



|  |  |  |
| --- | --- | --- |
| **4. Suite Tools QM2 Sharing & Collaboration with Word for**  **Microsoft Office 365** | | |
| [***Thing 4 Suite Tools***](https://www.remc.org/21Things4Students/21/4-suite-tools/) | [***QM2 Sharing & Collaboration***](https://www.remc.org/21Things4Students/21/4-suite-tools/microsoft-word-online/qm2-word-sharing-tools/) | |
| **Overview of this thing:** Life is sweet! It is especially sweet when you have all of the suite tools right at your fingertips to complete a project thus making you more productive! Learn to use word processing tools (Google docs or Microsoft Word). Students will learn to use formatting tools, use shortcuts, do file management, add and edit graphics, share their files, use tables, headers and footers, and much much more. **This Quest:** Some of the tasks students may find useful for schoolwork is to be able to upload and download documents from OneDrive or their district provided file space online, create or edit a PDF document, and organize and manage their drive space with folders.  **In Part One** of this Quest, they will download a RobertFrostBio.docx file from the page and upload it to their OneDrive or submit it to a course management system (such as Google Classroom, Schoology, or other program). They will also fix a spelling and grammar error and add a citation provided in Part One.  **In Part Two** they will download a sample PDF application form and be able to open and edit a PDF file.  **In Part Three** they will look at organizing their files, working with folders, find a file, and restore one deleted by accident.  [***Learning Objectives***](https://docs.google.com/presentation/d/1MBT3mKlyU-isqFuy08gO7yQr6R3ds9iSYf8LQ6808fM/edit?usp=sharing)***:***   1. understand how to use a word processing application [Empowered Learner] 2. know how to share documents with others [Digital Citizen]   I Can Statements | | |
| **Quizlet and link to pre-check:**[*Quizlet Sharing & Collaboration*](https://quizlet.com/543039818/match)  **Vocabulary:**   * **Citation:** This is the information needed to give credit to, or locate, work(s) published or created (a book, paper, article, web site, artwork, composition, music file) by others. * **Upload:** This is the action or process of moving or saving files, data, or information to another computer system or server. * **Download:** You are able to copy (data) from one computer system, server, or web site to your own device, typically over the Internet. * **PDF file:** PDF stands for Portable Document Format that is able to be opened by almost any computing device without having to purchase special software and retains the contents in a consistent format. (images, fonts, graphics, etc.) It was originally created by Adobe Systems' in 1991. * **Edit a PDF file:** There are some free programs and tools that help you fill-in and edit and save a PDF file. * **Course Management System:** A CMS keeps teachers and students organized with digital resources for class discussion, document management, homework submission, and course scheduling. * **Sharing Permissions:** These are settings available in applications where you can choose what permissions you give for accessing your files, and to whom. You can give edit, view, comment, and copy permissions for your files. | | |
| **Pre-Planning**  Permissions and sharing are covered during this Quest.   * Students will need to access the RobertFrostbio.docx file and pay attention to where it will download on their device. * Students will need to edit the docx file, save it and upload it. * Be ready to direct students about uploading the file either to their OneDrive, or an LMS, or district filespace. * Students will be saving the file as a .pdf file - identify where to save it in advance so they can open and edit it afterward. * Check out the pdf editing sites listed on the page and below. * Be prepared for modeling the process of creating folders, moving them, and renaming them. | | |
| ***Tools/Apps/Videos to be pre-checked for access by the student****:* All of the videos are embedded on the page and are linked to from the REMC Mistreamnet/eduvision server.  **Websites/Apps**   * [Creative Commons Attribution-ShareAlike 4.0 Unported License](https://creativecommons.org/licenses/by-sa/4.0/) * [GCF Learn Free.org Word](https://edu.gcfglobal.org/en/word/) tutorials * [Microsoft Word Help and Learning Support Center](https://support.office.com/en-us/word) * [PDF Buddy](https://www.pdfbuddy.com/) * [Poemhunter.com](http://www.poemhunter.com/robert-frost/biography/) * [smallpdf.com/pdf-converter](https://smallpdf.com/pdf-converter) * [Sejda](https://www.sejda.com/pdf-editor) * [S0da PDF Online](https://online.sodapdf.com/?r=view)   **21t4s Videos**   * [Part One Download, Upload, and Save as PDF video](https://eduvision.tv/l?eRyyAAy) * [Part 2 Editing a PDF document](https://eduvision.tv/l?eRyyAgy) * [Part 3 File and Folder Management](https://eduvision.tv/l?eRyygeg)   **21t4s Documents & Quizzes**   * [4.QM3 RobertFrostbio.docx](https://www.remc.org/downloads/21t4s_suite_tools/4.q3robertfrostbio.doc) * [4.QM3 Sample Application.pdf](https://www.remc.org/downloads/21t4s_suite_tools/4.qm3_sample_application_form.pdf) * [Introduction audio mp3](https://www.remc.org/downloads/21t4s_suite_tools/qm3intro.mp3) * [Key vocabulary audio mp3](https://www.remc.org/downloads/21t4s_suite_tools/qm3.mp3) * V[ocabulary Quizlet](https://quizlet.com/581394970/match)   \*Formatted Poem from Quest 1  (Saved in students’ drives) | | |
| **Student Checklist**  [**Google Doc version**](https://docs.google.com/document/d/12wawgaNwpBodRiDf9IHpOAkn6HI-jE06kbtPjUMdMHg/edit?usp=sharing)[**Word DOCX version**](https://www.remc.org/downloads/21t4s_suite_tools/21t4s_4.qm3_student_checklist.docx) | | |