

## **Web Searching Fundamentals:**

**Sessions: One**

**Total Hours: Two**

**Prerequisite: None**

This Training Course is designed to cover topics of interest regardless of your own personal skill level in searching the World Wide Web. The “Web” is a vast storehouse of information, all available to the user literally at your fingertips. It can be a fascinating way to increase your knowledge base or review topics of interest, but it also can be dangerous if you are not proficient with what you are doing.

Your Instructor will demonstrate all of the elements of the World Wide Web and its structure. This will be presented in a manner that will give the Member a firm visualization of the techniques involved in applying the search functions. A basic description of the various search mechanisms such as Directories, Search Engines, and Meta Search Engines will be described. Several of the typical search devices will be examined in detail, and there will be many practical examples to emphasize the class material. Class participation with discussions and question and answers sessions on the material, will be encouraged. There will also be a brief description of the “Invisible Web”. Numerous examples will be provided by the Instructor of each of the elements and techniques. Many different Web Sites will be visited in order to illustrate a point or procedure.

After completion of this Training Course on Searching the World Wide Web, the Member will be thoroughly prepared to tackle even the most difficult of search functions with ease and confidence. In addition, the user will be proficient in using the basic web searching tools and engines, will have a good understanding of what risks are involved with certain types of web sites, and will be able to handle the operations that will produce satisfactory results for their information request or search every time.