

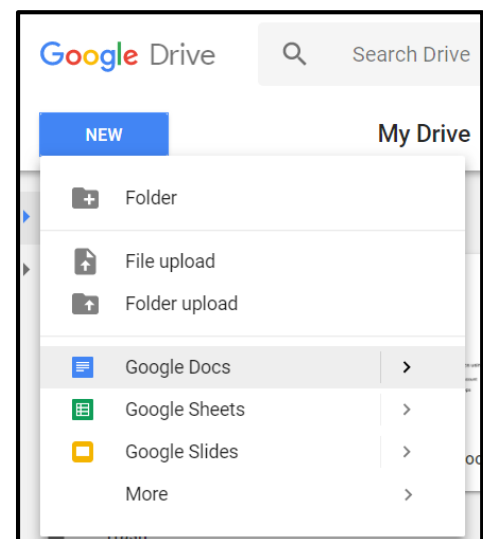
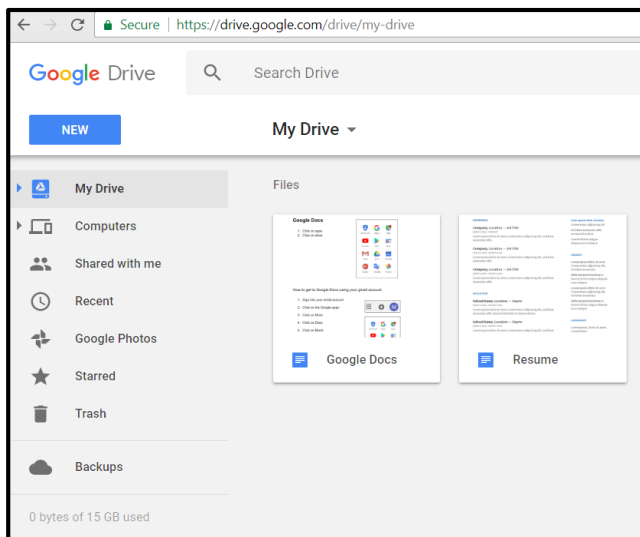
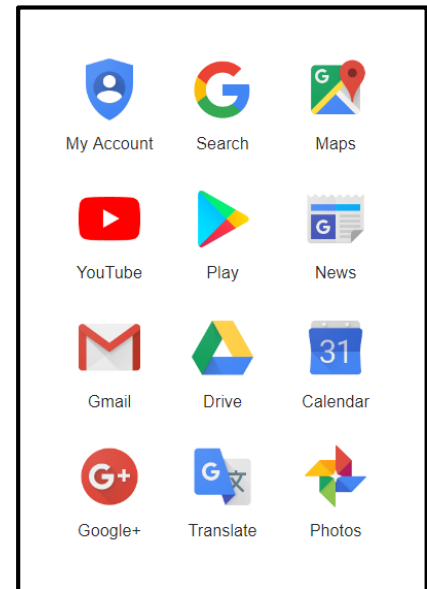
Google Docs

What can you do with Google Docs?

With Google Docs, you can create and edit text documents in your web browser - no special software is required. Even better, you can share documents and multiple people can work at the same time, you can see people's changes as they make them, and every change is saved automatically.

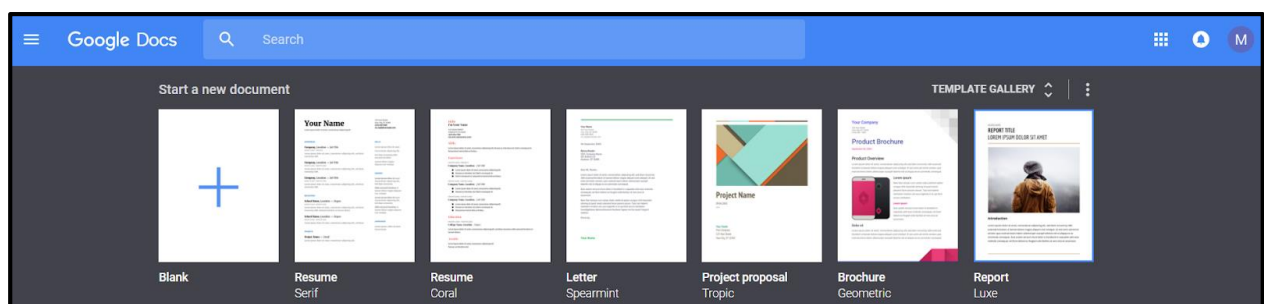
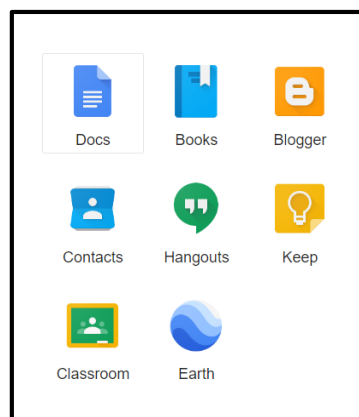
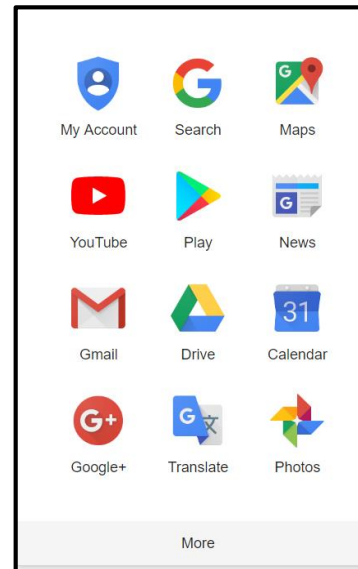
Getting started

1. Go online - Google
2. Click on apps
3. Click on drive (*third row in the middle*)
4. Click on new (Blue rectangle white font)
5. Click on Google Docs
6. You are now ready to start typing.



How to get to Google Docs using your gmail account

1. Sign into your gmail account
2. Click on the Google apps
3. Click on More
4. Click on Docs
5. Click on Blank



Start using Google Docs

Type the following text

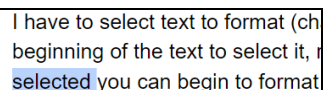
Google Docs

This is my first time using Google docs. I am going to insert text, I do this by typing in a blank document. I will type sentences and paragraphs. I am going to practice formatting (changing) text. I will **BOLD** *ITALICS* and UNDERLINE text. I will change the font style, the font size and the font colour.

The above 6 sentences make a paragraph.

I have to select text to format (change) it. There are many ways to do this. Click at the beginning of the text, hold your left finger down, run your right finger along the track pad, the selected text is highlighted in blue. Once the text is selected, you can begin to format (change) it.

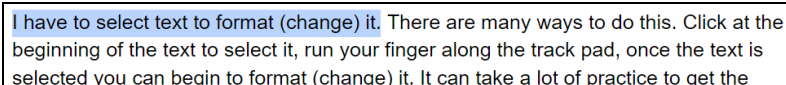
It takes practice to get the knack of highlighting text.



I have to select text to format (ch
beginning of the text to select it, r
selected you can begin to format

Examples of selected text

- One word selected
- One sentence selected



I have to select text to format (change) it. There are many ways to do this. Click at the beginning of the text to select it, run your finger along the track pad, once the text is selected you can begin to format (change) it. It can take a lot of practice to get the

Complete the following tasks

1. Name your document **My First Google Document**



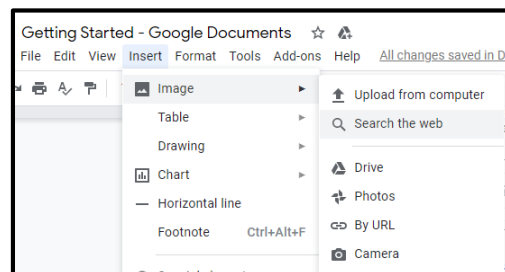
Type the name where you see **Untitled document**

Use these icons to complete the following tasks



2. Change the heading to font size 18 make it bold Italic and underlined
3. Change the font colour of the heading to red
4. Change the remaining text to size 14
5. Change the font colour of the remaining text to dark blue
6. Change the font style of the entire document to *Comic Sans*
7. Insert a suitable picture

Use the **Insert Menu** to insert a picture from the internet.



When you have completed the changes share the document with me



Enter the email address of the person that you want to send it to - click Done.

You have created formatted and shared a document using Google Docs

