Getting Started with Internet Explorer 11

CASE
Quest Specialty Travel (QST) management has decided to provide computers with mobile Internet technology to all tour guides. Guides can then use the Internet to research the latest information on local weather, events, and news while traveling with the groups. Each computer will have Internet Explorer 11 installed as the browser. Your job is to train the guides to use Internet Explorer 11 and teach them how to find relevant and useful information on the Internet during their tours.

Unit Objectives
After completing this unit, you will be able to:

- Understand Web browsers
- Explore the browser
- View and navigate pages
- Use tabbed browsing
- Save favorite Web pages
- Browse safely
- Search for information
- Share information

Files You Will Need
No files needed.
Understand Web Browsers

The Web (also called the World Wide Web or WWW) is the part of the Internet that contains interconnected Web pages. Web pages are electronic documents that can contain text, graphics, sound, and video. A Web browser (also called a browser) is a software program that lets you open and display Web pages. You must use a browser to view Web pages that are on the Web. Browsers, such as Microsoft Internet Explorer, Google Chrome, Mozilla FireFox, and Apple Safari, make navigating the Web easy. When you view Web pages with a browser, you click words, phrases, or graphics called hyperlinks, or simply links, to connect to and view other Web pages. Links on a Web page can also open graphics or text files or play sound or video files. This unit features Internet Explorer (IE), a popular browser that is part of the Microsoft Windows operating system. Figure A-1 shows a Web page from the U.S. government Web site. This site provides a wealth of information for citizens, tourists, businesses, and just about anybody looking for facts or figures about the United States. CASE Your manager has asked you to prepare for your first training session with the tour guides. You review the features and benefits of using Internet Explorer.

• Display Web sites
  A Web site is a group of Web pages focused on a particular subject. Web sites originate all over the world. Web sites exist for individuals, businesses, museums, governments, organizations, and educational institutions. Web sites cover topics in the visual and performing arts, politics, education, sports, and commerce. QST tour guides can use the Web to get up-to-date information about the places they are touring. They can click links on Web pages to move from one Web page to another to get maps and directions, explore shopping areas, find out about special events, determine currency conversion rates, get weather forecasts, read news, view photographs, and more.

• Search the Web for information
  A search engine is a special Web site that quickly searches the Internet for Web sites based on words or phrases that you enter. QST tour guides use search engines to look for Web sites that focus on a particular country, government, or travel region, or on a specific topic of interest. For example, just by searching for historic places in national parks, QST tour guides can link to the National Park Service Web site shown in Figure A-2.

• Play audio and video clips
  A Web browser can play audio and video clips if your computer has the appropriate hardware, such as speakers. As part of their research, QST tour guides find Web pages that include video clips of historic buildings, restaurants, local customs, or other information about a region.

• Save, share, email, or print Web page text and graphics
  Web sites can be pinned. Links and Web content can be saved as a file to a computer for later use or to share with others. Before it is saved as a file, the information is temporarily copied to the Clipboard, where it is available for pasting into other programs. Tour guides might need to visit some sites frequently, such as a page for a specific museum, city, or map. Tour guides can save links to these Web pages or they can pin these sites to their Start screen or taskbar. Using Print commands, they can print maps or directions from the Web to give to their groups. Tour guides can create a list of favorite Web sites that they can quickly access to view later. They can email the link or the page directly from the browser window to another person. The person receives the page or link to the page as part of an email message and can view the page on his or her computer.
Windows 8 provides two versions of Internet Explorer. The desktop version, covered in this unit, is a traditional browser with toolbars and menus. The Metro version is designed for tablet computer or computers with touch screens for those users who gesture with fingers and a stylus rather than use a keyboard and mouse to enter commands. The Metro version of Internet Explorer offers a full-screen experience with access to the Address bar and navigation buttons by swiping the top and sides of the screen. Start the Metro version by selecting the IE icon that is pinned to the Start screen in Windows 8.
Explore the Browser

When you start the Internet Explorer browser, its program window opens. Internet Explorer 11 for Windows 8 comes in two versions, Metro and desktop. This book covers the desktop version. The easiest way to start the browser is by clicking the Internet Explorer icon. You can use the Internet Explorer window toolbar buttons and menus to navigate the Web to find the information you need. In the browser window, you can view one or more Web pages. Each page opens in a separate tab. The tab in front is the active tab. Before you show the tour guides how to view Web pages and navigate from one page to another, you review the components of the Internet Explorer browser window.

1. Locate the Internet Explorer icon on your Windows taskbar

The location of the Internet Explorer icon will differ on different computers. Some computers have the Internet Explorer icon in more than one location as shown in FIGURE A.3. The icon might be pinned to the Windows 8 Start screen. This icon opens the Metro version of IE11. The icon might be pinned to the taskbar or desktop. For this book, you want to open IE11 using either the icon pinned to the taskbar or the desktop; either of these opens the desktop version of IE11. If you open the Metro version of IE11, you will not be able to follow the steps in this book.

2. Click the Desktop tile if the Windows 8 start screen is displayed, click the Internet Explorer icon, click the Maximize button on the Internet Explorer title bar if your window is not maximized, right-click the title bar, click Menu bar if it is not checked, right-click the title bar, click Command bar if it is not checked, right-click the title bar, and then click Status bar if it is not checked

Internet Explorer opens and displays your home page. A home page is the first Web page that opens every time you start Internet Explorer. “Home page” also applies to the main page that opens when you first go to a Web site. Common elements of IE11 are shown in FIGURE A.4.

The elements of the Internet Explorer browser window include the following:

- The browser window is in the center of the window where the current Web page appears. The vertical scroll bar appears along the right side of a page if the page is longer than the window’s viewable area. The scroll box location and size indicates your relative position within the Web page.
- The Address bar displays the address of the Web page in the active tab. The Uniform Resource Locator (URL), or the Web page’s address, appears in the Address box on the Address bar after you open the page. If you click the Show Address bar Autocomplete list arrow, you see a list of addresses you have recently entered in the Address box, as well as the recent History of pages visited and Favorite Web pages. The More arrows in the expanded Address bar Autocomplete list allow you to expand each section to view more page addresses. The Address bar also has a button to refresh a page. Navigation buttons on the Address bar are used to move forward and back from one Web page to another. The View favorites, feeds, and history button opens the Favorites Center, and the Tools button provides a menu of useful commands. In IE, buttons and commands appear in more than one place, for example, the Home button, which is located on the Command bar and below the sizing buttons, displays the Home page.
- The tabs identify the current Web page or pages open in the browser. Tabbed browsing allows you to open more than one Web page at a time in a browser window.
- You can use the Address bar as a Search box to help you find Web sites about a particular topic. You can enter a keyword or words in the Search box, and then click the Search button. When the search is complete, a list of related Web sites opens in a search results Web page.
- The Menu bar provides access to most of the browser’s features through a series of menus. You can add a link to the Favorites bar by dragging the icon that precedes the URL in the Address bar to the Favorites bar. Web page addresses that you place in the Favorites bar are also available in the Favorites pane when you open the Favorites Center. The Command bar provides buttons with useful commands, these include buttons to set your home page, access RSS feeds, set up Web pages for printing, apply safety and privacy settings, send and share pages, open OneNote, and customize how you view pages in the browser.

Getting Started with Internet Explorer 11
Understanding the status bar

The status bar can give you valuable information as you use Internet Explorer. When you move the pointer over links on the Web page, the status bar displays the Web addresses. It lets you know if pop-ups are blocked on the page. The Zoom Level button appears on the right side of the status bar. You use the Zoom feature to increase or decrease the size of text and images on the screen. You click the Zoom button to change the zoom level to the next preset value or you click the Zoom list arrow to display a list of preset values and then click to select one of the options. You can also press [Ctrl] [+ ] to increase or [Ctrl] [– ] to decrease the zoom level. You can hide or display the status bar using the Toolbars command on the View menu, on the Tools menu in the Command bar, or on the IE11 shortcut menu, which you access by right-clicking the title bar.
### View and Navigate Pages

Moving from one Web page to another is easy to do with hyperlinks. **Hyperlinks** let you navigate to, or open, another Web page at a new location on the same Web site or jump to an entirely different Web site. You can follow links to see more information about a topic by clicking a linked word, phrase, or image. In addition to links, you use the navigation tools in Internet Explorer to move around the Web. You can navigate from page to page using the Forward and Back buttons, as well as the Home button. **TABLE A-1** describes some navigation buttons available on the Address bar and the Command bar.

**CASE** You look at the Library of Congress Web site for information for a tour traveling to Washington, D.C. **NOTE:** To complete the steps in the rest of this unit, your computer must be connected to the Internet.

1. **Click anywhere in the Address box on the Address bar**
   - The current address is highlighted; any text you type replaces it.

2. **Type [www.loc.gov](http://www.loc.gov)**
   - As you type a URL in the Address bar, the AutoComplete feature recognizes the first few characters of any URL you typed previously. A list opens below the Address box containing addresses in which the typed letters appear. You can click the URL in the list to open that page rather than complete the typing of the URL.

3. **Press [Enter]**
   - The home page for the Library of Congress opens in the browser window, as shown in **FIGURE A-5**.

4. **Place your pointer on the [congress.gov link](http://congress.gov)**
   - The pointer changes to ![ScreenTip](image.png), and the URL for the hyperlink appears in the status bar.

5. **Click the [congress.gov link](http://congress.gov)**
   - The Library of Congress Legislative information page opens in your Web browser window, as shown in **FIGURE A-6**. The name of the Web page appears on the front tab in the browser window. A Web page icon appears on the left of the Web page name.

6. **Click the [Back button](http://www.loc.gov)**
   - The Web page that you viewed, the Library of Congress home page, is in the browser window.

7. **Click the [Forward button](http://www.loc.gov)**
   - The Library of Congress Legislative information page is in the browser window again.

8. **Click the [Home button](http://www.loc.gov)**
   - Clicking the Home button opens the home page set for your installation of Internet Explorer.

9. **Place the pointer on the [Back button](http://www.loc.gov)**
   - The Recent Pages list displays a list of the last pages that you visited. Click the name to view that page.

### TABLE A-1: A sampling of Internet Explorer 11 buttons

<table>
<thead>
<tr>
<th>Name</th>
<th>Button</th>
<th>Description</th>
<th>Name</th>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search</td>
<td><img src="image.png" alt="Search" /></td>
<td>Searches for Web sites</td>
<td>Home</td>
<td><img src="image.png" alt="Home" /></td>
<td>Opens the home page</td>
</tr>
<tr>
<td>Show Address bar Autocomplete</td>
<td><img src="image.png" alt="Autocomplete" /></td>
<td>Displays links grouped as Recent, History, and Favorites</td>
<td>Feeds</td>
<td><img src="image.png" alt="Feeds" /></td>
<td>Adds current RSS feed to Favorites Center</td>
</tr>
<tr>
<td>Security report</td>
<td><img src="image.png" alt="Security" /></td>
<td>Displays Web site security information</td>
<td>Read mail</td>
<td><img src="image.png" alt="Read mail" /></td>
<td>Starts Microsoft Outlook (if installed)</td>
</tr>
<tr>
<td>Compatibility</td>
<td><img src="image.png" alt="Compatibility" /></td>
<td>Click to correct problems for pages made for old browsers</td>
<td>Print</td>
<td><img src="image.png" alt="Print" /></td>
<td>Prints current Web page</td>
</tr>
<tr>
<td>Refresh</td>
<td><img src="image.png" alt="Refresh" /></td>
<td>Refreshes the contents of current page</td>
<td>Help</td>
<td><img src="image.png" alt="Help" /></td>
<td>Displays a Help Web site for Internet Explorer</td>
</tr>
</tbody>
</table>
When you click the Home button on the Command bar, the page that is specified as the home page opens in your Web browser window. Each time you start Internet Explorer, the first page that appears is your home page. You can easily select a different home page to open each time you start Internet Explorer or you click the Home button. Go to the page that you want to be your home page, click the Home button list arrow, and then click Add or change home page. Select one of the options shown in FIGURE A-7. You can also click the Tools button on the Command bar, click Internet options, then click the General tab. The URL for the current Home Page is in the dialog box. Click the Use current button in the Home page area to specify the current page as your home page. You can also type in a new URL. Click the Use default button if you want to go back to the Home page set when you installed IE11. If you have more than one tab open, you will see all these options.


FIGURE A-6: United States Congress Web site

FIGURE A-7: Add or Change Home Page

Setting the home page
Use Tabbed Browsing

Tabbed browsing allows more than one Web page to be open within the same browser window. Each Web page name appears on a separate tab. This method for organizing Web pages while browsing makes navigation between Web pages fast and simple. It also minimizes the number of windows you need open on your desktop as you browse the Web. If you prefer, you can also open several Internet Explorer windows at the same time, each with its own series of Web pages accessible by tabs. You can easily change the default settings for tabbed browsing. For example, you can have pages associated with one Web site open automatically in their own tabs, as shown in Figure A-8. Alternatively, you can bypass the tab settings to open pages in their own windows. You want to show the tour guides how tabbed browsing will allow them to more easily compare events in a location by viewing the Web pages in one browsing session.

### STEPS

1. **Type** [www.usa.gov](http://www.usa.gov) **in the Address bar, then press [Enter]**
   - The Web page for the U.S. government opens. It is the active tab in the browser window.

2. **Click the New tab tab ![image](214x329 to 226x341) in the browser window**
   - Thumbnails of frequent sites appear on the new tab, as shown in Figure A-9. Thumbnails for frequently visited sites will change depending on the user and sites visited. Scroll down for browsing options for the new tab.

3. **Click the Close Tab button ![image](280x555 to 292x567) on the New tab**
   - The usa.gov Web page is now the only Web page open in the browser window.

4. **Place the pointer over the Government Agencies and Elected Officials link to open a menu, right-click the State, Local, and Tribal Governments link, click Open in new tab on the shortcut menu, then click the Government Agencies and... tab to display the Web page**

5. **Press and hold [Ctrl], click the State Governors link, release [Ctrl], click the Contact Your State Governor tab, then click any state link**
   - Using tabbed browsing, you now have three Web pages open in one browser window. These tabs are part of a tab group, a set of tabs that have the same color to indicate they originated from the same Web page. Color-coding helps organize tabs that originate from the same Web site.

6. **Position the pointer over each tab to display its ScreenTip, then click the Close Tab button ![image](301x509 to 313x521) for the second and third tabs**
   - Each ScreenTip tells you the name and URL of the Web page in the tab. The USA.gov tab is open in the window.

7. **Scroll down, right-click the Passports and Travel link on the USA.gov Web page, then click Open in new window**
   - The Web page you requested opens in a new IE11 window. There is one open tab in this new window.

8. **Drag the Passports and Travel title bar to move the window to a new location, click File on that window’s menu bar, then click Exit to close the window**

### Closing Web pages when you have more than one tab open

To exit the Internet Explorer program and close all open tabs, you either click File on the menu bar then click Exit, or click the Close button on the title bar. A dialog box opens, asking if you want to close all the tabs or just the current tab. You can select one of these options or simply close the dialog box if you decide neither of these choices meets your needs. If you don’t want to close the program, you can right-click any tab and select one of the following options: close the tab, close this tab group, close other tabs, ungroup this tab, reopen a closed tab, or see a list of recently closed tabs that you can reopen. If you have tabs open when you close your browser window, you can choose to reopen your last browsing session the next time you open Internet Explorer. Click the Tools button on the Command bar, then click Reopen last browsing session.

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**Internet Explorer 8**

Getting Started with Internet Explorer 11
Understanding URLs

Every Web page has a unique address on the Web, also known as its URL. See FIGURE A-10. Browser software locates a Web page based on its address. Web page addresses begin with “http,” which stands for Hypertext Transfer Protocol, the set of rules for exchanging files on the Web. Web sites that begin with “https” are secure sites. These letters are followed by a colon and two forward slashes. Most pages begin with “www” (which indicates the page is on the World Wide Web), followed by a dot, or period, and then the Web site’s name, known as the domain name. Following the domain name is another dot and the top-level domain, such as “com” (for commercial sites), “edu” (for educational institutions), or “org” (for organizations). The top-level domain tells you the type of site you are visiting. After the top-level domain, another slash and one or more folder names and a filename might appear.

FIGURE A-10: Parts of a URL

![Diagram of URL components](http://www.nps.gov/yose/index.htm)
Save Favorite Web Pages

The Favorites feature lets you create a list of Web pages you visit frequently—your favorites. When you find a Web page that you know you will want to revisit, you can add the site address to the Favorites Center or to the Favorites bar. In Windows 8, you can also pin favorites to the Start screen and the taskbar. The Favorites bar is a convenient place to store links to Web pages that you use often. You can revisit the favorite by clicking the link you saved. Favorites also appear in a list when you open the Address bar. The Favorites Center includes three tabs: Favorites, Feeds, and History. The Favorites tab contains the links to sites you add. The Feeds tab contains your subscriptions to RSS feeds. The History tab maintains an organized list of links to the Web sites you visited and sorts the list by when you visited the sites. QUICK TIP: Tour guides want to be able to revisit some travel Web sites quickly.

1. Click the Address bar, type www.nps.gov, press [Enter], click the Find a Park list arrow in the Find a Park section on the right side of the page, then click California The National Park Service Web page for the state of California opens, as shown in FIGURE A-11.
2. Right-click the title bar, click Favorites bar to open the Favorites bar if it is not already open, then click the Add to Favorites bar button on the Favorites bar The name and URL for the National Parks Service California Web page appear on the Favorites bar as “California (U.S. National Park Service)” with the Web page icon.
3. Click the View favorites, feeds, and history button to the right of the Address bar, click the Favorites tab if it is not already the active tab, then click the Favorites Bar folder in the Favorites Center to display the list of favorites The Favorites Center opens, showing the California favorite inside the Favorites Bar folder. You can also save a Web page as a favorite by dragging the Web page address from the Address bar to the Favorites Center.
4. Click the Favorites Bar folder in the Favorites Center to close the folder, click the View favorites, feeds, and history button to close the Favorites Center, click the New Tab tab, type www.nps.gov/dena in the Address bar, press [Enter], click, type www.nps.gov/zion in the Address bar, then press [Enter]
You opened new tabs for Denali National Park and Zion National Park. Three tabs are open.
5. Click, click the Add to favorites list arrow, click Add current tabs to favorites to open the Add Tabs to Favorites dialog box, type National Parks in the Folder Name text box, verify that Favorites appears in the Create in box, then click Add
You added all the open tabs in the window to a tab group folder named National Parks in the Favorites Center.
6. Close the second and third tabs, then click the National Park Service link
7. Click the View favorites, feeds, and history button
The Favorites Center opens. You see the Favorites bar folder and the National Parks folder.
8. Click the Favorites Bar folder to open the folder, then click the California link in the Favorites Bar folder
The National Park Service California home page opens in your Web browser window.
9. Click, click the National Parks folder, as shown in FIGURE A-12, point to the National Parks folder until an arrow appears, point to the arrow, then click the Open ‘National Parks’ in a tab group arrow to open the links in that folder
Tab groups are color-coded when you open them as a group. The Favorites Center closes; if you want it to stay open you can click the Pin the Favorites Center button
10. Close all but one of the Web pages, leaving one tab open in the browser window
To keep your Favorites Center list manageable, only add pages that you expect to visit again. You can organize your favorites by placing them in folders. For example, you might create folders according to your interests, such as sports, cooking, and travel. To add a folder to your Favorites Center, click the Add to favorites list arrow in the Favorites Center, then click Organize favorites. The Organize Favorites dialog box opens, as shown in FIGURE A-13. Note that this dialog box will reflect activity and settings on each individual computer. Click the New Folder button, then type the folder name and press [Enter] to add a new folder to the list of folders and favorites. You can move a favorite to a specific folder by clicking the favorite, clicking the Move button to open the Browse For Folder dialog box, and then selecting the folder or creating a new folder you want to move the favorite to. You can also drag and drop a favorite into a folder. You can rename favorites and folders.
Browse Safely

The Internet can be a wonderful place to learn interesting facts, gather news, find directions, and acquire new skills. But it can also be a place where your privacy is at risk, where you can infect your computer with viruses, and where you can be a victim of identity theft. Fortunately, browsers have built-in features that can help protect you from many of these harmful programs, situations, and people. If you practice safe browsing habits, make sensible choices, and let your browser protect you and your computer from malicious software, browsing the Internet can be a fun and rewarding experience. InPrivate Browsing lets you view Web sites without the browser storing data about your browsing session. The SmartScreen Filter helps identify potentially unsafe sites you visit. Internet Security properties let you set the security levels for trusted sites. The Security Address bar provides icons and color-coding to let you know that your transactions are over a secure connection and the digital certificate is valid for the site. A digital certificate verifies the identity of a person or indicates the security of a Web site. Certificates, known as certificates of authority, are issued by trusted companies, such as VeriSign. You learn features that help you surf safely using Internet Explorer 11.

**STEPS**

1. **Right-click above the Address bar, verify there is a check mark next to Command bar on the shortcut menu, click the Safety button on the Command bar, click InPrivate Browsing, type www.senate.gov in the InPrivate Address bar, press [Enter], then maximize the window**

   The United States Web page opens in a new browser window with InPrivate Browsing turned on. No information from your visit to this or other Web sites you visit through this browser window will be stored on your computer. See [FIGURE A-14].

2. **Click the Safety button on the Command bar, point to SmartScreen Filter, click Check this website, read the information in the dialog box, then click OK**

   The SmartScreen Filter feature allows you to visit a site and know it is a safe site.

3. **Click the U.S. Senate InPrivate browser window Close button**

   Now only one Internet Explorer window is open.

4. **Click the Tools button on the Command bar, click Internet options on the menu, click the Security tab, review the settings in the dialog box, be sure Enable Protected Mode has a check mark, click the Privacy tab, review the settings, then click Cancel**

5. **Click in the Address Bar of the browser window, type www.cia.gov, then press [Enter]**

   The Web site for the Central Intelligence Agency for the United States opens. This secure or encrypted site address begins with https:// and the Address bar is green with black text. A lock icon is next to the site name. Security information appears on the right site of the Address bar in the Security Status area.

6. **Click the lock in the security information on the right side of the Address bar**

   See [FIGURE A-15]. This Web site has a secure connection. You can identify the Web site through the site's certificate. Address bar colors tell you the levels of validation for the certificate. Red means the certificate is out of date. Green is the most secure, indicating extended validation. Yellow means the certification authority cannot be verified and there might be a problem. White means the certificate has normal validation and communication between your browser and the site is encrypted, but the certificate of authority makes no guarantees about the business practices of the site.

7. **Close any open tabs except the first tab, then click the Home button on the Command bar**

   Your home page appears in the browser window.
Phishing and the SmartScreen Filter

Phishing is an illicit activity used by hackers to trick computer users into revealing personal or financial information through an email message or fraudulent Web site. If you receive an email message that looks like a notice from a trusted source, such as your bank or credit card company, be wary of its contents. Your bank will never ask you to click a link and provide personal information. In a phishing email message, the link you click will take you to a fraudulent site where you are asked to provide personal information, such as an account number or password. This information is then typically used for identity theft. SmartScreen Filter is a feature in Internet Explorer 11 that helps detect phishing Web sites. SmartScreen Filter can also help protect you from installing malicious software on your computer.
Search for Information

To search for information on the Internet using Internet Explorer you use criteria called **keywords**, which are words related to the topic for which you are searching. As you start typing keywords in the Address bar, the default search provider for the browser will offer suggestions based on what you are typing. As you type, the Address bar opens showing previously visited Web sites that have the same text at the top of the open list. You can click a suggestion or you can complete your entry and then click the Search button to perform the search. The **Search box** lets you search using the selected search provider, or you can change providers. Some popular search providers are Bing, Google, and Yahoo! Search. You can also go directly to the search provider Web site. The search provider locates information and shows you a list of links to Web sites related to your search topic based on relevance. Once at a site, you can use the Find feature to search the page using keywords.

**CASE** You decide to show the tour guides how to look for travel information for tourists with limited mobility by searching with the browser.

**STEPS**

1. **Click the Address bar, type** **www.google.com**, then press **[Enter]**
   The Google home page opens in the browser window. Google is a commercial company that provides search services. Search providers such as Google, Bing, Yahoo!, Ask, and Lycos use software to methodically catalog, or crawl, through the entire Internet and create huge databases with links to Web pages and their URLs. When you enter a keyword or phrase, the software examines its database index for relevant information and displays a list of Web sites.

2. **Type limited mob in the Address bar in Internet Explorer**
   When you type words in the Address bar, a drop-down list offers suggestions based on the letters you have typed in the Address bar as shown in **FIGURE A-16**.

3. **Click limited mobility vacations in the suggested list**
   The default search provider for Internet Explorer 11 is Bing, which means Bing will be used to search for Web pages related to your search term. Your search results appear as a list of links to related Web sites with a description of each site.

4. **Click any link to view a Web page, click the Back button** on the Address bar twice to return to the Google home page

5. **Click the Search button [ ] on the Address bar to open the list of suggestions, then click the Add button in the list that opens**
   The Internet Explorer Gallery opens with the Add-ons page active. You can scroll down to see thumbnails of available search providers, and you can move your pointer over a thumbnail to see the rating for that provider. You review the list but do not select a new search provider. Instead, you decide to investigate online photo sharing, since tour guests like to exchange photos.

6. **Close the Internet Explorer Gallery tab, click in the Google search box on the Google home page, type OneDrive and photos, review the Search Suggestions list, then press** **[Enter]**
   Your search results appear as a list of related Web sites in the browser window. You can click any link to open a Web page or a list of Web pages related to the keywords.

7. **Examine the results list by scrolling up or down, right-click a link of your choice, click Open in new tab, then click the new tab**
   The related page with information about using OneDrive for photo sharing opens.

8. **Press [Ctrl] [F] to open the Find bar, type photo, then scroll down to see the results**
   The word “photo” is highlighted on the active Web page, and the number of matches is in the Find bar.
   See **FIGURE A-17**.

9. **Click the Close the Find bar button [ ], close all open tabs except the first tab, then click the Home button [ ]**
   Your home page opens in the browser window.
**Blocking pop-ups**

**Pop-ups** are windows that open on your screen as you visit Web sites, generally to advertise products you might or might not want. Often they are annoying, so you might choose to block them. Internet Explorer comes with a built-in Pop-up Blocker. Click the Tools button, click Internet options, click the Privacy tab, then click Turn on Pop-up Blocker to turn it off (uncheck the check box) if you want pop-ups, or click the Pop-up Blocker Settings button to open the Pop-up Blocker Settings dialog box to permit pop-ups from specific Web sites. You can also control notifications and set the filter level. Notifications will play a sound or show the Information bar if a pop-up is blocked.
Share Information

Internet Explorer provides several methods for sharing information that you find on the Web. If you discover a Web page you want to show others, you can save it as a favorite to show others at a later time on your computer. If you want a hard copy to share or keep, you can print the pages. If you want someone to be able to view the page, you can email the page or email the link. CASE Tour guides often share Web sites and information found on Web sites. You review the different methods for sharing Web information.

STEPS

1. Click California (U.S. National Park Service) on the Favorites bar, then click the Discover History link on the Web page
The National Park Service Web page opens to the Discover History page.

2. Drag to select the text Discover History and Historic Preservation on the page, then click the Page button on the Command bar
See FIGURE A-18. The Page menu includes several options for sharing this page. You can Click Save as to save the page on a storage device for later viewing. If you have Outlook installed on your computer, click either Send option to open a New Message window to send the page or send the link to the page using email to another person.

3. Click Send link by e-mail
A new message window opens with the link to the Web page. See FIGURE A-19.

4. Click the Close button [x] in the upper-right corner of the message window
The Help window closes.

5. Click the View favorites, feeds, and history button to the right of the Address bar, click the Add to favorites list arrow, click Organize favorites, open the Favorites Bar folder, click California, then click Delete

6. Select each Favorite or Folder that you added in this unit and delete it, then close the Organize Favorites dialog box
When you are ready to exit Internet Explorer, you can click the Close button in the upper-right corner of the title bar in the browser window or click Exit on the File menu. You do not need to save files before you exit.

7. Click the Close button on the title bar, then click Close all tabs if a dialog box opens
The Internet Explorer browser window closes. If you have more than one tab open, you will see a dialog box, confirming that you want to close all tabs.

Printing a Web page

When you print a Web page, its text and any graphics appear on the printed page. You can print a Web page without previewing the page or changing any settings by clicking the Print button on the Command bar. Or, you can customize your printouts using the Page Setup dialog box. Click the Print list arrow on the Command bar, then click Page setup to adjust margins, change the page orientation, change headers and footers, adjust the print space to best meet your printing needs, and shrink text so the contents of a Web page fit on one page. You can also edit the footers and headers. To have your name appear on the printed page, click any one of the Header or Footer list arrows, click Custom, then type your name in the Custom text box. By default, the current URL and the date and time are printed on the page, so people can see the URL and visit the Web site if they want to. To open the Print dialog box, click the Print list arrow on the Command bar, then click Print. The options in the Print dialog box, shown in TABLE A-2, allow you to specify print options such as the number of copies and the page range. With Internet Explorer, you can preview a Web page before printing by using Print Preview, which is helpful because some Web pages are lengthy and you might only want to print the pages that have the information relevant to your task.
TABLE A-2: Print dialog box options

<table>
<thead>
<tr>
<th>option group</th>
<th>tab</th>
<th>description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Printer</td>
<td>General</td>
<td>Displays information about the name, status, type, and location of the printer</td>
</tr>
<tr>
<td>Page Range</td>
<td>General</td>
<td>Choose to print current page, all pages, a range of pages, or a selection</td>
</tr>
<tr>
<td>Number of copies</td>
<td>General</td>
<td>Indicates the number of copies of each page to print and their sequence</td>
</tr>
<tr>
<td>Print frames</td>
<td>Options</td>
<td>In a Web page containing frames, allows you to print frames as laid out, only the selected frame, or all frames individually</td>
</tr>
<tr>
<td>Print all linked documents</td>
<td>Options</td>
<td>Opens and prints each document referenced by a link</td>
</tr>
<tr>
<td>Print table of links</td>
<td>Options</td>
<td>Prints links in a table at the end of the document</td>
</tr>
<tr>
<td>Orientation</td>
<td>(Depends on printer)</td>
<td>Allows you to specify landscape or portrait page orientation</td>
</tr>
</tbody>
</table>
Practice

Concepts Review

Label each element of the Internet Explorer browser window shown in FIGURE A-20.

Match each term with the statement that best describes it.

7. Hyperlink  a. Displays a list of saved links to Web pages
8. Google  b. Click to view a new Web page
9. SmartFilter  c. Can turn green and display a lock icon
10. Favorites Center  d. A search engine
11. www.cengage.com  e. IE feature that locks harmful Web sites
12. Security Status information  f. URL for a web page
Select the best answer from the list of choices.

13. Which of the following functions is NOT true about the Address bar?
   a. Displays information about URL of the site
   b. Notifies you when you connect to a secure Web site
   c. Can be used to enter keywords for searches
   d. Displays “Done” when the page is loaded

14. You can tell when you open links from a Web page in new tabs because each new tab from the same Web site is:
   a. Open.
   b. Color-coded.
   c. Numbered.
   d. Labeled.

15. __________ browsing allows you to open more than one Web page at a time in a browser window.
   a. Tabbed
   b. Linked
   c. Smart
   d. InPrivate

16. Bing and Google are examples of __________ providers.
   a. Search
   b. Favorites
   c. Home
   d. Web

17. The letters following the dot after the domain name are called the __________ domain and tell you the type of site you are visiting.
   a. Top-level
   b. Home-level
   c. Dot-com
   d. Main-level

18. Turn on the __________ feature to prevent the browser from storing data about your browsing session.
   a. SmartFilter
   b. Phishing
   c. Pop-up blocker
   d. InPrivate

19. Words or graphics on a Web page that, when clicked, enable you to navigate to another Web page location are called:
   a. Tabs.
   b. Links.
   c. Search engines.
   d. Buttons.

20. Using the Internet to gather personal information without the knowledge or permission of the person whose information is being collected is called:
   a. Spam.
   b. Linking.
   c. Filtering.
   d. Phishing.

Skills Review

Note: To complete the steps below, your computer must be connected to the Internet.

1. Explore the browser.
   a. Make sure your computer is connected to the Internet.
   b. Start Internet Explorer.
   c. Open the menu bar, Favorites bar, Command bar, and status bar.
   d. Identify the URL, browser window, New Tab button, and scroll bar.
   e. Identify the buttons and commands for setting security, searching, viewing favorites, and returning to the home page.
   f. Identify the complete URL of the current Web page.

2. View and navigate pages.
   a. Open the Web page shown in FIGURE A-21 by typing www.nps.gov/brca in the Address bar.
   b. Click a link on the Web page to view a new Web page in that Web site.
   c. Return to the default home page for your browser.
   d. Click the Back button.
   e. Follow another link to investigate the content.
   f. Return to the default home page for your browser.
Skills Review (continued)

3. Use tabbed browsing.
   a. Open the Web page www.nytimes.com using the Address bar.
   b. Right-click a link on the Web page to open an article in a new tab.
   c. Click the New Tab tab to open a third tab in the browser window, then open www.latimes.com in the new tab using the Address bar.
   d. Press and hold [Ctrl], then click a link on the page to open a fourth tab.
   e. Close all tabs except for the New York Times tab.

4. Save favorite Web pages.
   a. Open the Web page www.nasa.gov using the Address bar.
   b. Add the Web page to your Favorites bar, then verify the page has been added to the Favorites Bar folder in the Favorites Center.
   c. Return to the default home page for your browser.
   d. Click the History tab in the Favorites Center, then click the appropriate link to return to the NASA home page.
   e. Return to your home page.

5. Browse safely.
   a. Turn on InPrivate Browsing in a new browser window.
   b. Type www.cengage.com in the Address bar of the InPrivate browser window, noticing the InPrivate logo.
   c. Click the Safety button on the Command bar, point to SmartScreen Filter, click Check this website, read the information, then click OK.
   d. Close the InPrivate Browser window, and return to your home page.
   e. Open the Internet Options dialog box, click the Security tab, review the Internet Zone settings for your computer, then click Cancel.
   f. Go to www.pnc.com. What does the Security Status area of the Address bar tell you about this bank’s Web site?
   g. Right-click a link on this Web page, open the page in a new tab, then click the tab with the Web page you just opened to make it the active tab. What does the Security area on the right side of the Address bar tell you about this Web page? What does the color of the tab tell you about this page?
   h. Close all open tabs except the first one, and return to your home page.
Skills Review (continued)

   a. Click the Address box.
   b. Type any keyword or phrase you would like to find information for in the Search box on the Web page that opens, then execute the search and review the results.
   c. Click any link in the search results page, and read the Web page.
   d. Type the URL for a search engine in the Address bar (you can use www.google.com, www.bing.com, or www.yahoo.com).
   e. Type any keyword or phrase you would like to find information for, then start the search.
   f. View the resulting list of links, then click a link and review the Web page.
   g. Return to the search results page, then explore some of the other hyperlinks you found.

7. Share information.
   a. Open a new page for any site that you find interesting in your browser window.
   b. If you have Outlook installed on your computer, email a link of the page to yourself or to a friend.
   c. Return to your home page
   d. Delete any Favorites you created using the Organize Favorites dialog box.
   e. Close any open toolbars.
   f. Exit Internet Explorer.

Independent Challenge 1

You are an aspiring journalist interested in understanding how different journalists approach the same story. You decide to use the Web to find some articles for comparison. Select a topic from these choices: science, sports, weather, movies, or celebrity news. *Note: To complete the Independent Challenge, your computer must be connected to the Internet.*

   a. Start Internet Explorer.
   b. Read and compare the coverage of a news story on your selected topic using your favorite news site or any two of the following sites:
      - CNN www.cnn.com
      - NBC News www.nbc.com
      - National Public Radio www.npr.org
      - ABC News www.abcnews.com
      - CBS News www.cbsnews.com
   c. Open each news story in its own tab in the browser window.
   d. Use the Page Setup dialog box to add your name as a footer to the printed page, then as directed by your instructor, print one page of the same story from both sites that you chose using the Shrink to Fit option.
   e. Close all but one of the tabs, then exit Internet Explorer.

Independent Challenge 2

You have been asked by your local community college to teach a short course on community-supported agriculture (CSA). The class will meet four times; each class will begin with a presentation by a local farmer and will be followed by a discussion. You decide to use the Web to research the topic and prepare your course and invite local farmers to present to the class. *Note: To complete the Independent Challenge, your computer must be connected to the Internet.*

   a. Start Internet Explorer.
   b. Go to your favorite search engine, then use a keyword search to find a Web site that contains information about community-supported agriculture, also known as CSAs.
   c. Find two Web sites with information about local farming and harvesting in your area. View the information in separate tabs in the browser window.
   d. Click several links on the sites, and review the online resources.
   e. Use the Find feature to search the site for information about farmers markets and if the CSA participates in any close to you.
Independent Challenge 2 (continued)

f. Select text on a Web page, and email the site to a friend.
g. Add your favorite site from this search as a favorite to the Favorites Center.
h. If you have Outlook installed on your computer, mail a link to a Web page to a friend.
i. Use the Page Setup dialog box to add your name as a footer to the printed page, then print one page from the site as directed by your instructor.
j. Delete the site from the Favorites Center, then exit Internet Explorer.

Independent Challenge 3

As a student of American political history, you want to learn about your representatives in the U.S. government. You decide to use the Web to get information about this topic. *Note: To complete the Independent Challenge, your computer must be connected to the Internet.*

a. Start Internet Explorer, then open the following government Web site: www.congress.gov.
b. Explore the site to find information about members of Congress. Use the Page Setup dialog box to add your name as a footer to the printed page, then print one page from that site as directed by your instructor.
c. In a new tab, open the Web site www.whitehouse.gov, the home page for the White House and the President of the United States.
d. Click the Administration link, then use the Find feature to find a word on the page. See **FIGURE A-22.** How many matches did you find? Did you notice how Find starts working immediately?
e. Click the Issues link, then find a link to a Web site for topic you would most like to investigate. Click the link, then print one page from that site as directed by your instructor.
f. Explore three links on the Web site to learn more about different topics, opening one page using the InPrivate feature.
g. Use the Page Setup dialog box to add your name as a footer to the printed page, then print one page from one of the related sites.
h. Exit Internet Explorer.

**FIGURE A-22**
Independent Challenge 4: Explore

Web pages display not only text and graphics but also sound and video. The Internet is rich with multimedia. Internet Explorer 11 is optimized to let you view and hear movies, enjoy video clips, and hear sound clips, as you learn about new topics, communicate with other people, review news stories, and review information. You will use your browser to view information in a multimedia format. You will select from a variety of search sites; some suggested sites are listed in TABLE A-3 to locate video and other information. Note: To complete the Independent Challenge, your computer must be connected to the Internet.

a. Start Internet Explorer.
b. Use any search site to search for video clips of your favorite recent movie. To watch a video in a browser, click the play icon, which is often on a still image from the video. Usually there are command controls that resemble buttons you might find on your television remote such as Play, Pause, Volume, Stop, Rewind, and Fast Forward. Find at least two video clips, maybe one on YouTube.com, and watch each video.
c. On a separate sheet of paper, explain how the video played in your browser and how you used the controls to watch the video.
d. Go to a map site, such as Google Maps, Yahoo Maps, or MapQuest. Type Maps in your browser Address bar, then select a map site.
e. Locate your home town on the map. Use the controls to zoom in and out.
f. Print the map that shows your community, make notes about special features you used in the mapping Web site such as getting directions or searching for nearby restaurants or transportation options.
g. Exit Internet Explorer.

### TABLE A-3: Search providers

<table>
<thead>
<tr>
<th>provider</th>
<th>address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yahoo!</td>
<td><a href="http://www.yahoo.com">www.yahoo.com</a></td>
</tr>
<tr>
<td>Bing</td>
<td><a href="http://www.bing.com">www.bing.com</a></td>
</tr>
<tr>
<td>Google</td>
<td><a href="http://www.google.com">www.google.com</a></td>
</tr>
<tr>
<td>Ask</td>
<td><a href="http://www.ask.com">www.ask.com</a></td>
</tr>
</tbody>
</table>

Building an international community

The World Wide Web is an integral component of corporate culture, educational institutions, and personal lives around the world. The Web was created in Switzerland in 1991 to allow links between documents on the Internet. The Internet is an international network of connected computers and computer networks. A computer network is the hardware and software that makes it possible for two or more computers to share information and resources. The first graphical Web browser, Mosaic, was introduced at the University of Illinois in 1993 to allow people to use the Internet to view Web pages. Mosaic led to the development of browsers such as Netscape Navigator and Internet Explorer. By some estimates, more than a billion computers worldwide now connect to the Internet through telephone lines, cables, satellites, and other telecommunications media. Through the Internet, these computers can share information, including text, graphics, sound, video, and computer programs. Today, Web pages exist from nearly every country in the world, creating an international community. Millions of people worldwide use the Web daily for commerce, education, and entertainment. Anyone with a computer and an Internet connection can use this rich information source.
Visual Workshop

Graphics you find as you view pages on the Web can be static images, video, or animated graphics. Find a Web site that includes a video, as shown in FIGURE A-23. View at least one video on a news site and one video on a topic-specific Web site such as an organization, scientific, or tourism site. Write a brief summary of the videos you watched. Did you have to download a special program to watch the video? Identify the Web sites on which the videos were located.

Note: To complete the Visual Workshop, your computer must be connected to the Internet.

FIGURE A-23