Google Docs Scavenger Hunt

This scavenger hunt will help you get used to using Google search, Google docs, and Google Drive.

Please follow these directions and write your answers in <u>complete sentences</u> when prompted. Make sure that you read <u>ALL</u> the directions for each step.

1. In Google Drive, click on **"new" → Google Docs**. Rename the document in the top left corner with your first and last name.

2. Share this document with your teacher by clicking 🔒 **SHARE** in the upper righthand corner of the page, typing: MKConnery@rcdoc.education and clicking done.

3. Click in the top left corner of the screen and change the name of your document to "YourName_Scavenger Hunt".

Google Docs Scavenger Hunt	in 📁 My Drive

4. **Type** your name and date at the top left of your document.

5. **Change** the color of your name and date to your favorite color; make it **bold**. Click to the right of 2018 and press enter twice.

6. **Add a title** in your document: "Your Name's Scavenger Hunt", **underline it**, and **center it**. Click to the right of Hunt and press enter 2 times.

7. **Write** a complete sentence about one thing you would like to use Google for in school -- it cannot be for free time.

8. Use the **explore tool** 💬 in the bottom right corner, to answer the following Illinois trivia questions, record answers:

- What is the oldest community in Illinois?
- What is the Illinois state flower?
- What is the Illinois state fish?

9. In the **explorer tool window**, type "cats in hats" and click **IMAGES**; Click on your favorite image of a cat in a hat. When the image opens, click the blue **INSERT** button on the top of the screen. **Resize** the image so that it fits on the page. Under your picture, **add a caption**.

10.   Click **Tools ➔ Dictionary**. Using your own words, explain what each word means and what part of speech it is:
   ● Collywobbles
   ● Bumbershoot
   ● Hoosegow

11.   Make your definitions a **bullet point list** by highlighting your definitions and then clicking the bullet point button in the top menu; each definition should be its own bullet point.

12.   Click the **explore tool**; type "weird US holidays" in the search bar. Click on the first link that comes up. Browse the website and find a holiday that you like. **Write** the name of the holiday and explain what it is, including the date that it's celebrated. *Do not close out the website*.

13.   **Copy** the link of the website that you used. Go to **Insert ➔ Footnote**. Paste the link of the website in your footnote.

14.   Click **Insert ➔ Table ➔** drag your mouse to make a 1 x 2 table. Then go to **Table ➔ Properties**, and change the border width to 2.25 pts; change the color of the border to the color of your shoes.

15.   **Click** in the top left cell of the table and enter some numbers in each of the boxes. . Be creative with the values of your chart.

16.   Click on **Tools ➔ Spelling ➔ Spell check**. Make sure you don't have any errors in your document.