

Google Docs Practice

Learning Goal:

In this project you will learn how to use Google Docs as an alternative word processor.

Intro

MS Word is an awesome and powerful tool that has become the standard word processing software in Business and Industry around the world. But it does have a few drawbacks:

1. It is expensive. (Word 2013 is available from the [Microsoft Store](#) for \$110 US)
2. You can get Word viewer for free on any tablet, phone or PC but it doesn't always look the same as the PC version.
3. Online collaboration is described by the folks at PC World as ["Painful but not Impossible"](#)

Fortunately there alternatives, one being "Google Docs"!

Using Google Docs

1. Sign into your Google Account.
2. Open up your Google Drive
3. Click the "New Button"
4. Select "Google Docs"

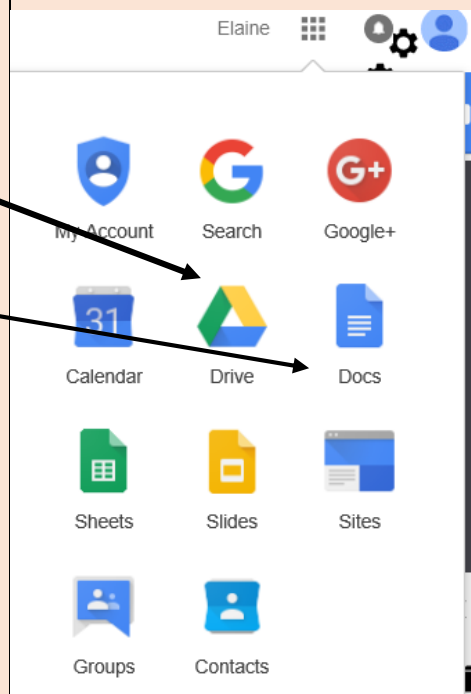
or you can click on Docs

What you should see is a scaled back word processor.

Saving: Google saves as you type.

Sharing: Click on share to allow a partner or 12 to edit, comment or view the document.

Cross Platform: Download the Google Docs App on your phone or tablet to access or edit your documents.



Your Job

Use Google docs to create a 1 page information sheet about an animal or activity.

Ideas:

- The Toronto Blue Jays
- Grizzly Bears
- Shooting a Basketball
- Driving a car

Your document should have:

- A title
- At least 1 picture
- Nicely formatted text
- A formula (math like!)
- Bullets (a list not for shooting anything)
- A Table
- A Drawing (using the draw tools you have created)

When you are finished share your document with a partner and allow them to edit it for you. They can add another picture, a drawing, etc.

Use their school e-mail address.

Share your document with earmstrong@scdsb.on.ca to hand it in.

Summary Report (Include on the second page) Answer the following questions

1. Identify two differences between Google Docs and Word.
2. When would Google Docs be a better tool than Word?
3. When would Word be a better tool than Google Docs?
4. What other options are out there for Word processing? Pick 1 and explain what makes it special.

Success Criteria

1. Your document has all of the required components.
2. You can explain some of the unique features of Google Docs.
3. You have answered the questions completely in proper English.
4. You have shared your document with a partner and Ms. Armstrong.