Welcome to Lunch and Learn Technology Workshops, sponsored by Connections for Independent Living and The Arc of Weld County

This guide has 3 Sections:
Section 1: Open your browser and navigate to Google - begins on page 2
   Section 2: Conduct a search - begins on page 4
   Section 3: Refine your results - begins on page 7
The image shows a page from a document titled "LUNCH-N-LEARN TECH WORKSHOP SERIES: Google Tips and Tricks." Below is the text content of the page:

**Section 1: Open your browser and navigate to Google.**

1. **Double-click on the icon for your web browser:**

   ![Microsoft Edge icon]

   a. **NOTE:** In this guide we will be using Microsoft Edge on Windows, but the process is much the same for other browsers and operating systems.

2. **Type www.google.com into the address bar at the top:**

   ![BROWSER ADDRESS BAR]

   a. **NOTE:** You do not need to type in the “http://”
3. Google main page loads

![Google main page](https://www.google.com)

- **NOTE 1**: Most of these tips will also work for other search engines like Yahoo, Bing, Ask, DuckDuckGo, etc.
- **NOTE 2**: Your Google page may not look exactly like the examples in this book. Google has a tradition on changing their logo space to commemorate holidays, events, anniversaries, birthdays, etc. They call these changes Google Doodles and some are just a picture change while some are elaborate and interactive.
Section 2: Conduct a search.

1. Type the thing you are searching for in the search box (in this example, we are searching for “weld county services,” but use your own):

a. **NOTE:** This is known as a query.
2. Under the search box there are two options: “Google Search” and “I’m Feeling Lucky,” either press the return/enter key after typing in your query or click on “Google Search”:

![Google Search Interface]

a. **NOTE:** The “I’m Feeling Lucky” button will automatically take you to the first query result. For this reason, it is not recommended.
3. View your query results:
Section 3: Refine your results.
1. To make sure a certain word is INCLUDED in your results, put that word in quotes in your search:
2. To make sure a certain word is NOT included in your results, put that word after a dash in your search:

![Google Tips and Tricks](https://www.google.com)

a. **NOTE:** Make sure there is not space between the dash and the word
3. Use the categories to refine results into searching by Image, Maps, Shopping, News, etc.:
   a. Image search will show you images that may match your search:
b. Maps will show a map of nearby places that may match your query:

   ![Maps screenshot]

   i. **NOTE:** You can re-run the map search by zooming in or out and clicking on “Search this area” at the top

   c. No screenshot, but Shopping and News will show shopping and news results that may match your query.

This concludes our Lunch and Learn Technology Workshop for today! Please feel free to use any free space to make whatever notes you may need.

For further Technology learning opportunities, be sure to join us again over the next two weeks as we discuss Microsoft Windows and Microsoft Office Word, as well as telehealth and reordering prescriptions online. Also visit our Tech Coaching website for more information and instructional videos: www.arcweldcounty.org/inclusive-technology-access and https://connectionscolorado.org/technology-services