

Using Search Effectively

Internet Technologies

About this Assignment:

You will create a Google document named **yourname-Search**. The document should contain your answers to specific tasks related to using search engines.

Notes:

- 1. About Screenshots** For this assignment you will need to use the **Snipping Tool** or the **Snip & Sketch** program. To view a demonstration of how to use the Snipping Tool, click this link >> [Snipping Tool Demo](#) In the latest versions of Windows, there is a program called **Snip & Sketch**, which you may use instead of the **Snipping Tool**, if you prefer. To view a demonstration of Snip & Sketch, click this link >> [Snip & Sketch Demo](#) For exams, you will need to be able to use the **Snipping Tool** or **Snip & Sketch**. **IMPORTANT:** In previous assignments, you usually saved the snip as a file. BUT, in this assignment, it's MUCH easier to copy the snip and then paste it directly into your Google Docs document.
- 2. A Note for Mac Users:** If you have a Mac, take a look at this video to learn how to take screenshots. <https://csus4.com/internet/googlesearchhack.jpg> Remember for exams, you will need to be able to use the **Snipping Tool** or **Snip & Sketch**.
- 3.** On questions where you are to insert a screenshot, please resize the screenshots so they fit nicely in your document.
- 4. TIP:** you can also save yourself a **LOT** of time by copying and pasting answers you find online into your document (copy: Ctrl-C, paste: Ctrl-V).
- 5.** When you insert your answer into the Google Docs document, please highlight each answer in yellow.
- 6.** On some questions you are asked to insert links. Please don't paste the URL directly into your document, but rather create clickable descriptive text for your answer. For example here is how you could create a link to Lamar Port Arthur: [Lamar Port Arthur](#)
- 7. Grading for this assignment:** The instructor will grade selected items and your grade will be a percentage of the items you got correct out of the items which were selected for grading

Before beginning, do the following:

1. Watch this short video [How Search Works](#) (length: 3:14)
2. Read this article: [How to Be a Better Web Searcher: Secrets from Google Scientists](#)
3. Look at this summary of search options: [Google Search Hacks](#) (corrected)

Getting Started: To help you get started, I have created a Google Docs document containing the assignment tasks. You can use this as a template to get started. Here is the link: [Search Assignment Template](#) This document will open in Google Docs. When you open it, go to your File menu and choose Make a Copy and you can save it to your Google Drive with the correct name (**yourname-Search**) and put it in your **BCIS 1305-YourName** folder.

Submitting the Assignment

When complete, be sure your Google document **yourname-Search is** in your BCIS 1305-YourName folder (which you shared previously with me) and download the document as a pdf. In Blackboard, for the assignment **Using Search**, submit these items:

1. PDF document you downloaded
2. A clickable link to your BCIS 1305-YourName folder