JUMPSTART TO GOOGLE DOCS

Matching Parts

1. **Match the task to the best Google application for it.**

Write a story
Make a chart of how many sunny days this week
Show pictures of animals to the class
Draw a map

2. **Match these classroom tools to the digital tool that is most like it. Draw a line to connect them.**

Pencil
Ruler
Calculator
Paintbrush

In The Lab

3. **Maham and Hammad are preparing a presentation document for their science project. Toggle is helping them with advanced formatting. Fill in the blanks to complete the steps for the following scenarios. The first is done for you:**

Step	Action
Inserting Text	Open Google Docs → Click on the .... where you want to type → Start typing your story
Selecting Text	Open Google Docs → Open or Create a Document → Click and .... your mouse over the text to select it
Formatting Text	Open Google Docs → Open or Create a Document → Select the text you want to .... → Click the Bold (B) icon → Click the .... (I) icon > Click the .... (U) icon
Using Spell Check	Open Google Docs → Open or Create a Document → Click .... in the menu bar → Select Spelling and grammar → Click Check spelling
Correcting Spelling Mistakes	Open Google Docs → Open or Create a Document → Run the Spell Check tool → Review the .... → Click on the correct spelling → Click .... to change it

CHAPTER 5

JUMPSTART TO GOOGLE DOCS

In The Lab

1. **Maham wants to change the language preference in Google Docs to write a letter. Write down the actions for some steps and fill in the blanks for others:**

Step	Action
Inserting Text	Open Google Docs ➔ Open or Create a Document ➔ Click Insert in the menu bar ➔ Select Image ➔ Choose your image from .... in your computer or Search the .... ➔ Select your image ➔ Click Insert
Position the Image	Open Google Docs ➔ Open or Create a Document with your image ➔ Click on the image to select it ➔ Click on the text .... options below the image ➔ .... the image to where you want it on the page
Add a Table	Open Google Docs ➔ Open or Create a Document ➔ Click .... in the menu bar ➔ Select Table ➔ Move your mouse over the squares to choose how many .... and columns ➔ Click to add the table > Click inside the table boxes to type and fill it in
Use Find for and Replace it with	Open Google Docs ➔ Open or Create a Document ➔ Click .... in the menu bar ➔ Select Find and replace ➔ Type the word you want to .... in the first box ➔ Type the word you want to .... it to in the second box ➔ Click Replace all if you want to change every time, or Replace if you want to choose

Share a Document	Open Google Docs → Open or Create a Document → Click the Share button at the top ....→ Type the email addresses or names of the people you want to share with → Choose if they can only ...., make comments, or edit the document (Set permissions) → Click ....
Share a Document	Open Google Docs → Open or Create a Document → Click the Share button at the top ....→ Type the email addresses or names of the people you want to share with → Choose if they can only ...., make comments, or edit the document (Set permissions) → Click ....