Tips and Tricks for using the basic Google search box:

- Use a hyphen or minus symbol (-) in front of words you want to exclude from your search.
  - Example: [music –lyrics]
- Use a tilde mark (~) to search for a word AND its synonyms
  - Example: [music ~lyrics]
- Use quotation marks to search for a phrase.
  - Example: [“like a rolling stone”]
- To have Google “fill in the blank,” use an asterisk (*)
  - Example: [“like a rolling stone” was written by*]
- Use “OR” to get results that contain either word or phrase.
  - Example: [“Bob Dylan” OR “Robert Allen Zimmerman”]
- Use “define:” to get a definition of a word or abbreviation.
  - Example: [define: folk music]
- Make conversions and do math calculations
  - Examples: [500 euros in US dollars], [10 degrees C in F], [1534/22]
- To search university and college websites:
  http://www.google.com/options/universities.html

Advanced search strategies:

(http://www.google.com/advanced_search)

- Search for topics within certain domains (.gov, .edu, .org)
- Search for pages located in specific countries or in specific languages

For more library workshops:

- Training programme for postgraduates
- Training programme for undergraduates