

# Book Report

## Activity 2

A blue-outlined icon of a laptop with the words "Word Processing" written inside the screen area.

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.)*

## Activity 2

### 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.

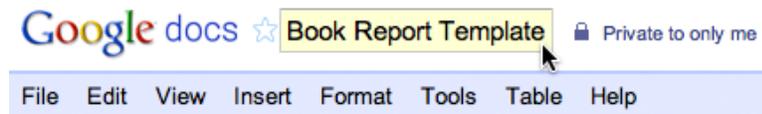


Figure 2-2

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).

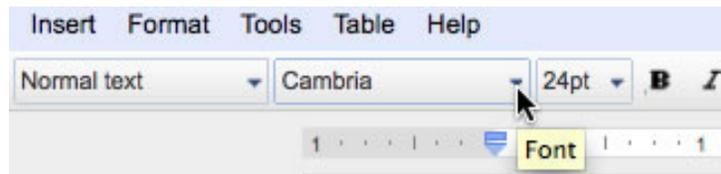


Figure 2-3

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).

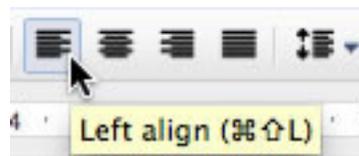


Figure 2-5

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

# Book Report *(cont.)*

## Activity 2

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).

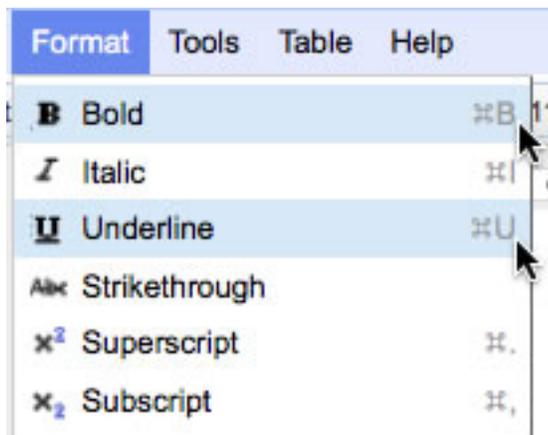


Figure 2-7

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

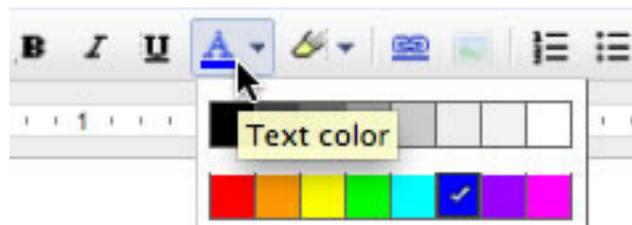


Figure 2-8

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.)*

## Activity 2

Word  
Processing

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

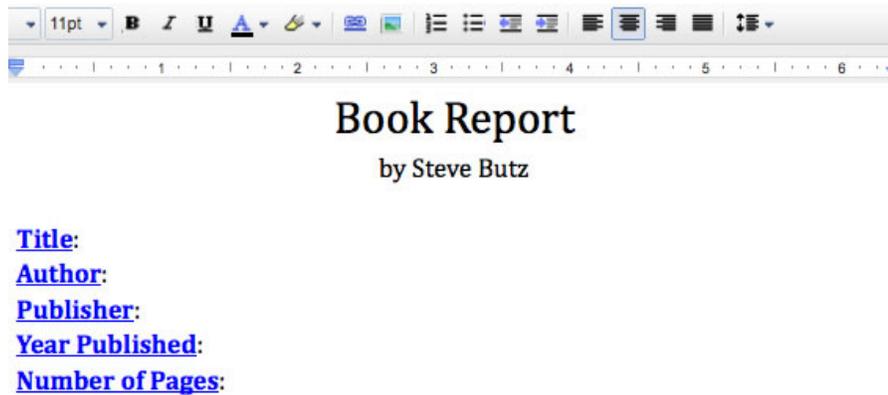


Figure 2-9

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).

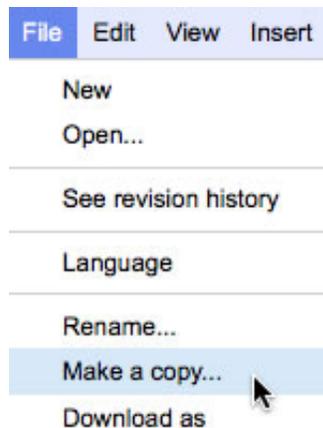


Figure 2-11

# Book Report *(cont.)*

## Activity 2

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**.

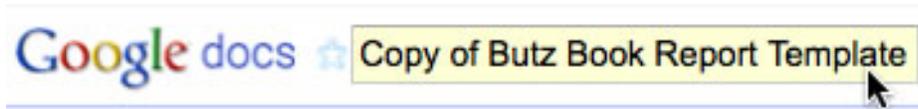


Figure 2-12

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

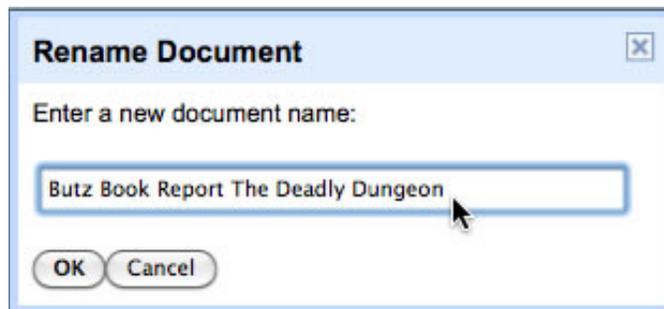


Figure 2-13

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).

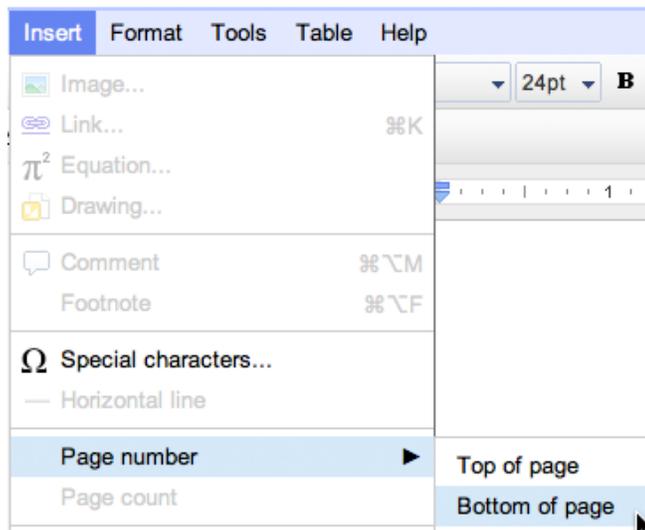


Figure 2-14

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