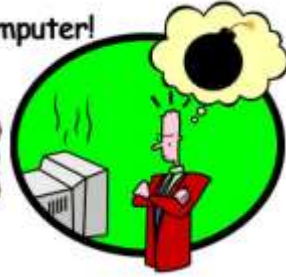


Don't blow up your computer!

**ASK  
DIANE**



Dear Diane,

Thanks for the tips last week. I learned something new. Do you have any more for me?

**Still Lazy**

Dear Lazy (Me too! ☺ )

Here are a few more hints before the holidays. We frequently use Google to research things in MIS. Think Google is my friend.

- ✚ When searching for something put quotes around phrases that must be together. For example, if you put quotes around "electric shades" Google will list web pages that show motorized window shades instead of motorized shades and sunglasses.
- ✚ You can use Google to do math for you. Just type in an equation, for example  $23*7+15/3=$ , and hit enter. Remember \* means multiply and / is divide. Just like in Excel it will multiply before it adds. If you look at the equation created it will put parentheses in the equation to show what function was done first.
- ✚ Google can be used for converting units of measure and converting currency. Type "teaspoons in 1.3 gallons" and either hit enter or select search. Type " \$20 in euros". Hit enter and it will convert it to Euros.

Just a few tips to make Google work for you...DSG