Internet Basics & Beyond
LTC Technology Quick Tips

Getting Started

This Quick Tip will teach you what you need to know about surfing the Internet. You will learn key internet terms and techniques, and how to use the internet to research different topics.

Key Terms

Internet

The internet is a global web of computers. Often called the World Wide Web, the Internet provides a quick and easy exchange of information.

Internet Browser

An Internet browser is a software program that enables you to access and navigate the Internet by viewing Web pages on your computer. Internet Explorer (IE) is the browser most commonly used for viewing the Internet.

Web Site

A Web site can be a collection of related Web pages. Each Web site contains a home page and may also contain additional pages. Each Web site is owned and updated by an individual, company, or organization.

Home Page

Clicking the home page icon on your browser screen will take you to the specific page you have set as your browser's home page. Home page also refers to the main Web page out of a collection of Web pages. On each site, often you will see home page as a choice on a Menu Bar. Clicking on the word Home on a Web page will take you to the home or main page of that particular Web site.

Searching the Internet

If you are looking for Web pages containing specific words or phrases, search engines, such as Google, provide a fast and efficient means of locating those pages. For a broader view of the information on the Internet, or when you are unfamiliar with a topic, you can use the LTC library databases to acquaint yourself with the field and select the most appropriate information resources.

Visit http://www.google.com and type whatever comes to mind in the search box, hit Enter or click the Search button, and Google will search the web for content that's relevant to your search.

- Every word matters. Generally, all the words you put in the query will be used.

- Search is always case insensitive

- Generally, punctuation is ignored

Tips for Better Searches

- Keep it simple.

- Think how the page you are looking for will be written.

- Use the words that are most likely to appear on the page.

- Describe what you need with as few terms as possible.

- Choose descriptive words.

Copy and Paste Information

Copy/paste can be used when you want to save a portion of text that you see on a web page. In your web browser with the web page displayed:

- Type CTRL+A - this selects everything on the page. It's much more reliable than trying to select everything with the mouse.

- Type CTRL+C - this copies the selection to the clipboard.

- Now in Word, type CTRL+V to paste.

Internet Research Tips

It is your responsibility as a researcher to find and use information from trustworthy sources.

- Stay away from Internet information that doesn't list an author. While the information you find may be true, it is more difficult to validate information if you don't know the credentials of the author.

- Always do more research than you will need. Most students completely stop doing research once they have located the requisite number of sources required by their instructors.

- If the information is linked to an organization, try to determine the reliability of the sponsoring organization.

- A reputable web source should contain a bibliography for every article. The list of sources within that bibliography should be extensive.

- Remember, the quest for truth and knowledge requires honesty in learning and research. Don't cheat yourself from the knowledge you can obtain.

- Know how you are to cite your sources before you begin. The most efficient way of citing material without plagiarizing is using APA format.