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**Spreading Awareness on Education Technology**



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Research & Resource Centre | A Guide

# 149 Amazing Google Tricks to Increase Effectiveness of Your Search

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Google is the most popular search engine and most of the people use it daily for a variety of purposes. People simply enter what they're looking for and sift through the results to find the desired information. A lot of them are unaware of how really powerful the Google search engine is and that there are a myriad of tricks and tips that will help them get better and faster results and save their time and efforts. I have compiled **149 amazing Google tricks to increase effectiveness of your search**. Here's the list:

1. [I'm feeling lucky](#): This feature gives you access to a page which has most relevant results for your search. This ensures that you find great resources without mostly having the need to look further.
2. [Find public data](#): Google stores public data like data about population or employment rate. Enter what you need to find along with the name of your country and Google will display accurate results.
3. [See your web history](#): Google's Web History keeps record of the websites you've visited. These are listed according to date and time.
4. [Search within a site](#): Narrow down your results within a site by searching for (search query) site: (domain).
5. [Search for exact phrases](#): Put quotation marks around words to find an exact phrase in the exact order.
6. [Shorten your search phrases](#): You don't need to type a whole lot to find what you're looking for. Simple, one or two word search terms will give you the broadest results.
7. [Get instant weather forecasts](#): Type 'weather' plus the city or zip code, and Google will show you the entire weather forecast.
8. [Be descriptive](#): Enter relevant keywords which have closer meaning to what you're looking for.

9. [Search specific file types](#): Search for PDF, doc, Power Point files by adding a filetype: 'type' modifier to your search string.
10. [Don't be case sensitive](#): Google search is not case sensitive. Enter keywords with or without the Caps on, you'll get the same results.
11. [Punctuation doesn't matter](#): Avoid using punctuation or special characters, Google search results are independent of them.
12. [Use Google as a calculator](#): Google has a built-in calculator function. Enter a calculation into the search box, and you'll get the answer.
13. [Use Google as a dictionary and thesaurus](#): Get definitions by entering 'define' before your search term, and discover synonyms by adding a tilde (~) before your search term.
14. [Quickly discover movies and movie show times](#): Find movie reviews, shows and theaters by typing 'movies' plus your zip code for the best results.
15. [Check the time around the world](#): Find out what time it is at the moment in any country by entering 'time name of the country'.
16. [Get rid of unwanted search results](#): If you get irrelevant results for a certain term, you can exclude that term by minusing it from the term you want to look for. Enter, your term-unwanted term.
17. [Search with your camera](#): Use your mobile phone's camera to search for an item instead of typing words.
18. [Search by voice](#): Speak out words after tapping the microphone button on your Google search box, to search by speech.
19. [Discover what you don't know](#): Google can help you fill in the blank with a simple asterisk (\*). Use asterisk for whichever terms in your phrase you are unable to name and Google will understand.

20. **Don't worry about your spelling:** If you're not sure of the correct spelling of a word, just type your best guess into Google. If you're wrong, Google will pop up with an alternative, asking, "Did you mean: (correct spelling)?"
21. **Keep finding great sources:** If you like a particular website, and would like to find more of the type, just do a related search on Google. Enter "related:site address" and it will direct you to other such similar sites.
22. **Discover people:** With Google Plus, Google offers profiles of people who are active on Google Plus.
23. **Check out patents:** If you need to research a patent just enter the number, plus the word "patent" into Google to get information about it.
24. **Search for health conditions, medications and nearby help:** Type any common symptom, disease, medicinal prescription into Google, and you'll find an expert summary. You'll also be directed to the appropriate phone number or even nearby locations that can help.
25. **Find food stores quickly:** Find local restaurants quickly just by entering what you're looking for, like a food item plus your zip code.
26. **Stop stalking the FedEx guy:** Track packages from USPS, FedEx, and UPS just by typing your tracking number directly into Google.
27. **Convert units of measure:** Calculate temperature, weight, and more just by using Google Search.
28. **Search by timeline:** With 'view:timeline' you can get the timeline for any topic you're searching for.
29. **Access blocked sites:** Use Google cache to access blocked sites by entering 'cache:website address'.
30. **Search for images:** Find images for your search with Google's Image Search.
31. **Find results from authoritative sites:** To find results only from sites types like, .edu, .gov, or .org, add 'site:type' to your search term.

32. **Check local time:** Find out the local time by entering ‘what time is it’ into Google.
33. **Search within a url:** Discover information within a URL just by using, ‘inurl:urladdress’.
34. **Refine your search with options:** Get results about what you’re really looking for with Show Options.
35. **Find a face:** Find images with only faces by using ‘&imgtype=face’ in your search query.
36. **Google Scholar:** Access the scholarly literature, including results from academic publishers, journals, and peer-reviewed papers.
37. **Google Earth sky:** Get a lesson in meteorology with Google Earth’s Sky feature.
38. **iGoogle:** Create an iGoogle page full of your most relevant news stories, calendar, and Google Reader blogs, to keep things handy and easy to access.
39. **Google News:** Find news sources and latest headlines from around the world.
40. **Custom search engine:** Using the Google Custom Search Engine, you can create a search engine that specifically caters to your research needs.
41. **Google Groups:** Communicate and collaborate with classmates, colleagues and more in Google Groups.
42. **Google Code University:** Learn more about computer science by checking out Creative Commons-licensed content on this Google site.
43. **Google Earth Ocean:** Study all about oceans with Google Erath Ocean feature.
44. **Google Hangouts:** Create Hangouts to chat with buddies, collaborate in groups or video chat.
45. **Perform a university search:** Find information within your university, with the Google plus feature that collects university affiliation.
46. **Sparks:** Automatically finds information about the stuff you’re interested in and sets up a constantly updated search stream.

47. [Set up repeated text](#): If you frequently write the same phrase over and over again, set up automatic substitution in your Google Docs preferences.
48. [Google Docs](#): Easily keep your documents in the cloud and access them wherever you are.
49. [Save Gmail attachments to Docs](#): Organize your Gmail in the cloud by saving them to your Google Docs account.
50. [Do bulk spell check](#): If you prefer to check all the spellings in your Google Doc, use the keyboard shortcut Ctrl-; to go to the next misspelling, and Ctrl-[ to back up.
51. [Create templates](#): If want to use a document over and over again, make your own template in Google Docs.
52. [Find different templates](#): Find templates for your resume, budget, chores, study schedule and more in Google Docs templates.
53. [Claim more writing space](#): Get more writing space by pressing Ctrl-Shift-F inside a Google Doc, reducing the menu bar size.
54. [Set up forms, surveys or polls](#): Set these up in Google Docs to gather information.
55. [Collaborate and get alerted to changes](#): Collaborate on Google Docs and set up notifications to find out when changes have been made.
56. [Change notification settings](#): Modify settings on Google Docs to turn off notifications.
57. [Translate documents](#): Translate a document into another language with Google Docs.
58. [Organize documents](#): Set up collections of documents, by arranging them in categories and move documents to the appropriate folder.
59. [Add videos to Google presentation](#): Add multimedia to your presentation on Google docs by supplementing it with a video.
60. [Add a school year calendar](#): Follow the instructions at the link to create a simple school year calendar in Google Docs.

61. [Make graphs with Spreadsheets](#): Use the data entered into a spreadsheet to create a pie, bar, line or scatter graph.
62. [Open a new document instantly](#): Use simple shortcuts to open up new documents quickly.
63. [Save documents](#): Quickly save a document in Google Docs by using right click to select Save-as option.
64. [Send invitations](#): Send invitations for different purposes using Google Docs.
65. [Better Gmail](#): Increase your Gmail inbox access by using this add-on that fixes some of the problems that can slow you down in Gmail.
66. [Gmail Manager](#): Get updates from your multiple Gmail accounts at once with this add-on which lets you check all your accounts.
67. [Keyboard shortcuts for Gmail](#): Keyboard shortcuts like letter navigation, single-stroke actions and more that can save your time on every action you perform on Gmail.
68. [Undo Send](#): If you accidentally sent a message, undo your send, and go back to edit it without having to send a new email.
69. [Add gadgets to Gmail](#): Add Calendar and Docs to your Gmail sidebar, which help you get quick access to your schedule and documents.
70. [Star special messages](#): Mark messages with stars and superstars to remember that they are important.
71. [Mute messages](#): Use Google Smart Mute to turn off messages that you've been added to on CC.
72. [Use advanced search operators](#): Narrow down who you're finding emails from with 'from:' and 'to:' search by 'subject:', 'has:attachment' and more with advanced search operators.
73. [Filter email](#): Add a plus sign, periods, and other characters to create variations of your email address, and filter your inbox based on these addresses.

74. [SMS in Chat](#): Send a quick SMS text to your contacts through Gmail's Chat to get connected instantly.
75. [Use Drafts as notes](#): Compose a new message and save it in drafts to keep it as a handy note.
76. [Organize with labels](#): Organize all your Email with labels to quickly scan your inbox for what you're looking for.
77. [Identify messages sent directly to you](#): Find out if an email was directly addressed to you by looking for personal level indicator arrows.
78. [Set reminder keywords](#): If you need to access an important email later, but might not remember how to find it, forward it to yourself, adding a specific keyword to the message that you can search for later.
79. [Send one-liners with \(EOM\)](#): For messages where the subject is the entire message, Gmail will usually pop up and ask you if you want to ask body text. Pass this message by adding (EOM) to the end of your subject.
80. [Search your mail](#): Instead of organizing your mail, just search for particular mails in the search bar.
81. [Archive messages](#): Tidy your Inbox, but don't lose access to your old important mails, by archiving them to move them to the Archives folder.
82. [Sign out remotely](#): If you forgot to sign out of Gmail at a computer you can't access now, then you can open Gmail at another computer and click on the details at the bottom of your Inbox to sign out remotely.
83. [Sort email accounts](#): If you have more than one Gmail accounts, then separate the messages from them into multiple inboxes to keep them sorted.
84. [Report spam](#): Remove spam emails from your Inbox, by reporting them as spam.
85. [Email yourself](#): Have quick access to important files by emailing them to yourself in Gmail.

86. [Set tasks](#): By converting emails into tasks and even access them on your mobile phone.
87. [Set filters](#): Set filters to automatically label, archive, delete, forward mails to control the flow of incoming mails.
88. [Preview attachments](#): If you don't want to download an attachment yet, just preview it to see what it's all about.
89. [Forgotten Attachment Detector](#): Use this to get notified when you mention attachments in the body of your message, but don't actually have anything attached.
90. [Add multiple attachments at once](#): Use Control, Shift, or Cmd to select multiple files to attach to your message.
91. [Protect your Gmail](#): By using https, especially when you're using Gmail in public places.
92. [Add Calendar and Docs](#): Add boxes of Calendar and Docs to make them a part of your Gmail page.
93. [Keep track of messages for which you're awaiting a response](#): By setting up a 'waiting for response' label.
94. [Set Canned Responses](#): With such responses, you can save email templates for common replies that you use frequently.
95. [Use hotkeys](#): To navigate your keyboard, press 't' to jump to today's date, or 'q' for a quick add.
96. [Sync your calendar](#): Use Google Calendar Sync to sync your calendar on Outlook, your iPhone and Google Calendar on the web.
97. [Add appointments quickly](#): Enter specific data while adding new appointments and Google Calendar will automatically fill the fields you specify in its appointment form.
98. [Remember the Milk](#): Use this add-on to add your tasks to Google Calendar.
99. [Set notifications](#): Set reminders and updates and get a daily agenda mailed to you, so you can manage your calendar right from your email.

100. [Create multiple calendars](#): Set different calendars to manage different purposes with custom colors.
101. [Access calendar on phone](#): To get texts of your day's agenda from your Google calendar by texting 'day' to 48368.
102. [Sync your calendar with iCal and Sunbird](#): Sync information on your calendar with apps like Apple iCal or Mozilla Sunbird.
103. [Set custom reminders](#): Set reminders which are most suitable for you like, email, SMS, or pop-up.
104. [Set weekly repeats](#): Repeat events for different days of the week to block out the time on your calendar each week.
105. [Add Gmail events](#): Add events to your Google Calendar right from Gmail by selecting 'add to calendar'.
106. [Send event invites](#): Add email addresses under Guests within any event to remind others of an appointment.
107. [Sync your calendar, Gmail to your phone](#): Sync your Google Calendar, Gmail, and more to your phone so that you can stay regularly updated.
108. [Gmail for Mobile](#): Use this app to have Gmail on your phone to stay connected.
109. [Be up to date with your blog subscriptions](#): Use Google Reader on your phone to read your blog subscriptions.
110. [Consolidate your phone numbers](#): Use Google Voice to consolidate your home, office, and mobile phone numbers into one.
111. [Find your friends](#): Use Google Latitudes to discover the current location of your friends.
112. [Google SMS](#): Get answers via. SMS by texting Google (466453).
113. [Check in with iGoogle](#): Get a mobile version of iGoogle on your phone.

114. [Access your Google Docs](#): Read your Google Docs items on your phone.
115. [Google Tasks](#): Create a to-do-list to easily keep and access tasks right on your phone.
116. [Google Maps](#): Use its GPS feature to be sure that you never get lost.
117. [Google Search on mobile](#): Use it find out any information, anywhere on right on your mobile phone.
118. [Google Books](#): Use it to read books right on your phone.
119. [Blogger Mobile](#): Update any Blogger blog from your mobile phone.
120. [Snippy](#): Snip out web content and save it for later in Google Docs.
121. [Set your startup pages](#): Open certain pages you access the most automatically each time you start Chrome.
122. [Stay Focused](#): Use this extension to block out websites that you tend to waste time on.
123. [Note Anywhere](#): Use this to scribble notes anywhere online.
124. [Web2PDFConverter](#): Keep this converter handy in case you need to save and convert a web page into PDF.
125. [Read Later Fast](#): Save search links and access them later with this Chrome extension.
126. [RemindMe](#): Use this app to get reminders, tasks, and more.
127. [GradeGuru Citation Manager](#): Organize your references and citation online using this Chrome extension.
128. [Session Manager](#): Keep certain tabs open, handy and separate only for specific tasks, with this Chrome extension.
129. [myHomework](#): Organize projects, classes, and homework to remember all things important using this Chrome extension.
130. [Session Buddy](#): Use this to keep your sessions safe and manage them.

131. [Create shortcuts of your favorite sites on your desktop](#): To see icons for your favorite websites, using which you can access them quickly.
132. [Auto Copy](#): Copy text faster with this extension that automatically copies text to the clipboard when you select a block of it.
133. [Cacoo](#): Create diagrams collaboratively, right in your Google Chrome browser.
134. [Google Mail Checker](#): Is an extension that shows your unread Gmail mails on Chrome, without requiring you to manually check your mails every time.
135. [Split Screen](#): This extension helps you when you're researching a variety of different websites.
136. [Chrome's Omnibox as a calculator](#): Do calculations in Chrome's Omnibox.
137. [Desmos Graphing Calculator](#): Is a graphing calculator extension to make Chrome's calculator better.
138. [Copy without formatting](#): Copy plain text using this Chrome extension, to avoid the problem of pre-determined formatting in your docs.
139. [DayHiker](#): Check your schedule, tasks, and even set alarms with this calendar extension for Chrome.
140. [Set up AutoFill](#): Avoid typing your name, address, and phone number over and over again, by setting this option that automatically fills up for you.
141. [Brizzly](#): Is a reader extension that streamlines your browsing and updating.
142. [Create a bookmark bar](#): Set links on your bookmarks bar that you most need to access and remove them when not required to save space.
143. [FastestChrome](#): Make your Chrome experience better by installing the extension, FastestChrome.
144. [Sync your Chrome](#): If you use Chrome on multiple computers, you can keep common settings for them by syncing them to your Google account.

145. [TooManyTabs](#): If you have too many tabs to open in Chrome then use this app to organize them all into a manageable format.
146. [Pin Tab](#): Using this you can control multiple tabs by minimizing them into small icons.
147. [Paste and Search/Paste and Go](#): Use these features to save efforts while searching and navigating.
148. [Reopen closed tabs](#): Open an accidentally closed tab by pressing Ctrl+Shift+T.
149. [Keep things private](#): Use incognito mode to avoid keeping track of history and collecting cookies in Google Chrome.

I hope these tips and tricks can help make the Google experience better for you. Feel the difference and realize the power of Google by adopting these tips while using Google to get the most out of it. If you have more to add to this list then go ahead. Make your comments in the Comment Box.

Hope you like this guidebook. Stay tuned for more such issues.