

# Sharepoint Search Queries Explained - Everything You Need to Know

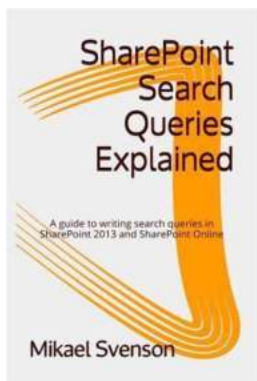
SharePoint search is an essential tool for navigating and finding information within the SharePoint environment. Understanding how to effectively utilize search queries is crucial for optimizing your SharePoint experience and increasing productivity. In this article, we will dive deep into SharePoint search queries, discussing the ins and outs, as well as providing valuable tips and tricks.

## The Basics of SharePoint Search

SharePoint search enables users to search for documents, files, sites, and other content within the SharePoint platform. It provides a powerful and efficient way to locate information quickly. The search functionality in SharePoint is based on SharePoint Search Query Language (SPSQL), which allows users to construct complex queries to refine their search results.

## Understanding SharePoint Search Queries

SharePoint search queries consist of keywords or key phrases that are entered into the search box. These queries help SharePoint identify and retrieve relevant content based on the keywords specified. When constructing a search query, it is important to know some basic elements:



## SharePoint Search Queries Explained: A guide to writing search queries in SharePoint 2013 and SharePoint Online by Mikael Svenson (Kindle Edition)

★★★★☆ 4.5 out of 5

Language : English

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Text-to-Speech : Enabled

Enhanced typesetting : Enabled

Print length : 113 pages  
Lending : Enabled  
Screen Reader : Supported



- **Keywords:** These are words or phrases that describe what you are searching for. Use descriptive and specific keywords to refine your search results.
- **Operators:** Operators are used to combine or exclude certain terms from the search results. Some common operators include AND, OR, and NOT. These operators help create more targeted and precise search queries.
- **Proximity operators:** These operators are used to specify the proximity between two keywords. For example, NEAR/ followed by the number indicates that the specified keywords should appear within a certain number of words from each other.
- **Wildcards:** Wildcards are used to represent unknown characters within search queries. The asterisk (\*) and question mark (?) are commonly used wildcards. The asterisk represents any number of characters, while the question mark represents a single character.

## Tips and Best Practices for SharePoint Search Queries

To make the most out of SharePoint search queries, here are some tips and best practices:

1. **Use specific and descriptive keywords:** Instead of using generic terms, be as specific as possible when constructing your search queries. This helps

narrow down the search results and find the exact content you are looking for.

2. **Utilize metadata:** SharePoint allows you to assign metadata to documents and other content. Take advantage of metadata to improve search results. By including relevant metadata in your search queries, you can refine the results and find the content you need more efficiently.
3. **Experiment with operators:** Learn and experiment with different operators to enhance your search queries. Familiarize yourself with operators like AND, OR, NOT, NEAR/, and others to create powerful and precise search queries.
4. **Master wildcard usage:** Wildcards can greatly expand the scope of your search queries. By properly utilizing wildcards, you can search for variations of words, find documents with similar names, and overcome spelling variations.
5. **Refine search queries by content type:** SharePoint allows you to search specific content types such as documents, sites, lists, or items. Use the content type filter to narrow down your search results based on the type of content you need.
6. **Include advanced search operators:** SharePoint offers several advanced search operators that allow for more intricate queries. These operators include contains, starts with, ends with, and more. Familiarize yourself with these operators to achieve more accurate search results.

## **Boosting Search Results with SharePoint Search Queries**

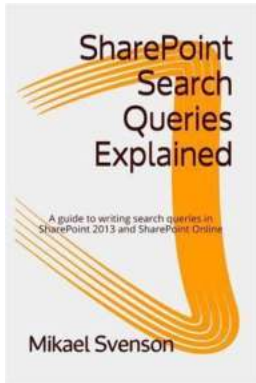
SharePoint search queries can be further optimized by leveraging search optimization techniques. By understanding how SharePoint search works, you can boost your search results and find the information you need more efficiently. Here are some additional tips to improve your SharePoint search experience:

- **Ensure proper indexing:** SharePoint relies on proper indexing to deliver accurate and relevant search results. Make sure all content is properly indexed by SharePoint to maximize search effectiveness.
- **Keyword research:** Perform keyword research to identify the most relevant keywords for your content. By incorporating these keywords into your search queries, you can improve search results and reach the intended audience.
- **Implement search scopes:** SharePoint allows you to define search scopes, which limit the search to specific locations or content sources. This helps users focus their search on relevant content and avoid unnecessary information overload.
- **Implement search verticals:** SharePoint search verticals enable users to refine their search within a specific category or topic. By implementing search verticals, you can provide users with a more targeted and personalized search experience.

SharePoint search queries are a powerful tool for finding information and navigating the SharePoint environment. By mastering the art of constructing effective search queries and following best practices, you can significantly enhance your SharePoint search experience. Remember to use specific keywords, experiment with operators and wildcards, utilize metadata, and implement search optimization techniques to boost your search results. With the right approach, SharePoint search queries can become your go-to tool for quickly finding what you need in the SharePoint platform.

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SharePoint 2013/Online bring lots of search functionality to the table and in this book search specialist Mikael Svenson will via examples show the ins and outs of:

Keyword Query Language (KQL)

Query Variables

Result Sources

Query Rules

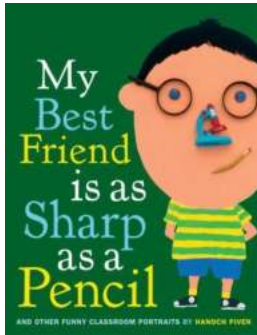
Search Orchestration

You will also get a brief to the FAST Query Language (FQL) and a comparison of the Search Result Web Part vs. the Content Search Web Part.

This book does not cover search schemas, custom full-text indexes or rank profiles, but focuses on the query part of SharePoint and how to use craft search queries for search driven solutions.

The book is based on Mikael's blog series by the same name, and provides an easy access reference and guide to search queries in SharePoint.

If you contact the author with proof of purchase you are entitled to a PDF copy of the book.



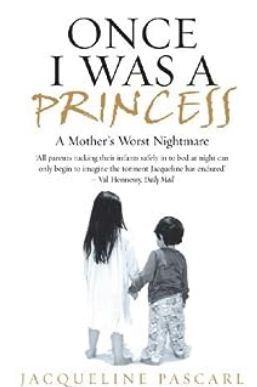
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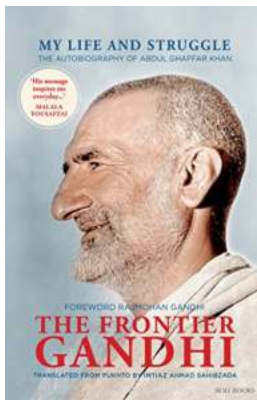
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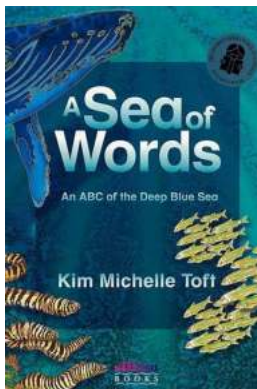
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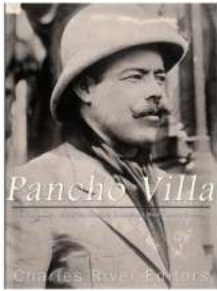
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