Brimbank Libraries
Imagine, Explore, Discover, Connect

Basic Internet Skills

Using Google Chrome

https://www.brimbanklibraries.vic.gov.au/

Table of Contents

Class Objective 3
What is the Internet? 3
Internet Connection Types 3
Search Engines 4
Understanding URLs 4
  Protocol 5
  Subdomain 5
  Domain 5
  Top-Level Domain (TLD) 6
  Subfolder 6
  Slug 6
  Parameters 7
Navigating the Chrome Browser 7
  Practice Exercise: Adding Home Button to the Menu Bar 8
Browsing the Internet 11
  Navigating Between Pages Using Hyperlinks 11
  Searching Websites & Webpages 12
  Bookmarking Webpages 13
  Viewing Bookmarked Webpages 13
  Finding Images 15
  Saving Images 15
Google Maps 17
  Accessing Google Maps 17
  Finding Directions 18
  Navigating Google Map Menus & Buttons 19
Useful Websites 19
Program Feedback 21

Class Objective

By the end of this class, you will know how to:

- Browse the internet using Google Chrome
- Recognise and understand internet keywords
- Download images from the internet
- Navigate google maps
- Check your browsing history
- Navigating windows and tabs

What is the Internet?

The internet is a network of connected computers, cables, routers, servers and databases that allows users to share digital information from anywhere in the world. Nowadays, you can use the internet to do almost anything. This includes, shopping for your groceries, paying the bills, streaming your favourite movie, video calling family and friends from across the world, reading the latest newspaper and, looking up what the smallest dog in the world looks like.

Internet Connection Types

To use the internet at home, you need an internet connection, this can be obtained from an internet provider such as Optus, Telstra and TPG. There are many providers on the market that offer different types of connections and price points. Common connection types include:

Search Engines

Search engines are software programs that search for web pages on the internet and display their content. These programs are also sometimes referred to as web browsers. There are many internet web browsers available for use and although they all are different, all share common elements and ultimately do the same thing in allowing users to access and interact with websites.

Common (and free) search engines include:

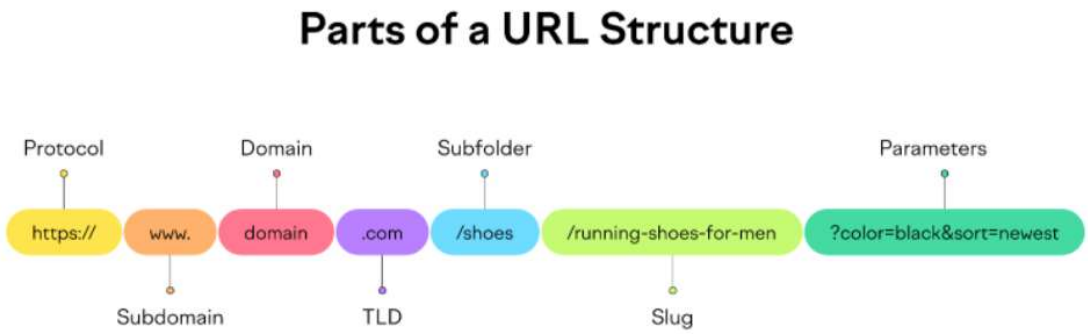
	Google Chrome
	Mozilla Firefox
	Internet Explorer

	Microsoft Bing
	Safari (Apple Devices)
	Duck Duck Go

Understanding URLs

Every website has its own unique individual address called a URL. URL stands for **Uniform Resource Locator** and points to a unique resource on the internet. You can think of it like your street address. When you get mail delivered, the mail is addressed to your name and street address.

The structure of a URL is as below:



Protocol

The protocol is either HTTP or HTTPS. The difference is, HTPPS encrypts data that is transmitted between the server and browser and HTTP does not. This makes websites that start with HTTPS safer.

Subdomain

The subdomain is the section that comes before the first dot in the URL. The most common subdomain is www which stands for **'World Wide Web'**. You may also see other subdomains other than www such as blog, store, news and careers etc. This makes it easier for users to identify what kind of website they are in.

Domain

The domain identifies the website itself. For example, the following businesses use their business name as the domain so users can easily recognise their website. (You can type the following URLs into

https://www.**bunnings**.com.au/

https://www.**kmart**.com/

https://www.**coles**.com.au/

https://www.**theage**.com.au/

Top-Level Domain (TLD)

The top level domain is also known as the domain extension and is the part that comes after the domain name (for example, **.com**). There are multiple TLDs on the internet that identify the different types of websites. The most common ones are as follows:

- **.com**: Commercial websites.
- **.org**: Not-for-profit websites.
- **.net**: Software and hosting companies that provide network services.
- **.gov**: Government websites.
- **.edu**: Educational institutions such as schools and universities.

Some websites have an extra two-letter extension which helps identify a website's association with a specific country. Some examples include:

- **.au**: Australia
- **.uk**: United Kingdom
- **.cn**: China
- **.in**: India
- **.de**: Germany (goes by native country name which is Deutschland, hence the .de)

Subfolder

Subfolders come after the TLD in the URL and are used to identify and separate website content into logical sections. For example: the following URL identifies that the user is looking at the gift-cards subfolder on the Bunnings website.

https://www.bunnings.com.au/gift-cards

Slug

The main purpose of the URL slug is to provide a description of the content on a webpage. It identifies a specific page or post on a website and helps users quickly get a feel for what the page content is. The following example shows the slug identifying the webpage for buying gift cards that are sent by post.

https://www.bunnings.com.au/gift-cards/send-by-post#/value-and-quantity

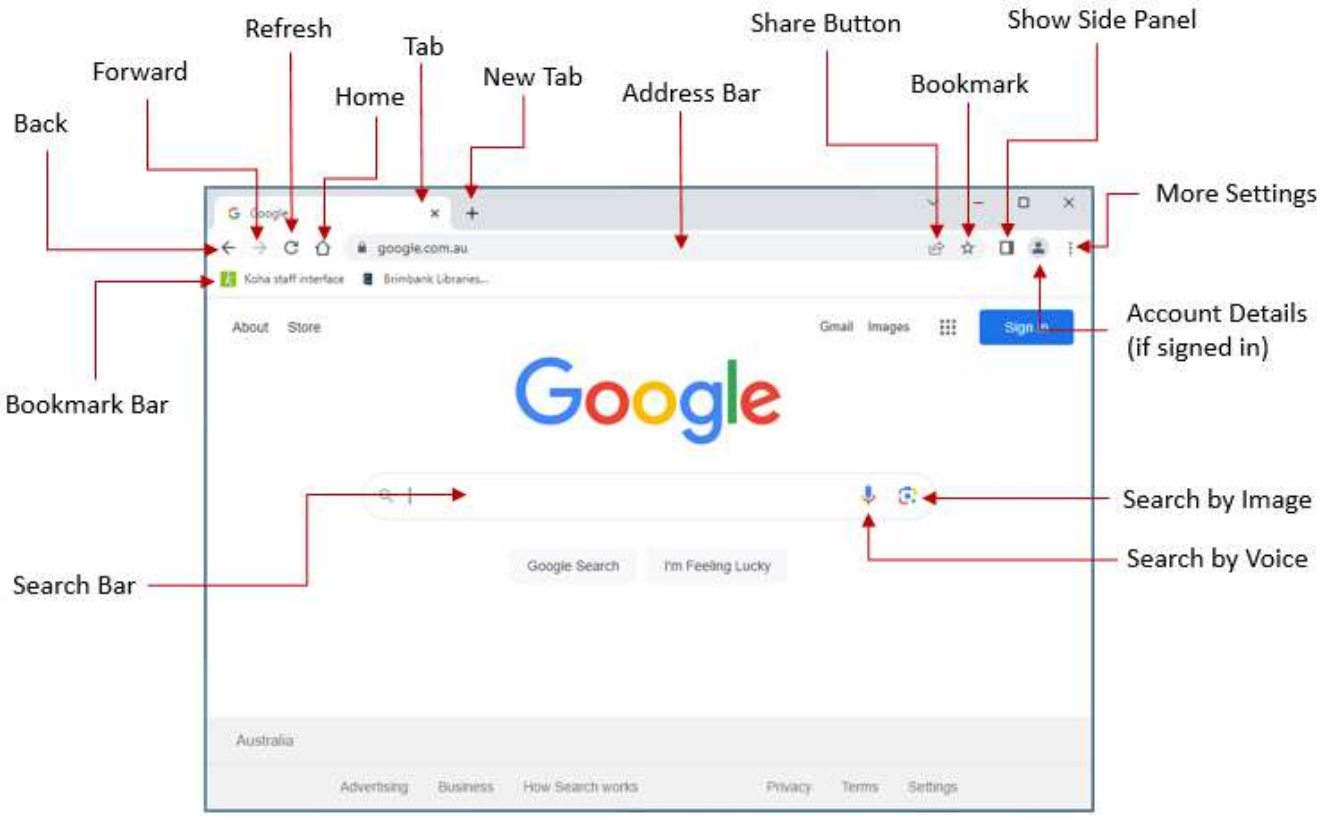
Parameters

Parameters appear after the question mark in a URL and apply filters to webpages to allow users to search from a websites internal search engine. Parameters also let users sort and filter by product categories on websites such as hotel listings, flight times, lowest to highest prices and specific colours of products etc. The following example shows the parameter in the URL searching for ‘bananas’ within the Coles’ website.

https://www.coles.com.au/search?q=bananas

Navigating the Chrome Browser

In this session, we will explore the internet using the Google Chrome browser. Before we get started with extensive browsing, lets familiarise ourselves with the browser structure and main menus.



Address Bar

The address bar is located at the top of the browser and displays the URL of websites you visit. If you know the exact web address/URL of a website, it can be directly typed into the address bar. Just press enter on the keyboard after the URL is typed to be directed to the website.

Back Button

Clicking the back button will take you back to the previous webpage you were on.

Forward Button

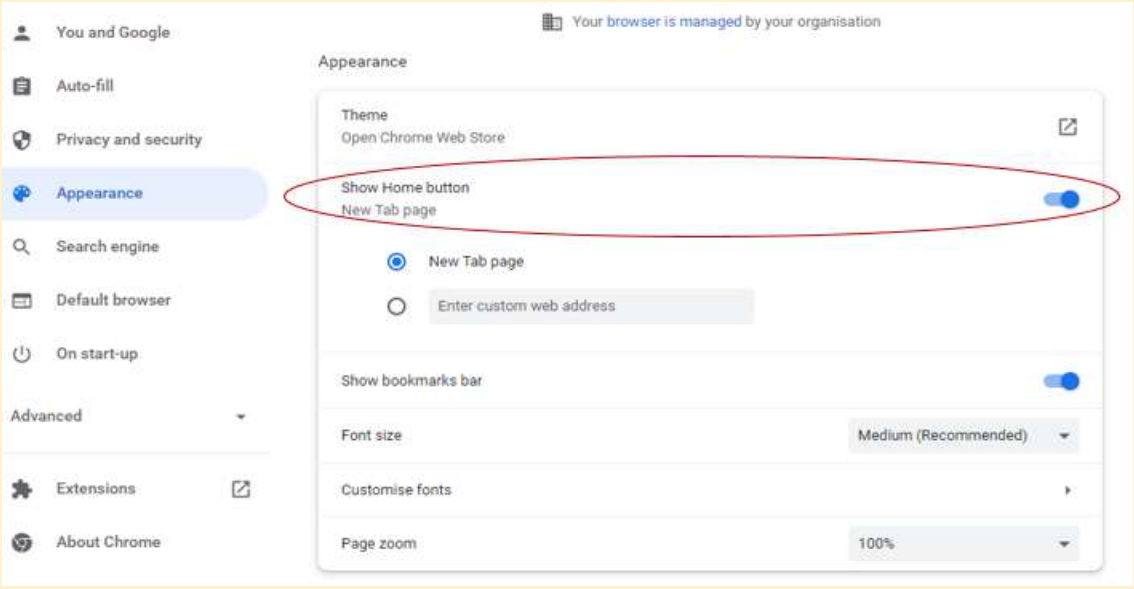
After using the back button to go back a previous page, you can use the forward button to bring you back to the page you were on before you pressed the back button.

Home Button

The Home button is not displayed by default but can be added in settings. Pressing the home button will take you to the default home page of the browser. The default home page can be set to anything you want. Usually it is set to 'www.google.com'. When you are using the computer in the library, the home page is set to the 'Brimbank Libraries' website.

Practice Exercise: Adding Home Button to the Menu Bar

1. Click on the more settings icon ⋮ and select 'Settings'.
2. On the left hand side menu select Appearance Appearance
3. Turn the toggle on for 'Show Home Button'.

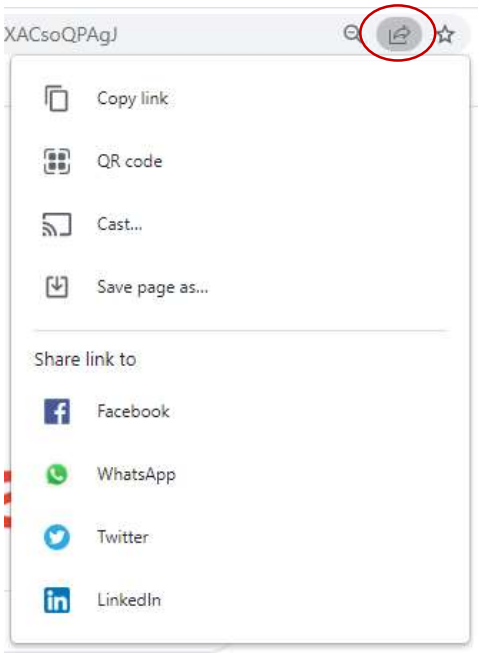


New Tab Button

The new tab button opens up a new browser tab. This allows you to browse more than one webpage in the same window instead of toggling between multiple windows.

Share Button

The share button allows you to share a webpage with others via various sharing methods. Clicking on it will bring up multiple sharing options as below.



Bookmark Button

The bookmark button looks like a star. This button allows you to bookmark webpages so you can come back to it later. There is an option for you to sort your bookmarks into folders to make it easier to find webpages later on.

Search Bar

The search bar is where you type anything you want to search for on the internet. It can be a word, a sentence or even a question.

Search by Voice

The search by voice button allows you to use voice to search the web. It uses speech recognition input instead text input from the keyboard to search on Google. This is handy if you find yourself in a situation where it is inconvenient to use your hands or if you

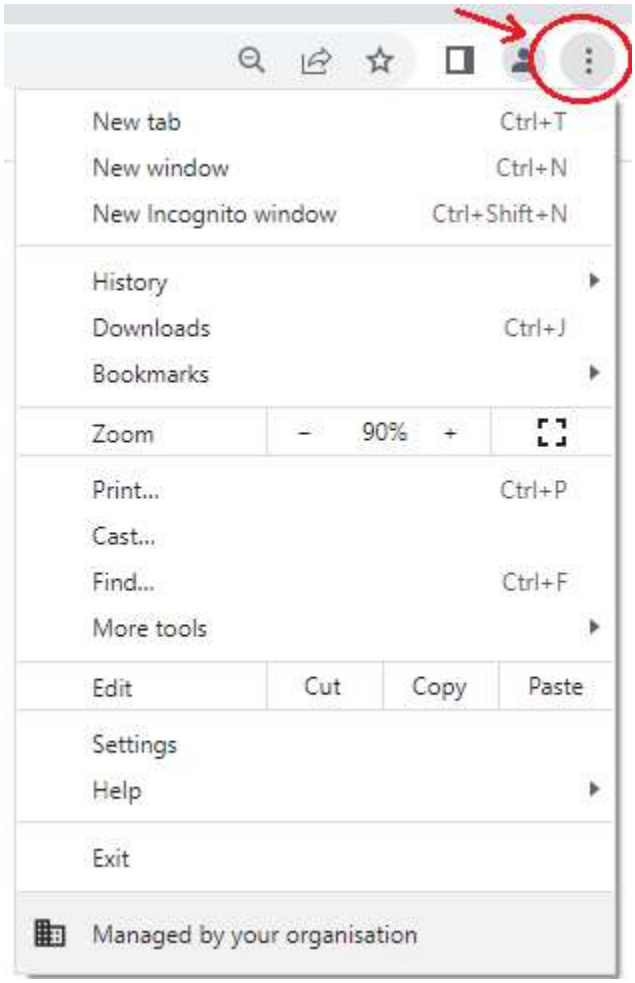
are multi-tasking and need to search the internet. To use search by voice, users need to have access to a microphone on their devices.

Search by Image

The search by image function allows users to search using an image they upload. For example, if you had an image of a particular type of dog breed, you could drag this image into the image search and Google Chrome will return image results with everything related to that particular dog breed as opposed images of all dog breeds.

More Settings

Clicking on the more settings button will reveal a menu list of more options and settings that you can modify to enhance your experience with using Chrome. These options and settings appear as below:



Browsing the Internet

Now that we've become familiar with the structure Google Chrome and its menu and buttons, let's practice navigating Google Chrome to use the internet.

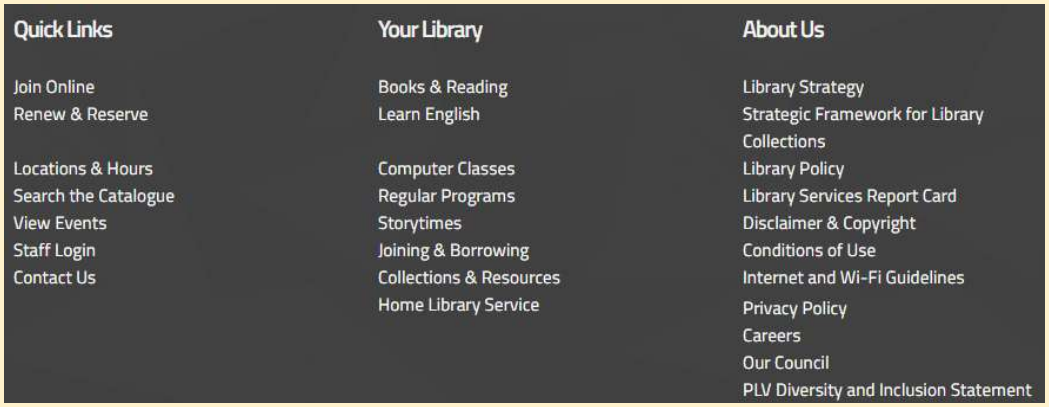
Navigating Between Pages Using Hyperlinks

Hyperlinks (also usually called links) are clickable links that take you from one web page to another. Hyperlinks are usually made obvious to show they can be clicked on, for example, they are usually underlined and coloured blue. Some links are bolded or appear in different colours.

When the mouse pointer is moved / hovered over the hyperlink, you will see the mouse pointer change to a hand symbol to show that the link can be clicked.

Practice Exercise: Clicking Hyperlinks

1. In Chrome, click on the home button to go to the Brimbank Libraries website.
2. Scroll all the way to the bottom of the library website. You will see a list of hyperlinks that you can click on to find out more information about the library.



3. Navigate to find the **opening hours of St Albans Library**.

Note: Notice how the mouse pointer changes to the hand icon as you hover the mouse over the different hyperlinks.

Searching Websites & Webpages

Practice Exercise:

1. Click in the address bar. You will see the URL in there become highlighted.

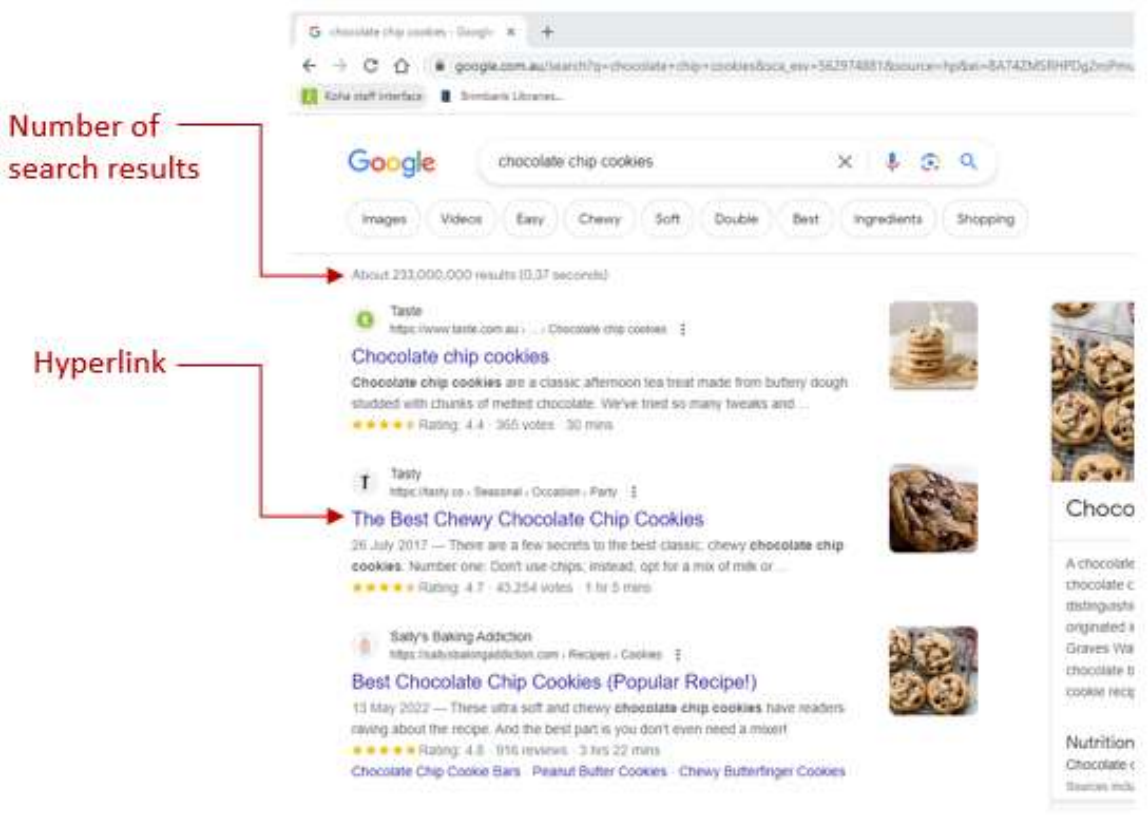
2. Delete or type over the web address that may already be there. Type in www.google.com and press enter on the keyboard.

3. Click in the search box.

4. Type a search term in here. For this exercise, type ‘Chocolate Chip Cookies’.

5. Press [ENTER] on the keyboard or use the mouse to click [Google Search].

6. You will now see a list of search results on the screen related to chocolate chip cookies. You can click on the blue hyperlinks to take you to the website.



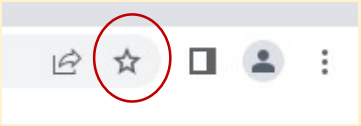
Bookmarking Webpages

Bookmarks are useful for when you want to save specific websites and webpages to come back to later. Bookmarking a webpage saves the webpage link so you can access the link later to quickly open it without having to search for it again on the internet. Let's practice using bookmarks in Chrome.

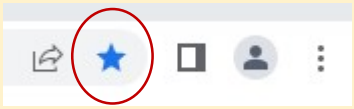
Practice Exercise:

1. Following on from the previous practice exercise, navigate to find a chocolate chip recipe that you think is the best one.

2. Once you find your favourite recipe, bookmark it by clicking on the bookmark button on the top right of the browser then press **done**.



Note: you will see the star colour change. The coloured star indicates the webpage you are viewing has been bookmarked.

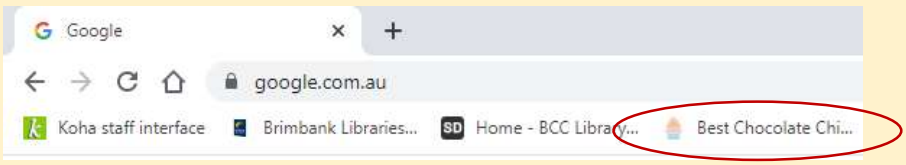


Viewing Bookmarked Webpages

After you bookmark a webpage, you may want to read it a few hours, days, or weeks later. Bookmarks are saved to the bookmark bar in the browser or in the bookmark menu in settings.

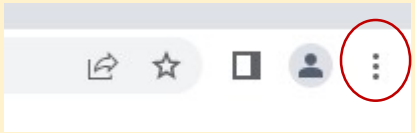
Practice Exercise: Accessing Bookmark Bar

1. At the top, underneath the address bar, you will see a bookmark bar. Click on the webpage you just bookmarked to open it.

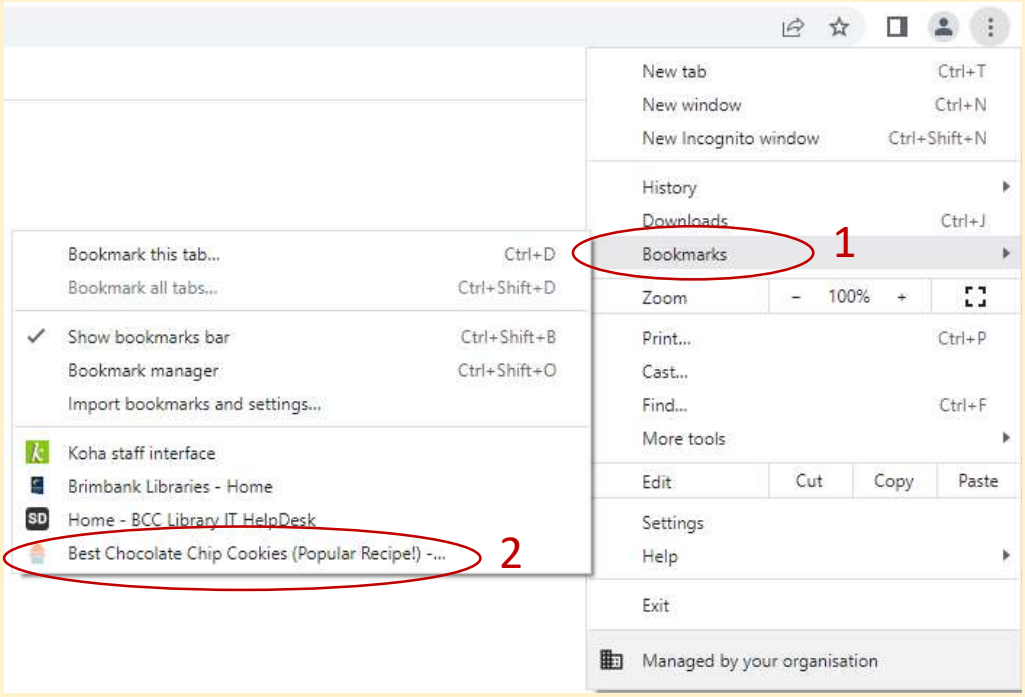


Practice Exercise: Accessing Bookmark Menu in Settings

1. To access bookmarks from the settings menu, click on the more settings button.



2. Click on **Bookmarks** then select the webpage that was bookmarked earlier to open it.

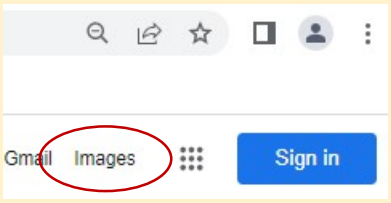


Finding Images

There is an option to search for only images on the internet instead of browsing through webpages to look for images.

Practice Exercise: Image Search

1. Type www.google.com in the address bar.
2. In the top right hand corner, click on **Images.**



3. Type a word in the search bar. For this exercise, type 'blue pen'. Then press enter on the keyboard to search for all images relating to blue pens.
4. Now practice searching for images of:
    - Purple flowers
    - Expensive cars
    - Tropical fishes
    - Running shoes

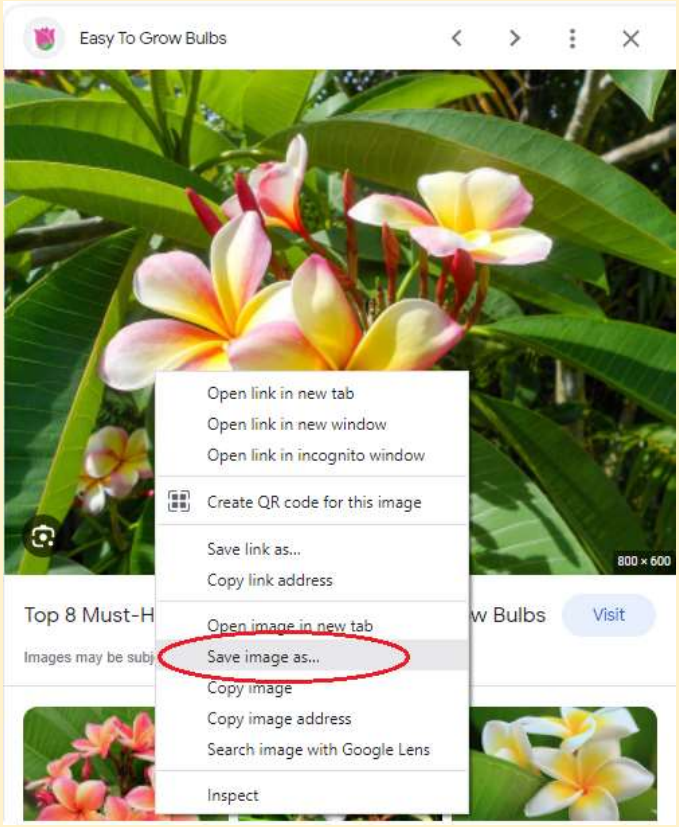
Saving Images

You can save images from the internet to use later in projects and documents by storing it on the computer and saving it into your email or a USB drive. Just be aware that some images may be copyrighted and it is against the law to reproduce images and photos that are copyrighted on the internet.

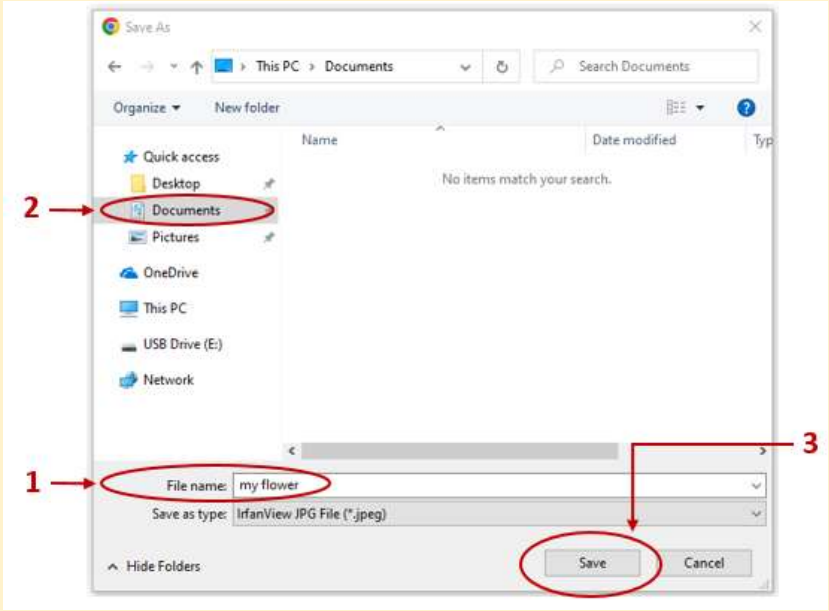
Practice Exercise: Downloading and Saving Images

1. Type www.google.com into the address bar.
2. Do an image search for **exotic plants**.
3. Scroll through the search results and find an image you like.
4. Click on the image once, you will see it expand and appear on the right side of the webpage.

5. Right click on the expanded image on the right to bring up a menu and select "**SAVE IMAGE AS"**.



6. Change the **File name** to something you like.
7. Select **Documents** from the left menu.
8. Click **SAVE.** Your image has now been saved onto the desktop.



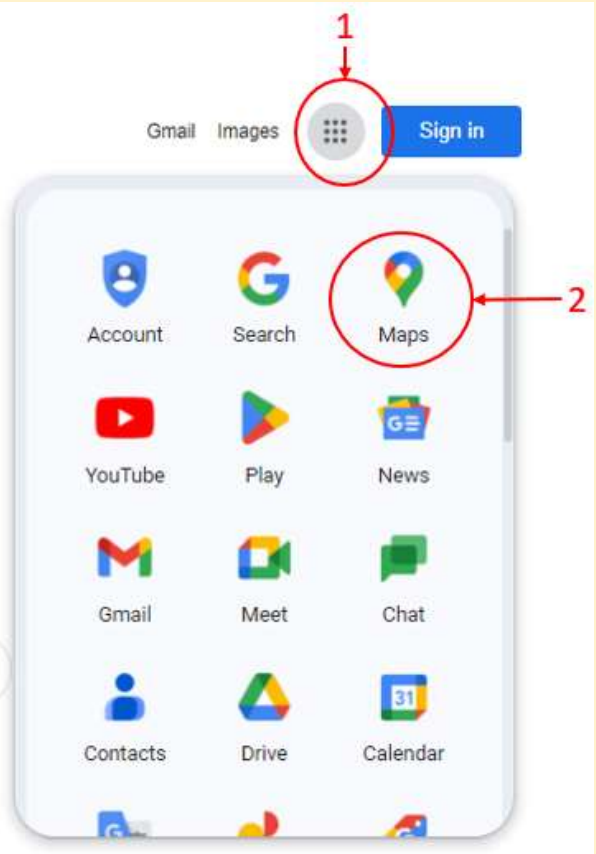
Google Maps

Google Maps allows you to search for places and locations. If installed on a mobile device, Google Maps can also act as a navigator and provides detailed step by step GPS navigation from one destination to another. Google Maps also allows you to search for services near-by such as petrol stations, hotels and ATMS. It also has the capability of predicting traffic flow and ETAs (Estimated time of arrivals) and can direct you to your destination via different routes to avoid traffic jams, road works and even toll ways.

Accessing Google Maps

Practice Exercise: Accessing Google Maps

1. To access Google Maps, click on the “Google Apps” button next to the sign in button on the top right corner.
2. Select “**Maps”.**

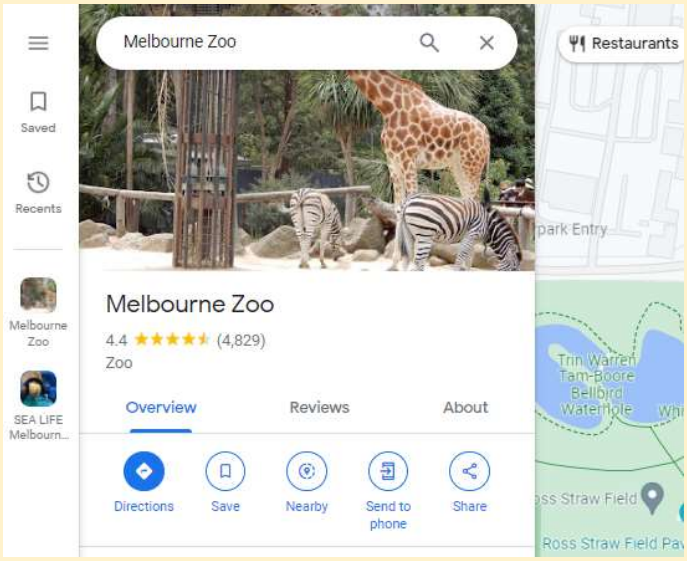


Finding Directions

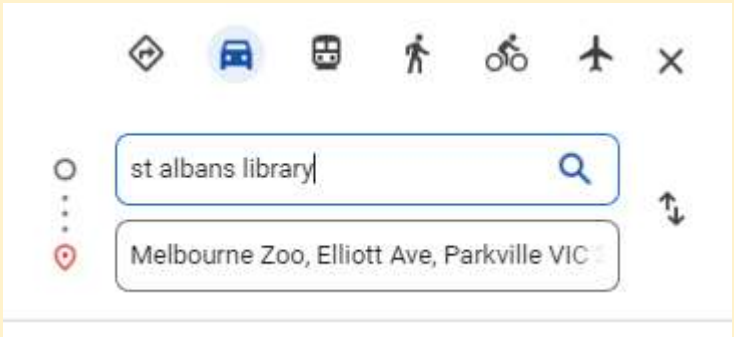
Practice Exercise: Finding directions

Let's find our way to Melbourne Zoo.

1. In the search bar on the top left, type "Melbourne Zoo" and press [ENTER] on the keyboard.
2. Click on **Directions.**

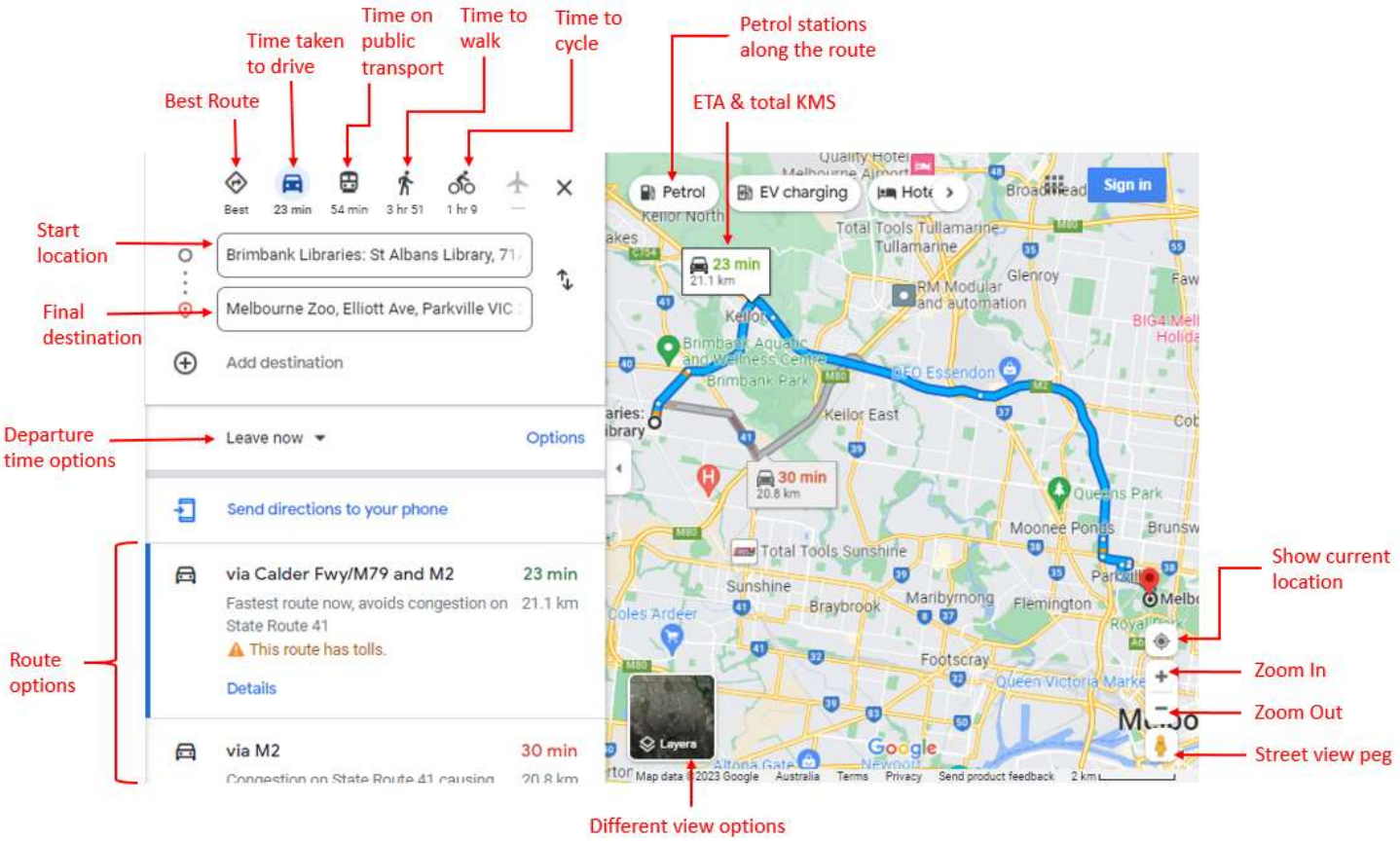


3. Another search box will appear for you to type your starting destination. This is where you want to start your journey to the zoo. Type in **St Albans Library** (or the branch you are at) then click on the search button



4. You will see the map directions appear and the estimated times of arrival for the different routes and travel options.

Navigating Google Map Menus & Buttons



Useful Websites

Here are some websites to get you started on the internet.

News

- www.abc.net.au
- www.news.com.au
- www.theage.com.au

Job Search

- www.seek.com.au
- www.careerone.com.au
- www.workforceaustralia.gov.au

Government Websites

- https://my.gov.au/
- https://immi.homeaffairs.gov.au/
- https://www.passports.gov.au/

Program Feedback

Brimbank **Libraries**
Imagine, Explore, Discover, Connect

Brimbank City Council

Help us make our programs the best possible

Which library do you visit the most? Deer Park ☐ Keilor ☐ St Albans ☐ Sunshine ☐ Sydenham ☐

What language/s do you speak at home? .....

What program did you attend today? .....

What did you think of today's program?

☐ Could be better ☐ Okay ☐ Liked it ☐ Loved it

Why? What did you like? What can we do better?

.....

.....

Did you learn something new from your visit? ☐ Yes ☐ No

Did you make a new connection today? ☐ Yes ☐ No

What else did you do at the library today?

☐ Borrow items ☐ Use WIFI, Computers or Print ☐ Other .....

☐ Return items ☐ Become a library member .....

How can we BEST tell you about future programs?

☐ Library Brochure /Posters ☐ Social Media ☐ Library Email Newsletter

☐ Other .....

☐ Yes, please email me the library newsletter

My email: .....

Brimbank **Libraries**
Imagine, Explore, Discover, Connect

Brimbank City Council

Help us make our programs the best possible

Is there anything else you want to tell us about the libraries?

Privacy Statement

Information collected on this form will be handled in accordance with Brimbank City Council's Information Privacy and Health Records Policy avilable at:

https://www.brimbank.vic.gov.au/plans-policies-and-strategies/policies/information-privacy-and-health-records-policy