***Before you start, please:***

1. Inset the CIS101 class USB Thumb drive
2. On the USB root folder/directory, create the ***CIS101*** folder (unless the folder already exists)
3. Under ***CIS101***, create ***Week4-Files*** folder (unless the folder already exists)
4. Use ***USB-thumb-drive-letter:\CIS101\Week4-Files*** to store all week four files
5. Download ***Week4-Assignment.docx*** to ***Week4-Files*** folder
6. Open the ***USB-thumb-drive-letter:\CIS101\Week4-Files\Week4-Assignment.docx*** file,answer all questions, save the changes to the file, and upload to Moodle.

Q1) (2 points) Logon to ***gmail.com*** using the LBCC provided Google account:

1. Compose an email, attached all files in ***Week2-Files*** folder, enter “Gmail testing” in the ***Subject*** field, whatever you want in the message body, and send to 2 fellow students
2. Click on the ***Sent Mail*** in the navigation pane
3. Use the Snipping tool to capture the Gmail window
4. Use the red Pen to circle your account name (top-right corner)(1 point)
5. Use the red Pen to circle sent e-mail with the paper clip for attached files(1 point)
6. Save as ***snip-1.jpg*** in ***Week4-Files*** folder.

Paste-snip-1-here

Q2) (2 points) Using the LBCC provided Google account, logon to Google Drive:

1. Create an **LBCC** folder, and inside the **LBCC** folder create **CIS101** and **MTH111** sub-folders
2. Open the ***CIS101*** folder and create a new Google Docs document:
3. Enter the following text:
   1. In this assignment, I’ll create a Google Docs file and save it on Google Drive in the \LBCC\CIS101 folder and call it Homework-1.
4. Select the text you just typed, change font to **Times New Roman** and font size to **14** and line spacing to **Double**
5. Enter the following header:
   1. Homework-1 Header
6. Change the header font to **Times New Roman** and font size to **24** and ***center*** text
7. Use the Snipping tool to capture the Google Docs window
8. Use the red Pen to circle the document body (1 point)
9. Use the red Pen to circle the file name - top-left, ***Untitled Document*** (1 point)
10. Save as ***snip-2.jpg*** in ***Week4-Files*** folder.

NOTE: Don’t close the document yet – needed for next question.

Paste-snip-2-here

Q3) (2 points) Change document name and save file:

1. Change the document name to ***Homework-1***
2. Exit Google Docs
3. Use the Snipping tool to capture the Google Drive window
4. Use the red Pen to circle the ***Homework-1*** document name and the **CIS101** folder (2 point)
5. Save as ***snip-3.jpg*** in ***Week4-Files*** folder.

Paste-snip-3-here

Q4) (2 points) Change the ***Homework-1*** document permissions so one person, another student, will have ***edit*** permission and ***Anyone with the link*** will have ***view*** permission:

1. From the ***CIS101*** folder, right-click on ***Assignment-1***
2. Click on ***Share***
3. Click on ***Advanced***
4. Give ***Anyone who has a link, view*** permission
5. Give one person, another student, ***edit*** permission
6. Click on ***OK***, then ***Done*** buttons
7. Right-click on ***Homework-1***, then ***Share***, then ***Advanced***
8. Use the Snipping tool to capture the Google Drive window
9. Use the red Pen to circle the document permissions under **Who has access** (2 point)
10. Save as **snip-4.jpg** in **Week4-Files** folder
11. NOTE: Do you see the URL/link for the Google Doc? You can copy and e-mail.
12. Click on **Done**.
13. NOTE: Do you see the new shared icon, two busts, to the right of the file name?

Paste-snip-4-here

Q5) (2 points) Using the LBCC provided Google account, logon Google Calendar:

1. Change view to ***Month***
2. Click on the box for next Tuesday
3. Click on the ***Edit event*** link in the pop-up window
4. In the event title, top-left, type ***CIS101 Meeting***
5. Uncheck the ***All day*** box and select from ***1:00pm*** until ***2:00pm***
6. In the ***Where*** box, type:
   1. Cafeteria
7. In the ***Description*** box, type:
   1. Work on CIS101 week4 assignments
8. In the ***Add guest*** box, enter the invitee’s name and accept their e-mail address
9. Change the ***Event color*** to red
10. Study the other fields and leave everything else as is
11. ***Save*** the event
12. If prompted to ***Send invitation?*** click on ***Send***
13. Click on the event in the next Tuesday box and then click on ***Edit event***
14. Use the Snipping tool to capture the Google Calendar window
15. Use the red Pen to circle the event selections you made (2 point)
16. Save as ***snip-5.jpg*** in ***Week4-Files*** folder
17. Click on ***Done***.

Paste-snip-5-here