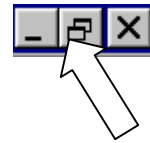


Module 2 homework

Practise how to:

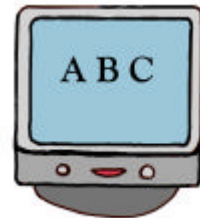
1. Work with windows



2. Search for information



3. Make words larger on the screen



4. Learn some useful keys



1. Work with windows



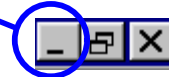
1 Connect to the Internet by clicking on



2 Click mouse on



3 **Minimize** the window. Click the mouse on the minus sign.



Look at the bottom of the screen and find it in the **task bar**.



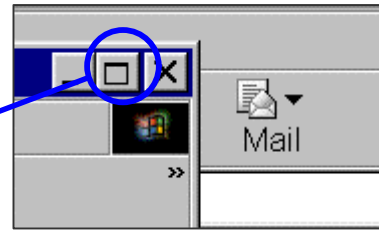
Click the mouse on it and the window will **maximize** and fill the screen.

4 **Close** the window. Click the mouse on the cross sign.



- 5 **Maximize** the window.

If a smaller window is open on the screen, you can make it fill the screen by clicking on



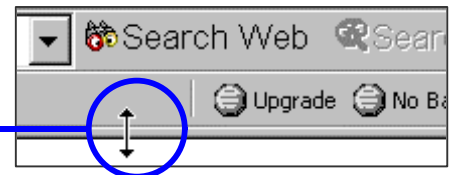
- 6 **Restore** the window.

To return the window to its previous size, click on



- 7 **Click and drag** windows.

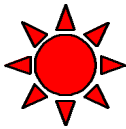
Put the mouse on the border between 2 windows. The cursor will look like this



Hold down the left mouse button and *at the same time* move the mouse in the direction of one of the arrows.

Sometimes we need to click and drag windows, in order to see things more clearly. Practise click and drag in the next section on Search for Information.

2. Search for information



Here's a tip



Do a search on something that interests you. For example: fishing, gardening, cricket, and politics.

Use inverted commas if words go together, e.g. "gardening australia" or "don bradman"

The plus sign (+) comes in handy, for example: *politics + australia* will give results for Australian politics.

Remember: there is no need for capital letters

1 Connect to the Internet by clicking on



2 Click mouse on

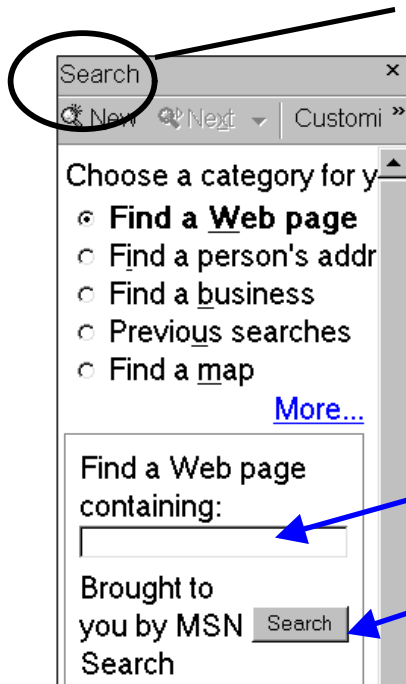


3 Click on Search



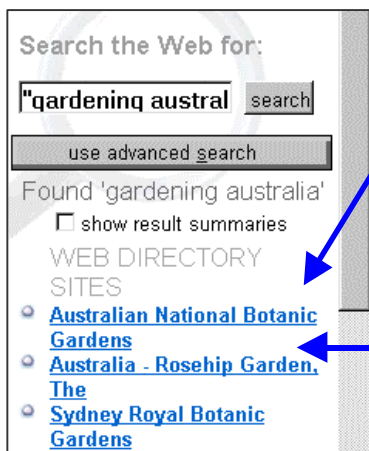
4

On the left side of the screen, a **Search box** will appear.



Click the mouse in the box and type your search word.

Then click on **Search**

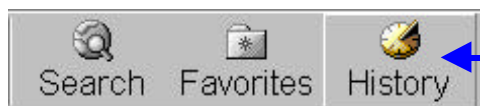


An example: here are the search results for “gardening australia”

Click on any **hyperlink** that looks interesting.




Experiment with the **Back** button and enjoy surfing!



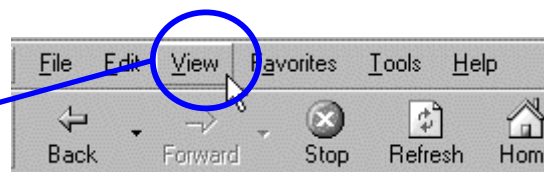
Click on **History** to see where you have been surfing.

3. Make words larger on the screen

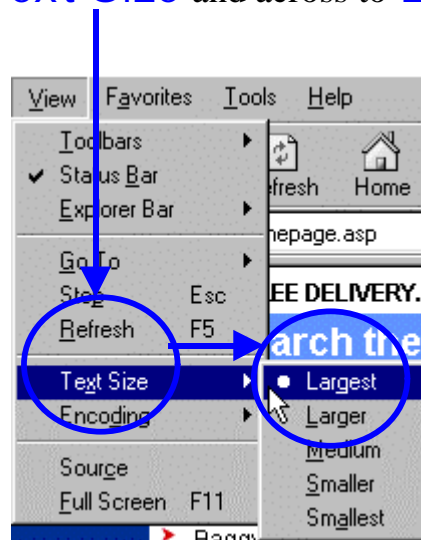


1 Connect to the Internet

2 Click on **View**



3 A drop-down menu will appear. Move the mouse down to **Text Size** and across to **Largest**.



The text on the screen will now be **Larger!**

4. Try to find these **useful keys** on your keyboard:

