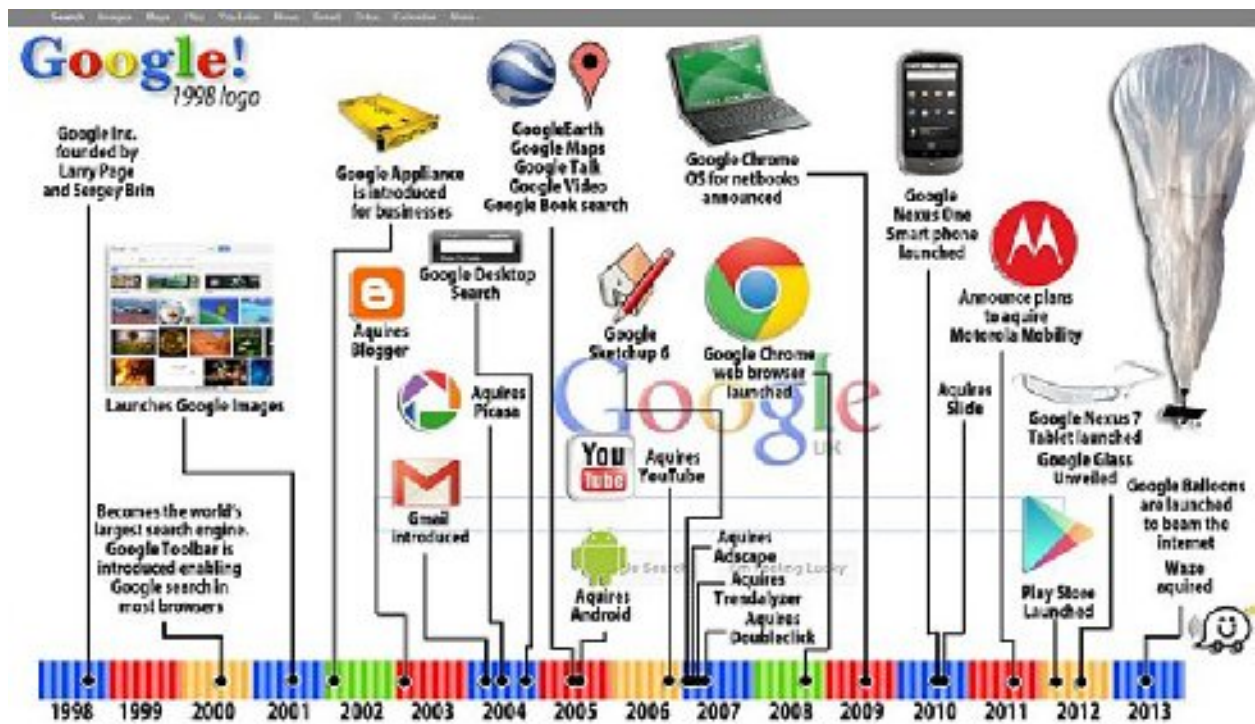


# Digital Literacy Study Guide

## Cycle I "Structure"



Overview: This week we are exploring Google Drive and all the free tools available to you. The name is a play on the word "googol," a mathematical term for the number represented by the numeral 1 followed by 100 zeros. Take a look at how the structure of Google has changed over the years and how their endeavors are changing ours.

Guiding question: What Google Drive tools can help me as a student?

Checklist:

- \_\_\_ Create a Google Doc
- \_\_\_ Share your document with two other students and Ms. Emily
- \_\_\_ Check your email for Skills for Success Tool Box from Ms. Emily
- \_\_\_ Read Skills for Success Tool Box and leave a comment
- \_\_\_ Create a form in Google Forms and send it out and look at the data you collect
- \_\_\_ Create, open and share a Google Spreadsheet
- \_\_\_ Create a Google Presentation, share it and download it to PowerPoint