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Course Philosophy

Motivation

A computer is a tool designed to simplify tasks. It is only useful if you know what you want to do (although sometimes it can suggest things)

The Internet

- Shopping (groceries/supermarkets/clothes/appliances)
- Banking (checking balance, transferring money, managing bills)
- Social (phone calls, emails, facebook)
- Learning (research, training)

The Computer

- Word processing (writing letters, posters)
- Spreadsheets (finances, calculations)
- Multimedia (Pictures, videos, music)

Practice

Repetition is the best way to learn anything. The more you do something the faster you will get and the more you will be able to remember it. Everyone is slow when they first start, and it can be frustrating.

It is important to continue to use the skills you learn immediately, or you will forget them.

Experiment

The best way to learn how something works is to try it. It is important to be prepared to give it a go. Competent users are not trained, but have figured out solutions themselves through trial and error.

- The 'Esc' will usually cancel anything you click on in error.
- Ctrl-Z will also Undo mistakes.
- Turning the computer off will also solve a lot of problems.
- It is very difficult to break a computer, but if it happens then it can usually be reset to Factory Settings (Recovery).

Google

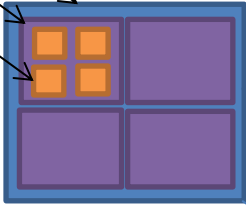
The Internet is the world's largest source of information. If you need to know something then it can almost always be found. The difficult part is finding the answers quickly and efficiently. Google is the best way to achieve this.

If there is only one thing to take from these lessons, it should be how you can use the Internet to find the answers for yourself.

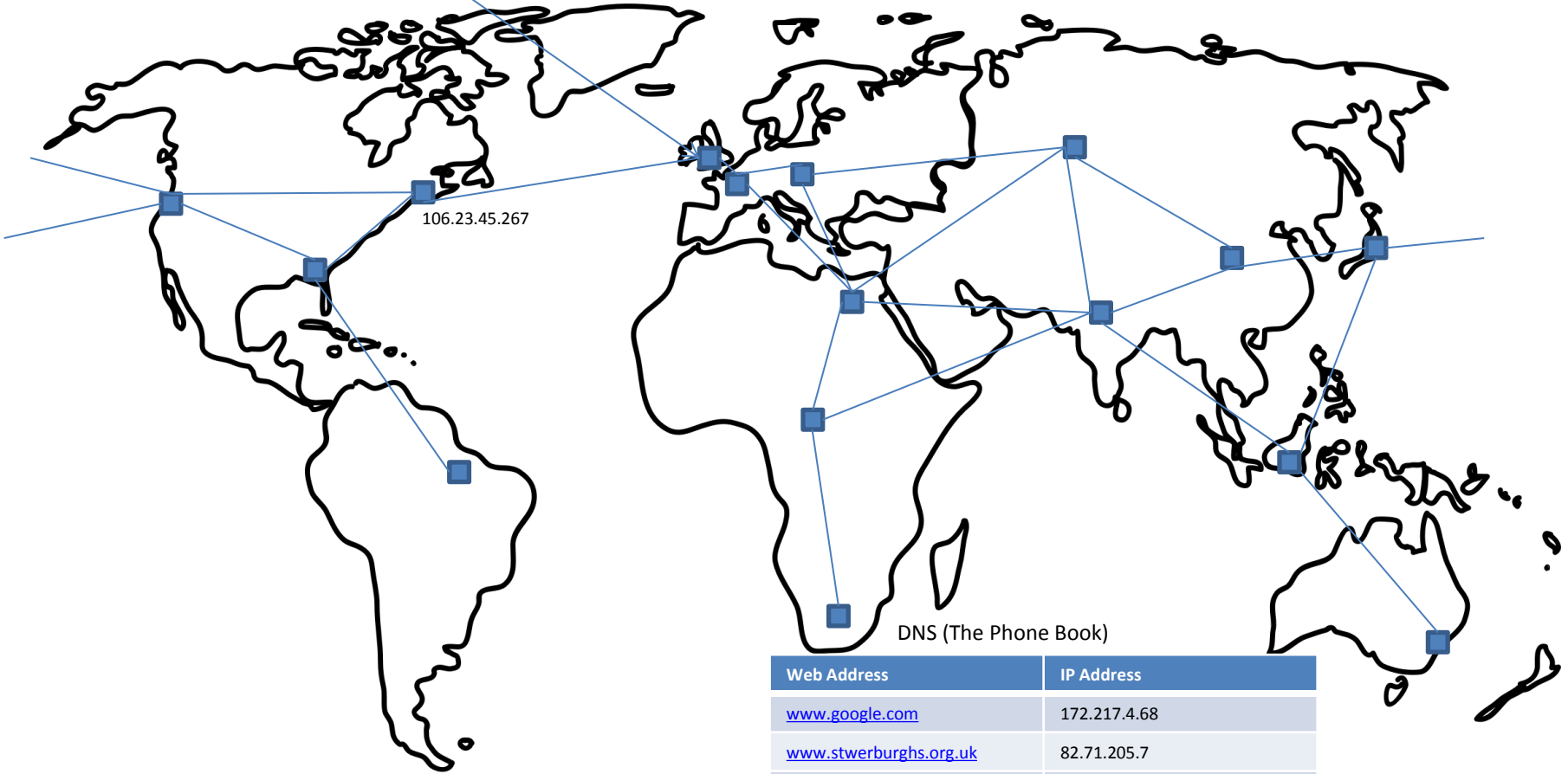
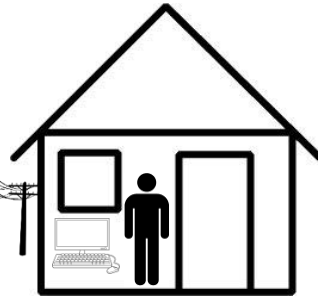
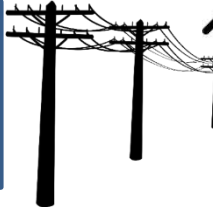
Data Centre

Websites

Webpages




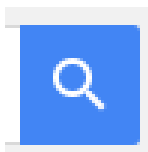
The Internet



DNS (The Phone Book)

Web Address	IP Address
www.google.com	172.217.4.68
www.stwerburghs.org.uk	82.71.205.7
www.bristol.gov.uk	52.209.55.140
www.bristol.ac.uk	137.222.0.38

The 3 Methods of Navigating the Internet

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Address</p>	<ul style="list-style-type: none"> - Traditionally starts with www for 'World Wide Web', (which is what we think of as the Internet.) - Goes into the Address Bar at the top of the Browser. - http or https can precede, the 's' stands for Secure which applies to any website where you are entering sensitive information like credit card details 	<p>WWW.Domain.Extension</p> <p>www.google.co.uk www.bristol.gov.uk www.stwerburghs.org.uk www.bristol.ac.uk www.google.com www.google.fr www.google.com.au</p>	<p>no spaces/separated by dots (full stops)/case insensitive</p> <p>Google (company in Britain) Bristol City Council (government) This Centre (charity/non-profit) Bristol University (schools/universities) Google (companies in USA) Google (companies in France) Google (companies in Australia)</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Hyperlink</p>	<ul style="list-style-type: none"> - Hyperlinks connect one webpage to another - They are the cornerstone of the web - A Hyperlink may keep you on the same website or take you elsewhere, always look to see where it goes - Right-Click on a Hyperlink and choose 'Open in New Tab' to keep the existing page. - Hyperlinks can appear anywhere, eg documents & emails. 		<ul style="list-style-type: none"> - Usually in blue, or a different colour to surrounding text - When you move the mouse over the link: - Can be <u>underlined</u> - Box appears in the bottom left corner with new Address - Cursor changes to a hand
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Search Engine</p>	<ul style="list-style-type: none"> - Used when the other two methods are not available - A search engine uses combinations of words to find matching websites - Uses <p>Hyperlink - Wikipedia https://en.wikipedia.org/wiki/Hyperlink</p> <p>In computing, a hyperlink, or simply a link, is a reference to data that the reader can directly follow either by clicking, tapping, or hovering. A hyperlink points to a whole document or to a specific element within a document. Hypertext is text with</p> <p>_____ Hyperlink Address _____ Description</p>		<ul style="list-style-type: none"> - Google - Bing (Microsoft) - DuckDuckGo – offers complete privacy <p>Most websites will also offer their own Search Engine that will allow you to search only that site.</p>

Useful websites, explained

*Works better as an App

Multimedia

Youtube Videos, from individuals and organisations. Also a music source.

Spotify*, LastFM Music, effectively internet radio stations.

Metacritic Reviews for just about anything.

IMDB, RottenTomatoes Film and TV

Shopping

Amazon Originally for CDs, books and films, but now for anything from groceries to appliances. Amazon also provides an online marketplace for small businesses to sell products.

e-Bay Originally an auction website, now used for individuals to sell second-hand goods and small businesses to sell new items. Auctions still exist.

Wholefoodsonline Sell dried groceries including bulk goods

Gumtree, Shpock* Local classified ads, for second-hand items usually

Freecycle Items given away for free

Etsy For hand-crafted items.

AO For appliances.

Zooplus Pet supplies

Ocado Groceries.

Social Media

Facebook For people to share information about themselves, usually pictures of children, pets, holidays and food. Also used to organise events and messaging.

Twitter Used for people to send messages to large groups of people (followers). The message must be less than 140 characters.

Instagram, Snapchat* Used to share pictures with followers; usually selfies, holidays and food.

Tinder*, PoF, match Dating

Elitesingles Dating for older people

Mumsnet Primarily for mothers to meet

Reddit Where all the kids hang out.

Employment

Reed The best place to find jobs of all kinds.

Monster Also a good source.






Universal Jobmatch The government's solution for jobseekers.













News

TheRegister	Technology news	
Vice	Alternative journalism	
Breitbart	Right-wing leaning	
Huffpost, Dailybeast	Left-wing leaning	
Buzzfeed	Youth-orientated	
Indy100	The Independent's top 100	





Services

Uber*	Alternative Taxi Service	
AirBnB	Stay in private houses, holiday lets.	
RatedPeople	Contractors, electricians, builders etc.	
Justeat, hungryhouse	Takeaway, delivery food	
Deliveroo	Delivers from restaurants	

Information

Wikipedia	The online encyclopaedia. The best place to learn about anything. All content is user-created, so not always accurate.	
Urban Dictionary	Idioms, colloquialisms and slang terms. Some content will offend.	
Stumbleupon*	Recommends websites based on interests/hobbies etc.	
iFixIt	Shows how to repair various products.	
Imgur, 1x	Pictures and photography	
Dictionary.com	Dictionary and Thesaurus	
WebMD	Medical Advice	
allRecipes, Supercook	Recipes	
Google Translate	Translation	
Google Maps	Maps	

Aggregates

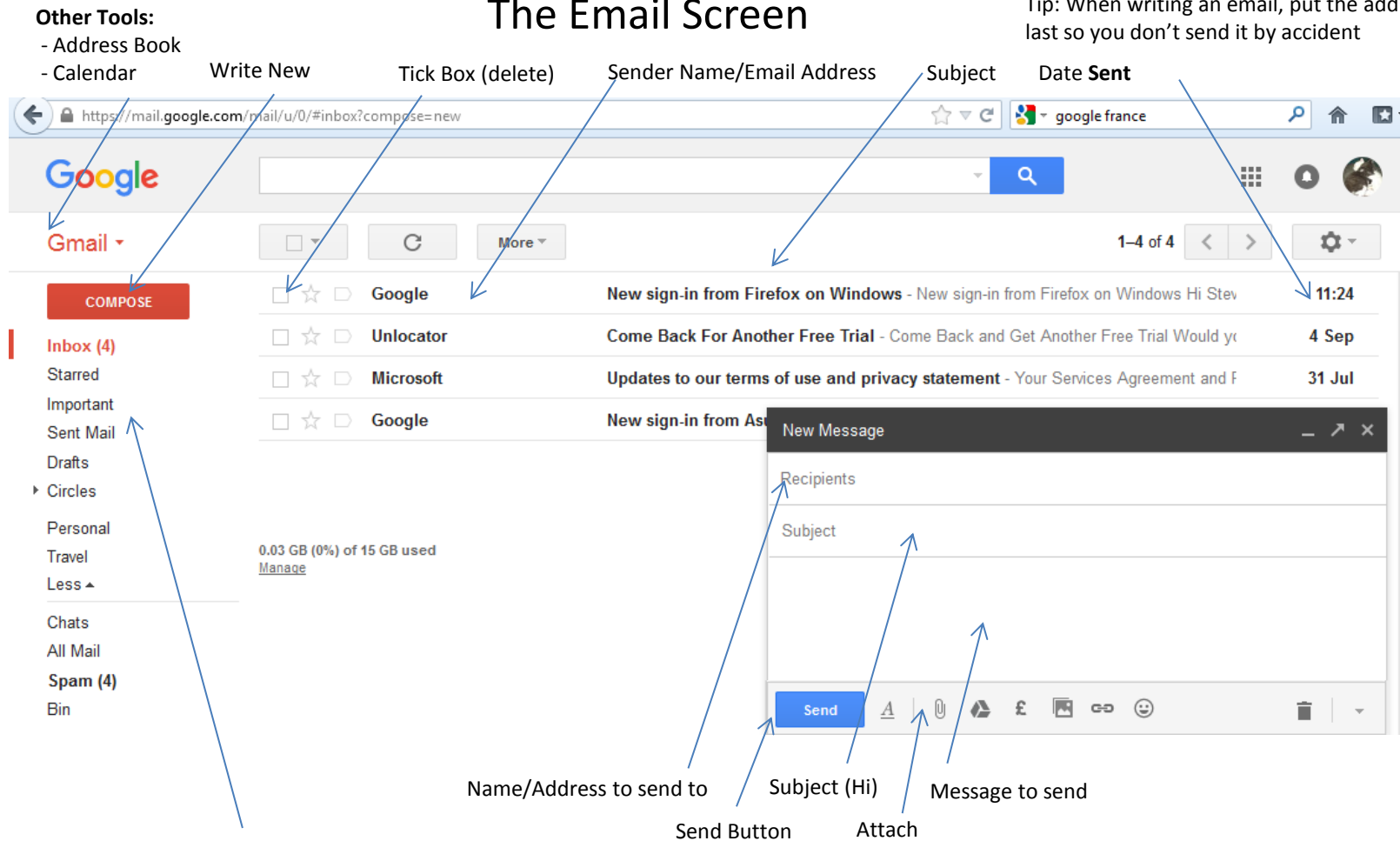
Trivago, Hotels.com, lastminute	Hotels, B' and B's, and hostels	
Skyscanner, cheapflights, kayak, Expedia	Flights	
Comparethemarket, gocompare	Insurance and other services	
ParcelMonkey	Package Delivery	

Online Shopping

	BROWSING	SEARCHING
Look for	<p>Tree structure:</p> <pre> graph TD Clothing --> Men's Clothing --> Women's Men's --> Suits Suits --> Trousers Suits --> Shirts Suits --> Jackets Women's --> Blouses Women's --> Skirts Women's --> Dresses Dresses --> Gowns Dresses --> SunDresses[Sun Dresses] </pre>	<p>Search Box:</p>
How it works	<p>Products are organised into different branches. To navigate, start at the top of the tree, then work down to find the product you are looking for, if you go wrong then go back to the previous level.</p>	<p>Simply click and type in the box what you are looking for and press Enter or click the magnifying glass. Try not to be too specific initially. If you get too many products then give more information to narrow it down.</p>
Advantages	<p>You will get to see every available product.</p>	<p>Quick.</p>
Disadvantages	<p>Can be very slow. Requires product knowledge (where to find on the tree).</p>	<p>Spelling must be accurate. May miss products.</p>
Techniques	<p>Filtering (Left Hand Side)</p> <ul style="list-style-type: none"> • Filter by category (e.g. colour/size) • Use tick boxes to add or remove options in each category. <p>Sorting (Top Right Hand Side)</p> <ul style="list-style-type: none"> • Sort by price, or popularity/rating • Sort up or down 	<ul style="list-style-type: none"> • Add and remove words • Use quotes “ to force a word search • Use Minus ‘-’ to remove a word from the search • Change the order of the words

The Email Screen

Tip: When writing an email, put the address in last so you don't send it by accident



Mailboxes

Inbox	Any received mail	Look here for new mail, the number indicates the number of unread emails
Starred/Important	Any emails you have highlighted	These could be in any box, the star or the arrow has been clicked
Sent Mail	Sent to other people	Check here to make sure an email was sent or to remind you what you said
Drafts	Copy of emails you write	Usually just contains emails that were started but not finished because something went wrong
Junk Mail/Spam	Advertising and Viruses	Automatically sent here by the email system, keep an eye on this in case there is something important, especially if you are waiting for an email, otherwise leave it alone
Bin/Trash/Deleted	Deleted emails	Any email you have deleted from your inbox, will be emptied automatically.

Staying Safe

- Your email address, your mobile phone, and sometimes your Facebook account act as your passport to everything you do on the internet. It is important to know all the passwords for these, and you should not share them with other people.
- When you create an account with a new company/website you will usually provide your email address as your identification.
- Try to stick with one email address and one phone number, if you do change either of these then you will need to update all of your accounts accordingly.
- Close down any accounts you are no longer using.

Money

- Using Paypal, Amazon and e-Bay will minimize risks, as you do not need to share your bank details with smaller companies.
- Paypal (and your bank) will usually refund you against any online fraud.
- You can trust large well-known companies, but be more careful buying from smaller online stores that you do not recognise.

Passwords

- You will have a unique password for every website you choose to interact with on the internet (email, shopping, banking etc.).
- Password security varies from site to site, but ideally a password should be at least 8 characters, and have some letters, numbers, capital letters etc. The more of these, the stronger it will be.
- It is important to use different passwords for different websites; in particular your email, bank and Paypal passwords should be unique. One way to achieve this is by changing a few characters from another password; another solution is to add a couple of letters for the site, gm for Gmail, fb for Facebook etc.
- Change your password regularly, at least once a year. Try to change every site you use at the same time. If you think there is a security problem then change your passwords straight away.
- If you forget your password then reset it. This is usually done using your email or your phone. A message with a verification code will be sent to you, and you need to type it into the website. For this reason it is important to keep your email address and mobile phone number active and secure.
- I recommend that you do not let your computer remember your passwords for you. This will encourage you to use them yourself, and will make it easier to remember them. It also means no-one else will be able to access your account if they have access to your computer.
- You should never let a public computer remember your details, and you should always make sure you are logged out of all your accounts before you leave.

Anti-virus

- On a Windows computer you should always have Windows Defender and anti-virus running (e.g. Panda, AVG, Sophos, McAfee). The free anti-virus software is enough. Always allow it to update when it asks.
- If you are concerned then download and install MalwareBytes and run a scan. This can remove problems anti-virus is not designed to pick up.

Phishing and Hacking

- Never click on a link in an email, especially for a secure site such as your bank. If you receive a message asking you to do so then go to the website by entering the address into the bar yourself.
- Always keep an eye on the address bar and make sure the website you are on is the one you think it is.
- Always make sure the flashing cursor is in the correct box before you type your password (or anything).



Captcha messages are used to make sure you are not a robot. Type the letters/numbers into the box where indicated. If you cannot read them, then use the refresh button to produce a different message.

Scavenger Hunt

Use Google to find the relevant website, then navigate through the site to find the following information. (In some cases Google will do the job by itself.)

Local Information

- 1) What number would you call for Meals on Wheels from the Council?
- 2) What is the BBC News headline for Bristol today?
- 3) What is the next match scheduled for Bristol City Football Club?
- 4) How much is the deposit for the Roman Villa at the Bristol Museum?
- 5) What time is Low Tide at Weston-Super-Mare tonight?
- 6) What bus will take you from Bristol to Blagdon
- 7) What days are the Cheltenham Road Library closed

Find the following websites, and the charity/company number for each organisation:

- 8) St Werburghs Community Centre
- 9) St Werburghs City Farm
- 10) The Scrapstore
- 11) We Care & Repair

Where are the following located (nearest to your home), and what time are they open?

- 12) Tesco
- 13) Wickes
- 14) Maplins
- 15) The Post Office

Find websites for:

- 16) Your Doctor
- 17) Your Bin Day
- 18) Your nearest Bus Route

Useful Websites - Find websites that will:

- 1) Play music (or a Radio Station)
- 2) Give you the news headlines (can you also find the headlines for Australia)
- 3) Find Recipes (can you find one that will allow you to give it ingredients)
- 4) Watch Videos (can you find a site that only shows videos for up to 10 seconds long)
- 5) Show you Historical Photographs (of Bristol)

Acronyms - What do the following stand for?

- 1) LOL
- 2) AFAIK
- 3) AFK
- 4) BRB
- 5) USB
- 6) HTTPS
- 7) PDF

Travel

- 1) Where is the nearest Boots Store?
- 2) What time is your nearest Tesco open until?
- 3) Which bus service takes you from Bristol to Blagdon?
- 4) How much does the bus to the Airport cost?
- 5) What time is Bristol Parkway Station open on Saturdays?

Maps (using Google Maps)

- 6) How far is it from the community centre to your house?
- 7) Where is Malago Road?
- 8) How long will it take you to drive from Bristol to Street?
- 9) Find your house on Street View.

Miscellaneous Information

- 1) When was Dizzy Gillespie born?
- 2) What is the capital of the Solomon Islands
- 3) How tall will the Kingdom Tower be?
- 4) What is another name for a Rhodesian Ridgeback?
- 5) In Heraldic Symbols, what does the colour Gold represent?
- 6) What is the capital of Indonesia and the population of the city?
- 7) What was Ella Fitzgerald's first hit? When was she born?
- 8) When did Alan Turing die? What is the Turing Test?
- 9) How tall was the Colossus Penguin?
- 10) What film starred both Rutger Hauer and Harrison Ford
- 11) Who wrote the Goldberg Variations
- 12) What novel featured the character Scout

Useful information

- 13) What plants will repel mosquitos?
- 14) What are the best sources of Vitamin D?
- 15) How do you tie a Windsor knot?
- 16) What is T-budding?
- 17) What foods are poisonous to dogs?

Shopping - How cheaply can you buy:

- 1) a Hotpoint washing machine WMFUG842P
- 2) a Google Nexus 7 Tablet
- 3) 3kg Ecover concentrated Non-bio washing powder
- 4) 5Kg of rice
- 5) A pair of Garden shears

Recipes - Find the recipe for:

- 1) Rugelach
- 2) Reuben Sandwich
- 3) Tom Yum soup
- 4) Homemade Febreze?

Current Events

- 1) What is currently showing at the Tate Britain?
- 2) What is on ITV this afternoon at 4PM?
- 3) What time does the sun set tonight?
- 4) Who is currently No 10 in the Barclays Premier League
- 5) Which famous people are celebrating their Birthday today?
- 6) When is the next solar eclipse?
- 7) What time is it currently in New York?
- 8) When is the next Bank Holiday?

Conversions

- 1) How many lb (pounds) in 10Kg
- 2) How many Euros is £5
- 3) What is the Spanish for 'dog'
- 4) How much does 1 cup of flour weigh?

Technology

- 1) How do you use the keyboard to select multiple files?
- 2) What is Malware?
- 3) What is the recommended minimum password length?
- 4) What software will open a VSD file?
- 5) What is the size (and weight) of a Sony Xperia ARC?
- 6) Who is the manufacturer of the Apple I-Pad?

Jargon – Define these terms:

- 7) Safari
- 8) Ubuntu
- 9) reCaptcha
- 10) Stumbleupon
- 11) Minecraft

Downloads, Pictures and Files

Find a picture of the following:

- 1) Starry Night by Vincent Van Gogh
- 2) Mandarinfish
- 3) Aerogel
- 4) Drawing Hands – by M.C. Escher
- 5) Baobab Tree
- 6) Walt Disney Concert Hall – Frank Gehry
- 7) Romanesco Cauliflower
- 8) Catalburun
- 9) Grumpy Cat
- 10) Rafflesia

- 11) Locate the manual for a washing machine, model number: WMD942
- 12) Locate the PDF reader required to view this document
- 13) Locate and download software designed to open a ZIP file

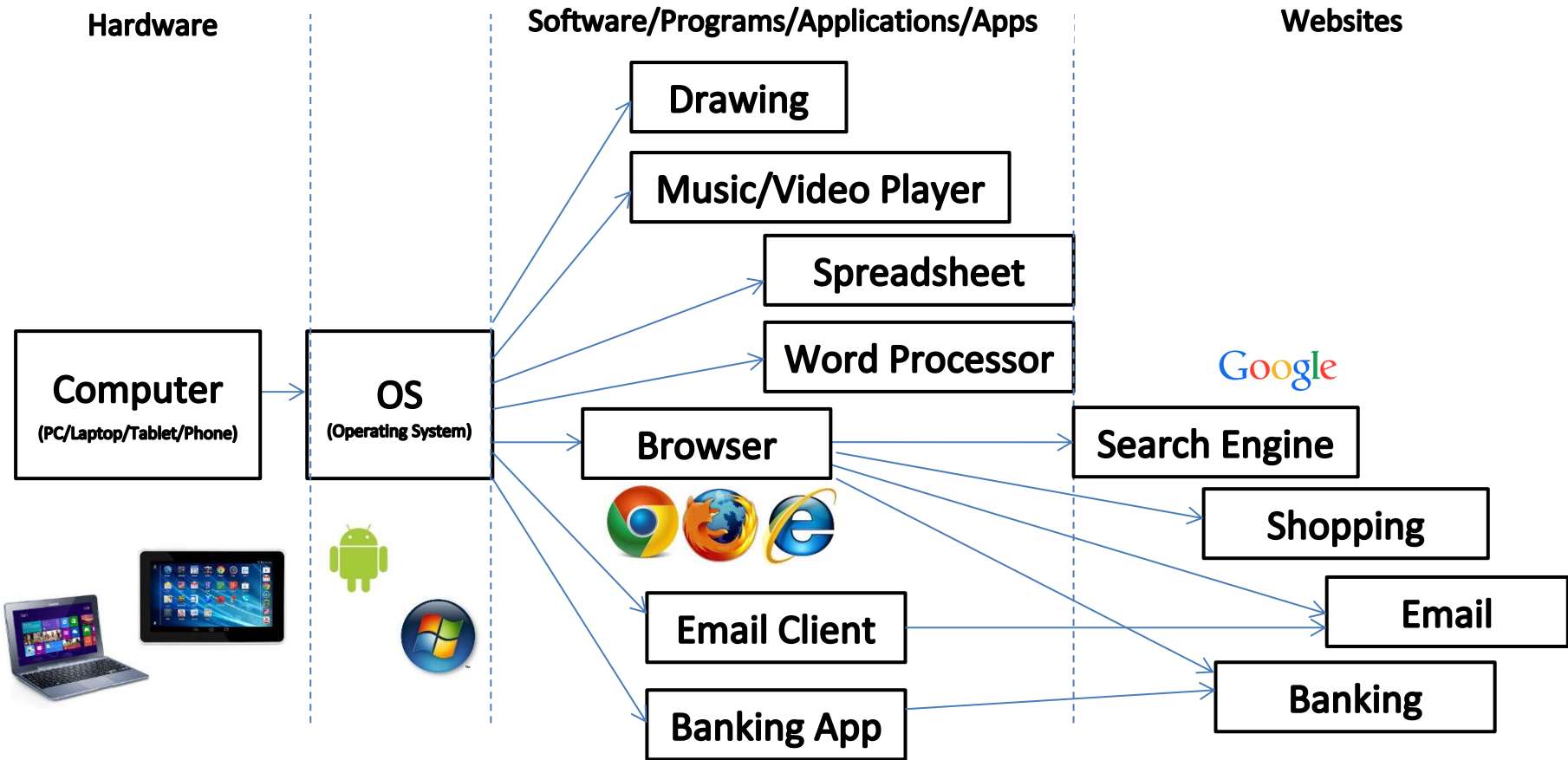
Advanced Google

- To search for something type the term into Google
- To search for several things, just add more words to Google
- To make sure one word is present put quotes around it. " "
- To make sure a phrase is found in correct order put quotes around the words " "
- To make sure a word is not used put a minus '-' before the word.

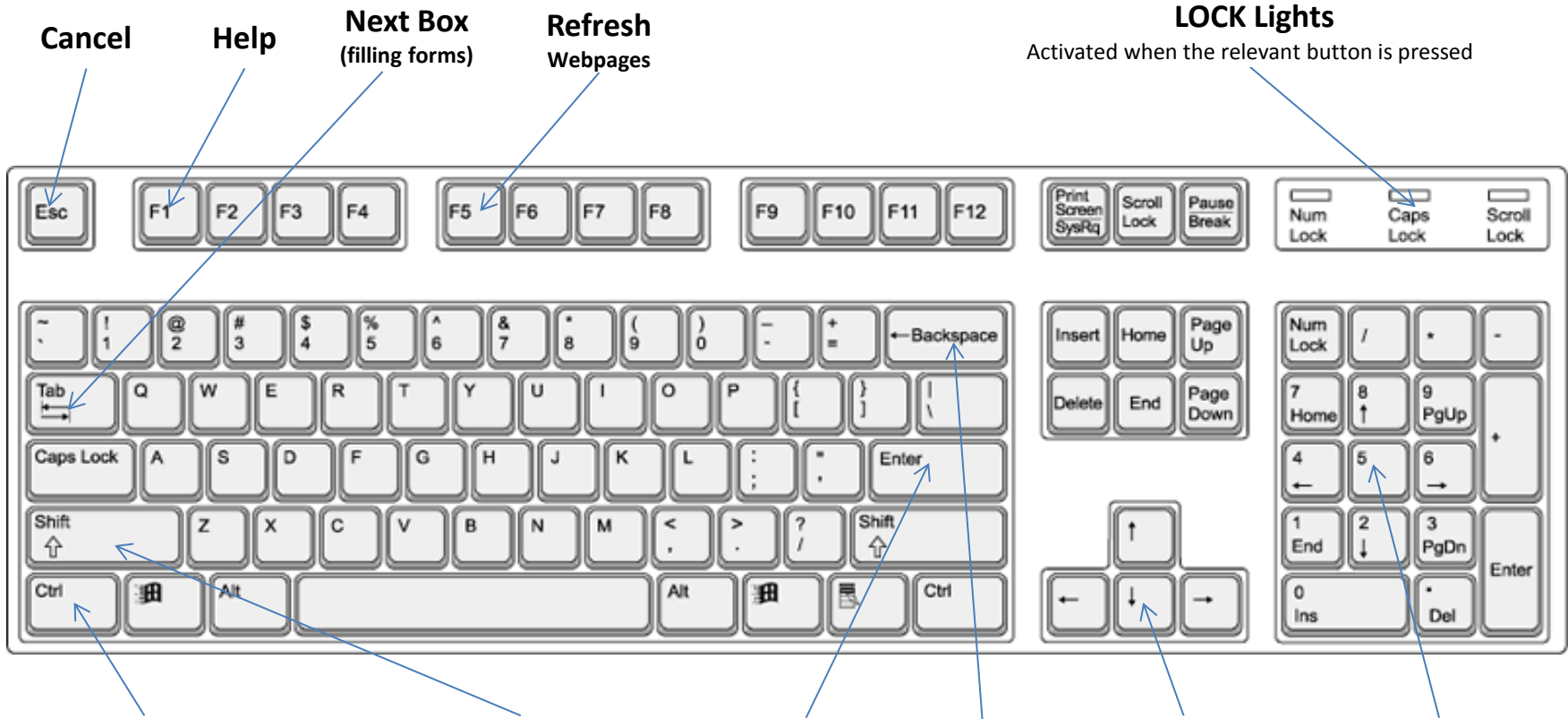
- 1) How would you search for websites which show famous quotes?
- 2) How would you search for quotes about a particular subject? *Spirituality, history*
- 3) How would you then search for quotes for a particular person? *John Lennon, Martin Luther King*
- 4) How would you then search for a quote where you can only remember part of the quote? *Slings and Arrows.*

- 1) How would you search for recipes?
- 2) How would you search for recipes with a particular ingredient in it? *Lamb, turmeric*
- 3) How would you search for more than one ingredient? *Lime and Coconut*
- 4) How would you search for recipes which do not have an ingredient (eg allergies)? *Eggs*

- 1) How would you search for books to buy?
- 2) How would you search for books of a particular type? *Science Fiction, non-fiction*
- 3) How would you search for books by a particular author? *C.S. Lewis*
- 4) How would you search for books by one author of a particular type?



Microsoft	Surface (tablet)	Windows	Internet Explorer	Office (Word/Excel)	Bing	Live/Outlook/Hotmail
Google	Nexus (tablet)	Android	Chrome	Google Docs	Google	Gmail
Apple	iMac/iPad/iPhone	iOS	Safari	iWork	Spotlight	iCloud
Others	HP/Compaq/IBM	Linux (Ubuntu)	Firefox (Mozilla)	OpenOffice/LibreOffice	Yahoo/DuckDuckGo	Yahoo



Cancel

Help

**Next Box
(filling forms)**

**Refresh
Webpages**

LOCK Lights

Activated when the relevant button is pressed

Control Key (HOLD)

Shift Key (HOLD)

**Enter
Return**

**Delete
Backspace**

Cursor Keys

**Number Keys
(w/ NUM LOCK)
Cursor Keys**

These keys do nothing by themselves, but need to be held down whilst you press another key

Moves to the next line/completes an action

Removes the last key press

Moves the text cursor around the screen

CTRL – Z UNDO
 CTRL – C COPY
 CTRL – V PASTE
 CTRL – A SELECT ALL
 CTRL – Mouse Wheel
 ZOOM (Webpages)

CAPITAL LETTERS
 Or
 The upper symbol
 (where there are two.)

ICONS AND SYMBOLS

These symbols are universal, and you will see variations of them in all sorts of places.

EMAILS



DELETE
REMOVE



EDIT
COMPOSE



NEW



EXPAND

INTERNET



FAVOURITES
/BOOKMARKS



REFRESH
RELOAD



ATTACH
(FILE)



WI-FI
INTERNET



SEARCH

PROGRAMS



MENU



SETTINGS



CHECK BOX
TICK BOX



EXPAND
(OPTIONS)

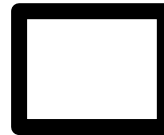
WINDOWS



CLOSE



MINIMISE



MAXIMISE

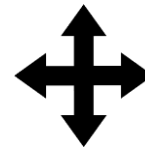
MOUSE CURSOR



HYPERLINK



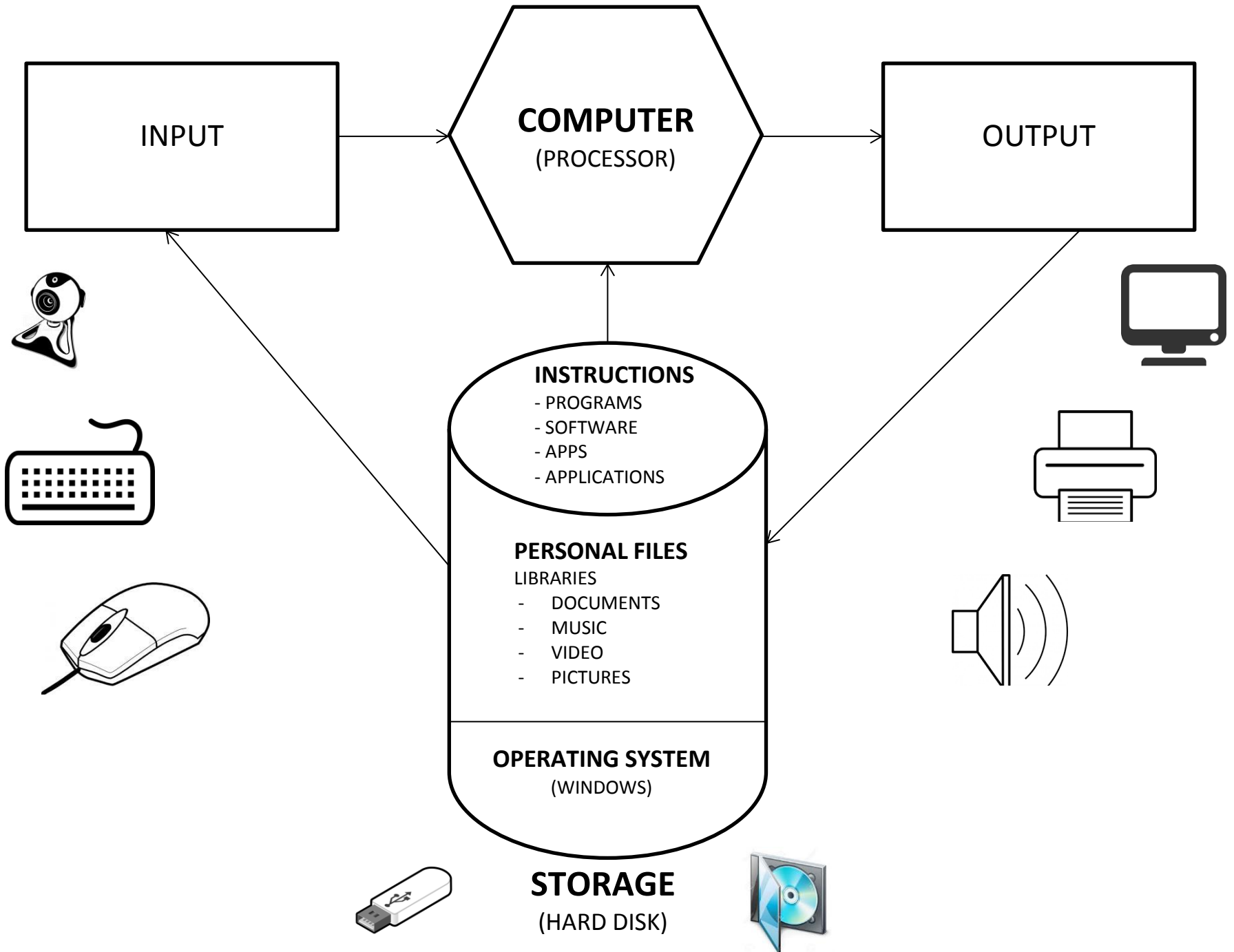
WAIT



MOVE












STRETCH
DRAG



Files

Files are essential to how the computer works. The operating system, all the programs you use and all the data you own/create are stored in files on the hard disk. Different types of files are identified by the 3/4 letter extension. Each file type can only be used/opened by the suitable matching program.

This table discusses some of the most common file types you will come across:

Icon	Extension	Purpose	Size	Program Type	Windows Program	Paid Program	Shareware Program
	EXE COM	Programs	Medium	Operating System		Windows	Linux
	Folders*	Storing and organising files	Tiny	File Explorer	-	-	-
 	TXT - Simple RTF DOC/DOCX	Documents (Letters etc.)	Small	Word Processor	Wordpad	Microsoft Word	Openoffice Libreoffice
	XLS/XLSX	Spreadsheets (Accounting)	Small	Spreadsheet	-	Microsoft Excel	Openoffice Libreoffice
	BMP PCX PNG – Pictures JPG – Photos GIF - Internet	Graphics	Medium	Graphics Viewer/Editor	MS Paint Photo Viewer	Photoshop	GIMP Paintshop Pro
	MP3 RAW WMA	Audio (Music)	Medium	Music Player	Windows Media Player	-	iTunes Clementine
	MP4 FLV	Video	Large	Media Player	Windows Media Player	-	VLC
	PDF	Documents Manuals/Newsletters	Small	PDF Viewer/Editor	Edge	Adobe PDF Editor	Adobe PDF Reader CutePDF

(*Files can also contain viruses, so always be careful)