

Google Drive

Question 01: Create the following word document in google docs.

Microsoft word

2.1 Introduction:

Microsoft word (simply referred to as word) is a word processing application program especially designed for performing various task such as typing, editing, and printing. On September 29, 1983 the first version of Microsoft word came into market. Its original name is multi-tool-word. Several other version followed, include word 95,97, 2000,XP,2003 and 2007,2010 and latest is Office 365.

2.2 Definition of Microsoft Word:

Microsoft Word or MS-WORD (often called Word) is a graphical word processing program that users can type with. It is made by the computer company Microsoft. Microsoft Word is the word processing component of the Microsoft Office Suite. It is used primarily to enter, edit, format, save, retrieve and print documents on paper or saved as PDF files.

Why we use MS word for educational purpose?

1. The new study, from RTI International's Center for Evaluation & Study of Educational Equity, shows evidence that learners' use of Microsoft Learning Tools improves reading comprehension by 10%
2. Empower educators to unlock creativity, promote teamwork, provide a simple and safe experience.
3. An affordable and accessible learning platform.

2.3 Uses of Microsoft Word for learning purpose:

- 1. Saves time**

Microsoft Word helps teachers use preparation time more efficiently by letting them modify materials instead of creating new ones. Writers can also make corrections to Microsoft word documents more quickly than they could on a typewriter or by hand.

- 2. Enhances document appearance**

Materials created with Microsoft word look more polished and professional than handwritten or typed materials do. It is not surprising that students seem to like the improved appearance that Microsoft word gives to their work (Harris, 1985). This is especially possible with the many templates that are part of the Microsoft word.

Question 02: Create a presentation using google slides on any topic that you like.

Question 03: Create a google calendar event and share it with two friends of you.

Question 04: Enter Following details in a google sheet and write a formula to get the total of “Amount” column.

Order ID	Product	Category	Amount	Delivery Date
2018-6-1	Banana	Fruit	\$8,250.00	6/1/2018
2018-6-2	Apple	Fruit	\$2,417.00	6/10/2018
2018-6-3	Apple	Fruit	\$7,431.00	6/13/2018
2018-6-4	Carrots	Vegetables	\$4,270.00	6/16/2018
2018-6-5	Broccoli	Vegetables	\$7,012.00	6/18/2018
2018-6-6	Carrots	Vegetables	\$1,903.00	6/20/2018
2018-6-7	Broccoli	Vegetables	\$2,824.00	6/22/2018
2018-6-8	Apple	Fruit	\$6,946.00	6/24/2018
2018-6-9	Banana	Fruit	\$2,320.00	6/27/2018
2018-6-10	Broccoli	Vegetables	\$3,595.00	6/30/2018
2018-7-11	Banana	Fruit	\$6,906.00	7/1/2018
2018-7-12	Apple	Fruit	\$1,161.00	7/2/2018
2018-7-13	Broccoli	Vegetables	\$9,062.00	7/7/2018
2018-7-14	Orange	Fruit	\$3,610.00	7/8/2018
2018-7-15	Banana	Fruit	\$8,384.00	7/10/2018
2018-7-16	Beans	Vegetables	\$2,626.00	7/10/2018
2018-7-17	Orange	Fruit	\$2,256.00	7/10/2018
2018-7-18	Banana	Fruit	\$3,617.00	7/14/2018
2018-7-19	Banana	Fruit	\$1,004.00	7/16/2018

You should upload google doc, google slide, google sheet and the screenshot of the calendar event you created.