**21 Things4Students Quest Basics**

# Getting Started:

* [Get a Google account.](https://accounts.google.com/) Sign into your account.
* Go to the apps box in the upper right. apps icon sometimes called the waffle
* Go to Drive Google Drive Icon
* Select New on the left side New link to creating documents, slides, sheets etc
* Scroll down to Folder. Name the Folder: *21things/your name*. Open the folder.
* Create a Google Doc for each quest. Name each document: *Quest # \_\_\_\_ / your Name.*
* Share the folder with your teacher. Teacher email is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Instructions:

1. Quest 1: Navigation tips: how to move around 21 things
   1. Read through the introduction.
   2. Watch the videos in Part One and Part Two.
2. Quest 2: How to do a screenshot
   1. Create a screenshot. Save it to your Google Doc.
3. Quest 3: Shortcuts
   1. Try the shortcuts.
   2. Teach them to someone else.
   3. In your Google Doc, write a summary of what you learned and who you taught.