


Google Docs Learn Task 1

Scavenger Hunt: Exploring Google Docs

To complete the scavenger hunt below, you will need to be **curious** and **resourceful**. You will **not** need to leave this document to complete these tasks. Everything you need is right here!

Please read the instructions for each task carefully.

1. Make a COPY of this Document > File it in your Other folder
2. Define the following words using the **Explore tool** in this doc. Add the definitions as **comments**.
 - discombobulate
 - extraneous
3. Use the **Explore tool** in this document to answer the following trivia questions. Please add each answer in a different color. Include a link to the source you used to find your answer.
 - How tall is New Zealand's highest mountain?
 - What is the population of the West Coast?
 - Where is the avocado capital of the world?
4. Find a picture online of the Punakaiki Pancake Rocks and **insert your picture** in the space below.
5. Insert a **table** with 4 columns and 5 rows below,
6. Make a pattern by **changing the colour**  of the cells (boxes) in your table. Use at least 3 different colours.
7. Make the **border** red and adjust the border width to 2.25pt.
8. Use the **word count** tool to find out how many words this document uses. Type your answer here:

9. Switch the **page setup** from portrait to landscape and make the entire page yellow.

10. In the space below, write out the maths problem: three divided by three with the answer using only numbers and **maths symbols**.

11. Add a **header** to this page with your name and the date. *Bonus points for adding a picture of the Grey Main School logo to your header.

12. Which feature in Google Docs is your favorite? Use the **voice typing** tool to record your answer below.

Well done! You have completed the scavenger hunt! Use Screencastify to record a short video (to go on your blog) explaining the tools you used today.