

Tutorial: Creating a Google Document for the Balloon Project

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Introduction

In this tutorial, you will learn how to structure a Google Document following specific guidelines. This format will be used for our balloon project. Follow the steps below carefully to ensure your document is well-organized and easy to read.

Note : questions will be asked directly on the Google Document, through comments and tasks.

1 Step : Creating a new Google Document

Instructions

1. Sign in to your Google account and go to Google Docs.
2. Create a new blank document.

Once your document is ready, you will begin by adding a title and section headings.

2 Step : Adding a Title

To add a title, follow these instructions:

Instructions

1. At the top of the document, type your title: **FirstName LastName - Un ballon pour l'école**.
2. Highlight the text.
3. From the toolbar, click on the "Styles" drop-down menu and select **Title**.

Your title should now be large and bold, centered at the top of your document.

3 Step : Adding Headings

To organize your document, you will need to create section headings.

Instructions

1. For each section, write a heading, such as **First Step** or **Information about the Balloon**.
2. Highlight the heading text.
3. From the toolbar, click on the "Styles" drop-down menu and select **Heading 1** for main sections.
4. For sub-sections, use **Heading 2** to organize smaller parts within your sections.

Headings help structure your document and make it easier to navigate.

4 Step : Creating a Bulleted List

You will need to create a bulleted list for some of the sections, such as under **Information about the Balloon**.

Instructions

1. Type the items you want to include in your list, for example:
 - How high will the balloon go?
 - What sensors will we place on the balloon? What will they measure?
 - What challenges might we face?
2. Highlight the items.
3. Click the **Bulleted List** icon in the toolbar.

This will turn your selected text into a well-organized bulleted list.

5 Step : Inserting a Table

Next, you will create a table under the section **The Balloon Components** to organize the materials and their details.

Instructions

1. Place your cursor where you want the table.
2. From the toolbar, click on **Insert Table**, then choose a 5x4 table.
3. In the first row, type the column headers:
 - Name
 - Purpose
 - Material
 - Weight
 - Volume
4. Fill in the rest of the table with information about each component.

Name	Purpose	Material	Weight	Volume

Tables help organize detailed information in a clear format.

6 Step : Adding an Image or Drawing

You can also add a drawing or image to your document, for example, a sketch of the balloon setup.

Instructions

- Click on **Insert** **Drawing** **New**.
- Use the tools provided to create a simple sketch or diagram.
- When finished, click **Save and Close**. The drawing will be added to your document.

This is useful for illustrating your project.

7 Step : Adding a Project Timeline

Create a final section for the project timeline to outline the key stages of the project and their deadlines.

Instructions

1. Use **Heading 2** for the title: **Project Timeline**.
2. Create a list or table with the key project stages and the corresponding dates

8 Conclusion

Now you know how to structure your Google Document with a title, headings, lists, tables, and images. Be sure to save your document frequently and review it for any missing elements.

Additional Resources

Useful Links:

- [Google Docs Help Center](#)
- [Google Docs Tutorial Video](#)