

4- amaliy mashg'ulot: Google Docs va onlayn muharrirlari yordamida hujjatlarni formatlash.

REJA

- 1. Google Drive-dan qanday foydalanish kerak**
- 2. Google docsda yangi hujjat yaratish**

Tayanch iboralar: Google Driv, google docs, hujjat yaratish, hujjat saqlash



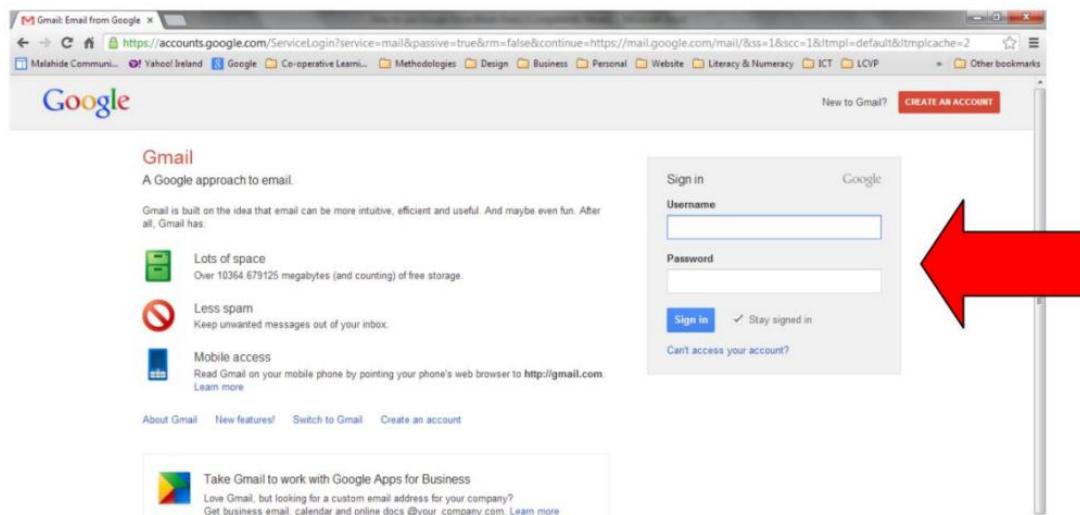
Google Drive – bu Google tomonidan taqdim etiladigan bepul, veb-asoslangan ofis to'plami va ma'lumotlarni saqlash xizmati. Bu foydalanuvchilarga onlayn hujjatlarni yaratish va ularni birgalikda tahrirlash imkonini beradi. Google Drive so'zlarni qayta ishslash, elektron jadvallar va taqdimotlar bilan bir qatorda onlayn so'rovlarni yaratish, ularni jamlash va natijalarni taqdim etish uchun ishlatalishi mumkin bo'lgan «shakllar» variantini taklif etadi.

“Ta’lim uchun Google Apps” bu bepul onlayn vositalar to’plami, jumladan, maktablar uchun maxsus tuzilgan Google Drive. Bu maktablarga o’qituvchilar va o’quvchilari uchun elektron pochta qayd yozuvlarini o’rnatishga imkon beradi, umumiyligi taqvimlarni, umumiyligi hujjatlarni va hatto sinf yoki loyiha veb-saytlariga aylanishi mumkin bo’lgan veb-saytlarni yaratishni osonlashtiradi. Bu administratorga elektron pochta va saytlarga kirishni cheklash uchun boshqaruvni beradi.

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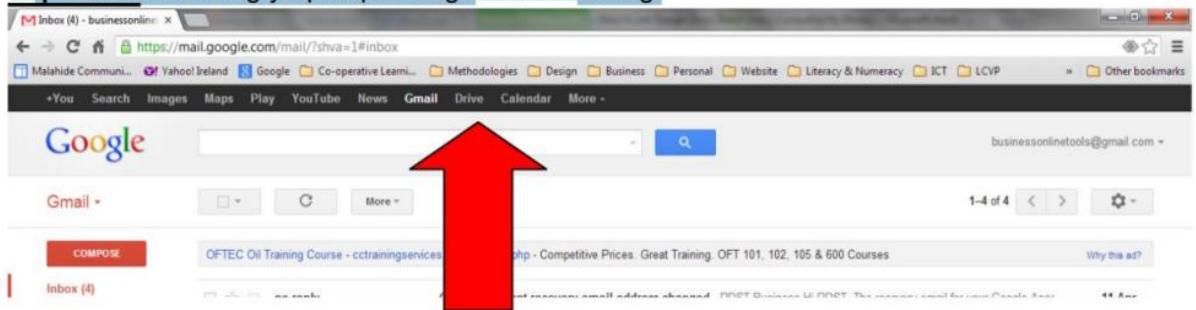
Agar siz maktabingiz uchun Google ilovalarini o’rnatishni o’ylayotgan bo’lsangiz, buni maktabingizdagi AKT ma’muri bilan maslahatlashgan holda amalga oshirish tavsiya etiladi. Talabalaringiz bilan Google Drive-dan foydalanish uchun oddiy Gmail hisoblari kifoya qiladi.

1-qadam: odatdagidek elektron pochtangizga kiring

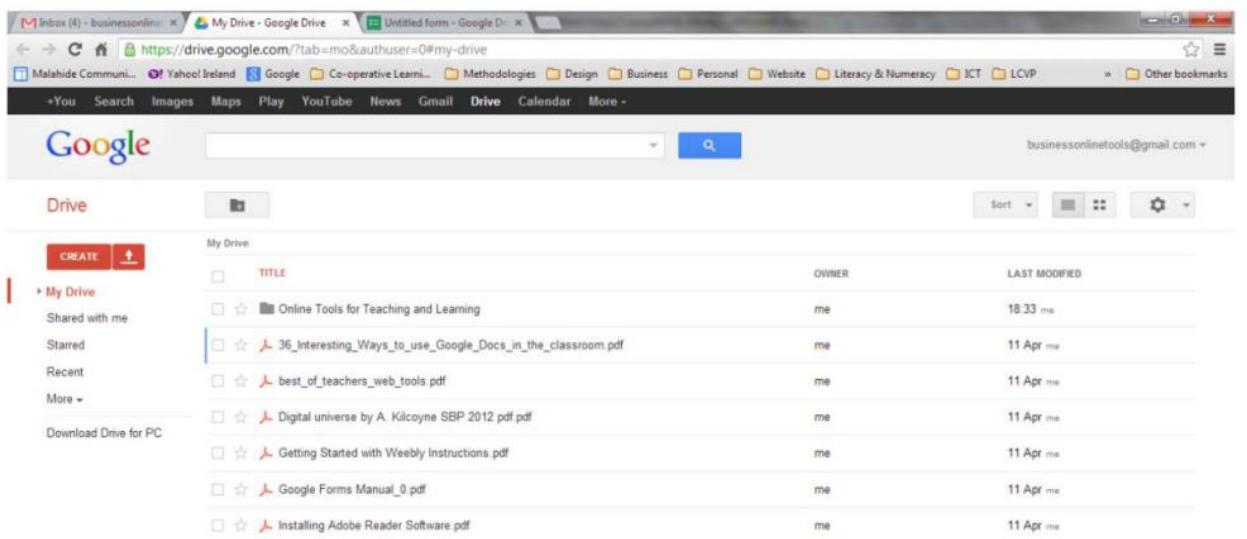


2-qadam: sahifaning yuqori qismidagi Drive-ni bosing.

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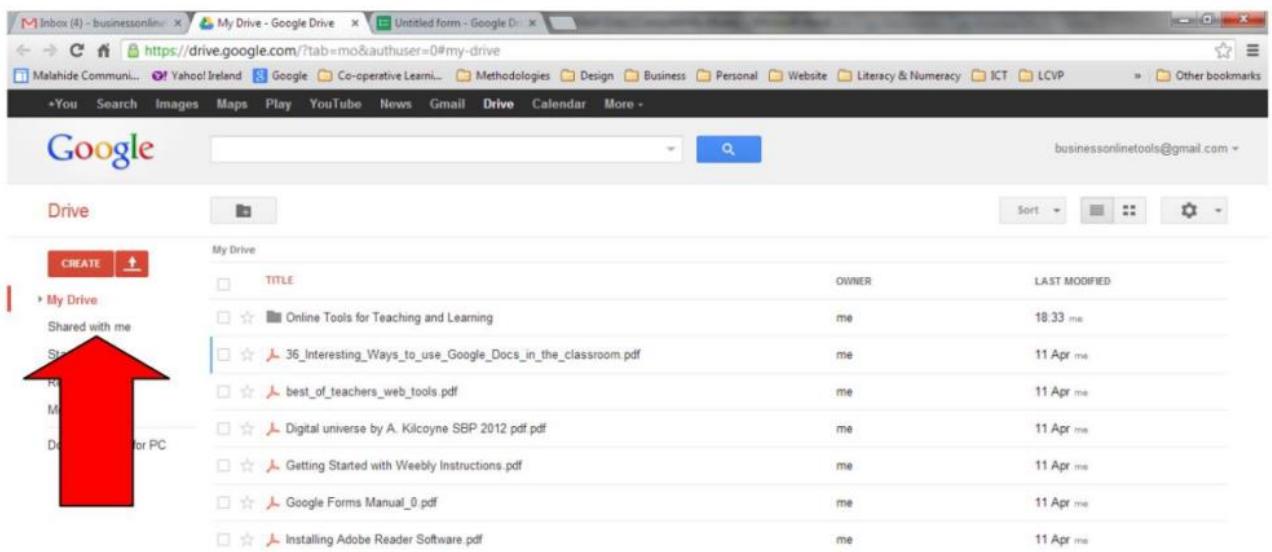


3-qadam: Endi siz Google Drive boshqaruv paneliga kirdingiz.



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4-qadam: Hujjatni noldan yaratish juda oddiy. Yaratish tugmasini bosing.



5-qadam: Hujjat (Microsoft Word ga o'xshash), elektron jadval (Microsoft Excelga o'xshash), taqdimot (Microsoft PowerPoint ga o'xshash), shakl (testlar, baholashlar, so'rovlar yaratish uchun foydali) va boshqalarni yaratishingiz mumkin.

Google Drive - My Drive

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6-qadam: Hujjatni tanlang.

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7-qadam: Hujjatga nom berish uchun Untitled hujjatni bosing

Untitled Document

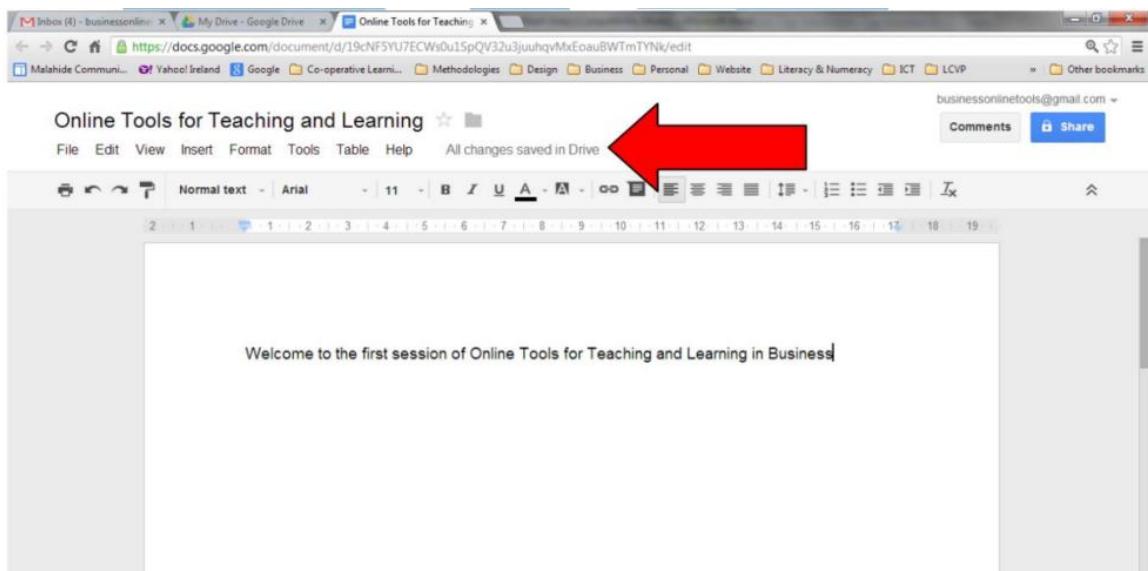
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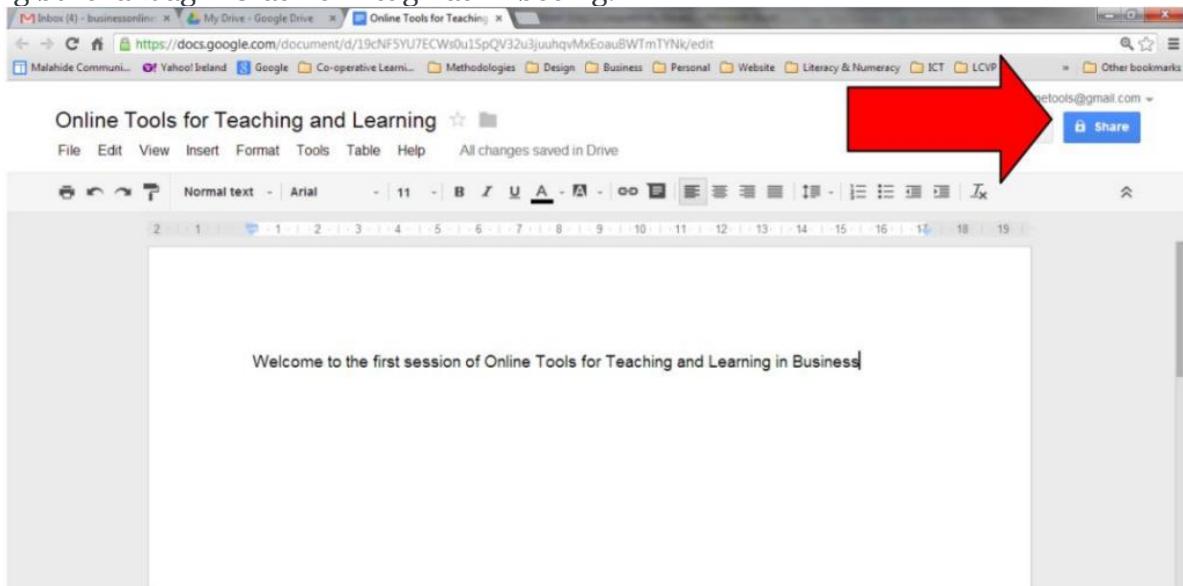
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8-qadam: Hujjatni saqlash. Google Drive-da saqlash tugmasi yo'q. Barcha kiritilgan o'zgarishlar avtomatik ravishda yangilanadi, shuning uchun ishingiz hech qachon yo'qolmaydi.



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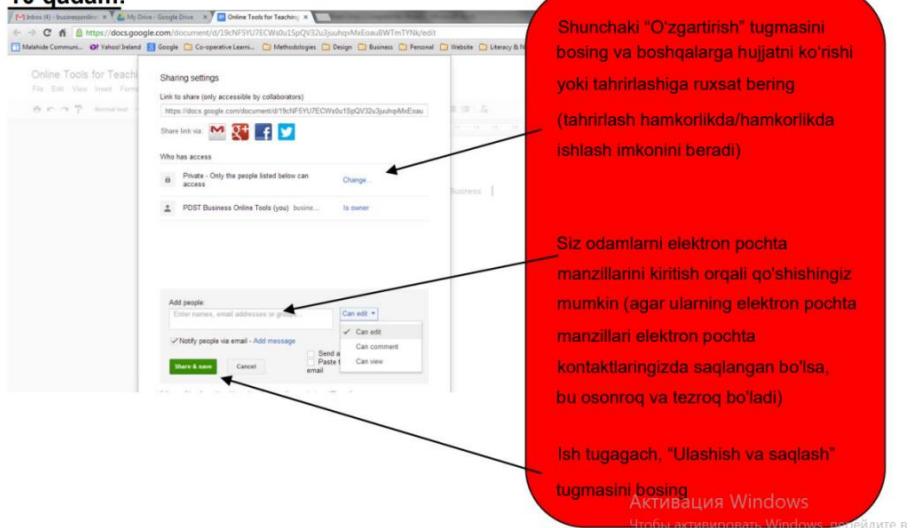
9-qadam: Hujjat to'ldirilgandan so'ng, u sizning shaxsiy mulkingiz bo'ladi. Agar siz uni talabalaringiz yoki boshqa xodimlaringiz bilan baham ko'rishni istasangiz, shunchaki yuqori o'ng burchakdagi «Ulashish» tugmasini bosing.



10-qadam:

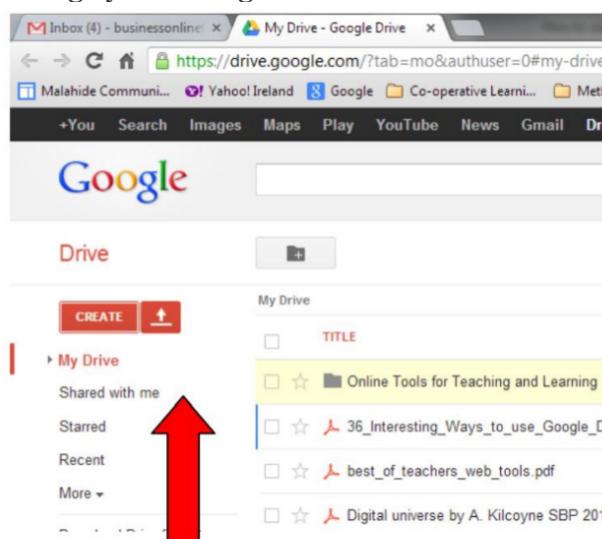
Shunchaki "O'zgartirish" tugmasini bosing va boshqalarga hujjatni ko'rishi yoki tahrirlashiga ruxsat bering (tahrirlash hamkorlikda/hamkorlikda ishlash imkonini beradi) Siz odamlarni elektron pochta manzillarini kiritish orqali qo'shishingiz mumkin (agar ularning elektron pochta manzillari elektron pochta kontaktlarining saqlangan bo'lsa, bu osonroq va tezroq bo'ladi) O'qituvchilar uchun malaka oshirish xizmati Ish tugagach, "Ulashish va saqlash" tugmasini bosing

10-qadam:



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11-qadam: Siz allaqachon yaratilgan Word hujjatni kompyuteringiz yoki noutbukingizdan Google Drive-ga yuklashingiz mumkin.

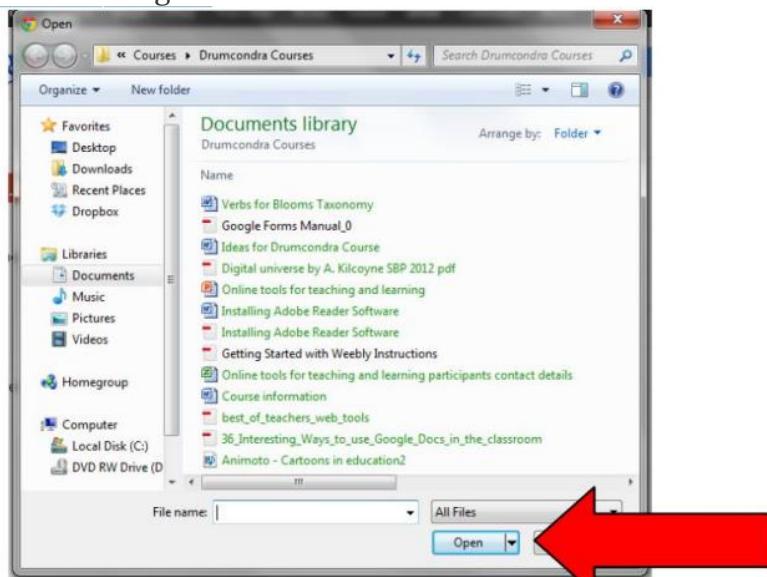


Yuklash

belgisini
bosing va
ochiladigan
menyudan siz
xohlagan
narsaga qarab
fayl yoki jildni
tanlang

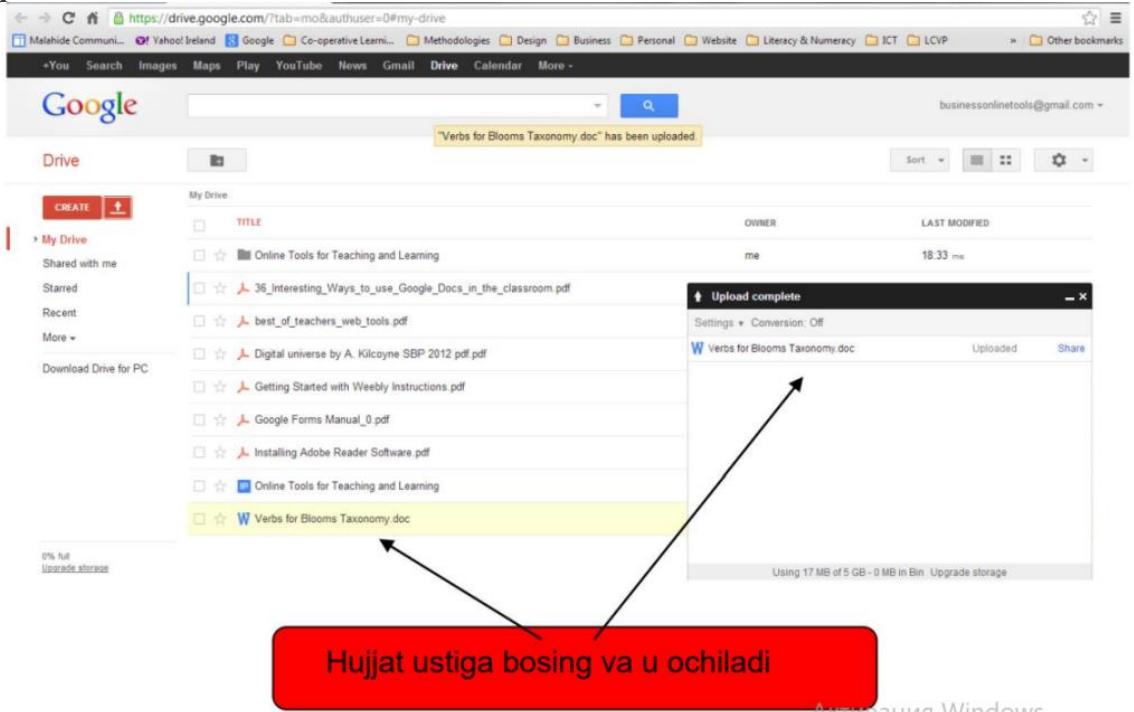
yuklash

12-qadam: Yuklamoqchi bo'lgan fayl yoki jildni tanlang, so'ng uni biriktirish uchun «Ochish» tugmasini bosing.



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13-qadam:



Hujjatlarni o'quvchilar bilan osongina almashish va/yoki hamkorlikda ishslash mumkin. O'quvchilar o'zlarining uy vazifalarini/loyihalarini baham ko'rish uchun xuddi shu jarayonni kuzatishi mumkin, siz o'qituvchi sifatida sharhlashingiz mumkin.
Foydalilanilgan internet resurs: