

# Century 21 *Jr.*

Input Technologies &  
Computer Applications

KEYBOARDING

Review Ch. 3 – Connecting to the World's Information

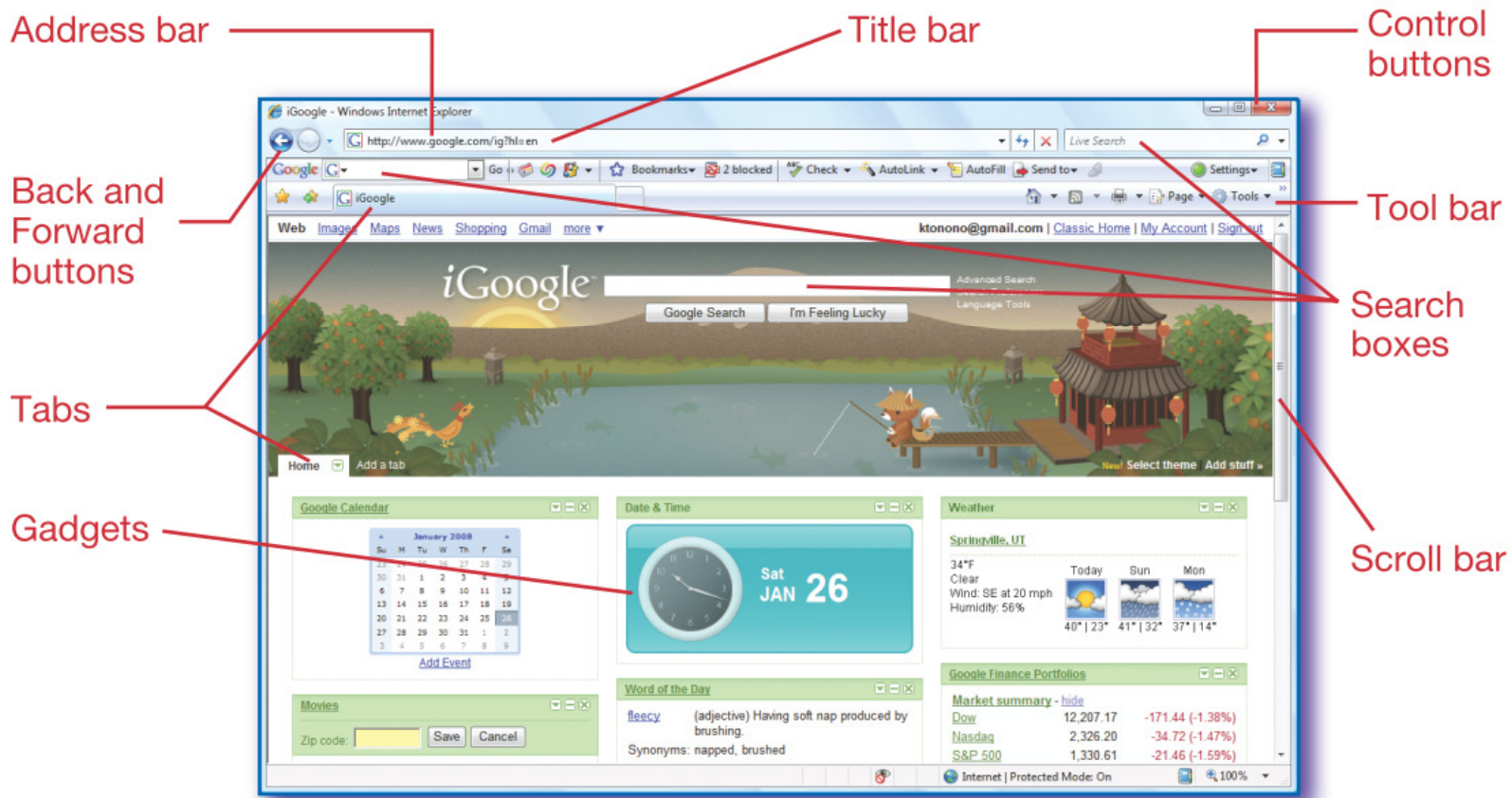
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# Networks

- Two linked computers is a network
- A network of computers located a short distance is called a LAN
  - Most companies operate LANs
- The internet is a web of computer networks
  - Many LANs linked to each other



# Web Browser



# Web Addresses

- URL (uniform resource locator)
  - <http://www.nasa.gov>
- Addresses include domain names

.edu	Educational	.in	Country code for India
.mil	Military	.gr	Country code for Greece
.org	Organizational	.us	Country code for the United States
.biz	Business	.mx	Country code for Mexico
.com	Commercial	.uk	Country code for the United Kingdom
.pro	Professional	.jp	Country code for Japan
.info	Informational	.tv	Country code for the island nation of Tuvalu (often licensed for use by TV stations)
.net	Network providers	.ca	Country code for Canada
.gov	Governmental	.cn	Country code for China
.co. uk	Commercial for United Kingdom	.pe	Country code for Peru

# Searching

- Search an individual website
- Web-based search engines

Organic  
(un-sponsored)  
results

The screenshot shows a Google search results page for the query "ski snowboard". The search bar at the top contains the text "ski snowboard" and a "Search" button. Below the search bar, the text "Personalized Results 1 - 10 of about 2,230,000 for ski snowboard . (0.16 seconds)" is displayed. The results are organized into two columns. The left column contains organic (un-sponsored) results, including links to "Snowboard Ski Resorts", "SkiSnowboard.com", "Home - Where to Ski and Snowboard", "Burton Snowboards and Skis", "Ski Utah", and "SkiBuckmans.com". The right column contains sponsored links, including "K2 Closeout Ski Sale", "Snowboarding Photos", "Ski Wax, Tuning & Repair", "Utah Ski Rental", and "\$79 Boardsforless.com".

Total number  
of results

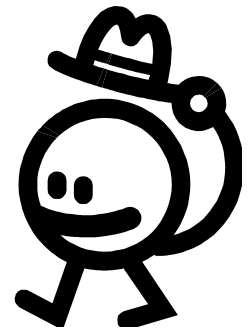
Sponsored  
Links

# Search Tips

- Word stemming
  - “ski” brings up *skiing, skis, skier, skied*
- Capitalization doesn't matter
- Phrase searching
  - Use quotation marks: “big cottonwood canyon”
- Small or insignificant words are not searched
  - *and, I, it, the, or*, and single digits like *1* or *7*

# Netiquette

- Do not key or text in ALL CAPS
- Do not give out phone numbers or personal information
- Never give out personal information about others
- Do not forward others' messages
- Do not send large attachments
- Do not send spam



# Netiquette

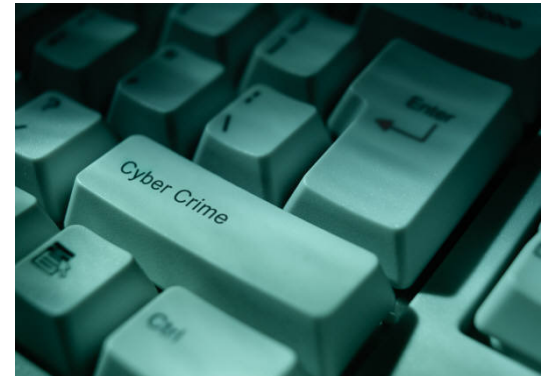
- Be courteous
- Respect others' privacy
- Assume that messages are not secure
- Be ethical – do not copy materials
- Do not use someone else's computer or cell phone
- Do not use the Internet for anything illegal





# Computer Crimes

- Computer viruses and malware
- Hacking
  - Accessing computers or networks without permission
- Identity theft
  - Using someone's personal information to commit fraud or other crimes
- Scams
  - Taking money under false pretenses



# Identity Theft Protections

- Review your credit report regularly
- Use strong passwords
- Avoid giving out personal information
- Shred documents before discarding
  - Charge receipts and bills, bank statements, checks
- Keep your social security number safe
- Protect access to home computers
  - Guard against computer viruses



# Personal Safety Online

- Never give out private information
  - Name, address, phone number, school
- Never send your picture to someone you do not know personally
- Never agree to meet in person someone you have met on the Internet
  - Or bring your parents along, too



# Data Safety Online

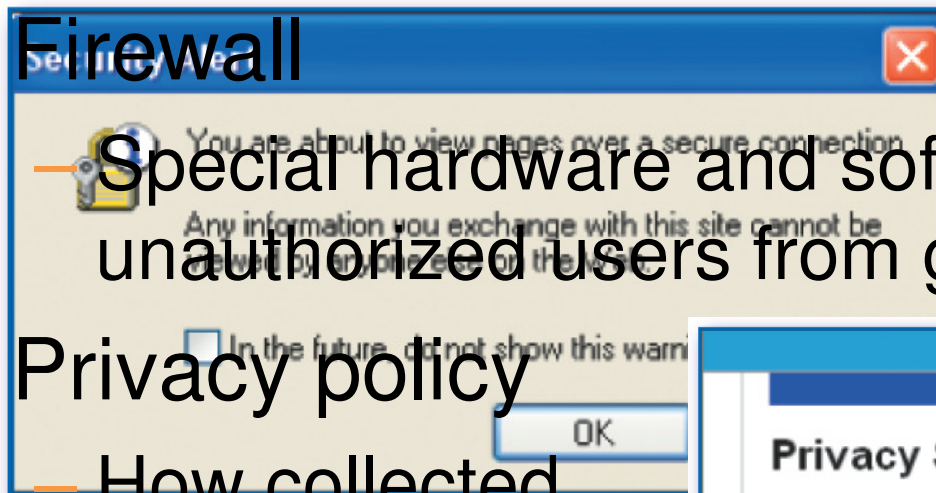
- Encryption

- Firewall

— Special hardware and software to prevent unauthorized users from getting to data

- Privacy policy

— How collected data are used



# Copyright

- Protection granted by the U.S. government
  - Requires owner's permission to use
- Fair use doctrine
  - Small portion may be used for educational purposes without owner's permission
- Plagiarism
  - Claiming material created by someone else as your own



# Review Question

1. Which of the following is not a protection against identity theft?
  - a. Using strong passwords
  - b. Shredding important documents
  - c. Visiting secure websites
  - d. Guarding against computer viruses

Read the question and decide which answer you think is correct. Click the mouse to see the correct answer.

# ANSWER

1. Which of the following is not a protection against identity theft?
  - a. Using strong passwords
  - b. Shredding important documents
  - c. Visiting secure websites
  - d. Guarding against computer viruses

# Review Question

2. Which of the following is an example of good netiquette?
- a. Sending a joke around to everyone in your address book
  - b. Forwarding an interesting email
  - c. Posting comments about others on your MySpace page
  - d. Asking to use a friend's computer

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# ANSWER

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# Review Question

3. Which of the following is an example of plagiarism?
- a. Copying a hyperlink on a Web page
  - b. Searching Wikipedia for your report topic
  - c. Uploading images to the Web
  - d. Including part of a relevant Web page without quoting

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# ANSWER

3. Which of the following is an example of plagiarism?
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  - b. Searching Wikipedia for your report topic
  - c. Uploading images to the Web
  - d. Including part of a relevant Web page without quoting

# Review Question

4. Which of the following does not help protect private data online?
- a. Firewalls
  - b. Secure websites
  - c. Networks
  - d. Privacy policies

Read the question and decide which answer you think is correct. Click the mouse to see the correct answer.

# ANSWER

4. Which of the following does not help protect private data online?
- a. Firewalls
  - b. Secure websites
  - c. Networks
  - d. Privacy policies

# Review Question

5. Which of the following is not a good search technique?
- a. Using quotation marks around phrases
  - b. Capitalizing important words
  - c. Omitting small words
  - d. Looking at sponsored links

Read the question and decide which answer you think is correct. Click the mouse to see the correct answer.

# ANSWER

5. Which of the following is not a good search technique?
- a. Using quotation marks around phrases
  - b. Capitalizing important words
  - c. Omitting small words
  - d. Looking at sponsored links