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

**Google Doc Skills Checklist**

**Directions: Read each skill below. Write the correct sign in the space next to each number.**

+if you know how to do it without help and can explain it to someone else

✓if you can do it but can’t explain how to do it

− if you can’t do it without help and can’t explain how to do it

1.\_\_\_\_I can sign in to my google account.

2.\_\_\_\_ I can find the Google Drive and view my documents.

3.\_\_\_\_ I can create a new google doc.

4.\_\_\_\_ I can rename a google goc.

5.\_\_\_\_ I can edit a google doc and type new information into it.

6.\_\_\_\_ I know how to save my work.

7.\_\_\_\_ I can add users to my google doc.

8. \_\_\_\_ I can edit user functions so people can edit or comment my google doc.

9.\_\_\_\_ I can share the google doc by sending an email.

10.\_\_\_ I can add and read comments on the google doc.  
  
Bonus: \_\_\_\_\_ I can \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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

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