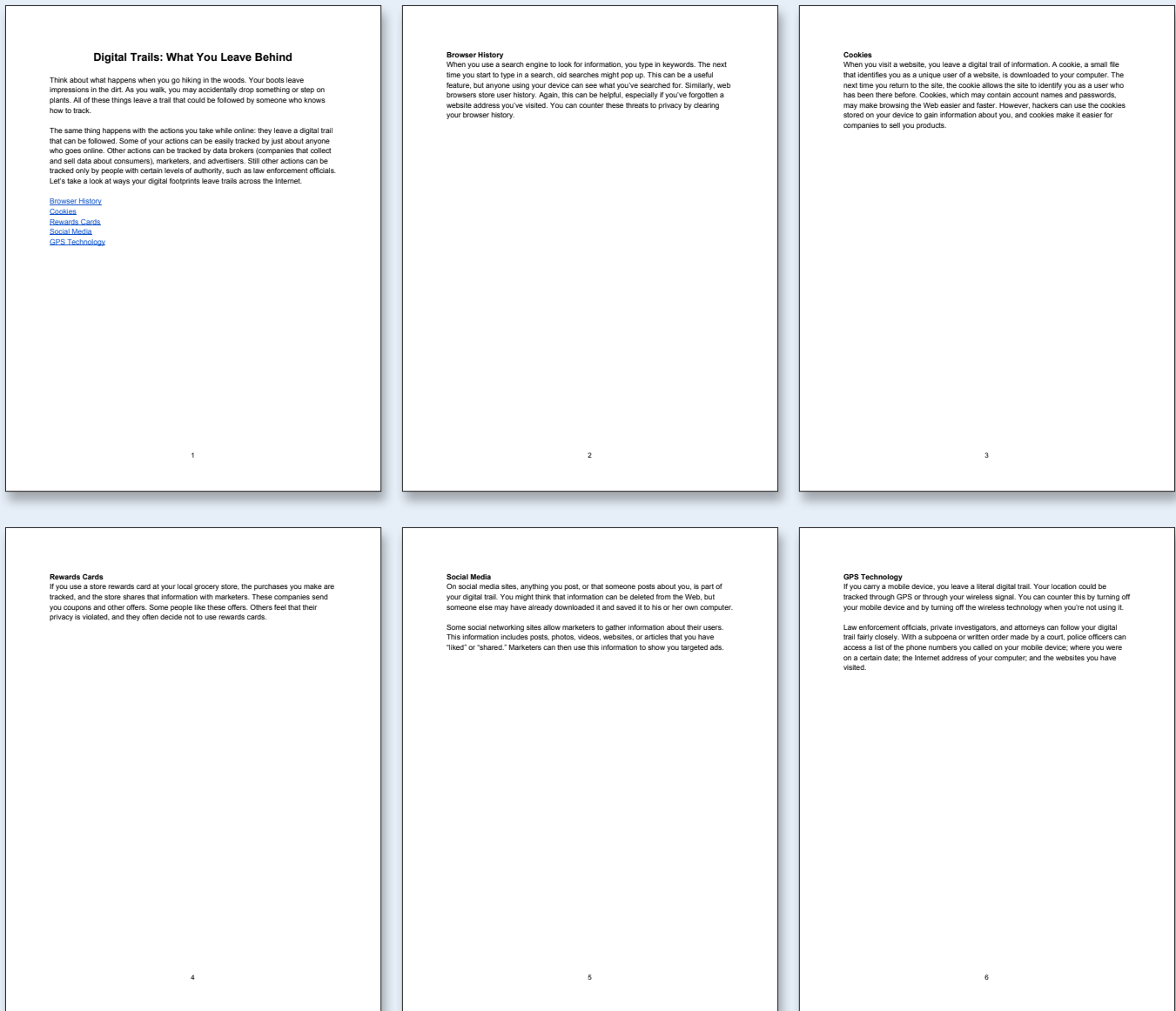


Figure 1.13C



Project 1.14

Cyberbullying Posts

Project Description

B4 U Click has an online help desk for teens who are experiencing cyberbullying. Users can submit cyberbullying problems to the help desk, and certified counselors will respond with support and solutions to the problem. B4 U Click would like to organize these cyberbullying stories and use them during an upcoming presentation for elementary and middle school students. B4 U Click is requesting the cyberbullying stories to be organized into a single document.



Your Job

B4 U Click has requested that this job be completed by the end of the day. To complete this project quickly, you and another Google Docs Specialist will work together to create a document that organizes the **cyberbullying posts** provided by the B4 U Click Help Desk. To help with the collaboration process and keep the stories organized, you will use the Comment feature.

Skills: Insert a table • Collaborate using Google Docs • Use comments • See revision history • Show more detailed revisions

Preparation

To complete this project, you must be assigned a partner with whom you will collaborate. Once partners have been assigned, determine who will take on the role of Student A and who will take on the role of Student B. As you complete this project, refer to Figures 1.14A and 1.14B for content and visual guidance.

Instructions

Student A:

1. Open the B4 U Click folder and create a new Google Docs document.
2. Unless otherwise instructed, rename the document Project 1.14 Cyberbullying Posts.



3. Share the document with Student B and assign the “Can Edit” permission.

4. Set the font to Arial, font size 11 point, and bold.

5. Insert a 1 column by 4 row table at the top of page one of the document.

6. Key the text as shown in Figure 1.14A.

Note: *The name and age included with each story should be right aligned, bold, and italics.*



7. Carefully proofread your work for accuracy and format.

8. Print preview the document. Your document should look similar to Figure 1.14A.



9. Use the Comment feature to inform Student B that you have completed your portion of the project.

Student B:

1. Retrieve the Project 1.14 Cyberbullying Posts document from your Shared with me drive and move it to your B4 U Click folder.

2. Open the document.

3. Set the font to Arial, font size 11 point, and bold.

4. After Student A has inserted a table on page one, insert a page break after the table and insert a 1 column by 4 row table at the top of page two of the document.

5. Key the text as shown in Figure 1.14B.

Note: *The name and age included with each story should be right aligned, bold, and italics as shown.*



6. Carefully proofread your work for accuracy and format.

7. Print preview the document. Your document should look similar to Figure 1.14B.



8. Use the Comment feature to inform Student A that you have completed your portion of the project.

Students A and B:

1. Use the See revision history feature to view the changes that were made throughout this project.
.....
2. Use the Show more detailed revisions button to view the more detailed changes made throughout this project.
.....
3. Return to the document editing screen.
.....
4. Use the Comment feature to communicate and decide which of you will share the document with your instructor.
.....
5. Share or print your document if required by your instructor.

Figure 1.14A

A

Last month, I became really good friends with Shayla. We both play on the volleyball team and have three classes together at school. We also like to rollerblade and be active outdoors. Shayla's best friend started to become jealous and now she is sending me text messages that tell me to stop hanging out with Shayla. I don't want to end our friendship. What should I do?

Marissa, age 14

My mom posted a picture of me on her Facebook page when I was little. Several of my friends saw it and one of my best friends made a comment on the picture that hurt my feelings. If I confront him about the comment, I know he'll say he was just teasing. I am mad that my mom posted an embarrassing picture and the comment by my friend still bothers me. Should I tell them how I feel or just get over it?

Benjamin, age 15

Yesterday, somebody sent me text messages that said things like, "You are an idiot." and "Nobody likes you." Today, the person texted me a very gross picture. I have the cell phone number of the person who sent me the texts, but I don't know who it is. I told my friend about it and she said to ignore it. I want it to stop! What should I do?

Max, age 14

Somebody created an Instagram account with my name on it. Whoever it is, is posting images that are racist and hurtful. I'm afraid my friends, teachers, and relatives will think I'm a bad person if I don't clear this up quickly. Please help!

Jeffrey, age 16

B

Figure 1.14B

C	<p>I was surfing the Internet and came across a discussion forum that posted rumors about people at my school. There were rumors about teachers, students, and family members of some students. I even saw a rumor about my neighbor and his family. This discussion forum made me very upset. I have to tell someone about this because I know the rumors about my neighbor's family are not true. They are a nice family and don't deserve this. Who should I tell?</p> <p style="text-align: right;"><i>Alexandra, age 16</i></p>	D
	<p>Somebody at school stole my new shoes out of my gym locker. I reported it to the police officer who works at my school. I still haven't gotten my shoes back and now I'm getting text messages threatening me. The messages said that if I try to get my shoes back, they will beat me up. They also said they will hurt my best friend. I am so scared. Please help me!</p> <p style="text-align: right;"><i>Emily, age 15</i></p>	
	<p>For some reason my friend, Mia, started posting pictures of us together, but she added a drawing onto the pictures to make me look like a devil. She also added mean comments to the pictures telling everyone that I'm a terrible friend. I have no idea why she is doing this. I texted and called her, but she won't respond. I'm really confused and need to find out why she's doing this. How should I handle this?</p> <p style="text-align: right;"><i>Taylor, age 16</i></p>	
	<p>Last week, I was playing an online game and one of the new players started chatting with me. They said they know where I live and they were going to come and vandalize my house. I just ignored them, but now every time I play the game, that player still threatens to come to my house. I have no idea who this person is. I don't know if they are serious or not. What should I do?</p> <p style="text-align: right;"><i>Noah, age 14</i></p>	



Project 1.15

Sporting Goods Equipment List

Project Description

Adrenaline Sports will be opening a store in a larger city 20 miles away. They will begin to send promotional materials to schools and coaches within 100 miles of the new store next week. As a way to communicate what products Adrenaline Sports carries, an equipment list will be included in the promotional materials.



Your Job

Adrenaline Sports has requested that this job be completed by next week. In order to meet this deadline, you will collaborate with another Google Docs Specialist. You will create a **sporting goods equipment list** to inform schools and coaches about the variety of equipment that will be available in the new store.

Skills: Collaborate using Google Docs • Insert and resize an image • Insert a table • Use bullets • Use comments

Preparation

To complete this project, you must be assigned a partner with whom you will collaborate. Once partners have been assigned, determine who will take on the role of Student A and who will take on the role of Student B. As you complete this project, refer to Figure 1.15 for content and visual guidance.

Instructions

Student A:

1. Open the Adrenaline Sports folder and create a new Google Docs document.
2. Unless otherwise instructed, rename the document Project 1.15 Equipment List.
3. Share the document with Student B and assign the “Can Edit” permission.



4. At the top of the document, insert the Adrenaline Sports logo from the Logos folder.

5. Resize the logo to approximately 3" wide and 2" tall, then center align the logo as shown. A

6. Once Student B has inserted a 2 column by 3 row table, key the text in the **left column** using Arial, font size 14 point as shown. B

7. Bold the text of each equipment category title, and format each list using bullets as shown.

Student B:

1. Retrieve the Project 1.15 Equipment List document from your Shared with me drive and move it to your Adrenaline Sports folder.

2. Open the document.

3. Once Student A has inserted the Adrenaline Sports logo, insert a 2 column by 3 row table below the logo as shown. C

4. Change the minimum row height for all rows in the table to 2 inches.

5. Key the text in the **right column** using Arial, font size 14 point as shown. D

6. Bold the text of each equipment category title, and format each list using bullets as shown.

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

Students A and B

1. Carefully proofread your work for accuracy and format.

2. Use the Comment feature to inform each other that you have completed your portion of the project.


3. When the project is complete, use Print preview to view the document. Your document should look similar to Figure 1.15.



4. Use the Comment feature to communicate and decide which of you will share the document with your instructor.

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

Figure 1.15

A


B
C
D

<p>Baseball & Softball Equipment</p> <ul style="list-style-type: none"> ● Bats ● Baseballs & Softballs ● Gloves ● Uniforms & Apparel ● Cleats ● Protective Gear ● Batting Helmets ● Catcher's Equipment 	<p>Football Equipment</p> <ul style="list-style-type: none"> ● Football Pants ● Jerseys ● Cleats ● Gloves ● Helmets ● Visors & Facemasks ● Pads & Protective Gear ● Mouthguards
<p>Soccer Equipment</p> <ul style="list-style-type: none"> ● Soccer Balls ● Apparel ● Cleats & Shoes ● Goals & Nets ● Shin Guards ● Goalkeeper Gear ● Training Gear ● Field Equipment 	<p>Tennis Equipment</p> <ul style="list-style-type: none"> ● Tennis Racquets ● Bags ● Apparel ● Footwear ● Tennis Balls ● Ball Machines & Hoppers ● Grips & Tapes ● Nets & Court Equipment
<p>Basketball Equipment</p> <ul style="list-style-type: none"> ● Basketballs ● Footwear ● Apparel & Socks ● Head & Wristbands ● Bags ● Arm & Shooter Sleeves ● Training Equipment ● Court Equipment 	<p>Hockey Equipment</p> <ul style="list-style-type: none"> ● Hockey Skates ● Sticks ● Apparel & Socks ● Helmets & Facemasks ● Gloves ● Goalie Gear ● Shoulder Pads ● Shin Guards

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Unit 2: Sheets

