

Essential Skills - Lesson 19

Searching the internet and searching effectively is extremely important in any career choice. The following will help to increase the effectiveness of your searching.

1. Use keywords only – avoid “Stop Words” – words that have little significance to your search. A list of common stop words is listed below.

A, about, above, after, again, against, all, am, an, and, any, are, as, at, be, because, been, before, being, below, between, both, but, by, could, did, do, does, doing, down, during, each, few, for, from, further, had, has, have, having, he, he'd, he'll, he's, her, here, here's, hers, herself, him, himself, his, how, how's, I, i'd, i'll, i'm, i've, if, in, into, is, it, it's, its, itself, let's, me, more, most, my, myself, nor, of, on, once, only, or, other, ought, our, ours, ourselves, out, over, own, same, she, she'd, she'll, she's, should, so, some, such, than, that, that's, the, their, theirs, them, themselves, then, there, there's, these, they, they'd, they'll, they're, they've, this, those, through, to, too, under, until, up, very, was, we, we'd, we'll, we're, we've, were, what, what's, when, when's, where, where's, which, while, who, who's, whom, why, why's, with, would, you, you'd, you'll, you're, you've, your, yours, yourself, yourselves

For example, to search for **the largest recorded earthquake and its magnitude** – enter **largest earthquake magnitude**.

2. Use +, - and ~ in front of words. To include a stop word that you feel is significant but left out of the search by the computer, place a + sign before the word – no space. Use the – before a word to remove it from the search results. Place a ~ in front of a word to have the search include any synonyms of the word. For example:

+with → will include the stop word as part of the search.

-wrestling → if you search wwf for the World Wildlife Fund you will get many sites related to wrestling – put -wrestling will remove all sites for wrestling from the results.

~edifice → will include synonyms like structure, building, home, shop in the results.

3. Putting “”s around text creates an exact word search – so instead of searching the words individually it searches for an exact duplicate of the phrase. Useful when search titles, names, locations, etc. for example, **“I want to hold your hand”, “Golden Gate Bridge”, or “Mickey Mouse”**.

4. Placing certain words at the beginning of a criteria provides quick results. For example:

define tessellation → provides a dictionary definition of the term specified.

capital Japan → gives the capital of the country specified

time Vancouver → gives the current time in the city specified.

weather Havana → gives the current weather, and often a 7 day forecast.

address Hockey Hall of Fame → gives the address of the place specified – may need a city.

2+7*(32-17)/4 → provides the answer and displays a calculator.

10 miles in km → shows the conversion and provides a conversion calculator.

intitle: hair styles → the term specified is in the title of the page – very specific.

AC354 → shows the flight information and estimated arrival time.

5. Sometimes you may see the answer in the search results provided. Other times you may need to click on a link in the results to open the page and look around. Once a page is open you can use Ctrl+F to open a search window to find a certain word.

Use these guides to find results for the following. Include the search criteria and the answer for each.

- What is the Gregorian calendar and who introduced it?
- Name five ISPs in your country.
- Where is Stonehenge? What is a henge?
- Who won the men's tennis singles at Wimbledon in 2010?
- On what date did the Sri Lankan Civil War begin?
- What is Hale-Bopp?
- In Joshua Tree National Park there are giant marbles - what are they?
- Who was the leader of the Khmer Rouge and when did he die?
- What team has won the most Stanley Cups? How many have they won?
- What are the two species of elephants?
- What is the address of the Empire State Building?
- When did Dr. Seuss win the Pulitzer Prize? What was his full name?
- Who invented the paper clip? In what year? What other inventions did they have?
- What country had the largest recorded earthquake? What was the magnitude?
- What is the length of the Golden Gate Bridge?
- What is the Crouch-Echlin Effect?
- Find information about eating disorders. Find information about a specific eating disorder as identified in the initial search.
- What is the oldest tree in the world?
- Find a bed and breakfast in Paris, France. I want to go on vacation.
- Find information about the childhood years of Walt Disney, Gordie Howe, or Shania Twain.
- Find information that explains pet therapy and music therapy.
- What was the original name of Mickey Mouse?
- What NHL player was nicknamed "The Roadrunner"? What team did he play for?
- What is the provincial bird, tree and flower of Newfoundland?
- Who invented the safety pin? Find 3 other things that they invented.

For our use it is very common to find ways to do certain tasks on certain applications or programs. Start these searches with the name of the program and the information you are looking for. For example:

- Find some date methods that can be used in Python Date methods
- What are the shortcuts in word to select a word, sentence, paragraph or the entire document?
- How do you install git to use in PyCharm?
- What is the difference between git and git hub?
- How do I highlight every second line in an Excel worksheet?
- What is a collection in Python? How many different options are available?
- How do I insert an extra text box in PowerPoint?

Many times, you will be asked about how to do things in programs you are not familiar with – just cause you work in IT co-workers in other departments think you know everything. Using Google to find the answers will make sure you live up to their expectations.