

# THE Google Docs SPECIALIST

Real-world Client-based Google Apps Projects



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THE  
**Google Docs**  
SPECIALIST

# Student Workbook

eBook • Level 1

Courtney Snyder



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# THE Google Docs SPECIALIST

## Student Workbook

eBook • Level 1

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### **The Google Docs Specialist Student Workbook**

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# Introduction

## Welcome to The Google Docs Specialist



The Google Docs Specialist is an integrated Google Apps project-based workbook. In this workbook, you will assume the role of a Google Apps Specialist for The Google Docs Specialist, Inc., a company that designs and creates a wide variety of business documents for its clients. The Google Docs Specialist, Inc. consists of employees who know how to effectively create any kind of document a real-world business might need, from business letterhead and a budget spreadsheet, to an employee application and a promotional presentation. For each project, you will receive a work order request from a client with instructions for creating a professional document that has a specific purpose for that company. You will use your computer application skills, as well as your critical thinking and decision-making skills, to plan, create, revise, and produce a wide variety of real-world documents.

### Who Should Use This Workbook?

The Google Docs Specialist is designed for middle and high school students who are enrolled in a computer applications course that includes one or more of the following Google Apps in its curriculum: Docs, Sheets, Slides, Forms, and Drawings. This workbook is designed to be used as a reinforcement to allow students to use and apply their knowledge of the Google Apps in an integrated, real-business setting.

### What You Will Need to Complete This Workbook






To complete all of the individual projects in this workbook, you will need the following:

- Internet access and a Google account
- The Google Docs Specialist Student Workbook
- Access to the companion website ([www.MyCompanionSite.com](http://www.MyCompanionSite.com))

**Note:** *Some projects you will be completing in this workbook will require you to include a graphic image to enhance the appearance or purpose of the project. Use an instructor-approved source to find images for these projects.*

## Prerequisite Skills

This workbook is designed to serve as a reinforcement to each of the Google Apps. Students should have a basic working knowledge of the following Google Apps prior to completing any of the projects.

-  Google Docs
-  Google Sheets
-  Google Slides
-  Google Forms
-  Google Drawings

## Your Role as the Google Apps Specialist

As the Google Apps Specialist, you will complete a series of real-world projects that will allow The Google Docs Specialist, Inc. to provide services to a wide range of clients. By using your Google Apps skills, you will complete business and financial documents, organize data, and create and design marketing documents and promotional presentations.

The projects you will be completing in this workbook will contribute to the success of The Google Docs Specialist, Inc., and will increase your competency and productivity using Google Apps. As you prepare for your future career, the skills you learn from this workbook will make you a more qualified candidate when seeking job opportunities.



## The Skills You Will Be Using in This Workbook

The following is a list of skills you will be using throughout this workbook:

- Creativity and design skills to plan and produce professional business documents
- Technical writing skills to develop effective business documents
- Accounting skills to develop projected revenue and budget spreadsheets
- Layout and design skills to create effective presentations
- Decision-making skills
- Organizational skills
- Collaboration skills



# Curriculum Guide

Project	Client	New Skills
<b>Unit 1: Docs</b>		
<b>1.1 Customer Satisfaction and Return Policy</b>	<i>Adrenaline Sports</i>	Create and rename a document • Insert a horizontal line • Enter text • Format text • Use print preview • Print a document • Share a document • Assign permissions
<b>1.2 Business Letterhead</b>	<i>B4 U Click</i>	Set margins • Use headers and footers • Insert and resize a logo • Insert a horizontal line • Align text
<b>1.3 Business Memo</b>	<i>Healthy Hut</i>	Insert and resize a logo • Align text • Insert a horizontal line • Format text • Format a memo
<b>1.4 Price List</b>	<i>Adrenaline Sports</i>	Insert and resize a logo • Align text • Create a table • Change border style • Resize column width • Format text • Change column background color
<b>1.5 Block Style Letter</b>	<i>B4 U Click</i>	Copy an existing Google document • Edit text • Format a block style letter • Use spell check
<b>1.6 Menu Items List</b>	<i>Healthy Hut</i>	Set margins • Change page color • Insert a table • Resize column width • Merge cells • Insert and resize an image • Align an image • Insert word art • Indent text in a table • Remove table borders
<b>1.7 Fax Cover Page</b>	<i>Adrenaline Sports</i>	Insert a drawing • Insert word art • Insert a horizontal line • Insert and resize an image • Insert a table • Resize column width • Use bullets • Change shape fill color • Change shape line weight • Download as a PDF
<b>1.8 MLA Style Report</b>	<i>B4 U Click</i>	Format an MLA style report • Insert page numbers • Align text • Change line spacing • Insert page break • Insert a header
<b>1.9 News Release</b>	<i>Healthy Hut</i>	Insert an image • Wrap text • Format and align text • Format a news release • Change line spacing • Use tab indent • Use find and replace • Use word count
<b>1.10 Waiver and Release of Liability Form</b>	<i>Adrenaline Sports</i>	Change margins • Insert a header • Insert and resize an image • Align text • Set tabs • Use automatic numbering • Insert page numbers • Insert page break
<b>1.11 College Visit Schedule</b>	<i>B4 U Click</i>	Insert a table • Resize column width • Change fill color • Insert hyperlinks
<b>1.12 Employee Application</b>	<i>Healthy Hut</i>	Format and align text • Insert and resize an image • Insert a table • Merge cells • Change fill color
<b>1.13 Newsletter Article</b>	<i>B4 U Click</i>	Insert page numbers • Insert a page break • Insert bookmarks • Add hyperlink text to bookmarks
<b>1.14 Cyberbullying Posts</b>	<i>B4 U Click</i>	Insert a table • Collaborate using Google Docs • Use comments • See revision history • Show more detailed revisions
<b>1.15 Sporting Goods Equipment List</b>	<i>Adrenaline Sports</i>	Collaborate using Google Docs • Insert and resize an image • Insert a table • Use bullets • Use comments



Project	Client	New Skills
<b>Unit 2: Sheets</b>		
<b>2.1 Employee Contact Information</b>	<i>Adrenaline Sports</i>	Create a new spreadsheet • Rename a spreadsheet • Resize column width • Enter data into a spreadsheet • Format text • Change fill color • Set print area • Print preview • Print a spreadsheet • Share a spreadsheet • Assign permissions
<b>2.2 Quarterly Donor Data</b>	<i>B4 U Click</i>	Merge cells • Insert an image • Format text • Align text • Format as currency • Decrease decimal places • Use the SUM function • Use Autofill • Add fill color • Add a cell border
<b>2.3 Menu Items Annual Sales</b>	<i>Healthy Hut</i>	Format text • Align text • Format as currency • Decrease decimal places • Use the SUM function • Use the MIN and MAX functions • Use Autofill • Create and customize a pie chart
<b>2.4 New Product Sales</b>	<i>Adrenaline Sports</i>	Format text • Align text • Sort data • Use the Count function • Freeze rows
<b>2.5 Monthly Blog Traffic</b>	<i>B4 U Click</i>	Format text • Align text • Use Autofill • Create and customize a line chart • Use the MIN and MAX functions • Use the AVERAGE function • Decrease decimal places • Add a new sheet • Rename a sheet
<b>2.6 Annual Sales Forecast</b>	<i>Healthy Hut</i>	Format text • Align text • Merge cells • Resize column width • Format as a number • Format as a percentage • Decrease decimal places • Use the SUM function • Use Autofill • Use absolute cell reference • Use cell borders
<b>2.7 Grand Opening Budget</b>	<i>Adrenaline Sports</i>	Format text • Align text • Format as currency • Use formulas • Use the SUM function
<b>2.8 Social Media User Survey</b>	<i>B4 U Click</i>	Format text • Align text • Merge cells • Add fill color • Create and customize a column chart
<b>2.9 Customer Traffic Pattern Analysis</b>	<i>Healthy Hut</i>	Collaborate using Google Sheets • Align text • Format text • Create and customize a bar chart • Use Autofill • Add a new sheet • Rename a sheet • Use comments
<b>Unit 3: Slides</b>		
<b>3.1 Customer Service Training</b>	<i>Adrenaline Sports</i>	Choose a theme • Insert and resize an image • Create a bulleted list • Create a numbered list • Change line spacing • Present a slideshow • Print preview a presentation • Share a presentation
<b>3.2 Classroom Device Guide</b>	<i>B4 U Click</i>	Insert and resize an image • Insert a table • Apply transitions • Present a slideshow
<b>3.3 Digital Menu Sign</b>	<i>Healthy Hut</i>	Insert word art • Insert shapes • Insert and resize an image • Change fill and line color • Change line weight • Apply transitions • Add animation • Present a slideshow
<b>3.4 Camping Tent Clearance Display</b>	<i>Adrenaline Sports</i>	Use color as background • Use an image as background • Insert word art • Insert and resize an image • Mask an image • Add an image border • Apply transitions • Present a slideshow

## Curriculum Guide (Continued)

Project	Client	New Skills
<b>3.5 Website Credibility Presentation</b>	<i>B4 U Click</i>	Insert and resize an image • Order objects on a slide • Use image options • Copy and paste an image • Duplicate a slide (optional) • Insert hyperlinks • Apply transitions • Present a slideshow
<b>3.6 Food Preparation Safety Presentation</b>	<i>Healthy Hut</i>	Collaborate using Google Slides • Insert a video • Use comments • Present a slideshow
<b>Unit 4: Forms</b>		
<b>4.1 Customer Satisfaction Survey</b>	<i>Adrenaline Sports</i>	Add a form description • Add multiple question types • Add hint text • Choose a theme • View a live form • Accept responses • View responses • Format responses spreadsheet • Share responses • Send a form
<b>4.2 Cyber Safety Quiz</b>	<i>B4 U Click</i>	Use form settings • Add a form description • Add multiple question types • Require a response • Add help text • Insert a page break • Edit confirmation page • Choose a theme • View a live form • Send a form
<b>4.3 Smoothie Contest Voting Ballot</b>	<i>Healthy Hut</i>	Add a form description • Add hint text • Edit confirmation page • Change color palette • View a live form • Accept responses • Submit responses to a form • View a summary of responses • Share responses • Send a form
<b>Unit 5: Drawings</b>		
<b>5.1 Store Map</b>	<i>Adrenaline Sports</i>	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
<b>5.2 Safe Surfing Pledge Poster</b>	<i>B4 U Click</i>	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
<b>5.3 Promotional Reward Card</b>	<i>Healthy Hut</i>	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
<b>5.4 Logo Redesign</b>	<i>Adrenaline Sports</i>	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

## A Note to the Instructor

With guidance and facilitation provided by the instructor, the projects in this workbook are designed to be completed by the student at an independent, self-guided pace. It is recommended that the instructor become familiar with the projects in this workbook prior to administering it to students in a classroom environment.

Many of the projects in this workbook are designed to allow students to exercise their own creativity and document-development skills. Although there are specific guidelines and instructions the student must follow when completing each project, the end result will be unique for each student. Hence, some of the samples provided in the workbook will vary from students' documents.

Since National Educational Standards are updated over time, the latest standards with which the text is aligned can be accessed on our website at [www.bepublishing.com](http://www.bepublishing.com).

At press time, the standards aligned with this book are:

- Common Core Standards for Reading & Literacy
- Common Career Technical Standards
- International Society for Technology in Education (ISTE)

## Google Apps Updates

Since Google Apps are web-based applications, updates and changes happen regularly. At the time of going to press with this workbook, every attempt was made to publish accurate and updated instructions.

For new updates and releases, it is recommended that you visit the Google Apps Release Calendar at [whatsnew.googleapps.com](http://whatsnew.googleapps.com).

The screenshot shows the Google Apps Release Calendar website. The page title is "Google Apps Release Calendar". Below the title, there is a link to the "What's New in Google Apps Newsletter for October 2015 Releases" and a link to the "Newsletter Archive". There is also a link to a "NEW Video of What's New for Apps Admins for October 2015 Releases!".

The main content is a calendar for November 2015. The calendar shows events for various days, color-coded by type. The legend on the right side of the calendar explains the colors:

- Red: Rapid Release feature
- Green: Scheduled user release
- Blue: Training resource
- Yellow: Other

Some of the events shown in the calendar include:

- Nov 1: What's New in G
- Nov 2: Better previews, Find, approve, a
- Nov 3: Sharing on the g, Updated version
- Nov 4: Restore deleted, Restore deleted
- Nov 5: Better previews, Sharing on the g, Find, approve, a, Updated version
- Nov 6: Upcoming chang
- Nov 8: Find 'missing' em
- Nov 9: Video: What's Ne
- Nov 11: Enhanced comm, Smarter sorting, Enhanced comm

## Getting to Know Your Clients

As the Google Apps Specialist for The Google Docs Specialist, Inc., you will be responsible for creating a series of documents that are important to the success and growth of your clients' businesses. Before you begin, it is essential that you become familiar with the companies you will be working for. In this workbook, you will be working with the following three clients:

1. Adrenaline Sports
2. B4 U Click
3. Healthy Hut

### Company Overview for Adrenaline Sports



Max Driven grew up in a neighborhood that was bustling with the busiest kids in town. These overly active kids kept themselves busy by playing sports and outdoor games all hours of the day, including one epic game of Capture the Flag that lasted until midnight! One of Max's fondest memories was being able to run out his front door and join a game of baseball at the park, play 3-on-3 in the driveway, and toss a round of frisbee golf

with his friends all in the same day! As an adult, Max continued to seek out activities that gave him the same adrenaline-filled life he lived as a kid. His love for sports and the outdoors inspired him to open Adrenaline Sports in his hometown.

The store offers quality sporting goods and equipment for a wide variety of activities, as well as top-notch customer service. Since Max grew up in the town, he is well-known in the community, and has many loyal customers that rely on his store for their sporting good needs. The success of the hometown store has led to the upcoming opening of another store in a larger city 20 miles north of his hometown. To keep business strong in both stores, Max will rely on business communication tools such as documents, spreadsheets, and presentations to ensure consistency between the two stores. One of Max's goals is to ensure that employees and customers are able to enjoy the same sporting excitement that he adored while growing up in his neighborhood.

## Company Overview for B4 U Click



B4 U Click started ten years ago as an educational newsletter that provided teachers with information related to online safety, social media, netiquette, and mobile devices. As the number of newsletter subscribers steadily grew, B4 U Click decided it was time to expand. They developed a website that aimed to provide quality, interactive resources that promote online safety to people all over the world.

Through the support of corporate businesses and charitable organizations, B4 U Click recently became an official non-profit organization that offers its resources and services at no cost. Services include upbeat assemblies for students, onsite training and curriculum for teachers, and interactive, informational presentations for parents and community members. Because of the growth over the past ten years, B4 U Click knows how important it is to maintain accurate records, data, and contact information, as well as provide up-to-date online safety resources that are relevant to today's users. B4 U Click is dedicated to continuing on its path of tremendous growth as an educational leader in online safety.

## Company Overview for Healthy Hut



Upon graduating from college three years ago, twin sisters Morgan and Melinda Bamboo dreamed of starting their own business. Morgan's marketing and business background, along with Melinda's culinary skills and passion for healthy eating, were a perfect combination that led to the opening of Healthy Hut. Healthy Hut is a "grab and go" food establishment that offers organic and fresh menu options, including salads,

sandwiches, and beverages. Additionally, they offer a variety of smoothies that have become very popular with their customers. Healthy Hut is located on a tropical beachfront that attracts tourists and local beach-goers year-round.

Repeat customers are very important to Healthy Hut, so Morgan and Melinda work hard to ensure their staff are welcoming and provide quality customer service to every patron who visits their establishment. To keep the business growing, Healthy Hut relies on new menu items and promotional contests to bring customers off the beach and into Healthy Hut. Communication about food safety and menu changes is an area that the employees must be made aware of on a regular basis. Sales data is also used to ensure that Healthy Hut remains a profitable business that will sustain Morgan and Melinda's dream for a lifetime!

# Understanding the Format of This Workbook

This section provides an illustration about how this workbook is formatted, as well as a brief explanation of the individual sections that make up each project. It is recommended that you read this section before beginning the projects in this workbook.

The projects in this workbook have been organized into an easy-to-read, self-guided, step-by-step format. The workbook is divided into five units, each containing a set of individual projects for each of the Google applications. For easy reference, each project has been identified with a project name and number within each Google Drive App being used.

The screenshot shows a Google Docs document titled "Project 1.7 Fax Cover Page" within "Unit 1: Docs". The document is divided into several sections, each identified by a numbered callout:

- 1 Unit Number and Application:** Points to the "Unit 1: Docs" header.
- 2 Project Number and Title:** Points to the "Project 1.7 Fax Cover Page" title.
- 3 Project Description:** Points to the "Project Description" section, which includes a paragraph about Adrenaline Sports and a small image of a soccer field.
- 4 Client Logo:** Points to the "ADRENALINE SPORTS" logo image.
- 5 Your Job:** Points to the "Your Job" section, which describes the task of creating a fax cover page.
- 6 Skills:** Points to the "Skills" section, which lists various Google Docs features to be used.
- 7 Instructions:** Points to the "Instructions" section, which provides a list of 17 numbered steps for completing the project.

The document footer includes "Google Docs SPECIALIST" branding on both the left and right sides, with page numbers 20 and 21 respectively.

## The Individual Parts of Each Project

### **1** UNIT NUMBER AND APPLICATION

This part of each project includes a unit number and the name of the Google App being used for the project (Docs, Sheets, Slides, Forms, or Drawings).

### **2** PROJECT NUMBER AND TITLE

This lists the number and the title of each project.

### **3** PROJECT DESCRIPTION

This section describes the general requirements of the document to be created, along with the purpose and objectives of its use by the client. It also provides relevant background information about the client's business.

### **4** CLIENT LOGO

The logo of the client who has made the work order request is displayed here.

### **5** YOUR JOB

This section provides additional information about the project. It familiarizes you with the document to be designed and provides an explanation of the use of this type of document in the business world. It also provides an explanation of its intended use by the client.

### **6** SKILLS

This section lists the skills being taught and utilized in each project.

### **7** INSTRUCTIONS

This section provides step-by-step instructions to complete each project. It is recommended that you read through each project's instructions entirely before beginning the project.

# Using the Companion Website & Organizing Files

This workbook is designed to be used in conjunction with the companion website, [www.MyCompanionSite.com](http://www.MyCompanionSite.com). This section provides:

1. Instructions on how to organize and save the project files
2. Instructions on how to access [www.MyCompanionSite.com](http://www.MyCompanionSite.com)

## Organizing and Saving Your Project Files

It is important that the project files are named properly and saved in the correct folders on your Google Drive. First, create a “Logos” folder in which to save the client logos that you will download from [www.MyCompanionSite.com](http://www.MyCompanionSite.com). Then, create a project folder for each of the three clients that you will be working with (Adrenaline Sports, B4 U Click, and Healthy Hut). You will be provided with specific instructions in each project about how and where to save each file. For example, if you use Google Docs to complete a project for Adrenaline Sports, you would save this project in the “Adrenaline Sports” folder.



Logos



Adrenaline Sports



B4 U Click



Healthy Hut

## Using the Companion Website

The Google Docs Specialist workbook is designed to be used in conjunction with a companion website ([www.MyCompanionSite.com](http://www.MyCompanionSite.com)). Many of the projects you will be completing require you to include a company logo. The website includes the three company logos that you will need to download.



### To download the client logos:

1. Go to [www.MyCompanionSite.com](http://www.MyCompanionSite.com)
2. Click on The Google Docs Specialist thumbnail
3. Download each client logo into your Logos folder



### Instructor Login & Resources

In addition to the student resources, as described above, instructors have access to a password-accessible resource section.



 **Unit 1: Docs**

<b>Project 1.1</b>	
Customer Satisfaction and Return Policy	2
<b>Project 1.2</b>	
Business Letterhead	5
<b>Project 1.3</b>	
Business Memo	8
<b>Project 1.4</b>	
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<b>Project 1.6</b>	
Menu Items List	17
<b>Project 1.7</b>	
Fax Cover Page	20
<b>Project 1.8</b>	
MLA Style Report	23
<b>Project 1.9</b>	
News Release	28
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<b>Project 1.12</b>	
Employee Application	39
<b>Project 1.13</b>	
Newsletter Article	43
<b>Project 1.14</b>	
Cyberbullying Posts	49
<b>Project 1.15</b>	
Sporting Goods Equipment List	54

# Unit 1: Docs





## Project 1.1

# Customer Satisfaction and Return Policy

### Project Description

**Adrenaline Sports** places high value on customer satisfaction. To ensure that customers are pleased with their experience and purchases, they have drafted a Customer Satisfaction and Return Policy. The policy will be fully displayed on a sign at the cash register for customers to read.








### Your Job

As the Google Docs Specialist, you will key the text of the **Customer Satisfaction and Return Policy** into a Google document. The text will be sent to the vendor who makes promotional display signs for the Adrenaline Sports store.

**Skills:** Create and rename a document • Insert a horizontal line • Enter text • Format text • Use print preview  
Print a document • Share a document • Assign permissions

### Instructions

1. Open the Adrenaline Sports folder and create a new Google Docs document. 
2. Unless otherwise instructed, rename the document Project 1.1 Customer Satisfaction and Return Policy.
3. As you complete this project, refer to Figure 1.1 for content and visual guidance. 
4. On the first line of the document, insert a horizontal line as shown.   
*Hint: Use the Insert menu to locate the horizontal line.*
5. Starting on the third line of the document, key the text as shown. 
6. Format the paragraph headings as bold and underlined as shown. 

7. Two lines below the end of the second paragraph, insert a horizontal line as shown.



8. Carefully proofread your work for accuracy and format.

9. Print preview the document. Your document should look similar to Figure 1.1.



10. Print the document if required; otherwise, return to the document screen.

11. Share the document with your instructor and assign the “Can comment” permission.

Figure 1.1

**A** \_\_\_\_\_

**B** **Customer Satisfaction**  
Adrenaline Sports wants to hear from you! Satisfied customers are essential to the success of our store. We hope that every time you visit and make a purchase at Adrenaline Sports, you are satisfied with your experience. If you are dissatisfied, please ask to speak to the store manager in person, or visit our website to submit a Customer Feedback Form.

**C** **Return Policy**  
Adrenaline Sports wants you to be fully satisfied with every item you purchase from our store. If you are not satisfied with an item you have purchased, you may return the item (with receipt) within 30 days for a full refund. To return or exchange an item without a receipt, you are required to present a valid government-issued photo ID.

**D** \_\_\_\_\_

## Unit 1: Docs

# Project 1.2 Business Letterhead

### Project Description

**B4 U Click** uses professional business letterhead when sending correspondence to schools, families, community organizations, and financial donors. They recently redesigned their company logo and need to update their business letterhead with their new logo.






### Your Job

As the Google Docs Specialist, you will create **business letterhead** that contains the new company logo and B4 U Click's contact information.

**Skills:** Set margins • Use headers and footers • Insert and resize a logo • Insert a horizontal line • Align text

### Instructions

1. Open the B4 U Click folder and create a new Google Docs document. 
2. Unless otherwise instructed, rename the document Project 1.2 Business Letterhead.
3. As you complete this project, refer to Figure 1.2 for content and visual guidance. 
4. Set the top margin at 2 inches, allowing enough space to insert the company's logo. Set the left, right, and bottom margins at 1 inch.
5. In the header of the document, insert the B4 U Click logo from the Logos folder.
6. Resize the logo to approximately 2" wide and 1" tall, then position and center align the logo as shown. 

7. In the footer of the document, insert a horizontal line as shown.

**Hint:** Use the Insert menu to locate the horizontal line.

**B**

8. Beginning on the second line of the footer, key the company's contact information and center align as shown.

**C**

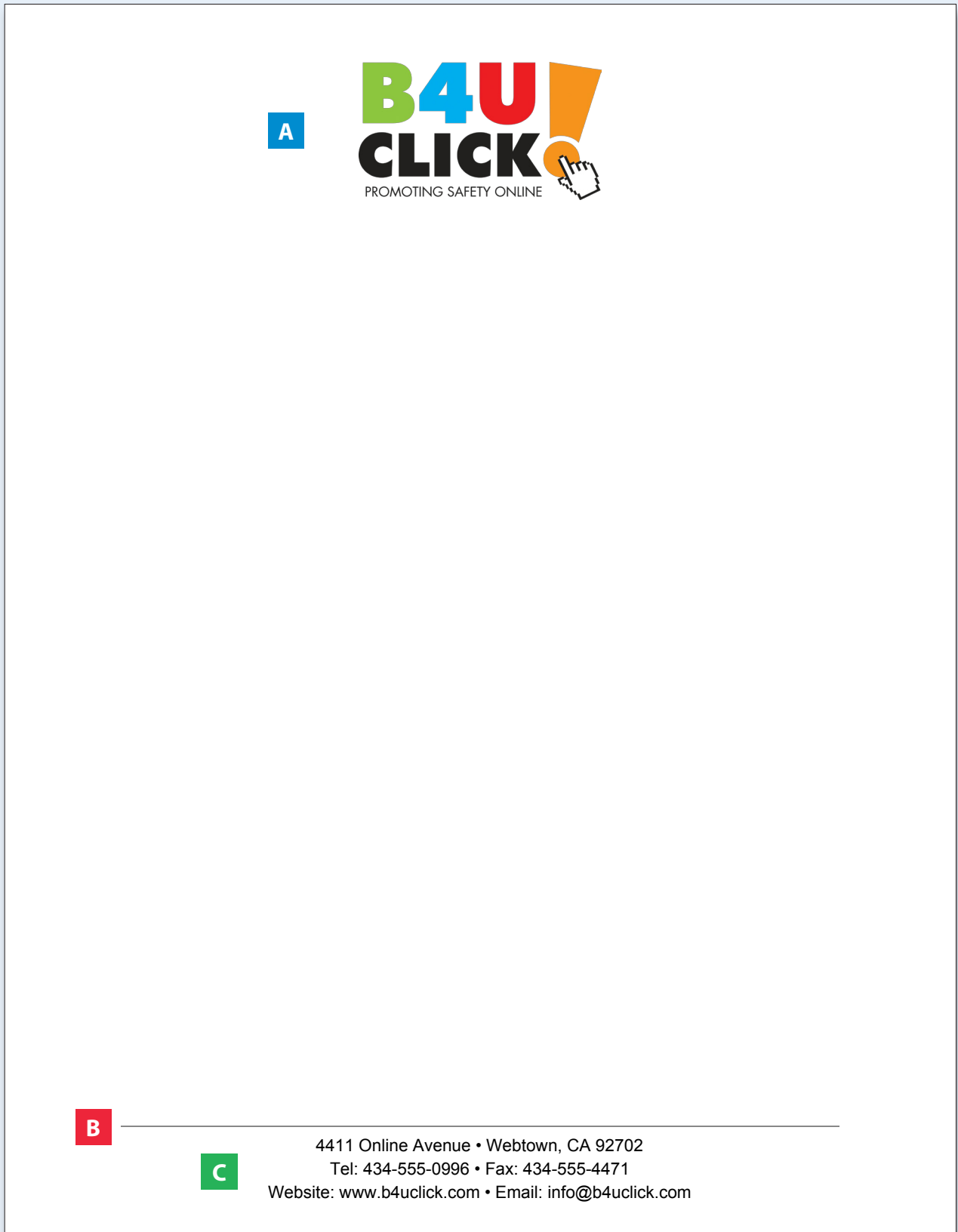
9. Carefully proofread your work for accuracy and format.

10. Print preview the document. Your document should look similar to Figure 1.2.



11. Share or print your document if required by your instructor.

Figure 1.2





# Project 1.3

## Business Memo

### Project Description

The summer season is the busiest time of the year for **Healthy Hut**. To successfully meet the needs of its customers, Healthy Hut will be expanding its hours of operation and hiring additional staff for the summer months. Healthy Hut would like to use a business memo to announce the upcoming changes to the entire staff.







### Your Job

As the Google Docs Specialist, you will create a **business memo** from the owner, Morgan Bamboo, to the staff at Healthy Hut announcing the plan to extend its hours and hire additional staff. Morgan will supply the content of the memo, but formatting and keying the text will be your task.

**Skills:** Insert and resize a logo • Align text • Insert a horizontal line • Format text • Format a memo

### Instructions

1. Open the Healthy Hut folder and create a new Google Docs document. 
2. Unless otherwise instructed, rename the document Project 1.3 Business Memo.
3. As you complete this project, refer to Figure 1.3 for content and visual guidance. 
4. At the top of the document, insert the Healthy Hut logo from the Logos folder.
5. Resize the logo to approximately 2" wide and 1" tall, then center align the logo as shown. 
6. Two lines below the logo, key the title as center aligned, bold, and in all caps with one space between each letter as shown. 



7. Three lines below the title, key the text in the top section. Left align and double space the text as shown.

C

**Hint:** Use the Tab key to align the text as shown.

---

8. Insert a horizontal line below the subject line as shown.

D

9. Two lines below the horizontal line, key the text for the body of the memo as shown.

E

**Note:** Center align and bold the days and times of the new hours of operation as shown.

---


10. Carefully proofread your work for accuracy and format.
- 

11. Print preview the document. Your document should look similar to Figure 1.3.



12. Share or print your document if required by your instructor.

Figure 1.3



**A**

**B**      **MEMORANDUM**

To:            All Healthy Hut Staff

From:         Morgan Bamboo, Owner

**C**      Date:           April 30, 20\_\_

Subject:       Expanded Hours and Additional Staff

**D**      \_\_\_\_\_

**E**      Healthy Hut will soon be entering the busiest season of the year. In order to meet the demands of the increased number of customers, we will be expanding Healthy Hut's hours of operation and hiring additional staff.

Beginning on May 15th, Healthy Hut will be open the following days and times:

**Monday-Thursday**  
**11 AM - 4 PM**  
**Friday-Sunday**  
**10 AM - 5 PM**

As a result of this change, please inform Morgan or Melinda of your availability during these hours of operation so we can create an effective staff schedule. As a reminder, staff must arrive at 9:30 AM to perform the daily opening tasks.

Healthy Hut is planning to hire 2-3 additional people for the busy summer months. If you know someone who would provide Healthy Hut's level of quality customer service and work well in a fast-paced environment, encourage them to apply. Employee applications are available near the cash register. Note that these positions are seasonal only.

In addition to the changes described above, Healthy Hut will be hosting a smoothie contest and promoting new menu items in the near future. We will keep you informed of these events.

# Project 1.4

## Price List

### Project Description

Every spring, **Adrenaline Sports** has its Annual 'Tent' Sale to promote its large selection of camping tents and equipment. A list of price changes will be needed to organize the information. This list will also assist the sales staff and cashiers when informing customers of the great money-saving opportunities being offered on the camping tents and equipment.







### Your Job

As the Google Docs Specialist, you will create a **price list** that provides the item number, name, original price, and sale price for each camping tent available at Adrenaline Sports.

**Skills:** Insert and resize a logo • Align text • Create a table • Change border style • Resize column width • Format text • Change column background color

### Instructions

1. Open the Adrenaline Sports folder and create a new Google Docs document. 
2. Unless otherwise instructed, rename the document Project 1.4 Price Change List.
3. As you complete this project, refer to Figure 1.4 for content and visual guidance. 
4. At the top of the document, insert the Adrenaline Sports logo from the Logos folder.
5. Resize the logo to approximately 2" wide and 1" tall, then center align the logo as shown. 
6. Two lines below the logo, key the title, then center align and change the font size to 14 as shown. 

7. Insert a 4 column by 13 row table. Resize the width of the second column to 2.5 inches as shown.

C

8. Change the border style of the entire table to a dashed border as shown.

9. Change the text alignment of the entire table to center aligned as shown.

10. Using Arial, font size 14 point, key the text into the table as shown.

D

11. Bold the text in the right column and change the background color of the right column to gray as shown.

E

12. Carefully proofread your work for accuracy and format.

13. Print preview the document. Your document should look similar to Figure 1.4.



14. Share or print your document if required by your instructor.

Figure 1.4

**A**



**C** **B** Camping Tents Sale Price List **E**

**D**

Item Number	Tent Name	Original Price	Sale Price
11547	Yellowstone 2 Person	\$39.99	<b>\$32.99</b>
11549	Yellowstone 4 Person	\$44.99	<b>\$39.99</b>
11555	Yellowstone 6 Person	\$79.99	<b>\$69.99</b>
11615	Grand Canyon 4 Person	\$45.99	<b>\$39.99</b>
11634	Grand Canyon 6 Person	\$79.99	<b>\$64.99</b>
11758	Mount Chapman 2 Person	\$43.99	<b>\$36.99</b>
11763	Mount Chapman 4 Person	\$58.99	<b>\$48.99</b>
11857	Glacier Park 2 Person	\$47.99	<b>\$39.99</b>
11864	Glacier Park 4 Person	\$65.99	<b>\$56.99</b>
11886	Glacier Park 6 Person	\$85.99	<b>\$69.99</b>
11923	Crater Lake 4 Person	\$65.99	<b>\$55.99</b>
11941	Crater Lake 8 Person	\$119.99	<b>\$99.99</b>



# Project 1.5

## Block Style Letter

### Project Description

**B4 U Click** has developed a new online safety course for middle school students that teaches them how to make safe, respectful, and wise choices while online. Upon completion of the course, students will earn a certificate of recognition. To spread the word about the new course, B4 U Click will send a letter to middle school principals across the country.



### Your Job

As the Google Docs Specialist, you will create a **block style letter** that will be sent out by B4 U Click to promote their new course. The letter provided is a draft and requires careful proofreading and editing when mistakes are found.

**Skills:** Copy an existing Google document • Edit text • Format a block style letter • Use spell check

### Instructions

1. Open the B4 U Click folder and make a copy of the Project 1.2 Business Letterhead file.  
*Hint: Right-click on the Project 1.2 Business Letterhead file in the B4 U Click folder, then select Make a copy.*
2. Open the copy of the Business Letterhead file.
3. Unless otherwise instructed, rename the copy of the Business Letterhead to Project 1.5 Block Style Letter.
4. As you complete this project, refer to Figure 1.5 for content and visual guidance.
5. Change the font to Times New Roman, font size 11 point.
6. Key the date, contact information, and salutation (greeting) as shown.



7. Key the body text as shown. As you key the body text, correct all errors that you find in the text.

**B**

**Hint:** *There are a total of six spelling errors. Turn on the Show spelling suggestions feature to help locate the spelling errors. Your final version should not include any of the errors found in the document.*

---

8. Key the closing. On the fourth line below the closing, key the sender's name and official title as shown.

**C**

9. Carefully proofread your work for spelling, formatting, and accuracy.
- 

10. Print preview the document.



11. Share or print your document if required by your instructor.

Figure 1.5

