# Google Docs S P E C I A L I S T

# Unit 5: Drawings



## Unit 5: Drawings

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# **Project 5.1**Store Map

#### **Project Description**

To help customers navigate the store easily, **Adrenaline Sports** would like to provide a wall-size store map to be displayed near the entrance of the store. Smaller maps will be displayed at convenient places around the store. This map will assist customers in locating each sporting goods department as well as Customer Service, cashiers, and restrooms.



#### Your Job

As the Google Drawing Specialist, you will create a **store map** that helps customers navigate the store. The map will be sent as a PDF document to the vendor who makes display signs for Adrenaline Sports. A rough draft of the map has been provided.

**Skills:** Change background color • Insert and format word art • Insert and resize an image • Insert and resize shapes • Insert and format text • Download as a PDF document • Print preview a drawing

#### Instructions

As you complete this project, refer to Figure 5.1 for content and visual guidance only. The color scheme, fonts, sizes, and graphic images will be left for you to decide.

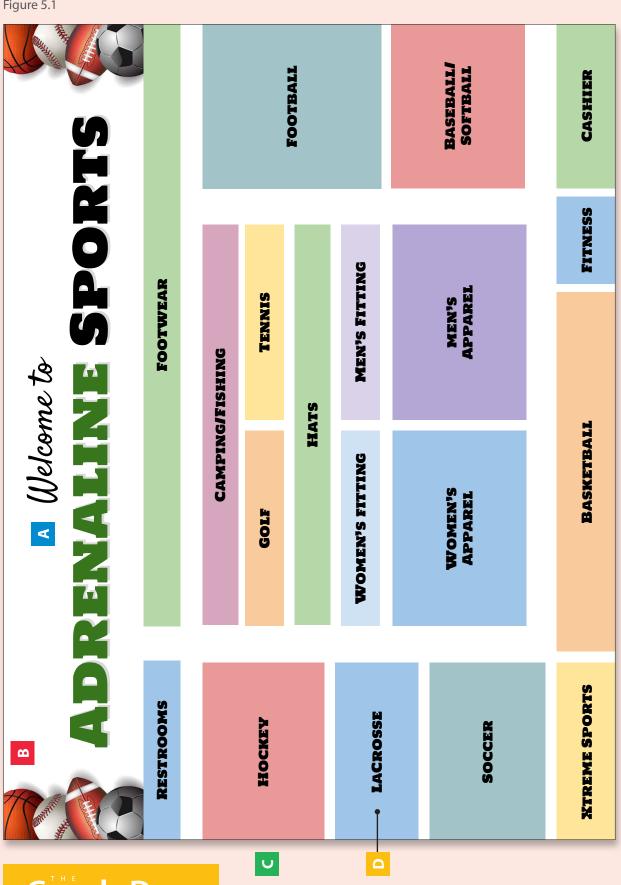
1. Open the Adrenaline Sports folder and create a new Google Drawing.



- 2. Unless otherwise instructed, rename the drawing Project 5.1 Store Map.
- 3. Change the background color of the drawing canvas to white.

4.	Using word art, key the title as shown.	Α
	<b>Hint:</b> The font, font size, and font color are for you to decide.	
5.	Insert a sports-themed image to the left and right of the title, then position and resize, similar to the images shown.	В
6.	Use the rectangle shape to draw each area of the store in proportion to the store map as shown.	C
	<b>Hint:</b> The color of each rectangle is for you to decide.	
7.	Add text to each rectangle shape to identify each area of the store map as shown.	D
	<b>Hint:</b> The font, font size, and font color are for you to decide.	
8.	Carefully proofread your work for accuracy and format.	
9.	Print preview the drawing. Your document should look similar to Figure 5.1.	
10	• Share or print the drawing if required by your instructor.	
11	Download the drawing as a PDF Document.	
12	Email the PDF Document to your instructor if required.	•

Figure 5.1





# Project 5.2 Safe Surfing Pledge Poster

#### **Project Description**

Every year, **B4 U Click** sends free posters to schools to post in their classrooms and computer labs. For this project, they would like a poster that contains a Safe Surfing Pledge for students to follow.



#### Your Job

As the Google Drawing Specialist, you will create a **Safe Surfing Pledge poster** to be displayed in schools. This poster will contain the B4 U Click logo, word art, a graphic image, and text. B4 U Click also plans to feature the poster in a Google Slides presentation about cyber safety. In order to do that, the drawing will be downloaded as a JPEG image upon completion of the project.

**Skills:** Use custom page size • Change background color • Insert and format word art • Insert and resize an image • Insert and format text • Download as a JPEG image

#### Instructions

As you complete this project, refer to Figure 5.2 for content and visual guidance only. The color scheme, fonts, sizes, and graphic images will be left for you to decide.

1. Open the B4 U Click folder and create a new Google Drawing.



- 2. Unless otherwise instructed, rename the drawing Project 5.2 Safe Surfing Pledge Poster.
- 3. Customize the page size to 8 x 10 inches.

**4.** Include the following on the poster:

	a.	A headline, using word art, that displays the text:	
		Safe Surfing Pledge	
	b.	A graphic image to enhance the headline.	
	c.	The B4 U Click logo from the Logos folder.	
	d.	The Safe Surfing Pledge text:	
		I will not share personal information.	
		I will not share passwords.	
		I will report inappropriate content.	
		I will report instances of cyberbullying.	
		I will follow appropriate Internet use rules.	
		I will not visit inappropriate websites.	
	e.	A border to enhance the poster.	
	f.	Background color to enhance the poster.	
5.	Car	efully proofread your work for accuracy and format.	
6.	Prir	nt preview the drawing. Your document should look similar to Figure 5.2.	
7.	Sha	re or print the drawing if required by your instructor.	••••••
8.	Do	wnload the drawing as a JPEG image.	
9.	Em	ail the JPEG image to your instructor if required.	



Figure 5.2





# **Project 5.3**Promotional Reward Card

#### **Project Description**

**Healthy Hut** recently added new smoothie flavors to its menu and would like to offer a promotional reward card to increase smoothie sales. Customers who purchase six smoothies will earn a free smoothie on their next visit.



#### Your Job

As the Google Drawing Specialist, you will create a **promotional reward card** for Healthy Hut to use to promote its new smoothies. The card will include six symbols that can be stamped by Healthy Hut employees each time a customer purchases a smoothie.

**Skills:** Insert and format word art • Insert and resize an image • Insert and format text • Insert and resize a shape Group objects • Use custom page size

#### Instructions

As you complete this project, refer to Figure 5.3 for content and visual guidance only. The color scheme, fonts, sizes, and graphic images will be left for you to decide.

1. Open the Healthy Hut folder and create a new Google Drawing.



- 2. Unless otherwise instructed, rename the drawing Project 5.3 Promotional Reward Card.
- **3.** Customize the page size to 3.5 x 2 inches.

- **4.** Include the following on the reward card:
  - a. The Healthy Hut logo from the Logos folder.
  - **b.** A headline that displays the text:

**Smoothie Stamp Card** 

**c.** Include the following text below the headline:

Earn one stamp for every Healthy Hut smoothie purchase.

Buy six smoothies and get your next one FREE!

- **d.** A shape to indicate a purchase has been made. Duplicate this shape five times on the card. Arrange them horizontally across the bottom of the card and evenly spaced apart. Group all six shapes as one object.
- **e.** A graphic image(s) to enhance the overall look of the reward card.
- **5.** Group all objects on the drawing canvas.
- 6. Carefully proofread your work for accuracy and format.
- 7. Print preview the drawing. Your document should look similar to Figure 5.3.



**8.** Share or print the drawing if required by your instructor.

Figure 5.3





# Project 5.4 Logo Redesign

#### **Project Description**

**Adrenaline Sports** will be celebrating its 20th anniversary next year. The owner, Max Driven, has decided to mark the anniversary by redesigning the Adrenaline Sports logo. The new logo will be used on employee uniforms, business documents, marketing materials, promotional gear, and social media.



#### Your Job

As the Google Drawing Specialist, you will design and create a **new logo** for Adrenaline Sports. Because the logo will be used in a variety of ways, it's important that the background of the logo is transparent. Upon completion, the logo will be downloaded as both a PNG image and SVG image to improve its usability in different formats. This project requires you to utilize creative skills, so it's recommended that you brainstorm potential logo designs on paper prior to creating them in the Google Drawing program.

**Skills:** Insert and format text • Insert and format word art • Use line tools • Use shapes • Group objects Download as a PNG image • Download as an SVG image

#### Instructions

As you complete this project, the color scheme, fonts, sizes, and graphic images will be left for you to decide. However, so that the background of your logo is transparent, do not apply a background color to your canvas.

**1.** Open the Adrenaline Sports folder and create a new Google Drawing.



2. Unless otherwise instructed, rename the drawing Project 5.4 Logo Redesign.

3.	Use any of the following drawing and formatting tools to create the logo:				
	<b>Hint:</b> Adrenaline Sports should be the largest element of the logo.				
	a.	Word art			
	b.	Text			
	c.	Line tools			
	d.	Shapes			
	e.	Graphics			
4.	Wh	en the logo is complete, group all of the objects.			
5.	Car	refully proofread your work for accuracy and format.			
6.	Prir	nt preview the drawing.	<b>■</b>		
7.	Sha	are or print the drawing if required by your instructor.			
8.	Do	wnload the logo as a PNG image.			
9.	Do	wnload the logo as an SVG image.			
10.	Em	ail the PNG image and SVG image to your instructor if required.			