Basics of the use of computer and ICT

Google Chrome

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Introduction

The booklet you are reading is part of

a series of booklets.

The series of booklets teaches you how to use

the computer and internet.

The booklets are written using the easy to read

and to understand language.

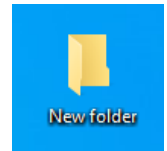Each booklet is about a different topic.

All the topics of the series of booklets:

1. Turn on/off computers

- Mouse and keyboard

2. Desktop: move files, create and delete folders

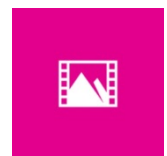3. Accessibility features - Keyboard shortcuts

4. USB memory

5. Microsoft Word

6. Video Editor

7. Digital safety

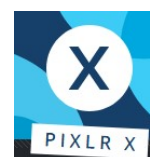8. Google Chrome

9. Google Maps

10. YouTube

11. Gmail

12. Facebook and Messenger

13. Pixlr X

14. Curriculum Vitae Europass

The series of booklets has been written by experts from 7 organizations.

The 7 organizations are:

Associazione Uniamoci Onlus from Italy

Asociacija "Aktyvus Jaunimas" from Lithuania

Centro Social e Paroquial Santos Martires from Portugal

Tallinna Tugikeskus JUKS from Estonia

IES El Greco from Spain

Towarzystwo Wspierania Inicjatyw Spolecznych Alpi from Poland

Università Degli Studi Di Catania from Italy

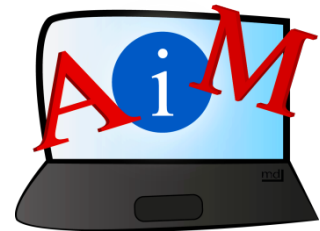You can find more easy to read and to understand information about the project on its website:

https://accessibleinformationmaterial.blogspot.com/

The series of books has been created as a result of an **Erasmus+** project.

This Erasmus+ project is called Accessible Information Material.

Erasmus+ is a programme of the European Union that funds different kinds of projects.

Google Chrome

Introduction

Google is a technology company

very important around the world.

This is its symbol:

Google has a **browser** to search for things on the internet.

The browser is called **Google Chrome.**

This is its symbol:

This **browser** allows you to do a lot of things on the internet.

For example,

You can search for information on websites
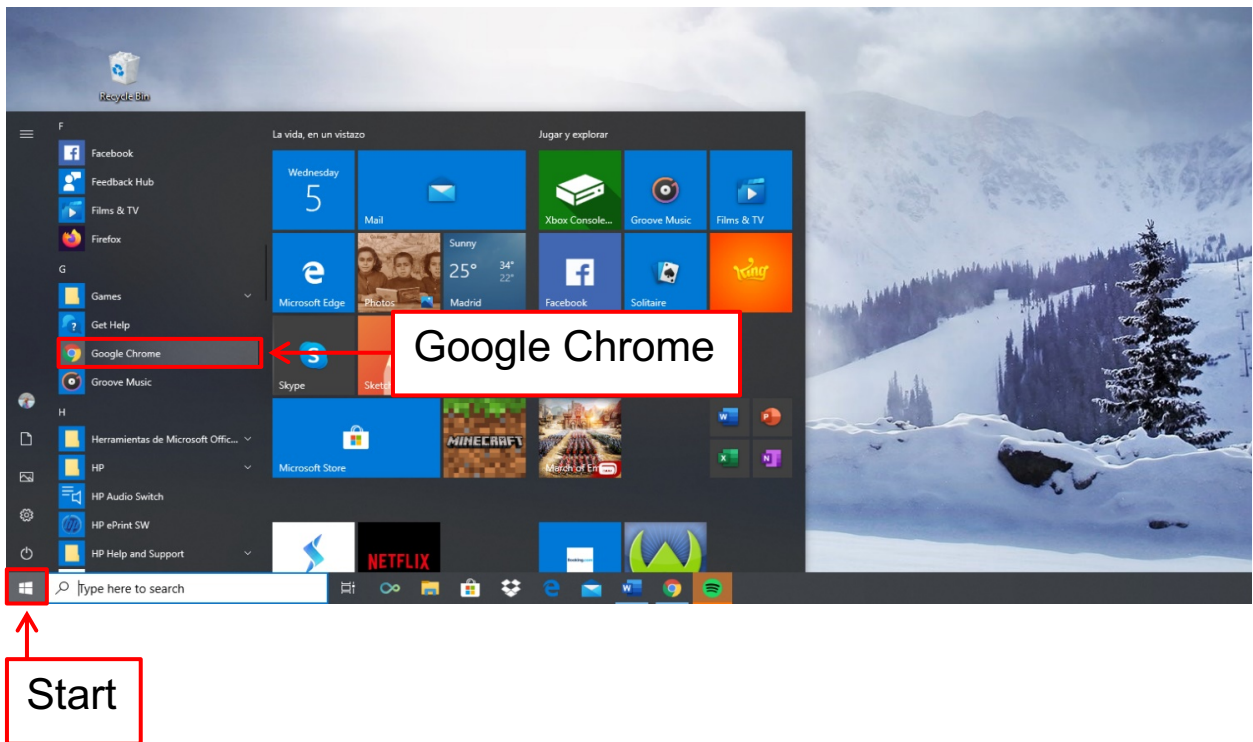
and save those you use most.

You can also talk to other people, watch videos and movies,

listen to music, take a course, look for work or do shopping.

If you want to use it, you have to install it

on your computer, mobile or tablet.

To enter the **Google Chrome browser,**

- Click on **Start** in the bar down on the screen.

- Scroll down the menu.

- Click on the **Google Chrome** Icon.
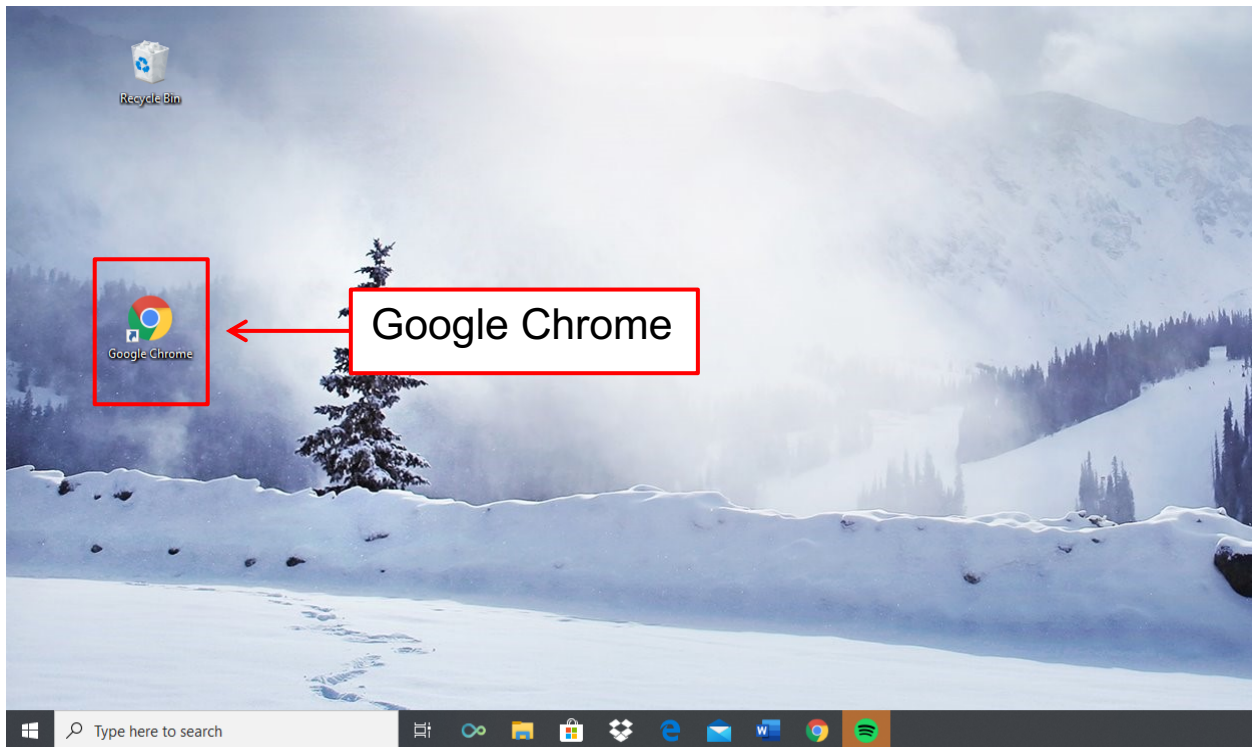

Another way to get into **Google Chrome** is:

- Look at the **desktop.**

The desktop is the first thing you see when you open the
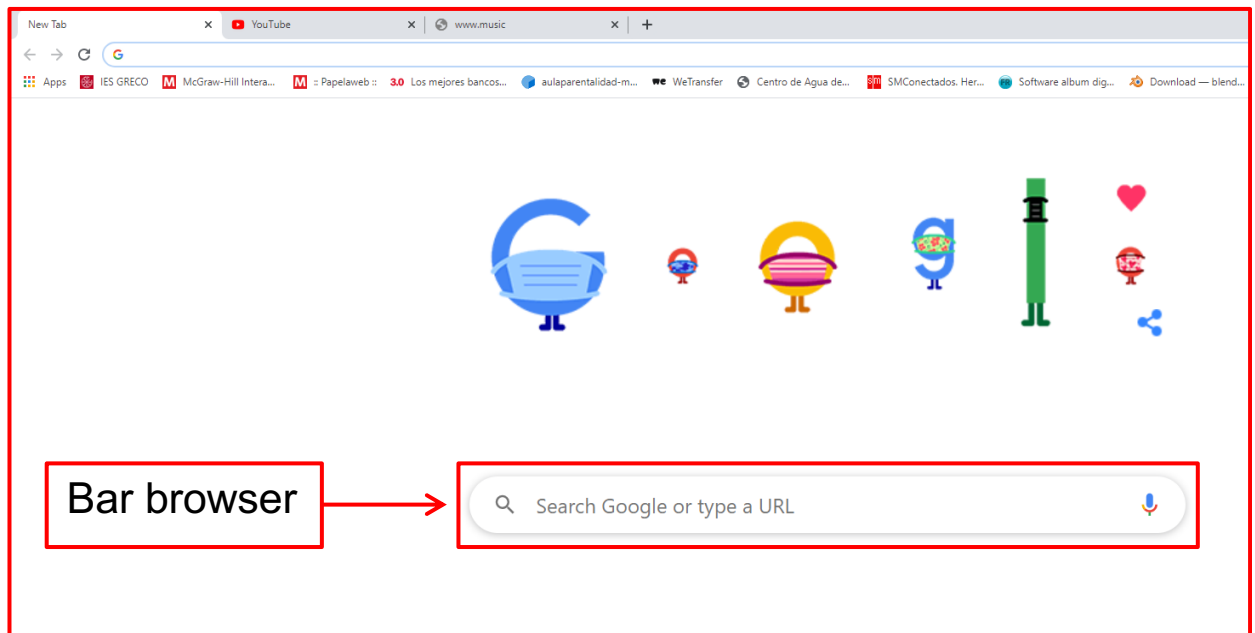
computer.

On the desktop there are the wallpaper, icons and the toolbar.

- Click the **Google Chrome icon** on the desktop.

Google Chrome

- When you enter **Google Chrome** you see the **browser.**

Bar browser

Google Chrome parts
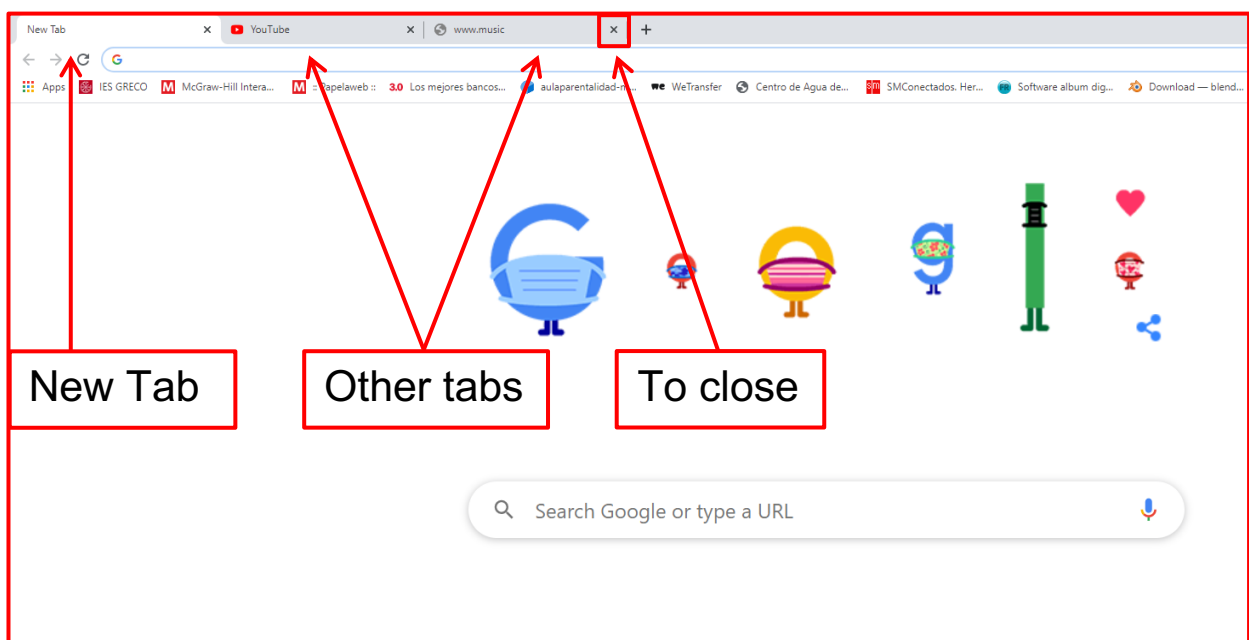
To use Google Chrome, you have to know its parts.

These are the main parts of **Google Chrome**:

Tabs

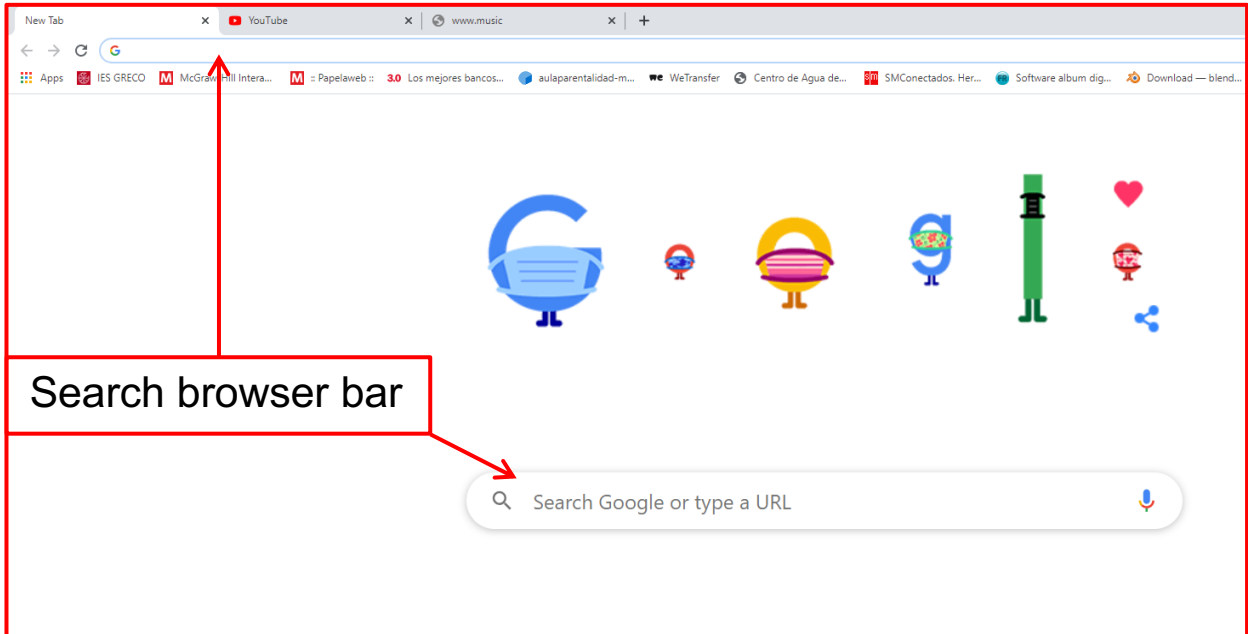Each website you open on your computer, mobile or tablet,

appears as a tab.

You can open several tabs at the same time.

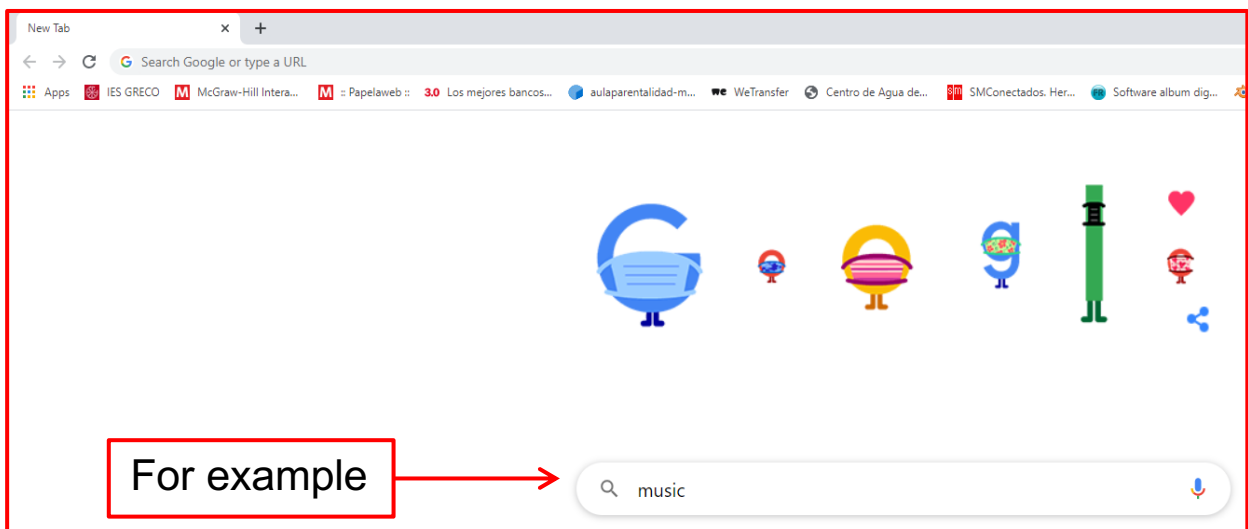If you want to close a tab, **click the cross.**

Search bar or address bar

In this place, it appears the address of the page you are visiting.

Search browser bar

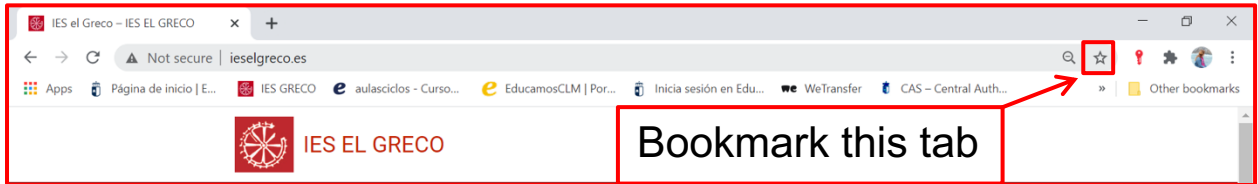In this place, you also write what you want to search.

For example, you can search for music.

For example

Bookmarks

In this place, you can save your favorite pages.

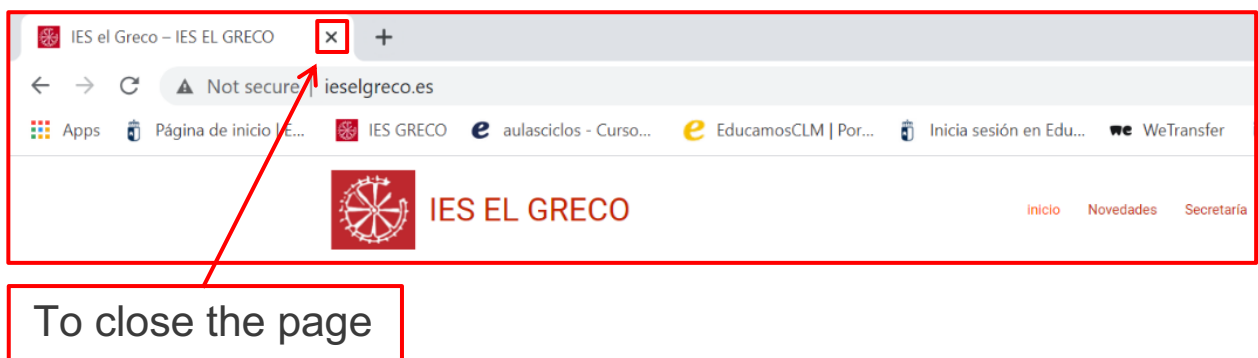To save your favorite pages, **click on the star.**

Bookmark this tab

To close the page

You can close the page you have open.

To close the page, **press the X.**

If you close the page you close the browser.

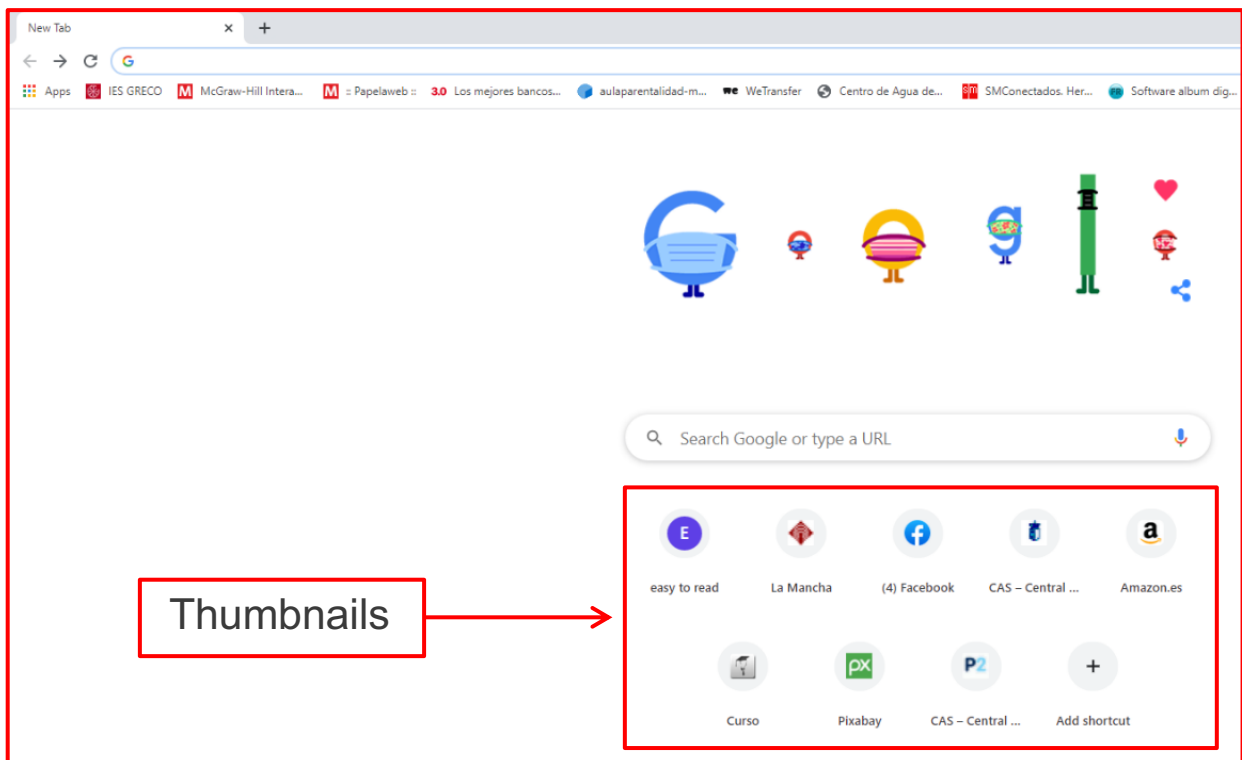To close the page

Preview commonly used pages

The web pages that you visit more often

will appear in the space under the search bar.

They appear like a symbol with a writing below it.

They are called **thumbnails.**

To see the pages you visit more often:

- Click the **Google Chrome** icon.

- Click the **page thumbnail** you want to visit.

Thumbnails

Tips to search

To look for something on the internet:

- Think about what you want to search.

- Put one or two **key words** of the topic that you want to search.

- Press the **Enter button.**

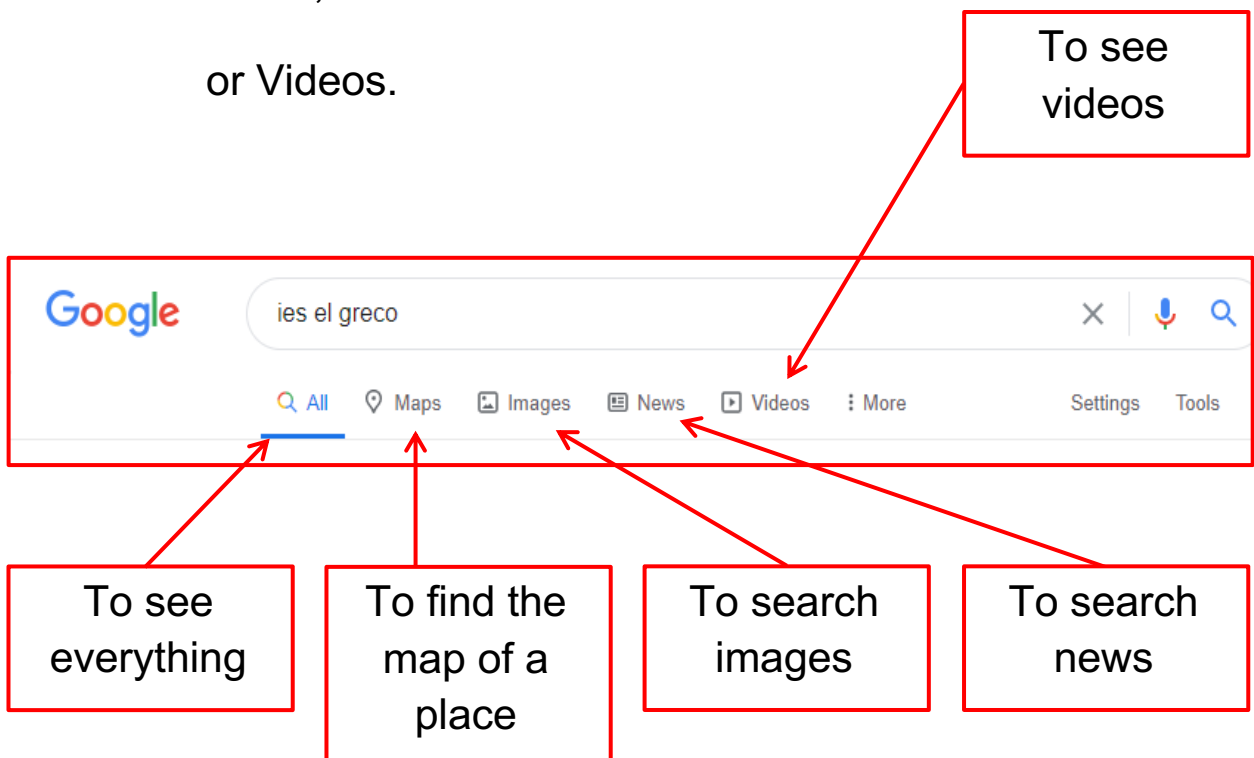- You can choose one of these options:

All,

Maps,

Images,

News,

or Videos.

To see videos

To see everything

To find the map of a place

To search images

To search news

Here are some examples:

To see the weather in your city

There are many pages.

Search as follows:

- Write the word **weather** on the browser bar.

- Press the **Enter button.**

- Click on **All** to see all the information.

- Move the cursor on the page you want to open

and click on it.

This is an example of a page to check the weather

To search for recipes

There are many recipe pages on the internet.

Search as follows:

- Write the word **recipes** on the browser bar.

- Press the **Enter button.** Many options appear.

- You can click on **All** to read some recipes or you can click on

Videos to see videos of recipes.

- Choose the option you like.

- Click on it to open the web page or the video.

For example, if you want to watch the video of a recipe

select the Videos option.

To see images

You can also search for images.

To search for images:

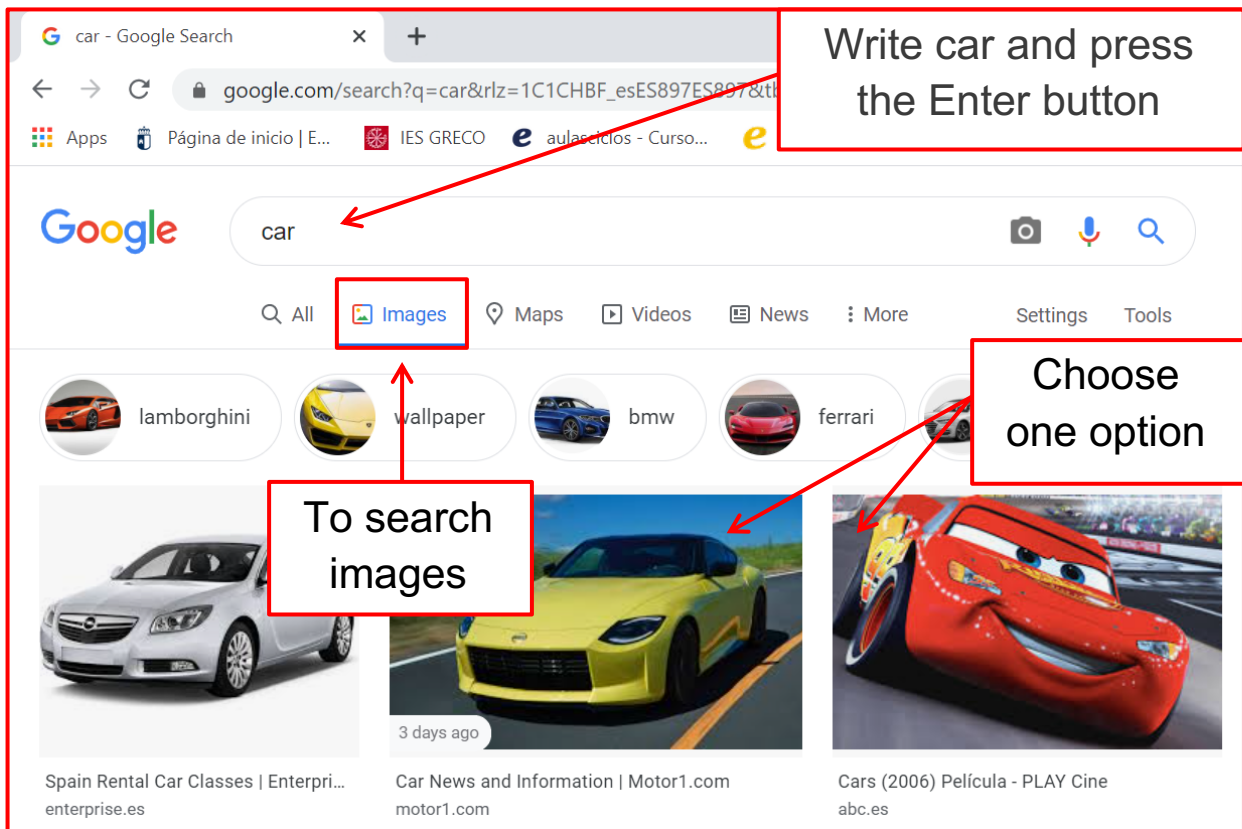- Write what you want to search for in the browser bar.

For example: **car.**   -

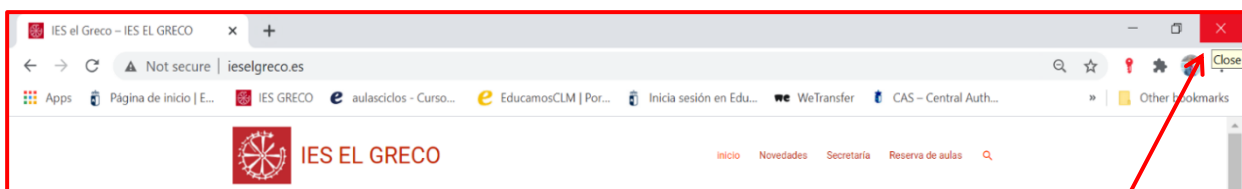Press the **Enter button.**

- Choose the **Images** option.

- Click on the image that you want to see larger.

To Close Google Chrome

To Close Google Chrome

To get out of **Google Chrome,** close all the tabs or web sites.

- Click on the **cross** of the website to close it.

Basics of the use of computer and ICT

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