

Internet Searching

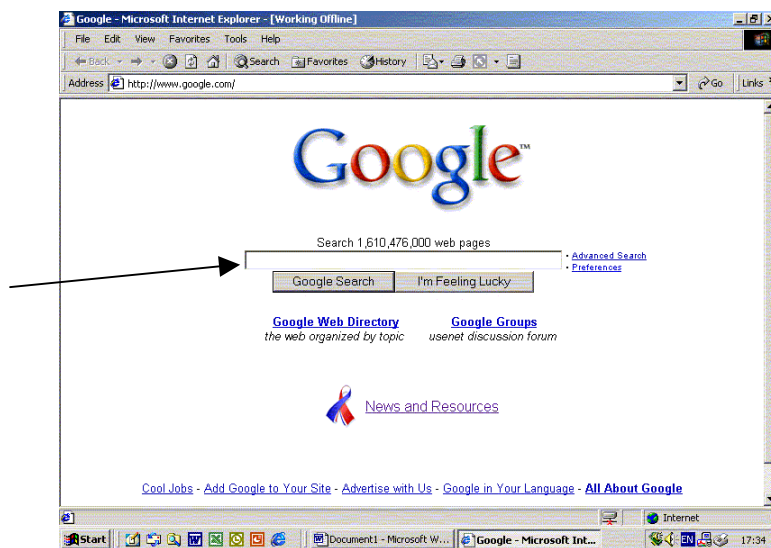
- ✓ Click on the Internet Explorer icon on the desktop to open the Internet. You will see the College opening page. You are going to use a **Search Engine** to find information on the Internet.
- ✓ At the top of the screen where it says 'Address' type in the web address of a search engine. Try typing :

www.google.com

and press Enter.

- ✓ This is a very simple looking search engine but it has access to more than 1.5 billion web pages.
- ✓ You type in words describing what you are looking for – these are called the **Search Criteria**.
- ✓ You do have to be careful what you type in as search criteria. It is surprisingly easy to type in words that could have more than one meaning and find yourself looking at text and images that will shock you!

Type the
Search
Criteria
here.



- ✓ The kind of things you need to be typing in are :

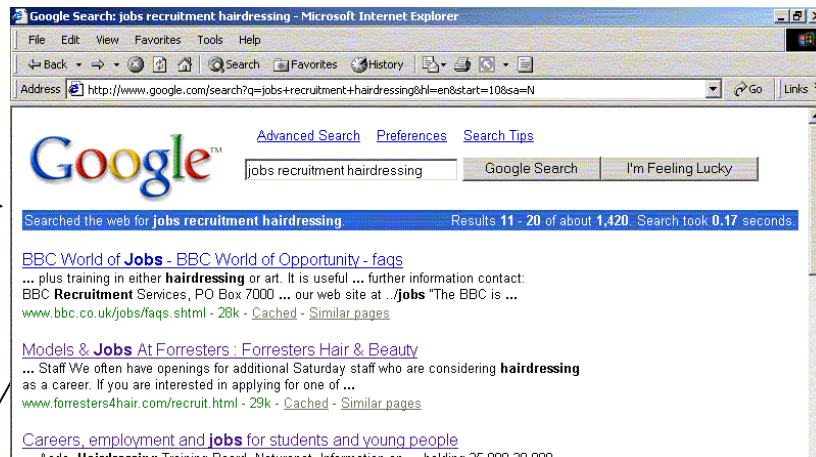
Pictures hairdressing salons "beauty therapy" "health and safety" toys jobs

- ✓ Choose a combination of words that match what you are looking for and then press Enter.
- ✓ You will get a list of results – references to web pages that contain the words you used in your search criteria.
- ✓ Click on the blue underlined words (web sites) where the text just underneath seems to describe what you are looking for.

Key Skills IT – Internet Searching

- ✓ When you click on blue underlined text (known as a **link**) the web page will be displayed.

A reminder of your search criteria



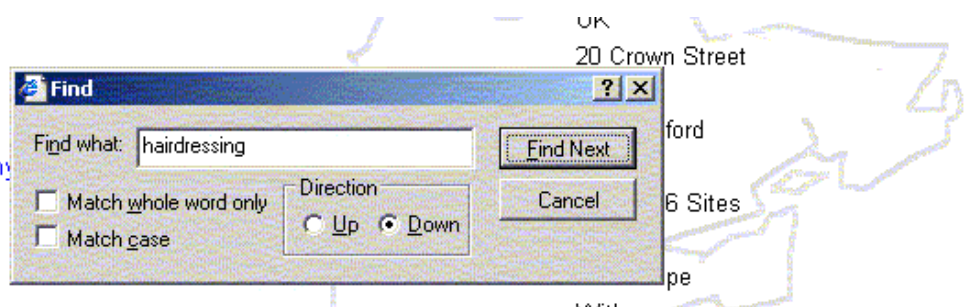
Read the paragraph under the underlined text. If it accurately describes what you are looking for then click on the underlined text.

- ✓ Sometimes it can be difficult to find the text that the search engine found so try looking for it using the following :



- ✓ Click on Edit, Find (on this page)
- ✓ You then need to retype what you were looking for in the first place eg.

Appointments Plus
Brentwood Jobs
Childcare International Ltd
Crown Personnel
Essex Hairdressing Academy
Essex Jobs
Freelance Informer
GoJobsite.co.uk



- ✓ Then click on Find Next and the cursor will highlight the word in the page for you.
- ✓ Click Cancel to close the Find box.