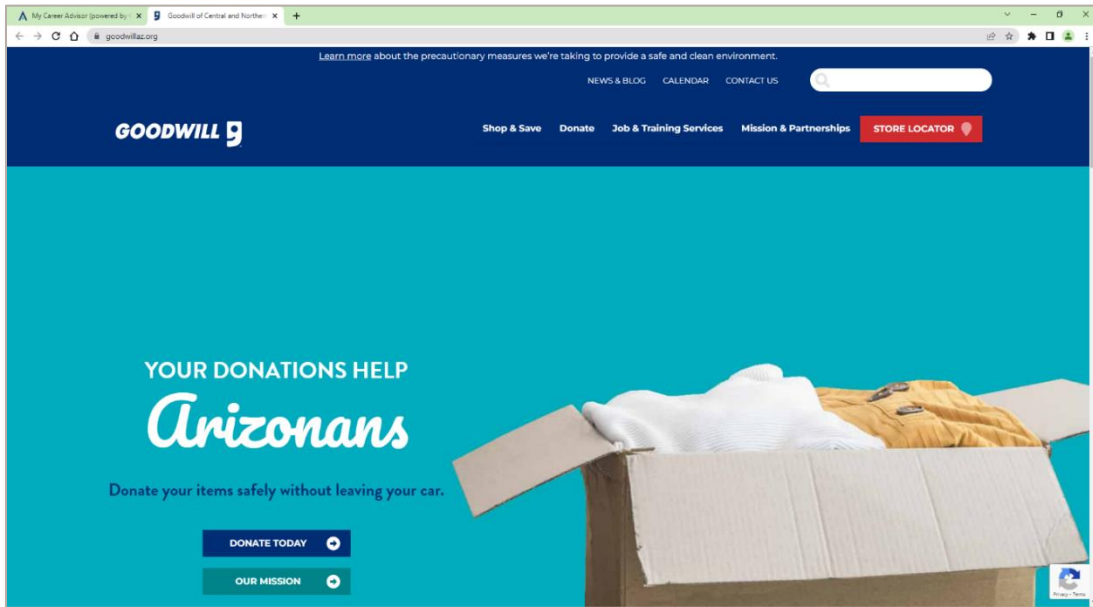


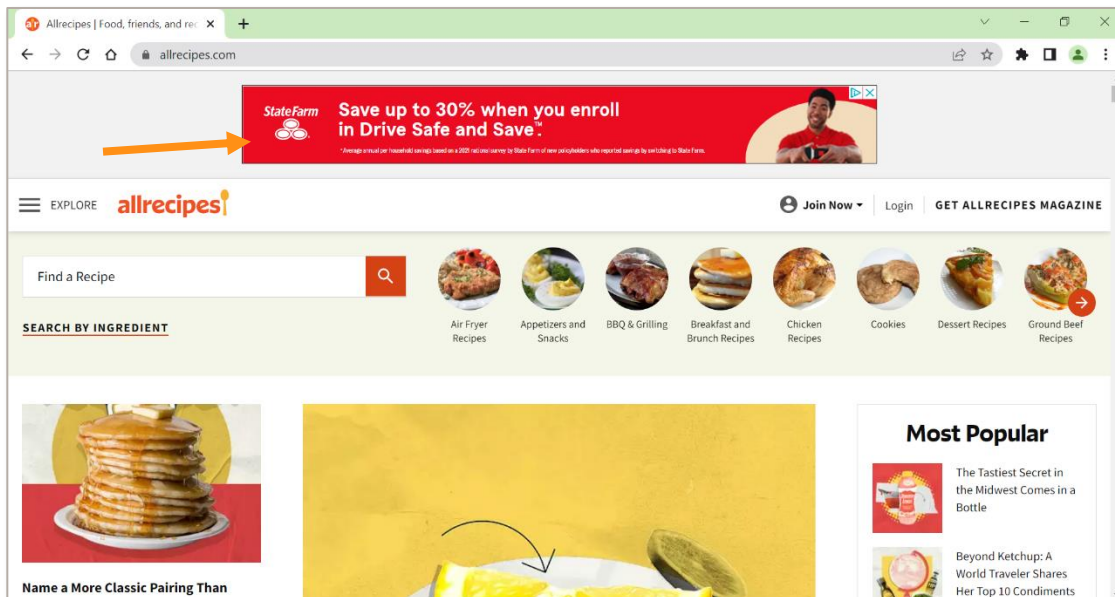
1. _____: three dots in the upper right-hand corner of the web browser.
2. _____: what to use if you want to access a page on the internet without tracking browsing history.
3. _____: tool that can be used if the web page's text is too small to read or if it appears too big.
4. _____: tool that allows you to locate a specific word or phrase on the page.

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Browser Internal and Landing Pages

Directions: Indicate whether the picture is an example of a Browser Home Page or Advertisement Page. Write your answer on the line provided below each picture.

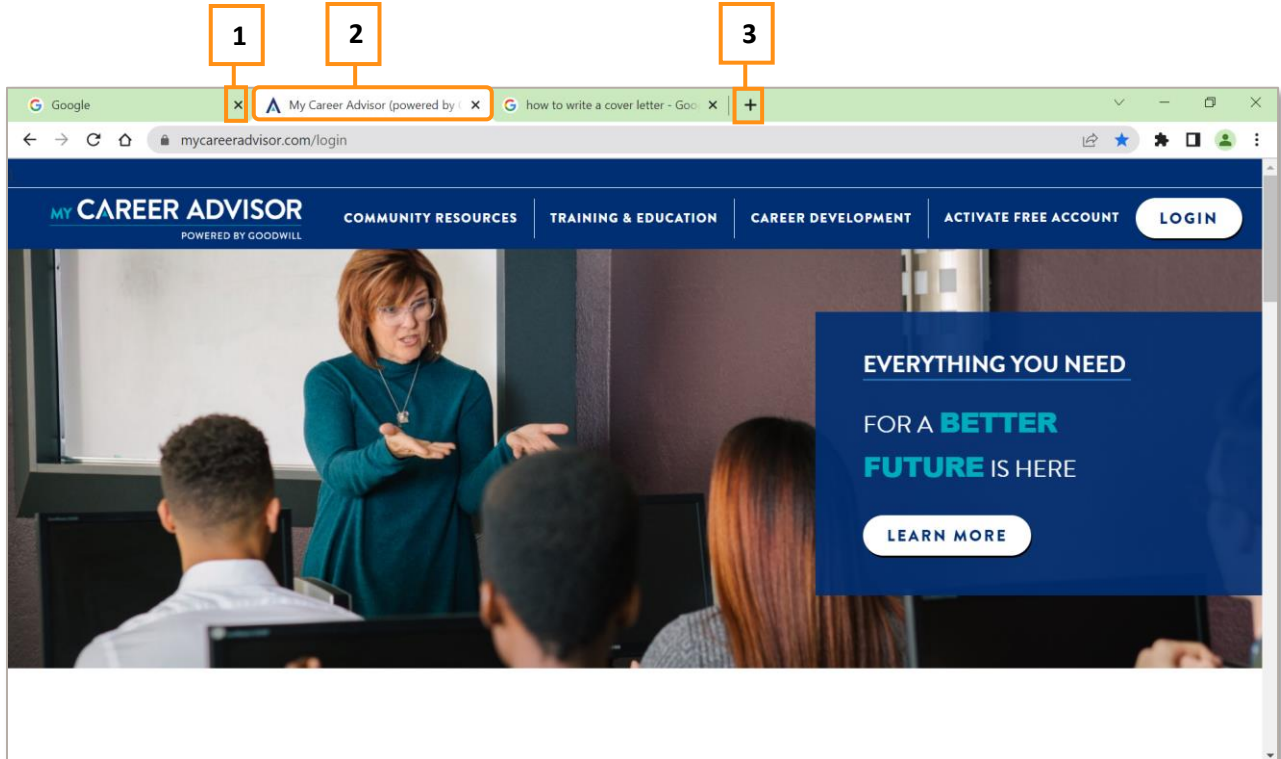




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Browser Tabs

Directions: Write the description of each browser tab component as it relates to the picture.



1. X - _____
2. Tab - _____
3. + - _____

Open a Link in a New Tab

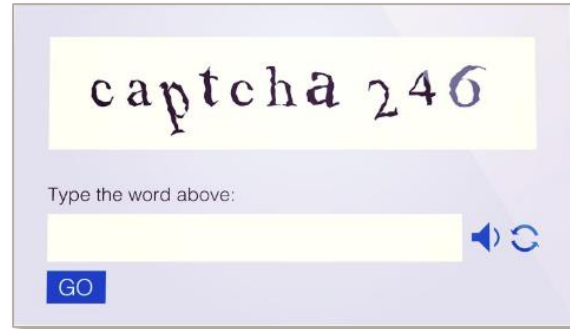
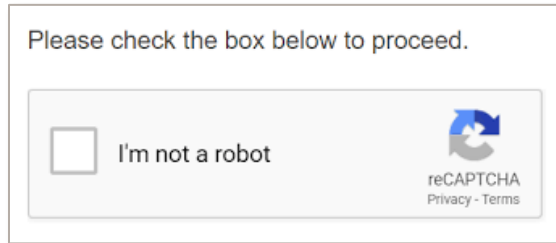
Directions: Place the steps in order by placing a number next to each one.

- _____ - Click on "Open in New Tab"
- _____ - Place the cursor on the link
- _____ - Right-click on the link

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Captcha and Login Verification

Directions: Check the box that proves you're not a robot and write out the Captcha provided in the picture below.



Directions: Fill in the missing words to complete the best practices below.

Best practices for filling out Captchas:

- Make sure you type it out _____.
- Ensure that _____ is not selected on your keyboard, which may cause you to type the wrong letter case.
- Pay attention to whether the letters are uppercase or _____ – make sure that you type the phrase exactly the way you see it.

2-Step Verification

Directions: Answer the questions below by filling in the blanks.

Two Step Verification may ask you to provide permission for a code to be sent to you through:

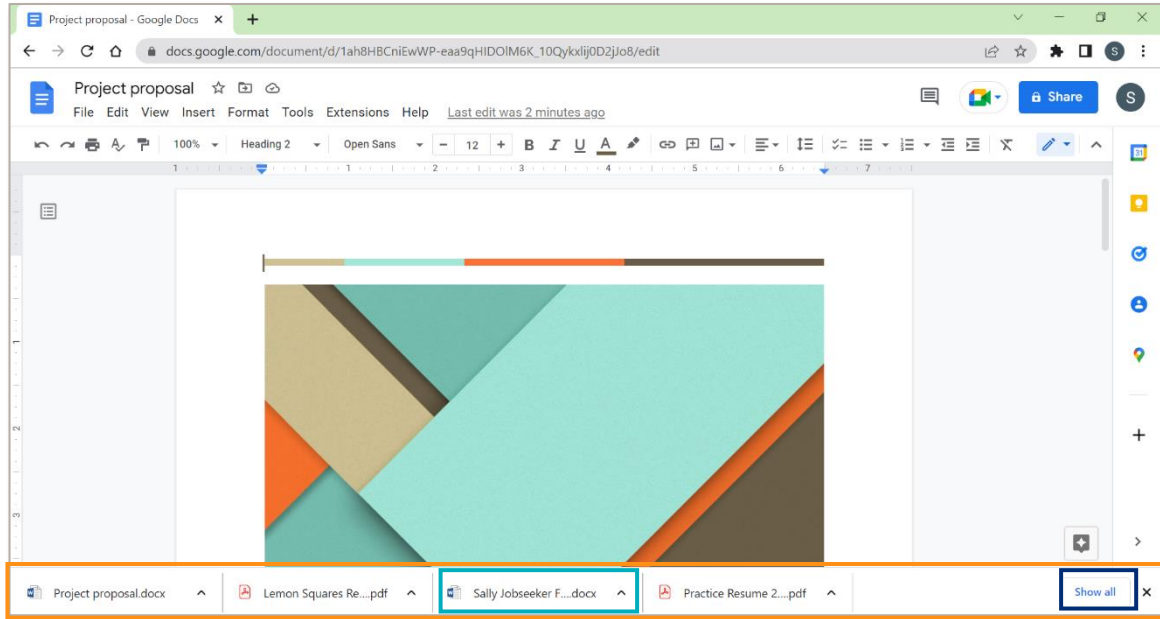
- _____
- _____
- _____

After the code is received by the user, a _____ with a line or dashed lines may appear for you to enter the _____. Once the code has been typed, there will be a required next step, such as clicking “_____” or Enter for your account on that website to load.

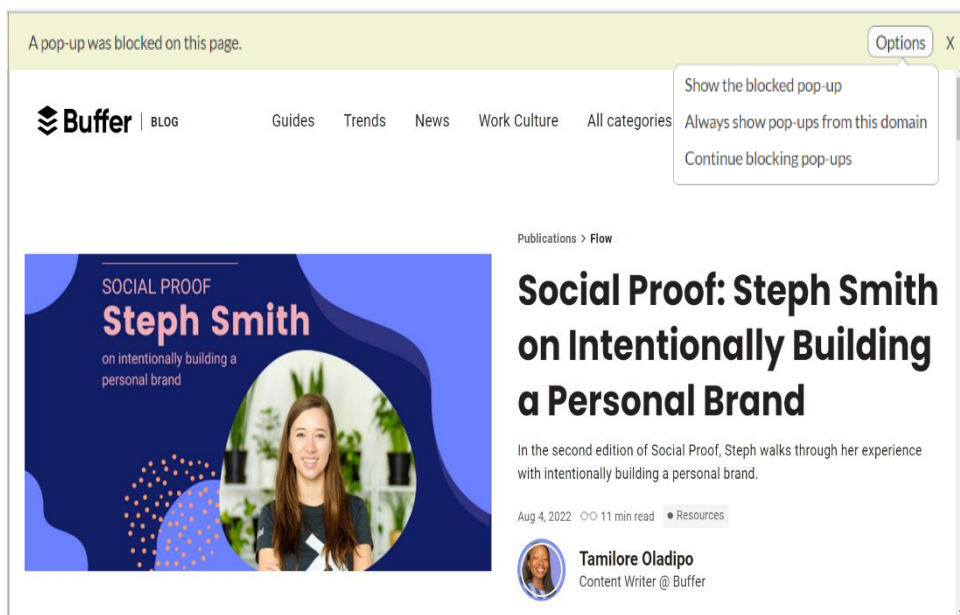
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Downloads and Pop-Up Windows

Directions: Fill in the blanks below to name the highlighted areas of the picture.



Directions: Answer the question below.



Which option would you click on? Select the correct answer.

A. Show the blocked pop-up

B. Always show pop-ups from this domain

C. Continue blocking pop-ups

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Secure Websites

Directions: As you watch this video, fill in the blanks below. Write some information about each topic covered in the video.

| | |
|-----------------------------|--|
| Secure Lock | |
| https:// | |
| Websites that aren't secure | |

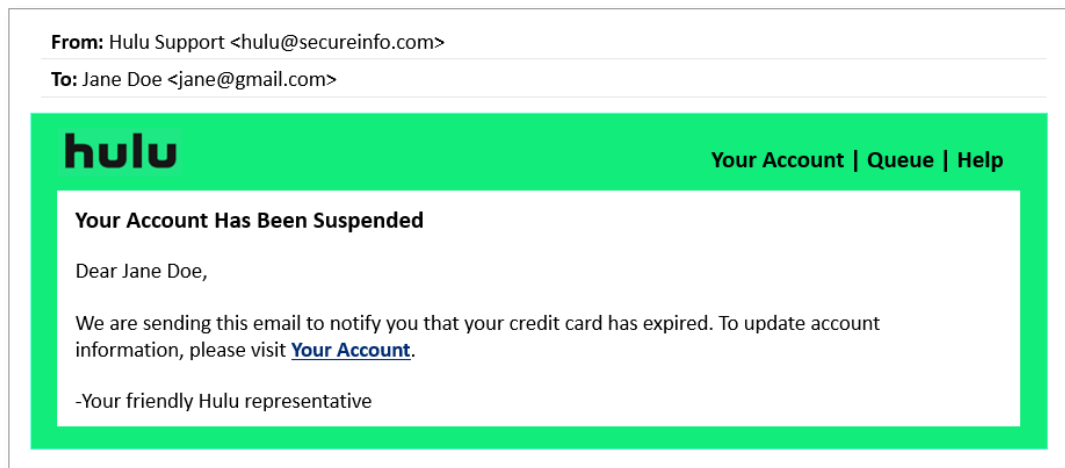
Account Suspension Notices

Directions: Review the Account Suspension notice below and answer the questions.

You opened an email in your inbox and read this. Do you click on the “Your Account” link?

A. Yes

B. No


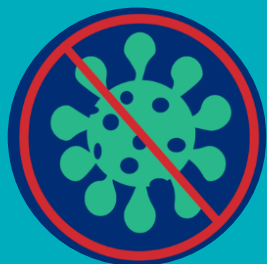


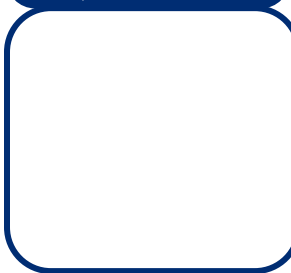
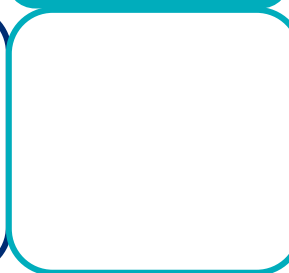
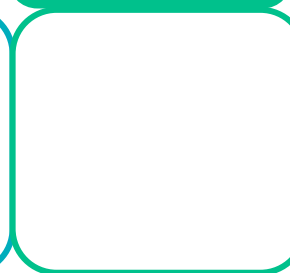



True or False: This is an example of a phishing scam. True / False

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Security

Directions: As you watch this video, name each column of information as it describes how to remain safe while browsing online.

| | | | |
|---|--|---|--|
|  <ul style="list-style-type: none">• Keep it up to date• Check applications in settings for updates |  <ul style="list-style-type: none">• Ex: Anti-malware• Running in background while computer is on, scanning for viruses• Alerts unsafe websites |  <ul style="list-style-type: none">• Be on lookout for these• Attempts to steal personal information |  <ul style="list-style-type: none">• Don't leave devices or computers unlocked while you're away• Pack up all unused devices |
|  |  |  |  |

ADDITIONAL RESOURCES

Thank you for completing this course.

If you feel you need further assistance:

- If you are working with a Career Coach you can reach out to them directly.
- If you found these courses on My Career Advisor, and have not enrolled in the Digital Literacy program, please call the Contact Center at (602)-535-4444 to connect with a Virtual Career Coach.

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Additional Notes

Directions: Capture any additional notes regarding the course below.

Follow Up Questions

Directions: Write down any questions you may have that you would like to follow up on at the end of the course.

Question: _____

Answer: _____

Question: _____

Answer: _____

Question: _____

Answer: _____
