4.QG1 Google Docs in 21things4students

## **Poem by Robert Frost for *21things4students* *Thing 4 Quest 1***

## **The videos can be viewed in a separate window, tab, or separate device while you work on formatting this poem. *Revised fall 2020***

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| CK box | **STEPS for Part 1** |  |
|  | **1. Create a new folder using the +**: in your Google Drive space, |  |
|  | **2. Name it** (with your first name, last initial and 4.Q1, or SuiteTools, or some other title that is helpful to store your work for this thing). | New Folder  \_\_\_\_\_\_ 4.Q1 xxx  Create |
|  | 3. **Open the folder** by selecting it, and  **4. Create a New Document** |  |
|  | 5. Copy and paste EXACTLY the poem in the next box into your document with the errors present (or type it in exactly). |  |
|  | Nthing Gold Can Stay  Nature’s first green is gold,  Her hardest hue to hold,  Her early leaf’s a flower;  But only so an hour.    Then leaf subsides to leaf.  So Eden sank to grief,  So dawn goes down to day.  Nothing gold can stay.  By Robert Frost |  |
|  | *FORMATTING STEPS* |  |
|  | 6. Put your **mouse cursor at the beginning of the first line before Nthing** |  |
|  | 7. Select the **spell check icon** on the menu bar to turn on spelling and grammar check |  |
|  | 8. This will open a Spelling and Grammar box that shows any errors and suggested changes. |  |
|  | 9. It also highlights the misspelled word on the page (we misspelled it for this example). When it shows Nthing as an error, select **Accept** to accept the corrected text to spell Nothing correctly. |  |
|  | 10. It moves to the next error, a grammatical one,”so an”  but **select Ignore.** Robert Frost wrote on purpose. |  |
|  | 11. Ignore the next one as well for the same reason (“to day”) is not the word today, but two words. |  |
|  | 12. Put a **blank line or space** between the first line (the title) and the poem. To do this press **enter or return** after “Stay” at the end of the first line. |  |
|  | **13. Save your documen**t with the title by clicking in the space at the top that says Untitled document  It will automatically take the first line of the document as the title.  **Add to the document name:** You can add your first initial and last name or the date up in that title space or select a new name. |  |
|  | 14. Steps to change the Text (font) of the entire poem. Select the Edit menu and ALL text (or use the shortcut ctrl-A or cmd-A: |  |
|  | **15. Text font and size:** Change the text style from Normal to a different font of your choice (such as Comic Sans) using the drop down arrow.    16. Then with it still all selected, **change the Size of the font to 14 (or select all again so it changes all of it).**  **Deselect the highlighted text:** Then unselect the text by clicking anywhere on the page  Screen Shot 2015-08-25 at 11.00.06 AM.png |  |
|  | **17. Format the Title:**  Select all the text in the first line of the poem. (triple-click, or drag across.    Change the Text Style from Normal to Title |  |
|  | 18. Find “**Eden**”in the second stanza (part) and select it (double-click) and Bold it (cmd-B or ctrl-B) | Screen Shot 2015-08-25 at 11.01.44 AM.png |
|  | 19. Select the Authors Name at the end and use **Italics** on the menu |  |
|  | **20. Underline the Title** by selecting the title and then the Underline symbol on the menu bar |  |
|  | **21. Color the text ‘color words’ so that the word green has green text.** Select the text, then change the color using the  to choose a green.  Change the word gold color.  Use the Highlighter tool and highlight “leaf’ with a highlight |  |
|  | **22. Align:** Click anywhere in the title, and choose the center alignment |  |
|  | **23. Add your credits:** Below the Author’s name, space down a line or two and add: Formatted by ….. With your initials or name. Select a fun font for your name. |  |
|  | **Check your work.** |  |

**Part 2** is next, and some fun things like adding page numbers, translating it to a foreign language, using the Explore tool, the Task List, and sharing it with your teacher!