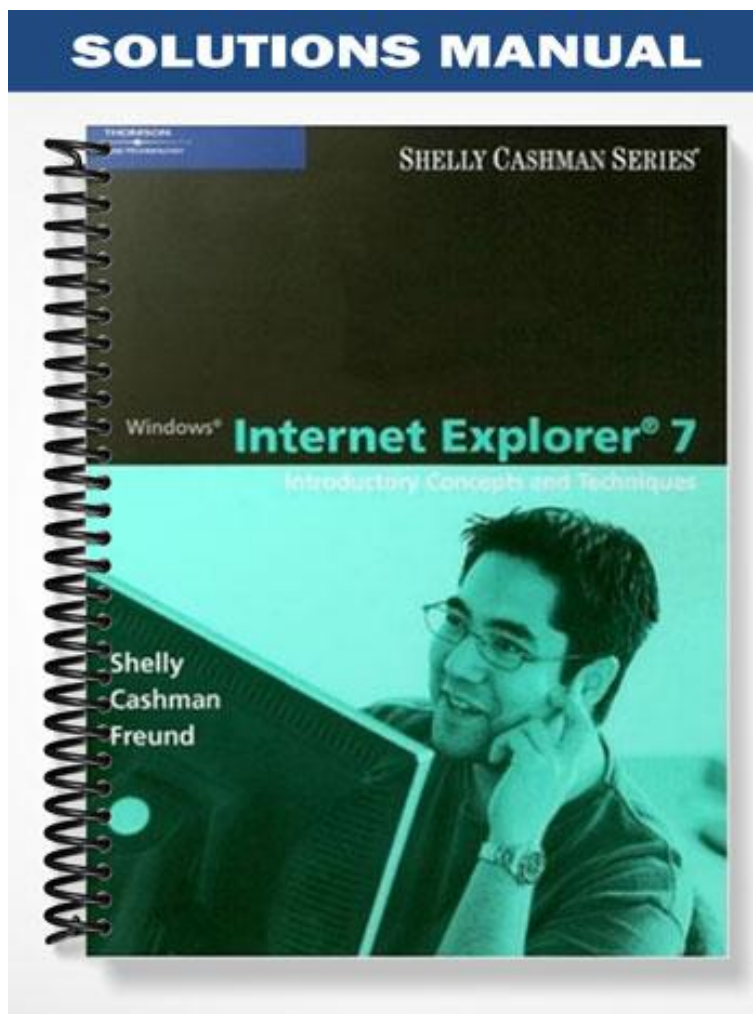


# SOLUTIONS MANUAL



# Chapter 2: Web Research Techniques and Search Engines

## A Guide to this Instructor's Manual:

We have designed this Instructor's Manual to supplement and enhance your teaching experience through classroom activities and a cohesive chapter summary.

This document is organized chronologically, using the same heading in **red** that you see in the textbook. Under each heading you will find (in order): Lecture Notes that summarize the section, Figures and Boxes found in the section, if any, Teacher Tips, Classroom Activities, and Lab Activities. Pay special attention to teaching tips, and activities geared toward quizzing your students, enhancing their critical thinking skills, and encouraging experimentation within the software.

In addition to this Instructor's Manual, our Instructor's Resources CD also contains PowerPoint Presentations, Test Banks, and other supplements to aid in your teaching experience.

## For your students:

Our latest online feature, CourseCasts, is a library of weekly podcasts designed to keep your students up-to-date with the latest in technology news. Direct your students to <http://coursecasts.course.com>, where they can download the most recent CourseCast onto their mp3 player. Ken Baldauf, host of CourseCasts, is a faculty member of the Florida State University Computer Science Department where he is responsible for teaching technology classes to thousands of FSU students each year. Ken is an expert in the latest technology and sorts through and aggregates the most pertinent news and information for CourseCasts so your students can spend their time enjoying technology, rather than trying to figure it out. Open or close your lecture with a discussion based on the latest CourseCast.

## **Table of Contents**

<a href="#">Chapter Objectives</a>	2
<a href="#">IE 73: Types of Web Resources</a>	2
<a href="#">IE 79: Evaluating a Web Resource</a>	3
<a href="#">IE 81: Web Research Resources</a>	3
<a href="#">IE 83: Searching the Web Using a Directory</a>	4
<a href="#">IE 90: Searching the Web</a>	4
<a href="#">IE 92: Using Tabbed Browsing to Help Search the Web</a>	5
<a href="#">IE 99: Using the Instant Search Box</a>	6
<a href="#">IE 105: Refining a Web Search</a>	6
<a href="#">IE 110: Creating a Working Bibliography</a>	7
<a href="#">IE 115: Searching the Web for Other Information</a>	8
<a href="#">IE 122: Using the Address Bar to Search the Web</a>	8
<a href="#">End of Chapter Material</a>	9
<a href="#">Glossary of Key Terms</a>	10

## Chapter Objectives

Students will have mastered the material in Chapter 2 when they can:

- Describe the twelve general categories of Web sites
- Evaluate a Web resource
- Describe the three basic types of search tools
- Search the Web using both a directory and keywords
- Use tabbed browsing to view multiple Web pages in one window
- Customize and refine a search
- Describe the techniques used for successful keyword searches
- Describe how to create a working bibliography
- Compile a list of works cited for Web resources
- Search the Web for addresses, maps, definitions, and pictures
- Use the Instant Search box to search for a Web page
- Use the Address bar to search for a Web page or view folders on the computer

## IE 73: Types of Web Resources

### LECTURE NOTES

- Use Figure 2-1 to illustrate the different types of Web sites.
- Use Table 2-1 to discuss popular portals and their URLs.
- Note the number of database services now available on the Web (see Figure 2-2).

FIGURES: 2-1 and 2-2

TABLE: 2-1

### BOX

1. BTW: *Newsgroups*. Chapter 3 includes more information about newsgroups.

### CLASSROOM ACTIVITIES

#### 1. Quick Quiz

1. A(n) \_\_\_\_ is a Web site that offers a variety of Internet services from a single, convenient location. (Answer: portal)
2. A(n) \_\_\_\_ is a Web site that joins a specific group of people with similar interests or relationships. (Answer: online community)
3. True or False: A news Web site contains newsworthy material including stories and articles relating to current events, life, money, sports, and the weather. (Answer: True)
4. A(n) \_\_\_\_ is a collaborative Web site that allows users to create, add to, modify, or delete the Web site content via their Web browser. (Answer: wiki)
5. A(n) \_\_\_\_ is a business that gathers and organizes Web content and then distributes, or feeds, the content to subscribers for free or a fee. (Answer: content aggregator)

**IE 79: Evaluating a Web Resource**

## LECTURE NOTES

- Discuss the importance of evaluating the usefulness of a Web page.
- Use Table 2-2 to discuss the criteria for evaluating authorship, accuracy of information, currency of information, and topic and scope of coverage.
- Use Figure 2-3 to introduce the evaluation worksheet.

FIGURE: 2-3

TABLE: 2-2

## CLASSROOM ACTIVITIES

1. Quick Quiz:
  1. The criterion used to evaluate whether there is a copyright notice is \_\_\_\_\_. (Answer: authorship)
  2. The criterion used to evaluate when the page was written is \_\_\_\_\_. (Answer: currency of information)
2. Critical Thinking: Discuss how the prevalence of blogs has affected the way news is reported or disseminated.

**IE 81: Web Search Resources**

## LECTURE NOTES

- Provide a definition for the term *search tool*.
- Use Figure 2-4 to illustrate the concept of a directory.
- Introduce students to the concept of a query.
- Use Figure 2-5 to introduce the keyword search form.
- Use Figure 2-6 to illustrate the steps involved in starting Internet Explorer.

FIGURES: 2-4, 2-5, and 2-6

## BOX

1. BTW: *Web Search Engines*. Discuss the competitive nature of search engines.

## CLASSROOM ACTIVITIES

1. Quick Quiz:
  1. A(n) \_\_\_\_ is a specialized Web site that helps you find Web pages relevant to your research. (Answer: search tool)
  2. A(n) \_\_\_\_ retrieves and displays a list of links to Web pages based on a query. (Answer: search engine)
  3. Internet Explorer's Address bar also can be used as a search tool known as a \_\_\_\_ (Answer: keyword system)

**IE 83: Searching the Web Using a Directory**

## LECTURE NOTES

- Use Figure 2-7 to illustrate the steps involved in displaying the Yahoo! Directory home page.
- Introduce the AutoComplete feature.
- Use Figures 2-8 to 2-13 to demonstrate searching the Web using the Yahoo! Directory.
- Use Figures 2-14 to 2-15 to illustrate the evaluation of a Web resource.
- Use Figure 2-16 to illustrate the concept of a Web Resource Evaluation Worksheet.

## TEACHER TIP

Point out that when you type a URL in the Address bar and then press the ENTER key, AutoComplete remembers the URL you typed.

FIGURES: 2-7, 2-8, 2-9, 2-10, 2-11, 2-12, 2-13, 2-14, 2-15, and 2-16

## BOXES

1. BTW: *Search Engines*. Discuss search engine directories and keyword searches.
2. BTW: *Yahoo!* Discuss the origins of Yahoo!
3. Q&A: *What are the numbers that appear in parenthesis?* Discuss how search results are presented.
4. BTW: *Evaluating a Web Resource*. Do Web pages meet the criteria necessary to be considered a reliable source for a research paper?
5. BTW: *Google Products*. Discuss the productivity tools (such as calendar) offered by Google.

## CLASSROOM ACTIVITIES

1. Projects to Assign: Ask students to experiment with the Yahoo! Directory by finding content on other subjects in which they are interested.

## LAB ACTIVITIES

1. Ask students to search the Web, using their favorite Web directory, to find information about advertising on the Web.

**IE 90: Searching the Web**

## LECTURE NOTES

- Discuss the purpose of a search engine.
- Use Figures 2-17 to 2-19 to illustrate the use of Google's Simple Search Form.

**TEACHER TIPS**

Note that Google not only is capable of locating Web sites containing textual information that matches your search criteria; it also can return results for various other resources such as images, video, maps, books, items for sale, and patents.

FIGURES: 2-17, 2-18, and 2-19

**BOX**

1. Q&A: What will happen if I click the I'm Feeling Lucky button? Introduce students to Google's I'm Feeling Lucky button.

**CLASSROOM ACTIVITIES**

## 1. Quick Quiz:

1. The term used to describe URLs that no longer work is \_\_\_\_\_. (Answer: dead links)
2. When you type a(n) \_\_\_\_\_ in the text box and click the Google Search button, Google will display a list of links to Web pages that contain the \_\_\_\_\_. (Answer: keyword)

**LAB ACTIVITIES**

1. Ask students to search the Web for information about spyware. Students should use the evaluation worksheet to evaluate each Web page as a potential resource.

**IE 92: Using Tabbed Browsing to Help Search the Web****LECTURE NOTES**

- Provide definitions for the terms *hit* and *tabbed browsing*.
- Use Figures 2-20 to 2-21 to illustrate the steps involved in opening a link in a new tab.
- Use Figures 2-22 to 2-23 to illustrate switching between tabs.
- Use Figures 2-24 to 2-27 to illustrate switching between tabs by using the Tab List button.
- Use Figures 2-28 to 2-29 to illustrate switching between tabs by using the Quick Tabs button.
- Use Figures 2-30 to 2-32 to illustrate closing a tab.

FIGURE: 2-20, 2-21, 2-22, 2-23, 2-24, 2-25, 2-26, 2-27, 2-28, 2-29, 2-30, 2-31, and 2-32

**BOXES**

1. Q&A: *How can I open a new tab and manually navigate to a Web page of my choice?* Demonstrate the steps involved in opening and navigating tabs.

2. Other Ways: Encourage your students to explore other ways of opening new tabs.

3. Other Ways: Encourage your students to explore other ways of switching between tabs.

4. Q&A: *Why is the HotAirBallooning.com link red?* Note that the red link is the last link opened from a given Web page.

5. Other Ways: Encourage your students to explore other ways of closing a tab.

#### CLASSROOM ACTIVITIES

##### 1. Quick Quiz

1. A(n) \_\_\_\_ is the term used when a search engine returns a Web page that matches the search criteria. (Answer: hit)
2. A(n) \_\_\_\_ is considered active when the contents are displayed in the display area and when it is light blue. (Answer: tab)
3. True or False: Having too many tabs open at one time makes it difficult to locate a particular tab. (Answer: True)

### **IE 99: Using the Instant Search Box**

#### LECTURE NOTES

- Explain the difference between the Address bar and the Instant Search box.
- Use Table 2-3 to discuss additional topic search engines.
- Use Figures 2-33 to 2-37 to illustrate customizing the Instant Search box by adding a search engine.
- Use Figures 2-38 to 2-41 to illustrate searching for Web pages using the Ask.com search engine.

FIGURES: 2-33, 2-34, 2-35, 2-36, 2-37, 2-38, 2-39, 2-40, and 2-41

TABLE: 2-3

#### BOX

1. Q&A: *How can I open the page containing my search results in a new tab?* Demonstrate opening a page containing search results in a new tab.

#### CLASSROOM ACTIVITIES

##### 1. Quick Quiz

1. The \_\_\_\_ search engine finds answers to questions entered by users. (Answer: Ask.com)
2. The \_\_\_\_ allows you to search for Web pages on the Internet and to search for files and folders on the local computer. (Answer: Address bar)

### **IE 105: Refining a Web Search**

#### LECTURE NOTES

- Introduce the concept of refining a search.
- Introduce the terms *operators* and *advanced operators*.
- Use Table 2-4 to discuss Boolean operators.
- Use Table 2-5 to discuss successful search techniques.
- Use Figure 2-42 to discuss Google's Advanced Search Form.
- Use Table 2-6 to discuss the Find results area.

- Use Figures 2-43 to 2-45 to illustrate the steps involved in using Google's Advanced Search.

FIGURES: 2-42, 2-43, 2-44, and 2-45

TABLES: 2-4, 2-5, and 2-6

BOX

1. BTW: *Choosing Search Engines*. Introduce students to different types of search engines.

CLASSROOM ACTIVITIES

1. Quick Quiz:

1. \_\_\_\_ are query words that have special meaning in search engines. (Answer: Advanced operators)
2. The Google \_\_\_\_ link appears to the right of the Google Search text box on the Google home page and to the right of the Search button on other pages. (Answer: Advanced Search)
3. True or False: Google is the only search engine that supports the use of Boolean operators, such as AND, OR, NOT, and NEAR, and parentheses for grouping. (Answer: False)

2. Critical Thinking: Is it possible to use more than one search operator?

### **IE 110: Creating a Working Bibliography**

LECTURE NOTES

- Define the term *working bibliography*.
- Use Figures 2-46 to 2-51 to illustrate how to record relevant information about a Web resource in WordPad.
- Discuss the steps involved in saving a WordPad document.
- Use Figure 2-52 to illustrate the citation of a Web resource using the MLA documentation style.

FIGURES: 2-46, 2-47, 2-48, 2-49, 2-50, 2-51, and 2-52

BOX

1. BTW: *Citing Web Sources*. Discuss the accepted format for citing Web resources.

CLASSROOM ACTIVITIES

1. Projects to Assign: Give students a series of Web resources from which they should build a bibliography.

2. Quick Quiz:

1. A(n) \_\_\_\_ will help you organize and compile the resources you find, so that you can record them as sources in the list of works cited. (Answer: working bibliography)
2. True or False: Web sources should complement, not replace, printed sources for locating information. (Answer: True)



**IE 115: Searching the Web for Other Information**

## LECTURE NOTES

- Use Figures 2-53 to 2-55 to illustrate the steps involved in searching for a Web address.
- Use Figures 2-56 to 2-58 to illustrate searching the Web for a map of a place or landmark.
- Use Figures 2-59 to 2-61 to illustrate searching the Web for a definition of a word.
- Use Figures 2-62 to 2-66 to illustrate searching the Web for a picture.

FIGURES: 2-53, 2-54, 2-55, 2-56, 2-57, 2-58, 2-59, 2-60, 2-61, 2-62, 2-63, 2-64, 2-65, and 2-66

## BOXES

1. BTW: *Dictionary.com*. Discuss the purpose of the Cite This Source link that appears immediately above definitions on the Dictionary.com Web site.
2. Q&A: *Can I use the pictures that a search engine returns for personal or business-related use?* Discuss the issue of images and copyright infringement on the Web.

## CLASSROOM ACTIVITIES

1. Class Discussion: Ask students to discuss their Internet search habits. What type of information do they normally look for?

**IE 122: Using the Address Bar to Search the Web**

## LECTURE NOTES

- Introduce the term *Keyword system*.
- Use Figures 2-67 to 2-69 to illustrate searching for a Web page using the Keyword system.
- Use Figures 2-70 to 2-71 to illustrate searching for related Web pages using the Keyword system.
- Introduce the term *path*.
- Use Figures 2-72 to 2-73 to illustrate searching for a folder and its contents.

FIGURES: 2-67, 2-68, 2-69, 2-70, 2-71, 2-72, and 2-73

## BOXES

1. Other Ways: Encourage your students to explore other ways of searching for a Web page using the Keyword system.
2. Other Ways: Encourage your students to explore other ways of searching for related Web pages using the Keyword system.
3. Other Ways: Encourage your students to explore other ways of searching for a folder and its contents.

## CLASSROOM ACTIVITIES

1. Class Discussion: Why should you study different search tools?
2. Quick Quiz

1. Using the Address bar to search for a keyword or phrase is known as a(n) \_\_\_\_\_. (Answer: Keyword system)
2. A(n) \_\_\_\_\_ is the means of navigating to a specific location on a computer or network. (Answer: path)

### **End of Chapter Material**

- Learn It Online is a series of online student exercises that test your knowledge of chapter content and key terms.
- Apply Your Knowledge is a problem set designed to reinforce skills and apply the concepts learned in the chapter.
- Extend Your Knowledge is a series of tasks designed to extend the skills learned in the chapter and experiment with new skills.
- In the Lab (Lab) is a series of student assignments that ask you to design and/or create a presentation using the guidelines, concepts, and skills presented in this chapter. The assignments are listed in order of increasing difficulty.
- Cases and Places contain six scenarios that allow students to explore the topics in the chapter. Each of the four case studies contains an assignment for students.

### Glossary of Key Terms

- Advanced operators (IE 106)
- Advanced Search link (IE 106)
- Advanced Search Tips link (IE 106)
- advocacy Web site (IE 76)
- American Psychological Association (APA)(IE 114)
- AND operator (IE 105)
- AutoComplete (IE 84)
- Boolean operator (IE 105)
- business/marketing Web site (IE 75)
- content aggregator (IE 77)
- database services (IE 78)
- downloading (IE 77)
- educational Web site (IE 75)
- entertainment Web site (IE 75)
- file transfer protocol (FTP) (IE 77)
- Find Results area (IE 107)
- hit (IE 92)
- informational Web site (IE 75)
- keyword search form (IE 82)
- Keyword system (IE 122)
- keywords (IE 82)
- media sharing Web site (IE 76)
- Modern Language Association (MLA) (IE 114)
- NEAR operator (IE 105)
- news Web site (IE 75)
- NOT operator (IE 105)
- online community (IE 73)
- online social network (social networking Website) (IE 76)
- operators (IE 105)
- OR (or Boolean) operator (IE 105)
- path (IE 126)
- portal (IE 73)
- query (keyword or search term) (IE 82)
- robot (or spider) (IE 82)
- RSS 2.0 (IE 77)
- search engine (IE 82)
- tabbed browsing (IE 92)
- thread (IE 77)
- uploading (IE 77)
- Webmaster (IE 110)
- wildcard character (IE 106)
- working bibliography (IE 110)
- + (plus) symbol (IE 105)
- - (minus) symbol (IE 105)
- ~ (tilde) symbol (IE 105)

[Top of Document](#)