

Step 3

Internet

Windows 10

Sep -18
Liljedalsdata.se

Beginning

You must know Step 1 and 2.

This course provides you have connection to internet.

This is a basic orientation about how to use internet.

Internet is changing all the time. What you see here may not be what you see on your computer. When this happens you have to guess what to do. This is realaty in this business and you must accept this to be able to learn about computers.

One of the biggest problems when using internet is to know all usernames, mailaddresses and passwords. In the end of this booklet is an adresslist which hopefully can help you.

Create folder C:\Documents\Internet

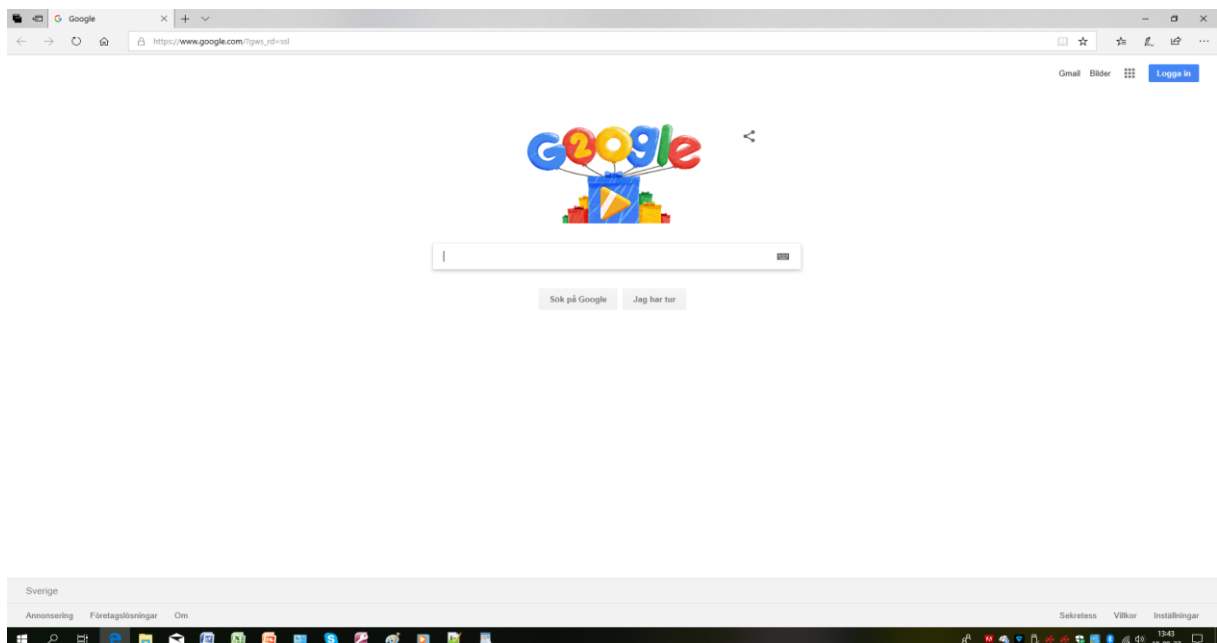
Webbreader Microsoft edge

Click window to the left in activityfield

Search for edge

Click right an mark fasten in activityfield

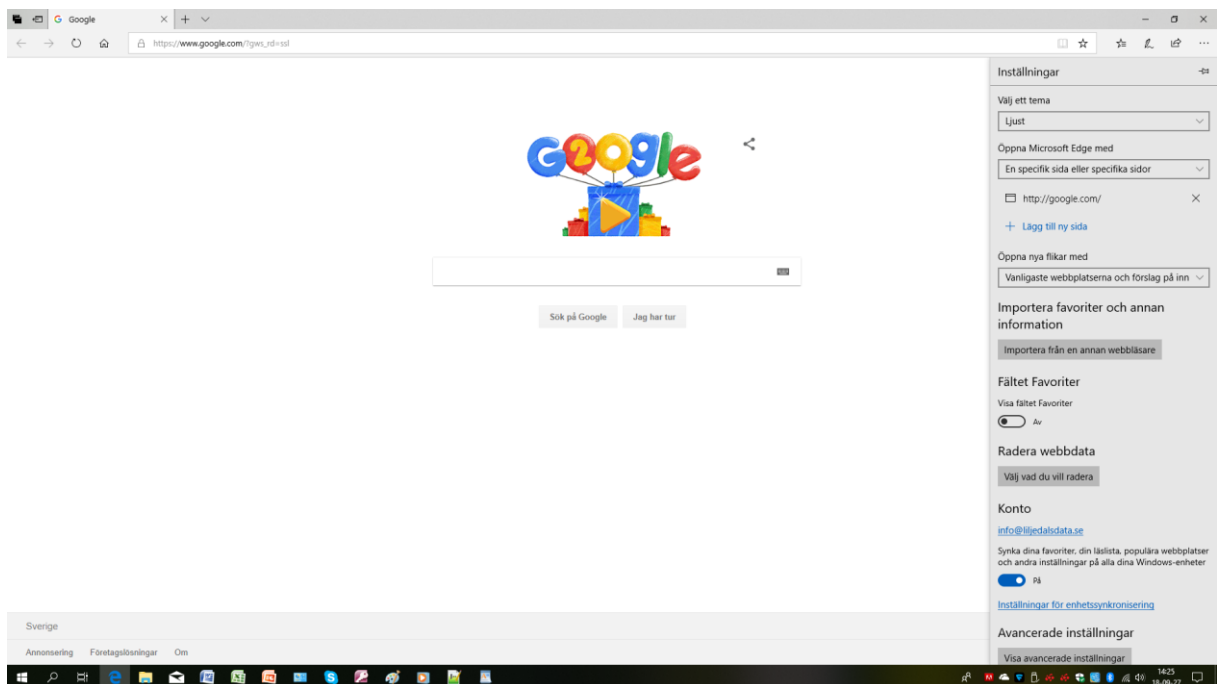
Start webbreader Microsoft edge



When edge is starting usually a special webpage is popping up f.ex. <http://google.com>

Adress to this page (URL-adress) you will find on top of screen in the long square.

If you like to start with another page you click on top to the right, star with lines/Tools or cogwheel



Enter studyit.eu

Enter Windows 1-6, Windows 7-9, Windows 10-17

Now you have studied 3 pages

Now you can move forwards or backwards with right and left arrow on top to the left.

Searching a webpage by adress

If you are interested of company you often can try an address

You can try <http://.volvo.com> eller <http://volvo.se>

Com is standing for a commercial organisation and se is standing for sweden

Test this

Now you hopefully see webpage of Volvo

If you move cursor over this page you will see cursor changing to a hand in different places

Here you can click to find pages linked to the page and showing further information. If you want to return you click left arrow on top to the left

If so change adress for startpage and click OK.

URL-adresses you use are stored in a list. Click the small arrow to the right in the field and you can see these adresses.

Seaching with search engine

If you don't have an adress you can use a search engine to find information.

One of the most famous is google.

Suppose you are interested in information about how to build a violin but you don't know how to find such information.

Write build violin in search field and click search or press <Enter>

You will get a list of addresses where there is information about building violins and a little information about what is written on each page

Search engine also tell you how many pages are found

Choose f.ex. Violin builder Ragnar Othelius building a violin in Örebro.

Clicka the link about building a violin.

Here you can see how to build a violin.

If you fail with an address you think is okay you can try a search engine and find the page in this way

To print information from internet

Suppose all this information seems to be interesting and you want it printed.

Click Tools/Print or press <Ctrl> + P.

If you want to save this information for later use click Tool/Arkiv//Save as.

Save the file as violin building in your Internet folder.

Suppose you are interested of a small part of page.

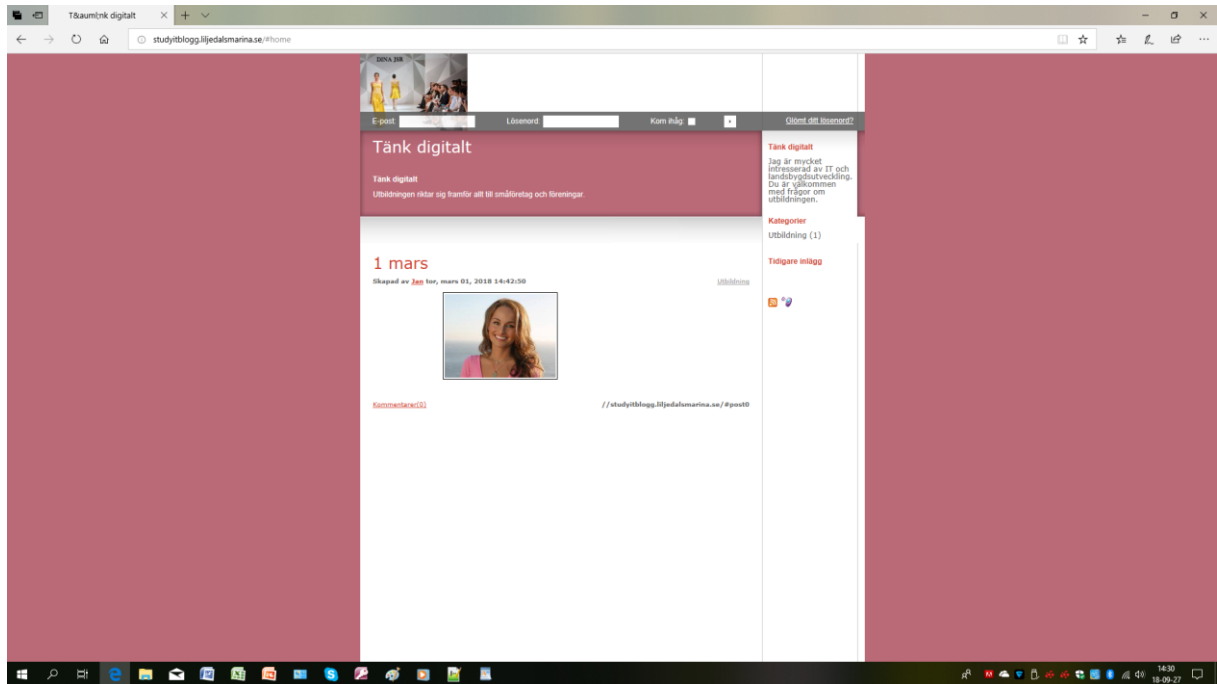
Mark the part you are interested in.

Click right and choose copy.

Start Word, click right and choose past.

To create information on internet

Start Edge and write <http://studyitblogg.liljedalsmarina.se> as an URL-address



This is a blogg

Suppose you want to ask how many A4-pages can be saved in an USB-memory with capacity 4 MB.

Click comments in lower edge of screen.

Now you can ask your question.

Click <Send>

Hopefully owner of blogg will answer your question in a future insertion.

Creation of a blogg you can learn by Step 5

To pay bills

Advantages with paying bills by internet are that the program keeps your suppliers data stored so you don't have to registrate them every time. You can also order the payment long time before it's time to pay f.ex. if you are not t home when it is time to pay.

You can also check status on the account any time.

Disadvantages is you have to write the long OCR-number for every bill.

Here is now an instruction about how this may work.

If you get problems with paying by internet your bank has the duty to help you.

When you enter the bank and wish to pay by internet you get the adress to the webpage you have to use plus an PIN-code.

You probably must download a security program which is necessary to be able to use the box where you registrate your PIN-code to go further.

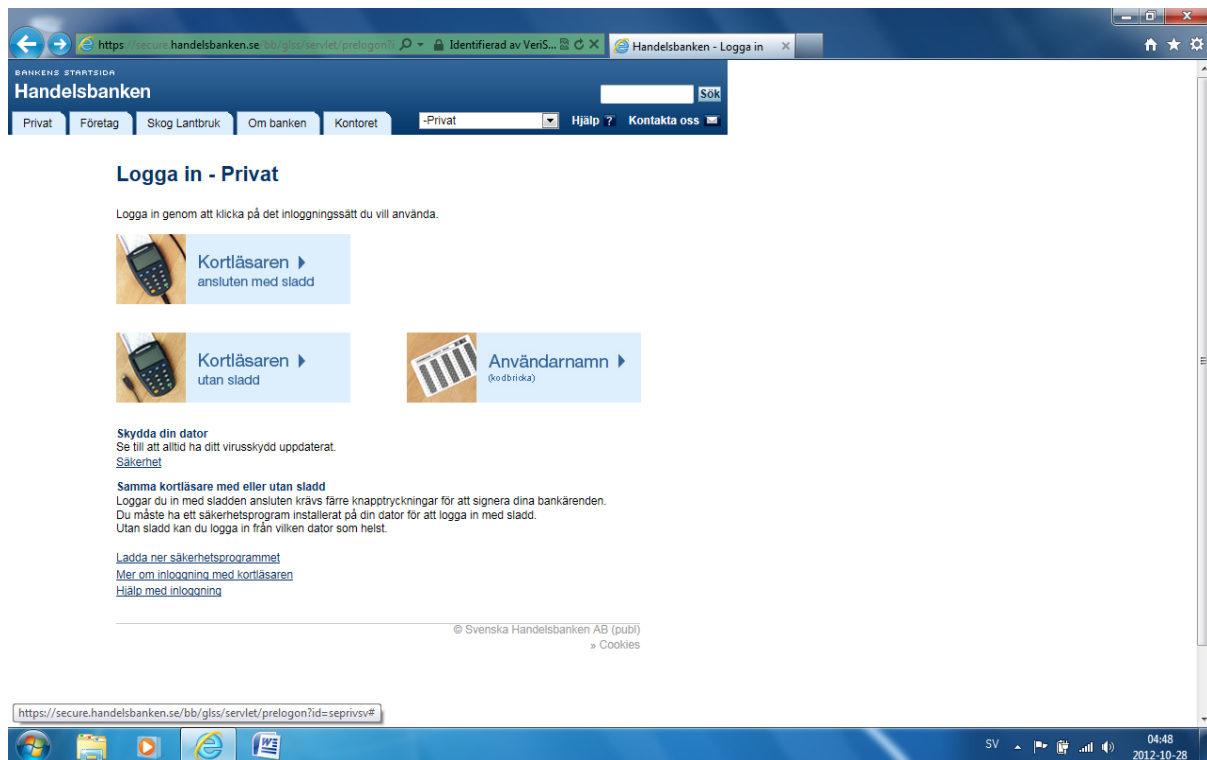
Enter the adress you have got and follow instructions.

Suppose you will pay your first bills.

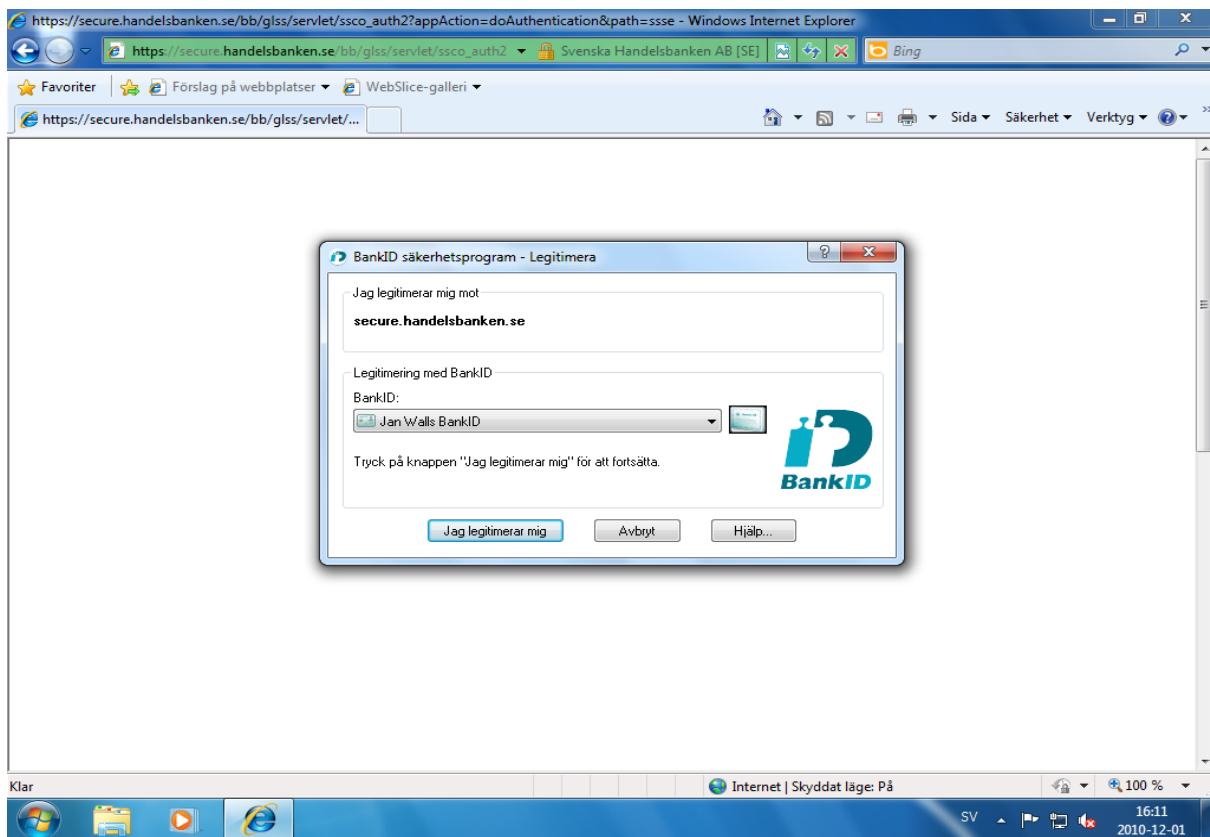
Enter f.ex. Handelsbanken.se



Click down arrow and choose private.



Click cardreader with a cable.



Click <I identify myself>

Now you have to registrate your PIN-code to get further.

The screenshot shows the Handelsbanken Internetbanking interface. The top navigation bar includes links for Start, Konton och kort, Betala och överföra, Lån, Spara och placera, and Pension och försäkring. The main content area is divided into two columns. The left column, titled 'Konton och kort', displays a table of account balances and a list of upcoming payments. The right column, titled 'Vanliga ärenden', contains links for common banking tasks. Below this, there is a section for 'E-brevlåda' (4 unread) and a 'Nyheter i Internettjänsten' section.

Namn	Saldo	Disponibelt belopp
Allkonto	2 088,58	2 088,58
Affärskonto - Egen firma	129,00	129,00

Datum	Mottagare	Fran konto	Belopp
2013-06-13	VÄRMLANDSBYGDENS...	Allkonto	395,00
2013-06-18	TELIASONERA SVERIGE...	Allkonto	218,00
2013-06-24	TELE2 SVERIGE AB	Allkonto	219,00
2013-06-28	TELIASONERA SVERIGE...	Allkonto	120,00
2013-06-28	TELIASONERA SVERIGE...	Allkonto	218,00
2013-07-01	Grums kommun	Allkonto	1 860,00
2013-07-01	TELIASONERA SVERIGE...	Allkonto	934,00
Totalt			3 964,00

Se alla kommande transaktioner >

Vanliga ärenden

- Betala >
- Överföra >
- Kommande transaktioner >
- Utförda transaktioner >
- Bankgiroinformation >

E-brevlåda (4 olästa)

Skicka nytt meddelande >

Ekonomisk översikt

Internet, mobil och BankID

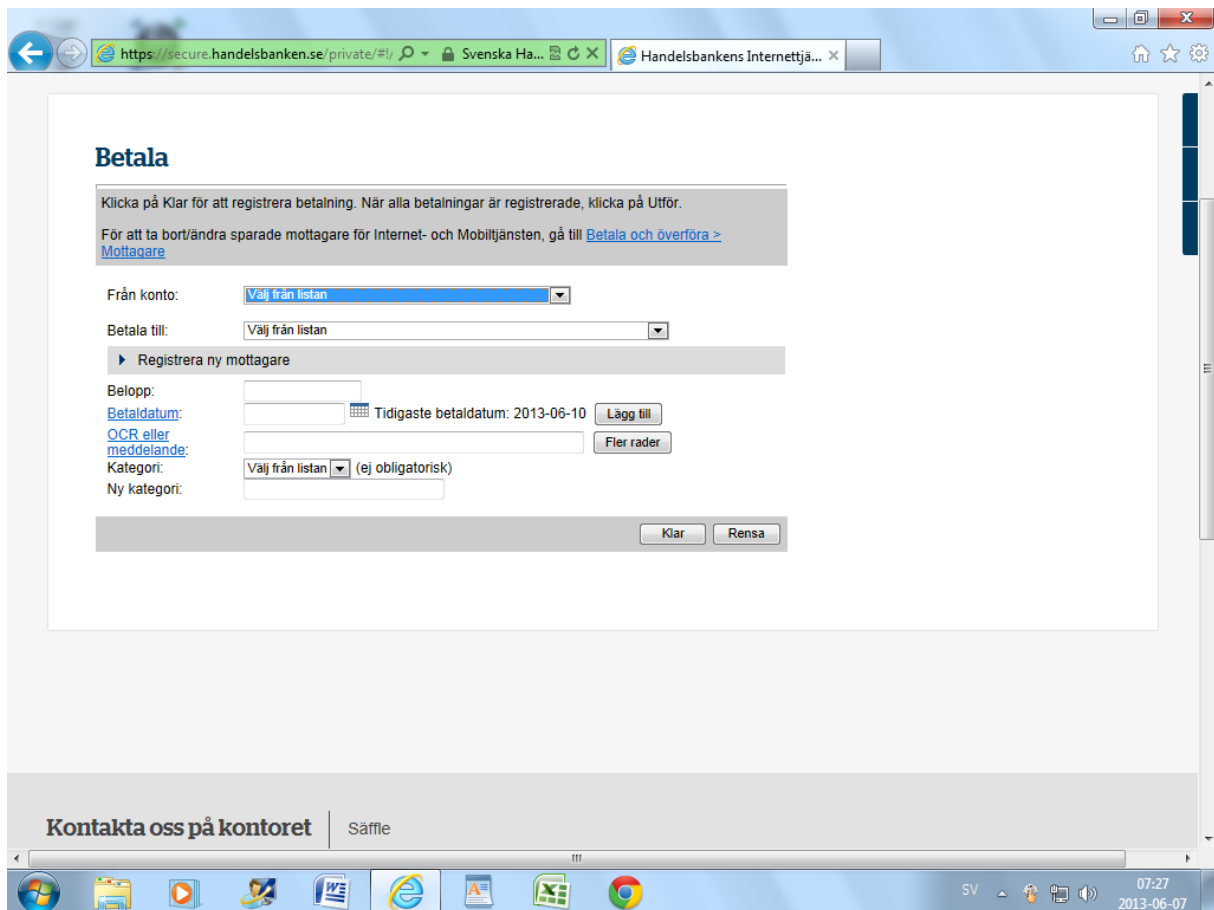
Din kundbonus

Nyheter i Internettjänsten

If you want to see the status of your account you click on it.

Under your accounts you can see the bills which shall be payed.

If you want to pay bills click Pay to the right.



Here you choose which of your accounts you want to pay from.

First time you pay to a supplier you click < Register new reciever> and registate bank giro or corresponding
Reciever name is now shown and if you have marked save reciever tis is stored so you easily can pick it up next time.

Registrate Total amount, Date and OCR-number/Invoicenumbr and click <Ready>.

The bill now is shown down on screen and you can start with
Next

Hen all bills are ready you go on with <Done> and you must sign in with the box again.

Print a page with all bills. This is your reciepe.

Marketing on net

Write URL-adress <http://studyit.eu>

This is a webpage where a company show information about activity, open times, contact possibilities a.s..o.

Click the link Blogg.

Here the company gives actual information and customers can make a comment or write a question.

Click link Blogg.

Here you can do business with the company.

This is an example showing how organizations and companies can make marketing on internet. Step 5 shows how to build webpage and Step 6 how to build a blog and webshop.

Social media

Facebook, Twitter, Youtube and Instagram are different social media.

You can say these are built of blogs and search engines. Step 5 and 6.

Chatt

Man skulle kunna beskriva en chatt som att ett antal människor har möjlighet att tala med varandra via nätet.

Overview

On internet you can reach a number of webpages which different persons, companies and organizations have developed. Often there are links to other textpages and maybe a webshop.

On certain pages you may leave information. F.ex. you want to buy a product, pay a bill or ask a question.

Sending mail by Internet

Here is fundamental exercise about mailing. We use free mailaddresses.

This mailprogram is situated on internet and can be reached by all computers.

If you have another supplier of mailaddress you maybe want to use a mailprogram situated on your own computer f.ex. Thunderbird.

In step 4 we order a mailaddress from one.com and install this in Thunderbird. Here you even can create groups mail to a group.

Advantage is you reach your program faster and there are more features

If you use a mailprogram situated on your computer you must registrate the name of the server

Advantage with these programs is less time to open program, no advertising and more possibilities.

Yahoo

Suppose your name is Andersson and play in an symphony orchestra.

Your pal is Bengtsson living in Africa.

Andersson crates a mailadress

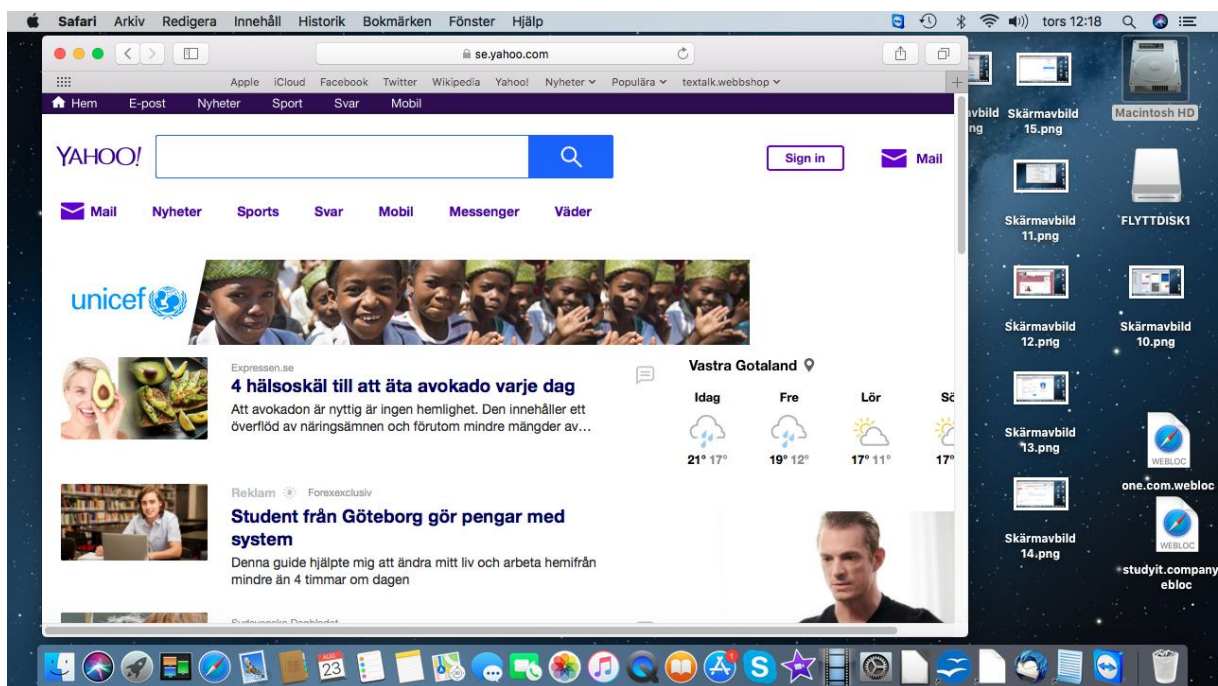
Note all adresses and passwords carefully. Don't think you will remember.

Now you are Andersson and will create an mailadress

There are companies where you can get a mailadress for free. You have to pay to see all advertising. If you want to delete I Yahoo click arrow down and choose I don't like advertising/Ready

You must follow all instructions carefully and not registrate own alternativs expt where you have to do this.

Enter <http://google.se> and click Mail.



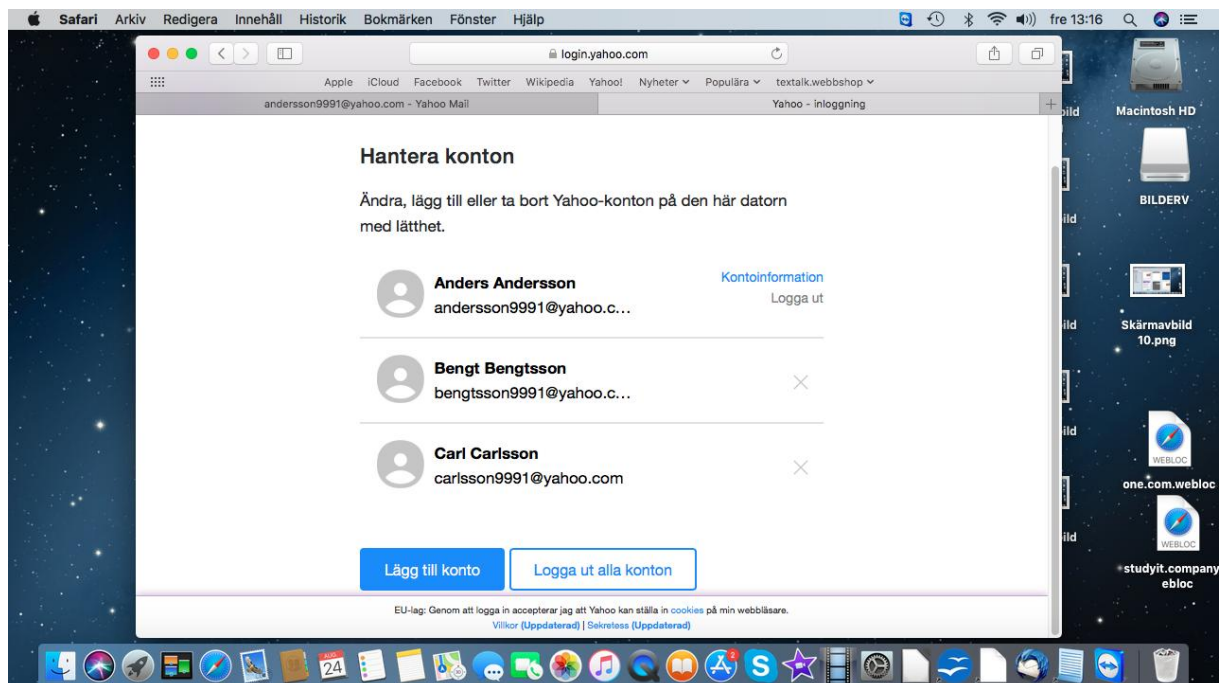
If you don't have an account

Down the page there is alternative Registrating. Click here and write your data

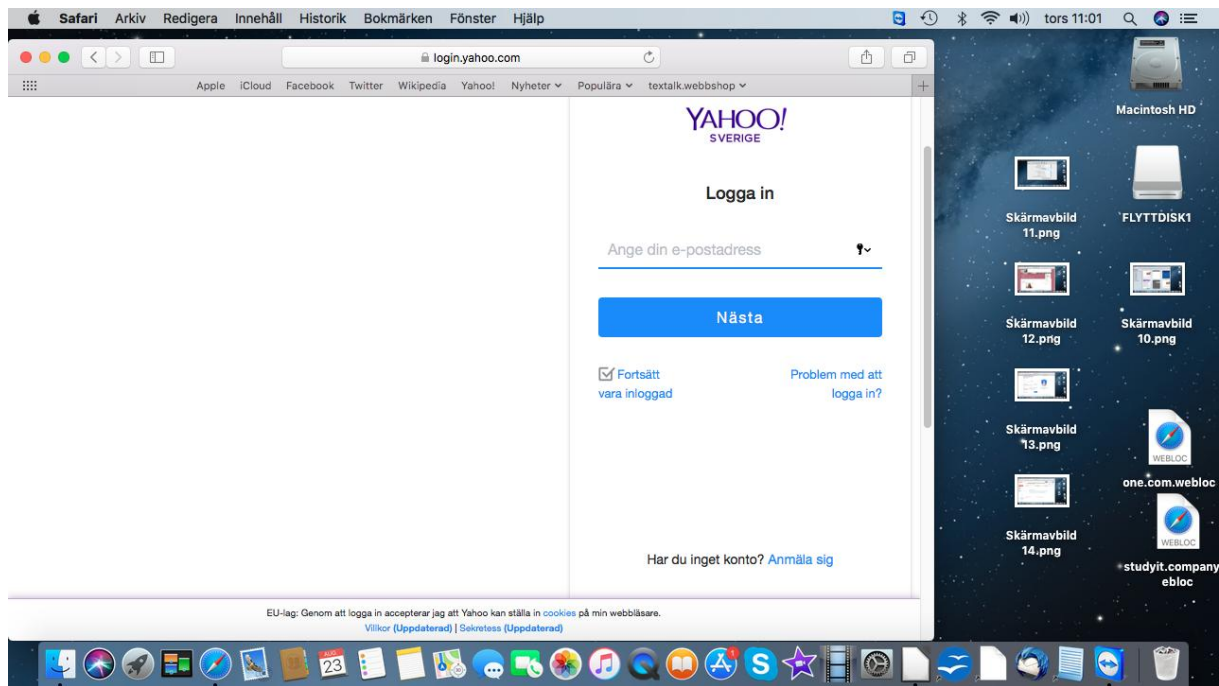
You choose mail address but as you can not use an adress which is occupied you often must find a rear alternative. If you for instance write andersson9991 the adress will be andersson9991@yahoo.com. Write the address in adresslist which you find where this booklet was

If you have an account

If you have an account you will be logged in to this which is shown by an icon with first letter in address of account. Click on icon an choose add or handle account when you want to create a new one



Click add account



Click registration in lower part of screen

Write first and last name

Choose a password

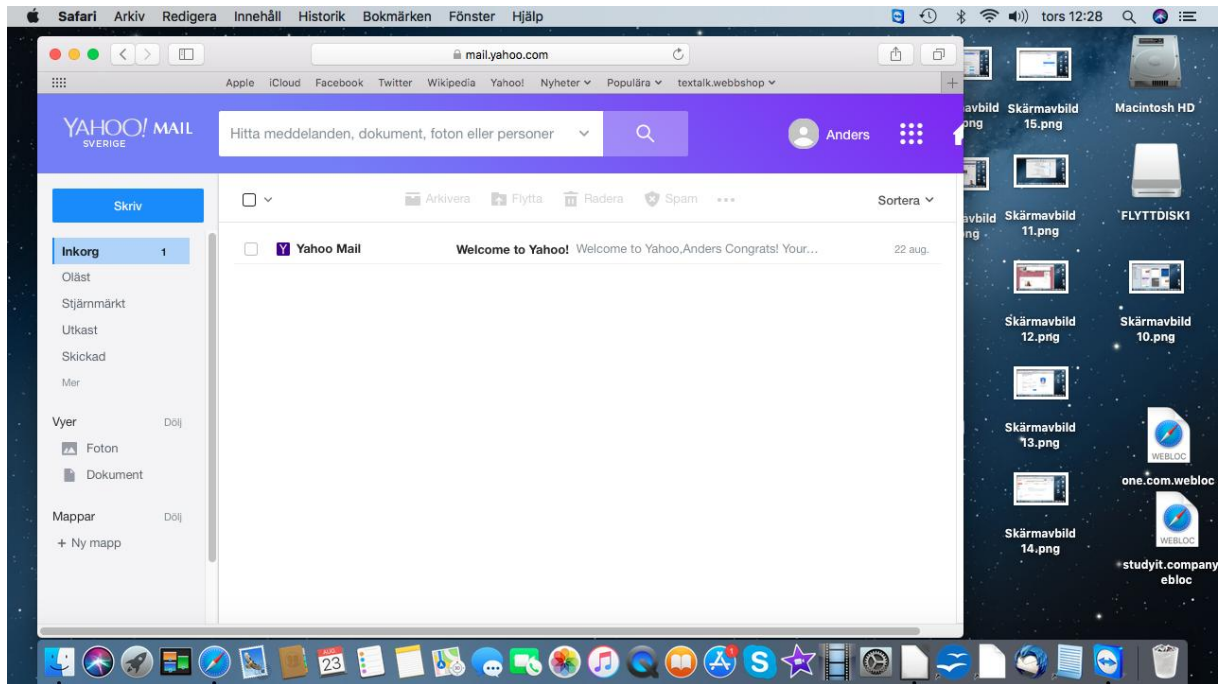
This mailadress is on row 1 adresslist. Write your own on row 2

Write birthday and sex

You have to write a phonenumber and you have to confirm this with a code sent by SMS

Mailprogram in Yahoo

Login as Andersson



You can delete mail by marking it and click trash bag

You can read a mail by clicking on it

If you have got advertising mail you can delete it by clicking I don't like the advertising/Ready

Independent mailprogram you have inbasket as starting point. Here you can see your mail, choose mail you want to read and delete old,mail

Logout as Andersson by clicking icon A on top to the right and choose logout

Bengtsson is registering a mail address

Now you are Bengtsson and you will create a mail address.

Click Yahoo and mail up to the right

Click the icon and choose handle accounts

Click add

Write first and second name

You choose but as cannot use an address which is you have to find out something new. If you write bengtsson9991 the whole address will be bengtsson9991@yahoo.com

Choose a password

Mailaddress is in row 3 addresslist. Write your own on row 4

Maybe you have to verify by SMS

Click mail

Click go on

Click Inbasket

Bengtsson has got mail from Yahoo

Delete the mail

Log out as Bengtsson by clicking icon B and choose logout

Andersson is sending mail to Bengtsson

Now you are Andersson and are going to send mail to Bengtsson

Start edge and enter yahoo

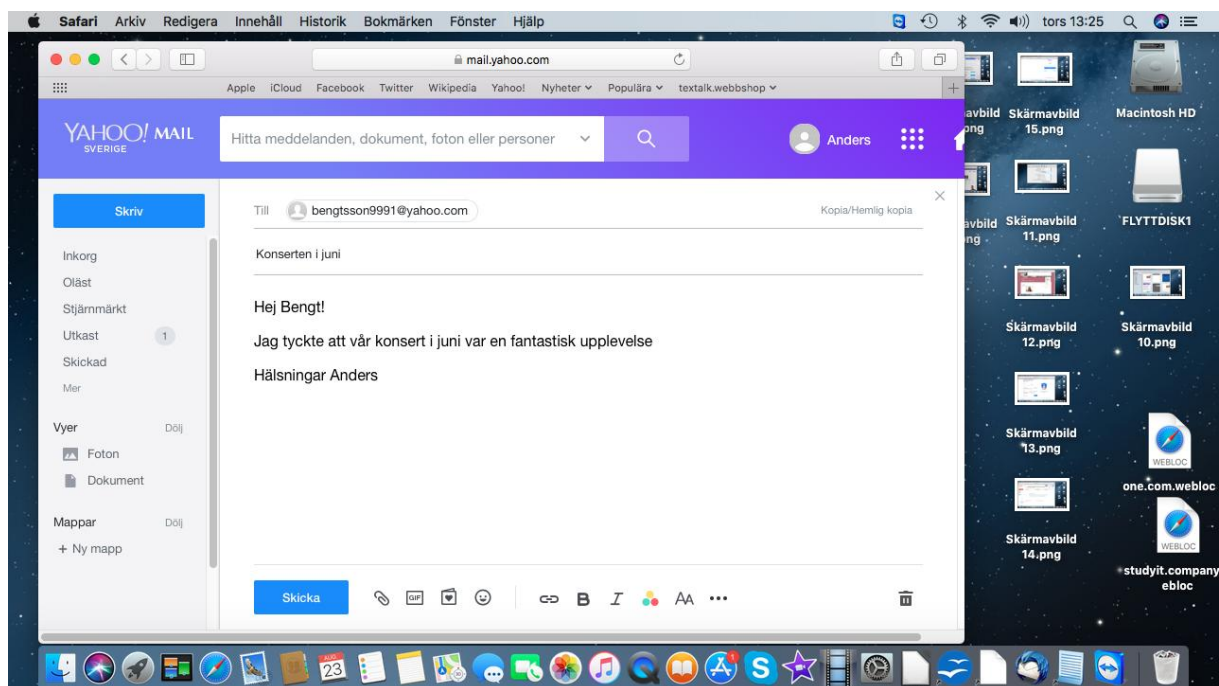
Login as Andersson and click mail

Write your username/mailadress

Answer yes on question if mailadress and password will be saved.

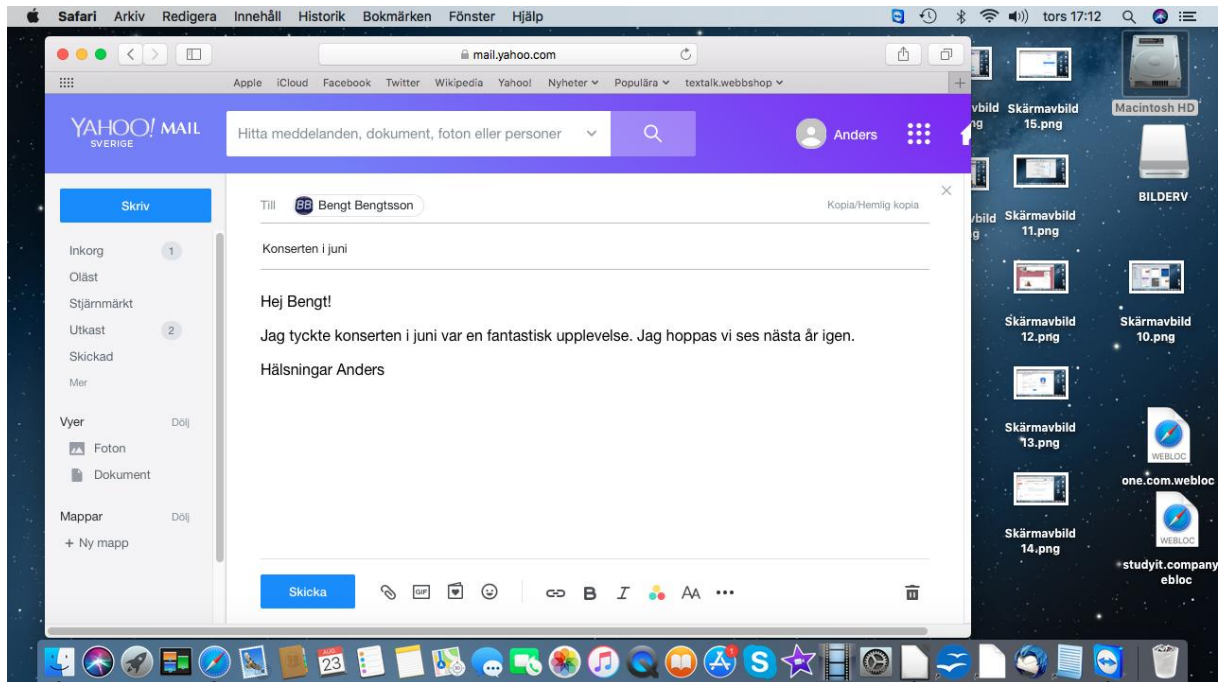
Click inbasket

Click <Write> to the left on screen



Write mailadress of bengtsson. It will be saved so you only have to write a b and mark the address next time.

Write concert in june



Write text as above

Click bottom <Send> down to the left

Logout as Andersson by clicking icon A up to the right and choose logout

Bengtsson is answering Anderssons mail

Now you are Bengtsson and has just arrived to home from steppes of Afrika

Click yahoo and icon of Andersson. Change to icon of Bengtsson and click mail.

Click login

Click on inbasket

Now you can see you have got mail from Andersson about the concert in june (In this moment it seems to take a long time until the mail has arrived)

Open letter by clicking the text from Andersson

Click <Answer> down the screen

Write in square

Hallo Anders!

Even I thought our concert was great. I hope I will see you again next summer

Regards Bengt

Click <Send> on screen

Logout as Bengtsson by clicking on icon B to the right and logout

Andersson is reading answer of Bengtsson

Now you are Andersson

Click yahoo

Login as Andersson

Icon A is shown

Click mail

Click Inbasket and text

Now you can see you have got mail from Bengtsson concerning concert in june

Read answer by clicking on text

Above answer you will see your own mail and answer from bengtsson

Logout as Andersson

Enclosing a document

Finish Internet and start Word

Now you are Bengtsson and writeing a book

Write The white lepard in the middle of first page

Format text

Write chapter 1 in the middle of second page

Write chapter 2 in the middle of third page

Save the book in Document\Internet as white lepard

Start Edge and go to yahoo

Login as bengtsson

Click Mail and Inbasket

Now you are going to send the book to Andersson

Click <Write> and write “The white leopard” as subject

Hallo Anders!

I am sending you my new book. I hope you get time to read it and give me a comment soon

Regards Bengt

Click clip <Enclose file>

Find The white leopard and click twice on it

Above <Send> you now see The white leopard

Click bottom send as usual

Logout as Bengtsson

Andersson is opening enclosure

Now you are Andersson

Login as Andersson

Click Mail and Inbasket

You can see you have got mail from Bengtsson. Clip to the right is showing there is an enclosure

Mark mail

Down the screen you see file The white leopard is enclosed
You can choose show or collect file

Start to show. Here you can see document. By clicking Archive/Print you can print document

You can return by icon in activity field

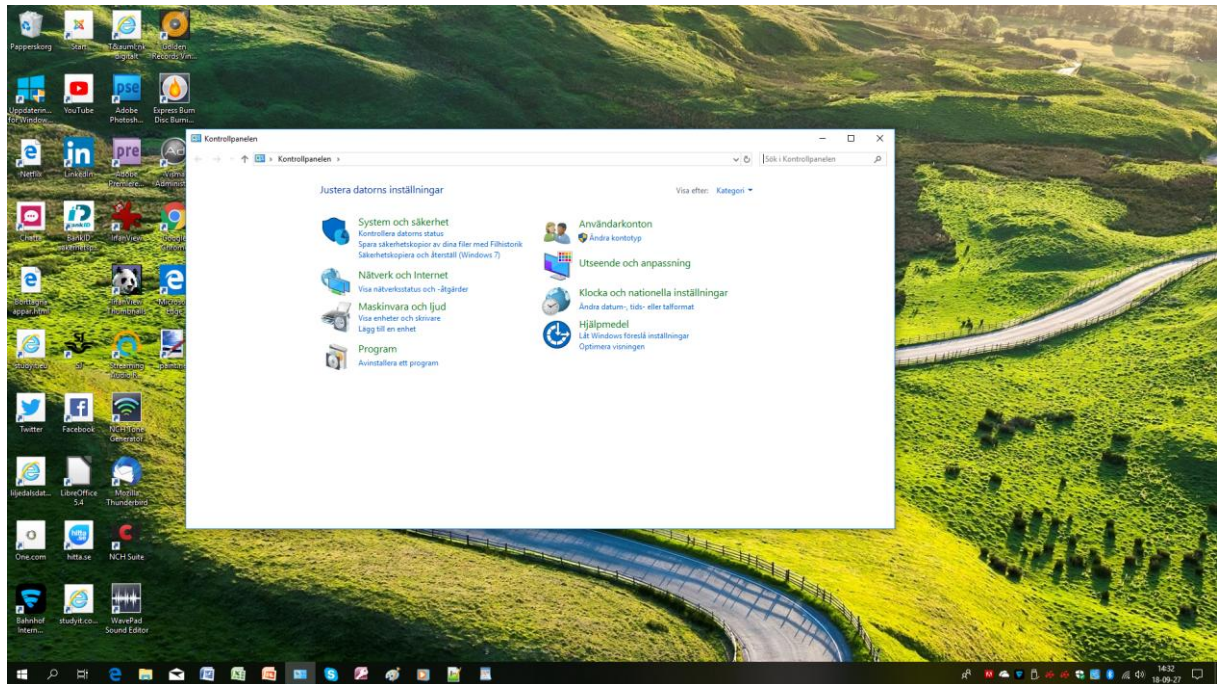
If you choose Get the file you can open it as a wordfile or save in a suitable folder

Logout as Andersson

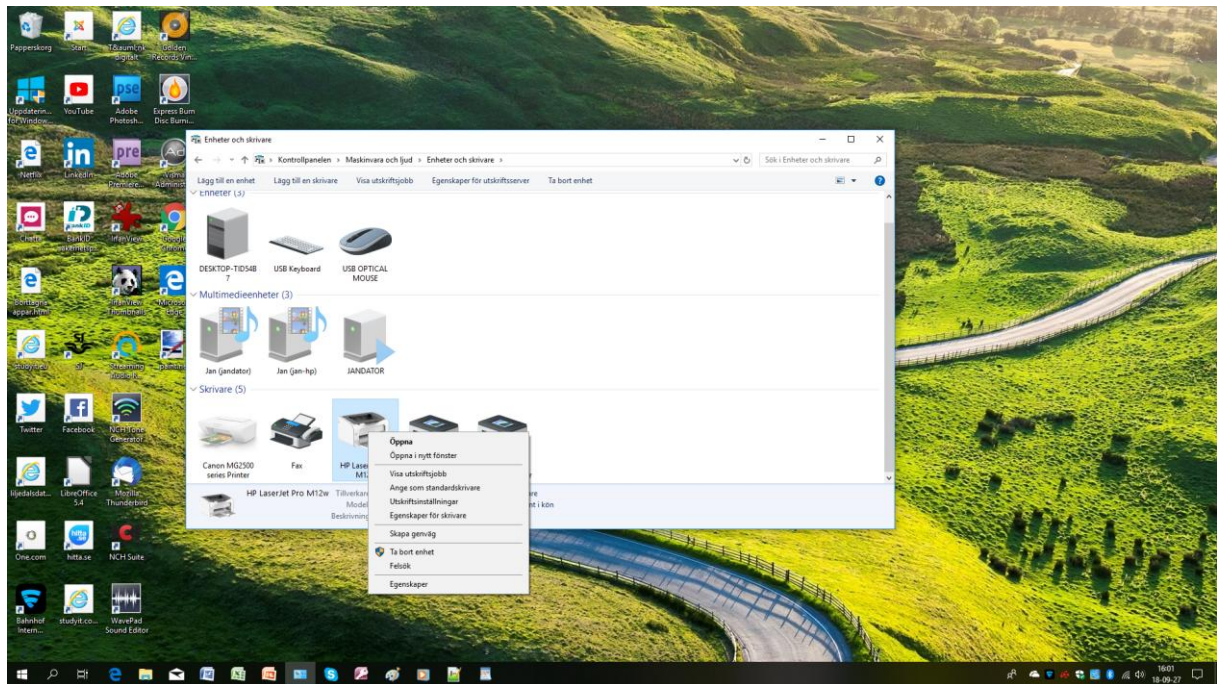
Control panel

Click window down to the left, search and fasten the control panel in activity field

Start control panel



Välj program



Här kan du t.ex. göra skrivaren till standardskrivare. Det innebär att den skrivaren kommer som förslag när du vill göra en utskrift

Om du får problem med utskriften kan du kontrollera utskriftskön. Om det finns en kö kan du radera den och förhoppningsvis kunna fortsätta utskriften.