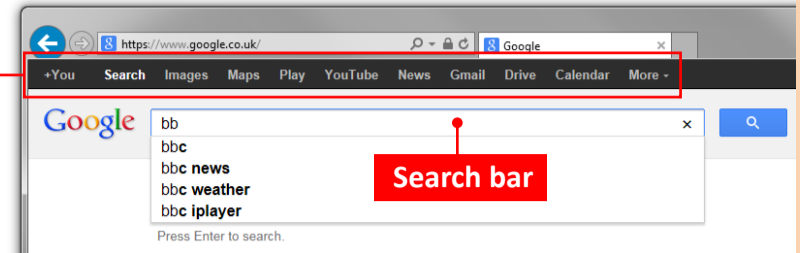


Instant Search

With “Instant Search” Google predicts what you are going to type and shows you in the search bar. Seeing results as you type helps you formulate a better search term by providing instant feedback. **Arrow down** to the one you want and press **Enter** to see the results!

Google products bar

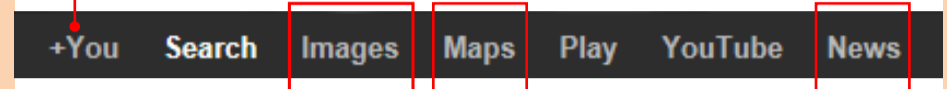


Google products bar

This sits above the search bar. Each area is a different Google product. Just try it out!

Do a search on a famous person, place or thing and see what you get using ‘Images’, ‘Maps’, ‘News’, or ‘YouTube’

Google products bar



Click on ‘News’ and then search for the latest news on your subject. Or first click on ‘Images’ to search for images. To search within ‘Maps’ you need an address or postcode.

tools & filters

The panel along the left hand side of your results page will show a location (where you are) and a list of different types of content: Click on ‘News’ to see the list of options expanding e.g. Top Stories, World or Entertainment – it is fantastic!

Your current location is shown in red

The first option under News shows the ‘Top Stories’. Click the other headings to see more menu options

all lower case!

Google **does not see a difference** between small letters (lower case) and capital letters (upper case) and **ignores punctuation**, so you can type your search words in lower case - it is up to you!

For example, type this in the search box:

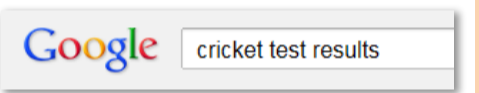
jane austin pride and prejudice
(not Jane Austin Pride and Prejudice)

most important word first

Google **prioritises** search words in the **order** they appear.

Put the **most important** first.

cricket test results



Search results for the above:

72,300,000 results (0.23 seconds)

“speech marks”

Put speech marks around a name or linked words and they will have to appear **together** on the web page.

tim berners-lee → 2,080,000 results (0.25 seconds)
“tim berners-lee” → 2,020,000 results (0.23 seconds)

spell checker

Google's spell checking software will **automatically** check whether your query uses the most common spelling of a given word... use it to help your spelling!

Search for: → **disenfranchised**
Google page shows: Did you mean: disenfranchised
So now you can search using the correct spelling!

site:

To find words or a phrase in one website, type **site:** with no space followed by the full name of the website and the words.

Try it out: → **define:disenfranchised**
Results: → past tense of dis-en-fran-chise (Verb)
1. Deprive (someone) of the right to vote.
2. Deprived of power; marginalized.

define:

To see a list of different definitions from various online sources, type **define:** with no space followed by the word or phrase.

site:www.direct.gov.uk "power of attorney"
Results: → About 90 results (0.15 seconds)

filetype:

To find only powerpoint documents (**ppt**), word documents (**docx, doc**), excel spreadsheets (**xls, xlsx**) or printed material (**pdf**), type **filetype:** with no space followed by the type of file.

Try it out: → **filetype:ppt "world war 1"**
Results: → About 1,600 results (0.35 seconds)