

BTS Admin Assistant PD

December 7, 2016

Purpose:

To better understand the use of Google Docs within the school district/buildings and to understand creation/editing of Google Docs.

Agenda:

1:15-1:20pm - The Beginning

- Log into Chromebooks
- Brief Refresher on Chromebook Usage
- [Kahoot!](#)

1:20-1:40pm - Using [Google Drive](#)

- Provide a Refresher to Google Drive
- Understanding What is in Google Drive
- Organizing Google Drive
- Searching Google Drive

1:40-2:10pm - Creating a Google Doc

- Creating a Doc from [Drive](#) vs [Docs](#)
- Naming Conventions
- Editing Text - Formatting Toolbar & Formatting Menu
 - Please and copy the text from this Google Doc, [Alphabetical Listing of Fruit](#), and paste it into your blank Google Doc.

2:10-2:15pm - Break

2:15-2:30pm - Let's Insert

- Continue Using the Google Doc you Created
- Learn to use the options in the Insert Menu
- Learn to use the options to insert via right-click
- Learn to use the Table menu

2:30-2:45pm - The Big Tweaks

- Using Page Setup
- Document Modes

2:45-3:00pm - Sharing & Downloading

- A Look at Sharing Options
- When You Have to Download