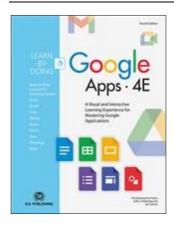# B.E. PUBLISHING

Product Profile

Specifications

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Formats: Print / eTextbook

Grade Level: 6-8, 9-12

Author: The Development Team at B.E. Publishing and Joy Tavano

Size: 8.5 x 11

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Components & Pricing

Learn-by-Doing: Google Apps, 4E (Print)

$ 88.95 (Min. 15)

Item #: TB-GAPPS-4E-TB

ISBN: 9781626896215

Learn-by-Doing: Google Apps, 4E (eTextbook 5 Yr. Student License)

$ 52.95 (Min. 15)

Item # : TB-GAPPS-4E-ET

ISBN: 9781626896222

Scan for more details, pricing, and samples:

Learn-by-Doing: Google Apps, 4th Edition

A Visual and Interactive Learning Experience for Mastering Google Applications

Overview

Learn-by-Doing: Google Apps, 4E immerses students in the powerful collaborative and cloud-based environment of Google applications. With illustrative screenshots and easy-to-follow instructions, students will learn the key skills needed to communicate, collaborate, and produce dynamic work across **Google Drive**, **Gmail**, **Docs**, **Sheets**, **Slides**, **Forms**, **Sites**, **Drawings**, and **Meet**. The engaging, hands-on lessons of this text will empower students to confidently navigate the Google ecosystem as they create and share professional documents, master cloud-based -le management, participate in virtual meetings, and more. The 4th edition of Learn-by-Doing: Google Apps features brand new lessons, additional Google features and skills, and updated screenshots familiarizing students with the latest changes to Google's applications.

Features

- 65 hands-on lessons teaching basic to intermediate Google Apps skills
- Step-by-step, screenshot-based instructions
- Students learn the power of collaborating and integrating content across Google Apps
- Online Instructor Resources include Lesson Source Files, Answer Keys and Grading Rubrics, Unit Performance Assessments, and Slide Show Teaching Tools

Table of Contents

- Unit 1: Google Drive
- Unit 2: Gmail
- Unit 3: Google Docs
- Unit 4: Google Sheets
- Unit 5: Google Slides
- Unit 6: Google Forms
- Unit 7: Google Sites
- Unit 8: Google Drawings
- Unit 9: Google Meet
- Unit 10: Collaboration

Instructor/Student Resources on eReadiness.com

(Included Free with Classroom Purchase)

- Lesson Source Files
- Lesson Answer Keys and Grading Rubrics
- Unit Performance Assessments, Answer Keys, and Grading Rubrics
- Slide Show Teaching Tool