

## Tools Comparison

Google, and Microsoft Office have many similarities and differences. The Google tools Docs and Sheets are unique because they allow for live collaborative work. These documents would be great for group work for an assignment. Students would be able to upload their data simultaneously. A problem that can arise with this is that it is often hard to start typing in a certain area because other users are also trying to type. Google also does not provide as many personalization options as Office. Word and Excel allow the users to customize with more fonts and more color changing options. Pages is a little more complicated to figure out. It could have been that I have not used Pages very much. In my experience, however, I do believe Word has options and settings more accessible, labeled, and organized than Pages. Numbers is also harder for me to understand. It did seem to be able to do the same things that Google Sheets and Excel can do, but the others were easier to use.

I would definitely use Google more in my classroom for collaboration between students. This is a valuable setting. Being able to communicate and work together online provides many opportunities for students. I believe Microsoft Word would be used more often for students' personal writing, editing, and publishing. This software is more user friendly and is focused on creating a well-written document. I would have my students use Excel for more formal purposes such as creating charts and graphs that will be presented. For quick charts and graphs, I would encourage my students to use Google Sheets. It is very easy to enter in data quickly in this software.

### **Google Links:**

#### **Google Forms**

Parent Form: <https://forms.gle/xHEsegBU8ttECYri6>

Student Form: <https://forms.gle/WSzFBmHFYyDbwxpM7>

#### **Google Sheets**

Sheet: [https://docs.google.com/spreadsheets/d/1fsq\\_PNEBNKVm2dG1lv-9B4lYcKipupoMtlSu4Fi6Tu0/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1fsq_PNEBNKVm2dG1lv-9B4lYcKipupoMtlSu4Fi6Tu0/edit?usp=sharing)

Lesson Plan: [https://docs.google.com/document/d/1Ee-X3GJYy\\_rcax97\\_3Sw5xO-LTiRfLamjiHanGkf9hU/edit?usp=sharing](https://docs.google.com/document/d/1Ee-X3GJYy_rcax97_3Sw5xO-LTiRfLamjiHanGkf9hU/edit?usp=sharing)

#### **Newsletter**

May Newsletter:

[https://docs.google.com/document/d/153GPa6UrTh2je3Cejsn0IG71\\_3uYYusLGNwt2nGO7I/edit?usp=sharing](https://docs.google.com/document/d/153GPa6UrTh2je3Cejsn0IG71_3uYYusLGNwt2nGO7I/edit?usp=sharing)