

# TECHNOEditor

## Teacher Guide

Lessons for Elementary School Students



Technology Project using

## Google Docs

Edit a collection of stories for children.

In this project, students assume the role of an editor. They improve the quality of a document to prepare it for publication. Using Google Docs, they learn essential word processing skills that allow them to edit a collection of tales written for children. An exploration of text, graphic, and page layout formatting techniques allow them to revise stories, comics, and poetry.

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# Contents

## Introduction Getting Started

How to Use This Guide .....	i
How to Use the Resource Files.....	ii
TechnoEditor Overview .....	iv
Implementation and Technology Integration Ideas .....	v
Preparing to Teach TechnoEditor .....	vii

## Session 1 Edit the Front Cover

Session 1 Getting Started .....	1
<b>Assignment 1</b> Introduction to TechnoEditor .....	5
What Is an Editor? .....	5
What Is Word Processing? .....	5
How Does Google Docs Help an Editor? .....	6
<b>Assignment 2</b> Label the Parts of the Google Docs Window .....	7
Explore Google Docs.....	7
<b>Assignment 3</b> Explore Google Docs.....	8
Open Google Docs to a Blank Document .....	8
Name the Document in the Title Box.....	8
Take a Closer Look at Menus.....	8
Explore the Tools on the Toolbar .....	9
Change the Workspace .....	9
Close Google Docs.....	9
<b>Assignment 4</b> Formatting Text.....	10
Open "A Collection of Stories Written for Children" in Google Docs .....	10
Three Ways to Select Text .....	10
Format the Font .....	11
Three Ways to Format Font Size .....	11
Format the Font Style .....	12
Format the Text Color .....	12
Highlight Color .....	12
Align Text .....	13
Create a Numbered List.....	13
Create a Bulleted List .....	13
Clear Formatting .....	13
Three Ways to Delete Text.....	14
Undo or Redo Actions .....	14
Make a Folder and Move the Document (Optional) .....	14
Close Google Docs.....	14
<b>Assignment 5</b> Edit a Book Cover .....	15
Open the Edited Storybook in Google Docs.....	15
Change the View to Whole Page .....	15
Add Student Name to the Storybook Cover .....	15
Format the Storybook Cover .....	16
Close Google Docs.....	16
Session 1 Review: About Google Docs .....	17
Session 1 Skill Review: Make a Name Card .....	19
Session 1 Extension Activity: Adjust Line Spacing .....	21
Session 1 Extension Activity: Get Help .....	22

Session 2 Edit a Poem

Session 2 Getting Started ..... 25

**Assignment 6** Edit a Fun Day in the Sun ..... 29

    Open the Storybook in Google Docs ..... 29

    Three Ways to Move Around in a Document ..... 29

    Move to Page 2 ..... 30

    Make the Poem Look Great ..... 30

    Close Google Docs ..... 30

**Assignment 7** Decorate the Poem with a Picture ..... 31

    Open the Storybook in Google Docs ..... 31

    Insert a Picture Below the Poem ..... 31

    Resize the Picture to Fit on the Page ..... 31

    Align the Picture ..... 32

    Apply a Picture Border ..... 32

    Recolor the Picture ..... 32

    Close Google Docs ..... 32

Session 2 Review: How to Format a Picture and Text ..... 33

Session 2 Skill Review: Edit the Poem "The Lion" ..... 34

Session 2 Extension Activity: Setting Page Margins ..... 35

Session 3 Edit a Story

Session 3 Getting Started ..... 39

**Assignment 8** Insert and Format Images ..... 43

    Open the Storybook in Google Docs and View Page 3 ..... 43

    Read the Story ..... 43

    Insert an Image from the Web ..... 43

    Set the Text Wrap ..... 44

    Close Google Docs ..... 44

**Assignment 9** Create Illustrations Using Drawings ..... 45

    Open the Storybook in Google Docs and View Page 3 ..... 45

    Insert a Drawing Canvas ..... 45

    Insert a Store Picture ..... 46

    Insert a Picture of a Girl or Boy ..... 46

    Change the Object Order of the Store and Person ..... 46

    Group Pictures Together ..... 47

    Save the Drawing Canvas to Insert the Image into Google Docs ..... 47

    Set the Text Wrap ..... 48

    Add a Border to the Drawing canvas (Optional) ..... 48

    Close Google Docs ..... 48

**Assignment 10** Illustrate a Story ..... 49

    Open the Storybook in Google Docs and View Page Three ..... 49

    Illustrate the Story Events Using the Task List ..... 50

    Close Google Docs ..... 50

Session 3 Review: Working with Images ..... 51

Session 3 Skill Review: Edit the Dragon Story ..... 52

Session 3 Extension Activity: Crop an Image ..... 53

Session 4 Edit a Comic

Session 4 Getting Started ..... 57

**Assignment 11** Draw Lines, Shapes, and Text Boxes ..... 61

    Open Google Docs and Name the File Draw ..... 61

Insert a Drawing Canvas .....	61
Draw Different Lines and Format the Appearance .....	61
Draw a Rectangle and Square .....	62
Fill a Shape with Color or a Gradient.....	62
Move, Resize, and Rotate Shapes .....	63
Change a Shape .....	63
Draw a Text Box and Then Format the Words .....	63
Two Ways to Delete a Shape .....	64
Undo an Action .....	64
Take the Drawing Challenge.....	64
Close Google Docs.....	64
<b>Assignment 12 Draw More Shapes .....</b>	<b>65</b>
Open Google Docs and Insert a Drawing Canvas .....	65
Draw a Smiley Face .....	65
Bend a Shape Using the Adjustment Handle .....	65
Draw a Callout and Add Text .....	65
Draw a Starburst and Then Add Text .....	66
Change the Object Order and Group Shapes.....	66
Take the Drawing Challenge.....	66
Close Google Docs.....	66
<b>Assignment 13 Create and Format Word Art .....</b>	<b>67</b>
Open Google Docs and Insert a Drawing Canvas .....	67
Add Word Art.....	67
Format the Font and Style.....	67
Fill and Outline the Word Art.....	68
Close Google Docs.....	68
<b>Assignment 14 Edit a Comic Strip .....</b>	<b>69</b>
Open the Storybook in Google Docs and View Page Four .....	69
Edit a Comic Panel to Add Shapes .....	69
Create the First Comic Panel .....	70
Complete the Comic Strip Using the Checklist .....	70
Close Google Docs.....	70
Session 4 Review: Shapes and Word Art .....	71
Session 4 Skill Review: Balloon Trouble .....	72
Session 4 Extension Activity: Get Creative with Word Art.....	73
Session 5 Cut, Copy, & Paste	
Session 5 Getting Started .....	77
<b>Assignment 15 About Cut, Copy, &amp; Paste .....</b>	<b>81</b>
Open the Storybook in Google Docs and View Page Five .....	81
Edit the Title .....	81
Edit the Cut, Copy, and Paste Story .....	82
Cut the Story and Paste into a New Document .....	82
Close Google Docs.....	82
<b>Assignment 16 Edit the "Copy Cats" Story .....</b>	<b>83</b>
Open Storybook in Google Docs and View Page Five.....	83
Edit the Story by Cutting and Pasting Words .....	83
Make the Story Look Great .....	83
Complete the Story Using the Checklist .....	84
Close Google Docs.....	84
Session 5 Review: Cut, Copy, and Paste.....	85
Session 5 Skill Review: A Picture for Mother .....	86

Contents

Session 5 Extension Activity: Even More Editing Tools ..... 87

Session 6 Final Edit

Session 6 Getting Started ..... 91

**Assignment 17** Edit the Spelling and Grammar..... 95

    Edit the Spelling and Grammar ..... 95

    Close Google Docs..... 95

**Assignment 18** Edit the Layout and Share the Document ..... 96

    Change the View..... 96

    Complete the Story Using the Checklist ..... 96

    Share the Document ..... 96

    Close Google Docs..... 97

Session 6 Review: Google Docs Quiz..... 98

Session 6 Extension Activity: Insert Page Numbers ..... 100

Appendices

Appendix A: Assessment Tools ..... 103

Appendix B: Glossary..... 106

Appendix C: Contact Information..... 108



# Introduction

## **Getting Started**

Follow the instructions in this section to prepare materials necessary to implement this project.

How to Use this Guide

How to Use the Resource Files

TechnoEditor Overview

Implementation and Technology Integration Ideas

Preparing to Teach TechnoEditor

# TechnoEditor Overview

## Introduction to TechnoEditor

In this project, students assume the role of an editor. They improve the quality of a document to prepare it for publication. Using Google Docs, they learn essential word processing skills that allow them to edit a collection of tales written for children. An exploration of text, graphic, and page layout formatting techniques allow them to revise stories, comics, and poetry.

Students complete the following tasks:

- In session 1, students are introduced to Google Docs. They learn how to perform basic word processing tasks such as how to select, format, and delete text. They apply this knowledge to edit the front cover of the book, "A Collection of Stories Written for Children".
- In session 2, students continue to edit the book, "A Collection of Stories Written for Children". As an editor, students apply their knowledge of formatting to make the descriptive words in the poem, "A Fun Day in the Sun", look like their meaning. Afterwards, students learn how to insert a picture and format the appearance to make the poem look spectacular.
- In session 3, students add interest to the story "The Unbelievable Trip to the Store". They learn how to insert and format images. Then they apply these skills to illustrate remarkable events including seeing a car with an elephant on its roof, witnessing a monkey in front of the store door, and glimpsing a frog riding on the back of a bird. This "unbelievable" story will teach students picture formatting techniques.
- In session 4, students continue their job as editors. This time, they are editing the content of a comic strip. To prepare for this activity, they must first learn how to draw and format shapes and Word art. Once students can apply their skills confidently, they create a funny comic that will make the children reading it laugh and smile.
- In session 5, students learn how to use the cut, copy, and paste tools to edit a story. To begin, students engage in a practice exercise. Once they have mastered these basic editing tools, they apply their knowledge to edit the story entitled "The Copy Cats."
- In session 6, students prepare the storybook "A Collection of Stories Written for Children" for publication. To begin, they edit the document to correct any spelling or grammar errors. Afterwards, they use a checklist to verify that the document is ready for publication. Last minute changes are made to the book. Once it is perfect, the document is shared with others.

# Implementation and Technology Integration Ideas

Have your students become proficient editors using the fun activities in TechnoEditor. Easy to follow instructions introduce word processing tasks in a meaningful way. The activities are suitable for any teaching situation. Select the option that works best for you.

TechnoEditor integrates into varied areas of the curriculum:

- *Language Arts Unit:* Include TechnoEditor as part of an engaging language arts unit. Build strong foundational skills to make learners future ready. Students will apply the essential writing and communication skills achieved in this project in countless ways in their educational and career paths.
- *Computer Applications Class:* TechnoEditor is a fun and authentic way to teach word processing skills. With the goal of designing a fun storybook for their target audience of young children, students are inspired to create an interesting and unique document. The project includes a Summary of Skills that details word processing learning outcomes. Students learn how to format text, insert pictures, format objects, draw shapes, create Word Art, use the clipboard to cut, copy, and paste, adjust page layout, and more!
- *Reading Buddies:* Peer mentoring by partnering different grade level classrooms can be used for mutual benefits. Build reading skills in younger children and develop social skills in older students as they learn to be positive role models. In addition to the traditional reading of books, a one-of-a-kind storybook can be created using TechnoEditor. It can be printed, shared with, and presented to the younger child as a keepsake.
- *After School Program:* With the variety of ages in a before or after school group, take advantage of the 'it takes a village' nature of the small community. Pair students of different ages. The older student can follow the instructions in TechnoEditor while the younger student can make choices about pictures, fonts, and more. When a task can be done by the younger student, have the 'work' shared to keep both partners engaged in the task. The resulting storybook is co-authored by both learners. Technological as well as social skills such as patience, collaboration, and empathy are enhanced by a co-operative learning experience.

# Preparing to Teach TechnoEditor

Complete the following:

- Step 1: Read the "Get Started in 5 Easy Steps" Instructions
- Step 2: Install PDF App
- Step 3: Share the Editor folder with Students
- Step 4: View Sample Storybook (Optional)
- Step 5: Google Classroom and TechnoKids Templates (Optional)
- Step 6: Select Assessment Tools (Optional)
- Step 7: Print Handouts (Optional)
- Step 8: Download Files from the TechnoHub Resource Center (Optional)

Step 1: Read the "Get Started in 5 Easy Steps" Instructions

Visit the [Getting Started](https://www.technokids.com/support/getting-started.aspx) page to jump start your use of TechnoKids projects. It has everything you need to know about accessing files, installing PDF viewers, viewing a project folder, and sharing resources with students.

<https://www.technokids.com/support/getting-started.aspx>

Step 2: Install PDF App

The teacher guide and student workbook are in PDF format. The files have security settings and are best viewed using Adobe Reader or a recommended PDF viewer.

Each assignment in the workbook is available as an individual worksheet. Students can read the instructions and type answers into the worksheets. Adobe Acrobat Reader is recommended for desktop devices or Kami can be used if working web based.

<https://www.technokids.com/support/getting-started.aspx#step2>

Step 3: Share the Editor folder with Students

The *Editor folder* contains templates and worksheets. This folder can be placed on a local computer, memory stick, school server, or private web-based folder (not available to the public).

1. Open the *TechnoEditor Resources* folder.
2. Copy the *Editor folder*.
3. Paste it in a desired share location or upload the folder contents to a private web-based location.

Step 4: View Sample Storybook (Optional)

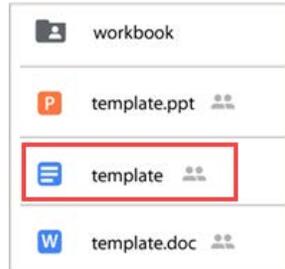
A sample completed Storybook that has been edited using the instructions in Sessions 1 – 6 is available. View it in advance of starting to gain an understanding of the final, edited project.

1. Open the *TechnoEditor Resources* folder.
2. Open the *Samples* folder.
3. View the *Storybook Sample*.

### Step 5: Google Classroom and TechnoKids Templates (Optional)

This project has templates. When [creating assignments using Google Classroom](#), it is recommended that you convert the files to Google Docs before sharing.

1. Open a template such as *A Collection of Stories Written for Children* in Google Docs.
2. From the File menu, select *Save as Google Docs*. This will create a new file that is native to Google.
3. Close the open template.
4. Share the converted file with students.



5. TIP: You may want to delete the original template to avoid confusion. To identify the file, look for the extension .docx or .doc.

TIP: If you plan to share the converted template using a Google Classroom, when attaching the file to the assignment, select *Make a copy for each student*.

### Step 6: Select Assessment Tools (Optional)

TechnoEditor has tools for assessing and evaluating student work. Review the contents of the *TechnoEditor Resources\Assessment* folder. It includes a summary of skills, marking sheet, reviews, and skill reviews. Files are customizable.

### Step 7: Print Handouts (Optional)

At the end of the project, you can send home a parent letter or certificate to celebrate learning. These files are in the *TechnoEditor Resources\Handouts* folder.

### Step 8: Download Files from the TechnoHub Resource Center (Optional)

TechnoKids has resources you can use to help students identify the function of a tool. Tool summary documents and/or flashcards are available for Word. Use these resources to create a bulletin board, introduce or review tools, or provide a reference guide.

1. Visit [TechnoHub](#) and sign in.
2. From the *Welcome* menu, choose *Resource Center*.
3. Select *Google*. Tick *Docs*.
4. At the top of the window, select *Start Download*.



# Session 1

## **Edit the Front Cover**

In this session, students are introduced to Google Docs. They learn how to perform basic word processing tasks such as how to select, format, and delete text. They apply this knowledge to edit the front cover of the book, "A Collection of Stories Written for Children".

Assignment 1: Introduction to TechnoEditor

Assignment 2: Label the Parts of the Google Docs Window

Assignment 3: Explore Google Docs

Assignment 4: Formatting Text

Assignment 5: Edit a Book Cover

Session 1 Review: About Google Docs

Session 1 Skill Review: Make a Name Card

Session 1 Extension Activity: Adjust Line Spacing

Session 1 Extension Activity: Get Help

# Session 1 Getting Started

## Overview

In this session, students are introduced to Google Docs. They learn how to perform basic word processing tasks such as how to select, format, and delete text. They apply this knowledge to edit the front cover of the book, "A Collection of Stories Written for Children".

## Materials

- Google Docs
- Google Docs Flashcards (optional)
- *A Collection of Stories Written for Children* template
- Workbook folder – PDF assignments, reviews, skill reviews, and extension activities
- *Storybook Sample* file
- Session 1 Review: About Google Docs (optional)
- Session 1 Skill Review: Make a Name Card (optional)
  - *Name Card* sample
- Session 1 Extension Activity: Adjust Line Spacing
- Session 1 Extension Activity: Get Help

## Teacher Preparation

(Refer to the *Preparing to Teach* section of this guide for instructions)

- Make the *Editor* folder available to students. It has the template required to complete Assignments 3 and 4.
- Determine a location for students to save their work during this project.
- (Optional) A template is required to complete the project. If using Google Classroom, you may want to convert the file to a native Google Docs format before providing your students' access. Refer to Step 5 in the *Preparing to Teach TechnoEditor* section.
- (Optional) Print the flashcards listed in the materials list for this session. Download them from the Resource Center in TechnoHub.
- View the sample file *Storybook Sample* to gain an understanding of the task.
- Review the assessment tools. A customizable *Marking Sheet* is available in the Assessment folder.

## Teaching Strategy

In this project, students become an editor. Explain the TechnoEditor project scenario:

*In this project, you assume the role of an editor. An editor has the important job of making certain a publication is ready for printing. They must review a document and notice the places where they can make improvements. An editor will delete, insert, format, and rearrange the content of a publication to make it look its best. The job requires a keen eye. As the editor, you have the responsibility of getting a children's book ready for printing. What changes do you need to make to get it ready?*

In this session, students edit the front cover of a storybook. Explain session scenario:

*In this session, you edit the front cover of a storybook. Your first job as editor begins with making changes to the cover of the book, "A Collection of Stories Written for Children". This book has a series of poems, short stories, and comics that children of all ages will enjoy. You must edit the front cover to make it look great!*

*Often people choose a book to read based on the appearance of the cover. Readers may think, "if it doesn't look good, it isn't good to read". You want young children to like the "look" of the book. For this reason, you will get to know some basic tools in Google Docs to help transform the front cover into an eye-catching must-read!*

### Assignment 1: Introduction to TechnoEditor

In this assignment, students gain an understanding of the role of an editor as well as how Google Docs can help them do their job. Before you begin, introduce the following terms:

- *Editor*: Someone who makes changes to the content of a document to get it ready for publication.
- *Word Processing*: A device used to create, edit, format, and share text-based documents.

### Assignment 2: Label the Parts of Google Docs Window

In this assignment, students are introduced to Google Docs. They label the parts of the Google Docs window. Select an instructional strategy:

- *Group Treasure Hunt*: Complete it as a teacher directed activity. Make it a 'treasure' hunt. Call out the name of the part, and then have students place their mouse pointer over the appropriate location in their window.
- *Independent Task*: Provide the assignment in either a printed or digital format. Students complete the worksheet by matching the numbers with the names.

### Assignment 3: Explore Google Docs

In this assignment, students explore the Google Docs menus, toolbar, and workspace. Encourage students to "click around". They will need to open each menu and read the options to answer the questions. To discover a tool name, they must hover over the icon and read the tool tip.

### Assignment 4: Formatting Text

In this assignment, students learn how to perform basic word processing tasks such as selecting text, formatting the appearance of words, changing the alignment, deleting unwanted text, and undoing a mistake. Encourage students to experiment with the tools and options to gain familiarity with Google Docs.



## Assignment 5: Edit a Book Cover

In this assignment, students apply their knowledge of the formatting tools to edit the appearance of the book cover for *A Collection of Stories Written for Children*.

### Lesson Plan

#### Assignment 1: Introduction to TechnoEditor

- Discuss the role of an editor. Answer questions about word processing.
- Read the task list to learn how Google Docs helps an editor do their job.
- Check three tasks on the list you already know how to do.

#### Assignment 2: Label the Parts of the Google Docs Window

- Label the diagram to identify the parts of the Google Docs window.

#### Assignment 3: Explore Google Docs

- Open a blank document in Google Docs.
- In the title box, rename the file explore.
- Examine the menu bar and answer questions about tools under menu items.
- Find the names of tools given their function and icons.
- Investigate two methods to change the size of the workspace.
- Close Google Docs.

#### Assignment 4: Formatting Text

- Open the document *A Collection of Stories Written for Children* in Google Docs.
- Rename the document as edited storybook. (optional)
- Select text using various methods: click and drag, triple click, and the SHIFT key.
- Format the font, font size, and font style.
- Change the text color to make the words eye-catching.
- Highlight text to show important information.
- Adjust the text alignment.
- Organize information into a list using the numbering and bullet tools.
- Clear formatting to return text to normal.
- Delete text using the DELETE key, BACKSPACE key, or "replace selection as you type".
- Undo or redo an action to edit text.
- Make a new folder named Editor and move the document into it.
- Close Google Docs.

#### Assignment 5: Edit a Book Cover

- Open the document edited storybook in Google Docs.
- Apply knowledge to edit the appearance of the front cover.
- Close the program.

## Learning Objectives

### Content Knowledge:

- understand the role of an editor
- list the features of a word processing program and how it helps editors do their jobs

### Operating Environment

- open and close a program
- locate a tool or option on the menu bar or toolbar
- name a file
- change the workspace by hiding/showing the menu bar and side panel
- adjust the magnification of a document
- navigate to a file
- open a document
- create a folder (optional)
- move a file to a folder (optional)
- search for help to complete a task (optional)

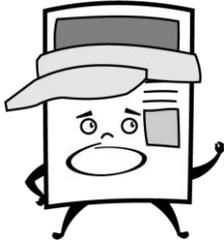
### Word Processing

- identify the parts of the program window
- select text using multiple methods (e.g., click and drag, triple click, SHIFT key)
- format the font typeface
- scale the font size using multiple methods
- apply a font style such as bold, italic, and underline
- format the text color
- highlight text by placing color behind a selection
- align text to the left, center and right
- number a list of text
- bullet a list of text and select the symbol style
- clear formatting to return text to normal
- delete text using multiple methods
- remove a series of actions using *Undo*
- replace a series of actions using *Redo*
- adjust line spacing (optional)

### Applied Technology

- improve the appearance of text on the book front cover

# Assignment 1 Introduction to TechnoEditor



Hi! I am Eddie the editor.

My job is to proofread a document to make sure it is ready for publication. In this project, you will edit the storybook "A Collection of Stories Written for Children".

Read to learn how Google Docs can help you do the job of an editor.

## What Is an Editor?

An editor is a person who edits documents to get them ready to share with others. Their main job is to find and fix mistakes. An editor may proofread a magazine article, book, blog post, web page, or newspaper story.

An editor needs to do more than edit spelling and grammar. They must check the wording to make sure the information is easy to understand. They also offer ideas on how to make the pages look better. These changes can make a document more interesting to readers.

## What Is Word Processing?

Word processing is using a computer to create, edit, and share documents. Of all computer programs, word processing is used the most.

The best thing about using word processing over writing by hand is that mistakes are simple to fix. You can make changes without having to re-write a document or make a mess by scratching words out.

1. List two ways you have used a word processing program in the past:

- 
- 

2. What word processing programs have you used in the past?

- Microsoft Office Word
- Google Docs
- Other:

3. Why do you think you will be a good editor?

- I am good at spelling.
- I know grammar rules.
- I can find mistakes easily.
- I like to change how words and images look on the page.
- Other:

## How Does Google Docs Help an Editor?

Read the list of 15 tasks Google Docs lets an editor do easily. There are MANY MORE!

4. Check three things you already know how to do.

✓	Task	Description
	 Insert Text	Add text anywhere in the document.
	 Delete Text	Erase letters, words, lines, or paragraphs.
	 Cut & Paste	Remove text or images to add them to a new spot.
	 Copy & Paste	Duplicate text or images.
	 Undo	Remove an action you just did to fix a mistake.
	 Redo	Repeat an action or add content you just removed.
	 Spell Check	Find and fix spelling and grammar errors.
	 Format Text	Change how the words look by setting the font or size.
	 Use Tables	Organize information into rows and columns.
	 Add Images	Insert pictures or shapes to illustrate the information.
	 Wrap Words	Place text around an image.
	 Adjust Page Layout	Set the page orientation, margins, or paper size.
	 Zoom	See the entire page or view an area up close.
	 Print a Document	Send a document to a printer to get a printed copy.
	 Share a Document	Send the file to other people to view or edit.

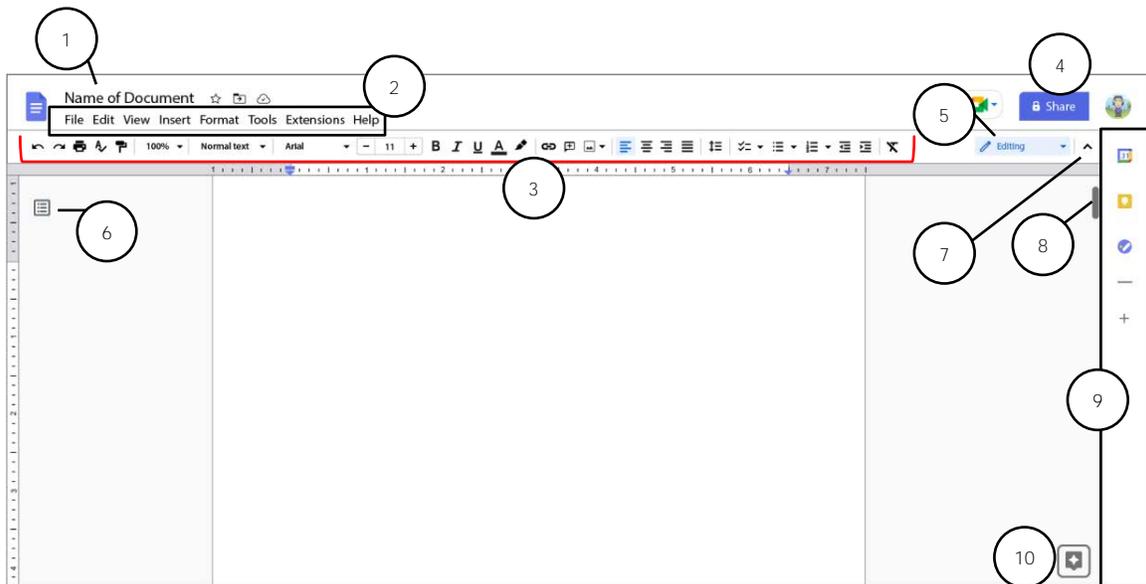
## Assignment 2 Label the Parts of the Google Docs Window

In this assignment, you learn the parts of the Google Docs window.

Explore Google Docs

1. Open Google Docs. Hover over the tools to discover their name and function
2. Look at the image below. Read the descriptions. Label the parts of the window with the matching number.

- |                         |                           |                   |
|-------------------------|---------------------------|-------------------|
| <b>7</b> hide/show menu | <b>10</b> explore         | <b>3</b> toolbar  |
| <b>8</b> scroll bar     | <b>6</b> document outline | <b>4</b> share    |
| <b>5</b> mode           | <b>1</b> title box        | <b>2</b> menu bar |
| <b>9</b> side panel     |                           |                   |



Term	Description
title box	A box that includes the document name.
menu bar	Menus that group program options such as File, Edit, View, and Insert.
toolbar	A bar with common tools used to create a document and format objects.
share	A tool to distribute the file to others allowing them to view, comment, or edit.
mode	A tool that sets document status from Editing, Suggesting, or Viewing mode.
document outline	A pane that lists the headings in a document.
hide/show menu	An arrow used to increase the workspace temporarily removing the menu bar.
scroll bar	A moveable bar that is used to change the page in view.
side panel	A panel that holds apps that are used often such as a Calendar.
explore	A tool that opens a pane to search the Web, images, and Google Drive.

## Assignment 3 Explore Google Docs

In this assignment, you explore Google Docs to learn where to find program tools and options.

Open Google Docs to a Blank Document

Name the Document in the Title Box

1. ▷ In the title box, click *Untitled document*.

▷ Type **explore**.



Why should you name a document?

To find it easily. Keep files organized.

Take a Closer Look at Menus

The menu bar is at the top of the Google Docs window. It is like a menu at a restaurant. It lists choices, which are grouped by similar functions. Read about each menu. Answer the questions.

	File	Manage the document. Email, download, or print a file.
	Edit	Revise the document. Cut, copy, paste, and replace text.
	View	Change the workspace. Show or hide parts of the screen.
	Insert	Put objects into a document. Add an image, table, chart, or link.
	Format	Change how something looks. Set the paragraph styles or line spacing.
	Tools	Access resources. Count words, use a dictionary, or type by voice.
	Extensions	Add apps to the Google Docs program to gain additional features.
	Help	Learn about Google Docs, such as keyboard shortcuts.

2. a. You want to download your work. Which menu has the *Download* option?

File

- b. You want to cut text to paste it somewhere else. Which menu has the *Cut* option?

Edit

- c. You want to add a drawing. Which menu has the *Drawing* option?

Insert

- d. You want to shade a paragraph? Which menu has the *Paragraph styles* option?

Format

Explore the Tools on the Toolbar

Hover over the tools to see their name. Answer the questions.



3. What is the name of the tool that changes the design of letters? Arial

Font

4. What is the name of the tool that slants text to the right? *I*

Italic

5. What is the name of the tool that centers text on the page? 

Center align

6. What is the name of the tool that creates a list with symbols? 

Bulleted list

7. What is the name of the tool that cancels the last change you made? 

Undo

8. What is the name of the tool that makes the document view bigger or smaller? **100%** 

Zoom

### Change the Workspace

- 9. ▷ Click *Hide the menus*  to hide the menu bar.
- ▷ To show the menu bar again, click *Show the menus*. 

Why would you want to hide the menu bar?

To see more of the document on the screen.

- 10. ▷ Click *Hide side panel*. 
- ▷ Click *Show side panel*. 

Why would you want to hide the side panel?

To see more of the document on the screen.

### Close Google Docs

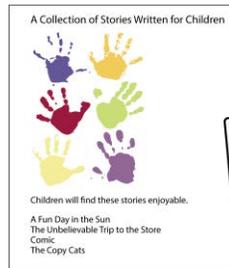
## Assignment 4 Formatting Text



Format means to "change the appearance" of something. Learn to use the formatting tools on the toolbar. These tools will let you edit the front cover of the storybook in the next assignment.

Open "A Collection of Stories Written for Children" in Google Docs

1. Open *A Collection of Stories Written for Children* template.



Ask your teacher where to find the file.

### Three Ways to Select Text

Before you can make any changes to the text, you need to tell the computer what it is that you want to change. You need to select the text. There is more than one way to do this.

2. a. *Click and Drag*: Paint over the text you want to select.

- ▷ Place the cursor in front of the first letter in the title.
- ▷ Hold the mouse button or touch pad. Drag over the title.



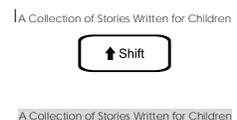
- b. *Triple Click*: Select an entire line or paragraph.

- ▷ Click anywhere on the page to deselect the text.
- ▷ Tap the mouse button or touch pad 3 times anywhere on the title.



- c. *SHIFT*: Select large blocks of text quickly.

- ▷ Click anywhere on the page to deselect the text.
- ▷ Place the cursor in front of the first letter of the title.
- ▷ Press and hold the SHIFT key.
- ▷ Place the cursor after the last letter in the title.



## Format the Font

Font is the design of the letters or *characters*. You can choose from many fonts to change the way the letters look.

3. ▷ Select the title *A Collection of Stories Written for Children*.

▷ Click the *Font* arrow.

▷ Drag the scroll bar to see the choices. Pick one you like.



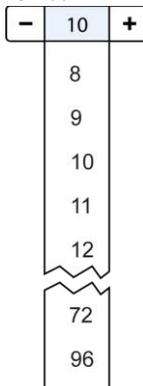
## Three Ways to Format Font Size

Font size is the height of the letters. Size is measured in points. There are 72 points to one inch. Try the different ways to change the font size!

4. a. *Font Size Tool*: Choose a size from a list of preset sizes.

▷ Select the title.

▷ Click *Font size*. Pick a size from the list.



b. *Custom Size*: Type a custom size into the Font Size box.

▷ Select the title.

▷ Click inside the *Font size* box.

▷ Type a value such as 32.  Press ENTER.

c. *Increase Font Size and Decrease Font Size*: Grow or shrink by a point at a time.

▷ Select the title.

▷ Click *Increase font size*.

▷ Click *Decrease font size*.

## Format the Font Style

*Font Style* is the way letters can be made "fancy". For example, text can be styled as normal, bold, *italic*, **bold italic**, or underline. You can add one style or many.

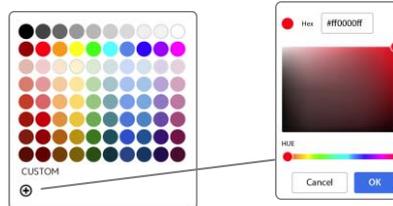
5. ▷ Select the title. **A Collection of Stories Written for Children**  
▷ Try each of the font styles. It will change color to show it has been added. **B** *I* U

- B** Bold: Darken text
- I* Italic: *Slant* text to the right.
- U Underline: Place a line below text.

## Format the Text Color

*Text Color* is the color of the words. This adds lots of interest to your work!

6. ▷ Double click on the word *Collection* in the title to select it.  
▷ Click *Text color*. **A** Pick a color.



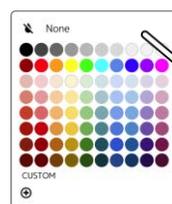
To see more colors, pick *Custom*. Then drag the *Color Picker* to select a color.



## Highlight Color

*Highlight color* fills the line space behind text to show important information.

7. ▷ Select the title.  
▷ Click *Highlight color*.  Pick a color.



To remove highlighting, pick *None*.

## Align Text

*Alignment* is how words or objects are placed on the page compared to other objects or the margins. As an example, right-aligned text lines up with the right margin.

8. ▷ Select the title.
- ▷ Try each alignment tool.

-  Left align
-  Center align
-  Right align
-  Justify



There is not enough text in the title to apply *Justify*. A larger amount of text is needed to spread out the text to reach both margins.

## Create a Numbered List

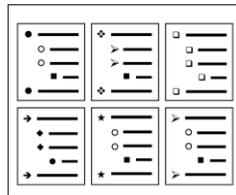
*Numbering* adds a number beside each item in a list.

9. ▷ Select the title.
- ▷ Click *Numbered list*.  ▼
- ▷ Remove the numbering by clicking *Numbering* again.  ▼

## Create a Bulleted List

A bullet is a decorative symbol. *Bullets* are used to create a list of items.

10. ▷ Select the title.
- ▷ Click the arrow beside *Bulleted list*.  ▼
- ▷ Pick a symbol.



- ▷ Remove the bullet by clicking *Bulleted list* again.  ▼

## Clear Formatting

*Clear Formatting* removes all changes to text, returning it back to normal.

11. ▷ Select the title. ***A Collection of Stories Written for Children***
- ▷ Click *Clear formatting*. 

### Three Ways to Delete Text

When you delete text from a document, it means it is removed completely. On a page written by hand, you might use an eraser. In Google Docs, erasing can be done many ways. Try them out by deleting the word *Collection*.

12. a. *Delete Key*: Removes a letter in front of the cursor.

▷ Place the cursor in front of the 'C' in the word *Collection*.

▷ Press the DELETE key on the keyboard once. 

**lCollection**

**lollection**

b. *Backspace Key*: Removes a letter behind the cursor.

▷ Place the cursor after the 'n' in *ollection*.

▷ Press the BACKSPACE key on the keyboard once. 

**ollectionl**

**ollectionl**

c. *Replace an Entire Selection*: Replace selected text with a keyboard key entry.

▷ Tap the mouse button or touch pad 2 times over *ollection*.

▷ Press any key on the keyboard.



### Undo or Redo Actions

Fix mistakes using the Undo and Redo tools.

13. ▷ Click *Undo*  to remove the last action.

▷ Click *Redo*  to add the last action back again.

▷ Apply your skills to fix the word *Collection*.

**ollection**

**p**

**Collection**

### Make a Folder and Move the Document (Optional)

You can use folders in Google Drive to organize your work. Follow the steps below to move your work into an *Editor* folder.

You will not need to complete this step if you are using a template opened from a Google Classroom assignment.

14. ▷ Click *Move* beside the title. 

▷ Click *Back* to view My Drive. 

▷ Click *New Folder*. 

▷ Type *Editor Files*. Press the checkmark.

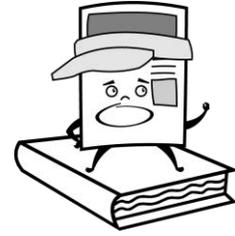
▷ Select *Move here*.



### Close Google Docs

## Assignment 5 Edit a Book Cover

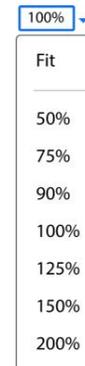
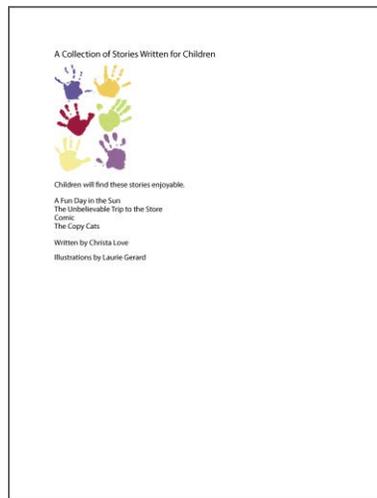
Young readers will see the cover first when they look at the book. Format the text to improve the appearance of the title page in the story.



Open the Edited Storybook in Google Docs

Change the View to Whole Page

1. ▷ Click **Zoom**, **100%** ▼  
▷ Explore the options. Find one that will show the whole page.



Add Student Name to the Storybook Cover

2. ▷ Position the cursor below the last sentence on the page.  
▷ Type **Edited by** Student Name.



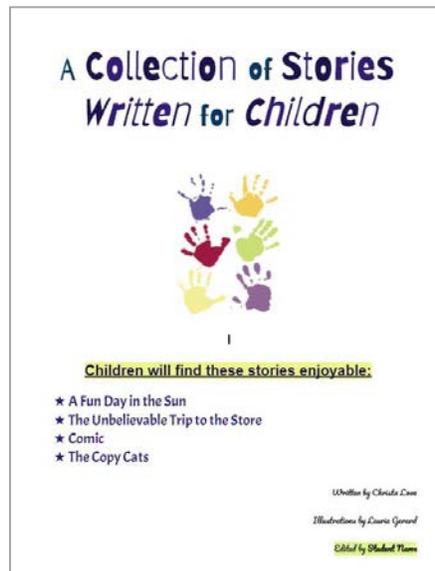
## Format the Storybook Cover

3. Make the front cover look great.

	Format the design of the text.		Align text to the left margin.
	Set the height of the text.		Center text between margins.
	Darken text to make it stand out.		Align text to the right margin.
	Slant text to the right.		Create a numbered list.
	Place a line below text.		Create a bulleted list.
	Change the color of text.		
	Apply color to the space behind text.		

Use the checklist as a guide to make the edits.

	✓
The page has white space to give it a balanced layout.	
The stories in the book are in a bulleted list.	
The font size for the text is suitable to the purpose.	
The text is easy to read.	
At least 3 of the formatting options were changed:	
<input type="checkbox"/> font <input type="checkbox"/> font size <input type="checkbox"/> bold <input type="checkbox"/> italic <input type="checkbox"/> underline <input type="checkbox"/> text color <input type="checkbox"/> highlight color <input type="checkbox"/> alignment <input type="checkbox"/> bullets <input type="checkbox"/> numbering	



TIPS:

- Add extra spaces by pressing the ENTER key.
- Create a list of the stories in the book.
- Pick a bullet style.
- Enlarge the title to make it stand out.
- Use different fonts to add interest.
- Use colors that are easy to read on screen or when printed.

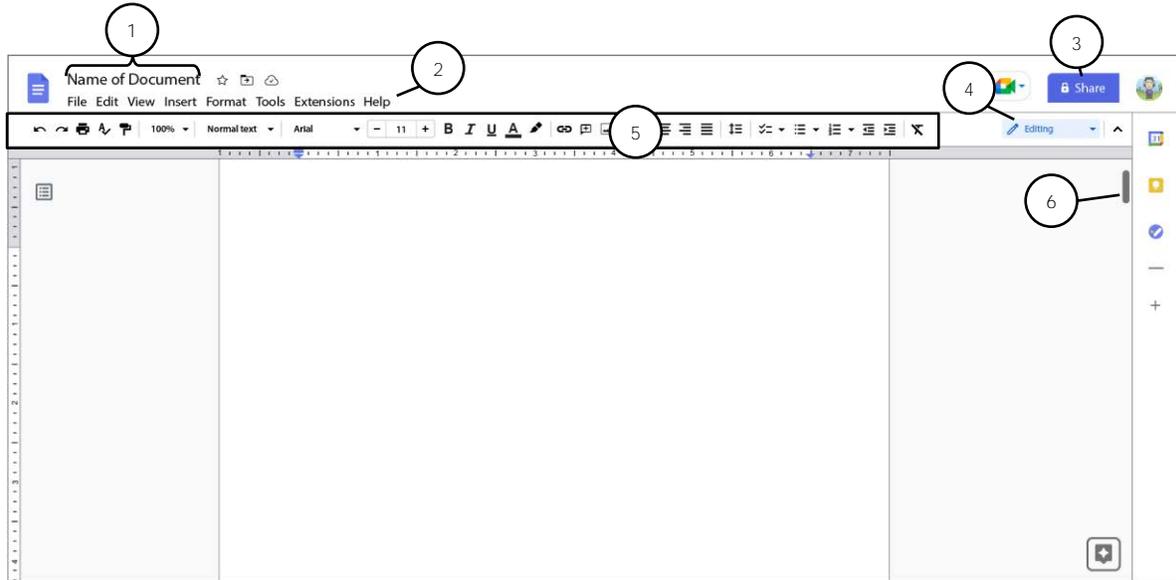
Close Google Docs

# Session 1 Review: About Google Docs

1. Look at the image below. Label the parts of the window with the matching number.

- |  |   |  |
|--|---|--|
| <span style="border: 1px solid black; padding: 2px;">3</span> share    | <span style="border: 1px solid black; padding: 2px;">5</span> toolbar   | <span style="border: 1px solid black; padding: 2px;">6</span> scroll bar |
| <span style="border: 1px solid black; padding: 2px;">2</span> menu bar | <span style="border: 1px solid black; padding: 2px;">1</span> title box | <span style="border: 1px solid black; padding: 2px;">4</span> mode       |

/6



Match the tool to its function.

D 2. **100%** ▼

C 3.

A 4. Arial ▼

B 5.

- A Change the font.
- B Create a bulleted list.
- C Undo an action.
- D See the entire page or an area up close.

/4

Answer the following questions:

6. Describe three ways to delete text.

- Backspace key
- Delete key
- Select text and press any key on the keyboard

/3

7. Why would you use *Highlight color*? 

To mark a section of text that you may want to return to later.

To highlight important information.

/1

8. Describe two methods of listing text.

- Bulleted list – applies a special character at the start of each row of text.
- Numbered list – assigns a number at the start of each row of text.

/2

9. For each word below, which style(s) have been applied to the word "sample"?  **B I U**

Sample

bold

Sample

italic

Sample

underline

Sample

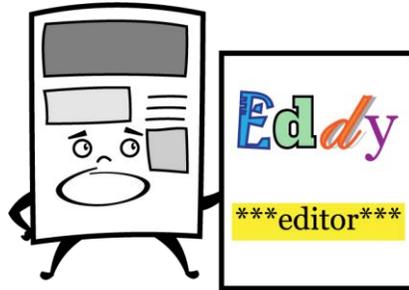
bold, italic, and underline

/4

TOTAL: /20

## Session 1 Skill Review: Make a Name Card

Let people know who you are by making a name card. You will want it to look great so be sure to use the text formatting tools on the Google Docs toolbar.



### 1. Add Your Name

- a. Open a blank document in Google Docs.
- b. Type your First Name.
- c. Press ENTER.
- d. Type your Last Name.
- e. Press ENTER.

### 2. Make Your Name Look Great!

- a. Select the text. Make the font size 72.

- b. Select one letter in your name.

Use the text formatting tools to make it look great.



- c. Now, select another letter in your name.  
Make it very different from the one you just formatted.
- d. Format the rest of the letters in your name.
- e. When you are finished, apply your knowledge to center the text on the page.



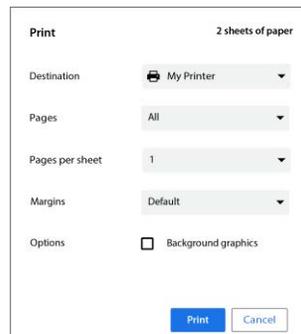
3. Tell Them Who You Are

- a. Click the mouse below your last name and press ENTER.
- b. Type **Editor**.
- c. Format the text to make it look great. For example:



4. Print the Name Card (optional)

- a. Name the document **name card**.
- b. Click *Print*.  Click the *Print* button. 

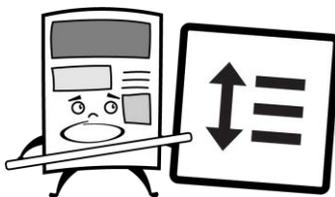


5. Close Google Docs ✕



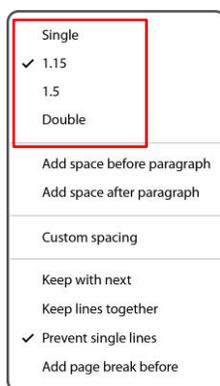
## Session 1 Extension Activity: Adjust Line Spacing

Line spacing is the amount of space between the bottom of one line of text to the bottom of the next line of text. You can change the spacing between lines or the amount of space before or after a paragraph.



### Change Line Spacing

1. Open a document in Google Docs.
2. Select the text you want to change.
3. Click *Line & paragraph spacing*. 
4. Choose one of the following:
  - Click the number of line spaces you want from the list.
  - To set precise measurements, click *Custom spacing*. Type in a value. Click *Apply*.



### Questions About Line Spacing

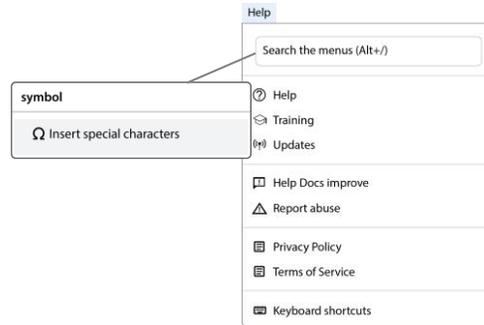
1. What type of line spacing is easiest to read? Why?
2. What type of line spacing will put the most amount of information on the page?
3. If your teacher wanted to edit your work by making corrections or adding comments about your writing, what line spacing would be best suited to this task?
4. If you were designing a document for very young readers, what type of line spacing would you use? Why?

# Session 1 Extension Activity: Get Help

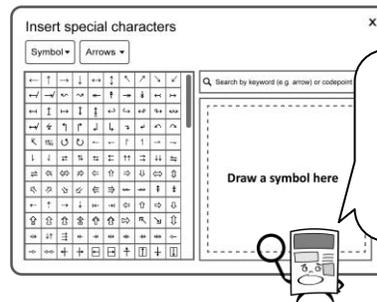
Help can find an option on a menu quickly. Try it!



1. Open a document in Google Docs. Place the cursor in front of any text.
2. Select the *Help* menu.
3. Type **symbol** in the search box.
4. Press ENTER or pick *Insert special characters*.



5. The *Insert special characters* box opens. Scroll to explore the choices.



Click the *Symbol* or *Arrows* boxes to see more options. For example, try *Emoji* under *Symbol*. Then pick a group from the list of choices.

6. When you see a symbol you like, click on it to add it to the document.
7. Add more symbols, or close the box. ✕

Take the Help Challenge

8. Type the following topics into *Help* to find out how to complete the task:
  - border
  - table of contents
  - dictionary



You may get a list of different choices from *Help*. Read the options and decide which one suits your needs.



# TechnoEditor Marking Sheet

Front Cover	
/1	The page has white space to make it look appealing.
/1	The stories in the book are in a bulleted list.
/1	The font size for the text is suitable to the purpose.
/1	The text is easy to read.
/3	Multiple techniques were used to format text to make the cover look appealing.
A Fun Day in the Sun	
	Each word has been formatted to look like its meaning:
/8	<input type="checkbox"/> Fun Day in the Sun <input type="checkbox"/> run <input type="checkbox"/> small <input type="checkbox"/> blue <input type="checkbox"/> winding <input type="checkbox"/> sparkling <input type="checkbox"/> tall <input type="checkbox"/> night
/1	The picture looks appealing.
/1	The poem fits on one page.
The Unbelievable Trip to Store	
/1	The title is formatted to look appealing.
/2	Text wraps around pictures.
/1	The story fits on one page.
	Images effectively illustrate the story events:
/2	<input type="checkbox"/> car with an elephant on top
/2	<input type="checkbox"/> monkey in front of a door
/2	<input type="checkbox"/> frog on top of a bird
Comic	
/1	Callouts are used to show what the characters are saying or thinking.
/1	Shapes are used to emphasize the action.
/1	WordArt is included in the comic.
/1	Text is added to a shape or text box.
/1	The comic fits on one page.
/5	Objects were formatted using multiple techniques that enhanced the message.
The Copy Cats	
/1	The Cut, Copy, and Paste story has been removed.
/1	The instructions and table above The Copy Cats story has been removed.
/1	The words in the story have been formatted to look appealing.
/1	Images have been used to illustrate the story events.
	The words are placed correctly so the story makes sense.
/6	<input type="checkbox"/> hats <input type="checkbox"/> cats <input type="checkbox"/> store <input type="checkbox"/> bags <input type="checkbox"/> restaurant <input type="checkbox"/> milk
/1	The book is free of spelling errors.
/1	The book is free of grammar errors.
/1	Each page has an appealing layout.
/50	