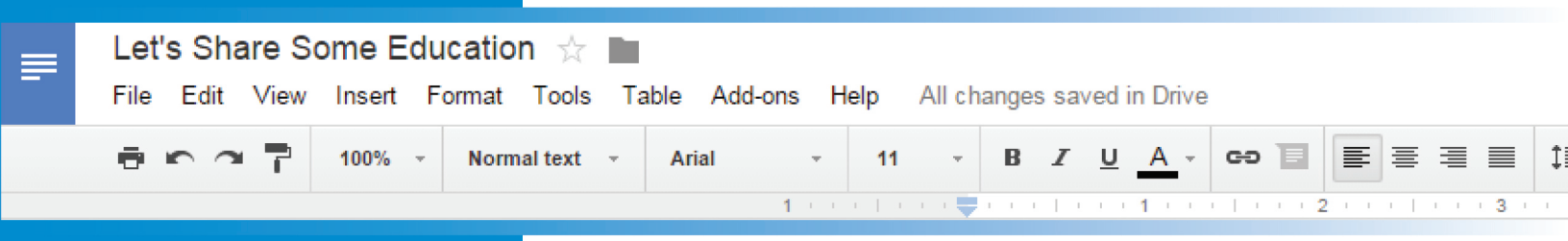
First Edition

LEARN
-BY-
DOING

Google Docs

Hands-on Lessons and Assessments



Step-by-Step Lessons
for Learning Google:

Drive
Docs
Sheets
Slides
Forms
Drawings


Drive


Docs


Slides


Sheets


Forms


Drawings

Courtney Snyder
and The Development
Team at B.E. Publishing

B.E. Publishing

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Curriculum Guide

Lesson		New Skills
Unit 1: Drive		
1.1 Getting Started	*Managing and Organizing Your Files*	Access Google Drive • Create a Folder • Change Folder Color • Change View • Create a File • Rename a File • Close a File • Move a File
1.2 Sportsmanship Message	*Sharing Your First Document*	Enter Text • Share a Document • Assign Permissions • Add a Note • Download as a PDF • Sort Files • Open a File Shared with You • Delete a File
Unit 2: Docs		
2.1 Sports Acronyms	*Formatting and Printing a Document*	Select Text • Format Text • Use Undo • Use Redo • Clear Formatting • Use Zoom • Print Preview a Document • Print a Document
2.2 Peanut Butter Brownies	*Formatting Lists*	Change Line Spacing • Use a Bulleted List • Use a Numbered List • Adjust List Spacing • Align Text • Use Word Count • Use Select All
2.3 Senior Class Fundraiser	*Editing Basics*	Use Spelling Suggestions • Cut, Copy, and Paste Text • Find and Replace Text • Increase Indent of Text • Define Text
2.4 State Symbols	*Working with Tables and Links*	Insert a Table • Use Paint Format • Copy an Image • Insert a Link • Resize an Image • Crop an Image
2.5 Chocolate Fudge Brownies	*Retrieving and Copying a Document*	Open an Existing Document • Make a Copy of a Document • Insert an image
2.6 Geometric Shapes Poster	*Using Shapes and Graphic Tools*	Change Page Orientation • Change Page Margins • Change Page Color • Insert Word Art • Change Shape Fill Color • Change Line Color • Change Line Weight • Use Wrap Text • Insert a Shape
2.7 Getting to Know You	*Collaborating with Docs*	Collaborate • Use Comments • See Revision History • Show More Detailed Revisions
Unit 2 Assessment	Performance Assessment is located on the Instructor's Resource CD.	
Unit 3: Sheets		
3.1 Master Field Trip List	*Creating Your First Spreadsheet*	Resize a Column • Insert a Column • Use AutoFill • Format Data • Center Align Data • Use Undo/Redo • Share a Spreadsheet • Close a Spreadsheet
3.2 Apple Store Product Sales	*Using Spreadsheets to Calculate Data*	Find and Replace Text • Format As Currency • Use Formulas (Multiply, Add, SUM, Divide) • View Formulas • Print Preview a Spreadsheet • Print a Spreadsheet
3.3 Senior Project Workshop	*Using Formulas*	Use Formulas (AVERAGE, MAXIMUM, MINIMUM) • Increase/Decrease Decimal Places • Cut and Paste Text • Add Borders • Change Page Orientation
3.4 Top 10 Schools	*Working with Hyperlinks*	Insert a Link • Format Column Width • Use Text Wrap • Use Paint Format
3.5 Coffee Shop Sales	*Creating Pie and Column Charts*	Merge Cells • Use Fill Color • Rename a Sheet • Insert a New Sheet • Copy Data • Sort Data • Create Pie & Column Charts

Lesson		New Skills
3.6 Varsity Sports Attendance	*Creating a Line Chart*	Format Number • Create a Line Chart • Insert an Image • Resize an Image
3.7 Energy Drink Comparison	*Collaborating with Sheets*	Collaborate • Insert a Note • Insert a Row • Format Row Height • Align Text Vertically
Unit 3 Assessment	Performance Assessment is located on the Instructor's Resource CD.	
Unit 4: Slides		
4.1 Easy Eats for Teens	*Formatting Text and Images*	Create a New Presentation • Choose a Theme • Select Text • Format Text • Add a New Slide • Horizontally Align Text • Insert an Image • Resize an Image • Crop an Image • Change Slide Layout • Create a Bulleted List • Change Line Spacing • Delete a Text Box • Preview a Presentation • Exit a Presentation • Share a Presentation • Close a Presentation
4.2 Fun With Apps	*Using Shapes*	Insert Shapes • Align Shapes • Change Fill Color • Change Line Color • Change Line Weight • Duplicate a Slide • Use Undo/Redo • Insert Word Art • Insert a Text Box • Group Objects • Use Zoom
4.3 Traveling to Hawaii	*Working with Images*	Use an Image as a Background • Use Color as a Background • Create a Numbered List • Use Image Options • Mask an Image • Reset an Image • Insert a Link • Vertically Align Text • Insert a Video • Apply Transitions • Delete a Slide • Automatically Advance Slides
4.4 Safe Cars for Teens	*Collaborating with Slides*	Collaborate • Insert a Table • Copy and Paste • Insert an Animation
Unit 4 Assessment	Performance Assessment is located on the Instructor's Resource CD.	
Unit 5: Forms		
5.1 Menu Planning	*Creating and Sending a Form*	Create a New Form • Use Form Settings • Add Form Description • Create a Question • Select Question Type • Add Multiple Choice Options • Edit a Question • Add a Question • View Live Form • Close Live Form • Accept Responses • Send a Form • Close a Form
5.2 Menu Planning 2	*Viewing Responses and Data*	Open Gmail • Complete a Survey • View Responses • View Summary of Responses • Delete All Responses
5.3 Job Application	*Using More Question Types*	Require a Response • Duplicate Question • Use Help Text • Delete Question • Change Form Theme • Change Confirmation Page Text
5.4 United States Geography Quiz	*Collaborating with Forms*	Add Collaborators • Collaborate
Unit 5 Assessment	Performance Assessment is located on the Instructor's Resource CD.	

Curriculum Guide

Lesson		New Skills
Unit 6: Drawings		
6.1 Burger Menu	*Drawing with Basic Tools*	Create a New Drawing • Change Background Color • Insert Word Art • Change Font • Change Shape Fill Color • Change Line Color • Change Line Weight • Move an Object • Insert a Table • Resize a Table • Insert a Shape • Add Text to a Shape • Horizontally/ Vertically Align Text • Change Font Color • Copy and Paste a Shape • Snap to Guides • Use Paint Format • Insert a Text Box • Share a Drawing • Close a Drawing
6.2 Timeline of Social Media	*Inserting Images*	Rotate an Object • Resize an Object • Order an Object • Insert an Image • Resize an Image • Group Objects • Center an Object on a Page • Print Preview a Drawing • Print a Drawing
6.3 Greeting Cards	*Using the Polyline Tool*	Use Custom Page Size • Use the Polyline Tool • Use Undo • Edit a Shape Outline
6.4 School Mascot Logo	*Using Curves and Scribbles*	Use the Curved Line Tool • Use the Scribble Line Tool • Use Zoom
6.5 Tic-Tac-Toe	*Collaborating with Drawings*	Collaborate • Insert a Comment
Unit 6 Assessment	Performance Assessment is located on the Instructor's Resource CD.	

Introduction

Learn-by-Doing Series (Level 1)

Each title in the **Learn-by-Doing** series is segmented into hands-on lessons that instantly engage today's interactive, visual learner. Rather than provide students with a traditional "click here, then do this" approach, the Learn-by-Doing series is formatted and designed to get students using and applying skills and tools immediately.

Learn-by-Doing: Google Docs

This book uses school and workplace themes to introduce students to the basics of Google's productivity apps. The powerful features and interface of each app are clearly explained in step-by-step, illustrated instructions.

Who should use this book?

Learn-by-Doing: Google Docs is designed to be used by middle and high school students enrolled in a computer applications course that includes Google Docs, Sheets, Slides, Forms, or Drawings in its curriculum. Students should have a basic familiarity with working on a computer.

The lessons in this book build upon one another. Skills and features are presented in an order ranging from basic to intermediate. Therefore, lessons should be completed in the order presented.

Requirements

- Internet access and a Google account
- Learn-by-Doing: Google Docs Student Textbook
- Learn-by-Doing: Google Docs Instructor's Resource CD, which includes:
  - *Lesson Solutions*
  - *Unit Performance Assessments and Solutions for Units 2-6 (PDF Format)*

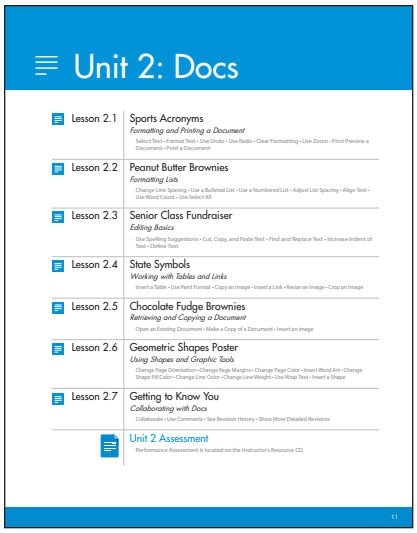
Standards

Since National Educational Standards are updated over time, the latest standards with which this text is aligned can be accessed on our website at **www.bepublishing.com**

At press time, the standards aligned with this book are:

- *Common Core Standards for Reading & Literacy*
- *Common Career Technical Standards*
- *International Society for Technology in Education (ISTE)*

Visit www.bepublishing.com for details.

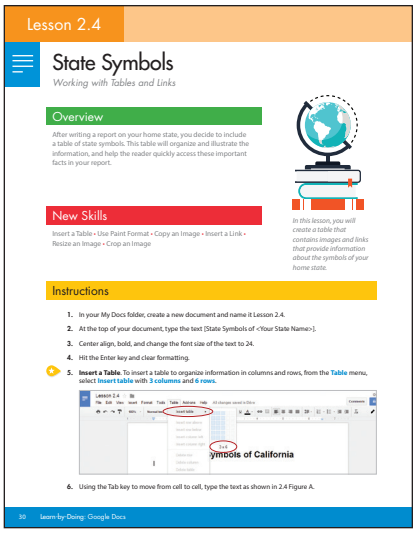


Unit Cover Page

How to Use This Book

This book is divided into 6 units, each containing individual lessons pertaining to a different **Google App**. Lessons in this book have been organized into an easy-to-read, self-guided, visual format where you will practice new skills and learn by doing.

Review this section carefully to become familiar with all of the parts of the lessons and the steps necessary to complete each lesson.



Lesson Introduction Page

Step 1:
Review the Lesson Introduction

- Read the **Lesson Overview** and note the **New Skills** that you will practice in the lesson.

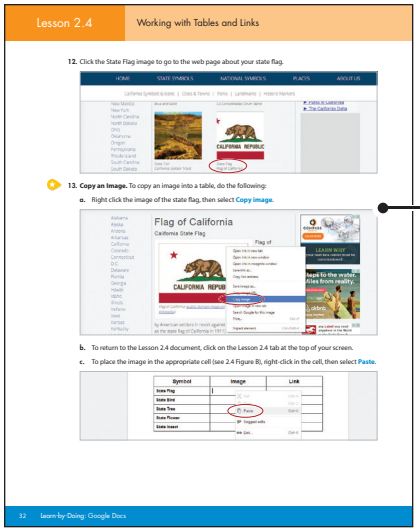
Step 2:
Follow Step-by-Step Instructions

- Follow the instructions to complete each step in the lesson.

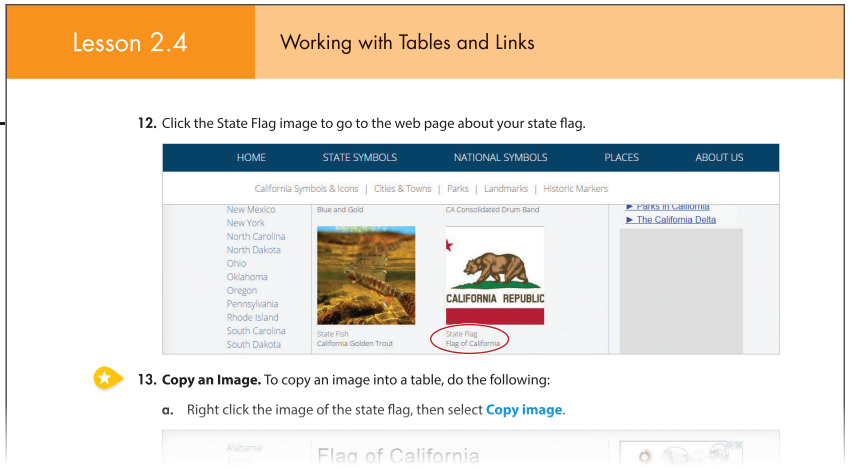
  Note: See page viii for a notation about Google Apps updates that may have occurred after this textbook was published.

- References in the instructions that correlate to the new skills introduced in each lesson are indicated by a ★ icon.

  Note: Once a new skill has been presented, visual step-by-step instructions for that skill are no longer provided in subsequent lessons.

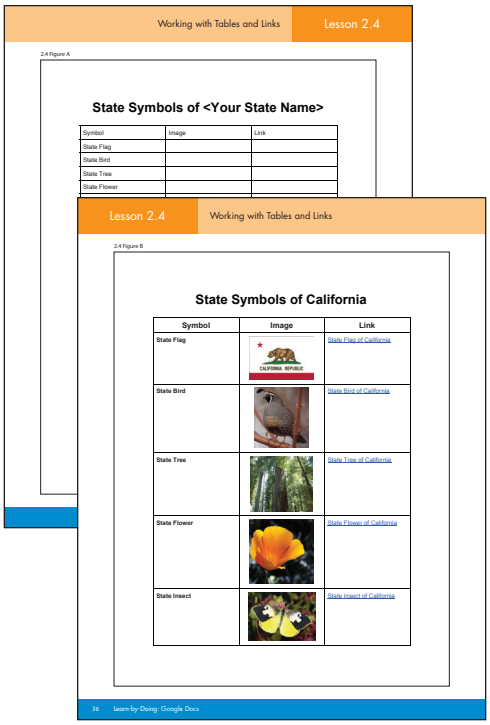


Instructions Page



Step 3:
Create Document as Instructed

- Follow the instructions and enter the content in each lesson.
- When provided, use the finished formatted **figure** at the end of each lesson as a visual reference to check your work.



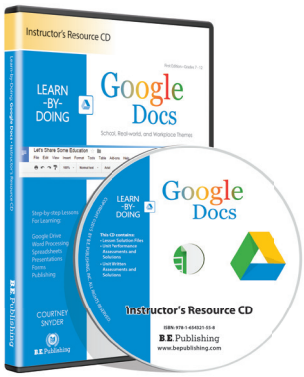
Figure

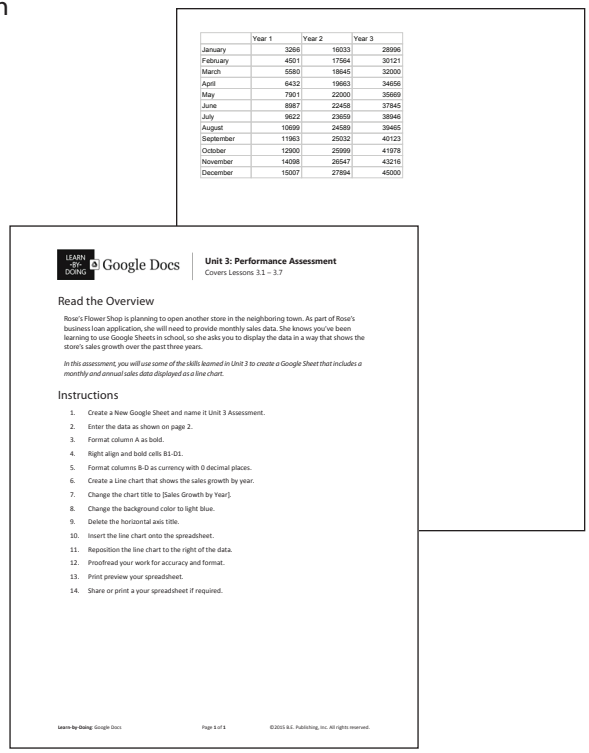
Step 4:
Complete Unit Performance Assessments

Your instructor may require you to:

- Complete a hands-on **Unit Performance Assessment** which will measure your ability to demonstrate the skills learned in each unit.

  Note: Performance Assessments are provided on the Instructor's Resource CD.



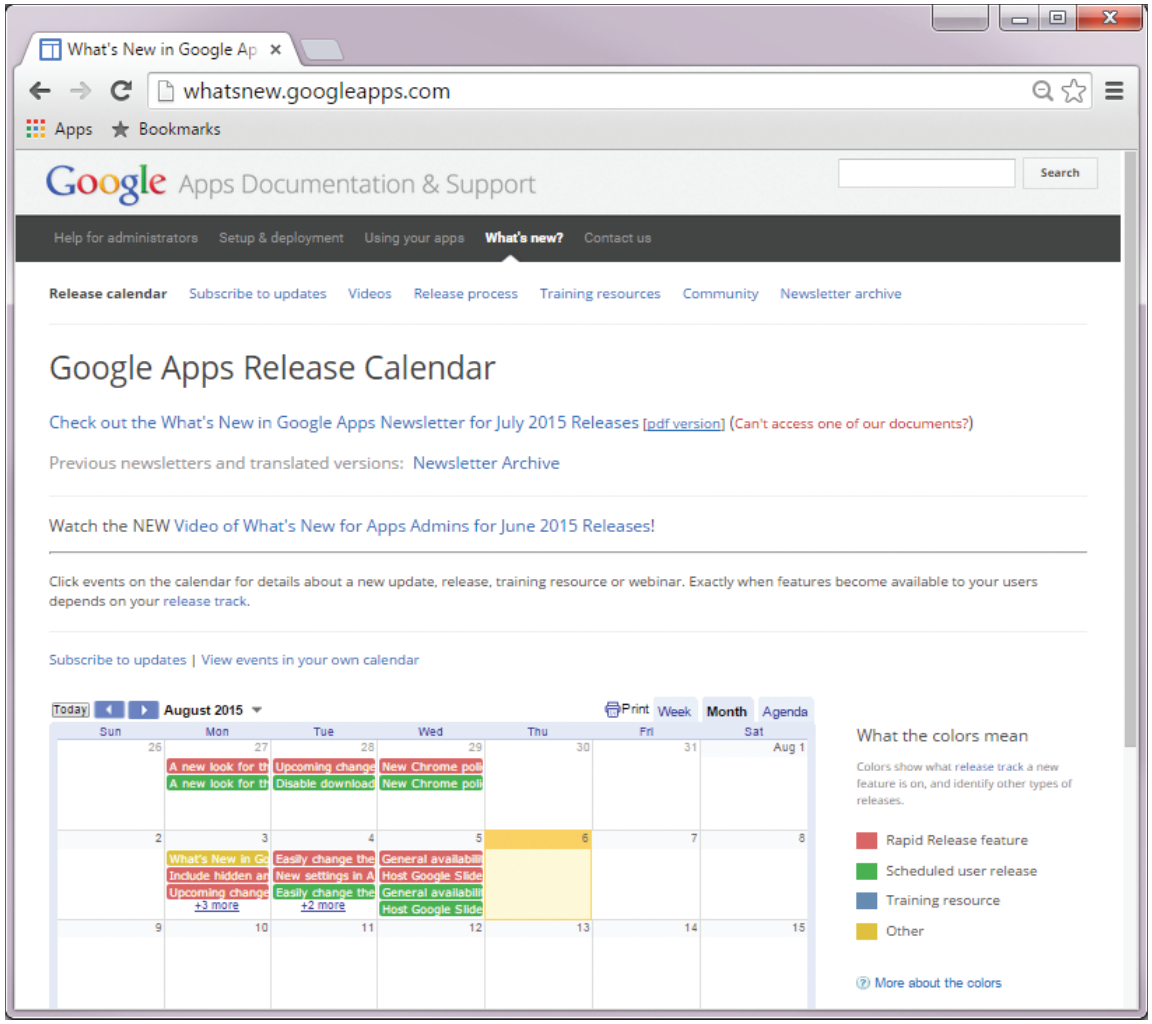


Performance Assessment

Google Apps Updates

Note to Instructors: Since Google Apps are web-based applications, updates and changes happen regularly. At the time of going to press with this textbook, every attempt was made to publish accurate and updated instructions and visuals.

For new updates and releases, it is recommended that you visit the Google Apps Release Calendar at **whatsnew.googleapps.com**.



Unit 1: Drive

Lesson 1.1 Getting Started

Managing and Organizing Your Files

Access Google Drive • Create a Folder • Change Folder Color • Change View • Create a File • Rename a File • Close a File • Move a File

Lesson 1.2 Sportsmanship Message

Sharing Your First Document

Enter Text • Share a Document • Assign Permissions • Add a Note • Download as a PDF • Sort Files • Open a File Shared with You • Delete a File

Getting Started

Managing and Organizing Your Files

Overview

Google Drive is a cloud-storage service which allows you to store your files and access them from any computer or device with an Internet connection. Google Drive also allows you to create, share, and manage files, as well as collaborate with others while using its productivity apps such as Docs, Sheets, Slides, Forms, and Drawings to name a few.



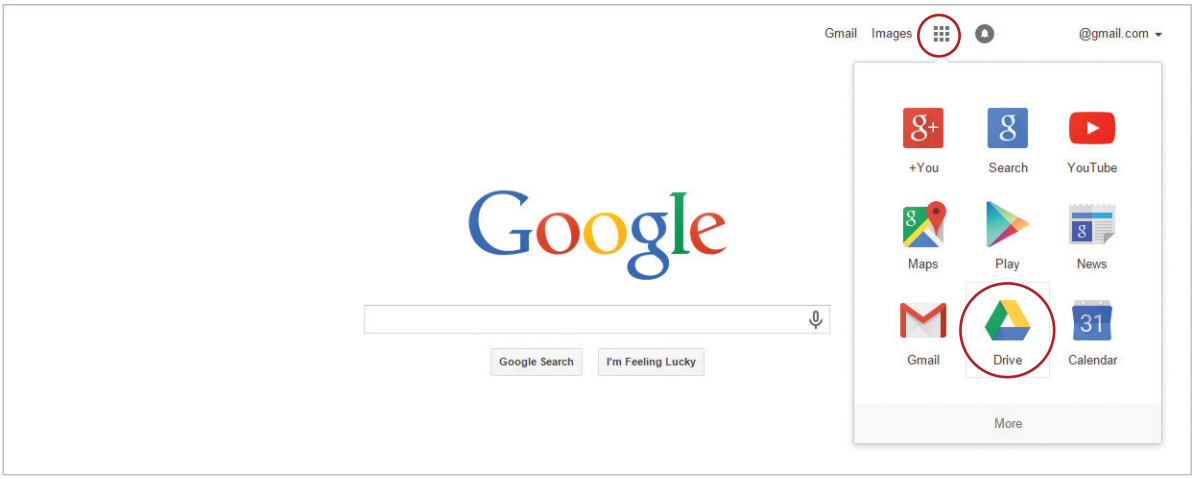
New Skills

Access Google Drive • Create a Folder • Change Folder Color • Change View • Create a File • Rename a File • Close a File • Move a File

In this lesson, you will create folders to organize your files as you complete each lesson in this textbook.

Instructions

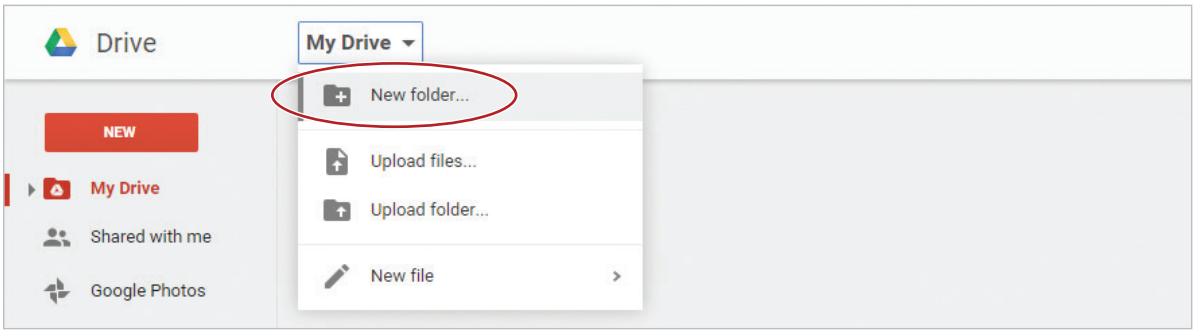
1. **Access Google Drive.** To access Google Drive, sign into your Google account, click the **Google Apps** icon, then select **Drive**.



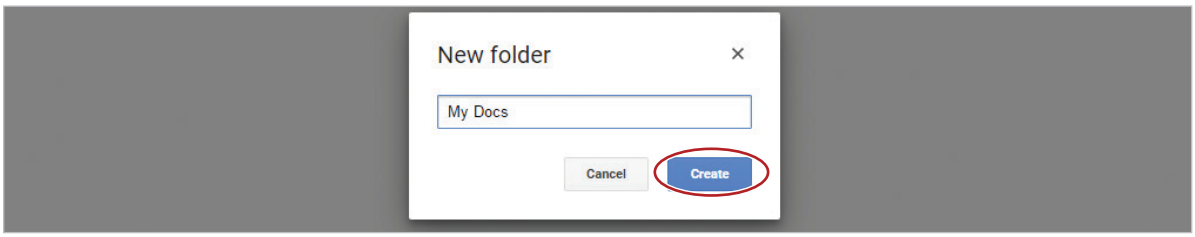
Note: Your drive may or may not be empty, however this is where you will view, manage, and organize your files.

2. Create a Folder. To create a folder in which to keep your files organized, do the following:

a. From the **My Drive** drop-down menu, select **New folder**.



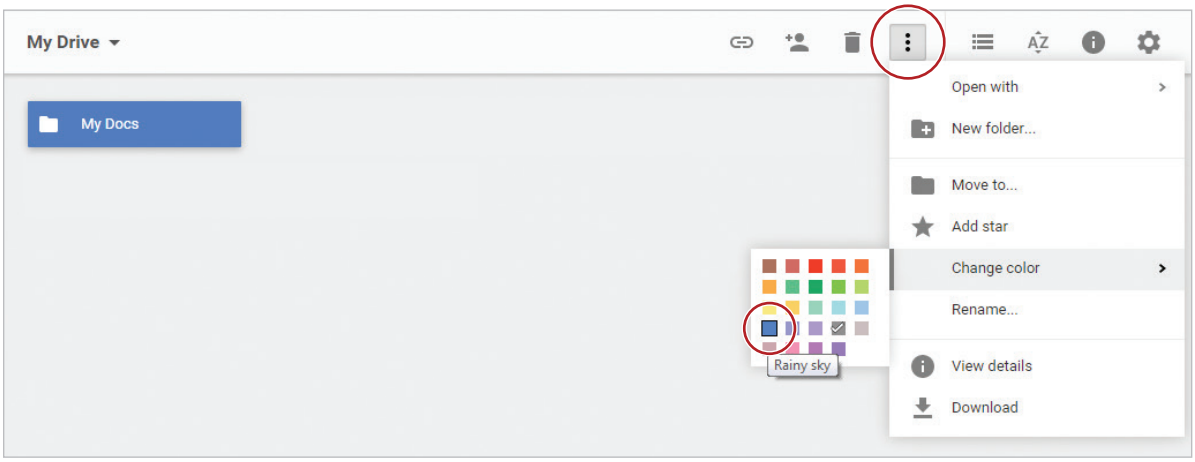
b. In the **New Folder** dialog box, type [My Docs], then click **Create**.



3. Create four additional folders and name them as follows: [My Sheets], [My Drawings], [My Forms], and [My Slides].

Note: Throughout this book, you will be required to type text that is shown in brackets. Do not type the brackets.

4. Change Folder Color. To make folders easily identifiable by color, click the **My Docs** folder, click the **More actions** icon, select **Change color**, then select **Rainy sky**.



5. Change the color of your other folders as follows:

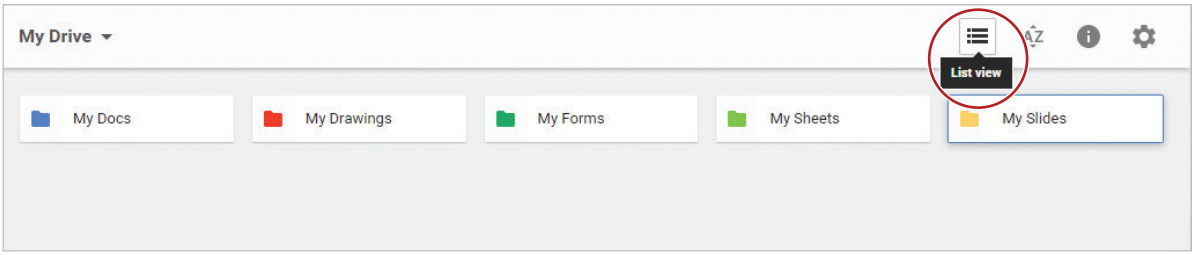
My Sheets – Asparagus

My Drawings – Cardinal

My Forms – Vern fern

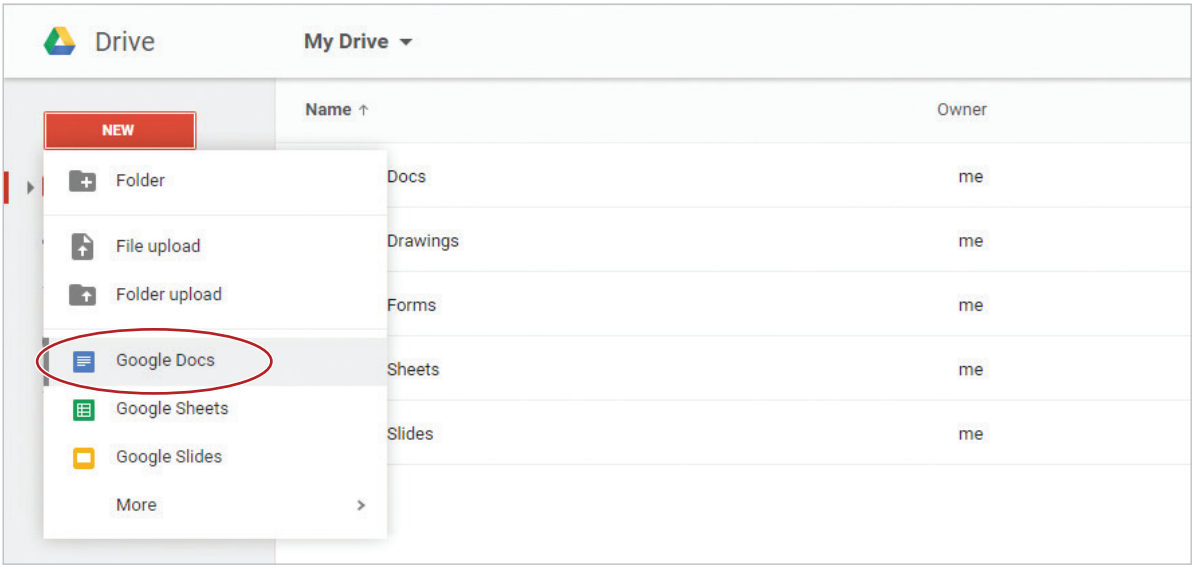
My Slides – Macaroni

6. **Change View.** To change the way your folders and files are displayed, click the **View** icon.



7. **Create a File.** To create a file using one of the productivity apps (Docs, Sheets, Slides, Forms, or Drawings), click the **NEW** button and select **Google Docs**. To easily navigate between your Drive and your document, notice that they appear in separate tabs.

Note: Depending on the browser being used, tabs may differ in appearance.

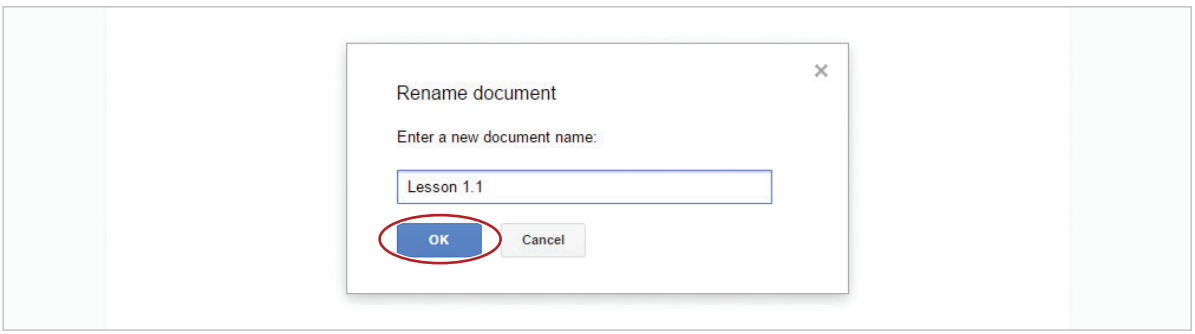


8. **Rename a File.** To give your file a name, do the following:

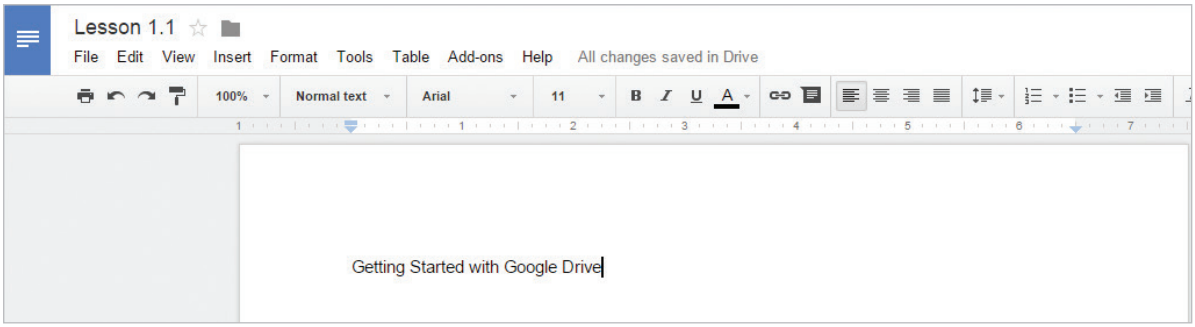
   a. Click on **Untitled document**.



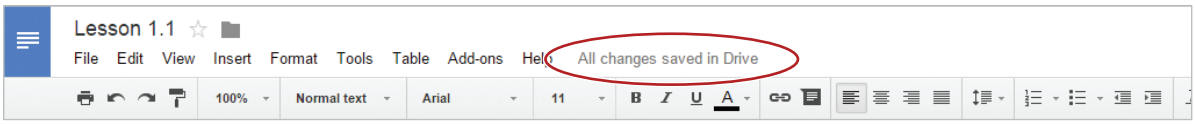
   b. Type [Lesson 1.1] in the box and click **OK**.



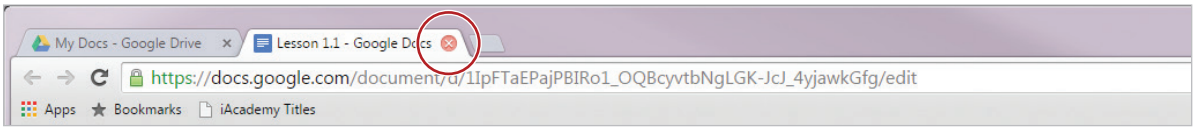
9. On the first line of your document, type [Getting Started with Google Drive].



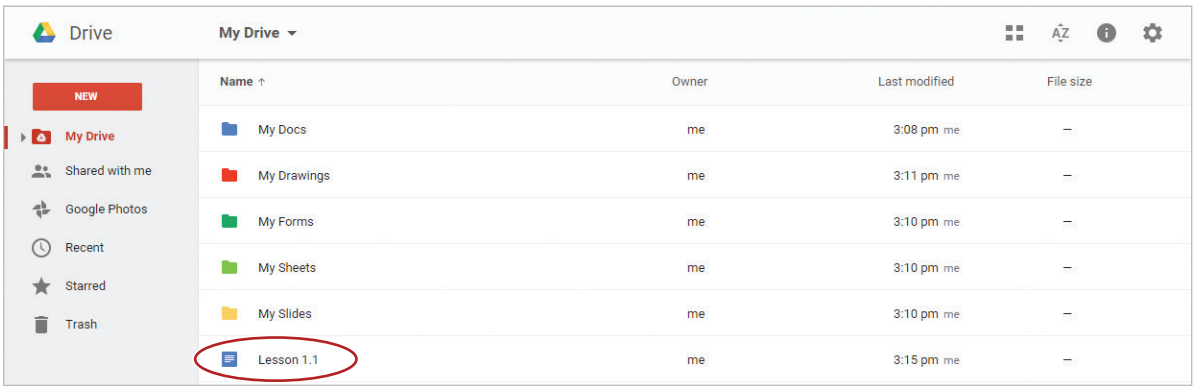
10. In most applications, saving a file is an important step so that you can retrieve it at any time. Google Docs automatically saves your file as you are working and it can be retrieved at a later time as well.



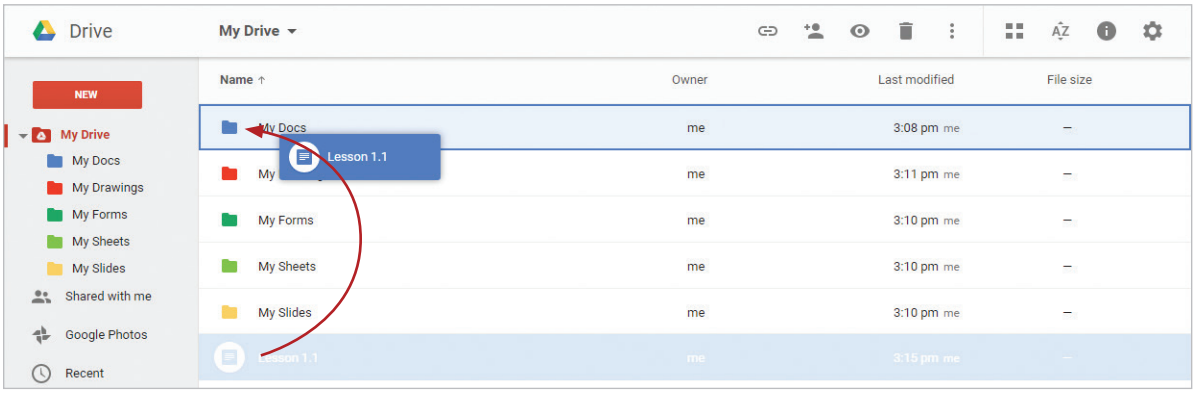
11. Close a File. To close your document, click the **X** on the document tab.



12. You should now see the document in your Drive.



13. Move a File. To move a file into an existing folder, click and drag your document onto the My Docs folder.



Sportsmanship Message

Sharing Your First Document

Overview

Prior to the start of each new sports season, the athletic department conducts a presentation to the student body to promote sportsmanship for both athletes and fans alike. You recently met with Athletic Director, Mr. Pearlman, to review some of the highlights he is planning to discuss. He has asked you to prepare a document based on this discussion. Before sending the document to Mr. Pearlman, you would like a classmate to review your work.



In this lesson, you will type a paragraph and share a document with a classmate.

New Skills

Enter Text • Share a Document • Assign Permissions • Add a Note • Download as a PDF • Sort Files • Open a File Shared with You • Delete a File

Instructions

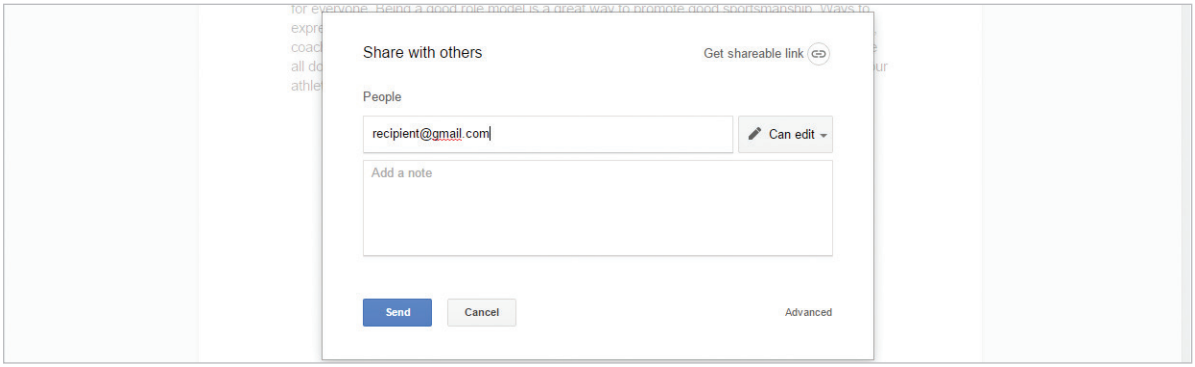
1. Open your My Docs folder, create a new Google Docs document, and name it Lesson 1.2.
2. **Enter text**. At the top of your document, where the Insertion Point (cursor) is flashing, type the following:

> As we begin a new school year at Jackson High School, I'd like to take the time to review and express the importance of good sportsmanship. As competitors and spectators, it's important to show good sportsmanship to our fans, opponents, and officials. By demonstrating good sportsmanship, we promote fair play in a positive atmosphere which will ensure a fun experience for everyone. Being a good role model is a great way to promote good sportsmanship. Ways to express good sportsmanship include respecting decisions made by officials; respecting athletes, coaches, and fans; and refraining from taunting, booing, and using inappropriate language. If we all do our part, I'm confident that Jackson High School will continue to be a positive role model at all of our athletic events this year.

3. Proofread your document for accuracy.
4. **Share a Document**. To share this document, do the following:
   a. Click the **Share** button.



b. Type the email address of a classmate that you would like to share your document with, who will, in turn, share their document with you.

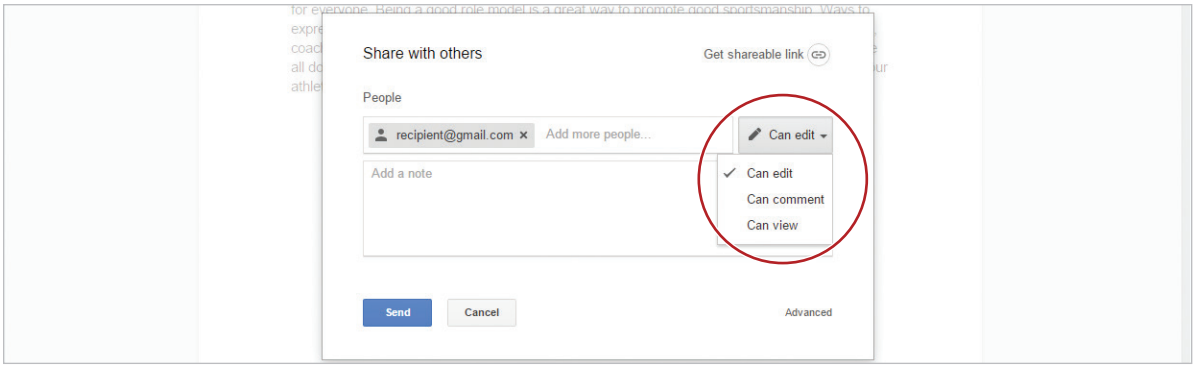


5. **Assign Permissions.** To give this recipient permission to view, comment on, or edit your file, do the following:

a. To give this recipient permission to only **view** the document, from the **permissions** drop-down menu, select **Can view** as shown below.

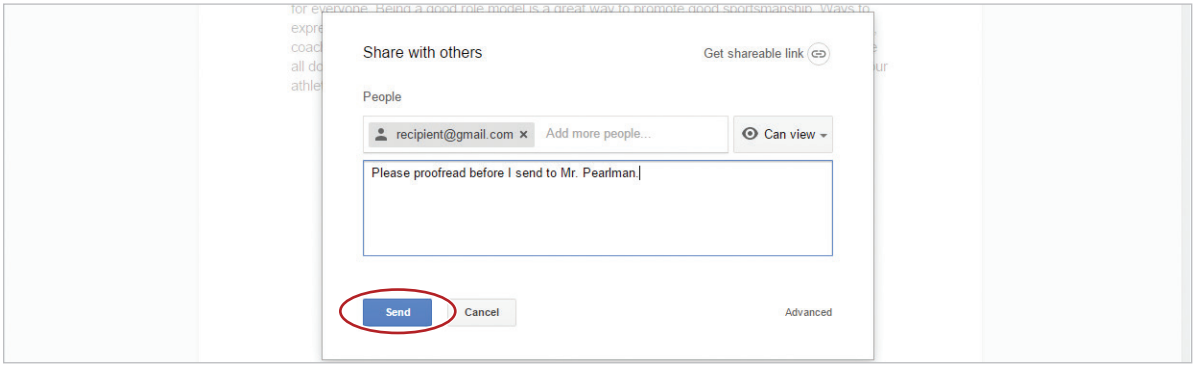
b. To give this recipient permission to comment on the document, from the **permissions** drop-down menu, select **Can comment** as shown below.

c. To give this recipient permission to edit the document, from the **permissions** drop-down menu, select **Can edit** as shown below.

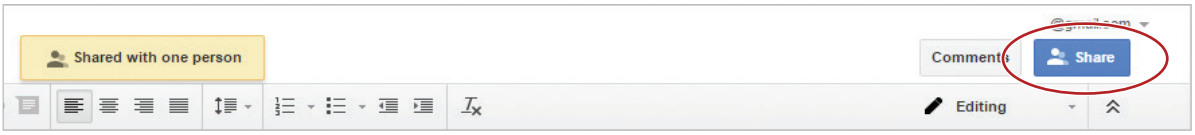


6. Give this recipient permission to **View** the document.

7. **Add a Note.** To add a note to a shared file, type [Please proofread before I send to Mr. Pearlman.] in the Add a note field, then click **Send**.

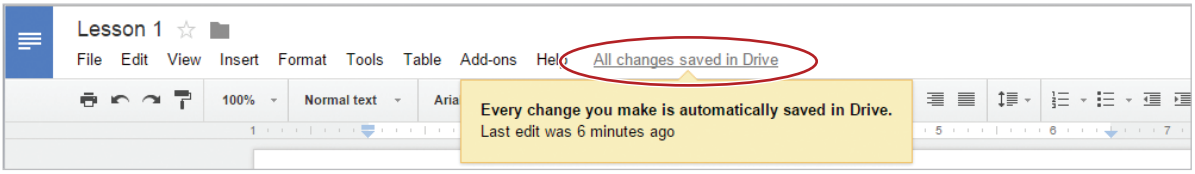


8. Notice that the Share button has changed to indicate your document has been shared.



9. The recipient will receive an email inviting them to view your file.

10. Hover your cursor over **All changes saved in Drive** to see when your last edit was saved.

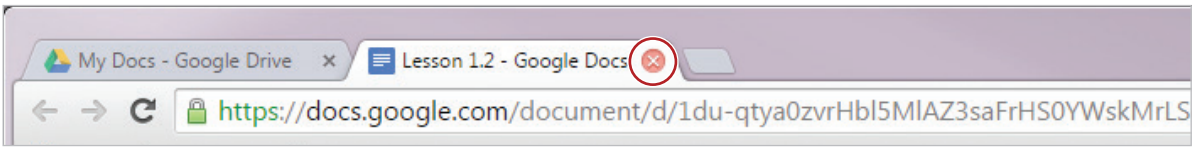


11. **Download as a PDF.** To download your document with a different file format (for example, .pdf, .png, .docx, or .jpg), from the **File** menu, select **Download as**, and select the desired format. In this case, select **PDF Document (.pdf)**.

Note: File formats vary depending on the application.

Hint: The settings of your browser will determine the location of the downloaded file. Typically, the file is saved to your Downloads folder.

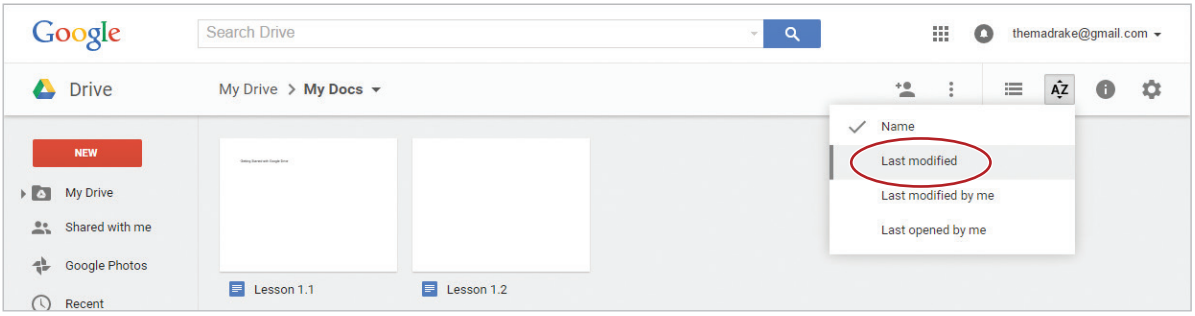
12. To close your document, click the **X** on the Lesson 1.2 tab.



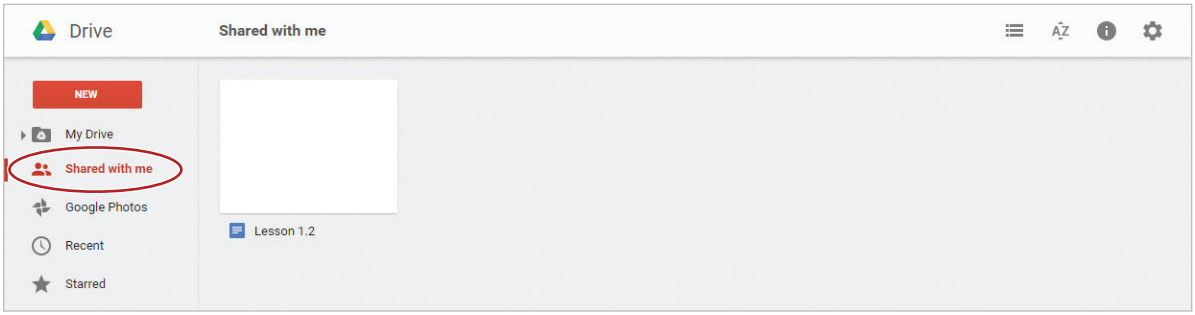
13. You should now see Lesson 1.1 and Lesson 1.2 in your My Docs folder.



14. **Sort Files.** To organize files in your My Docs folder to have the most recently saved file appear first, click the **Sort** icon, then select **Last modified**.

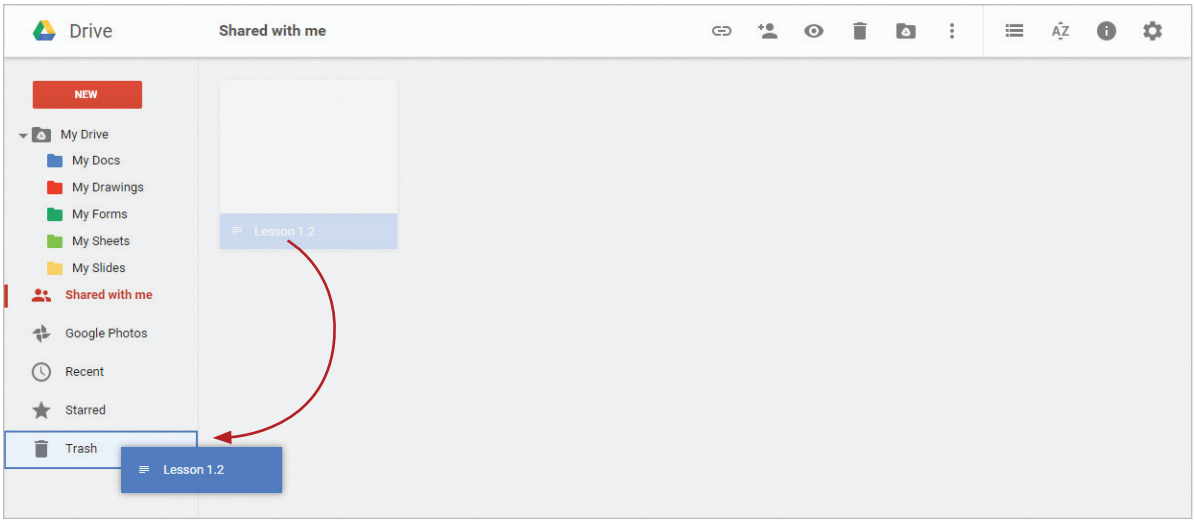


15. **Open a File Shared with You.** To open the file that your classmate has shared with you, click the **Shared with me** icon, then double-click Lesson 1.2.



16. Proofread your classmate's document for any spelling or punctuation errors, then close the file.

17. **Delete a File.** To remove the file that has been shared with you, click and drag the file onto the **Trash** icon. Alternatively, you can **right-click** the file, then select **Remove**.



Note: Deleting this file will only remove it from your Drive, and your classmate's original file will remain unaffected.

Unit 2: Docs

Lesson 2.1 — Sports Acronyms

Formatting and Printing a Document

Select Text • Format Text • Use Undo • Use Redo • Clear Formatting • Use Zoom • Print Preview a Document • Print a Document

Lesson 2.2 — Peanut Butter Brownies

Formatting Lists

Change Line Spacing • Use a Bulleted List • Use a Numbered List • Adjust List Spacing • Align Text • Use Word Count • Use Select All

Lesson 2.3 — Senior Class Fundraiser

Editing Basics

Use Spelling Suggestions • Cut, Copy, and Paste Text • Find and Replace Text • Increase Indent of Text • Define Text

Lesson 2.4 — State Symbols

Working with Tables and Links

Insert a Table • Use Paint Format • Copy an Image • Insert a Link • Resize an Image • Crop an Image

Lesson 2.5 — Chocolate Fudge Brownies

Retrieving and Copying a Document

Open an Existing Document • Make a Copy of a Document • Insert an image

Lesson 2.6 — Geometric Shapes Poster

Using Shapes and Graphic Tools

Change Page Orientation • Change Page Margins • Change Page Color • Insert Word Art • Change Shape Fill Color • Change Line Color • Change Line Weight • Use Wrap Text • Insert a Shape

Lesson 2.7 — Getting to Know You

Collaborating with Docs

Collaborate • Use Comments • See Revision History • Show More Detailed Revisions

Unit 2 Assessment

Performance Assessment is located on the Instructor's Resource CD.

Sports Acronyms

Formatting and Printing a Document

Overview

Surfing the Internet and catching up on the latest news in the sports world is a daily ritual for many people. Headlines and articles often use acronyms when writing about specific sports leagues and organizations, so it's important for readers to know them. As a true sports fan, you decide to create a list of the most popular sports acronyms and their meanings for your easy reference.



In this lesson, you will create a list of some well-known sports acronyms and their meanings.

New Skills

Select Text • Format Text • Use Undo • Use Redo • Clear Formatting • Use Zoom • Print Preview a Document • Print a Document

Instructions

1. In your My Docs folder, create a new document and name it Lesson 2.1.
2. At the top of your document, type the text exactly as shown in 2.1 Figure A.

   Hint: At the end of each line, hit the Enter key two times.

3. **Select Text**. In this lesson you'll be required to select text. There are several ways to select text in your document:

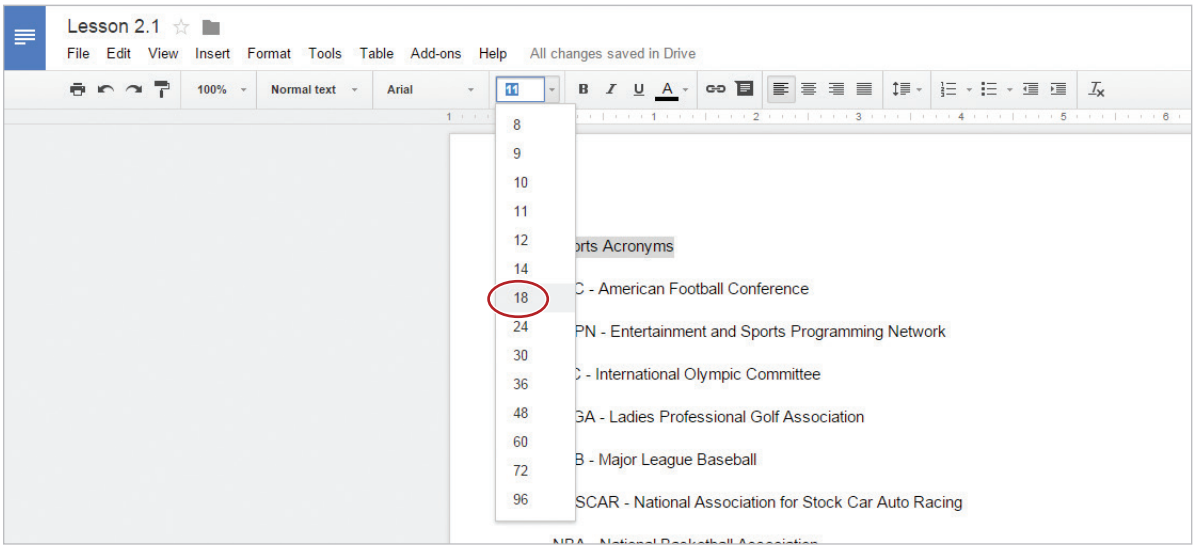
   a. Position your cursor at the beginning of the word, left click the mouse, and drag to the right to the end point of the text you want to select.

   b. To select a single word, double-click on the word.

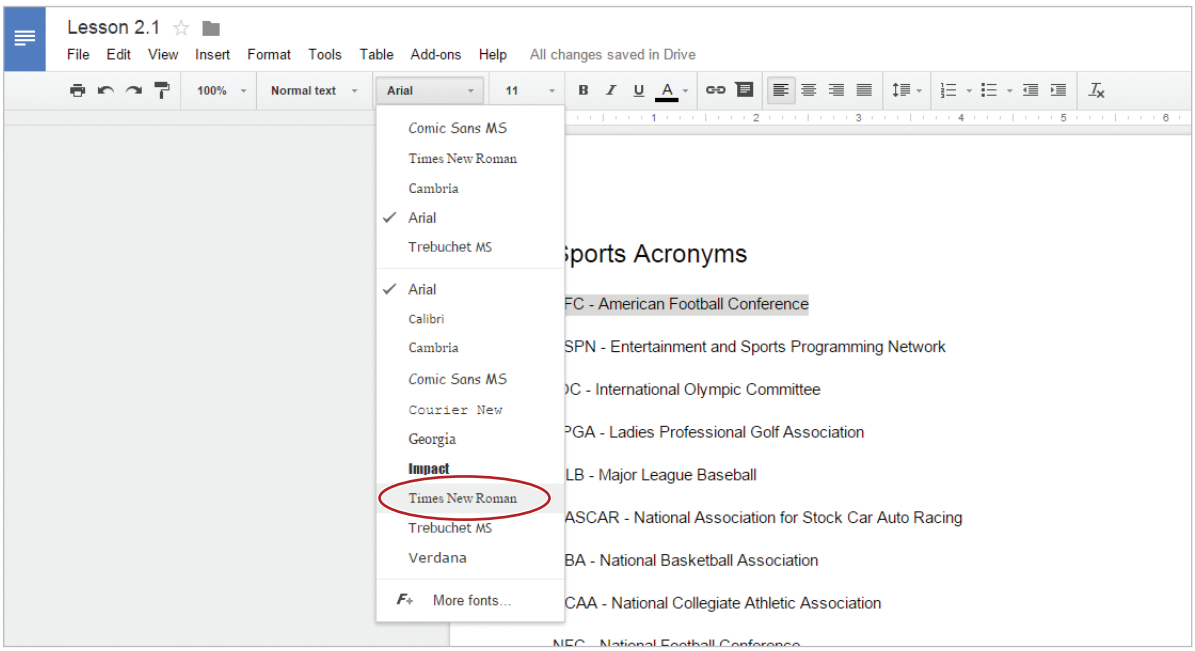
   c. To select an entire paragraph, triple-click within the paragraph or position your cursor at the beginning of the paragraph and hold down the Shift key while pressing the Down arrow key.

4. Format Text. Make the following formatting changes:

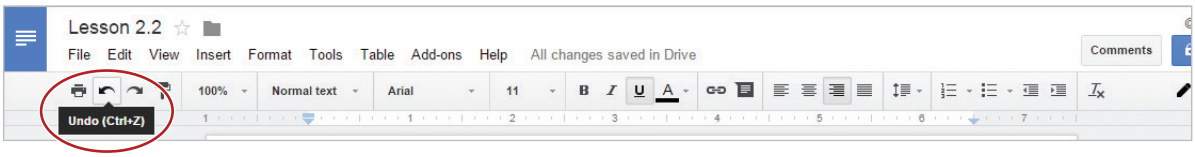
a. Select the title of your document [Sports Acronyms], then change the **font size** to **18.**



b. Change the **font** of [AFC - American Football Conference] to **Times New Roman.**

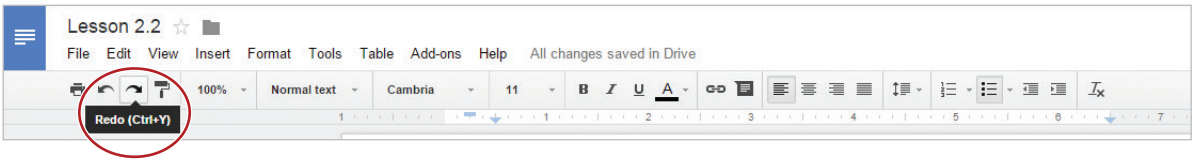


5. Use Undo. To undo the last action performed, click the **Undo** icon.



6. **Use Redo.** To redo the last action undone, click the **Redo** icon.

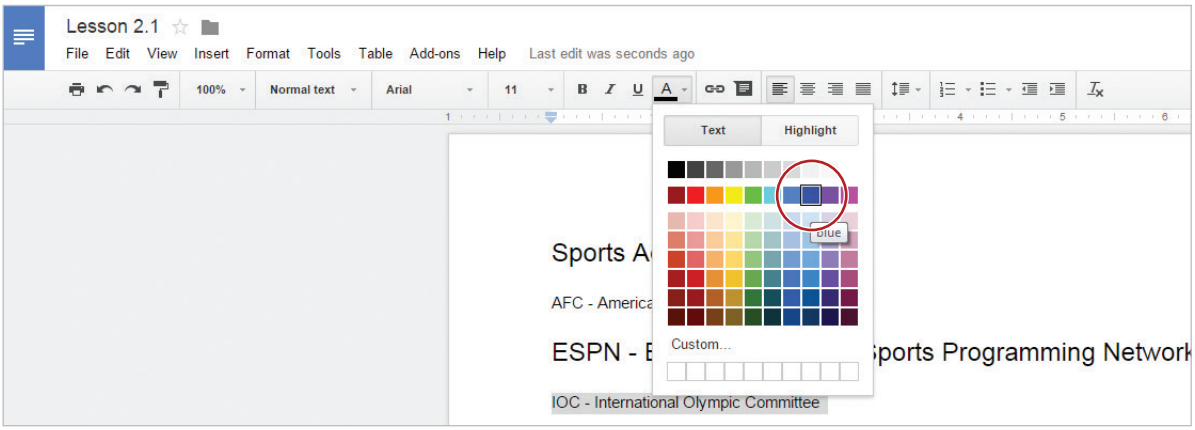
Note: Your text should once again be Times New Roman.



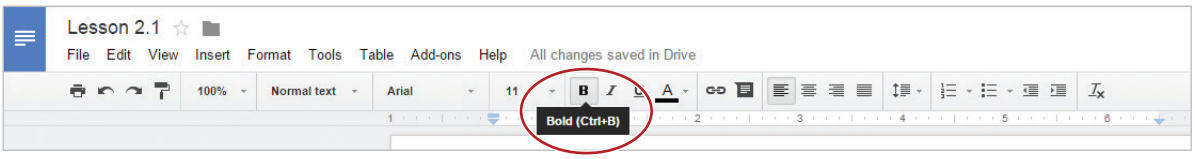
7. Continue to make the following formatting changes:

   a. Change the font size of [ESPN - Entertainment and Sports Programming Network] to 18.

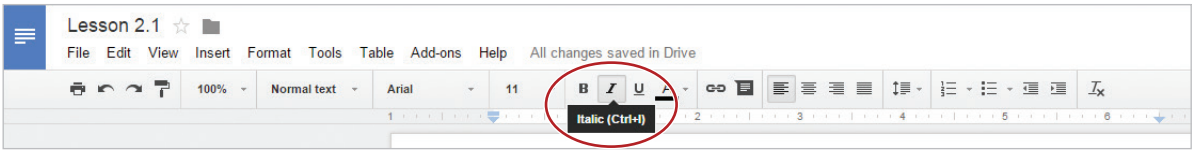
   b. Change the **font color** of [IOC - International Olympic Committee] to **Blue.**



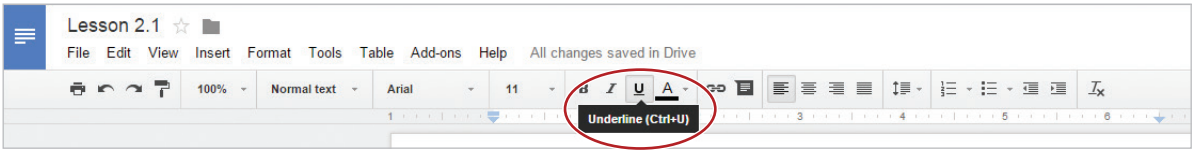
   c. **Bold** [LPGA - Ladies Professional Golf Association].



   d. **Italicize** [MLB - Major League Baseball].



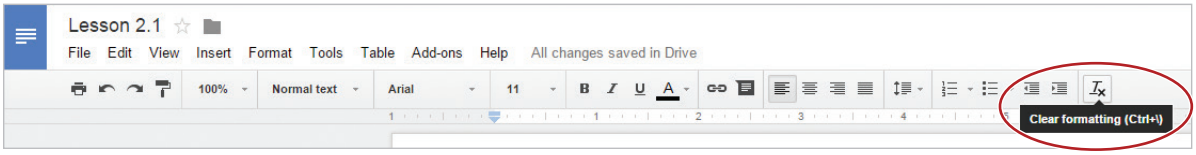
   e. **Underline** [NASCAR - National Association for Stock Car Auto Racing].



   f. Change the font color of [NBA - National Basketball Association] to orange.

   g. Underline [NBA - National Basketball Association].

h. **Clear Formatting**. To clear the previously applied formatting, select [NBA - National Basketball Association] and click the **Clear Formatting** icon.



i. Change the font of [NCAA - National Collegiate Athletic Association] and [NFC - National Football Conference] to Comic Sans MS.

j. Change the font size of [NFL - National Football League] to 8.

k. Change the font color of [PBR - Professional Bull Riders] to red.

l. Bold [PGA - Professional Golf Association].

m. Italicize [USTA - United States Tennis Association].

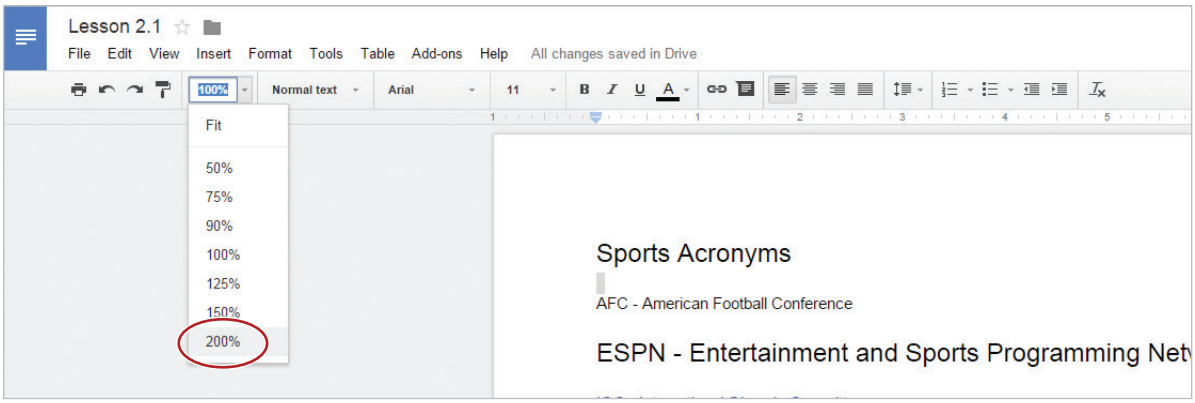
n. Change the font size of [WNBA - Women's National Basketball Association] to 20 and change the font color to green.

Hint: Click in the font size field and type [20].

o. Bold, italicize, underline, and change the font color of the text [WWF - World Wrestling Federation] to purple.

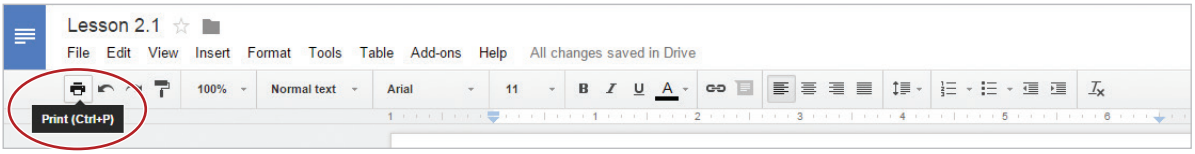
8. Proofread your document for accuracy and format.

9. **Use Zoom**. To increase or decrease the zoom setting, click the the **Zoom** drop-down menu and select one of the zoom percentages.

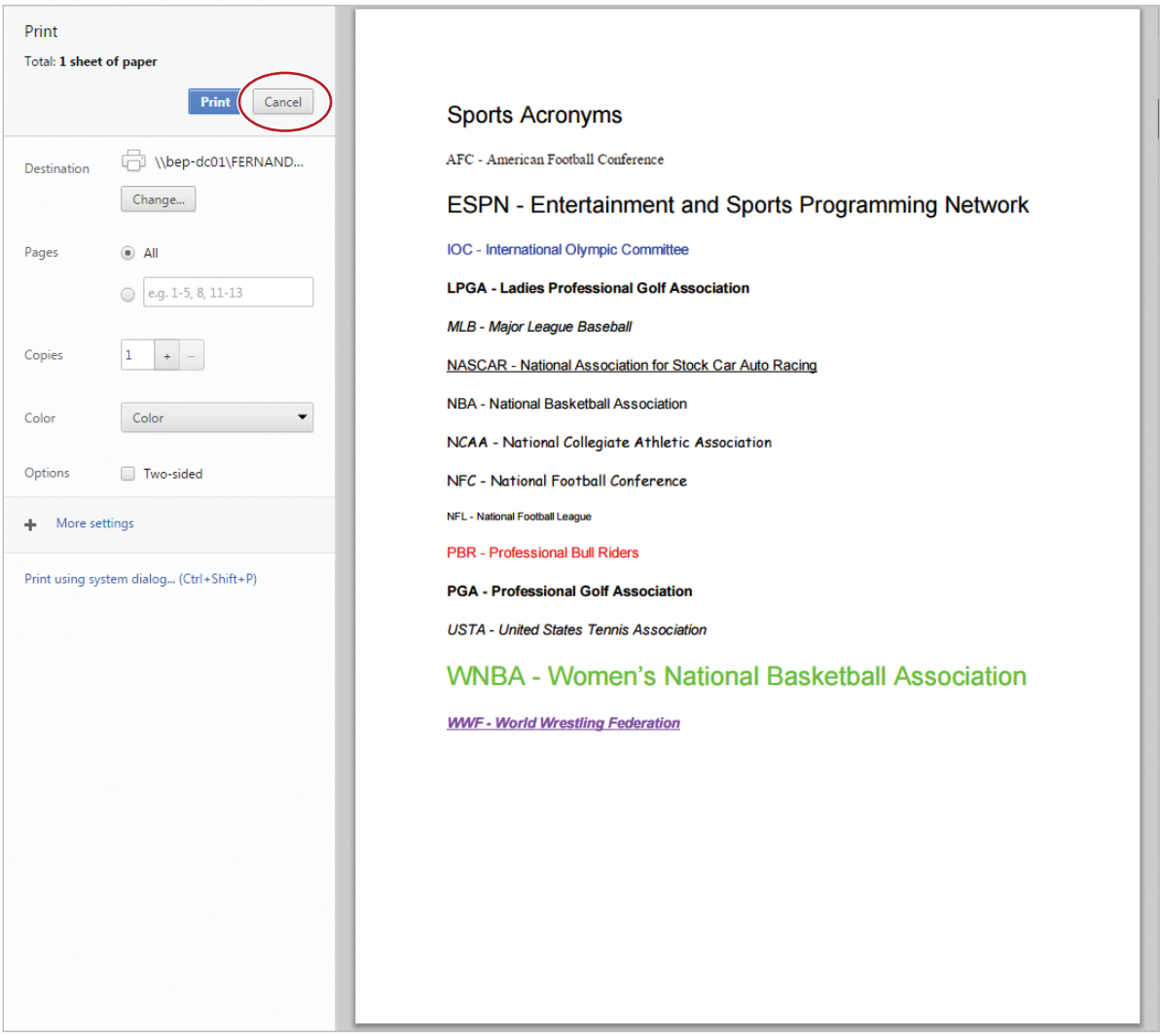


10. Return your document to the original view by clicking **100%** in the Zoom drop-down menu.

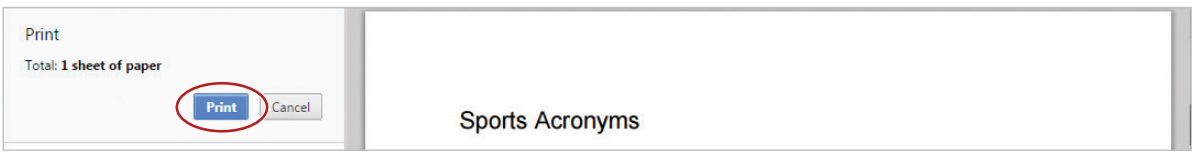
11. Print Preview a Document. To preview a document before printing, click the **Print** icon. Your document should look similar to 2.1 Figure B.



Hint: To continue editing your document, click **Cancel**.



12. Print a Document. To print a document, click the Print icon, then click **Print** if required by your instructor.



13. Share your document with your instructor if required.

2.1 Figure A

Sports Acronyms

AFC - American Football Conference

ESPN - Entertainment and Sports Programming Network

IOC - International Olympic Committee

LPGA - Ladies Professional Golf Association

MLB - Major League Baseball

NASCAR - National Association for Stock Car Auto Racing

NBA - National Basketball Association

NCAA - National Collegiate Athletic Association

NFC - National Football Conference

NFL - National Football League

PBR - Professional Bull Riders

PGA - Professional Golf Association

USTA - United States Tennis Association

WNBA - Women's National Basketball Association

WWF - World Wrestling Federation

2.1 Figure B

Sports Acronyms

AFC - American Football Conference

ESPN - Entertainment and Sports Programming Network

IOC - International Olympic Committee

LPGA - Ladies Professional Golf Association

MLB - Major League Baseball

NASCAR - National Association for Stock Car Auto Racing

NBA - National Basketball Association

NCAA - National Collegiate Athletic Association

NFC - National Football Conference

NFL - National Football League

PBR - Professional Bull Riders

PGA - Professional Golf Association

USTA - United States Tennis Association

WNBA - Women's National Basketball Association

WWF - World Wrestling Federation

Unit 3: Sheets

Lesson 3.1 — Master Field Trip List

Creating Your First Spreadsheet

Resize a Column • Insert a Column • Use AutoFill • Format Data • Center Align Data • Use Undo/Redo • Share a Spreadsheet • Close a Spreadsheet

Lesson 3.2 — Apple Store Product Sales

Using Spreadsheets to Calculate Data

Find and Replace Text • Format As Currency • Use Formulas (Multiply, Add, SUM, Divide) • View Formulas • Print Preview a Spreadsheet • Print a Spreadsheet

Lesson 3.3 — Senior Project Workshop

Using Formulas

Use Formulas (AVERAGE, MAXIMUM, MINIMUM) • Increase/Decrease Decimal Places • Cut and Paste Text • Add Borders • Change Page Orientation

Lesson 3.4 — Top 10 Schools

Working with Hyperlinks

Insert a Link • Format Column Width • Use Text Wrap • Use Paint Format

Lesson 3.5 — Coffee Shop Sales

Creating Pie and Column Charts

Merge Cells • Use Fill Color • Rename a Sheet • Insert a New Sheet • Copy Data • Sort Data • Create Pie & Column Charts

Lesson 3.6 — Varsity Sports Attendance

Creating a Line Chart

Format Number • Create a Line Chart • Insert an Image • Resize an Image

Lesson 3.7 — Energy Drink Comparison

Collaborating with Sheets

Collaborate • Insert a Note • Insert a Row • Format Row Height • Align Text Vertically

Unit 3 Assessment

Performance Assessment is located on the Instructor's Resource CD.

Coffee Shop Sales

Creating Pie and Column Charts

Overview

You have been working at a coffee shop after school for the past eight months. Each week, your manager gives the employee with the highest sales a $25 gift card. You offer to visually illustrate weekly sales by creating pie and column charts. To motivate the staff, these will be posted on the employee bulletin board.



In this lesson, you will create a pie and column chart to illustrate weekly sales.

New Skills

Merge Cells • Use Fill Color • Rename a Sheet • Insert a New Sheet • Copy Data • Sort Data • Create Pie & Column Charts

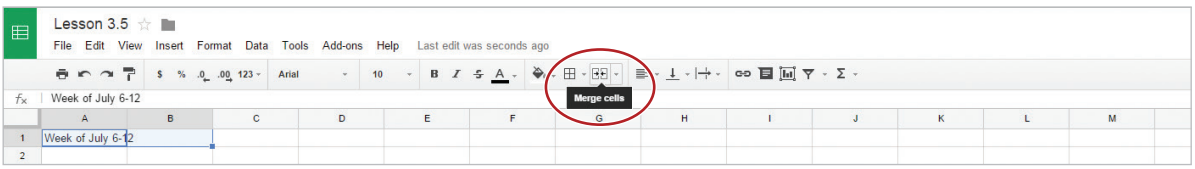
Instructions

1. In your My Sheets folder, create a new spreadsheet and name it Lesson 3.5.
2. Enter the data as shown below.

	A	B	C	D	E	F	G
1	Week of July 6-12						
2							
3	Day	Sales					
4	Monday	2250					
5	Tuesday	1800					
6	Wednesday	3500					
7	Thursday	4700					
8	Friday	4900					
9	Saturday	9750					
10	Sunday	7925					

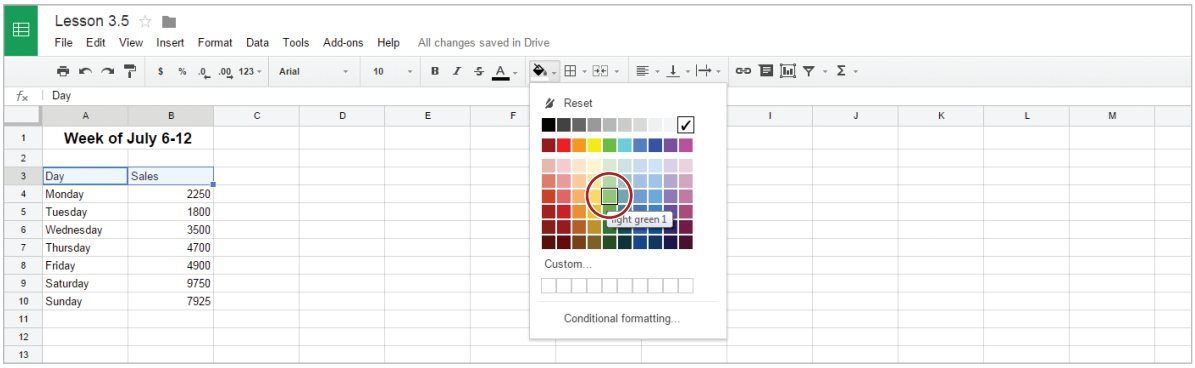
Hint: Use Auto Fill in column A.

3. **Merge Cells.** To combine selected cells into a single larger cell, select cells A1 and B1, then click the **Merge cells** icon.



4. Center align, bold, and change the font size of cell A1 to 14.

5. **Use Fill Color.** To add background color to a cell, select cells A3 and B3, then from the **Fill color** drop-down menu, select **light green 1**.

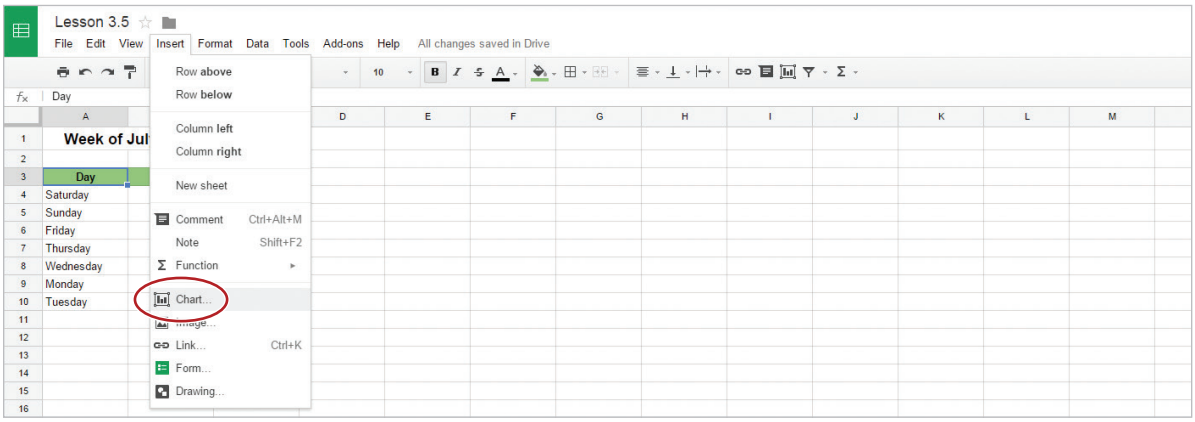


6. Center align and bold cells A3 and B3.

7. Format column B as currency.

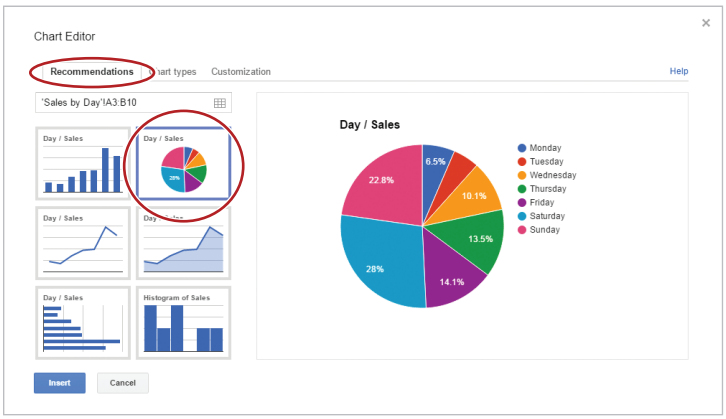
8. **Create a Pie Chart.** To create a pie chart to show proportions of a whole, do the following:

   a. Select cell A3, then from the **Insert** menu, select **Chart**.



   b. In the **Chart Editor** dialog box, from the **Recommendations** tab, select the **Pie chart** thumbnail.

Note: A preview of your pie chart will appear on the right.



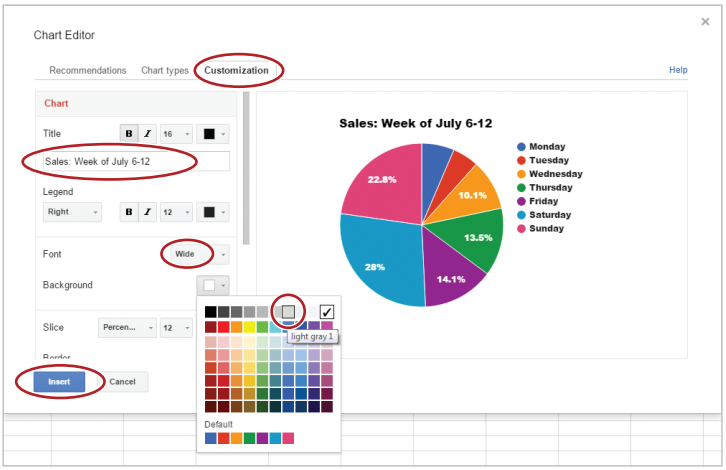
c. Click the **Customization tab** shown below.

d. In the **Chart Title** field shown below, type the text [Sales: Week of July 6-12].

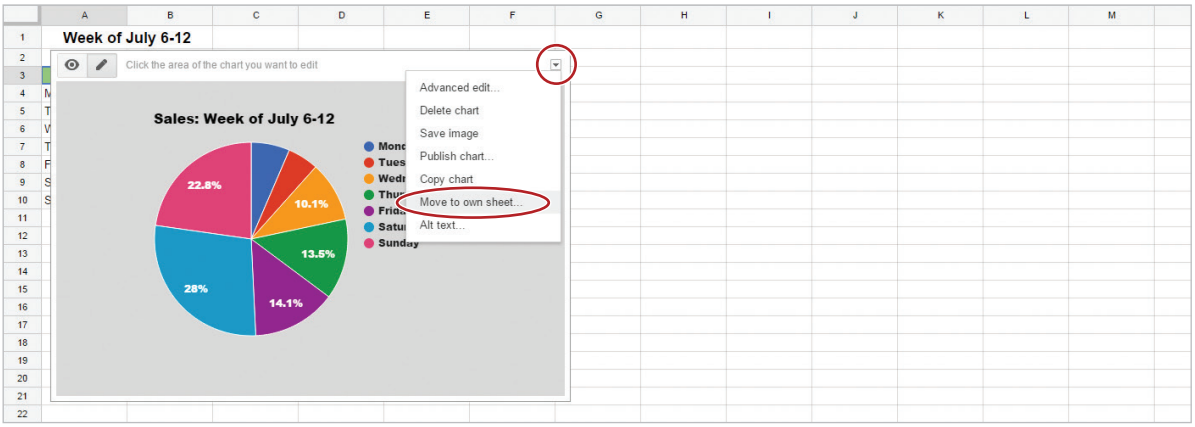
e. Change the **Font** to **Wide** and the **Background color** to **light gray 1** as shown below.

Note: Your chart should look similar to 3.5 Figure A.

f. Click the **Insert** button shown below.

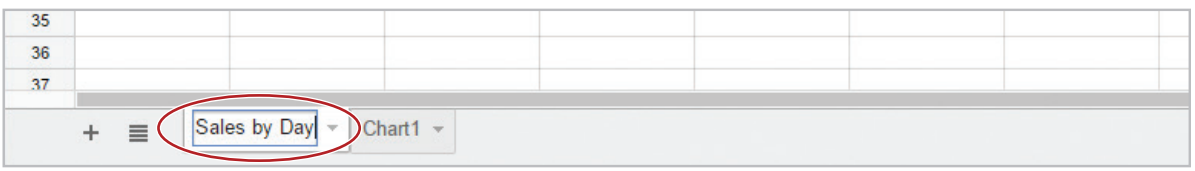


g. To move the chart to its own sheet, click on the chart, then from the drop-down menu in the top right-hand corner, select **Move to own sheet**.



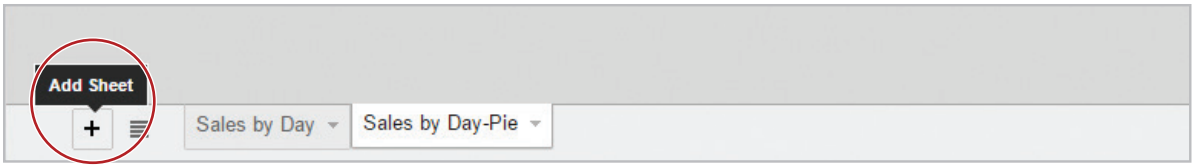
Note: The sheet named Sheet1 will display the data and the sheet named Chart1 will display the pie chart.

9. Rename a Sheet. To change the name of a sheet for easy reference, double-click the **Sheet1** tab, type [Sales by Day], then hit Enter.



10. Rename the Chart1 sheet to [Sales by Day-Pie].

11. Insert a New Sheet. To insert additional sheets into your spreadsheet, click the **Add Sheet** icon.

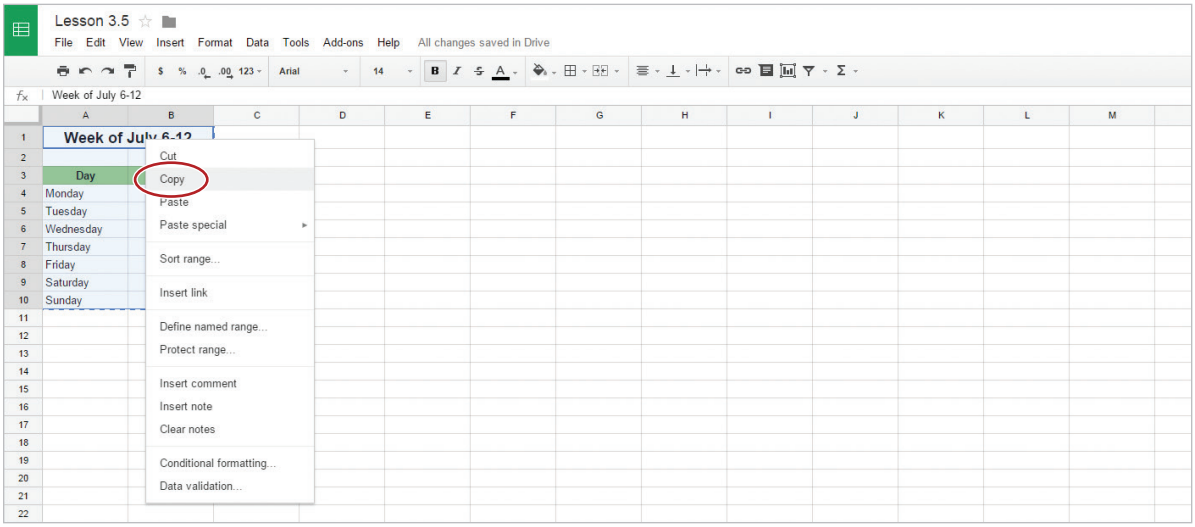


12. Rename Sheet2 to [Highest to Lowest Sales].

13. Copy Data. To copy data and duplicate it on another sheet, do the following:

a. Click the Sales by Day sheet and select cells A1-B10.

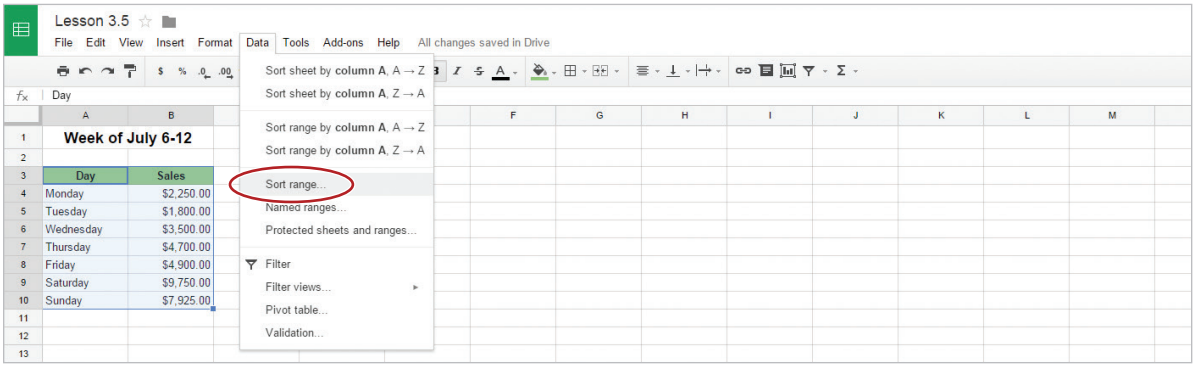
b. Right-click on the selection and select **Copy**.



c. Click the Highest to Lowest Sales sheet, right-click in cell A1, and select **Paste**.

14. Sort Data. To sort the sales data from highest to lowest, do the following:

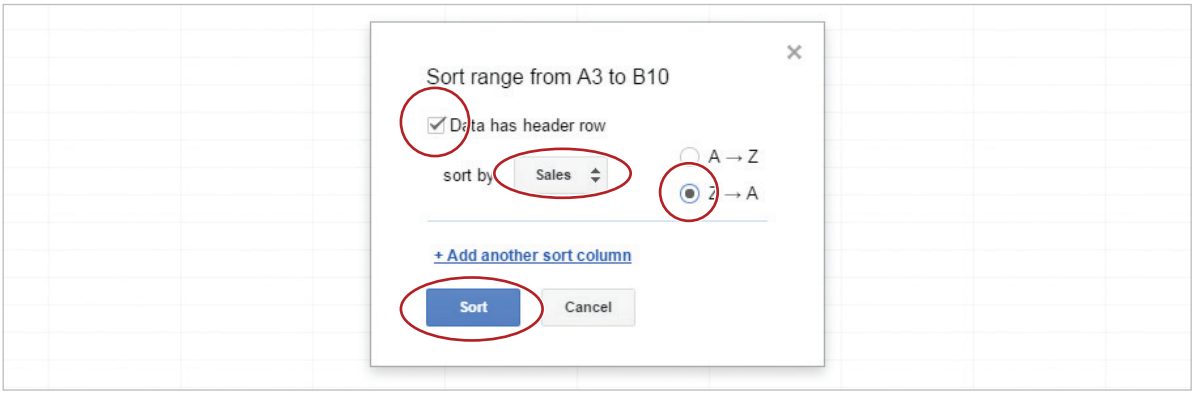
a. Select cells A3-B10, then from the **Data** menu select **Sort range**.



b. In the **Sort range** dialog box, click the **Data has header row** checkbox as shown below. The sort by drop-down options will change to reflect your column headings.

c. From the **sort by** drop-down menu, select **Sales**, select **Z-A**, then click **Sort** as shown below.

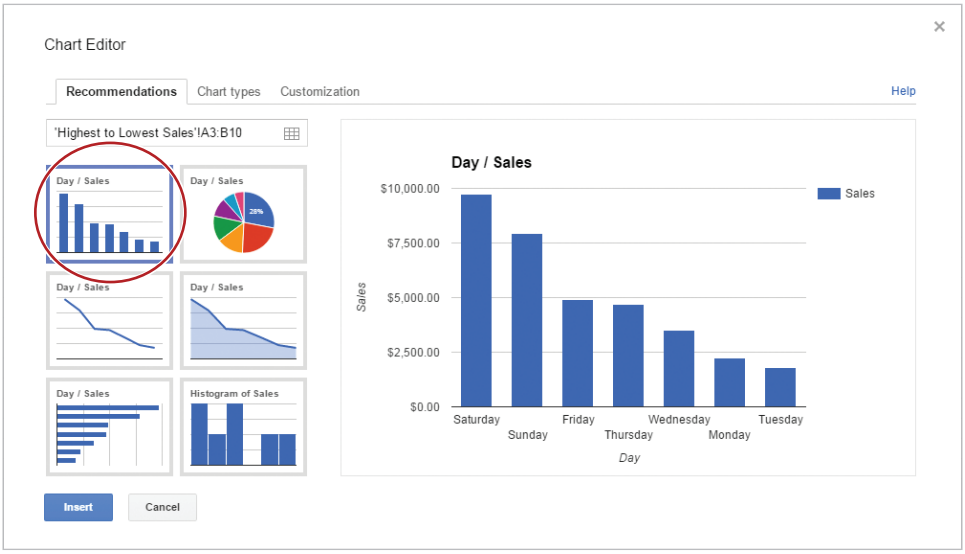
Note: The sales data is sorted highest to lowest.



15. Create a Column Chart. To create a column chart to compare values of multiple categories, do the following:

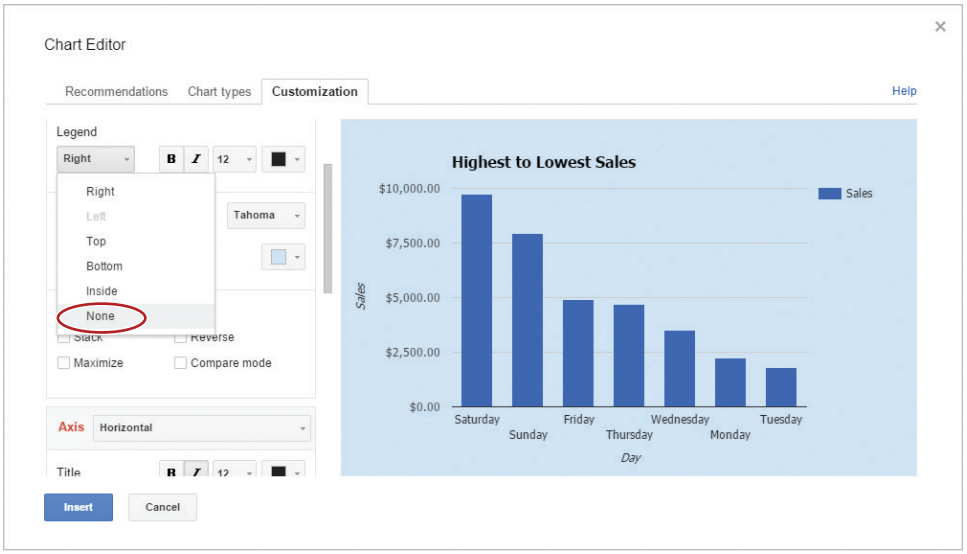
a. Select cell A3, then from the **Insert** menu, select **Chart**.

b. In the **Chart Editor** dialog box, from the **Recommendations** tab, select the **Column chart** thumbnail.

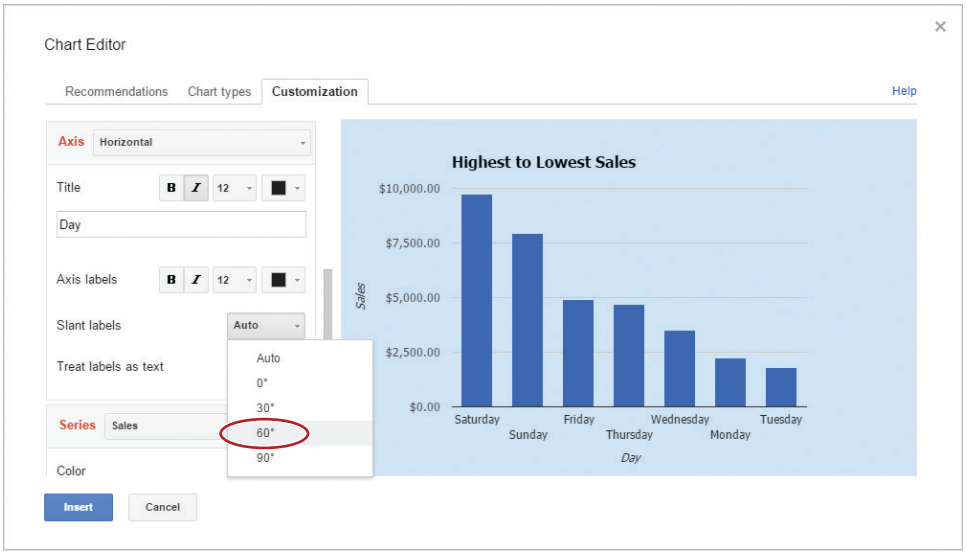


c. From the Customization tab, change the Chart Title to [Highest to Lowest Sales], the font to Tahoma, and the Background color to light blue 3.

d. From the **Legend** drop-down menu, select **None**.



e. Scroll down through the customization dialog box, then from the **Axis**, **Slant labels** drop-down menu, select **60 degrees**.



f. From the **Series**, **Color** drop-down menu, select **dark red 3**.



Note: Your chart should look similar to 3.5 Figure B.

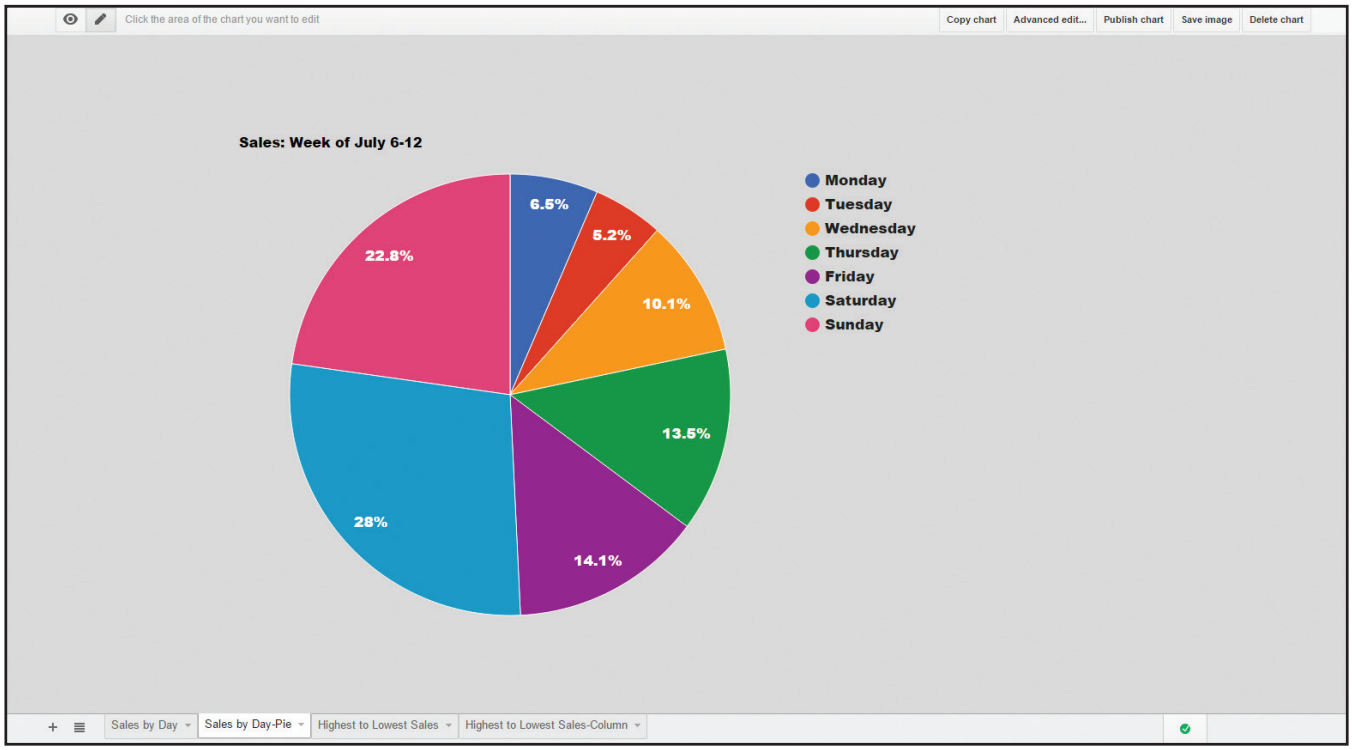
g. Insert and move the chart to its own sheet, then rename that sheet to [Highest to Lowest Sales-Column].

16. Proofread your spreadsheets for accuracy and format.

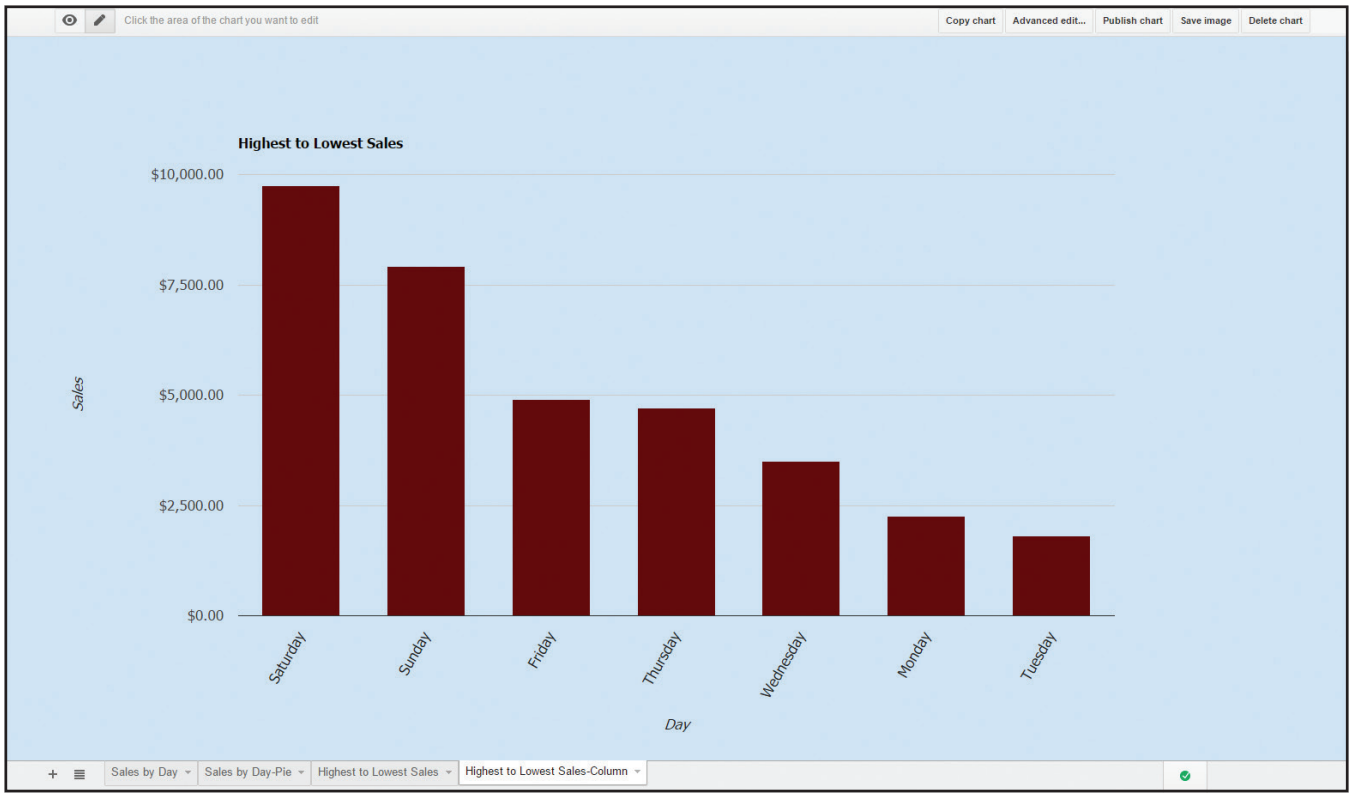
17. Print preview.

18. Share or print your spreadsheets if required.

3.5 Figure A



3.5 Figure B



Unit 4: Slides

Lesson 4.1 — Easy Eats for Teens

Formatting Text and Images

Create a New Presentation • Choose a Theme • Select Text • Format Text • Add a New Slide • Horizontally Align Text • Insert an Image • Resize an Image • Crop an Image • Change Slide Layout • Create a Bulleted List • Change Line Spacing • Delete a Text Box • Preview a Presentation • Exit a Presentation • Share a Presentation • Close a Presentation

Lesson 4.2 — Fun With Apps

Using Shapes

Insert Shapes • Align Shapes • Change Fill Color • Change Line Color • Change Line Weight • Duplicate a Slide • Use Undo/Redo • Insert Word Art • Insert a Text Box • Group Objects • Use Zoom

Lesson 4.3 — Traveling to Hawaii

Working with Images

Use an Image as a Background • Use Color as a Background • Create a Numbered List • Use Image Options • Mask an Image • Reset an Image • Insert a Link • Vertically Align Text • Insert a Video • Apply Transitions • Delete a Slide • Automatically Advance Slides

Lesson 4.4 — Safe Cars for Teens

Collaborating with Slides

Collaborate • Insert a Table • Copy and Paste • Insert an Animation

Unit 4 Assessment

Performance Assessment is located on the Instructor's Resource CD.

Safe Cars for Teens

Collaborating with Slides

Overview

Choosing a safe and affordable car is important, and doing research helps teens and parents make good decisions. The Insurance Institute for Highway Safety is a resourceful web site that provides data related to safe cars. In this collaborative project, you and a partner will create a presentation that provides information about affordable cars that are safest for teen drivers.



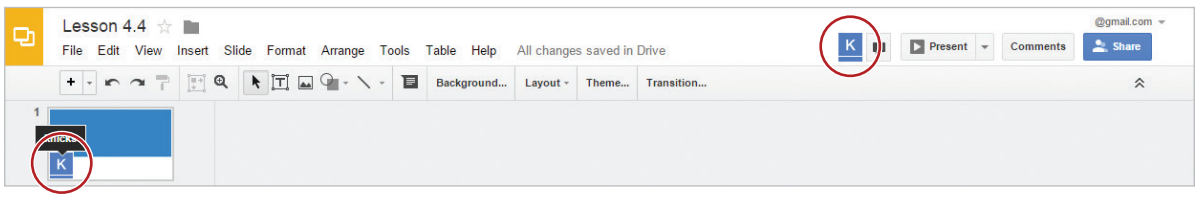
In this lesson, you and a partner will collaborate by editing a shared presentation.

New Skills

Collaborate • Insert a Table • Copy and Paste • Insert an Animation

Instructions

1. In order to complete this lesson, you must be assigned a partner with whom you will collaborate. Once partners have been assigned, determine who will take on the role of Student A and who will take on the role of Student B.
2. Before you begin, carefully review all of the instructions in this lesson.
3. **STUDENT A** will be responsible for editing slides 1-3, and **STUDENT B** will be responsible for editing slides 4-6.
4. **STUDENT A:** In your My Slides folder, create a new presentation, select the Biz theme, and name it Lesson 4.4.
5. **STUDENT A:** Share the presentation with **STUDENT B**. Assign them permission to edit and be sure to include a note informing **STUDENT B** that you have shared a document with them.
6. **STUDENT A:** Add five additional Title only slides.
7. **STUDENT B:** In your **Shared with Me** drive, open Lesson 4.4.
8. **Collaborate.** When more than one person is simultaneously editing a slide, each person's Insertion Point is a different color. A colored box will also appear at the top of the screen.



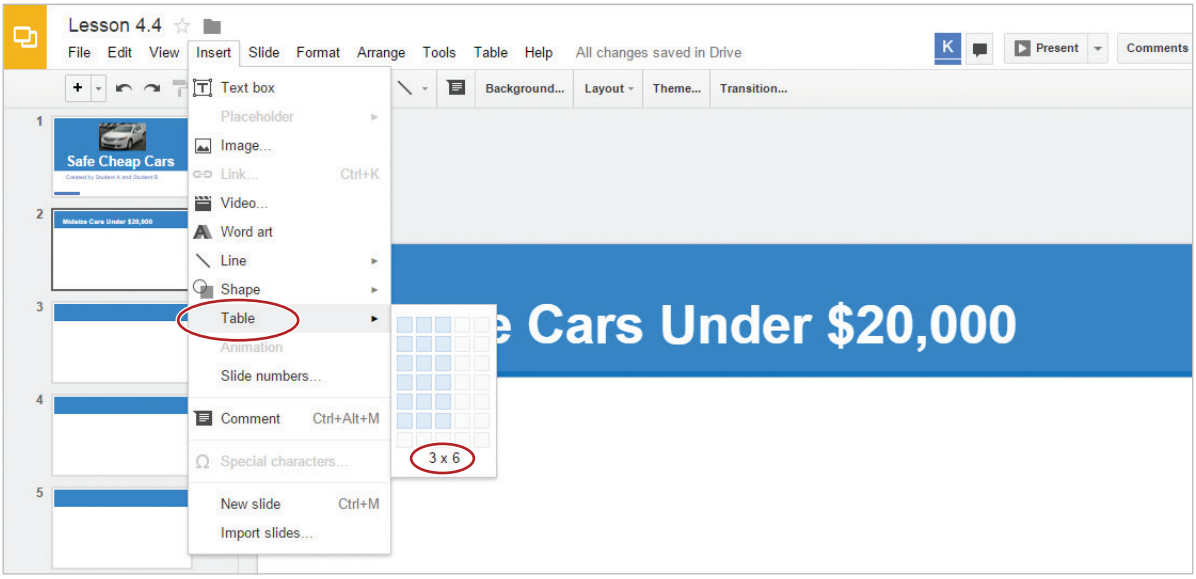
SLIDE 1 (STUDENT A)

9. Type the title and subtitle, change the font size of the title to 60, then add an image similar to the one shown in 4.4 Figure A.

SLIDE 2 (STUDENT A)

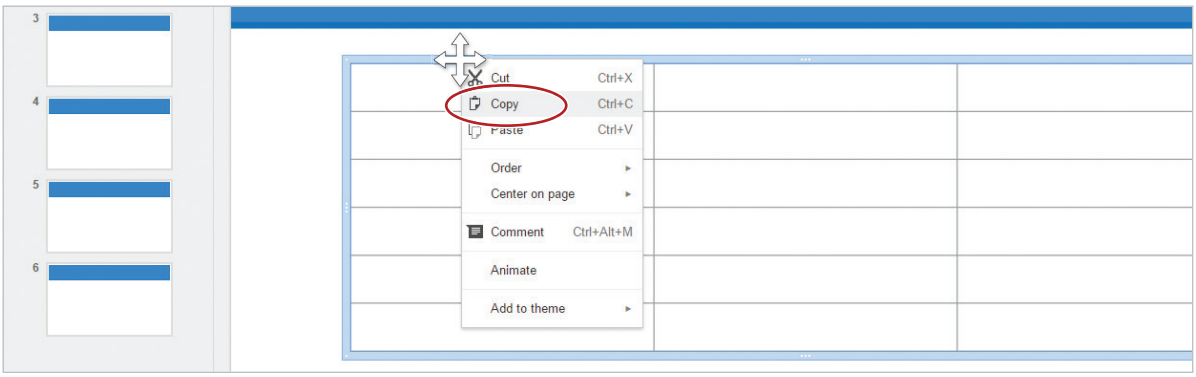
10. Type the title.

11. Insert a Table. To insert a table to organize information with columns and rows, from the **Table** menu, select **Insert table** with **3 columns** and **6 rows**.

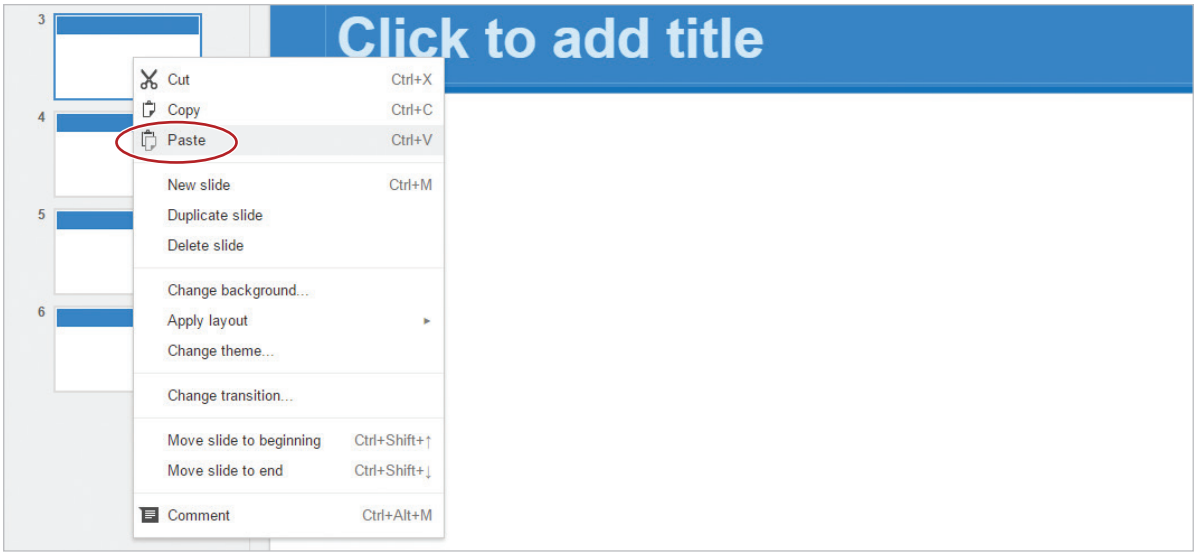


12. Copy and Paste. To copy text or an object and duplicate it in another position in your presentation, do the following:

13. Select your table, place your cursor over the thick blue border, right-click when it becomes a four-sided arrow, then select **Copy**.



14. Click on the Slide 3 thumbnail, right-click, select **Paste**, then return to Slide 2.



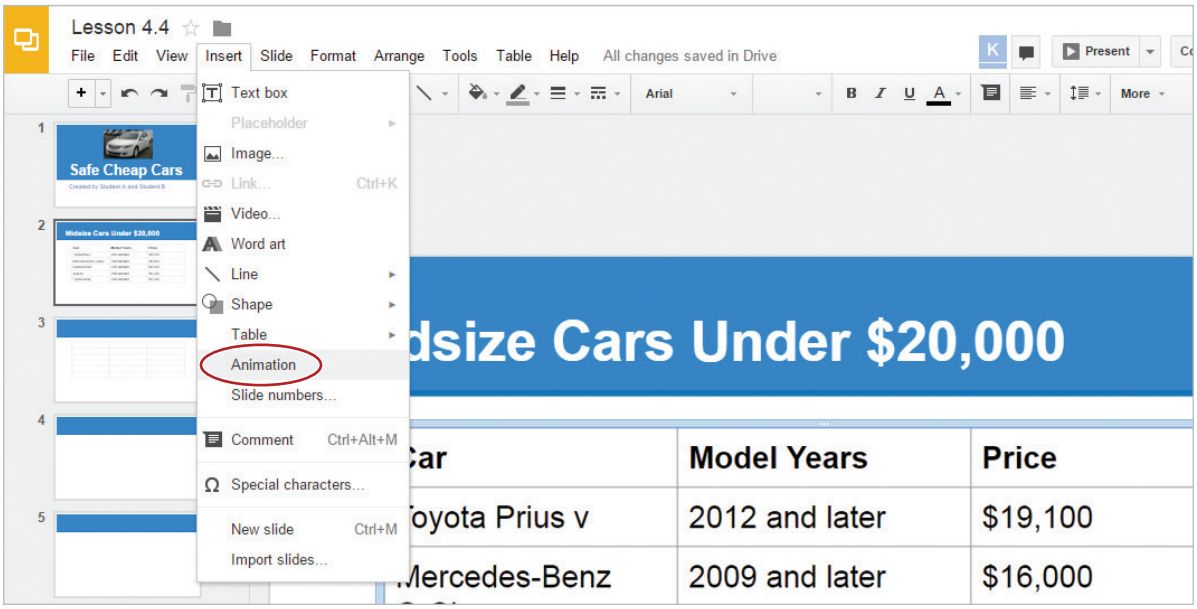
15. Type the text into the table exactly as shown on 4.4 Figure A.

16. Bold the text in row 1 and change the font size of the entire table to 20.

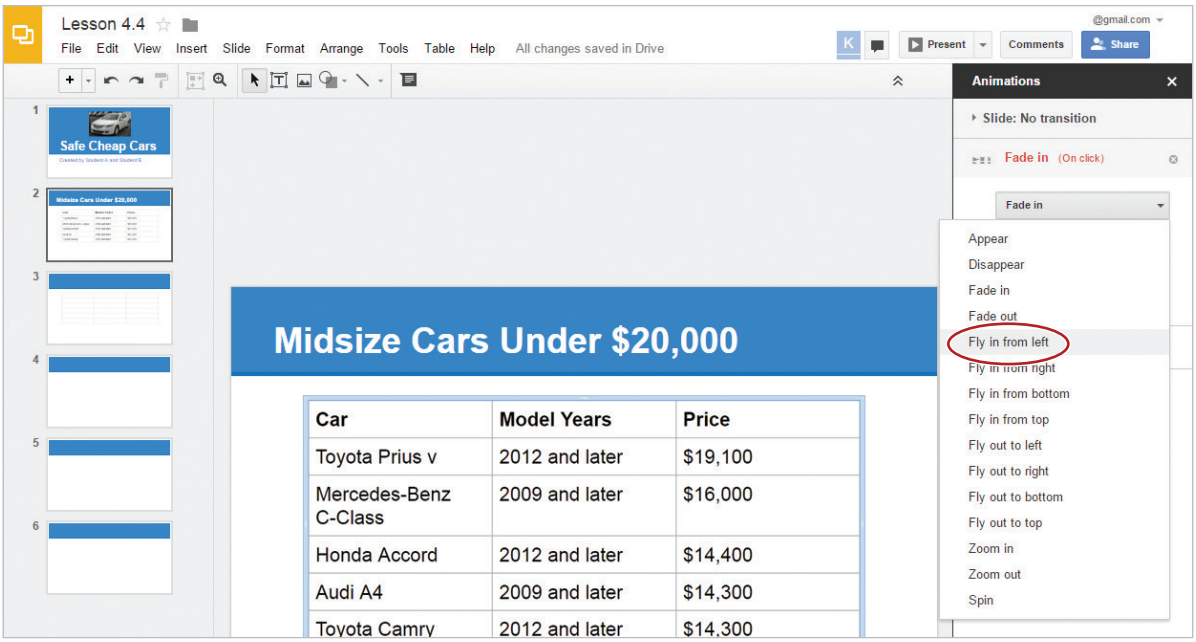
17. Insert an Animation: To make a presentation more interesting by animating text or objects, do the following:

a. Click on the table to select it.

b. From the **Insert** menu, select **Animation**.



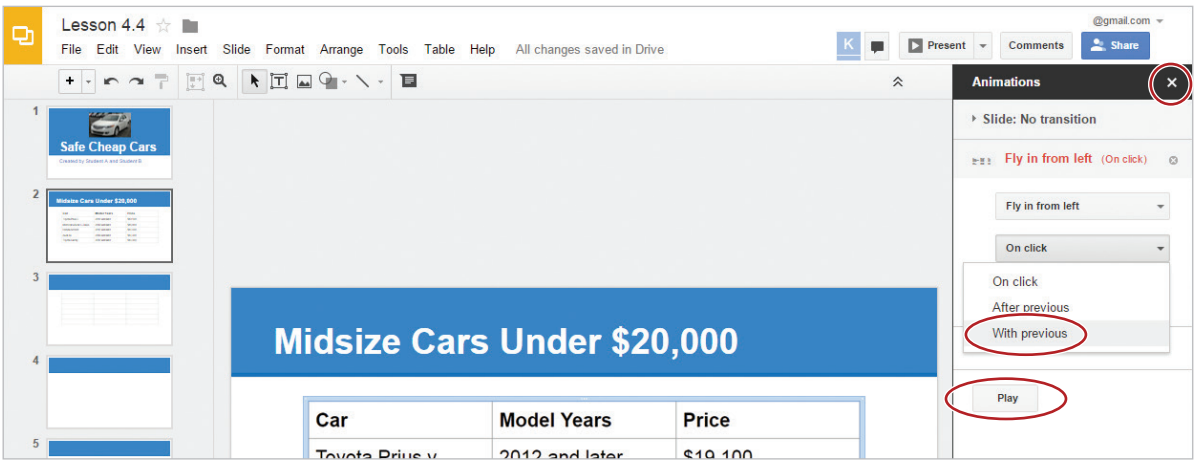
c. From the **Animations** panel, **Animation** type drop-down menu, select **Fly in from left**.



d. From the **Start condition** drop-down menu shown below, select **With previous**.

e. Click **Play** (shown below) to preview the animation.

f. Click the **X** (shown below) to close the animation menu.



SLIDE 3 (STUDENT A)

18. To complete Slide 3, using the content shown in 4.4 Figure A, type the title and repeat steps 15-17.

SLIDE 4 (STUDENT B)

Important Note: As you create slides 4-6, carefully review instructions 10-17 for visual reference.

19. Type the title.

20. Insert a Table. To insert a table to organize information with columns and rows, from the **Table** menu, select **Insert table** with **3 columns** and **6 rows**.

21. Copy and Paste. To copy text or an object and duplicate it in another position in your presentation, do the following:

a. Select your table, place your cursor over the thick blue border, right-click when it becomes a four-sided arrow, then select **Copy**.

b. Click on the slide 5 thumbnail, right-click, select **Paste**, then return to slide 4.

22. Type the text into the table exactly as shown on 4.4 Figure A.

23. Bold the text in row 1 and change the font size of the table to 20.

24. Insert an Animation: To make a presentation more interesting by animating text or objects, do the following:

a. Click on the table to select it.

b. From the **Insert** menu, select **Animation**.

c. From the **Animations** panel, **Animation type** drop-down menu, select **Fly in from right**.

d. From the **Start condition** drop-down menu, select **With previous**.

e. Click **Play** to preview the animation.

f. Click the **X** to close the animation menu.

SLIDE 5 (STUDENT B)

25. To complete Slide 5, using the content shown in 4.4 Figure A, type the title and repeat steps 22-24.

SLIDE 6 (STUDENT B)

26. Type the title and add an image similar to the one shown in 4.4 Figure A.

27. STUDENTS A and B: When both partners have completed the slides, view your presentation from the beginning.

28. Proofread your presentation for accuracy and format. Your presentation should look similar to 4.4 Figure A.

29. Share or print your presentation if required.

4.4 Figure A



Safe Cars for Teens

Created by <Student A and Student B>

Slide 1 | Layout: Title Slide

Midsize Cars Under $20,000

Car	Model Years	Price
Toyota Prius v	2012 and later	$19,100
Mercedes-Benz C-Class	2009 and later	$16,000
Honda Accord	2012 and later	$14,400
Audi A4	2009 and later	$14,300
Toyota Camry	2012 and later	$14,300

Slide 2 | Layout: Title Only

Large Cars Under $20,000

Car	Model Years	Price
Saab 9-5	2010 and later	$17,500
Lincoln MKS	2009 and later	$15,500
Buick Regal	2011 and later	$13,500
Ford Taurus	2010 and later	$13,500
Buick LaCrosse	2010 and later	$12,900

Slide 3 | Layout: Title Only

Midsize Cars Under $10,000

Car	Model Years	Price
Subaru Legacy	2009	$9,900
BMW 3-series	2006 and later	$9,300
Mazda 6	2009 and later	$8,900
Saturn Aura	2009	$8,800
Acura TL	2004 and later	$7,900

Slide 4 | Layout: Title Only

Large Cars Under $10,000

Car	Model Years	Price
Acura RL	2005 and later	$9,700
Mercury Sable	2009	$9,700
Kia Amanti	2009	$9,500
Ford Taurus	2009	$9,100
Audi A6	2005 and later	$8,300

Slide 5 | Layout: Title Only

Whatever You're Driving, Be Safe!



Slide 6 | Layout: Title Only

Unit 5: Forms

Lesson 5.1 — Menu Planning

Creating and Sending a Form

Create a New Form • Use Form Settings • Add Form Description • Create a Question • Select Question Type • Add Multiple Choice Options • Edit a Question • Add a Question • View Live Form • Close Live Form • Accept Responses • Send a Form • Close a Form

Lesson 5.2 — Menu Planning 2

Viewing Responses and Data

Open Gmail • Complete a Survey • View Responses • View Summary of Responses • Delete All Responses

Lesson 5.3 — Job Application

Using More Question Types

Require a Response • Duplicate Question • Use Help Text • Delete Question • Change Form Theme • Change Confirmation Page Text

Lesson 5.4 — United States Geography Quiz

Collaborating with Forms

Add Collaborators • Collaborate

Unit 5 Assessment

Performance Assessment is located on the Instructor's Resource CD.

Job Application

Using More Question Types

Overview

Wonderland Amusement Park is preparing to hire new staff for the upcoming summer. The manager decides to offer an online application that will be available on the amusement park's web site. Since you have experience using Google Forms, you offer to create the online application.



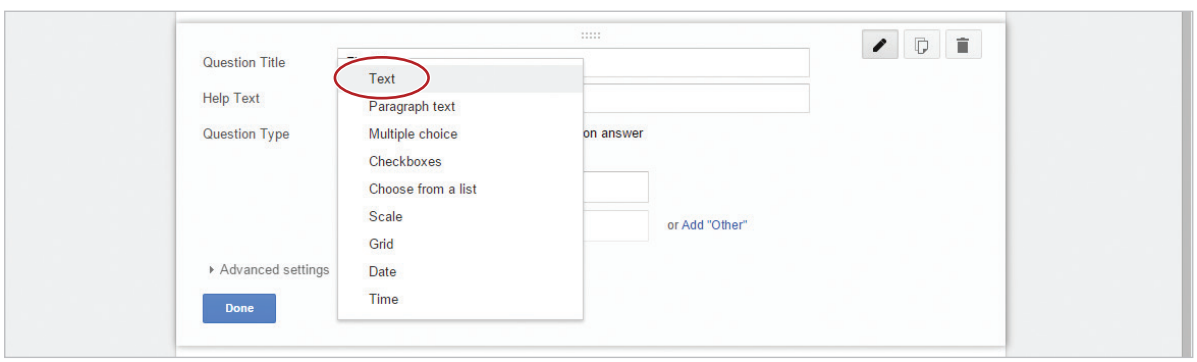
In this lesson, you will create a Google Form that includes a variety of question types.

New Skills

Require a Response • Duplicate Question • Use Help Text • Delete Question • Change Form Theme • Change Confirmation Page Text

Instructions

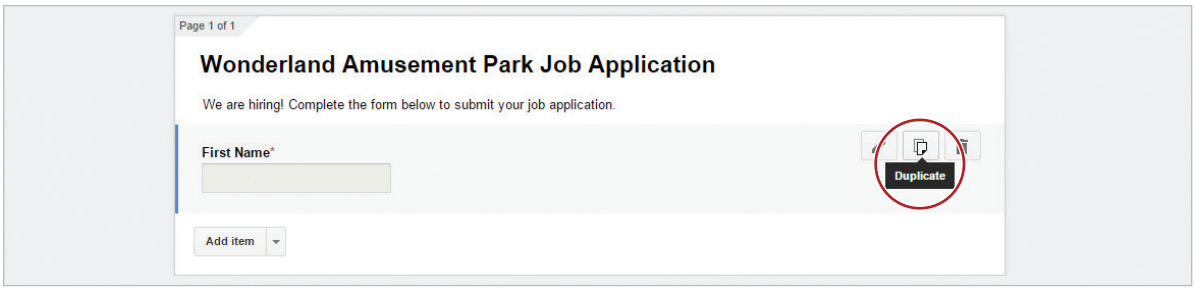
1. In your My Forms folder, create a new form and name it Lesson 5.3.
2. Change the title of the form to [Wonderland Amusement Park Job Application].
3. Change the form description to [We are hiring! Complete the form below to submit your job application.]
4. Change the question title to [First Name].
5. From the **Question Type** menu, select **Text**.



6. **Require a Response.** To require the applicant to answer the question before submitting the form, click the **Required question** checkbox, then click **Done**.

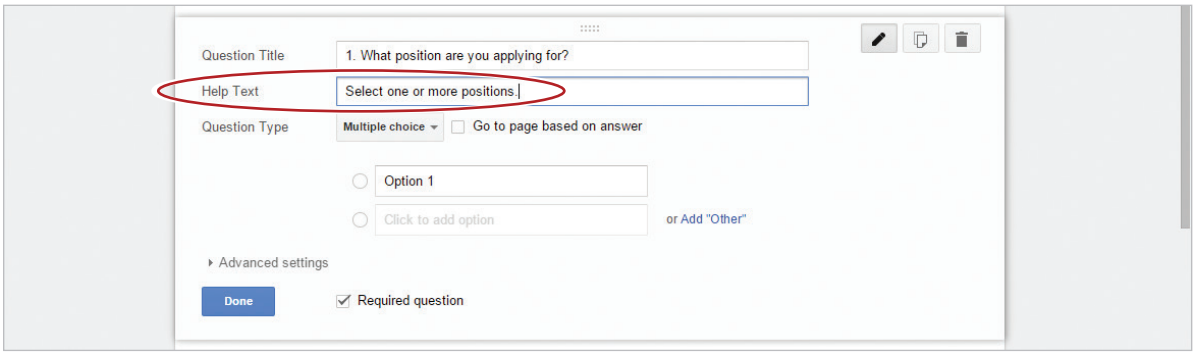


7. **Duplicate Question.** To add an identical question to the form, click the **Duplicate** icon, change the question title to [Last Name], then click **Done**.

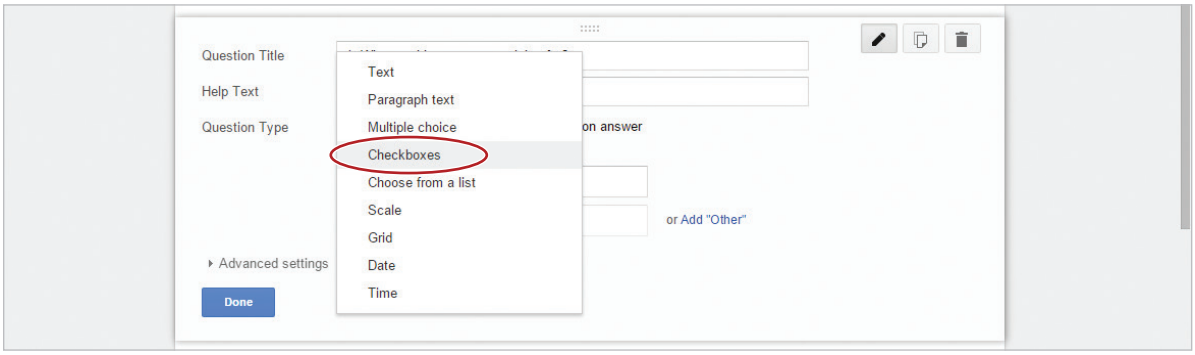


8. Add the next question and change the question title to [1. What position are you applying for?].

9. **Use Help Text.** To assist the applicant with answering the question, in the **Help Text** field type [Select one or more positions.].



10. Change the Question Type to **Checkboxes**.



11. Add the following options:

    Lifeguard

    Concession Stand Attendant

    Arcade Supervisor

    Maintenance Crew

    Ticket Salesperson

12. Make this a required question.

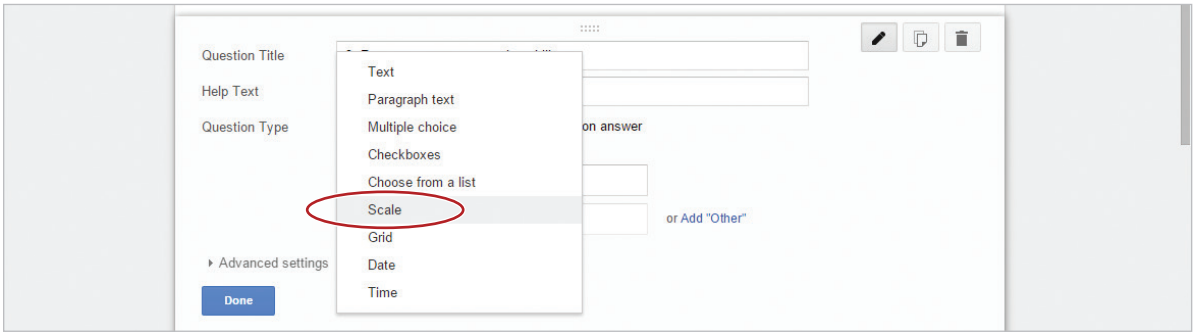
13. Duplicate the question and change the question title to [2. Which position would you prefer the most?].

14. Delete the help text.

15. Change the question type to Multiple choice, then click Done. The options will remain the same as the previous question.

16. Add the next question and change the question title to [3. Rate your customer service skills.].

17. Change the question type to **Scale**.



18. In the 1: box, type [Poor]. In the 5: box, type [Outstanding], and make this a required question.

19. Using the Duplicate icon, add the following questions, keeping the scale the same.

    4. Rate your ability to complete a list of tasks.

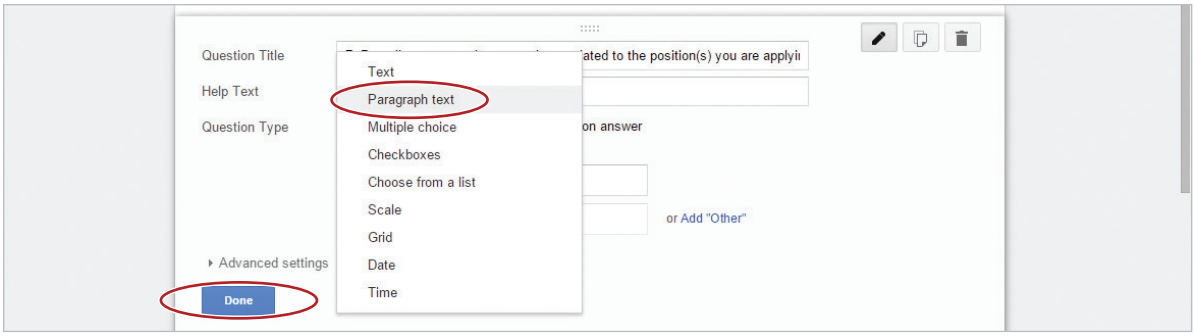
    5. Rate your ability to arrive on time.

    6. Rate your ability to work well with others.

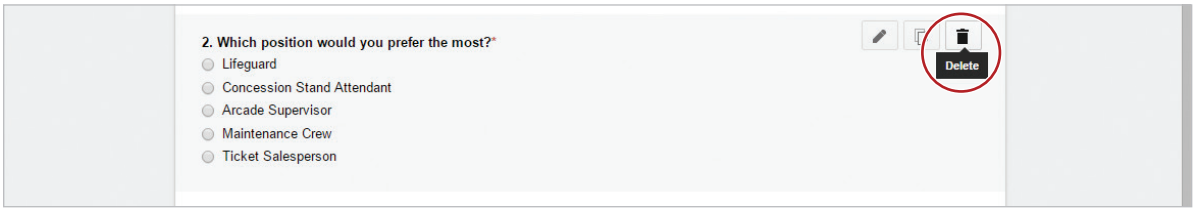
20. Add the next question and change the question title to [7. Describe any experience you have related to the position(s) you are applying for.].

21. In the help text box, type [50 words or less].

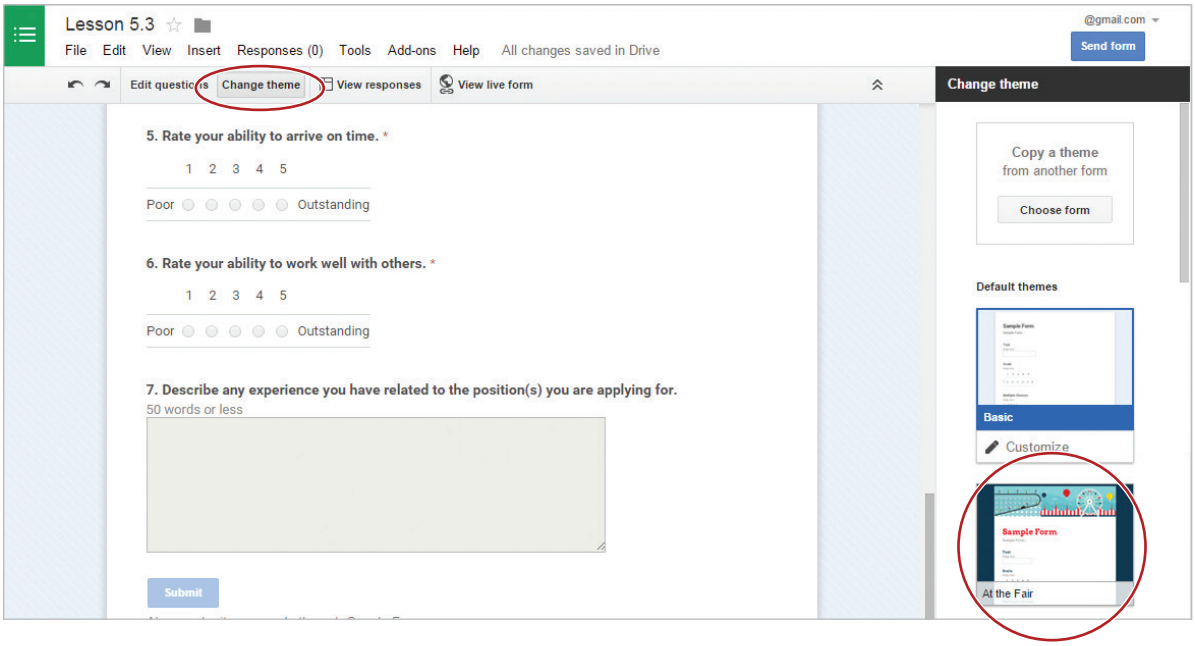
22. Change the question type to **Paragraph text**, then click **Done**.



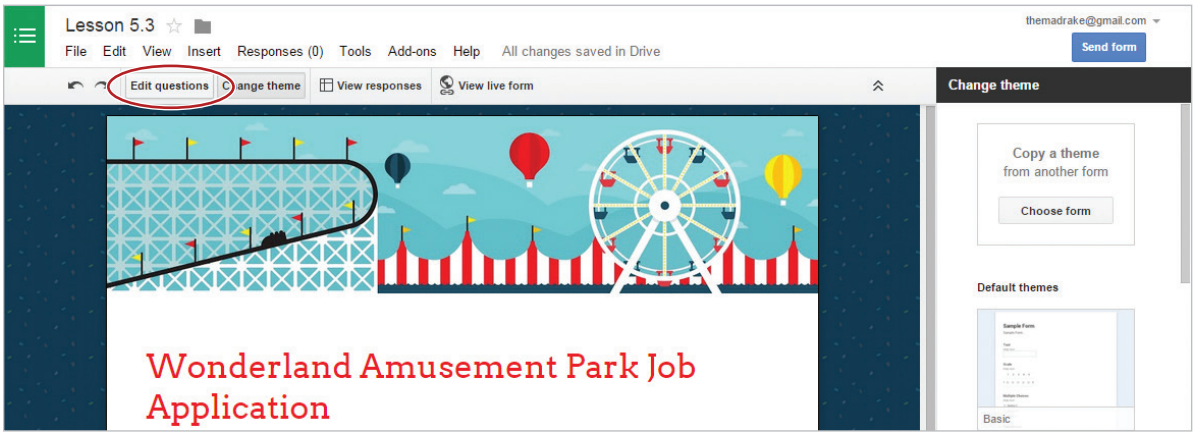
23. Delete Question. To remove a question from your application, click the **Delete** icon for question 2.



24. Change Form Theme. To add a background theme to your application, click the **Change theme** icon, then from the Change theme panel, select **At the Fair**.



25. Renumber the questions that are out of order in the form by clicking **Edit questions** and manually change each question number.

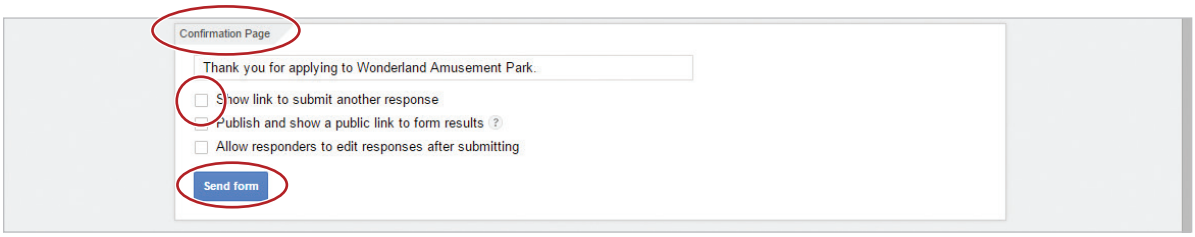


26. Proofread your form for accuracy and format.

27. View the live form. It should look similar to 5.3 Figure A.

28. **Change Confirmation Page Text.** To create the message that will appear after the form has been submitted, change the **Confirmation Page message** to [Thank you for applying to Wonderland Amusement Park.], deselect the **Show link to submit another response** checkbox so the recipient will not be prompted to apply again, then click **Send form**.

Hint: To change confirmation page text, scroll to the bottom of your form.



29. Send or print your form if required.

5.3 Figure A



Wonderland Amusement Park Job Application

We are hiring! Complete the form below to submit your job application.

* Required

First Name *

Last Name *

1. What position are you applying for? *

Select one or more positions.

- [ ] Lifeguard
- [ ] Concession Stand Attendant
- [ ] Arcade Supervisor
- [ ] Maintenance Crew
- [ ] Ticket Salesperson

2. Rate your customer service skills. *

	1	2	3	4	5	
Poor	○	○	○	○	○	Outstanding

3. Rate your ability to complete a list of tasks. *

	1	2	3	4	5	
Poor	○	○	○	○	○	Outstanding

4. Rate your ability to arrive on time. *

	1	2	3	4	5	
Poor	○	○	○	○	○	Outstanding

5. Rate your ability to work well with others. *

	1	2	3	4	5	
Poor	○	○	○	○	○	Outstanding

6. Describe any experience you have related to the position(s) you are applying for.

50 words or less

Submit

Never submit passwords through Google Forms.

Unit 6: Drawings

Lesson 6.1 — Burger Menu

Drawing with Basic Tools

Create a New Drawing • Change Background Color • Insert Word Art • Change Font • Change Shape Fill Color • Change Line Color • Change Line Weight • Move an Object • Insert a Table • Resize a Table • Insert a Shape • Add Text to a Shape • Horizontally/Vertically Align Text • Change Font Color • Copy and Paste a Shape • Snap to Guides • Use Paint Format • Insert a Text Box • Share a Drawing • Close a Drawing

Lesson 6.2 — Timeline of Social Media

Inserting Images

Rotate an Object • Resize an Object • Order an Object • Insert an Image • Resize an Image • Group Objects • Center an Object on a Page • Print Preview a Drawing • Print a Drawing

Lesson 6.3 — Greeting Cards

Using the Polyline Tool

Use Custom Page Size • Use the Polyline Tool • Use Undo • Edit a Shape Outline

Lesson 6.4 — School Mascot Logo

Using Curves and Scribbles

Use the Curved Line Tool • Use the Scribble Line Tool • Use Zoom

Lesson 6.5 — Tic-Tac-Toe

Collaborating with Drawings

Collaborate • Insert a Comment

Unit 6 Assessment

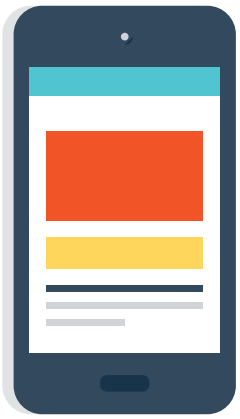
Performance Assessment is located on the Instructor's Resource CD.

Timeline of Social Media

Inserting Images

Overview

Another assignment in your Mobile Apps Design class is to write a report on the pros and cons of using social media. As part of your research, you created a timeline showing the launch dates of some of the most popular social media apps. To create this timeline, you decided to use Google Drawings to illustrate your research.



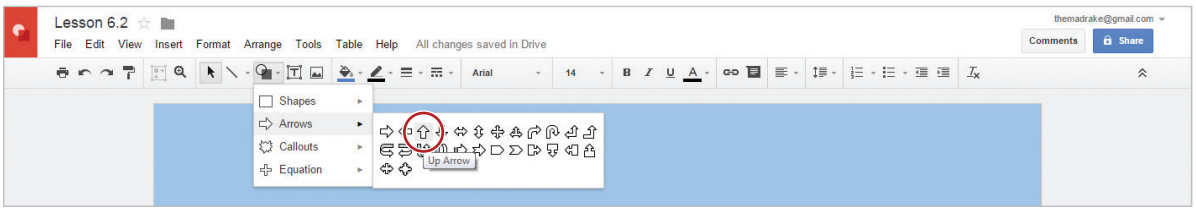
In this lesson, you will visually illustrate a timeline using shapes and images.

New Skills

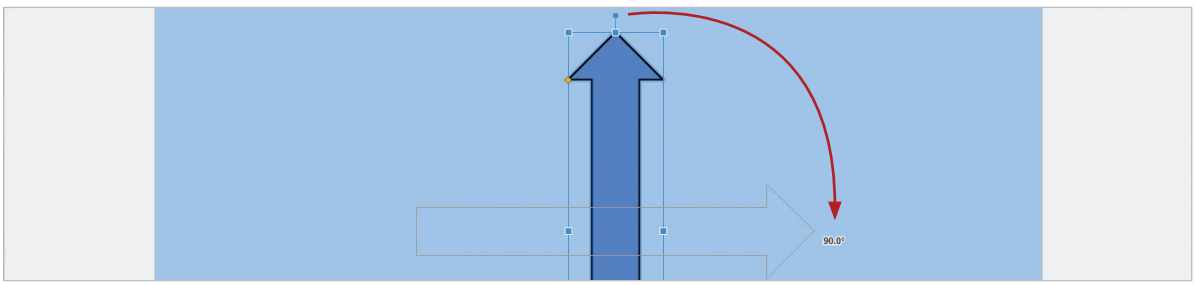
Rotate an Object • Resize an Object • Order an Object • Insert an Image • Resize an Image • Group Objects • Center an Object on a Page • Print Preview a Drawing • Print a Drawing

Instructions

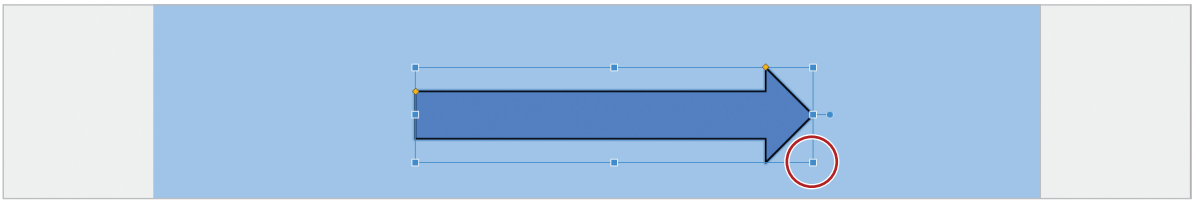
1. In your My Drawings folder, create a new drawing and name it Lesson 6.2.
2. Change the background color to light blue 2.
3. Insert a vertical arrow and change the fill color to cornflower blue.



4. **Rotate an Object.** To change the orientation of an object, select your arrow, then using the **rotation handle**, rotate the object **90 degrees** to the **right**.



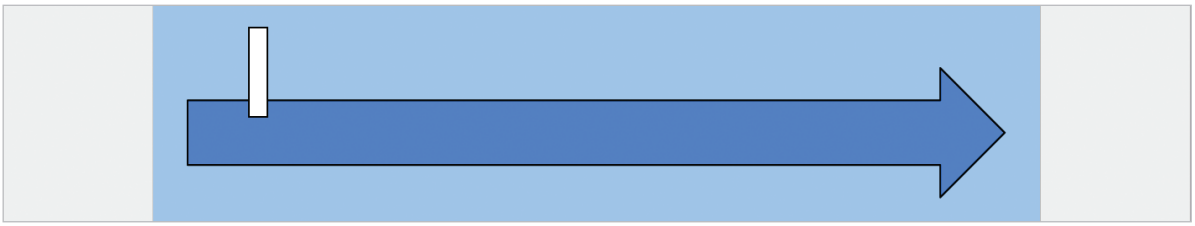
5. **Resize an Object.** To change the size of an object proportionately (larger or smaller), click the arrow, then place your cursor over any resizing handle until it becomes a **double-sided arrow**. Click and drag to resize the arrow shape, then position it so that it is similar to the one shown in 6.2 Figure A.



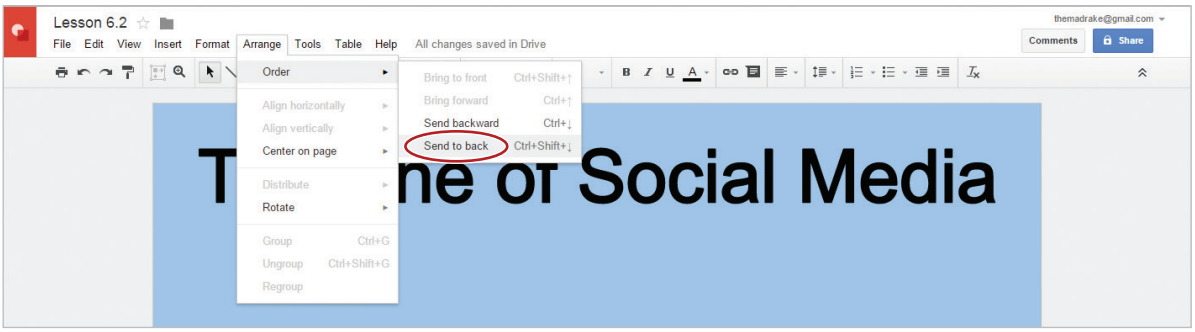
6. Use word art to insert the title [Timeline of Social Media], then change the fill color to black.

7. Move the title to the top of your drawing canvas.

8. Insert a rectangle, change the fill color to white, then resize and position as shown below.

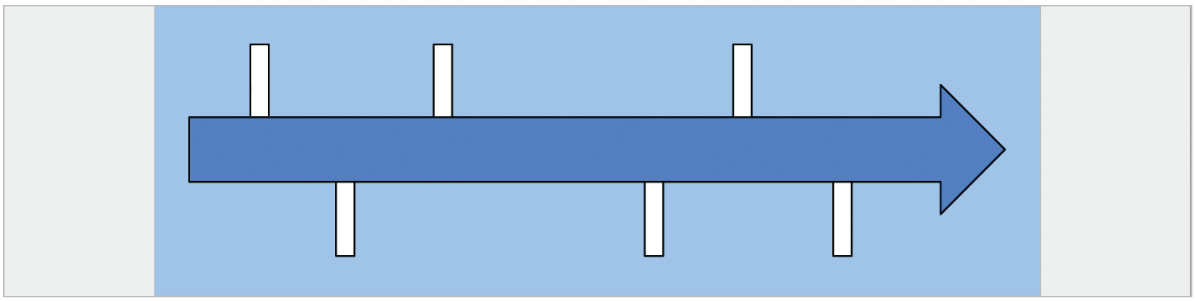


9. **Order an Object.** To layer an object in front of or behind another object, select the rectangle, then from the **Arrange** menu, select **Order**, then select **Send to Back**.

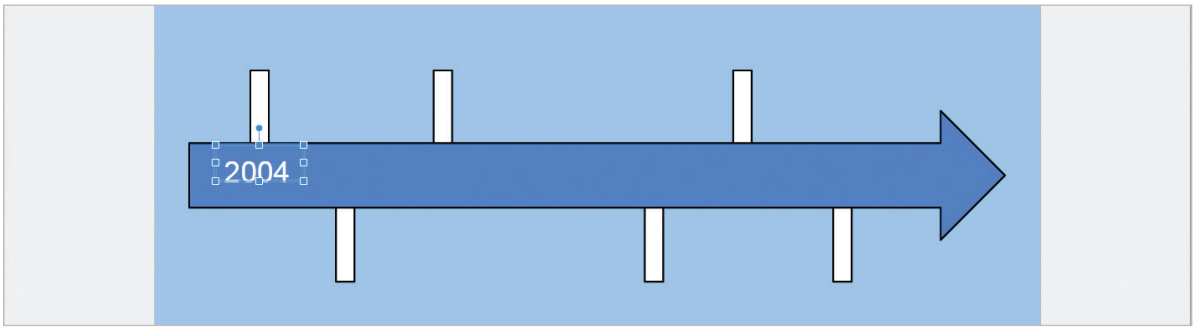


10. Copy and paste the rectangle until you have a total of six rectangles on your drawing canvas.

11. Position the rectangles as shown, then send to back.



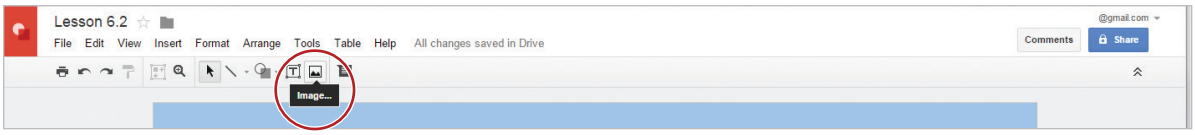
12. Insert a text box, type [2004], change the font size to 24 and the font color to white as shown below.



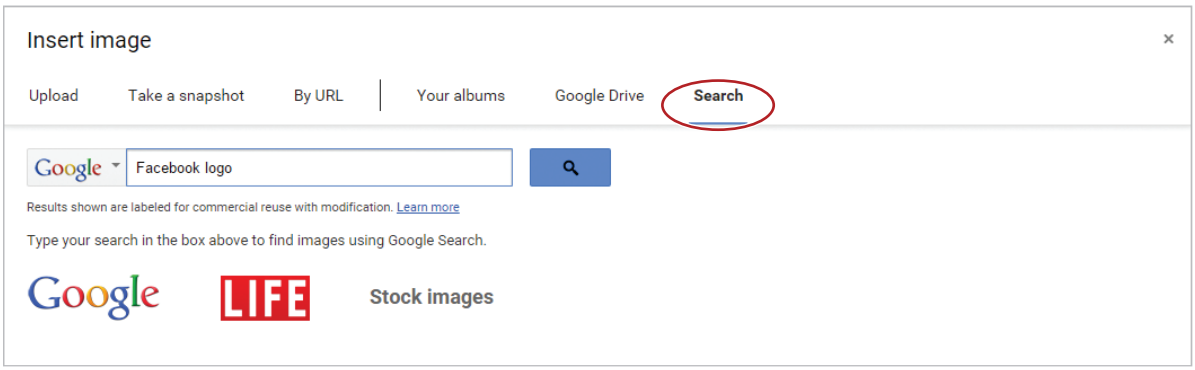
13. Copy and paste the text box five more times and change the text to [2005], [2006], [2010], [2011], and [2012]. Position as shown in 6.2 Figure A

14. Insert an Image. To insert an image of a Facebook logo do the following:

a. Click the **Image** icon.



b. Click **Search**, type [Facebook logo] in the **Google** search field, then hit **Enter**.



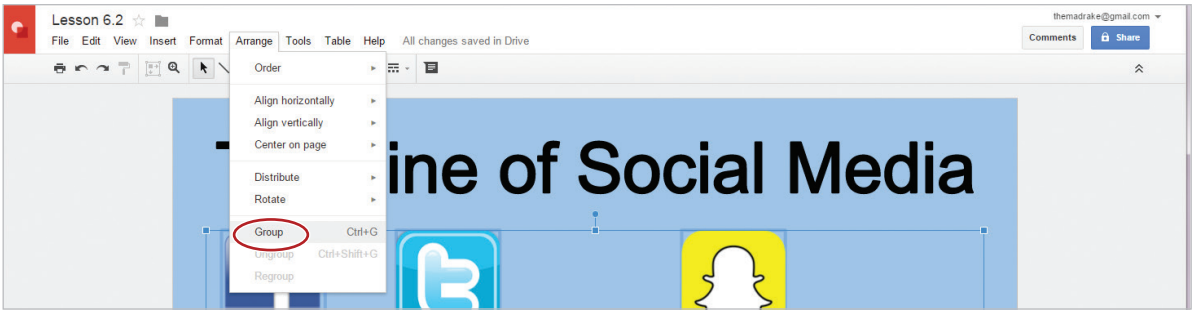
c. Double-click the logo of your choice.

15. **Resize an Image.** To change the size of an image proportionately (larger or smaller), click the image, then place your cursor over the bottom right-hand corner until it becomes a **double-sided diagonal arrow**. Click and drag to resize the image, then position it so that it is similar to the one shown in 6.2 Figure A.



16. Using 6.2 Figure A as a guide, insert the logos for the following social media apps: YouTube, Twitter, Instagram, Snapchat, and Vine.

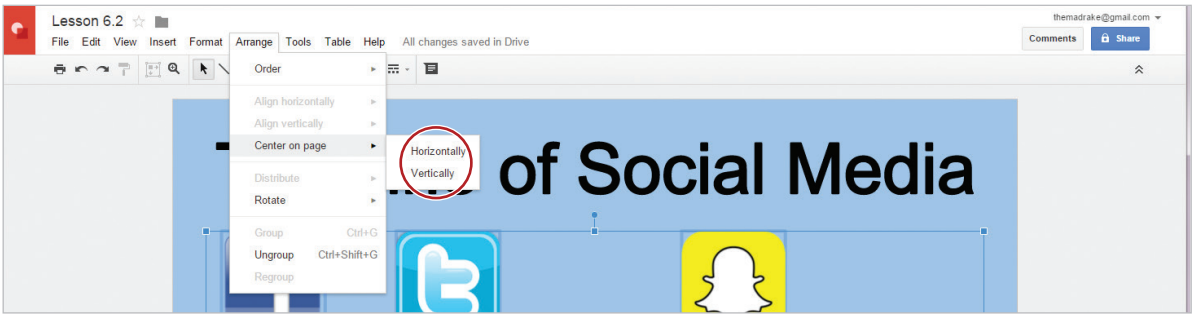
17. **Group Objects.** To join objects together so that you can move or format them as a single object, click and drag over all of the elements, except the title, then from the **Arrange** menu, select **Group**.



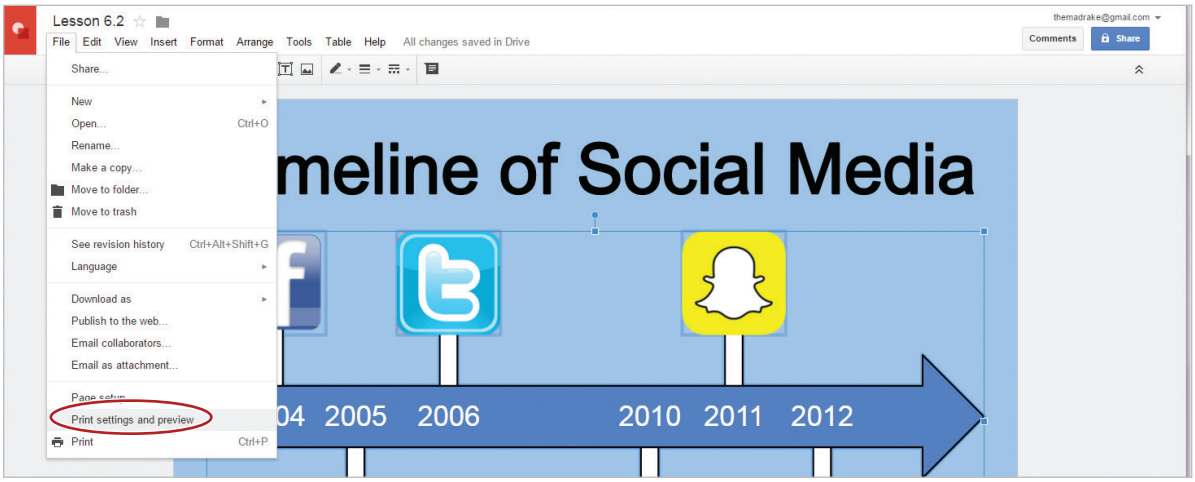
18. **Center an Object on a Page.** To vertically and horizontally center your grouped objects on your drawing canvas, select your grouped objects and do the following:

19. From the **Arrange** menu, select **Center on page**, then select **Horizontally** as shown below.

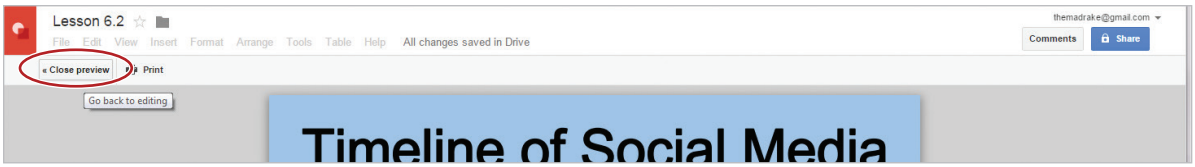
20. From the **Arrange** menu, select **Center on page**, then select **Vertically** as shown below.



21. Print Preview a Drawing. To preview a drawing before printing, from the **File** menu, select **Print settings and preview**. Your drawing should look similar to 6.2 Figure A.

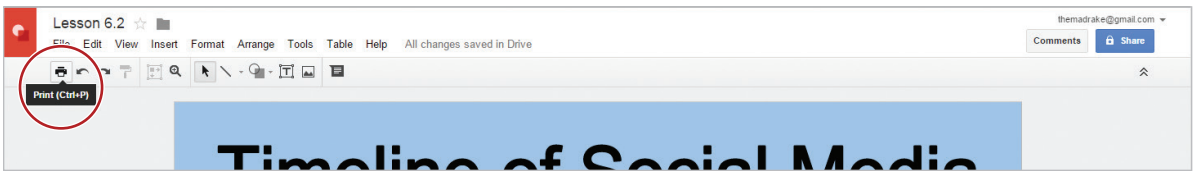


Note: To continue editing your drawing, click Close preview.



22. Print a Drawing. To print a drawing, do the following:

a. Click the **Print** icon.



b. Click **Print** if required by your instructor.



23. Share your drawing if required.

6.2 Figure A


Timeline of Social Media
2004
2005
2006
2010
2011
2012
Insta
You
Tube

LEARN -BY- DOING

Google Docs

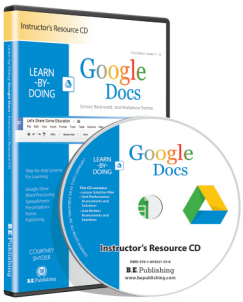
Hands-on Lessons and Assessments

This textbook uses school and workplace-themed lessons to introduce students to the powerful tools and features of Google's productivity apps. Each new set of application skills are clearly explained using a step-by-step, illustrated format that makes learning come to life for the student.

Learn-by-Doing: Google Docs is designed to be used by middle and high school students enrolled in a computer applications course that includes Google Docs, Sheets, Slides, Forms, or Drawings in its curriculum. The lessons in this book build upon one another. Skills and features are presented in an order ranging from basic to intermediate.

Features

- Aligned to Common Core Standards
- Designed and formatted for today's interactive, visual learner
- Teaches students basic to intermediate Google app skills
- Lesson content is customized with school and workplace themes
- Includes **25+** easy-to-follow lessons
- Includes a comprehensive Curriculum Guide for mapping skills
- Unit Performance Assessments included on the Instructor's Resource CD

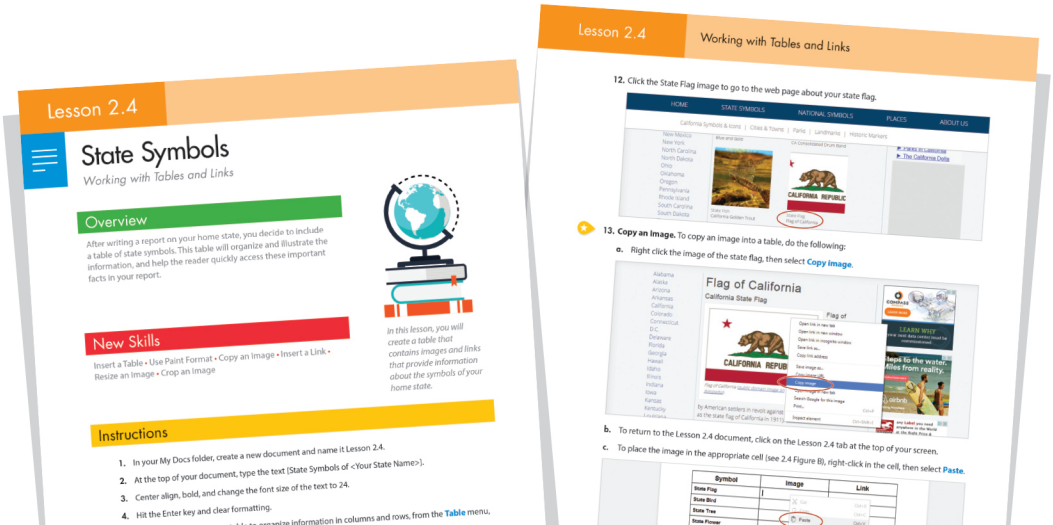


Available Resources

Student Textbook eBook Edition *(PDF format)*

Instructor's Resource CD *(Required)*

- Lesson Solutions
- Unit Performance Assessments and Solutions



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