**Technology Skills:**

**Google Documents**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ 1. Go to [**http://www.google.com**](http://www.google.com)

\_\_\_\_\_ 2. Click on the blue **Sign In** button and sign up for a Google account.

**\*\*WRITE DOWN YOUR USERNAME & PASSWORD**

\_\_\_\_\_ 3. Once you have your Google account open, go to **Google Documents**.

\_\_\_\_\_ 4. Click on **Create New Document** to open a blank document.

\_\_\_\_\_ 5. In another window, find a current event article from a news website (**Scholastic Kids New, The New York Times, etc.**).

\_\_\_\_\_ 6. Highlight the entire article and copy and paste it into your new document. At the top of the document type your name in the left hand corner, then the date below your name, then the source of the article below the date.

\_\_\_\_\_ 7. Enter twice, center the cursor, and copy and paste the **URL** for the current event website.

\_\_\_\_\_ 8. Hit **Enter** twice so you have one space between your centered **URL title** and the beginning of the article.

\_\_\_\_\_ 9. Highlight the **entire document**, make the font **Times New Roman**, and the font size **12 pt**.

\_\_\_\_\_ 10. At the top of the Google docs page click on **Untitled document box** and type your name in as the new document name.

\_\_\_\_\_ 11. Once your document is saved click on the blue **Share button** link at the top right of the page.

\_\_\_\_\_ 12. In the **To:** box type in my email: **away@wcskids.net** and in the **empty box** type in **Google Stuff** – and then list your NAME.

\_\_\_\_\_ 13. Click on **Send**.

\_\_\_\_\_ 14. Close that tab and return to the main **Google docs** page.

\_\_\_\_\_ 15. If you have just created your **Google** account, write down your **username** and **password** in a place that you will not lose it.

\_\_\_\_\_ 16. Next, go back to your **Google Docs** page and click on **Create Presentation.**

\_\_\_\_\_ 17. Using the **Presentation tools** create a 5 slide presentation on your top 5 likes or dislikes of something (***bands, foods, movies, tv shows, friends, family members, animals***). You may choose the topic.

\_\_\_\_\_ 18. In each of the slides of your **Presentation** include a ***title, picture, and at least 2 sentence description*** of that pages topic.

\_\_\_\_\_ 19. When your **Presentation** is finished, click on **Untitled Presentation** at the top left of the page and type in your name followed by Presentation as the title (e.g. “Mrs Way Presentation”).

\_\_\_\_\_ 20. In the **To:** box type in your **teacher’s email address**.

\_\_\_\_\_ 21. Send the document.

\_\_\_\_\_ 22. Close that tab and return to the main **Google docs** page.