

Websites

Workshop webpage: googdocs.weebly.com
 Introduction Form: tinyurl.com/introform

Google Docs Home: docs.google.com
 Google Calendar: calendar.google.com

Helpful Keyboard Shortcuts

SWITCHING VIEWS	FORMATTING	COPYING/PASTING	SKIPPING/HIGHLIGHTING TEXT
<p>Shift + Cmd + F = full screens browser window</p> <p>Cmd + Tab = switches between active applications</p> <p>Cmd + ~ = switches between active windows of the same application</p> <p>Cmd + # = switches between tabs in an Internet browser window; # = the sequence number of the tab to which you want to switch</p>	<p>Cmd + B = bold</p> <p>Cmd + U = underline</p> <p>Cmd + I = italicize</p>	<p>Cmd + C = copy command</p> <p>Cmd + X = cut command</p> <p>Cmd + V = paste</p>	<p>Opt + ← = skip back one word</p> <p>Opt + → = skip forward one word</p> <p>Shift + Cmd + ← = highlight & skip back one word</p> <p>Shift + Cmd + → = highlight & skip forward one word</p>

Defining the Terms

real-time: condition in which a system responds, or data that is supplied, as events happen

collaboration: the act of working together on a common project

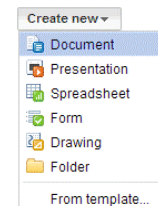
IP address: a numerical label attached to an individual computer within a certain computer network

form: refers to an information-gathering tool that is accessed on the Internet and whose results are reported to the creator of the form

drop-down menu: an element of a website that includes a button, that when pushed, reveals multiple navigation options (see right)

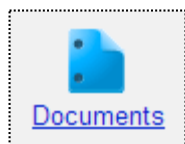
toolbar: a row of menu items that allow you to access an array of tools within an application (see below)

File Edit View Insert Format Tools Table Help

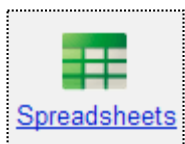


pop-up window: a new window that appears on top of the previous screen after clicking a link

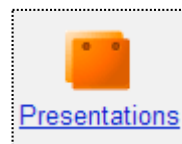
Google Docs/Microsoft Office Equivalents



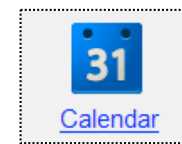
~ Word



~ Excel



~ PowerPoint



~ Outlook