Computer Basics and Workplace Skills: Windows Laptops and Google Suite

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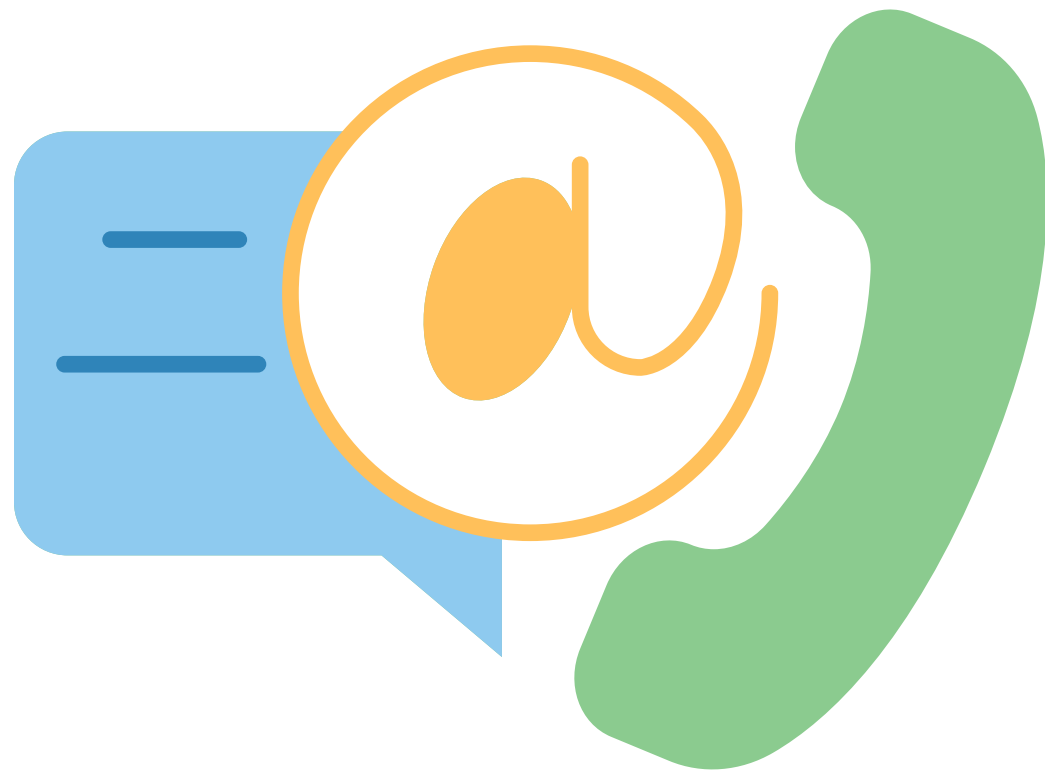
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1. What is an operating system?

2. What is the first screen you should see when you start the laptop?

3. How do you shut down the laptop?

4. What are three things you should do to take care of your laptop?

5. Where is the power button?

6. Why should you update the operating system?

7. Where do you go to open up the calculator?

8. How do you close an application?

Week 2: Introduction to the Internet

Goals:

|			
Learn terms and how to connect to the Internet.	Know what to look for in a safe website.	Understand workplace internet usage policies.	Customize settings on a web browser.

Introduction to the Internet

The Internet is a worldwide network of computers using a common method to communicate. You access the Internet using a modem via dial-up, wireless, or a direct connection. The computer (desktop or laptop) uses a network card to connect to the Internet. Your connection is carried over cables or fiber optics and connects to a server, which gives you access to the rest of the world wide web (WWW).

Computers have software installed to provide or access to the information on the Internet.
Web browsers: A program that retrieves and displays web pages. They include Microsoft Edge, Google Chrome, Mozilla Firefox, and Safari (Apple).
Email Client: Software that allows you to send an email. You can also access email through a program or app such as Outlook or your web browser.

There are many apps that work on smart phones and tablets as well as a web browser, like Spotify or Netflix.

Your Devices

Internet/ WWW
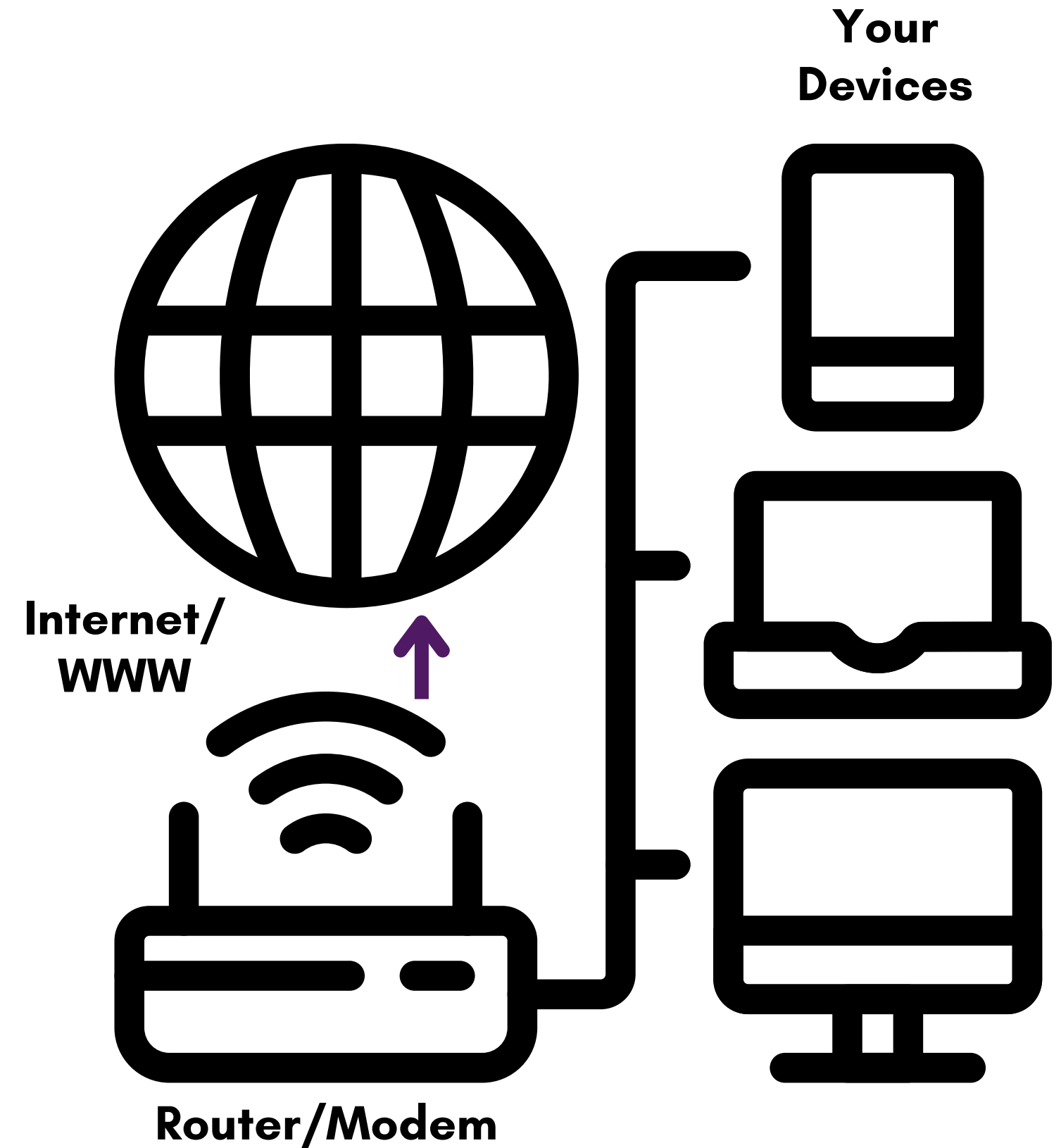
Router/Modem

Accessing the Internet

To access the Internet, you need to have a modem (dial-up, DSL, cable, fiber optic) that you connect to directly or through a router, which allows multiple people to connect to the Internet at the same time and most also have wireless options. The modem is typically provided by the Internet service provider (such as Xfinity, VTel, DISH). There are some areas where Internet access is provided (such as downtown Chester and apartment buildings) so you may not need to have an Internet service provider (ISP) to access the Internet.

A note about public wireless access: It is generally safe to use but it is possible for people to see your information as many are not as protected as your connection at home or work.

Your ISP will provide information on how to set up the modem and connect it to your router, which you will have to buy if you want to have one. You don't need to buy a router. It is typically used to allow more direct connections and to extend the reach of the wireless connection, which is important if you want to have a strong connection on other levels of the house or office.

Modem

Router

There are many positive reasons for using the Internet.

- Collecting and sharing information
- News
- Searching for jobs
- Advertising and selling items
- Communication
- Entertainment
- Online education
- Shopping
- Can you think of others?

Not all aspects of using the Internet are positive.

- Viruses
- Security problems and scams
- Distasteful, possibly illegal or criminal content
- The amount of information that is available
- The accuracy of information
- Cyber bullying
- Addiction
- Can you think of others?

Internet Usage Policy

Most businesses that have computers that employees use likely have an Internet Usage Policy, which provides employees with the rules and guidelines for appropriate use of the computer equipment, network and Internet access.

- Policy protects both the business and the employees.
- Employees will be aware of the company's rules on browsing certain sites, downloading files, use of email, customizations and copying files.

- Repercussions could incur of the policy is not adhered to that could include being written up and, potentially, losing your job.
- Security risks for the business.
- Usually employees are required to sign a usage policy upon starting.
- Most companies can easily track employees' internet usage including the sites you visit and your emails.
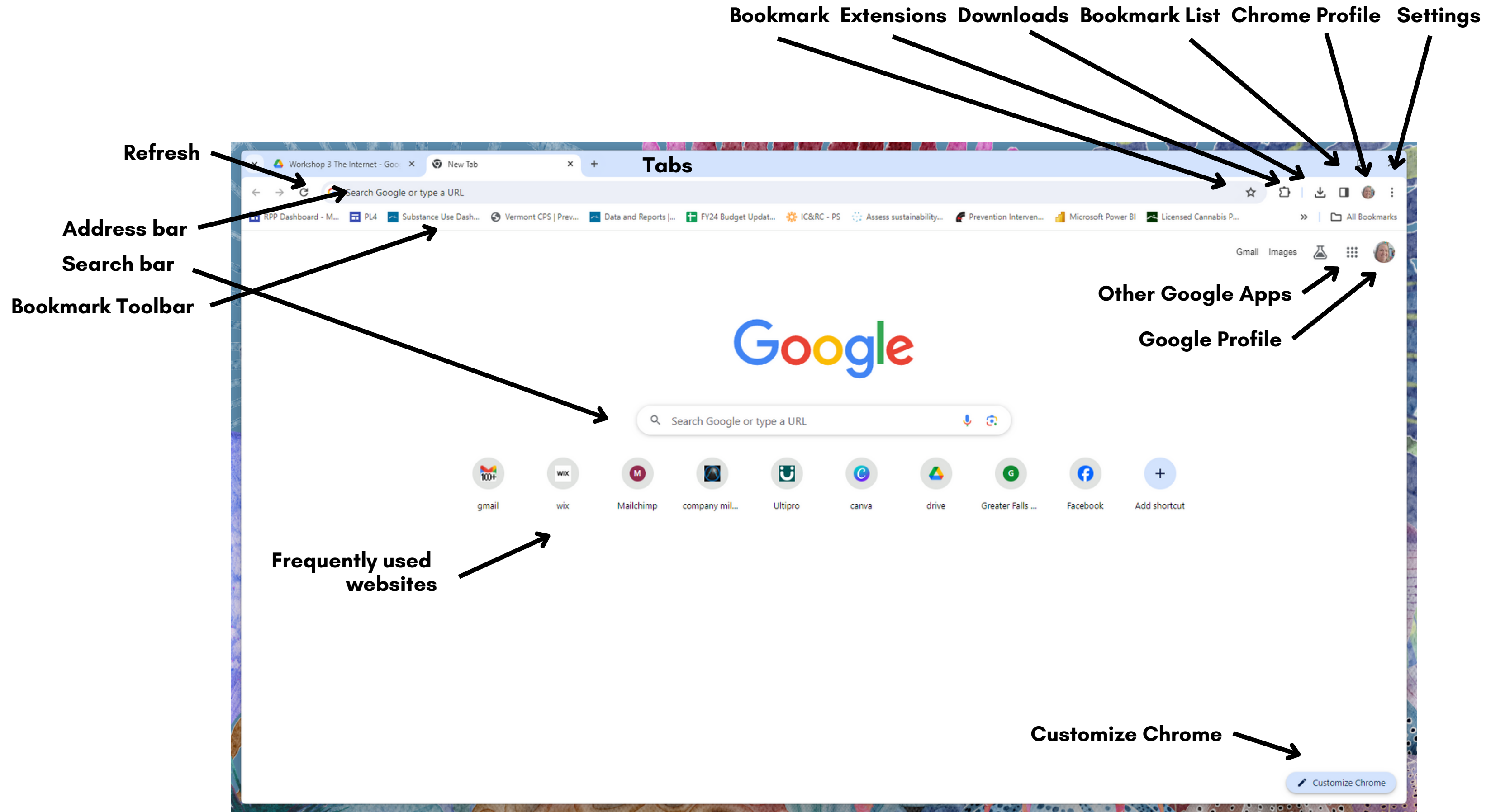
Web Browsers

Web browsers are programs on a computer that allow the user to view or browse website pages. Some examples are Microsoft Edge, Firefox Mozilla, and Google Chrome. Most of web browsers have many of the same features. Chrome has some special features to integrate with Google and the suite of products.

There are others out there. Be careful when using them an try to ensure they are not malware (an app that runs on a web page that can adversely effect your computer and possibly steal your data).

Web Browser Settings

The settings on different web browser are slightly vary but mostly offer the same things. You can access the settings by clicking on the three dots in the upper right corner. In Google Chrome, you can:
- You and Google – set your browser to sync with other devices (phone or tablet) and Google accounts;
- autofill – save passwords, addresses, payment methods, etc.;
- security and privacy – view and clear search history, cookies, etc.;
- appearance – font size, type of fonts, zoom, etc.;
- search engine – set the default search engine;
- advanced – languages, clean up your computer, etc.

Exercise
1. Click on the three dots then open Settings.
2. Go to appearance.
3. Change the standard font and font size.
4. Did you see the change as it was happening? Do you like the change?
5. Revert back to the original, click on font size medium (recommended) and choose Times New Roman for standard font.

Exercise
1. Click on the arrow at the top left to go back to appearance.
2. Click on the box with an arrow in it to get to themes.
3. Choose a category and pick a theme that you like.
4. Install the theme.
5. Click on the plus button on the tab bar to see what it looks like.

What to Look for in a Safe Site

- A secure connection:
  - Check that it shows ***https:*** not http:
- Look for a trust certificate
  - You can find a trust certificate by clicking on the lock image next to the https: to see if it is secure or not (see image).
- If it is a popular brand or name then it is likely to be safe.
  - Double check the domain name.
  - Be careful with websites that do not end in things like .com, .org, .gov, .ca (Canada), .au (Australia), .uk (United Kindgom), or .edu.
  - Some fake sites will use the brand name but there is a web extension or extra words that would be odd, for example oldnavy.shopping.za.
  - Well known sites can be hacked so you still need to be careful.
- Website reviews that you read in magazines, newspapers, from friends you trust, etc.

What to Look for in an Unsafe Site

- Avoid visiting websites sent through emails from people you don't know. You should double check the website if it does come from someone you know.
- Avoid websites that sound like they are too good to be true such as a website offering prizes if you provide your personal information.
- Do not go to websites that your anti-virus software alerts you that are not safe such as in the bottom image.

This website is classified as malicious.

Opening this website might not be safe.

https://malicious.site/

This site was blocked by Microsoft Safe Links to protect your device. Email the IT Security Office at itsecurity@cornell.edu with a copy of the link you clicked if you believe this block is in error.

Internet Safety: Your Browser's Security Features

Share

BROWSER SECURITY

Watch on YouTube

1. What is a web browser?

2. What are three positives of using the Internet?

3. What are three negatives of using the Internet?

4. What's the difference between a modem and a router?

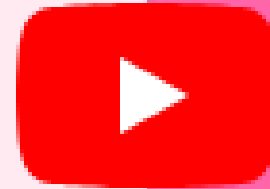5. How do you know if a website is secure?

Passwords

You'll need to create a password to do just about everything on the web and while it's simpler to use a short, easy-to-remember password, this can also pose serious risks to online security.

To protect yourself and your information, you want to use passwords that are long, strong, and difficult for someone else to guess while still keeping them relatively easy for you to remember.

Even though most websites are secure, there's always a small chance someone may try to access or steal your information. This is commonly known as hacking. A strong password is one of the best ways to defend your accounts and private information from hackers.

Tips for Creating Strong Passwords

- Never use personal information such as your name, birthday, user name, or email address. This type of information is often publicly available, which makes it easier for someone to guess your password.
- Use a longer password. Your password should be at least six characters long, although for extra security it should be even longer.
- Don't use the same password for each account. If someone discovers your password for one account, all of your other accounts will be vulnerable.
- Try to include numbers, symbols, and both uppercase and lowercase letters.
- Avoid using words that can be found in the dictionary. For example, swimming1 would be a weak password.
- Random passwords are the strongest. If you're having trouble creating one, you can use a password generator instead.

Which of these passwords are unsafe, mostly safe, and safe?

HruwE!!3321	NeilAllen
Bobby1995!	05156Lib!
Happy11771!	NPA!!1971

Tip 1: Think Before You Share

What If Your Computer Gets a Virus?

Watch on YouTube

QUIZ TIME

1. What is one way you can do online shopping safer?

2. Why do you need to use a password?

3. What shouldn't you do when creating a password?

4. Why should you be careful what you post on social media?

5. What is one way to keep from getting a virus?

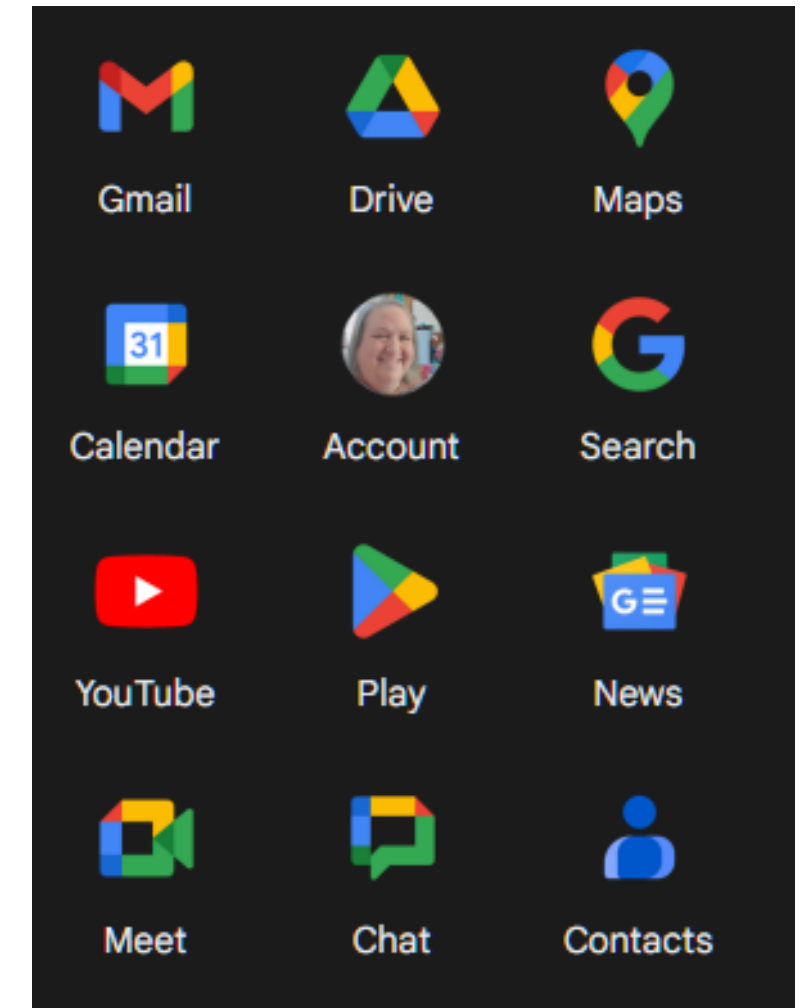If you already have a Google account, you can log into it.

Google Drive

Google Drive is a free service from Google that allows you to store files online and access them anywhere. This is one option if you want to use the cloud. Google Drive also gives you access to free web-based applications for creating documents, spreadsheets, presentations, and more that are similar to Microsoft Office Suite.

Why use Google Drive?

Google Drive is one of the most popular cloud storage services. If you haven't used a cloud-based storage service like Google Drive before, take a moment to consider the advantages of keeping your files online. Because files can be accessed from any computer with an Internet connection, Drive eliminates the need to email or save a file to a USB drive. And because Drive allows you to share files, working with others becomes much easier.

Exercise:

1. Click on the three rows of three dots in the upper right corner of the Google page. A box like the one on the page should appear.
2. Click on the Drive icon.

Settings

Change to folders

Drive

Search in Drive

New

Priority

Activity

Workspaces

My Drive

Shared drives

Computers

Shared with me

Recent

Starred

Spam

Trash

Storage

12.3 GB used

Activity

Refresh

| Name	Activity	
Access requests		
Q1 Forecast	Lindsay Shelly asked to be an editor • 3:12 PM	Manage access
Approvals		
Financial Modeling	Alex Thompson requested approval • 9:45 AM	Review
Recent comments		
June Team Meeting	George Kinley assigned a comment to you • Jun 20, 2023	Open comment
Release Review	Diana Longstaff replied to a comment • Jun 19, 2023	Open comment
Monthly Forecast	George Kinley commented • Jun 14, 2023	Open comment
Marketing Notes	Henry West commented • Jun 12, 2023	Open comment
Leonardi Project Plan	Rose James replied to a comment • Jun 5, 2023	Open comment
Customer Outreach Research	Fernando Salazar commented • May 27, 2023	Open comment

Google

Files That Can Be Created/Shared on Drive

Some of the types of files you can create and share on Google Drive are:

Documents: Use Google Docs or composing letters, flyers, essays, and other text-based files (similar to Microsoft Word documents)

Spreadsheets: Use Google Sheets for storing and organizing information (similar to Microsoft Excel workbooks)

Presentations: Use Google Slides for creating slideshows (similar to Microsoft PowerPoint presentations)

Forms: Use Google Forms for collecting and organizing data (similar to Survey Monkey)
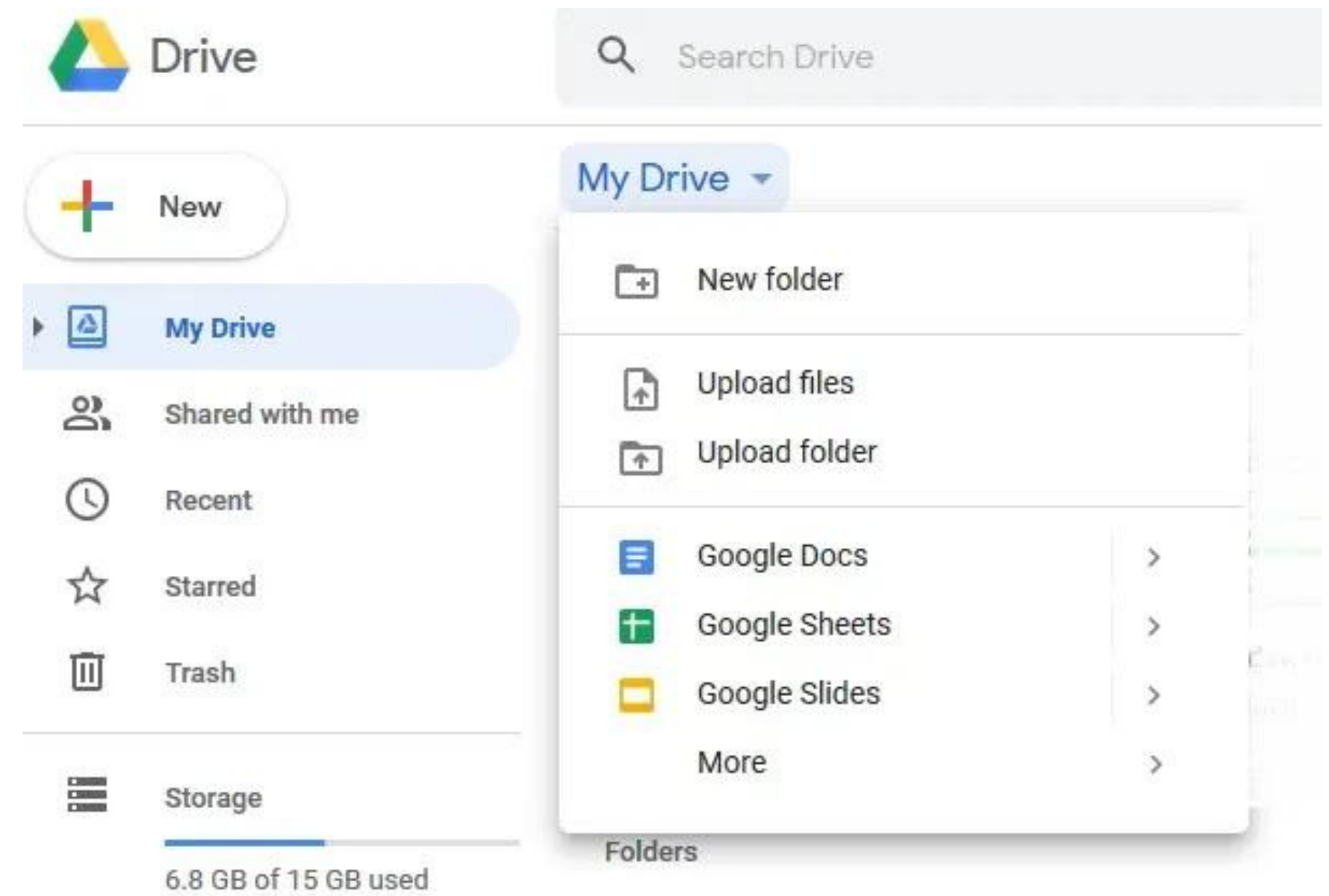
Exercise:
1. Click on the New button on the upper left corner.
2. Click on the arrow next to Google Docs.
3. Choose blank document.

Uploading Files and Folders

Exercise:
1. Click on the New button.
2. Click on New folder.

Exercise:
1. Click on the New button.
2. Click on upload files.
3. Choose Desktop on the left side of the window.
4. Choose any file to upload.
5. Click on open.

Exercise:
1. Click on the New button.
2. Click on Upload folder.
3. Choose Desktop on the left side of the window.
4. Choose a folder to upload.
5. Click on open.
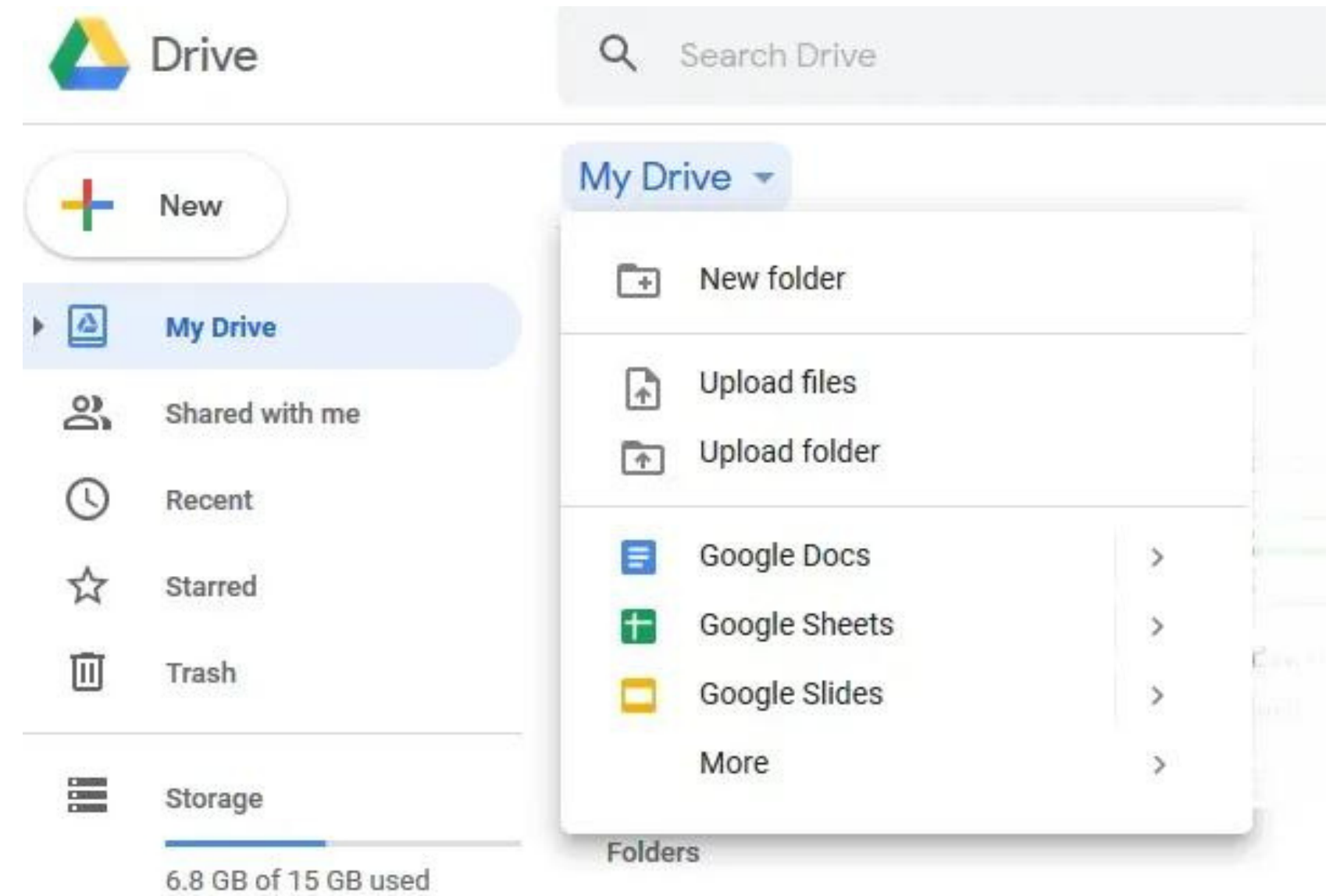
1. Where is the button to log into Google? What can you do if you don't have an account?

2. What kind of file storage system is Google Drive?

3. What button do you click to change from the display being folders or a list?

4. Name two files you can create on Google Drive?

5. What should you do with files on Google Drive that is similar to your desktop?