Gaga for Google: Cut, Copy, and Paste!

Overview: Do you use Google? This powerful tool is more than a search engine! We’ll explore some of its many uses, including copying information and pasting it into Word! Please note: This class is for people who are very comfortable using Internet Explorer (address bar, tool bar buttons), and also navigating Web pages.

Student Skill Level: Advanced

Requirements: Good mouse skills (ability to click and double click on links with minimal assistance) and regular Internet use. Familiarity with Microsoft Word.

Length: 3 hours (with a 10 minute break)

Objectives:
- The student will be able to:
  - Define “Web crawlers” and understand why they are so important to searching the Web
  - Explore the links on Google’s Home page
    - What they are, why they are important, what makes each one different
  - Understand and use Tabs on the Internet (Use with Google News Example)
  - Use Google Maps
  - Use Google Translate
    - Find a recipe on Google
    - Copy recipe and paste into Microsoft Word

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Web crawlers (AKA “Googlebot”)

“A Web crawler” is a computer program that browses the World Wide Web in a methodical, automated manner. “Googlebot” is the search bot (bot=robot) software used by Google which collects documents from the web to build a searchable index for the Google search engine (Wikipedia, 2009).

We, in turn, use the Google index to find items of interest on the web – just like we might use the Yellow Pages to find a particular business (“auto repair” or “contractor”).

Even with this kind of automated help, Google has “only” managed to index about 1 trillion (as in 1,000,000,000,000) unique URLs [web addresses]” (Alpert, 2008). Also, “the number of individual web pages out there is growing by several billion pages per day” (Alpert, 2008).

“Eric Schmidt, the CEO of Google, the world’s largest index of the Internet, estimated the size at roughly 5 million terabytes of data. Schmidt further noted that in its seven years of operations, Google has indexed roughly 200 terabytes of that, or .004% of the total size” (McGuigan, 2011).

Google’s Home Page - Links

Google is a search engine that is easy to use. However, its simplified interface can cause people to miss certain items. For example, there are search limiters listed along the top of the Home page:

When you click on the squares, you see a new set of items:

Finally, the more link takes you to a brand new page with all the limiters you may choose in Google.

We will pick out a couple of specific searches to practice with in Google.
News screen: We begin with top stories from around the world – for us, the US edition is first. Why? Because of our computer’s Internet Protocol address.

Here are some of the top stories from September of this year.

**IP Address: Internet Protocol. Every computer on the Internet has one. It’s like a telephone number.

Google also uses geolocation technology to suggest local stories near your IP address – you can see these listed on the right side of the screen.
A Word about Tabs in the Browser

What if you’d like to read different news stories, but not lose your results? Internet browsers have a **Tabs** feature that makes life a little easier!

When you click on a link in Google’s results page it will automatically open in a **new tab**.

**Tabs** are located at the top of the window – just above the **address bar**. Google is constantly updating the news stories; they update about every 90 seconds. In order to assist you in keeping everything straight, Google opens news links in new tabs – thus allowing you to read one story and not lose any other one you may be interested in reading. How? Let’s practice.

If you use Google to read current news stories, you might want two to three tabs open. Let’s see how this might work:

Click on the first link (the “Ryan Fitzpatrick” story seen here. Today, ours are different!)

Do the same for the second link.

What do you see on your screen?

**One** tab to start….

**Three** tabs now!

**Click on the tab** to view the web page.

Please note: Every time you open a new tab, it will appear “on top” of the old tabs. To navigate in the tabs, just click on the one you wish to see.
Maps is the link for finding locations and directions to just about anywhere in the world. Google has made a couple changes to how Maps works, so let’s walk through with their tutorial:

Click the “x” at the top of the tab to close it.

Make smarter choices

Simply ask Google Maps for "coffee" and find the highest-rated shops nearby.

Your map, wherever you are

Sign in to star your favorite places. Then pull them up on your phone when you’re on the go.

See the world from every angle

Amazing imagery — like Satellite, Street View and new 3D — is now gathered in one convenient place.
A new, smarter search box

The search box is your starting point for discovery. In addition to helping you find places, click into the empty search box for quick access to:

- Your recent searches
- Directions (with multiple destinations)
- Your home and work
- Transit, traffic, and bicycling info (where available)

Next step: Try searching for “Sushi, Boston, USA” now.

Results are right on the map

Search results are now labeled directly on the map. The most relevant results are largest, and unique icons help you identify the type of business at a glance.

Next step: Click any result on the map to find out more about that place.

Avana Sushi
42 Beach St
Boston, MA 02111
Open today 11:00 am – 10:00 pm
avana.sushi.com
(517) 818-7782

Discover more with info cards

New info cards display helpful business information, reviews, and ratings. Get to your destination with quick access to directions, or star the place to save it for later. Dive into Street View and other available imagery with a click.

Next step: In the search box, click the to clear your results.
Next step: Click on the map, then click any road to bring up the address info card.

I clicked on Summer Street in Boston. This is what displayed:

Get a new perspective
Now that you’ve discovered an easy way to get an address and Street View, let’s explore the Earth.

Next step: Click the Earth button below.

See the world
Try zooming into downtown to see 3D buildings, then tilt the map to gain some perspective.
If you’d like **directions**, Google does that as well. You may enter a starting address and then choose the Directions link that pops up when you mouse over....

Google automatically gives you several trip options, and when you mouse over the address on the left, you get the option to **List all steps** in a new screen.
Translate

Using **Translate** allows you to do exactly what it says – translate from one language to another. You may copy phrases into the first box, and Google will translate them into the language of choice in the second. It’s far from perfect, but better than other translators! Try it for yourself!

![Google Translate](image)

**Copy and Paste Information into MS Word**

First, HIGHLIGHT or SELECT what you want to copy from the Internet. Use the mouse to select information:

**Internet:**
- Position the mouse at the beginning or end of the information you want
- Click and hold the mouse button (“Left click”)
- Drag the mouse over the information you want
- Let the mouse button up and **MOVE THE MOUSE OVER THE SELECTED INFORMATION**
- Right click the mouse
- Choose Copy from the submenu

**Open MS Word**

Paste the information:
- **Right click** on the paper and choose Paste from the submenu
- OR
- Choose the **Paste** button from the **Home Tab**

![Buttons on the Home Tab](image)

Example of “right click” submenu in Word
Many times, people ask, “Why would you copy and paste stuff from the Internet? Why would you need to do that?”

I use this technique for recipes. Here’s an example of a recipe I found online. It’s for chicken parmesan, from Food.com. Notice first, that this site has a **print** link. Not every site has this, but if you see one, it makes printing a lot easier.

However, it still prints in what appears to be 10 point font, and if you make it larger, it only goes up to about 12 point font. This is not big enough for me, so I prefer to copy the recipe and paste it into Word. This means I can better control how the whole thing prints!

The only thing I really need from this page is the recipe. Everything else is extraneous – and that adds up to 3 total pages (to find out how many pages would print, use the Print Preview feature in Explorer).

By selecting just the information I want, copying it, and pasting it into Word, I can:
* Cut down on the number of pages I print
* Eliminate any additional information in the recipe itself that I don’t need (for example, the word “ingredients.” I know that’s the list of ingredients.)
* Add the Web address of the site so I can find it again
* Change the font type (if it’s hard for me to read)
* Change the font size (a definite advantage over just printing the recipe from the Internet. I can make it fit on a standard size piece of paper – and I can even see it from across my kitchen!)

So, the recipe above goes from looking as it does (in about 10 point font), to looking something like this....

4 boneless chicken breasts
1/2 cup Italian seasoned breadcrumbs
1/2 cup parmesan cheese, grated
1 large egg, lightly beaten
2 tablespoons butter
1 (14 ounce) jars spaghetti sauce
1 cup mozzarella cheese, shredded

Place chicken between two sheets of heavy-duty plastic wrap and flatten using a meat mallet or rolling pin.
Combine bread crumbs and cheese.
Dip chicken in beaten egg; dredge in breadcrumb mixture.
Melt butter in a large skillet; add chicken and brown on each side over medium-high heat.
Arrange chicken in a lightly greased 13x9 baking dish. Pour spaghetti sauce over chicken and sprinkle with mozzarella cheese.
Cover and bake at 375° for 30 minutes or until thoroughly heated and chicken is no longer pink.
References


Resources

**These items are available in the NIOGA Library System!**

**Contact your local library for assistance!**

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<td>650.1 MERR</td>
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<td>Getting Organized in the Google Era: How to Get Stuff Out of Your Head, Find It When You Need It, and Get It Done Right</td>
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