Process Improvement Meeting Agenda – 3/25

Professional Development with Allison Molica:

Google Workspace.

• Next Process Improvement Meeting on Monday,

<u>April 1st, 3:00 pm</u>.



Google Docs 10 Essential Tips



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Google confidential | Do not distribute

Google Doc Essentials

- 1. Geared to new and seasoned users with smart tips for everyday use
- 2. Use the template to follow along or watch and practice later.

Make a copy of this doc for the activities: <u>bit.ly/docuformat</u>

 Remove formatting & spellcheck Use of heading styles, outlines & table of contents Add New Fonts Change defaults styles Insert Image or Emoji 	 Insert & format images options Use Headings & Columns for Newsletter Insert Smart Chips Insert Drop Down Insert Building Blocks
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#1 Remove 'Formatting' & Run Spell Check

Clear Formatting

- 1. Highlight all text (Edit>Select All)
- 2. Remove text formatting (Format>Clear Formatting)

Run Spell Check

1. Tools>Spelling>Spellcheck

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2.3 Text Formatting

Editing text in a Google document is very similar to most word processing applications. The toolbar at the top allows you to select 'styles' as well as 'clear formatting.' You have the option to select the font type, size, format, and color.

2.4 Paragraph Formatting

Paragraph formatting options can be found on the formatting toolbar. There you can select line spacing, alignment, bullets, numbering and indentation options.

#2 Create Headings & Outline

- 1. Apple Title style and center Title
- 2. With title selected, choose Format>Text>Capitalization>Title case.
- 3. Select a heading by highlighting it
- 4. Apply Heading Style 2
- 5. Select View Show Outline
- 6. Select just below title
- 7. Select Insert>Table of Contents

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Formatting A Google Document

2.1 Format Page	1
2.2 Copy & Paste	1
2.3 Text Formatting	1
2.4 Paragraph Formatting	1

2.1 Format Page

By default your page margins are set to a standard 1' and 'Portrait' orientation. In Page Setup, you can modify your orientation, margins, paper size <u>and</u> background color. Select File>Page Setup. You can also set up a new 'default' for your page here.

2.2 Copy & Paste

In our 'offline' world we've gotten used to a variety of ways to Copy and Paste text and objects. When using Google Drive you will need to use CTRL+C for copy and CTRL+V for paste. If you are unfamiliar with this technique, select what you would like to copy and then depress the CTRL and 'C' keys simultaneously. This will store the selection on the Web Clipboard. Click in the area you want to paste and depress the CTRL and 'V' keys at the same time. To 'Cut' use CTRL and 'X'.

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#3 Add New Fonts

- 1. Highlight the title
- 2. Select the Font menu
- 3. Select New Fonts
- 4. Search for Lexend
- 5. Select & Select OK

Note: Lexend is the font for dyslexia and reading disabilities

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Lexend Deca	BOWLBY ONE SC	0
Lexend Exa	Confide	3
	Farcinate	
Lexend Peta	Ibarra Real Nova	8
Lexend Mega	Kalam	3
Lexend Tera	Lato	
	Lilita One	1
Lexend Giga	Open Sans	1
Lexend Zetta	Peralta	3
	•	

#4 Change default text

- 1. Highlight normal text in a paragraph.
- 2. Change font to lexend
- 3. Select Normal (under style menu)
- 4. Select update normal to match.

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	and CTRL+V for	paste. If you are unfam	niliar with this technique, select what you

would like to copy and then depress the CTRL and 'C' keys simultaneously. This will store the selection on the Web Clipboard. Click in the area you want to paste and depress the CTRL and 'V' keys at the same time. To 'Cut' use CTRL and 'X'.

#5 Insert image or emoji

- 1. Insert>Image>Search Web
- 2. Select Search the Web
- 3. Find an image and insert it

Edit image

- 1. Resize, select wrapping.
- Insert emoji
 - 1. Insert>Emoji
- 2. Search and select

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Formatting A Google Docume

2.1 Format Page2.2 Copy & Paste2.3 Text Formatting2.4 Paragraph Formatting

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5a. Format Image

2.4 Paragraph Formatting

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2.2 Copy & Paste

In our 'offline' world we've ç objects. When using Googi I/8" margin ▼ Move with text ▼

for paste. If you are unfamiliar with this technique, you simply need to select what you would like to copy and then depress the CTPL and 'C' keys at the same time. This will

- 1. Select the image handles to resize
- 2. Select the 'align with text' option
- 3. Select ¹/₄" margin

6. Use Headers & Columns to make newsletters

- 1. Select Insert Header
- 2. Add the title of your newsletter & image
- 3. Close header
- 4. In documents Select
- 5. Format>Columns to create 2 columns.
- 6. Add Headings & Images for a quick newsletter
- 7. Publish to the web or send as a PDF

Tip! Use this <u>template</u> to get started.



Working with Smart Chips

Click here and select use this template for practice and examples

bit.ly/chips4docs

7. Insert Smart Chips

- 1. Insert >Smart Chips
 - a. Date
 - b. People
 - c. File
 - d. Calendar Event
 - e. Place
 - f. Voting
 - g. Stopwatch
 - h. Timer
 - i. Variables

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	Dropdown	People
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	📑 Building blocks	Calendar event
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	π^{*} Equation	Stopwatch
	Watermark	Timer
	Headers & footers	Variables
	# Page numbers	Placeholder chips
	Break	

8. Insert Dropdown

- 1. Select Insert > Dropdown
- 2. Name the Dropdown
- 3. Add the criteria & color
- 4. Save



9. Insert Building Blocks

- Insert >Building Blocks
 - Meeting Notes
 - Email Draft
 - Calendar Event Draft

- Project Roadmap
- Review Tracker
- Project Assets

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>	 Image Table Drawing Chart Horizontal line Emoji Smart chips Dropdown Footnote 	► ► ► Ctrl+Alt+F	
_	Building blocks Ω Special characters π² Equation Watermark Headers & footers	•	 Meeting notes Email draft Calendar event draft Code block Product roadmap Review tracker
	# Page numbers	► Ctrl+K	Project assets Launch content tracker

10. Work with Revision History

Use revision history to reuse the same document for different purposes or bring back 'old content' without having to start from scratch.

Select the 'clock' 🕥 icon or

File> Version History> See Version History.



Bonus: Consolidate Learning Activities

Learning & Research with Google Docs

- Dictionary Tool
- Footnote
- Emoji
- Insert Image
- Voice Typing
- Draw & insert
- Use dropdown
- Use citation
- Use Smartchips
- Use outline
- Math equations

Other Templates:

- Math Board
- <u>MultiMedia Text Set</u> (Unit)

Help Center for:

https://support.google.com/docs





GOOGLE SLIDES 10 Essential Tips





- 1. For anyone who uses Google Drive tips for using efficiently
- 2. Includes access, creating uploading, managing and sharing.

Items covered include:

 Create, Add Theme Edit a Theme Use & Create Templates Insert stickers or GIFS Use video creatively 	 6. Collaborate with Import Slide 7. Linking Slides for Engaging Lessons 8. Interactive Practice Activities 9. Using Presenter mode with Q&A 10.Publishing to the Web
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#1 Create New & Select or Import Theme

In Google Drive Select

New>Google Slides>New

🛆 Drive	Q S	earch in Drive		
New folder		rive -		
File upload		• People • Mo	odified -	
Folder upload				
Google Docs	•			
+ Google Sheets	•	AM Professional	:	Ec
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More	•			 1

Always Name & Move to Folder, then

• Select a Standard Theme



Tip: Chrome Browser type: slides.new



#1a. Import Theme

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Sources for Slides Templates

• <u>slidesgo.com/</u>

Select Import Theme

www.slidescarnival.com/

Select a Google Slides template from an outside source and make a copy for your own Drive.

That 'theme' will be available for you to import and.or you can add it to the template gallery (see tip#2).

#2 Edit Theme



Select

• Slide>Edit Theme

Sample Slides ☆ ☎ ⊗ File Edit View Insert Format Q + + I 5 ♂ ⊕ 등 Q Fit	Slide Arrange Tools Extensions + New slide © Duplicate slide	Help Ctrl+M	Slideshow Slideshow Themes X	•
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N 	 Edit theme Change theme 		Click to add title	+
	Click to add subtitle		Simple Dark	
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88 <	-		Import theme	>

Change fonts, colors and spacing

• This will auto update all slides





#3 Add to Template Gallery (Or USE!)

Open a new tab in your browser & enter <u>slides.google.com</u>

- 1. Select 'Submit Template'
- 2. Select your 'template'
- 3. 'Submit a Copy' (so you can keep the original to work on).
- 4. Enter a name
- 5. Select a Category
- 6. Submit

Note: You can also FIND Use Templates in the <u>template gallery.</u>

Submit a template		1 Submit temp
Select a file to add to AM Technology Anyone in your organization will be at	In Education's template gallery.	
Spring Flowers ×		
Submit a copy of this file inste	ead of the original	
Title Spring Lesson Plans		
Category		
Category Education	· · ·	



#4 Insert Stickers or Gifs (or Images)

Select

- 1. Insert
- 2. Gifs or Stickers
- 3. Enter a search term
- 4. Select to Insert



Note: Explore formatting with AI is no longer available. You have to do it yourself.



#5 Use Video Creatively

INSERT video from YouTube or Drive.

- 1. Insert
- 2. Select YouTube or Drive
- 3. Modify options
 - a. Auto play
 - b. Play start / end point (portion)
 - c. MUTE

Format options	Format options ×			
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	YouTube C3 Start at: End at: 00:00 C 12:54 C			
	Use current time Use current time Autoplay when presenting. Mute audio			
	> Size & Position			
Explore	> Drop shadow			



- 1. Open this slides: <u>bit.ly/ourfavs2022</u>
- 2. Select FILE>IMPORT SLIDE
- 3. Import your slide from the deck you just created.
- 4. Insert a comment on another slide.
- 5. Reply to the comment on your slide.

You can learn more about <u>Jigsaw here.</u>

Also, use for teachers importing to school wide newsletter; about us for classes and faculty; collaborative vocabulary, group think/projects.



#7 Linking Slides for Interactive Lessons

- 1. Select a slide element (picture, text box)
- 2. CTRL + K or select Insert>Link or hyperlink icon



- 1. Review Interactive Slides Lesson
- 2. Make a copy and edit <u>bit.ly/slides4classroom</u>



- 1. Review Interactive Slides on Ice Cream Viruses
- 2. Make a copy and edit bit.ly/slideadventure

#8 Create Interactive 'Practice'



- Click on the image to the right to open a template bank.
- 2. Select Use template
- 3. Review activities and copy/modify as desired.

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Slides can be used for a variety of learning activities, not just for presentation!



#9 Interact during / after the presentation

- 1. Select Present>Presenter View
- 2. Select Audience Tools
- 3. Select Start New
- 4. The audience will see the link on the screen or you can share (in chat, email, etc).

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#10 Publish to the Web



Publishing to the web means your audience will get the link to only the presentation view, not the slide notes or the slide bar. You can also set to auto play and repeat.

- 1. Select File>Share>Publish to web
- 2. Select settings > Publish
- 3. Copy link to share or paste in new tab

You can le



Start slideshow as soon as the player loads

Restart the slideshow after the last slide

https://docs.google.com/presentation/d/e/2PACX-1vQjogdhTr_s9owit8lFxNA



Help Center for Slides

https://support.google.com/docs/topic/9052835?hl=en&ref topic=1382883



