Google Docs
Grade Sheet & Step-By-Step Guide (80 pts)

Explanation: Students will be provided with unformatted text. They will format it using Google Docs. After each of the steps stated below, the document will resemble the Model Document. A video tutorial showing how to achieve each of these steps has been provided.

Preparation	
Login & View The Model Site: Login to your Google Account. View the model document being 'Shared' by John Harrington: "Final_ModelGoogleDoc." Take a look at it…this is the site you are going to recreate.	
Helpful Hints: Edit Undo & Viewing a Document: Oops! How to quickly fix an accidental entry & how to view a document as you edit.	
Begin Creating a Google Doc!	
Step #1: Enter Google Drive, Create a New Google Document & Title the Document. 1a. Title it, "ModelGoogleDoc_"YourName"	5 pts.
Navigating in Google Drive: Navigate from the Drive to the Files, and then back to the Drive.	
Accessing Files: I am providing you with all of the text and images in order to recreate the model. If You can access all the files via the "Shared with me" link on your Google Drive. If not, I have created a link on the Video Tutorial page that allows you to download all the images and text to your desktop and then upload them to your Google Drive.	
Step #2: Copy Text from Shared File & Paste Into Your New Document. 2a. Copy and Paste the Shared unformatted text into your Google Document.	5 pts.
Step #3: Organize the Files & Folders in Your Google Drive 3a. Create a folder called, "ModelGoogleDoc," Drag your New Document into it.	5 pts.
Step #4: Page Setup, Margins & Tabs 4a. Change the page margin to .5 inches. 4b. Tab "Name" to 5.5 inches.	5 pts.
Step #5: Font 5a. "Select All" the text on the page and change it to "Arial," size 10.	5 pts.
Step #6 Font, Size, Bold, Center & Color 6a. Highlight the title: "Google Docs" Training. Make it Bold, Center, Size 14 and Color Red.	5 pts.
Step #7 Horizontal Line 7a. Insert a horizontal line.	5 pts
Step #8: Right & Left Indent 8a. Right and Left indent .5 inch on both sides.	5 pts
Step #9: Tables 9a. Copy and paste the provided text into the corresponding cells.	5 pts.
Step #10: Line Spacing 10a. Apply 1.5" spacing to the text in the left cell.	5 pts.
Step #11: Bullets / Numbered Lists & Indent 11a. Apply an outline to the text in the right cell.	5 pts.
Step #12: Shading 12a. Create a table, no borders and shade it.	5 pts.
Step #13: Insert Picture 13a. Insert the image of 'Vintage Hall' (Look in Main Menu / Drive / Share with me). Change its size.	5 pts.
Step #14: Headers & Footers (and Page Breaks) 14a. Apply a Footer that reads: "Created by: Your Name."	5 pts.
Step #15: Spell Check	5 pts.
Step #16: Export (Print, File: Word Document/.pdf & Email)	5 pts.
Also: Text Boxes (View tutorial).	
Sharing Your Google Doc!	
Visit the Sharing Training Page (The link is on the Video Tutorial Page).	