

Google Workspace Task Cards

Authenticity and Chromebooks





Docs

1. Select **New > Google Docs** and enter a title.
2. Share the document with everyone in your group.
*Hint: To find a shared document, go to **Drive > Shared with me**.*
3. Insert a table with information about animal traits (e.g., fur, feathers, and scales).
4. Have group members edit the table at the same time.
 - a) Add bullets or numbers.
 - b) Insert an image with a link to a webpage.
5. View revision history.
6. Make a comment.
7. From your own document, select **Add-ons > Get Add-ons**. Search for and install the Highlight Tool.
8. Explore how to use the Highlight Tool.





Slides

1. Select **New > Slides** and enter a title.
2. Create five slides about how to use Google Workspace in your classrooms.
3. Share the slide show with your group.
*Hint: To find a shared document, go to **Drive > Shared with me**.*
4. Edit a slide simultaneously with another group member.
5. Insert an image, video, and link (and make sure to cite the source).
6. Use an animation and a transition.



Sheets

1. Go to <https://tinyurl.com/yy5ff6hu>.
2. Make a copy of the “Campus Visit” Google Sheet.
3. Sort the information by teacher.
4. Fill one of the columns with a color.
5. Select Column E and create a graph. A screenshot of the Google Sheets toolbar. The icons from left to right are: a list icon, a chart icon (highlighted with a green box), a filter icon, a dropdown arrow, and a sum icon.
6. Copy all the students of a particular teacher, add them to a second sheet in the same workbook file, and rename the sheet
7. Find the students’ average age. A screenshot of the Google Sheets toolbar. The icons from left to right are: a list icon, a chart icon, a filter icon, a dropdown arrow, and a sum icon (highlighted with a green box).

Hint: Try using this data to follow the procedure on the Explore task card.



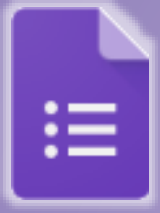
Drawings

1. Select **New > More > Google Drawings**.
2. Create a flowchart for a subject of your choice (for example, an organizational hierarchy or a progression of life events).
3. Give your drawing a title.
4. Include lines, shapes, text, and images.
5. Insert a link to a shape or text.
6. Share the drawing with group members to comment only.

*Hint: To find a shared document, go to **Drive > Shared with me**.*

7. Check out the graphic organizers here:

<https://www.controlachieve.com/2017/05/graphic-org-drawings.html>. Make a copy of one and save it to your Drive.



Forms

1. Select **New > More > Google Forms**. Enter a title for your form.
2. Add five questions of your choice using at least three different question types.
3. Preview the form.
4. Share the form and have group members submit responses.
5. View a summary of responses.
6. View individual responses.



Explore

1. Open a new Google Doc and title it “World History Notes.”
2. Using a bulleted list, note anything that you know about Julius Caesar.
3. Click the **Explore** button in the bottom right corner of the window.
4. Use the **Web** tab to find more information about Julius Caesar.
5. Use the **Images** tab to drag and drop an image into your notes.
6. Use the **Drive** tab to search for any other notes that you might have.
7. Try out the **Explore** button in other Google apps! Try it with the Sheets task card data.