Google Suite | Docs

Timing

- 40 minutes of lecture + lab activity
- 15 minutes of free practice + questions
- 5 minutes to complete lab survey

Required materials the instructor should provide

- ☐ Computer to use for projecting/screen sharing
- ☐ Ability to project instructor screen to the lab
- ☐ Wifi/internet access
- ☐ Large screen/projector to display slide deck
- ☐ Materials for lab members
    - ☐ Computers to use

Instructor prep work

- ☐ Familiarize yourself with lab materials
- ☐ On the computer you're going to use to present, enlarge the cursor/pointer the largest size to improve its visibility
    - ☐ Adjusting pointer size on Windows 10 + 11
    - ☐ Adjusting pointer size on macOS

Lab objectives:

At the end of this lesson, lab members will understand how to:

- Start a new document in Docs
- Navigate the basics of the ribbon menu
- Insert photos and clip art
- Format text
- Copy/Paste and the keyboard shortcuts
- Undo/Redo and the keyboard shortcuts
- Use the the Spelling & Grammar tool to check for errors
- Save a document

- Print a document

Introduction

- Introduce yourself briefly and go over the lab objectives
- Assure attendees they are welcome to take phone calls, go to the bathroom, get water, etc as they need to. This isn't school, no need to ask for permission. However please but cell phones on vibrate and take phone calls outside.

Overview

- Google Docs is one of the many tools available from Microsoft. This software is used to easily and efficiently create and print text documents. This tool allows you to edit and revise text extremely quickly. And most importantly this tool saves your progress for you to visit at any later time.

Lab activity

- As the instructor, share your screen to the class and have them follow along
- Open Google Docs
  - See if anyone is having difficulty and provide assistance accordingly
- Start a new, blank document

Follow along

During this portion, have lab members watch the screen you are sharing and follow along on their own screens.

- Ribbon Menu and the Tabs
  - The ribbon is a menu bar that organizes Docs's features into a series of tabs at the top of the screen. These tabs are composed of groups of closely related commands, designed to help users quickly find desired commands.
  - In this lab we will briefly cover the following tabs within the ribbon
    - **File**: The most commonly used tools are located in this tab. These include functions like copy, paste, font adjustments, alignment adjustments, creating a bulleted list, etc.

- **Edit**: The most commonly used tools are located in this tab. These include functions like copy, paste, font adjustments, alignment adjustments, creating a bulleted list, etc.
- **Insert:** This tab includes functions that allow you to insert tables, shapes, images, and other things that are not considered basic text
- **Format:** Within this tab you're able to make overall size and orientation adjustments to the document, you can change the sizes of margins (the amount of white space around the text) and also whether the document is vertical (taller) or horizontal (wider)
- **Tools:** This tab contains features that can assist you in editing and revising your document, such as checking your spelling and grammar.
  - Make a special note that even though the spelling and grammar checker can be very useful, it's not perfect and doesn't always understand the context of Docss (i.e. it might not accurately catch "plane" vs "plain" or "break" vs "brake"

Making something together

It is crucial that you talk out loud through every step of your process and move slowly through each step.

During this portion of the lab you are going to create a missing poster for a dog. Lab members will create their own poster, it can be exactly like yours, or, they can make one of their own choosing (e.g. a "For sale" poster, or a flier for an event)

Required actions to be taken while creating the poster
- Set margins to 0.75 all around
- Center text at the top
- Make text at the top large (36pt)
- Insert at least one picture, resize and center the picture
- Add text below the picture
- Make the text below the picture font size 20pt
- Add bullet points for additional information
- "Accidentally" delete the details text and use "Undo" to get it back
- Add a contact number - always use this fake phone number (555) 321-2368
- Save the document
- Print the document (if no printer is available, just go through the motions and pretend)

Example poster

Questions and free practice

Take 15 minutes to allow for anyone to ask you questions and practice on their own. Encourage people to help each other!

Thanks and Survey:

Express your gratitude to everyone for attending. Take the final 5 minutes for folks to complete the anonymous survey. You should have these printed ahead of time. In case you were unable to print hard copies, ask that they complete the survey online.