

Unit 2: Docs

 Lesson 2.1	Sports Acronyms <i>Formatting and Printing a Document</i> 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 <i>Formatting Lists</i> 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 <i>Editing Basics</i> Use Spelling Suggestions • Cut, Copy, and Paste Text • Find and Replace Text • Increase Indent of Text • Define Text
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	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.



New Skills

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

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

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.

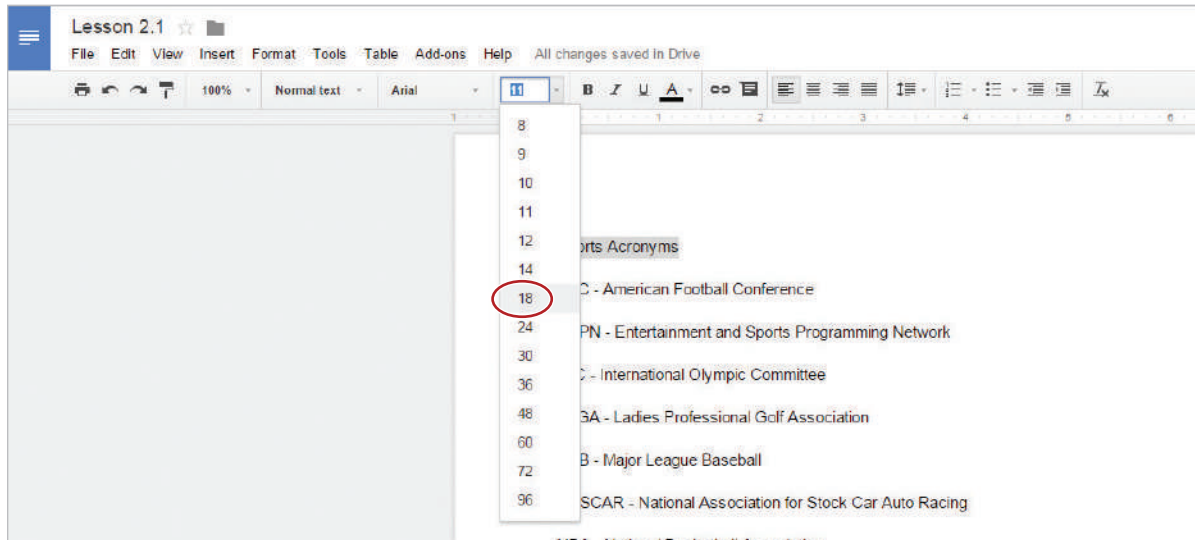


3. **Select Text.** In this lesson you'll be required to select text. There are several ways to select text in your document:
 - a. Position your cursor at the beginning of the word, left click the mouse, and drag to the right to the end point of the text you want to select.
 - b. To select a single 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.

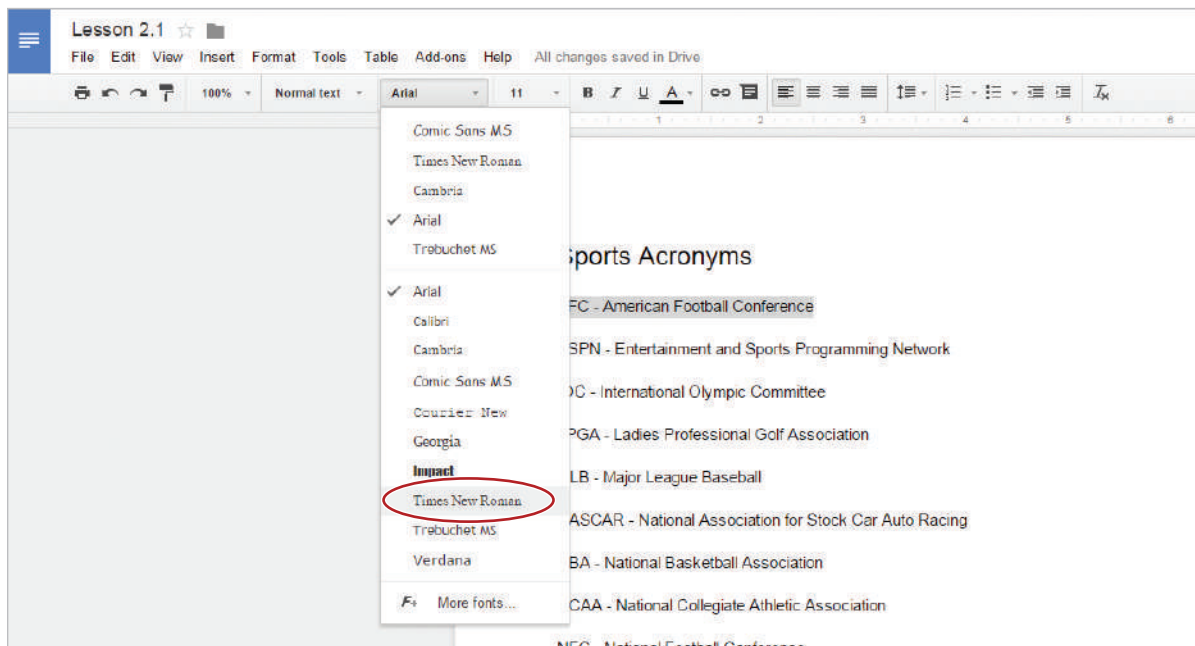


4. **Format Text.** Make the following formatting changes:

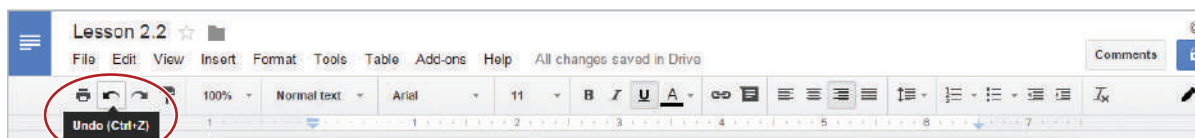
- a. Select the title of your document [Sports Acronyms], then change the **font size** to **18**.



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



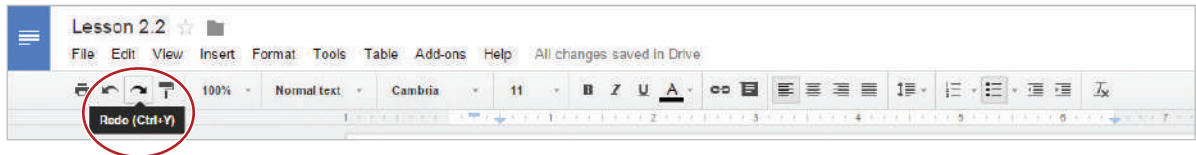
5. **Use Undo.** To undo the last action performed, click the **Undo** icon.





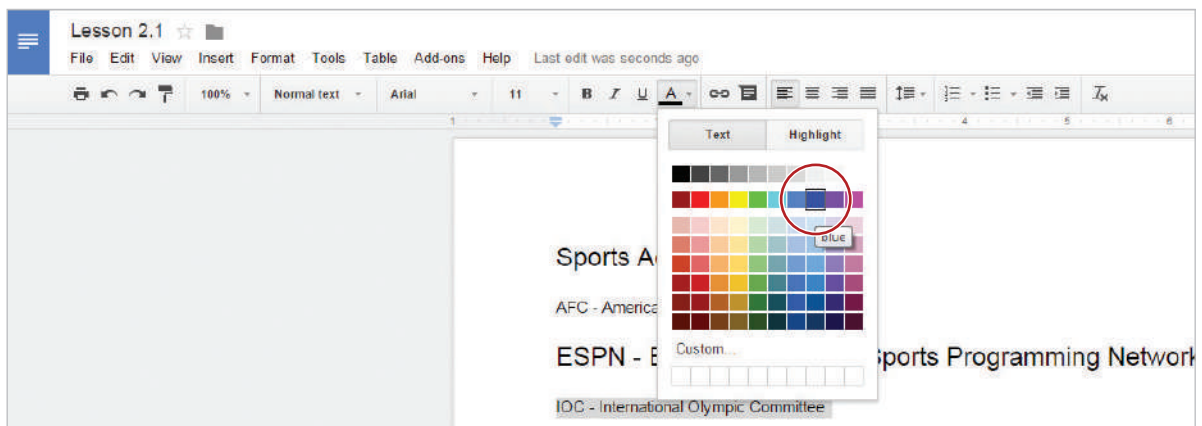
6. **Use Redo.** To redo the last action undone, click the **Redo** icon.

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

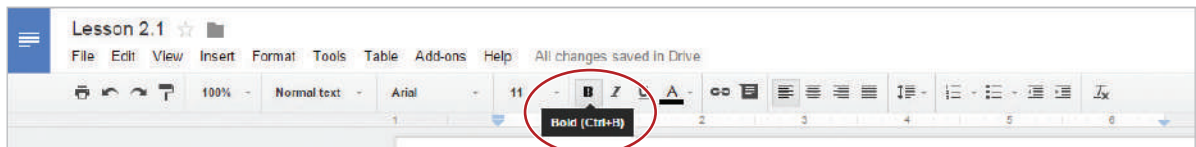


7. Continue to make the following formatting changes:

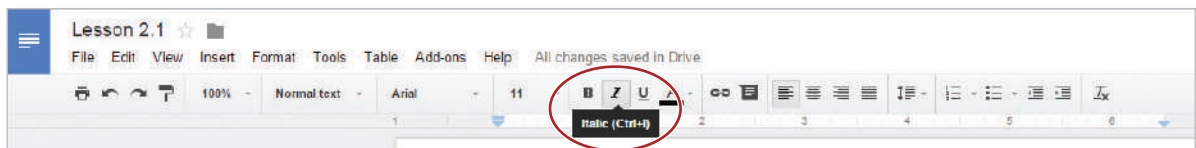
- a. Change the font size of [ESPN - Entertainment and Sports Programming Network] to 18.
- b. Change the **font color** of [IOC - International Olympic Committee] to **Blue**.



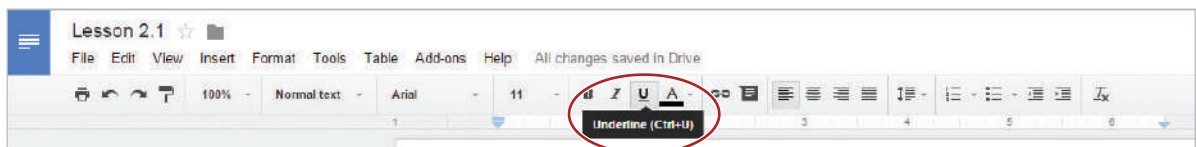
- c. **Bold** [LPGA - Ladies Professional Golf Association].



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



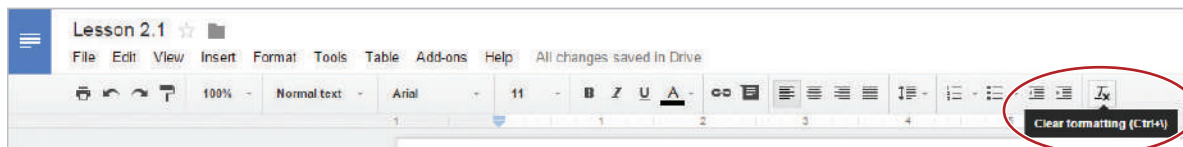
- e. **Underline** [NASCAR - National Association for Stock Car Auto Racing].



- 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.

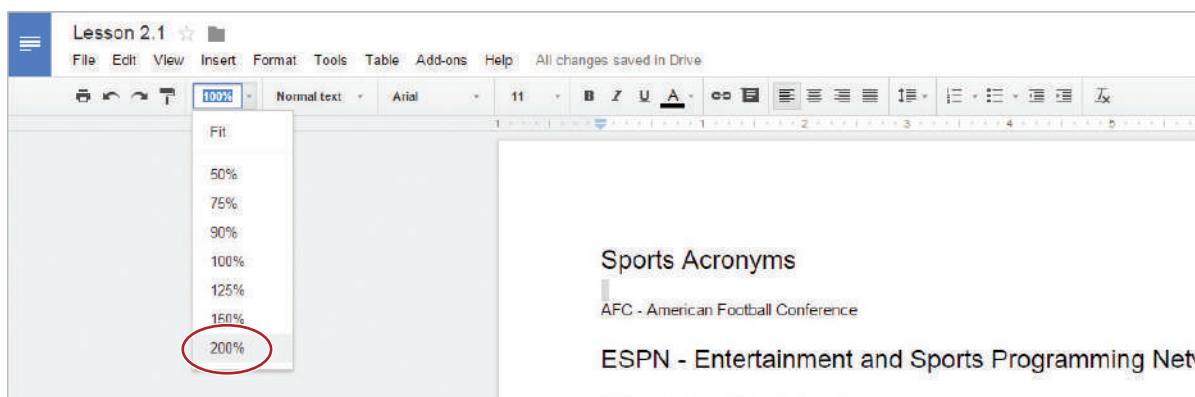
Hint: Click in the font size field and type [20].

- 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.



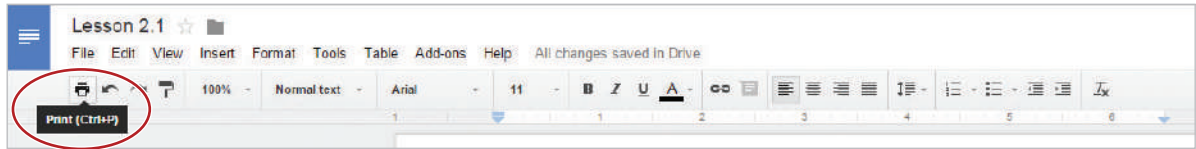
9. **Use Zoom.** To increase or decrease the zoom setting, click the the **Zoom** drop-down menu and select one of the zoom percentages.



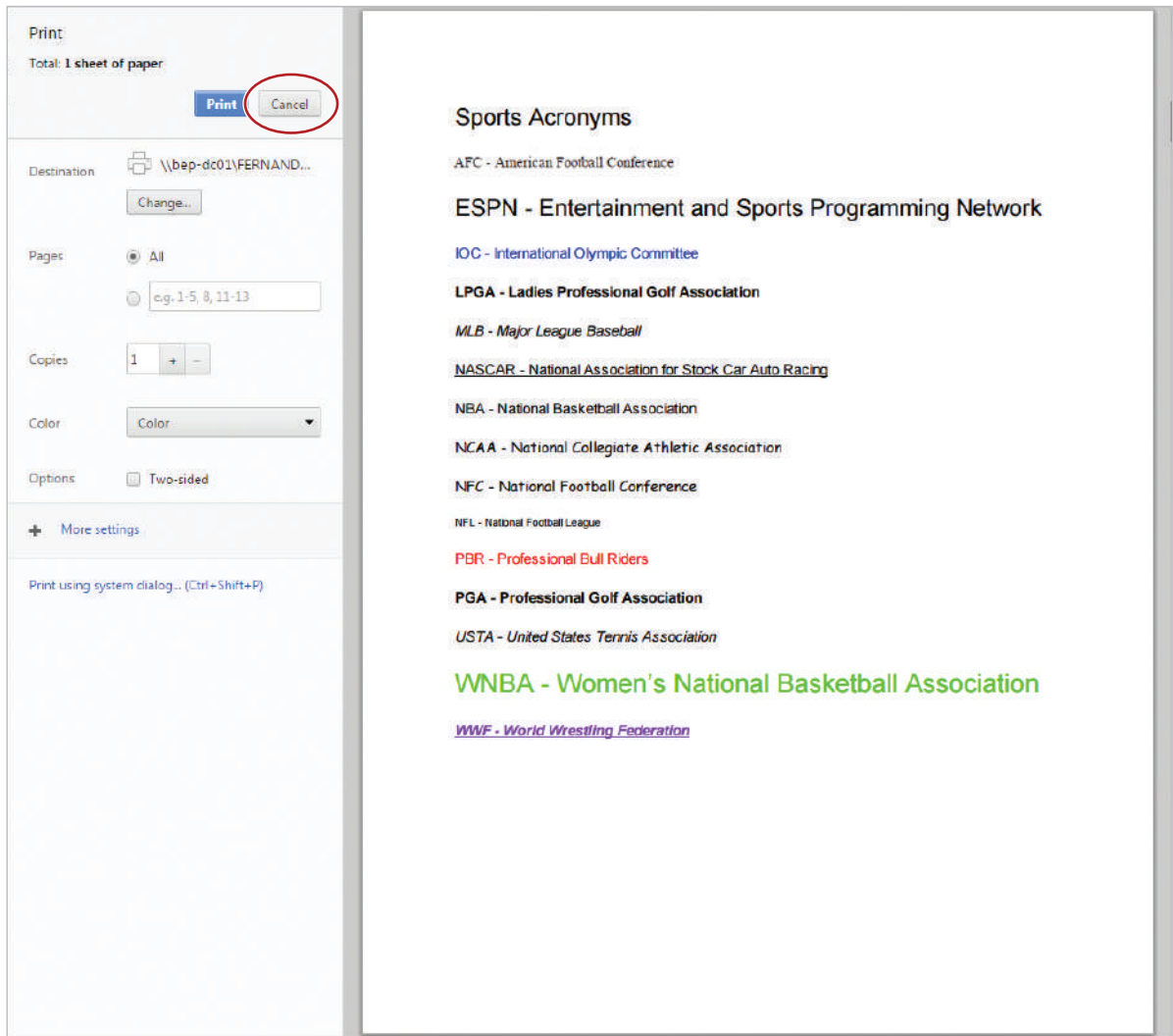
10. Return your document to the original view by clicking **100%** in the Zoom drop-down menu.



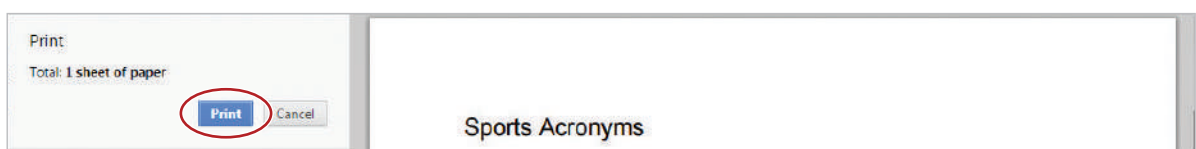
- 11. Print Preview a Document.** To preview a document before printing, click the **Print** icon. Your document should look similar to 2.1 Figure B.



*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

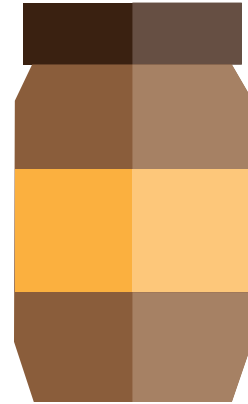
WWF - World Wrestling Federation

Peanut Butter Brownies

Formatting Lists

Overview

One of the first things you must learn in culinary class is how to properly read a recipe. When reviewing your latest recipe, you decide to use your formatting skills to make it easier to follow.



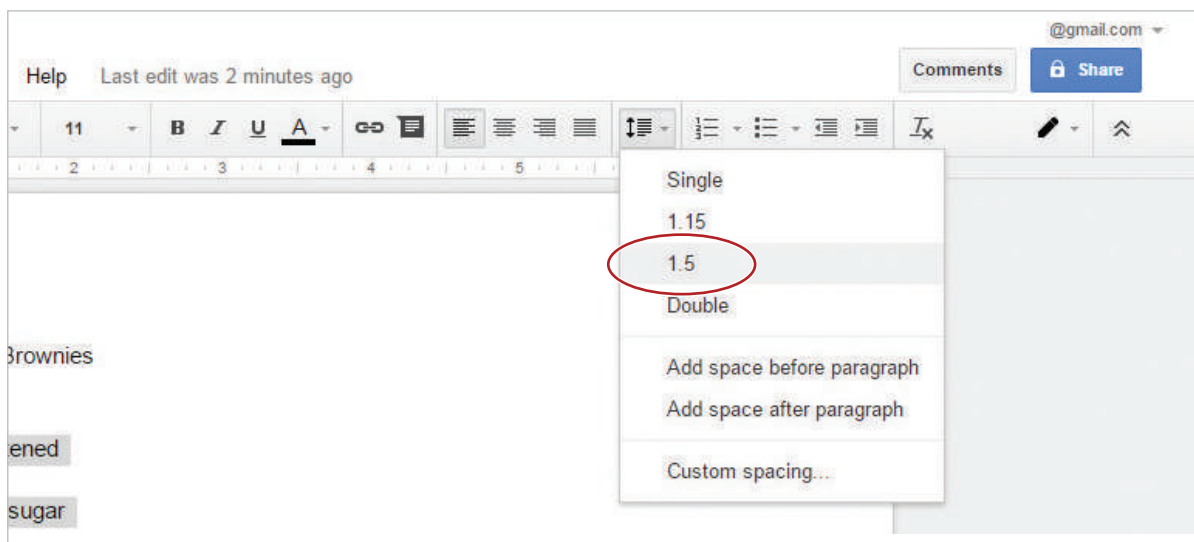
New Skills

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

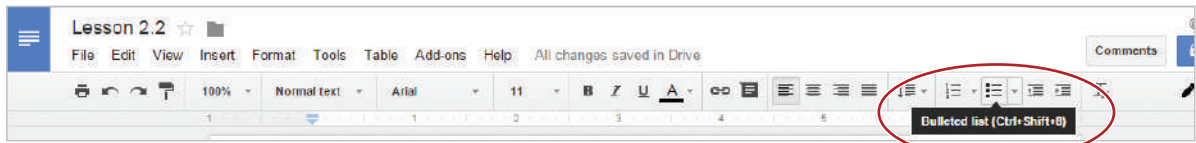
In this lesson, you will use bulleted and numbered lists as you create your recipe.

Instructions

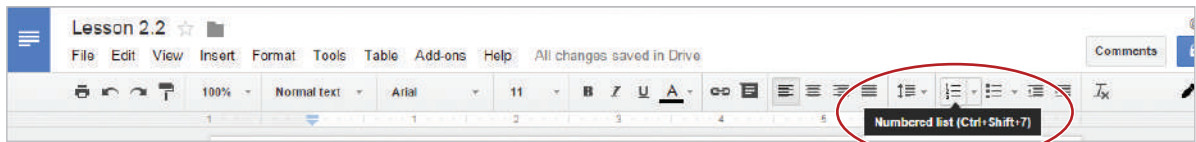
1. In your My Docs folder, create a new document and name it Lesson 2.2.
2. At the top of your document, type the text exactly as shown in 2.2 Figure A.
3. **Change Line Spacing.** To increase the spacing between lines of text, select the heading [Ingredients] and the list of ingredients, click the **Line spacing** drop-down menu, then select **1.5**.



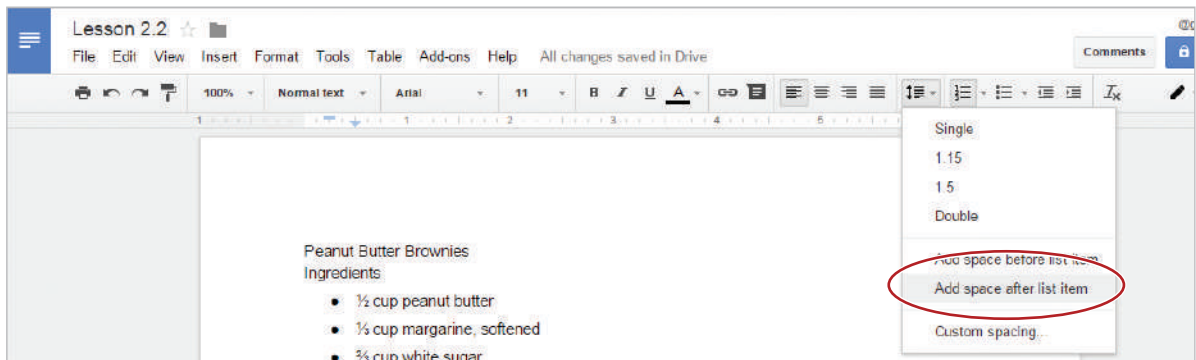
4. **Use a Bulleted List.** To create a bulleted list, select the list of ingredients (do not select the heading [Ingredients]), then click the **Bulleted list** icon.



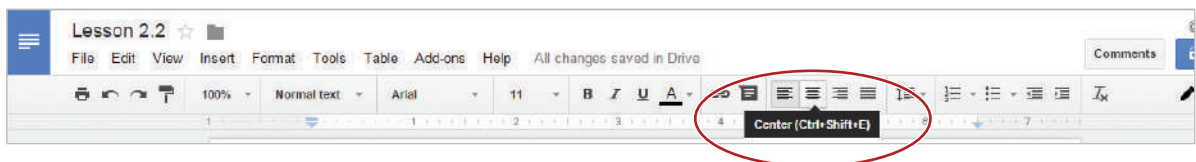
5. **Use a Numbered List.** To create a numbered list, select the steps below the heading [Directions], then click the **Numbered list** icon.



6. **Adjust List Spacing.** To add space after a list item, select the list of directions, click the **Line spacing** drop-down menu, then select **Add space after list item**.



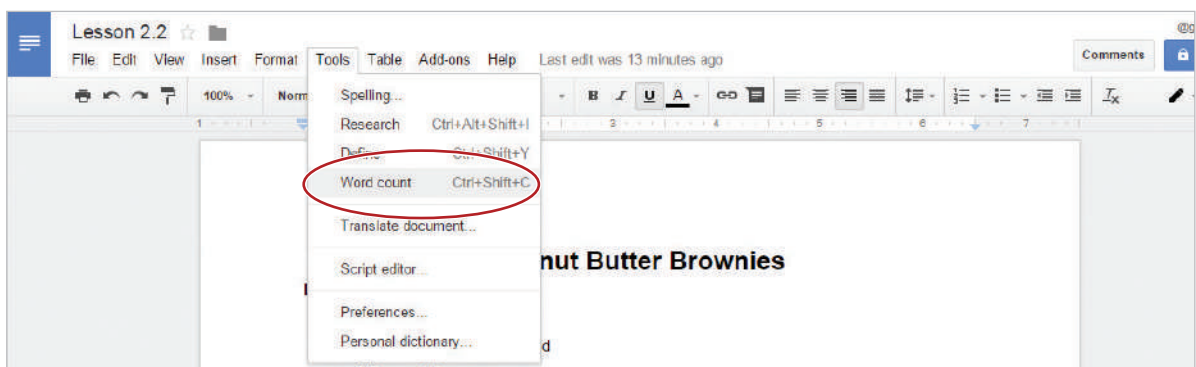
7. **Align Text.** To center align text, select the text [Peanut Butter Brownies], then click the **Center** icon.




8. Bold the title and change the font size of the text to 18.

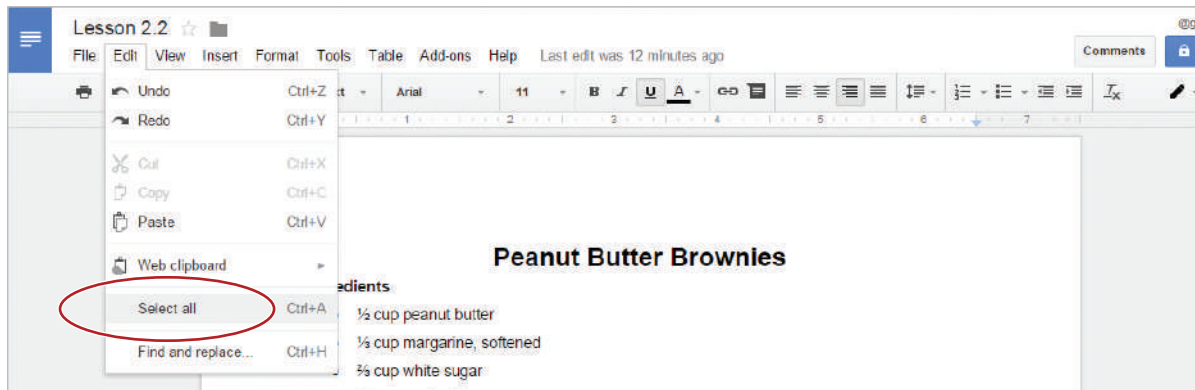
9. Bold the text [Ingredients] and [Directions].

10. **Use Word Count.** To find the number of words in your document, from the **Tools** menu, select **Word count**.



11. At the end of the last direction, hit the Enter key.
12. Click the numbered list icon to remove the number 5.
13. Type [Word Count:] and the number of words in your document, then right align this text.
14. Underline [Word Count:] and the number of words in your document.
15.  **Use Select All.** To select all of the text in your document, from the **Edit** menu, select **Select all**.

*Hint: Alternatively, you can hold down the **Ctrl** key and hit the **A** key.*



16. Change the font of all of the text in your document to Georgia.
17. Proofread your document for accuracy and format.
18. Print preview. Your document should look similar to 2.2 Figure B.
19. Share or print your document if required.

2.2 Figure A

Peanut Butter Brownies**Ingredients**

½ cup peanut butter
⅓ cup margarine, softened
⅔ cup white sugar
½ cup packed brown sugar
2 eggs
½ teaspoon vanilla extract
1 cup all-purpose flour
1 teaspoon baking powder
¼ teaspoon salt

Directions

Preheat oven to 350 degrees F (175 degrees C). Grease a 9x9 inch baking pan.

In a medium bowl, cream together peanut butter and margarine. Gradually blend in the brown sugar, white sugar, eggs, and vanilla; mix until fluffy. Combine flour, baking powder, and salt; stir into the peanut butter mixture until well blended.

Bake for 30 to 35 minutes in preheated oven, or until the top springs back when touched.

Cool and cut into 16 squares.

2.2 Figure B

Peanut Butter Brownies

Ingredients

- ½ cup peanut butter
- ⅓ cup margarine, softened
- ⅔ cup white sugar
- ½ cup packed brown sugar
- 2 eggs
- ½ teaspoon vanilla extract
- 1 cup all-purpose flour
- 1 teaspoon baking powder
- ¼ teaspoon salt

Directions

1. Preheat oven to 350 degrees F (175 degrees C). Grease a 9x9 inch baking pan.
2. In a medium bowl, cream together peanut butter and margarine. Gradually blend in the brown sugar, white sugar, eggs, and vanilla; mix until fluffy. Combine flour, baking powder, and salt; stir into the peanut butter mixture until well blended.
3. Bake for 30 to 35 minutes in preheated oven, or until the top springs back when touched.
4. Cool and cut into 16 squares.

Word Count:116



Senior Class Fundraiser

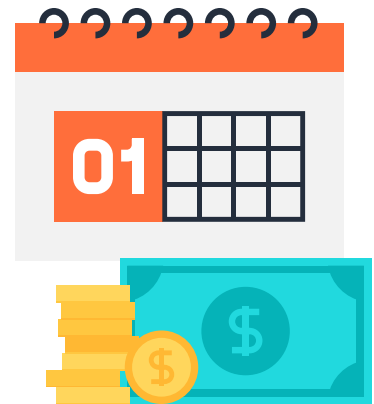
Editing Basics

Overview

As a member of the fundraising committee for the Student Council, you have volunteered to create and edit a memo announcing the upcoming class fundraiser. There are times when changing the wording of your document is necessary. This often makes the document easier to read by using more appropriate word choices. Google Docs has editing tools that make changing the wording of a document quick and easy.

New Skills

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



In this lesson, you will use basic editing tools to change the wording of a memo.

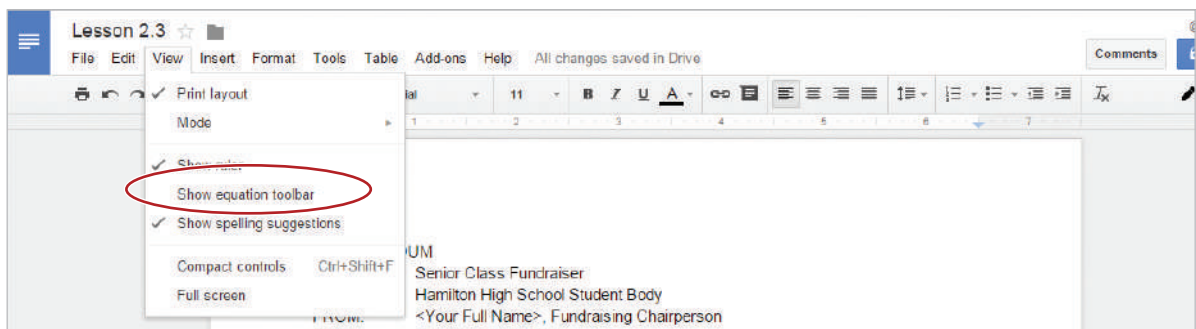
Instructions

1. In your My Docs folder, create a new document and name it Lesson 2.3.



2. **Use Spelling Suggestions.** To identify misspelled words in your document, **Show spelling suggestions** must be turned on prior to typing your text. To be sure that Show spelling suggestions is on, from the **View** menu, make sure that **Show spelling suggestions** appears with a check mark next to it. Red lines will now appear under misspelled words.

Hint: To fix misspelled words, right-click on the word and select the correct suggestion offered from the menu that appears.

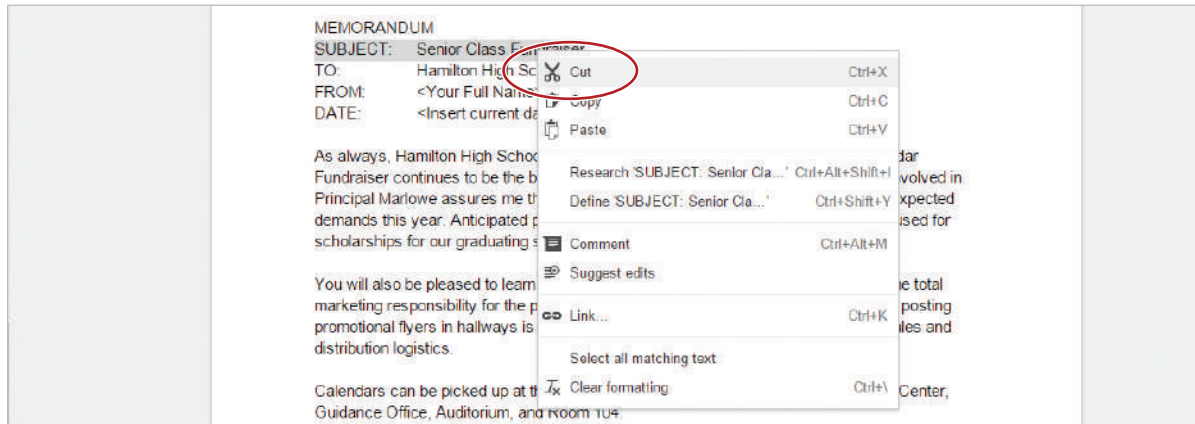


3. At the top of your document, type the text exactly as shown in 2.3 Figure A.

Hint: Be sure to hit Enter twice at the end of each paragraph, and use the Tab key to align text as shown.



4. **Cut and Paste Text.** To cut text and move it to another position in your document, do the following:
- Select the text [SUBJECT: Senior Class Fundraiser], then right-click and select **Cut**.

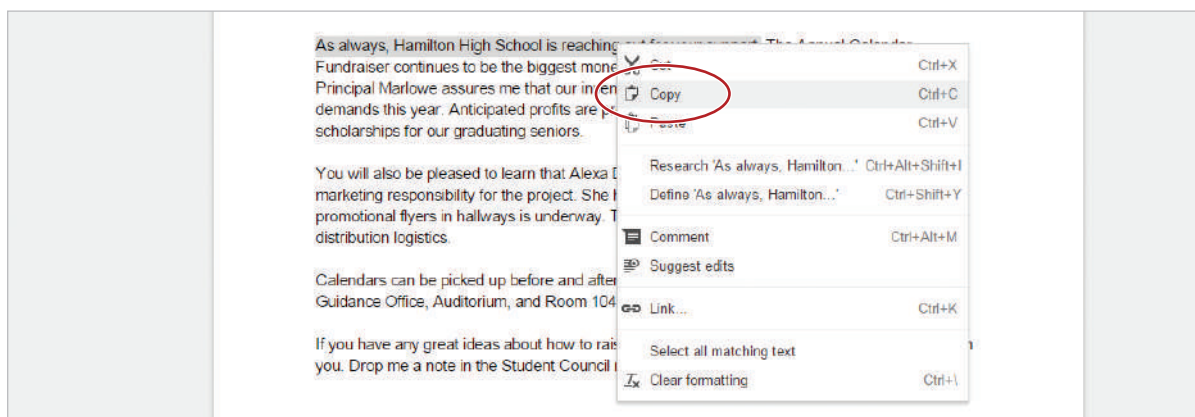


- Position your cursor after the text [DATE: <Insert current date>], hit the Enter key, right-click, then select **Paste**.



5. **Copy and Paste Text.** To copy text and duplicate it in another position in your document, do the following:

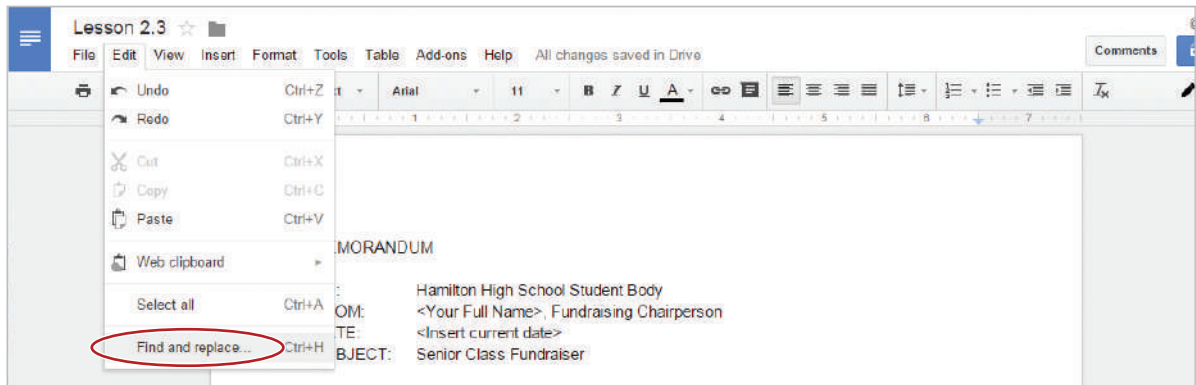
- Select the text [As always, Hamilton High School is reaching out for your support.], right-click, then select **Copy**.



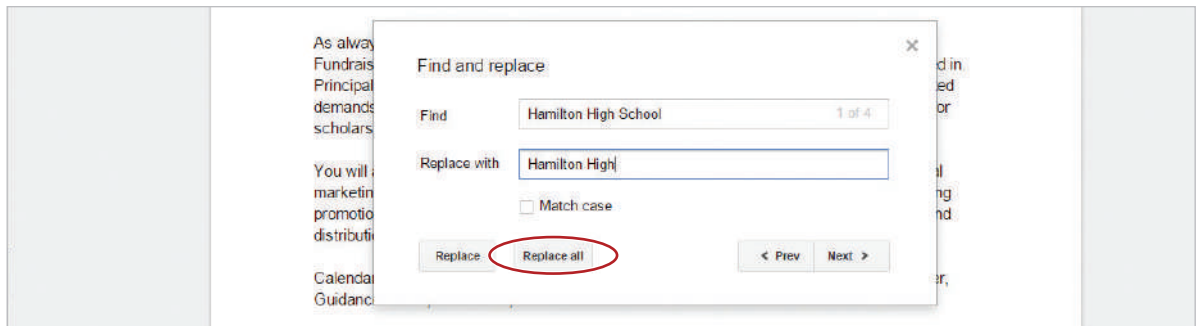
- Position your cursor at the end of the last paragraph, right-click, then select **Paste**.



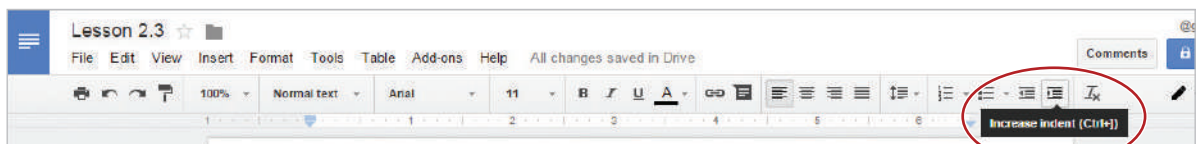
6. **Find and Replace Text.** To find text within your document and replace it with different text, from the **Edit** menu, select **Find and replace**.



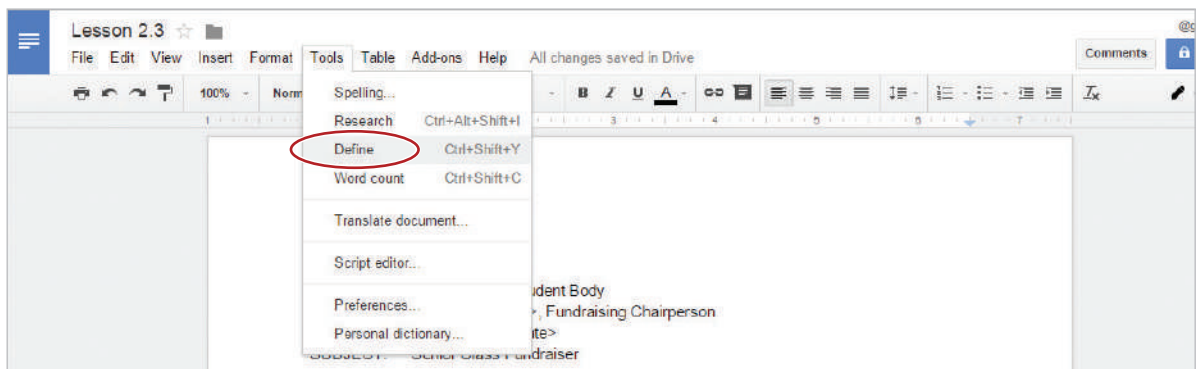
7. In the **Find and replace** dialog box, type [Hamilton High School] in the **Find** field, type [Hamilton High] in the **Replace with** field, then click **Replace all**. Close this dialog box.



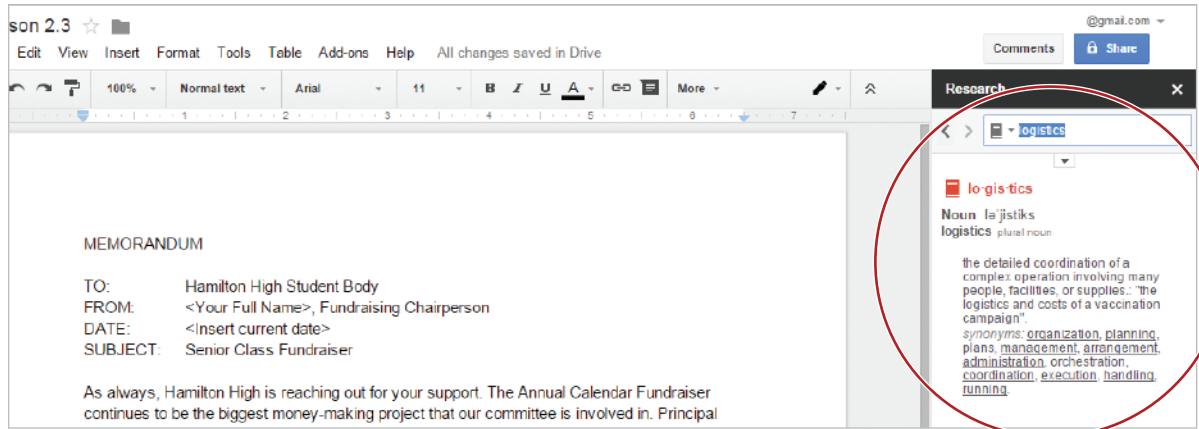
8. **Increase Indent of Text.** To add emphasis to a section of text within your document, select the third paragraph, then click the **Increase indent** icon. Your entire paragraph will be indented .5".



9. **Define Text.** To view the definition of a word in a document, click within the word [logistics], then from the **Tools** menu, select **Define**.



- a. A **Research** panel will appear along the right side of your document. It contains similar information provided in a dictionary such as pronunciation, parts of speech, definition, sentence, and synonyms.



10. Center align and bold the text [MEMORANDUM].
11. Change the line spacing of the text [TO:, FROM:, DATE:, and SUBJECT:] to double.
12. Proofread your document for accuracy and format.
13. Print preview. Your document should look similar to 2.3 Figure B.
14. Share or print your document if required.

2.3 Figure A

MEMORANDUM

SUBJECT: Senior Class Fundraiser
TO: Hamilton High School Student Body
FROM: <Your Full Name>, Fundraising Chairperson
DATE: <Insert current date>

As always, Hamilton High School is reaching out for your support. The Annual Calendar Fundraiser continues to be the biggest money-making project that our committee is involved in. Principal Marlowe assures me that our inventory levels will be sufficient to meet the expected demands this year. Anticipated profits are projected to be over \$5,000, which will be used for scholarships for our graduating seniors.

You will also be pleased to learn that Alexa Dickenson, a junior, has agreed to assume total marketing responsibility for the project. She has informed me that a tentative plan for posting promotional flyers in hallways is underway. These flyers will inform students about sales and distribution logistics.

Calendars can be picked up before and after school at the following locations: Media Center, Guidance Office, Auditorium, and Room 104.

If you have any great ideas about how to raise more money with this project, I'd love to hear from you. Drop me a note in the Student Council mailbox in the main office.

2.3 Figure B

MEMORANDUM

TO: Hamilton High Student Body

FROM: <Your Full Name>, Fundraising Chairperson

DATE: <Insert current date>

SUBJECT: Senior Class Fundraiser

As always, Hamilton High is reaching out for your support. The Annual Calendar Fundraiser continues to be the biggest money-making project that our committee is involved in. Principal Marlowe assures me that our inventory levels will be sufficient to meet the expected demands this year. Anticipated profits are projected to be over \$5,000, which will be used for scholarships for our graduating seniors.

You will also be pleased to learn that Alexa Dickenson, a junior, has agreed to assume total marketing responsibility for the project. She has informed me that a tentative plan for posting promotional flyers in hallways is underway. These flyers will inform students about sales and distribution logistics.

Calendars can be picked up before and after school at the following locations: Media Center, Guidance Office, Auditorium, and Room 104.

If you have any great ideas about how to raise more money with this project, I'd love to hear from you. Drop me a note in the Student Council mailbox in the main office. As always, Hamilton High is reaching out for your support.



State Symbols

Working with Tables and Links

Overview

After writing a report on your home state, you decide to include a table of state symbols. This table will organize and illustrate the information, and help the reader quickly access these important facts in your report.

New Skills

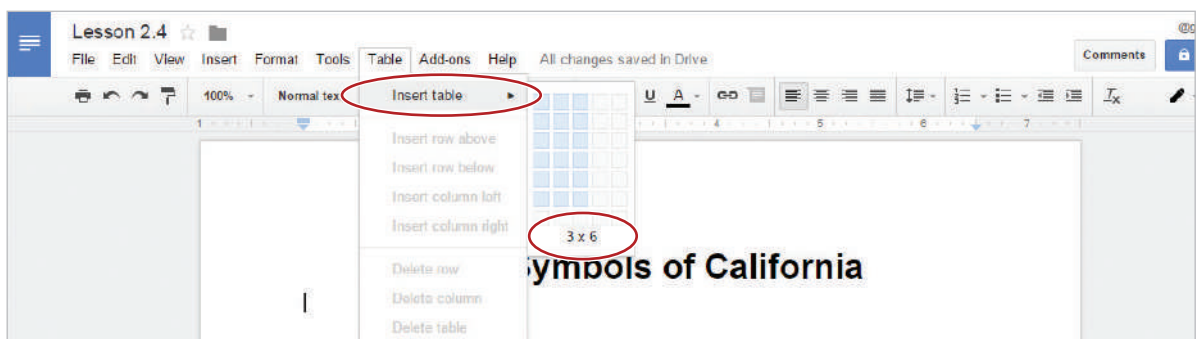
Insert a Table • Use Paint Format • Copy an Image • Insert a Link •
Resize an Image • Crop an Image



In this lesson, you will create a table that contains images and links that provide information about the symbols of your home state.

Instructions

1. In your My Docs folder, create a new document and name it Lesson 2.4.
2. At the top of your document, type the text [State Symbols of <Your State Name>].
3. Center align, bold, and change the font size of the text to 24.
4. Hit the Enter key and clear formatting.
5. **Insert a Table.** To insert a table to organize information in columns and rows, from the **Table** menu, select **Insert table** with **3 columns** and **6 rows**.



6. Using the Tab key to move from cell to cell, type the text as shown in 2.4 Figure A.

7. Select row 1 by clicking and dragging across all of the cells in that row.

🔄 *Note: Upon selecting the row, the table cells will turn blue.*

State Symbols of California		
Symbol	Image	Link
State Flag		
State Bird		
State Tree		
State Flower		
State Insect		

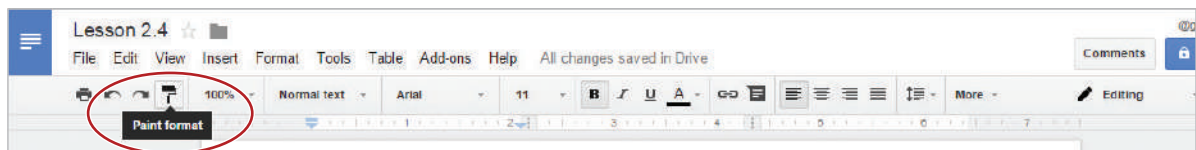
8. Center align, bold, and change the font size of the text to 14.

9. Bold the text [State Flag] in column 1.



10. **Use Paint Format.** To replicate existing formatting to other text in a document, do the following:

- a. Select the text [State Flag] and click the **Paint format** icon.

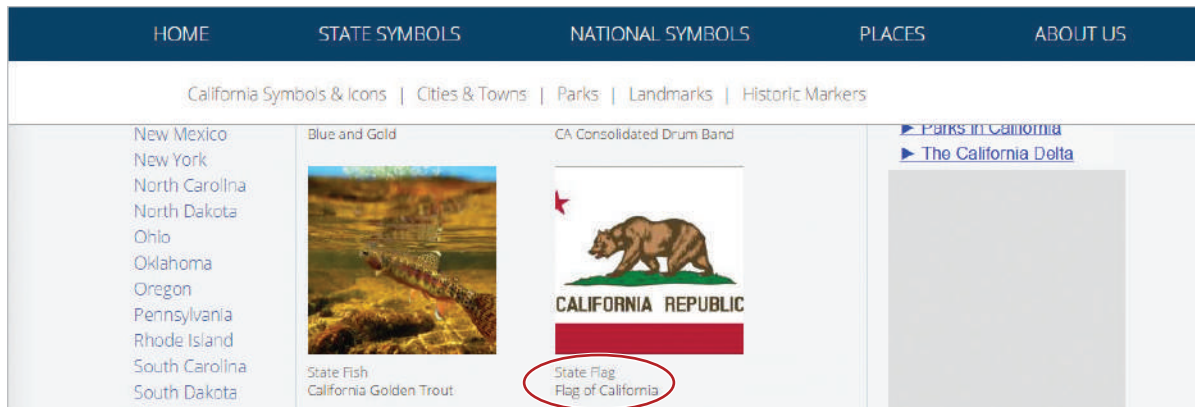


- b. Select the text in the remaining four cells in column 1. All text in column 1 should now be bold.

11. To find images and information about state symbols, open a **New tab** and go to www.statesymbolsusa.org (or a similar web site), and from either the list or the map, click the name of your state.



12. Click the State Flag image to go to the web page about your state flag.



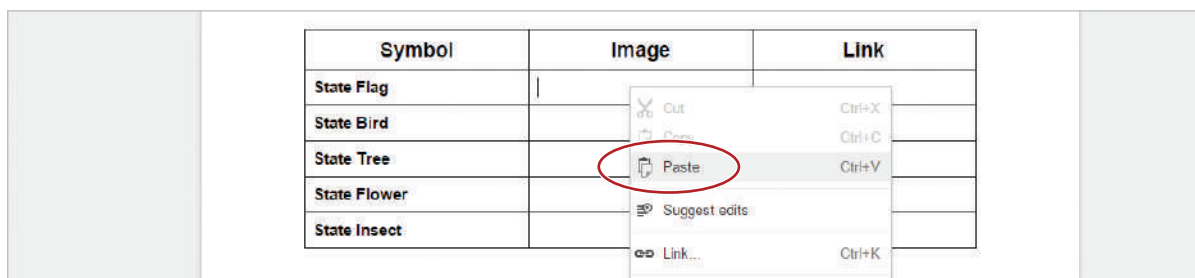
13. **Copy an Image.** To copy an image into a table, do the following:

a. Right click the image of the state flag, then select **Copy image**.



b. To return to the Lesson 2.4 document, click on the Lesson 2.4 tab at the top of your screen.

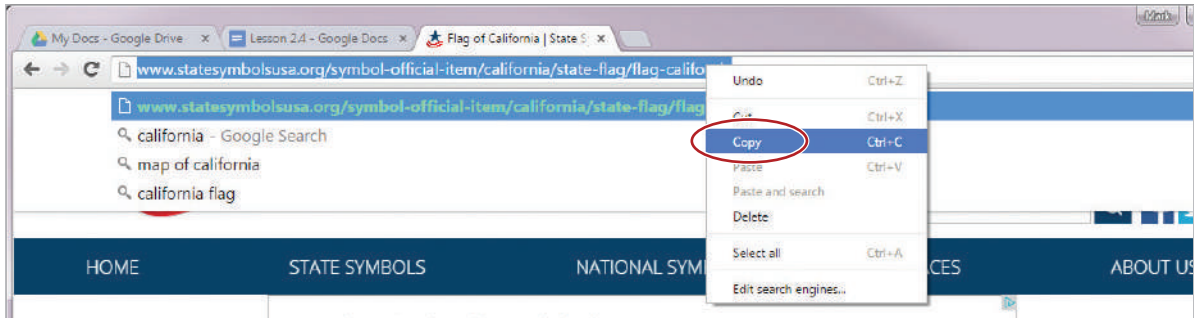
c. To place the image in the appropriate cell (see 2.4 Figure B), right-click in the cell, then select **Paste**. Alternatively, use **Ctrl+V**.



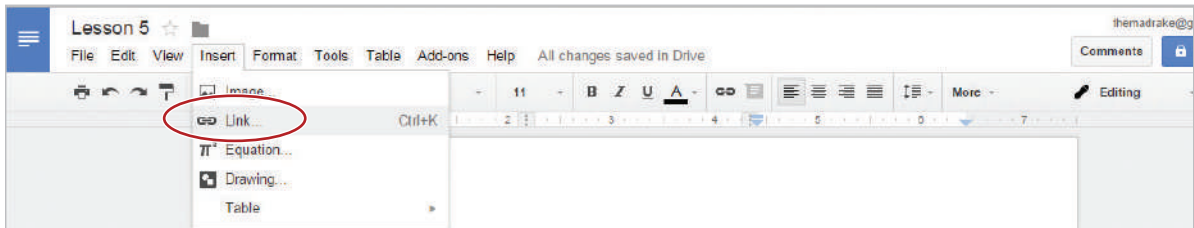


14. Insert a Link. To insert a hyperlink into a table, do the following:

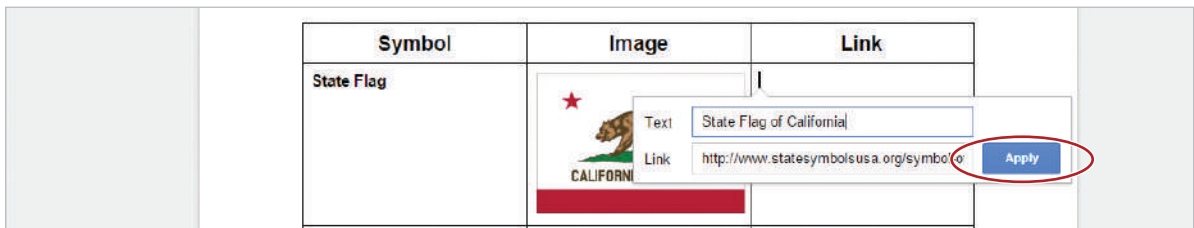
- Click on the tab for the state flag web page at the top of your screen.
- Select the URL, right-click, then select **Copy**.



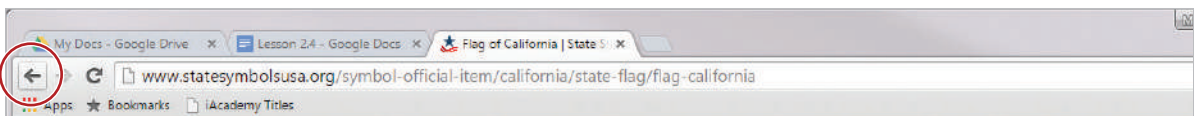
- To place the link in the appropriate cell (see 2.4 Figure B), return to the Lesson 2.4 document, click in the cell, then from the **Insert** menu, select **Link**.



- In the **Link dialog box**, type [State Flag of <Your State>] into the **Text** field, paste the link into the **Link** field, then click **Apply**.



15. To return to the State Symbols page, click on the state flag tab, then click the **Back** icon.




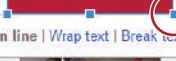
16. To complete the table with the appropriate images and links, repeat steps 12-15.

Hint: If you cannot locate a particular symbol for the state you have selected, replace it with one of your choice.



17. Resize an Image. To change the size of an image proportionately (larger or smaller), do the following:

- a. Click the flag image, then click and drag the bottom-right **resizing handle**.

Symbol	Image	Link
State Flag		State Flag of California
State Bird		State Bird of California

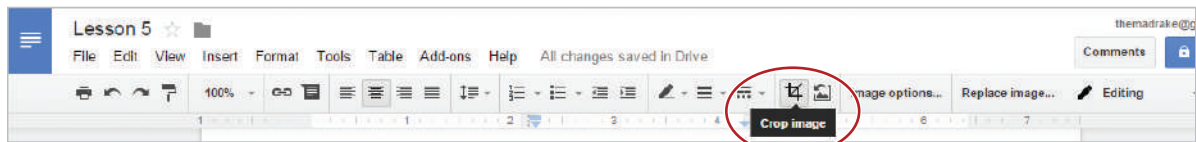
18. Zoom out, then resize the images in column 2 (if necessary) so that the entire table fits on one page.

19. Center align the images in column 2.



20. Crop an Image. To change the proportions of an image without distorting it, or to cut away (mask) a portion of an image, do the following:

- a. Click one of the images in column 2 that has a portion you would like to remove.
- b. Click the **Crop image** icon.



- c. Click and drag the **cropping handle** until only the desired portion of the image remains.

State Tree		State Tree of California
State Flower		State Flower of California

21. Proofread your document for accuracy and format.

22. Print preview. Your document should look similar to 2.4 Figure B.

23. Share or print your document if required.






2.4 Figure A

State Symbols of <Your State Name>

Symbol	Image	Link
State Flag		
State Bird		
State Tree		
State Flower		
State Insect		

2.4 Figure B

State Symbols of California

Symbol	Image	Link
State Flag	 The image shows the official flag of the State of California. It features a grizzly bear standing on a patch of green grass, with a red five-pointed star in the upper left corner. Below the bear, the words "CALIFORNIA REPUBLIC" are written in black capital letters. The entire flag is set against a white background with a red horizontal stripe at the bottom.	State Flag of California
State Bird	 The image shows the official state bird of California, the California quail. It is a small, plump bird with a distinctive black and white striped head, a large, slightly upturned bill, and a body covered in brown and white speckled feathers. It is perched on a thin, reddish-brown branch.	State Bird of California
State Tree	 The image shows a tall, slender redwood tree standing in a forest. The tree's trunk is thick and covered in rough, reddish-brown bark. The canopy is composed of dense green needles, and sunlight filters through the leaves, creating a dappled light effect on the forest floor.	State Tree of California
State Flower	 The image shows a single, vibrant yellow California poppy flower in full bloom. The flower has five large, overlapping petals and a dark center. It is set against a dark, out-of-focus background.	State Flower of California
State Insect	 The image shows the official state insect of California, the California yellow butterfly. It has bright yellow wings with black markings, including a large black spot on the forewing and a black border along the edges. It is shown in flight, with its wings spread, against a background of green foliage.	State Insect of California

Chocolate Fudge Brownies

Retrieving and Copying a Document

Overview

The Chocolate Fudge Brownies recipe is similar to the Peanut Butter Brownies recipe you created in Lesson 2.2. You decide it will save you time to make a copy of the Peanut Butter Brownies recipe and edit the text to create the Chocolate Fudge Brownies recipe.



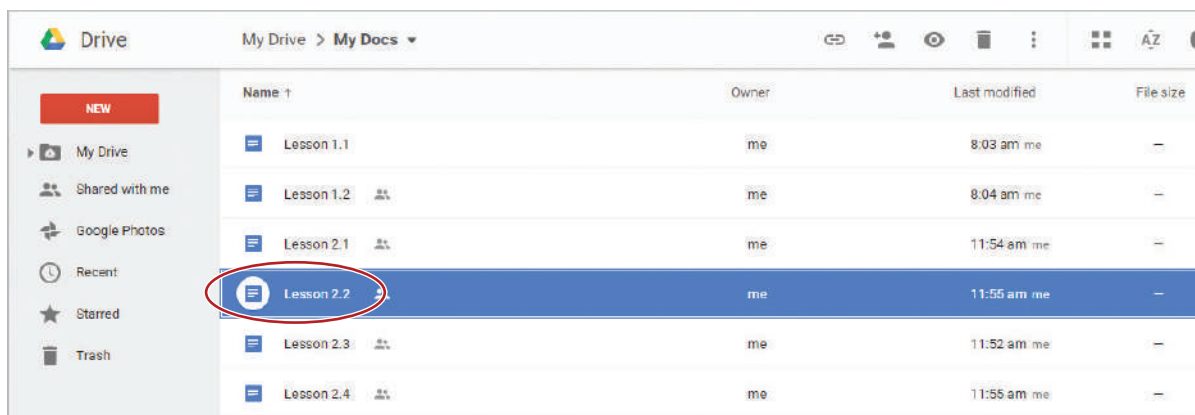
In this lesson, you will open, make a copy of, and edit an existing document.

New Skills

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

Instructions

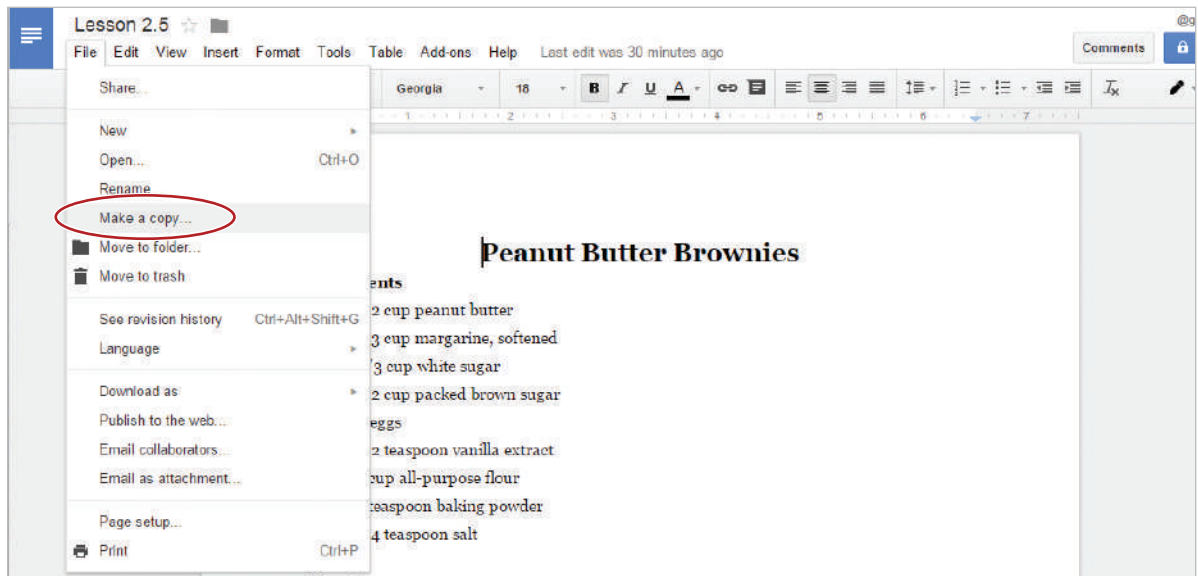
1. **Open an Existing Document.** To open a previously created document, from your **My Docs** folder, double-click the **Lesson 2.2** document.



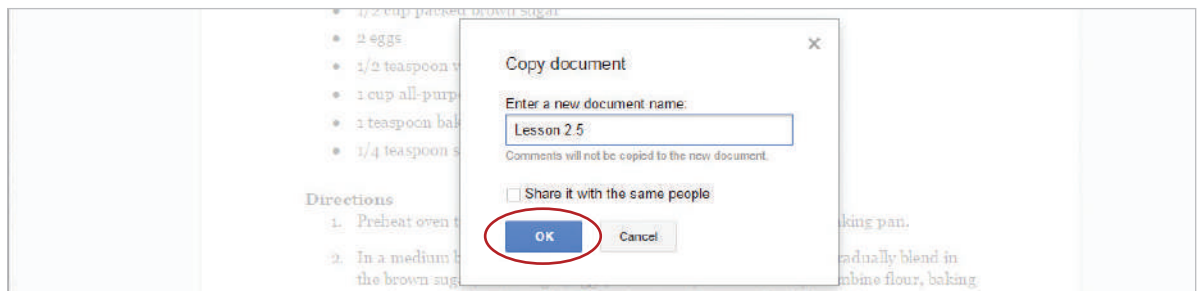


2. **Make a Copy of a Document.** To create another version of an existing document, do the following:

a. From the **File** menu, select **Make a copy**.



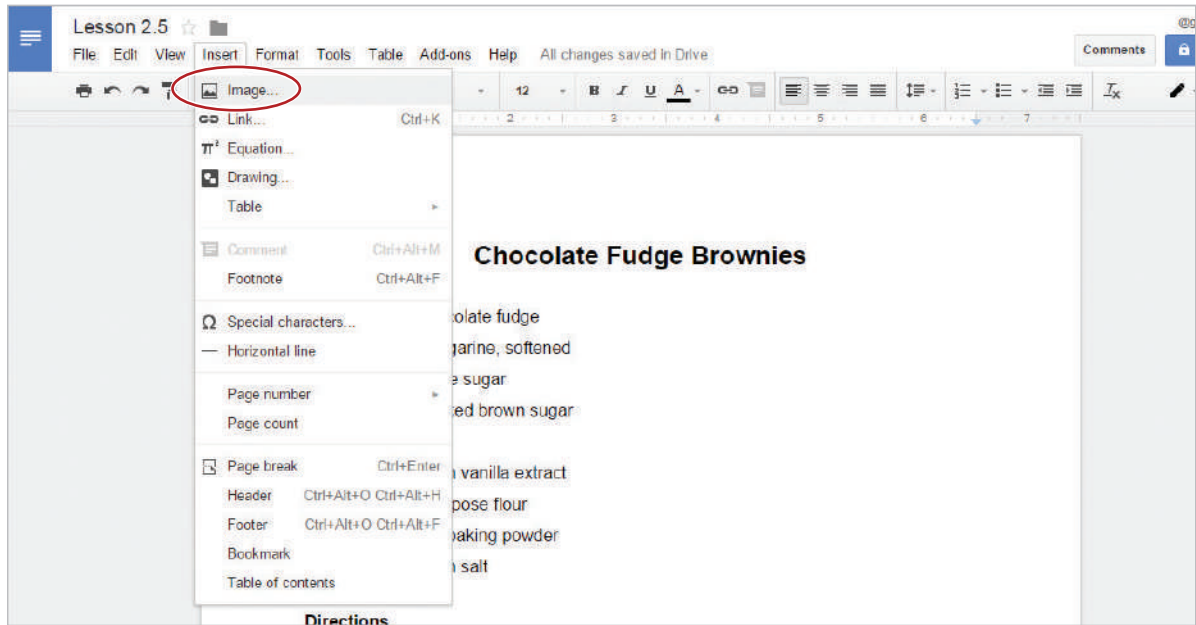
b. In the **Copy document** dialog box, type [Lesson 2.5] in the **Enter a new document name** field, then click **OK**.



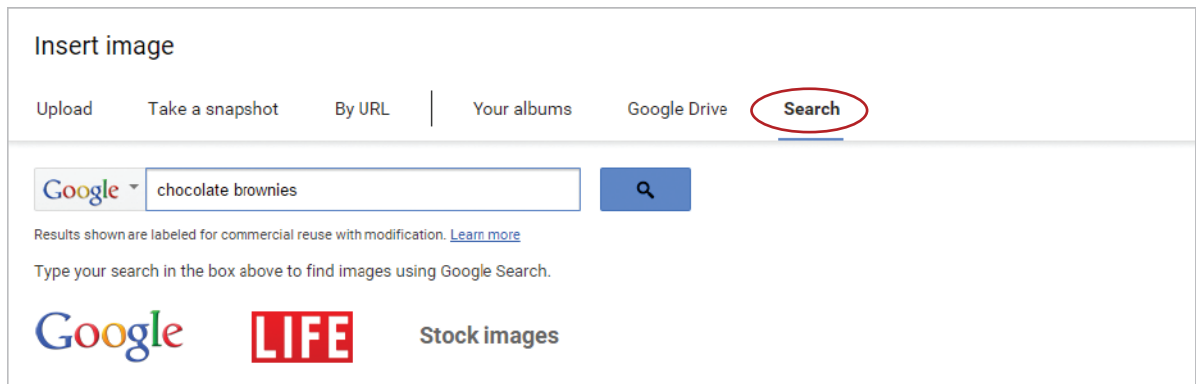
3. Replace the text [peanut butter] with the text [chocolate fudge].
4. Capitalize the first letters of [chocolate] and [fudge] in the title.
5. Change the font of all the text to Arial and the font size of the text, except the title, to 12.
6. Delete [Word Count: 116].
7. Place your cursor at the end of the last direction, then hit the Enter key two times.



8. **Insert an image.** To insert an image of a chocolate brownie at the end of the recipe, do the following:
- From the **Insert** menu, select **Image**.



- Click **Search**, type [chocolate brownie] in the **Google search** field, and hit **Enter**.



- Double-click an image of your choice.
- Resize the image so that it is similar in size to the one shown in 2.5 Figure A and your document fits on one page.
 - Center align the image.
 - Proofread your document for accuracy and format.
 - Print preview. Your document should look similar to 2.5 Figure A.
 - Share or print your document if required.
 - Move your document from your Drive into your My Docs folder.

2.5 Figure A

Chocolate Fudge Brownies

Ingredients

- ½ cup chocolate fudge
- ⅓ cup margarine, softened
- ⅔ cup white sugar
- ½ cup packed brown sugar
- 2 eggs
- ½ teaspoon vanilla extract
- 1 cup all-purpose flour
- 1 teaspoon baking powder
- ¼ teaspoon salt

Directions

1. Preheat oven to 350 degrees F (175 degrees C). Grease a 9x9 inch baking pan.
2. In a medium bowl, cream together chocolate fudge and margarine. Gradually blend in the brown sugar, white sugar, eggs, and vanilla; mix until fluffy. Combine flour, baking powder, and salt; stir into the chocolate fudge mixture until well blended.
3. Bake for 30 to 35 minutes in preheated oven, or until the top springs back when touched.
4. Cool and cut into 16 squares.

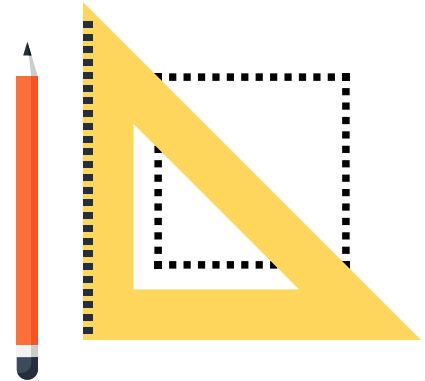


Geometric Shapes Poster

Using Shapes and Graphic Tools

Overview

You are studying geometric shapes in math class, and your assignment is to create a geometric shapes poster to be displayed on the classroom wall. You decide to make the poster using the drawing tools in Google Docs.



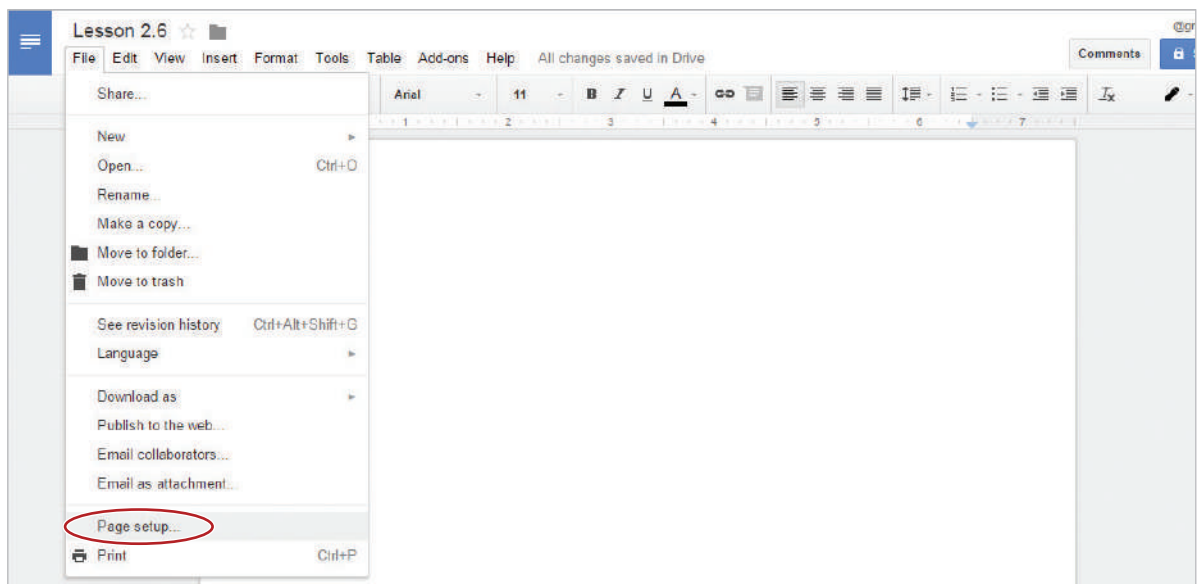
New Skills

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

In this lesson, you will change the page setup and use drawing tools to create a colorful geometric shapes poster.

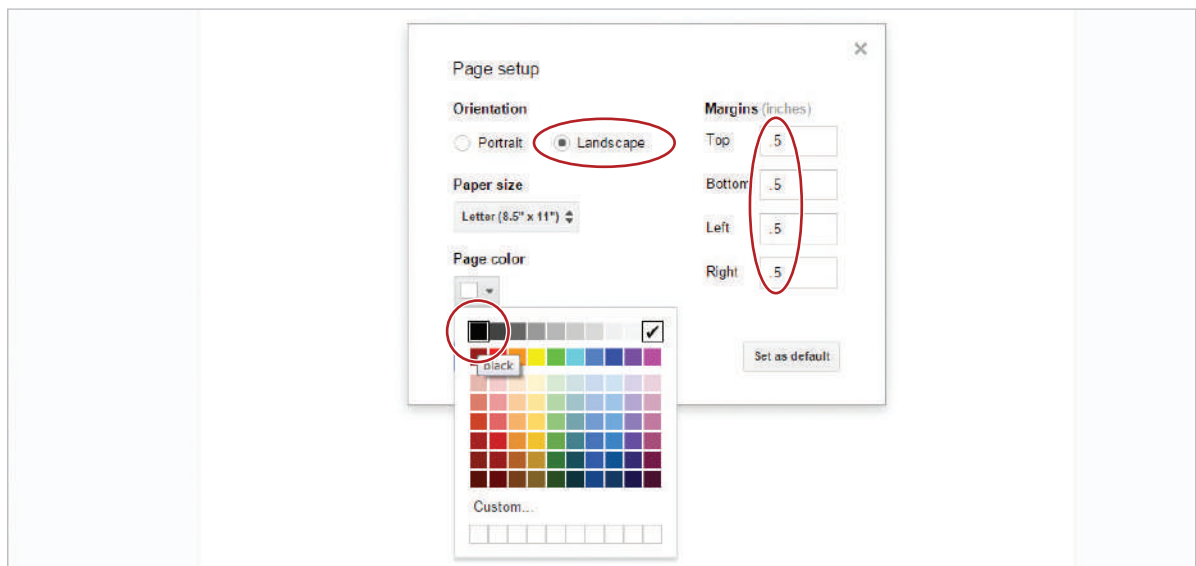
Instructions

1. In your My Docs folder, create a new document and name it Lesson 2.6.
2. From the **File** menu, select **Page setup**.

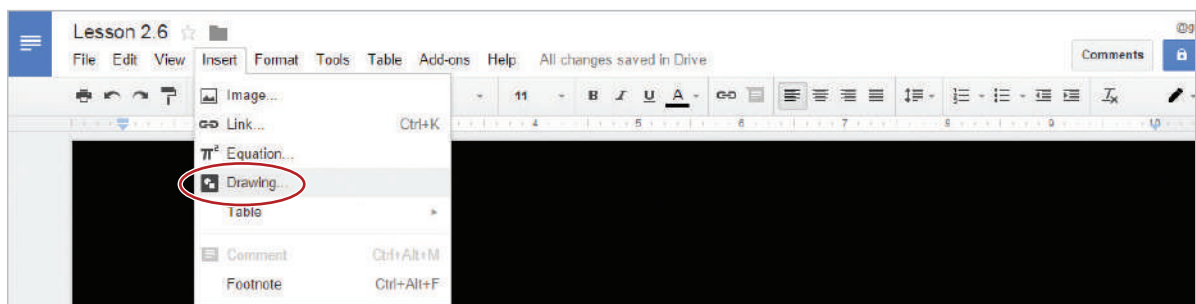


3. **Change Page Orientation.** To accommodate a document that requires more width than height, do the following:
 - a. In the **Orientation** section of the **Page setup** dialog box, click **Landscape**. See 2.6 Figure A below.
4. **Change Page Margins.** To set the space around your document where content cannot be placed, do the following:
 - a. In the **Margins** section of the **Page setup** dialog box, type [.5] in the **Top**, **Bottom**, **Left**, and **Right** fields. See 2.6 Figure A below.
5. **Change Page Color.** To add color to the background of your document, do the following:
 - a. In the **Page color** section of the **Page setup** dialog box, click the **Page color** drop-down menu, select **Black**, then hit **OK**. See 2.6 Figure A below.

2.6 Figure A

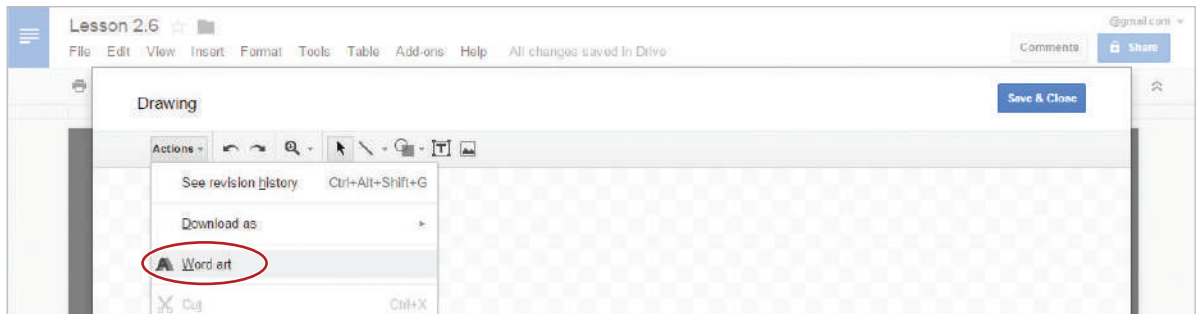


6. **Insert Word Art.** To add artistic flair to your document, do the following:
 - a. From the **Insert** menu, select **Drawing**.

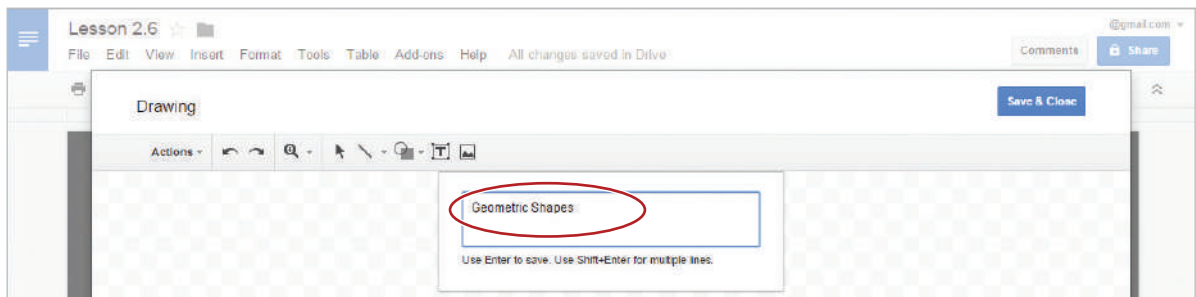


Note: A drawing canvas will appear on your screen.

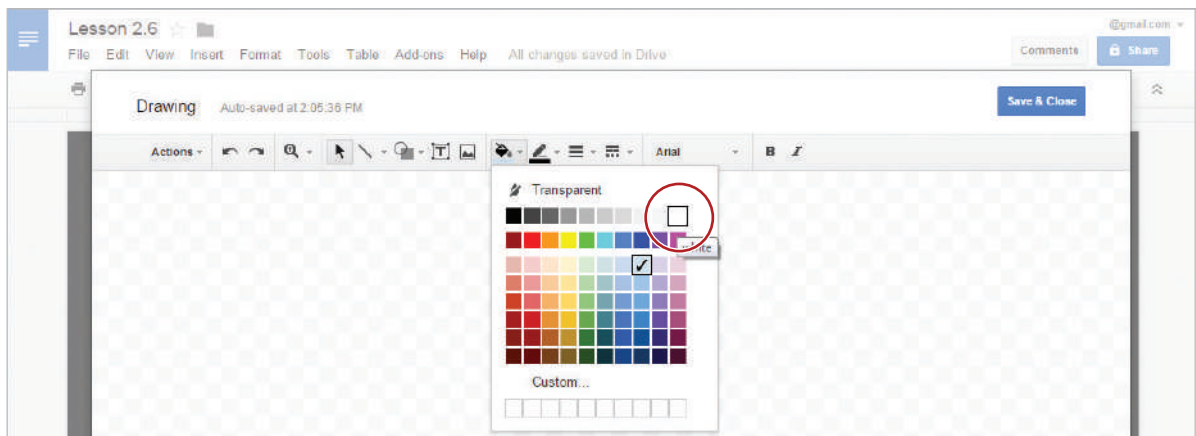
- b. From the **Actions** drop-down menu, select **Word art**.



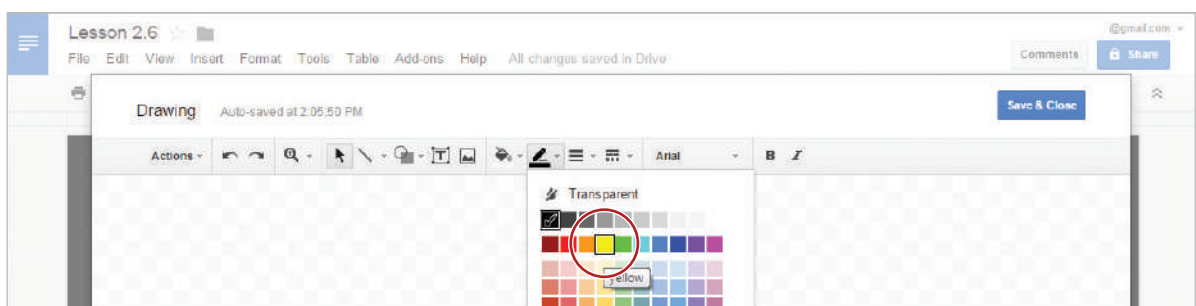
- c. In the **Word art** dialog box, type the text [Geometric Shapes], then hit the **Enter** key.



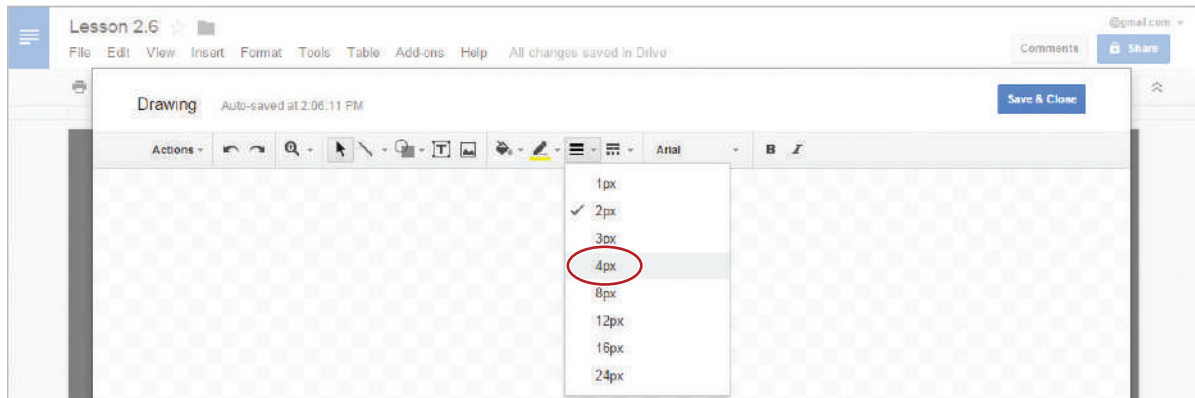
7. **Change Shape Fill Color.** To change the fill color of a shape or word art, click the **Fill color** drop-down menu, then select **White**.



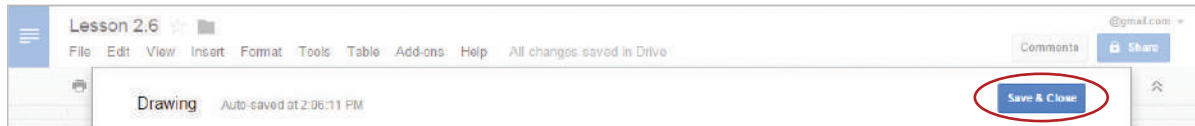
8. **Change Line Color.** To change the line color of a shape or word art, click the **Line color** drop-down menu, then select **Yellow**.



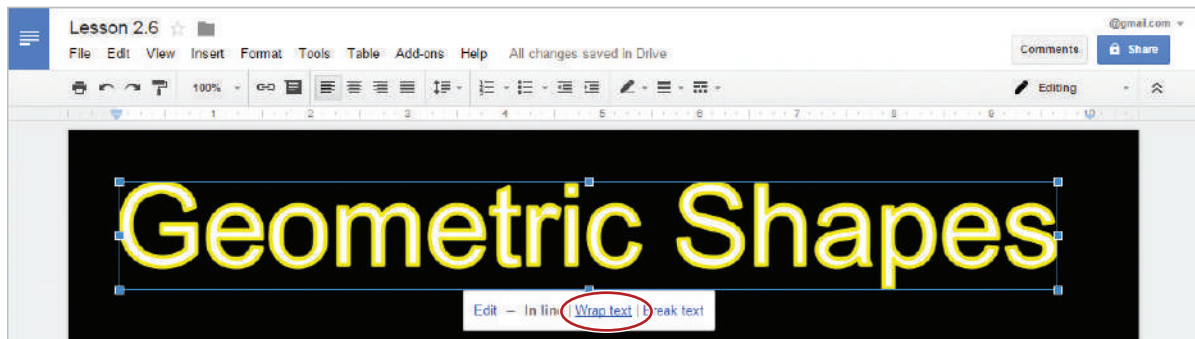
9. **Change Line Weight.** To change the line weight of a shape or word art, click the **Line weight** drop-down, then select **4px**.



10. Click **Save & Close**. The word art will now be inserted into your document.

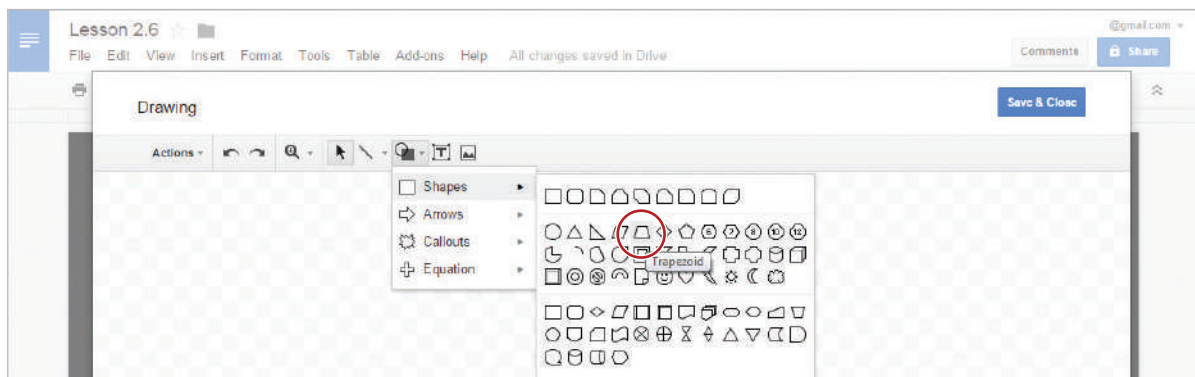


11. **Use Wrap text.** To allow an object to move freely on the page, select the word art, then select **Wrap text**.



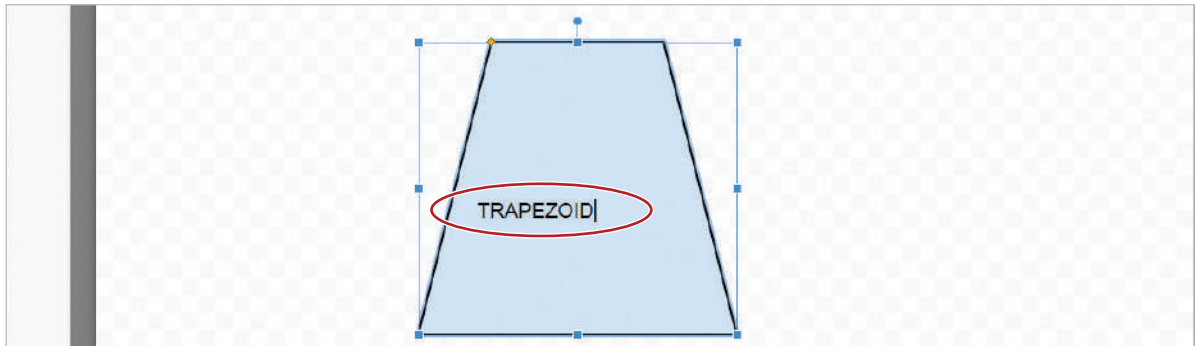
12. **Insert a Shape.** To create and insert lines and shapes into your document, do the following:

- a. Click on the background of your page, then from the **Insert** menu, select **Drawing**, click the **Shape** icon, select **Shapes**, then choose **Trapezoid**.

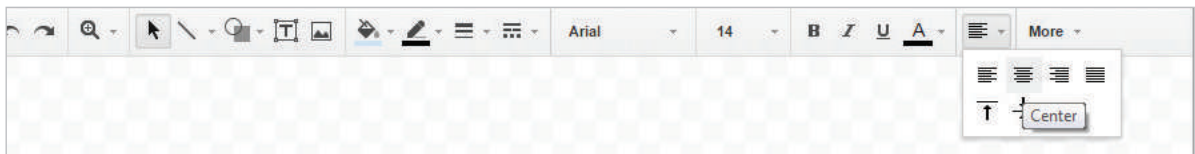


- b. Click and drag to expand the trapezoid to approximately **18 grid squares** wide and **18 grid squares** tall.

13. Double-click within the shape and type the text [TRAPEZOID].



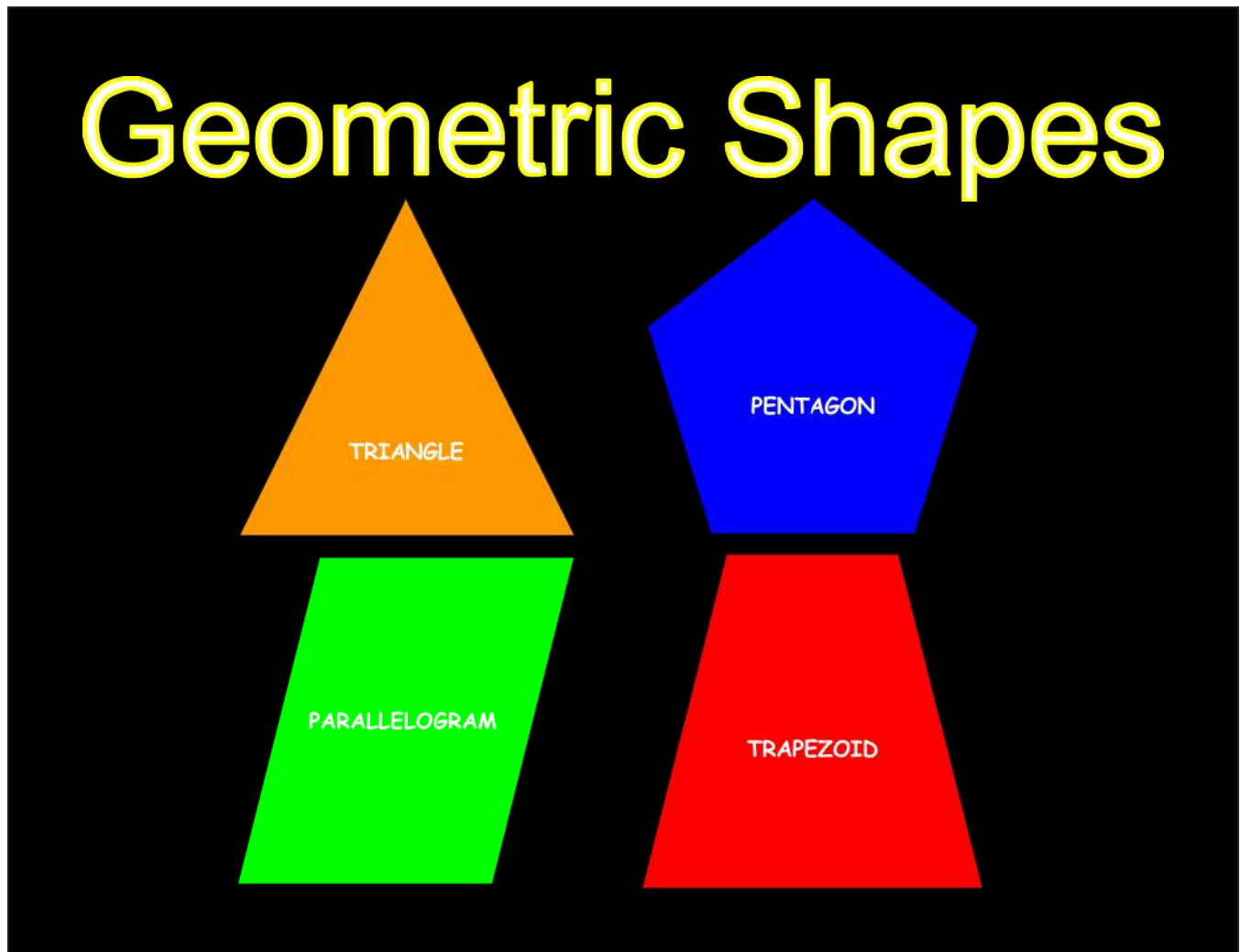
14. To center align text within a shape, from the **More** drop-down menu, select the **Align** drop-down menu, then select **Center**.



15. Bold the text, change the font to Comic Sans, the font size to 16, and the font color to white.
16. Change the fill color of the trapezoid to red.
17. Click Save & Close.
18. Apply wrap text, and move the trapezoid by selecting the shape, then using the double-sided arrow, click and drag it to the bottom right-hand corner of your page. See 2.6 Figure B.
- Hint: Use the Zoom settings to view your entire page.*
19. Click on the background of your page, then insert a blue Pentagon that is approximately the same size as the trapezoid (18 grid squares wide x 18 grid squares tall).
20. Type the text [PENTAGON], center align, bold, change the font to Comic Sans, the font size to 16, the font color to white, then click Save & Close.
21. Apply Wrap text and move the pentagon to the top right-hand corner of your page. See 2.6 Figure B.
22. Insert a green Parallelogram that is approximately the same size as the trapezoid (18 grid squares wide x 18 grid squares tall).
23. Type the text [PARALLELOGRAM], center align, bold, change the font to Comic Sans, the font size to 16, the font color to white, then apply Wrap text.
24. Move the parallelogram to the bottom left-hand corner of your page. See 2.6 Figure B.

25. Insert an orange Triangle that is approximately the same size as the trapezoid. (18 grid squares wide x 18 grid squares tall).
26. Type the text [TRIANGLE], center align, bold, change the font to Comic Sans, the font size to 16, the font color to white, then apply Wrap text.
27. Move the triangle to the top left-hand corner of your page. See 2.6 Figure B.
28. Proofread your document for accuracy and format.
29. Print preview. Your document should look similar to 2.6 Figure B.
30. Share or print your document if required.

2.6 Figure B



Getting to Know You

Collaborating with Docs

Overview

Google Docs offers valuable sharing and collaborating features. You have been assigned to work with a partner on a document which requires each person to take on the role of both the interviewer, and the interviewee. Each partner will ask and answer questions in one shared document.



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

New Skills

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

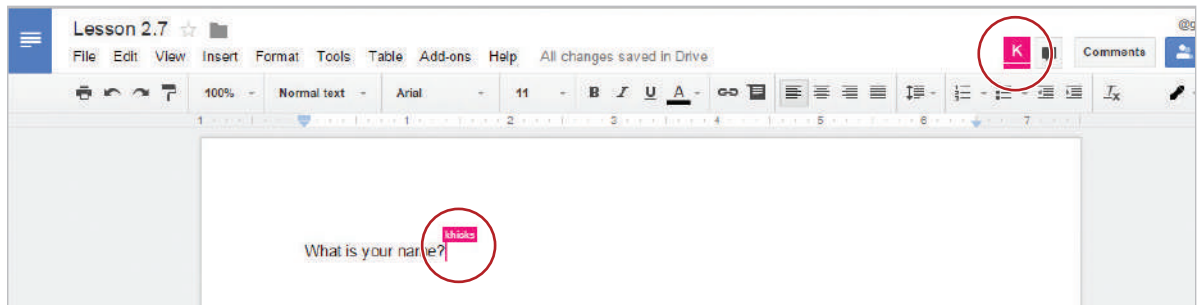
Instructions

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. **STUDENT A:** In your Google Drive, create a new document and name it Lesson 2.7.
3. **STUDENT A:** Share the document with **STUDENT B**. Assign them permission to edit the document and include a note informing **STUDENT B** that you have shared a document with them.
4. **STUDENT B:** In your **Shared With Me** drive, open **Lesson 2.7**.

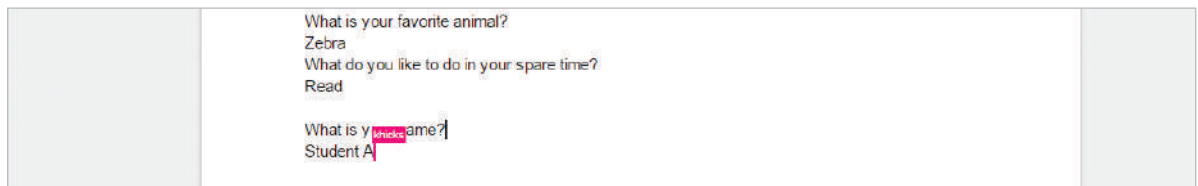




5. **Collaborate.** When more than one person is simultaneously editing a document, each person's Insertion Point is a different color. A colored box will also appear at the top of the screen.



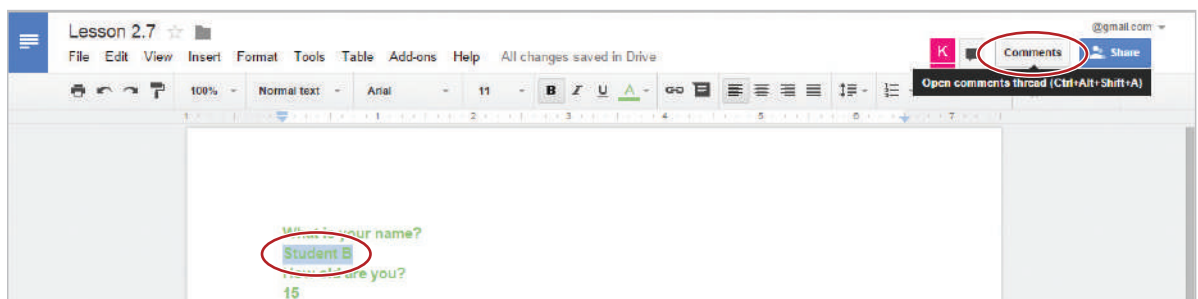
6. **STUDENT A:** Type the text [What is your name?]
 7. **STUDENT B:** Type your first name on the next line.
 8. **STUDENT A:** Continue to ask **STUDENT B** the questions in 2.7 Figure A.
 9. Switch roles so that **STUDENT B** now types the questions and **STUDENT A** types the answers.



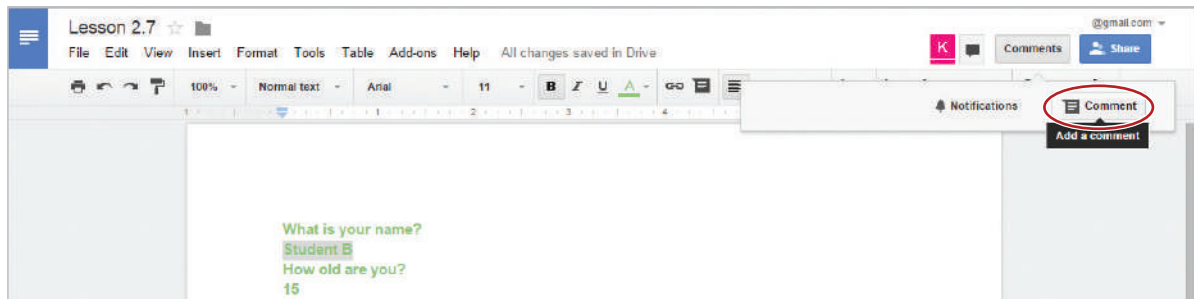
10. **STUDENT A:** Bold the first set of questions and answers and change the font color to green.
 11. **STUDENT B:** Bold the second set of questions and answers and change the font color to purple.



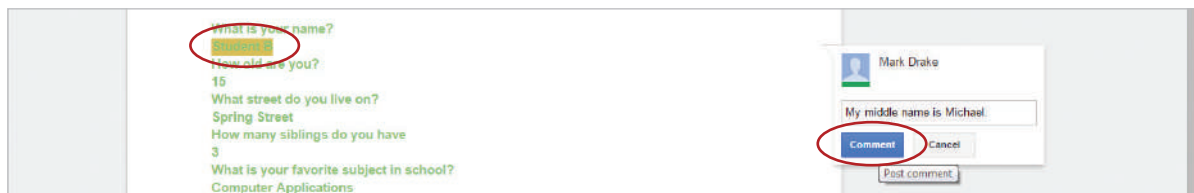
12. **Use Comments.** To post a comment in a document, **STUDENTS A** and **B**, do the following:
 a. Select your name in the document, then click the **Comments** button.



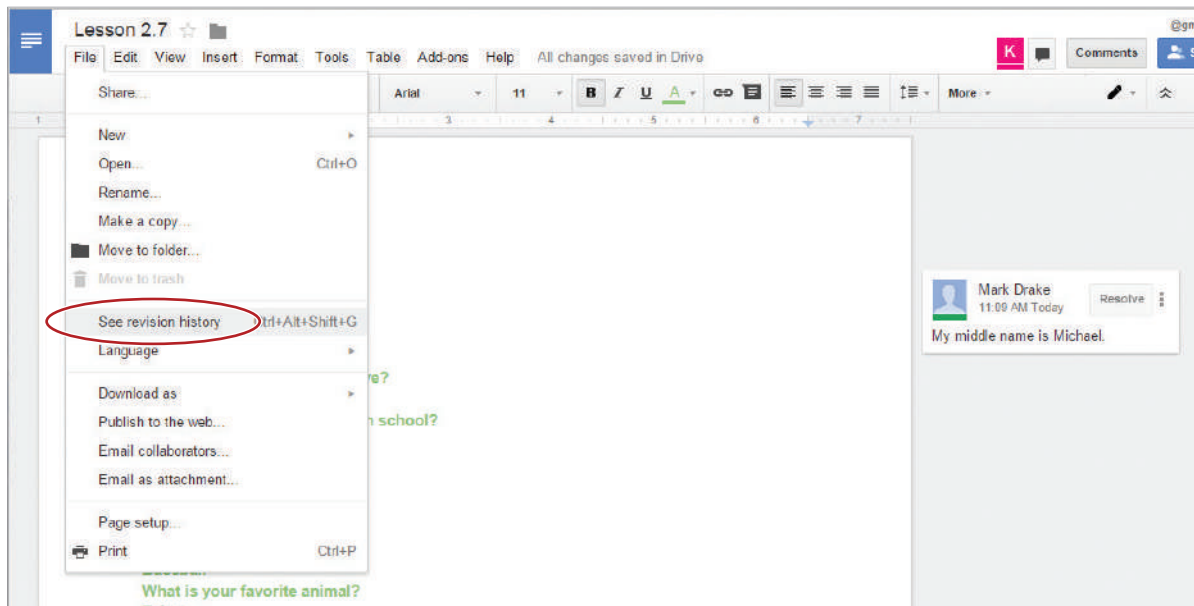
- b. Click the **Add a comment** icon.



- c. In the comment dialog box, type the text [My middle name is <your middle name>.] and click **Comment**.



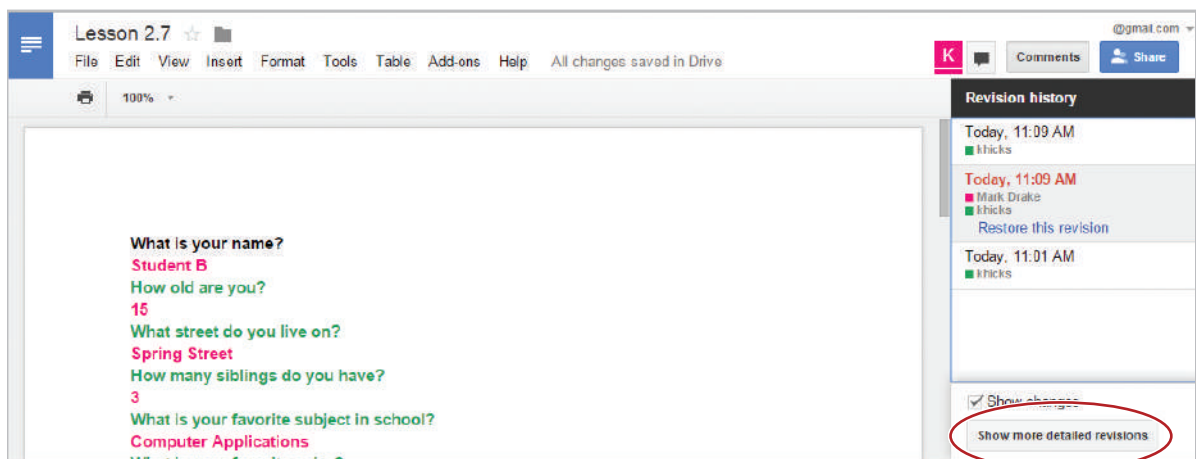
13. **See Revision History.** To see changes that have been made by collaborators and yourself, from the **File** menu, select **See revision history**.



14. Click a time stamp in the Revision history panel to see a previous version of the file. You'll also see the people who edited the file below the time stamp, and the edits that each person made is shown in the color that appears next to their name. Be careful not to restore this revision.



15. **Show More Detailed Revisions.** To see changes made to the document in greater detail, click the **Show more detailed revisions** button.



16. Proofread your document for accuracy and format.
17. Print preview. Your document should look similar to 2.7 Figure B.
18. Share or print your document if required.

2.7 Figure A

What is your name?

How old are you?

What street do you live on?

How many siblings do you have?

What is your favorite subject in school?

What is your favorite color?

What is your favorite food?

What is your favorite sport?

What is your favorite animal?

What do you like to do in your spare time?

2.7 Figure B

What is your name?
Student B
How old are you?
15
What street do you live on?
Spring Street
How many siblings do you have?
3
What is your favorite subject in school?
Computer Applications
What is your favorite color?
Green
What is your favorite food?
Pizza
What is your favorite sport?
Baseball
What is your favorite animal?
Zebra
What do you like to do in your spare time?
Read

What is your name?
Student A
How old are you?
14
What street do you live on?
Mayflower Drive
How many siblings do you have?
2
What is your favorite subject in school?
Personal Finance
What is your favorite color?
Yellow
What is your favorite food?
Cheeseburger
What is your favorite sport?
Tennis
What is your favorite animal?
Koala Bear
What do you like to do in your spare time?
Listen to music