Baby Step #1: *Creating & Sharing Documents*

Use the following checklist to become familiar w/ creating a document in Drive.

☐ Decide on partner(s) – up to 3 in a group

On one partner's computer, work together to

  ☐ Create a new document on that partner's account

  ☐ Change the document's title

  ☐ Share the document with your other partner(s) and Jeff

☐ Partners B/C: Find the shared document, move it to 'My Drive', and open it

☐ Partner B/C: Create as many pages in the document as there are partners
  HINT: Look for the 'Page Break' feature!

Now, you will each create a quick information page about a location/site you would like to visit on your next vacation. Each partner will take a page and complete the following (use the template to give guidance on the formatting):

☐ Include the following section headers and information:

  Name of Location/Site, *Continent*, *Country*, *3 Reasons I'd Like to Visit*
  (bullet point each reason), *Interesting Fact*

☐ Use at least two fonts OTHER than 'Arial'

☐ Use at least one other font size than the default size (11)

☐ Make the title and section headers **bold** (regular text should not be bold) -
  HINT: Try using the shortcut Ctrl+B

☐ Underline your title - HINT: Try using the shortcut Ctrl+U

☐ Use at least one other text color other than black (anywhere!)

☐ Insert at least one image representing the location/site (you may need to
  help each other on this!)

☐ Resize your image and wrap your text so that your text is on right or left
  (you may need to help each other on this!)

☐ On the 'Name of Location/Site' section, hyperlink the name of the
  location/site to a Wikipedia article (you may need MY help on this!)

☐ Go up to your partner's page (or partners' pages) and make at least 2
  comments on what they've included – HINT: use 'Insert Comment'

Google™ Apps

My Next Vacation Spot

Name of Location/Site:
Auschwitz Concentration Camp

Continent: Europe

Country: Poland

3 Reasons I'd Like to Visit
- Reason #1
- Reason #2
- Reason #3

Interesting Fact: This is one interesting fact about Auschwitz...