

# Working towards ECDL

## Information and Communication Module

### Task 3

#### Searching and Printing Information

If you don't know the web address, listed below are several ways of searching for information. As you are exploring these searches, print off some web pages for your portfolio that are of interest.

1. Search Engines

A Search engines allows you to enter a word or phrase and then displays ('returns') a list of websites that match your entered word or phrase, with a summary of each. You can then click on the one that seems most appropriate to you.

Search engines do not search the entire Web, but their own smaller, regularly updated list of websites, which typically accounts for about 10-15% of the total number of sites on the Web.

Here are just a few typical search engines. Just remember that some are better than others?

[www.altavista.com](http://www.altavista.com)

[www.lycos.com](http://www.lycos.com)

[www.northernlight.com](http://www.northernlight.com)

[www.go.com](http://www.go.com)

[www.excite.com](http://www.excite.com)

[www.snap.com](http://www.snap.com)

[www.webcrawler.com](http://www.webcrawler.com)

[www.ibound.com](http://www.ibound.com)

**Do you know any more?** Make a note these at the bottom of this page. You should explore the various alternatives and choose the one that suits your needs.

Surfing through one of the search engines?

To get to one of these sites you can either:

- click on the Search button on Internet Explorer's Standard Toolbar. This displays the Search bar to the left of the main window. In the box enter the web address, alternatively
- type the address in the address bar at the top of the screen and click go. Then continue with your search for information by entering the word or phrase in the box in the middle of the screen.

## 2 Phrase Searches

When searching for a phrase - a sequence of words in a particular order - enclose the phrase within quotes. Phrase searches are commonly used to find information on people and organisations - even song lyrics. Here are some examples:

"Google Earth"

"Ministry of Defence"

"Manchester United"

"Candle in the Wind"

"Edgar Allen Poe"

You need to enclose phrases inside quotes because if you search for Manchester United rather than "Manchester United", your results may include pages that refer to Manchester Council or United Biscuits.

By placing quotes around a query you ensure that you find only pages which:

- Contain all the words of your query
- Contain the words in the order in which you type them

Practise your phrase searching skills by entering your full name, within quotes, to the Google search engine.

There are also other searches available, which I have not gone into but can get you if required. These are:

- The Plus Operator i.e. Shakespeare + Hamlet
- The Minus Operator i.e. "John Lennon" - Beatles
- Logical Search i.e. "James Bond" AND "Sean Connery", "James Bond"+"Sean Connery"

## 3 Meta Search Engines

A meta search engine is a search engine that searches search engines. Just enter your word or phrase and the meta search engine submits it to a range of individual search engines, and returns the matching results.

Three popular meta search engines are:

- [www.dogpile.com](http://www.dogpile.com)
- [www.mamma.com](http://www.mamma.com)
- [www.metacrawler.com](http://www.metacrawler.com)

Explore these sites and see what you can find. Make notes against the search engines on how useful they are.

#### 4 Natural Language Search Engines

The Ask Jeeves website at [www.ask.co.uk](http://www.ask.co.uk) is an example of a search engine that accepts questions in plain English. Here are some sample queries that you could enter:

- What's the weather like in London?
- Where can I find out about the family friendly policy?



Hop onto the Ask Jeeves site and have a go. Type one of the above questions and then click Ask. The Ask Jeeves screen will display your answers to what it has interpreted as your question.

Then think of a question yourself and see Jeeves can find the answer.

## Printing

### Preview a printed web page

To save paper and to see if all your information will show on your page it might be a good idea to Preview the Page. Sometimes text to the right of the page is missing due to the margin sizes. To see how your currently displayed web page using Preview. Select File - Print - Print Preview. To modify the page, read the next section. If you are satisfied with the screen look, click on the Print icon.

### Modifying page set ready for printing

If you have printed a page and have found that some of the text is missing or if you wanted to change the paper size, orientation etc you will need to go to File -Page Setup.

- If adjusting the margins, click into the appropriate box and enter a new number.
- To adjust the orientation, click landscape or portrait.
- To change the paper size, click the downward arrow in that section and select.

### Printing a Web Page

Once you know that all text will be printed OK you can choose File → Print and then clicking OK on the print dialog box.

Alternatively, click the Print button on the Internet Explorer Standard Toolbar. Clicking this button does not display the Print dialog box.



**Various websites that may be of interest:**

BBC	<a href="http://www.bbc.co.uk">www.bbc.co.uk</a>
Health	<a href="http://www.netdoctor.co.uk">www.netdoctor.co.uk</a> <a href="http://www.nhsdirect.nhs.uk">www.nhsdirect.nhs.uk</a>
Holidays	<a href="http://www.bargainholidays.com">www.bargainholidays.com</a> <a href="http://www.lastminute.com">www.lastminute.com</a> <a href="http://www.foders.com">www.foders.com</a> <a href="http://www.thomascook.com">www.thomascook.com</a>
Humour	<a href="http://www.jokedepot.com">www.jokedepot.com</a> <a href="http://www.humourdatabase.com">www.humourdatabase.com</a> <a href="http://www.hampsterdance.com">www.hampsterdance.com</a>
Maps	<a href="http://www.mapquest.com">www.mapquest.com</a> <a href="http://www.multimap.com">www.multimap.com</a>
Museums	<a href="http://www.nhm.ac.uk">www.nhm.ac.uk</a> <a href="http://www.nmsi.ac.uk">www.nmsi.ac.uk</a>
Money	<a href="http://www.thisismoney.com">www.thisismoney.com</a>
Music	<a href="http://www.dotmusic.com">www.dotmusic.com</a> <a href="http://www.worldpop.com">www.worldpop.com</a>
Periodical	<a href="http://www.nationalgeographic.com">www.nationalgeographic.com</a> <a href="http://www.britannica.com">www.britannica.com</a>
Science and Technology	<a href="http://www.howstuffworks.com">www.howstuffworks.com</a>
Shopping	<a href="http://www.tesco.com">www.tesco.com</a> <a href="http://www.sainsburys.co.uk">www.sainsburys.co.uk</a> <a href="http://www.amazon.co.uk">www.amazon.co.uk</a> <a href="http://www.whsmith.co.uk">www.whsmith.co.uk</a> <a href="http://www.marks-and-spencers.co.uk">www.marks-and-spencers.co.uk</a>
Sport	<a href="http://www.soccernet.com">www.soccernet.com</a> <a href="http://www.football365.com">www.football365.com</a> <a href="http://www.rfl.uk.com">www.rfl.uk.com</a>
Tourism	<a href="http://www.thedeep.co.uk">www.thedeep.co.uk</a>
TV	<a href="http://www.bbc.co.uk/eastenders">www.bbc.co.uk/eastenders</a> <a href="http://www.coronationstreet.co.uk">www.coronationstreet.co.uk</a> <a href="http://www.uselessknowledge.com">www.uselessknowledge.com</a>