

## **Objective**

To introduce the Internet as a research tool

## **Equipment**

- ✓ Overhead projector
- ✓ Networked computers

## **Materials**

- ✓ Handout 5 “About the Internet”
- ✓ Handout 6 “Entering the Net”
- ✓ Handout 7 “Going for a (Purposeful) Browse”
- ✓ Handout 8 “Surfing the Web”
- ✓ Handout 9 “Automotive Service Technician URLs”

### **a. Brainstorming Exercise**

Ask the participants:

- to define the following terms:
  - network
  - a web
  - information highway
  
- which “low-tech” information sources (e.g. library/encyclopaedia) they would compare the Internet to and why**

### **b. What is the Internet?**

Make sure the participants are aware of the following information:

The Internet began as the American response to the Soviet Union’s launching of Sputnik in 1957. In the face of this challenge, the US Department of Defence created the Advanced Research Projects Agency (ARPA). The plan was to construct a network of geographically dispersed computers that would continue to function even if one of the computers on the network got destroyed.

In 1969 four computer networks were connected to each other and called ARPANET. Connecting two or more networks creates an internetwork or internet, so ARPANET was one of the first examples of an internet. Gradually, more and more networks were connected to the ARPANET, and it became known as the Internet (with an upper case I).

The Internet is a collection of local, regional, and national computer networks, all linked together to exchange data. The networks can communicate because they use the same networking language.

To use the Internet, you must have an account on a network that is connected to the Internet.

The type of services offered by an Internet Service Provider includes:

- electronic mail (e-mail)
- access to the World Wide Web

**c. Distribute Handout 5 “Glossary of Internet Terms.”**

As you read through the definitions with the participants, reinforce the idea of moving from topic to topic when looking up information in the encyclopaedia (i.e. clicking on hypertext links or surfing the web) by having them look up the definitions for underlined terms as they come to them, i.e.

- World Wide Web (WWW)
- URL
- web browser
- surfing
- query
- search tool

Use Overhead 5 to illustrate the terms.

**d. Distribute Handout 6 “Entering the Net.”**

Read through the materials with the whole group.

**e. Internet Practice**

- i. Take the participants to the computer room. Have them work in pairs. Try to pair people who are familiar with the Internet with novices.

To avoid overloading the sites, divide the participants into two groups. Distribute Handout 7 and 8. One group will start with Handout 7 “Going for a (Purposeful) Browse” and the other with Handout 8 “Surfing the Web.” For extra browsing encourage participants to open URLs listed in Handout 9 “Automotive Service Technician URLs.”

- ii. Demonstrate the steps for getting into the Internet with each group.

***Group 1:***

Have the group gather around a computer while you demonstrate how to:

- log on
- find the Web Browser Netscape

- call up the home page of the service engine AltaVista
- use the mouse
- scroll up and down screen
- use the search box to enter a query
- open and use the location box to enter a web site address
- click on hyperlinks

Ask Group 1 to work through the exercise, Handout 7 “Going for a (Purposeful) Browse.”

***Group 2:***

Demonstrate the above steps to the second group.

Have the pairs in this group work through Handout 8 “Surfing the Web.”

Once each pair has finished the assigned exercise, they will move on to the next.

**Note:**

You may want to have one participant be responsible for an exercise; e.g. Person A works through the searching exercise while Person B observes and Person B works through the surfing exercise while Person A observes.

- iii. As the participants work through the exercises, make sure they have successfully:
  - logged on
  - entered the search engine and are on the home page
  - identified the Internet functions (explored the toolbar buttons, can comfortably scroll)
  - keyed in search queries
  - scrolled down matches; understood that they can go on the next level(s) by clicking on the bar at the bottom of the screen
  - recognized the most relevant/efficient hyperlinks
- iv. Debrief.

The screenshot shows a Netscape browser window titled "Netscape - [AltaVista: Main Page]". The address bar contains "www.altavista.digital.com". The main content area features several advertisements and a search interface. At the top, there are three banners: "ALTA VISTA Search Network" with a mountain logo, a world map with "Palo Alto, CA - USA", and "Earth's Biggest Bookstore amazon.com" with a "CLICK NOW" button. Below these is a "Microsoft Daily News" banner dated "1/16/98" with the headline "Microsoft BackOffice fashions cost-cutting intranet for Nautica Apparel" and a "Click here to get the full story" link. The search interface includes buttons for "Browse by Subject", "People Search", and "Business Search". The search box is set to "Search the Web" and "for documents in any language". There is a large empty text input field below the search options. At the bottom of the search area are "search" and "refine" buttons. Links for "Help", "Preferences", "New Search", and "Advanced Search" are at the bottom.

## Glossary

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### http://

World Wide Web documents are sent between sites using **HyperText Transfer Protocol** (HTTP). The http:// at the beginning of the URL for Human Resource Development Canada, i.e. <http://www.ont.hrdc-dhrc.gc.ca/english/lmi> indicates that this is a WWW page.

### Hits

Documents or references to documents that are returned in response to a query, also called matches or matching queries.

### Hypertext Links

Links are pointers to other web pages that make it easy to follow a thread of related information. These links lead you to more information (e.g. another document or Internet site) whenever you choose to follow them. The links to new pages of information are often highlighted – that is, they are generally brighter and often larger than other text. Sometimes they are underlined. Pictures can also be links.

### Internet

**A worldwide collection of computers and computer networks that can communicate with each other.**

How do you, a student at Skills for Change, gain access to the Net?

The computer you are working at is connected to the SfC network. SfC is connected to the **Internet Service Provider** (ISP) known as Internet Direct (“idirect” in our web site address) which is connected to other service providers worldwide. Using a web browser (e.g. Netscape Navigator), you have access to all the information and services available in the Internet and can go surfing wherever you wish.

### Internet Addresses

On the Internet, people and computers are identified by addresses such as [student@skillsforchange.org](mailto:student@skillsforchange.org). This Internet address means the following:

- ❑ The first part of the address is the **user ID**. In this case the user ID is “student.”
- ❑ The @ sign separates the user ID from the machine name. A **machine name** is the unique set of numbers and letters that identifies each computer connected to the Internet.
- ❑ A period separates the machine name from the domain name.
- ❑ The **domain name** is the unique name that identifies an Internet site (e.g. [canada.gc.ca](http://canada.gc.ca) is the domain name for the government of Canada). The domain name groups the computers on the Internet into the following categories:
  - com (commercial)
  - edu (educational)
  - gov (non-military government)
  - mil (military)
  - net (network resources)
  - org (other organizations)

### **Location Box**

A designated place within a browser for an address (URL). It is the starting point for getting access to a Web site.

### **Logging On/Off**

Logging on connects you to the network. “Network access” allows you to save and print.

You must log off each time you are finished with the computer. If you do not log off the network, anyone has access to your data files. Logging off also reduces the load on the network.

### **Query**

A search request. A combination of words and symbols that defines the information that the user is seeking. Queries are used to direct the [search tool](#) to appropriate databases.

### **Search Box**

**The place within a search engine’s home page where you can enter a query.**

### **Search Engine**

A search engine helps you find information on the Internet. Each search engine works in a different way.

Popular search engines include **Yahoo!**, **AltaVista**, and **WebCrawler**.

Search engines allow you to enter key words that are run against a database. Based on a combination of criteria (established by you and/or the search engine), the search engine retrieves WWW documents that match the keywords you entered.

## **Surfing**

People often talk about “surfing” the web and visiting new sites. “Surfing” means following hyperlinks to new pages and subjects.

## **URL**

**Uniform Resource Locator:** a standardized system for describing the location of any resource on the Internet that is part of the World Wide Web (WWW); it is a web site address (e.g. <http://www.canada.gc.ca>).

## **WWW**

Currently some of the best-organized and most accessible information on the Internet is available through a service called the World Wide Web (WWW), often simply referred to as “**the Web.**”

## **Web Browser**

A software program that connects you to sites on the World Wide Web. You can both view and navigate from one address or URL on the Net to another. Two of the most popular browser packages are **Netscape Navigator** and **Microsoft Explorer**. All browsers act as clients (connections) to the Internet Service Providers (ISP).

## **Web Pages**

The World Wide Web consists of web pages, each of which contains information on a particular topic.

## **Web Site**

A specific address or URL in a computer network.

## Entering the Net

### Logging On

1. Enter User Name (student) and Password (sfc)
2. Press Enter or click OK
3. Click on Start
4. Go to Program and click on Netscape Navigator

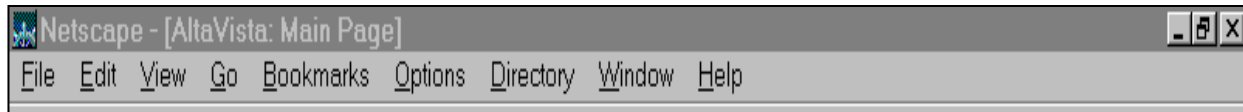
This will take you to the home page of the search engine, **AltaVista**.

### Welcome to AltaVista

Netscape has several features that help you navigate.

On the **menu bar** at the top of the screen, you will find, in addition to the familiar buttons, five new ones: View, Go, Bookmarks, Options and Directory.

As you move your cursor over these buttons, pull-down menus will appear.



Of particular use to you will be File, Edit, Go, Bookmarks and Window.

You can use the Window | History option from the pull-down menu to track the sites you have already visited. Double-click on any you want to return to.

What do the three small buttons in the top right-hand corner do?

On the **toolbar** the buttons may have words or icons (pictures) symbolizing the function, e.g. Open, Print, Stop.



The Back button allows you to return to the last page you were looking at.

The Forward button allows you to move to the next page.

The **Home** button takes you to the first web page you see on the computer (usually the opening page of the search engine).

Sometimes the web page does not load completely or there are parts missing. The **Reload** button allows you access to the same page without having to type in the address or start over again.

The **Print** button allows you to print a copy of the page you are currently viewing.

The **Stop** button stops the computer from loading the web page you were trying to look at.



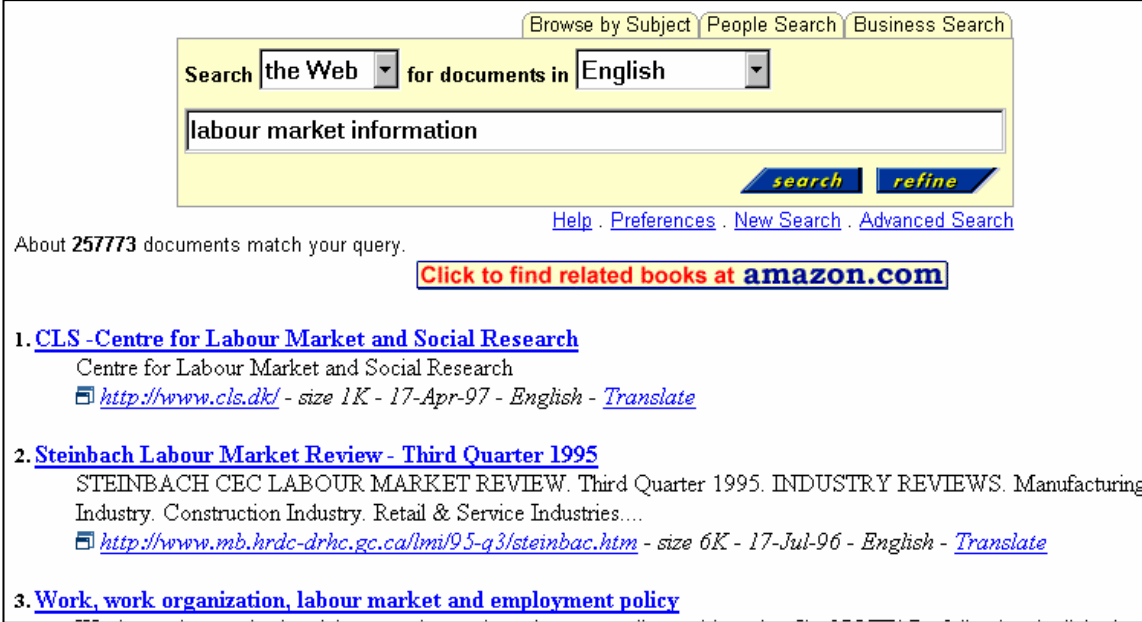
- What is the URL for AltaVista?
- What functions are available to you on the home page above?
- How do you move up and down the screen?
- What hypertext links do you see on the screen?
- Why are the **Back**, **Forward** and **Stop** functions not available to you now?
- What will happen if you click on **Open**?

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## Searching for Information

It is very easy to surf (move) from one site to another on the Net. The challenge is to help the search engine focus your search so that you have the best chance of finding the specific information you need.

**AltaVista** allows you to conduct simple or advanced requests for information.



The screenshot shows the AltaVista search engine interface. At the top, there are navigation links: "Browse by Subject", "People Search", and "Business Search". Below these is a search bar with a dropdown menu set to "the Web" and a language dropdown set to "English". The search input field contains the text "labour market information". To the right of the input field are two buttons: "search" and "refine". Below the search bar, there are links for "Help", "Preferences", "New Search", and "Advanced Search". A message states "About 257773 documents match your query." Below this is a red-bordered box with the text "Click to find related books at amazon.com". The search results are listed as follows:

- 1. [CLS - Centre for Labour Market and Social Research](#)**  
Centre for Labour Market and Social Research  
<http://www.cls.dk/> - size 1K - 17-Apr-97 - English - [Translate](#)
- 2. [Steinbach Labour Market Review - Third Quarter 1995](#)**  
STEINBACH CEC LABOUR MARKET REVIEW. Third Quarter 1995. INDUSTRY REVIEWS. Manufacturing Industry. Construction Industry. Retail & Service Industries....  
<http://www.mb.hrhc.gc.ca/lmi/95-q3/steinbac.htm> - size 6K - 17-Jul-96 - English - [Translate](#)
- 3. [Work, work organization, labour market and employment policy](#)**

To make a simple query, enter a **keyword** or phrase in the search window and click **Search**.

**On the home page above, what keywords were used to identify the kind of information we want?**

Seconds after you click **Search**, you will see a list of hits (documents, matches, web sites) that include all the keywords you entered, no matter what order you entered them in.

**How many matches have been found for these three keywords?**

The list will provide hotlinked URLs that you can click on to go directly to the site.

**Where can you click to be linked to other sites?**

AltaVista, like other search engines, ranks its results, usually according to how many times the search term appears in the document. You will generally find the best hits near the top of the list and less relevant ones farther down.

When you scroll through the list to the bottom of the page, you will see a bar that you can click on to go the next ten items in the list.



**8. [Labour Market Information](#)**  
Labour Market Information (LMI) Our clients require up-to-date information in order to make effective job search and career development decisions. Below...  
<http://www.alberni.net/~pahrc/plmi.html> - size 2K - 14-Nov-96 - English - [Translate](#)

**9. [Dauphin Labour Market Review - December 1996](#)**  
DAUPHIN HRCC LABOUR MARKET REVIEW. December 1996. Labour Market Highlights. Introducing the new Record of Employment. INDUSTRY REVIEWS. Agriculture...  
<http://www.mb.hrhc-drhc.gc.ca/lmi/96-q4/e-dauph.htm> - size 15K - 13-Mar-97 - English - [Translate](#)

**10. [Labour Market Developments in Manitoba - Mining](#)**  
Labour Market Developments in Manitoba Mining Sector. Winnipeg - March 1996. Selkirk - First Quarter 1996. Fourth Quarter 1995. Third Quarter 1995. The...  
<http://www.mb.hrhc-drhc.gc.ca/lmi/mine.htm> - size 1K - 31-Jul-96 - English - [Translate](#)

**Tip:** To exclude a word, add a minus sign directly in front of it: **eclipse -sun**

Word count: labour: 891741; market: 9276345  
Ignored: information: 53728296

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 **next** 2

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## Focusing Your Search

There is one problem, however. Simple searches using single words or a series of words can result in thousands of hits. To get more manageable results, there are several things you can do:

- Choose your keywords carefully  
Use words/phrases that are unusual, specific and precise.
- If you enclose the keywords in quotation marks, you will direct the search to only those pages where all the words are used together.

### **Important:**

You have to pay careful attention to details like spelling, punctuation and spacing when you enter keywords or phrases.

Make sure you leave a space between keywords/phrase.

Do not put a space between a symbol and the keyword or phrase you want to include or exclude.

## **Browsing**

As you move your pointer over different links on the page, look at the lower left of your screen.

You will notice that on Netscape the computer address (URL) for each link appears. The URL changes as your cursor moves over the page. Once you've clicked on a link, watch this spot to monitor the progress of your request being transmitted.

If you are not sure if something is a link, try clicking on it.

You can also move your mouse slowly over the mouse pad and notice when the pointer on the screen changes to a hand icon (for grabbing!) When the hand appears, you can click to move to that site.

Once you have clicked on an active link, the cursor will change to an hourglass. Be patient. It may take what feels like a very long time for a page of information to be displayed on your computer. Clicking again will not help; it just confuses the computer.

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## **Saving Time: Bookmarks**

The **Bookmarks** feature allows you to save a list of sites that you want to re-visit.

To add a bookmark to your personal list, use the **Bookmark | Add** feature at the top of your screen.

You can also click on your right mouse button. This will bring up a pull-down menu with a number of different options, including Add Bookmark. If your cursor is positioned randomly on the page, clicking on the **Add Bookmark** will save the current page, but if your cursor is positioned directly over a link, a bookmark to the link will be saved.

The easiest way to be sure of what is being saved is to use the Bookmark option at the top of the screen.

Once you have set up a bookmark, you can return to it by clicking on **Bookmark | Go to Bookmarks**. If you double-click on a Web page reference in your list of saved bookmarks, Netscape will retrieve the page.

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## **Printing**

You can also print information.

The **File | Print** option will print a Web page from your printer. You can also select and copy a section of text from a Web page by highlighting the text and using the **Edit | Copy** menu option.

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## **Logging Off**

Exit Netscape Navigator. Click on **Start | Shut Down | Yes**

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## Going for a (Purposeful) Browse

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You are seeking information about the current employment situation for automotive service technicians in Ontario.

**Note:**

Make sure that you copy your search queries with the correct:

- spelling
- spacing
- punctuation.

You have already seen what happens when you ask AltaVista to search for the keywords labour market information.

Try enclosing these keywords in quotation marks, i.e. "labour market information"

How many matches do you get now? Why?

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Add the word Ontario to the keywords, i.e. Ontario labour market information.

Number of matches?

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Try "labour market information" +Toronto +"automotive service technician".

How many hits did you get? \_\_\_\_\_

Click on the Ontario Job Futures site. What kind of information do you find at this site?

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## Surfing the Web

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It's time to plunge into Network Navigator and get more than your feet wet!

Click on **Open**

Type in the URL you are looking for. Try exploring the following web sites:

[www.thestar.com](http://www.thestar.com)

[www.canoe.ca/TorontoSun/home.htm](http://www.canoe.ca/TorontoSun/home.htm)

[www.employmentnews.com](http://www.employmentnews.com)

[www.workinfont.ca](http://www.workinfont.ca)

[www.globalx.net/ocd](http://www.globalx.net/ocd)

[www.hrdc-drhc.gc.ca/hrdc/corp/stratpol](http://www.hrdc-drhc.gc.ca/hrdc/corp/stratpol)

[www.toronto-hrhc.sto.org](http://www.toronto-hrhc.sto.org)

[www.ele-spe.org](http://www.ele-spe.org)

What kind of information is available at each site?

[www.thestar.com](http://www.thestar.com)

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[www.canoe.ca/TorontoSun/home.htm](http://www.canoe.ca/TorontoSun/home.htm)

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[www.employmentnews.com](http://www.employmentnews.com)

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[www.workinfonet.ca](http://www.workinfonet.ca)

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[www.globalx.net/ocd](http://www.globalx.net/ocd)

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[www.hrdc-drhc.gc.ca/hrdc/corp/stratpol](http://www.hrdc-drhc.gc.ca/hrdc/corp/stratpol)

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[www.toronto-hrdc.sto.org](http://www.toronto-hrdc.sto.org)

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[www.ele-spe.org](http://www.ele-spe.org)

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**Which site(s) do you think you will want/need to visit again? Bookmark the most useful ones.**

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## Automotive Service Technician URLs

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HRDC, *Job Futures; Volume 1: Occupational Outlooks; Volume 2: Career Outlooks for Graduates*, 1996 edition: <http://www.hrdc-drhc.gc.ca/hrdc/corp/stratpol>

Site	URL	Description
<b>Statutes (Acts) &amp; Regulations</b>		
Publications Ontario, Government of Ontario	<a href="http://legis.acjnet.org/Ontario/en">http://legis.acjnet.org/Ontario/en</a>	<b>Up-to-date Acts and Regulations for the province of Ontario – includes those governing the trades</b>
<b>Publications</b>		
Toronto Star	<a href="http://www.thestar.com">http://www.thestar.com</a>	Newspaper. Saturday Star publishes <i>Wheels</i> section on autos.
Centennial College	<a href="http://www.cencol.on.ca">www.cencol.on.ca</a>	Automotive Service program
Conestoga College	<a href="http://www.constogac.on.ca/cecat/motor.html">www.constogac.on.ca/cecat/motor.html</a>	Automotive Service program
Mohawk College	<a href="http://www.mohawkc.on.ca">www.mohawkc.on.ca</a>	Automotive Service program
The Automotive Training Centre	<a href="http://www.traininglink.com">www.traininglink.com</a>	Training database.
Colleges & Universities-Ontario	<a href="http://edu.gov.on.ca">http://edu.gov.on.ca</a>	Connects to all Ontario colleges and universities
School Finder	<a href="http://www.schoolfinder.com">http://www.schoolfinder.com</a>	Connects to Canadian colleges and universities
<b>Employment and Work Searches</b>		
Electronic Labour Exchange	<a href="http://www.ele-spe.org">www.ele-spe.org</a>	Canadian job matching site; good skill checklists for specific occupations
JobSAT	<a href="http://www.jobsat.com">www.jobsat.com</a>	Employment site for job seekers and employers recruiting
Canada WorkInfoNet	<a href="http://www.workinfolnet.ca/cwn/english/main.html">http://www.workinfolnet.ca/cwn/english/main.html</a>	Advice, resources and employment information
Skillscape	<a href="http://www.skillscape.com">http://www.skillscape.com</a>	Compare your skills assessments to those required for posted jobs
Toronto Star	<a href="http://www.thestar.com">http://www.thestar.com</a>	Newspaper. Classified section lists jobs.

Toronto Sun	<a href="http://www.canoe.ca/TorontoSun/home.htm">http://www.canoe.ca/TorontoSun/home.htm</a>	Newspaper. Classified section lists jobs.
Globe & Mail	<a href="http://theglobeandmail.com">http://theglobeandmail.com</a>	Newspaper. Classified section lists jobs.
Canada Employment Weekly	<a href="http://www.mediacorp2.com">www.mediacorp2.com</a>	Job posting newspaper
<b>Other</b>		
<i>Employment Standards – Ontario Government</i>	<a href="http://www.gov.on.ca/LAB/es/ese.htm">www.gov.on.ca/LAB/es/ese.htm</a>	Lists minimum wage, hours of work, statutory holidays, termination, layoff, pregnancy leave, etc.
<i>Autoguide</i>	<a href="http://www.autoguide.net">http://www.autoguide.net</a>	Information about manufacturers
<i>Equal Opportunity</i>	<a href="http://www.equalopportunity.on.ca">www.equalopportunity.on.ca</a>	Information about academic credentials assessment, prior learning assessment and regulated professions in Ontario