

# Assignment 1 | Google Docs | Basic Formatting

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**Directions: Follow the directions below. Do not skip any steps.**

1. Log into your Google Docs account.
2. Create a new document inside of the folder you've created for Mr. Schneider.
3. Rename the document as firstinitiallastname\_assignment1\_hour.  
Example...rschneider\_assignment1\_6.
4. Change your font to size 12 Verdana. **Right-align** your cursor and type your name, hour, and assignment 1 on individual lines and **bolded**. When you complete writing Assignment 1 on the third line, press enter twice. Be sure to turn off bolding. Left-align your cursor and press the tab button once to begin typing.
5. Type the paragraph below.

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Welcome to computer literacy! This class will be the most important course that you will ever have. The software that we will mainly be utilizing is Google Docs. With Google Docs, you will be able to access your papers from any Internet enabled device, including many portable phones. Google Docs is free and you are encouraged to use it for other classes that require you to produce a document. This way you will be able to work on the document from home, without the need to install software or carry around a flash drive. The best part is that Google Docs saves your work automatically so you will never lose another assignment! For our first activity, we will learn a few things about properly formatting your paper. You have probably typed before, but knowing how to properly format your paper will be a lifelong skill. Whenever you start a new paragraph, always indent. Don't use the spacebar. Use the tab button by pressing it once. Start each sentence with a capital letter and end with an end mark, such as a period, questions mark, or exclamation point. At the end of your end mark, put two spaces before you start the next sentence. Do not confuse this with the term double spacing. Double spacing refers to the amount of spaces between each line, not after each sentence. When working with commas, always put one space after the comma. The same goes for colons. When you see a red squiggly line underneath a typed word, this is the programs way of telling you that the word is spelled wrong. When this occurs, right-click over the word with the squiggly line and a box will appear with suggested words. Select the word with the correct spelling. The only exception deals with proper nouns, especially names. When you see a name that is underlined with a red squiggly line and you know it is correct, many word processing applications will allow the user to add this name into the application's dictionary. Right-click the word as you would if it was spelled

incorrect, but select the add to dictionary option if it is available. Do not ask Mr. Schneider to spell a word. You are in front of a powerful tool that will check your spelling much faster than it takes for you to ask. Welcome to Google Docs and cloud computing!

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**Complete the following changes to your assignment...**

1. After the last line in the paragraph, press enter. Then type the following table on the next page **exactly how you see it formatted**. Pay attention to which items are bolded. You may need to resize the columns by placing your cursor between them and dragging to adjust the size. This will be your rubric that will be used for grading. To insert a table, click table>insert table from within the toolbar. Select the number of rows and columns that are demonstrated below.

<b>Objective</b>	<b>Points Possible</b>	<b>Points Earned</b>
Correctly copied table and formatting	6	
Name, hour, and assignment number are right-aligned and on separate lines and bolded	2	
Verdana size 12 font was used	2	
3 new paragraphs with indentations	3	
Last line is bolded, underlined, and in italics	3	
Correctly named the assignment	2	
Shared document with Mr. Schneider	2	
<b>TOTALS</b>	<b>20</b>	

2. Put your cursor in front of the first word of your paragraph and press the tab button once to indent.
3. After the words "flash drive", press enter once to create a new paragraph. The paragraph should automatically indent. If not, press the tab button to indent the paragraph. Make sure that this indentation looks similar to your previous indentation. You may need to delete a space.
4. After the sentence, "...same goes for colons." Press enter and a new indented paragraph should be formed.
5. Select the last sentence and bold, underline, and italicize it.

6. As you notice, your table spans across 2 pages. This is not professional. To fix this, place your cursor above the table and press the enter button until the full table is on the next page.
7. Print out your paper. **DO NOT USE THE PRINT FUNCTION FROM THE BROWSER!** From within the taskbar click the printer button or file>print. Your file will open as a PDF file. Print out your assignment, staple it together, and turn it into Mr. Schneider.