**Student Checklist**

**Thing: 4.Q4: Graphics Tools with Word**

**Name:**

**Date:**

**Teacher name:**

***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 a Word Document.***

**As you go through the Quest, you will need to check off each step as you complete it. You will be able to:**

* insert and format images and graphics for my documents with Microsoft Word 365
* add hyperlink
* use SmartArt graphics when using the desktop app

|  |  |
| --- | --- |
| **Check off** | **Description** |
|  | Watched the 4. Suite Tools QM4 Graphics Introduction Video and read the Key Vocabulary & I Can Statements, and practiced with the Vocabulary Game. |
|  | Decided whether I was working with the **ONLINE WEB version of Microsoft Word 365** OR **Microsoft Word 365 APP version** and continued my checklist below. |

|  |  |  |
| --- | --- | --- |
| **Check off** | **Online Web Version of Microsoft Word 365 Checklist** | **Microsoft Word 365 Checklist** |
|  | Opened the ***Insert Graphics Video*** box and Logged-in to my Microsoft 365 account. Opened my Poem document, or created a new blank Word document, or opened another Word document to add images to. | Opened the ***Insert Graphics Video*** box. Openedmy Microsoft Word Desktop App. Opened my Poem document, or created a new blank Word document, or opened another Word document to add images to. |
|  | Added a new tab and navigated to  <http://www.pics4learning.com/> | Watched the 4. Suite Tools QM4 Microsoft Word Desktop App Graphics Video, pausing the video as I worked along. |
|  | Watched the 4. Suite Tools QM4 Microsoft Word Online Graphs Video, pausing the video as I worked along. | Opened the ***More Graphics & Animated***Watched the Part 1 Insert Graphics Video, pausing the video as I worked along. |
|  | Continued to the ***More Graphics & Animated Features*** section and opened a blank Word document and selected the Insert Menu. | Continued to the ***More Graphics & Animated Features*** box and opened a blank Word document and selected the Insert Menu. |
|  | Watched the ***4. Suite Tools QM4 Microsoft Word Shapes, Icons, 3D animated features & SmartArt Video***, pausing the video as I worked along. | Watched the ***4. Suite Tools QM4 Microsoft Word Shapes, Icons, 3D animated features & SmartArt Video,*** pausing the video as I worked along. |
|  | Checked with teacher to show this Quest is completed | Checked with teacher to show this Quest is completed |