

**SYSTEMETRICS
HANDS-ON, PERSONAL
COMPUTER SEMINAR**

**Introduction to
Internet Search
Or
How to Google**

(1/2 day)

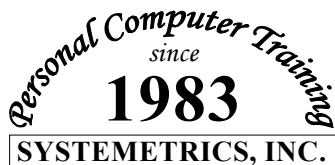
Duration: 1/2 day (3 hours)

Prerequisite(s): Ability to use a mouse and an Internet browser, such as Microsoft Internet Explorer

Environment: Microsoft Windows

Version(s): N/A

Support: Upon completion of this seminar, the student will be entitled to unlimited, free telephone support in Internet Searching.



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Telephone: (401) 275-2200

Who Should Take This Seminar: *Introduction to Internet Search* is designed to introduce the student to techniques for effectively searching for information on the Internet using Internet search engines, particularly Google and Yahoo!. **The student must be familiar with using a mouse and web browsing.** Those uncertain whether this seminar is appropriate for them should call Systemetrics at (401) 275-2200.

Seminar Outline

- I. What is Internet Searching?**
- II. Accessing Search Sites**
 - A. Google
 - B. Yahoo!
 - C. Others
- III. Customizing Search Settings**
 - A. Filtering out adult content
 - B. Displaying results in a new window
- IV. Understanding Search Basics**
 - A. Searching for a single word
 - B. Searching for a phrase
 - C. Searching for multiple items
 - D. Forcing and excluding items from a search
 - E. Searching with wild cards
 - F. Searching for ranges of dates or numbers
 - G. Searching for images
- V. Using Advanced Search Options**
 - A. Searching by language
 - B. Searching within a domain
 - C. Searching by file format
- VI. Using Special Searches and Tools**
- VII. Getting Software Assistance through Search**
 - A. Searching web sites
 - B. Searching newsgroups
- VIII. Using Specialized Search Sites**