

We **BUILD** Computers to Your Specs

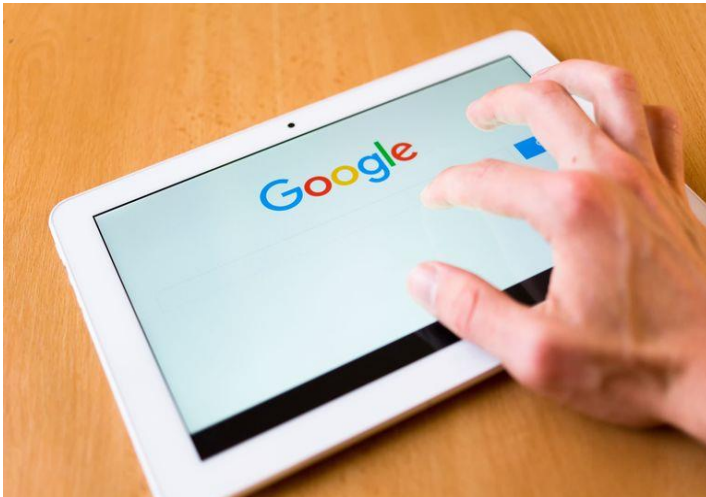
We **REPAIR** Computers & Tablets

February 2017

Simple Google Search Tricks

www.lifewire.com

Google is the most popular search engine on the Web, but most people don't realize how much more powerful they can make their Google searches with just a few simple tweaks.



Google Phrase Search

If you want Google to return your search as a complete phrase, in the exact order and proximity that you typed it in as, then you'll need to surround it with quotes; i.e., "three blind mice." Otherwise, Google will just locate these words either separately OR together.

Google Negative Search

Use the "-" symbol when you want Google to find pages that have one search word on them, but you need it to exclude other words commonly associated with that search word. You'll want to eliminate results with certain words if you're trying to search for a term that's generating a lot of results that aren't of interest to you. Figure out what terms you're not interested in (e.g. jaguar -car) and re-run the search.

Google Order of Search

The order in which you type your search query actually does have an effect on your search results. For example, if you are looking for a great waffle recipe, you'll want to type in "waffle recipe" rather than "recipe waffle". It does make a difference

Google Number Range Search

This is one of those "wow, I can do that?" kind of Google searches. Here's how it works: just add two numbers, separated by two periods, with no spaces, into the search box along with your search terms. You can use this number range search to set ranges for everything from dates (Willie Mays 1950..1960) to weights (5000..10000 kg truck). However, be sure to specify a unit of measurement or some other indicator of what your number range represents.

Google Calculator

Anything that helps with math-related stuff gets a vote in my book. Not only can you use Google to solve simple math problems, you can also use it to convert measurements. Here are a few examples of this; you can simply type these right into the Google search box:

- Half a quart in tablespoons
- 5 miles to kilometers
- $\sqrt{8912}$

And so on. Google can also do much more complex problems and conversions; you can find out how to build your queries so Google knows what to do with them at the official Google Calculator help page, www.google.com/help/calculator.html

Voice Search

Voice search is a neat feature for your computer, Android (cell phone) or iPhone or iPad.



1. Open the Google app

2. Say "Ok Google" or touch Microphone



Ways you can use your voice

Set an alarm: "Set an alarm for 7 AM" or "Set an alarm for every Friday morning at 7 AM."

Set a reminder: "Remind me to call John at 6 PM" or "Remind me to buy Pepsi at Hy-Vee tomorrow."

Check your schedule: "What's my day look like tomorrow?" or "When's my next meeting?"

Call a friend: "Call Lindsay Hampson" or "Call Mom."

Text a friend: "Text Jason that I'm running 5 minutes late."

Get directions: "Navigate to Fareway" or "Directions to Park Place Computers."

Find nearby places: "Where's the closest coffee shop?"

Plan your trip: "What are some attractions in Kansas City?"

Search for images: "Show me pictures of the Golden Gate Bridge."

Find the time: "What time is it in London?"

Check the weather: "Do I need a jacket today?" or "What's the weather like tomorrow morning?"

Answer trivia questions: "Where was Albert Einstein born?" or "How old is Beyonce?"

Calculate the tip: "What's the tip for 42 dollars?"

Translate words or phrases: "How do you say cucumber in Spanish?"

Define a word: "What does gluttony mean?"

Convert between units: "What's 48 ounces in pounds?"

Solve a math problem: "What's the square root of 2209?"

Shortcut Keys

Ctrl A

Select all text

Ctrl B

Change selected text to Bold

Ctrl I

Change selected text to *Italics*

Ctrl U

Underline selected text

Ctrl P

Print page or document

Computer Humor



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