

## Standard Search Terms Using



In the search field, type in **parts of a cell**. How many results did you get? \_\_\_\_\_  
That's quite a lot – can you imagine taking the time to go through all of those sites to find what you want????? We can use tools to narrow our search.

### Use of “ “

We can search for complete phrases by enclosing them in quotation marks. Words enclosed in double quotes (“your name”) will appear together in all results exactly as you have entered them. This tool can be very useful when searching for famous quotations or proper names.

- Try this – do a search using **your name** without quotation marks. What did you find? \_\_\_\_\_
- Now try searching **“your name”** with quotation marks. Using this strategy, Google only displays the page results where your first and last name are together
- Add quotation marks to **“parts of a cell”**. How many results did you find this time?  
\_\_\_\_\_

### Use of [+]

Google ignores common words and characters such as “where” and “how,” as well as certain single digits and single letters, because they tend to slow down your search without improving the results. Google will indicate if a common word has been excluded by displaying details on the results page below the search box.

- Try this – type in **where is London**. Beside the results, what word(s) is highlighted in blue? \_\_\_\_\_
- If a common word is essential to getting the results you want, you can include it by putting a “+” sign in front of it (be sure to include a space before the + sign).
- Now try **+where is London**

### Use of [-]

Sometimes what you're searching for has more than one meaning: “bass” can refer to fishing or music. You can excluded a word from your search by putting a minus sign “-” immediately in front of the term you want to avoid (be sure to include a space before the minus sign).

- Try this – type in **hockey**. What is the first website listed? \_\_\_\_\_
- Now type in **hockey -NHL**. What has changed? \_\_\_\_\_

### Use of ~ to search for synonyms

You might want to search not only for a particular keyword, but also for its synonyms. Indicate the search for both by placing the tilde sign (~) immediately in front of the keyword.

- Type in **~french**. What other words are bolded in the results? \_\_\_\_\_  
\_\_\_\_\_

## Use of OR

To retrieve pages that include either word A or word B, use an uppercase OR between terms.

- Type in ***Blockbuster OR Rogers*** to get information on movie rentals at both stores

## intitle:

If you include [intitle:] in your search, Google will restrict the results to documents containing that word in the title. Note: there can be no space between the “intitle:” and the following word.

- Try this – intitle:parliament buildings
- Now try – intitle:parliament buildings Ottawa
- Now try – intitle:parliament buildings Toronto

You can see how the results become more defined with more information

## filetype:

You can search for specific types of files with Google. All you do is type filetype: and then the extension of the file that you are looking for, along with your search terms.

There are 13 main file types searched by Google in addition to standard web formatted documents in HTML. Here are the extensions that you might search for:

Lotus 1-2-3 (wk1, wk2, wk3, wk4, wk5, wki, wks, wku)	Lotus WordPro (lwp)
MacWrite (mw)	Microsoft Excel (xls)
Microsoft PowerPoint (ppt)	Microsoft Word (doc)
Microsoft Works (wks, wps, wdb)	Microsoft Write (wri)
Rich Text Format (rtf)	Shockwave Flash (swf)
Text (ans, txt)	Adobe PostScript (ps)
Adobe Portable Document Format (pdf)	

Google also offers the user the ability to “view as HTML,” which allows users to examine the contents of the file format even if the corresponding application is not installed.

- Let's go back to our original search. Remember how many results we had for “parts of a cell”? If you are looking for a PowerPoint presentation to go along with a research paper you have written on “parts of a cell,” it could take you a very long time to find one. Type in ***“parts of a cell” filetype:ppt*** How many results did you find? \_\_\_\_\_
- We can get even more specific. Use quotation marks, intitle: and filetype: to find a PowerPoint presentation on parts of a cell. What was your result?  
\_\_\_\_\_