

**LESSON 7: February 24 - March 3 (The Penultimate PDF)**

Reviewing Skills in GD (and using Video Notes)

A few weeks ago in Lesson 4, I gave you 20 skills to review in HW 4.2 and a GD spreadsheet with triangles to fill in. The direct URL was <http://tinyurl.com/GDreview33> where you made the choices.

LESSON	QUESTION ID#	DESCRIPTION (for each item below use YOUR column on the right and the TRIANGLE to indicate GOT IT or NEED HELP or NOT SURE)	AMANDA	CARRIE	DICK	JENNY	JOANNA	RACHEL	SANDY
1	1	Name each of the modules of GD and state one interesting unique feature about each one?	got it	got it	got it	got it	got it	got it	got it
1	2	What are the steps for sharing a file in GD? What are 3 different privilege levels you can give each user?	got it	got it	got it	got it	got it	got it	got it

Now in week 7, I want to continue this. So I have skills 21- 46 listed on this SS and a video at <http://youtu.be/kqj1xGnS-lc> that goes with it.

However, I want you to watch this video and experience "Video Notes" at the same time using a special GD add on called Video Notes.

How to install and use this GD video add on?

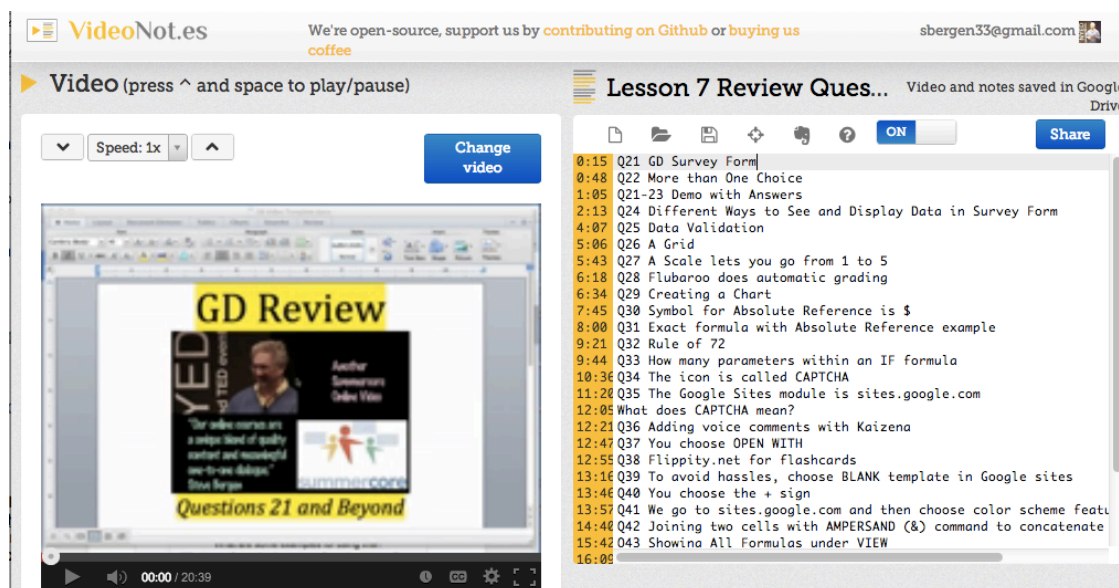
Go to <http://www.videonot.es/> and click the green button that you see below. This is a funky URL that is hard to remember but if you forget the URL and type the two words "video notes" into google, it will make it easier to get back to it.



Next, copy and paste the URL for my video into the left side where it says

In other words, via copy and paste it will look like

and now as you watch on the left window, you can see my notes in the right window.



So what I would like you each to do is

HW 7.1: watch portions desired of the 20 minute video using my **Lesson 7 Review Questions 21-46** video notes document that looks like this, clicking on the ORANGE numbers that give you the exact digital time for that specific item. By the way, my file called Lesson 7 has a direct URL of <http://tinyurl.com/videonotes33> and I shared it with each of you on Friday Feb 21.

HW 7.2 Use Video Notes and watch this shorter 3 minute video about the PAINT FORMAT TOOL, creating a new GD file with your notes that you share with your partner and me.

Step 1 -- go to the video notes web site at <http://videonot.es> and choose the green button that says CONNECT WITH GOOGLE DRIVE

Step 2 -- feed it this URL via copy/paste -- http://youtu.be/7xaPdG4_WfE -- so that you load the video called SHORTCUTS WITH PAINT FORMAT

Step 3 -- as you watch the 3 minute video on the left, take notes on the right hand side, pushing RETURN or ENTER each time to end one note and start the next one. The software will put the orange numbers in automatically for each note.

Step 4 -- when done, click where it says UNTITLED NOTES to give it a title such as Lesson 7 Notes from ??? on Paint Format

Step 5 -- choose SHARE and include your partner(s) and me, changing the message on the bottom that notifies us

Next Topic

As we head to our last lesson next week on March 3, I would like to make sure you prioritize **HW 8.1** and **HW 8.2** to be completed by next week since part of Lesson 8 will be based on this.

PARTNER PROJECT OVER THE NEXT SEVEN DAYS

HW 8.1 and 8.2 due March 3 The assignment is to work with your partner(s).

HW 8.1 Please create a new GD Presentation or Google Site on "A Tale of Two/ThreeSchools" in which you and partner(s) compare and contrast the way your two/three schools are working through the stages of GD and what some of the hassles and issues are. This will involve email exchange and phone/skype/google hangout conversations.

HW 8.2 The assignment is to connect with your team partner(s) and identify one of the GD apps that you find intriguing and that all of you explore. These apps are "add-ons" to GD that are readily available for exploration. Like apps on an iPad, some are free, some are commercial and cost money and some give you one month of free trial access. The choosing of the GD app and the evaluation of it can be done as part of the same platform (GD presentation or GD website) as **HW 8.1**.

The above work is your priority for this week. I have put a PARTNER section on our Wiki so that you and your partner(s) can indicate what you are doing and the link to where the rest of us can read about it.

That's it folks! The content of the lesson below involves new topics and review of previous skills. However, the partner activity above is the priority and so I am declaring everything below as **OPTIONAL**.

Happy end of February and start of March. Spring is here (favorite Tom Lehrer song below)



phone = 781-953-9699
skype name = stevebergen (no spaces)
Email = sbergen33@gmail.com

Spring is here, a-suh-puh-ring is here.
Life is skittles and life is beer.
I think the loveliest time of the year is the spring.
I do, don't you? 'course you do.
But there's one thing that makes spring complete for me,
And makes ev'ry sunday a treat for me.

No, this picture below is not a joke but it is part of the "F" for flexibility theme for the final two weeks in our online course. There are many wonderful topics below but some of you are playing catchup and this way you can partake of whatever you wish from the no guilt Smörgåsbord below.



These 3 Videos Were an Option Early in the Course in Lesson 1

7.3 OPTIONAL These were listed as optional in Lesson 1 when we started the course. Most of you ignored these videos then, but now is a good time to go through them if you have time.

** Learn about TABs and Margin Markers in both GD -- <http://youtu.be/0FskSxHticU> (11 min) and Microsoft Word -- <http://youtu.be/VTMYH7ZZTvw> -- 7 min

** This 20 minute video at <http://youtu.be/0GhFObmU1Tg> will give you useful instruction on a number of these topics: tables, hyperlnks, images into tables, translating, tabs and table of contents. I urge you to watch it and possibly pause and try each skill out in a side GD window.

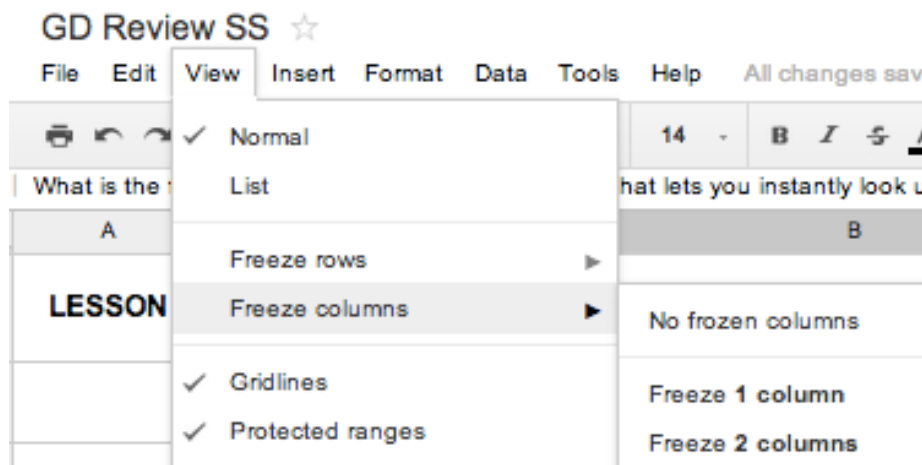
Microsoft Word Tricks with Leader TABS -- although not part of this course, this related video will teach you about LEADER TABS something most people know nothing about! <http://youtu.be/0FskSxHticU> 11 minutes

7.4 OPTIONAL

Next Topic: Freezing Rows and Columns

Short video on Freezing Rows and Columns (2 min)

<http://youtu.be/rawyePeSmYc>



7.5 OPTIONAL

Next Topic: Filters (great way to select data)

One first new thing involves FILTERS which lets you see "selected rows."

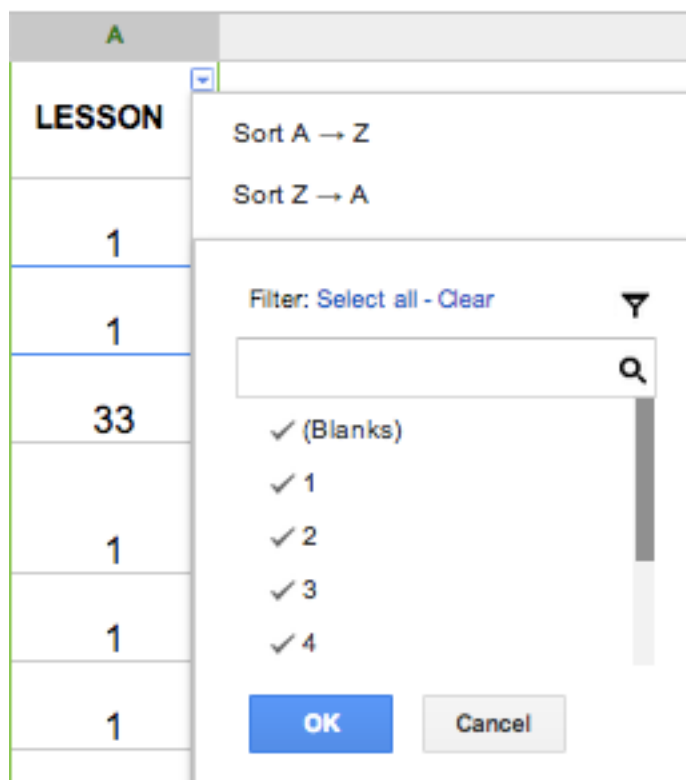
If you highlight column A and then choose FILTER under DATA, you get a tiny baby triangle that appears in the LESSON cell at A1.

	A	B
1	LESSON	DESCRIPTION

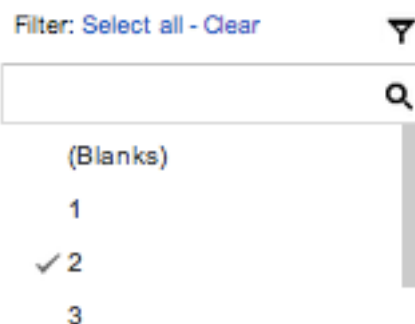
This same feature called FILTERS is also located as an ICON on the toolbar.



Once you turn FILTERS on, you can click on that tiny baby triangle and you will get this set of sub-choices.



Now you can SORT if you want but more importantly, you can click the CHECK off on the categories 1,2,3,4 or via SELECT ALL then CLEAR and you can then put the CHECK on just the category you want, e.g. "2" -- the SELECT ALL choice gets you back to seeing ALL the data.



This gives you just the questions from Lesson 2.

Here is a 3 minute teaching video lesson on FILTERS

<http://youtu.be/6KgKy5qPrZ4>

LESSON	DESCRIPTION
2	What is the preferred technique of sharing a large group of files with several contacts?
2	Demonstrate how to use the "magic spot fill down technique" and explain why some times we highlight one cell and other times we highlight two cells?
2	How do you make numbers look like currency?
2	What formula do we use to calculate percent increase? For example if you have a number in cell E3 and you want to type into E4 a formula to calculate 9% increase, what exactly would you type?
2	What are the names for the two ways text in a WP document can interact with a graphic, e.g. the graphic is called _____ or _____. Demonstrate an example of each in a GD WP document.

7.6 OPTIONAL GD Review SS: <http://tinyurl.com/gdreview33>

Load up this GD Spreadsheet called GD Review SS and see if you can isolate just the LESSON 3 questions by using the filter.

7.7 OPTIONAL US Presidents SS: <http://tinyurl.com/presidents33>

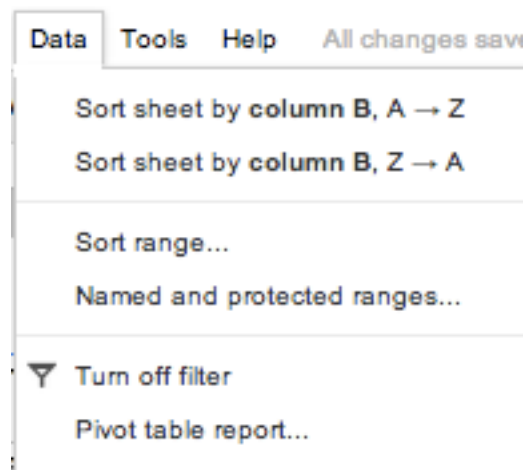
Load up the US Presidents Spreadsheet and see if you can isolate just the Presidents from one state such as New York or Texas or Florida.

7.8 OPTIONAL Next Topic: Pivot Tables which are amazing, wonderful and powerful!

Another useful SS feature is called **PIVOT TABLE** and is found under DATA where it says PIVOT TABLE REPORT.

President	Years in office	Year first inaugurated	Age at inauguration	State elected from	# of electoral votes	# of popular votes	National total votes	Total electoral votes
George Washington	8	1789	57	Virginia	69	NA()	NA()	69
John Adams	4	1797	61	Massachusetts	132	NA()	NA()	139
Thomas Jefferson	8	1801	57	Virginia	73	NA()	NA()	137
James Madison	8	1809	57	Virginia	122	NA()	NA()	176
James Monroe	8	1817	58	Virginia	183	NA()	NA()	221
John Quincy Adams	4	1825	57	Massachusetts	84	NA()	NA()	261
Andrew Jackson	8	1829	61	Tennessee	178	642,553	1,148,018	261
Martin Van Buren	4	1837	54	New York	170	764,176	1,503,534	294
William Henry Harrison	0.8	1841	68	Ohio	234	1,275,390	2,411,808	294
James K. Polk	4	1845	49	Tennessee	170	1,339,494	2,703,659	275
Zachary Taylor	1	1849	64	Louisiana	163	1,361,393	2,879,184	290

I have shared with you a file of US Presidents in SS form that you can use to practice making a Pivot Table, the sixth choice under DATA. You can also practice FILTERS on this SS. Once again, the URL is <http://tinyurl.com/presidents33> but I have also shared it with you!



Here are two videos about Pivot Tables, but you may be asking "what is a pivot table?" so I will show you on the next page

Pivot Table Video #1 <http://youtu.be/-PFwZmvg6xk> (6 min)

Pivot Table Video #2 <http://youtu.be/mKMzFnfDRlg> (4 min)

A **Pivot Table** is an analytical summary of your data. After making 1 or 2 choices, we get to this screen

US Presidents ☆

File Edit View Insert Format Data Tools Help All changes saved in Drive

Report Editor

'US Presidents'!A1:O36 – Edit range...

Rows - Add field

Columns - Add field

Values - Add field

Filter - Add field

☒ Update table on each change
☐ Manually Update table

In video 1, you learn to ADD 1 ROW and then modify VALUES using the new function COUNTA to get a Pivot Table that looks like this

A	B
Arkansas	1
California	2
Georgia	1
Illinois	3
Indiana	1
Louisiana	1
Massachusetts	3
New Hampshire	1
New Jersey	1
New York	6
Ohio	6
Pennsylvania	1
Tennessee	2
Texas	2
Virginia	4
Grand Total	35

In video 2, you learn to add a different column so you can analyze categories more thoroughly. If you have never seen or made a pivot table, you will feel very powerful when you do!

7.8 OPTIONAL US Presidents SS: <http://tinyurl.com/presidents33>

Load up the US Presidents Spreadsheet and see if you can make a pivot table showing how many Presidents from each state or inauguration age.