

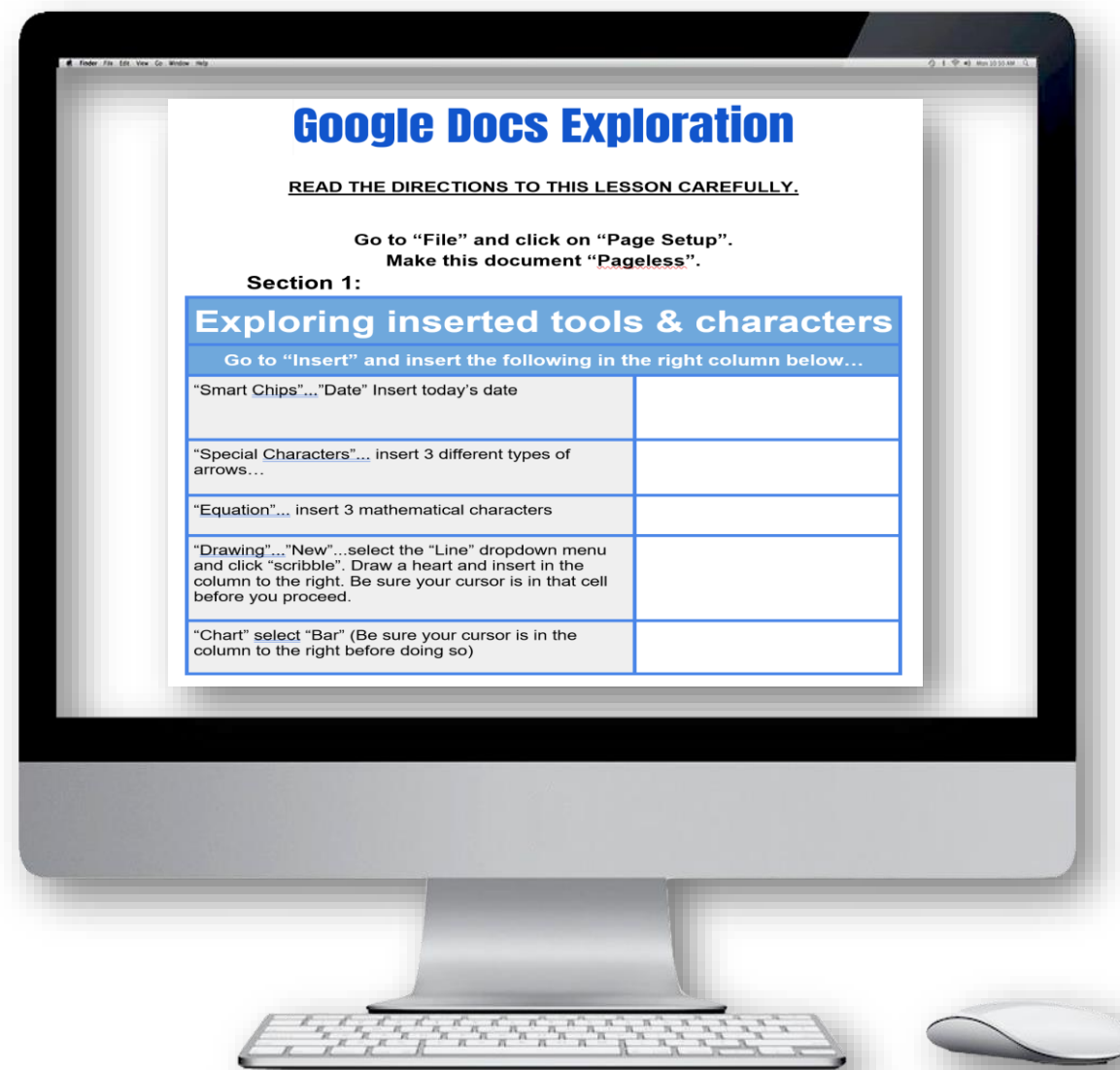
**NEW**

# Google Docs Discovery Computer Applications

Students learn features in Google Docs they never knew existed.

I love hearing my students 'OH WOW!' moments.

Student Example included as a Teacher's Key



**NO PREP!**


BUSINESS EDUCATION WITH *Denise Leigh*

## **Students learn to:**

- **Explore INSERT tools and characters**
- **Insert emojis**
- **Use the highlight tool**
- **Insert Building Blocks and Review Tracker**
- **Insert Building Blocks and Project Roadmap**
- **Explore the different fonts**
- **Explore Google Docs Tools**
- **Insert line and cell fill and change border color**



# Google Docs Discovery File

  
**READ THE DIRECTIONS TO THIS LESSON CAREFULLY.**

Go to "File" and click on "Page Setup".  
Make this document "Pageless".

**Section 1:**

**Exploring inserted tools & characters**

Go to "Insert" and insert the following in the right column below...

"Smart Chips"... "Stopwatch" (click on it to see if it works)	
"Special Characters"... insert 3 different types of arrows...	
"Equation"... insert 3 mathematical characters	
"Drawing"... "New"... select the "Line" dropdown menu and click "scribble". Draw a heart and insert in the column to the right. Be sure your cursor is in that cell before you proceed.	
"Chart" select "Bar" (Be sure your cursor is in the column to the right before doing so)	

**Section 2:**

**Exploring emojis**

Insert an emoji that represents the following...

A best friend from your early years.	
A current best friend.	
A favorite teacher.	
A pet that you have or had.	
A pet that you have or had.	
A favorite subject in school.	
A favorite food.	
A favorite pastime.	
A favorite song or movie.	

Using the highlight tool, highlight the word "favorite" in yellow each time it appears in this table.

**Being Productive using Google Docs**

**Section 3:**

Go to "Insert" then click on "Building Blocks". Insert

"ReviewTracker" in the space below...

**Section 4:**

Go to "Insert" then click on "Building Blocks". Insert "Project Roadmap" in the space below...

Populate the project roadmap using the information below this table.

May 30th Game			
Project	Status	Related files	Notes
Concession Stand	In progress	Sign up is in the lounge	Mrs. Car is the chairperson
Uniforms	Not started	Order #49874	Mr. Grice
Announcer	Launched	Done!	Mr. Nardi

**Section 5:**

**Exploring Fonts!**

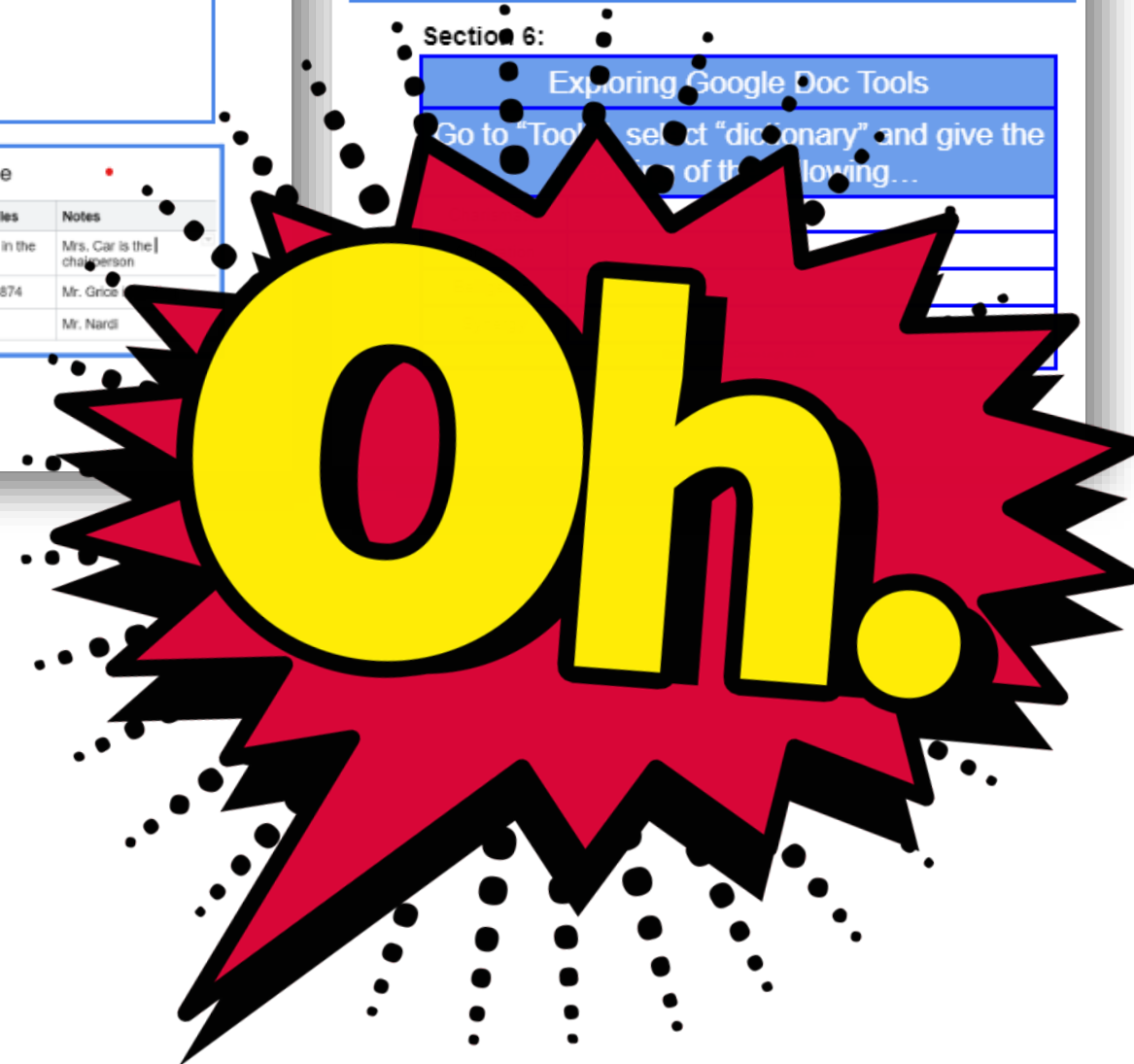
Click on "Arial" font and select "more fonts".  
Type a person's name and select a font and color that matches their personality!

A best friend...	
Someone who raised you...	
A favorite teacher...	
Someone who has the same hair color as you...	
A famous person who you admire or like their work...	
A pet you have or had...	

**Section 6:**

**Exploring Google Doc Tools**

Go to "Tools" select "dictionary" and give the definition of the following...



Takes about 45 minutes to complete.  
Student discover amazing things  
that they never knew that  
Google Docs can do!

**I love hearing their 'OH WOW' reactions!**



**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.

