



Computer Basics
Peninsula College Continuing
Education with Renne Emiko Brock-
Richmond

Week 5
Internet Settings and Internet Security

- Customizing Internet Explorer
- Changing the Home Page
- Cookies
- Temporary Internet Files
- Security Level
- Pop-up blockers
- Viruses and Spyware

■ **Customizing Internet Explorer**



To make your online experience unique, you can customize Explorer or any Internet browser. You can change your settings in your

Tools > Internet Options.

■ **Changing the Home Page**



To change your Home Page go to your Tools > Internet Options > General tab and type in the website address you want to be your Home Page. You can change

this anytime you want.

■ **Cookies**

C is for Cookie, which is good enough for me! – Cookie Monster

HTTP Cookies are used to maintaining specific information about web users, tracking and confirming you are the user you say you are and your preferences or the contents of your shopping cart. What HTTP Cookies appear to do is remember you – it is a great customer service device. They are parcels of text sent by a server to a browser and then sent back unchanged by the browser each time it accesses that server. Because they are used to track your browsing behavior, they can be a concern of Internet privacy.

You can delete your Cookies by Tools > Internet Options > General tab > Temporary Internet Files > Delete Cookies

■ **Temporary Internet Files**



This is a directory used to cache pages from websites you visited. The websites will load faster the next time they are visited if they are in the cache.

You can delete your Cookies by Tools > Internet Options > General tab > Temporary Internet Files > Delete Files
Some times people will suggest you dump or clear your cache if you are having trouble loading a newer version of a webpage.

■ **Security Level**

★ ***Red Alert!*** ★

Hackers and virus writers can infect your computer if you have low security settings in your e-mail and browser. You decrease your chances of being attacked by increasing your security settings.

To raise the browsing security level in Internet Options > General tab > Security > Internet icon. Under Security level for this zone, move the slider to High. Doing this may affect they way some websites work.

■ Pop-up blockers



Pop-up ads or windows happen when certain web sites open a new browser window to display ad or capture email addresses. Some websites use these pop-up windows to just increase space for data or photos.

You can block them by going to Tools > Pop-up Blocker > Pop-up Blocker Settings and set them to High. You can also add Pop-up windows you do want to view.

■ Viruses and Spyware

A computer virus is a set of computer instructions or computer code that is written by a selfish and unethical person who focuses on destruction instead of positive creation. The virus attaches to part of your normal computer operating system or computer program then performs a destructive task. You are susceptible to viruses if you download files from the Internet or receive them through an email.

Get a virus protection program, it will alert you as it detects viruses before they contaminate your system. Your antivirus program will quarantine or eliminate the virus so your system will not be harmed. Research what virus protection program is best for your and doesn't have conflicts with your system or programs you use often.

Spyware programs (bots) enter your computer like viruses and are downloaded to gather information that is usually used for marketing purposes Evil ones can even capture your passwords and personal information. Like a Science Fiction story, the spyware bots can take complete control of your computer by a remote user or be agents for espionage. Also get an Anti-spyware program that will eliminate all the spyware on your computer. Again, do your research.

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Control Panel and Customizing your Experience

- Introduction to Control Panel
- Personalize your computer
- Changing the computer's Colors, Sounds, Desktop background, Screensaver, Font, user account picture, Theme, and Side Bar
- Display Options
- Folder Options
- Mouse Options
- Add/Remove Programs
- Add/Remove Devices
- Other Control Panel features

Customizing your computer is fun and the Control Panel helps you make your computing experience unique. Please have fun! Remember, if you aren't sure if you should make a change, don't.

■ Introduction to Control Panel

Control Panel - a part of Windows interface that allows you view and manipulate basic system settings and controls. This is where you can make changes to your interface, add or remove software, add or remove hardware, and modify your interactive devices like the mouse and keyboard.

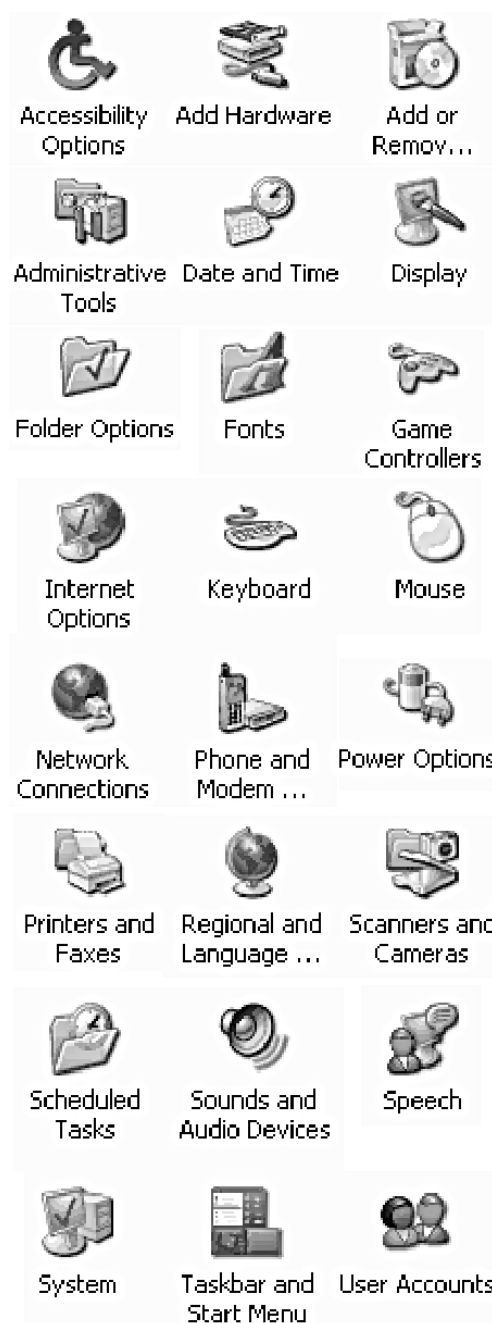
The Control Panel can be opened from the Start Menu.

■ Personalize your computer

User Account - Each user account has its own custom settings.

Creating a new User Account

You can create separate accounts for each person that uses the computer. This permits each user to have their own document folders and settings, Start Menu and visual interface. You can create and configure user accounts with the User Accounts tool in Control Panel. To open the User Accounts tool, open Control Panel from the Start menu, and then double click User Accounts.



To Create a New User Account

- > Click Create a new account in the Pick a task list box.
- > Type the name that you want to use for the account, and then click Next.
- > Select the desired account type, and then click Create Account.

To Make Changes to an Account

> Click Change an account in the Pick a task list box.

> Click the account that you want to change.

> Select the item that you would like to change: the name, the picture, the account type, Create/change the password, or Delete the account.

■ Changing the Computer's Colors, Sounds, Desktop background, Screensaver, Font, User Account Picture, Theme, and Side Bar

Inside the Control Panel, you can explore and design your visual interface as you like it. Play!

Appearance and Themes

Under the Pick A Task Section : Change the Computer's Theme, Change the Desktop Background, Choose a Screensaver, Change the Screen Resolution

Under Pick A Control Panel Icon: Display, Folder Options, Taskbar and Start Menu

Under the 'See Also' Section : Fonts, Mouse Pointers, High Contrast, User Account Picture

How to Create a Personal Screen Saver

Right-click an empty spot on the desktop, then click > Properties> Screen Save tab.

In the Screen saver list, click > My Pictures Slideshow. Click > Settings to adjust picture size, display speed and transition effects.

Sounds Speech and Audio Devices

Under the Pick A Task Section : Adjust the System Volume, Change the Sound Scheme, Change the Speaker Settings

Under the Pick A Control Panel Icon: Sounds and Audio, Devices , Speech,

Under See Also' Section: Accessibility Sound Options, Advanced Volume Controls

■ Display Options

■ Folder Options

■ Mouse Options

Customizes the way you view your Display (screen/monitor), how your Folders look and feel, and the Mouse controls. Try them out!

■ Add/Remove Programs

If your application disk doesn't install on its own, then you can add or remove a program using the Control Panel. There are three choices that may be selected: Change or Remove Programs , Add New Programs, Add/Remove Windows Components

■ Add/Remove Devices

If your computer doesn't recognize hardware you have connected, you might have to choose it under the Control Panel.

Under the Pick A Task Section : View installed printers or fax printers , Add a printer

Under the Pick A Control Panel Icon: Game Controllers, Keyboard, Mouse, Phone and Modem Options, Printers and Faxes , Scanners and Cameras

Under the 'See Also' Section: Add Hardware , Display , Sounds Speech and Audio Devices , Power Options, System

■ Other Control Panel features

Week 10 we will cover in the Control Panel: Performance and Maintenance Network and Internet Connections

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Beyond the Basics

- Using your Help Files
- Installing new programs and new hardware
- Removing (Uninstalling) a program correctly
- Backup your files to CD
- Perform advanced tools for Routine Computer Maintenance
- Introduction to the Internet and Email
- Course review and skill extension
- Burning Questions Answered

Remember that asking questions is a sign of intelligence.

■ Using your Help Files

The Start Menu and any program has Help Files to assist you. Some are a basic index and some go through issues step-by-step. Most Help Files are located at the end of your programs menu bar, simply named **Help**.

Most Help Files contain a Search, Contents, Index, Glossary, and a print option. The Help Files may appear like a browser window with forward and back

buttons to run through pages. Often they have a “What’s New” section about the newest features the program may offer. Even if I am not sure what I am looking for, like the exact word, I will go through sections that I think have similar concepts to discover new things and most likely what I was looking for in the first place.

Try it, you’ll like it!

■ Installing new programs and new hardware

■ Add/Remove Programs

If your application disk doesn’t install on its own or the application doesn’t include an uninstaller, then you can add or remove a program using the Control Panel. There are three choices that may be selected: Change or Remove Programs , Add New Programs, Add/Remove Windows Components

To remove a program you are not using and is taking up valuable space on your computer:

Log on to your computer as an Administrator (that is the main user who set up the system) Click **Start > Control Panel**.

In the Start Menu, Click **Add or Remove Programs**.

A dialog box will appear, In the **Currently installed programs** list, click the program that you want to remove. Then, click **Remove**.

Follow the instructions to remove your program as each program has a unique process. Restart your computer if it prompts.

■ Add/Remove Devices

If your computer doesn’t recognize hardware you have connected, you might

have to choose it under the Control Panel.

Under the Pick A Task Section : View installed printers or fax printers , Add a printer

Under the Pick A Control Panel Icon: Game Controllers, Keyboard, Mouse, Phone and Modem Options, Printers and Faxes , Scanners and Cameras

Under the 'See Also' Section: Add Hardware , Display , Sounds Speech and Audio Devices , Power Options, System.

■ Backup your files to CD

This is an excellent way of keeping copies of your files, because you never know what will happen to your computer. It is also a way of giving your files to other computer users if you don't want to try to attach those large files to an email. To write files to a CD, you need a Read and Writable CD drive (CD-RW) and compatible media. Most computers include CD-RW drives. And the two types of compatible, writable CD media are available: CD-R (Recordable) and CD-RW (ReWriteable).

To copy files to a CD:

Insert the writable CD into your computer. In the **CD Drive** dialog box, click **Open writable CD folder** > click **OK**.

An Explorer window will open showing the blank CD. Leave this window open (you will see it in your Task Bar), and open a new Explorer window containing the files you want to copy to the CD. For example, open My Documents by clicking **Start**, and then clicking **My Documents**.

Select the folders or files you want to copy to the CD. To select multiple files, hold down the CTRL key, and click each file. Right-click the selected files, and then click **Copy**. This Copy option may appear on a side bar or from the Menu Bar under **Edit>Copy**.

Switch to the Explorer window showing the blank CD. Click the **Edit** menu, and then click **Paste**. You will see the files there, but they still have to be written or burned on to the CD.

When you have added all the files you want to copy, click the **File** menu, and then click **Write these files to the CD**. A dialog box will open to the **CD Writing Wizard**. Type a name for the CD, and then click **Next**.

The **CD Writing Wizard** copies the files to your CD, which might take awhile depending on how many files it is copying. It will also let you know if you have too many files, so you might have to remove some files from the CD window.

After the wizard has copied the files to your CD, click **Finish**.

Your CD should automatically eject.

Remove the CD from your computer and label it with a permanent marker. **DO NOT USE A STICKER!**

■ Perform advanced tools for Routine Computer Maintenance

Defragment your hard disk drive

Defragmentation improves your computer's performance by reorganizing your files. You only have so much space on the computer. You can compare your computer to a bookshelf full of volumes of books, candy bars, and empty space. If the books and candy bars were all mixed up with empty spots (fragmented), it would be difficult to continue on in an exciting story or find the right encyclopedia or locate a quick snack. To be efficient, you would reorganize the bookshelf by lining up and close together the books in volume order, stack the candy bars, and that would leave your empty space all together so that you can fill it with more books (defrag).

To defragment your computer: Click **Start**, and then click **My Computer**.

Right-click **Local Disk** (C: drive is your computer's hard drive), and then click **Properties**.

Click the **Tools** tab, and then click **Defragment Now**.

The **Disk Defragmenter** dialog box will appear. Click your hard disk drive, and then click **Defragment**. Disk Defragmenter will work for at least several minutes to several hours. When prompted, click **Close**.

Free up wasted space with the Disk Cleanup tool

Another way to speed up your computer is to find wasted disk space and use the Disk Cleanup tool.

To run the Disk Cleanup tool:

Click **Start** > click **My Computer**. Right-click **Local Disk**, and then click **Properties**.

On the **General** tab, click the **Disk Cleanup** button. Disk Cleanup will spend a few minutes examining your disk. The **Disk Cleanup** dialog box will appear. Select each of the check boxes in the **Files to delete** list, and then click **OK**. These files might be in the Recycle Bin and Temporary Files. When prompted, click **Yes**. Disk Cleanup will spend several minutes removing these files, which will provide you with more space.

Do-overs and rubbish: Recycle Bin File Recovery and File Removal

To restore your file from the Recycle Bin:

On your desktop, double-click the **Recycle Bin icon**.

In the Recycle Bin dialog box, you will see every file you have recently deleted. Find the file you want to recover, right-click it, and then click **Restore**.

Your file is returned to its original location. You can close the Recycle Bin.

To empty your Recycle Bin:

On your desktop, right-click the **Recycle Bin icon** > click **Empty Recycle Bin** from the dropdown menu.

When prompted to confirm the action, click **Yes**.

This permanently removes your files.

■ Introduction to the Internet and Email

Your Internet Service Provider (ISP) should be accountable and available for supporting your online experience to get you started and will help you with problems. Each provider has different ways of setting up the connection between your system and their server. You should get the details from them.

Most of your online time is spent in a web browser which is a program that enables you to view and interact with text, images, videos, music and information located on a Web page on a Website on the World Wide Web. There are several different browsers you can use like Explorer, Firefox, Safari, Netscape, Opera, and Mozilla.

Customize your browser experience

In the **Tools** menu, click **Internet Options**. The Internet Options dialog box should open and you can explore those choices.

How to set up an Outlook Express E-Mail Account

Before you start you need to know this information, please get it from your ISP:

- Your email address
- The type of e-mail server you use: POP3 (most e-mail accounts), HTTP (such as Hotmail), or IMAP

- The name of the incoming e-mail server
- For POP3 and IMAP servers, the name of the outgoing e-mail server (generally SMTP)
- Your account name
- Password
- Find out if your ISP requires you to use Secure Password Authentication (SPA) to access your e-mail account—yes or no is all that's required.

Now the Internet Connection Wizard will help setting up your online mailbox by walking you through each step for every e-mail account you set up. It might start up automatically.

- Start Outlook Express, and on the Tools menu, click Accounts.
- Click **Add**, and then click **Mail** to open the Internet Connection Wizard.
- On the Your Name page of the wizard, type your name (full or common name) as you want it to appear to everyone who gets e-mail from you, and then click **Next**.
- On the Internet Explorer Address page, type your e-mail address, and then click **Next**.
- On the **E-mail Server Names** page, fill in the first block of information that you gathered from your ISP and > click **Next**.
- On the **Internet Mail Logon** page, type your account name and password.
- > Click **Next**, then> click **Finish**.

You are ready to email!

If you chose HTTP as your incoming e-mail server—as for a Hotmail or MSN account, the Wizard is a little different.

- **Course review and skill extension**
- **Burning Questions Answered**

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