

**INCLUDES
4 ACTIVITIES**

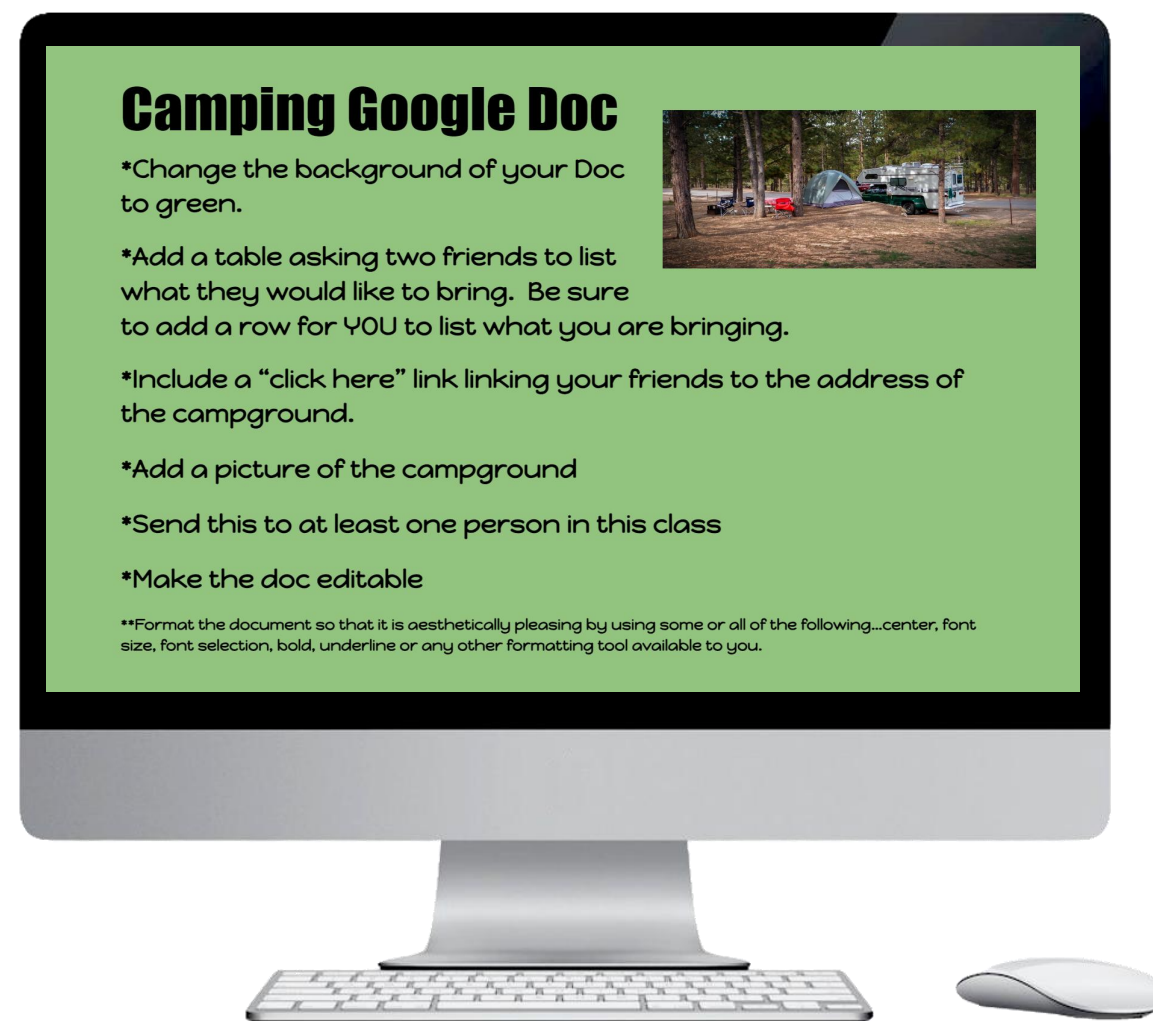
GOOGLE DOCS TASKS & ACTIVITIES

Easy to use!

NO PREP!

**Students are
prompted
through
4 Google Docs
formatting task
activities**

**Sends easily
through your
LMS to students**



BUSINESS EDUCATION WITH *Denise Leigh*



Google Docs can be amazing resources!
Embedded links and sharing capabilities makes them
a great tool in school, professionally and personally.

PREVIEW



Complete each of the Google Doc Lessons...	
Camping Trip	CLICK HERE for instructions to complete the collaborative camping trip Google Doc.
Dream Dog	CLICK HERE to create a Doc on your dream dog! CLICK HERE to get some help accessing these tools.
<i>HOW TO...</i>	CLICK HERE for instructions on creating your very own HOW TO document!
Scavenger Hunt	CLICK HERE to complete a SUPER COOL Scavenger Hunt to test your

Task 1 – Camping Trip Activity

Students are prompted to:

- Change the background.
- Add a table to make a list.
- Include a clickable link
- Add a picture
- Send this doc to a fellow student
- Make the doc editable

Camping Google Doc

*Change the background of your Doc to green.

*Add a table asking two friends to list what they would like to bring. Be sure to add a name for YOU to list what you are bringing.


Include a clickable link linking your friends to the address of the campground.

*Add a picture of the campground

*Send this to at least one person in this class

*Make the doc editable

**Format the document so that it is aesthetically pleasing by using some or all of the following...center, font size, font selection, bold, underline or any other formatting tool available to you.



PREVIEW


NO PREP! SAVES YOU TIME!

Task 2 – Dream Dog Activity

Students are prompted to Create a **Google Doc Report** on their ‘Dream Dog’.

DEMO ILLUSTRATIONS are included for the students to show them where the commands for the prompted tasks are located.

DREAM DOG ACTIVITY



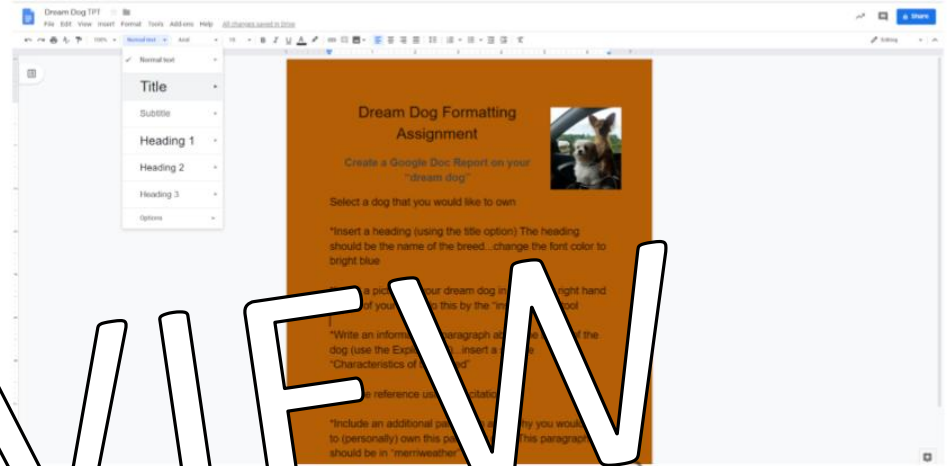
Create a Google Doc Report on your ‘Dream Dog’.

Select a dog that you would like to own.

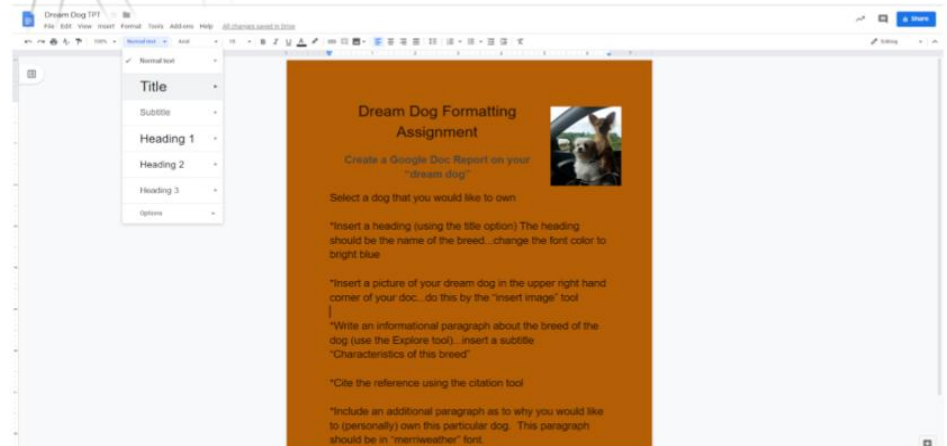
[Click here](#) for tips on how to use some of the formatting tools.

- 1 Change the page **background color** to any color of your choice.
- 2 Use the word count tool...display word count as you type.
- 3 **Insert** a heading (using the **title** option). The heading should be the name of the breed. Change the **font color** to bright blue.
- 4 **Insert** a picture of your dream dog in the upper right hand corner of your doc...do this by the ‘insert image’ tool.
- 5 Write an informational paragraph about the breed of the dog (use the **Explore** tool). **Insert** a **subtitle** ‘Characteristics of this breed’.
- 6 **Cite** the reference using the citation tool.
- 7 Include an additional paragraph as to why you would like to (personally) own this particular dog. This paragraph should be in ‘merriweather’ font.
- 8 Find a place throughout your document to **insert** a dog emoji.

Insert heading using the title option...



Insert heading using the title option...



PREVIEW

Task 3 – How to...

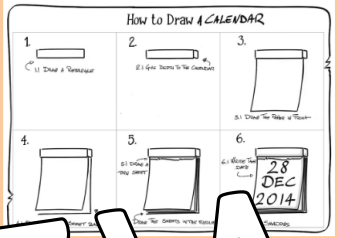
Students are prompted to create a **Google Doc** on **How to...**

- Make an omelet
- Make a peanut butter and jelly sandwich
- Change a tire
- Decorate a cake
- Make a milkshake

HOW TO.....

Create a Google Doc on How To....

- Make an omelet
- Make a peanut butter and jelly sandwich
- Change a tire
- Decorate a cake
- Make a milkshake



PREVIEW

*Change the background color of the page

*Create a bulleted list to list materials needed

*Insert a table to list the steps...change the color of the table.

*Insert a Hyperlink to a YouTube Video that is a good reference to back-up your step process.

*Insert a picture using Google Explore or inserting from the web.

*Center this information and make it look "presentation ready"

NO PREP! SAVES YOU TIME!

Task 4 – Scavenger Activity

Students complete a SUPER COOL Scavenger Hunt to test their Google Doc skills!

Scavenger Hunt: Exploring Google Docs

To complete the scavenger hunt below. You will not need to leave this document to complete these tasks. Everything you need is right here! Please read the directions for each task carefully.

1. Define the following words using the **define tool** in this doc. You may drag and drop the definition.

- Abeyance
- chromatic
- excrescence

2. Use the **explore tool** in this document to answer the following USA trivia questions. Please add each answer in a different color.

- How tall (in feet) is the highest peak in the United States of America?
- Where is the Christmas Tree capital of the world?

3. Find a picture of Pennsylvania's official state bird and insert your picture in the space below.

4. Use the **explore tool** in this document to find an interesting website about Texas, then type the title of the website below and create a hyperlink.

5. Insert a **table** with 3 columns and 5 rows below.

6. Use the **word count** tool to find out how many words are in this document. Type your answer here:

7. Switch the **page setup** from portrait to landscape and make the entire page yellow.

8. In the space below, write out the math problem three divided by three with the answer using only numbers and **math symbols**.

9. Add a **header** to this page with your name and the date. *Bonus points for adding a school mascot to your header.

10. Which feature in Google Docs is your favorite? Insert your response as a comment.

Teacher Testimonials



I offered a choice of these activities to my students. Each activity is **well done** and **easy to use**. Huge timesaver! (9th grade)



Great resource for my students. It was very helpful. (8th grade)



Very engaging for my middle school students for the end of the year! (7th grade)



This was a **great resource** for my Business class. These lessons worked well for sub days or weird schedule days. (High School)



Thank you for preparing this resource for my students! (6th grade)

Hi! My name is Denise Leigh. I have been teaching Business Education for over 25 years! I love collaborating with business educators all over the world. I am a 2022 Pennsylvania Teacher of the Year Finalist and relentless lifetime learner and lover of everything education. Engaging students and connecting them to their world is my jam! Thank you for exploring my resources and sharing my passion for BUSINESS EDUCATION!

Denise Leigh is an expert on student-led instruction. She was featured on CBS Pittsburgh for her City Collaborative™ Project-Based Business Education (PBL) Classroom.

