

Google Docs/Drive Quick Reference Card

Google Docs/Drive Home Screen

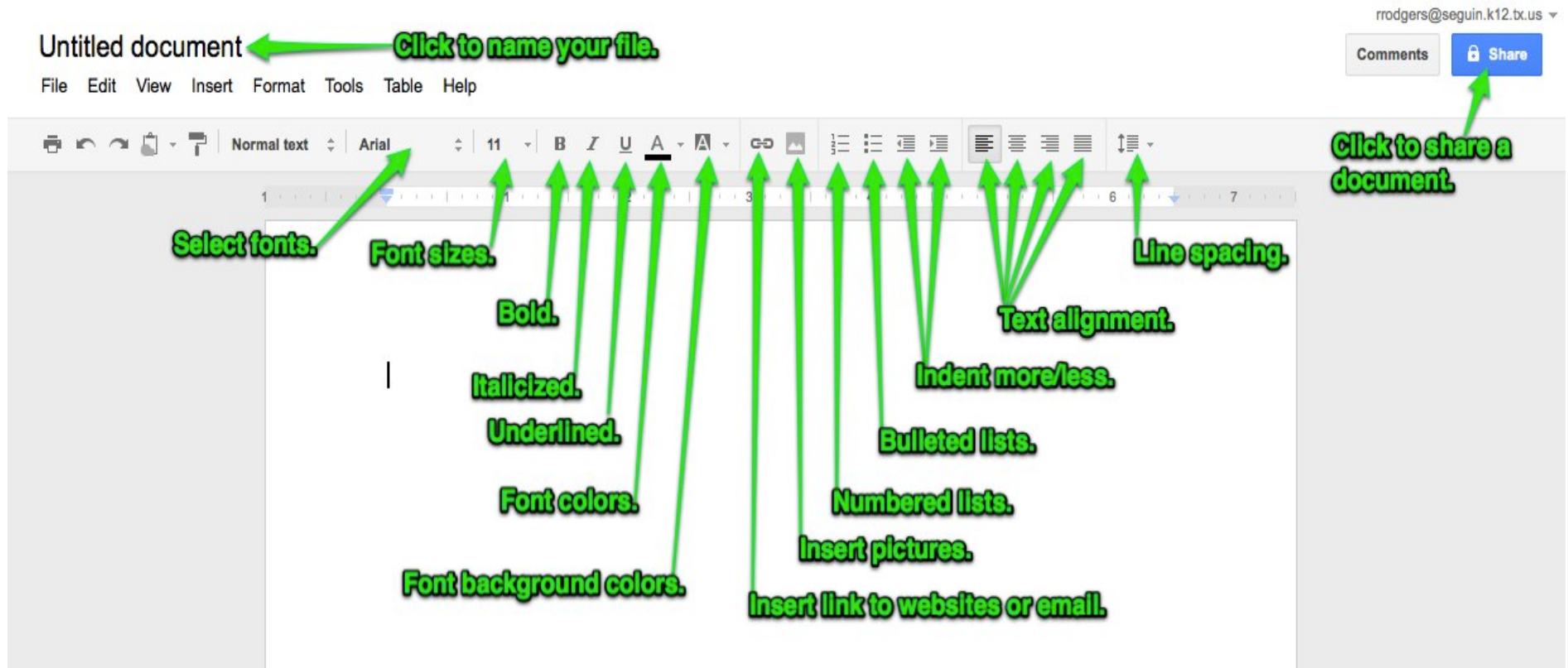
The screenshot shows the Google Docs/Drive Home Screen with various annotations. The top navigation bar includes links to Search, Images, Mail, Drive, Calendar, Sites, Maps, YouTube, News, and More. The user's email address, roddgers@seguin.k12.tx.us, is displayed in the top right corner. The left sidebar shows the Drive interface with a 'CREATE' button and a list of collections. The main area displays a table of files with columns for TITLE, OWNER, and LAST OPENED. Annotations with green arrows point to specific elements: 'Click to create a new document, presentation, etc.' points to the 'CREATE' button; 'Click to upload a file to your online storage.' points to the upload icon; 'Change the way files are arranged on the page.' points to the 'Sort' dropdown menu; 'Indicates a file you created.' points to the 'me' owner for 'Tech Staff Dev 2012-2013'; 'Indicates a file someone created and shared with you' points to the 'Bill Lewis' owner for 'Seguin ISD Tech Summer Technology 2012'; and 'Click on a file name to open.' points to the file name 'Google Docs Agenda'.

Annotations:

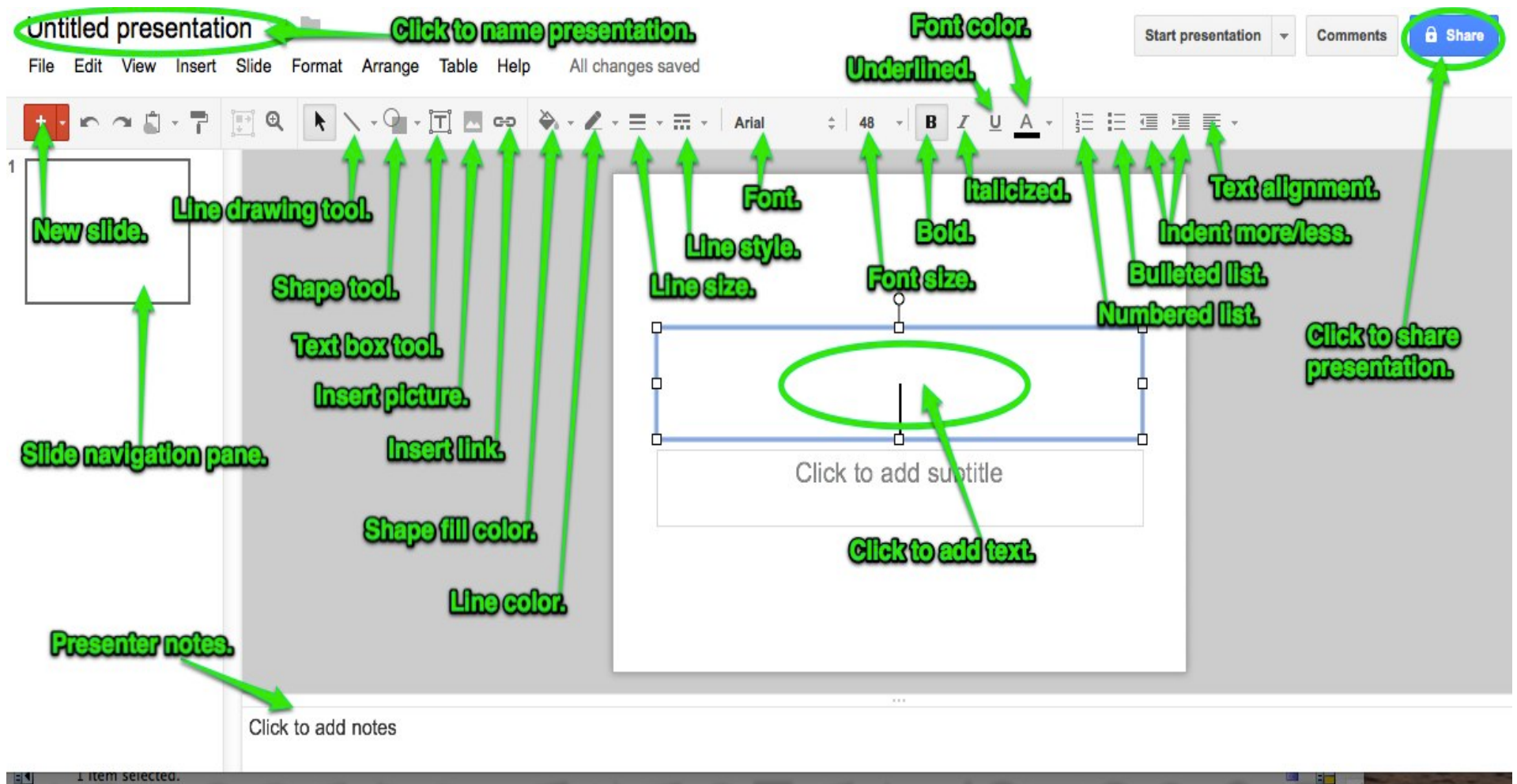
- Click to create a new document, presentation, etc.
- Click to upload a file to your online storage.
- Change the way files are arranged on the page.
- Indicates a file you created.
- Indicates a file someone created and shared with you
- Click on a file name to open.

TITLE	OWNER	LAST OPENED
Google Course Forms Shared	me	9:40 pm
Untitled document	me	9:39 pm
Technology Integration Plan Shared Google Course Forms	me	Jul 12
Tech Staff Dev 2012-2013 Shared	Bill Lewis	Jul 12
Parent/Guardian Information	me	Jul 12
SISD Summer Tech Training: Lesson Plan Shared	me	Jul 12
Seguin ISD Tech Summer Technology 2012 Shared	Bill Lewis	Jul 10
MayNewsletter.docx	me	Jun 27
Student Technologies Survey Shared	me	Jun 27
Mobile Devices Agenda Shared	me	Jun 27
Untitled document	me	Jun 27
Untitled document	me	Jun 27
Google Docs Agenda Shared	me	Jun 18
Google Docs Course Shared	me	Jun 18
Koennecke Technology Professional Learning Survey Shared	me	Jun 14

Google Doc Screen



Google Presentation Screen



Google Spreadsheet Screen

The image shows the Google Spreadsheet interface with various features labeled with green arrows:

- Untitled spreadsheet**: The title of the document, circled in green.
- Click to name spreadsheet.**: An arrow pointing to the title bar.
- File Edit View Insert Format Data Tools Help**: The main menu bar.
- Data functions.**: An arrow pointing to the Σ icon in the toolbar.
- Create a chart/graph.**: An arrow pointing to the chart icon in the toolbar.
- Click to share spreadsheet.**: An arrow pointing to the **Share** button in the top right corner.
- Format text as currency.**: An arrow pointing to the **\$** icon in the toolbar.
- Format text as percentage.**: An arrow pointing to the **%** icon in the toolbar.
- Other format options.**: An arrow pointing to the **123** icon in the toolbar.
- Font size.**: An arrow pointing to the **10pt** icon in the toolbar.
- Bold.**: An arrow pointing to the **B** icon in the toolbar.
- Strikethrough.**: An arrow pointing to the **ABC** icon in the toolbar.
- Font color.**: An arrow pointing to the **A** icon in the toolbar.
- Font background color.**: An arrow pointing to the **A** icon in the toolbar.
- Cell borders.**: An arrow pointing to the border icon in the toolbar.
- Text alignment.**: An arrow pointing to the alignment icons in the toolbar.
- Merge cells.**: An arrow pointing to the merge cells icon in the toolbar.
- Text wrapping.**: An arrow pointing to the text wrapping icon in the toolbar.
- Filter data.**: An arrow pointing to the filter icon in the toolbar.
- Insert a new sheet.**: An arrow pointing to the **+** icon in the bottom left corner.
- Select sheets.**: An arrow pointing to the **Sheet1** tab in the bottom left corner.

Google Forms Screen

+ Add Item **Theme: Plain** **Change the appearance of the form.** **Email this form** **See responses** **More actions** **Save**

☐ Allow users to edit responses. **Allows participants to change responses.**

☐ Require Seguin.k12.tx.us sign-in to view this form. **Restricts participation to only district employees.**

☐ Automatically collect respondent's Seguin.k12.tx.us username. **Records district username for participants automatically.**

Add a new question/item.

Untitled form **Name your form.**

You can include any text or info that will help people fill this out. **Insert instructions or other information.**

Question Title **Sample Question 1** **Insert a question/item.**

Help Text

Question Type Text **Choose the question type (e.g. multiple choice, checkboxes, etc.)**

Their answer

Done ☐ Make this a required question **Set as a required question.**

Sample Question 2

Edit an item. **Duplicate this item.** **Delete this item.**

Use this link to share the form with participants.

You can view the published form here: <https://docs.google.com/a/seguin.k12.tx.us/spreadsheet/viewform?formkey=dDZUaWYybJlRODdsMI1GOWVrRXlGdGc6MQ>