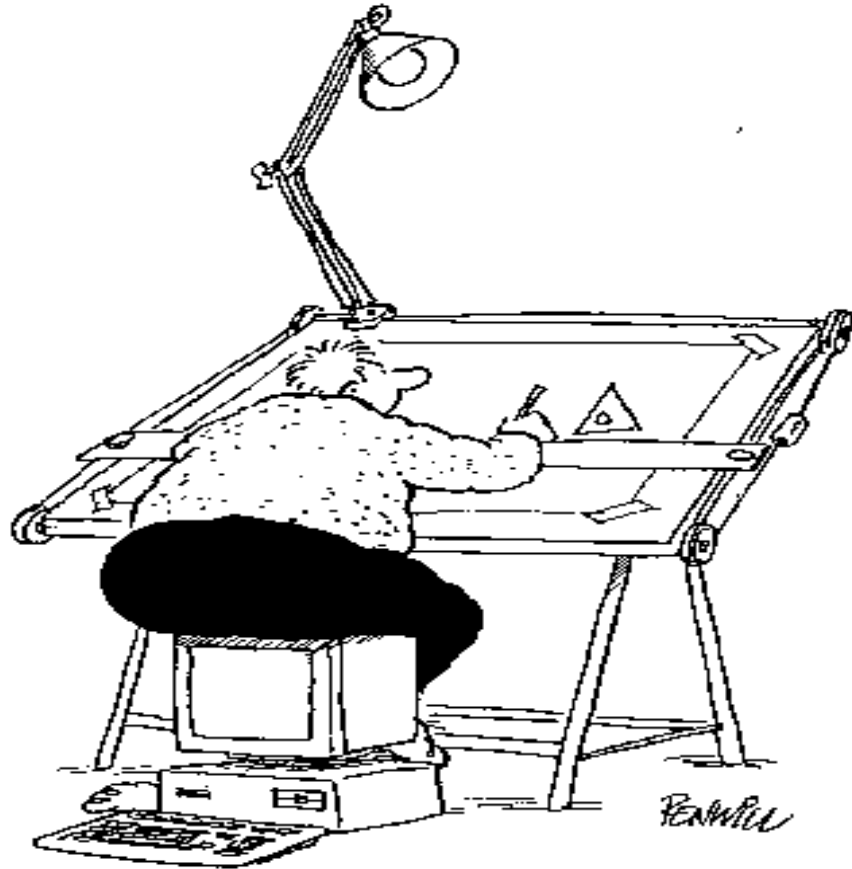


UNCOMMON SENSE

Strategies for Improving Your Office PC Productivity

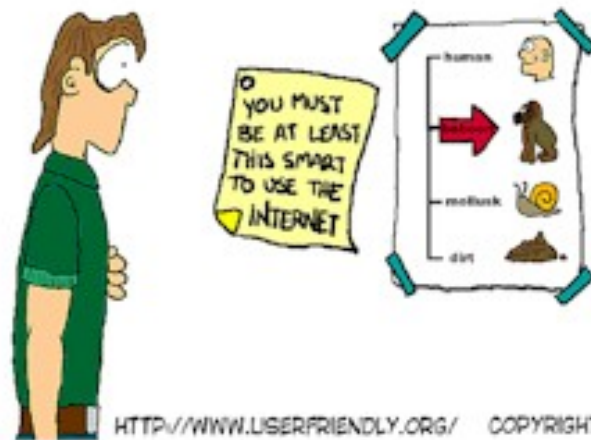
Prepared by Bob Murdoch





COMPUTER AIDED DESIGN
<http://www.DigitalLaughter.com>

IF THE INTERNET WAS AN AMUSEMENT RIDE



[HTTP://WWW.USERFRIENDLY.ORG/](http://www.userfriendly.org/) COPYRIGHT (C) 1999 ILLIAD

Computer Tips & Tricks

Goal

This session will help you learn how to better use search engines such as Google, to understand WHY loading that seemingly useful little utility or toolbar can be bad for your PC's health and security, to learn time-saving keyboard shortcuts to stave off carpal tunnel syndrome due to excessive mouse maneuvering, and to discuss WHY your system won't always do what you want it to do.

New Tricks to Learn...

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"THE COMPUTER SAYS I NEED TO UPGRADE MY BRAIN
TO BE COMPATIBLE WITH ITS NEW SOFTWARE."

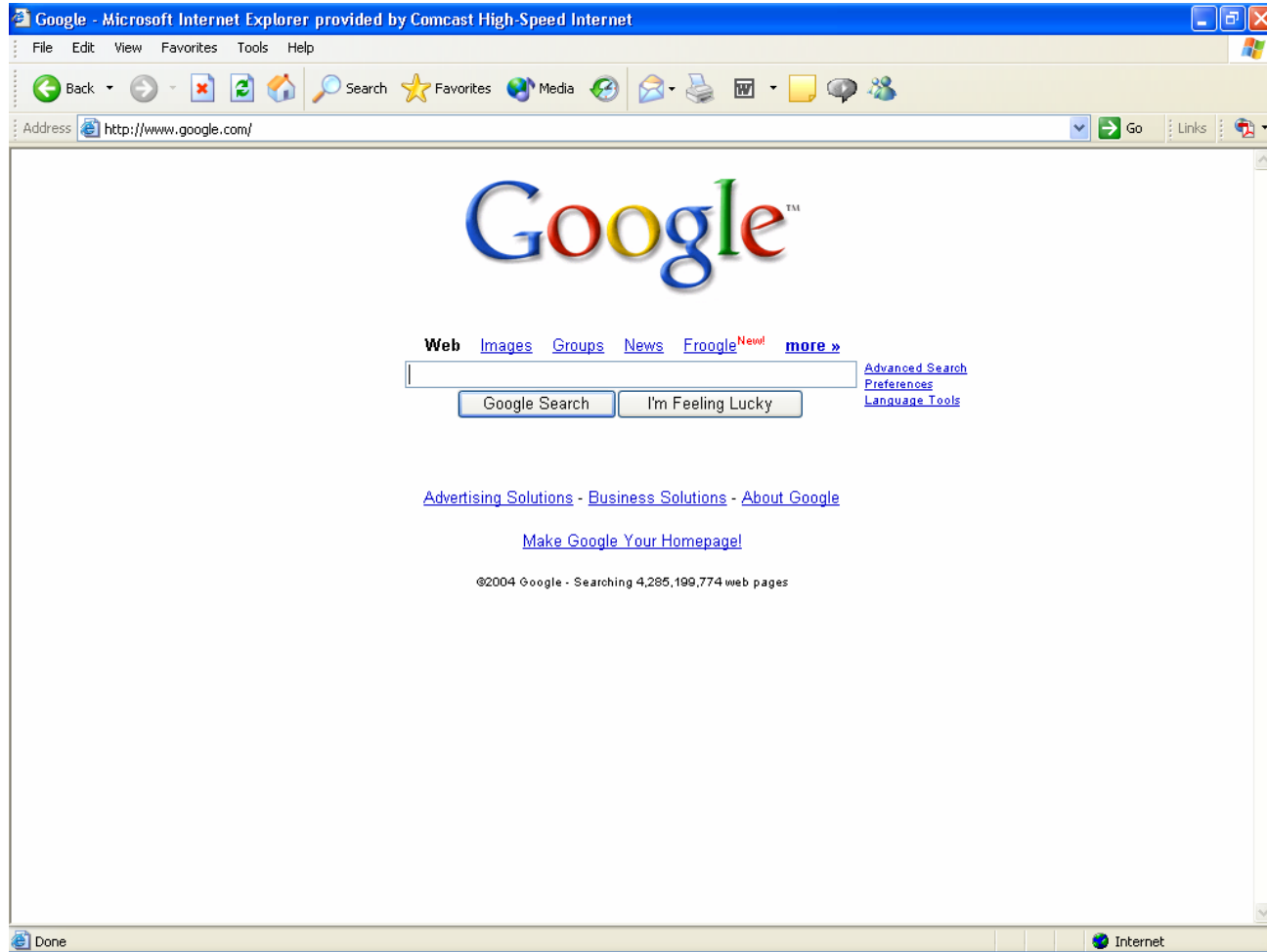
Computer Tips & Tricks

Agenda

1. Better and More Effective Searching With Google to Get The Relevant Information You Need and Want Faster
2. Keyboard Shortcuts to Help You Speed Up Your Work and Cut Down Computer Input Time
3. Other Tips and Tricks to Improve Your Efficiency

Computer Tips & Tricks

Google Interface



Google Tips & Tricks

The Best Search Engine to Help You Find What You Need

1. Less is More. Don't get TOO Detailed With Your Initial Query. A Few Words Are Better and Will Provide You With More "Hits"
2. Learn the "Advanced Tips" to Help You Quickly Find Relevant Information and Avoid Pages of Sites That Don't Interest You
3. Find Things BESIDES Websites with Google: Images, Usenet Groups, Categories, & News
4. Google Services & Tools: Google Toolbar, Universal Translator, Wireless Access Options, Local Business Locator, Mail Order Catalog Locator, & Froogle (a Product Locator)

Computer Tips & Tricks

Google Advanced Search



[Advanced Search Tips](#) | [All About Google](#)

Advanced Search

Find results	with all of the words	<input type="text"/>	10 results ▾
	with the exact phrase	<input type="text" value="global warming"/>	Google Search
	with at least one of the words	<input type="text"/>	
	without the words	<input type="text"/>	
Language	Return pages written in	<input type="text" value="any language"/>	
File Format	<input type="text" value="Only"/> ▾ return results of the file format	<input type="text" value="any format"/>	
Date	Return web pages updated in the	<input type="text" value="post 6 months"/>	
Occurrences	Return results where my terms occur	<input type="text" value="in the title of the page"/>	
Domain	<input type="text" value="Only"/> ▾ return results from the site or domain	<input type="text" value="edu"/>	
SafeSearch	<input checked="" type="radio"/> No filtering <input type="radio"/> Filter using SafeSearch	<input type="text" value="google.com, .org"/> More info	

This will search for web pages with the words "global warming" together.

Search only for pages that have been updated recently.

This will look for the phrase in the title of the document.

This will look for web sites with "edu" in the URL or address. This will limit the search to web sites from colleges, universities, and schools.

Computer Tips & Tricks

Google Search Results

Google Search: Geometric Dimensioning and Tolerancing - Netscape

File Edit View Go Communicator Help

Google™

Advanced Search Preferences Language Tools Search Tips

The "AND" operator is unnecessary – we include all search terms by default. [\[details\]](#)

Search Results

Images Groups Directory

Searched the web for **Geometric Dimensioning and Tolerancing** Results 1 - 10 of about 8,580. Search took 0.39 seconds.

[GD&T - Geometric Dimensioning & Tolerancing GD&T Professionals](#)
... GD&T **Geometric Dimensioning and Tolerancing** (GD&T
- ASME Y14.5) Professional Certification Congratulations to our ...
www.asme.org/cns/departments/AccredCertif/GDTP.htm - 37k - [Cached](#) - [Similar pages](#)

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... **Geometric Dimensioning and Tolerancing**. ... WPI's **Geometric Dimensioning and Tolerancing** courses are especially valuable when presented on-site. ...
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... 4.5 standard **and** GD&T training,
books, **and** software.
www.tec-ease.com
Interest:

[Geometric Design Puzzle](#)
Online **geometric** puzzle illustrates
theory of symmetry, finite groups.
m759.freesevers.com/puzzle.html
Interest:

Yes!

**I have the mouse in
the upper right corner,
I click and... nothing!**

Doesn't work!

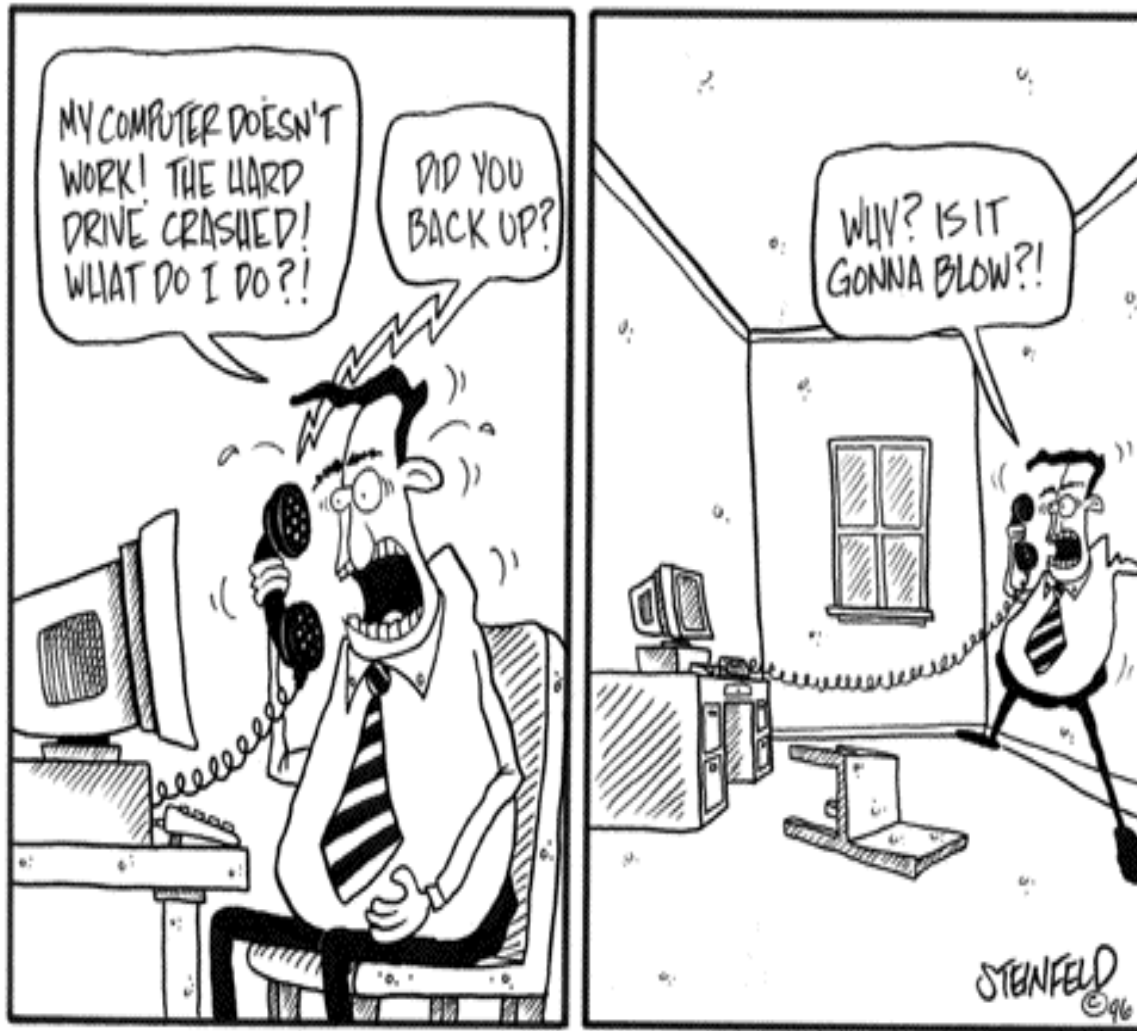


www.OBEY.com.pl

Computer Tips & Tricks

Reduce the Wear and Tear on Your Mouse and Wrist

1. General Shortcuts
2. Dialog Box
3. Windows Explorer



Computer Tips & Tricks

How and Why Computers Operate as They Do

1. Computers are Dumb as a Brick – But Fast
2. Garbage In, Garbage Out – Improve The Quality of Info You Input For Better Results
3. Common Sense – What Software Engineers Assume You Know, But You Don't
4. Set Reasonable Expectations and Properly Plan What You Want to Do
5. If You Can't Find Something "Off The Shelf" to Solve Your Mission, Customize!
6. Avoid Common Potholes on the Information Superhighway
7. The Importance of Patience in the Initial Implementation Phase

A Final Suggestion..... When in Doubt, Reboot!



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**“Whenever something goes wrong,
I just push this little button and restart.
I wish my whole life was like that!”**