

## CHAPTER 2

# MICROSOFT EDGE BASICS

## InFocus

**Microsoft Edge** is a powerful, yet simple to use, browser. Its primary purpose is to help you search the internet, exploring the almost unlimited wealth of websites that are now available. Microsoft Edge provides many tools to help make your everyday tasks easier. It also includes a range of security and privacy features, which will help to protect you and your computer.

**In this session you will:**

- ✓ learn how to start **Microsoft Edge**
- ✓ gain an understanding of the **What's New** and **Tips** screen
- ✓ gain an understanding of the **Microsoft Edge** screen
- ✓ learn how to show and hide screen elements
- ✓ learn how to use the **Favourites** bar
- ✓ learn how to go to a specific **URL**
- ✓ learn how to use **Reading View**
- ✓ learn how to control the browser window size
- ✓ learn how to locate and activate a hyperlink
- ✓ learn how to locate and activate an image link
- ✓ learn how to close **Microsoft Edge**.

# STARTING MICROSOFT EDGE FROM THE DESKTOP

To create or edit a workbook, the first thing you must do is start Edge. The first time you use Edge you will need to open it from the taskbar **Search the web and Windows** bar or the **All**

**apps** list in the **Start** menu. You can then choose to pin it to the **Start** menu or the taskbar so that you can access it more quickly and easily the next time you use it.

## Try This Yourself:

*Before starting this exercise ensure that your computer has started...*

- 1 If there is no **Edge** icon in the taskbar at the bottom of the desktop, click on the **Windows** icon in the taskbar, as shown, to display the **Start** menu

- 2 Scroll down the list of apps until you reach the **M** section

*Microsoft Edge 2016 is listed here...*

- 3 Click on **Microsoft Edge 2016** to start Edge

- 4 Right-click on the Edge icon in the taskbar to display a menu of options, as shown, then select **Pin this program to taskbar**

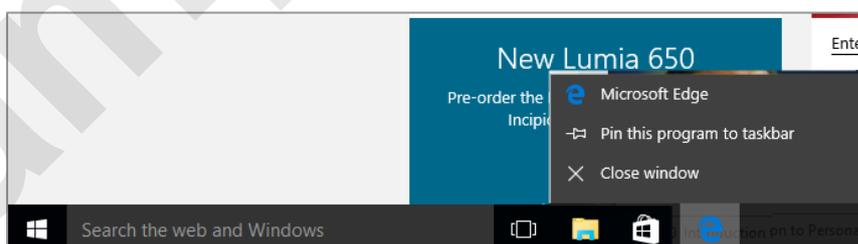
*You can now click on this icon to open Edge from the desktop. This icon will remain in the taskbar unless you remove it...*

- 5 Repeat step 5 to select **Close window** to close Edge

- 6 Click on the Edge icon in the taskbar to open **Edge** again



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## For Your Reference...

To **add** an **Edge icon** to the **desktop taskbar**:

1. Display the **Start** menu, then scroll down the list of apps to the **M** section
2. Right-click on **Microsoft Edge 2016**
3. Select **Pin to taskbar**

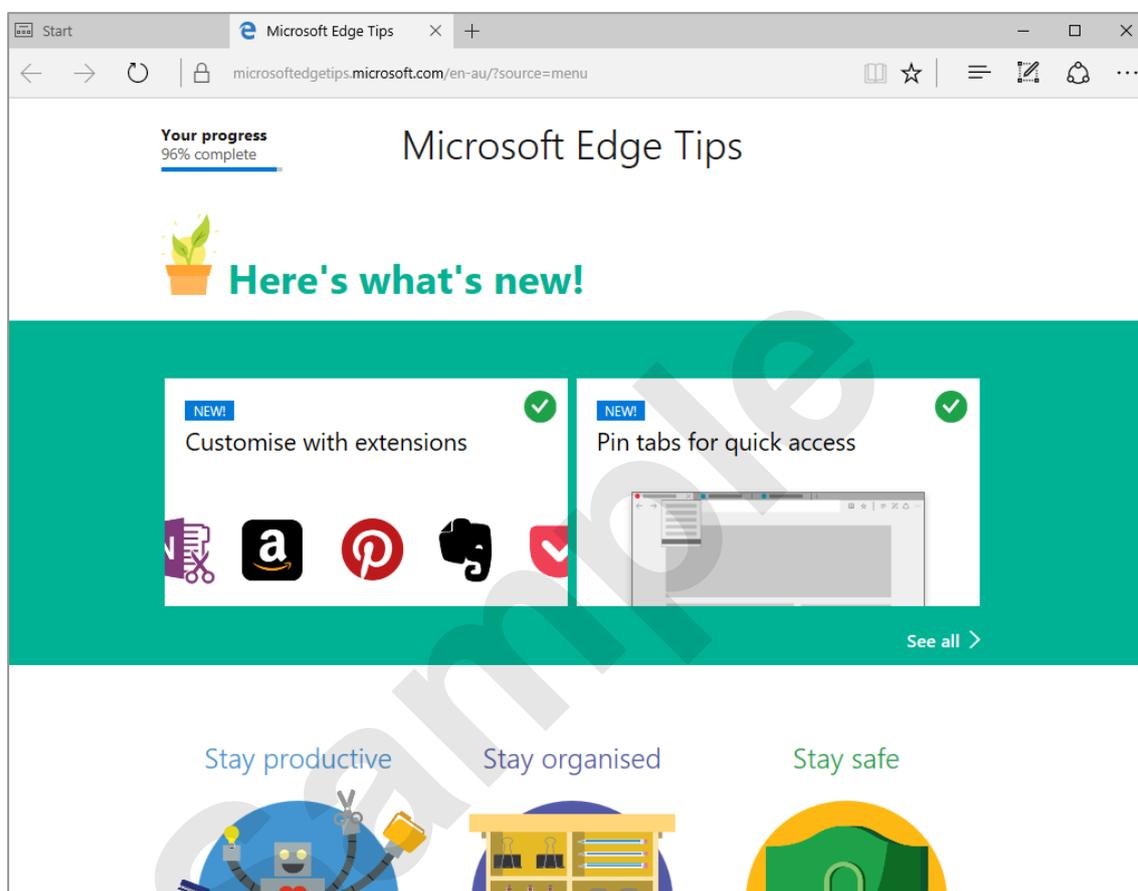
## Handy to Know...

- You can start Edge by clicking in the taskbar **Search...** bar, typing **Edge**, then clicking on Edge in the list of search results.
- You can pin Edge to the **Start** menu by displaying the **All apps** list, right-clicking on **Edge 2016** and selecting **Pin to Start**.

## THE WHAT'S NEW AND TIPS SCREEN

The first time you open Microsoft Edge, the **What's new and Tips** screen will display by default. This screen provides you with tips and information about all of Microsoft Edge's new

features organised into categories such as **Stay productive**, **Stay organised** and **Stay safe**. You can access this screen at any time via the **Settings** menu.



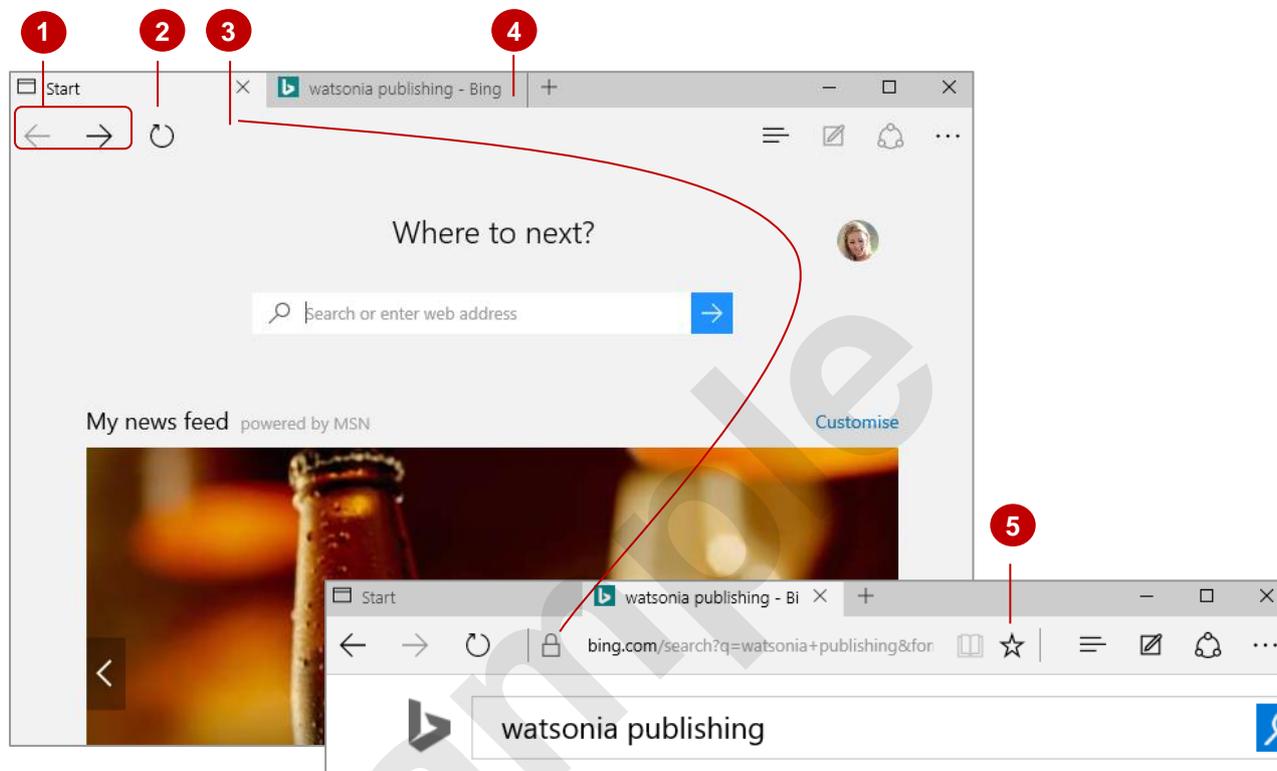
### Using Microsoft Edge Tips

When you first begin using Microsoft Edge, it can be useful to learn about the features that are available. To begin working through the tips, simply click on **See all** or one of the headings (**Stay productive**, **Stay organised** or **Stay safe**) to view a list of features and tips relevant to that category. Click on a feature or tip to display a pop up with more information. As you progress through the information, your status will display at the top left of the page underneath **Your progress**. This keeps track of how much of the content you have looked at. Once you are finished looking at the tips, you can click on the **Start** tab to the left of the **Microsoft Edge Tips** tab to display the Edge **Start** screen.

# THE MICROSOFT EDGE SCREEN

When you open Edge, both the **Start** screen and the **What's New and Tips** screen display by default in tabs along the top of the screen. To begin working with Edge, click on the **Start** tab.

Microsoft Edge is a browser – a program designed to search for, locate and display web pages. As such, it comes with a range of tools and features that make this task easier.



- 1 Back and Forward buttons** Can be used to navigate between pages that you have previously visited.
- 2 Refresh button** If the page you are trying to access has stopped loading, you can click on the **Refresh** button to reload it. Click on the drop arrow to display the most recently browsed pages.
- 3 Address Bar** Click to display the address of the current web page. This can then be used to navigate to a new web page. The **Address** bar can also be used to search.
- 4 Tabbed Pages** Tabbed browsing enables you to have multiple web pages open at any one time and to be able to easily move from one page to the next. To display a website in a new tab, click on **New tab** (the small tab to the right of the last tab) or press **Ctrl** + **T**. The tabbed pages appear next to the Address bar, but you can move them beneath the Address bar as in previous versions.
- 5 Favourites Bar** Use the **Add to...** button on the **Favourites** bar to add your most frequently visited web pages to the toolbar, enabling you to access them quickly and easily in future sessions. The **Favourites** bar is hidden by default.

## WORKING WITH THE HUB

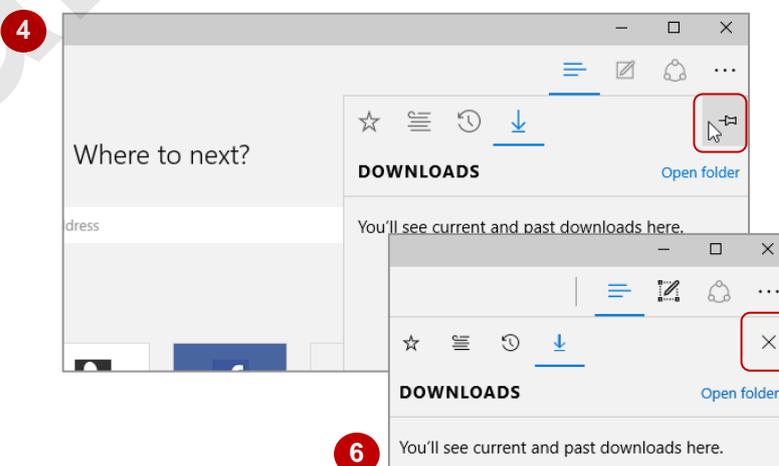
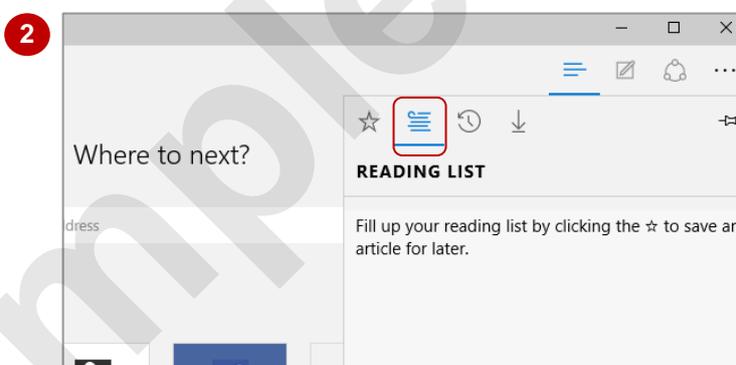
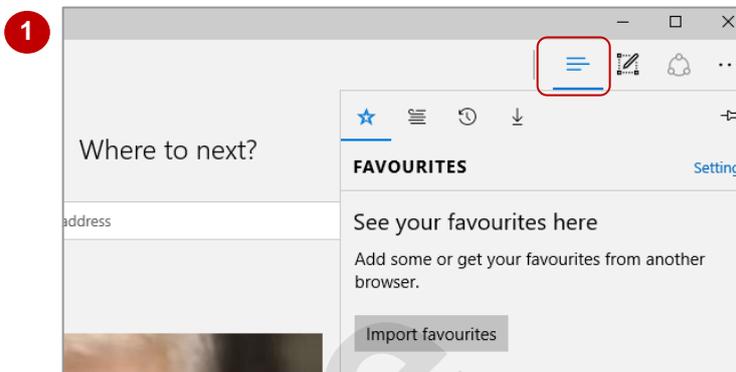
Microsoft Edge presents a streamlined screen, with most of the available tools not showing by default. All of the available tools are contained in what is known as the **Hub**. These tools include

**Favourites, History, Downloads and Reading List.**

### Try This Yourself:

*Before starting this exercise ensure that Microsoft Edge has started...*

- 1 Click on **Hub**, as shown  
*A pane will appear with the available options listed at the top of the menu. Favourites is selected by default...*
- 2 Click on **Reading List** to display the **Reading List**
- 3 Click on **History** and **Downloads** to view these sections, then click away from the pane to close it  
*Let's try pinning the pane to keep it displayed...*
- 4 Repeat step 1, then click on **Pin this pane** to pin the pane
- 5 Click away from the pane – notice that this time it does not close because it is pinned
- 6 Click on **Close this pane** to unpin the pane



### For Your Reference...

To **hide/show screen elements**:

1. Right-click to the right of the page tabs
2. Select the option(s) to hide or show

### Handy to Know...

- If you click on **Open folder** in **Downloads** section of the **Hub**, **File Explorer** will display with the contents of the **Downloads** folder selected.

## DISPLAYING THE FAVOURITES BAR

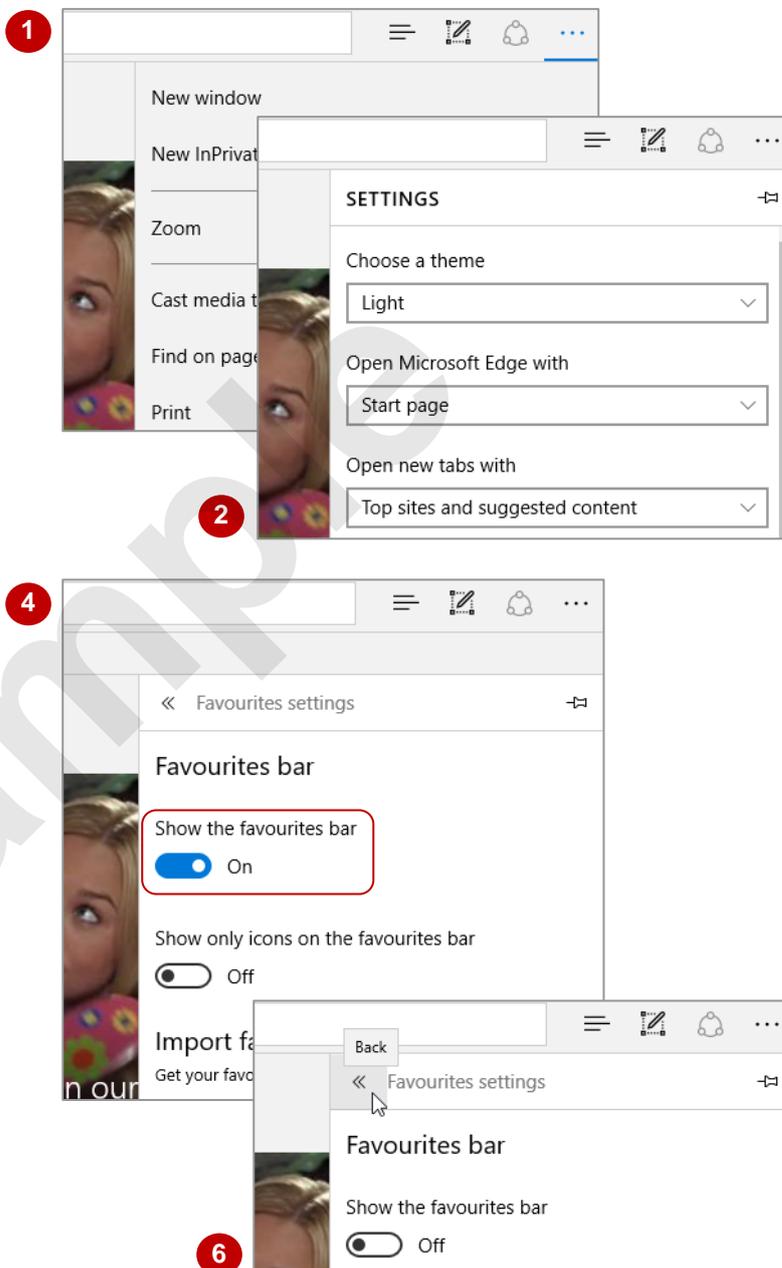
The **Command bar** gives you access to almost every feature and setting available within Microsoft Edge. When displayed, it is located in the top, right of the Explorer window and can be

customised to suit your own particular requirements. Not only can you change the look of the **Command bar**, but you can also resize it to control how many of the buttons are displayed.

### Try This Yourself:

*Before starting this exercise ensure that Microsoft Edge has started...*

- 1 Click on **More** to display a menu of options  
*The features and settings for these buttons will be covered throughout this publication...*
- 2 Select **Settings**
- 3 Under **Favourites** click on **[View favourites setting]** to display the favourites settings
- 4 Click on **Show the favourites bar** so that it appears **On**  
*Notice a bar appears at the top of the page...*
- 5 Repeat the above step so that it appears as **Off**
- 6 Click on the **Back** arrow to return to the **Settings** menu
- 7 Click away from the menu to close it



### For Your Reference...

To **display** the **Favourites bar**.

1. Click on **More**
2. Select **Settings**
3. Click on **Show the favourites bar** so that it appears as **On**

### Handy to Know...

- In the **Favourites** section of the **Hub**, the **Favourites bar** appears as a separate folder.

## GOING TO A SPECIFIC URL

There are several ways of accessing web pages, but one of the easiest is to use the **Address bar**. This usually displays the address or URL (*Uniform Resource Locator*) of a website, but it

can also be used to navigate to a specific URL or web page.

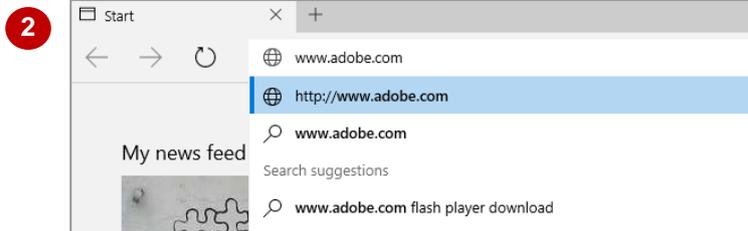
### Try This Yourself:

*Before starting this exercise ensure that Microsoft Edge has started...*

- 1 Click on the blank section next to the **Refresh** button to display the **address bar**
- 2 Type **www.adobe.com**
- 3 Press **Enter** to load and display the page

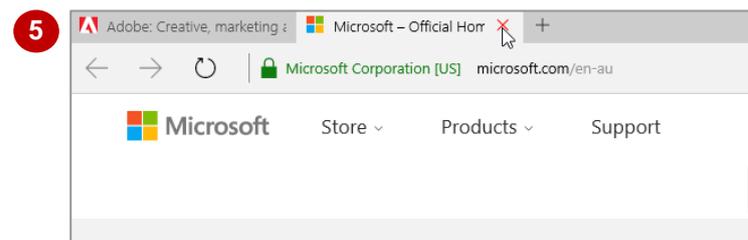
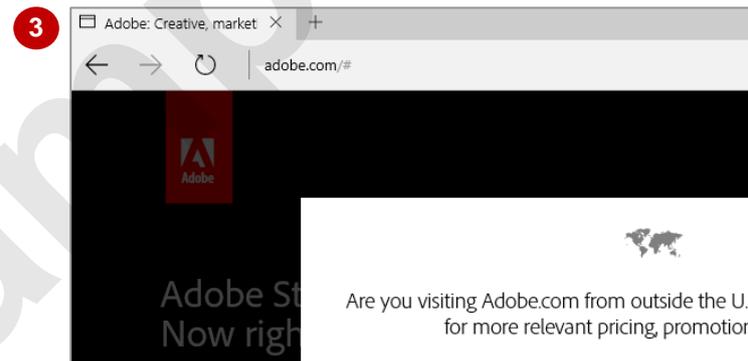
*The new web page will be displayed in the same tab as the one where your home page was previously displayed...*

- 4 In the **Address bar**, type **www.microsoft.com**, then press **Alt** + **Enter** so that the new web page opens in a new tab
- 5 Click on **Close Tab** on the **Microsoft** web page tab to close the page



*AutoComplete stores entries you've made for web addresses, forms and passwords and remembers them if you begin to type them again later on.*

*In the Address bar, start by typing the information. If you've typed a similar entry before, AutoComplete lists possible matches as you type. If a suggestion in the list matches what you want to enter, click on the suggestion. If no suggestion matches what you are typing, simply continue typing.*



### For Your Reference...

To **display a specific URL**:

1. Click in the **Address bar**
2. Type the web address
3. Press **Enter** (or **Alt** + **Enter**) to open the web page on a new tab)

### Handy to Know...

- If a website address cannot be found, you will be directed to a page that attempts to explain the problem and offer some search alternatives. You may have mistyped the address, so check the spelling, or try one of the links offered.

## READING VIEW

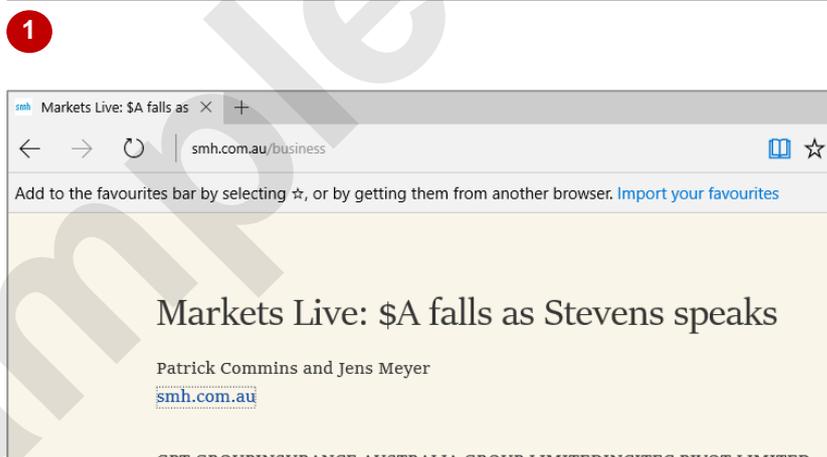
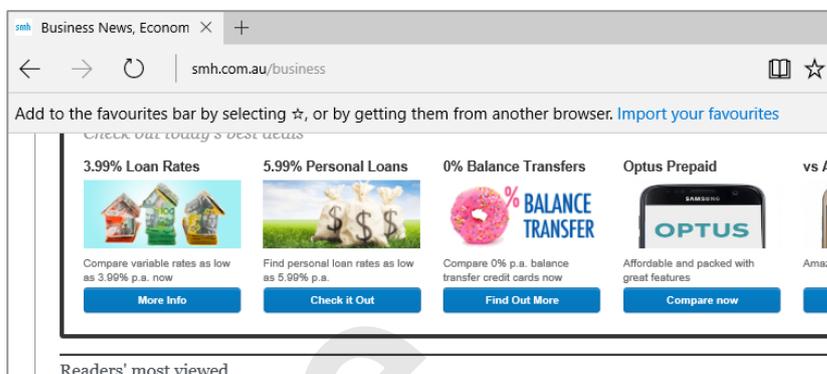
The **Reading** view feature allows you to view a webpage's content without the distractions of ads and different kinds of formatting. This allows you to focus on the text on the webpage and makes it

much easier to read. Not all webpages can be viewed in **Reading** view. You can tell whether a webpage can be viewed in **Reading view** as the **Reading view** icon appears bold in the toolbar.

### Try This Yourself:

Before starting this exercise you **MUST** display the webpage [www.smh.com.au/business...](http://www.smh.com.au/business...)

- 1 Scroll down to view the whole webpage
- 2 Click on an article to view it  
*Notice there are many advertisements and the page appears quite cluttered...*
- 2 Click on **Reading view** to display the page in **Reading view**
- 3 Scroll down to view the whole webpage
- 4 Click on **Reading view** again to display the page in normal view



### For Your Reference...

To **display** a **webpage** in **Reading view**:

1. Display the webpage
2. Click on the **Reading view** icon in the toolbar

### Handy to Know...

- You can change the way **Reading view** displays by clicking on **More > Settings** and scrolling down to the **Reading** section. Here you can select **Reading view style** and **Reading view font size** options using the available drop down arrows.

# CONTROLLING THE BROWSER WINDOW SIZE

Quite often you will find web pages that have more than one screen of information, or that may be designed to make use of a wide screen. You can adjust the size of the browser window to

make the best use of the screen area that you have. One option is to maximise the browser window, and another is to temporarily hide areas such as the title bar.

## Try This Yourself:

*Before starting this exercise ensure that the website [www.adobe.com](http://www.adobe.com) is displayed...*

- 1 If the browser window doesn't occupy the full screen, click on **maximise** in the top, right corner

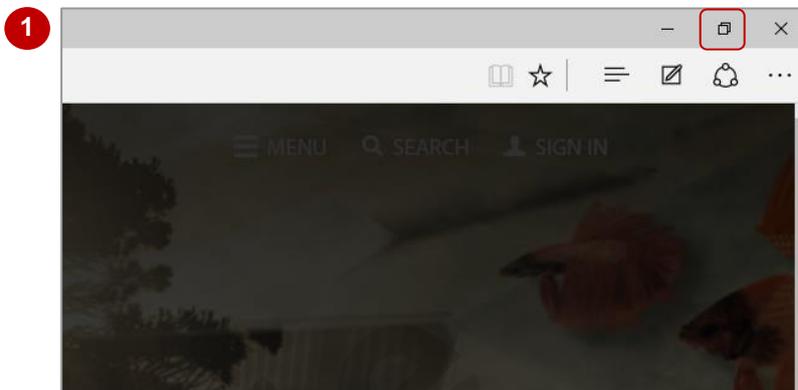
*This will enable you to see more of the toolbars and more of the web page....*

- 2 Click on **Restore** to restore the window

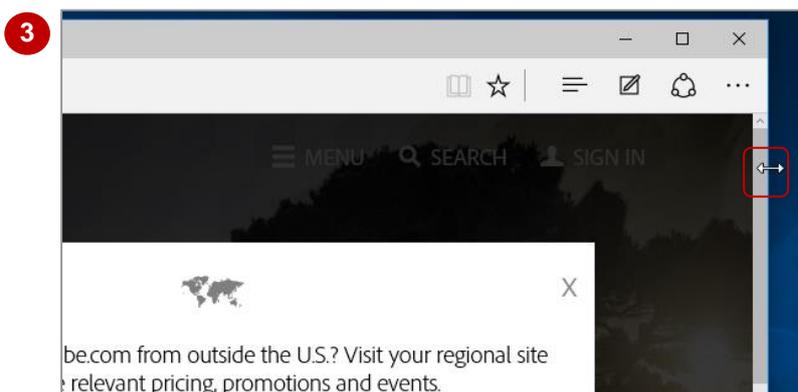
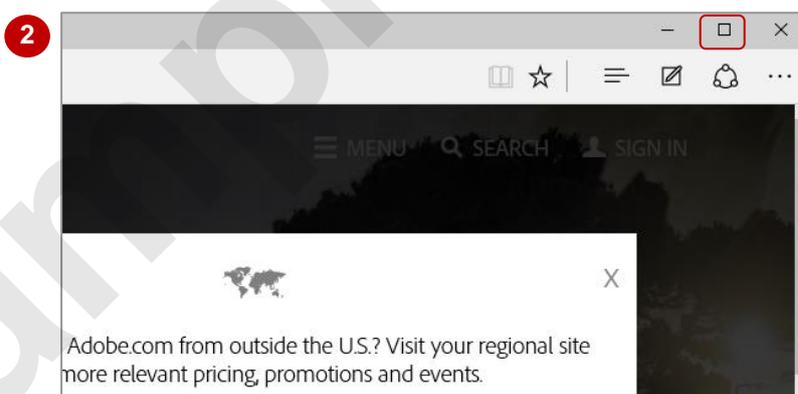
*You can also manually resize the window*

- 3 Point to the left side of the window so that the pointer appears as a double-headed arrow, then click and drag in to make the window smaller or out to make the window larger

- 4 Resize the window as best suits you



The Minimise and Maximise/Restore buttons are in the top, right corner alongside the Close button.



## For Your Reference...

To **maximise** the **browser window**:

- Click on **Maximise**

To **display** the **browser window** as a **full screen**:

1. Click on **Tools** in the **Command** bar
2. Select **Full screen**

## Handy to Know...

- You cannot manually resize the browsing window from the top of the window – only from the side and bottom border.

# ACTIVATING A HYPERLINK

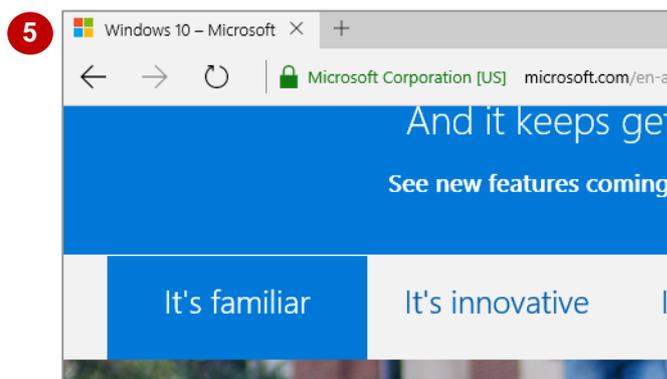
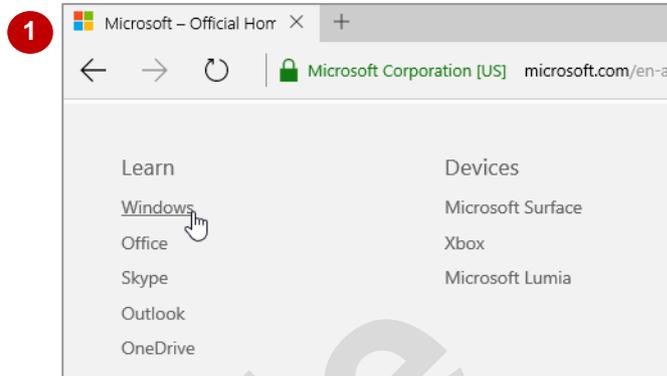
Once a web page has been loaded into a browser you can start to explore it by using **hyperlinks** to move between pages. A hyperlink is a URL or web page address stored in the web

page. As you move over the page, the mouse pointer will change to a pointing hand, to indicate the location of hyperlinks that you can use. Some hyperlinks appear underlined.

## Try This Yourself:

Before starting this open the website [www.microsoft.com](http://www.microsoft.com)...

- 1 Scroll to the bottom of the page and point to **Windows** under the **Learn** heading, as shown
- The pointer changes to a hand icon indicating that this text is a hyperlink...
- 2 Click on **Windows** to display the **Windows** page
- 3 Click on **Windows 10** in the menu bar near the top of the page to display a menu of options
- 4 Click on **Features**, then click on **Overview**
- 5 Scroll down and Click on the hyperlinks according to your interests



## For Your Reference...

To **work with hyperlinks**:

1. Point to items on the page to look for hyperlinks
2. Click on a hyperlink to display the linked information

## Handy to Know...

- A **Sitemap** link on a webpage will display a hierarchical list of pages (as hyperlinks) available on the site, similar to an index.
- Some hyperlinks take you to other pages within the current website; others take you to other websites. Others may simply take you to another position on the current page.

# ACTIVATING AN IMAGE LINK

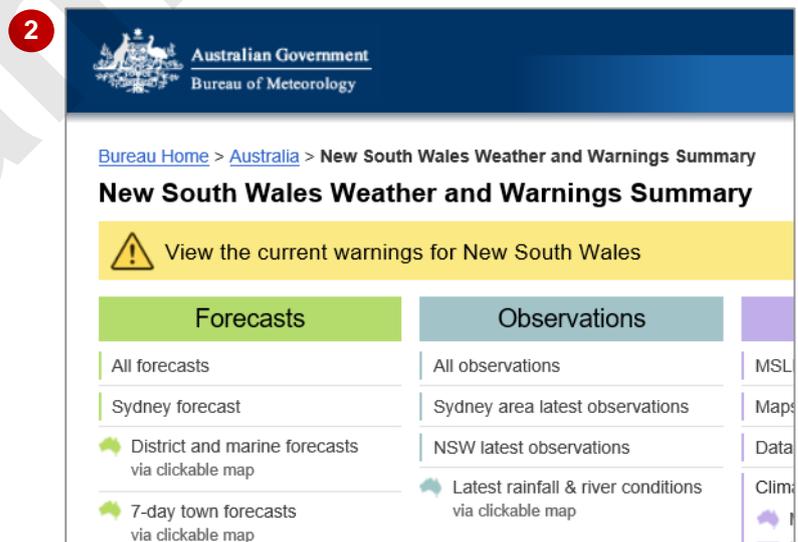
Not all hyperlinks are represented by text on a page. **Images** are also used as a way of presenting options to a web user. For example, if you want to provide information about different

regions of your country, you can provide a clickable map so that users can click on the region and go to a page of options relevant to that region.

## Try This Yourself:

*Before starting this exercise you MUST open the website [www.bom.gov.au](http://www.bom.gov.au)...*

- 1 Point to **NSW** in the map of Australia, as shown  
*The mouse pointer will change to a hand icon, indicating that the image contains a hyperlink. A pop-up box indicates that this link will display the weather conditions for New South Wales ...*
- 2 Click on **NSW**  
*This will take you to the New South Wales weather page...*
- 3 Click on **Back** to return to the **BOM** home page  
*In some instances the image hyperlink may actually open a new page, so you would have to close that page tab instead to return to the previous page...*
- 4 Try clicking on some of the other states to see the results



## For Your Reference...

To **work with image hyperlinks**:

1. Point to images to look for hyperlinks
2. Click on the image to display the linked web page

## Handy to Know...

- Many images have one linked address, but some images have multiple links. An image with different clickable areas (each with a different link) is known as an **image map**.

# CLOSING MICROSOFT EDGE

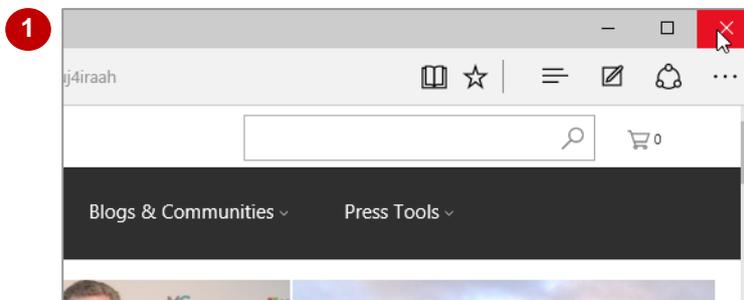
Closing Microsoft Edge refers to closing the browser window. Depending upon how your internet connection is set up, this may result in a disconnection from the internet or, as in the case

of a broadband connection, it may just close the browser window and leave the connection established. You can use either the menu or the **Close** button to close Microsoft Edge.

## Try This Yourself:

*Before starting this exercise ensure that you have at least four web pages open...*

- 1 Click on **Close** in the top right corner of the window to close Microsoft Edge



## For Your Reference...

To **close Microsoft Edge**:

- Click on **Close**

## Handy to Know...

- If you don't want to see the **Microsoft Edge** dialog box each time you close the application, click on **Always close all tabs** so it appears with a tick.