

# Google Docs - Formatting with Bullets and Version History


## Formatting with Bullets

When creating a document you can make it more readable by breaking down large amounts of text with bullets. Bullets draw your readers' attention to key points. Similar to bullets in numbering. Both bullets and numbering can be added to existing text or it can be turned on before you begin typing. When you press the Enter or Return key the bullets or numbering carry down to the new paragraph. To turn off bullets or numbering, click the button on the toolbar.

## Version History

As you work on documents in Google Docs, the file is being automatically saved after each change. There are times when you want to view or revert the document to sometime in the past, especially when you have other collaborators working on the document. You can do this by viewing the version history of the document. You can access Version History from the File menu or by clicking on the wording Last edit was or All changes saved just to the right of the help menu. Once in the version history, you can view all changes to the document by clicking on a date on the right and to see detailed changes click the arrow to the left of the date.

### *Grow Your Skills 2.1 - Creating, Formatting, Sharing a Resume with Bullets, and Version History*

1. Click in the address bar and type [www.drive.google.com](http://www.drive.google.com), press the **ENTER** key.
2. Sign-in if necessary.
3. Double-click your **Google Suite Class** folder and then double-click your **Docs** folder. This is where the file will be saved.
4. Click **New** and click **Google Docs**.
5. Name the file. Click **Untitled document** in the upper-left corner.
6. Type **Cashier Resume** for the filename.
7. Type the text in the box below using the **ENTER** key for new paragraphs. Your text may line up differently and you do not need a box around your text. When you reach a line that needs bullets, click the bullets button  on the toolbar. When you need to turn bullets off, make sure you are on the new (blank) paragraph and press Enter or click the bullets button.

Michael Smith  
927 East 6th Avenue  
Leesburg, VA 59620  
(407) 468-2498 and msmith@pretend.com  
SUMMARY

Head Cashier with over 10 years of experience in providing excellent customer service, handling daily accounts, and maintaining inventory. Aiming to utilize my in-depth knowledge of customer satisfaction and vast retail experience to effectively fill the head cashier position at your branch. National Professional Certification in Customer Service, and I am bilingual in English/Chinese.

## PROFESSIONAL EXPERIENCE

ROLEX Leesburg, VA

Head Cashier September 2011 – Present

- Apply my knowledge of business administration, record keeping, planning, policies, scheduling, and related responsibilities to ensure productive operations.
- Trained 5+ cashiers, managing their cash limits and guaranteeing quality customer service.
- Operate POS cash register, and balance cash drawers often containing \$100,000+.
- Resolve customer complaints and provide expert knowledge regarding products.

MEN'S WAREHOUSE Leesburg, VA

Shift Manager February 2009 – September 2011

- Handled POS transactions, customer service, and inventory orders.
- Calculated total payments received for a given time period to reconcile with total sales.
- Compiled and organized inventory reports and employee records.

## EDUCATION AND CERTIFICATIONS

BERKELEY ACCOUNTING TECH Berkeley, CA

Certificate in Cashiering, June 2009


CARROLL COLLEGE Leesburg, VA

Bachelor's degree in Art History, June 2008

## ADDITIONAL SKILLS

- Skilled in Microsoft Office (Word, Excel, Outlook, and PowerPoint)
- Proficient in Oracle and SAP data entry
- Expert on AccuPOS Point of Sale software

### *Format and Copy Formatting with Format Painter*

8. Select Michael Smith through his email address. Click **Bold**, change the font size to **16**, and choose center alignment  .
9. Select the entire document (CTRL + A) and change the font to one of your likings but professional for a resume.
10. Select the words **SUMMARY** under personal information. Format the words with bold and size 14.
11. Make sure the formatted wording **SUMMARY** remains selected and click the **Paint Format** tool.
12. Highlight the wording **PROFESSIONAL EXPERIENCE**.
13. Make sure the formatted wording **PROFESSIONAL EXPERIENCE** remains selected and click the **Paint Format** tool.
14. Highlight the wording **EDUCATION AND CERTIFICATIONS**.

15. Make sure the formatted wording **EDUCATION AND CERTIFICATIONS** remains selected and click the **Paint Format** tool.
16. Highlight the wording **ADDITIONAL SKILLS** near the end of the second paragraph.
17. Choose **File**→**Page Setup**.
18. Change all four margins (top, bottom, left, and right) to ½”.

#### *Work with Version History*

19. Choose **File**→**Version History**→**Version History**.
20. Click on a version on the right. If desired, click the little arrow to see detailed revisions.
21. Click **restore this version** and accept the warning.
22. Choose **File**→**Version History**→**Version History**.
23. Click the second newest version on the right which should be the one with the new margin settings and restore it.

#### *Share the Document*

24. Click the **Share** button in the upper right.
25. In the box that appears, click in the add people box and type **amillerbasclasses@gmail.com**.
26. Click the **Editor menu** button and click **commenter**.
27. Click **Send**.

#### *Submitting your work for feedback*

#### **CANVAS ONLINE COURSE USERS**

1. Make sure you **shared** the file(s) in the earlier exercises.
2. Return to the **Canvas Google Suite Course** website (<https://berkeleyas.instructure.com>) or tab.
3. Return to the **Google Docs 2.4 - Formatting with Bullets and Version History** assignment.
4. Follow the instructions in the Assignment to submit your work in Canvas.

#### **NOT IN A CANVAS ONLINE COURSE**

1. Make sure you **shared** the file(s) in the earlier exercises.
2. Download the Google Doc as a **PDF File**, click **File**.
3. Point to **Download**.
4. Click **PDF Document (.pdf)**.
5. Upload the downloaded files using the [Student Exercise \(Assignment\) Upload Form](#).
6. Click and type your **first name** in the first name box.
7. Click and type your **last name** in the last name box.
8. Click your **class**.
9. Click in the exercise name box and type **Google Docs - Creating, Formatting, Sharing, and Downloading Files**.
10. Click the **add file** button.

11. Click **Browse files** or use the **drag** option.
12. Navigate to the **Downloads** folder.
13. Click the **Cashier Resume** file.
14. Click **Open**.
15. Click **Submit**.

If you are having challenges contact me or email the file(s) as an attachment(s) to [alfredmiller@berkeley.net](mailto:alfredmiller@berkeley.net).