

Google Tools For Units

Adam Estes, Missouri PTA Reflections Chair

The hamburger button is linked to the next slide.

Meet Your Presenter:

Adam Estes serves as the Missouri PTA Reflections Chair. He is also the President of the Wentzville Middle School PTA and teaches the gifted program at Wentzville Middle, where he gets the privilege of seeing students tap into their creativity and curiosity on a daily basis.

Prior to Covid, Adam received certification as a Google for Education Certified Trainer, allowing him to use the skills he learned to help teachers better implement Google tools in their classrooms and daily workflow - a skill he now teaches his students as well.

Potential Topics:

- Google Slides Canva who???
- Google Sheets linking tabs
- Google Forms
- Google Sites
- Google Drive organization
- Inserting links
- Share settings

Google Slides

- File \rightarrow Page Setup \rightarrow Custom \rightarrow 8.5 x 11 Inches
- Slide \rightarrow Change Background \rightarrow choose a color or use an image
- Insert Images:
 - \circ Insert \rightarrow Image
 - Click the picture icon
- More Fonts
- Increase/Decrease Bulleted List Level



Google Sheets

- Sort
- Functions (Average, Sum)
- Insert Graphs
- Alternating Colors
- Split Text to Columns
- Protect Cells
- Link Between Tabs



Google Forms

- Question Types
- Adding Videos
- Adding Images as Question or Answer Option
- Settings \rightarrow Responses
- Customize (Paint Palette Icon)
- Responses
 - Link to Sheets
 - Summary, Question, Individual
 - "Accepting responses" toggle option



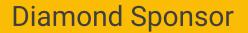
Google Sites

- Limited theme options, designed for simplicity
- Pages tab add a new page to the site (plus button)
 Stacked Dot options
- Everything else is added on Insert tab
- Create a document in Drive and link directly to your site! (Just remember to change the document share settings so anyone can see it...don't ask me how I know that...)

Google Tips

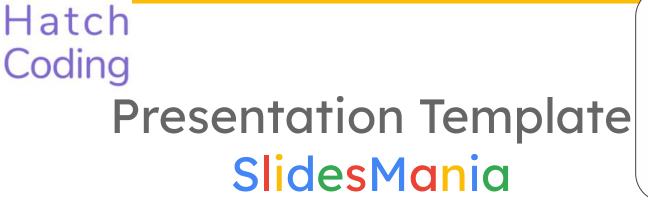
- Terminology
 - Stacked Dots (Hamburger/3 Dots)
 - Waffle
- Google Drive organization
 - \circ Folders
 - \circ Folder Colors (Stacked Dots \rightarrow Organize)
 - Symbols at front of name
- Inserting links (Ctrl+K or Command+K)
- Share settings





Diamond Sponsor

HTTPS://PLUS.SHOP







SlidesMania

slidesmania.com

Free themes and templates for Google Slides or PowerPoint

Images: Unsplash

Please keep this slide or mention us and the other resources used on the footer of a slide

