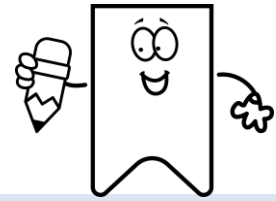






Assignment 1 Edit My Puppy Story



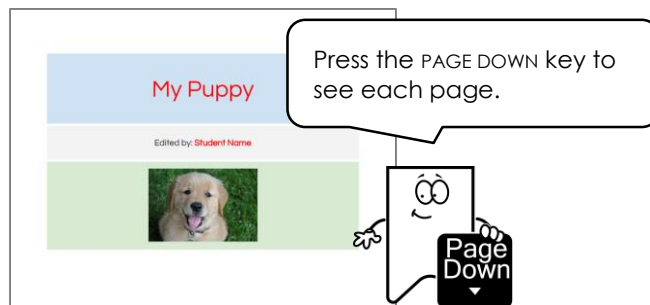
Read the story *My Puppy*.

Format the **red** words to make them look like their meaning.

 <p>My puppy likes to play.</p>	 <p>My puppy digs in the mud.</p>	 <p>My puppy loves to eat.</p>	 <p>My puppy is funny.</p>
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Sign In to Google Drive and Open the My Puppy Template

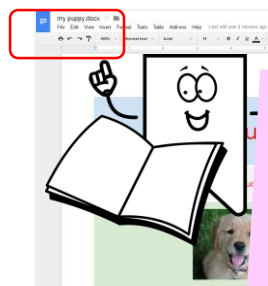
- ▷ Ask your teacher how to open the *My Puppy* template.
Read the story.



Press the PAGE DOWN key to see each page.

Rename the Story

- ▷ In the top corner click *my puppy.docx*.



When you opened the template, Google Docs created a new file. You need to give it a new name.

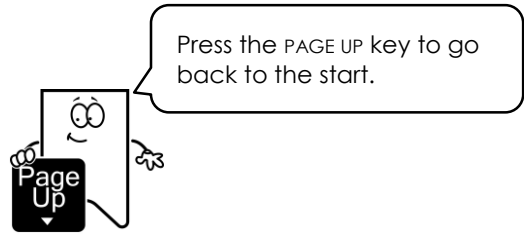
- ▷ Edit the name to **my puppy YOUR NAME**. Click

Students begin by editing a template. Templates provide:

- ✓ easy premade solutions for teachers
- ✓ samples to spark creative ideas
- ✓ models for students to emulate

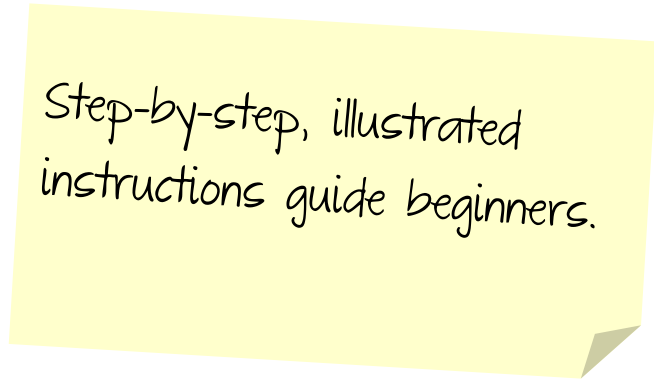
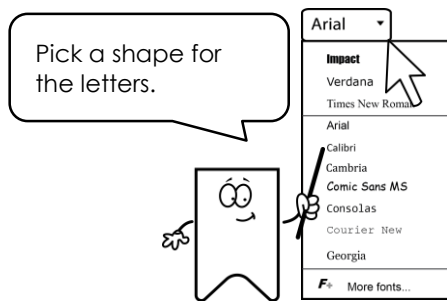
Triple Click to Select the Title

- ▷ View page one.
- ▷ Place the cursor in the words *My Puppy*.
- ▷ Triple click to select all the words.



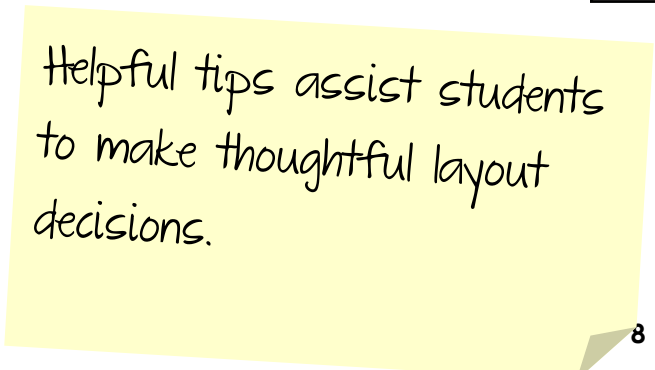
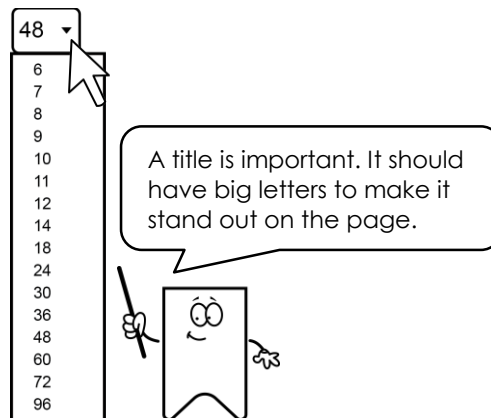
Format the Font

- ▷ Click the *Font* arrow.
Pick a font from the list.



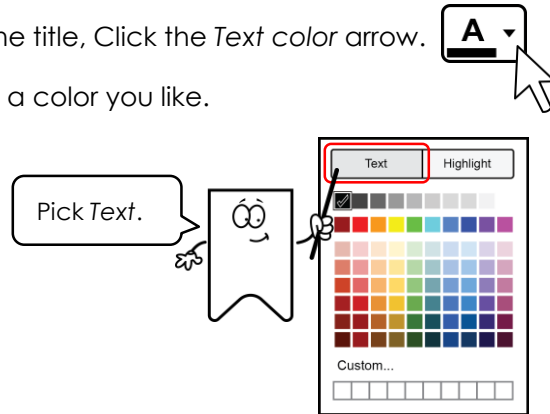
Format the Font Size

- ▷ Select the title.
- ▷ Click the *Font* size arrow.
Pick a font size.



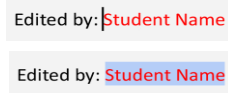
Format the Text Color

- ▷ Select the title, Click the *Text color* arrow.
- ▷ Click on a color you like.



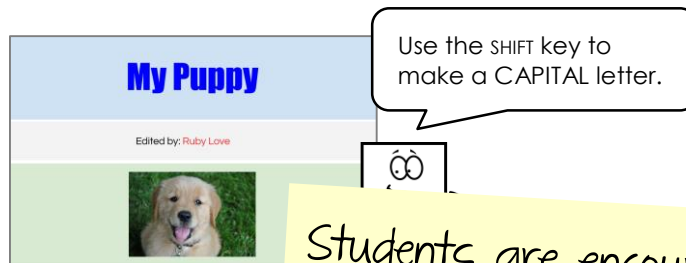
Click and Drag to Select Student Name

- ▷ Place the cursor in front of *Student Name*.
- ▷ Click and drag to the right to select the words.



Replace Text with your Name

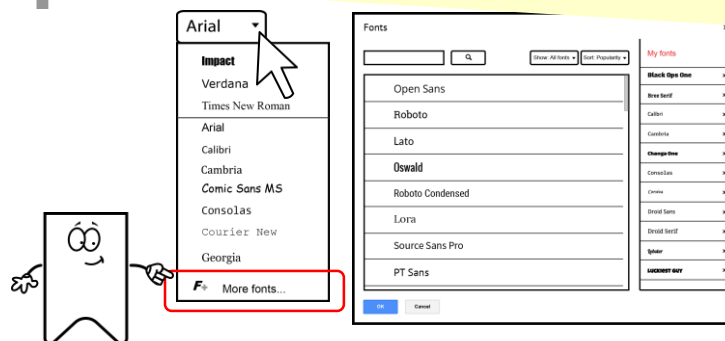
- ▷ Type your **name**.



Students are encouraged to explore and discover tool options.

Find More Fonts

- ▷ Select your name.
- ▷ Click the *Font* arrow.
- ▷ Click *More fonts...*



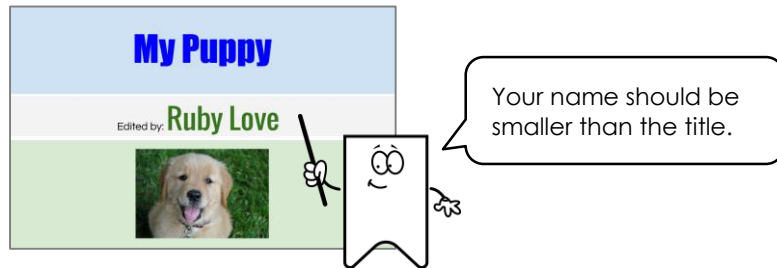
- ▷ Click on a font you like. Click OK.

Format the Font Size and Color

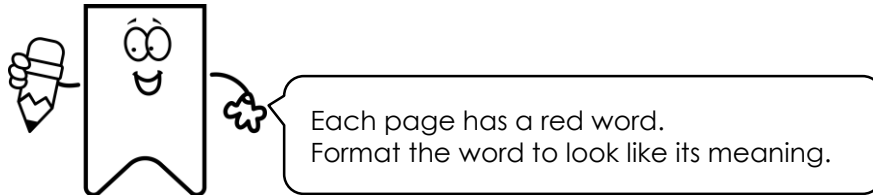
▷ Select your name.

▷ Click the *Font size* arrow. Pick a font size.

▷ Click the *Text color* arrow. Pick a color.



Format the Words on each Page



For example:

 My puppy likes to play .	 My puppy digs in the mud .	 My puppy loves to eat.	 My puppy is funny .
play	mud	loves	funny

▷ Make the words look great!

- Format the font.
- Set the size.
- Change the color.

Fun activities engage students and build essential word processing skills.

Sign Out from Google Drive