

Book Report

Activity 2

Word
Processing

Objectives

Each student will use the Google Docs word processing application to create a template that he or she can use to prepare a book report.

Benchmarks for Technology Standards

Students will know the characteristics, uses, and basic features of computer software programs, including:

- using the common features of desktop publishing and word processing software
- knowing that documents can be created, designed, and formatted
- using a word processor to print text

Learning Objectives

At the end of this lesson, students will be able to:

1. create a new word processing document
2. enter text into a document
3. format font size and style
4. change the font of text in a document
5. alter the color of a font
6. use keyboard commands to format text
7. add page numbers to a document
8. create a copy of a document

Before the Computer

Before you begin this assignment, make sure each student has the following information about a book he or she recently read: title, author, publisher, date published, and number of pages. An example of a completed document is shown in Figure 2-1.

Book Report

by Steve Butz

Title:

Author:

Publisher:

Year Published:

Number of Pages:

Book Summary (please include characters, setting, main events, etc.):

Figure 2-1

Book Report (cont.)

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Procedure

1. Sign in to Google Docs.
2. Go to **Create** and choose **Document**.
3. In the **Untitled Document** box at the upper-left corner of the page, type your last name and “Book Report Template.” (See Figure 2-2.) Click **OK** in the **Rename Document** window.



Figure 2-2

4. Type the following title at the top of your document: “Book Report.” Highlight the title by clicking and dragging over it. Then center it by clicking on the **Center align** icon. Your title should now be centered.
5. Increase the font size of your title by clicking on the **Font size** button and selecting **24 pt**. Click on the **Font** menu to change the font to **Cambria** (Figure 2-3).

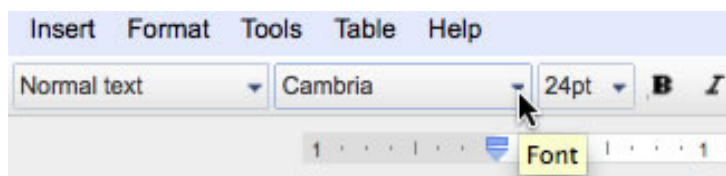


Figure 2-3

6. Next, hit **Enter** on your keyboard, type “by,” and then type your first name and last name. Highlight your name and reduce its font size to **14 pt** (Figure 2-4).

Book Report

by Steve Butz

Figure 2-4

7. Hit the **Enter** key twice to move down two lines. Click the **Left align** button to move your cursor to the left margin (Figure 2-5).

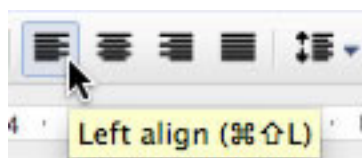


Figure 2-5

8. Now type “Title.” Hit the **Colon** key on your keyboard (:).

Book Report *(cont.)*

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9. Next, highlight just the word “Title” (not the colon) and use the **Bold (B)** and **Underline (U)** buttons to make the word bold and underlined (Figure 2-6).



Figure 2-6

10. You can also use your keyboard to change the style of text to bold or underlined. If you are using a Macintosh computer, hold down the **Command** and **B** keys on your keyboard to make your text bold. For a PC, use the **Control** and **B** keys. To underline text, use the **Command** and **U** keys or **Control** and **U** keys (Figure 2-7).

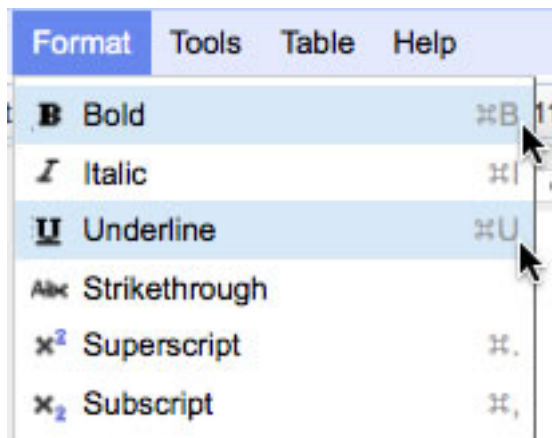


Figure 2-7

11. With your text still highlighted, use the **Text color** button to change the color of the text to **blue** (Figure 2-8).



Figure 2-8

12. Next, hit the **Enter** key once, type “Author,” and hit the **Colon** key. Repeat steps 9–11 to format the text.

Book Report *(cont.)*

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13. Add the following information to your document so that it looks like Figure 2-9.

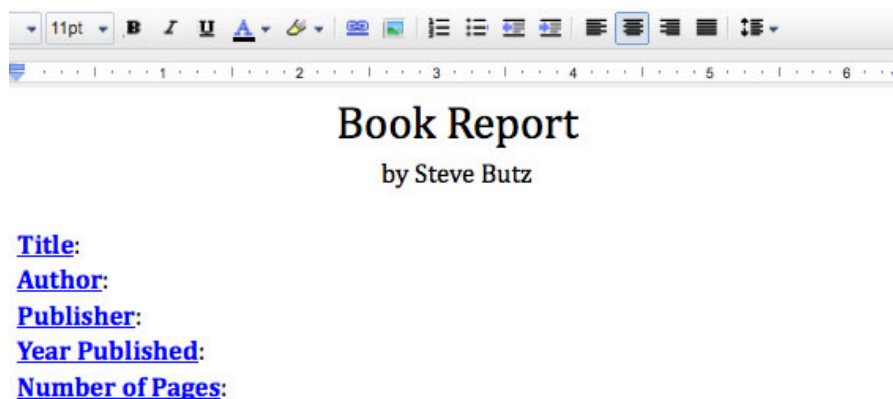


Figure 2-9

14. Now click after the colon that follows the words “Number of Pages” and hit the **Enter** key twice. Type “Book Summary (please include characters, setting, main events, etc.)” and hit the **Colon** key.
15. Highlight the text, excluding the colon, and change its color to **blue** and its style to **Bold (B)** and **Underlined (U)**.
16. Your book report template is now complete. Make sure to click the **Save Now** button located in the upper-right corner of your page if it does not already read “Saved” (Figure 2-10).



Figure 2-10

17. Next, you will use your template to create your first book report.
18. Go to the **File** menu and choose **Make a copy...** (Figure 2-11).

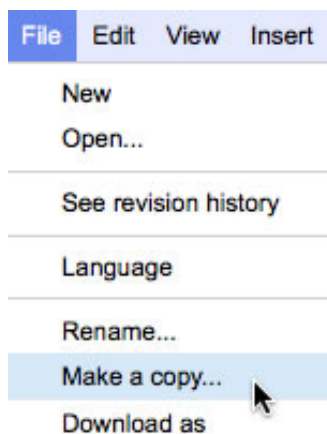


Figure 2-11

Book Report *(cont.)*

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- 19.** In the **Copy Document** window, click **OK**. A copy of your book report template will open in a new window. Click into the **Document Name** box (Figure 2-12). The **Copy Document** window will come up. Click **OK**.

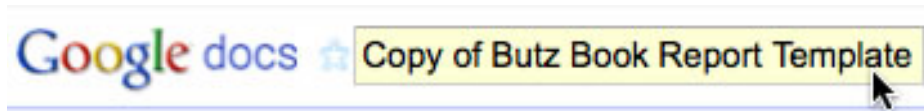


Figure 2-12

- 20.** In the **Rename Document** window, change the file name to your last name and the title of your book (Figure 2-13).

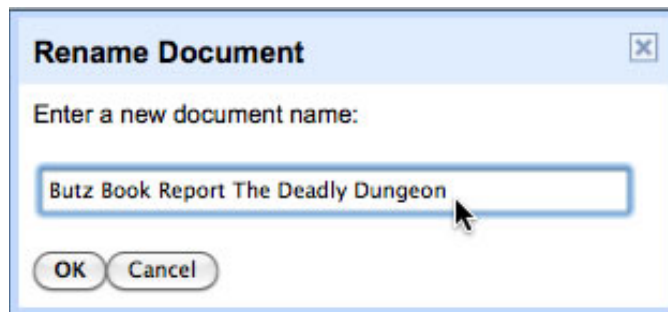


Figure 2-13

- 21.** Click **OK**. Now you can enter the information for your first book report, which includes title, author, publisher, year published, number of pages, and a brief summary.
- 22.** When all the information for your book is completed, and your book report is finished, you can add page numbers to it and print it.
- 23.** Go to the **Insert** menu and choose **Page numbers**. Select **Bottom of page** from the menu (Figure 2-14).

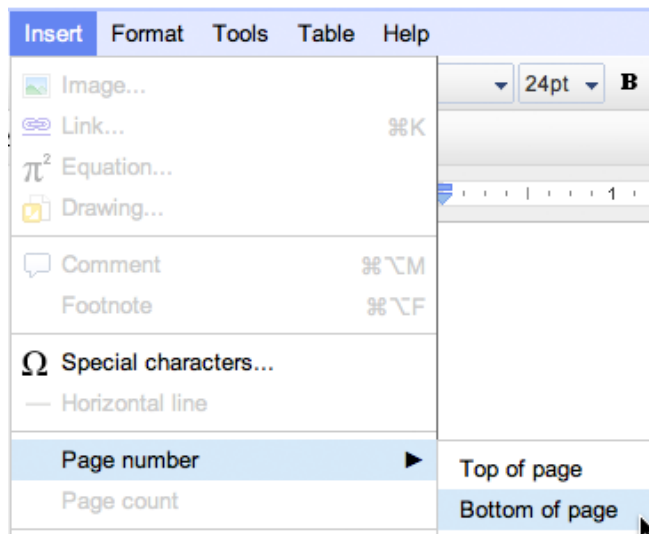


Figure 2-14

- 24.** Go to the **File** menu and select **Print**. Click the **Print** button. Your project is now complete!