LACS Basics SIG

Internet – email – Basics & Beyond

➢ Improve your Internet Search Skills using Google

➢ Advanced Text-Copy-Paste – Drag & Drop

➢ Dogs say Shame on Me!

➢**Break, then 2nd Hour**

- Beginner / Novice Q & A, Tips
- Meeting End Topics

5-12-2014

Kim Stocksdale

Copy-Paste

Improve Internet Search Skills…
Using Google

Enter your Search Info Here

Microphone Let's you talk your search (Chrome Browser only)

Improve GoogleSearch Skills…

- Start with the minimum request, then add to it if you don't get what you want.
  - Ask: If my search could only consist of 2 or 3 words, what would those words be?
  - If something in your search is a unique name that is not easily misspelled, that is a good feature for your search
- Use the web to find a definition
  - Need to find out what a word means? You can use search engines to find the definition of any word you can think of.
    - In Google, to find definition of circumspect, type define circumspect
- Exact phrase search
  - If you want your search as a complete phrase, in the exact order, then surround it with quotes; i.e., "three blind mice."

3

Search Books and Magazines on *books.google.com*

➢ Google has been archiving books and magazines

- Good for researching topics such as Civil War
  - (See for 2:00 https://www.youtube.com/watch?v=yyrHFXbeMu8)
- Many magazines
  - Life, Popular Mechanics, New York Magazine, Network World, etc
  - Many date back to origins such as Popular Science to 1870s.

Search Books and Magazines on *books.google.com*

Google books

Researching a topic?

Search the latest index of the world's books. Find millions of great books you can preview or read for free.

| | Search Books |

Browse books and magazines »

New! Shop for Books on Google Play

Browse the world's largest eBookstore and start reading today on the web, tablet, phone, or ereader.

Go to Google Play Now »

Browse all issues

1935   1940   **1945**   1950   1955   1960   1965   1970

LIFE   LIFE   LIFE

Jan 1, 1945   Jan 8, 1945   Jan 15, 1945

Good Place to start is "Browse books and magazines" which can take you to

Google Photo Reverse Search

○ Google Reverse Image Search

- Open Google.com> Click "Images"> Click Camera Icon

- Now, you have options here – you can either browse to where your image is on your computer, paste the URL of an image from another site (**right-click on the image and select Copy image URL**) or even drag and drop and image from your desktop or folder into the search bar.

- http://www.youtube.com/watch?v=t99BfDnBZcI

- http://www.youtube.com/watch?v=-Vr-YAATSFk

Improve GoogleSearch Skills…

➤ Finding Movies playing tonight in a specific city

- Type "Movies Culver City"
- If you know the theater, "Movies Pacific Culver Stadium 12"

➤ Weather in a specific city

- "Weather London, England"

➤ Track a package from UPS, Fedex, DHL, etc

- Paste the tracking number into Google
  802479951016

Improve GoogleSearch Skills…

- Converting from one measurement to another
  - Type "12 ounces to grams"
- What time is it now in a specific city?
  - "time Tokyo"
- Search within a website
  - Search for info about baseball on nbc.com
    - "baseball site:nbc.com"

Improve GoogleSearch Skills…

- ➢ Use Advanced search
  - Not easy to find on the Google search page
  - First enter a word into regular search "Jupiter"
  - Click the "gear" icon
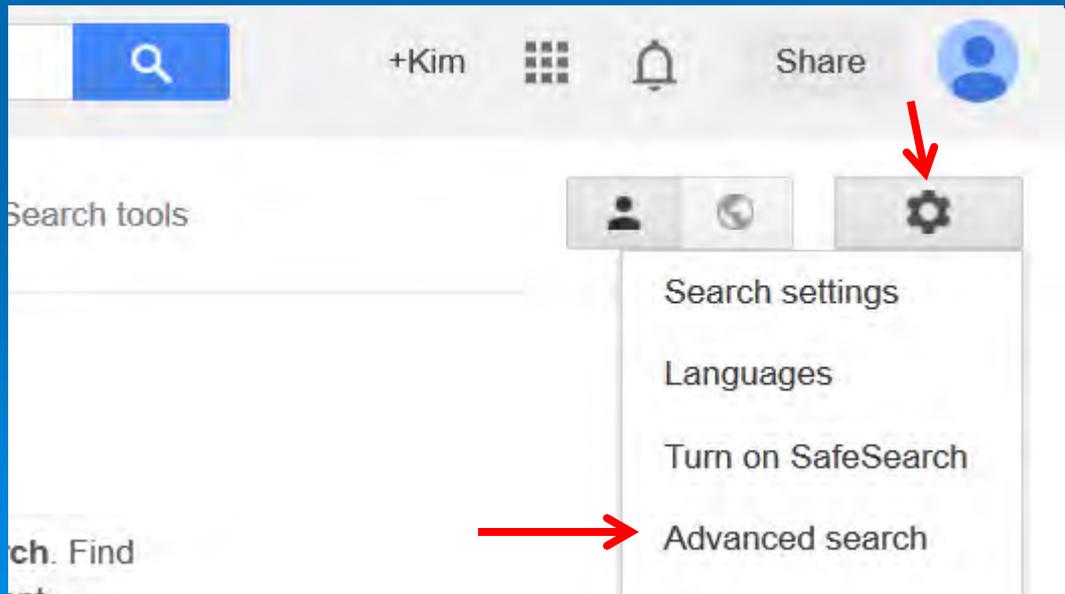
Improve GoogleSearch Skills...

➤ Use Advanced search

Advanced Search

Find pages with...

		To do this in the search box
all these words:	where is google advanced search option	Type the important words: `tricolor rat terrier`
this exact word or phrase:		Put exact words in quotes: `"rat terrier"`
any of these words:		Type OR between all the words you want: `miniature OR standard`
none of these words:		Put a minus sign just before words you don't want: `-rodent, -"Jack Russell"`
numbers ranging from:	to	Put 2 periods between the numbers and add a unit of measure: `10..35 lb, $300..$500, 2010..2011`

Then narrow your results by...

language:	any language	Find pages in the language you select.

Why Select Text??

Why should you Select (or Highlight) Text?

Answer: To tell your computer you want it to do something to that text. Such as…

>>> LACS Beginners SIG - Internet - email - Beginner Stuff <<<
Meets Monday, October 8, 7:00 p.m. Everyone Welcome!

Highlighted Text

>BASICS TASKS- SELECTING TEXT+ COPY-CUT-PASTE <
Do you struggle with copy & paste? Selecting, or highlighting text,
Copy & Paste are tasks many novice computer users have difficulty
mastering. One thing for sure, you won't get beyond the ranks of
"beginner" if you don't have a basic skill set for these tasks. Howev

To copy or move the text someplace else

(which can be done via copy-paste)

To Change Font

COPY & PASTE

To Change Font Size

Copy & Paste

To Change Font Color

Copy & Paste

11

Identify the Text you Want to Select

Multiple Paragraphs:

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

The lazy dog was too fast for the quick brown fox to catch up to

Single Paragraphs

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

Single Sentence

The quick brown fox jumps over the lazy dog.

Single Word

quick

A Few Characters

qu

12

1) To highlight a single word, double click that word

quick

➢ **ADVANTAGES**

  • *Easiest / fastest way to select a single word*

  • *Works in virtually all programs*

➢ **DISADVANTAGES**

  • *Can only select a single word*

➢ To highlight a few letters or multiple paragraphs…

- click to the top left of first character then hold Shift and click Right (→) or Down (↓)Arrow key
  - Tip: if the top left of what you want to select is a word, then double click that word

The quick brown fox jumps over the lazy dog. These rapid brown foxes jump over multiple lazy dogs and cats.

The lazy dog was too fast for the quick brown fox to catch up to.

14

Copy- Paste

➢ To Copy what you have highlighted…
- *ctrl-C*

➢ To Paste what you have Copied…
- *Click where you want to paste*
- *Ctrl-V*

The quick brown fox jumps over the lazy dog. These rapid brown foxes jump over multiple lazy dogs and cats.

The lazy dog was too fast for the quick brown fox to catch up to.

Copy or Cut??

➢ For Beginners, Copy will work for everything you'll want to do.

- *Cut is suppose to delete the text you just selected.*
  - *However, using Copy-Paste, you can do the same thing by deleting the previously selected text after pasting*

The quick brown fox jumps over the lazy dog. These rapid brown foxes jump over multiple lazy dogs and cats.

Advanced Select-Copy-Paste

➢ Selecting
- 10 Different Ways to Select In Microsoft Word

➢ Drag & Drop

➢ Copy-Cut-Paste using R mouse click

➢ Delete words by Ctrl-Backspace or Ctrl-Delete

10 Ways to Select Text In Microsoft Word

1) Select any amount of text by clicking to L of first word, hold shift key, then click again elsewhere

2) Double click to select a single word

3) Triple click to select an entire paragraph

4) Select a single sentence by holding control key and clicking anywhere in the sentence

5) Select a single line by holding mouse to L of paragraph and with mouse arrow pointing at 1 pm, click mouse

6) Select multiple words, one at a time, by positioning mouse to left of first word, then hold Shift-Ctrl and click L or R arrow (this sounds the same as #7)

18

10 Ways to Select Text In Word

7) Select consecutive lines by clicking to L of the first word, hold Shift key, then press up and down arrow

8) Select consecutive paragraphs by clicking to L of the first word, hold Shift & Ctrl and press the up or down arrow

9) To select the entire document hold Ctrl and press "A"

10) Click in a word, click F8 Key:

   1) 2x to select the word
   2) 3x to select the sentence
   3) 4x to select the paragraph
   4) 5x to select entire document

11) From the insertion point, hold Shift then "End" key selects to end of line, "Home" to start

Drag & Drop

- Most Use Drag & Drop Without Realizing It
  - Moving Icons around Desktop
- Drag & Drop Similar to
  - Cut & Paste
  - Copy & Paste
    - Hold Control Key
- Why Use Drag & Drop?
  - Faster than Cut & Paste
    - Don't need to remove hand from mouse

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21