

Technology Applications Virtual Learning

State Symbols May 7, 2020



8th Grade Technology Applications Lesson: May 7, 2020

Objective/Learning Target:

I can create a table that contains images and links that provide information about the symbols of your home state.



Getting Started:

After writing a report on your home state, you decide to include a table of state symbols. This table will organize and illustrate the information, and help the reader quickly access these important facts in your report.



- 1. Create a new Google doc. At the top of your document, type the text [State Symbols of].
- 2. Center align, bold, and change the font size of the text to 24.
- 3. Hit the Enter key and clear formatting.



4. Insert a Table. To insert a table to organize information in columns and rows, from the Table menu, select Insert table with 3 columns and 6 rows.





5. Using the Tab key to move from cell to cell, type the text as shown in 2.4 Figure A.

State Symbols of <Your State Name>

| Symbol | Image | Link | |
|--------------|-------|------|--|
| State Flag | | | |
| State Bird | | | |
| State Tree | | | |
| State Flower | | | |
| State Insect | | | |



- 6. Select row 1 by clicking and dragging across all of the cells in that row.
 - a. Note: Upon selecting the row, the table cells will turn blue.

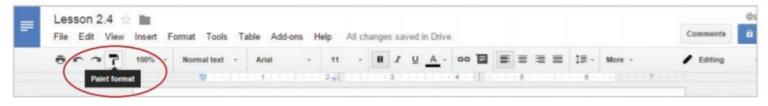
| Symbol | Image | Link | |
|--------------|-------|------|--|
| State Flag | | | |
| State Bird | | | |
| State Tree | | | |
| State Flower | | | |
| State Insect | | | |



- 7. Center align, bold, and change the font size of the text to 14.
- 8. Bold the text [State Flag] in column 1.



- 9. Use Paint Format. To replicate existing formatting to other text in a document, do the following:
 - a. Select the text [State Flag] and click the Paint format icon



b. Select the text in the remaining four cells in column 1.
All text in column 1 should now be bold.



10. To find images and information about state symbols, open a New tab and go to www.statesymbolsusa.org (or a similar website), and from either the list or the map, click the name of your state.





11. Click the State Flag image to go to the web page about your state flag.





12. Copy an Image. To copy an image into a table, do the following:a. Right click the image of the state flag, then select Copy image.





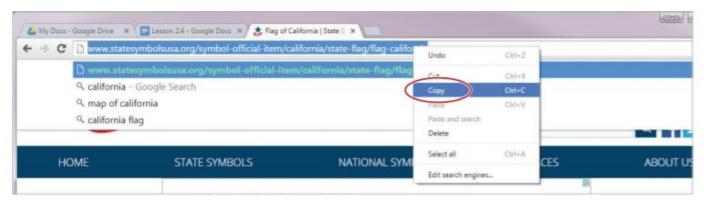
13. To place the image in the appropriate cell (see 2.4 Figure B), right-click in the cell, then select Paste. Alternatively, use Ctrl+V.

| Symbol | Image | Link |
|---|---------------|---------|
| State Flag | | |
| State Bird | X. Cut | Ctal+3X |
| State Tree | | CM+C |
| State Flower | Paste | Ctrl+V |
| weather the second s | Suggest edits | <i></i> |
| State Insect | ee Link | Ctrl+K |



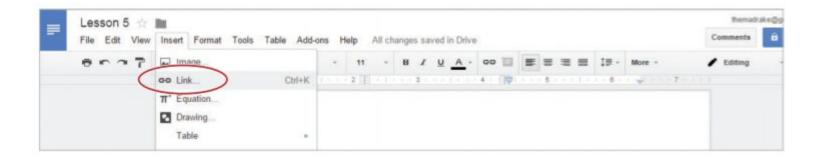
14. Insert a Link. To insert a hyperlink into a table, do the following:

- a. Click on the tab for the state flag web page at the top of your screen
- b. Select the URL, right-click, then select Copy



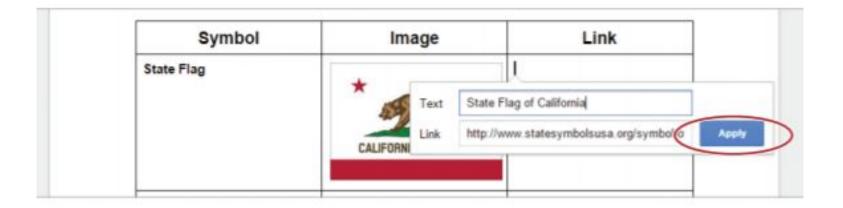


15. To place the link in the appropriate cell (see 2.4 Figure B), return to the Lesson 2.4 document, click in the cell, then from the Insert menu, select Link.





16. In the Link dialog box, type [State Flag of] into the Text field, paste the link into the Link field, then click Apply.





- 17. To complete the table with the appropriate images and links, repeat steps 12-15.
 - a. Hint: If you cannot locate a particular symbol for the state you have selected, replace it with one of your choice.



- 18. Resize an Image. To change the size of an image proportionally (larger or smaller), do the following:
 - a. Click the flag image, then click and drag the bottom-right resizing handle.

| Symbol | Image | Link |
|------------|-----------------------------|--------------------------|
| State Flag | CALIFORMA REPUBLIC | State Flag of California |
| State Bird | In line Wrap text Break | State Bird of California |



Self-Assessment:

Check this document to see how you did.

State Symbols of California

| Symbol | Image | Link |
|--------------|---------------------|----------------------------|
| State Flag | CALIFORNIA REPUBLIC | State Flag of California |
| State Bird | | State Bird of California |
| State Tree | | State Tree of California |
| State Flower | | State Flower of California |
| State Insect | E | State Insect of California |



Additional Practice:

Find the State symbols for another state. Create a Document for that state too.