

Google Search

Cheat Sheet

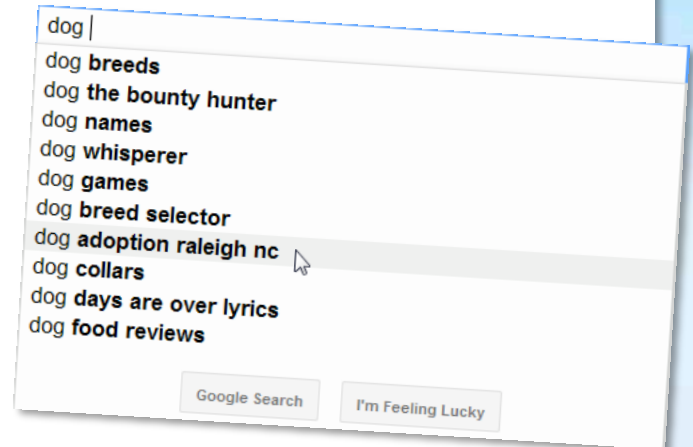


✓ KEEP IT SIMPLE

Instead of using complete sentences, search for **keywords** or **phrases** to find what you're looking for. You don't need to worry about correct spelling, case, or punctuation.

✓ TAKE SUGGESTIONS

As you type, Google will try to guess what you're searching for, and will offer a list of **search suggestions**. If you see the search terms you want, all you have to do is click them. Suggestions can also give you ideas for search terms that you may not have thought of.



✓ TRY DIFFERENT SEARCH TERMS

You may need to reconsider your search terms if you're not finding what you're looking for. For example, you could make them more specific by adding **more keywords** – or you could try **different keywords** all together.

✓ EXCLUDE WORDS

Use a hyphen (-) at the beginning of a word to **exclude** search results that contain it. For example, a search for **macaroni -cheese** will yield results that contain the word macaroni, but not cheese.

✓ SEARCH FOR AN EXACT PHRASE

If you want to search for an **exact phrase**, you can put quotes around your search terms; for example, "**free online games.**" However, the method Google uses to search for information has become so effective, this strategy may not be necessary.

✓ REFINE YOUR RESULTS

To view different types of content that match your search terms (for example, images, maps or news articles), use the **options** that appear above the search results. There, you'll also find dynamic **Search tools** that change to accommodate whatever you're searching for.

