

## Applied Digital Skills

# Basic Digital Skills Guide

Read this guide to learn basic internet and computer skills for your first Applied Digital Skills class.

**Welcome to Applied Digital Skills!** Whether you are new to computers or would like to refresh your knowledge, this guide covers the basic skills needed to complete Applied Digital Skills courses. Each section includes instructions about a different aspect of using computers and accessing information online. Read this guide from start to finish, or choose the sections that interest you most.

|   |                    |
|---|--------------------|
| Control the Computer with your Keyboard, Mouse or Trackpad      | <a href="#">1</a>  |
| Use a Web Browser to Work Online                                | <a href="#">5</a>  |
| Perform a Keyword Search and Review the Search Results List     | <a href="#">10</a> |
| Create a Google Account to Access Google Products               | <a href="#">13</a> |
| Explore Google Drive and the free Digital Tools                 | <a href="#">18</a> |
| Copy and Paste What You Find Online into a New File             | <a href="#">21</a> |
| Resources: Glossary, Google Product Links, and Skills Checklist | <a href="#">25</a> |

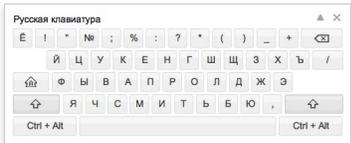
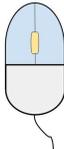
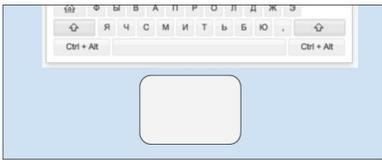
## Control the Computer with your Keyboard, Mouse or Trackpad

Using a mouse or trackpad is the primary skill you need to use a computer. Moving your mouse pointer to select and open items is the same skill you will use to get online, search for information on the internet, and create new digital files like emails, documents and presentations. Read this section to develop your skills working with a mouse or trackpad to open folders, menus and applications on your computer. After completing this section, you will be able to:

- Click, drag, and scroll using the mouse or trackpad
- Open and close folders, menus and applications by clicking
- Right-click to open a drop down menu with options

### Use your Mouse or Trackpad to Click, Drag and Scroll

As you start working on a computer, first familiarize yourself with the workspace to identify the:

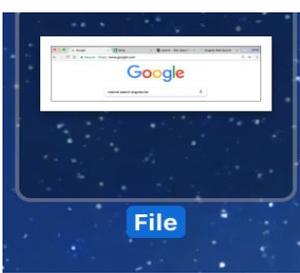
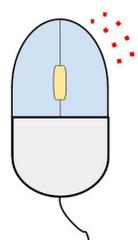
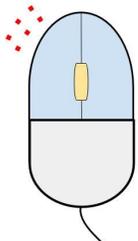
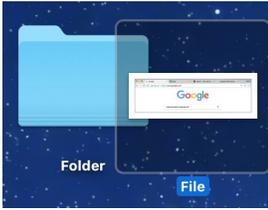
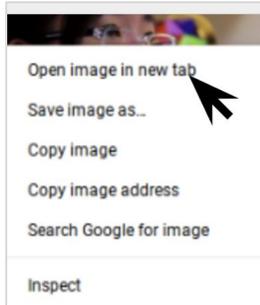
| Keyboard  | Mouse   | Trackpad   |
|---|---|--|
| Type keywords into a search field, or use the arrow keys to scroll up and down on a page. | Use it to open files, menus, and applications, to move files, and to scroll.        | Use it like a mouse to open files and links or to select text, just tap the trackpad with your finger. |
|        |  |                   |

Your mouse generally has a “right-click” and “left-click” button. Left-clicking with the mouse opens a link, application, or a file. You can also left-click to drag items on the screen and scroll up and down pages. Right-clicking with the mouse opens a drop down menu about the item you are clicking.

Here’s how to perform specific actions using a mouse:



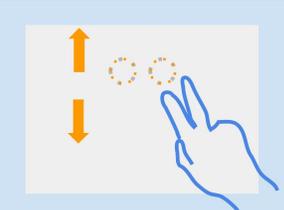
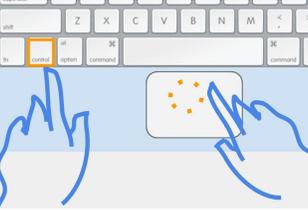
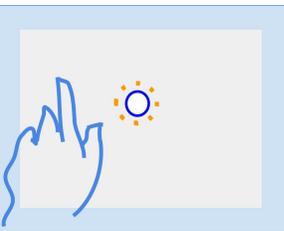
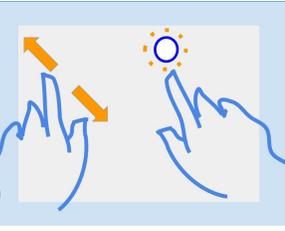
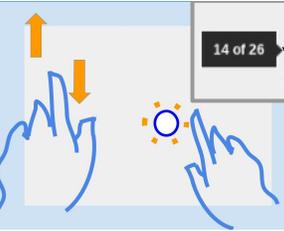
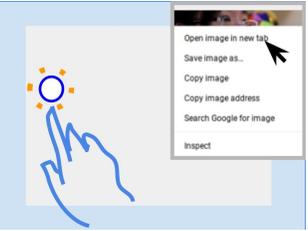
## Use the Mouse

|   | Click<br>(to open)  | Drag and Drop<br>(to move)   | Scroll<br>(to read)   | Right-click<br>(to open a menu)  |
|---|---|--|---|--|
| 1 | <p>To open a link, file, or menu, position the pointer over the object.</p>         | <p>To move a file to a folder or attach it to an email, click the object you want to select. Keep the left button pressed down.</p>            | <p>To move up or down in a file or web page, move the pointer to the far right to display the navigation bar.</p>  | <p>To open a menu about a file, link, or image, move the pointer over the object. Press the button on the right side of the mouse.</p>     |
| 2 | <p>To open it, click it by pressing the button on the left side of the mouse.</p>  | <p>Move the mouse to guide the object to the new location, such as a folder. Release the left button to drop the object in the new spot.</p>  | <p>To scroll the page, click the dark square on the bar. Hold the left button down, and move the mouse.</p>       | <p>To select an item from the menu, move the pointer over the item you want, then click it by pressing the left button on the mouse.</p>  |

Here's how to perform specific actions using a trackpad:



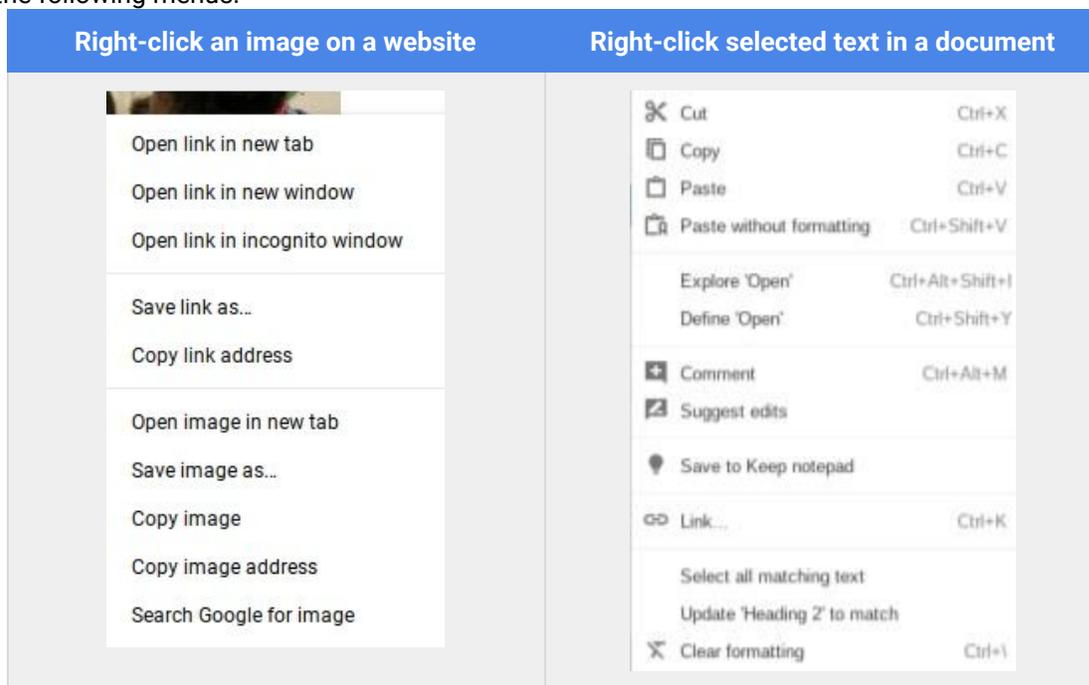
## Use the Trackpad

| Move the Mouse Pointer  | Drag and Drop<br>(to move)   | Scroll<br>(to read)   | Right-click<br>(to open a menu)   |
|---|--|---|---|
| <p><b>1</b></p> <p><u>Move the mouse pointer:</u> gently glide one finger on the trackpad surface.</p>                           | <p><u>Drag a file into a folder:</u> Move the pointer to the file, tap and hold down. Move your finger to move the file.</p>                                    | <p><u>Move up or down a page:</u> tap the open page with two fingers, hold down, then move them up or down to scroll.</p>                       | <p><u>Open a right-click menu:</u> Point to the object. Tap and press the control key. On Chromebooks, use the Alt key.</p>    |
| Click   | Drag and Drop  | Scroll  | Right-click   |
| <p><b>2</b></p> <p>To “click,” move the pointer over an object and tap the touchpad.</p>  <p>To “double-click,” tap twice.</p> | <p>Or, use 2 fingers: keep 1st finger pressed on the object, then use a 2nd finger to move it.</p>  <p>To “drop”, lift your finger to release the object.</p> | <p>Or, point to the far right of the window. Tap the marker on the navigation bar and hold.</p>  <p>To move up or down, use a 2nd finger.</p> | <p>To select an item from the menu, move the mouse pointer over the item.</p>  <p>Touch the trackpad to select the item.</p> |

## Use the Right-Click Menus

By right-clicking a link, a file, or part of a document, you can choose from a list of menu options. The menu may be different depending on what you click. For example, right-clicking on different items like an image or plain text

opens the following menus:



## Open Menus, Folders and Applications

Now that you are familiar with clicking, you can click to open menus, folders or applications like a web browser. Your computer already has applications installed. Each application has a unique picture, called an icon. To open an application, move your mouse pointer over its icon, and click it. Use the same method to open menus or folders. To find the applications installed on your computer, review the following table:

| Locate and open applications installed on your computer. |            |   |
|--|------------|---|
| PC or Mac  | Desktop    | Applications used a lot may have an icon on the desktop. Click an icon on the desktop to open the application on your computer.   |
| Mac  | Launchpad  | Guide your mouse pointer to the bottom of the desktop to reveal the Launchpad. Click an icon from the Launchpad to open it.<br>   |
| PC   | Start menu | Click the <b>Start menu</b> on the lower left side of your desktop, then click <b>Programs</b> to open the installed applications. Click an icon to open an application.<br> |

## Close a Folder, Menu or Application

To use your mouse to close any application, folder, or menu, click the “X” button  in the top right of the window. On Mac computers, the “close” button appears as a red dot  on the left side of the toolbar.

## Skill Building Exercises

Practice the skills you will use in your Applied Digital Skills course.

### Exercise 1

#### Open an application using your mouse

1. Guide the mouse pointer to **Launchpad (for a Mac)** or the **Start menu (for a Windows computer)**.
2. Open the **application menu** or folder to reveal the applications installed on the computer.
3. Open an **application**. Once the application opens, take a look at its layout and find the toolbar at the top.
4. Close the application using the **X** button.

## Use a Web Browser to Work Online

In Applied Digital Skills, you'll watch videos in an internet browser that will guide you through steps to create a project using digital tools. Read this section to learn how to open and arrange two web browser pages, so you can watch classroom videos and work on class projects in a way that optimizes your desktop space. After completing this section, you will know how to:

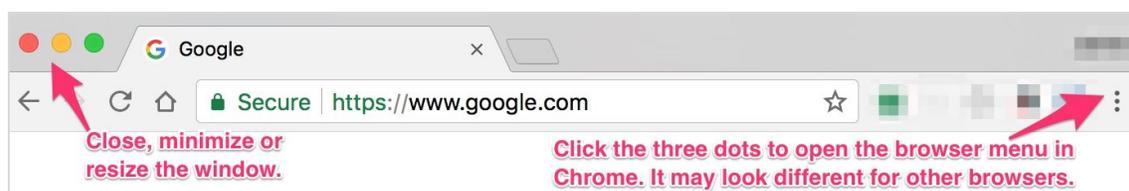
- Open a web browser to view web pages on the internet
- Use the browser's toolbar and menus
- View two browser windows at the same time by resizing and dragging

### Open a Web Browser to Connect to the Internet

When you access the internet, you can view websites, send and receive emails, video chat with family and friends, read the news, and use social media sites. A web browser (commonly referred to as a browser) is a software application used to access and view information on the web. Your computer has a default browser installed. Open it by clicking the icon for the browser. Common web browsers include Google® Chrome®, Apple® Safari®, Opera Software® Opera®, Microsoft® Internet Explorer®, and Mozilla® Firefox®.

### Control Your Browser using the Toolbar and Buttons

To open a website on the internet, first open an internet browser. Browsers function in similar ways, even though they do not look identical. One feature common to all browsers is the toolbar, which appears at the top of the window. Use this area to type a web address, add a new tab, or open the "browser" menu. Use the toolbar buttons to close or resize the window. The buttons may look different based on what browser and computer you use. The following image shows a Chrome browser on a Mac.





The following image shows a Chrome browser using a PC:

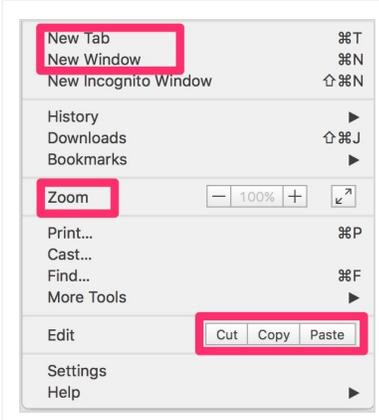


Other common toolbar and menu functions include the following:

-  Click the “back” button to return to the previous web page.
-  Click the “refresh” button to reload your current web page.
-  Click the “resize” button to maximize or resize the browser window. On Macs this button appears on the left side and is yellow.
-  Click the “X” button to exit the page and close the browser window. On Macs, the “close” button is red and appears on the left side of the toolbar.

## Open the Browser Menu

Most browsers also include a menu. In Chrome, this appears as three dots on the far right side of the window. Open the browser menu to select actions like these from a menu :

|   |  |
|---|--|
|  | <ul style="list-style-type: none"> <li>● Click <b>New Tab</b> to open a new tab on the browser window, then use the mouse to select the tab you want to view.</li> <li>● Click <b>New Window</b> to open a new browser window.</li> <li>● Press - or + to <b>zoom</b> in and magnify the page or zoom out to reduce its size.</li> <li>● Click <b>Copy</b> after selecting text or images you want to take a snapshot of.</li> <li>● Click <b>Paste</b> to add the snapshot to a new email, doc, or file.</li> </ul> |
|---|--|

## Enter a Web Address or Search Terms into the Address Bar

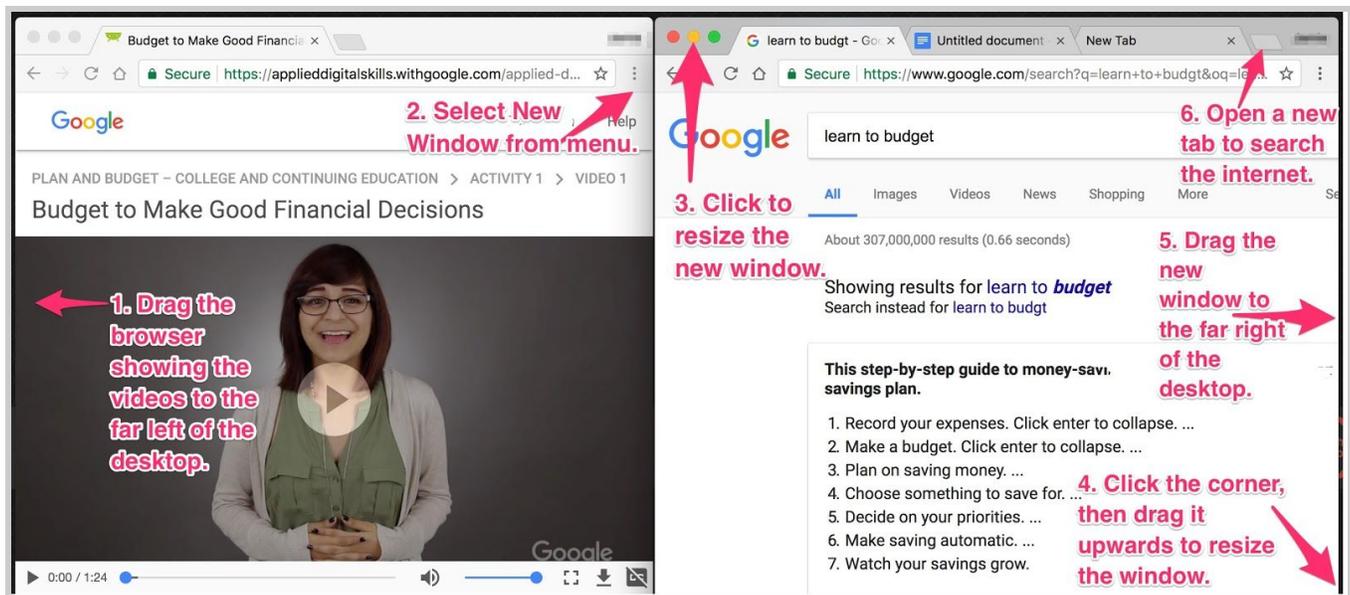
The address bar appears at the top of the browser window and displays the web address, which is also called the “URL.” To view a website, click the address bar field with your mouse. Type in the web address for the site such as [www.google.com](https://www.google.com).

You can also type keywords relating to a topic into this field. When you press **Enter**, the computer will search for the keywords and return a list of websites that match.



## View Multiple Web Pages at the Same Time Using Two Browser Windows

In Applied Digital Skills courses, you will watch instructional videos to learn how to use digital tools from Google. To work efficiently, set up your web browser with two windows side by side. You can watch the course videos in one window and perform internet searches in the other. You can also add a tab to a browser and open the file you are editing, such as a document or presentation.



## Open and Resize a Second Browser Window

During class you might want to view two web sites at the same time, for example, to watch a video and search the internet. You can resize and arrange two windows to see both at the same time. To do this:

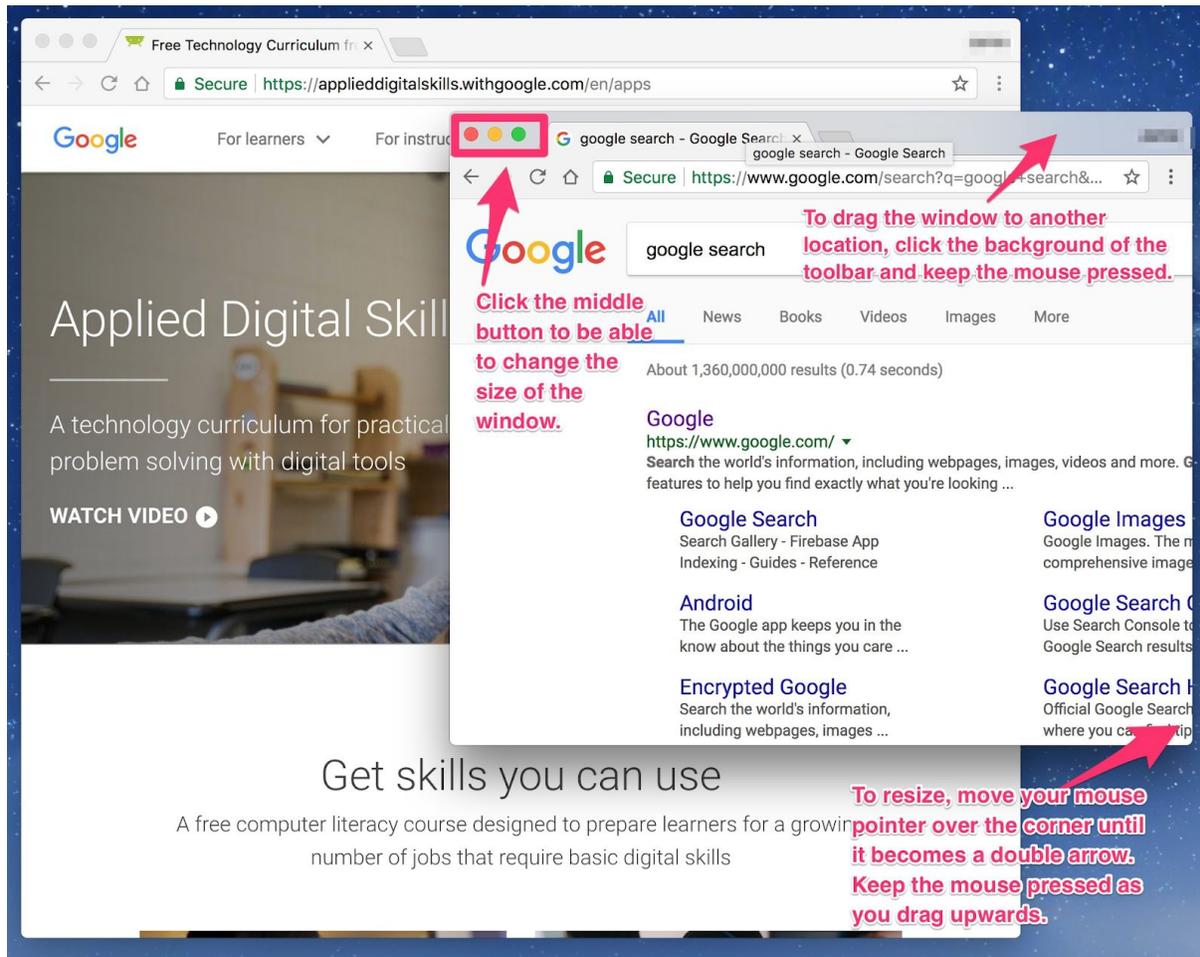
1. From an open browser window, click the browser menu.
2. Select **New Window** to open a second browser window.
3. If the window takes up the entire screen, click the **resize** button in the toolbar to change its size.
4. Move the mouse pointer over the **lower right corner** of the browser until a double arrow pointer appears.
5. Click the **corner** of the page and keep the mouse pressed down.
6. Move the mouse upwards and to the left to reduce the size of the window.
7. When you are happy with the size, release the mouse. Decide if you want to resize the other browser window.

## Drag the Browser Window and Drop it a Different Location on the Desktop

Drag and Drop is a skill you can perform with the mouse to move any window that is open to a different place on your desktop. You can use the Drag and Drop function to view two web pages at the same time. Use the mouse to resize each browser window, then drag one to the left side and one to the right side of your desktop.

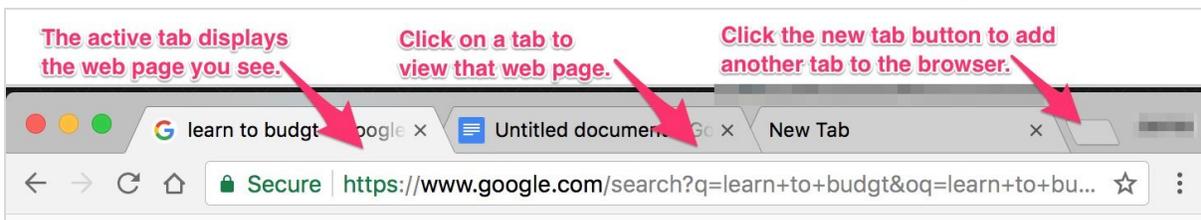
To drag and drop a browser window:

1. Click the background on the browser's **toolbar**. Click in the gray area that doesn't have a button.
2. Keep the mouse pressed **down** as you move the mouse to drag the window to another spot.
3. Release the mouse to place, or drop it, in its new location.



## Add Additional Tabs to a Browser Window

Using multiple tabs in a web browser allows you to open several websites without cluttering your screen. To open a new tab in your browser, click the "new tab" button. Click each tab to view the web page that is open.



## Skill Building Exercises

Practice the skills you will use in your Applied Digital Skills course. Exercises include:

- Exercise 1: Open a search engine web page
- Exercise 2: Open a new browser tab
- Exercise 3: Open and resize a second browser window

### Exercise 1

#### Open a search engine page using a browser

1. Open a browser window and type [www.google.com](http://www.google.com) in the address field, and press **Enter**.
2. Type **keywords** into the search field on the webpage. Example keywords: *skills personal best*
3. Press **Enter** and then review the search results.
4. Click the **Back** button in the browser toolbar to return to the Google search page.
5. Click the **Forward** button in the toolbar to return to your search results.
6. Type different **keywords** about your topic into the search field. Example keywords: *job skills resume*.
7. Press **Enter**. The websites returned in the search results are slightly different than your first search.

### Exercise 2

#### Open a new browser tab

1. From your open browser window, select **New Tab** from your “browser” menu.
2. From the toolbar, click the **new tab** button to the right of the last open tab. A new tab opens.
3. Click the **address field**, and navigate to a website. For example: [www.google.com](http://www.google.com).
4. Press **Enter**. The website opens.
5. Click each open **tab** in the browser toolbar to view the web page it is open to.
6. Open another web pages using a new tab.

### Exercise 3

#### Open and resize a second browser window

1. Open a webpage using an internet browser.
2. From the internet browser menu, select **New Window**. A new browser window appears.
3. In the browser window, click the **resize** button on the toolbar if the screen was previously maximized.
4. Click the **lower right corner** of the browser window, and hold down the mouse.
5. Drag the webpage upwards to resize the window.
6. Release the mouse when the browser window is the size you want.
7. Click on the **toolbar** (the gray part) of the browser window. Keep the mouse pressed down.
8. Drag the **window** to the right side of the desktop. Then, drop it. Now you can resize and move the other window to the left side of the desktop.
9. Click anywhere on first browser window you opened to make it active.
10. Click the **lower right corner** of the browser window and hold down the mouse.
11. Drag the **corner** of the window to resize it.
12. Click the **toolbar** (on the background) and hold down the mouse.
13. Drag the window to the far left. Then, drop it. Now you can see both windows at the same time.

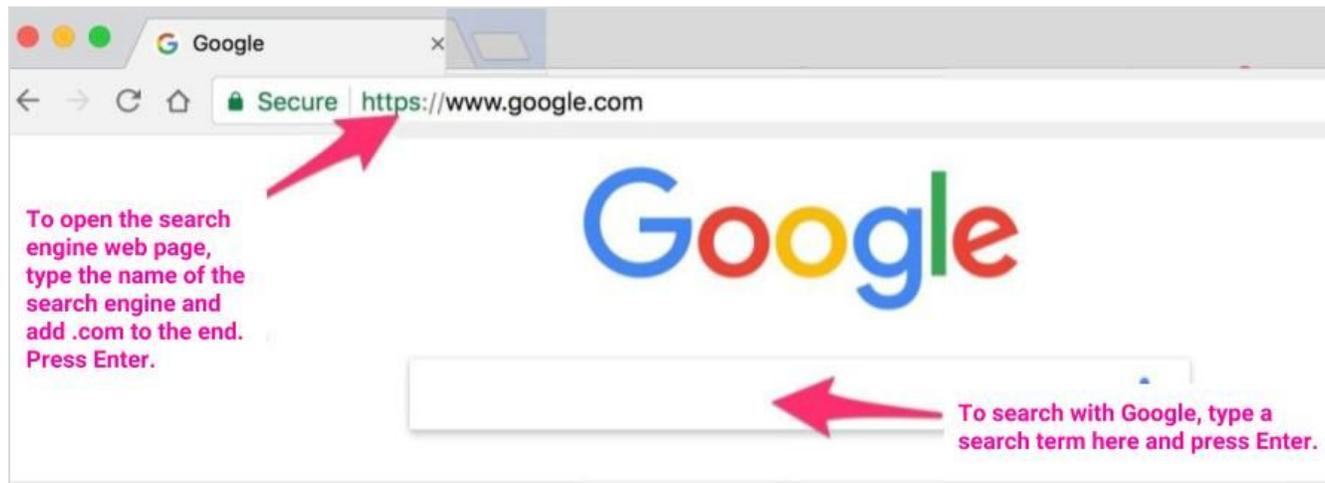
## Perform a Keyword Search and Review the Search Results List

In Applied Digital Skills, you will search the internet to find information about different topics. You will use the information in the projects you create. You can also search the internet to find out more about job opportunities by typing a keyword, like a Job Title or a Job Skill, in the search field. Search engine websites like Google.com, Bing.com, and Dogpile.com, return lists of websites, images, pdfs, and videos based on the keywords you enter. Read this section to learn the skills to find trustworthy and informative websites by performing keyword searches on a search engine website. After completing this section, you will be able to:

- Search the internet by entering keywords about a topic into a search engine website
- Review and filter your search results
- Open a search result webpage in a new tab or browser window

### Open a Search Engine Website Using the Web Browser

The top search engines include: Google®, Bing®, Yahoo®, DuckDuckGo®, AOL®, and Dogpile®. To perform a search using one of these search engines, open a new web browser window. Type the name of the search engine you wish to use in the address bar, and type **.com** after the name. Press **Enter**.



### Enter Keywords about a Topic Into the Search Field

To use the Search Engine, think of a topic you want to know more about, for example a certain job title or job skills. Type those keywords into the search field and press "Enter" on the keyboard. The search engine will return a list of popular websites, images, videos, and even products that match your keywords. Most search engines also let you filter the results to view only video, only images, or only websites.

### Review the Search Results

The search engine displays your search results in a list that includes a description of each result and hyperlinks you click to visit each result. The order in which results appear on your screen after you enter search terms depends on two things: how closely the result matches the words you typed in and the popularity of the website.

The closest and most popular matches appear at the top of the list.

The screenshot shows a Google search for "soft skills". The search bar contains "soft skills" and the results show "About 13,600,000 results (0.69 seconds)". Below the search bar are tabs for "All", "News", "Images", "Books", "Videos", and "More". A red box highlights these tabs with the annotation: "Filter the results to view a specific type of result, such as only images." Below the tabs is a "Dictionary" section for "soft skills", defining it as "personal attributes that enable someone to interact effectively and harmoniously with other people." A red arrow points to this section with the annotation: "This is the first search result in the list. It is the MOST popular result." Below the dictionary is a list of search results. The first result is "List of Soft Skills for Resumes And Cover Letters - The Balance" with a URL and a description. A red box highlights this result with the annotation: "Each search result has a title, a web address, and a description of the page." Below it are other results from WikiJob, Monster.com, and Wikipedia. A red arrow points to the Wikipedia result with the annotation: "Click the title to open the webpage. Or, right click and open the link in a new tab or browser window."

At the bottom of the search results page appears a **Next** link, which will display more web pages about your topic. These results may not be as popular as your first page of results. Also, in the Google Search Engine, other keywords are presented at the bottom of the search results page.

Click a suggested search to view the results.



## Filter the Results to View Images or Videos Only

You can use the filters at the top of the search result page to receive only one type of results, such as images, videos, news or shopping products. To filter, click one of the filters on the search results page.

## Open a Search Result Link

A search result consists of the title, the URL, or web address and a short description. Use this information to decide if the link is worth investigating by opening it to view the full website. To open a search result, move your mouse pointer over the Search Result title, which is usually blue because it is a hyperlink. Click the link to open the web site. To return to the search results page, move your mouse pointer over the "back" button in the web browser toolbar. Click or tab the "back" button to return to the search results page.

## Open a Search Result in a New Tab or Browser Window

To keep the search results page open continuously, open a search result in a new tab. Move your mouse pointer over the title of a search result and right-click it. Select "open in new tab" from the drop down menu. The website opens in a new tab on the browser window you are working in. Move your mouse pointer to the new tab, and click it to view the web page. To return to the search results page, click the tab for it. To open a search result in a new browser window, right-click on the "title" of the search result. Select "new browser window" from the dropdown menu. If you like, resize your new search results window, then drag and drop it at another location on the desktop.

## Skill Building Exercises

Practice the skills you will use in your Applied Digital Skills course. Exercises include:

- Exercise 1: Perform an internet search and open a search result
- Exercise 2: Open a search result page in a new tab
- Exercise 3: Open a search result page in a new browser window and resize it

### Exercise 1

#### Perform an Internet Search and Refine the Results with a Filter

1. Use your browser to open a search engine website, for example: [www.google.com](http://www.google.com).
2. Enter **keywords** about a topic into the Search Field, such as: a specific job title, a skill you want to learn, or a business you want to start. For example: *sales person jobs, top 10 job skills, or small business ideas*.
3. Press **Enter** to return a list of websites matching your search terms.
4. Review the search results.
5. Click the **Images** link at the top of your results page to display results that are images.
6. Click the **Video** link at the top of your results page to display results that are videos.
7. Click the **Web** link at the top of your results page to get a list of all websites.
8. Click one of the links to open it. The website opens the page in your browser window.
9. Click the **Back** button, which appears to the left of your address bar. Your original search results list opens.

### Exercise 2

#### Open a search result page in a new tab

1. Use your browser to open a search engine website, for example: [www.google.com](http://www.google.com).
2. Enter **keywords** about a topic into the search field, for example: "flights to Florida"
3. Identify a search result **link** that you want to open in a new tab.
4. Right-click the **link** and select **open in new tab**.
5. Click the **tab** that is to the left of your current tab to return to your search results page.

### Exercise 3

#### Open a search result page in a new browser window and resize it

1. Open a new browser window. You will use it to open a search engine website.
2. Type **www.google.com** in the address field.
3. Enter **keywords** about a topic into the Search Field, for example: "distance to moon from Earth."
4. Identify a **search result link** that you want to open in a new browser window.
5. Right-click the **link** and select **open in new browser window** to open the page in a new window.
6. Resize the **window** to view the search results and the web page at the same time.

## Create a Google Account to Access Google Product

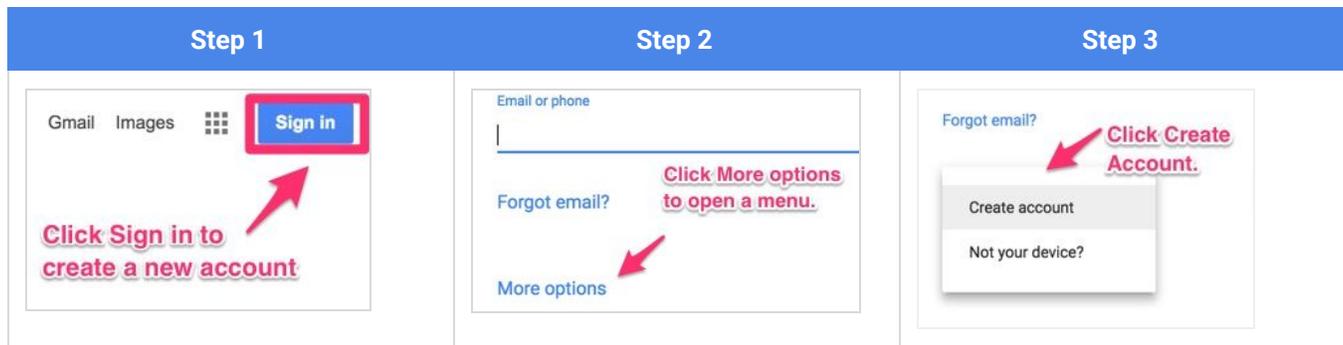
A Google Account is free, and it allows you to access Google applications and services, like email, word processing, and internet file storage. You will need an account to access Google's free digital tools, called G Suite, to log in to the Applied Digital Skills website, watch the videos and create projects. This section will guide you through how to create an account. If you've signed in to any Google product before, you already have an account. You can use the same username and password to sign in. Or, make a new account to use in class.

Read this section to create a new Google Account. After completing this section, you will know how to:

- Create a Google Account with a unique username.
- Create a strong password and keep it secure.
- Sign in and out of your Google Account.
- Open Drive to locate the digital tools you will use in class.

## Create a Google Account from the Sign In Page

Set up your free Google account by typing “[accounts.google.com](https://accounts.google.com)” into the address bar of a new browser window. Or, simply click the “sign in” button on any Google product webpage.



To create your new account, complete the Google Account form. You will need to enter account information such as your name, birthday, gender, phone number, and address. Enter the name you want to use across Google services. When you send an email or leave comments, the name you enter here will be displayed.

## Create a Unique, Professional Username

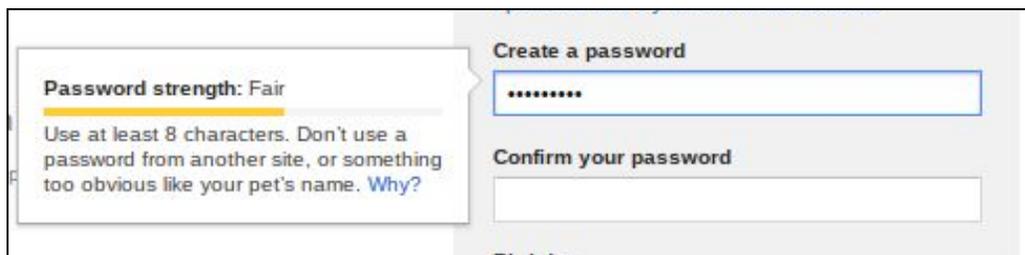
You will use your username to sign into Google and the Applied Digital Skills website. Your username reflects who you are to your instructor, classmates, and others who may view the content you share. Keep that in mind when choosing your username. Pick a username that reflects your professionalism. Type in any combination of letters, numbers, and/or periods. It does not matter if letters are uppercase or lowercase. When creating a username, one option is to use your name or initials. If the username is already taken, the form will display several available options. The username you select will become your email address in Gmail. Your full email address will be the username you select with *@gmail.com* added to it.

## Create a Strong Password

You will also type in a password when you sign in to Google and your Applied Digital Skills class. Your password keeps your account information private and secure. Here are some tips to select a password and keep it safe:

- Choose a strong password.
  - Use at least eight characters.
  - Use a mix of letters, numbers, and symbols.
  - Do not use personal information or common words.
- Do not tell anyone your password or write it down.
- Use a different password for different accounts.
  - Do not use a password you already use on another account.
  - Do not reuse your Google Account password anywhere else.

Consider picking a random word or phrase, then making it unique with capital letters and numbers. For example, use the word “butterfly”, but make it hard to guess by replacing some letters with numbers or capital letters, such as *8uttErfly* or *bu2Terfly*. As you create your password, a pop-up will let you know if your password is too short, weak, fair or strong. Keep trying until you have a strong password.



The image shows a screenshot of a Google password creation interface. On the left, a callout box displays the password strength: "Password strength: Fair" with a yellow progress bar. Below this, it says "Use at least 8 characters. Don't use a password from another site, or something too obvious like your pet's name. Why?". On the right, the form has two input fields: "Create a password" (containing seven asterisks) and "Confirm your password" (empty).

## Set Up Account Recovery Information

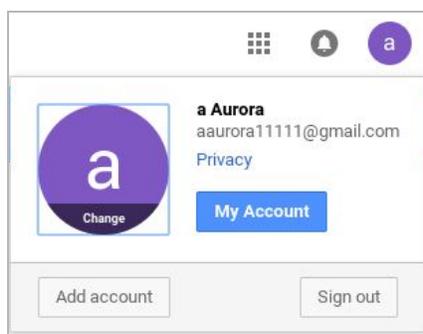
The remaining fields help you to recover your account information if you forget it. Type in your birthday, then type in a phone number or an email address that you can use to verify your account in case you get locked out of it or cannot remember your username or password. Entering your mobile phone and email address makes it easier to reset your password if you forget it. Google will also notify you by phone or email if there is a security issue with your account.

When you complete the form, click “Next,” and read the Privacy and Terms. Accept the Terms by clicking “I Agree.” Your new account is ready to use! The “welcome” page displays your Google Account email address, which is the username you selected with @gmail.com added to it. Click “Continue” to go to the Google search page. You can tell you are logged into your account because your profile picture shows in the top right corner of all Google product pages.

## Manage your Account Preferences and Sign Out

Click your profile picture in the top right corner of the Google webpage to sign out or update your account. To

change your password, phone number or profile picture, click your profile picture and select the “My Account” button.



Remember to sign out of your Google Account when you finish using the computer. At the top of the page, click your profile picture, and select “sign out.” If you use a public computer, signing out of your account prevents others from accidentally using it. You will need to sign back in with your username and password to use the account again. To log back into your Google Account, open a browser and type [www.accounts.google.com](http://www.accounts.google.com) in the address bar, or click “Sign In” from the Google website. Enter your Google username and password.

## Explore your Google Account

Your Google Account includes tools to help you search for information, manage your email and calendar and create new presentations, documents and websites, all for free. In Applied Digital Skills, you will complete projects using digital tools in G Suite, which you can access from **Drive**. Drive is available from the Google apps menu, which you can find in the top right of Google product pages. To open the Google apps menu, click the icon that looks like nine small squares.

| Google Tools available from the Google Apps menu  include: |  |
|---|--|
| <br>My Account   | Change your password and privacy preferences                                       |
| <br>Search   | Search the internet using keywords to find websites, images, videos and more.      |
| <br>Maps   | View maps and get local info, or create your own custom map.                       |
| <br>YouTube  | Watch videos about any topic and subscribe to your favorite channels.              |
| <br>Play   | Browse the store for free or paid apps. Enjoy millions of the latest Android apps. |
| <br>News   | Catch up on current events by browsing stories from different news sources.        |

|  |   |
|--|---|
|  <p>Gmail</p>     | <p>Gmail is email that's intuitive, efficient, and useful. Send and receive email with 15 GB of storage, less spam, and mobile access. You will use Gmail during Applied Digital Skills.</p>  |
|  <p>Drive</p>     | <p><b>You will use Drive frequently in Applied Digital Skills to make new projects. This is the main tool you will open using the Google Apps menu.</b> In Drive, store and share the files you make, and access digital tools to create new files including: documents, websites, presentations, spreadsheets, forms, My Maps, drawings -- for free.</p> |
|  <p>Calendar</p>  | <p>Keep track of life's important events all in one place. Schedule your week and invite others to meetings.</p>  |
|  <p>Google+</p>   | <p>Use Google's social media site to join communities of people around any topic. Discover amazing things created by passionate people.</p>   |
|  <p>Translate</p> | <p>Translate words, phrases, and web pages between English and over 100 other languages.</p>  |
|  <p>Photos</p>    | <p>Upload and store your photos, which get backed up, organized and labeled automatically, so you can find them fast, and share them how you like.</p>  |

## Skill Building Exercises

Practice the skills you will use in your Applied Digital Skills course. Exercises include:

- Exercise 1: Create a Google Account with a unique username and strong password
- Exercise 2: Sign into your Google Account, then sign out
- Exercise 3: Locate and Use the Google Apps menu to open Drive and Gmail

### Exercise 1

#### Create a Google Account with a unique username and strong password

1. Open a browser and type **www.google.com** in the address field.
2. Press **Enter**.
3. Click the **Sign In** button, located in the top right corner.
4. Click the **More options** link and select **Create Account**.
5. Complete the Google Account form.
  - a. Enter the **name** you want to appear on your Google Account.
  - b. Choose a **username**.
  - c. Create a **password** that is strong.
  - d. Confirm your **password**.
  - e. Enter your **birthday**.
  - f. Select your **gender**.
  - g. Enter your mobile **phone number**.
  - h. Enter your current **email address**.
  - i. Select your **location**.
6. Click the **Next Step** button.

7. Click the **blue arrow** on the Privacy and Terms page. Click three times to reach the end of the page.
8. Click **I Agree** at the bottom of the page. The welcome page opens and displays your email address.
9. Click **Continue**. The Google search page opens, and your profile picture appears in the top right corner to indicate that you are signed in.

## Exercise 2

### Sign into your Google Account

1. Open a browser and type **google.com** in the address bar.
2. Click **Sign In** from the upper right corner of the Google website.
3. On the sign in page, enter your **user name** and click **Next**.
4. Enter your **password** and click **Next**. The Google search page opens, with you logged into your Google Account. Look at the top right corner to see your profile picture.
5. To sign out, click your **profile picture** and select **Sign Out**.

## Exercise 3

### Locate and Use the Google Apps menu to open Drive and Gmail

1. Sign into Google with your account **username** and **password**.
2. Click the **Google Apps menu** next to your profile picture.
3. Click the **Gmail icon** in the menu. Gmail opens. Notice the position of the menu and profile picture.
4. From the Gmail web page, click the **Google Apps menu**.
5. Click **Drive**. Your profile picture and Google Apps menu are located in the same position on Drive.
6. To sign out, click your **profile picture** and select **Sign Out**.

# Explore Google Drive and the Free Digital Tools

Google Drive is your one place to access digital tools to make new documents, websites, spreadsheets, drawings and much more. Drive gives you free storage to securely keep your files online and share them with others. Google Drive uses “cloud storage,” which simply means it stores your files on the internet instead of on your computer. With Google Drive, you can access your files from your Google Account, no matter what device or computer you use to sign in.

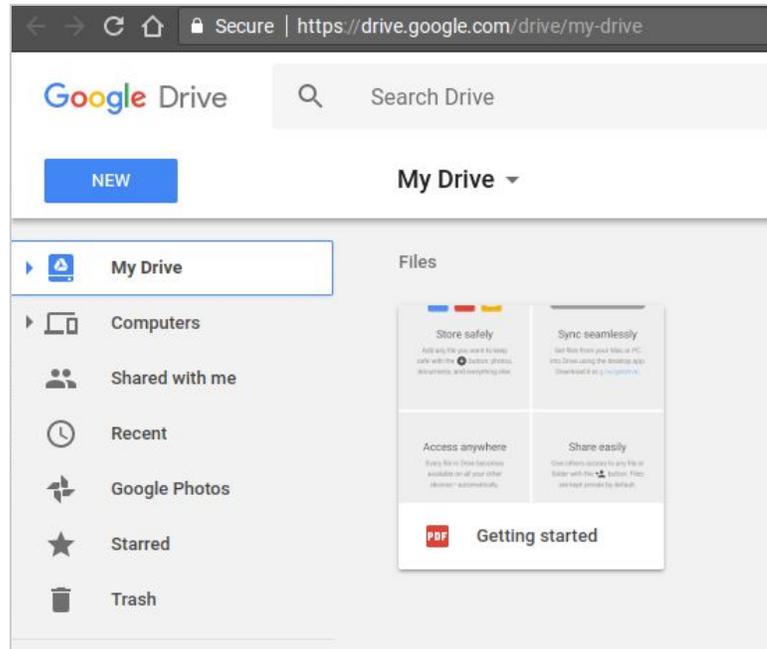
In Applied Digital Skills, you will use Drive and the digital tools available there. You do not have to know how to use the digital tools before your first class, but it will be helpful to know how to access them. Read this section to become familiar with Drive. After completing this section, you will know how to:

- Locate the free digital tools available in Drive
- Create a file in Drive using the “New” menu
- Share a file and set permissions to view, comment or edit

## Open Google Drive

To use Google Drive, first sign in to your Google Account, then open Google Drive from the apps menu, or visit [www.drive.google.com](http://www.drive.google.com). The Google Drive pages opens showing your files in My Drive and a New menu where you

can create new types of digital files:



## Create New Files in Drive

Use the blue **New** menu at the top of the page to create new files using one of Google’s digital tools, also known as G Suite, which include the following:

| G Suite Digital Tools   |   |
|---|---|
| <br>Docs   | Create and edit text documents in your browser. Multiple people can work at the same time, and every change is saved automatically.   |
| <br>Sheets | Create spreadsheets in your browser-- make a list of simple tasks, or import data you want to visualize using charts, filters and pivot tables.   |
| <br>Slides | Create and edit polished presentations in your browser— multiple people can work at the same time on 1 file.  |
| <br>Sites  | Create a free website about your project, event, or topic and publish it to the web for others to read. Use a template and add images and text . You do not need to know design or programming. |
| <br>Forms  | Create surveys and questionnaires. Responses are gathered in a spreadsheet so you can analyze the data.   |

|  |  |
|--|--|
| <br>Draw    | Draw and edit new images, add text to existing images, lay out diagrams, create flow charts, and then easily add them to other documents or embed them on a website. |
| <br>My Maps | Create a custom map of your local area to share and add place markers and details about your favorite spots.   |

## Find Files You Created

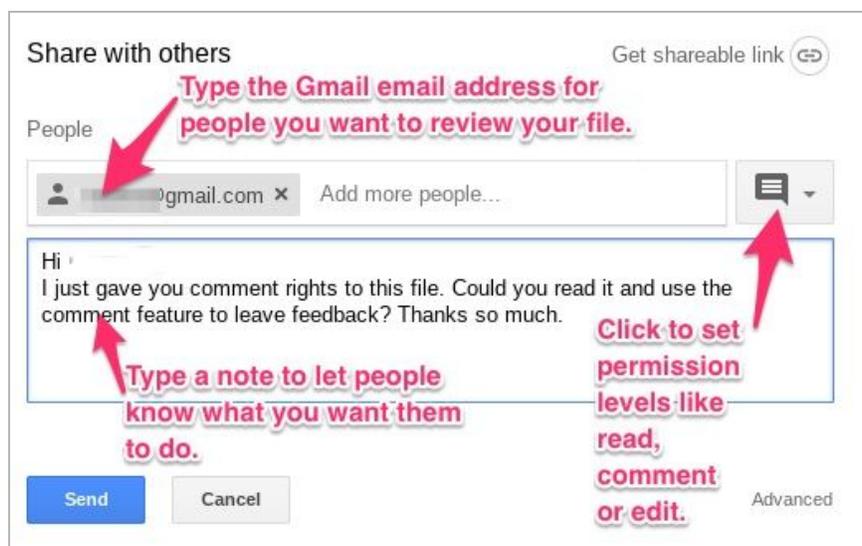
Click **"My Drive"** to see the files you created and uploaded. They show on the main part of the page. Click **"Recent"** to see files you opened or downloaded over the past day, week or month.

## Find Files Shared with You

Click **"Shared with Me"** to see files and folders others shared with you. Type keywords into the search box at the top of the Drive page to find files others have shared. Only files that you have permission to view or edit will show.

## Share Files with Others

Drive makes it easy to share your files with others, so they can view, comment, provide feedback or even edit them. When you share a file, the person or people with whom you share it can access it. If you share a folder, they can access all the files inside that folder. People can view or edit files based on the permission level you set. To share a folder or file, right-click it in Drive, and select "Share" from the menu. A pop up appears that lets you set permissions and share.



Type in the Gmail addresses of the people with whom you are sharing the file or folder. Set the permission levels depending on whether you want them to be able to edit, comment on, or view the file. The recipient will get an email with a link to the file or folder. Click "send" to send the file and your message.

## Skill Building Exercises

Practice the skills you will use in your Applied Digital Skills course. Exercises include:

- Exercise 1: Create a file in Drive using the “New” menu
- Exercise 2: Share a file and set permissions to view, comment or edit

### Exercise 1

#### Create a file in Drive Using the “New” Menu

1. Open a browser window, and type **Google.com** in the address bar. Press **Enter**.
2. Click **Sign in** in the upper right corner of the page.
3. Enter your Google Account **username** and **password**.
4. Click the **Google Apps** menu icon (next to your profile picture) and click **Drive**. Drive opens.
5. Click **New** to open the menu.
6. Click **Google Docs** in the menu. A new document opens in a new tab in your browser window. If nothing happens, look at the address field in your browser and check for a message like “pop ups are blocked.” Modify it to allow pop ups.
7. Click the **document title** at the top of the page, and rename it “My First Document.”
8. At the top of your browser, select the **first tab** in your browser window, which is “Drive”. Your new document appears in “My Drive” with the title you gave it.

### Exercise 2

#### Share your file and set permissions to view, comment, or edit

1. Sign into your Google Account, and open **Drive**.
2. Find the **file** you want to share.
3. Right-click the **file** and select **Share** from the menu.
4. Type the Gmail **email address** of the person you want to receive the file.
5. Click the **pencil icon** to open a menu and set the permission level for the recipient. Select **Comment** so the person can view the file and add comments with feedback, but they cannot make changes to the file.
6. Click the **Add a note field** to add a message to the recipient.
7. Type: **“Hello, would you read my document and use the comments feature to leave feedback about the parts you like or any changes you think it needs?”**
8. Click **Send** when you are done. An email is sent to the recipient. Click the Gmail icon in the Google Apps menu, then look in your “Sent” mailbox to see the email that went out to your recipient.

## Copy and Paste What You Find Online into a New File

In Applied Digital Skills, you will create new files like documents, presentations and websites about topics you explore online. In just a couple clicks, you can add images and text from websites into a document or file you are editing online. Read this section to develop your skills selecting, copying and pasting information from the internet into your digital files.

After you complete this section, you will know how to:

- Use your mouse or trackpad to select text and images from a webpage
- Take a snapshot of the selected text and images by copying it
- Add the text and images you copied into a new file by pasting it

## Select Text and Images to Add to a File

To select text means you use your mouse to highlight a sentence, paragraph or images. Think about highlighting as if you were drawing a shape around the words and images you want to use. Position your mouse at the top left of the text or image, then drag across and downwards until it is highlighted.

| To select text or images: |   |
|---------------------------|---|
| 1                         | Move the mouse pointer to the beginning of the text you want to copy.   |
| 2                         | Click the <b>starting point</b> and do not release until you are done selecting the text and images. <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> </div>  |
| 3                         | Select the top line of text by moving the mouse or your finger <b>sideways</b> until the top line is highlighted. <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0; text-align: center;"> </div>   |
| 4                         | Drag <b>downwards</b> until all the text and images you want to copy are highlighted. <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> </div> <p>In this case, the text and the first image have been selected. What is not highlighted will not be copied.</p> |
| 5                         | Release the mouse after all the text and images you want are highlighted. Next you will “copy” the highlighted text and images in order to “paste” it in another file, such as a document or email.   |

## Copy the Text and Images you Selected

To copy the text or image you highlighted, right-click and select “Copy” from the menu. Or, use the browser menu or edit menu in an application such as Google Docs. You can select the “Copy” function from the following menus:

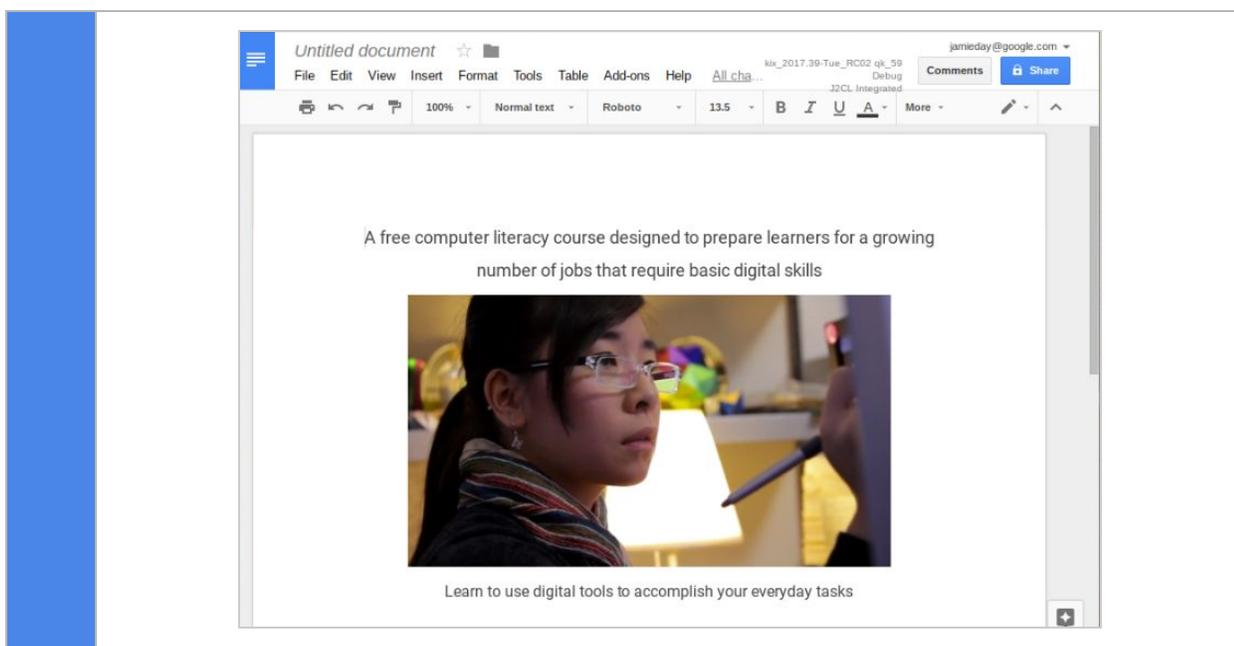
| Right-click drop down menu | Edit menu in Google Docs | Web Browser menu (Chrome) |
|----------------------------|--------------------------|---------------------------|
|                            |                          |                           |

The keyboard commands to the far-right of the menu items are keys you can press on the keyboard to make the same action occur as if you had selected it from the menu.

## Paste What You Copied Into a New File

To paste means to add what you just copied, including the text, images, and even the formatting, into a digital file, such as an email message or a document. If you do not have a file open, open one so you can paste into it.

| To paste the text and images you copied into a document or other file type: |   |
|---|---|
| 1   | Open a digital file so you can paste into it. Here’s how to quickly open one: <ul style="list-style-type: none"> <li>• Document: type <b>docs.google.com/create</b> into the address bar and press <b>Enter</b>.</li> <li>• Presentation: open <b>slides.google.com/create</b> and press <b>Enter</b>.</li> <li>• Email message, open <b>www.gmail.com</b> then click the “<b>compose</b>” button.</li> </ul> |
| 2   | Click into the <b>white space</b> of the open document, email, or other file you are editing.   |
| 3   | Right-click and select <b>Paste</b> from the drop down menu. The material you selected and copied appears in your document or file at the location where you last clicked.  |



## Skill Building Exercises

Practice the skills you will use in your Applied Digital Skills course.

### Exercise 1

Select and copy text on a webpage, and paste it into a new document.

1. Open a **web browser** and type **www.google.com** in the address bar. Press **Enter**.
2. Search for a topic of interest, for example type "local libraries" into the search field.
3. Click a search result **link** to open it.
4. Click inside the webpage to make sure it is active.
5. Highlight some text and images on the web page by holding down the mouse.
6. Use the browser menu to select **Copy**. Or use the keyboard shortcut for copy.  
After you copy the material, paste it into a file. Open a file now if one is not currently open.
7. Open a new browser window or new tab.
8. Type **docs.google.com/create** into the address bar and press **Enter** to open a blank document.
9. Click the **white part of the document**.
10. Click the **Edit** menu, and select **Paste**. Or, use the keyboard shortcut to paste.  
The material you selected and copied appears in the document.

## Wrap Up

Now that you have an understanding of how to perform basic digital skills, you can feel prepared and ready for your first Applied Digital Skills class. Check out the resources in the next section when you have an internet connection to learn more about Google products.

# Resources

## Glossary

| Term                        | Definition   |
|-----------------------------|--|
| <b>Browser Window tab</b>   | A window tab allows you to navigate between multiple web pages in a browser window.  |
| <b>Drag / drag and drop</b> | Use the mouse to drag icons and other objects on a computer screen, such as dragging the top of windows to reposition them or dragging the scroll bar in Web pages to scroll through them. |
| <b>Internet browser</b>     | A web browser is a software application used to open an information resource on the web.   |
| <b>Keywords</b>             | Keywords are words or phrases that describe content. Use them as internet search terms.  |
| <b>Search engine</b>        | Use it to search for webpages about a topic. The search engine ranks websites based on popularity and closeness to the search terms. It returns a list of webpages back to you.            |
| <b>Search Result</b>        | Each search result will contain: the title of the page and a brief description of the page.  |
| <b>Search Results Page</b>  | The page that you see after you perform a search using a search engine. It includes a list of search results for the keywords you entered.   |
| <b>Toolbar</b>              | Web browsers, include a toolbar in each open window. These toolbars have items such as back and forward buttons, a home button, and an address field.                                      |
| <b>Web address bar</b>      | A text field near the top of a browser window. It shows the URL of the current webpage.  |
| <b>Web browser windows</b>  | The top of a web browser window contains a title bar that shows the title of the open page.  |
| <b>Web page / website</b>   | A web site is a collection of pages. A web page is an individual HTML document.  |

## Google Product Links

| Course Website                     | Information Available                        | Link to type   |
|------------------------------------|--|--|
| <b>Open Applied Digital Skills</b> | Open Applied Digital Skills course website   | <a href="http://applieddigitalskills.withgoogle.com">applieddigitalskills.withgoogle.com</a> |
| Drive Resources                    | Information Available                        | Link to type   |
| <b>Open Drive</b>                  | Launch Drive to use it                       | <a href="http://drive.google.com">drive.google.com</a>                                       |
| Digital Tools in Drive             | Information Available                        | Link to type   |
| <b>Docs</b>                        | Use Docs for word processing                 | <a href="http://google.com/docs/about/">google.com/docs/about/</a>                           |
| <b>Sheets</b>                      | Use Sheets for data spreadsheets             | <a href="http://google.com/sheets/about/">google.com/sheets/about/</a>                       |
| <b>Slides</b>                      | Use Slides to make presentations             | <a href="http://google.com/slides/about/">google.com/slides/about/</a>                       |
| <b>Forms</b>                       | Use Forms to send a survey                   | <a href="http://google.com/forms/about/">google.com/forms/about/</a>                         |
| <b>Drawing</b>                     | Open the Help menu to get info about Drawing | <a href="http://docs.google.com/drawings">docs.google.com/drawings</a>                       |
| <b>Sites</b>                       | Build a free website using Sites             | <a href="http://sites.google.com">sites.google.com</a>                                       |
| Gmail Resources                    | Information Available                        | Link to type   |
| <b>Open Gmail</b>                  | Launch email service from Google             | <a href="http://gmail.com">gmail.com</a>   |

## Basic Digital Skills Checklist

As you work through this Guide, you will develop the skills you need to be successful in Applied Digital Skills courses. These skills are transferable to other areas such as a course at school, in your current or future job, and for daily life. Use the following checklist to mark the digital skills you know and those you want to develop.

### Control the Computer with your Keyboard, Mouse or Trackpad

- |  |  |
|--|--|
| <input type="checkbox"/> Use your mouse to click, drag and scroll    | <input type="checkbox"/> Locate applications, like a web browser, on your PC or MAC computer |
| <input type="checkbox"/> Use your trackpad to click, drag and scroll | <input type="checkbox"/> Open and close a folder, menu or application                        |
| <input type="checkbox"/> Open a right-click menu                     |  |

### Use a Web Browser to Work Online

- |  |  |
|--|--|
| <input type="checkbox"/> Open a web browser to connect to the internet           | <input type="checkbox"/> Use two browser windows to view multiple web pages at the same time     |
| <input type="checkbox"/> Use the toolbar and buttons on the browser              | <input type="checkbox"/> Open and resize a second browser window                                 |
| <input type="checkbox"/> Open the browser menu                                   | <input type="checkbox"/> Drag a browser window to drop it in a different location on the desktop |
| <input type="checkbox"/> Type a web address or search terms into the address bar | <input type="checkbox"/> Add a tab to a browser to open another web page                         |

### Perform a Keyword Search and Review the Search Results List

- |   |   |
|---|---|
| <input type="checkbox"/> Open a search engine page in the web browser       | <input type="checkbox"/> Open a search result link                    |
| <input type="checkbox"/> Type keywords about a topic into the search field  | <input type="checkbox"/> Open a search result in a new tab            |
| <input type="checkbox"/> Review the search results page                     | <input type="checkbox"/> Open a search result in a new browser window |
| <input type="checkbox"/> Filter search results to view only images or video |   |

### Create a Google Account to Access Google Product

- |  |  |
|--|--|
| <input type="checkbox"/> Create a "Google Account" from the sign in page | <input type="checkbox"/> Open the "My Account" page to manage your password or other preferences |
| <input type="checkbox"/> Create a unique, professional username          | <input type="checkbox"/> Sign out and sign in into your Google Account                           |
| <input type="checkbox"/> Create a strong password                        | <input type="checkbox"/> Explore the "Google Apps" menu  |
| <input type="checkbox"/> Set up account recovery information             | <input type="checkbox"/> Open "Drive" from the "Google Apps" menu                                |

### Explore Google Drive and the Free Digital Tools

- |   |   |
|---|---|
| <input type="checkbox"/> Open the "New" menu from "Drive" to use free digital tools like Docs, Sheets, Slides, etc. | <input type="checkbox"/> Find files shared with you |
|---|---|

- |  |   |
|--|---|
| <input type="checkbox"/> Create a new file using your digital tools in Drive | <input type="checkbox"/> Enter keywords in the search field to locate files |
| <input type="checkbox"/> Find files you created in "My Drive"                | <input type="checkbox"/> Share files with others                            |

**Copy and Paste What You Find Online into a New File**

- |  |  |
|--|--|
| <input type="checkbox"/> Select / highlight text and images to add to a file | <input type="checkbox"/> Open a new file where you can paste   |
| <input type="checkbox"/> Copy the text and images you selected               | <input type="checkbox"/> Paste what you copied into a new file |