


Project 04

REVISION AND PRACTICE

Recap – basic terminology

- [Microsoft Windows](#) is the operating system that makes the computer run and do “useful stuff”
- You interact with Windows primarily by [clicking](#) (sometimes double-clicking) on [icons](#) and [links](#)
- Your starting point is the Windows [desktop](#)
- From here you can [launch](#) (start) useful [applications](#) (programs)
- Each application runs in a separate window
- You can [maximise](#), [minimise](#) or [close](#) windows by clicking on one of the three symbols at the top right corner 
- If you [minimise](#) an application it gets ‘parked’ on the [taskbar](#) but keeps running; you can get back to it simply by clicking once on its taskbar icon
- The main application we will be using is [Internet Explorer](#) – it is a [web browser](#) that allows you to visit and in some cases interact with [website pages](#)

The Lark Hill Windows 7 desktop



Icons so that you can quickly launch programs

Start Button – strangely, this is also used to shut down!

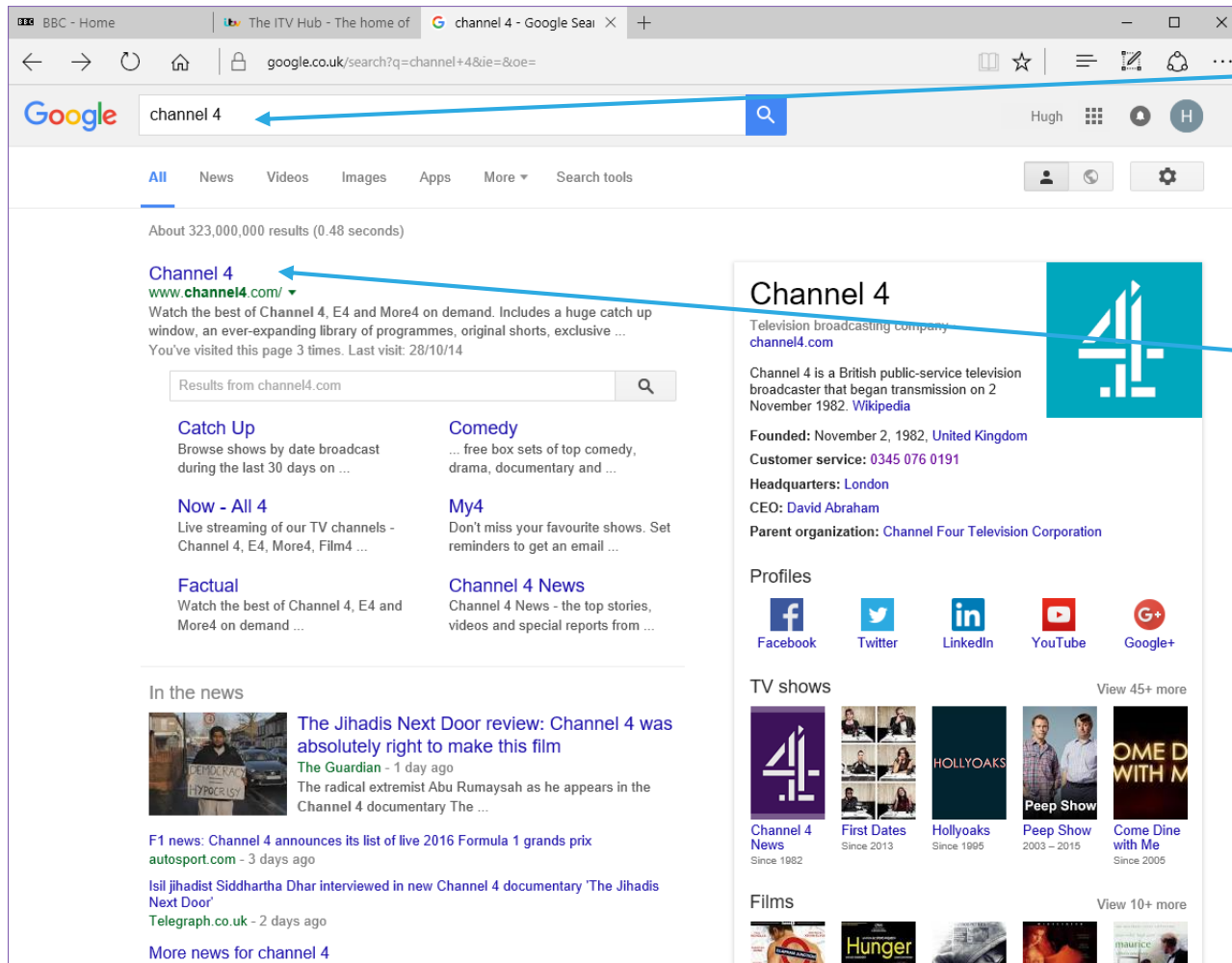
Task Bar – is always visible and let's me launch programs without going back to the desktop – including Internet Explorer shown here


Status Area – time, network status, etc.

Recap – basic web browsing

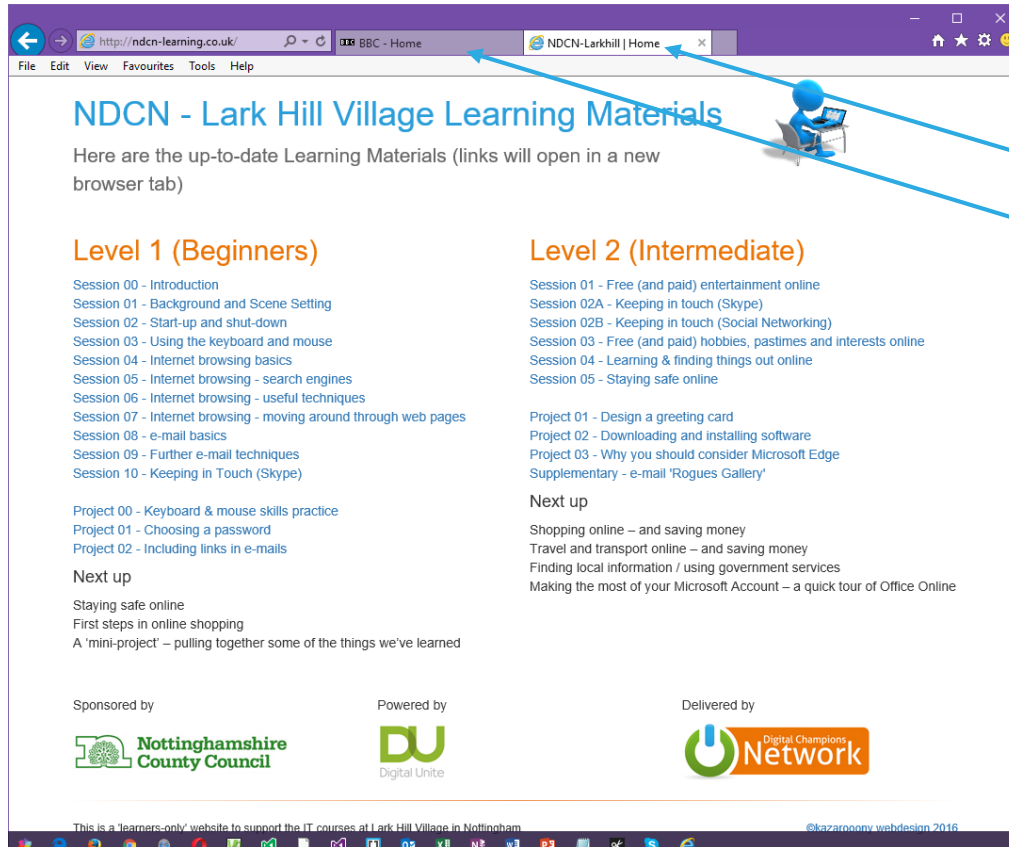
- The **World Wide Web** (usually just called the web) is an information-sharing “service” that is built on top of the Internet
- The Web utilizes **browsers**, such as Chrome, Edge, Firefox or Internet Explorer to access Web documents called Web pages that are linked to each other via **hyperlinks**
- You can access web pages by typing their **address** (if you know it) into the browser address bar; here is an example of a web page address <http://www.bbc.co.uk/sport/rugby-union>
- It’s near impossible to remember addresses of that sort, so you use a **search engine** to help
- **Google** is the most common search engine and it is integrated with all web browsers
- Instead of typing a cryptic web address into a browser, you can type something more ‘friendly’ into the Google **search box** – e.g. “BBC rugby union” (without the quotes)
- What you type in the search box is called the **search query** (or **search terms**); Google searches the web and returns a list of **search results** that meet your query
- You can then click on one or more of the search results to get to the page you want

Using a search engine to browse the web



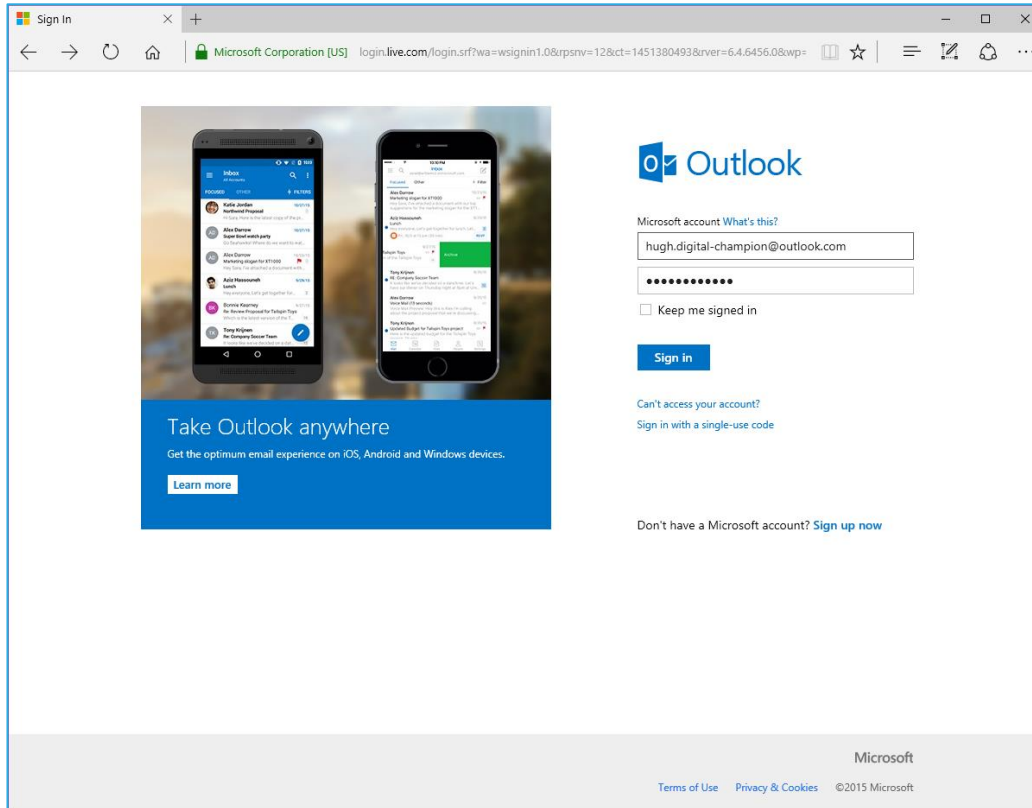
- I type my search terms into the Google search box
- Google returns a list that meets my query
- I choose the one I want, placing my mouse over the hyperlink:
 - the mouse cursor changes to a 
 - the text gets underlined
- and I then click again to get to the website

Recap – multiple web browser tabs



- It's often useful to have multiple web pages open at the same time
- Here I have two tabs open:
 - The Lark Hill Learning Materials (active - white)
 - The BBC Home page (inactive - grey)
- I can make a tab active by clicking on it
- I can open more tabs by clicking on the little grey box at the right end of my tab list

Recap – e-mail



- We are using the free [Outlook.com](https://outlook.com) service to send and receive e-mails
- Outlook.com is just another website – we access it through our browser (Internet Explorer) and we can choose to have it running alongside other web pages in its own tab (usually a good idea)
- There are 400 million users of Outlook.com
- So that we access our mails (and no-one else's!) we have to [sign in](#) to Outlook.com with the Microsoft Account we created – using our e-mail address and secret password

Practice Session

BROWSING AND E-MAIL



- I am interested in buying a new vacuum cleaner
- The model I like the look of is the Dyson DC40
- Can you check out some typical retailer websites – John Lewis, Currys, Argos, etc. and send me an e-mail telling me where I can get it cheapest – and how much it would cost
- My e-mail address is:
hughevansndcn@virginmedia.com
- Thank you!