



Google Tools For Units



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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 → Page Setup → Custom → 8.5 x 11 Inches
- Slide → Change Background → choose a color or use an image
- Insert Images:
 - Insert → 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 → 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
 - Folders
 - Folder Colors (Stacked Dots → Organize)
 - Symbols at front of name
- Inserting links (Ctrl+K or Command+K)
- Share settings



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