

Google Applications Lab

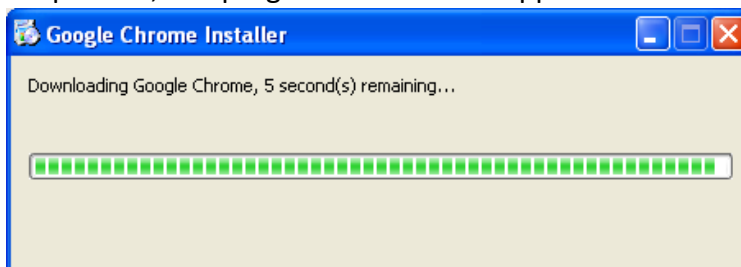
Instructions (25 points maximum)

Web browsers (such as Google Chrome, Mozilla Firefox, and Microsoft Internet Explorer) are application programs that enable users to download and display Web pages. Browsers have additional features that allow users to customize their browser screen and add tools and applications to their browser environment. This assignment will expose you to a few of the features available with Google Chrome.

- ✓ Create a Word document and name it **YourLastName YourFirstName Google Chrome**
Replace YourLastName YourFirstName with your actual first and last name.
- ✓ When you have finished, save and close your Word document and submit your file at the class Web site.
- ✓ Evaluation will be based on: Use of Chrome, Word document, Use of Gmail, Screen print showing FIVE (5) apps, screen print showing Google Doc, and the answers to the three questions at the bottom of this document.
- ✓ Completeness of your answers as well as quality, spelling and grammar are part of your score.

Installing Chrome – if Chrome is already installed on your computer, skip to step 10

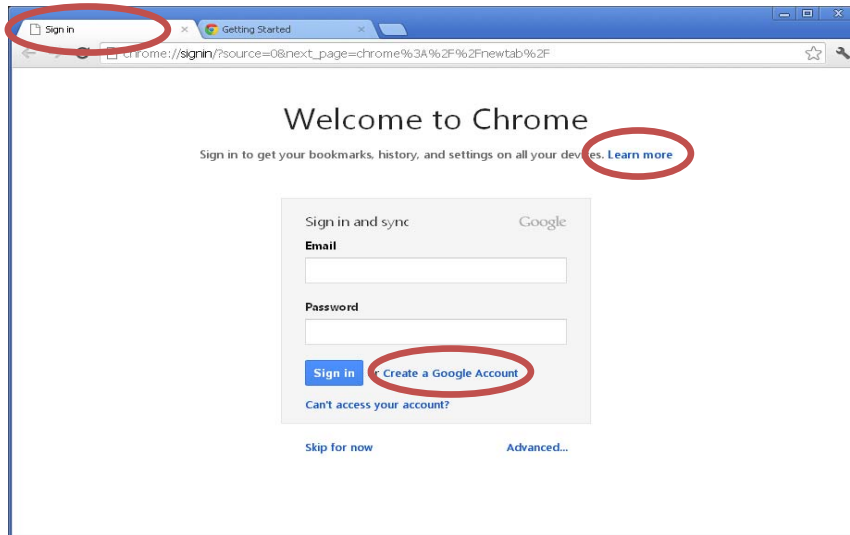
1. Open a Web browser and go to <http://www.google.com/chrome>
2. Click the **Download Now** button.
 - The Web site will determine your operating system automatically.
3. When a new window appears, click the **Accept and Install** button.
 - Note the check mark next to **Set Google Chrome as my default browser**. Click the check mark if you do not want to make Chrome your default browser.
4. Depending on your operating system, the **User Account Control** dialog box may open asking “Do you want to allow the following program to make changes to this computer?”
If so, click Yes.
 - You will see a “Thank you for installing Chrome” message.
 - Also, a dialog box asking if you wish to run the program may open. If so, click Yes.
5. During the installation process, this progress window will appear



6. Follow the instructions until Chrome has completely installed. Once installed, Chrome should start automatically.

Google Applications Lab

- After the installation, you may close the original browser window (the one you used to search for Chrome) — as **you will be using the Chrome browser for the rest of this assignment**.
- The image below is how the Chrome browser should look when it starts after the installation has completed.
 - The Sign in tab should be the active tab.



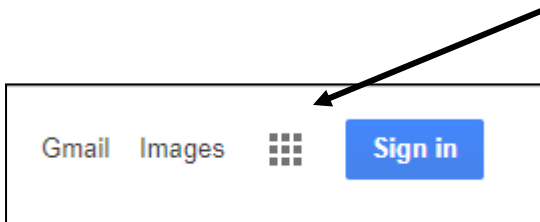
- Click the **Learn more** link below the **Welcome to Chrome** title. The “Why sign in to Chrome” page should display. Read the entire page and click any other link to help you understand why you need to sign in to Chrome. There are other links in the Navigation bar to help you learn about Chrome.

Creating a Google Account (if you already have a Google Account, skip to step 11)

- If you do **not** have a Google account, you can create a Google account by going to the Account Creation page, <https://accounts.google.com/signup> or by clicking the **Create an account** button on Google sign-in page.

Starting the Lab

- Start the Google Chrome browser. Click the **Sign in** button near the upper right corner of the Chrome browser window. Enter your log in information and click **Next**.

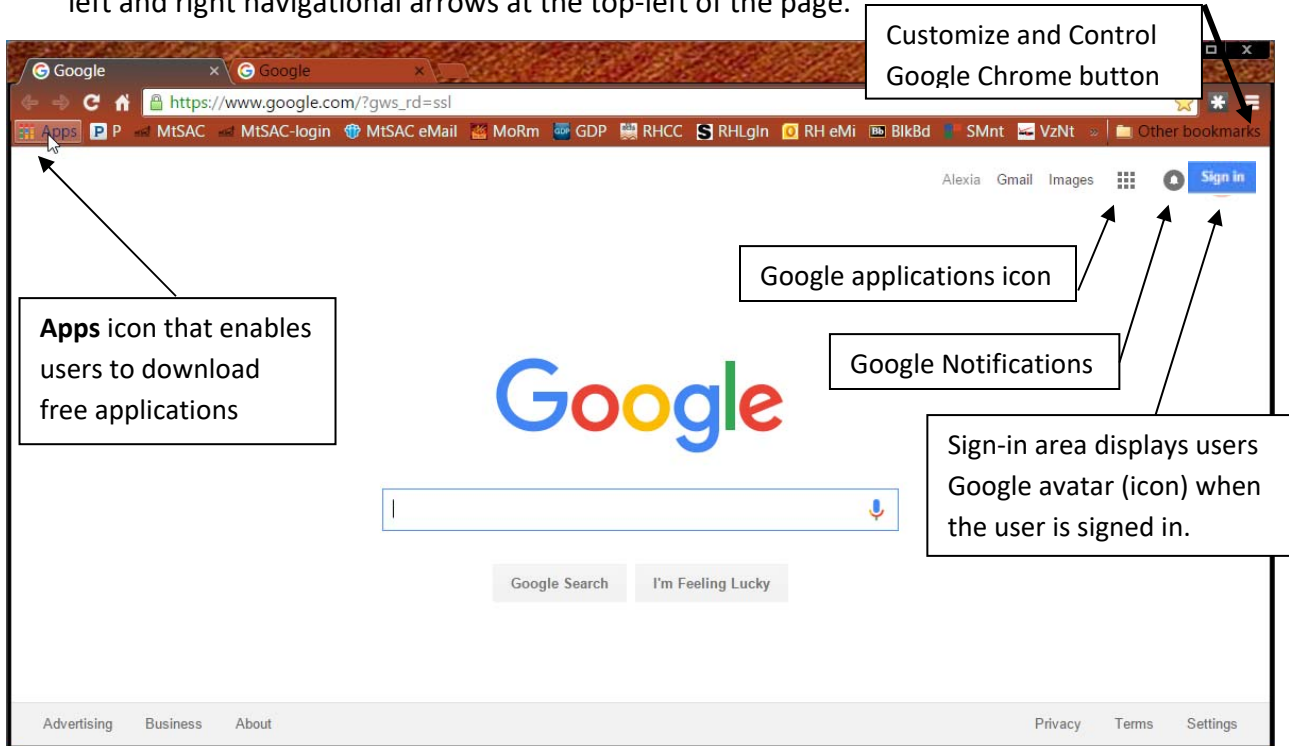


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Google Applications Lab

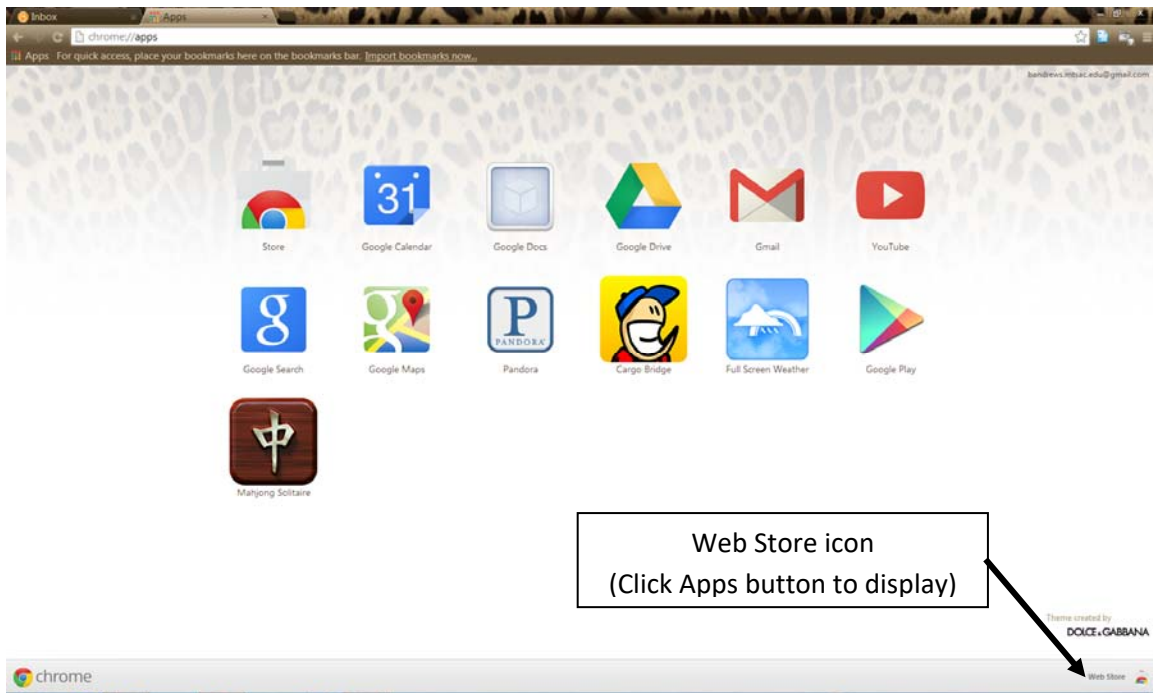
12. Click the **Apps** icon at the top-left corner of the screen (see image below).

The purpose of the Apps page is to display icons representing links to applications you have added from the Chrome Web Store. While some of the applications must be purchased, most are free. You can alternate between the Search window and the Apps window by clicking the left and right navigational arrows at the top-left of the page.



• TROUBLE: If you cannot see the **Apps** button, go to page 10, for help trouble shooting.

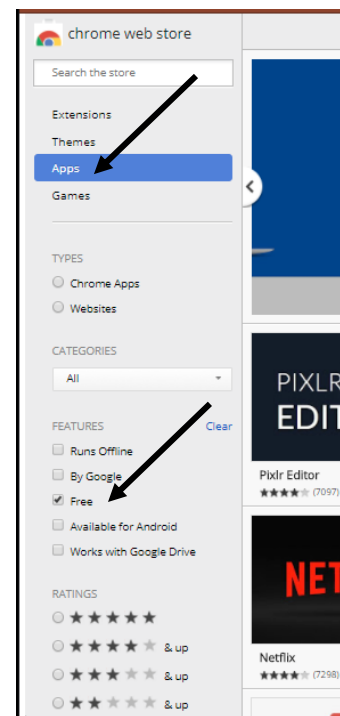
13. Click the **Web Store** icon at the bottom-right corner of the Apps window. (See the picture below.)



Google Applications Lab

14. Adding Apps

- On the left side of the **Chrome Web Store** page you will see several categories. Be sure you click the **Apps** category as shown in the figure to the right.
 - Under the Features category, there is a Free option which will ensure only **Free** apps are displayed. There is also a search box that enables you to type in the name of an application you wish to find.
 - When you find an application you want to add to your Apps page, click the app. When the next screen appears, click the **Add to Chrome** button.
- To return to the Apps page, click the Apps button at the top of the page.



15. Add the **Google Drive**, **Google Calendar**, and **Google Mail** (Gmail) apps to your Chrome home page by selecting each app and clicking **Add to Chrome**.

- **Note:** When you select a new app, Chrome may open a new window. You may need to click the **Web Store** icon to return to the Web Store each time you select a new app.

16. Add **TWO (2)** more apps of your choice to your Chrome home page.

- You will describe why you chose these apps later.
- When you are done, you must have at least five (5) apps installed on your Chrome home page.
- To close or exit an app, click the X on the browser tab for the app.

17. Select a background theme for your Google Chrome account.

- The Themes link is near the top of the Web Store navigation pane (left side). You add a theme the same way you add an App.

18. To view your new background theme, click the **Apps** icon at the top of the screen. (see image after step 12 above for location)

19. Create a screen print of your Chrome window with at least five (5) apps and your theme visible.

- If necessary, adjust the size of your Chrome window for visibility (just big enough to see the required five apps).
- Press and hold down the **Alt** key and then press the **Print Screen** key. Release both keys.
- **NOTE:** This instruction assumes you are using a Windows operating system. If you are using any other operating system, you will need to do research to find out how to copy the screen image on your computer.

Continued on the next page

Google Applications Lab

Create a Microsoft Word document

20. Paste the screen print created above into a new Microsoft Word document.

- Open Microsoft Word and create a blank document.
- Type your name at the top. Press Enter.
- Click the **Paste** button in the Clipboard group on the Home tab, or (Ctrl+V).
- Your image should look similar to the image below but with your Apps and Theme.

Examples on last two pages.

21. Save the document with the file name: **YourLastName YourFirstName Google Chrome**

Replace YourLastName YourFirstName with your actual first and last name.

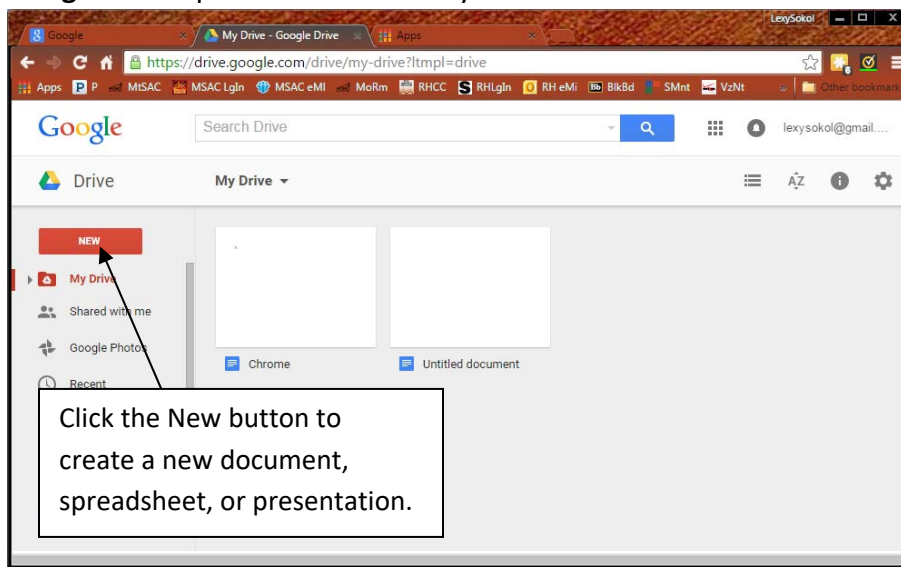
22. Keep this document open as you will be pasting another image into this document later in this assignment.

23. Return to Chrome and open the **Google Drive** app.

- **NOTE:** If this is NOT your computer, you should NOT click the “Download Drive” button. You do NOT need to “Download Drive” to use Google office applications. Click the “No thanks” button.
- The **Google Drive** app you added to your Chrome window earlier in this assignment allows a user to create word processing documents, spreadsheets, and presentation slides without having to purchase Microsoft Office. Since the files you create using Google Drive are stored on the Google Web Server, you can access these files anywhere you have an Internet connection.

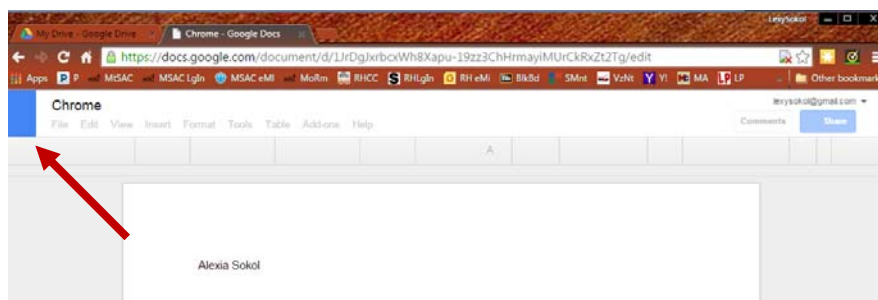
Create a document using Google Doc

24. Create a new Google document by clicking the red **New** button (see image below). Select the **Google Docs** option located directly on the **New** menu.



Google Applications Lab

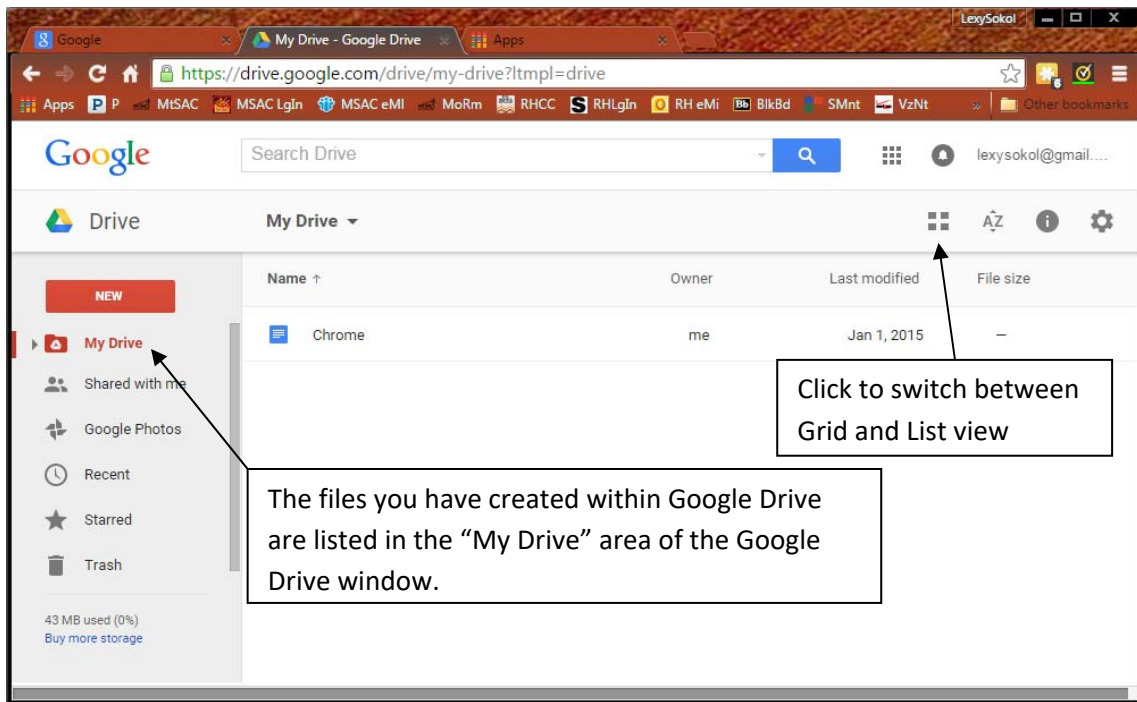
25. Type your name in the empty document window. Name your document **Chrome** by clicking the **File** tab, clicking **Rename**, entering **Chrome** in the document name text box, and then clicking the **OK** button.
- Your document is automatically saved to your personal storage area on the Google Drive server and is available to you anywhere you have Internet access. All you need to do is to log in to Google Chrome and open the Google Drive app.
26. Close the document window by clicking the **x** on the Google Drive TAB near the top of the Chrome browser window.
- Your screen now shows the Google Drive window with the Chrome document you just created listed as the top (perhaps only) file in the list of files you have saved on Google Drive.
 - Note:** To close any app, click the X on the tab near the top of the Chrome browser window.
27. To return to the Docs page, click the Blue Docs home button. It is not labeled.



28. Create a print screen of **My Drive – Google Drive** and paste it into your Microsoft Word document. Adjust the window size appropriately. Save your document. Press Enter two times to enter two blank lines.
- Use the same method you used in steps 19 and 20 to copy an image of your Google Drive screen to your Microsoft Word document.
 - Paste the new image under the image you copied in step 20. It will look similar to the image on the next page.
 - It is ok if the new image extends your Word document to two pages.

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Google Applications Lab



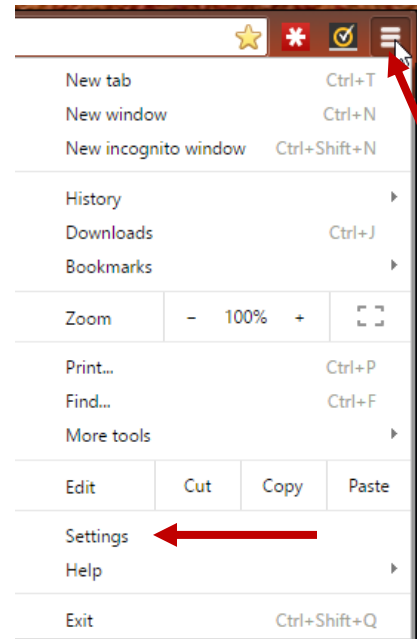
29. Under your second screen image, answer the following three questions:
- After this assignment, will you use Chrome as your primary Web browser? Why or why not?
 - Do you think you will ever use the free word processing, spreadsheet, and presentation software available within Google Drive? Why or why not?
 - Describe the TWO (2) additional applications you added to Chrome from the Web Store. Explain what the applications do and why you chose them.
30. Save your **YourLastName YourFirstName Google Chrome** document and close Microsoft Word.
31. Submit your **YourLastName YourFirstName Google Chrome** file at the class Web site.
- If this is NOT your computer, read step 32**

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Google Applications Lab

32. If you are using a computer that is NOT yours, log out of Google Chrome.

- Click the **Apps** icon at the top-left corner of the screen (see image after step 12)
- Click the **Customize and Control Google Chrome** button (represented as three white horizontal lines) located on the right side of the address bar. (See image after step 12 above)
- Click **Settings** (see the image to the right)
- Then click the **Disconnect your Google Account** button near the top to sign out. Click the check box near “Also clear your history, ...”
- Confirm by clicking **Disconnect account** button.
- Under **People**, click your Google account name.
- Click the Remove... button and then click the **Remove** button.
- Close the Google Chrome browser.

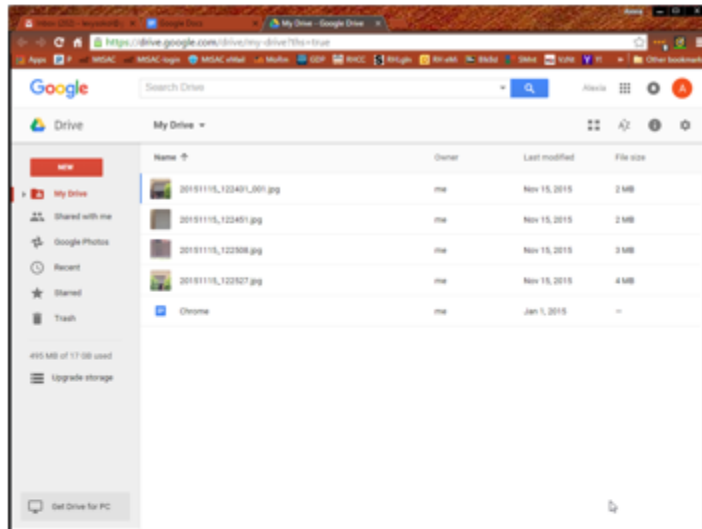


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Google Applications Lab

EXAMPLE

Alexia Sokol

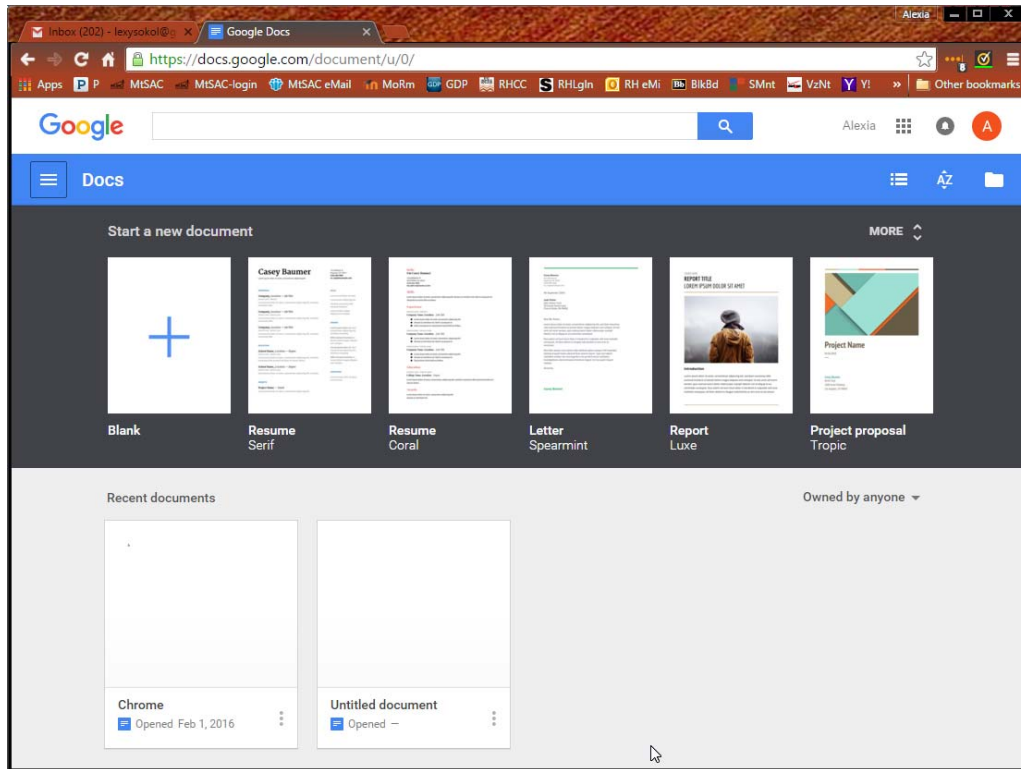


1. Answer the question
2. Answer the question
3. Answer the question

There is an alternative to the Google Doc screen shot on the next page.

Google Applications Lab

The 2nd screen print might look like the following:



RUBRIC

- A. Word document named **YourLastName YourFirstName Google Chrome** with your Name (1 point)
- B. Screen print (2 points) (similar to figure on page 4) showing your customized Chrome window with:
 - Theme (2)
 - Google Drive, Google Calendar, Google Mail (3)
 - Two apps of your choice (2)
- C. Screen print (similar to figure on page 6) showing Google Doc (2) with:
 - the document you created named Chrome in the file list showing (1)
- D. Two blank lines (1 point)
- E. Your answers to the three questions in step 29 above (3)
- F. Quality: Spelling, grammar, completeness (potential deductions)

Google Applications Lab

Help with Troubleshooting

Apps button is missing

1. If you cannot see the Apps button, click the Settings button. (See the images to the left. The Settings button may look different depending on your version of Chrome.)
2. Scroll down to the Appearance section. (See the image below)
3. Ensure the **Always show the bookmarks bar** is checked.
- If you also would like a Home button, ensure the **Show Home button** is checked.

