



Google Docs

Google Docs is one of the free apps or programs you can access when you have a google account. It is a word-processing program that you can use online to create, edit, share, and store documents online.






The screenshot shows the Google Apps Learning Center homepage. At the top, there is a search bar and navigation links for Home, Learn by product, Tips library, and Use at work. The main heading is "Sign in", followed by a welcome message and a three-step sign-in process. To the right, there is an illustration of a laptop displaying the Google sign-in page, with a circular callout showing various Google App icons like Drive, Gmail, Hangouts, and Docs. Below the steps, a table lists key features of the Google account interface. At the bottom, there are links for language change, Google, About Google, Privacy, and Terms.


Sign in

Welcome to Google Apps. Start by signing in to your account.

1. Go to www.google.com and in the top-right corner, click .
2. Enter your Google Apps email address (example: `joe@company.com`) and password.
3. Click .

Now that you're in your Google Apps account, here are a few key features that work the same way across several products:

Feature	Description
	In the top-right corner of any Google page (such as Search or Gmail), click to see which account you're in.
	Click to move between products.
	Click to change product settings.
	Click to search for content specific to the product.
	Click to see more options.

Change language  · [Google](#) · [About Google](#) · [Privacy](#) · [Terms](#)



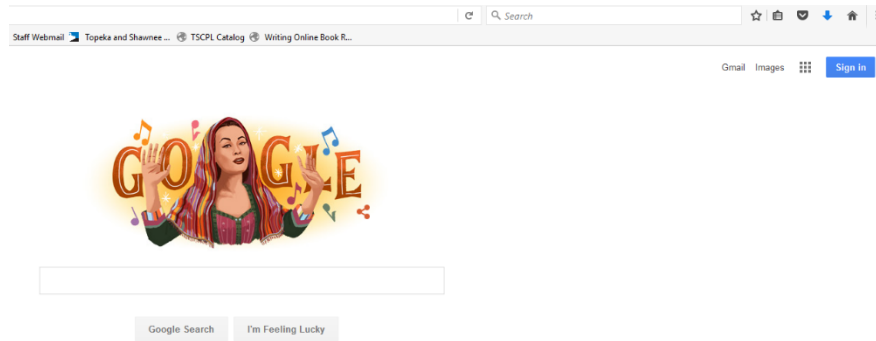
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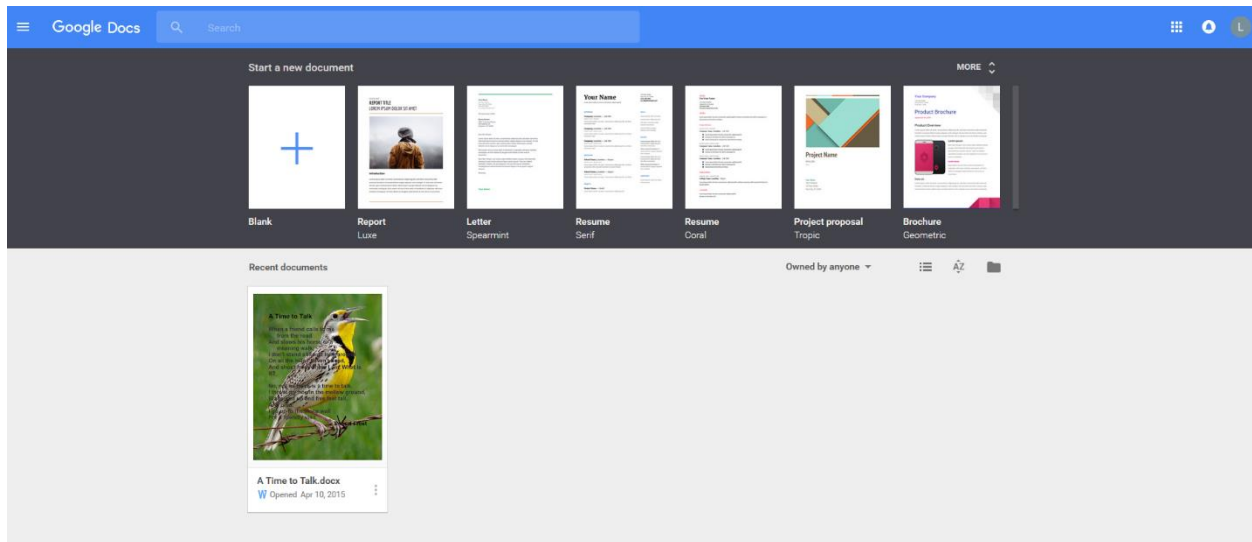
Google Docs

At the Google home page www.google.com

You can sign in at the top right hand corner with your google+ or Gmail



Click on the apps grid click next to the sing in button select more and choose **docs**



At the Google Docs home under start a new document choose Blank



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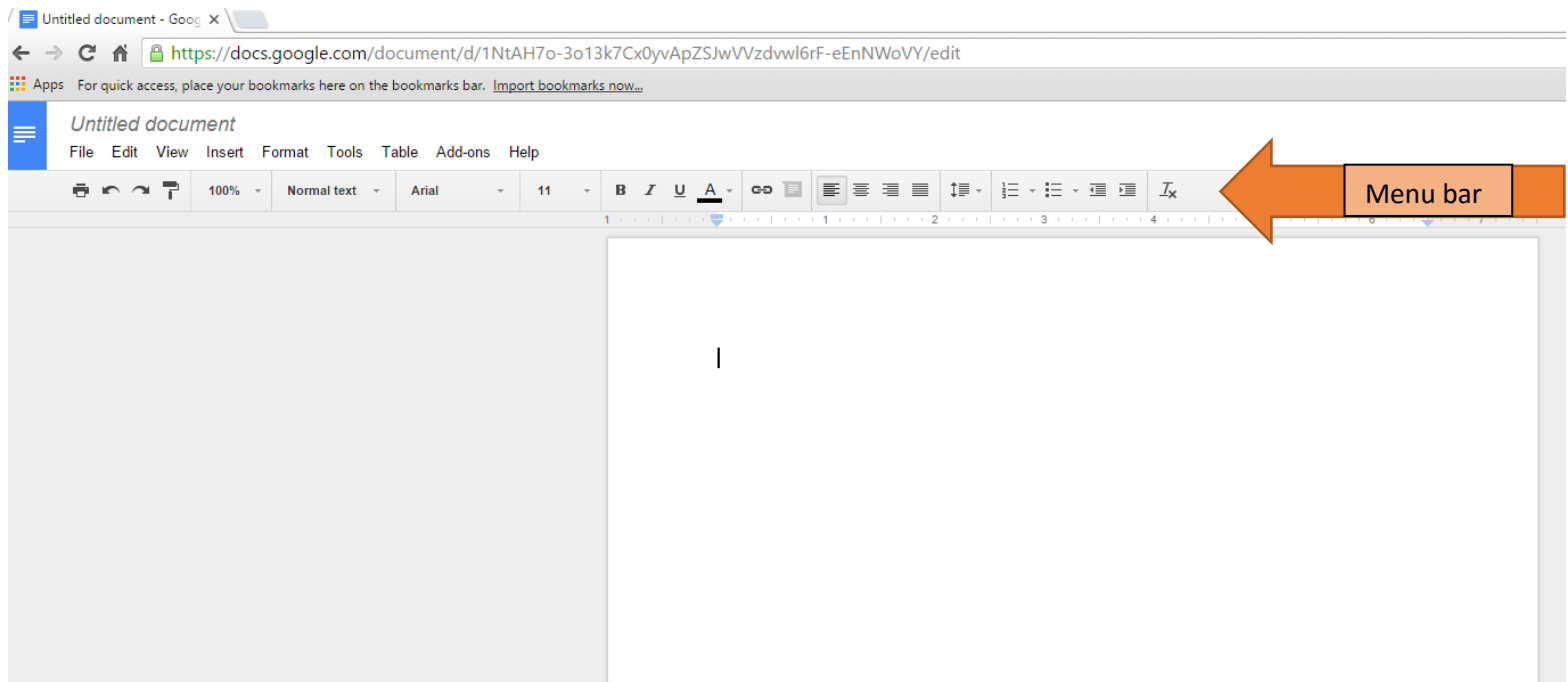
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Google will automatically save changes in Google Drive as you make them.

Click on Untitled Document and type a new title for your document.



Google menu bar has common features highlighted

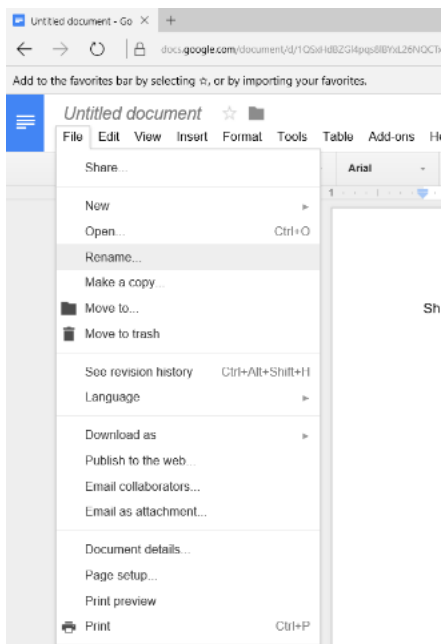
- Printing
- Undo
- Redo
- Zoom
- Font
- Font size
- Bold
- Italicize
- Underline
- Font color
- Text alignment
- Line spacing
- Bulleted lists



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From the **file** menu you can do many things including

- Start a new document
- Share a document
- Open an existing document from your drive or from Word
- Delete
- Download in multiple formats including Word

Google Docs Keyboard Shortcuts

Many of these are the same as in Word. You cannot use the **Edit** menu or right click menu for Cut, Copy, and Paste so make sure you learn the shortcut keys.

Copy	Ctrl + C
Cut	Ctrl + X
Paste	Ctrl + V
Undo	Ctrl + Z
Redo	Ctrl + Shift + Z
Save	Ctrl + S
<i>Every change is automatically saved in Drive</i>	
Print	Ctrl + P
Open	Ctrl + O
Find	Ctrl + F
Bold	Ctrl + B
Italicize	Ctrl + I
Underline	Ctrl + U



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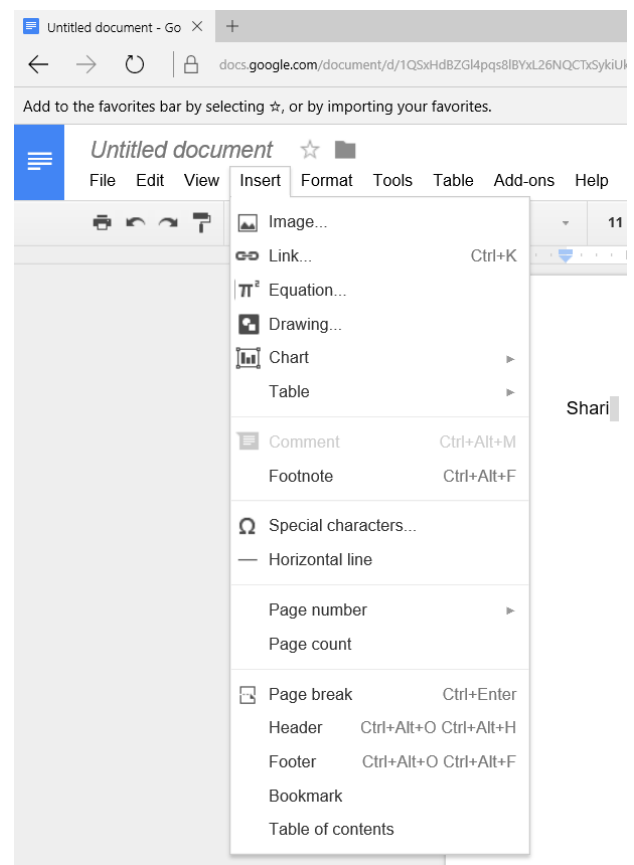
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The Insert menu is where you can add things to your

Document such as:

- Images from your computer or google drive
- Hyperlinks
- Drawings
- Tables
- Footnotes
- Page numbers
- Page count
- Headers



The Formatting menu contains text formatting options many of which are included on the menu bar.

The Tools menu is where you will find spelling help.

You can also insert Excel style Tables.

The Add-ons menu will take you to Google Apps where you can get helpful apps that are compatible with google docs.



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