**Using Google More Effectively** 

# SEARCHING THE INTERNET

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- Be specific
  - There are millions of web pages out there.
    Enter only the most important key words.
    - Holiday travel
      - In response, Google gives you pages with the words "holiday" and "travel"



- Use quotes
  - Putting quotes around a phrase will make it more likely you'll find exactly what you're looking for.
    - "I have a dream"
      - In response, Google gives you pages with the exact phrase "I have a dream"



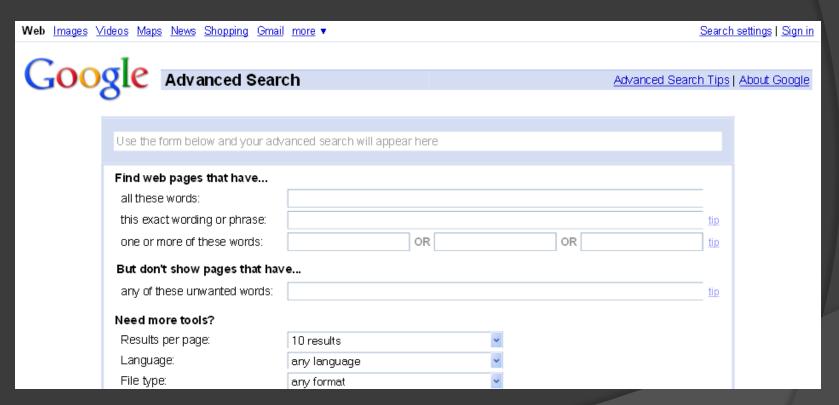
- -word
  - Salsa –dance
    - The word "salsa" but not the word "dance"
      - In response, Google gives you pages with the word "salsa" but not the word "dance"



- Boolean Operators (And, Or, Not)
  - And
    - Salsa And Dance
      - In response, Google gives you pages with both the words "salsa" and "dance"
  - Or
    - Salsa Or Dance
      - In response, Google gives you pages with the word "salsa" or the word "dance"
  - Not
    - Salsa Not Dance
      - In response, Google gives you pages with the word "salsa" but not the word "dance"



Use the "Advanced Search" Feature





- Use Advance Operators to make your searches a lot easier. Here are some examples:
- Define
- Phonebook
- Calculator
- Weather
- Movie



- Define
  - Define:www
    - In response, Google gives you a page with a list of definitions for "www" from several different sites.



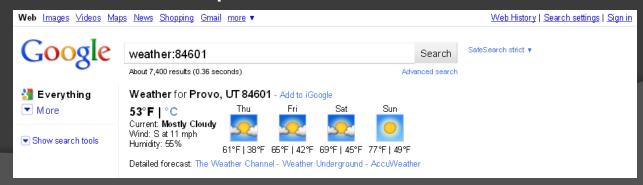
- Phonebook
  - Phonebook:john doe
    - In response, Google gives you a page with a list of all of the people named "John Doe" listed in the phonebook.
- Rphonebook is for "residential" numbers
- Bphonebook is for "business" numbers



- Calculator
  - 3\*5
    - In response, Google will give you the answer to the math problem 3\*5



- Weather:(city or zip code)
  - Weather: New York
    - In response, Google gives you a page with the weather forecast for New York City.
  - Weather:84601
    - In response, Google gives you a page with the weather forecast for Provo, Utah the location of the zip code 84601





- Movie:84601 or Movie:Provo, Utah
  - In response, Google gives you a page with the a list of all of the local movie theaters with the movies and show times.



#### • Conclusion:

 Properly searching in Google will help you to more easily find the information you are looking for.



# Credits

- Googleguide.com

