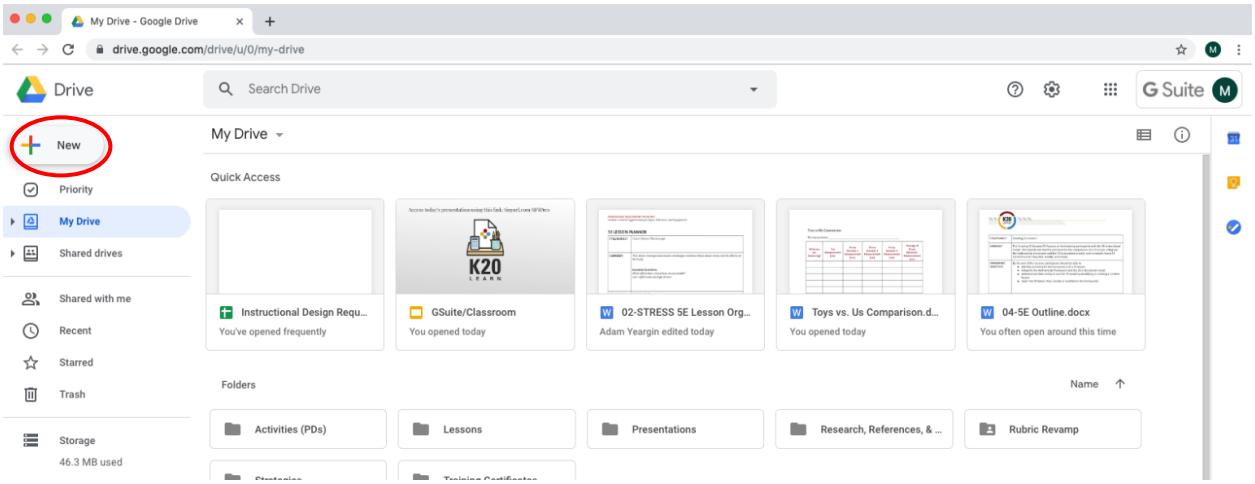
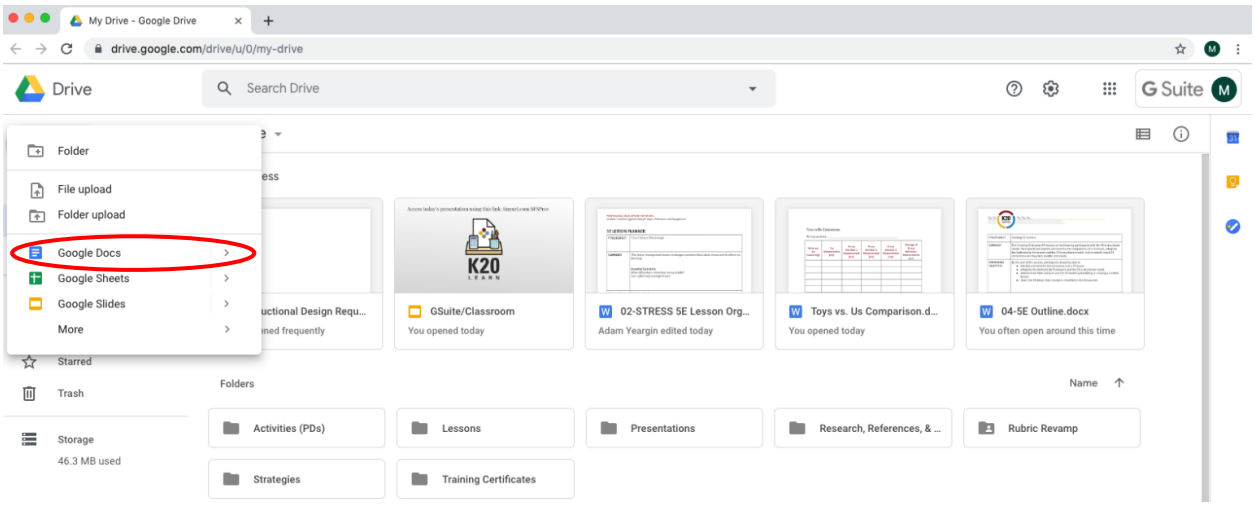
HOW TO CREATE GOOGLE DOCS

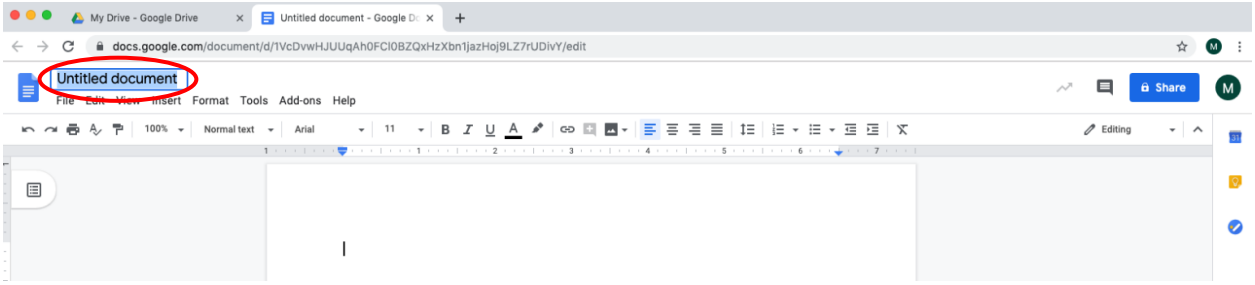
Following is the task list from the G Suite & Google Classroom presentation with accompanying screenshots. Work through the list to familiarize yourself with Google Docs.

Task List

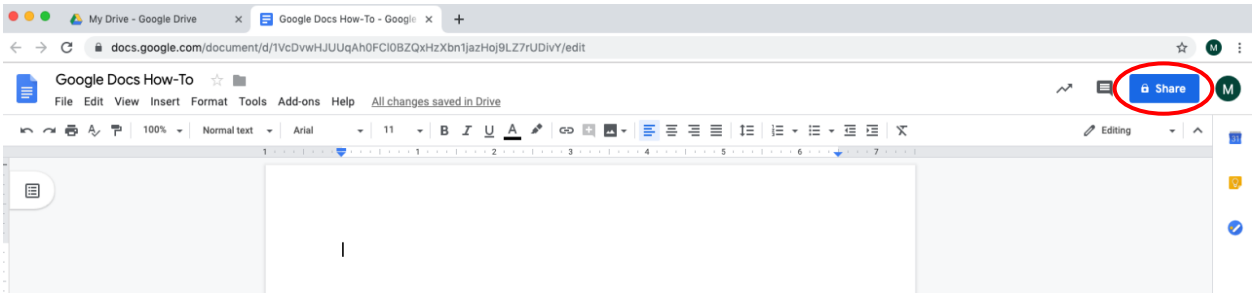
1. Click on “New,” choose Google Docs, and title.

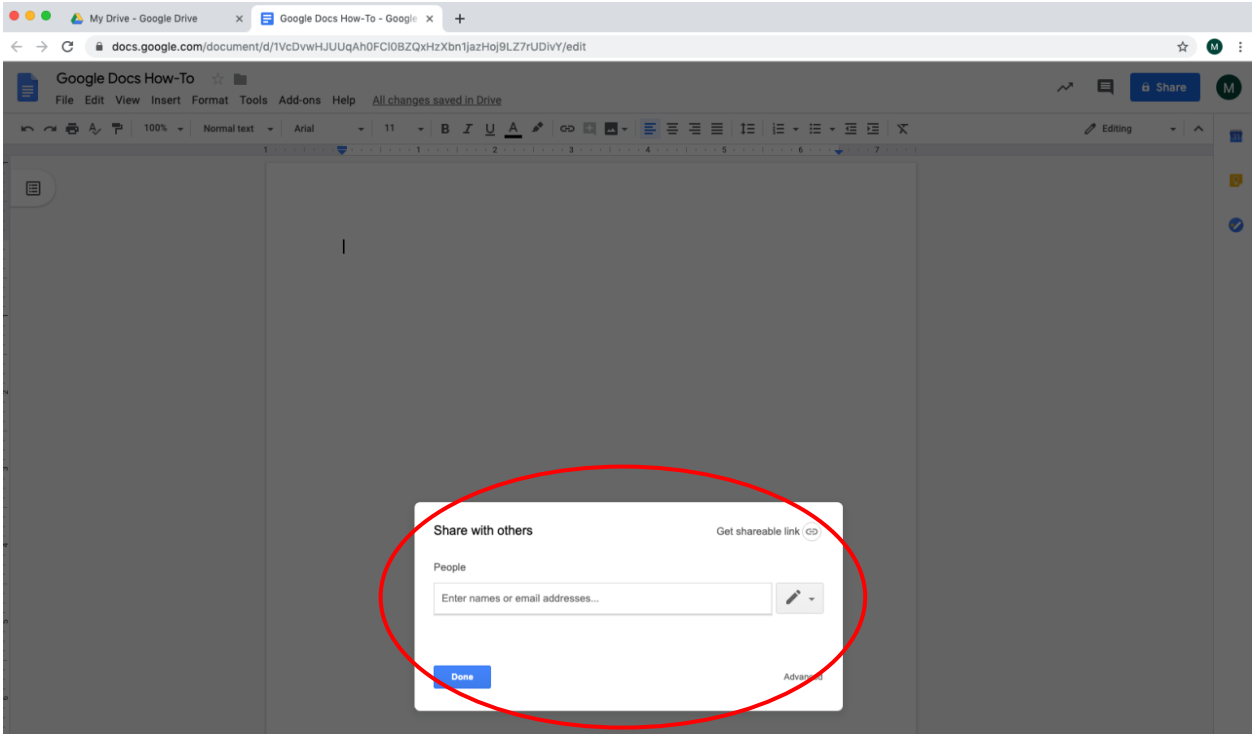




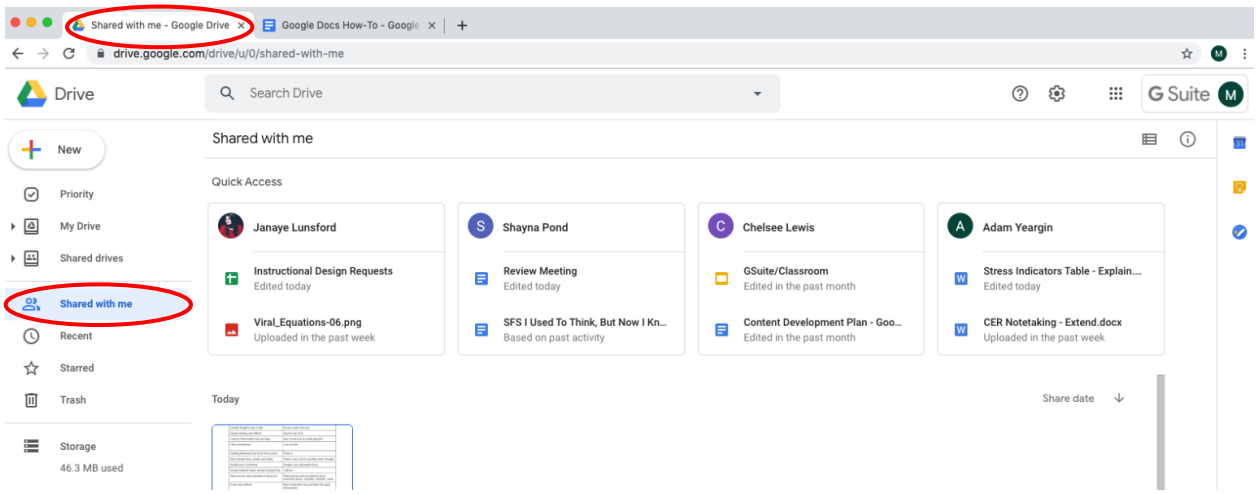


2. Share it with everyone in your group.

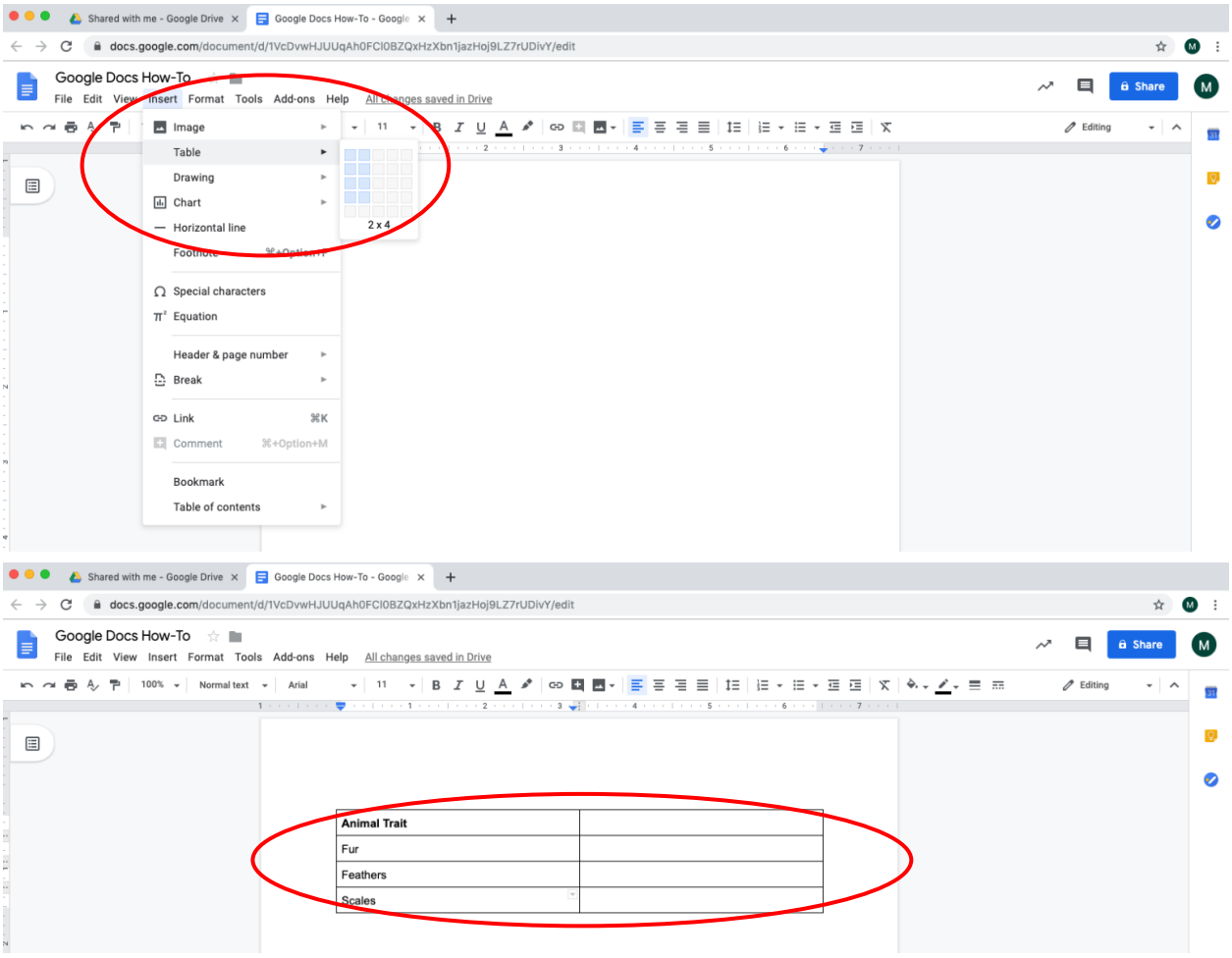




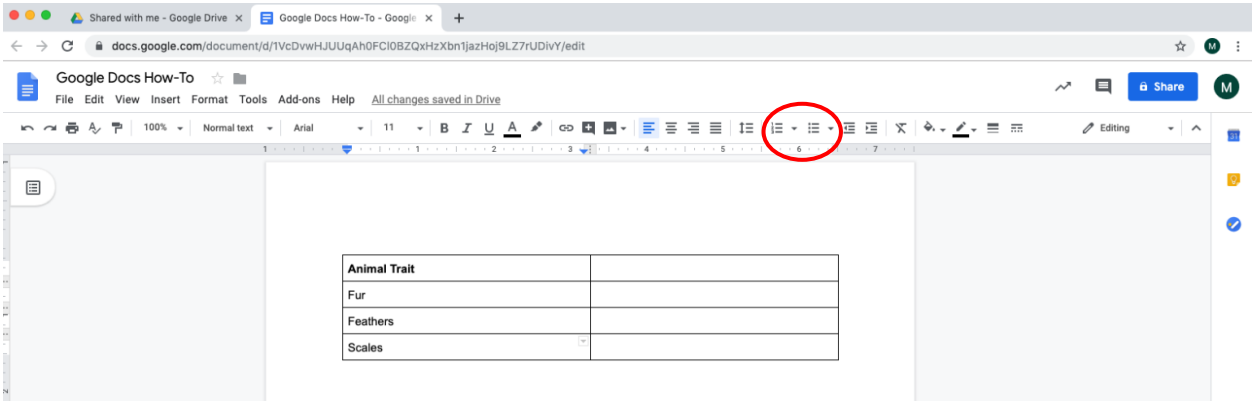
**To find a shared document, go to Drive > Shared with me



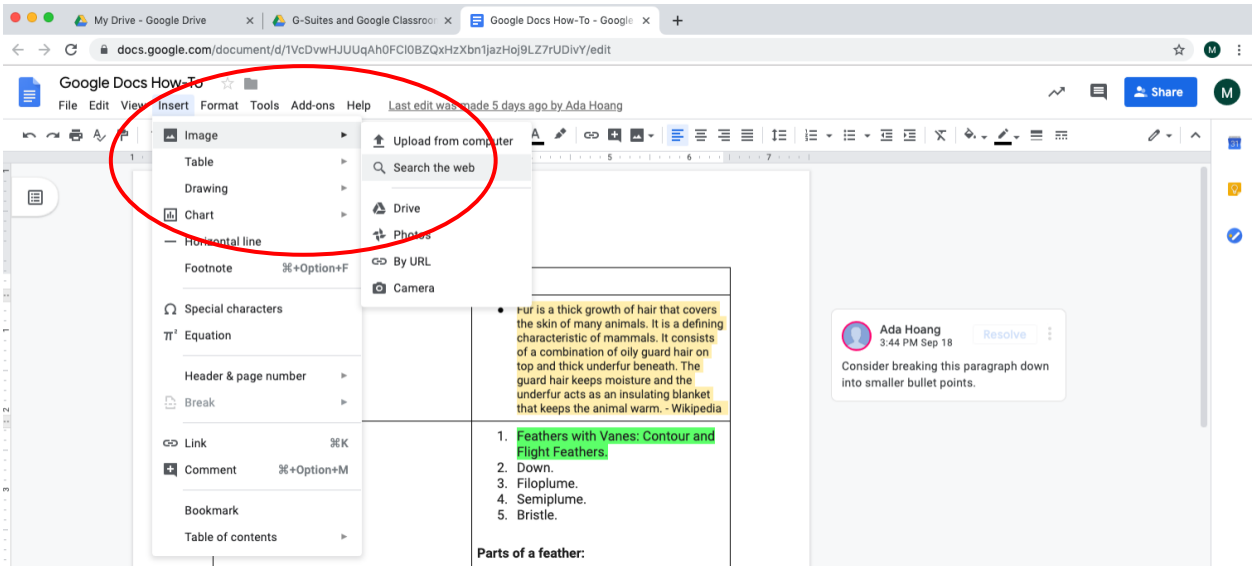
3. Insert a table with information about animal traits fur, feathers, and scales

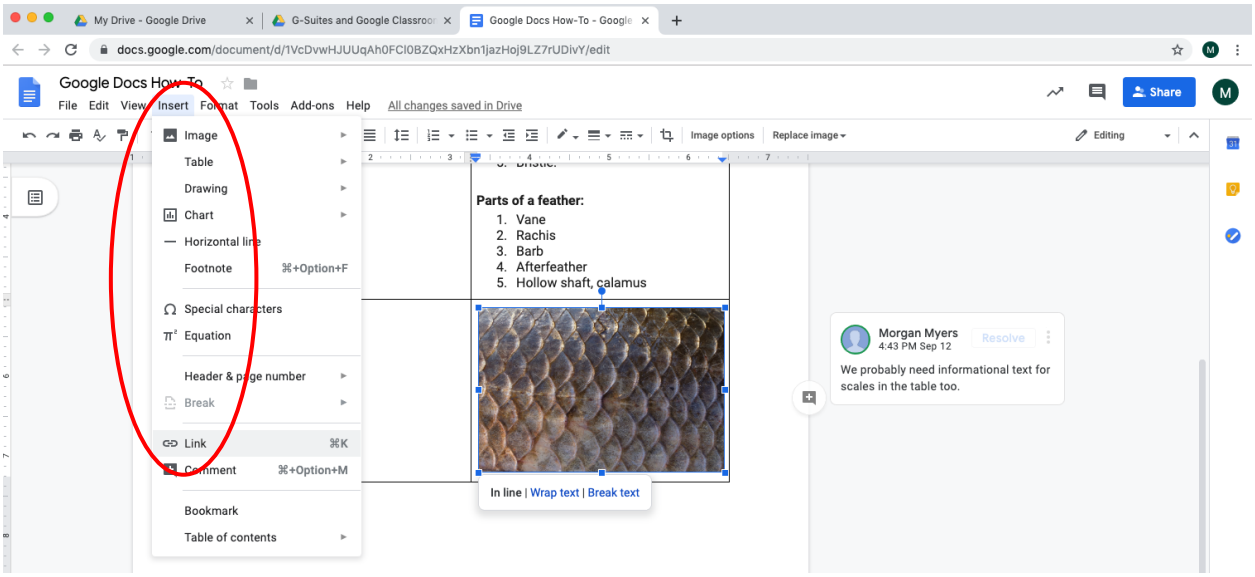


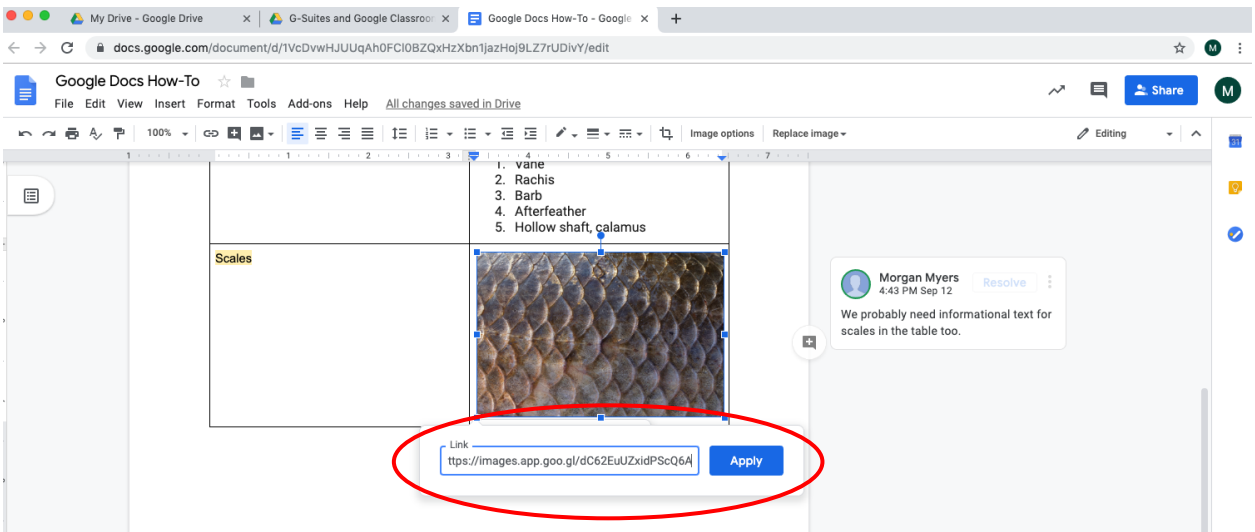
4. Have group members edit the table at the same time
    a. Use bullets or numbers



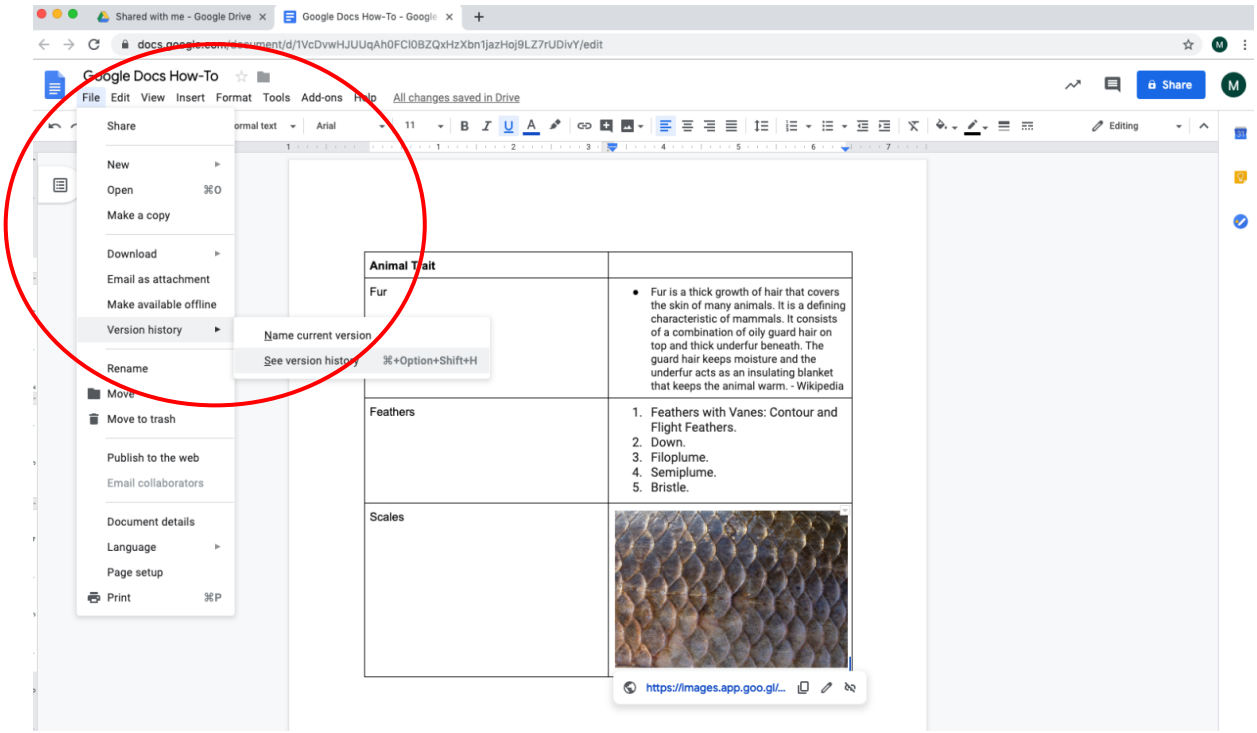
    b. Insert an image with a link to a webpage

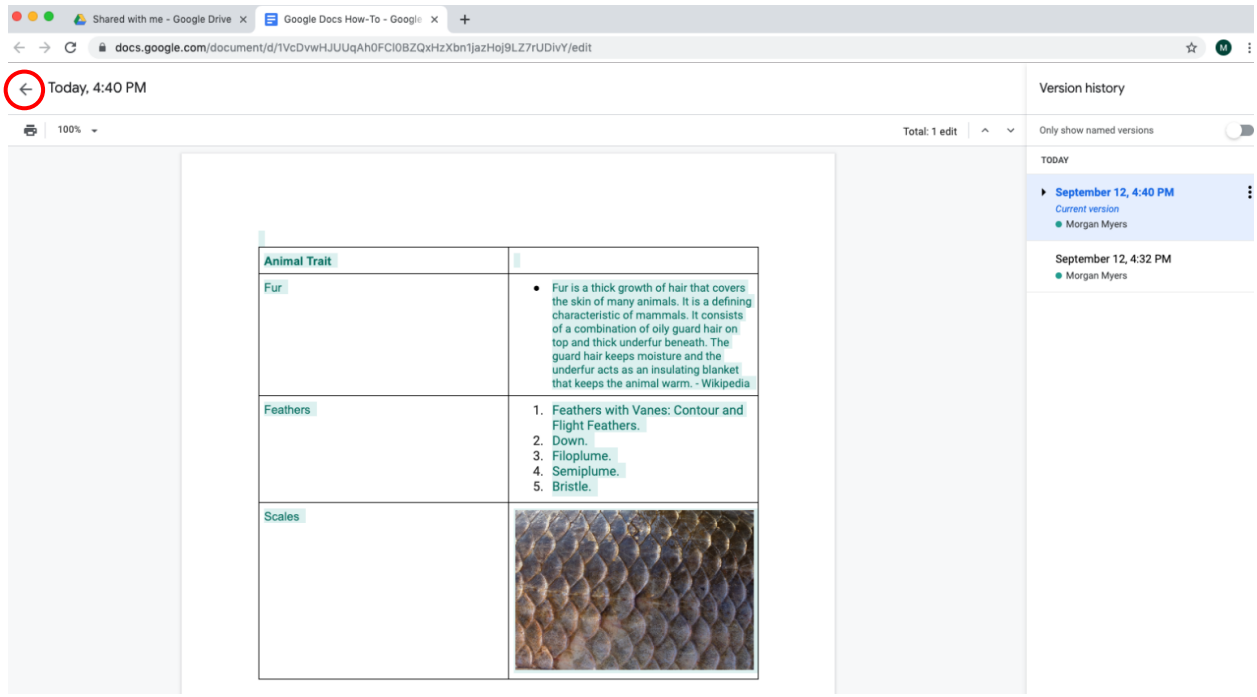

Google Docs How-To
File Edit View Insert Format Tools Add-ons Help
Last edit was made 5 days ago by Ada Hoang
Share
Image
Table
Drawing
Chart
Horizontal line
Footnote ⌘+Option+F
Special characters
Equation
Header & page number
Break
Link ⌘K
Comment ⌘+Option+M
Bookmark
Table of contents
Upload from computer
Search the web
Drive
Photos
By URL
Camera
Fur is a thick growth of hair that covers the skin of many animals. It is a defining characteristic of mammals. It consists of a combination of oily guard hair on top and thick underfur beneath. The guard hair keeps moisture and the underfur acts as an insulating blanket that keeps the animal warm. - Wikipedia
1. Feathers with Vanes: Contour and Flight Feathers.
2. Down.
3. Filoplume.
4. Semiplume.
5. Bristle.
Parts of a feather:
Ada Hoang
3:44 PM Sep 18
Resolve
Consider breaking this paragraph down into smaller bullet points.


Google Docs How-To
File Edit View Insert Format Tools Add-ons Help
All changes saved in Drive
Share
Image options
Replace image
Editing
Image
Table
Drawing
Chart
Horizontal line
Footnote ⌘+Option+F
Special characters
Equation
Header & page number
Break
Link ⌘K
Comment ⌘+Option+M
Bookmark
Table of contents
Parts of a feather:
1. Vane
2. Rachis
3. Barb
4. Afterfeather
5. Hollow shaft, calamus
In line | Wrap text | Break text
Morgan Myers
4:43 PM Sep 12
Resolve
We probably need informational text for scales in the table too.

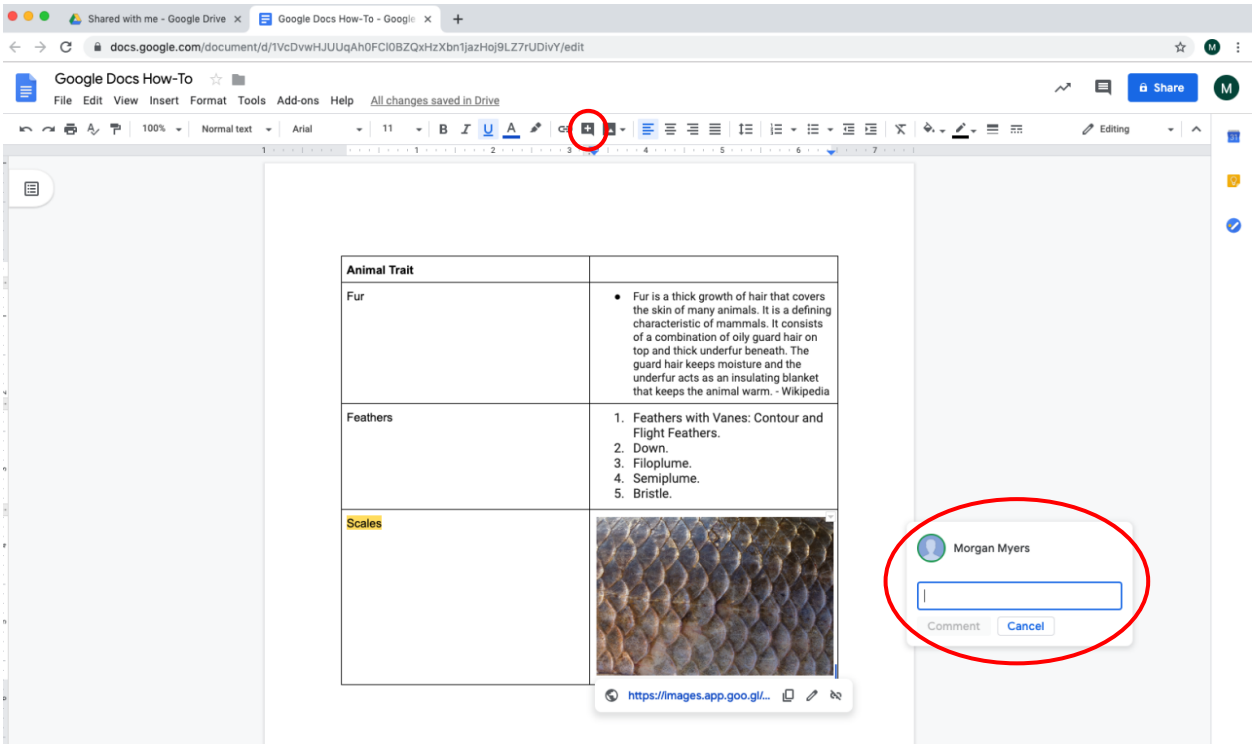

Google Docs How-To
File Edit View Insert Format Tools Add-ons Help
All changes saved in Drive
Share
Image options
Replace image
Editing
1. Vane
2. Rachis
3. Barb
4. Afterfeather
5. Hollow shaft, calamus
Scales
Link
ttps://images.app.goo.gl/dC62EuUZxidPScQ6A
Apply
Morgan Myers
4:43 PM Sep 12
Resolve
We probably need informational text for scales in the table too.

5. View revision history

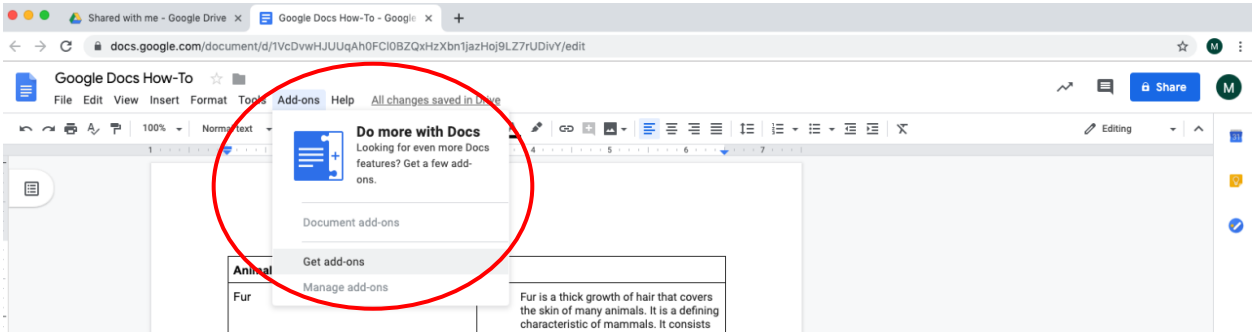


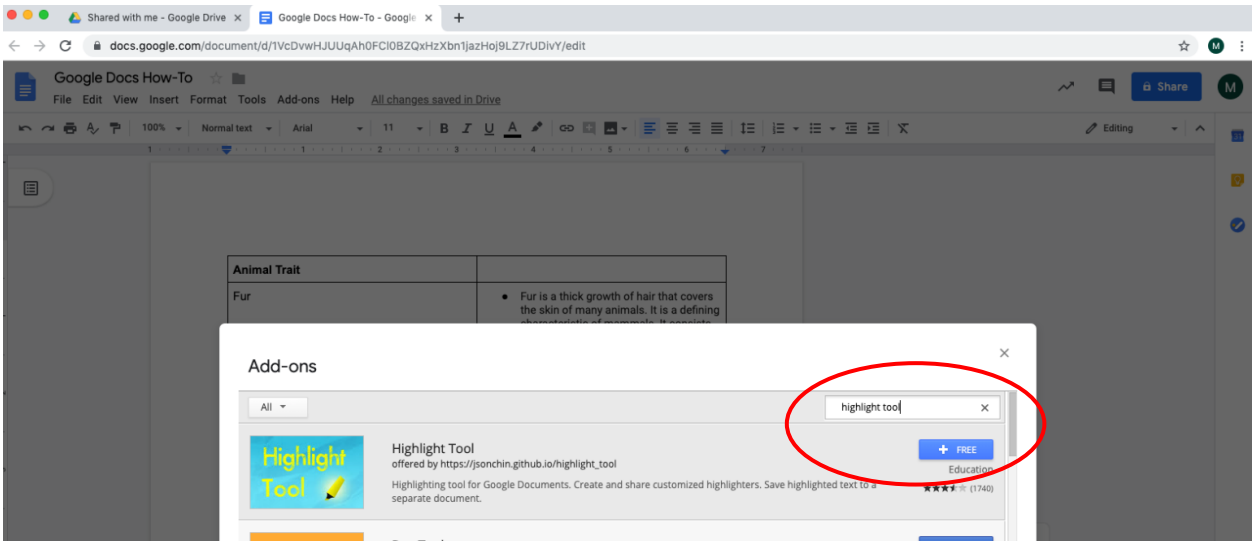
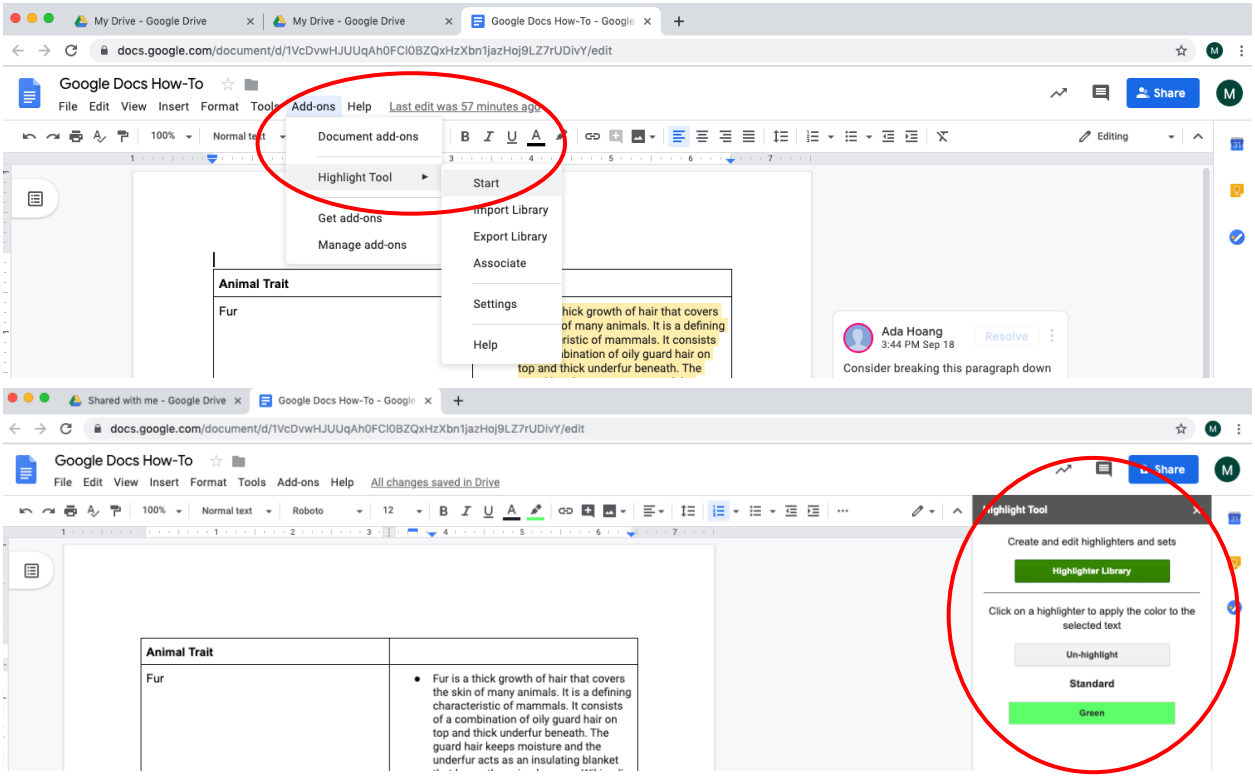


6. Make a comment



7. On your own Doc: Select Add-ons > Get add-on > search for Highlight Tool > Free +





8. Explore how to use the highlight tool