

Word processing Mac users Assignment 1 / Picture / Info BIO Google Docs

Your assignment is to place a picture of yourself on this page after you have typed up information that is listed below. Please use **no less than 120** words describing the following: I desire type information below in **paragraph format. (NO NUMBERS)**

1. What grade are you in and what high school would you have attended if you had not come to iStem?
2. What is your background with computers?
3. If you utilize computers at home or in your spare time, how do you use them?
4. Do you presently have a computer at home?
 - a. If so what kind?
 - b. Do you own a jump drive, or know how to use one? You may back up your work in your Google Drive
5. What do you expect to become skilled at from this class?
6. How in depth is your knowledge of Google and Microsoft Office?
7. Are you an over or under achiever?
8. Are you a flexible student? Are you willing to work out problems that come up?
9. Your email address.



Placing your photo in your word document

1. Go to your google account
2. Click on links with photos that I have provided of your class. Find your photo
3. Click on your photo to make it larger.
4. To copy your photo, hold down the following keys to copy that area of the screen.
5. (**SHIFT- Control COMMAND – 4**) you will see a handy selection tool (hold down the left area of your keypad and move the selection tool to cover the area. Release and you will hear a click telling you that area has been copied
6. Go to your google docs.
7. Open up new blank document if you have not already started your bio.
8. Place the title of your document as Your Full name and the word Bio.
9. To paste your photo click the keys (**COMMAND – V**)
10. Adjust the size of your photo using the handles after you have pasted it.
11. You may wish to adjust border's width and color.
12. **Click text wrap and adjust the 1/8" margin**
13. Move picture to right side of page make sure there are no words or letters to the right of the photo.
14. It is proper to have at least two full lines above the photo.
15. If you have not already written your bio then move the photo so that at the very least there are two lines above the photo. You may adjust the position of your photo after you click on text wrap.
16. Start writing answers to the questions listed above. I need these as your instructor.
17. *Depending on the network you are working with you may do one of the following:*
 - a. *Click File at the top and print out this document and turn in for a grade.*
18. *Choose Down load and save as a PDF file. Then open up and print this document.*

NOTE: Mac to copy the whole screen (shift-control-command-3)