|  |
| --- |
| CS165grantham_circle.jpg  W2 Google Docs Assignment |

# 

# **Overview:**

You are the director of Parks and Recreation for a small town in Indiana.. One of your regular duties is to enroll children into the summer teeball league and assign them to teams. Each May, you prepare a newsletter with the team rosters, mascots, and coach’s name and phone number. This year you will have 63 kids to enroll into 6 teams.

To accomplish this, you will need to:

1. Open a new Doc and rename it LastNameFirstName\_GoogleAssignment2
2. Create a 4x7 table.
3. Label the top row of cells with: “Team Name”, “Team Members”, “Mascot” and “Coach”
4. Use background fill to turn the top row of the tables a different color, center and bold the text within the cells. (If your background fill color makes the text hard to read, you will need to change your font color to provide contrast)
5. Download and use this document to copy and paste information into your table: [CS165 W2 Assignment Data File](https://content.grantham.edu/at/CS165/CS165Assignment2DataFile.docx) You will need to divide up the children between the six teams, but you may use any combination of teams, children, and coaches that you like.
6. Use the “Insert Image” tool to search for a mascot image for each team. You may either use Insert-->Image-->Search or perform a Google search outside of Docs, copy the URl and use Insert-->Image-->URL to paste in the link.
7. Make sure all content is the same font, same font size, and left-justified
8. Copy and paste the text your summer intern wrote at the top of your document
9. At the top of the document, create a title that is appropriate for its purpose.
10. Center, bold, and underline the title. Set the font size to 24 pt.
11. Create three line spaces after the title and paste in the greeting blurb from your summer intern. (You will notice your intern’s writing has several errors. You will suggest changes for her to make.)
12. Turn on Suggesting Mode
13. Pick 3 errors your intern made and correct them so Suggesting Mode generates the sidebar suggestions. Do not resolve the suggestions.
14. Share the document, set the permission to “anyone with a grantham.edu link can EDIT”, copy the sharing link, and paste it into your assignment dropbox.