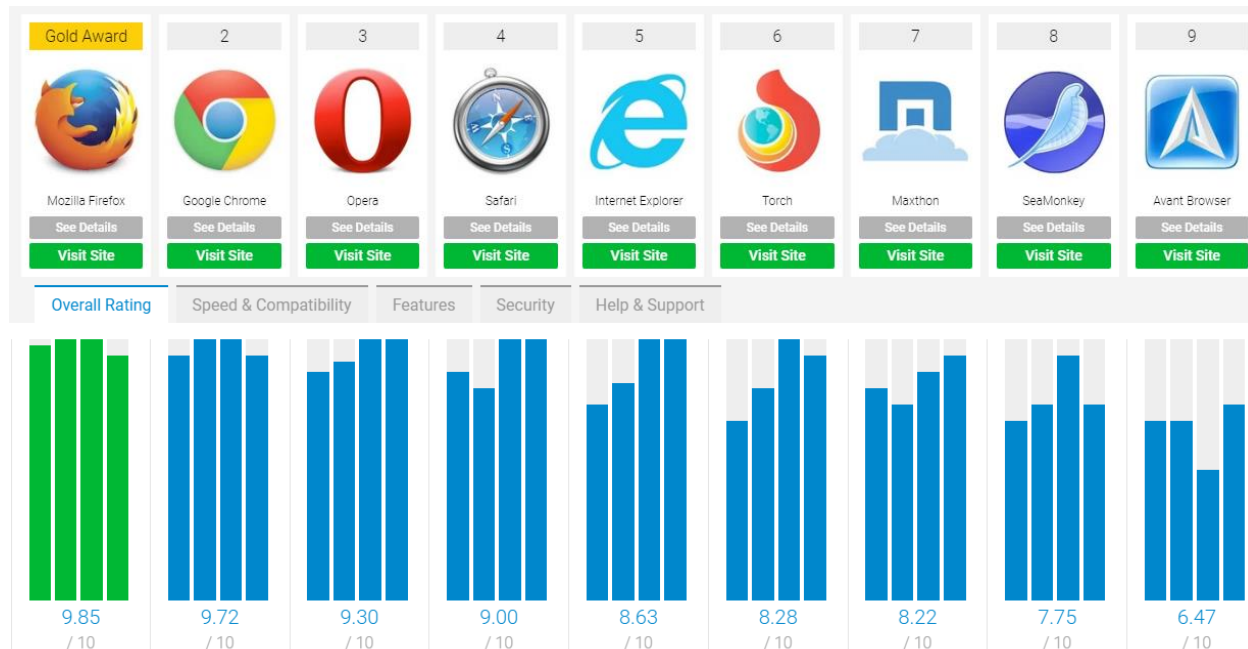


## SEARCHING THE WORLD WIDE WEB

To begin searching the World Wide Web (aka the Internet) you must launch a web browser. There are many different web browsers to choose from and it is up to *personal preference* on which one you choose.


In a recent online article, the top ten web browsers for 2017 are:



<http://internet-browser-review.toptenreviews.com/>

In this class we will use Google Chrome. To launch Chrome, click on the Chrome icon



located in the task tray on your desktop. It looks like this: . Once Google Chrome is open, you can begin web searches and/or going to specific web addresses. In the previous class, we learned how to type in a web address into the address bar and navigate to a particular website. In this class, we will explore using Google for more than searching the Internet.

# GOOGLE TIPS & TRICKS

## CALCULATOR

Google can be used as a calculator by typing the equation into the search bar and hitting enter. Here are some of the common functions:

Addition	<b>7+6</b>	Percentages	<b>45% of 25</b>
Subtraction	<b>7-6</b>	Raise to a Power	<b>2^5</b>
Multiplication	<b>7*6</b>		
Division	<b>7/6</b>		

It also recognizes Algebraic formulas. **(3+4)\*3/2-(6-4)**

To see a complete list, visit <http://www.googleguide.com/help/calculator.html>.

The screenshot shows a Google search for the equation  $(3+4)*3/2-(6-4)$ . The search bar contains the equation, and the results show a calculator interface. The calculator displays the equation  $((3 + 4) * 3) / 2 - (6 - 4) =$  and the result **8.5**. The calculator interface includes buttons for Rad, Inv, π, e, Ans, x!, sin, cos, tan, EXP, (, ln, log, x<sup>y</sup>, ), 7, 8, 9, 4, 5, 6, 1, 2, 3, 0, ., =, %, ÷, ×, -, +, and AC.

## DICTIONARY

Google can be used to look up the definition of a word. The **define** operator will return results with a list of definitions for your word and a link to the website that definition came from.

*Example:*

**Define computer**

**Define virus**

The screenshot shows the Google Dictionary interface for the word "computer". At the top, there is a search bar with "computer" entered and a magnifying glass icon. Below the search bar, the word "com·put·er" is displayed in a large font, followed by its phonetic spelling "/kəm'pyoʊdər/" and a speaker icon. A red arrow points from the speaker icon to the text below. The word is identified as a "noun" with the plural "computers". The definition is: "an electronic device for storing and processing data, typically in binary form, according to instructions given to it in a variable program." Synonyms listed include "personal computer, PC, laptop, netbook, ultraportable, desktop, terminal; More". A list item below the synonyms reads: "a person who makes calculations, especially with a calculating machine." Below the definition is a translation section with the text "Translate computer to" and a dropdown menu labeled "Choose language". At the bottom, there is a line graph titled "Use over time for: computer" showing "Mentions" on the y-axis and years (1800, 1850, 1900, 1950, 2010) on the x-axis. The graph shows a sharp increase in mentions starting around 1950, peaking around 2010, and then slightly declining. A "Show less" button is located at the bottom left of the graph area.

Google will also allow you to hear how to pronounce the word if you click on the speaker after the phonetic spelling of the word.

You can also translate the word you defined using any of the languages listed under the drop down next to **Choose language**.

## AIRFARE SEARCH

Google can search for airfare on multiple carriers and display results. Type in the route and hit enter.

Flights from Cleveland, OH (CLE) to New York, NY (all airports) Sponsored ⓘ  
www.google.com/flights

Cleveland, OH (CLE) New York, NY (all airports)

Mon, October 19 Wed, October 28

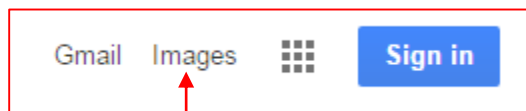
Flight Type	Airline	Duration	Price
Nonstop	American	1h 35m	from \$362
	Delta	1h 30m	from \$365
	United	1h 30m	from \$365
Connecting	Delta	1h 40m+	from \$298
	American	1h 35m+	from \$305
	Other airlines	1h 30m+	from \$322

[More Google flight results »](#)

You can change the dates within the search results by clicking on the arrows.

## IMAGES

If you are looking for images (pictures) on Google, you can specify that you only want images as your results. Click on the **Google** logo in the upper left hand corner, then click on the word “images” in the top right-hand side of the screen before entering the search criteria.



Once you select “Images”, Google search bar will include a camera icon. Enter what you are looking for and hit enter.


For example:

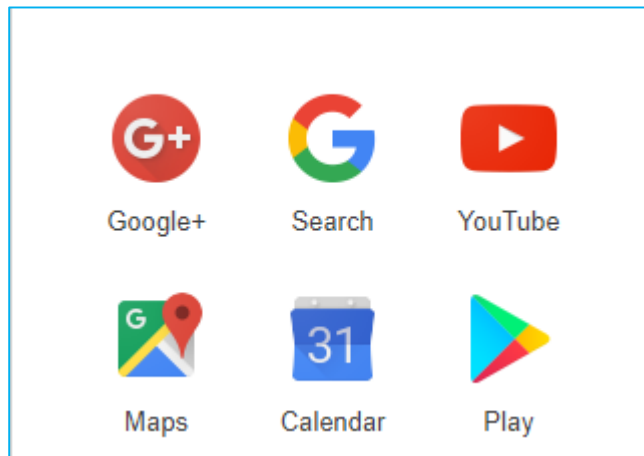


The results will look like this:



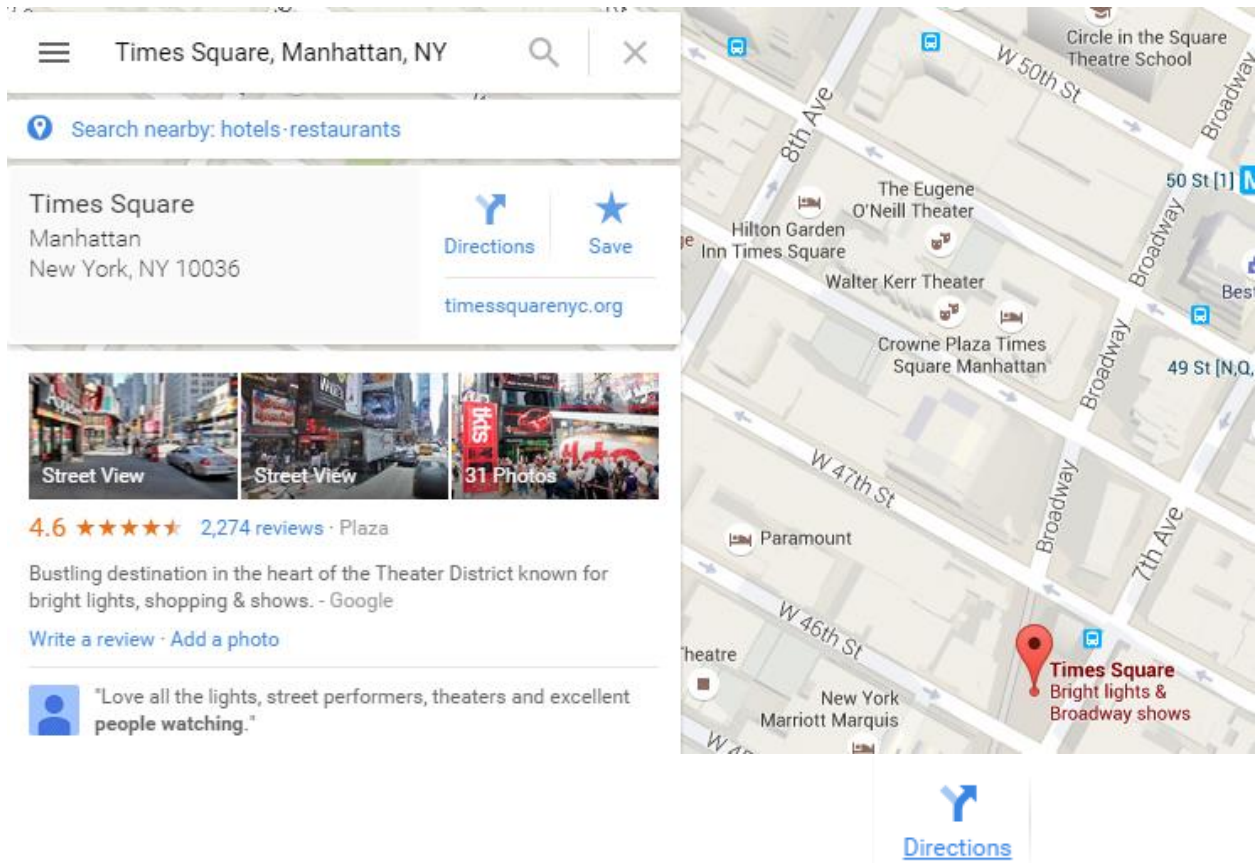
## GOOGLE MAPS


You can use Google Maps to find a location, get directions, and also get a street view of a particular location. In the upper right hand corner of any google search page, you will see the Google apps icon.  Click on the icon and a drop down list will appear with a list of different apps available from Google. You want to click on the Maps icon to get to the maps page.



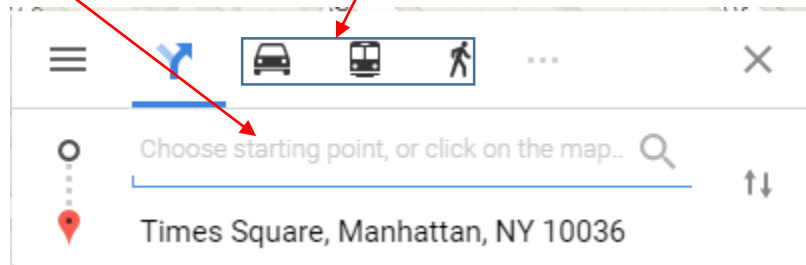
The map that comes up will be of your location. You can enter an address or location in the upper-left hand side search box to find a specific location as well as directions.

For example, type **Times Square**. Your results will look like this:



From here you can get directions to this location by clicking on the  button. This will open up a search box where you can enter a starting location.

Enter your location here. You can also select driving directions, by bus, or walking directions.



Click on "details" to get the turn-by-turn directions.

**Driving directions**

via 8th Ave and W 46th St **5 min**  
 3 min without traffic · [Show traffic](#) 0.3 mile

---

**300 W 44th St**  
 New York, NY 10036

- ↑ Head southeast on W 44th St toward 8th Ave  
223 ft
- ↶ Turn left at the 1st cross street onto 8th Ave  
0.1 mi
- ↷ Use the right 2 lanes to turn right at the 2nd cross street onto W 46th St  
0.2 mi

**Times Square**  
 Manhattan, NY 10036

Click on the printer icon to printout the directions with or without a map included.

Print including maps  
 Print text only

**TIP CALCULATOR**

If you type tip calculator in the Google search box, it will bring an empty box where you will enter the bill amount, the tip percentage, and then you can also tell how many people are in your party to show how much of a tip each person should leave and how much each person should pay if splitting the bill evenly.

For example:

Bill

Tip %

Number of people

Tip \$0.00  
 Total \$0.00

Bill

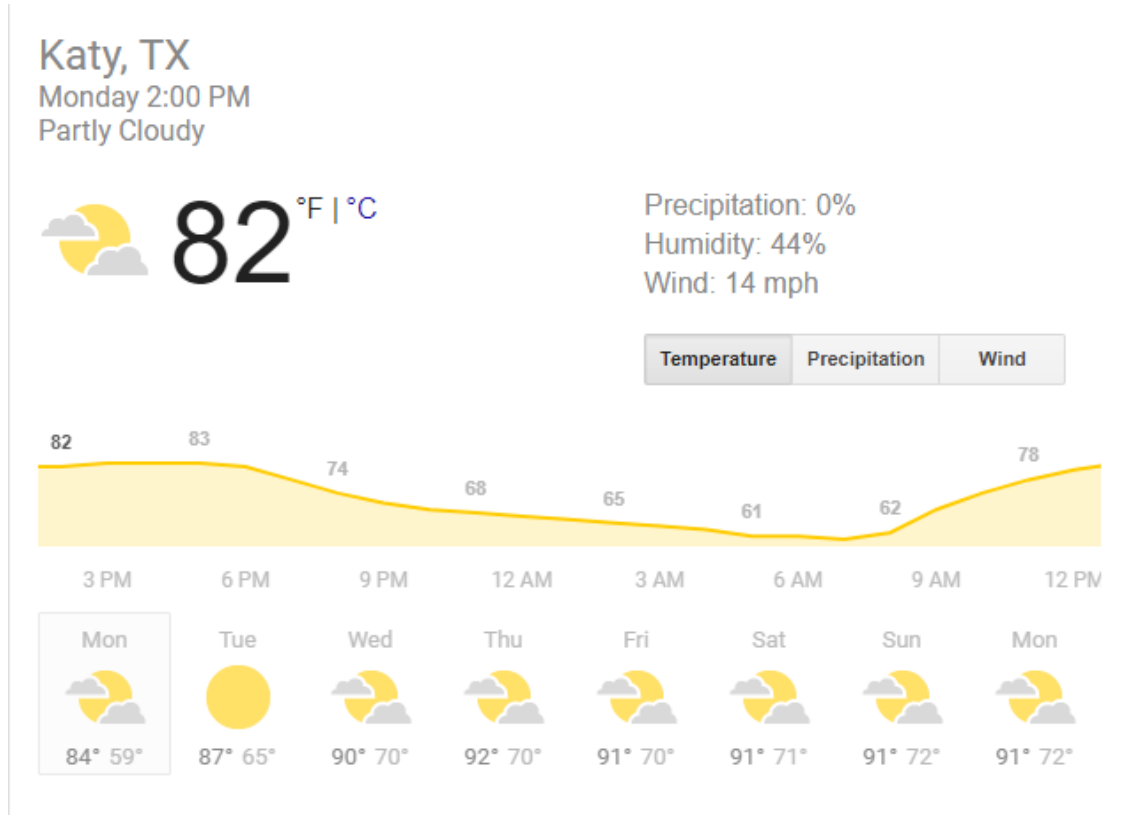
Tip %

Number of people

Tip per person \$4.18  
 Total per person \$25.08

## WEATHER

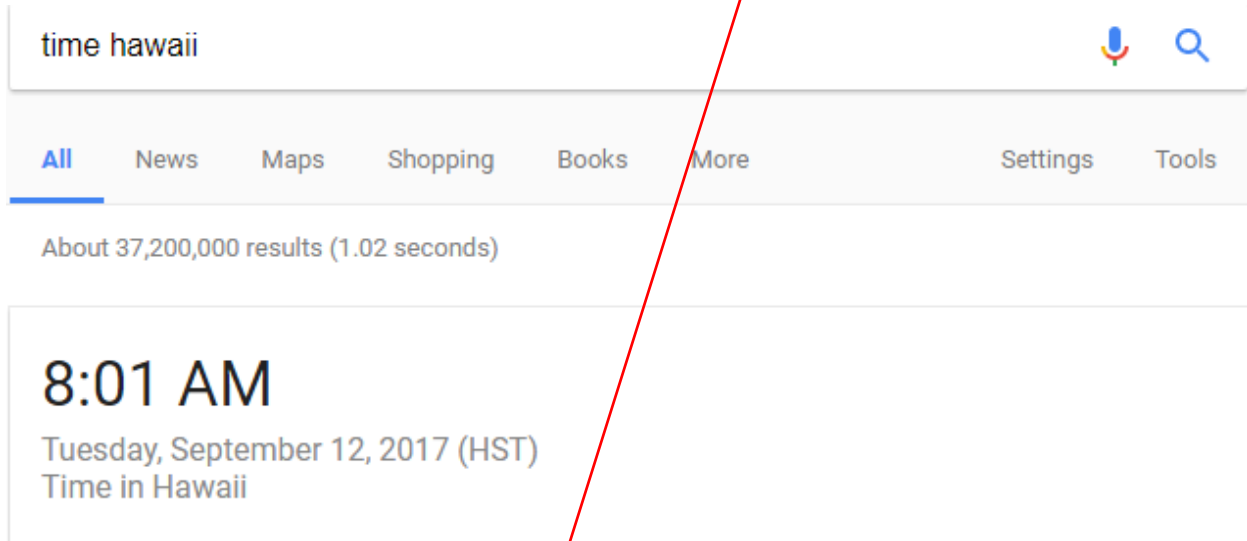
If you type weather Akron Ohio or whatever city and state you are interested in the Google search box the box below will appear and you can see what the weather conditions are for that area for today broken down by hour. You can also look at Precipitation and Wind too. This is powered by weather.com.



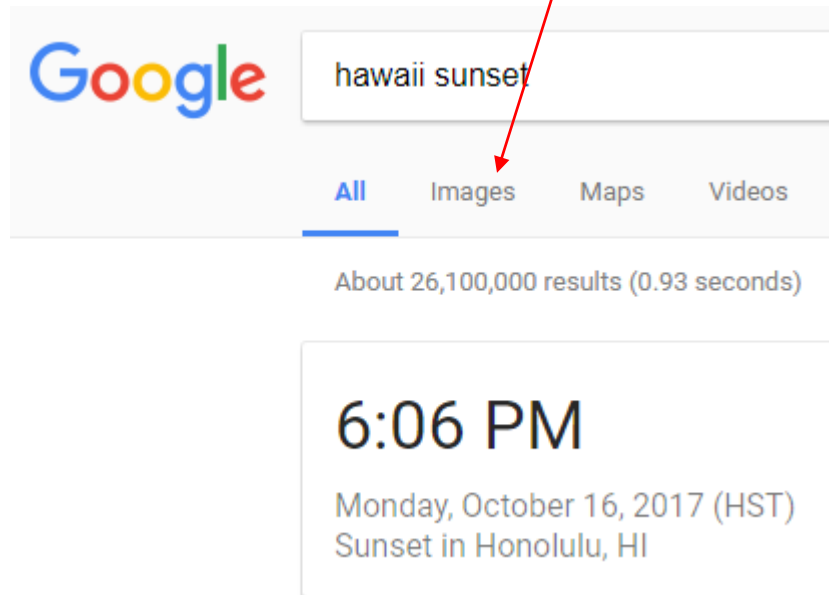


## TIME

If you would like to know what time it is in a different city, state, or country, type in time and the name of the city, state, or country. Enter "sunrise" or "sunset" followed by a zip code or city.





A screenshot of a Google search interface. The search bar contains the text "time hawaii". To the right of the search bar are icons for voice search and a magnifying glass. Below the search bar is a navigation bar with tabs for "All", "News", "Maps", "Shopping", "Books", "More", "Settings", and "Tools". The "All" tab is selected and underlined. Below the navigation bar, it says "About 37,200,000 results (1.02 seconds)". The main content area displays "8:01 AM" in large text, followed by "Tuesday, September 12, 2017 (HST)" and "Time in Hawaii".



A screenshot of a Google search interface. The search bar contains the text "hawaii sunset". To the left of the search bar is the Google logo. Below the search bar is a navigation bar with tabs for "All", "Images", "Maps", and "Videos". The "All" tab is selected and underlined. Below the navigation bar, it says "About 26,100,000 results (0.93 seconds)". The main content area displays "6:06 PM" in large text, followed by "Monday, October 16, 2017 (HST)" and "Sunset in Honolulu, HI". A red arrow points from the top of the page down to the "Images" tab.


## CONVERSION

If you would like to know how many inches are in a foot, feet in a yard, tbsp. in a cup, or pint in a quart, then just type what measurements you want to convert in the google search box.



10 feet to inches  



[All](#) [Shopping](#) [News](#) [Images](#) [Maps](#) [More](#) [Settings](#) [Tools](#)

About 21,500,000 results (0.70 seconds)

Length 


10 = 120

Foot  Inch 



4 tbsp to cups  

[All](#) [Shopping](#) [News](#) [Videos](#) [Images](#) [More](#) [Settings](#) [Tools](#)

About 29,400,000 results (0.66 seconds)

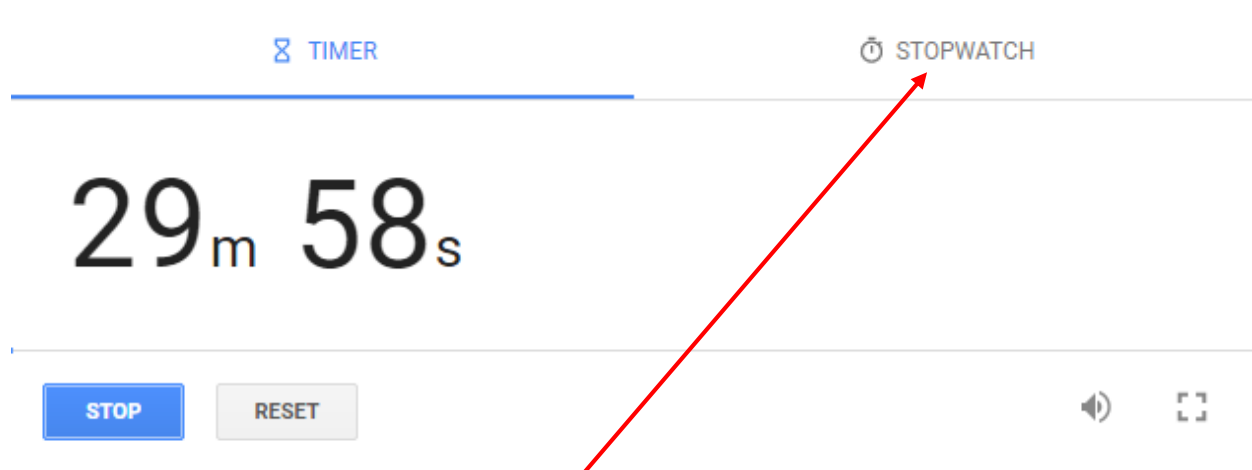
Volume 

4 = 0.25

US tablespoon  US customary cup 

## TIMER/STOPWATCH

If you are boiling an egg or baking a cake for a certain amount of time but you don't have a timer, you can ask Google to set a time for you. In the search bar, type **set time for XX minutes** and press enter. Google will bring up a box with a time in it and it will start counting down. When the timer is done it will beep to let you know your time is up.

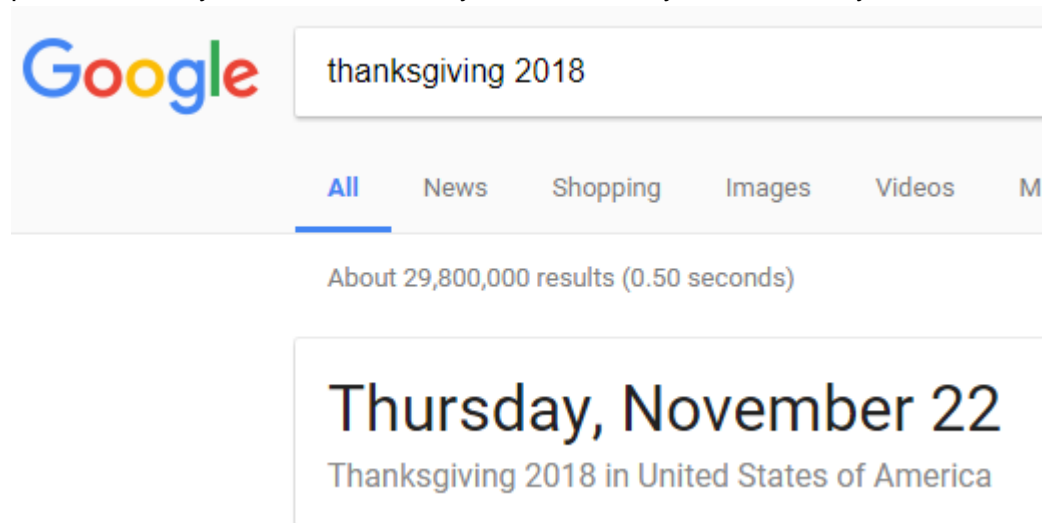


The stopwatch works the same way if you want to time someone running a race. Type in the address bar **set stopwatch for XX minutes** or if you want to get to the option just type **set stopwatch**. Once you get to one or the other you have access to them both.

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## HOLIDAY

To find out what date a particular holiday falls on type in the holiday name in the search bar and press enter. If you want to a holiday for a different year, add said year.



## ACTORS/ACTRESSES

If you want to see all the movies a particular actor starred in, you don't have to go to a special site. Just go to google.com and type the actress or actor name with the word movies. You can also do the same thing with authors. Type the authors name with the word books.

The screenshot shows a Google search for "Fred Macmurray movies". The search bar contains the text "Fred Macmurray movies". Below the search bar, there are tabs for "All", "Videos", "Shopping", "Images", "News", and "More". The search results are displayed as a grid of movie posters and titles. The movies listed are:

- Double Indemnity (1944)
- The Apartment (1960)
- The Absent-Minded Professor (1961)
- The Shaggy Dog (1959)
- The Caine Mutiny (1954)
- The Egg and I (1947)
- Remember the Night (1940)
- Son of Flubber (1963)

## MOVIES

If you want to see what times a movie that is currently in the theaters is playing near you, then type in the name of the movie and the first thing that should come up is a list of times for locations nearby.




The screenshot shows a movie showtimes page for "Leap!". The title "Showtimes for Leap!" is displayed in large blue text. Below the title, it says "All times are in ET". There are four tabs for the days: "Today", "Tomorrow", "Thu, Sep 14", and "Fri, Sep 15". The "Today" tab is selected and highlighted in red. Below the tabs, there are five columns for the times: "All times", "Morning", "Afternoon", "Evening", and "Night". The "All times" column is selected and highlighted in grey. Below the columns, there are three movie theaters listed with their showtimes:

- Regal Independence Stadium 10 - Map: 3:05pm, 5:25pm, 8:00pm
- Cinemark Cuyahoga Falls and XD - Map: 2:15pm, 4:55pm, 7:15pm
- Lake 8 Movies - Map: 3:15pm, 5:20pm, 7:25pm

At the bottom of the page, there is a large downward-pointing chevron icon and the text "More showtimes".

## SPORTS

Search for the name of your team to see a schedule, game scores and more.





[All](#) [News](#) [Images](#) [Shopping](#) [Videos](#) [More](#) [Settings](#) [Tools](#)


About 25,600,000 results (0.93 seconds)

### Cleveland Cavaliers

NBA Preseason  
Friday, October 13, 7:00 PM  
Amway Center, Orlando, Florida

 Cleveland Cavaliers (1-4)	113 - 106 Final	Orlando Magic (3-3) 			
	1	2	3	4	Total
Cavaliers	31	23	36	23	113
Magic	30	27	23	26	106

*All times are in Eastern Time*

 Schedule and scores

## TRACK PACKAGES

Type your tracking number for UPS, Fedex or USPS packages.

### Track a package

[Track via FEDEX](#) 

[Track via USPS](#) 

## SEARCH USING MICROPHONE

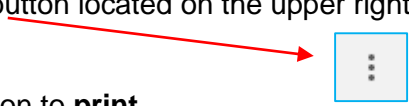
You can use voice search to do any of the searches listed above or any other search by clicking on the microphone and telling google what you are looking for.



## PRINTING FROM A WEB PAGE

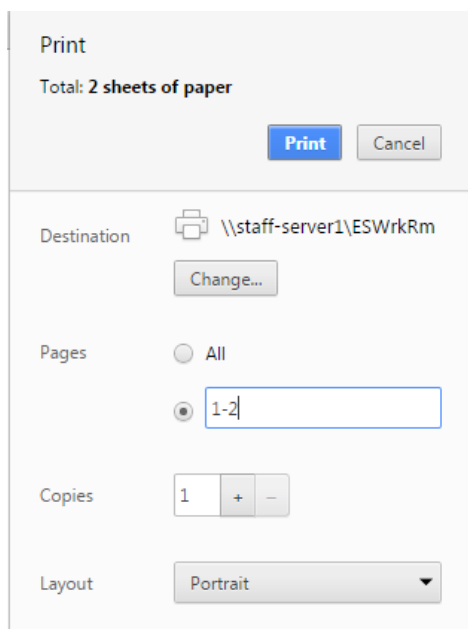
### Go to Ohio.com.

You can print the content from a web page by clicking on the Chrome menu button located on the upper right-hand side of the toolbar.

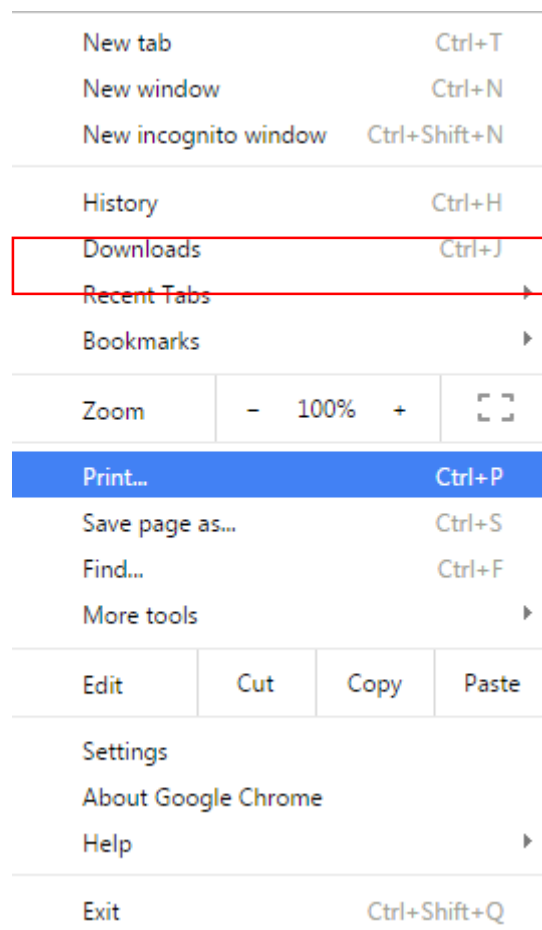


Choose the option to **print**.

A preview of the page will be displayed. If you do not want to print the entire webpage, use the scrollbar to navigate to the page that contains the information that you want to print. You can either print all of the pages or select the specific page(s).



Double-check that the correct printer is located, the pages that you want printed are selected, how many copies you need and if you want to print in landscape or portrait. When you have finalized your selections, hit the blue **Print** button.



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**Customizing Your Search:** Don't put spaces between the symbol or word and your search term.  
(<https://support.google.com/websearch/answer/2466433?hl=en>)

- **Search for a price**
  - Put \$ in front of a number. For example: **camera \$400**.
- **Exclude words from your search**
  - Put - in front of a word you want to leave out. For example, **jaguar speed –car**
- **Search for an exact match**
  - Put a word or phrase inside quotes. For example, "**tallest building**".
- **Search within a range of numbers**
  - Put .. between two numbers. For example, camera \$50..\$100.
- **Search for a specific site**
  - Put "site:" in front of a site or domain. For example, site:youtube.com guitar lessons
- **Search for related sites**
  - Put "related:" in front of a web address you already know. For example, related:joann.com.