

# **Innovative Collaboration Tips and Ideas for using Google - Part 2**

## **Project Focus**

*for CAEP Consortia*



[www.otan.us](http://www.otan.us)  
[support@otan.us](mailto:support@otan.us)



[caladulted.org](http://caladulted.org)  
[caladulted.org/TAP](http://caladulted.org/TAP)



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# WHAT WAS COVERED IN PART 1?

## COLLABORATING

- Use existing email address to create Google account for access to Drive Apps.
- The 2 types of Google (Club and Pub).
- Different share options (editor, commenter, viewer.)
- Commenting vs. Suggesting
- Preview and Force Copy sharing
- Protecting Sheets and ranges
- Using Sites to share
- And more!

Check out the video and handout at [caladulthood.org](https://caladulthood.org)

# WHAT WILL BE COVERED in Part 2?



**Good question!**

Things that you may not know you could do  
with Drive Apps.





# Project Ideas using Google



## **SLIDES**

Setup and Layout, Flash Cards (template), Brochure (resize), InfoGraphic or poster (resize and Draw), Interactive study guides, Inserting video

## **DOCS**

Easy TOC using Outline, Links and Bookmarks, Explore for research, Other ideas...

## **SHEETS & FORMS**

Reusing Forms, Attendance download, Report data (with protection)

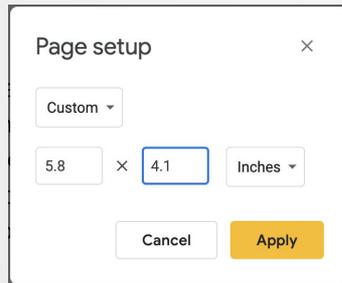
# SLIDES



# PAGE SETUP and LAYOUT

Slides do not have to be the default width and length of a presentation.

Customize the Page Layout to create any print style needed including 8 ½ by 11 (flyer, 1 page infographic, tri-fold brochure), 24 x 36 (poster), 5.8 x 4.1 (postcard), and more!



Add Grid or Layout lines to the Master slide to allow for exact placement of objects on every slide, margins, gutter space and bleeds.

Add additional Layout lines to individual slides for fine tuning as needed.

Drag from ruler down for horizontal line, from ruler left for vertical line.

**Rule of Michael:** Whatever outer margins, make the inner margins twice the width.

An outer margin of ¼" should have an inner margin of ½".

# BASIC STEPS TO CREATE BROCHURE USING SLIDES

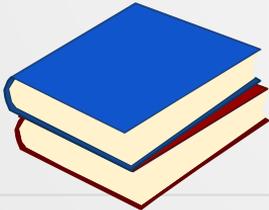
1. RESIZE THE PAGE SETUP TO THE FULL SIZE OF BROCHURE
  - a. Portrait? Landscape? Tri-Fold?
2. Position Layout lines on Master to include for margins, bleeds, gutters, centers, etc.
3. Use text tool, Text color, Shapes and Inserts to create outside of brochure (slide 1)
4. Repeat #3 to create inside of brochure (slide 2)
5. Optional: Create instructions page for print shop denoting layout lines with real lines
6. Download as PDF
7. Send to Print shop

# INSIDE TITLE HEADERS CAN GO ALL THE WAY TO THE TOP AND TO EITHER EDGE ON LEFT AND RIGHT BUT THE TEXT MAY “bleed” INTO THE MARGINS AND IT SHOULD NOT. SET PADDING USING THE FORMAT OPTIONS

## TITLE RIGHT INSIDE

Integer lacinia sollicitudin massa. Cras metus. Sed aliquet risus a tortor. Integer id quam. Morbi mi. Quisque nisl felis, venenatis tristique, dignissim in, ultrices sit amet, augue. Proin sodales libero eget ante. Nulla quam. Aenean laoreet. Vestibulum nisi lectus, commodo ac, facilisis ac, ultricies eu, pede.

**DRAW** your own images using the shapes tool - no copyright violations or permissions needed.



## TITLE MIDDLE INSIDE

### USE FORMAT OPTIONS FOR DROP SHADOW

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer nec odio. Praesent libero. Sed cursus ante dapibus diam. Sed nisi. Nulla quis sem at nibh.

## TITLE RIGHT INSIDE

All the tools you need to create a brochure are contained within Slides.



Is this the perfect layout tool? Heck no! But it gets the job done and it is free! Good practice for students (and staff.)

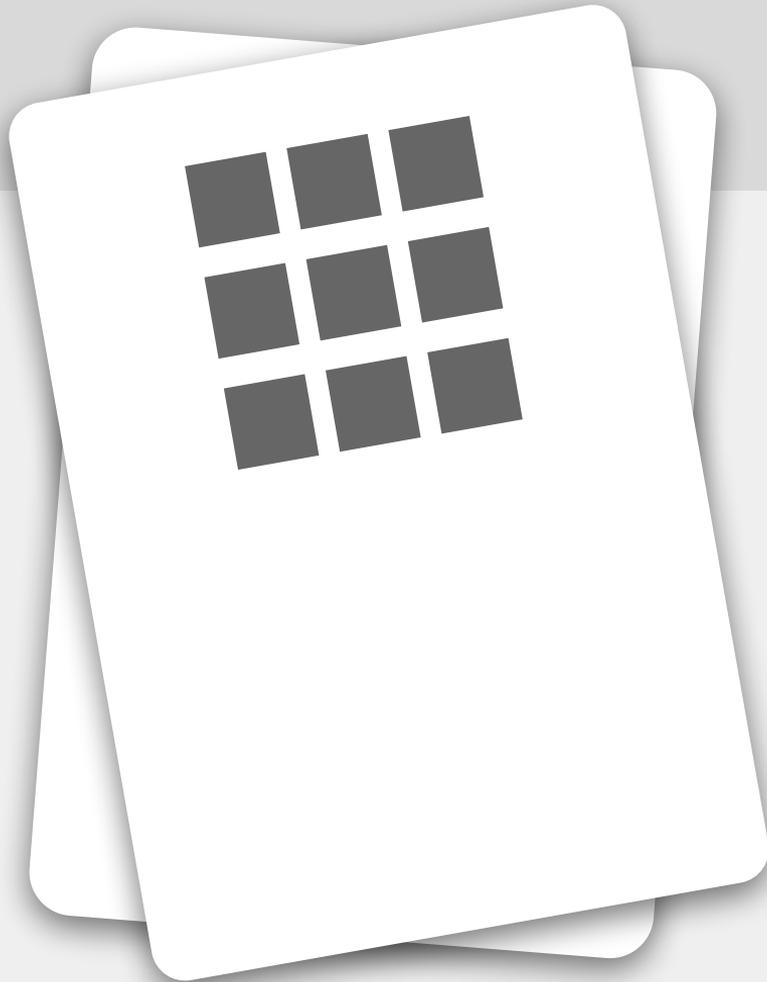


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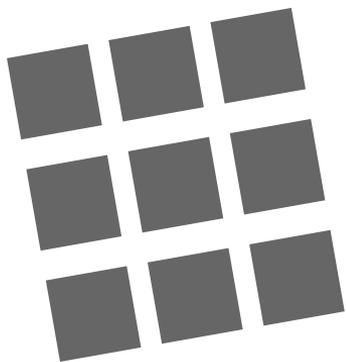




**ONLINE  
FLASH CARDS  
for STUDENTS**



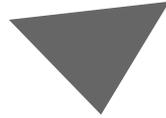
**Screen size  
dependent on  
Page layout**



## **WAFFLE or APP LAUNCH**

**Select to move between  
Google apps & tools**





## **MORE!**

**Drop down arrow and  
Dot Dot Dot**

**Specific settings or additional  
features for the app that is open -  
Look for arrow, horizontal and  
vertical ellipsis (skinny snowman)**



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# CREATE INTERACTIVE STUDY GUIDES

1. Create Slides Deck with all content.
2. Add a TOC slide at the beginning.
3. Link TOC to matching slide title
  - a. Make sure you have a return back to TOC
4. Share with students in PREVIEW
5. Make “chapters” live as needed (add failsafe of hidden slides.)
6. Edit contents as needed - the students will only see what you have linked

# SLIDES: TABLE OF CONTENTS

- A. IDEAS FOR USE
- B. SLIDES DEFINED
- C. SOME TERMS
- D. TIPS

## 1. CREATE PRESENTATION

- 1.1 Opening Slides
- 1.2 Create New Presentation  
(a, b, c)
- 1.3 Theme and Explore
- 1.4 Add Slide
- 1.5 Insert Objects

## 2. MANIPULATE OBJECTS

- 2.1 Arrange
- 2.2 Format Options

## 3. MASTER, TRANSITIONS, & ANIMATING

- 3.1 Master Slide
- 3.2 Transitioning Slides
- 3.3 Animating Objects

## 4. CHANGING PAGE LAYOUT/SETUP

- 4.1 Why?
- 4.2 Customizing Page Setup  
Practice

## 5. THE SHAPES!

- 5.1 General Shapes
- 5.2 Flow Chart / Diagram Shapes
- 5.3 Arrow Shapes
- 5.4 Callout Shapes
- 5.5 Equation Shapes
- 5.6 Poly and Curve Lines

## 6. LINKING !

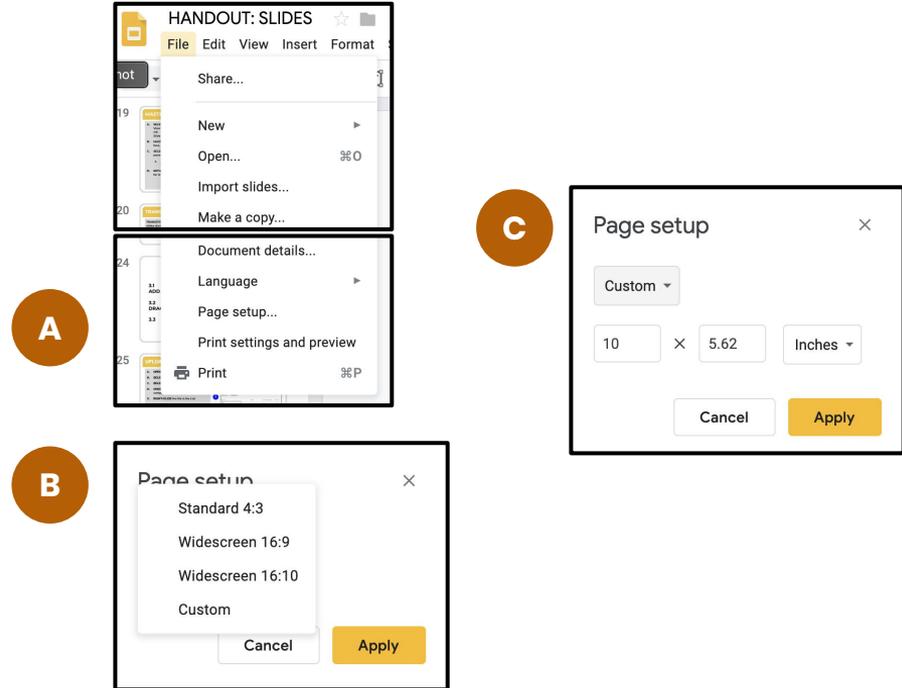
- 6.1 The Link tool
- 6.2 What can be a link?
- 6.3 How to Link Out & Make Changes
- 6.4 How to Link Within a Deck

## 4.2 CUSTOMIZING PAGE LAYOUT

# CHANGING PAGE LAYOUT

[RETURN TO TOC](#)

- A. **SELECT** File / Page Setup...
- B. **SELECT** Custom
- C. **TYPE** the print area of the page you wish to create



# PRACTICE - CREATE A \_\_\_\_\_

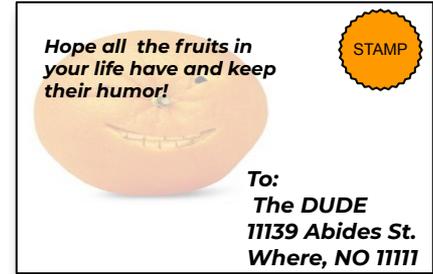
1. Create a new Blank Presentation
2. Title the file PostCard or NEWSLETTER or BADGE
3. From File / Page setup, custom size the file for one of the following :
  - a. POSTCARD = 5.8 x 4.1 inches (landscape)
  - b. NEWSLETTER = 8.5 x 11 inches (portrait)
  - c. BADGE = 1" x 1" or .75" x .75"
4. Add images and text.
  - a. Use the format options for objects and placement
  - b. Do not add transitions or animations
5. Add new Slide for PostCard back or Newsletter page 2.

## WHEN COMPLETE

**For PostCard** - download as PDF and attach to email and send or send to print (Front/Back for postcard.)

**For Newsletter** - do the above for print

For Newsletter Online: share with view rights and substitute /preview to the /edit link. Post to a Site. The Deck reads as a newsletter.



## Create Watermark:

1. Select image
2. Format Options / Adjustments / Transparency



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# VIDEO GUIDE

Add video to a slide with a link to a form for interactive homework or classwork.

Teacher can utilize format options to denote start and end times.



**Watch the video and find the answers to these questions:**

How many ideas are needed?

How do you decide which ideas to use?



# PREVIEW SHARE RECAP

**PREVIEW allows view without “touch” or copy.**

**Changes to the file appear in real time to the viewer.**

**Links always work (if formatted properly).**

1. Select the Share button
2. Select **“Get shareable link”** (view only) and copy the link
3. Paste the link into a file, email, on a site, etc.
4. Delete all text from **“/edit...”** and replace with **/preview**
5. Send that link

**Copy shareable link:**

<https://docs.google.com/present/d/nononono!thislinkycannottworky/edit?usp=sharing>

**To Create Preview link:**

<https://docs.google.com/present/d/nononono!thislinkycannottworky/preview>

**DOCS**



# DOCUMENT OUTLINE

Use Document outline as a Table of Contents.

Lines of text that are bold appear the Outline.

Each Outline entry is clickable!

Entries not needed, can be deleted from the Outline without being deleted from the document.

The screenshot shows a document outline interface. On the left, there is a list of sections with a search bar at the top. The sections listed are:

- Section 9
- Section 10
- Article II (Article 2 - Executive)
- Section 1
- Section 2
- Section 3
- Section 4
- Article III (Article 3 - Judicial)
- Section 1
- Section 2
- Section 3
- Article IV (Article 4 - States' Relatio...
- Section 1
- Section 2
- Section 3
- Section 4
- Article V (Article 5 - Mode of Amen...
- Article VI (Article 6 - Prior Debts, Na...
- Article VII (Article 7 - Ratification)
- Letter of Transmittal
- Letter of Transmittal to the President ...

On the right, the document text is displayed. The first line is bolded: **We the People** of the United States. Below this, the text reads: "In Order to form a more perfect Union, establish Justice, insure domestic Tranquility, provide for the common defence, promote the general Welfare, and secure the Blessings of Liberty to ourselves and our Posterity, do ordain and establish this Constitution for the United States of America."

The text is organized into sections:

- Article I (Article 1 - Legislative)**
  - Section 1**

All legislative Powers herein granted shall be vested in a Congress of the United States, which shall consist of a Senate and House of Representatives.
  - Section 2**

1: The House of Representatives shall be composed of Members chosen every second Year by the People of the several States, and the Electors in each State shall have the Qualifications requisite for Electors of the most numerous Branch of the State Legislature.

2: No Person shall be a Representative who shall not have attained to the Age of twenty five Years, and been seven Years a Citizen of the United States, and who shall not, when elected, be an Inhabitant of that State in which he shall be chosen.

3: Representatives and direct Taxes shall be apportioned among the several States which may be included within this Union, according to their respective Numbers, which shall be determined by adding to the whole Number of free Persons, including those bound to Service for a Term of Years, and excluding Indians not taxed, three fifths of all other Persons.<sup>2</sup> The actual Enumeration shall be made within three Years after the first Meeting of the Congress of the United States, and within every subsequent Term of ten Years, in such Manner as they shall by Law direct. The Number of Representatives shall not exceed one for every thirty Thousand, but each State shall have at Least one Representative; and until such enumeration shall be made, the State of New Hampshire shall be entitled to ~~three~~ three, Massachusetts eight, Rhode-Island and Providence Plantations one, Connecticut five, New-York six, New Jersey four, Pennsylvania eight, Delaware one, Maryland six, Virginia ten, North Carolina five, South Carolina five, and Georgia three.

4: When vacancies happen in the Representation from any State, the Executive Authority thereof shall issue Writs of Election to fill such Vacancies.

5: The House of Representatives shall chuse their Speaker and other Officers; and shall have the sole Power of Impeachment.
  - Section 3**

1: The Senate of the United States shall be composed of two Senators from each State, chosen by the Legislature thereof;<sup>2</sup> for six Years; and each Senator shall have one Vote.

2: Immediately after they shall be assembled in Consequence of the first Election, they shall be divided as equally as may be into three Classes. The Seats of the Senators of the first Class shall be vacated at the Expiration of the second Year, of the second Class at the Expiration of the fourth Year, and of the third Class at the Expiration of the sixth Year, so that

# DOCUMENT LINKS

A link connects information in a document to another location within the same document OR to an online location outside the document.

**Both aid in navigation.**

## LINK

add navigation to web site, online doc or shared Drive file



## BOOKMARKS

add navigation within a document or to another document.



# DOCUMENT EXPLORE

Research without leaving a document  
(unless needed)

Explore will search Web, images, and  
your Drive for quick access and easy  
insert.



The screenshot shows a Google Docs document with the text of the US Constitution. The 'Explore' sidebar is open on the right, displaying search results for the term 'constitution'. The results include links to various sources such as 'Constitution for the United States - We the People', 'U.S. Constitution: Table of Contents | U.S. Constitution | US', and 'The Constitution of the United States: A Transcription | National Archives.gov/founding-do...'. The document text visible includes the Preamble and the beginning of Article I.

TURN ON or OFF OUTLINE THROUGH VIEW AT ANY TIME

**We the People** of the United States, in Order to form a more perfect Union, establish Justice, insure domestic Tranquility, provide for the common defence, promote the general Welfare, and secure the Blessings of Liberty to ourselves and our Posterity, do ordain and establish this Constitution for the United States of America.

**Article I (Article 1 - Legislative)**

**Section 1**  
All legislative Powers herein granted shall be vest'ed in a Congress of the United States, which shall consist of a Senate and House of Representatives.

**Section 2**  
1: The House of Representatives shall be composed of Members chosen every second Year by the People of the several States, and the Electors in each State shall have the Qualifications requisite for Electors of the most numerous Branch of the State Legislature.  
2: No Person shall be a Representative who shall not have attained to the Age of twenty five Years, and been seven Years a Citizen of the United States, and who shall not, when elected, be an Inhabitant of that State in which he shall be chosen.  
3: Representatives and direct Taxes shall be apportioned among the several States which may be included within this Union, according to their respective Numbers, which shall be determined by adding to the whole Number of free Persons, including those bound to Service for a Term of Years, and excluding Indians not taxed, three fifths of all other Persons<sup>2</sup> The actual Enumeration shall be made within three Years after the first Meeting of the Congress of the United States, and within every subsequent Term of ten Years, in such Manner as they shall by Law direct. The Number of Representatives shall not exceed one for every thirty Thousand, but each State shall have at Least one Representative, and until such enumeration shall be made, the State of New Hampshire shall be entitled to three, Massachusetts eight, Rhode-Island and Providence Plantations one, Connecticut five, New-York six, New Jersey four, Pennsylvania eight, Delaware one, Maryland six, Virginia ten, North Carolina five, South Carolina five, and Georgia three.  
4: When vacancies happen in the Representation from any State, the Executive Authority thereof shall issue Writs of Election to fill such Vacancies.  
5: The House of Representatives shall chuse their Speaker and other Officers; and shall have the sole Power of Impeachment.

# OTHER DOCUMENT IDEAS

**Edit Office files from Drive without converting them** (Office not required)  
Chrome Browser only

1. Turn off Convert to Google within Drive Settings
2. Install the “Office Editing for Docs, Sheets & Slides” Chrome extension.
3. Open an Office file within Drive.
4. You may be prompted to Open With - select the extension.
5. The file opens in Docs, Sheets, or Slides, but keeps the Office extension. If you make changes, the file saves in the original Office format.

**CONVERT files to PDF** for compressed (smaller size) file to send via email.

**SEND MEETING AGENDA** before a meeting for input from staff or attendees.

**CLASS PROJECT** create class newsletter using columns



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# FORMS & SHEETS

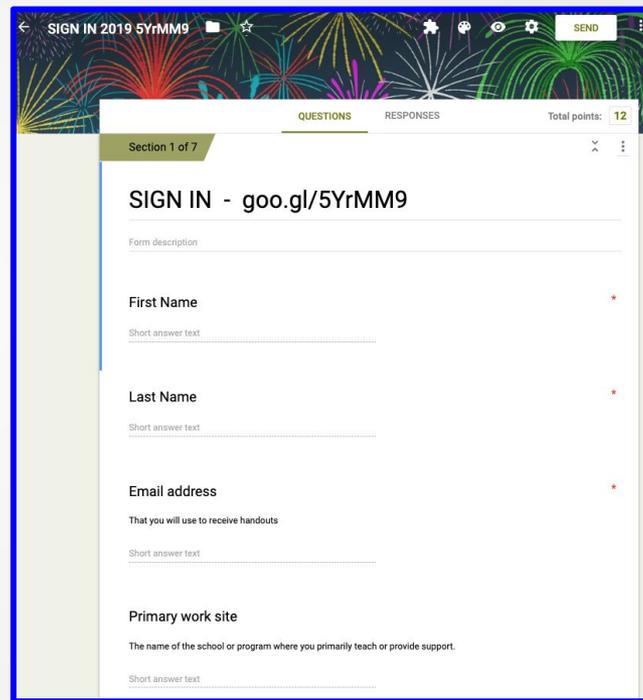


# REUSE FORM FOR MULTIPLE USES

**LINKING a FORM to a Sheet** =  
all data collected appears in the Sheet.

**UNLINKING A SHEET from a FORM**, only breaks the handshake.  
The data is never lost.

**A FORM that is UNLINKED**  
**can be RELINKED** to the same  
Sheet. (and then reused.)



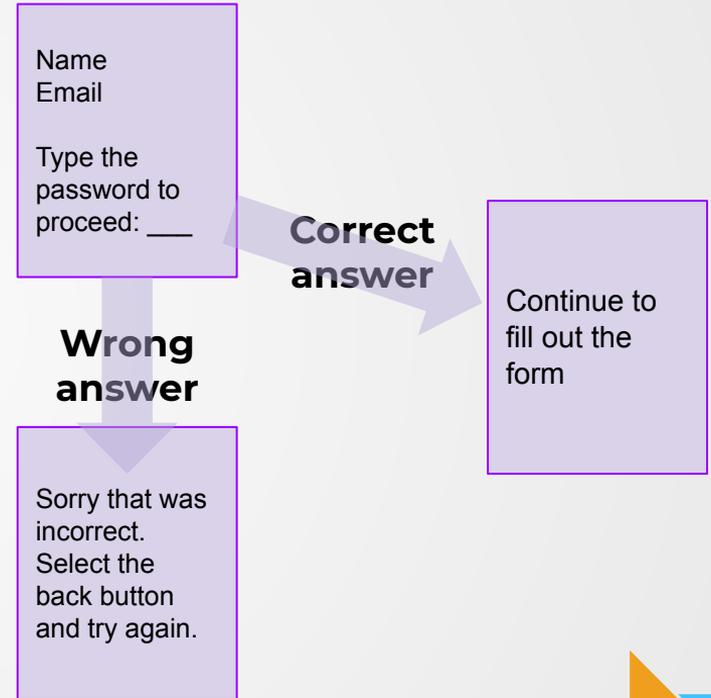
The screenshot displays a Google Forms interface for a form titled "SIGN IN 2019 5YrMM9". The form is currently in the "QUESTIONS" view, with a "RESPONSES" tab also visible. The total points for the form are 12. The form is divided into sections, with the current view showing "Section 1 of 7". The form fields include:

- Form description**: A text input field.
- First Name**: A short answer text field.
- Last Name**: A short answer text field.
- Email address**: A short answer text field with a sub-label "That you will use to receive handouts".
- Primary work site**: A short answer text field with a sub-label "The name of the school or program where you primarily teach or provide support."

# PASSWORD PROTECT A FORM

**Within a Section, include a password or passphrase answer that has Response Validation set.**

**User will be unable to proceed to next Section without providing correct answer.**



# SHEETS - PIVOT TABLE

Use pivot tables to narrow down a large data set or see relationships between data points. For example, a pivot table can analyze how many students are within a class, their major, or type extracurricular activity - all with a few clicks.

## EXAMPLE

1. Select Sheet with large data-set.
2. Choose rows/columns for Pivot Table.
3. Select Data / Pivot Table.
4. Select New sheet
5. Use suggestions for Pivot Table OR
6. Select Rows, values and filters for pivot.

# SHEETS - COOL FUNCTIONS

**SPLIT TEXT TO COLUMNS** - Need first and last name separated? Time separated from date? Characters at end of similar text to be removed? Use this function - great time saver!

**REMOVE DUPLICATES** - Takes the guesswork out of similar columns/rows.

**TRIM WHITESPACE** - Removes leading, trailing, and repeated spaces in text. Very important for formulas - extra spaces are killers in formulas!

EXAMPLE

## WANT MORE?

**Hands on workshops are available from OTAN!**

### **WIOA-funded Agencies**

Contact OTAN via email at

[support@otan.us](mailto:support@otan.us)

### **Consortium Events or non-WIOA agencies that are members of a Consortium**

Submit a request directly on the  
site

<https://caladulthood.org/TAP>

**For a list of OTAN trainings and descriptions visit**

[www.otan.us/training](http://www.otan.us/training)

**and select Face-to-Face workshops**