How to search effectively using Google

General search tips

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Monster trucks”</td>
<td>Using “ “ around the words will ensure the results pages search only for pages where the 2 words (monster + trucks) are right next to each other.</td>
</tr>
<tr>
<td>Monster trucks -games</td>
<td>This will remove all search results that include the word ‘games.’ (Useful if you are searching for something but getting lots of things you don’t want).</td>
</tr>
<tr>
<td>Monster trucks +.org</td>
<td>This will search for monster trucks on .org websites only.</td>
</tr>
</tbody>
</table>

Tips about the website address

.com = Commercial websites (can contain products to buy or sell)
.org = Organisation websites (usually community groups etc)
.gov = Government website
.au = Australian website
.uk = England website

Searching for results with a suitable text level

1) Do your search as you normally would. (Type in the words you are searching for and press enter).

2) On the top right hand side of the screen click the ‘settings cog’

3) Select ‘Advanced Search’

4) Scroll down to ‘Reading level’ and select an appropriate level. (Basic is the best level to use for primary school students).

Searching for results from Australia only

1) Do your search as you normally would. (Type in the words you are searching for and press enter).

Google Tips by Narissa Leung
http://thelitladies.edublogs.org
2) On the left hand side of the search results page click ‘Pages from Australia.’

**Tips for searching for images**

1) Do your search as you normally would. (Type in the words you are searching for and press enter).
2) On the left hand side of the search results page click ‘Images.’
3) To search for images of a specific colour select the colour from the colour palette on the left hand side. (This will only show images of that colour).
4) To search for clipart only click ‘Clipart’ on the left hand sidebar. (Tip: ‘Linedrawings’ are useful for diagram and outlines).

**Tips for searching for videos**

1) Do your search as you normally would. (Type in the words you are searching for and press enter).
2) On the left hand side of the search results page click ‘Videos.’
3) On the left hand sidebar select the duration of the video you would like to find. (For example: 0-4 minute videos would be good for providing the ‘hook’ at the start of the lesson)
4) On the left hand sidebar select the ‘source’ of the video (Which website would you prefer your video to come from?)

**Tips for searching for news items**

1) Do your search as you normally would. (Type in the words you are searching for and press enter).
2) On the left hand side of the search results page click ‘News.’
3) Refine the search results by the date of publication on the left hand sidebar.

**Other Google Tips and Tricks:**

<table>
<thead>
<tr>
<th>Define: {Insert any word here}</th>
<th>Will give you a dictionary definition of any word.</th>
</tr>
</thead>
<tbody>
<tr>
<td>eg Define: optimistic</td>
<td></td>
</tr>
</tbody>
</table>

| Time in: {Insert a city name here} | This will tell you the current time of any location. |
| Eg. Time in Paris                |                                                     |

| Weather in {Insert a city name here} | This will tell you the current weather of any location. |
| Eg Weather in Paris               |                                                          |

<table>
<thead>
<tr>
<th>Convert 24 Euro to AUD</th>
<th>This will convert the money into another currency without the need to visit another website.</th>
</tr>
</thead>
</table>