Grade 6 IT Lesson:

1. Log into your school email.
2. Show and hide your bookmarks bar.
3. Open a new tab and find Ms. Ashley's Website.
4. Bookmark Ms. Ashley's Website
5. Access your Google Drive
6. Create a new Google Doc.
   a. Change the name to "_YOUR NAME___ Grade 6 IT Google Lesson #1"
7. Share that Google Doc with the partner in this table.
   a.

Pun Pun	Lada
Melvin	Johanne
Sydney	Simon
Puun	Kris
Pang	Jasmine
Zen	Josh
Micky	Yok
Amanda	Quantum
Putter	Kana
Ivy	James
Annie	Ms. Leeza

8. Add a title on the top of your page
   a. (Favorite Animal) Research
   b. Change the font size to larger than 12.
   c. Make it Bold
   d. Center your title
9. Create a Table and include the following headings for the table.
   a.

Why I chose this animal:	
Habitat:	
Diet:	
Predators:	
Interesting Facts:	

10. Create a bulleted list of why you choose the animal you chose.
11. Above your table insert a picture of the animal.
12. Use the research tool to fill in the blanks of your table.
    a. Add an MLA footnote citation
13. Change the editing rights of your document:
    a. View Only
    b. Change editing rights to commenting only
14. Make 3 comments on your partner's work.
15. Create a folder for IT Work in your Google Drive
    a. Move your work from today into that folder.