



Hello to everyone in the GD course! Hope you had a good first week.

We begin Lesson 2 with the SHARING concept again, but this time with folders!

Last week, you made four documents and changed the sharing specs on each one so that sbergen33@gmail.com could edit and so that larrybirddoll@gmail.com could view only and comment. This involved you go to the SHARING SPECS on four different occasions.

I have tried to alter all or most of your documents turned in so you can see how they appear from the two people (LB and me).

This week, I would like to get you going with folders and the efficiency of working with them.

Here is the overview.

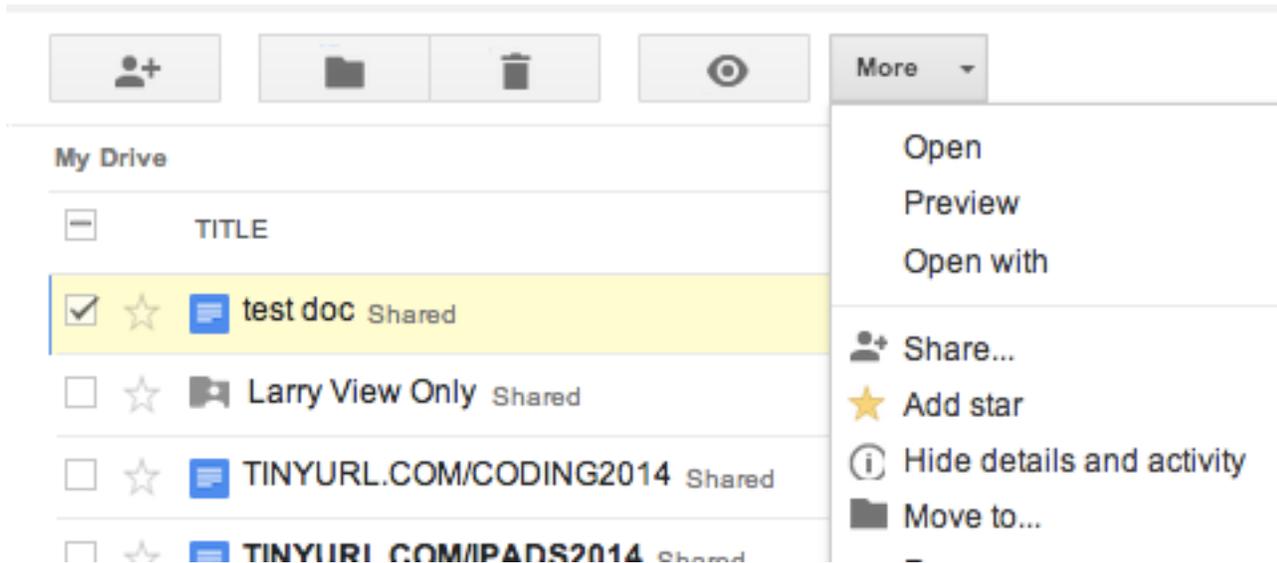
You can create a folder in your Google Drive called "HW Portfolio for Steve from ????" using your name of course. You can program the specs of that folder to be sbergen33@gmail.com can edit and larrybirddoll@gmail.com can view only and comment.

Then when you drag or move any files into that folder that had no previous sharing specs, they inherit those sharing specs.

Got it? See the advantage? You can get this done right now and share it right now even though it will be a few days before you put any files into it. We will call this HW 2.1, our first assignment of Lesson 2.

HW 2.1 Create a folder called HW Portfolio for Steve from ??? using your name of course. Move the four files done from Lesson 1 into this folder. Change the specs of this folder to be sbergen33@gmail.com can EDIT and larrybirddoll@gmail.com can VIEW.

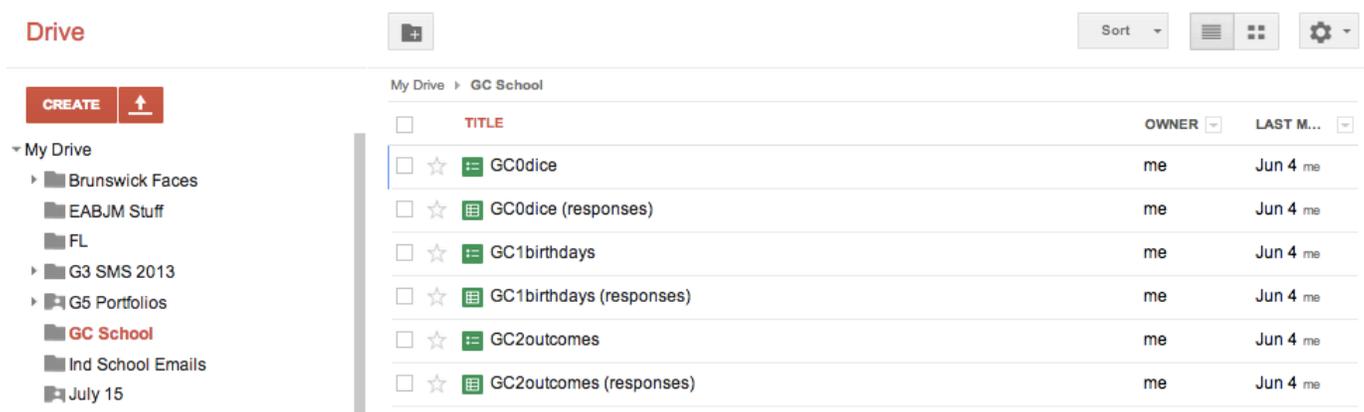
From now on, many assigned files will get dragged into this folder. You can physically drag the files into the folder or you can CLICK THE CHECK MARK and then choose MORE up top and choose MOVE TO.



Perhaps we want a third person to have EDIT ability or a fourth person to have VIEW ability. You do not need to go each of the separate documents but just change the specs of the enclosing folder called "HW for Steve from ???" and this changes automatically and automagically all of the documents inside.

So you make a folder using the CREATE button. You drag files into that folder or you can use the action button called MORE and the subchoice of MOVE.

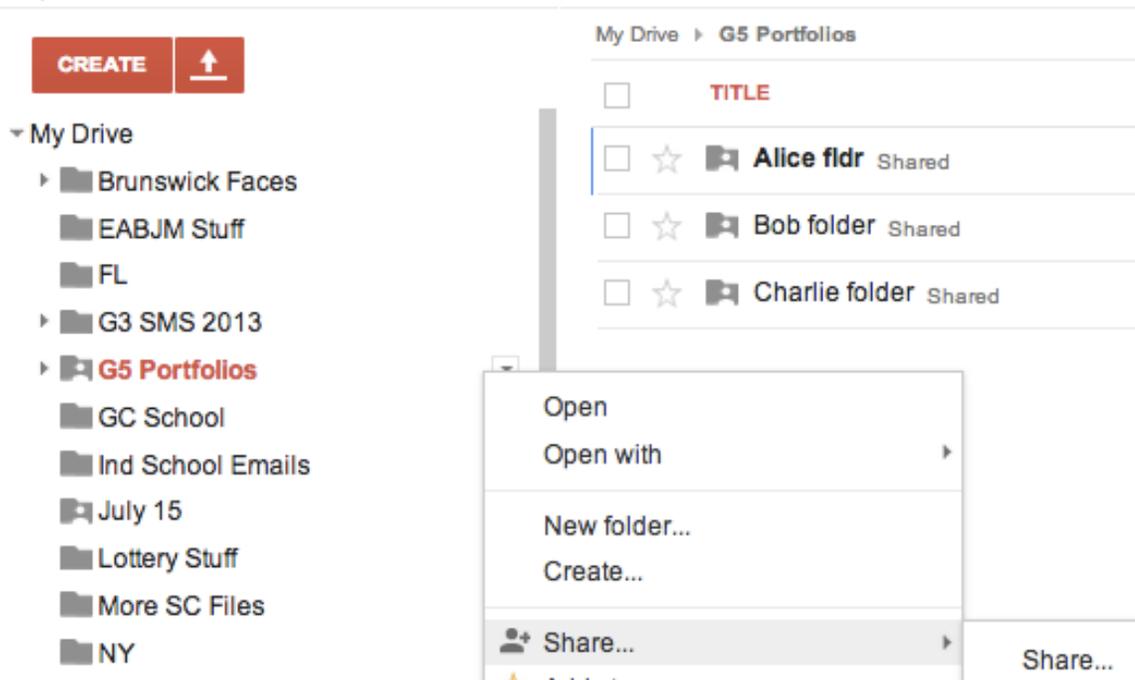
In the picture below, you are looking at a GD folder called GC School that contains 6 files. If I access the SHARING SPECS of the GC folder by either right-mousing (PC) or ctrl-clicking (MAC) on that folder, I can change the specs of that enclosing folder and that affects all 6 of the inside files plus any more that get dragged in!



Using folders by the way you can create PORTFOLIOS for your students.



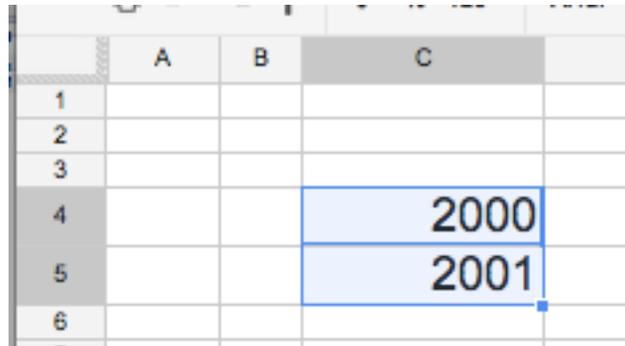
In this next example, you will see that I have a folder called G5 Portfolios that contains separate folders for each child in the class. Notice that you can also use the triangle tab next to G5 Portfolios to access sharing. The key idea is that changing the specs of the "parent folder" called G5 Portfolios changes all the specs of the enclosed items sometimes call the "children files." The metaphor is a good one. The folder is the parent and all the files inside are the children. The SHARING SPECS of the parent folder if they exist automatically apply to the individual children files inside which have not had previous specs. This is a powerful computer concept and important GD feature.



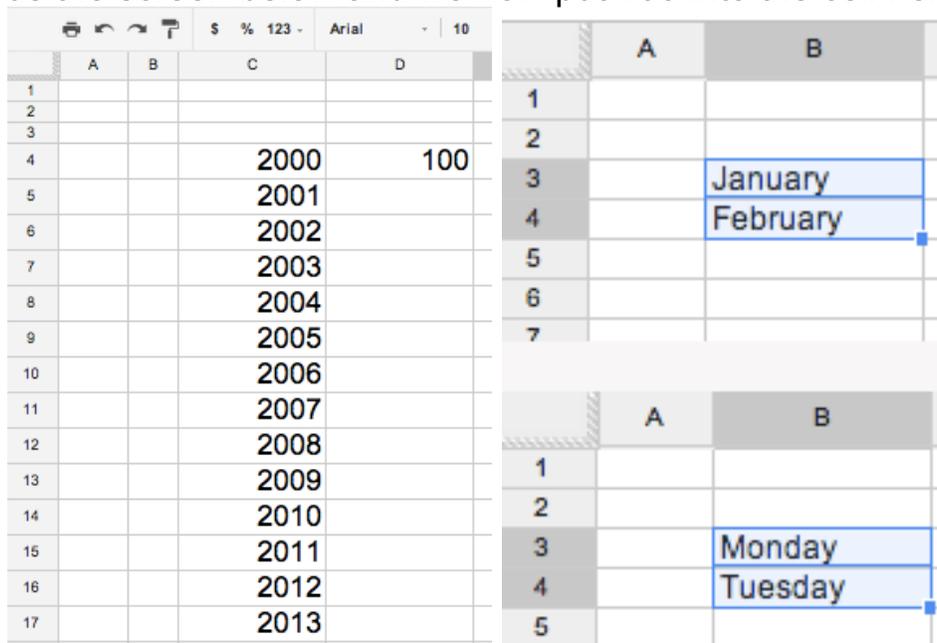
Second topic: more on spreadsheets

Let us go a step further with spreadsheets and calculate 7% interest on \$100 deposited in a bank in the year 2000. My intention is to extend your spreadsheet skills in each of the lessons. Let me know if you have a lot of spreadsheet skills and I will do more for you one on one each time we have our 30 minute phone/skype call.

First skill for this week is called "dragging down with the **magic + sign**." I type in 2000 and then 2001. I highlight both and then move to the bottom right corner of the blue and watch the arrow turn into a **magic + sign** and drag down. Remember that you need to highlight both and wait until you get the + before you drag down.



So that gives us the screen below and we now put 100 into the cell next to 2000.



Note that there is a big difference between highlighting C4 and C5 and getting the **magic + sign** or just highlighting C4 alone. If you do just C4 you will get the "2000" replicated. Also note that if you do the same with days of the weeks or months of the year, you can get the magic of generating all of them easily with the **magic + sign**.



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If you highlight the 100 and click on \$ in the toolbar, you can make it look like money. More importantly, we add our next formula. Last week it was something like =SUM(C4:C10) but this week it is a formula that will add 7% to what is currently in cell D4. One way to do this is to take .07 times D4 and add to D4. This yields

$$=D4+(D4*.07)$$

The other way is just to multiply D4 by 1.07 to get

$$=D4*1.07$$

Either way, we get 107 in cell D5. We now click D5 (just the ONE cell D5) and drag down to get our final result after we use the \$ icon to format all of them as money.

| | A | B | C | D |
|----|---|---|------|----------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | 2000 | \$100.00 |
| 5 | | | 2001 | \$107.00 |
| 6 | | | 2002 | \$114.49 |
| 7 | | | 2003 | \$122.50 |
| 8 | | | 2004 | \$131.08 |
| 9 | | | 2005 | \$140.26 |
| 10 | | | 2006 | \$150.07 |
| 11 | | | 2007 | \$160.58 |
| 12 | | | 2008 | \$171.82 |
| 13 | | | 2009 | \$183.85 |
| 14 | | | 2010 | \$196.72 |
| 15 | | | 2011 | \$210.49 |
| 16 | | | 2012 | \$225.22 |
| 17 | | | 2013 | \$240.98 |
| 18 | | | | |

Got it? I hope so but the supporting video will give you more info as well as insights into the spreadsheet homework problem of the week.

- Calculating Interest Rates and Inline vs. Wrap Graphics (8 minutes)

<http://youtu.be/C5S8RFyaA8Y>

This video demonstrates the interest rate as described on the previous page and challenges you for HW to calculate what happens at various percentages. This video also teaches you about wrap around vs. inline regarding graphics.

HW 2.2 After watching the above video, create a new GD spreadsheet called **Lesson 2 Money Your Name Jan 20** in which you need to generate columns for various interest rates. Keep your eye on how many years it takes the money to double. Even better you might color code the cell when it reaches \$200 in each column. The video says to do just through 10% but I would love 3 more columns for 12%, 18%, 24% and you will understand why when I point out the pattern either when we speak or in lesson 3. This file gets dragged into your folder called HW Portfolio for Steve from ??? and it will automatically get the correct specs.

| | A | B | C | D | E | F | G | H | I | J |
|----|------|----------|----------|----------|------------|-------|-------|-------|-------|--------|
| 1 | | | | | | | | | | |
| 2 | | at 7% | at 2% | at 3% | at 4% | at 5% | at 6% | at 8% | at 9% | at 10% |
| 3 | 2000 | \$100.00 | \$100.00 | \$100.00 | \$100.00 | | | | | |
| 4 | 2001 | \$107.00 | | | \$104 | | | | | |
| 5 | 2002 | \$114.49 | | | \$108.16 | | | | | |
| 6 | 2003 | \$122.50 | | | \$112.4864 | | | | | |
| 7 | 2004 | \$131.08 | | | \$116.9858 | | | | | |
| 8 | 2005 | \$140.26 | | | \$121.6652 | | | | | |
| 9 | 2006 | \$150.07 | | | \$126.5319 | | | | | |
| 10 | 2007 | \$160.58 | | | \$131.5931 | | | | | |
| 11 | 2008 | \$171.82 | | | \$136.8569 | | | | | |
| 12 | 2009 | \$183.85 | | | \$142.3311 | | | | | |
| 13 | 2010 | \$196.72 | | | \$148.0244 | | | | | |
| 14 | 2011 | \$210.49 | | | \$153.9454 | | | | | |
| 15 | 2012 | \$225.22 | | | \$160.1032 | | | | | |
| 16 | 2013 | \$240.98 | | | \$166.5073 | | | | | |
| 17 | | | | | | | | | | |
| 18 | | | | | | | | | | |

HW 2.3 After watching the above video, go to the web page of

<http://www.educatorstechnology.com/2013/12/100-important-google-drive-tips-for.html> and browse/peruse the article as you like. More importantly copy and paste a portion of it into a new GD WP document which will be called **Lesson 2 Article John Doe January 20**. I also made a TINYURL of the article for you with <http://tinyurl.com/GDarticle1> as the web address.

Now go to our WIKI which is linked from our <http://summercore.com/january> webpage and you will see pictures of most of the people in our class. I want you to make screen snapshots of any four of the individual faces and add them to this WP file. Two of them need to be included as INLINE and two of them need to be WRAP.

This file gets dragged into your folder called HW Portfolio for Steve from ??? and it will automatically get the correct specs.

The 10 minute optional video at <http://youtu.be/ODTyohGjE5Q> gives you an exact demonstration of how to do assignment 2.3. *Sorry about the occasional scratchy noises in this video -- I had some tech frustrations this week with my microphone.*

If you do not know about screen snapshots, you can either learn from the webpage (excerpted below) that I have at <http://summercore.com/tips> or I can teach you one on one during our 30 minute session.

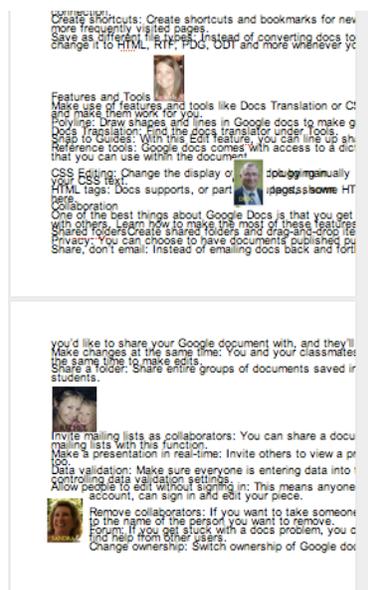
Special Tip#1: How to Take a Screen Snapshot (MAC) [video](#)

Use command shift 4 to invoke the cross-hair that looks like a + sign. Now drag from the top left to the bottom right marking a rectangle around the area you are trying to capture. This creates a file on your Mac Desktop with a funky name such as Screen Shot 2013.png. You can now check this file and of course rename it by using the mouse to click with the cursor and edit the name.

Special Tip#2: How to Take a Screen Snapshot (PC) [video](#)

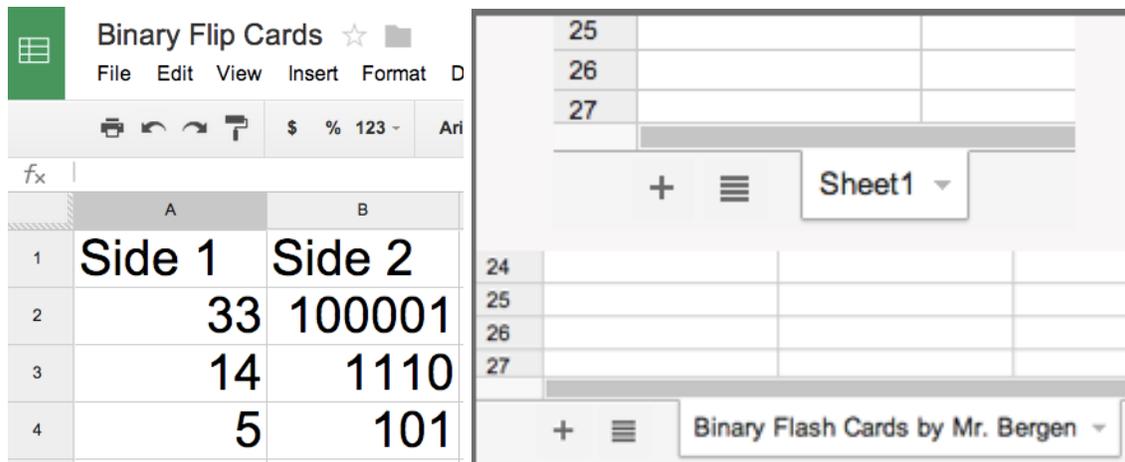
Find the button on your keyboard that says PRINT SCREEN. It might be abbreviated as PR SC and it might require by virtue of its color that you hold down CTRL or FUNCTION or ALT. Anyway, this button all by itself takes the screen snapshot but it does not create a file. It puts a copy of the screen into the RAM chip of the computer as if you had pressed CTRL-C. Now you need to go to some application and paste with CTRL-V. One common place to go is to the application within ACCESSORIES called PAINT. Another common place is Microsoft Word. In either case, you choose PASTE or CTRL-V and you will have the screen shot in front of you and you can SAVE it. One advantage of PAINT is that you can CROP it.

Here is a miniature picture of what HW 2.3 will look like when done

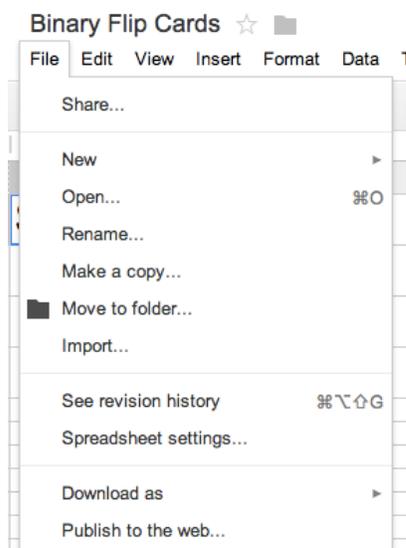


Next and final topic for Lesson 2. Let us use Flippity (the first of many GD add-ons and GD associated apps) to create flip cards on something from your curriculum. Here is a three minute video at <http://youtu.be/nrXYb8GjnI0> showing you how it works.

Step 1: Make a SS in GD on some topic from your curriculum but you must use the magic words in the top row of **Side 1** and **Side 2**. At the bottom of the spreadsheet where it says Sheet 1, change that (via right mouse click on the PC or control click on the Mac or use the triangle to RENAME) to something descriptive such as Binary Flash Cards by Mr. Bergen

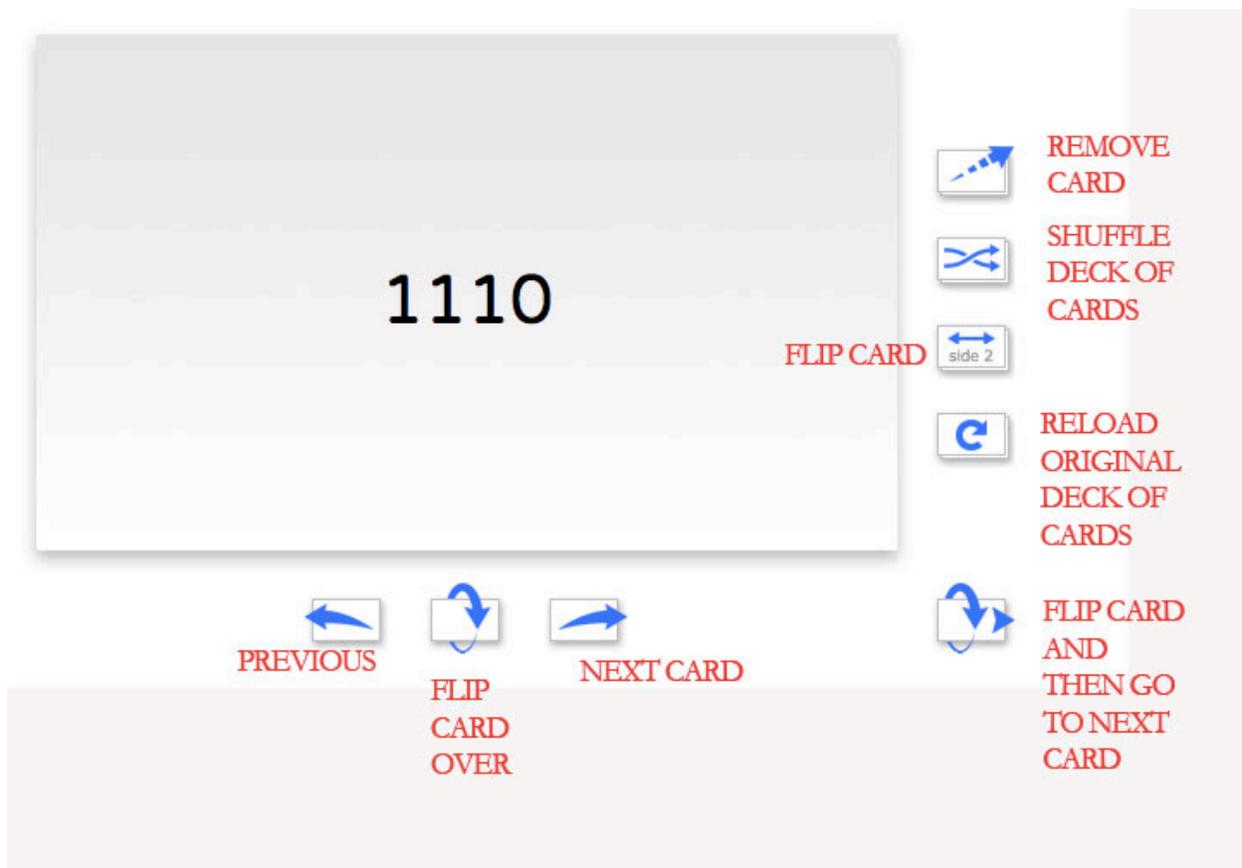


Step 2: Choose the GD feature under the FILE menu (tenth one down in picture on left below) called Publish to the Web and COPY the link that is generated (see picture on right below)



Step 3: go to Flippity.net and paste in the link that you copied. Your flash cards are now generated and you get a link and/or QR code that you can give to others. For the purpose of our course, I would like you to make the link into an easy one with TINYURL.COM if you can pull that off.

Here is how the flip cards work when generated. I have added the words in red since the icons are not obvious to me.



HW 2.4 After watching the above video, create a two column spreadsheet with a minimum of five flashcards using the exact words Side 1 and Side 2 in the first row. Make a flippity set of flashcards and get the URL (web address) of your created deck of flashcards. Create a new GD Presentation document which will be called **Lesson 2 Flippity Jane Doe January 20** and include the URL into the text so that I can quiz myself on your topic. If you can do it, please include the QR Code graphic and make the URL into a TINYURL. Move this file into your folder called HW Portfolio for Steve from ??? and it will automatically get the correct specs.

Reminder that Lesson 1 had an optional instructional video on using TINYURL.COM which you need this week -- <http://tinyurl.com/tinyurl33> (11 minutes).

If you don't know anything about QR codes, here is an [optional video](http://youtu.be/Qm5OsJ8nsj4) at <http://youtu.be/Qm5OsJ8nsj4> (5 minutes).

One of many websites for making QR codes is at the <https://www.the-qrcode-generator.com> webpage.

Have a good week. Please remember that I am here for you 15 hours a day (7am to 10pm) seven days a week and that unlike people who are arrested, you are NOT limited to one phone call. My job is to serve you and help you. If that means we talk two or three times a week, that is fine with me.

Steve

Steve



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