

Table of Contents

<i>Quick Reference Table Summary</i>	vii
<i>Behind the Screen Summary</i>	ix
<i>Preface</i>	x
<i>How This Book Is Organized</i>	xii
<i>About the Author</i>	xiii

LESSON 1

Browsing Web Pages	1
Defining the Internet	3
Connecting to the Internet	4
<i>Hands-On 1.1A Check Your Internet</i> <i>Connection (Win XP)</i>	6
<i>Hands-On 1.1B Check Your Internet</i> <i>Connection (Win Vista)</i>	7
Launching Internet Explorer	7
<i>Hands-On 1.2 Start Internet Explorer</i>	8
Navigating with the Address Bar	9
<i>Hands-On 1.3 Navigate with the Address Bar</i>	11
<i>Hands-On 1.4 Navigate Recently Entered URLs</i>	13
Navigating with Links	14
<i>Hands-On 1.5 Navigate with Links</i>	16
Using Browsing Controls	17
<i>Hands-On 1.6 Navigate Back and Forward</i>	18
<i>Hands-On 1.7 Set a Custom Homepage</i>	20

Viewing Web Pages	22
<i>Hands-On 1.8 Adjust the View of a Web Page</i>	23
Concepts Review	26
Skill Builder	27

LESSON 2

Searching for Websites	29
Using the Instant Search Box	31
<i>Hands-On 2.1 Add a Search Provider</i>	33
Performing Basic Keyword Searches	34
<i>Hands-On 2.2 Use Instant Search</i>	35
<i>Hands-On 2.3 Narrow a Search</i>	40
Using Tabbed Browsing	41
<i>Hands-On 2.4 Open Links in Tabs</i>	42
<i>Hands-On 2.5 Navigate Tabs</i>	44
Marking Favorite Sites	45
<i>Hands-On 2.6 Add Favorites</i>	46
Using the History View Panel	51
<i>Hands-On 2.7 Use the History View</i>	52
Printing Web Pages	53
<i>Hands-On 2.8 Print a Web Page</i>	55
Concepts Review	57
Skill Builders	58

LESSON 3

Introducing Advanced Web Search 61

Utilizing Additional Web Search	
Methods.	63
Using Advanced Search Capabilities.	64
<i>Hands-On 3.1 Perform an Advanced Search</i>	66
<i>Hands-On 3.2 Use Search Operators</i>	69
Conducting Specific Searches	69
<i>Hands-On 3.3 Search for an Image</i>	71
<i>Hands-On 3.4 Search for a Map Location</i>	74
Using the Links Bar.	76
<i>Hands-On 3.5 Add a Button to the Links Bar</i>	77
<i>Hands-On 3.6 Change the Location of a</i>	
<i>Links Bar Button</i>	80
Protecting Your Computer While	
Online	81
<i>Hands-On 3.7A Check Your Security</i>	
<i>Settings (Win XP)</i>	85
<i>Hands-On 3.7B Check Your Security</i>	
<i>Settings (Win Vista)</i>	86
<i>Hands-On 3.8A Run Windows Update (Win XP)</i>	88
<i>Hands-On 3.8B Run Windows Update</i>	
<i>(Win Vista)</i>	89
Concepts Review	90
Skill Builders	91

LESSON 4

Conducting Business Online . . 95

Understanding Secure Connections	97
<i>Hands-On 4.1 Use a Secure Connection</i>	98
Shopping Online.	99
<i>Hands-On 4.2 Make an Online Purchase</i>	102
Buying from Online Auctions.	105
Banking Online.	108
<i>Hands-On 4.3 Perform an Online</i>	
<i>Banking Session</i>	110
Searching for a Job Online	114
<i>Hands-On 4.4 Search Online Job Listings</i>	115

<i>Hands-On 4.5 Review a Privacy Policy</i>	117
<i>Hands-On 4.6 Upload an Online Resume</i>	119
<i>Hands-On 4.7 Submit an Online Job</i>	
<i>Application</i>	122
Concepts Review	123
Skill Builders	124

LESSON 5

Sending and Receiving Email 129

Using Webmail	131
Signing In to Webmail.	133
<i>Hands-On 5.1 Sign In to Webmail</i>	134
Sending an Email Message.	135
<i>Hands-On 5.2 Compose and Send an</i>	
<i>Email Message</i>	136
Accessing Your Inbox.	140
<i>Hands-On 5.3 Check for New Messages</i>	142
Replying to Messages.	143
<i>Hands-On 5.4 Reply to a Message</i>	145
Signing Out	147
<i>Hands-On 5.5 Sign Out of Webmail</i>	147
Concepts Review	150
Skill Builders	151

LESSON 6

Sending and Receiving Attachments 155

Downloading Files from the Web	157
<i>Hands-On 6.1 Download a File</i>	158
Receiving Email Attachments	160
<i>Hands-On 6.2 Save an Attachment</i>	163
Sending Attachments	165
<i>Hands-On 6.3 Attach a File to a Message</i>	167
<i>Hands-On 6.4 Forward a Message with an</i>	
<i>Attachment</i>	170
Concepts Review	171
Skill Builders	172

LESSON 7

Using Email Contacts 177

Creating and Using Contacts	179
<i>Hands-On 7.1 Add New Contacts</i>	181
<i>Hands-On 7.2 Address a Message to a Contact</i>	183
<i>Hands-On 7.3 Edit Contact Information</i>	185
Sending Messages to Multiple Addressees	186
<i>Hands-On 7.4 Send a Message to Multiple Addressees</i>	187
<i>Hands-On 7.5 Create an Address List</i>	189
<i>Hands-On 7.6 Send a Message to an Address Group</i>	192
Concepts Review	194
Skill Builders	195

LESSON 8

Organizing Email 199

Using Email Folders	201
<i>Hands-On 8.1 Create Custom Folders</i>	202
<i>Hands-On 8.2 Move Messages</i>	203
Using the Trash Folder	204
<i>Hands-On 8.3 Delete and Restore Messages</i>	205
Searching for Messages	206
<i>Hands-On 8.4 Search for Messages</i>	207
<i>Hands-On 8.5 Sort Messages</i>	209
Dealing with Spam	210
<i>Hands-On 8.6 Scan the Spam Folder</i>	213
<i>Hands-On 8.7 Check Spam Settings</i>	214
Marking and Flagging Messages	218
<i>Hands-On 8.8 Mark and Flag Messages</i>	219
Concepts Review	221
Skill Builders	222

LESSON 9

Showing Off Your Photos . . . 227

Sharing Photos Online	229
<i>Hands-On 9.1 Log On to a Photo Sharing Service.</i>	230
Uploading Photos	232
<i>Hands-On 9.2 Upload Photos to a Gallery</i>	234
Performing Basic Photo Editing	235
<i>Hands-On 9.3 Perform Basic Image Editing</i>	236
Organizing Online Albums	237
<i>Hands-On 9.4 Prepare an Album for Viewing</i>	237
Sharing an Album	238
<i>Hands-On 9.5 Invite Others to View Your Gallery</i>	239
Concepts Review	240
Skill Builder	241

LESSON 10

Using Instant Messaging 243

Getting Started with Instant Messaging	245
Signing Up for Instant Messaging	246
<i>Hands-On 10.1 Open the IM Program</i>	247
Creating Contacts and Buddies Lists	248
<i>Hands-On 10.2 Send and Accept an Invitation</i>	249
Having an IM Chat	250
<i>Hands-On 10.3 Finish a Chat Session</i>	251
<i>Hands-On 10.4 Set IM Preferences</i>	252
<i>Hands-On 10.5 Start an IM Session</i>	253
Concepts Review	254
Skill Builder	255
<i>Glossary</i>	256
<i>Index</i>	261