

Searching Online Essential Skills: ICT4

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Topic to Research

- ▶ Consider the content of your course, think about a topic you will need to research in one of your other units, including some images that will enhance the research when presented
- ▶ Within a new Microsoft Word document, make a note of the general title of the topic
- ▶ Think about the different parts of the topic and possible subjects within this area of research, in other words, what will you be researching within the titled topic?
- ▶ Note about 3 different areas of research within the one topic, typing a short paragraph for each
- ▶ From each paragraph, make a note of keywords that sum up the need for information and can be used within search engines
 - see the example on the next slide...

Save the Microsoft Word document into a “searching” folder, naming the file: searchplan

Example of Topic

- ▶ I intend researching computer application software for purchase
- ▶ My main topic title is indeed: Computer Application Software
- ▶ This can be broken down into: Graphics, Business, Security
- ▶ Graphics: Computer application software for creating and editing images. I want to research software that will enable me to create images, graphics and edit them. The software is for my PC or laptop and I will want to download the software free of charge.
- ▶ From this brief sentence / paragraph, the following keywords and phrases can be used:
 - “free computer graphic software to download”
 - “download free software for creating and editing images”
 - “application software to create and edit computer images”
 - “image creation and editing software for computer” AND “free download”
 - “download free software” AND “image editing”
- ▶ This same recipe for creating keywords and phrases can be used for the other parts of the topic (Business and Security). This is an example of how topics can be discussed on paper to help generate search criteria

Search Engines

- ▶ Consider the text, graphics and any other information required
- ▶ List more than 1 search engine to be used
- ▶ Using the keywords and phrases, begin the search
- ▶ Remember to use the tools available in each search engine, for example, when searching for images using Google, use the actual “Images” search tool as opposed to just the “web”
- ▶ Try out the same search criteria on each search engine and note the difference in returns. Continue to note how your searches are handled and their success rate



Research



- ▶ Separate notes are provided relating to research if you need them
- ▶ Remember to consider the fact not everything you see online is true or can be trusted, we need to question everything we research, so think about:
 - ▶ Bias (where does the bias lie and does it cause a need for concern?)
 - ▶ Currency (how up to date is the information?)
 - ▶ Reliability (who is providing the information? are they trustworthy? why?)
 - ▶ Professionalism (is the information presented in a professional manner?)
 - ▶ Readability (is the information easy to read and appear to be accurate?)
- ▶ Within a Word document, type a brief explanation for each of the above, not just answering “yes” or “no”, provide a reason for your belief. Within the sub-folder “searching” save this Word document, naming the file: evalinfo

- ▶ You should now have evidence of planning, searching and evaluating information along with some images
- ▶ Well done with your hard work