



Welcome to “Getting you online a gateway to better living”

Our project is that we hope that people who do not know how to use the computer will discover that it's not as hard as they think and hopefully learn from these directions how to

- Search for jobs.
- Create Cover Letters.
- Create Resumes.
- Find apartments to rent.
- Apply for public assistance.
- Generally be more self sufficient.



The left click button is your activation button. The right click button is your information button. You will be using the left button most of the time.

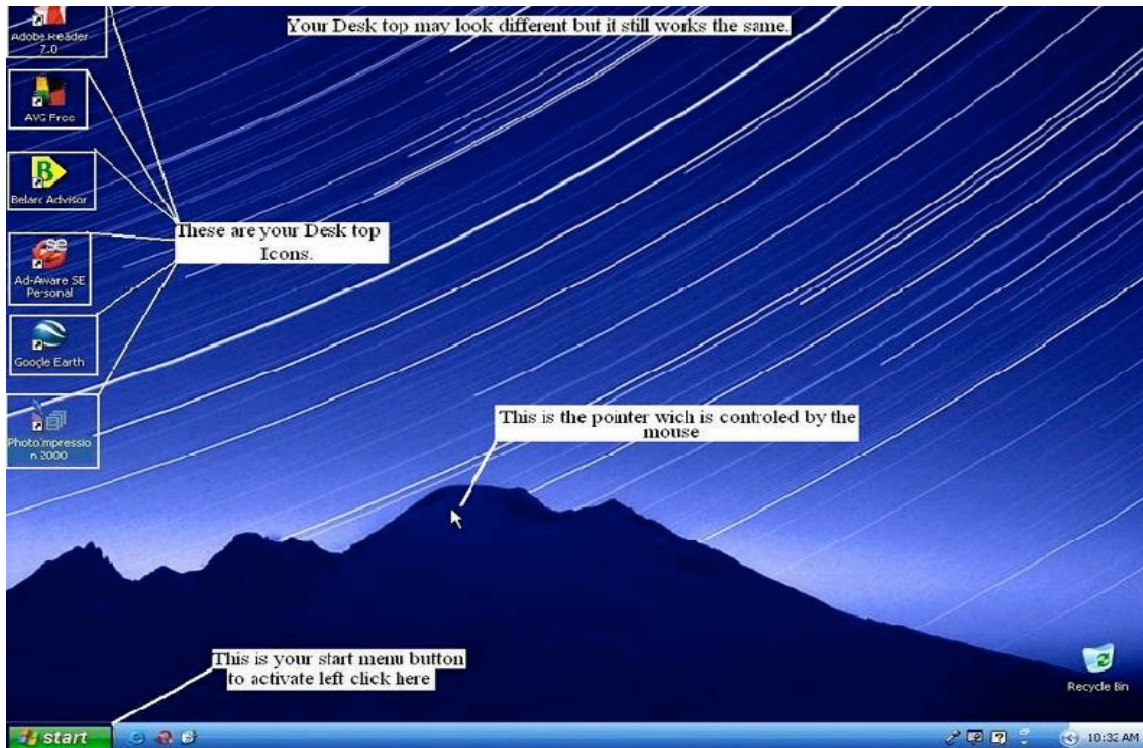
You will also notice as we go on that I will say “left click once” a lot, that’s because sometimes you will need to be clicking the left button twice. Relax we will go over that later.

Now let’s see what you can do.

Beginning with the desk top which will look different for each computer but the components are the same.

You will see the Desk top Icons and the Start button.

Using your mouse to control the pointer, bring the pointer to the Start Button.

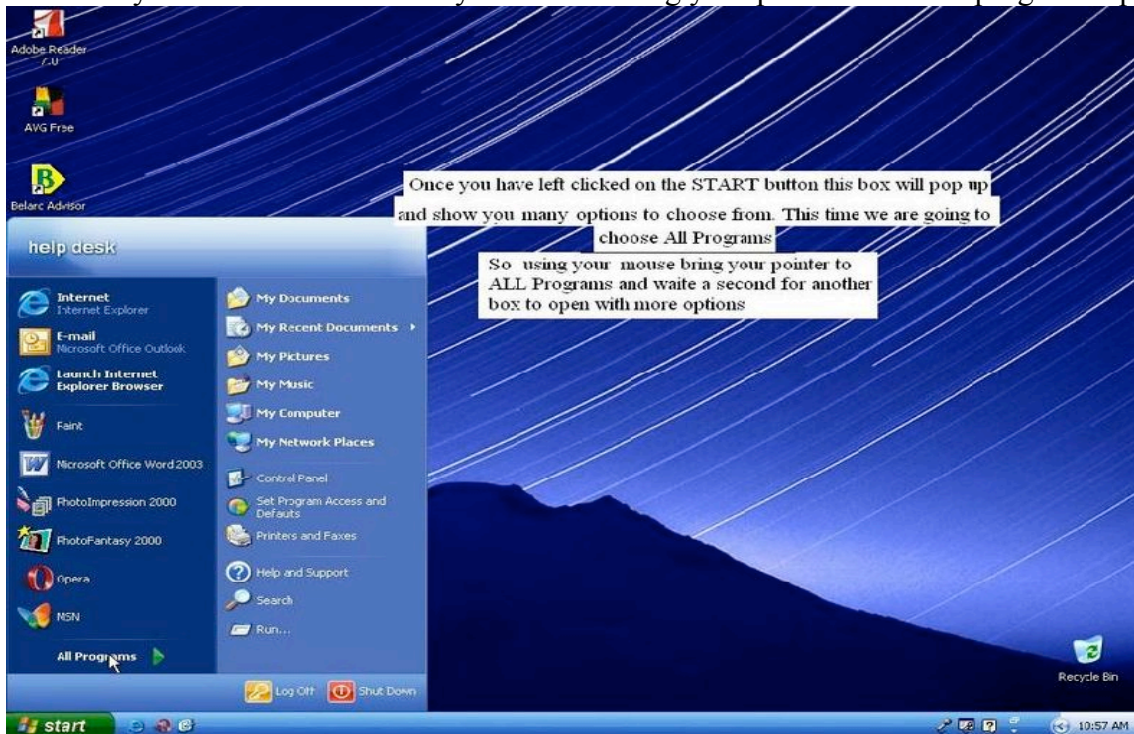


While on the Start Button press down on your left mouse button once.

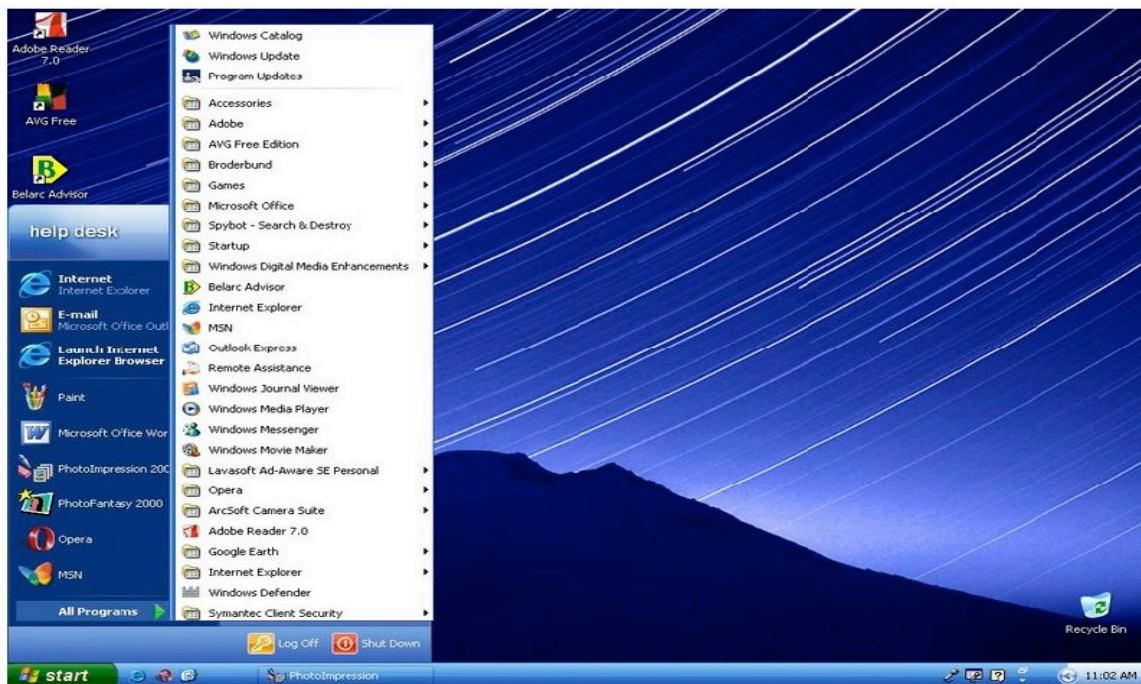
This will bring up the start Menu box.



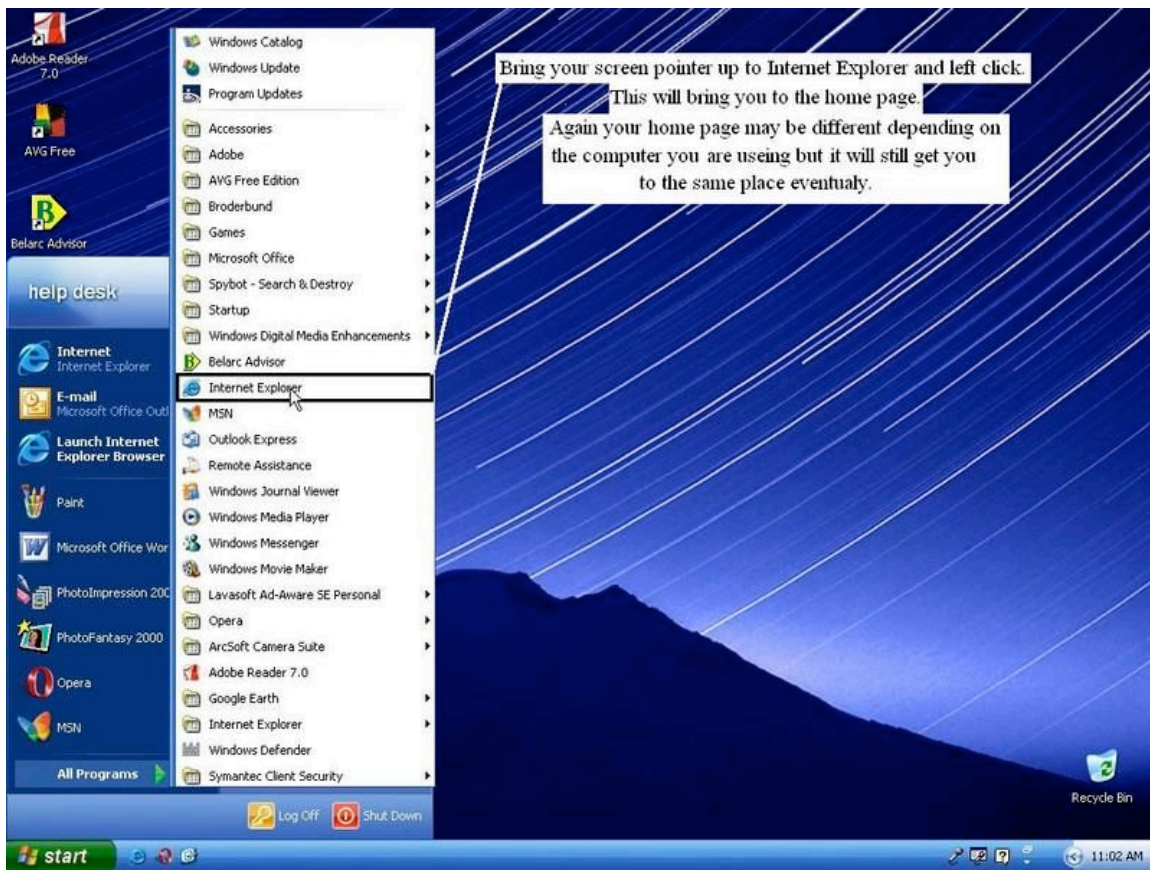
Now that you have the Start Menu you want to bring your pointer to the all programs option.



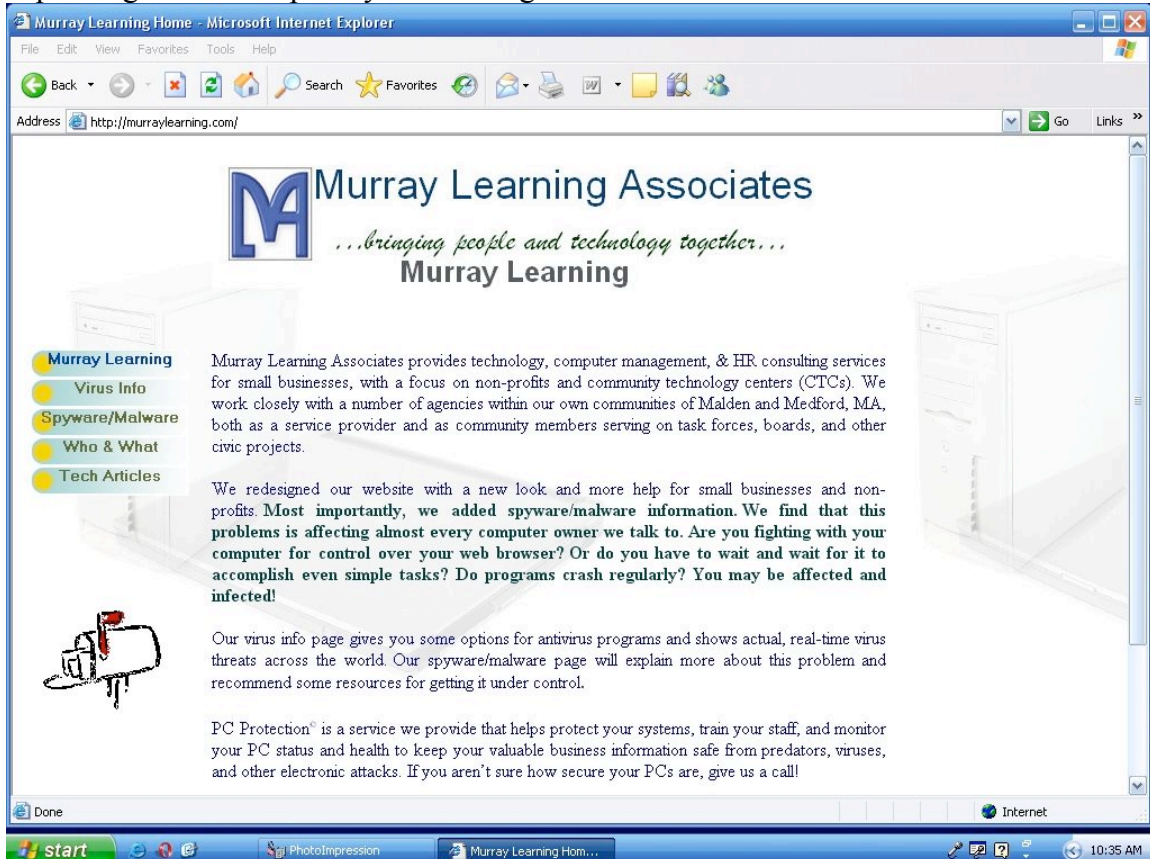
When you left click the mouse button this time you will expand another option box.



This set of options will bring you to Internet Explorer

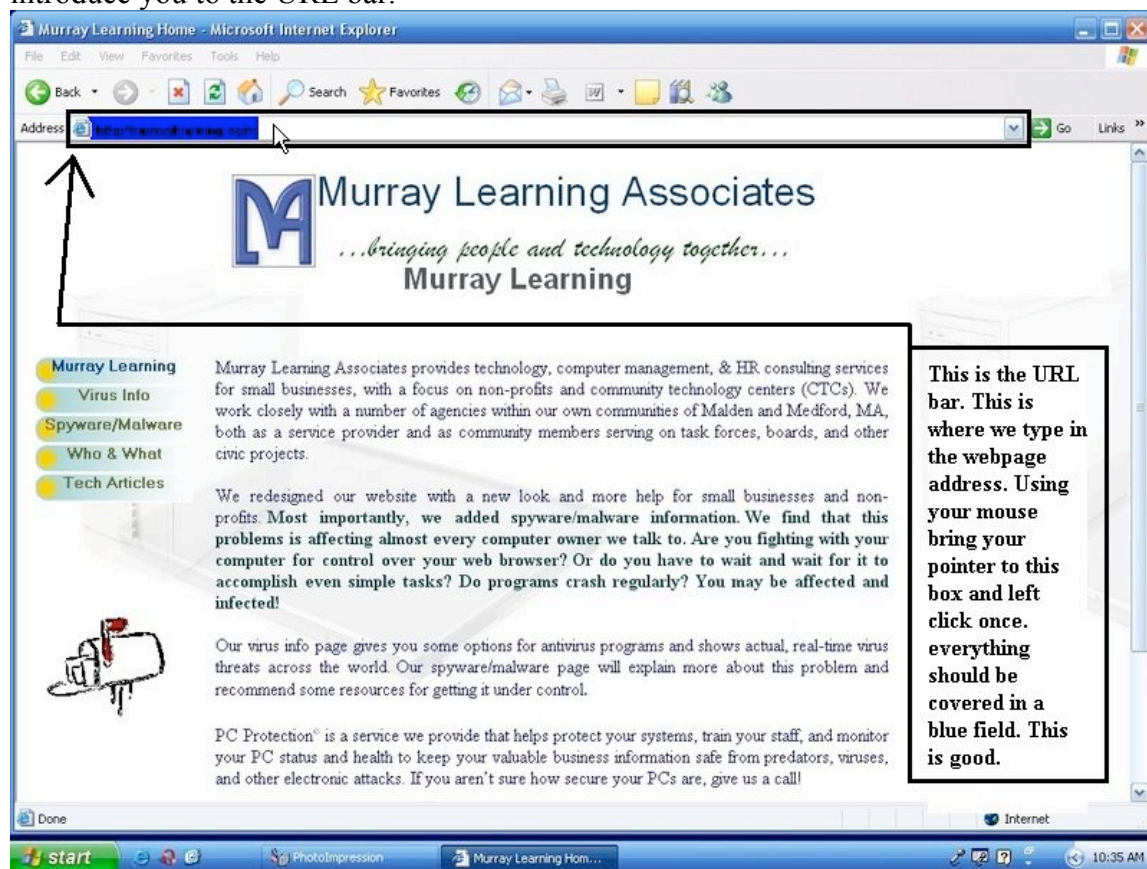


Now that you are here you left click again and this time you will be on the Internet. More to the point you will be on your computers “Home Page” which again will look different depending on the computer you are using.



Congratulations you are online. This means that you are now using the Internet. Don't panic nothing has blown up yet.

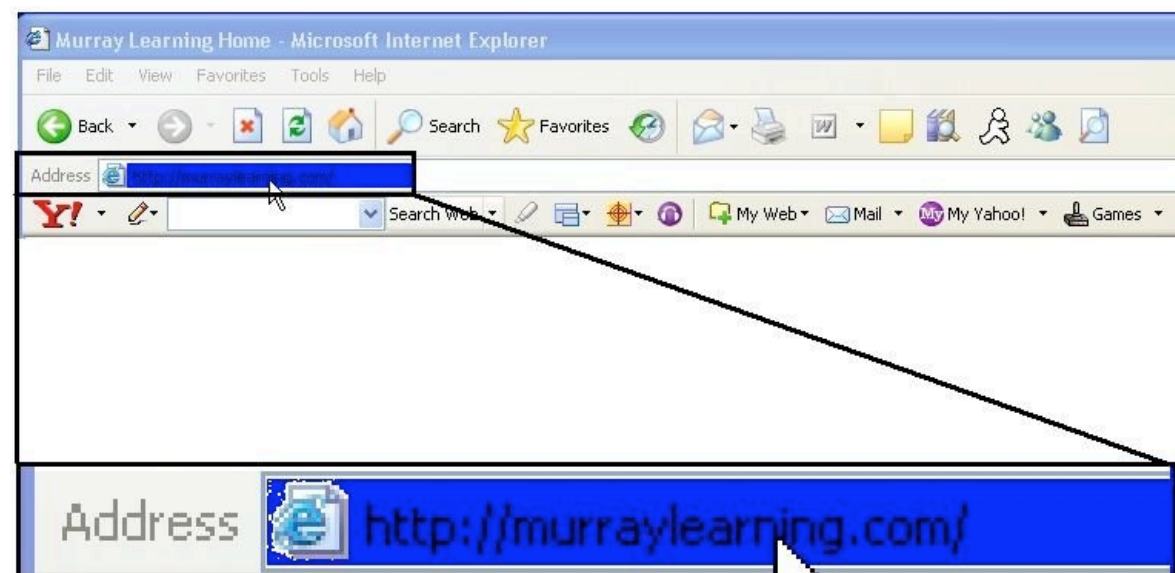
Now that you are here we want you to get to a specific webpage and to do that we have to introduce you to the URL bar.



This is the URL or “Uniform Resource Identifier”

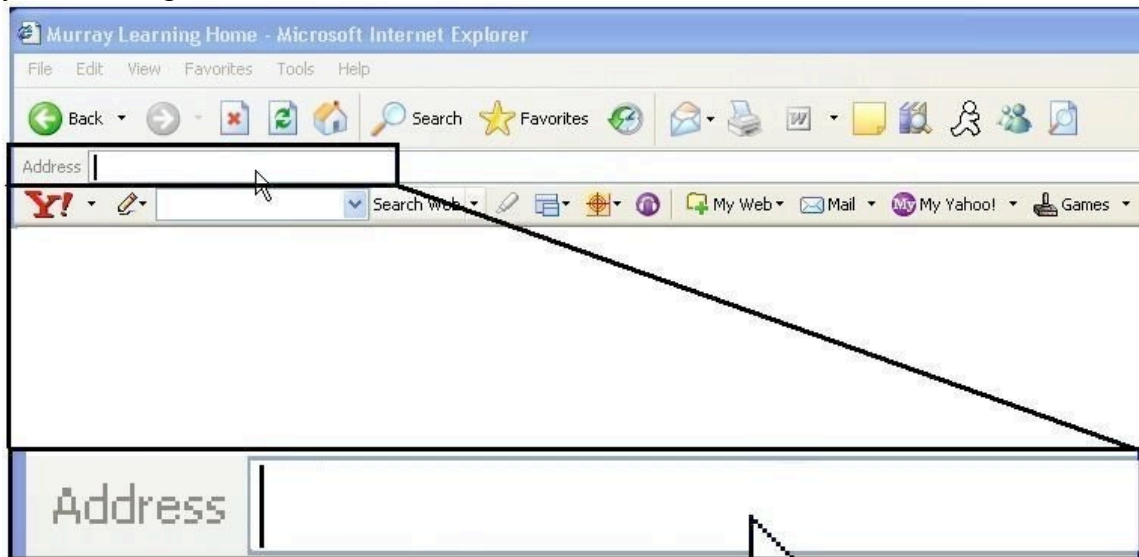
Again don’t panic I’m not going to start using Big words.

The URL line is the long white box at the top of the page after the word Address and it looks like this.



You will notice that when you bring the pointer to the URL bar and click once that it highlights the words in the box, this is good.

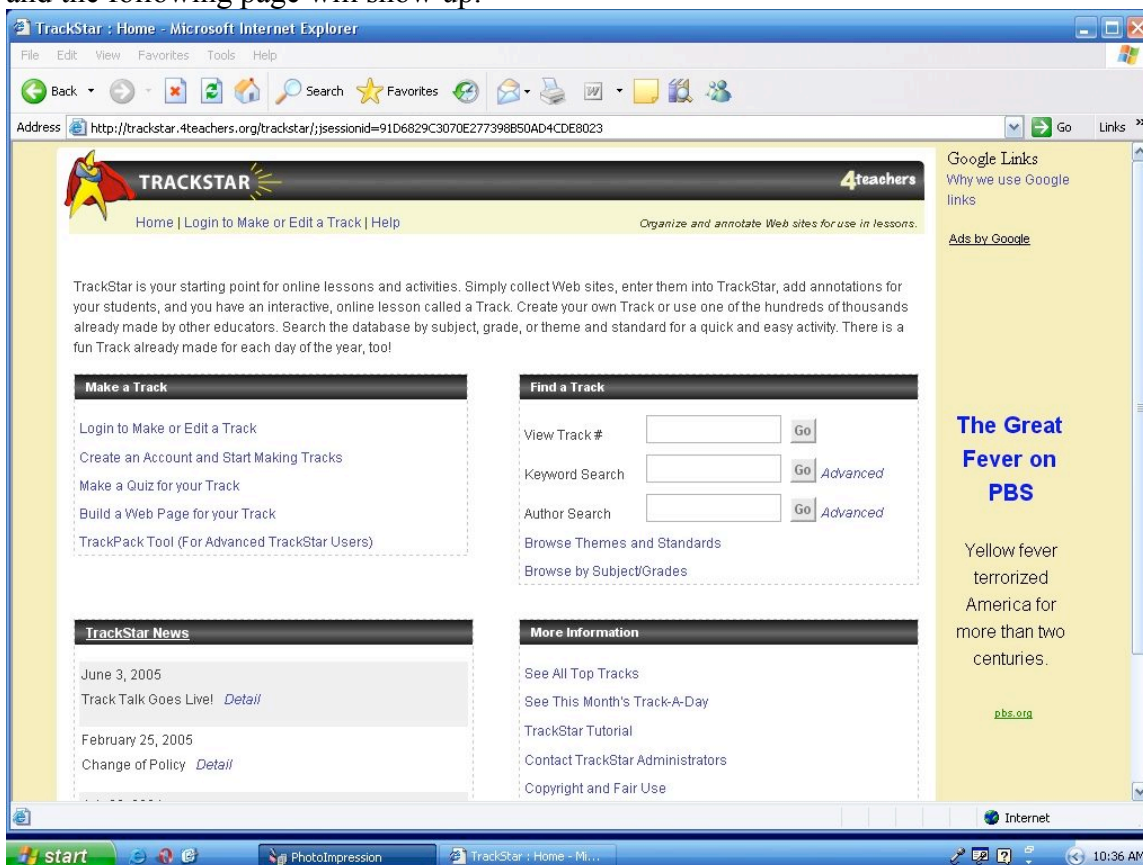
Now by pressing the Delete or Backspace button the highlighted area will disappear, This is good too. Now you can type in the Webpage Address you want to get to.



Now just type in the URL box the following webpage address and press ENTER button on your keyboard.

trackstar.4teachers.org

and the following page will show up.



This is the page that we will get most of our online help from. But first you have to find the correct track. Don't worry I'm still here to help.

You want to find the area that says Find a track.
That box looks like this.

Find a Track

View Track #

Go

Keyword Search

Go *Advanced*

Author Search

Go *Advanced*

[Browse Themes and Standards](#)

[Browse by Subject/Grades](#)

You will notice that the top box in this field says View Track #
Bring your pointer to this box and left click once and then type in
the number 253880.

Find a Track

View Track #

253880

Go

Keyword Search

Go

Advanced

Author Search

Go

Advanced

[Browse Themes and Standards](#)

[Browse by Subject/Grades](#)

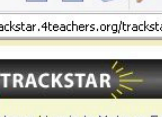

Now bring your pointer to the word go at the end of that box and left click once. The next page will look like this.

TrackStar - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail New Tab

Address <http://trackstar.4teachers.org/trackstar/ts/viewTrack.do?number=253880> Go Links

**TRACKSTAR**

[Home](#) | [Login to Make or Edit a Track](#) | [Help](#)

Organize and annotate Web sites for use in lessons.

Job Searching

Track # 253880

Annotations by: **William Martin**

Track Category

Grade(s):	College/Adult
Subjects(s):	Business/Vocational Careers
Last Modified:	Oct 24, 2006
Format:	Resource list

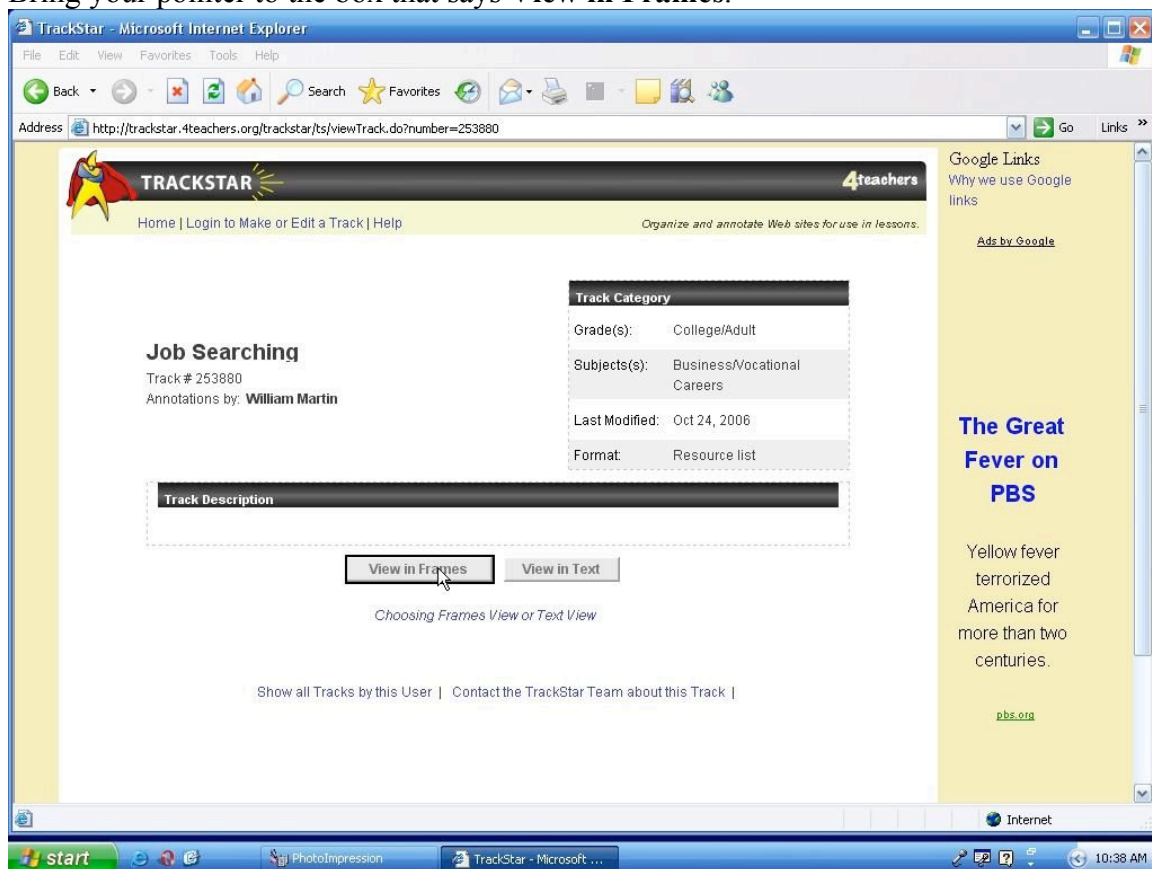
Track Description

[View in Frames](#) [View in Text](#)

Choosing Frames View or Text View

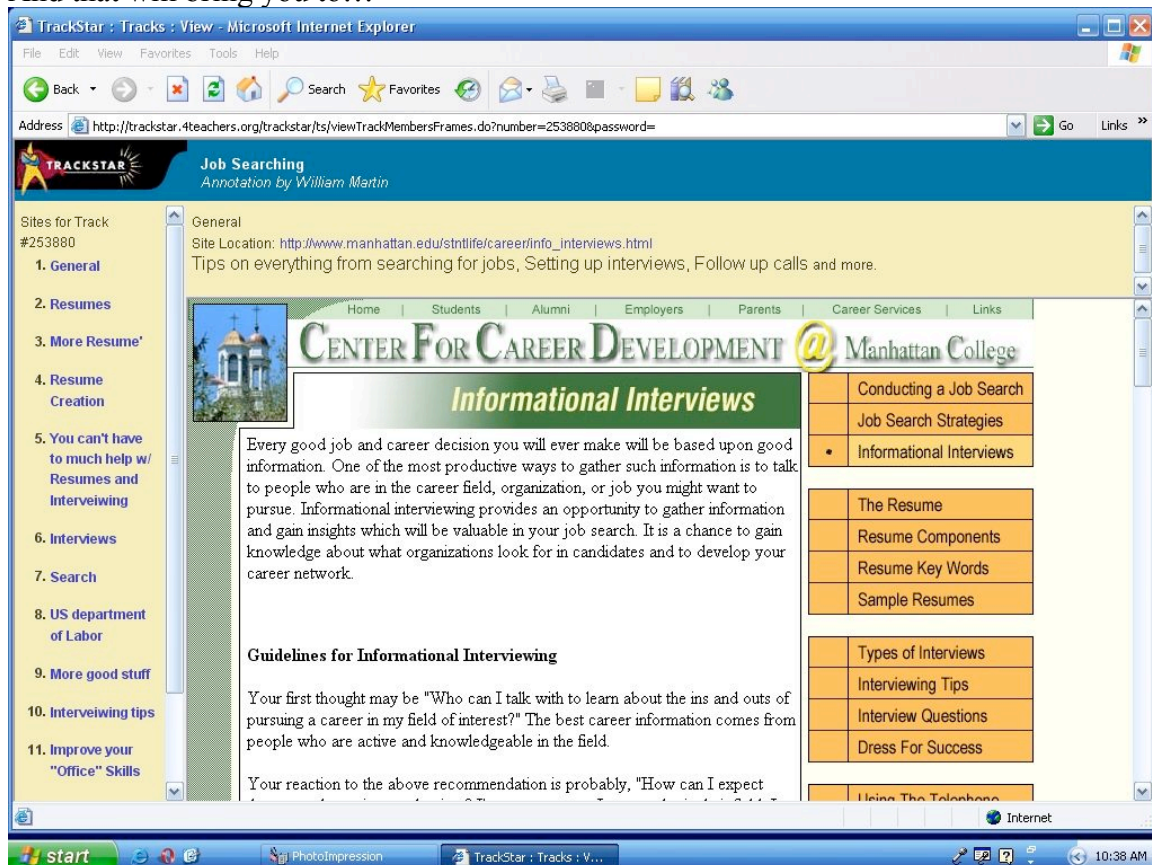
[Show all Tracks by this User](#) | [Contact the TrackStar Team about this Track](#) |

Bring your pointer to the box that says **View in Frames**.



And left click once.

And that will bring you to...



My Job search page that has links to many other pages all from this site.

TrackStar : Tracks : View - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Download Upload

Address <http://trackstar.4teachers.org/trackstar/ts/viewTrackMembersFrames.do?number=253880&password=> Go Links

TRACKSTAR

Job Searching
Annotation by William Martin

Sites for Track
#253880

General

Site Location: http://www.manhattan.edu/stntlife/career/info_interviews.html
Tips on everything from searching for jobs, Setting up interviews, Follow up calls and more.

1. General
2. Resumes
3. More Resumes
4. Resume Creation
5. You can't have too much help w/ Resumes and Interviewing
6. Interviews
7. Search
8. US department of Labor
9. More good stuff
10. Interviewing tips
11. Improve your "Office" Skills

Home | Students | Alumni | Employers | Parents | Career Services | Links

CENTER FOR CAREER DEVELOPMENT @ Manhattan College

Informational Interviews

Every good job and career decision you will ever make will be based upon good information. One of the most productive ways to gather such information is to talk to people who are in the career field, organization, or job you might want to pursue. Informational interviewing provides an opportunity to gather information, and gain insights which will be valuable in your job search. It is a chance to gain knowledge about what organizations look for in candidates and to develop your career network.

If you click on these individual links they will change the site without bringing you to another page.

Guidelines for Informational Interviewing

Your first thought may be "Who can I talk with to learn about the ins and outs of pursuing a career in my field of interest?" The best career information comes from people who are active and knowledgeable in the field.

Your reaction to the above recommendation is probably, "How can I expect

Conducting a Job Search
Job Search Strategies
• Informational Interviews

The Resume
Resume Components
Resume Key Words
Sample Resumes

Types of Interviews
Interviewing Tips
Interview Questions
Dress For Success

Using The Telephone

Internet

start PhotoImpression TrackStar : Tracks : V... 10:38 AM

Good Luck.

This guide was created by The Cyber Cafe @ Malden Square in partnership with Citizen Schools.

We would like to thank the following people for their contribution.

William Martin Project Leader

Mike Jarow Team Leader

The Citizen Schools apprentices

Aydriana

Faisal

Justin

David

Moses

Jasmine

Cecilia

Yeideliz

Mercy

Terrell

We would like to thank you for your time and dedication.

