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# Table of Contents

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## Overview

What are Google Docs?.....	03
Google Spreadsheets .....	03
What are Google Forms? .....	04

## Google Spreadsheet Basics

Getting Started .....	05
Resizing Columns & Rows .....	06
Creating Charts & Graphs .....	07
Sorting Data .....	08
Creating/Navigating Sheets .....	08
Freezing Columns & Rows .....	08
Performing Calculations .....	09
Fill Down/Fill Across .....	11
Sharing/Collaboration Options .....	13
Sharing via Invitation .....	13
Getting the Link to Share .....	14
Publishing as Web Page .....	15
Embedding .....	15
Reviewing Changes .....	16
Notifications .....	16
Printing .....	16

## Google Forms Basics

Creating a Google Form .....	17
Question Types .....	17
Themes .....	19
Viewing the Form .....	19
Sharing the Form .....	20
Viewing Responses/Data .....	20
Editing Confirmation .....	21
Navigating the Form and Spreadsheet .....	21

## Google Docs Home

Organising Google Docs Home .....	23
Creating/Organising Folders .....	23
Google Docs Templates .....	24

## Student Activities

ABC Detective Agency.....	27
Am I a Square?.....	29
Book Reviews.....	31
Classmate Comparison.....	35
Comparing Climates.....	39
Estimation Challenge.....	41
Getting Acquainted.....	43
Journal.....	45
Mad Libs.....	49
Quiz Competition.....	53
Pixel Pictures.....	57
Self-Checking Quiz.....	65
Voting.....	69
Who Am I?.....	73

## Teacher Activities

Assessment Rubrics .....	77
Assignment Drop Box.....	83
Attendance.....	85
Checklists.....	87
Grade Book.....	89
Guest Book.....	91
Help Desk.....	95
Lesson Plans.....	97
Parent Contact Information.....	101
Project/Lesson Database.....	103
Seating Chart.....	105
Web Resources List.....	107

## Appendix

### Appendix I: Google Accounts

Google Apps for Educators .....	111
Google Accounts for the Teacher .....	111
Google Accounts for Students .....	112
Student Accounts via Teacher Domain .....	114

### Appendix II: Shortening a URL .....

### Appendix III: Tammy's Templates

Finding/Using the Templates .....	119
Template List .....	121

### Appendix IV: Skills Index .....

.....	123
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# Overview

## What are Google Docs?

**Google Spreadsheets** are a part of a tool-set called **Google Docs**. The Google Docs tools can be compared to Microsoft Office or other office suites. Within Google Docs, you can create word processing documents, spreadsheets, drawings, presentations and forms.

**Google Docs** are especially cool because:

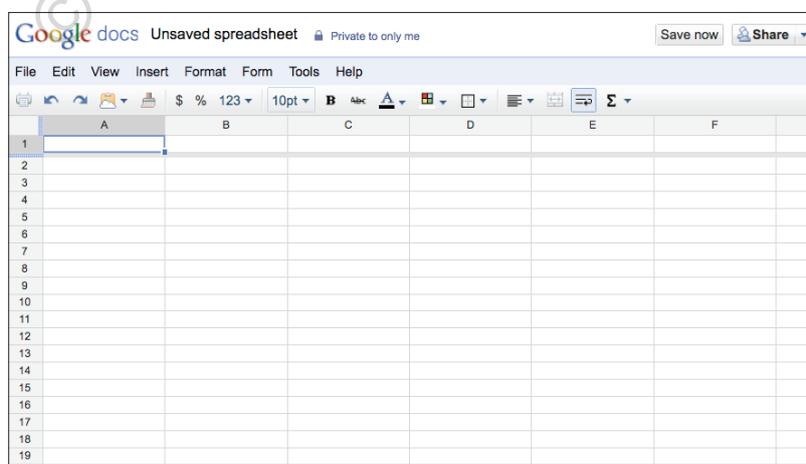
- They are stored online (in “the cloud”) so you can access your documents from any Internet-connected computer.
- It is simple to share your documents with others for collaboration.
- With the click of a button, you can publish your documents as web pages.
- You can easily embed your documents into blogs, wikis and web pages.
- They are FREE!

If you’ve used Microsoft Excel or Numbers (Mac), the Google Spreadsheet interface will look very familiar:

The spreadsheet is made of columns and rows. The columns are labelled across the top with letters (A, B, C...) and the rows are labelled down the left side with numbers (1, 2, 3...)

Wherever a column and row intersect, you’ll see a rectangular area called a cell. Each cell has its own address that is determined by the column and row label. The cell highlighted in the screen shot below is cell A1.

At the top of the Google Spreadsheet, you will find a menu bar and a button bar. We’ll explore those in more detail later.

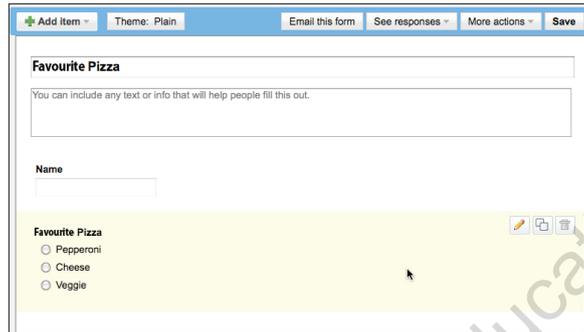


## What are Google Forms?

Of course you can enter data directly into a Google Spreadsheet. You can even share the spreadsheet with others so that up to 50 people can enter information into the same spreadsheet at the same time!

A simpler and perhaps safer way to get information into a Google Spreadsheet is to use a Google Form. Here's a basic overview of how it works. Of course, we'll go into the details later...

1. You create a Google Form.



2. You provide access for others to fill out your form.



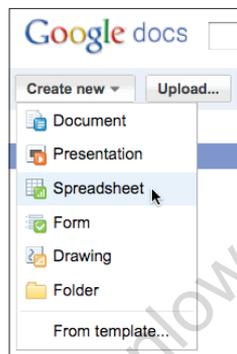
3. As others fill out and submit your form, their data is added to the spreadsheet. (Note: When you create a form, Google automatically provides the related spreadsheet.)

	A	B	C
1	Timestamp	Name	Favourite Pizza
2	10/19/2010 8:26:59	Jim	Pepperoni
3	10/19/2010 8:27:07	Mary	Cheese
4	10/19/2010 8:27:14	Sam	Pepperoni
5	10/19/2010 8:27:21	Sue	Veggie
6	10/19/2010 8:27:34	Todd	Pepperoni
7	10/19/2010 8:27:43	Jordan	Cheese
8	10/19/2010 8:27:50	TJ	Cheese
9	10/19/2010 8:27:57	Denise	Veggie
10	10/19/2010 8:28:06	Cooper	Cheese
11	10/19/2010 8:28:17	Shalon	Veggie
12			

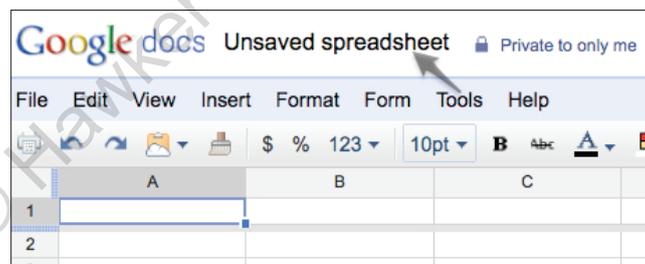
# Google Spreadsheet Basics

## Getting Started

1. Use one of the following two options to get started:
  - a. Go to: **docs.google.com**
  - b. If you have Google Apps for Education, go to your start page:  
[www.google.com/a/yourschooldomain](http://www.google.com/a/yourschooldomain)
2. **Log in.**
3. In the upper left corner, pull down the **Create new** button to “**Spreadsheet**”.



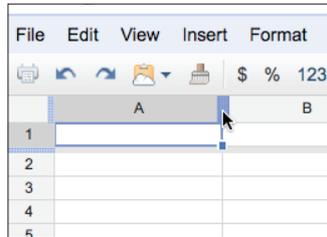
4. Click the **Unsaved Spreadsheet** link in the upper-left corner to rename the file.



5. Enter text in the desired cells. Use the **Edit** menu or the toolbar at the top of the screen to change fonts, sizes, styles, etc.

## Resizing Columns

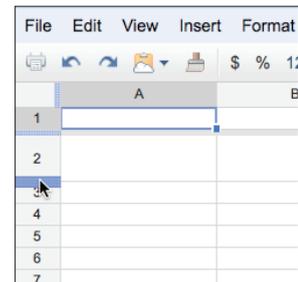
1. Move your mouse into the column header area. (The header area is where you see the A, B, C labels.)
2. Use one of these options:
  - a. Click and drag the line between two columns. Drag to the right to make the column larger; drag to the left to make it smaller.



- b. Double-click the line between two columns. The column will automatically shrink or expand to fit the data.

## Resizing Rows

1. Move your mouse into the row header area. (The header area is where you see the 1, 2, 3 labels.)
2. Click and drag the line between two rows. Drag upward to make the row smaller; drag down to make it larger.



# ABC Detective Agency

## Audience/Format:

- Form created by teacher and filled out by students.
- Appropriate for students in years 2–6.

## Overview:

This is a generic research activity that can be used over and over with different topics. The teacher will assign a topic and then the students will work together to find facts about the topic – at least one fact that begins with each letter of the alphabet!

## The Teacher’s Job:

### Creating the Form

1. Create a form with questions for:
  - Student Name
  - Beginning Letter
  - Fact
  - Source
2. Make sure all questions are marked as “required”.
3. Use one of the options at the top of page 20 to make the form available to the students.

### In the Spreadsheet

1. Resize the columns as needed. (Make the “Fact” column wider, for sure.)
2. Change fonts, sizes and colours as desired.
3. Show the spreadsheet on a large screen so that students can view the data as it is entered.
4. Sort the data in the “Beginning Letter” column from A to Z. (Repeat this as more data is entered.)

**Ben Franklin**

\* Required

**Student Name \***

**Beginning Letter \***

**Fact \***  
Make sure the fact begins with the letter above!

**Source \***  
Where did you find this fact?

## Student Instructions:

### Research/Filling out the Form

1. Use books, magazines, websites or other resources to find a fact about the topic.
2. Enter your name, the beginning letter, the fact and the source in the form provided by your teacher.
3. Repeat steps 1 and 2 to find and submit as many facts as you can.
4. Work with your classmates to see if you can find at least one fact that begins with each letter of the alphabet.

Note: For the letter X, you can start with the word eXtra, eXtraordinary, eXactly or something similar.

	A	B	C	D	
1	Timestamp	Student Name	Beginning Letter	Fact	Source
2	12/20/2010 10:47:49	Marc	A	Although he was born in Boston, Philadelphia was know as his home.	www
3	12/20/2010 10:48:16	Julie	B	Ben's father wanted him to go into the clergy, but they couldn't afford it.	www
4	12/20/2010 10:48:52	Todd	C	Clergymen require years of schooling and Ben's father couldn't afford it.	www
5	12/20/2010 10:49:33	Denise	D	During his youth, Ben worked as an apprentice in his brother's newspaper business.	www
6	12/20/2010 10:50:58	Cooper	E	Even though he kept the newspaper going while his brother was in prison, his brother beat him when he returned home.	www
7	12/20/2010 10:51:19	TJ	F	For his own safety, Ben ran away to Philadelphia.	www

### Options

- Have students draw a letter out of a hat and then find/submit a fact that begins with that letter.
- Place a Post-it note with each letter on the wall. Have students line up according to birthday, height, etc. and then let them each take a Post-it note. Then they will find/submit a fact that begins with their chosen letter.
- Have each student find a fact that begins with the same letter as his/her first name.