Google Drive and Docs Worksheet

Click here if you need to watch the homework help video.

Challenge 1: All About Google Drive

Review the All About Google Drive lesson then answer the following questions.

Questions:	Answers:
1. What type of files do you use on a **daily basis**? On a **weekly basis**?	Type answers in this column
2. Where are you when you access these files? What devices do you access them with?	
3. Can you think of any files you'd like to sync across multiple devices?	
4. Of these files, could you use Google Drive to store them?	
5. Think of a few situations when you might need to collaborate on a file with others.	

Challenge 2: Getting Started with Google Drive

Review the Getting Started with Google Drive lesson then follow these steps:

1. Go to your Google Drive.
2. Make sure you are in **My Drive** view (this is the default).
3. Click on **Grid View** to see what that looks like.
4. Click on **List View** to go back to the default view.
5. Take a screenshot of your Google Drive Interface.

⇃ Paste screenshot of completed challenge here!

Challenge 3: Creating Google Docs

Review the Creating Google Docs lesson then follow these steps:

1. Make sure you're signed in to Google, and open the **Google Drive Template Gallery**.
2. Select a **template** you'd like to use.
3. **Rename** the file.
4. Try **going back to your Google Drive** to see that your new file has been added.
5. Take a screenshot of your file inside of your Google Drive. Make sure that you have renamed your file.

⇃ Paste screenshot of completed challenge here!

Optional Challenge 4: Uploading Files to Google Drive

Review the Uploading Files to Google Drive lesson then follow these steps if you are not using a Chromebook (**if you are using a Chromebook then this challenge will not work for you and you can skip this challenge**):

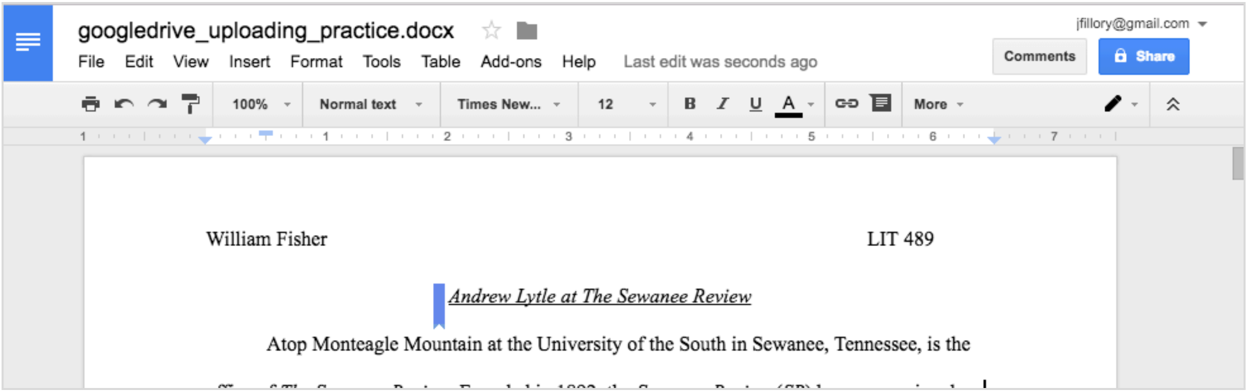
1. Open your Google Drive and upload a copy of this **Microsoft Office file** (click on the link - the screen will be BLANK- but it will save to the downloads folder on your computer, then you can drag and drop that into your Google Drive).

   If you are having trouble finding the file in your downloads, Sort by “Date Modified” and that should bring your file to top. The file will be called “googledrive_uploading_practice.docx”

If you click on the file it will bring up a blank screen, you need to upload it to your google drive in order to see the document.

2. **Convert** your file to a Google document.

3. Your screen should look something like this:


googledrive_uploading_practice.docx
jfillory@gmail.com
File
Edit
View
Insert
Format
Tools
Table
Add-ons
Help
Last edit was seconds ago
Comments
Share
100%
Normal text
Times New...
12
B
I
U
A
More

William Fisher LIT 489

Andrew Lytle at The Sewanee Review

Atop Monteagle Mountain at the University of the South in Sewanee, Tennessee, is the

↓ Paste screenshot of completed optional challenge here!

Challenge 5: Managing Your Files

Review the Managing Your Files lesson then follow these steps:

1. Open our **example file**. Make sure you're signed in to Google, then click **File** > **Make a copy**. For now, do not rename the copy.

2. Open Google Drive, **create a folder**, and name it **Practice Documents**.

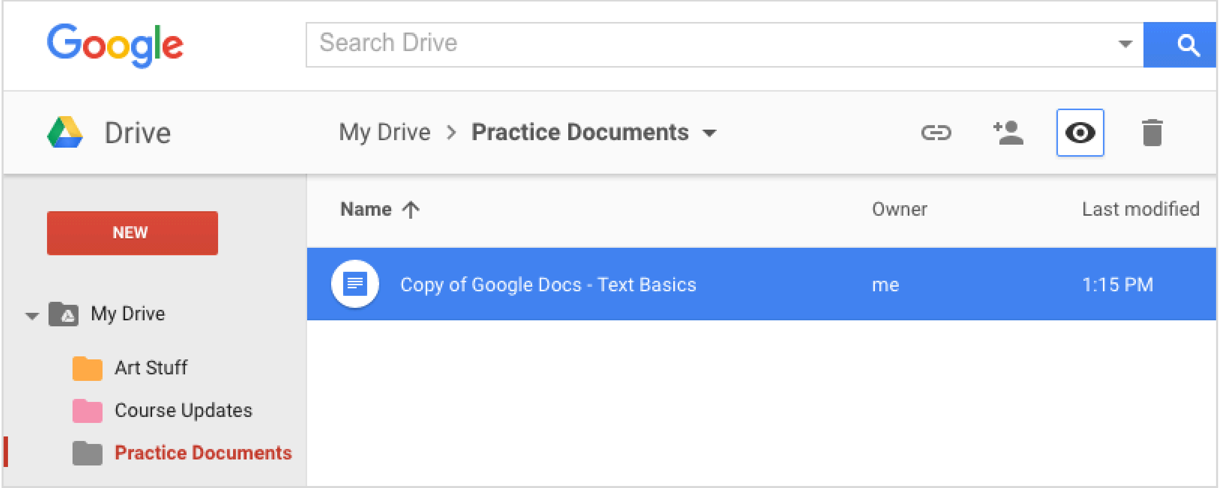
3. **Locate** our example file in your drive.

4. **Add** our example file to the folder you created in step 2.

5. Open the folder and **preview** the example file.

6. **Close** the preview.

7. When you're finished, your screen should look something like this:


Google
Search Drive
Drive
My Drive > Practice Documents
NEW
My Drive
Art Stuff
Course Updates
Practice Documents
Name
Owner
Last modified
Copy of Google Docs - Text Basics
me
1:15 PM

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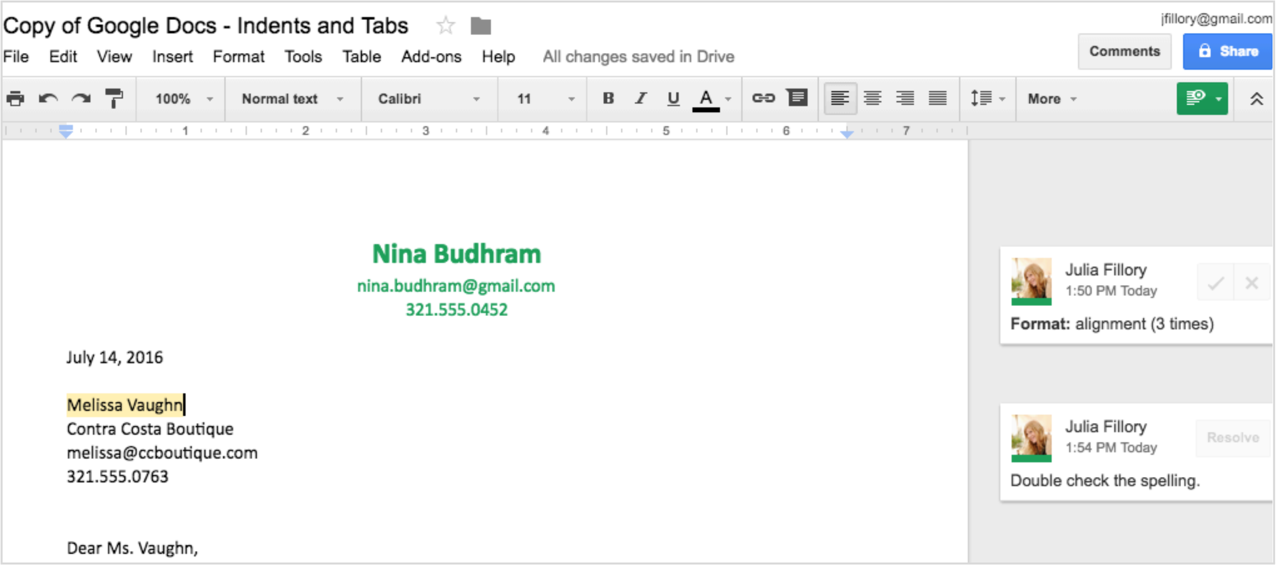
Challenge 6: Sharing and Collaborating

Review the Sharing and Collaborating lesson then follow these steps:

1. Open our **example file**. Make sure you're signed in to Google, then click **File** > **Make a copy**.
2. Change to **suggesting mode** (click on the **pencil** at the top right > **Suggesting).**
3. Select the first three lines of the letter and **center align** them.
4. Select the name **Melissa Vaughn** and add a comment that says **Double check the spelling**.
5. When you're finished, your document should look something like this:


Copy of Google Docs - Indents and Tabs
jfillory@gmail.com
File
Edit
View
Insert
Format
Tools
Table
Add-ons
Help
All changes saved in Drive
Comments
Share
100%
Normal text
Calibri
11
More
Resolve

Nina Budhram
nina.budhram@gmail.com
321.555.0452

July 14, 2016

Melissa Vaughn
Contra Costa Boutique
melissa@ccboutique.com
321.555.0763

Dear Ms. Vaughn,

Julia Fillory
1:50 PM Today
Format: alignment (3 times)

Julia Fillory
1:54 PM Today
Double check the spelling.

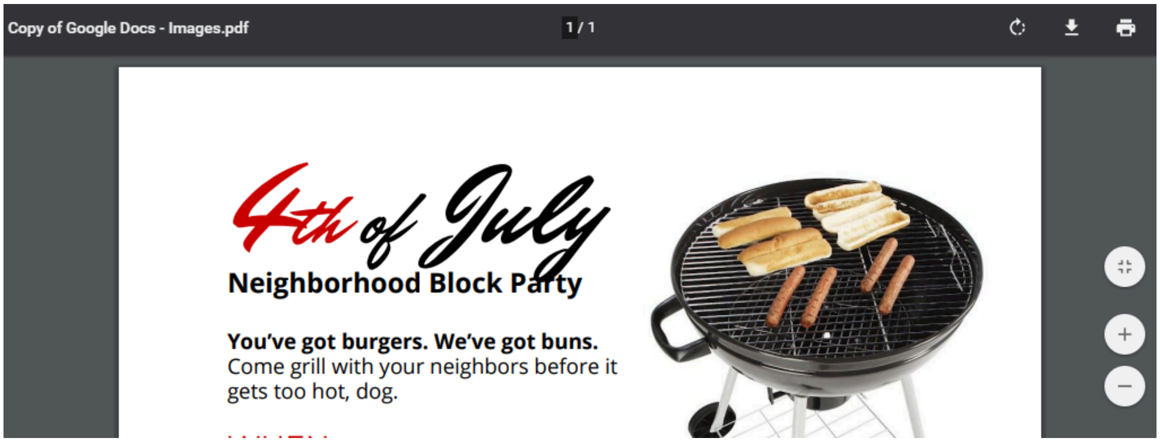
6. Optional: Try sharing your document with someone.

↓ Paste screenshot of completed challenge here!

Challenge 7: Converting and Printing Docs

Review the Converting and Printing Docs lesson then follow these steps:

1. Open our **example file**. Make sure you're signed in to Google, then click **File** > **Make a copy**.
2. Download the file as a **PDF** (**File** > **Download** > **PDF**).
3. Open the PDF file and take a screenshot of it like this:
   *Note: If your screenshot isn't working using the extension 'Awesome Screenshot', Use Method 2 (Keyboard Shortcuts) in this tutorial instead: How To Take A Screenshot



4th of July

Neighborhood Block Party

You've got burgers. We've got buns.
Come grill with your neighbors before it gets too hot, dog.

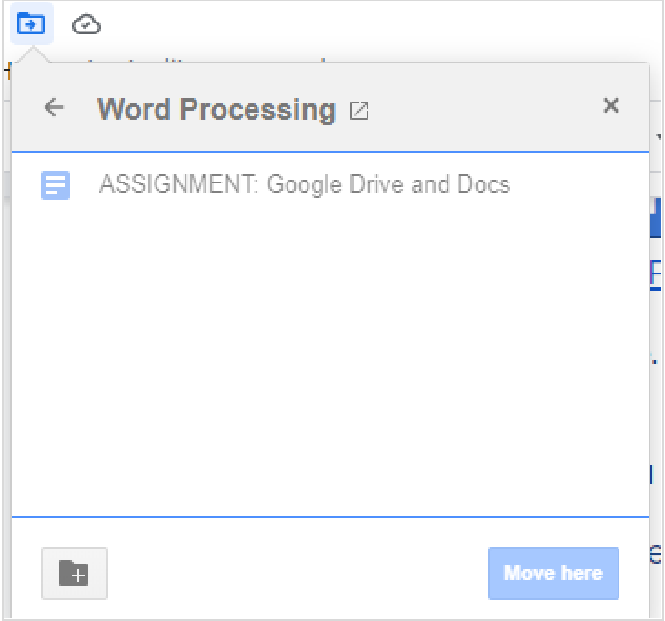
4. Optional: If your device is connected to a printer, try **printing** the file.

↓ Paste screenshot of completed challenge here!

Get organized!

Get organized by moving this worksheet into a course Google Drive folder named "Word Processing Assignments". Follow these steps:

1. Click on **File** at the top of this page > **Move.**
2. Click on 📁 > name it "Word Processing Assignments" > ☑ > **Move here** > **Move.** Your worksheet is now moved into this newly created folder. You are encouraged to stay organized like this for all of your other courses too.
3. Take a screenshot. It will look something like this:

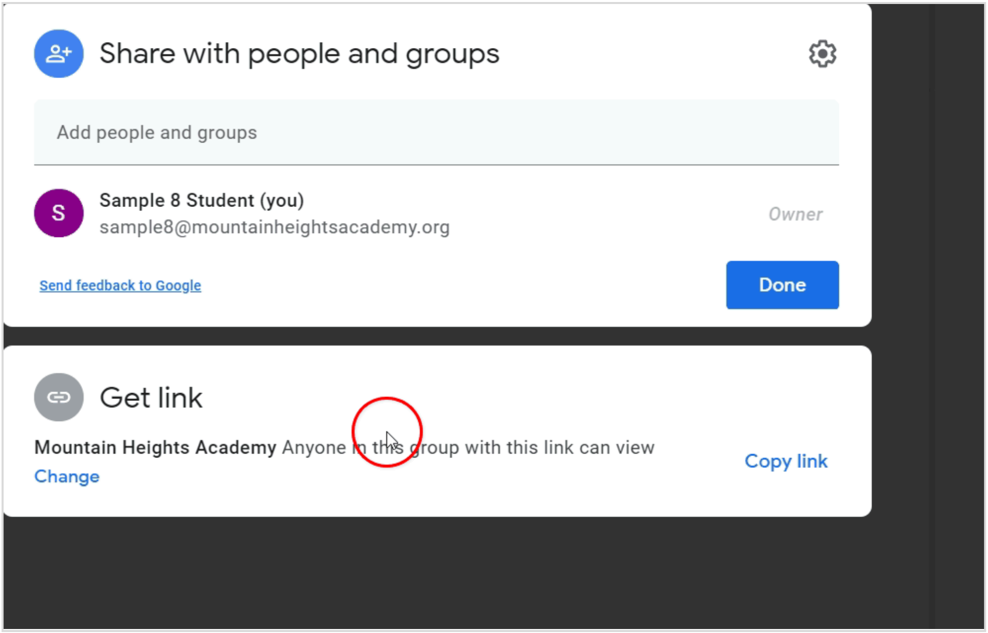

Word Processing
ASSIGNMENT: Google Drive and Docs
Move here

↓ Paste screenshot of completed step here!

Turn in the correct "Share" link

To turn in the correct "Share" link to your Google Doc:

1. When you are finished **Share** click in the right-hand corner.
2. Change the sharing setting to **Anyone at Mountain Heights Academy can comment**. This will allow your teacher to comment on your assignment.
3. Click **Copy Link.**



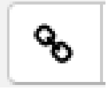
Share with people and groups
Add people and groups
Owner
Send feedback to Google
Done
Get link
Change
Copy link

Sample 8 Student (you)
sample8@mountainheightsacademy.org

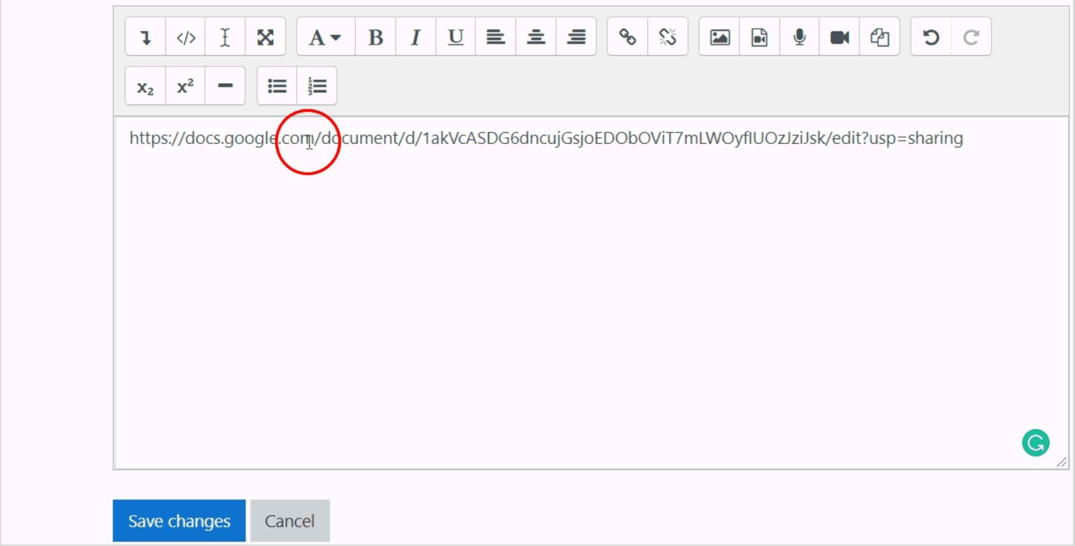
Mountain Heights Academy Anyone in this group with this link can view

4. Return to the assignment page and click **Add submission.** Paste the link in the box (Ctrl+v).

5. Now, highlight all of the text of the URL you just pasted into the submission box and press the **link icon**.



6. A pop-up box will appear. Paste your URL again into this box (Ctrl+v) and check **Open link in new window**. Then press **Create Link**.



Save changes
Cancel

https://docs.google.com/document/d/1akVcASDG6dncujGsjoEDObOViT7mLWOyfIUOzJziJsk/edit?usp=sharing

7. Click **Save changes** to submit your assignment.

Updated 10/2020. Contact your instructor if this assignment needs to be updated.

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