



## Web Browser & Internet Navigation Terminology



### Browser Basics

- **Web Browser**

The program used to access the internet (Chrome, Safari, Firefox, Edge).

- **Address Bar / URL Bar**

The box at the top where you type a website address (e.g., *google.com*).

- **URL**

A website's "address" on the internet. Stands for *Uniform Resource Locator*.

- **Homepage**

The first page a browser opens when you start it.

- **Search Engine**

A tool to find information (Google, Bing, DuckDuckGo).

---

## Navigation Tools

- **Back Button**

Takes you to the *previous* page you were on.

- **Forward Button**

Takes you to the page you were on *before hitting back*.

- **Refresh / Reload**

Reloads the current page to show updated content.

- **Scroll**

Moving up or down a page using a mouse wheel, touchpad, or touch screen.

- **Tab**

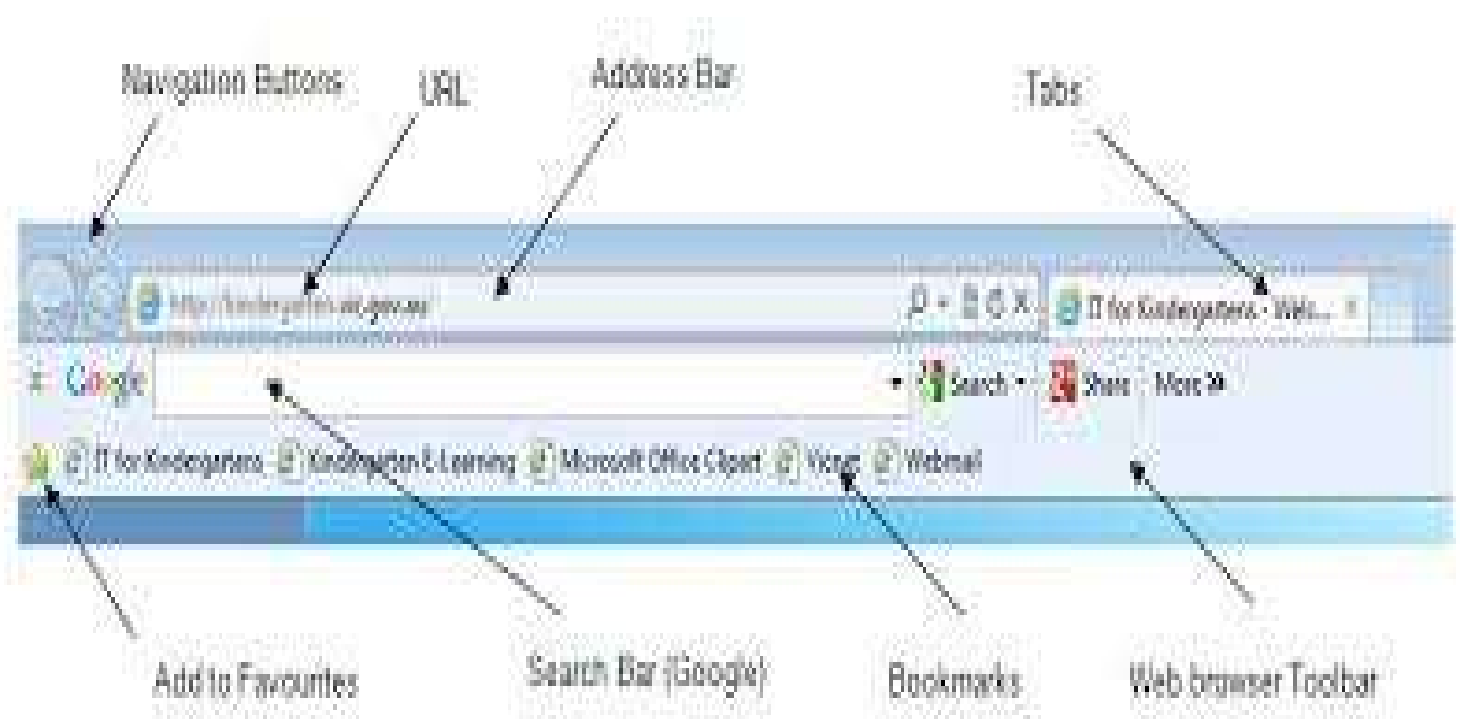
A separate webpage inside the same browser window.

- **New Tab**

Opens a blank tab or a new website without closing the current one.

- **Window**

A separate instance of the browser (you can have multiple windows open).



- **Bookmark / Favorite**

Saves a website so you can return to it quickly.

- **Bookmark Bar**

A row under the address bar showing your saved links.

- **History**

A list of websites you visited previously.

- **Cache**

Temporary files stored by your browser to load websites faster.

- **Cookies**

Small data files websites store to remember your preferences.

---

## **Page Interaction**

- **Hyperlink (Link)**

Clickable text or images that take you to another page.

- **Hover**

Moving your mouse over something without clicking.

- **Click / Double-Click / Right-Click**

Basic mouse actions to select or open items.

- **Menu / Dropdown Menu**

A list of options that appears when clicked.

- **Pop-up**

A smaller window or box that appears on top of the current page.

- **Scroll Bar**

A vertical bar on the side used to move the page up or down.

---

## Finding Information

- **Search Box / Search Bar**

A field on a website where you can type keywords to find information.

- **Query**

The words you type into a search engine.

- **Result Page (SERP)**

The page listing search results.

- **Filter**

Options to narrow down searches (date, images, videos, etc.).

---



## **Safety & Security Terms**

- **HTTPS**

A secure version of HTTP—protects your information on websites.

- **Padlock Icon**

Shows that a website is using a secure connection.

- **Permission Prompt**

When a website asks to access your camera, location, notifications, etc.

- **Incognito / Private Mode**

A browsing mode that does not save history or cookies.

---

## **Website Structure Terms**

- **Header**

The top section of a webpage (logo, menu, search).

- **Footer**

The bottom section (contact info, legal links, site map).

- **Navigation Menu**

Links that help you move through the site (Home, About, Contact).

- **Sidebar**

A vertical column with additional links or information.

- **Form**

Fields where you type information (sign-ups, logins, checkout).





## USING A COMPUTER pt. 1

---



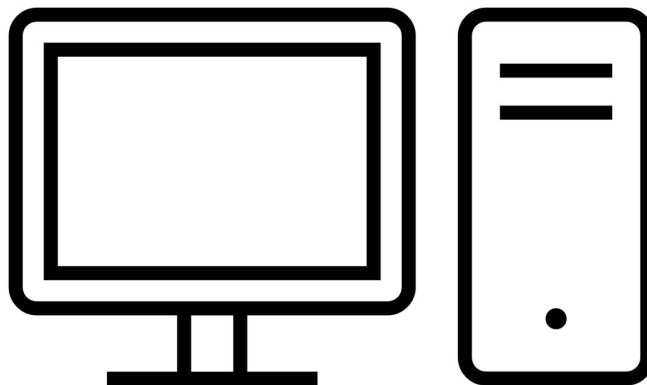
### WHAT A COMPUTER IS

A computer helps you:

- Write letters
- Look up information
- Send and read email
- See photos and videos
- Talk to family and friends

It is a **smart helper for everyday tasks.**

---





## MAIN PARTS OF A COMPUTER

### ✓ THE SCREEN

Shows you everything you are doing.

Like a TV.

### ✓ THE MOUSE

Moves the pointer on the screen.

You hold it in your hand.

- **Left click:** choose or open
- **Right click:** more options
- **Scroll wheel:** move up or down

### ✓ THE KEYBOARD

Used for typing letters and numbers.

### ✓ THE COMPUTER TOWER OR LAPTOP

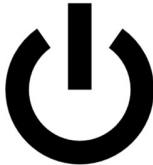
This is the “brain” of the computer.

A laptop has the screen and keyboard built in.



---

## 🔌 TURNING THE COMPUTER ON

1. Press the **power button** (a small circle with a line on it). 
2. Wait for the computer to load.
3. Enter your **password** if it asks.

That's it!

---



## WHAT YOU SEE FIRST: THE DESKTOP

The **desktop** is the main screen.

It usually has:

- Little pictures called **icons**
- A bar at the bottom called the **taskbar**
- The **Start Menu** or main menu

Think of it like the top of a desk.



[This Photo](#) by Unknown Author is licensed under [CC BY-NC-ND](#)



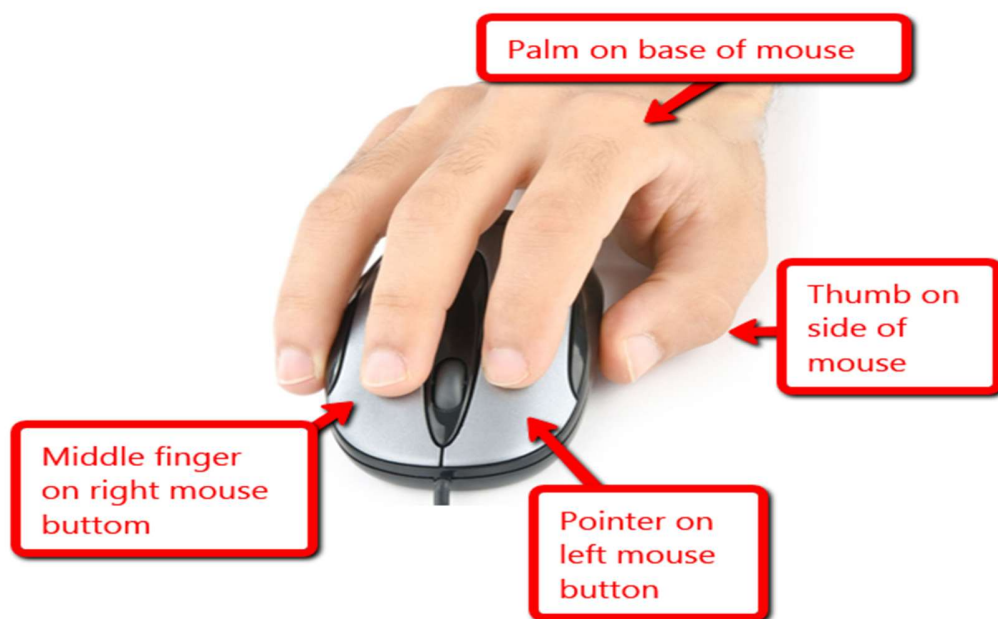
## USING THE MOUSE

Move the mouse → the pointer moves.

### CLICKING:

- **Single click:** select
- **Double click:** open
- **Right click:** more options
- **Scroll wheel:** move the screen up or down

You do NOT need to press hard.





## HOW TO GO ON THE INTERNET

1. Find the **browser icon**:  
Chrome, Safari, Edge, or Firefox
2. Double-click it
3. It will open the internet

## THE ADDRESS BAR

At the top is a long box.

You can type:

- A website (example: **google.com**)
- Or what you want to search (example: **weather today**)

Press **ENTER**.



## OPENING AND CLOSING PROGRAMS

### TO OPEN

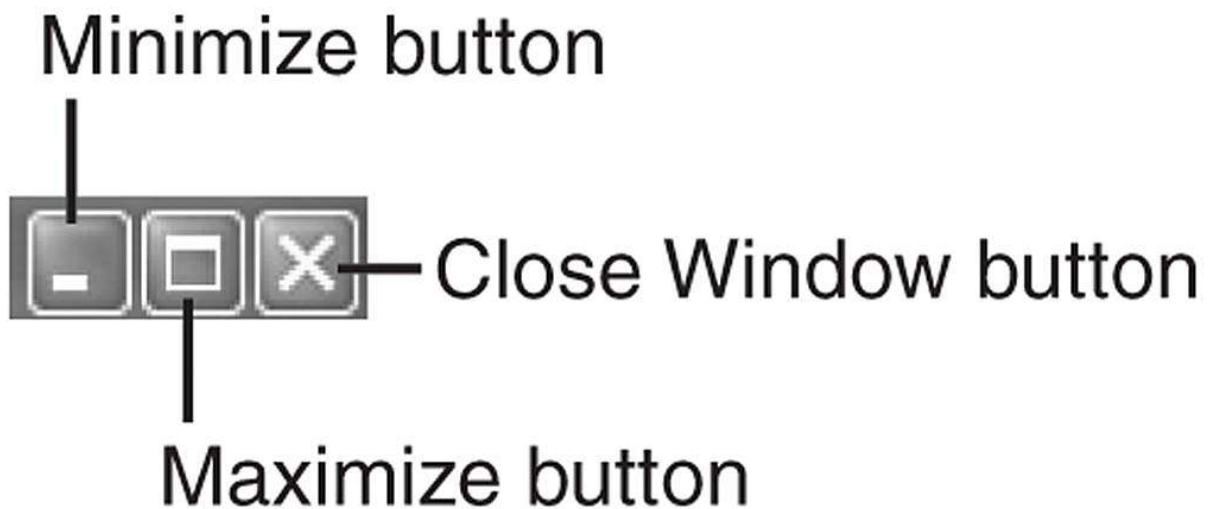
Double-click the icon

OR click the name in the menu.

### TO CLOSE

Click the **X** in the corner.

---



[This Photo](#) by Unknown Author is licensed under [CC BY-SA](#)



## STAYING SAFE

- Do NOT open emails from strangers
- Do NOT click pop-ups that say you won something or demand money from you.
- Never give your password to anyone
- Look for the **padlock symbol** — it means the site is safe.
  - The safe website is not initially harmful or malicious.

You can always ask for help.

---

### REMEMBER

You **cannot** easily break a computer. If something goes wrong:

- Close the program
- OR restart the computer
- OR ask someone for help
- Learning takes time.



## ■ What Is a QR Code? (Explained Simply)

A **QR code** is a **square picture made up of black and white boxes** that your **smartphone can scan**.

When you scan it, it quickly takes you to something—usually a **website**, a **menu**, a **video**, or **contact information**—without needing to type anything.

Think of it like a **barcode you see on groceries**, but much smarter and able to hold more information.



## How It Works

1. Open the **camera** on your smartphone (most phones scan QR codes automatically).
  2. Point the camera at the square code.
  3. A link or message will pop up.
  4. Tap it, and it takes you exactly where you need to go.
- 

## Why People Use QR Codes

- They're **quick** and **easy**
  - No need to type long website addresses
  - Often used in restaurants for **menus**, on **tickets**, **packages**, and **advertisements**
-

Here are some practical, easy-to-apply tips to help you organize your PC files so you can actually *find* things when you need them:

---

## **1. Start With a Simple Folder Structure**

Create a few top-level folders that cover the main categories of your life/work, for example:

- **Work**
- **Personal**
- **School**
- **Media** (Photos, Videos, Music)
- **Projects**
- **Finances**

Keep it broad—too many top-level folders can get messy.

---

## 2. Use Clear, Consistent Naming

Good file/folder names save hours of searching.

Tips:

- Use **dates** in a consistent format, e.g., 2025-01-15 instead of Jan 15.
  - Avoid generic names like “stuff”, “new folder”, “final\_v7\_realfinal”.
  - Try: Report\_Q1\_2025, Invoice\_2025-03\_Amazon, etc.
-

### 3. Use Subfolders Wisely

Inside each main folder, break things down further:

- **Work → Clients → ClientName → ProjectName**
- **Personal → Documents → Health**, etc.

Stop when it feels like you're nesting too deep. Usually 2–3 levels is enough.

---

### 4. Standardize Where Things Go

Decide rules for yourself:

- Screenshots always go in **Pictures/Screenshots**
- Downloads get cleaned and moved weekly
- Documents you create go in **Documents**

Predictability is half the battle.

---

## 5. Use Tags or Keywords (If Your OS Supports Them)

macOS and some Windows tools let you tag files with words like:

- *urgent*
- *archive*
- *receipts*

This makes files searchable beyond folder location.

---

## 6. Clean Up Your Downloads Folder Regularly

Downloads becomes chaos fast.

Try:

- Set a weekly or monthly reminder.
- Keep Downloads only as a temporary “incoming” box.
- Move, rename, or delete items.

---

## 7. Create an Archive Folder

Old stuff doesn't need to clutter your active workspace.

Make a folder like:

- **Archive\_2024**
- **Old Projects**

Zip or move completed material there so your main folders stay clean.

---

## 8. Automate When Possible

Useful automation ideas:

- Use built-in rules (Windows "Power Automate", macOS "Automator") to auto-sort files by type.
- Auto-save browser files to specific folders.
- Use backup tools (OneDrive, Google Drive, iCloud) to sync important folders.

---

## 9. Keep Your Desktop Minimal

A messy desktop = guaranteed lost files.

Try:

- Only keep temporary or currently-in-use items there.
- Clean it weekly.

---

## 10. Use Search Features Efficiently

Learn your OS's search syntax:

- **Windows:** type:pdf, modified:this week, kind:picture
- **macOS:** Smart folders and Spotlight keywords like created:1/1/25-1/31/25



## **How to Create a Document**

### **Option 1: Using Microsoft Word (Windows or Mac)**

1. Open **Microsoft Word**.
  2. Click **New** or **Blank Document**.
  3. Start typing your content.
  4. Click **File** → **Save As**.
  5. Choose where to save it and give it a name.
  6. Click **Save**.
- 

### **Option 2: Using Google Docs (Free, Online)**

1. Go to **Google Docs**.
2. Sign in with your Google account.
3. Click **Blank** or choose a template.
4. Type your content.
5. Google Docs saves automatically.

---

## Option 3: Using Notepad or TextEdit

### Windows (Notepad):

1. Open **Notepad**.
2. Type your content.
3. Click **File → Save As**.

### Mac (TextEdit):

1. Open **TextEdit**.
2. Type your content.
3. Click **File → Save**.

*(These create plain .txt files.)*

---



## How to Convert a Document to PDF

### Method 1: Convert to PDF in Microsoft Word

1. Open your document in **Word**.
  2. Click **File** → **Save As**.
  3. Under “Save as type,” choose **PDF**.
  4. Click **Save**.
- 

### Method 2: Convert to PDF in Google Docs

1. Open your document.
  2. Click **File**.
  3. Select **Download** → **PDF Document (.pdf)**.
  4. The PDF will download to your computer.
-

## Method 3: Print to PDF (Works on Windows & Mac for most apps)

You can turn almost anything into a PDF:

### Windows:

1. Open the document.
2. Press **Ctrl + P** (or File → Print).
3. Choose **Microsoft Print to PDF** as the printer.
4. Click **Print**.
5. Choose a location to save the PDF.

### Mac:

1. Open the document.
  2. Press **Command + P**.
  3. At the bottom-left of the print window, click **PDF → Save as PDF**.
-

## Method 4: Use an Online Converter

(For example: “Word to PDF converter” — many free tools exist.)

1. Upload your file.
2. Choose “Convert to PDF”.
3. Download the PDF.

*(Avoid uploading sensitive documents to online converters.)*



## How to Download (Save) a Document

Sometimes people send you files—like a letter, a photo, or a form.

Here’s how to save it to your computer:

1. Open the email that has the file attached.
2. Look for a small icon or the name of the file.

It often appears at the bottom of the message.

3. Click “**Download**” or “**Save.**”

4. Your computer will save it—usually in the **Downloads folder**.
5. To open it later, go to your **Downloads** folder and double-click the file.



## 1. How to Send an Email (The Basics)

### What an email is:

An email is like sending a letter, but through the computer instead of the post office. It arrives almost instantly.

### Steps to send a basic email:

1. **Open your email program**  
(Gmail, Outlook, Yahoo — whichever you use).
2. Find and click the button that says **“Compose”** or **“New message.”**
3. In the **“To”** box, type the email address of the person you want to reach.  
(For example: *friend@example.com*)
4. In the **Subject** box, type a short title.  
Example: “Lunch Plans” or “Photos from the Reunion.”
5. In the big blank area, write your message.

6. When you're finished, click **"Send."**

That's it! The email goes straight to the person's inbox

---

### **3. How to Send an Email With an Attachment**

Sending a file to someone—like a document, photo, or form—is simple.

1. Open your email program.
2. Click **"Compose"** or **"New message."**
3. Type the **To, Subject**, and your message (just like a normal email).
4. Look for a small **paperclip icon** — that's the button for attachments.
5. Click the **paperclip**.
6. A window will open showing your files.
  - Go to your **Documents, Pictures**, or **Downloads** folder.



- Click on the file you want to attach.
7. Press **“Open.”**  
Now the file should appear under your email message.
  8. When everything looks good, click **“Send.”**

The recipient will receive your message *and* the file.

## **Email Basics Explained**

When you send an email, you will see several boxes you can type into. Each one has a different purpose:

---

### **1. “To” – The main recipient**

- This is the person (or people) the email is *directly* addressed to.
- They are the primary audience of your message.

#### **Example:**

If you are writing to your daughter, you put her email address in **To**.

---

### **2. “CC” – Carbon Copy**

Think of CC as sending a **copy** to someone who should be informed but is *not* the main person you're talking to.

## When to use CC:

- When you want someone to stay informed.
- When multiple people need the same information.
- When you want all recipients to **see each other's email addresses**.

## Example:

You email your doctor (**To**) and CC your son so he knows what the doctor said.

---

## 3. “BCC” – Blind Carbon Copy

BCC sends a copy *without the other recipients knowing*.

Anyone in BCC is **hidden** from everyone else.

## When to use BCC:

- When you’re emailing a group and want to **protect everyone’s privacy**.

- When you don't want others to see who else received the message.
- When you need to keep a recipient anonymous.

### **Example:**

You send a message to several neighbors (**To**) and BCC your daughter so she can see the email, but the neighbors **don't see her name**.

---

### **How Email Fields Look in Practice**

- **To:** Main person you're writing to
- **CC:** Others you want to inform openly
- **BCC:** Others you want to inform privately

All people in **To** and **CC** can see each other's email addresses.

People in **BCC** remain invisible.

**CC** = “**See Copy**.” Everyone listed is visible.

**BCC** = “**Blind See Copy**.” Hidden from others.



## Difference Between Reply and Reply All

### Reply

- Sends your response **only to the person who sent you the email**.
- Best when the message doesn't concern everyone.
- Helps avoid unnecessary clutter in other people's inboxes.

### Example:

Your friend sends you an email. You click **Reply**, and only your friend gets your answer.

---

### Reply All

- Sends your response to **everyone** included in the original message:  
**To + CC** (but not BCC, because BCC is hidden).
- Use only when your answer is important to the entire group.

### Example:

Your club sends out a message to 10 members. If

you click **Reply All**, all 10 people will receive your reply.

### **Rule of thumb:**

➡ If only one person needs your answer → **Reply**

➡ If the whole group needs the answer → **Reply All**

---

## **2. How to Make an Email Mailing List**

A **mailing list** lets you email a group of people at once without typing every address each time.

You can make one using the “Contacts” or “Address Book” area in your email service.

---

### **Gmail (Google Mail)**

1. Go to **Google Contacts**.
2. Click **Create Label** (a label acts like your mailing list).
3. Name the label (e.g., “Family Group” or “Book Club”).

4. Add contacts to the label.
  5. When writing an email, type the label name in the **To** box, and all members are added.
- 

## **Outlook (Hotmail, Microsoft)**

1. Open **People** or **Contacts**.
  2. Choose **New Contact Group**.
  3. Give the group a name.
  4. Add email addresses to the group.
  5. Save it.
  6. When composing an email, type the group name in the **To** field.
- 

## **Apple Mail / iCloud**

1. Open the **Contacts** app.
  2. Click + and choose **New Group**.
  3. Drag contacts into that group.
  4. When writing an email, type the group name.
-

### 3. Can You Make a Mailing List Using Your Standard Email?

✓ **YES — most people can.**

You **don't** need any special software.

Gmail, Outlook, Yahoo, and iCloud all let you create simple mailing lists or contact groups.

**When you might need something more advanced:**

- Sending to **hundreds** of people
- Sending **newsletters** with images
- Tracking who opened your email

For large groups, people use tools like Mailchimp—but for everyday use, your regular email is perfect.