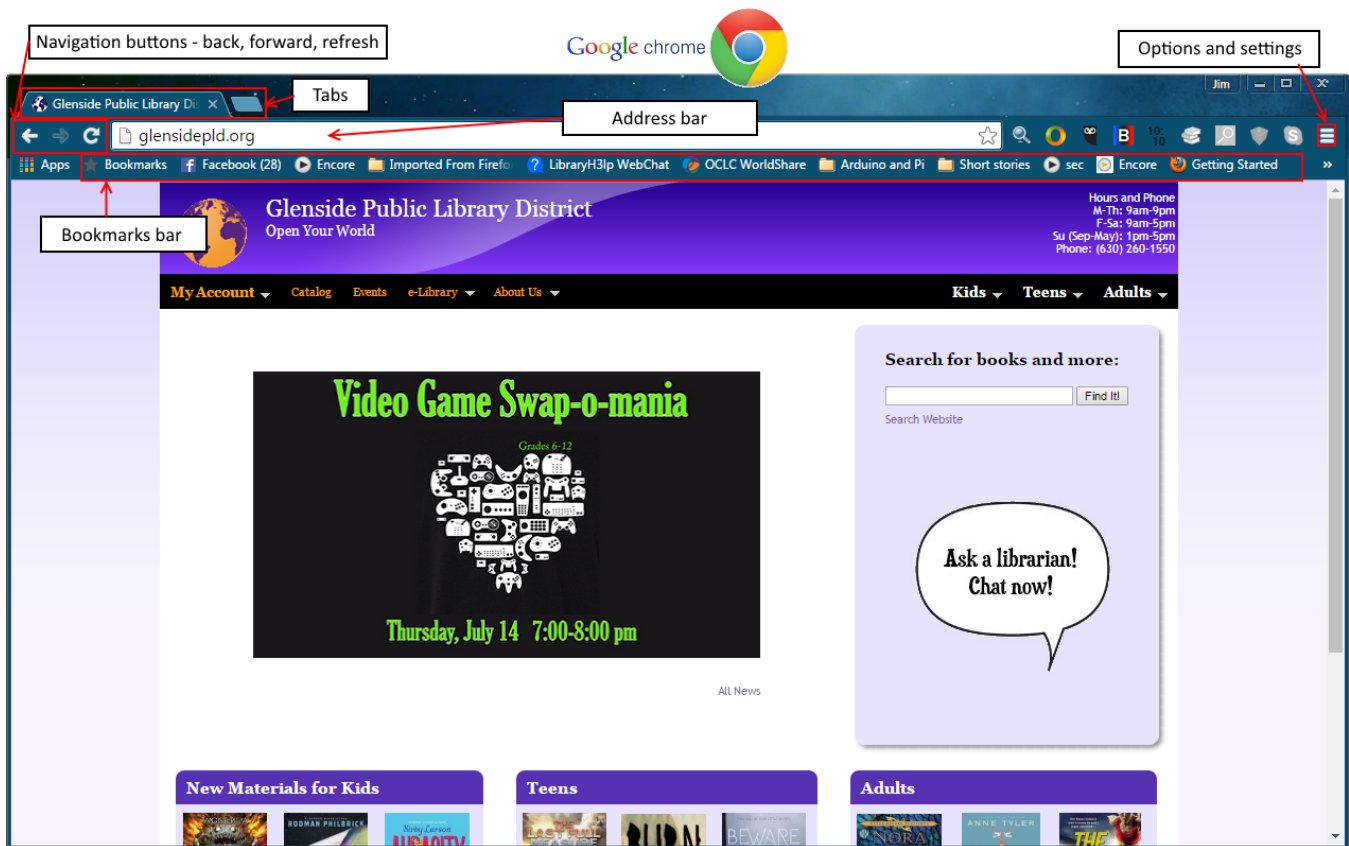


## Web Basics



**Address Bar** – The box where you type a web address (URL).

**Home** – This is the website page that will first appear when you open your browser. Search engines, such as Google, can be useful as Homepages.

**Back/Forward** – Clicking the **Back** arrow will take you back to the previous page you were on. **Forward** will return you to the page you were on after you've hit the back button.

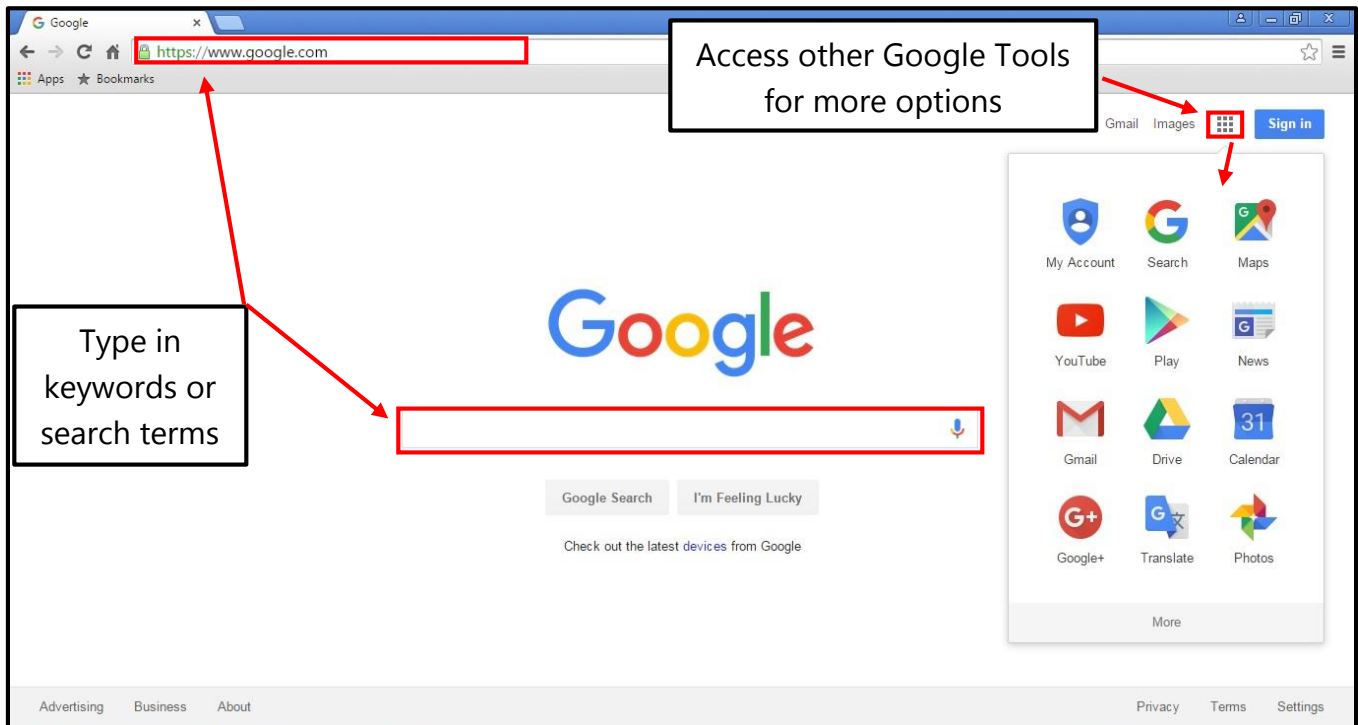
**Refresh** – This will re-load the page you are on. Helpful if the page didn't load properly or if recent updates have been made.

**Tab** – When you open a browser, you start with one tab which loads your homepage. You can use this tab to visit other websites by entering a URL into the address bar. To visit multiple sites or compare different parts of a website side-by-side, you can open multiple tabs within one browser window and switch back and forth.


**Options/Settings** – Contains all the settings you need to set up the browser. Includes tools such as Display (zoom, font, themes, etc.), History (previous sites visited), the Print feature and more.

**Bookmarks** – Save frequent sites you visit as bookmarks so you can quickly access them via the bookmarks toolbar.

## USING SEARCH ENGINES (ex: Google)



### TIPS & TRICKS

1. Use quotation marks around a phrase to limit results to the terms inside the quotation marks in that particular order  
Ex. "Illinois State Fair" retrieves results with *Illinois State Fair* in the title but not *Iowa State Fair*
2. Use connectors AND, OR between keywords to broaden or narrow your search  
Ex. Chicago **AND** events, Chicago **AND** events **OR** museums
3. If you aren't getting an exact match or the results look off, be sure to check for the following:
  - Additional pages of results (appearing in number form at the bottom of the page)
  - Helpful hints from the Search Engine, like "Also try," or "Searches related to"
4. Review results carefully before clicking on a link to be sure it is the best match for your needs
5. Try to use websites that begin with an **https://** or display a lock icon  for added security
6. Make sure you have current antivirus software installed on your computer
7. Keep your software programs and apps updated to the most current versions
8. Create strong, unique passwords for each website and store them in a secure location (i.e., NOT in a folder labeled "Passwords"). Also, ensure your passwords have at least seven characters, a mix of upper and lowercase letters, and contain both a number and a symbol

# RESOURCES

The screenshot shows the 'about tech' website. At the top, there is a search bar and navigation links for 'Mobile & Computers', 'Software', 'Online', 'Gaming', and 'More'. Below the navigation, a breadcrumb trail reads 'About.com > About Tech > Web Search'. A large blue button labeled 'WEB SEARCH' is prominent. The main content area features a large image of a man with glasses smiling at a laptop, with the headline 'Do You Know These 5 Search Engine Shortcuts? You Should!'. To the right, there are two smaller article teasers: one with a green background asking 'Do you have to pay to find people online?' and another with a photo of a girl playing a ukulele titled '5 Sites to Help You Find Lyrics to Any Song'.

[websearch.about.com](http://websearch.about.com)

The screenshot shows the GCF LearnFree.org website. The header includes the GCF logo and the tagline 'Creating Opportunities for a better life.' Below the header, there are several resource tiles: 'Microsoft Office 2016' with a photo of people working on laptops; 'Share Your Story!' with a thumbs-up icon; 'Technology' with a server rack background; 'Reading' with an open book icon; and 'Math' with a multiplication table. A 'News' sidebar on the right lists several tutorials, with 'Updated! Internet Basics Tutorial' circled in red. The multiplication table is as follows:

1	2	3	4	5	6	7	8
2	4	6	8	10	12	14	16
3	6	9	12	15	18	21	24
4	8	12	16	20	24	28	32
5	10	15	20	25	30	35	40
6	12	18	24	30	36	42	48

[gcflearnfree.org](http://gcflearnfree.org)