Google Search Tips
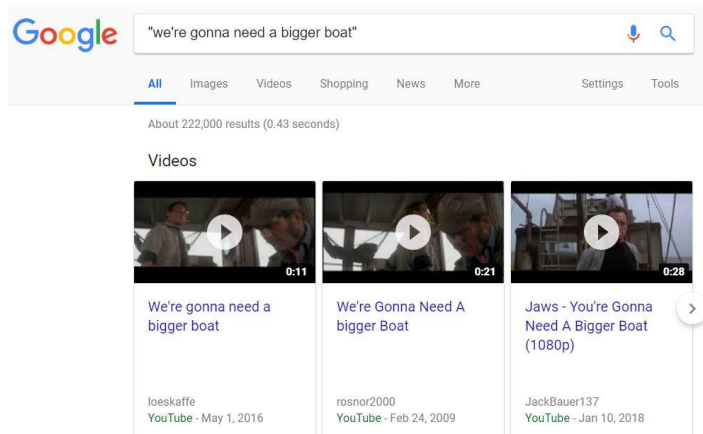
1. Exact Phrase: Search for an exact phrase by placing it in quotations. For example, to search for a specific movie quote, type "We're gonna need a bigger boat."

2. Exclude Word: To exclude a word from your search results, place a dash (-) before the word. For example, to retrieve results about bass guitar without results about bass fishing, type –fishing and –fish.

3. Specific File Type: To search for a specific file type, type your search term followed by filetype:ext (pdf, ppt, doc, xls, etc.). For example, to find PowerPoint presentations on Google search tips, type "google search tips filetype:ppt"

4. Search for a Keyword on a Site: To search for a keyword on a specific site, type the keyword followed by site:url. For example, to search the Bureau of Labor Statistics for the keyword engineer, type "engineer site:bls.gov"

5. AND/OR: To narrow or broaden your search, use Boolean operators AND and OR. AND will retrieve results with all terms included. OR retrieves all the unique records containing one term, the other, or both.