

Using Google more effectively

These sheet contains several modifiers that you can use to get better search results.

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Exact phrase

What it does: Searches for an exact phrase

What to type: “one small step for man”

What you’ll get: webpages that include the exact phrase “one small step for man”

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Excluded words

What it does: Excludes webpages with a particular word or phrase

What to type: bass -fishing

What you’ll get: Results about bass that are not related to fishing

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Similar words

What it does: Searches for a word and all of its synonyms

What to type: ~mobile phone

What you’ll get: results with the word “phone” as well as “cell,” “cellular,” “wireless,” etc.

OR

Multiple words

What it does: Searches for webpages that include either word

What to type: books urban fiction OR street fiction

What you’ll get: Webpages that contain the word “books” and either “urban fiction” or “street fiction”

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Numerical ranges

What it does: Searches for a range of numbers, such as years or prices

What to type: Barack Obama 2000...2006

What you’ll get: Webpages that discuss Barack Obama during this time period.

define:

Find meanings

What it does: Defines a word or phrase

What to type: define:bankruptcy

What you’ll get: links to definitions of the word “bankruptcy”

site:

Site specific

What it does: Searches only particular websites

What to type: financial literacy site:.edu

What you’ll get: References to financial literacy on .edu (college maintained) websites.

2 more shortcuts*

Once your search has produced a website to review, here are two useful commands to make it easier to find what you want on the site. *These are not Google commands, but keyboard shortcuts.

CTRL+F

Find

What it does: Finds your exact search term within the text of a webpage.

What to type: Hold down the CTRL key and the letter F (CTRL+F). This will bring up a search box, in which you type what you need to find “money”.

What you’ll get: Every instance of the word “money” on that particular site.

CTRL+

CTRL-

Zoom page

What it does: Changes the size that the webpage displays on your screen.

What to type: CTRL+ makes the webpage bigger. CTRL- makes webpage smaller.

What you’ll get: Bigger or smaller webpages to make them easier to view.