

Search Techniques

QUOTES “ “

Google will search for the exact wording within the quotes

The '+' PLUS sign

When you use the PLUS sign, Google will return only documents which have those or that word(s) in it.

The '-' MINUS sign

When you use the MINUS sign, Google will not return any documents that have that or those word(s) in it.

Shortcut Keys

Ctrl + X

The **cut** command. This command will cut the selected item(s) and copy them to the clipboard.

Ctrl + C

The **copy** command. This command will copy the selected item(s) to the clipboard.

Ctrl + V

The **cut** command. This command will paste the selected item(s) from the clipboard to where the cursor is located.

Ctrl + A

The **select all** command. This command will cut the select all items in the document.

ALT + TAB

The **switch between open windows** command. This command will tab between the current open windows.

BOOKMARK THIS PAGE

Bookmarking allows you to save the location of webpages (documents) for future references. This allows you to quickly go back to the selected page without having to spend time searching for it.

FILE – SAVE AS

When working online, you may be given the opportunity to save whatever document you are viewing. This allows to view the document whenever you like without having to connect to the internet.

READ ONLY file

Sometimes you will encounter a document which indicates it is a read-only document. This document will prevent you from making modifications to the document. Simply use the FILE – SAVE AS command and open the document from your computer.

<http://www.atyourdoorcomputers.ca/presentations/tutorials/google.avi>

<http://www.atyourdoorcomputers.ca/presentations/tutorials/keyboardshortcuts.avi>

<http://www.atyourdoorcomputers.ca/presentations/tutorials/savinginformation.avi>