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| 4. **Suite Tools QM4 Graphics Tools with Word for Microsoft**  **Office 365**  |
| [***Thing 4 Suite Tools***](https://www.remc.org/21Things4Students/21/4-suite-tools/) | [***QM4 Graphics Tools***](https://www.remc.org/21Things4Students/21/4-suite-tools/microsoft-word-online/qm4-word-graphics-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:** In this Quest, students will learn how to insert images and web links.***Learning Objectives*** [***Gdoc***](https://docs.google.com/presentation/d/1feMj1g8fqIRoI0wG851_a17hw_cjIQ6ez63Smt0Auss/edit?usp=sharing)[***PPTX***](https://drive.google.com/file/d/1ALKkUlI7j52ivAb3u4kgPW29oAQmM_wb/view?usp=sharing) ***:*****1. understand how to use a word processing application [Empowered Learner]*** Format and add: graphics, hyperlinks tables, headers, and footers to my documents, and upload and download files in different formats

**2. know how to use advanced word processing features [Creative Communicator]** |
| **Quizlet is embedded on the page and a direct link to pre-check:** [*Quizlet- Graphics Quiz*](https://quizlet.com/142070726/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.
* **Hyperlink:** An element in a digital document that links to another place in the same document or to an entirely different document or website. It is typically activated by clicking on a highlighted or underlined word or image on the screen.
* **SmartArt Graphics:** A feature of Microsoft 365 for creating a visual representation of your ideas by choosing a layout to fit your idea or message. It is found on the Insert menu on the desktop app version and helps you create a graphic organizer.
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| **Pre-Planning*** Students should save their work from this Quest in their drive. They will share the document with you in the next quest.
* In Part One: Students will choose the steps for either the Online Word or Desktop app section, and watch the tutorial videos and follow the steps to: add an image from Pics4Learning (free photo site) or from their computer image search in Word and format, apply a style, and use alignment tools (shown in the first tutorial video).
* They will also add a hyperlink to a web site, perhaps the Pics4Learning i[mage of a leaf](https://www.pics4learning.com/details.php?img=100_1047.jpg) or other
* They may add a link to the YouTube video of [Robert Frost reading his poem](https://youtu.be/sDPUdK2tcdA)
* In Part two: Take note that there are differences between the Online version of 365 and the Desktop app. Try it out so you are prepared.
* Students will be able to add shapes, insert a picture in one, insert icons, insert 3D models or animated ones, and may have access to the SmartArt options.
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| ***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*** [**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)
* [**Pics4Learning**](http://www.pics4learning.com/)
* [**Pics4Learning Image of a leaf**](https://www.pics4learning.com/details.php?img=100_1047.jpg)
* [**Robert Frost reads "Nothing Gold Can Stay"**](https://youtu.be/sDPUdK2tcdA) **YouTube video**

**21t4s Videos*** [**4.QM4 Introduction Video**](https://eduvision.tv/l?emDDDDe)
* **Part 1 Online Microsoft Word 365** [**Graphics Tools Tutorial**](https://eduvision.tv/l?eRyyyyL)
* **Part 1 APP version Microsoft Word 365** [**Graphics Tools Tutorial**](https://eduvision.tv/l?emDDDeL)
* **Part 2 APP version for** [**SmartArt, Shapes, and 3D**](https://eduvision.tv/l?emDDDgD)

**21t4s Documents & Quizzes*** [**Vocabulary Quizlet**](https://quizlet.com/142070726/match/)
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| **4.QM4 Student Checklist with directions for both the Online version and the Desktop app.**[**Student Checklist**](https://docs.google.com/document/d/1KY2a3Xnyn_yw7Jf3Vx9FLPqgHGtYpoeCtUz4bVE46oE/edit?usp=sharing) **(Google doc) Student Checklist (DOCX)** |