

The Internet - Assignment 2



This assignment will involve the multi-tasking feature of a Windows operating system, a web Browser, or an **ISP** [Internet Service Provider], the Internet, and the Microsoft Word application. **Note:** Websites are continuously being changed and/or updated.

Visiting a Website and WebPages

- Start MS Explorer or Netscape Navigator/Communicator (or your Internet Service Provider [ISP])
 1. At the browser application window, enter the following: www.whitehouse.gov at the Locator or Address window.
 2. After a few seconds, the browser application window will load the White House Welcome home page. From the White House home page, navigate through the following links:
 - History & Tours
 - Under the Presidents & First Ladies Heading, click on the Presidents
 - Under the **Presidents' by Date of Service** heading, scroll down the page to the heading **1901-2001**
 - Locate and click on the John F. Kennedy (1961-63) link

Multitasking between Open Applications

3. Minimize the Browser application window at this time. From the **Start – All Programs** menu, navigate to Microsoft Word option to open the Word application. After the application opens with a blank document, minimize the Word document/application window at this time.

Copying, Pasting, and Inserting Text, Image, and URL Address from a Web Page to a Word Processing Document from the Browser application

4. From the Taskbar click on the Browser application button to maximize the window.
5. At the John F. Kennedy page, **highlight the heading, the text**, [1st three paragraphs] as indicated on the sample copy. Right-click within the highlighted text, and select the **Copy** option.
6. From the Taskbar, click on the Word application button to maximize the Word document/application window. At the blank Word document, right-click and select the **Paste** option. From the Taskbar, click on the Browser application button. Back at the John Kennedy web page, and scroll down to the paragraph, this begins with the text:

His Inaugural Address... Copy and paste the entire paragraph into the Word document. [**Hint:** *Vertically Tile the open application windows, and use the drag and drop approach to copy from the source/target windows*]

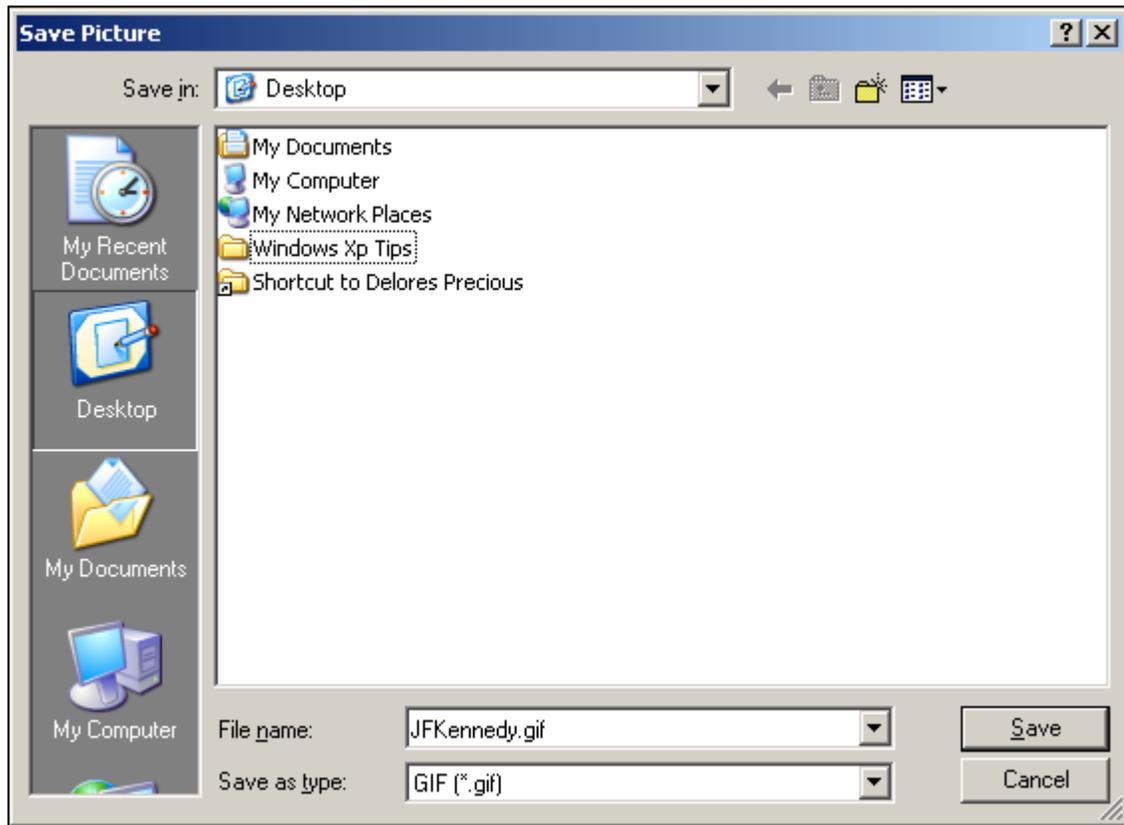
7. Save and update the file periodically using the name: **JFK Page**.
8. Verify that the cursor is at the end of the document by pressing [**CTRL+END**]. If the cursor is resting at the end of a paragraph, press the ENTER key [twice] to insert 2 hard returns. If the cursor is resting at the left margin, include an extra hard return after the last paragraph.

Copy the URL (Uniform Resource Locator) Information in a Document

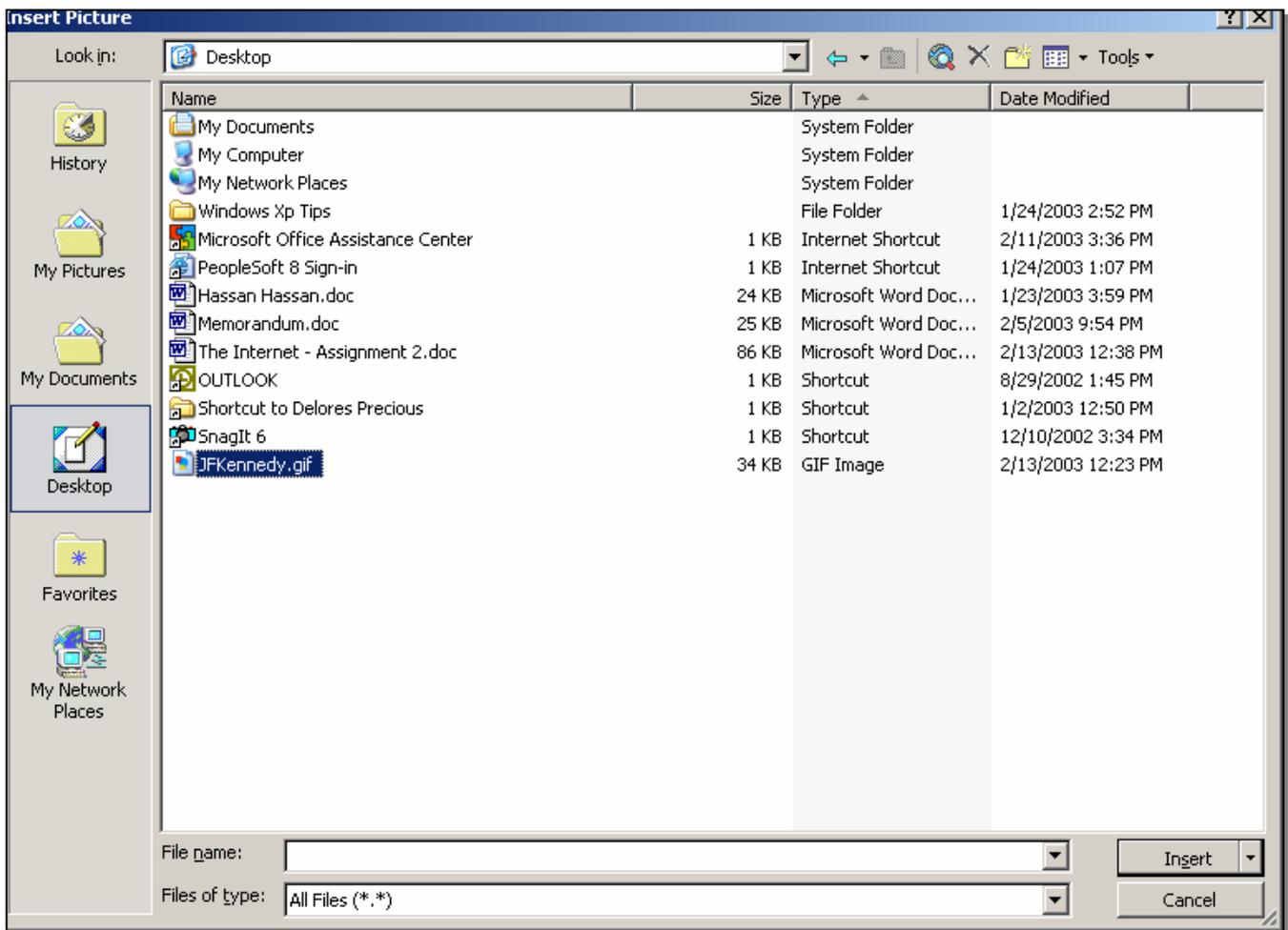
- a. Switch back to the Browser window. Be sure you are still at the JFK page
 - b. Click in the Address or Locator window, highlight the entire URL address. Copy the URL to the clipboard
9. Switch back to the Word document/application; position the cursor at the end of the document. Verify that the cursor is resting at the left margin; paste the copied URL information. Press the **Enter** key to convert the pasted **URL** text to a hyperlink. The cursor should be resting at the left margin; press the **Enter** key to insert an extra hard return.

Save a Graphic Image

10. Switch back to the Browser window. Be sure you are still at the JFK page. Right-click on the Kennedy picture and select the option, **Save Picture As...**
11. A similar **Save Picture** dialog box will appear, change the Save in location, file name, and file type as indicated below:



12. Click on the  button
13. Switch back to the Word document/application window; verify that cursor is resting at the end of the text. If not position cursor at the end of the line by pressing the **END** key. Press the **Enter** key twice [to insert 2 hard returns] to position cursor at the left margin.
14. Paste the image into the document using the following steps:
 - Within the Word document window, select **Insert** from the menu bar
 - Select the **Picture** option [if you do not see this option at this time, click on the expand arrows] the submenu will display any hidden commands
 - Select the **From File** option. Make the necessary adjustments as indicated on a similar **Insert Picture** dialog window to the Look in and File of Type options:



15. Click on the JFKennedy.gif file to highlight, and then click on the **Insert** button.

Hint: Vertically Tile the open application windows, and use the drag and drop approach to copy from the source/target windows]

16. Select the image, handles should appear around the image. Verify that the image is still selected. Press **CTRL+E** (**Hint:** keyboard shortcut to center alignment]. Deselect the image before proceeding.

- Press the Enter key [twice]
- Press **CTRL+L** (**Hint:** keyboard shortcut to left alignment]
- Type in your full name
- Move to the top of the document by pressing [**CTRL+HOME**]
- Highlight the heading text: **John F. Kennedy**
- From the Formatting toolbar, change the font style to: **Verdana** and change the font size to: **26 pts**

17. Save the file

18. Print the document. Close the Word application

Using the Yahoo Maps Facility

In this activity you will use the Yahoo Maps feature to display a map of the White House in Washington, D.C.



- a. At the browser application window, enter the following URL in the address locator window: www.yahoo.com. Locate and click the **Maps** link.
- b. At the **Map a New Address** dialog box [on the following page] enter the following:

Address	1600 Pennsylvania Avenue NW
City	Washington, DC

- c. Click the **Get Map** button, Yahoo will display a map of the directions to the **White House**
- d. Locate and click on the [Printable Version](#) link. Request a printout of the displayed map within the Browser window:
 - File → Print.

Visit a Website and Send an E-Card

1. Using one of the website listed below: visit and select a category/theme and follow the on-screen instructions to forward an e-card (electronic card) to the instructor at dreaves@coppin.edu

Website Name

<http://greetings.yahoo.com>

<http://www.bluemountain.com>

<http://www.debsfunpages.com>

<http://sendafriend.com>

<http://greetings.emazing.com>

<http://www.beatgreet.com>

<http://www.compuserve.americangreetings.com>

www.hallmark.com

<http://nicedcards.com>

<http://www.PerfectGreetings.com>

www.msn.egreetings.com

If you know of any other site(s) feel free to utilize

2. Close all open applications at this time.

Note: I will not need any diskettes at this time.