

Students, TO USE THIS DOCUMENT, you MUST make a copy for yourself:

- **Google users need to be logged into their Google email account and go to File>Make a Copy and save it to YOUR Drive.**

Name:

Date:

Teacher name:

4. Suite Tools Q6: Google Docs: Sweet Tools

As you go through the Quest, check off each step as you complete it.

Check Off	Description
	Introduction page: Read the Introduction Statement and Learning Objectives.
	Vocabulary page: Looked over the words and definitions and played the interactive Quizlet Game. You may have repeated the Quiz if you missed more than two.
Shortcut & Translation page: Check these items off as you complete them	
	Played the Keyboard Shortcut Game. and went to Google Support: Keyboard Shortcuts for Google Docs if needed.
	Opened and translated the document, Arabic: Sample Document to Translate from Arabic to English. I reviewed the Translate a Document section if I needed more support.

Text-to-Speech page: Check these items off as you complete them	
	Played the video, " Google Docs: Voice Typing ," to learn about voice typing in Google Docs.
	Played the video, " Bringing Immersive Reader into Google Chrome ," to learn how to use Immersive Reader for Text-to-Speech.
Emoji Fun page: Check these items off as you complete them	
	Completed emoji activities

Completing page	
	If I used the Student Portfolio, I included two of the "Sweet" tools you are going to use in the future and how they can help you be more productive.
	Checked this Quest off on my 21t4s roadmap

Congratulations on learning about shortcuts, Text-to-Speech, Speech-to-Text, Immersive Reader, and Translation in Google Docs.



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