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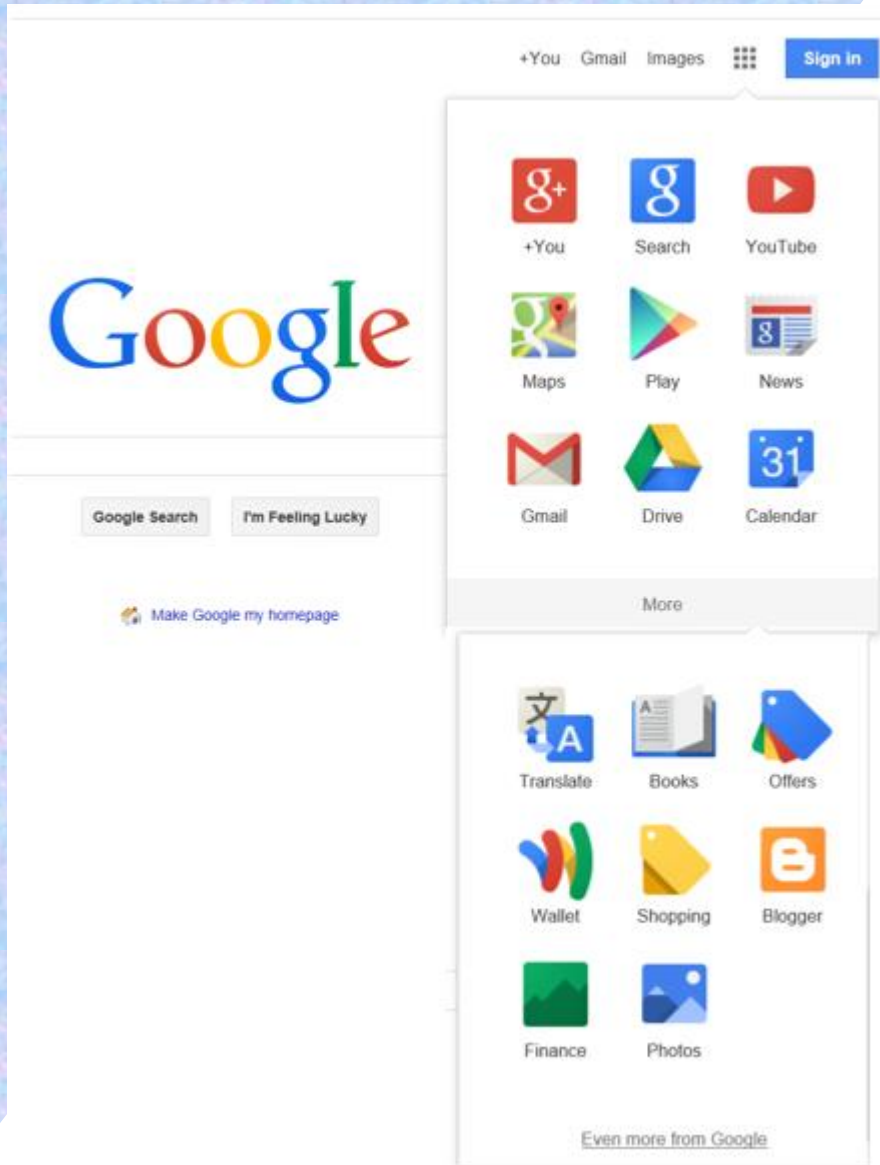
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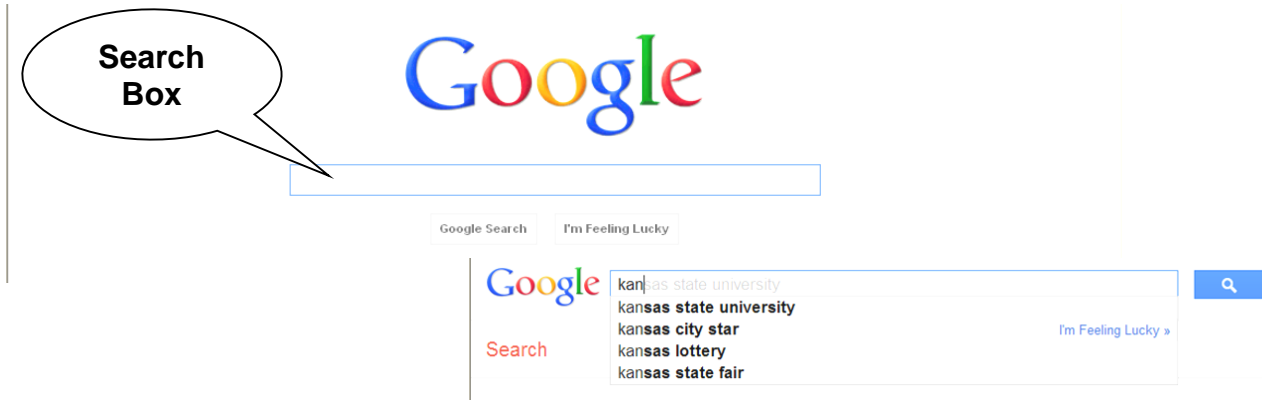
Even more from Google

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Google is one of many free **search engines** located on the Internet. Google finds web pages on topics by matching the words you type in the search box with pages containing those words. To accomplish this task, Google copies web pages from the Internet onto its computers. It indexes every significant word on those pages. Google lists the most relevant or highest quality web pages first. This is called *relevancy ranking* and is one reason Google is a very popular search engine.

Search Box

To search in Google, start to type a significant word in the search box to see a list of possible matches. Click on a preferred term if you see it or continue to type the words you want and click on **Google Search** or press the Enter key or click on the **Search button**. Click on **I'm feeling Lucky** to see just one match.

Some general rules for searching:
- Spelling is important. However, Google will try to match words even though they are misspelled.
- Not case sensitive. Capitalization does not matter.
- Common words such as *a, an, and, the, or, but* are ignored.
- Automatic **and**. By default, Google only returns pages that include all your search terms.
- Google will find words with various endings. Example: **kite flying** will return matches on **kite, kites, kiting** and **flying, fly, flies**.
- Use phrase searching by enclosing terms in double quotes "**kite flying"** to get exact matches. Hint: Always enclose names of people with double quotes to get matches on that name.
- Negative terms. If your search term has more than one meaning (*bass* could refer to a fish or to music) you can focus your search by putting a minus sign (-) in front of words related to the meaning you don't want. Example: **bass –music**
- **OR** search. Use **OR** (must be uppercase) to find pages that include either of two terms. Example: **vacation london OR paris**.
- Synonym search. If you want to search for your term and its synonyms, type the tilde sign (~) in front of the term. Example: **~food**. This will also find *recipes, nutrition, cooking*.

Google It

More ways to search....

Weather—type "weather" followed by a city (include state or country if needed) or zip code.

Example | weather san francisco | 🔍

Time—type "time" followed by a city (include state or country if needed).

Example | time london | 🔍

Stock Quotes—type the ticker symbol. On the results page, click the link to see more data from Google Finance.

Example | CSCO | 🔍

Sports Scores—to see scores and schedules for sports teams, type the name or league name. All sports data provided by STATS, Inc. Included are: English Premier League, National Football League, National Hockey League, and Major League Baseball.

Example | kansas city chiefs | 🔍

Calculator—type the calculation in the search box. Some symbols:
+ addition   ***** multiplication   **sqrt** square root
- subtraction   **/** division   **^** exponent

Example | 5*9+(sqrt 10)^3 | 🔍

Local Search—find a store, restaurant or other local business. Use city and state or zip code.

Example | Italian food 66604 | 🔍

Movie Showtimes—type "movies" and city and state or zip code.

Example | movies 66604 | 🔍

Real Estate and Housing—type "housing", "home", or "real estate" and the name of a city or zip code. Click on "Go" on the results page to display details of individual homes that Google has indexed.

Example | home los angeles | 🔍

Currency Conversion—some abbreviations:
USD = US Dollar   **GBP** = Great Britain Pound   **CAD** = Canadian Dollar   **EUR** = Euro

Example | 1 EUR in USD | 🔍

Google It

And more ways to search....

Airline Travel Info—see flight status for arriving and departing US flights. Also see delays at specific airports by typing the city or 3-letter airport code followed by the word "airport".

Example | American airlines 18 | 🔍

Example | Dallas airport | 🔍

Maps—type in a location or zip code and the word "map". Click on the map to see a larger version on Google Maps.

Example | Wichita map | 🔍

Package Tracking—type the tracking number for UPS, Fedex or USPS packages. From the results page, click on a link to track the status of your shipment.

Example | 1Z9999W9999999999 | 🔍

Patent Numbers—type the word "patent" followed by the patent number.

Example | patent 5123123 | 🔍

Area Code—find the geographical location of an area code.

Example | 913 | 🔍

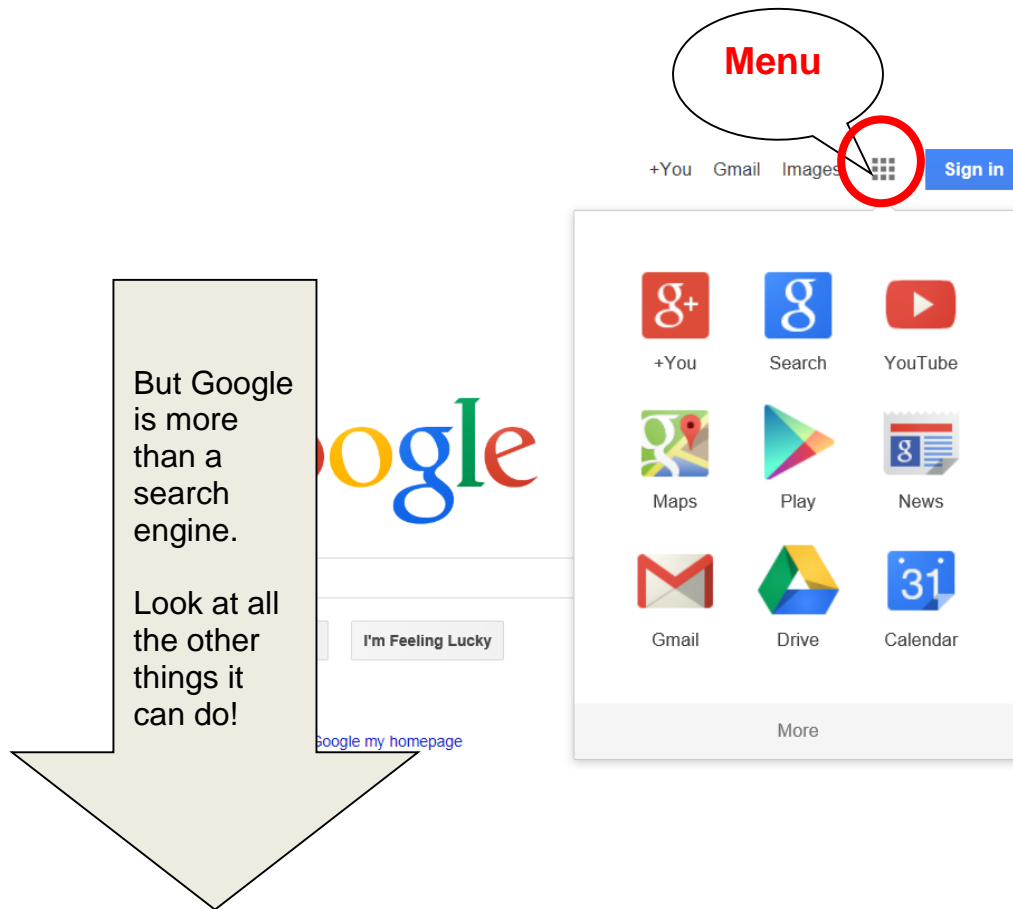**Q&A**—find the answer to a fact-based question like what is the population of Kansas.

Example | population of kansas | 🔍

Definitions—type the word "define" and a word or phrase.

Example | define quinoa | 🔍

File Type—search for specific types of files such a *.pdf, .ppt, .doc,* etc. Type the word "filetype:" followed by the file format.

Example | form 1040 filetype:pdf | 🔍

More…

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Maps	Play	News
Gmail	Drive	Calendar

More

But Google is more than a search engine.

Look at all the other things it can do!

I'm Feeling Lucky

Google my homepage

Click on the Menu icon ▦ in the upper right corner of the Google screen to see more options in Google.

- **+You**— also called Google+ is a way to share comments, pictures and chats with your friends. It is similar to Facebook.
- **Search**—search the World Wide Web. This is the default search method.
- **Images**—search for pictures
- **YouTube**—search for videos.
- **Maps**—search for maps or driving directions
- **News**—read the latest news aggregated from news sources all over the world
- **Gmail**—Google's free email service
- **Play**—This the app store for Android phones and tablets
- **Drive**—is a place to create and store files in "the cloud" and includes word processing, spreadsheets, and presentation programs
- **Calendar**—is an online calendar that can be shared with others
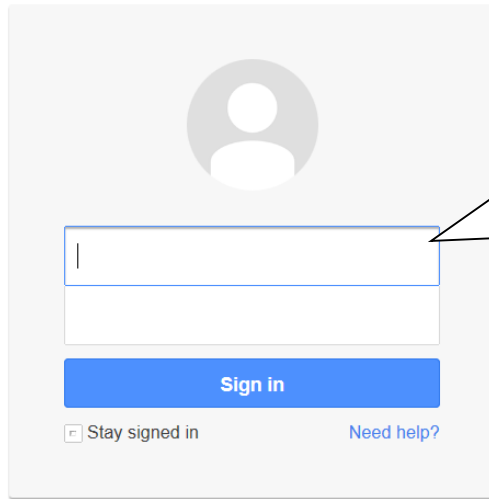- **Click on more**…and **even more**… to see all the options.

The options in Google change often. Take a look on a regular basis to see what's new.
Some popular ones include: Google **Translate**, Google **Books** and Google **Trends**.

To take advantage of many Google features, you must register to get a **free** Google account. Get a Google account by signing up for a **Gmail** account or by clicking on **Sign In** in the upper right corner of the screen. You can use a current email address if you prefer or you can set up a Gmail address.

More Google Products--Several of the products such as **Google Earth** and **Picasa** require free downloads to your computer. Products are added to this list regularly so check it often.