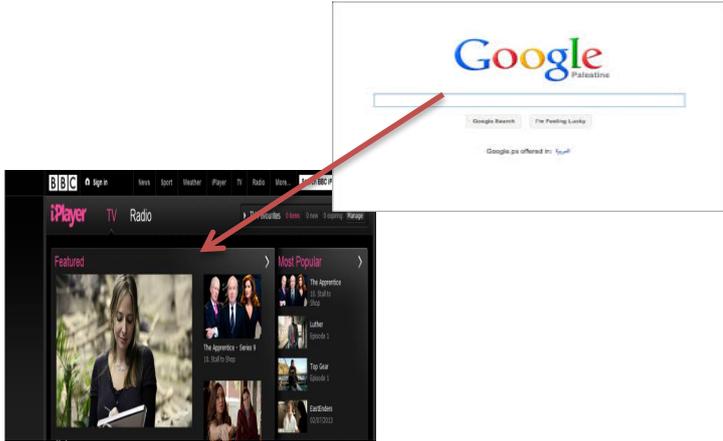
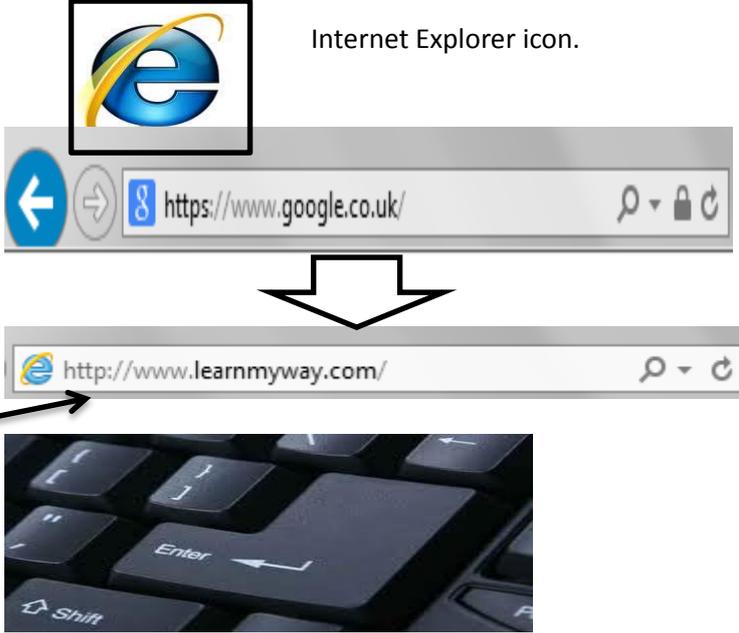


Using Search Engines

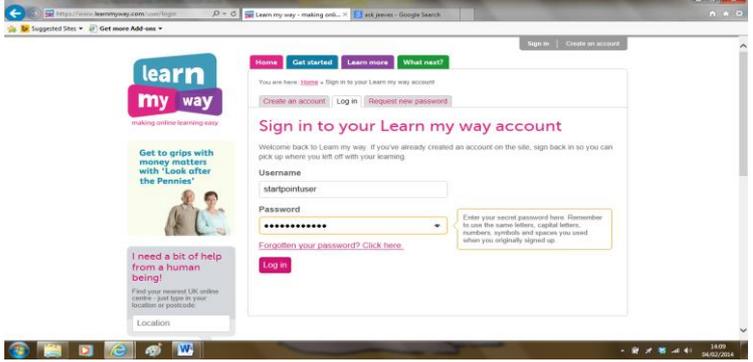
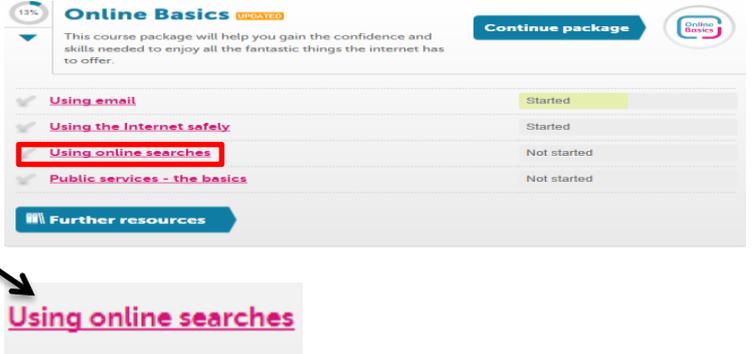
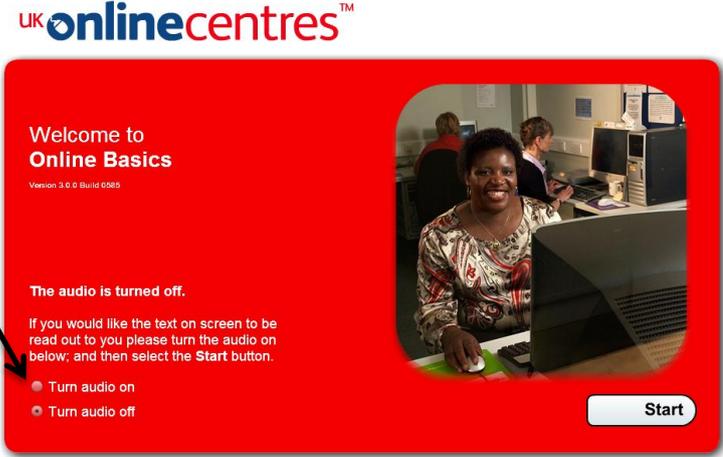
How To Use Search Engines To Find Information And The Difference Between Search Engines And Search Functions.

<p>1 This guide is going to identify different search engines, search functions and how you can use these to find information.</p> <p>To the right are three of the most commonly used search engines.</p> <p>www.google.co.uk www.bing.com www.ask.co.uk</p> <p>The box highlighted in the bbc iPlayer screenshot is a search function. Many websites have search functions allowing you to search them for information.</p>	 
<p>Questions</p>	<p>What's the difference between a search engine and a search function?</p> <p>What's a screenshot?</p>

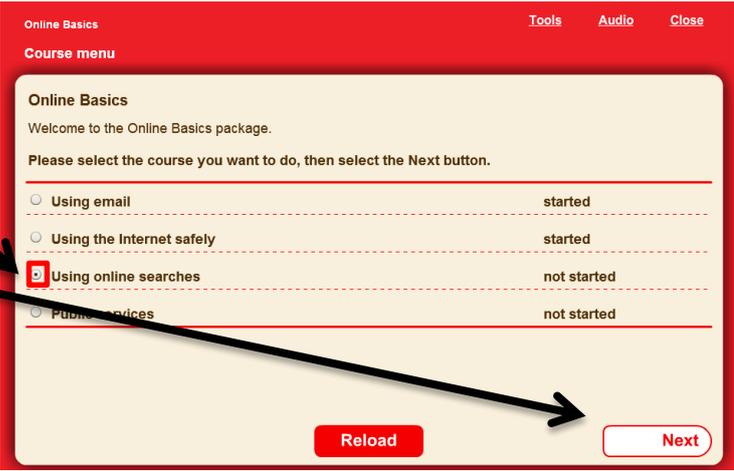
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<p>2</p>	<p>A search engine allows you to search the whole of the internet for websites containing information relevant to your search whereas a search function allows you to search just that specific website. For example, you can use Google to search for BBC iPlayer and then BBC iPlayer to find the episode you want to watch.</p>	
<p>3</p>	<p>To help you use search engines, we are going to go on www.learnmyway.com. To do this we need to go on Internet Explorer using the icon highlighted on the right. Firstly, we need to go on the Internet and locate the address bar at the top of the screen. Once you've found the address bar, left-click in it and delete the address. Now you need to enter the web address 'www.learnmyway.com' and then press the enter key.</p>	 <p>Internet Explorer icon.</p>
<p>4</p>	<p>Now you're on 'learn my way', you need to sign-in to your account. Using the mouse, left-click on the grey button at the top of the page which says 'sign-in'. The form that comes up now is the sign-in form. To fill this in, you need to have remembered your little books with your log-in details. If you have forgotten these, speak to a volunteer who will hopefully aid you in</p>	

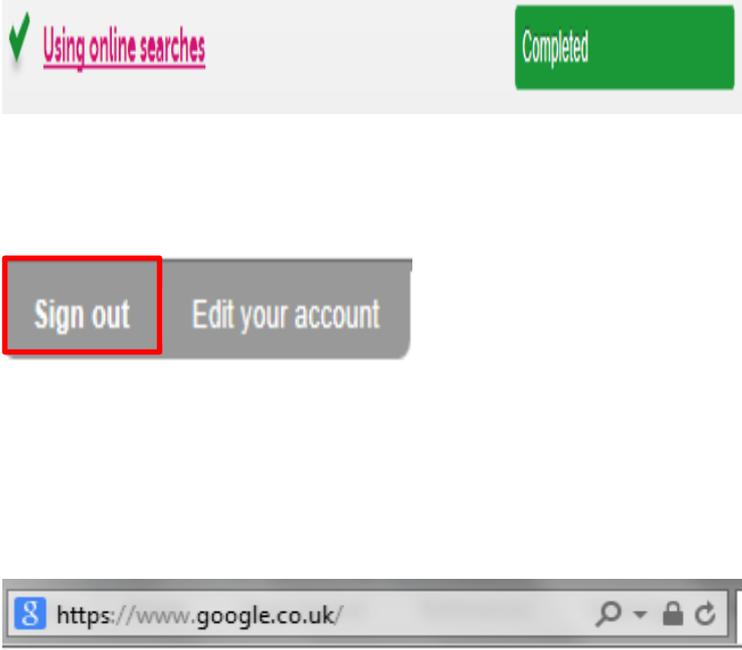
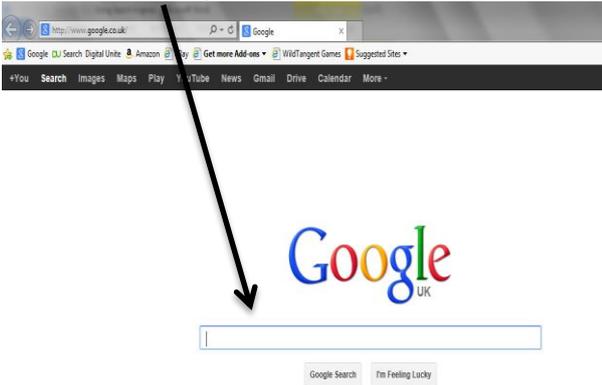
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<p>remembering your details. If they can't help, unfortunately you will either have to create a new account or use one of our training accounts.</p>	
<p>5 Now you've logged into 'learn my way', you'll see there are various courses available. You're going to do the course labelled 'Using Online Searches'. Can you see the course in the 'Online Basics' section? Left- click on the course title on the webpage to access the learning material.</p>	
<p>6 A pop-up should appear welcoming you to Online Basics and asking you whether you wish to have audio on or off. If you wish to have audio on, ask a volunteer and they will provide you with headphones so the computer will read out the text to you. If you find it reads it too fast, then chose audio off and read it at your own pace.</p>	

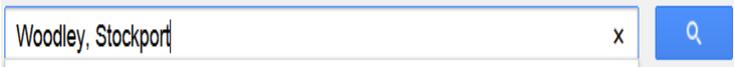
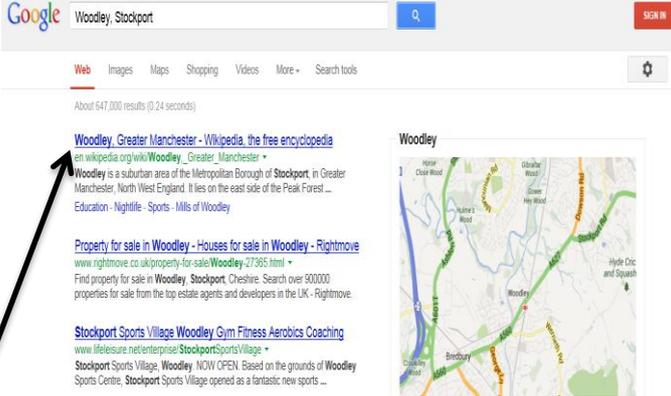
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7	<p>Once you've selected your audio settings and clicked 'Start', you should be taken to a screen with the courses re-listed. Left-click in the circle alongside the course title 'Using Online Searches' and then select the 'Next' that appears in the bottom right hand-corner. Does your page look like this?</p>	
8	<p>Using the same technique we used previously, click in the circle next to one of the modules and then click next. When you've read each page, click next again. To the right is a list of varying things you may see on these pages which are interactive and require you to complete a task. Once you've completed the first module, move on to the second module and complete that and so on and so forth until you've completed all the modules. Some courses have quizzes at the end to test your knowledge. If you struggle with these, re-try some of the modules and if you continue to struggle, ask a volunteer to help you.</p>	 <p>The play symbol will show you a video of a certain skill or technique.</p>  <p>The start symbol will start a task which you have to complete. Remember to click the finish symbol before clicking next to see if you have done the task correctly.</p>  <p>The arrows can be clicked to change the screen as it shows you a variety of different images based around the relevant page.</p>

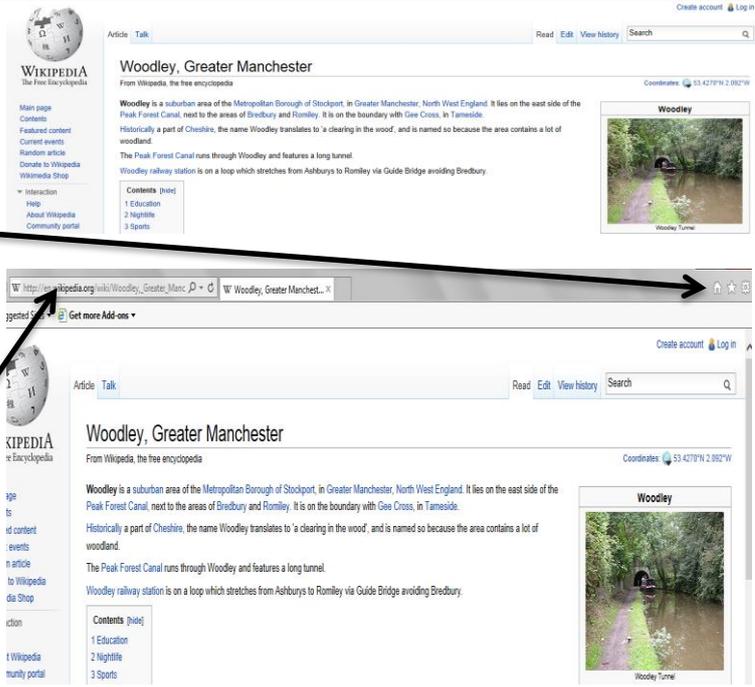
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<p>9</p>	<p>Well Done! If you've followed step 8 correctly, you now should have completed 'Using Online Searches'. A way to tell is if the bar next to the course title 'Using Online Searches' is green and says completed.</p> <p>Now to test your skills, we're going to use a search engine. Click the grey sign-out in the top right hand corner to log-out of your learn my way account.</p> <p>Once you've logged-out, use the address bar and go back on to google. (www.google.co.uk)</p>	 <p>The screenshot shows a course completion bar at the top with a green checkmark, the text 'Using online searches', and a green box labeled 'Completed'. Below this are two buttons: 'Sign out' (highlighted with a red box) and 'Edit your account'. At the bottom, a browser address bar shows 'https://www.google.co.uk/'.</p>
<p>10</p>	<p>We're now going to use Google to search for information on Woodley, Stockport. To the right are the steps.</p>	<p>Steps to Google Search</p> <ol style="list-style-type: none">1. Using the mouse, move down to the search bar in the middle of the page.  <p>The screenshot shows the Google search page. An arrow points from the search bar in the browser's address bar to the search bar on the Google homepage. The search bar is empty and has 'Google Search' and 'I'm Feeling Lucky' buttons below it.</p>

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		<p>2. Left-click in the search box once and a line should start flashing within the box that resembles a capital I.</p>  <p>3. Type Woodley Stockport into the search bar.</p>  <p>4. Once you've typed in Woodley, Stockport hit the Enter key on the keyboard or left-click once on the magnifying search button to the right of the search bar.</p> 
11	<p>You should now be greeted with a list of different websites that Google has found that match the words Woodley and Stockport. The link we are looking for is off a website called 'Wikipedia'. Can you see one where part of the address (in green writing) contains www.wikipedia. When the cursor changes from an arrow to a hand, you can click the link and go to the website.</p>	

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<p>Questions</p>	<p>Can you make the search for Woodley, Stockport more specific?</p> <p>What is Wikipedia and what does Wiki mean?</p> <p>Why is the link in blue?</p>
<p>12</p> <p>Once you've clicked the link in blue, you should be re-directed to the wikipedia page regarding Woodley. Have you managed to do this?</p> <p>We're now going to return to google by either clicking the home symbol in the top right hand corner or re-entering the web address in the address bar. Remember the cursor will change to a hand when you are to click on a link or a symbol.</p> <p>www.google.co.uk</p>	 <p>The image shows two screenshots of a web browser. The top screenshot shows a Wikipedia article for 'Woodley, Greater Manchester'. A black arrow points from the home icon in the top right corner of the browser window to the bottom screenshot. The bottom screenshot shows the same Wikipedia article, but the browser's address bar now contains 'http://www.google.co.uk'. Another black arrow points from the text 'www.google.co.uk' in the left column to the address bar in the bottom screenshot.</p>
<p>13</p> <p>If you have successfully returned to Google, your page should look like the one on the right. If you have struggled with step 12 ask a volunteer and they'll assist you in returning to Google.</p>	 <p>The image shows the Google UK search homepage. It features the Google logo in its multi-colored font, a search bar, and buttons for 'Google Search' and 'I'm Feeling Lucky'. The page is clean and minimalist.</p>

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HOMEWORK		
14	Now using the steps from 10-13, google search for the following things: 1) Stockport Homes Website 2) Stockport Council 3) Startpoint Cafe	
15	Questions	Can you use a search function to search for anything? Go on BBC iPlayer and use the search function to search for holidays. Can you use a search engine to search for anything? Use Google to search for holidays. Can you see the difference?

Notes: