 **Thing 4 Suite Tools.QM3 File Management**

***To make a copy for yourself:***

* ***Google users need to be logged into their email account and go to File>Make a Copy.***
* ***Microsoft Users can use File>Download to download a Word Document.***

**Name:**

**Date:**

**Teacher name:**

**4. Suite Tools: QM3 File Management with Microsoft Word 365:**

**As you go through the Quest, you will need to check off each step as you complete it. You will have the opportunity to learn about the following as well as be able to:**

* upload and download files in different formats,
* Saved a file as a PDF
* Edited a PDF
* Organized and managed files and folders

|  |  |
| --- | --- |
| Check off | Description |
|  | Read or listened to the Introduction video, Key Vocabulary and I Can Statements |
|  | Practiced with the Vocabulary Game |
|  | Watched the video in Part 1 |
|  | **Downloaded** and saved a copy of RobertFrostbio.pdf file to my computer, to the desktop, or the downloads folder on your device. |
|  | Logged into your Microsoft OneDrive (or my district file folder) and Uploaded the file from my computing device. |
|  | Opened the document in Word and used the Editor, fixed the spelling error and a grammar error, and saved it. |
|  | Returned to the 21things 4.QM3 page and copied the citation for the RobertFrostbio and pasted it at the bottom of the Word Document page.  Then used the File menu, Save As, and **saved or exported it as a .pdf file** |
|  | Located the pdf file and opened it. Looked at sending it to a cell phone or tablet device to compare how it looks on a different portable device. |
|  | Part 2. Downloaded the PDF sample application, watched the video, edited it to put in my own information and saved it. |
|  | Opened it again to make sure the information was saved in the sample application. |
|  | Part 3. Watched the video and then:   * moved a file, * renamed a file, * deleted and retrieved a deleted file, * created a folder and named it, * organized my OneDrive files and folders |
|  | Checked with my teacher to show this Quest is completed |
|  | Checked this Quest off on my 21t4s roadmap |