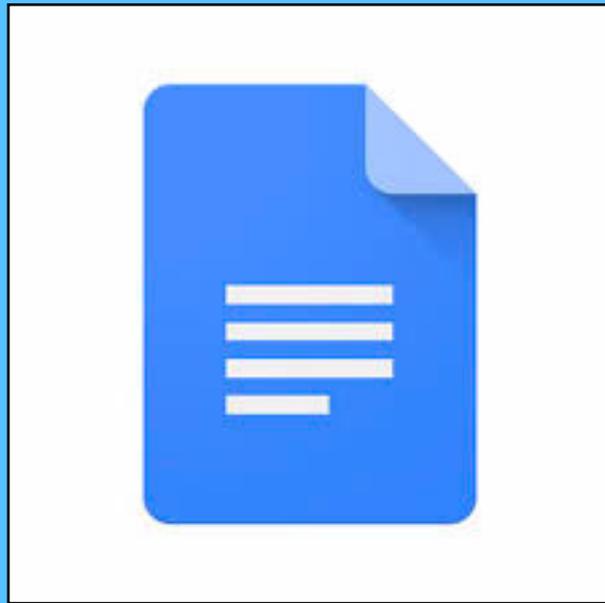


HOW TO USE GOOGLE DOCS



A quick overview on Google Docs!



© Mrs Priestley ICT

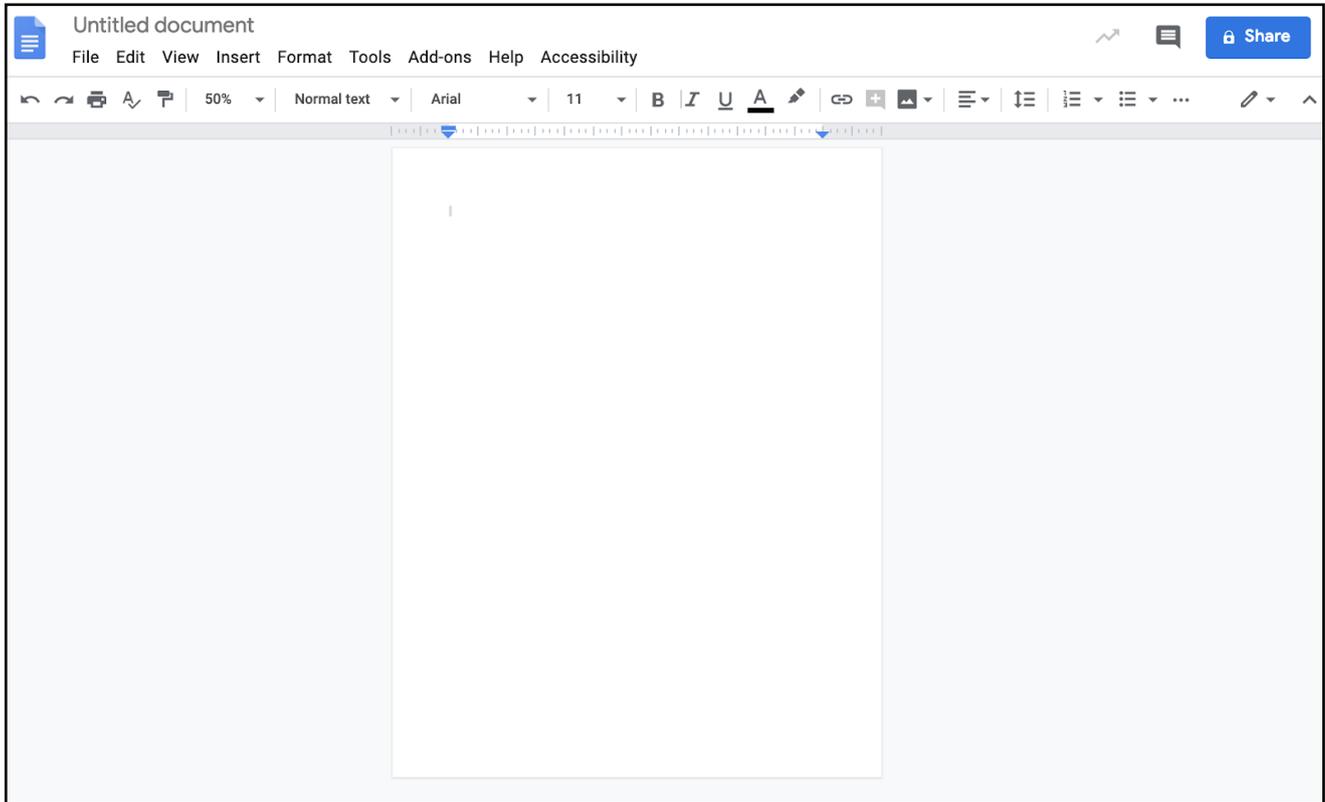
WHAT IS GOOGLE DOCS?

- A way for teachers and students to collaborate, share feedback and work together in real time on documents
- Very similar to Microsoft word
- Add pictures and shapes to create interesting documents
- Design your own word presentations
- Use add-ons to make your docs even better

WHAT CAN YOU USE GOOGLE DOCS FOR?

- Notes
- Letters
- Reports
- Writing a story
- Publishing
- Typing practice

WHAT DOES GOOGLE DOCS LOOK LIKE?



Google Docs is an online version of word.
When you first open the document it will be blank like
above.

You can simply type what you need on the document like
you would a word document. The tool bar above your page
is where you can change size, font, colour etc.

HOW TO NAME YOUR DOCUMENT:

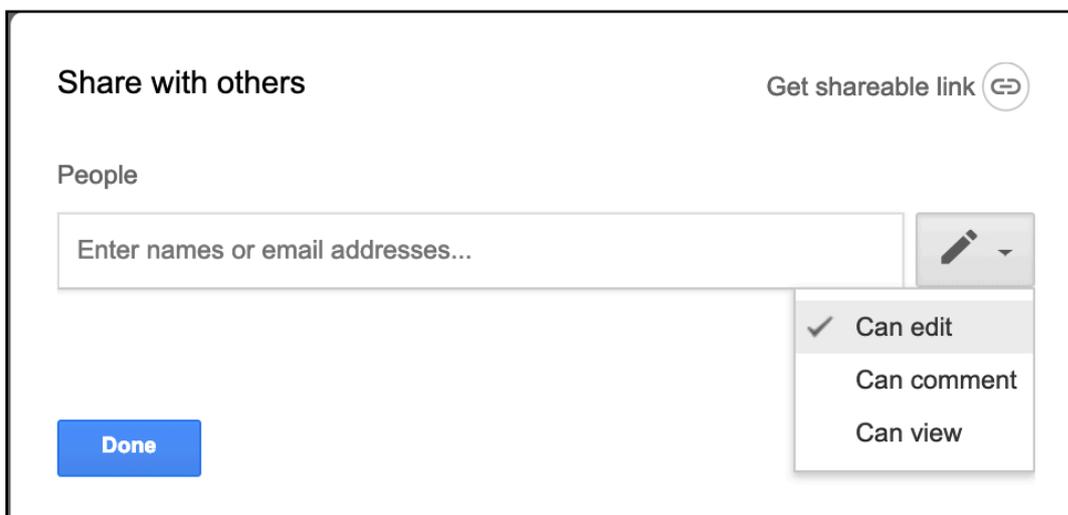
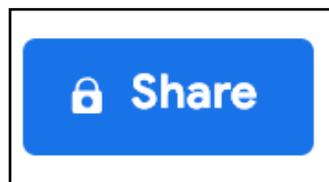


The first thing you should do is name your document. Click where it says 'untitled document' and type in the title of the document you would like. You'll know if it has saved as your document will say 'all changes saved'.

All changes saved in Drive

HOW TO SHARE YOUR DOCUMENT:

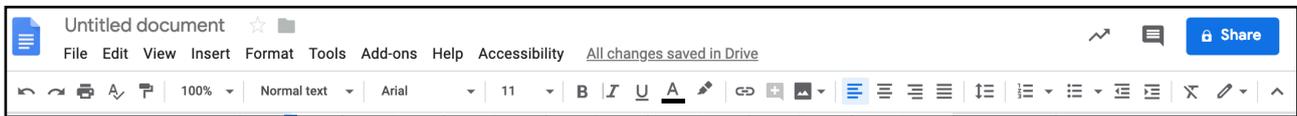
When you want to share your document click on 'share' in the top right hand corner.



You can then type in the name or email address of the person you would like to share it to. When you can share it, you can share it in three different ways:

- the teacher can edit
- the teacher can comment
- the teacher can view

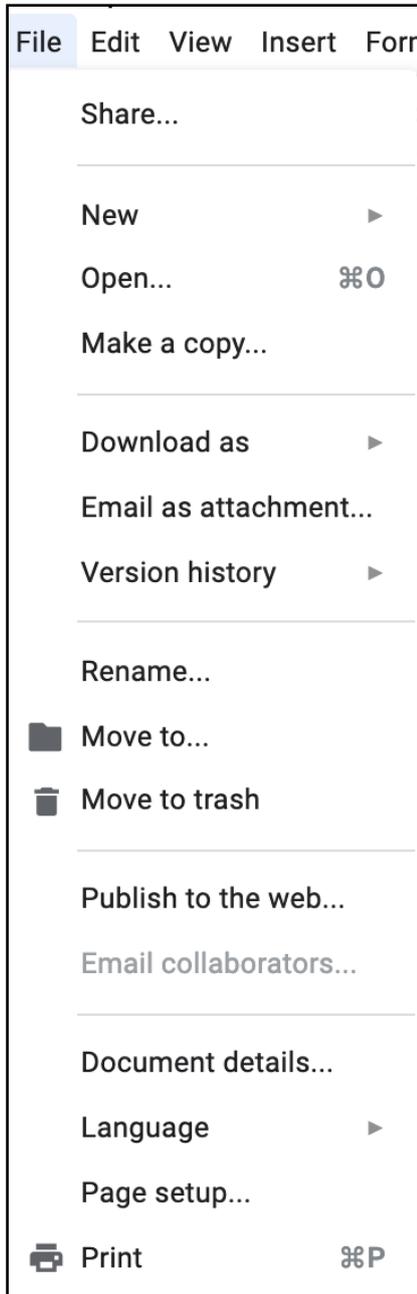
HOW TO WORK YOUR DOCUMENT:



The part running across the top is your tool bar. This is where you can find key tools (from left to right)

- undo
- redo
- print
- spell check
- paint format
- zoom
- styles
- font
- font size
- bold
- italics
- underline
- text colour
- highlight colour
- insert link
- add comment
- image
- align
- numbered list
- bulleted list
- decrease indent
- increase indent
- clear formatting
- editing mode

MORE ABOUT THE 'FILE' OPTIONS:



Share > share to someone

New > document, spreadsheet, presentation, form, drawing

Open

Make a copy > Makes a copy of the document

Download as > word, pdf

Email as attachment

Version history > see current and past history

Rename > give another name

Move to > move the file to another folder

Move to trash

Publish to the web

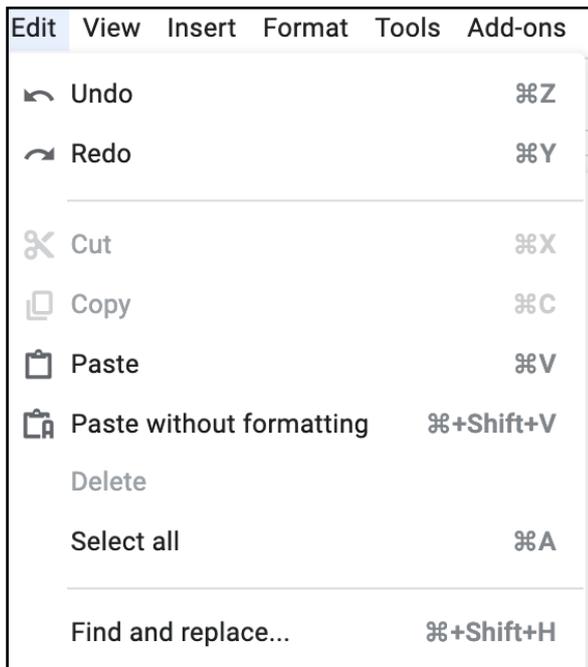
Document details

Language > change to a different language

Page set up

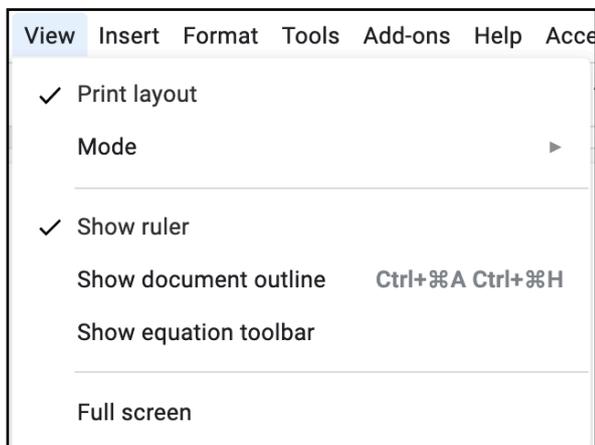
Print

MORE ABOUT THE 'EDIT' OPTIONS:



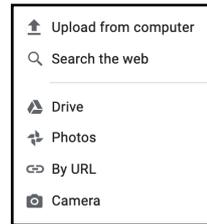
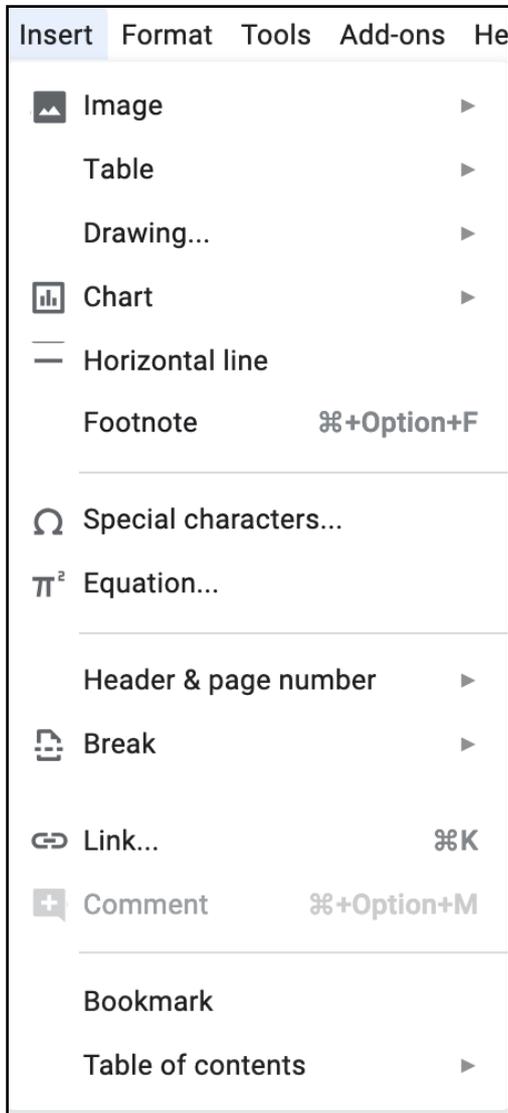
Undo
Redo
Cut
Copy
Paste
Paste without formatting
Delete
Select all
Find and replace

MORE ABOUT THE 'VIEW' OPTIONS:



Print layout
Mode > Editing, suggesting, viewing
Show ruler
Show document outline
Show equation toolbar
Full screen

MORE ABOUT THE 'INSERT' OPTIONS:



Insert a image

Insert a table

Insert a drawing from Google drawings

Insert a chart

Insert a horizontal line across your page

Insert a footnote

Special characters

Equations

Header and page number

Page break

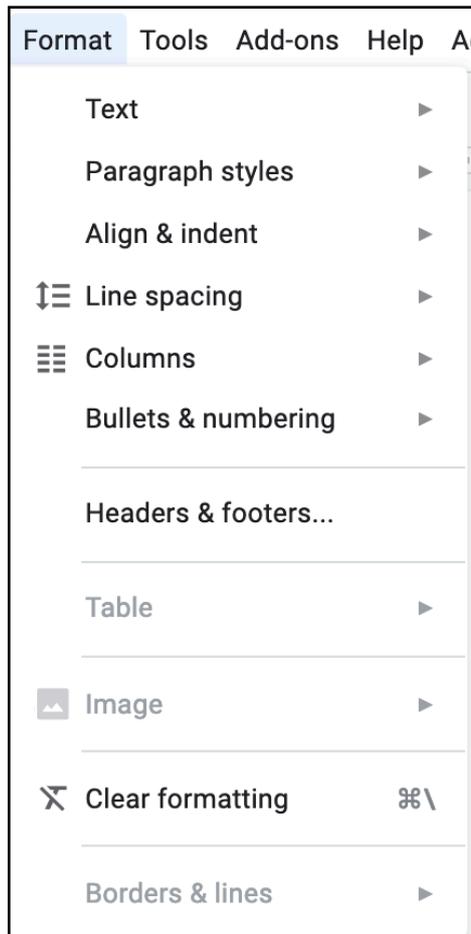
Link

Comment

Bookmark

Table of contents

MORE ABOUT THE 'FORMAT' OPTIONS:



Text
Paragraph Styles
Align and indent
Line spacing
Columns
Bullets and numbering

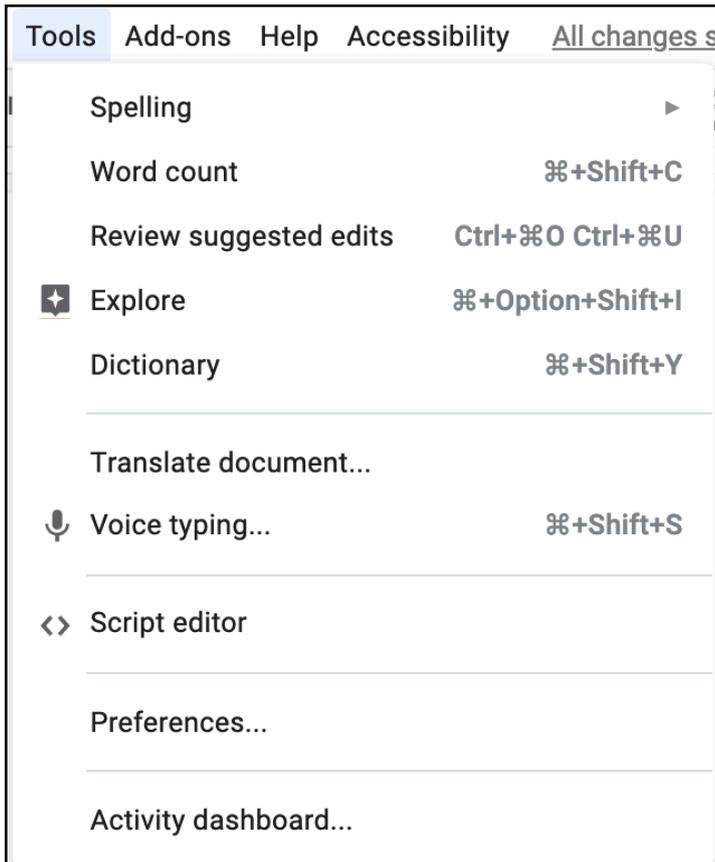
Headers and footers

Table

Image

Clear formatting
Borders and lines

MORE ABOUT THE 'TOOLS' OPTIONS:



Spelling check
Word count
Review on suggested edits
Explore
Dictionary

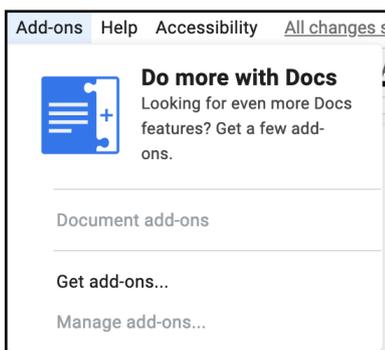
Translate document
Voice typing

Script editor

Preferences

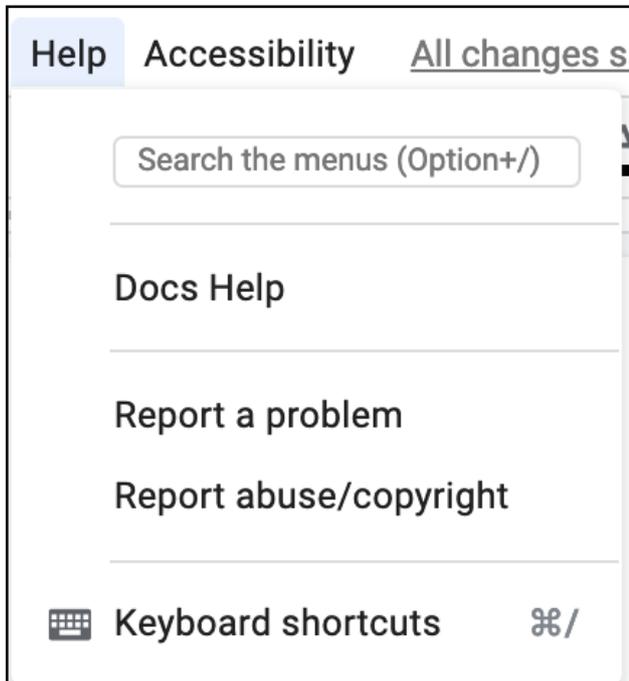
Activity dashboard

MORE ABOUT THE 'ADD ONS' OPTIONS:



This is where you can get add ons for your Google Docs. Add ons help you add more details to your document and can create new things with it.

MORE ABOUT THE 'HELP' OPTIONS:



The help section is where you can get help about google docs, report a problem, report abuse/copyright and find keyboard shortcuts.

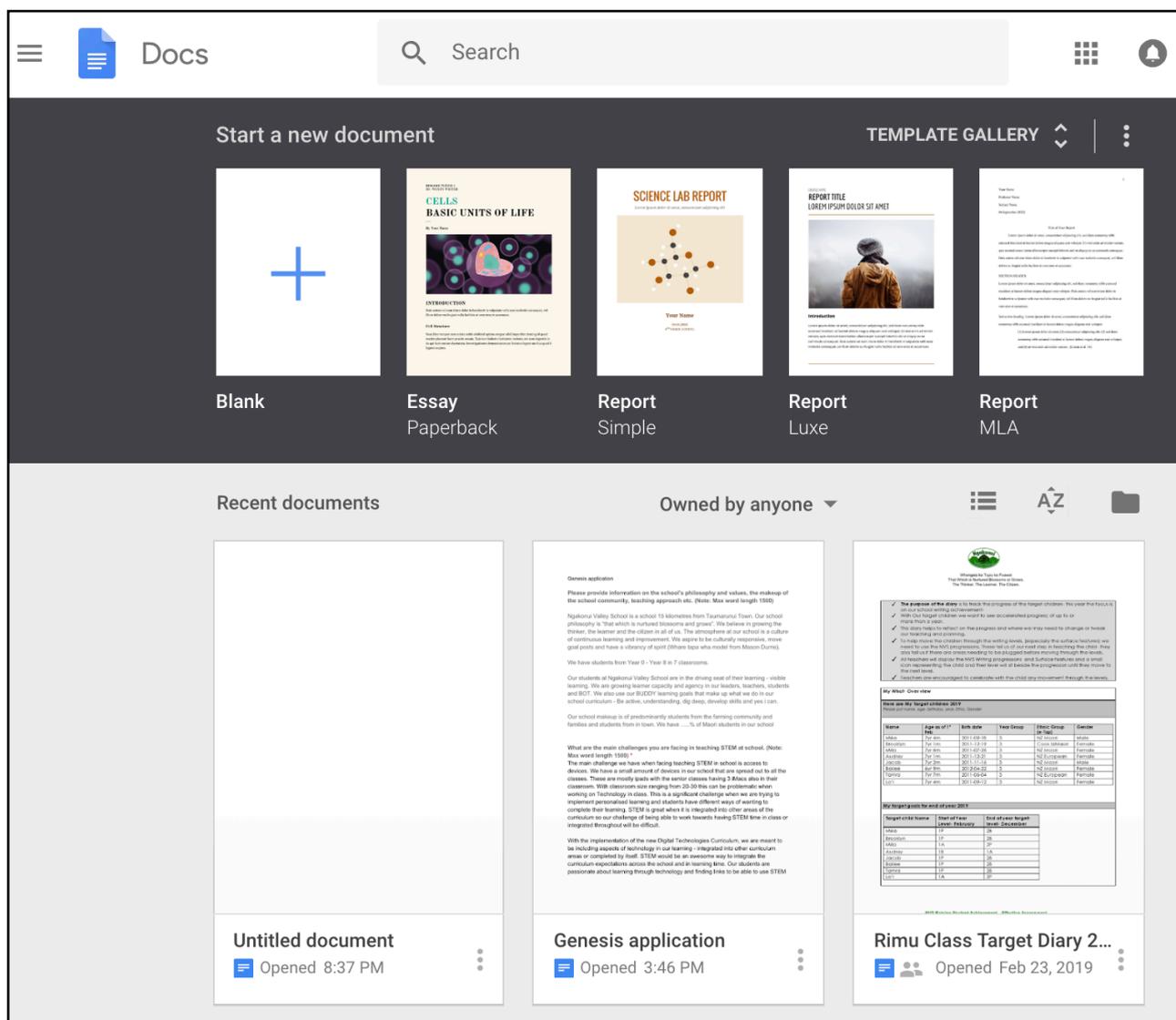
OTHERS:



Star > the star is where you can star a google doc to help you find it easier in your starred google docs

Folder > where you can click to move it to another place

ACCESSING GOOGLE DOCS:



You can access your Google Docs from your Google Drive or from accessing Google Docs.

When you open Google Docs it will give you some template designs near the top, the chance to open a new document and some recent documents you have opened or edited.

MORE INFORMATION:

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Search @Googleforeducation on Twitter

Check out my Google Apps PLD Slides that cover more than just Google Docs



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Jordan Priestley

Using Google Apps - What are they?

Google Certified Trainer
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NgaKonui Valley School, Auckland

[https://mrspriestleyict.com](https://www.mrspriestleyict.com)

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