

Unit 6: Drawings

Lesson 6.1

Burger Menu

Drawing with Basic Tools

Create a New Drawing • Change Background Color • Insert Word Art • Change Font • Change Shape Fill Color • Change Line Color • Change Line Weight • Move an Object • Insert a Table • Resize a Table • Insert a Shape • Add Text to a Shape • Horizontally/Vertically Align Text • Change Font Color • Copy and Paste a Shape • Snap to Guides • Use Paint Format • Insert a Text Box • Share a Drawing • Close a Drawing

Lesson 6.2

Timeline of Social Media

Inserting Images

Rotate an Object • Resize an Object • Order an Object • Insert an Image • Resize an Image • Group Objects • Center an Object on a Page • Print Preview a Drawing • Print a Drawing

Lesson 6.3

Greeting Cards

Using the Polyline Tool

Use Custom Page Size • Use the Polyline Tool • Use Undo • Edit a Shape Outline

Lesson 6.4

School Mascot Logo

Using Curves and Scribbles

Use the Curved Line Tool • Use the Scribble Line Tool • Use Zoom

Lesson 6.5

Tic-Tac-Toe

Collaborating with Drawings

Collaborate • Insert a Comment



Unit 6 Assessment

Performance Assessment is located on the Instructor's Resource CD.

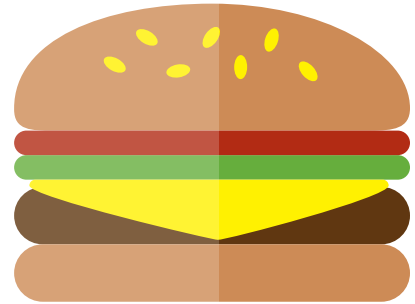


Burger Menu

Drawing with Basic Tools

Overview

There is a new burger shop in the food court at the Kingwood Mall. Visitors can choose from a variety of burger options to create a burger they'll enjoy. To make the ordering process quick and easy for the customers, the manager asks you to design a menu. You decide to use Google Drawing to complete this task.



New Skills

Create a New Drawing • Change Background Color • Insert Word Art • Change Font • Change Shape Fill Color • Change Line Color • Change Line Weight • Move an Object • Insert a Table • Resize a Table • Insert a Shape • Add Text to a Shape • Horizontally/Vertically Align Text • Change Font Color • Copy and Paste a Shape • Snap to Guides • Use Paint Format • Insert a Text Box • Share a Drawing • Close a Drawing

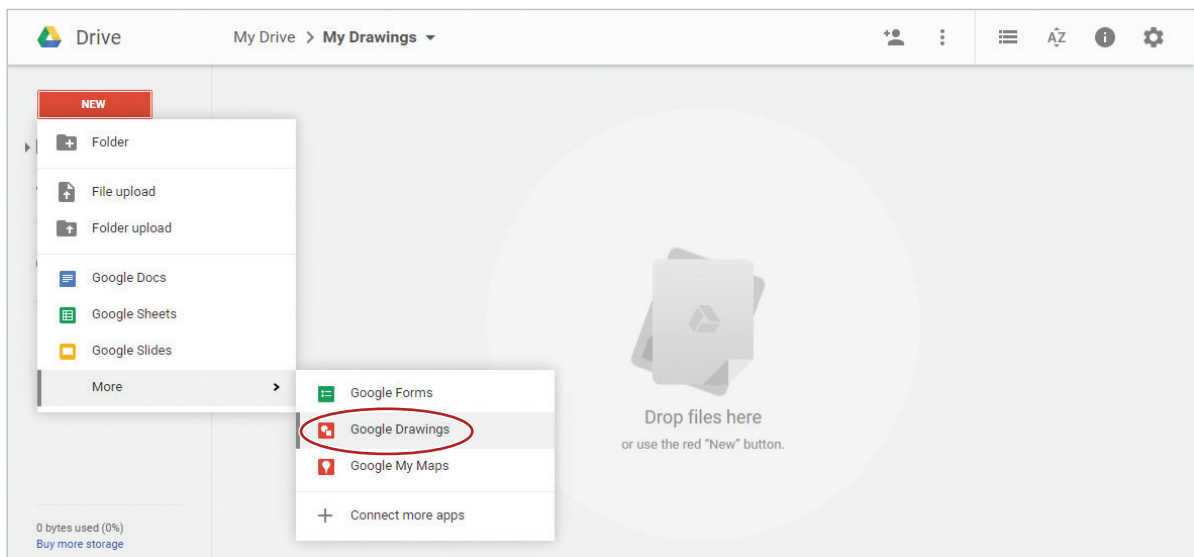
In this lesson, you will use basic shapes and text boxes to create a visually appealing menu.

Instructions

1. Sign into Google Drive.



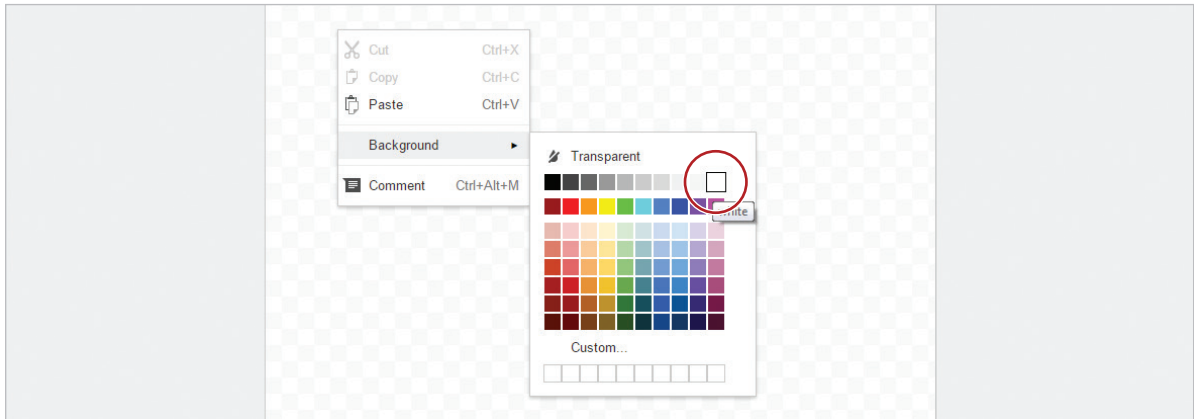
2. **Create a New Drawing.** To create a new drawing, open your My Drawings folder, click the **NEW** button and select **Google Drawings**.



3. Rename your drawing Lesson 6.1.

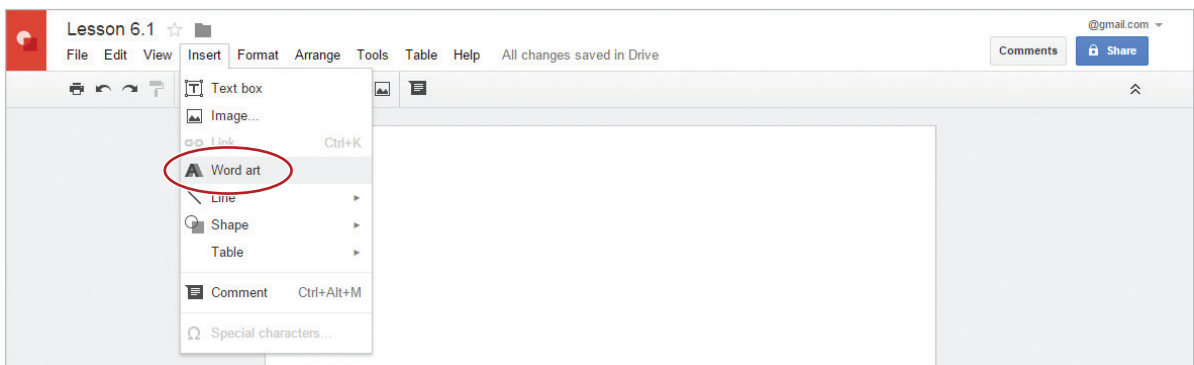


4. **Change Background Color.** To add color to the background of your drawing, right-click on the drawing canvas, select **Background**, then select **White**.

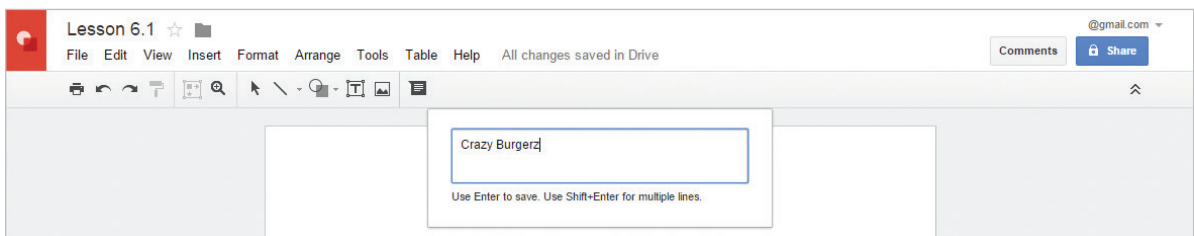


5. **Insert Word Art.** To add artistic flair to your drawing, do the following:

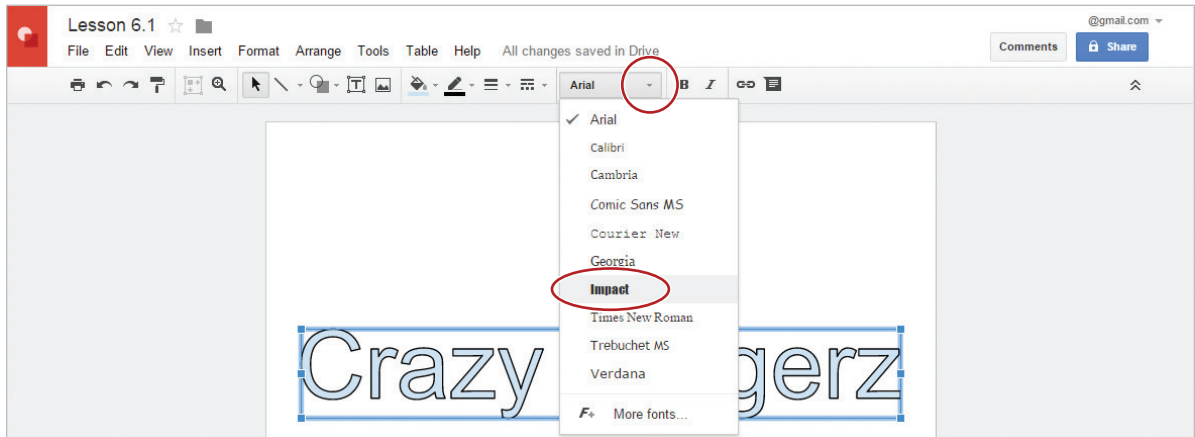
a. From the **Insert** menu, select **Word art**.



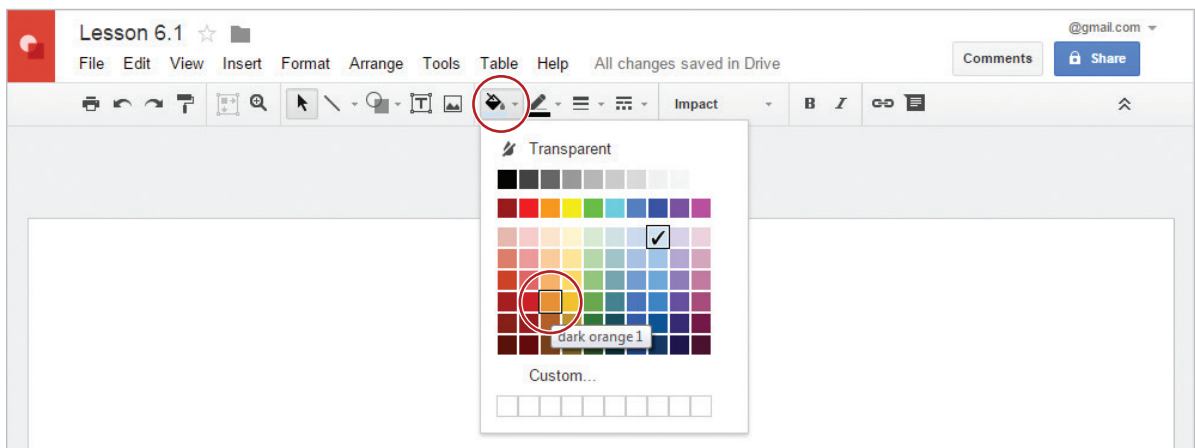
b. In the **Word art** dialog box, type the text [Crazy Burgerz], then hit the **Enter** key.



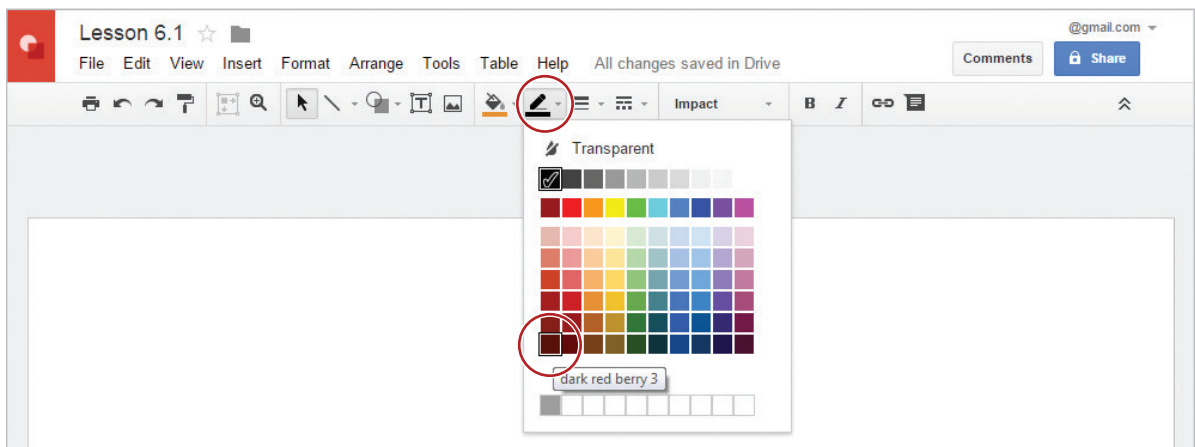
6. **Change Font.** To change the font of your text or word art, click the **Font** drop-down menu, then select **Impact**.



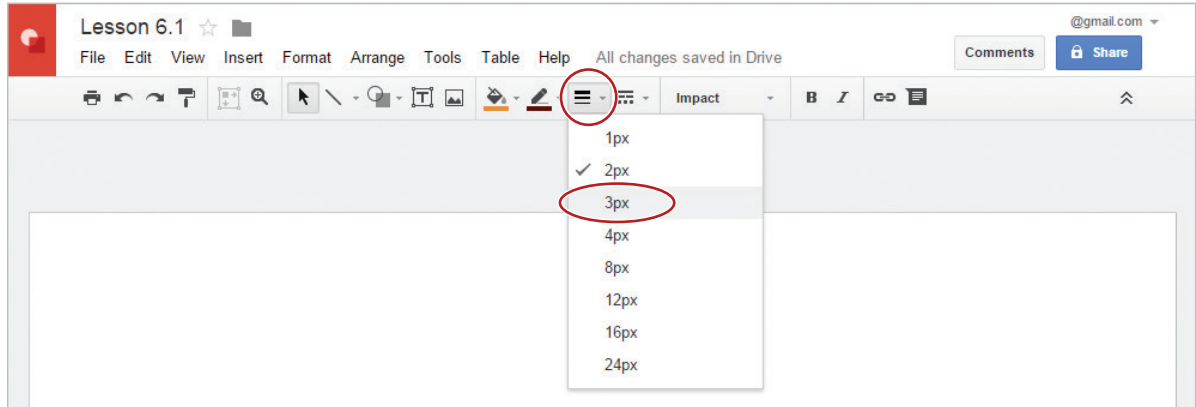
7. **Change Shape Fill Color.** To change the fill color of a shape or word art, click the **Fill color** drop-down menu, then select **dark orange 1**.



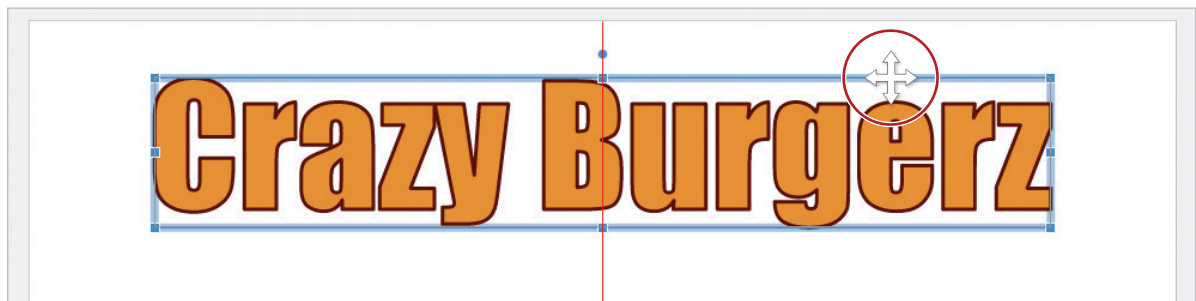
8. **Change Line Color.** To change the line color of a shape or word art, click the **Line color** drop-down menu, then select **dark red berry 3**.



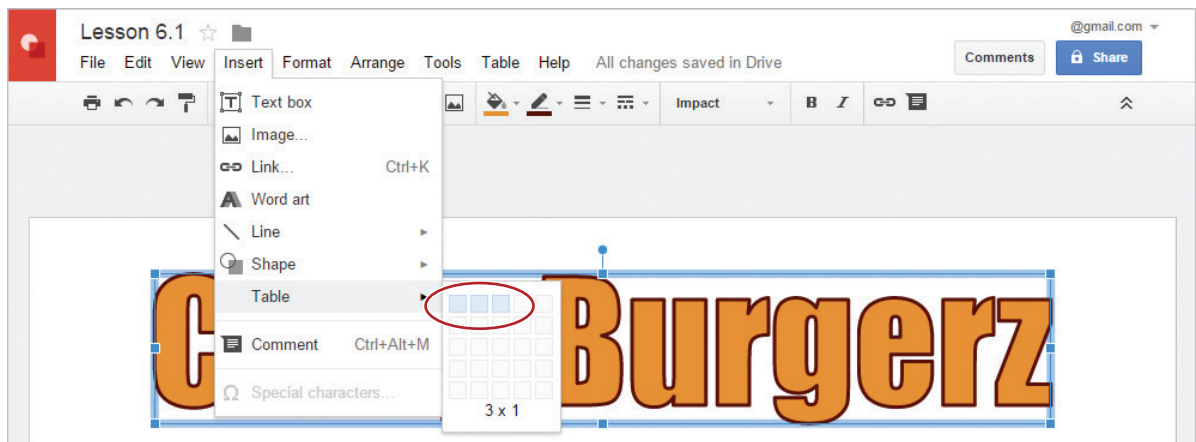
- 9. **Change Line Weight.** To change the line weight of a shape or word art, click the **Line weight** drop-down menu, then select **3px**.



- 10. **Move an Object.** To move a text box, shape, image, or word art, place your cursor over your word art, click when a **four-sided arrow** appears, then drag it so it is centered at the top of your drawing canvas.



- 11. **Insert a Table.** To insert a table to organize information in columns and rows, from the **Table** menu, select **Insert table** with **3 columns** and **1 row**.



- 12. **Resize a Table.** To make the table a desired size, click inside the table to select it, then click and drag the bottom and top **resizing handles** so that the table looks similar to 6.1 Figure A.

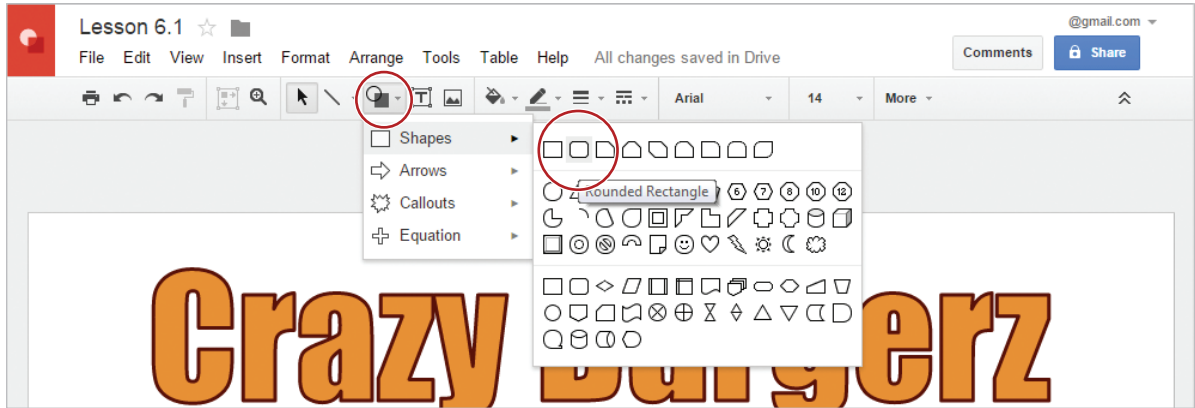


Use 6.1 Figure A as a guide as you make the following changes to your drawing.

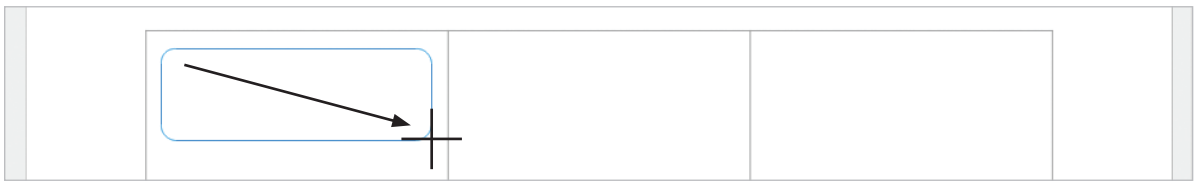


13. Insert a Shape. To create and insert lines and shapes to your drawing, do the following:

- a. From the **Shape** drop-down menu, select **Shapes**, then select a **Rounded Rectangle**.



- b. Click and drag to resize and position it across the top of the LEFT column as shown in 6.1 Figure A.



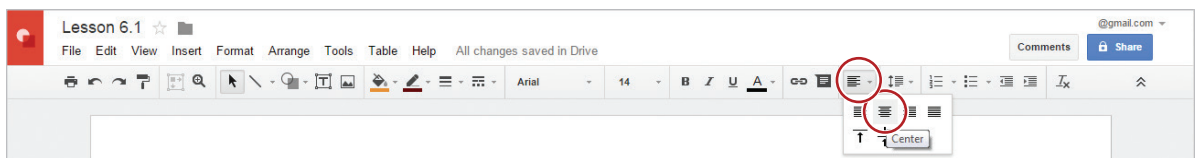
- c. Change the fill color of the rounded rectangle to dark orange 1, the line color to dark red berry 3 and the line weight to 3px.



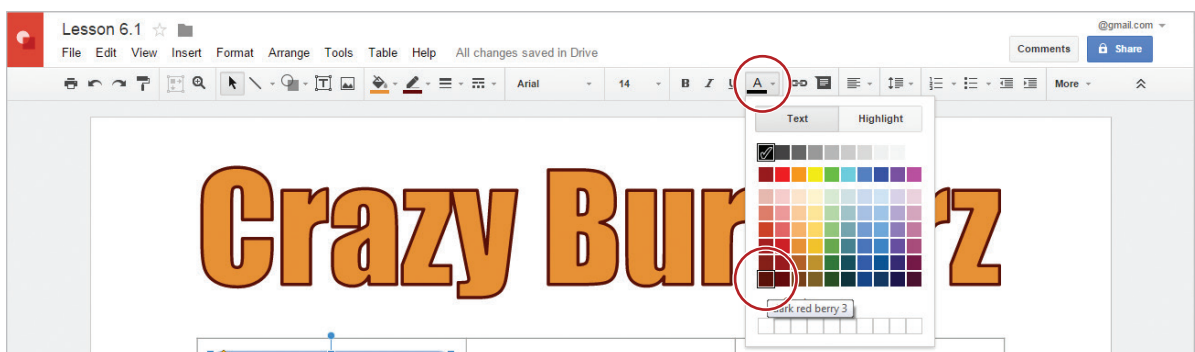
14. Add Text to a Shape. To add text inside the rounded rectangle, double-click the shape, then type [Cheese].



15. Horizontally Align Text. To horizontally center align text, select the word [Cheese], then from the **Align** drop-down menu, select **Center**.



16. Change Font Color. To choose a different color for your font, select the word [Cheese], then from the **Text color** drop-down menu, select **dark red berry 3**.

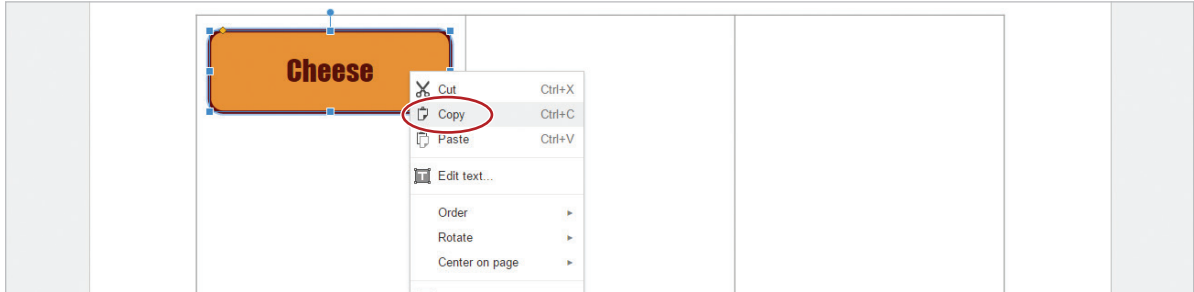


17. Change the font of the word [Cheese] to Impact and the font size to 20.

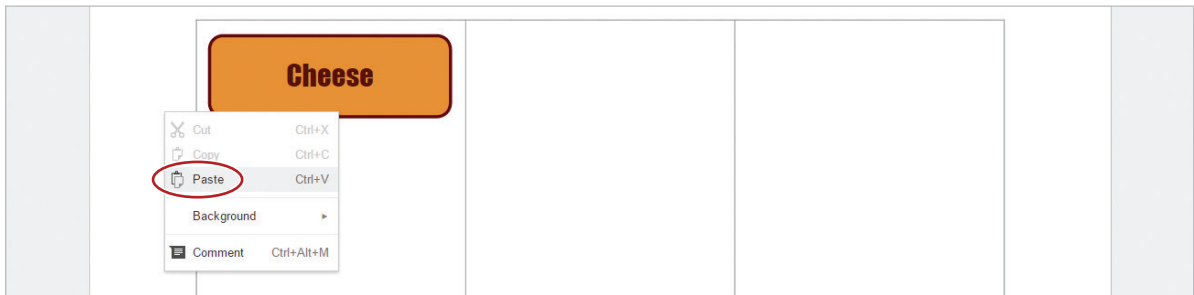


18. **Copy and Paste a Shape.** To duplicate a shape, do the following:

a. Select the rounded rectangle, right-click, then select **Copy**.



b. Click outside of your table, right-click, then select **Paste**.



19. Change the text of your new shape to [Toppings].



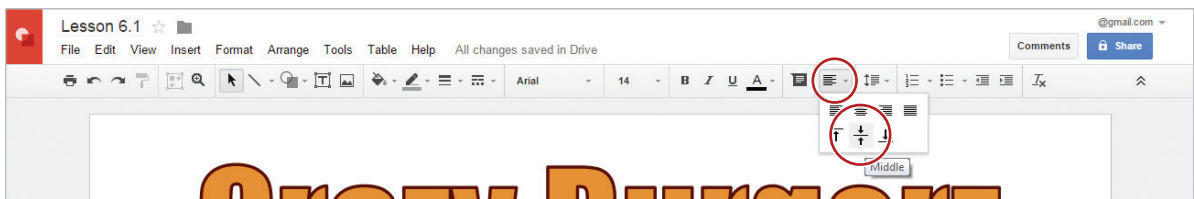
20. **Snap to Guides.** To precisely align an object with another object, use the red alignment guides that appear to align and position it across the top of the CENTER column.



21. Paste your shape another time, change the text to [Sides] and position it across the top of the RIGHT column.



22. **Vertically Align Text.** To vertically align text within the table, click and drag to select all three columns in the table, then from the **Align** drop-down menu, select **Middle**.



23. Horizontally center all three columns.

Note: Your cursor should now be horizontally and vertically centered in each column of your table.

24. Type the text in each column exactly as follows:

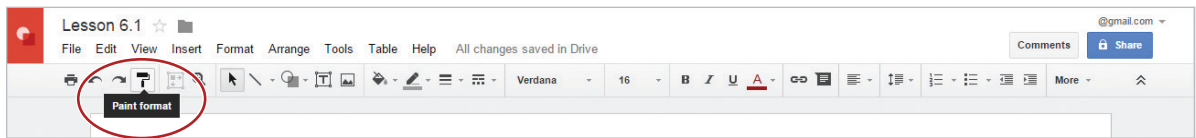
Cheddar	Lettuce	Chips
American	Tomato	Onion Rings
Swiss	Red Onion	French Fries
Pepper Jack	Mushrooms	Cole Slaw
Mozzarella	Pickle	Garden Salad
Provolone	Bacon	Fresh Fruit

25. Change the font of the text in the left column to Verdana, the font size to 16, and the font color to red berry.



26. **Use Paint Format.** To replicate existing formatting to other text in a drawing, do the following:

a. Select the text in the left column, then click the **Paint format** icon.

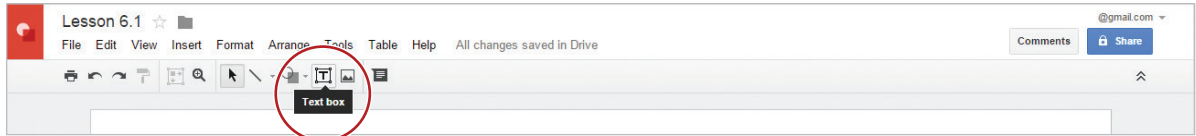


b. Click and drag across the text in the Center and Right columns.

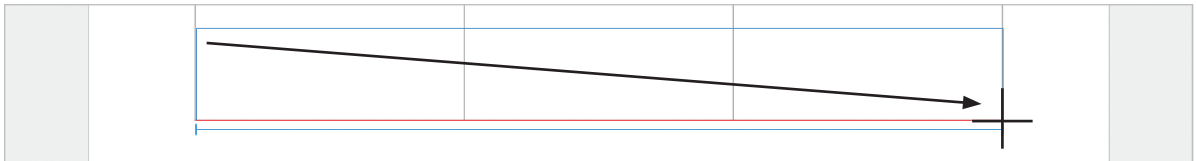


27. **Insert a Text Box.** To insert a text box anywhere on your drawing canvas, do the following:

a. Click the **Text box** icon.



b. To create a text box about an inch high across the bottom of your table, click and drag your cursor from the left side to the right side of your table.



28. Change the fill color of the text box to dark red berry 3, the line color to dark orange 1, and the line weight to 3px.

29. Type the text [Go Crazy Building Your Very Own Burger!], center align horizontally and vertically, change the the font to Impact, the font size to 30, and the font color to dark orange 1.

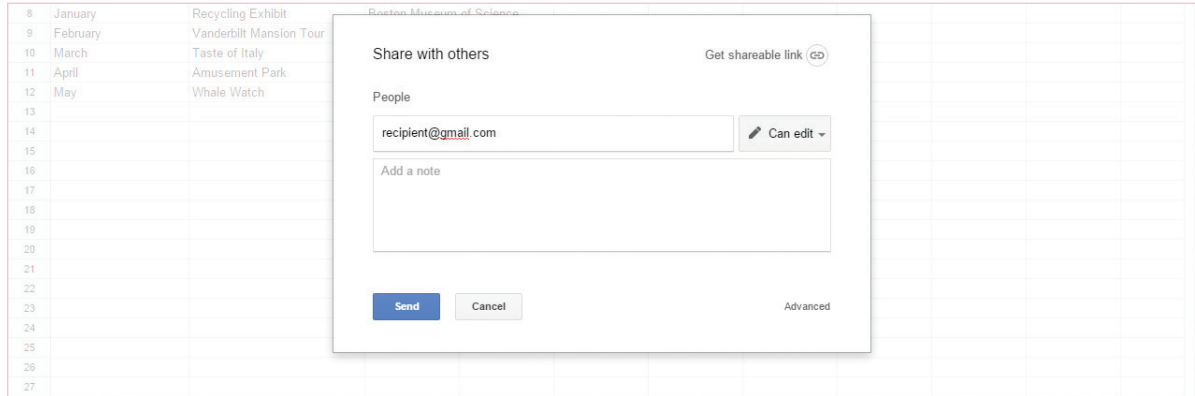
30. Your drawing should look similar to 6.1 Figure A.



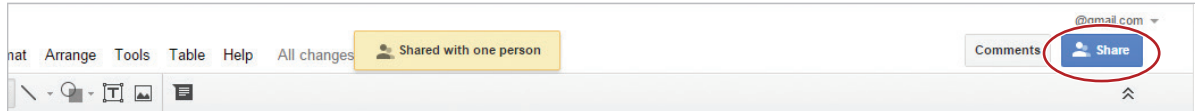
31. **Share a Drawing.** To share this drawing, click the **Share** button.



32. Type the email address of the person you would like to share your drawing with, such as your instructor, and include a note informing the recipient that you have shared a drawing with them, then click **Send**.



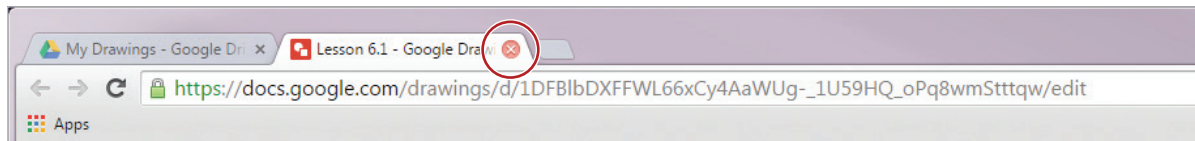
33. Notice that the Share button has changed to indicate the drawing has been shared.



34. Download your drawing as a PDF. To download your document with a different file format (for example, .pdf, .png, .docx, or .jpg), from the **File** menu, select **Download as**, and select the desired format. In this case, select **PDF Document (.pdf)**.

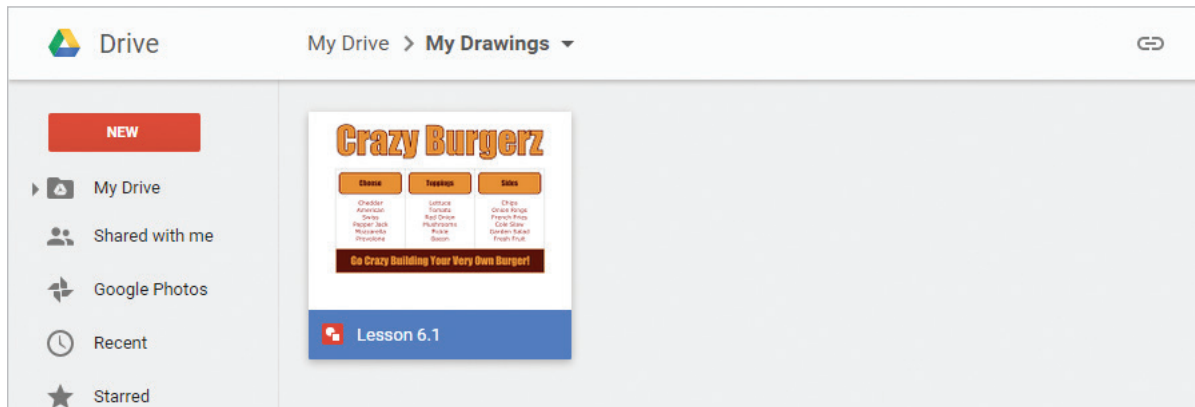


35. **Close a Drawing.** To close your drawing, click the **X** on the Lesson 6.1 tab.



Note: Depending on the browser being used, the drawings tabs may differ in appearance.

36. You should now see the Lesson 6.1 drawing in your My Drawings folder.



6.1 Figure A

CRAZY BURGERZ

Cheese	Toppings	Sides
Cheddar American Swiss Pepper Jack Mozzarella Provolone	Lettuce Tomato Red Onion Mushrooms Pickle Bacon	Chips Onion Rings French Fries Cole Slaw Garden Salad Fresh Fruit

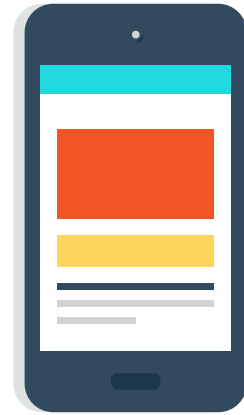
Go Crazy Building Your Very Own Burger!

Timeline of Social Media

Inserting Images

Overview

Another assignment in your Mobile Apps Design class is to write a report on the pros and cons of using social media. As part of your research, you created a timeline showing the launch dates of some of the most popular social media apps. To create this timeline, you decided to use Google Drawings to illustrate your research.



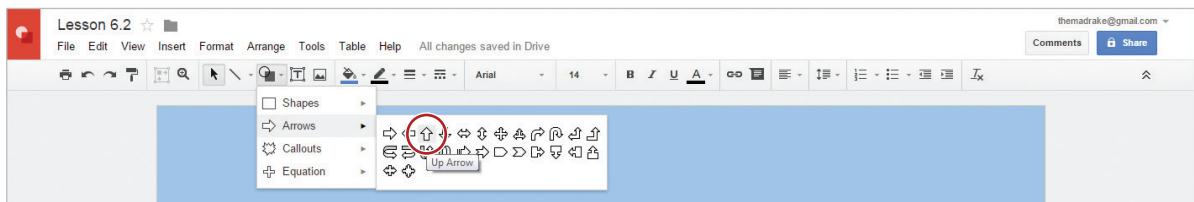
In this lesson, you will visually illustrate a timeline using shapes and images.

New Skills

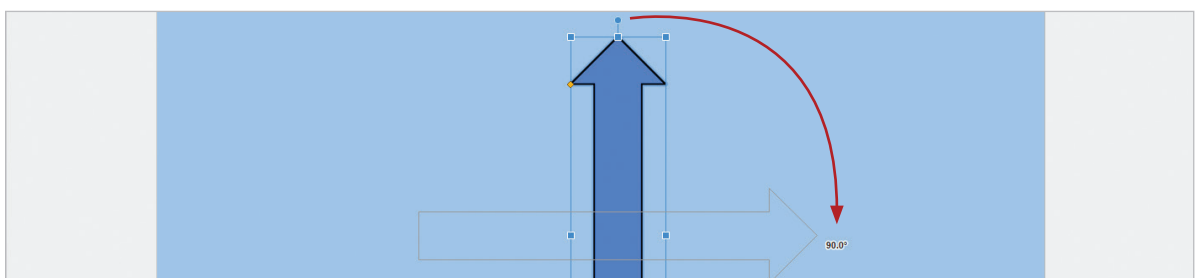
Rotate an Object • Resize an Object • Order an Object • Insert an Image • Resize an Image • Group Objects • Center an Object on a Page • Print Preview a Drawing • Print a Drawing

Instructions

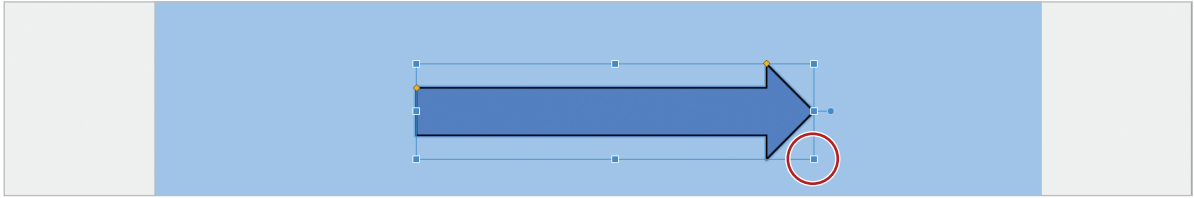
1. In your My Drawings folder, create a new drawing and name it Lesson 6.2.
2. Change the background color to light blue 2.
3. Insert a vertical arrow and change the fill color to cornflower blue.



4. **Rotate an Object.** To change the orientation of an object, select your arrow, then using the **rotation handle**, rotate the object **90 degrees** to the **right**.



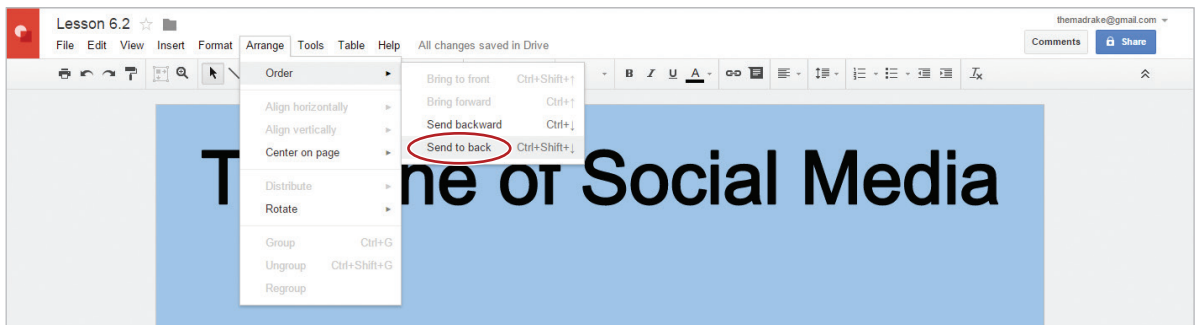
5. **Resize an Object.** To change the size of an object proportionately (larger or smaller), click the arrow, then place your cursor over any resizing handle until it becomes a **double-sided arrow**. Click and drag to resize the arrow shape, then position it so that it is similar to the one shown in 6.2 Figure A.



6. Use word art to insert the title [Timeline of Social Media], then change the fill color to black.
7. Move the title to the top of your drawing canvas.
8. Insert a rectangle, change the fill color to white, then resize and position as shown below.

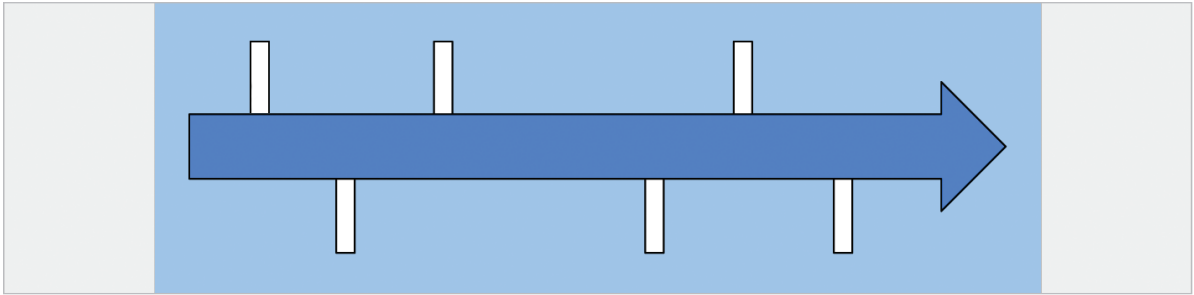


9. **Order an Object.** To layer an object in front of or behind another object, select the rectangle, then from the **Arrange** menu, select **Order**, then select **Send to Back**.

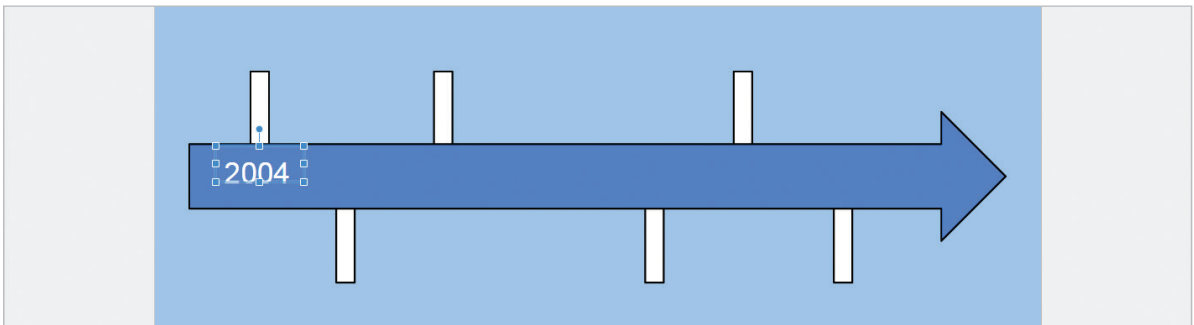


10. Copy and paste the rectangle until you have a total of six rectangles on your drawing canvas.

11. Position the rectangles as shown, then send to back.



12. Insert a text box, type [2004], change the font size to 24 and the font color to white as shown below.

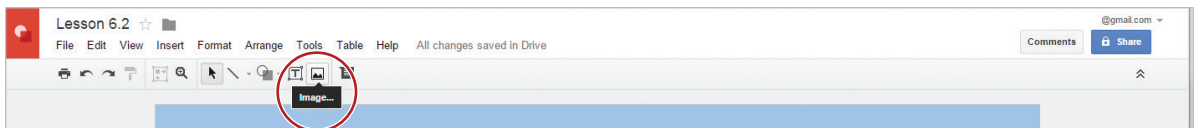


13. Copy and paste the text box five more times and change the text to [2005], [2006], [2010], [2011], and [2012]. Position as shown in 6.2 Figure A

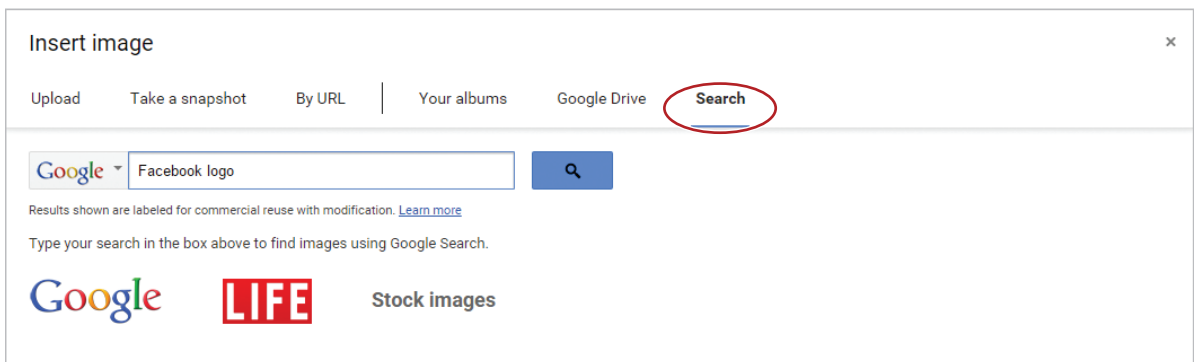


14. **Insert an Image.** To insert an image of a Facebook logo do the following:

a. Click the **Image** icon.

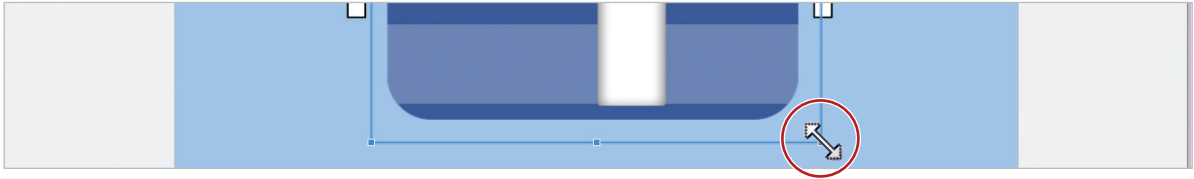


b. Click **Search**, type [Facebook logo] in the **Google** search field, then hit **Enter**.



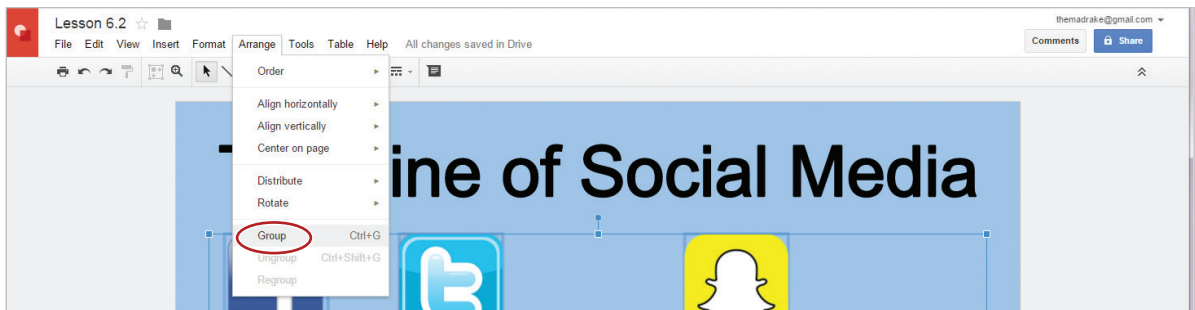
c. Double-click the logo of your choice.

15. **Resize an Image.** To change the size of an image proportionately (larger or smaller), click the image, then place your cursor over the bottom right-hand corner until it becomes a **double-sided diagonal arrow**. Click and drag to resize the image, then position it so that it is similar to the one shown in 6.2 Figure A.



16. Using 6.2 Figure A as a guide, insert the logos for the following social media apps: YouTube, Twitter, Instagram, Snapchat, and Vine.

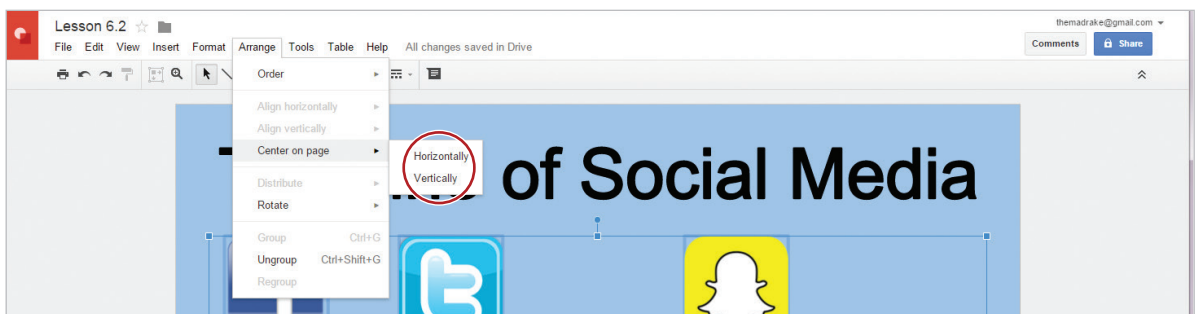
17. **Group Objects.** To join objects together so that you can move or format them as a single object, click and drag over all of the elements, except the title, then from the **Arrange** menu, select **Group**.



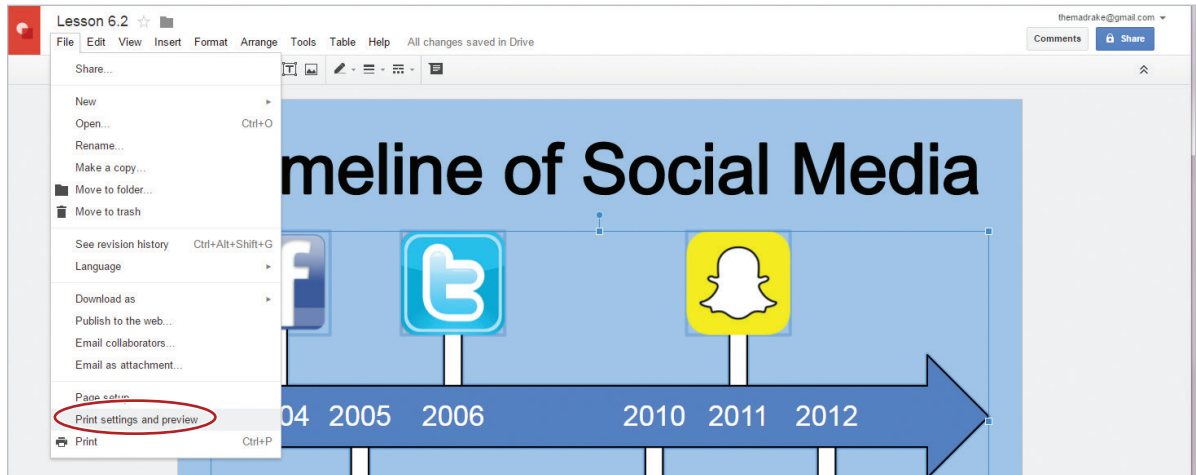
18. **Center an Object on a Page.** To vertically and horizontally center your grouped objects on your drawing canvas, select your grouped objects and do the following:

19. From the **Arrange** menu, select **Center on page**, then select **Horizontally** as shown below.

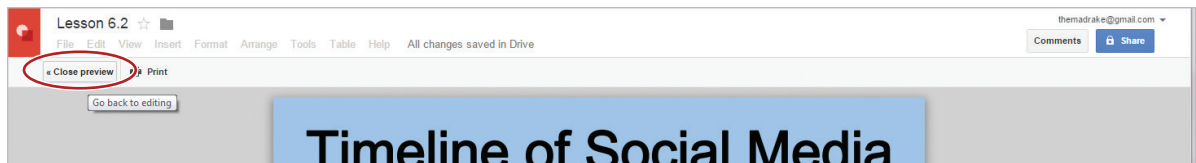
20. From the **Arrange** menu, select **Center on page**, then select **Vertically** as shown below.



21. **Print Preview a Drawing.** To preview a drawing before printing, from the **File** menu, select **Print settings and preview**. Your drawing should look similar to 6.2 Figure A.

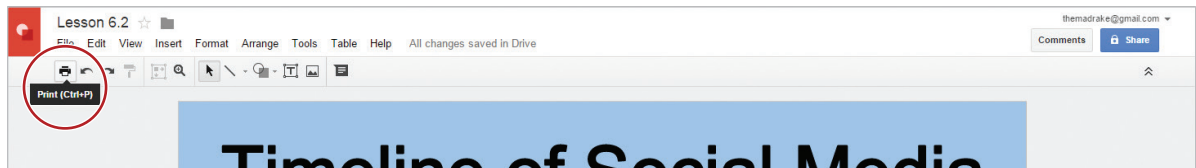


Note: To continue editing your drawing, click Close preview.

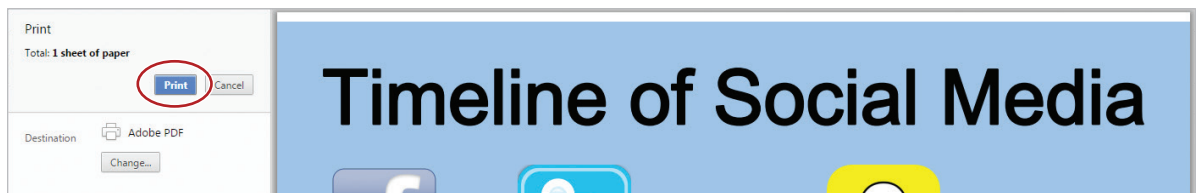


22. **Print a Drawing.** To print a drawing, do the following:

- a. Click the **Print** icon.



- b. Click **Print** if required by your instructor.



23. Share your drawing if required.

6.2 Figure A



Greeting Cards

Using the Polyline Tool

Overview

To add variety to the merchandise selection at the school store, you have been assigned to create and design customized greeting cards that can be sold to students and faculty. Each month, the theme will change based on holidays and celebrations. Since February is next month, you decide to use Google Drawings to create a Valentine's Day card.



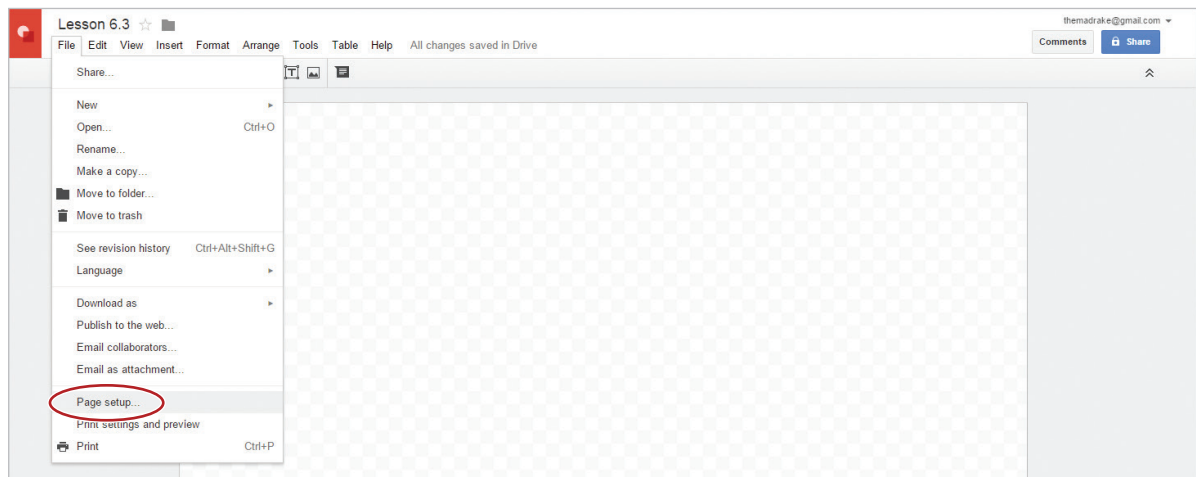
In this lesson, you will use the polyline tool to create a greeting card cover.

New Skills

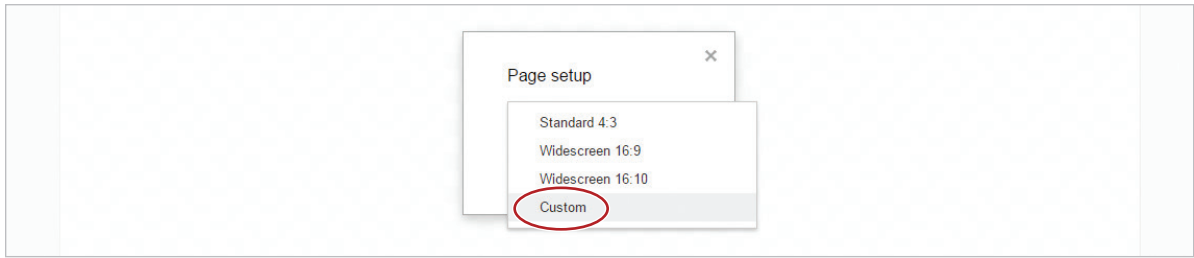
Use Custom Page Size • Use the Polyline Tool • Use Undo • Edit a Shape Outline

Instructions

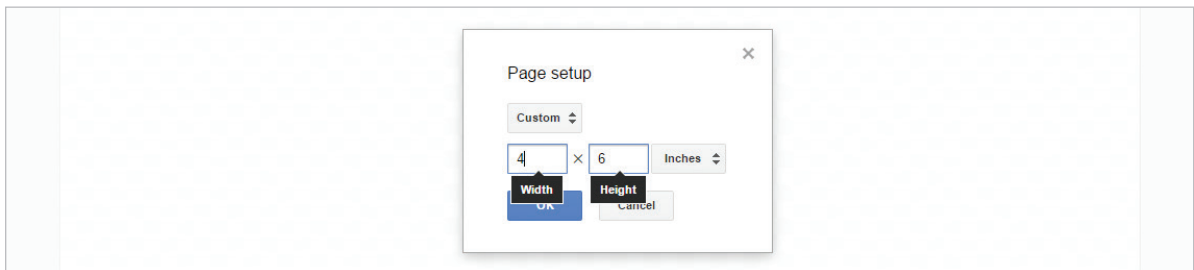
1. In your My Drawings folder, create a new drawing and name it Lesson 6.3.
2. **Use Custom Page Size.** To change the dimensions of your drawing canvas, do the following:
 - a. From the **File** menu, select **Page setup**.



- b. Using the **Page Size arrows** in the Page setup dialog box, select **Custom**.

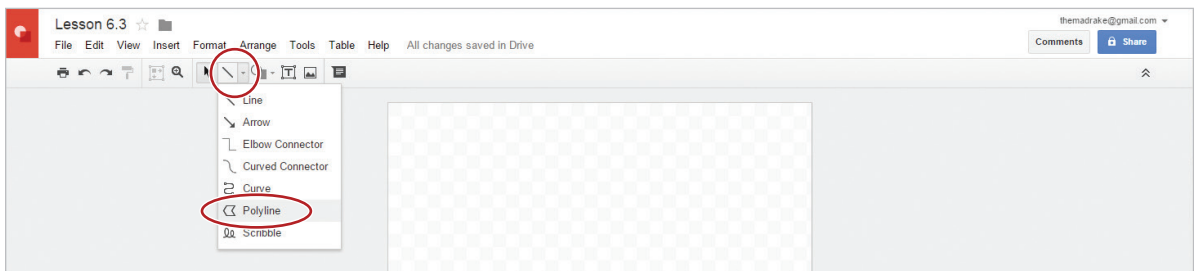


- c. In the **Width** field, type **4**, in the **Height** field, type **6**, then click **OK**.



3. **Use the Polyline Tool.** To create a straight-edged custom shape that can be filled with a color, do the following:

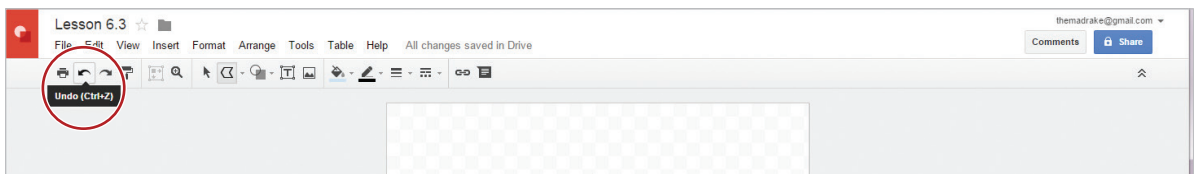
- a. From the **Select line** drop-down menu, select **Polyline**.



- b. Practice creating shapes by clicking multiple places on your drawing canvas, ensuring that the start and end points are the same.



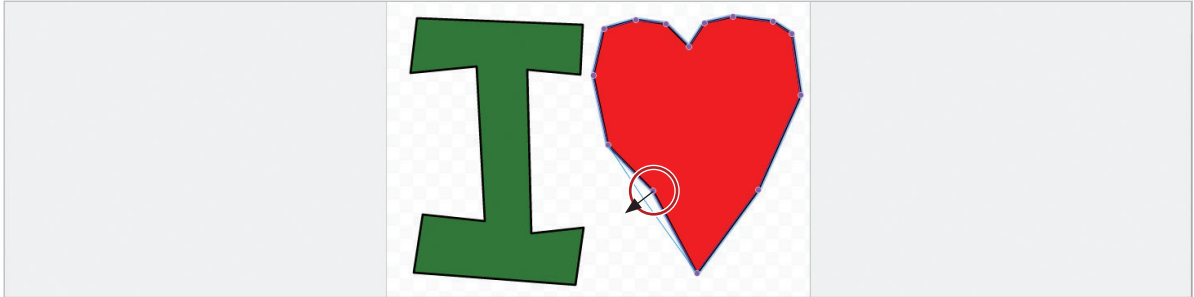
4. **Use Undo.** To undo the last actions performed, click the **Undo** icon repeatedly until all of your practice shapes are removed.



5. Using 6.3 Figure A as a guide, create the front of your greeting card, using colors of your choice.



- 6. Edit a Shape Outline.** To edit the position of any of the points which determine the outline of your shape, double-click the shape, then click and drag the points to the desired position.

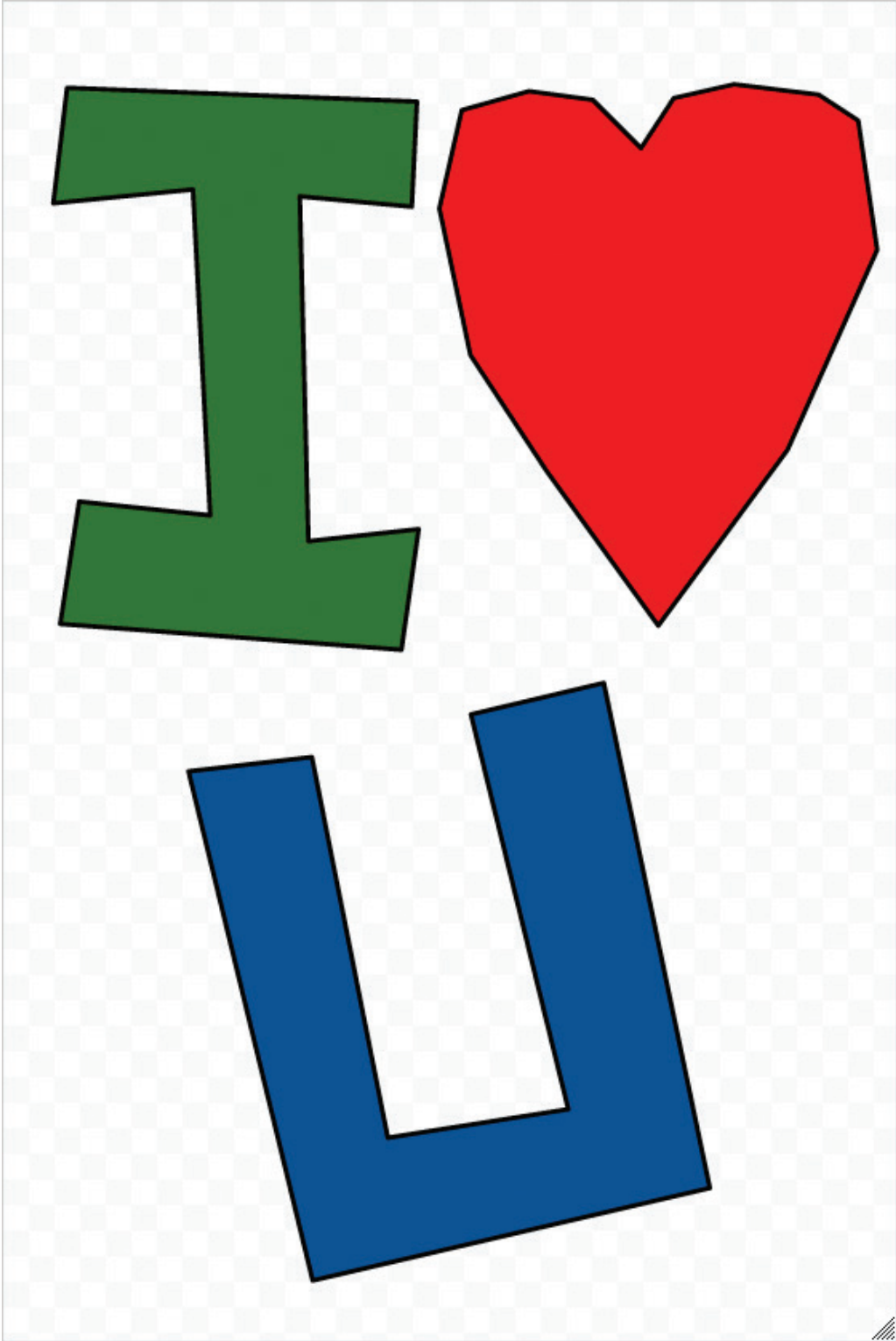


- 7.** Download your drawing as a JPEG image (.jpg). To download your document with a different file format (for example, .pdf, .png, .docx, or .jpg), from the **File** menu, select **Download as**, and select the desired format. In this case, select **JPEG image (.jpg)**.

Note: By downloading as a JPEG image, your drawing will automatically have a solid white background. Your JPEG image will be saved to your downloads folder. You can import your file into several other applications such as Docs and Slides.

- 8.** Print preview. Your drawing should look similar to 6.3 Figure A.
- 9.** Share or print your drawing if required.

6.3 Figure A



School Mascot Logo

Using Curves and Scribbles

Overview

To promote school pride and spirit, the athletic department has announced a Mascot Logo Contest. The contest invites all students to submit original artwork of a new updated lion mascot that will be used on team uniforms, merchandise, website, and print media. You decide to use Google Drawings to create the new mascot logo.



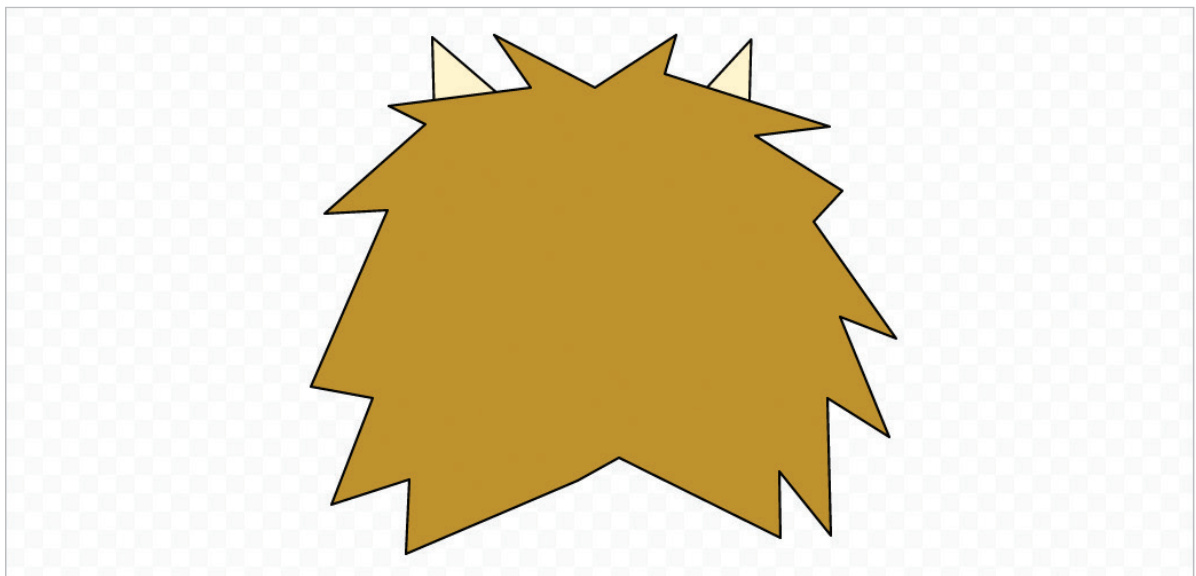
New Skills

Use the Curved Line Tool • Use the Scribble Line Tool • Use Zoom

In this lesson, you will use Google Drawing to design a mascot logo for your school.

Instructions

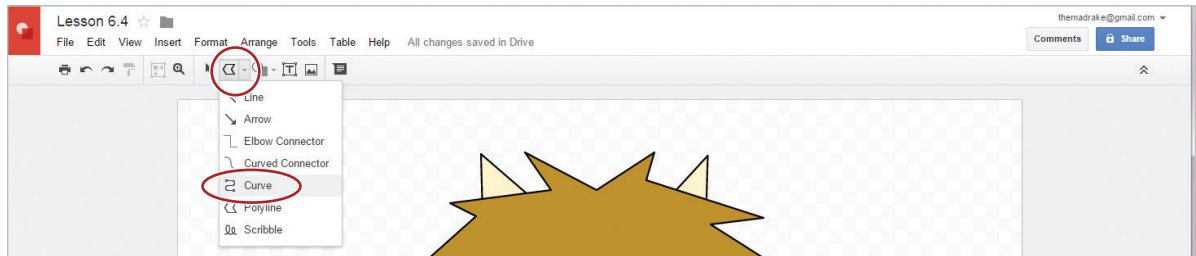
1. In your My Drawings folder, create a new drawing and name it Lesson 6.4.
2. Using the Polyline tool, create the mane for your lion as shown below. Create the ears for your lion and send to back. Select the fill colors of your choice.





3. **Use the Curved Line Tool.** To create a curve-edged custom shape that can be filled with a color, do the following:

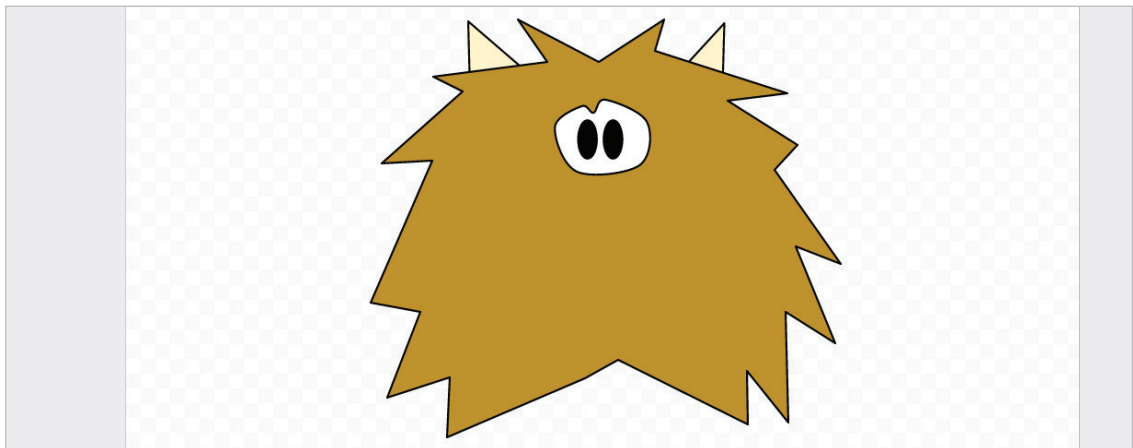
a. From the **Select line** drop-down menu, select **Curve**.



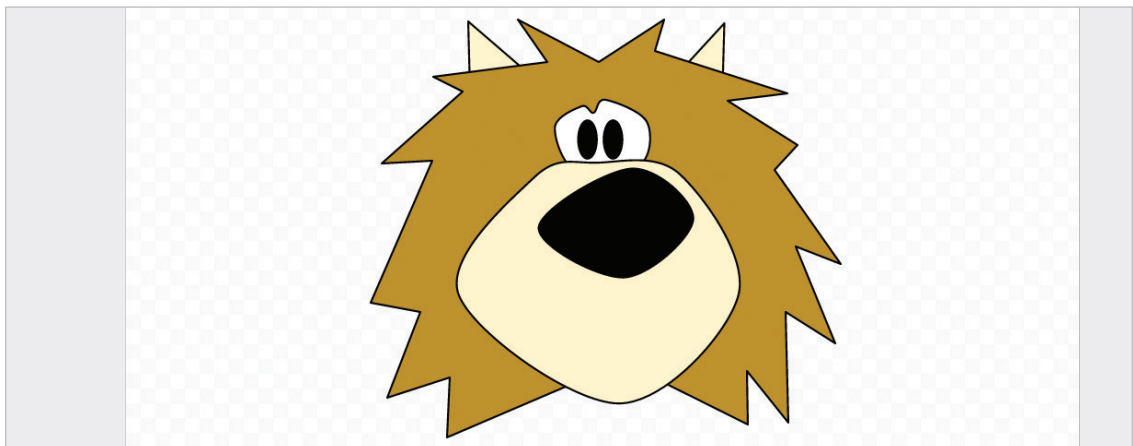
b. Practice creating shapes by clicking multiple places on your drawing canvas, ensuring that the start and end points are the same.

c. Delete your practice shapes.

4. To create the whites of the eyes for your lion, use the Curve tool, then insert two black ovals, as shown below.

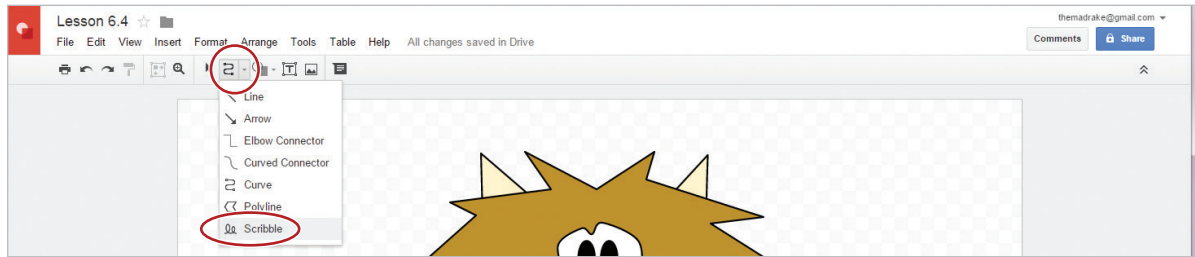


5. To create the face and nose for your lion, use the Curve tool as shown below. Select the fill colors of your choice.



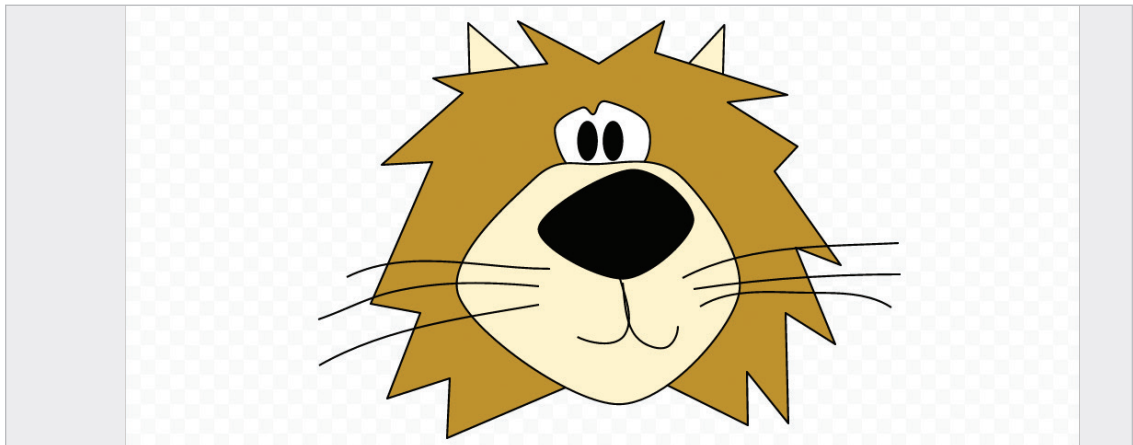


6. **Use the Scribble Line Tool.** To create a custom freehand line, from the **Select line** drop-down menu, select **Scribble** and practice drawing your name on your drawing canvas. Delete your signature.

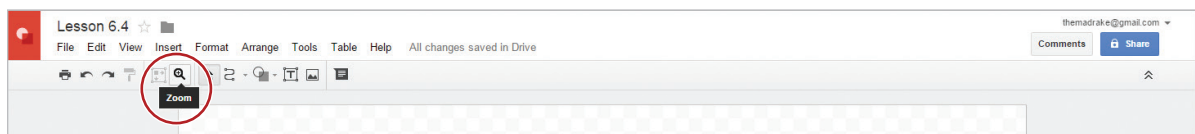


7. To create the mouth and whiskers for your lion, use the Scribble tool, as shown below in 6.4 Figure A.

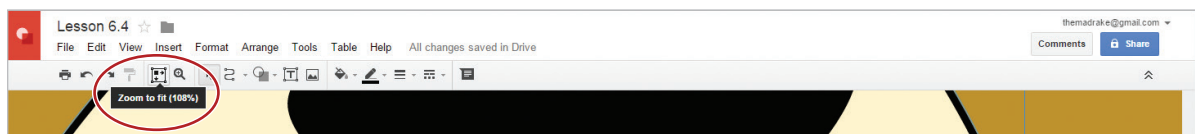
6.4 Figure A



8. **Use Zoom.** To increase or decrease the zoom setting, click the the **Zoom** icon, then click and drag over the mouth and whiskers to help with proper placement.



9. To view the entire drawing canvas again, click the **Zoom to fit** icon.



10. Download your drawing as a PNG image (.png). To download your document with a different file format (for example, .pdf, .png, .docx, or .jpg), from the **File** menu, select **Download as**, and select the desired format. In this case, select **PNG image (.png)**.

Note: By downloading as a PNG image, your drawing will have a transparent background. Your PNG image will be saved to your downloads folder. You can import your file into several other applications such as Docs and Slides.

11. Print preview. Your drawing should look similar to 6.4 Figure A above.
12. Share or print your drawing if required.

Tic-Tac-Toe

Collaborating with Drawings

Overview

Being able to share and collaborate on a Google Drawing is a fun way to work with a partner. For this Google Drawing lesson, you and a partner will create and play tic-tac-toe while keeping score using the commenting tool.



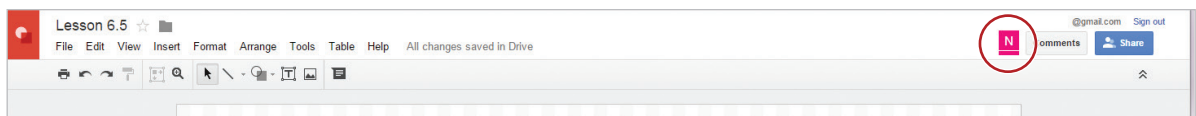
New Skills

Collaborate • Insert a Comment

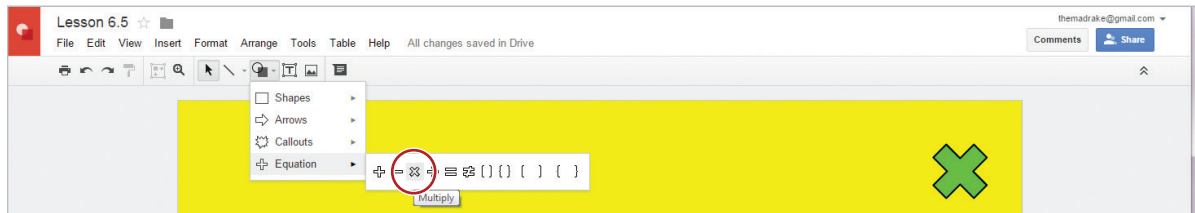
In this lesson, you and a partner will collaborate by editing a shared drawing.

Instructions

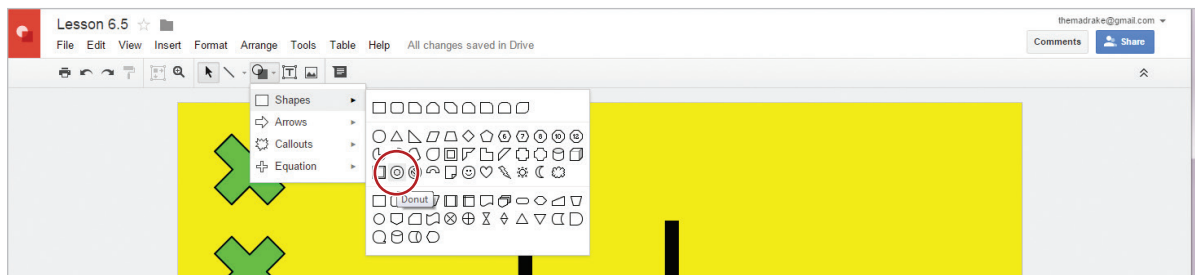
1. In order to complete this lesson, you must be assigned a partner with whom you will collaborate. Once partners have been assigned, determine who will take on the role of Student A and who will take on the role of Student B.
2. Before you begin, carefully review all of the instructions in this lesson.
3. **STUDENT A:** In your My Drawings folder, create a new drawing and name it Lesson 6.5.
4. **STUDENT A:** Share the drawing with **STUDENT B**. Assign them permission to edit the drawing and add a note: [Let's play Tic-Tac-Toe.].
5. **STUDENT B:** In your **Shared With Me** drive, open **Lesson 6.5**.
6. **Collaborate.** When more than one person is simultaneously editing a drawing, a colored tab indicator will briefly appear when an object is created. A colored box will also appear at the top of the screen.



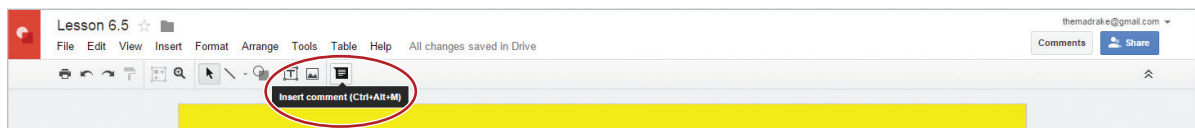
7. **STUDENT A:** Change the background color to yellow.
8. **STUDENT B:** Create the Tic-Tac-Toe grid shown in 6.5 Figure A, then group the grid.
9. **STUDENT A:** To create five X shapes, from the **Shape** drop-down menu, select **Equation**, then select **Multiply**. Select the fill color of your choice, then position them as shown in 6.5 Figure A.



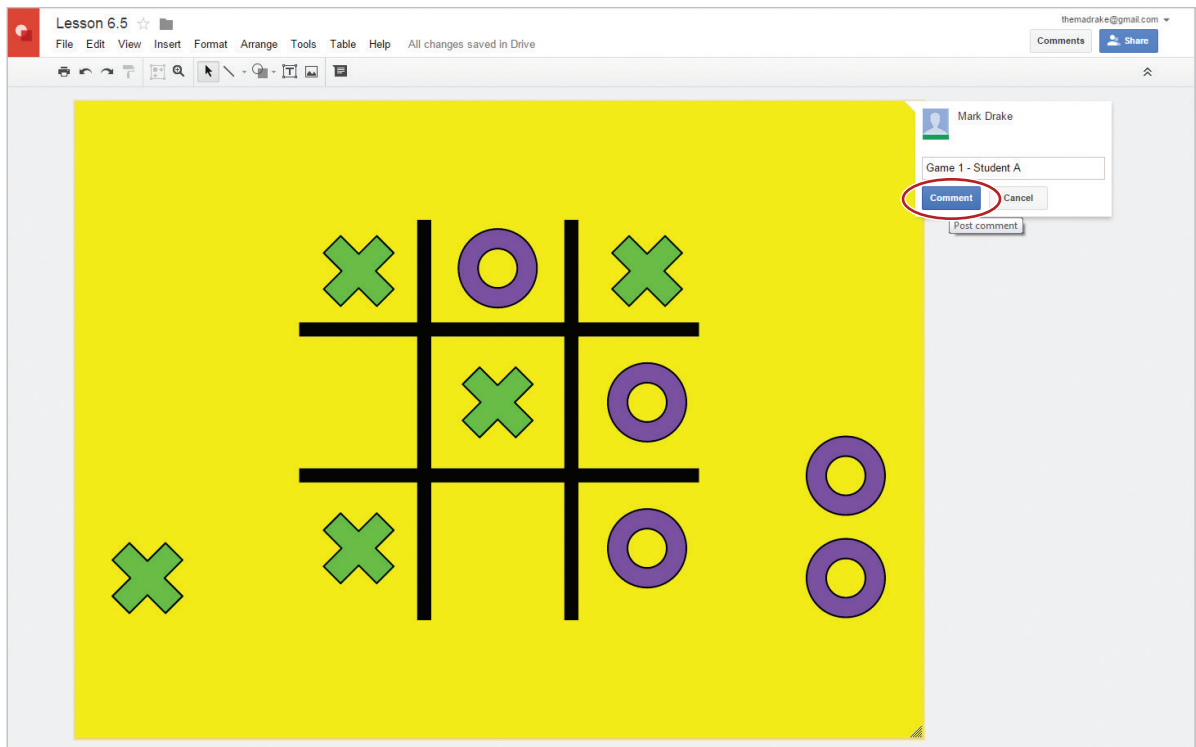
10. **STUDENT B:** To create five O shapes, from the **Shape** drop-down menu, select **Shapes**, then select **Donut**. Select the fill color of your choice, then position them as shown in 6.5 Figure A.



11. Your drawing should look similar to 6.5 Figure A.
12. **STUDENTS A and B:** Play a game of tic-tac-toe with your partner with **STUDENT A** going first.
13. At the end of the first game, **STUDENT A** will insert a comment recording the winner's name. At the end of the second game, **STUDENT B** will insert a comment recording the winner's name.
14. **Insert a Comment.** To post a comment in a drawing, click the **Insert comment** icon.



15. **STUDENT A:** Insert a comment, type the winner's name, then click Comment.



16. **STUDENTS A and B:** Move your tic-tac-toe pieces to their original position shown in 6.5 Figure A.

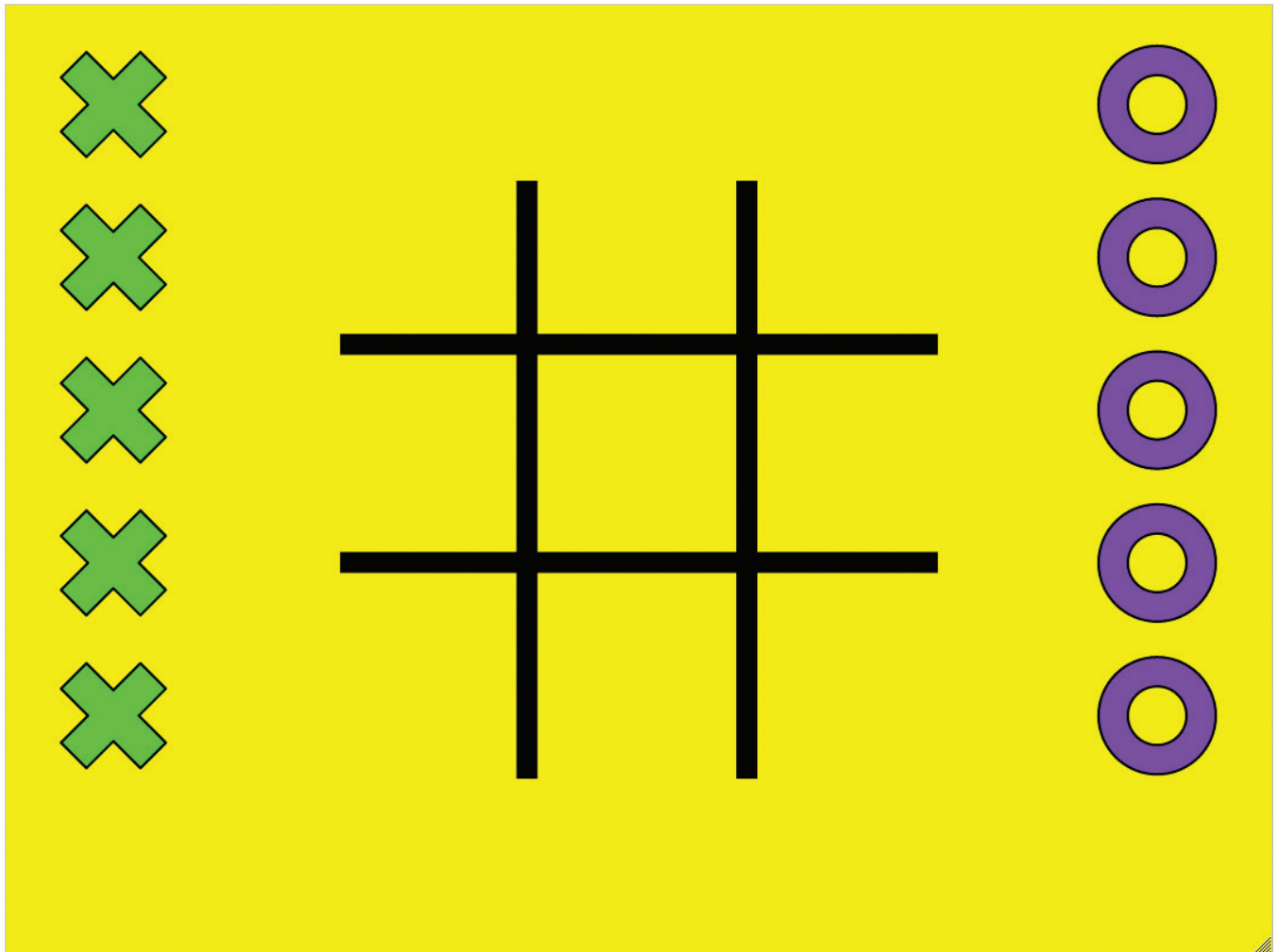
17. **STUDENTS A and B:** Play a game of tic-tac-toe with your partner with **STUDENT B** going first.

18. **STUDENT B:** Insert a comment, type the winner's name, and click Comment.

19. Continue to play four more games, alternating posting comments.

20. Share or print your drawing if required.

6.5 Figure A



LEARN
-BY-
DOING

Google Docs

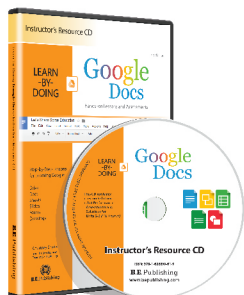
Hands-on Lessons and Assessments

This textbook uses school and workplace-themed lessons to introduce students to the powerful tools and features of Google's productivity apps. Each new set of application skills are clearly explained using a step-by-step, illustrated format that makes learning come to life for the student.

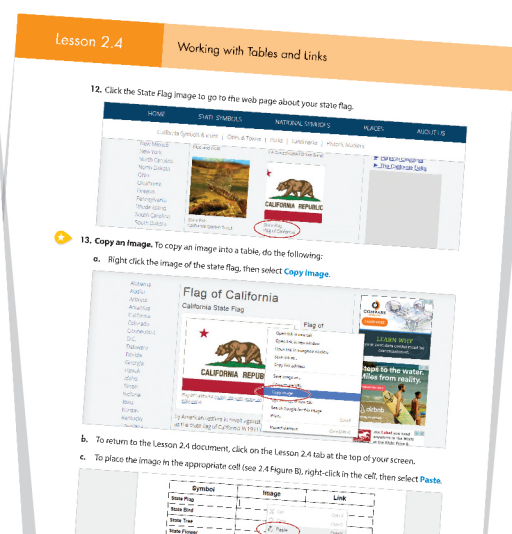
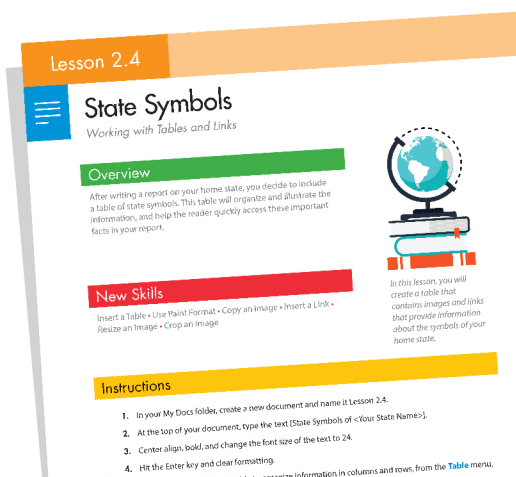
Learn-by-Doing: Google Docs is designed to be used by middle and high school students enrolled in a computer applications course that includes Google Docs, Sheets, Slides, Forms, or Drawings in its curriculum. The lessons in this book build upon one another. Skills and features are presented in an order ranging from basic to intermediate.

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- Lesson content is customized with school and workplace themes
- Includes 25+ easy-to-follow lessons
- Includes a comprehensive Curriculum Guide for mapping skills
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