

# **GOOGLE DOCS INTRODUCTORY ACTIVITY**



Click on Waffle, go to My Drive

Shared with Me

Choose “*Google Doc Intro*”

Click on File again

Make a copy

Enter new document name - write **your** last name and first initial (ex: ClevenJ)

Please complete the following directions on this document

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1. Type your first and last name in **bold**, *italics*, and underlined, below.

- a.
- b.
- c.

2. Copy your first name from answer (a) above, paste it below, and change the font to “SYNCOPATE” in 24 point.

3. Open a new tab.

- In the main search box, type Google Chrome Logo.
- Choose “more images for Chrome” below the pictures.
- Choose your favorite and right click (two fingers), copy image.
- Go back to your Google Docs tab
- Right click (or ctrl-v) to paste image below

4. Did you know that you can do research while you are in your Google Doc?

- Go to Tools
- Choose Research
- You will see a search box pop up on the right side of your screen
- In the search field, type Kermit the Frog
- Hover your arrow over Kermit the Frog - Wikipedia, and choose “preview”
- Put your flashing cursor at the end of this sentence, then hover again and choose “insert link”.
- Put your flashing cursor at the end of this sentence, then hover again and choose “cite”.
- If you did it right, you should see a little “1” next to the word, “cite”, and you should see a citation at the bottom of this page.

5. Now you are going to share this document with Mrs. Cleven.

- Go up to File
- Share
- Type Mrs. Cleven’s Google account id:

[jenniferc@ckschools.org](mailto:jenniferc@ckschools.org)

- You do NOT need to include a note
- Click “send”
- If you get a message that I’m not in your google organization, that’s OK.
  - ★ Your teachers have [@ckschools.org](mailto:@ckschools.org) as their domain
  - ★ Your classmates have [@ckstudents.org](mailto:@ckstudents.org) as their domain
  - ★ This is NOT an active email account, it just lets you share documents.
  - ★ ***Your shared documents are monitored, so please make smart choices, or risk losing your Google account privileges.***

6. “But Mrs. Cleven - how do I save????”

- It’s been saving all along - remember you are on the web!

## 7. REMEMBER: ALWAYS START AT YOUR GOOGLE DRIVE



- Go to MY DRIVE,
- then NEW,
- then choose what you want to make (doc, sheet, drawing, slide, or form)
- then rename it
- It will always live in your “MY DRIVE”