



# Digital Literacy – Plan an Event

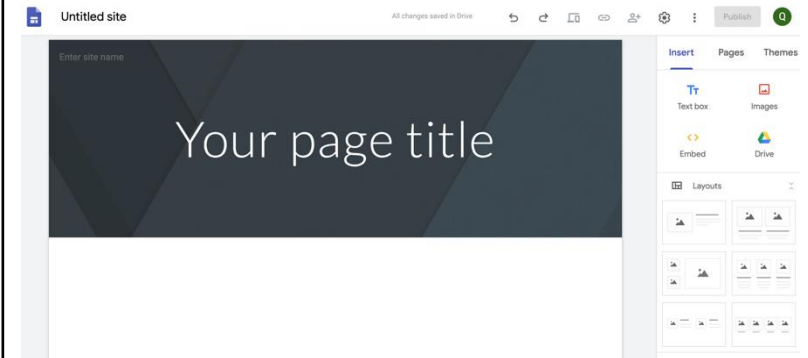
## Google Drawing

This term you will be using Google Drawings to create your own logo. You will learn how to add and edit images using the graphic design software, focusing on:

- Adding text
- Adjusting the size of the canvas to fit the logo
- Colour, resize and tilt text to fit the design
- Change the background colours
- Ordering, grouping, aligning and distributing objects in your logo



## Google Sites

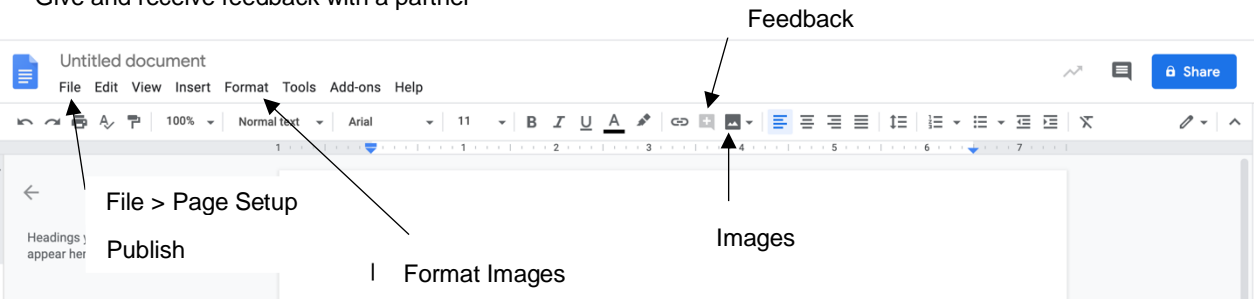


You will also use Google Sites to design an interactive website to share information about your new event! You will create a visually appealing and interactive website, apply a variety of formatting and editing skills to a website, make changes to your website according to feedback from a partner and then re-publish the site to the web.

## Google Docs

You will also learn how to use Google Docs to create a poster. You will learn lots of new skills and techniques, which you will be able to transfer to Microsoft Word! These may include:

- Adjusting the orientation and size of a document
- Download an image and insert it into a document
- Set image wrap settings
- Publish a document to the web
- Give and receive feedback with a partner



## Key Words

- Drag and Drop** – Move an image or highlighted text to another part of the screen.
- Canvas Size** – The work area of the image which defines the image dimensions (size).
- WordArt** – Special effects that changes the appearance of the text.
- Portrait / Landscape** – The page orientation
- PDF** – A file format for capturing and sending electronic documents in exactly the intended format
- JPEG** – A format for compressing image files.
- PNG** – Files that are commonly used to store web graphics, digital photos and images with transparent backgrounds.
- Image Wrapping** – Wrapping text around figures, also called graphic objects or images, can give your documents a more polished look and help focus attention on the most important content.