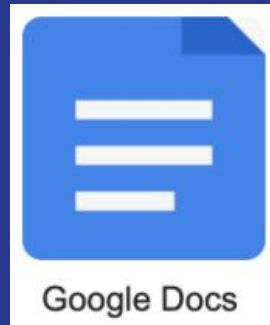


# All About GOOGLE DOCS

GOOGLE'S Word Processor





*HOW TO USE*

*GOOGLE DOCS*

BEGINNER'S GUIDE

# Docs vs Microsoft Word

- Docs is free with a Google Account
- Microsoft Word must be purchased
- Docs is based in the cloud, not on your device
- Docs can be shared online
- Microsoft Word live on you computer, and they can't be shared unless you save and share them by email
- You can sync the two



Google Docs



Microsoft  
Word

# About Google Docs

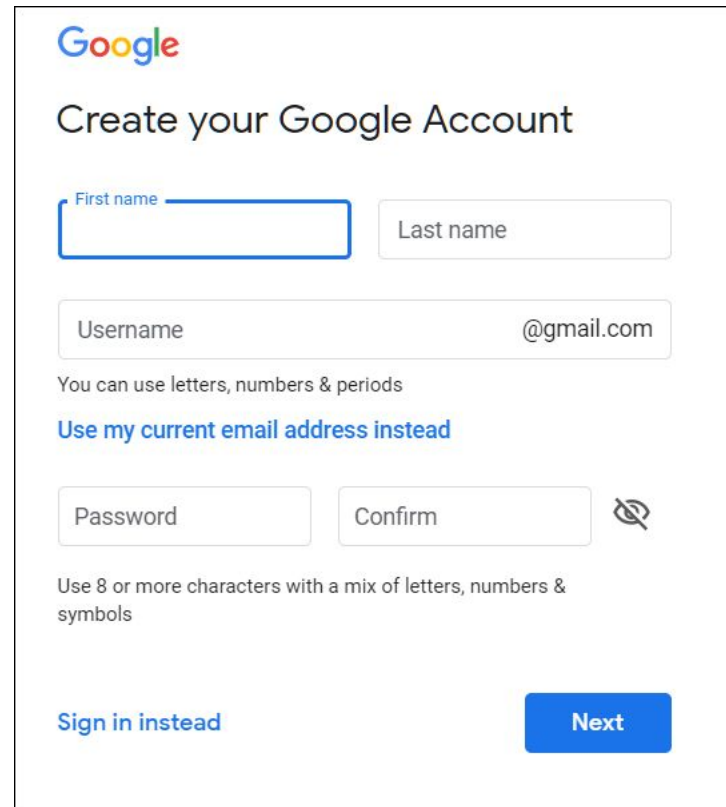
- cloud -based word processor that is a part of the G Suite (Google's Office Suite)
- It is completely cloud-based, your files live in the Google Drive
- Offers automatic backup
- Can be accessed by any device, anywhere
- Operates in a similar way to other popular word processors



Google Docs

# Sign Up for an Account

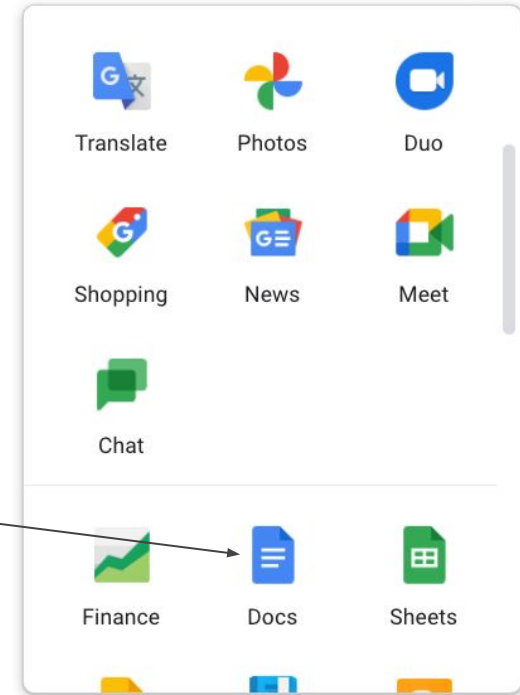
- To sign up you need a \*\*\*\*\*@gmail account
- Most of us have already got a Google Account
- Go to sign-up and follow the directions

A screenshot of the Google Account creation page. At the top left is the Google logo. Below it is the heading "Create your Google Account". The form consists of several input fields: "First name" and "Last name" (two separate boxes), "Username" and "@gmail.com" (two separate boxes), "Password" and "Confirm" (two separate boxes). Below the "Confirm" field is a small icon of a crossed-out eye. Underneath the password fields is the text "Use 8 or more characters with a mix of letters, numbers & symbols". There is a link "Use my current email address instead" in blue text. At the bottom left is a link "Sign in instead" in blue text. At the bottom right is a blue button with the text "Next" in white.



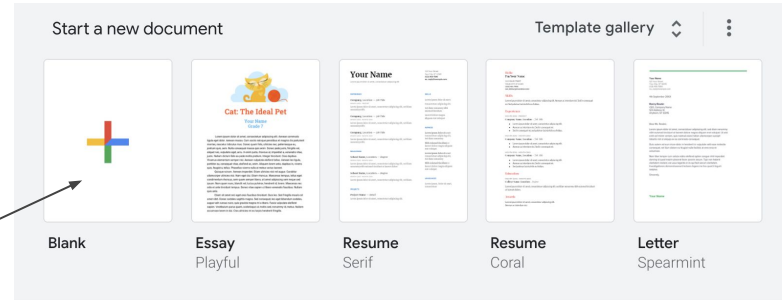
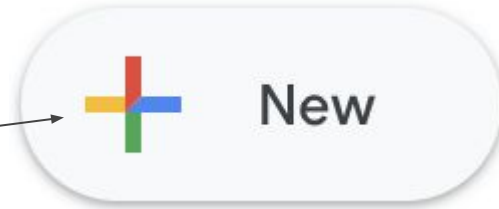
# How to Create a Blank Document

- There are several ways to get into Docs
  - You can get there using your Google Drive
    - Go to New
    - Go to Docs
  - You can go to Docs from your Google Apps
  - Go through your browser  
[docs.google.com](https://docs.google.com)



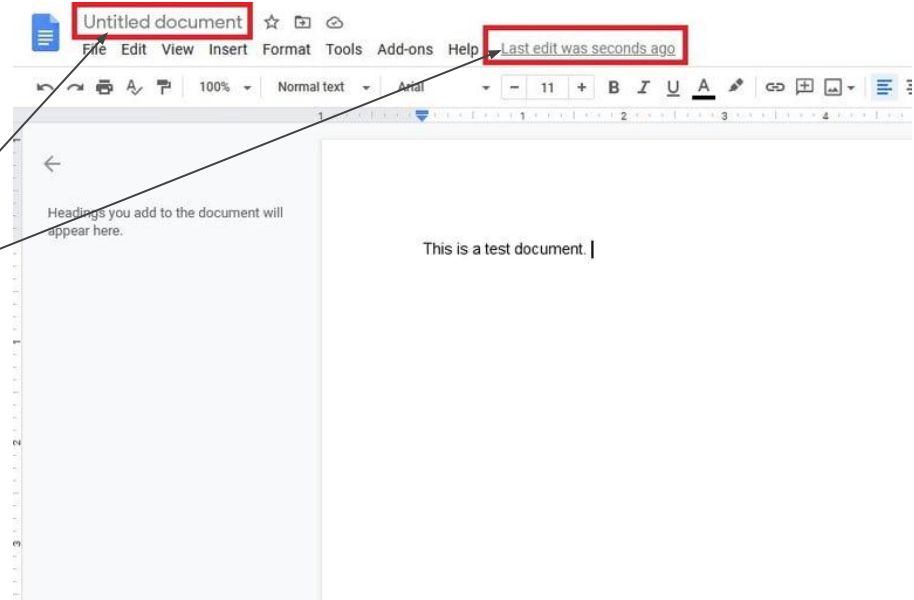
# Creating a Document

- If you go through Google Drive
  - Click New
  - Click Docs
  - Click blank (or a template)
- If you go directly into Docs through the web or Docs app
  - Click the blank page with the coloured plus sign
- These will open a new document



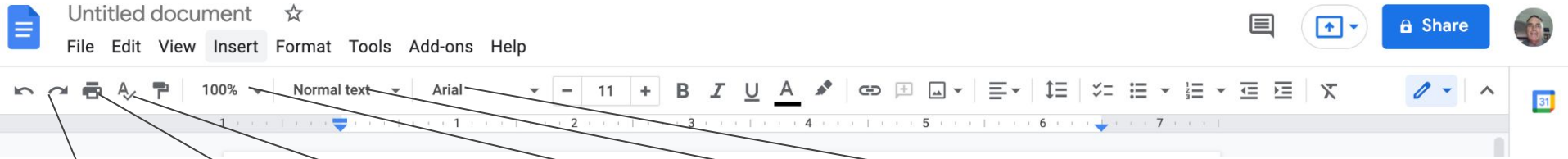
# Start working:

- Once you've created a document
  - Click Untitled Document to add your title
- Your document will be automatically saved as you work.





# Tool Bar:



Undo - redo

print

spelling/grammar

zoom

text style

font style



Text size

bold

italics

underlined

text colour

link

insert image

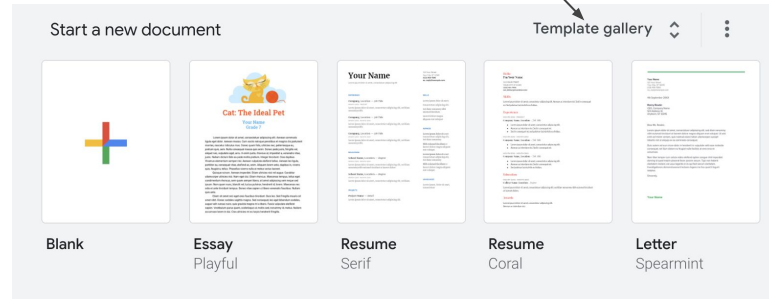
alignment

bullets

hide menu

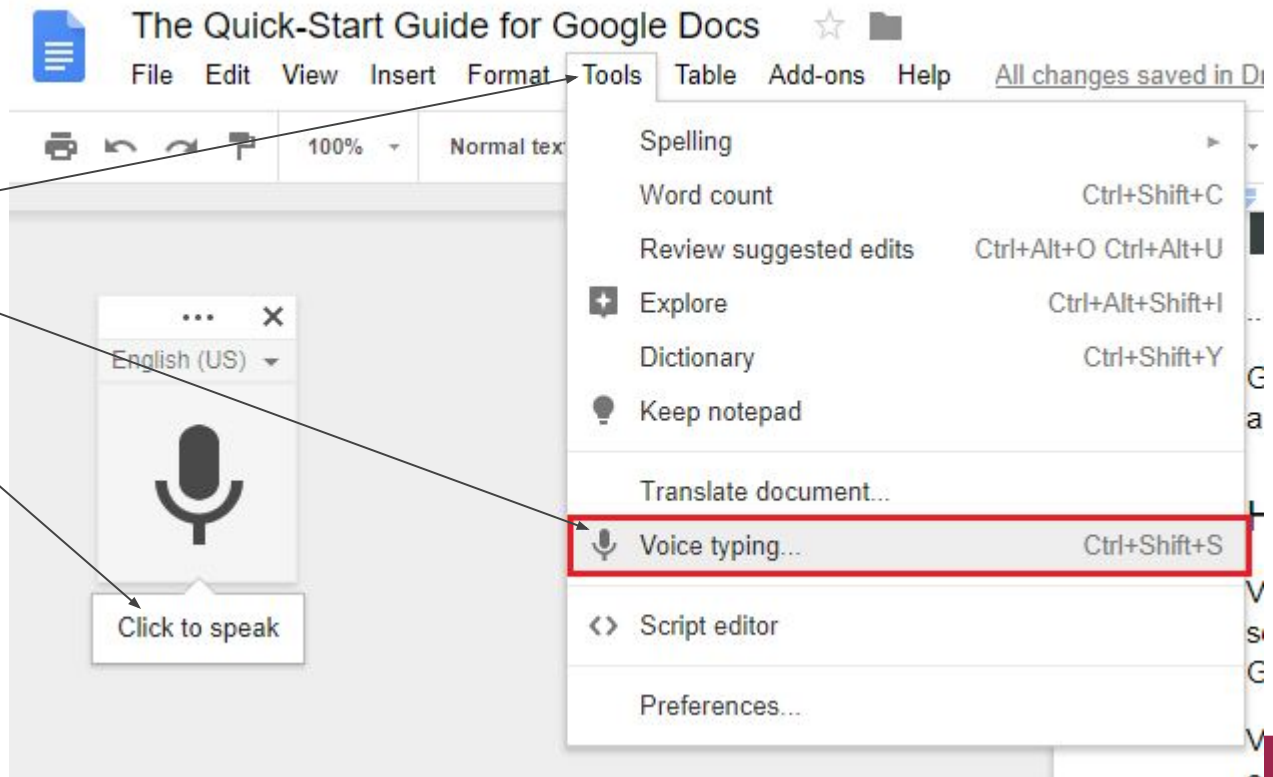
# Templates:

- Templates are pre-prepared documents that you can open and insert your own information using the style already available
- There are several and they include groups: (click gallery)
  - Recently used
  - Resumes
  - Letters
  - Personal
  - Work
  - Project proposals
  - Notes
  - Sales
  - Legal
  - Etc. etc.
- You need to check them out.



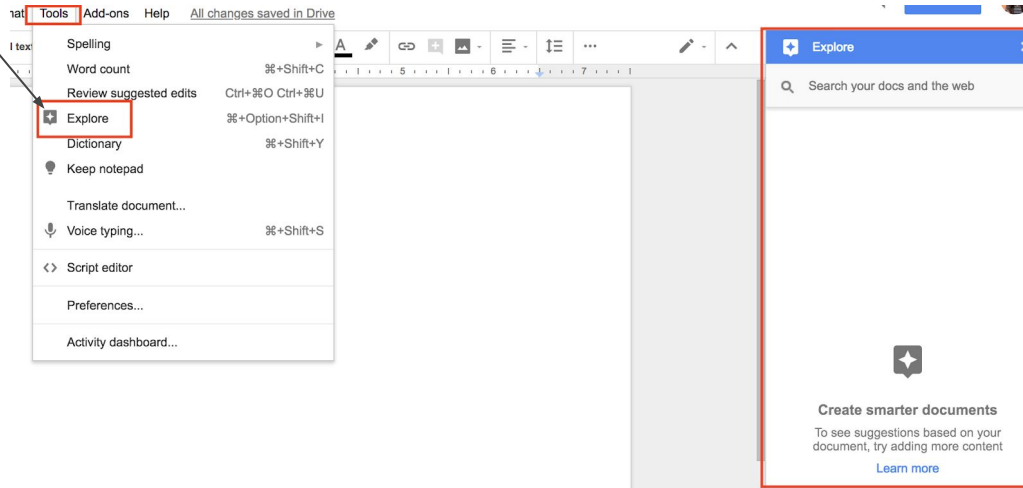
# Voice Typing:

- Click Tools
- Click Voice typing
- Click to speak
- Google will convert your spoken words to text
- You need to try this out.



# Other Features:

- Docs offers collaborative working with others.
- You can work this offline once you have turned on that setting.
- Explore option offers you to get suggestions from internet
  - It scans you work and gives suggestions



## More Formatting:

- [Changing Margins](#)
- [Changing page orientation](#)
- [Adding text box](#)
- [Adding page numbers](#)
- [Creating a hanging indent](#)
- [Inserting an image](#)
- [Creating a table of contents](#)
  - Click on link to see topic



# The Beginner's Guide to Google Docs

Click on the following links to learn all about Google Docs:

[the-beginners-guide-to-google-docs](#)

<https://www.digitaltrends.com/computing/how-to-use-google-docs/>

<https://www.makeuseof.com/tag/google-docs-faq/>

<https://appauthority.com/how-to-use-google-docs-basic-tutorial-plus-tips-and-trick>

<https://blog.hubspot.com/marketing/google-docs>

