Google Drive: Document



# Objectives

Students will be able to:

* Understand how to access Google Drive as part of their email (Gmail) account.
* Understand how to use Google Drive on multiple devices (cloud storage)
* Create a document
* Navigate a document
* Enter text
* Select text
* Insert a picture

# Vocabulary

Discuss what you already know about these words with a partner:

* Google
* Email account / Gmail account
* Google Drive
* Document
* Save
* Select / Highlight
* Font
* Font size
* Font style
* Font color
* Sign in/out
* Click
* Insert
* Image

# Discussion

1. You want to write something down. You don't have paper or pen but you have a computer. What do you do?
2. Can you write on a computer? How? Turn on the computer and show each other. Then complete the steps below.

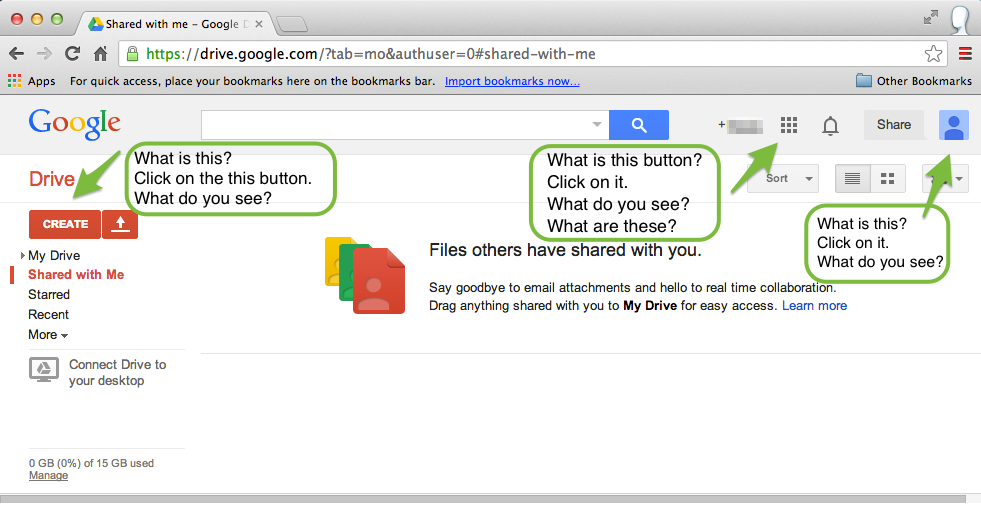
* Step 1: Turn on the computer, log on
* Step 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Step 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What can you do with your email account?

# Task 1 – Explore

1. *Work with a partner to discuss the questions inside Figure 1.*
2. *In Figure 2, what do you think will happen if “Document” is clicked?*
3. *What do you think are documents? Is a party invitation a “document”? On the lines to the right, create a list of other types of documents.*

Figure : Explore Google Drive



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| Examples of a document: Figure 2: Explore "Create" |
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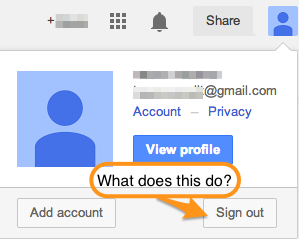


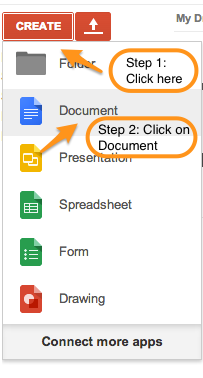
Figure 3: Explore User Icon

*4. Work with a partner to discuss what “sign out” means.*

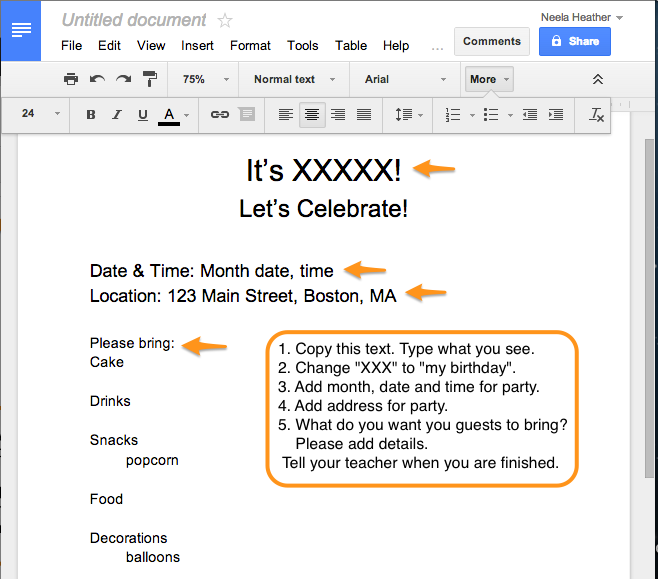
*Write your answer in the space provided.*

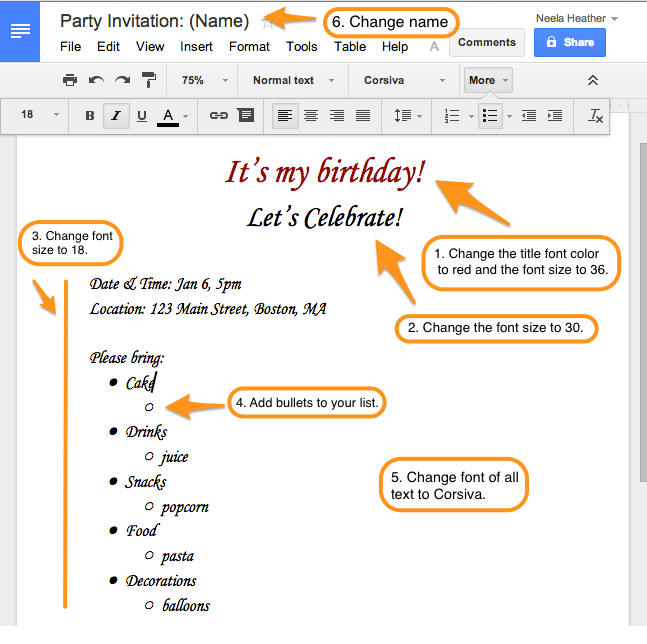
|  |
| --- |
| To “sign out” means… |

# Task 2 – Party Invitation



1. *Click on CREATE*
2. *Click on DOCUMENT*
3. *Create a party invitation similar to this one.*
4. *Make the changes listed in the orange circle.*

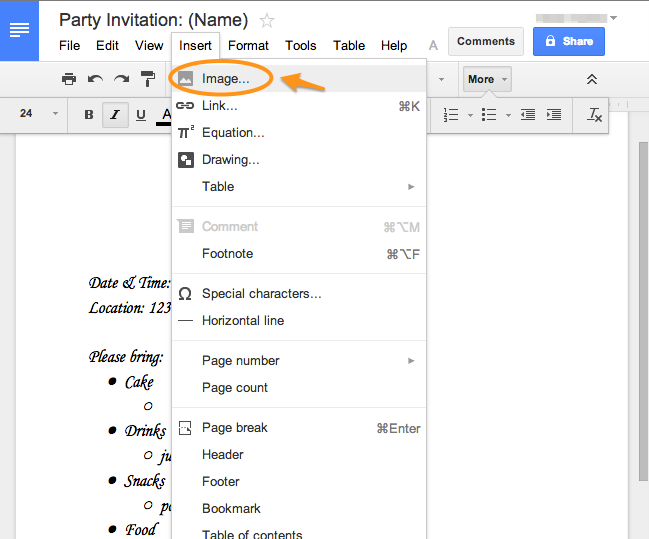




1. *Make the changes listed in the orange circles*

You are now going to INSERT a photo!

1. *Click on INSERT*
2. *Click on IMAGE*

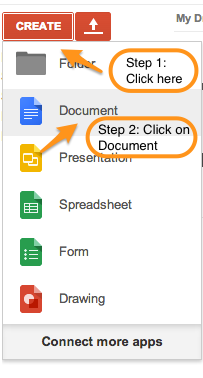


## Macintosh HD:Users:neela:Desktop:Neela's Personal:G_Dr_Invitation_finished.pngMacintosh HD:Users:neela:Desktop:screen shots:G_Dr_Insert_Photo.pngMacintosh HD:Users:neela:Desktop:screen shots:G_Dr_Download_Photo_Gmail.png

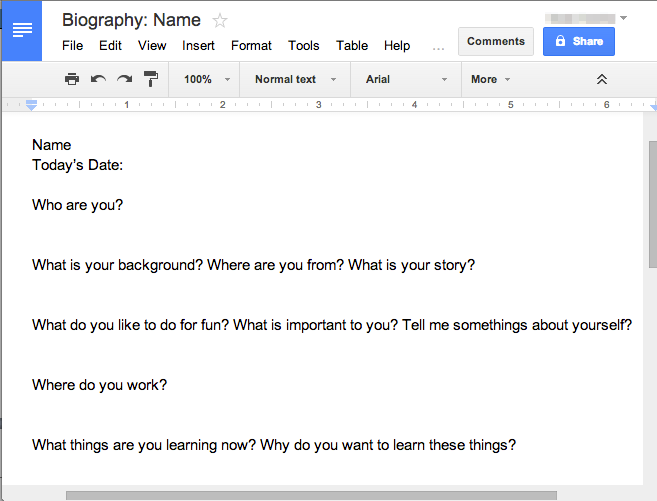
1. *DOWNLOAD photo from email*
2. *INSERT photo into Google Document*

*CONGRATULATIONS! YOU ARE FINISHED!*

# Task 3 - Autobiography



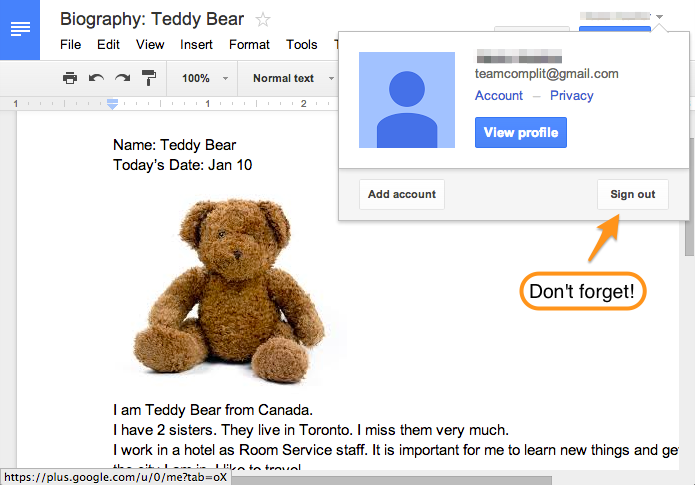
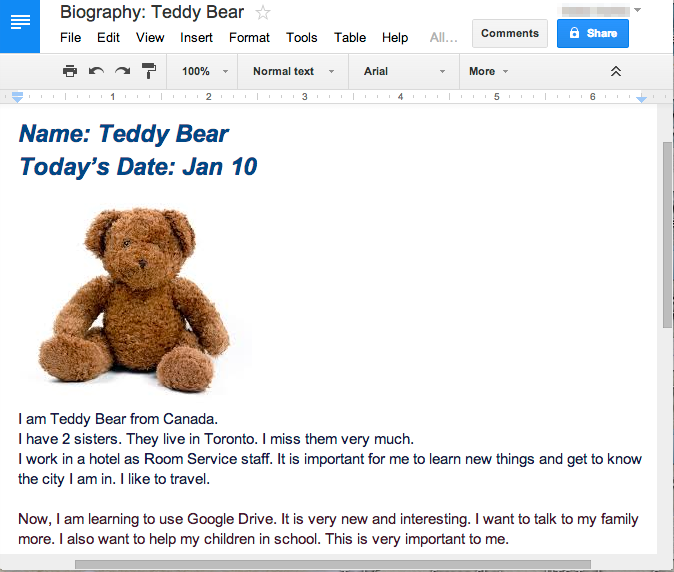
1. *Click on CREATE*
2. *Click on DOCUMENT*
3. *Follow the format of this document.* 
   1. *Type your name and date*
   2. *Change the document title at the top*
   3. *Answer the questions.*



1. *Insert your photo*
2. *Change font, font color, and font size*

*YOU ARE FINISHED! CONGRATULATIONS!*

1. When you are finished, **always** remember to sign out!



# Follow-Up Exercises

## Exercise 1: Vocabulary

*Write the vocabulary word to complete each sentence below.*

1. Google
2. Email /Gmail account
3. Google Drive
4. Document
5. Save
6. Select / Highlight
7. Font
8. Font size
9. Font style
10. Font color
11. Sign in/out
12. Click

|  |  |
| --- | --- |
| 1. A file to write information in. |  |
| 1. Is connected to a Gmail account and we can make different types of files on it. |  |
| 1. Is a company that makes Gmail, Google Drive, Google Search and other software. |  |
| 1. Tells us how big words and letters are. |  |
| 1. To keep information safe on a computer. Something that you don’t need to do on Google Drive. |  |
| 1. Italic, bold and underline are examples of these. |  |
| 1. When we change the color of the words and letters, we change this. |  |
| 1. To connect to a Gmail account or Google Drive we first need to do this. And when we are finished, we need to do this too. |  |
| 1. We need this to send electronic letters to friends and family. |  |
| 1. This comes in many different types. Each one has a name. |  |
| 1. Means to press on an electronic button. |  |
| 1. To change the Font, Font style, Font color and Font size, we first do this to text. |  |

## Exercise 2: Google Drive Document

*Please answer these questions*

1. What is Google Drive?
2. How can you get to Google Drive? What are the steps? Please write it down.

* Step 1:
* Step 2:
* Step 3:

1. What can you do on a Google Drive Document?
2. Do you need to save a document in Google Drive? Why or Why not?
3. Can you open your document on a different computer? Why or Why not?
4. What is font?
5. What is font size?
6. What are the steps to changing the font size?

* Step 1:
* Step 2:

1. When you are finished with your Google Drive Document, what do you do?
2. How are YOU going to use Google Drive Document?

# Repeat & Remember

## Assignment 1:

1. Create a Google Drive Document.
2. Change its name to “Name’s Hometown”.
3. Tell me 3 things about your hometown.

## Assignment 2:

1. Create a Google Drive Document.
2. Change its name to “ Why use Google Drive”.
3. Write about 3 situations where we can use Google Drive Documents.