

## LESSON 8: November 11 - Nov 18 \* The Penultimate PDF \*

Hello everyone (Bob, Connor, Jo, Lisa, Terri and Wynnette) FYI, Barbara is not able to finish our course but plans to do the lessons later in the year.

As we head to the last two weeks of our course, I am going to focus on REVIEWING and will keep all of the HW problems optional so that there is no guilt, yet for those of you who have "caught up" and are "on top of everything" you still have new tasks and challenges to do.

I am truly hoping that by next Monday 11/18 one week from today, you have completed the writing regarding

**-- the partner activity and the writing on the Wiki**

**-- the writing on the Wiki about your Columbus New World project (even if the project is in the future)**

Please, please, please, please, please, please, please, please, please, please,  
please, please, please, please, please, please, please, please, please, please,  
please, please, please, please, please, please, please, please, please, please,  
please, please, please make it a priority to get these two things done so that I can  
wake up the morning of Monday 11/18 and see all the writing there.

Yes, **33** "pleases" above -- sbergen**33**@gmail.com



Team 1 - Jo and Connor (FL and TX)

Team 2 - Lisa and Wynnette (TX and FL)

Team 3 - Bob and Terri (TX and WA and TN)

**HW 8.1 due Nov 11th** The assignment is to work with your partner(s) and jointly write a paragraph or two on our WIKI about one of the featured projects that you found intriguing. **If you and your partner need an extension, please ask!**

**HW 9.1 due Nov 18th** The Columbus Day New World project is done and you have shared in a paragraph or two on our WIKI how it went.

## Lesson 8: Fill yourself up at the Smorgasbord -- consume as much or as little as you want!



The **first dish** on the smorgasbord is a 4 minute video to **make your Google Site portfolio look a little fancier**: [http://youtu.be/k\\_BCo8QxIrl](http://youtu.be/k_BCo8QxIrl)  
-- how to add a thematic graphic that will cover or tile the background of your website  
-- how to add an extra item like a calendar countdown add-on to your website

Bob: [sites.google.com/site/portfoliobw19](http://sites.google.com/site/portfoliobw19)  
Connor: [sites.google.com/site/portfoliocac](http://sites.google.com/site/portfoliocac)  
Lisa: [sites.google.com/site/portfoliolm](http://sites.google.com/site/portfoliolm)  
Terri: [sites.google.com/site/portfolio06terris06/](http://sites.google.com/site/portfolio06terris06/)  
Wynnette: [sites.google.com/site/portfoliowh33](http://sites.google.com/site/portfoliowh33)

The **second dish** on the smorgasbord is a 6 min video to show you where the **responses go with GD forms** and how to alter the location:  
<http://youtu.be/ASAzbdw9yYs>

The **third dish** on the smorgasbord is a 4 minute video to show you **how to move GD files to and from Microsoft files**: <http://youtu.be/hmi306tOY7E>

The **fourth dish** on the smorgasbord is one of my favorites and one that most people never seem very aware of. This is a 12 minute video to show you **how to work with Groups of Contacts in GD**: <http://youtu.be/ycnyGul24Ks>

The **fifth dish** on the smorgasbord for Lesson 8 involves continuing our review of the entire course. As you know from Lesson 7, I created a GD spreadsheet for you reviewing dozens of specific things you have learned in this course, each one with an ID number. The spreadsheet is called GD Review SS and you each have access to it as part of your GD. For redundancy you can find it at the [TINYURL.COM/GDREVIEW33](http://TINYURL.COM/GDREVIEW33) link.

**Here are the questions from 1 to 20 and a 22 minute video at [http://youtu.be/WJ\\_NcWNFOa0](http://youtu.be/WJ_NcWNFOa0) that goes through these 20 questions in order giving you answers with examples and visuals. You can fast forward or go back to any question since they are in order!**

1	Name each of the modules of GD and state one interesting unique feature about each one?
2	What are the steps for sharing a file in GD? What are 3 different privilege levels you can give each user?
3	How can you share a GD file with a large number of users using a GROUP of EMAILS?
4	What are the steps to making a GD file to be public to anyone with the link and how does TINYURL.COM work to help us with this? What is the disadvantage of using this approach?
5	What does it mean to "object oriented" vs "bit-mapped" in terms of drawing? Which one is GD Drawing?
6	What is the formula in a GD spreadsheet to add up the cells in a range such as D2 to D9?
7	What is the rationale for requiring all your students in a class to use a standard file saving name?
8	What is the feature called under the TOOLS menu that lets you instantly look up information or pictures on the web to pull into a GD file?
9	How do you change the citation style in GD from MLA to APA to Chicago?
10	How do you convert a Microsoft Word file into a GD file?
11	How do you convert a GD file into a Microsoft file?
12	Demonstrate how to insert 1 picture and 1 quote into a GD using the RESEARCH TOOL creating 2 footnotes and using a certain citation style (MLA, APA, Chicago).
13	Explain how to use GD to find pictures that are copyright free.
14	What is the preferred technique of sharing a large group of files with several contacts?
15	How many owners can a document have? Is it possible to make someone else

	the owner?
16	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?
17	How do you make numbers look like currency?
18	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?
19	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.
20	How do create separate worksheets in one GD spreadsheet? How do you name or rename each one?

**Here are questions from 21 to 46 and a 20 minute video at <http://youtu.be/kqj1xGnS-lc> that goes through these 26 questions in order giving you answers with examples and visuals. You can fast forward or go back to any question since they are in order!**

21	What are the various data types you can use for each question in a GD Survey Form?
22	Which GD Survey Form data type allows the user to click on more than one choice?
23	Is it possible to change the order of your questions in a Google Survey Form? If so, demonstrate or explain how.
24	What are the 2-3 different ways you can see and maintain the data from those people who have completed your survey form?
25	What is meant by DATA VALIDATION in a GD Survey Form? What are some examples for using this?
26	What type of question in a survey form do you use if you want the user to check off items within a rectangle that is 2 x 5?
27	What type of question in a survey form do you use if you want the user to indicate a number from 1 to 5?
28	What is the grading program that works with GD and helps to grade the student answers? F L _ _ _ O O?
29	What are the steps for creating a chart on GD? What should be in the first row of the SS?
30	What is the symbol used on a GD spreadsheet to achieve absolute reference?
31	What is the exact formula we use if we to multiply B4 by the amount that is entered into A1 and we want A1 to be an absolute reference sacred item?





32	What is the rule of 72 in terms of money increasing in a bank at certain percentages?
33	How many parameters ("chunks") within the IF formula on a GD SS? What does each one stand for? Give an example.
34	What is the ICON called that is used frequently on webpages to make sure that a human being is entering the info and not an automatic computer doing it? Bonus? What does it stand for?
35	What module of Google allows you to make a web site? What is the URL for that area of the Google world?
36	What is the name of the add-on to GD that allows you to add voice comments to a GD WP document?
37	When you have a Google WP document and you want to open it with Kaizena, what do you choose after right mouse clicking on the document -- not OPEN but rather O _ _ _ W _ _ _ ?
38	What add-on to GD allows you to take a 2 column SS (with proper headings) and turns the items below into flash cards? F _ _ _ _ t y . And yes. this is .net not .com as a website!
39	To avoid hassles, all users should always make their first few Google sites _____ instead of using a template.
40	To add a page to your Google site, you click the _____
41	Demonstrate how to make a new Google site and then change the color scheme.
42	What command symbol in GD spreadsheets lets you join two cells together, e.g. what would you type into D3 so that B3 and C3 would be joined into one word?
43	What do you choose on a GD spreadsheet if you want to see all formulas?
44	How would you help a colleague who sorted a spreadsheet and discovered that the top line with labels got alphabetized into the body of the spreadsheet?
45	Is it possible to take a spreadsheet where all data has been entered in the form of Doe, Jane and turn this column into 2 columns with first name and last name separated? Demonstrate how to do so.
46	How do you take a sentence on a GD spreadsheet and have it span 5 contiguous columns and 2 rows so that it is occupying those 5 columns and 2 rows with no dividers? Demonstrate how to do this and make sure your sentence is centered up/down and left/right when done.

**Bon Appetit!** I have spent a good deal of time cooking these dishes for you and hope you have a good Lesson 8 meal ;-)



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