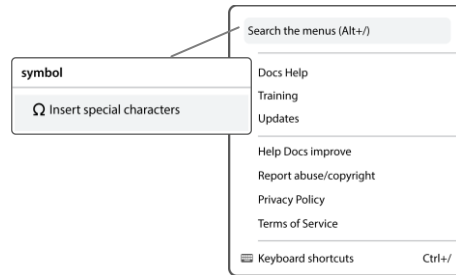


Session 1 Extension Activity: Get Help

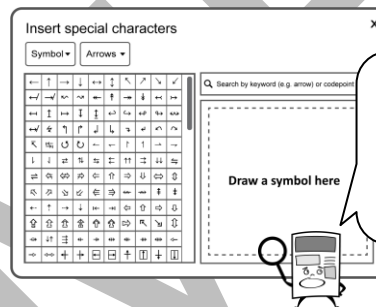
Help can find an option on a menu quickly. Try it!



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.

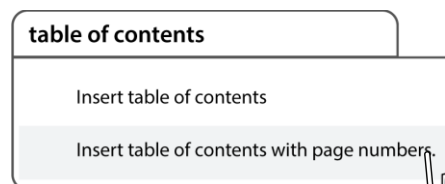


Click the *Symbol* or *Arrows* boxes to see more options. For example, try *Emoji* under *Symbol*. Then pick a group from the list of choices.

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.

