

Scavenger Hunt: Exploring Google Docs

(Adapted from [Catlin Tucker's version](#))

To complete the scavenger hunt below, you will need to be curious and resourceful. You will not need to open other tabs to complete these tasks. Everything you need is right here! Please read the directions for each task carefully. Video instructions are included in each step if you need them.

1. Under **File**, make a copy of this document. Add your first and last name to the beginning of the title of this document. Continue all the steps below on YOUR COPY! [Click here for video instruction.](#)

2. Use **[Ctrl +]** to zoom in on this document. Use **[Ctrl -]** to zoom out. Use **[Ctrl 0]** to return zoom to default.

3. Start the habit of locking your Chromebook when you walk away from it. This prevents students from accessing your Chromebook without your permission. Lock your Chromebook by pressing  + 

4. Define the following word using the **dictionary tool** in this doc. Add the first definition as a comment. (Look for the comment selection in the menu above.) Change the font of the word you're defining to **bold**. [Click here for video instruction.](#)

- Accurate

5. Create a hyperlink on the phrase below. Open a new tab and search for the SMMS website, then add a hyperlink. (Look for the hyperlink selection in the menu above.) [Click here for video instruction.](#) (Video no longer accurate)

- SMMS Website

6. Open another new tab to find a picture of your favorite animal, copy the image and **insert the picture** in the space below. [Click here for video instruction.](#) (Video no longer accurate)

7. **Insert** a **table** with 4 columns and 7 rows below. [Click here for video instruction.](#)

8. Under **File**, switch the **page setup** from portrait to landscape and make the entire page light purple. [Click here for video instruction.](#)

9. Use **[Ctrl F]** to find the word 'below'. How many times does it appear in this doc?

[Click here for video instruction.](#)

10. Take a screenshot by pressing  +  Insert the image below:

11. Which feature in Google Docs is your favorite? Use the **voice typing** tool to record your answer below. [Click here for video instruction.](#)

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12. Click the blue **Share** button, in the upper right, and send this document to your ELA teacher. Make sure to choose Viewer instead of Editor.

[Click here for video instruction.](#)