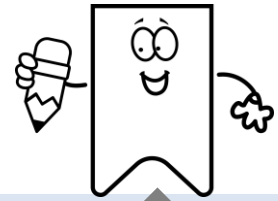

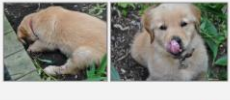




# Assignment 1 Edit My Puppy Story



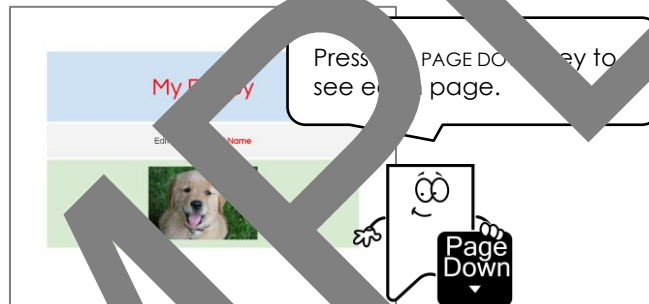
Read the story *My Puppy*.

Format the **red** words to make them look like their meaning.

 <p>My puppy likes to <b>play</b>.</p>	 <p>My puppy digs in the <b>mud</b>.</p>	 <p>My puppy <b>loves</b> to eat.</p>	 <p>My puppy is <b>funny</b>.</p>
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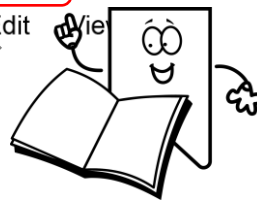
## Sign In to Google Drive and Open the My Puppy Template

- ▶ Ask your teacher how to open the *My Puppy* template.  
Read the story.



## Rename the Story

- ▶ In the top corner click my puppy .docx.



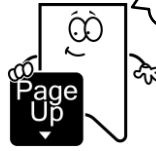
When you opened the template, Google Docs created a new file. You need to give it a new name.

- ▶ Rename and read **my puppy YOUR NAME**. Press ENTER.



### Triple Click to Select the Title

- ▷ View page one.
- ▷ Place the cursor in the words *My Puppy*.
- ▷ Triple click to select all the words.

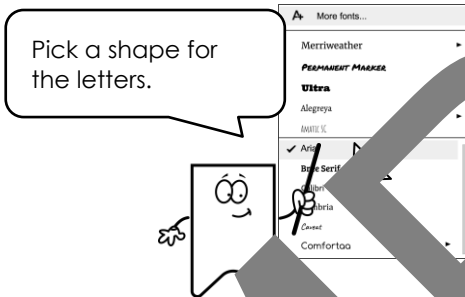


Press the PAGE UP key to go back to the start.



### Format the Font

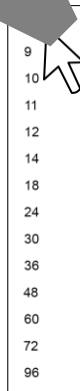
- ▷ Click *Font*.
- Pick a font from the list.



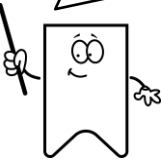
Pick a shape for the letters.

### Format the Font Size

- ▷ Select the title.
- ▷ Click *Font size*.
- Pick a font size.



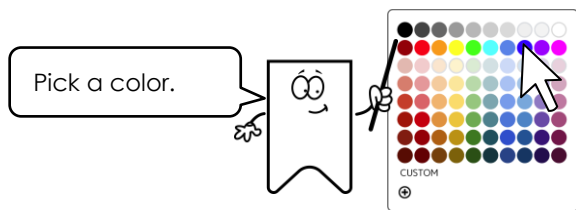
A title is important. It should have big letters to make it stand out on the page.




SAMPLE

## Format the Text Color

- ▶ Select the title, Click *Text color*. 



- ▶ Click *Highlight color*.   
Pick a color.



## Click and Drag to Select Student Name


- ▶ Place the cursor in front of *Student Name*. 
- ▶ Click and drag to the right to select the words. 

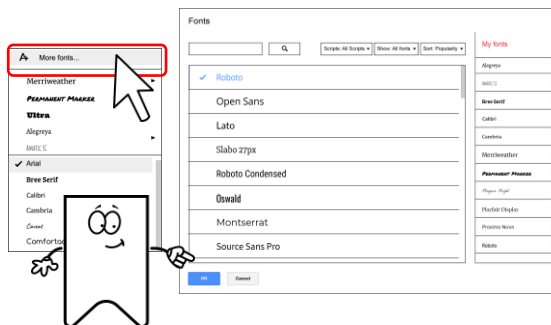
## Replace Text with Your Name

- ▶ Type your **name**.



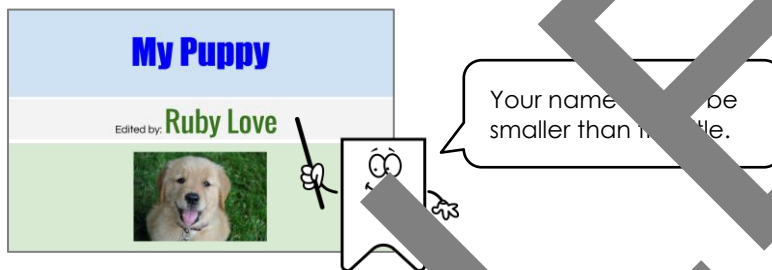
## Find More Fonts

- ▶ Select your name. 
- ▶ Click *Font*. 
- ▶ Click *More fonts...* 
- ▶ Click on a new font you like. Click *OK*.



## Format the Font Size and Color

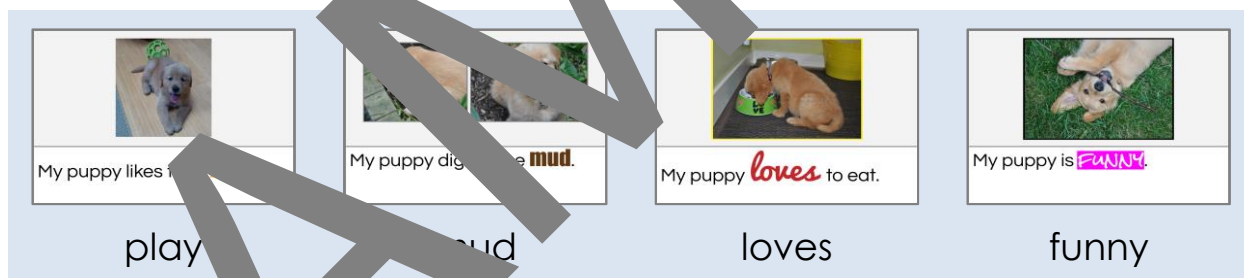
- ▷ Select your name.
- ▷ Click *Font size*.  Pick a font size.
- ▷ Click *Text color*.  Pick a color.



## Format the Words on Each Page



For example:



- ▷ Use the scrollbar to view each page in the document.
- ▷ Make the words look great!
  - Format the font.
  - Format the size.
  - Change the color.

## Sign Out from Google Drive