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7th Grade LA/SS Core

6th/8th Health

RadioASW

Thank you for attending my ELMLE workshop! I hope the information below helps you to get started with Google Docs and other applications. Please contact me if you have any questions or wish to share ideas.

What is Google Docs?

Google Docs is a powerful, online suite of applications that foster student collaboration, peer review, and document sharing.

Google Docs falls in the category of WEB 2.0 or "Cloud Computing", a new breed of applications that follow the user wherever they are in the world.

Useful Links for Using Google Docs

Google E-Portfolios <http://electronicportfolios.com/google/index.html>

Google Applications Map <http://www.google.com/educators/tools.html>

Google Sites Tutorial <http://tinyurl.com/5tby55>

Google Docs in the Classroom Manual

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Creating a Google or Gmail Account

<http://sketchup.google.com/support/bin/answer.py?hl=en&answer=27441>

To create a Google Account, just visit the [account-creation page](#), enter your current email address, and choose a password. Once you've finished registering, you'll receive a verification email. Click the link in that email to complete the verification process.

Your Google Account will give you access to a variety of Google products, including iGoogle, Web History, Picasa, and [many more](#). When creating an account, please keep these guidelines in mind:

- Your Google Account username should be an email address from which you currently send and receive mail, unless you'd prefer to [sign up for Gmail](#).
- Your password should be at least eight characters long and can't be a commonly used word. Select a unique combination of letters and numbers.
- In the Word Verification section, you'll need to type the wavy characters exactly as they appear in the picture.
- Creating a Google Account doesn't give you Gmail. However, you can sign up for Gmail by visiting the [Gmail homepage](#) and clicking the **Sign up for Gmail** link under the sign-in box. If you're interested in learning more about Gmail, please visit the [About Gmail page](#).

Note: you'll be able to access all the same Google products mentioned above with your Gmail username and password.

Understanding Google Docs Menus

Google Doc Icon Upper Left takes you back to all of your docs.

Naming

- Docs/Folders
- Right Click over a name to Rename
- Use names that will make the docs/folders easy to find and sort (ex. davidstein'sgooglebasics)
- Save

File

- Print Settings/Download File As

Edit

- Document Styles/Font-**Spacing**

Insert

- Images/Links/Tables/**Comments**
- Control M = Insert comment box
- Control F = Find repetitive words

Format

- Alignment

Table

- Inserting/Manipulating

Tools

- **Revision History**
- Spelling
- Word Count
- Word Count Ctrl/Shift/C
- Fleisch-Kincaid Scores
- Look Up Word
- Search the WEB

Link

- Insert a link

Share

- **Share with others**
- Publish as a WEB page
- Google Sites

