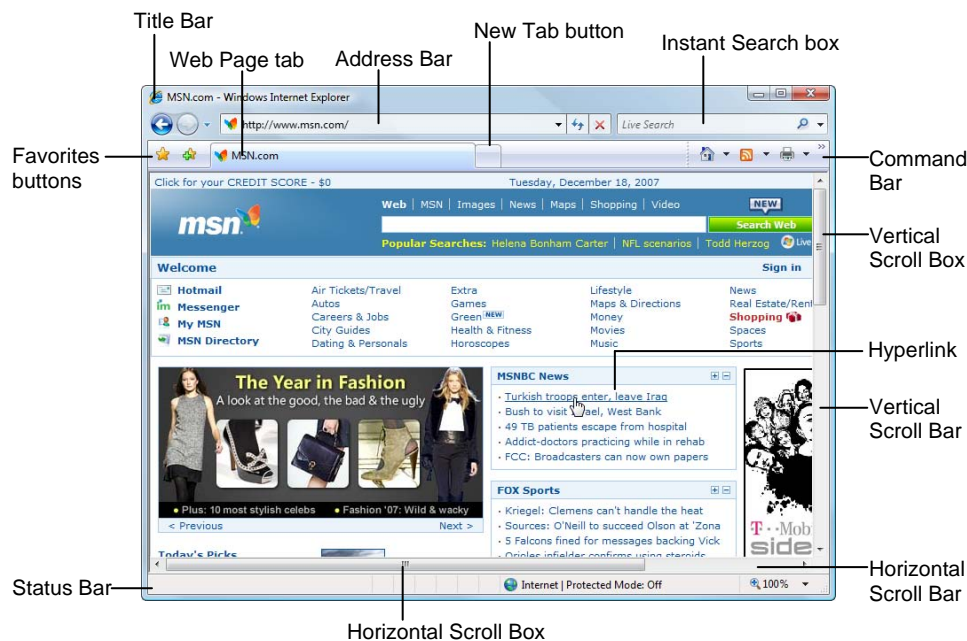


Internet Explorer 7 Training

Internet Explorer Quick Reference Card

Internet Explorer 7 Window



Keystroke Shortcuts

General

Find	<Ctrl> + <F>
Open new window	<Ctrl> + <N>
Print a Web page	<Ctrl> + <P>
Select all items	<Ctrl> + <A>
Zoom in	<Ctrl> + <+>
Zoom out	<Ctrl> + <->
Full Screen Mode	<F11>
Help	<F1>

Navigation—Go To

Cycle through items on a web page	<Tab>
Up One Screen	<Page Up>
Down One Screen	<Page Down>
Home page	<Alt> + <Home>
Refresh page	<F5>
Stop download	<Esc>
Go forward	<Ctrl> + <->
Go backward	<Ctrl> + <←>

Tabs

Open a New Tab	<Ctrl> + <T>
Close Tab or Window	<Ctrl> + <W>
Open link in new tab (background)	<Ctrl> + <click>
Open link in new tab (foreground)	<Ctrl> + <Shift> + <click>
Open Quick Tab view	<Ctrl> + <Q>
Switch to next tab	<Ctrl> + <Tab>
Switch to previous tab	<Ctrl> + <Shift> + <Tab>

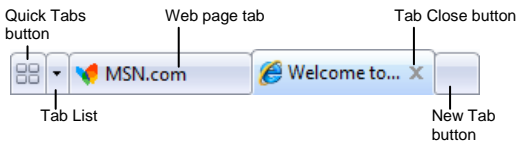
Navigation—Address Bar

Select Address Bar	<Alt> + <D>
View list of entered addresses	<F4>
Select Instant Search Box	<Ctrl> + <E>
Add page to Favorites	<Ctrl> + <D>
Open dialog box	<Ctrl> + <L>
Add "www." and ".com" to beginning and end of text in Address Bar	<Ctrl> + <Enter>

The Fundamentals

- A **web address** is also called a Uniform Resource Locator (URL) and it is made up of several parts: **http://** This stands for Hypertext Transfer Protocol, the set of rules for exchanging files on the World Wide Web.
Domain name: The unique name that identifies an Internet site. Domain names have two or more parts separated by dots. For example **www.ask-edi.com** or **www.bcbsks.com**.
- **To Open a Web Page:** Click the **Address Bar** and type the address of the Web page. Or, press <Ctrl> + <L> and enter the address.
- **To Open a Hyperlink:** Click the hyperlink on the Web page.
- **To Open a Hyperlink in a New Tab:** Press and hold <Ctrl> and click the hyperlink on the Web page.
- **To Refresh a Web Page:** Click the **Refresh** button on the Address Bar, or press <F5>.
- **To Stop Downloading a Page:** Click the **Stop** button on the Address Bar, or press <Esc>.
- **To Go Back to a Page:** Click the **Back** button or press <Alt> + <←>. Or, click the **Recent Pages** button and select the page.
- **To Go Forward a Page:** Click the **Forward** button or press <Alt> + <→>. Or click the **Recent Pages** button and select the page.
- **To Print a Web Page:** Click the **Print** button on the Command Bar, or press <Ctrl> + <P>.
- **To Print Preview:** Click the **Print** button list arrow on the Command Bar and select **Print Preview** from the list.
- **To Search the Web:** Click in the Instant Search box or press <Ctrl> + <E>. Type your search word or term and press <Enter>. Press <Alt> + <Enter> to view results in a new tab.
- **To Change the Search Box Provider:** Click the list arrow on the right side of the Instant Search box and select a new search provider.
- **To Add a Search Provider:** Click the list arrow on the right side of the Instant Search box, select **Find More Providers** and follow instructions.
- **To Use AutoComplete in the Address Bar:** Start typing the URL of the page you want to open. A list of previously typed addresses appears below the Address Bar. Use the down arrows or the mouse to select an address from the list and press <Enter>.
- **To View the Menu Bar:** Click the **Tools** button on the Command Bar and select **Menu Bar**. Or, right-click the Command Bar or Favorites buttons and select **Menu Bar** from the contextual menu. When the Menu Bar appears, you can issue commands using the menus as with previous versions of Internet Explorer.

Tabs

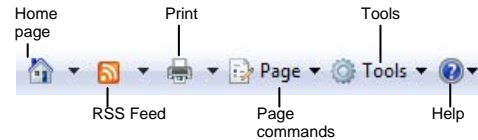


- Tabs allow you to view multiple Web pages in one browser window. Other benefits include the ability to open links in a background tab while reading a page, and saving and opening multiple pages at once. For example, you can have several pages as your home page, with each page in its own tab.
- **To Open a New Tab:** Press **<Ctrl> + <T>**. Or, click the **New Tab** button to the right of the last tab.
- **To Open a Link in a New Tab:** Press and hold the **<Ctrl>** key and click the link you want to open. Or, click the **middle mouse** button (the mouse wheel) on a link.
- **To Open Search Results in a New Tab:** Press **<Alt> + <Enter>** from the Address Bar or Search box to open search results in a new tab.
- **To Open Quick Tabs View:** Click the **Quick Tabs** button or press **<Ctrl> + <Q>**.
- **To Close a Tab:** Click the **Tab Close** button on the tab. Or, press **<Ctrl> + <W>**. Or, click a tab with the middle mouse button (the mouse wheel).
- **To Close All Tabs:** Press **<Alt> + <F4>**.
- **To Close All Other Tabs:** Press **<Ctrl> + <Alt> + <F4>**.
- **To Switch Between Tabs:** Press **<Ctrl> + <Tab>** to move to the next tab. Press **<Ctrl> + <Shift> + <Tab>** to move to the previous tab. Or, click the **Tab List** button and select a tab from the list.

Favorites and History

- **To View and Open Favorites:** Click the **Favorites Center** button and click the **Favorites** button, or press **<Ctrl> + <I>**. Click a favorite to open it in the current tab. Click the **arrow** button to the right of a favorite to open it in a new tab.
- **To Add a Favorite:** Open the page you want to add as a favorite. Click the **Add to Favorites** button or press **<Ctrl> + <D>**.
- **To Add Tab Group to Favorites:** Click the **Add to Favorites** button and select **Add Tab Group to Favorites** from the list. Enter a name for the group and click **OK**.
- **To Organize Favorites:** Click the **Add to Favorites** button and select **Organize Favorites**.
- **To Subscribe to an RSS Feed:** Open the page from which you want to access feeds. (If a feed is available on the page, the Feeds button on the Command Bar is orange.) Click the **View feeds on this page** button or press **<Alt> + <J>**. Click the **Subscribe to this feed** link. (If you have Outlook 2007, the RSS feed will also be added to Outlook.)
- **To View RSS Feeds:** Click the **Favorites Center** button and click the **View Feeds** button. Or press **<Ctrl> + <J>**. Click a feed to view entries in the current tab.
- **To View History:** Click the **Favorites Center** button and click the **History** button. Click a favorite to open it in the current tab. Click the list arrow on the History button to change how history is viewed.
- **To Clear History:** Click the **Tools** button on the Command Bar and select **Delete Browsing History**. Click the **Delete history** button.

Command Bar



- **To Go to the Home Page:** The home page(s) appear when Internet Explorer is launched. Click the **Home Page** button on the Command Bar. Or, press **<Alt> + <M>**. If more than one Web site is set as the home page, click the **Home Page** button list arrow and select a site from the list.
- **To Add or Change the Home Page:** Make sure the Web site you want to use is open in the browser. Click the **Home page** button list arrow and select **Add or Change Home Page**. Select an option from the dialog box and click **Yes**.
- **To Remove a Home Page:** Click the **Home Page** button list arrow and point to **Remove**. Select the page you want to remove as home page from the list an option from the dialog box and click **Yes**. Select **Remove All** to open Internet Explorer to a blank page.
- **To Get Help:** Press **<F1>** to open the Help task pane, type your question in normal English, and click the **Search** button.
- **To Save an Image:** Right-click the image and select **Save Picture As** from the contextual menu.
- **To Use an Image as Desktop Wallpaper:** Right-click the image and select **Set as Background** from the contextual menu.
- **To Copy an Image:** Right-click the image and select **Copy** from the contextual menu.
- **To Increase Text Size:** Click the **Tools** button on the Command Bar, point to **Text Size** and select a text size from the list.
- **To View Internet Explorer in Full Screen:** Click the **Page** button on the Command Bar and select **Full Screen**. Or, press **<F11>**.

Security

- **Information Bar:** The Information bar displays information about security, downloads, blocked pop-up windows, and other security alerts. When activated, it appears at the top of a Web page. When the Information bar appears, click it to view more information about the message or to take action. For example, to allow a pop-up window or install an add-in from the Web site.
- **Phishing Filter:** Phishing web sites impersonate other sites in an attempt to trick you into revealing personal or financial information. The Phishing Filter protects you from phishing attacks, online fraud, and other security risks.
- **Pop-up Blocker:** Some Web sites use pop-up windows as a way to advertise, or to download malware on your computer. This feature lets you limit or block most pop-up windows.

Search Tips

- The World Wide Web is a vast source of information. Here are a few tips to help find the information you want:
- **Search terms:** To find lots of information on a topic, enter a single search term, such as *Hawaii*. Add terms to narrow results, such as *vacation Hawaii*.
- **Phrases:** To find an exact phrase or name, enclose the phrase in quotations, such as *"the road less traveled"* or *"Abraham Lincoln"*.
- **Using common terms:** Common words or single digits and single letters are sometimes excluded from a search because they can slow down a search. If a common word or character is essential to the results, put a + before the term, such as *Star Wars Episode +1*.