

What is the Internet?



It is the cables and infrastructure that transfer data from California to Illinois, etc.

What is the World Wide Web?

Apple (United Kingdom)	Google	CNN - Breaking News, Latest News and Vid	Fox News - Breaking News Updates Latest
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Google News	Amazon.com: Online Shopping for Electroni	Facebook - Log In or Sign Up	homepage Ela Area Public Library
	Annual Contraction of the Contra	Facebook - Log In or Sign Up facebook	

Some popular websites: Apple, Google, CNN, Fox News, Google News, Amazon, Facebook, EAPL

The World Wide Web is all of the websites the Internet transfers to us. (But unfortunately people use *Internet* and *World Wide Web* interchangeably)

How do we get to or view the World Wide Web? How do we view those websites?



Web browsers left to right: Chrome, Firefox, Safari, Internet Explorer, and Edge

Like telephones are what we use to make telephone calls, **web browsers** are what we use to view **web sites**. Our favorite browser is **Chrome**. Double click browser desktop icons, or single click their taskbar or dock bottom bar icons to open them.



Edge address bar

Like the number keys on a telephone, the **address bar** is where we tell the web browser where we want to go. We can type in specific <u>www.website.com</u> web addresses (also called URLs) or searches like current weather.

As the page you requested or search you entered loads, you'll see a **stop X** briefly appear instead of the **refresh button**. In Chrome, this button is to the left of the address bar. Clicking that stops a slow page from loading. If you ever need to reload a page, click the **refresh button**. \leftarrow and \rightarrow arrows at the left of the address bar help you go **back** and **forward** through the pages you've viewed.

Please make sure you have Chrome open.





Let's answer some questions to practice searching and using the web

Use the Chrome **address bar** to enter in your first search. After that, you can use either that address bar or Google's search bar to enter further searches.



Please let us know if you get stuck or have questions about these examples. Results may vary. For questions 1-20, write down your search and answer in the pictures of address/search bars:

1) What is a web browser?

 $\leftrightarrow \rightarrow$ C \triangle

Many searches pull up basic answers as the top result. If you want to see more information about something <u>text like this</u> or like this is a link to a different page that you can single click.

Your mouse will turn into a hand for links you can click. Single click links to view them. Pictures can also be links. You'll see the hand any time you hover over a link you can click.





Let's click on the **blue "Web browser – Wikipedia"** link to practice.

Click on the \leftarrow back button to go back. \rightarrow forward would go again to the Wikipedia page. And single click on the **\leftarrow back button** to go back to the search results one more time.

2) How big is the earth?



Notice above the results sections of results including All, News, Videos, Shopping, and more. Or sometimes Google will pull up **Top Stories** before main results.



5) What movies are showing nearby? (Click back to All if you clicked into News for #4.)







Q

9) When is your favorite sports team playing next?



your search and answer:

10) What's the spelling of a word you can never spell?



A lot of people use Google and other search engines and make typos and spelling errors. Over time, Google and other search engines have learned the proper spellings of words. Above the first results, they will say something like "Showing results for [correct spelling] Search instead for [incorrect spelling]" when you spell something incorrectly.

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Showing results for occasionally
Search instead for occaisonally
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11) What is the white houses' website?



The White House website is a bit different from others. Most websites end in **.com** or **.net**. The White House website ends in **.gov**. Only government websites have that ending, or **domain**. Many colleges use **.edu** for their websites. As the web grows, more and more domains like **.org**, **.biz**, **.info**, are created and used more often. Countries other than the US have their own country codes, like **.uk** for <u>https://www.parliament.uk/</u> for the British Parliament website.

12) What is the Lake Zurich government website?



Google can automatically do certain calculations for us. Google uses **x** as a letter as in medical **x-ray**. For math use shift-8 * to multiplication, - to subtract, + for addition, and **/** for division.



J

J

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Q

Q

Q

Runny nose

14) How late are any of the stores in the Deerpath Court Shopping Center open? (Walmart, LA Fitness, Oberweis, etc.)



15) How fast is 40 miles per hour in kilometers per hour?

Google

your search and answer:

16) Basic technology troubleshooting: how do you turn off a windows 10 computer?

Google

your search and answer:

17) Search for the "common cold". What are some symptoms? Treatments?

People also ask		
What is the cause of the common cold?	\sim	Cover cough to limit the spread of germs
How long is the incubation period for the common cold?	\sim	A common viral infection of the nose and Very common
Why is it called the common cold?	\sim	More than 3 million US cases per year Spreads easily Usually self-treatable
Are watery eyes a symptom of a cold?	\sim	Usually self-diagnosable Lab tests or imaging not required Short-term: resolves within days to

And what do "People also ask" about the common cold?

18) What time is it in California? Or what is the time in Florida?



19) How do you say "hi" in Spanish? German? French? In any other language you'd like to try? If you know the language you try: Did Google get it correct? Remember: results aren't perfect.

Google

your search and answer:



🤳 Q



Q

20) What is one thing on the menu of Bellalukes?



your search and answer:

• Right click any of the links on your page. Click the **New tab** option.

Tabs – open multiple web pages at once!

These tabs are located at the top of each web browser. To open a new tab, each browser has a **new tab** button, or you can use the keyboard shortcut ctrl+t (Safari Cmd+t). Each tab is labeled with the website **title**. Click on that title to switch to that tab. The tab you're in is highlighted lighter.



Edge tabs – Edge moves its address bar down into the middle of the screen on a new tab page Use the keyboard shortcut Ctrl+L or Cmd+L on in Safari to move your cursor in the address bar quickly.



As more tabs are added, they get smaller to fit into the width of your window. There's no limit on tabs, but opening up tons of tabs slows your device down.

- Open a few tabs in your web browser.
- Do a search or load a web page in each tab. A few page suggestions: <u>www.lakezurich.org</u>, <u>www.eapl.org</u>, <u>www.cnn.com</u>, <u>www.foxnews.com</u>, <u>www.facebook.com</u>, <u>news.google.com</u>
- Switch between tabs by single clicking on the one you want to switch to.
- To close a tab, click the **X** at its right edge. Sometimes the Xs disappear unless you've clicked on the tab you want to close. Sometimes the Xs only appear by hovering over/near a tab.

Web Browser settings

If you want to customize the way your web browser works, such as changing the home page, all web browsers have settings menus. These settings menus also include menus for printing. Single click the buttons shown below for each browser to get started:

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Internet Explorer – upper right corner of the window gear button.

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Firefox – upper right corner of the window three line button.

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Google Chrome – upper right corner of the window vertical ... button.

 Safari
 File
 Edit
 View
 History
 Bookmarks
 Window
 Help

 Apple Safari
 – upper left corner of the whole screen.
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Microsoft Edge – upper right corner of the window ... button.

Printing

Printing from the web is tricky. The print option is usually located in your web browser settings menu. You can also pull it up with the keyboard shortcut Ctrl+p or Cmd+p on a Mac.



Picture 1 is Chrome's standard print menu. As you change options on the left, the print preview to the right changes. At the top it tells you how many pages it is.

Picture 2 is a standard print menu like you'll often see in Firefox, Internet Explorer, or Microsoft Edge. Both allow you to customize which pages print out.

Printing from email in particular is extremely hard. Here's an email:



What you typically want to print from an email is in the red box.

Here's what it's actually going to print by default without any customization:



This example email account is very clean, but most email accounts have a bunch of ads and other stuff around the edges of the page. Those will print unless we use a different print button.

Most email services have special print buttons in each message.



Gmail – in the upper right of each message is a super tiny **Printer** button. This pulls up a special print that only prints the body of the message. *This doesn't print attachments!*



To print an attachment you still have to download it and open it.

To download an attachment, usually you have to click a ▼ button or a **Download** button next to the icon showing the attachment.



Your web browser has absolutely no idea how to print this message or its at to the printer.

Thanks, Sender Lastname

Downloads display in different locations after they've completed. The easiest way to open a downloaded attachment is different for each web browser:



Chrome download display location (lower left corner) – Click the \blacktriangle arrow and then **Open with system viewer**, and in that program (usually Adobe Reader) click File > Print.



Firefox download display location (upper right corner) – click on the $\mathbf{\nabla}$ arrow and then click on the icon of the download to open it. In the program that opens, you can finally print the attachment (usually by going to File > Print).



Safari (Mac only) download display location – click the $\mathbf{\nabla}$ arrow that appears once you've downloaded a file, and then double click the file you want to open it. In that program, you can finally print the attachment (usually by going to File > Print).

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Print	
File	
Zoom (100%)	[
Safety	· · ·
Add site to Apps	
View downloads	Ctrl+J
Manage add-ons	
F12 Developer Tools	
Go to pinned sites	
Compatibility View setting	gs

Internet Explorer download display location – click the View Downloads button to be taken to a list of your downloads. Open the downloaded file from there and in the program that opens, you can finally print the attachment (usually by going to File > Print).

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Firefox Setup Stub 47.0.1.exe download-installer.cdn.mozilla.net			×		

Edge download display location – click the three lines button toward the upper right and then click the $\mathbf{\nabla}$ arrow icon. Open the downloaded file from there and in the program that opens, you can finally print the attachment (usually by going to File > Print).

Thank you for attending our 3-part basics series!

If you have any feedback on how we can teach this class better, other classes you would like us to offer, etc., please let us know.

Disable a pop-up blocker – "I clicked the link but the page wouldn't load."

Pop-ups are terrible mini-web pages that try to automatically appear. The person who invented pop-ups regrets it and has apologized (literally: <u>http://www.theatlantic.com/technology/archive/</u>2014/08/advertising-is-the-internets-original-sin/376041/). Sometimes online education portals use them beneficially. We block pop-ups by default, but they can be manually allowed:

<u>Chrome</u>



- It's more obvious when Firefox blocks a pop-up. A nice big yellow bar appears just below the address bar.
- Click the **Options** button.
- You can click Show '[address of the pop-up] to show that individual pop-up only or click to Allow pop-ups for [site address] meaning allow every pop-up from that site.



Internet Explorer

			Always allow	
Internet Explorer blocked a pop-up from *.pbclibrary.org.	Allow once	Options for this site 🔻		More settings
			_	

- It's also fairly obvious that you've run across a pop-up in Internet Explorer. A nice big yellow and white bar appears all the way at the bottom of your screen.
- Either click Allow once,
- Or click **Options for this site** and then **Always allow** to allow every pop-up from that site.

BONUS CONTENT

<u>Edge</u>

- Like Internet Explorer, Edge makes it fairly obvious you're run across a popup. A grey and blue bar appears all the way at the bottom of the screen.
- Either click **Allow once** (and then select from which popup you want to allow if there are multiple or click **Allow all pop-ups**),
- Or click **Always allow** to allow every pop-up from a site.

Allow 'http://www.popuptest.com/popup1.html' Allow 'http://www.popuptest.com/popup2.html' Allow 'http://www.popuptest.com/popup3.html' Allow 'http://www.popuptest.com/popup4.html' Allow 'http://www.popuptest.com/popup5.html' Allow 'http://www.popuptest.com/popup6.html' Allow all pop-ups



- Click the **red circle X** in the upper left corner of the Preferences window.
- Refresh the page you were on by either clicking the **refresh button** or using the keyboard shortcut **cmd+r**.
- Click the link that you think was supposed to open a pop-up again.

Set your homepage – "Can it load my email automatically?"

A homepage loads first when you open a browser. Set a homepage to speed up your workflow.

<u>Chrome</u>

- In the upper right corner, click the **vertical three dots menu button**.
- Settings Help 🕨

Click Settings toward the bottom.

17

- Find the On startup section, and click Set pages
- In the menu that appears, hover and click the X to get riv the current homepage, and then click into the Enter URI textbox to type in a new page, like eapl.org. And click Ol

d of L	Open the	e New Tab page
 k.	Continue	where you left off

On startup

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Get themes

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Find

🕑 Show Home button 🏢

New Tab page Change

Always show the bookmarks bar

Startup pages	×	Open a specific page or set of pages. meno Set pages
homepage Ela Area Public Lib http:/	/www.eapl.org/	
Add a new page Ente	Delete this item	
Use current pages	OK Cancel	Appearance

Under Appearance make sure Show Home button is checked, and that below that it says the name of the page you set. If it doesn't, click

Home page		×
Use the New Tab	page	
Open this page:	http://www.eapl.org	
	0	KCancel

Change and then click the circle radio button

next to Open this page [your homepage]. And click **Ok**.

Firefox

- In the upper right corner, click the **three horizontal lines menu button**.
- Click the **Options gear** in the middle of the menu that appears.
- It should take you into the General section of Options. In the General section, find the • Home Page text box, click into it, and type the website you want as your homepage.

Home Page: Mozilla Firefox Start Page

Click in any blank space outside of the text box, and you've changed your homepage (yes, ٠ it's annoying there isn't a save or ok button to confirm it worked).

Internet Explorer

- In the upper right corner, click on the gear menu button.
 - Click on Internet options. •

Report website problems
Internet options
About Internet Explorer







. General

Reset to default theme





BONUS CONTENT

- Find the **Home page** section. Click in the text box and Home page To create home page tabs, type each address on its own line. change it to the homepage you want. • At the bottom, click **Apply** and then **Ok**.



Edge

- Edge makes this difficult. First we have to enable the home button, which is hidden by default. In the far upper right corner, click the ... menu button.
- At the bottom, click **Settings**.
- Scroll toward the bottom of settings, and click View advanced settings.

What's new and tips	Advanced settings
Settings	View advanced settings

- At the top of Advanced settings, click the **Show the home button** option to make it **blue On**.
- Below that, click the drop down arrow and select the **A specific page** option.

	≪ Advanced settings -⊐	Show the ho	me button		
	Show the home button	On On			
	Off	Start page			
		New tab p	age		
		A specific	page		
I	In the text box below that, type in an adda www.eapl.org/ or whatever site you want		A specific page		Save
,	Click the save disk to the right of that text	box.	www.eapl.org	×	

Safari

- General
- In the far upper left corner, click on the **Safari** menu, and then click on **Preferences...**
- Click into the **General** section of Preferences. •
- Find the text box next to **Homepage**, and type in an address like <u>www.eapl.org/</u> or whatever you prefer. Then hit **Enter** on your keyboard.

Homepage:	www.whatever.com/
	Set to Current Page

• Click the **red circle X** in the upper left corner of the Preferences window.

- If you can't find the Home button, add it to Safari by clicking View, and then click Customize Toolbar...
- Drag the Home button where you want it to be, and then click Done.



Add a bookmark – "There are just a few pages I go to regularly, and..."

If there are pages other than your homepage you go to frequently, you can save them as bookmarks for easy access. In Chrome and Internet Explorer, the keyboard shortcut **Ctrl+Shift+B** shows/hides a bookmark bar. In Firefox, that shortcut shows a bookmarks menu.

<u>Chrome</u>

- Navigate to a page you want to bookmark, such as http://aol.com/, http://aol.com/, <a href="http:/
- In the upper right corner of the browser, at the end of the address bar, there should be a star. Click that star to create a bookmark.
 - In the **Name** box, give it a name you'll remember.
 - Check to make sure the Folder is Bookmarks bar. Click Done.

	*
Bookm	ark
Name:	Get a Document Notarized? Ela Area Publi
Folder:	Bookmarks bar 👻
	Remove Edit Done

Firefox

- Navigate to a page you want to bookmark, such as http://aol.com/, http://aol.com/, a news site, your work homepage, or any other important page.
 - Toward the upper right corner of the browser, to the right of the search box, there should be a star button. Click that **star** to bookmark it. In the **Name** box, give it a name you'll remember.
- Check to make sure the Folder is Bookmarks Toolbar. Click Done.
- Show the bookmarks toolbar in Alt+f > View > Toolbars > .

	Edit This Bookmark
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Internet Explorer

- 🕆 🖈
- Navigate to a page you want to bookmark, such as <u>http://www.yahoo.com/</u>, <u>http://aol.com/</u>, or a news site, your work homepage, or any other important page.
 - Toward the upper right corner of the browser, beneath the close X, there should be a star button. Click that **star** to start creating a bookmark.
 - This brings up a bookmarks menu. Click the down arrow to the right of Add to favorites to make sure you put it where you want it, either general favorites or the Favorites bar. We recommend the Favorites bar.



<u>Edge</u>

- Navigate to a page you want to bookmark, such as <u>http://www.yahoo.com/</u>, <u>http://aol.com/</u>, or a news site, your work homepage, or any other important page.
- Toward the upper right of the screen, after the end of the address bar, there should be a star button.
 Click that star to start creating a bookmark.
- That brings up a bookmarks menu. Click the down arrow to the right of the default **Save in** option. You can pick **Favorites** or **Favorites Bar**, but we recommend the default **Favorites**.
- Click Add.
- To access your bookmarks later, click the **three line button** toward the upper right corner, click on the **small star** in the menu that appears, and then click on the favorite you want to open.



Bookmarks	Window Help	
Show Favo ✓ Show Freq	rites uently Visited in Favorites	
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Add to Rea Add These	ding List 2 Tabs to Reading List	企業D
Select Prev	vious Item in Reading List	1第1
Select Next Item in Reading List 73%		
口 Favorite	es	•

<u>Safari</u>

- Navigate to a page you want to bookmark, like a news site, your work homepage, or any other important page.
- In the top bar there should be a **Bookmarks** menu, click it, and then click **Add Bookmark...**
- That brings up a bookmarks menu. We recommend leaving it in the **Favorites** folder.
- You can change the name of the bookmark in the text box.
 - Click Add

Add this page to:		
口 Favorites		\$
Yahoo		
	Cancel	Add

To access your bookmarks later, EITHER click Bookmarks in the top bar, then hover over Favorites and then click one of your bookmarks OR simply single click into the address bar and then click on one of your bookmarks (we recommend this method since it's easier).



Change your default search engine – "Why is it using that search engine?"

Typing in your address bar usually does a search. But what search engine does it use? Each web browser has a default search engine, which you can change.

Chrome

:

- In the upper right corner, click the **vertical three dots menu button**.
- Click Settings toward the bottom.
- Scroll down to the Search engine sect •
- Click the ▼ arrow to the right of Search engine used in the address bar and select from the options.

ion.			
rch engine			
Search engine used in the address bar	Google	•	
Aanage search engines		•	

Settings

Ω

Find

Help

Or you can click the ▶ arrow to manage available search engines.

Firefox

- In the upper right corner, click the **three horizontal lines menu button**.
- Click the **Options gear** in the middle of the menu that appears.
- On the left side, click to go to the Search section of Options. •
- Click the ▼ arrow beneath **Default Search engine** and select from the options.
- Manage available search engines in the • One-click Search Engines section.

Default Search Engine

Choose your default search engine. Firefox uses it in the location bar, search bar, and start page. •

G Google



O

Options

Q Search

Add-ons

Internet Explorer

<u>8</u>

- In the upper right corner, click on the gear menu button.
- Click on Manage Add-ons.
- Click on Search Providers.
- The list may have a few search engines to choose from. If not, click
 Find more search providers...
 Search in the address bar and the search box on the new tab page
- It should take you to a page of Add-Ons (which include search engines). (Likely <u>https://www.microsoft.com/en-us/iegallery</u>.) Scroll up and down to **add** the search engine you want to your browser.
- Click Add again to confirm that you want to add the search engine on to your browser.
- Close the Manage Add-ons window.
- Reopen the Manage Add-ons window by clicking the **gear menu button** from the upper right corner, and then click **Manage Add-ons** again.
- Click into Search Providers .
- Click on the one you just added to your web browser.
- Click Set as default. And then click Close.



Search in the address bar with

Change search engine

Bing

<u>Edge</u>

- In the far upper right corner, click the ... menu button.
- Scroll down to Search in the address bar with and then click Change search engine.
- Available search engines are listed. Scroll up and down to see what they are. As you browse the web, Edge can automatically add potential search engines, and ones it has added are labeled (discovered). Click the one you want.
- Click Set as default at the bottom.

Google www.google.com					
Twitter (discovered) twitter.com					
Set as default					
Remove					
Q Search Security Priva	acy Notifications Exte				
✓ Google					
Yahoo Bing DuckDuckGo	ngine suggestions				



<u>Safari</u>

- In the far upper left corner, click on the **Safari** menu, and then click on **Preferences...**
- Click into the **Search** section.
- Under Search engine click the ► arrow and then click to select one of the options.

 View downloads
 Ctrl+J

 Manage add-ons

 Image add-ons

Recommended Additional Resources:

Other technology classes

Go to <u>http://www.eapl.org/events</u> to view and signup for other computer classes.

Class handouts

Go to <u>http://eapl.org/events/computer-programs/class-handouts</u> to download handouts and exercises.

Librarian and computer aide assistance

We are glad to help you out at the second floor reference desk as best we can while helping others.

Help appointments

Ela Library cardholders can schedule one-on-one appointments with librarians for further help. We can help with our Digital Media Labs or with general technology questions in our areas of expertise. Appointments last up to one hour. Paper appointment request forms are available at the 2nd floor reference desk. You can also request appointments online:

- Go here <u>http://www.eapl.org/DMLhelp</u> to sign up for a Digital Media Lab appointment.
- Go here <u>http://www.eapl.org/computer-programs/one-one-technology-help-appointment-request</u> to request a general tech help appointment.

Tech Tutoring

The last Wednesday of some months, a tech savvy librarian is available for six 30 minute tech tutoring appointments. Bring a list of questions and we'll help with as many as possible. Limit one tutoring appointment per month per patron. First registered first served, no library card required. Go to http://www.eapl.org/events to register for a session.

Databases

The Library offers card holders access to many premium databases at <u>http://www.eapl.org/resources</u> :

- <u>Gale Courses</u> offers a wide range of highly interactive, instructor led courses that you can take entirely online. As an Ela Area Public Library card holder in good standing, you are entitled to these courses at no cost. Courses run for six weeks and new session begin every month.
- <u>Lynda.com</u> offers technology training with over 20,000 training videos on over 300 topics with exercise files included. The Library pays for card holders in good standing to access this resource, however you will be required to create a free account. **Please remember to log out when you are finished*.

Books

The Library has many technology-related books in the 2nd floor non-fiction collection around 004-007.

- Internet basics for beginners by Shaun Fawcett 004.678
- Computer basics by Michael Price 004.16

Laptops and iPads

Check out a laptop or iPad for use in the library for up to 2 hours. More info: <u>http://eapl.org/laptops</u>

Free online tech training websites

http://www.gcflearnfree.org/, https://techboomers.com/, http://www.digitallearn.org/

Recommended websites Search engines <u>www.google.com</u> <u>www.bing.com</u> <u>www.duckduckgo.com</u>

Download a different web browser https://www.google.com/chrome/browser/desktop/ https://www.mozilla.org/en-US/firefox/new/

News www.chicagotribune.com http://www.dailyherald.com/ news.google.com

Recipes www.allrecipes.com

Weather www.darksky.net www.weather.com

Telephone numbers <u>www.anywho.com</u> <u>https://gethuman.com/</u> Find ReferenceUSA at <u>http://eapl.org/resources</u>

Maps and Directions http://maps.google.com

Travel https://www.airbnb.com/ https://www.kayak.com/

AARP website www.aarp.com

More useful websites http://eapl.org/research/useful-websites

Computer Class Evaluation

Date: 8/19/2021

Class Title: **The Internet** In terms of your skill with computers, how do you consider yourself?

- Absolute Beginner (no or little experience with computers, NOT yet comfortable using a mouse and keyboard)
- Beginner
- □ Intermediate
- Advanced

In terms of your skill using the Internet, how do you consider yourself?

- □ Absolute Beginner (no experience)
- □ Beginner (some experience, but not comfortable using)
- □ Intermediate (some experience, comfortable with the basics)
- Intermediate/Advanced (experienced with basic and intermediate functions, but require training on advanced functions)

How much do you feel that you learned?

- □ I learned a lot
- □ I learned some
- I didn't learn much
- □ I learned nothing

How did you perceive the pace of the class?

□ Too Fast □ Just Right

 $\hfill\square$ Too Slow

Were the handouts helpful?

 \Box Yes \Box No If no, why not?

What did you like most about the class?

What did you like least about the class?

What other topics would you like to see in a future computer class?

How do you normally find out about library computer classes?

□ Footnotes (Library Newsletter)

□ Library Website

Other

If you are not an Ela Area Public Library card holder, where is your home library?

Any additional comments: