Lesson 6A
Learn to Use Internet Explorer, part 1   Mar. 13th, 2010

Before we start, please check the version number of your Internet Explorer by clicking on **Help** then click on **About Internet Explorer**.

Web Page Title: You will see the <u>webpage name</u> followed by <u>Windows Internet Explorer</u>.

Address Bar: This text box displays the address of the displayed webpage.

Menu Bar: This is a very important tool bar which consists of six sub-menus: <u>File</u>, <u>Edit</u>, <u>View</u>, <u>Favorite</u>, <u>Tools</u> and <u>Help</u>. If you do not see it, seek help to put it back where it should be.

The Main Explorer Features:

1. **The Back Button:** This button will take you back to whatever webpage you were previously viewing. If you have browsed many pages, or are well into a multi-page document, clicking on it repeatedly will continue to back you up one page at a time. Once you reach your starting location, it will be grayed-out and unavailable.
2. **The Forward Button:** This button will take you forward to the next webpage if you have previously browsed multiple pages and had then backed-up to the page you are currently viewing. (If you have not backed up at all, the forward button will be grayed-out) Clicking on it repeatedly will continue to move you forward one page at a time. You can move forward until you reach the last page that you had browsed, at which time the forward button will be grayed-out.

3. **The Stop Button:** The stop button stops ANY current operations by Internet Explorer. It will stop any type of file from loading. It can also be used to stop animations from continuing once a page is loaded. If you press it before a page has finished loading, the page will display everything it had finished loading before the stop button was pressed. If a document is completely loaded and there are no animations, movies, or other files still running, the stop button will have no immediate function.

4. **The Refresh Button:** This button will reload the current document that you are viewing. It is useful if the page updates very frequently so that you can view these changes as soon as they are available. If you are loading a document and the transfer was interrupted, you can reload the full document again by clicking here.

5. **The Home Button:** This button will return you to the page you have selected as the default start-up page for Internet Explorer.

6. **The Search Button:** Key in your search subject, then this button will take you to the page you have selected as the default Web search page for Internet Explorer. If you intend to change the default search page, seek for help.

7. **The Favorites Button:** This button will open up the Favorites menu. You can choose a website that you wish to put on the Favorites Bar, add to the Favorites list (usually we call it bookmark), or organize your favorites from this menu.

Setting Your Default Start-Up Page

The Start-Up page is the Web Site or document that Internet Explorer will open automatically every time that you start the program. The following steps will show you how you can change this page to whatever location you prefer:

Lesson 6A
Learn to Use Internet Explorer, part 1   Mar. 13th, 2010

1. Click on **Tools** in the **Menu Bar**. Click on the **Internet Options** at the bottom of the box. You can change the start-up page from here.
2. Click on **General** Tab; look for the **Home page** section.
3. You have three options: **Use Current** page, **Use Default** or **Use Blank**. If you are satisfied with your choice and are done setting options, click on **Apply** then **OK** at the bottom of the Internet Options box.