Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ALS Google Doc Quiz**

Directions: Read the instructions below. You will need to log in to your Google Drive account to begin.

\***A note about your writing on this quiz**:

-Include verbs and adjectives in each step. You can also use colors and locations on the screen.

- Spelling counts if it is a word that is part of the program or screen.

-Include the buttons or links that you need to click on if they haven’t already been given to you.

1. Pretend you are teaching a new student how to create a Google Doc. The student already has a gmail account. Please describe clearly and in detail (use verbs & adjectives!) in 5-6 steps how to create a google doc, rename it, and send it to me. You should describe which buttons you need to click on. (Please use the [khutchison@urbanasd116.org](mailto:khutchison@urbanasd116.org) email; I will not grade it in my other email account). (10 points)  
  
 Step 1:  
  
 Step 2:  
  
 Step 3:

Step 4:

Step 5:

Step 6: (optional)

2. Now you are going to create a new google doc and send it to me. Please title it: “**Your name’s Google doc quiz** **5.7.14**” (Please pay attention to spelling and capitalization!) Add a comment on the right side of the screen (look for the button) and answer this question about google docs: **Are you comfortable using Google Docs yet? Why or why not?** Explain please.

Then share the Google doc with me and enable me to comment or edit. If you have problems with this please show me then you can email me the website link. (8 points)