

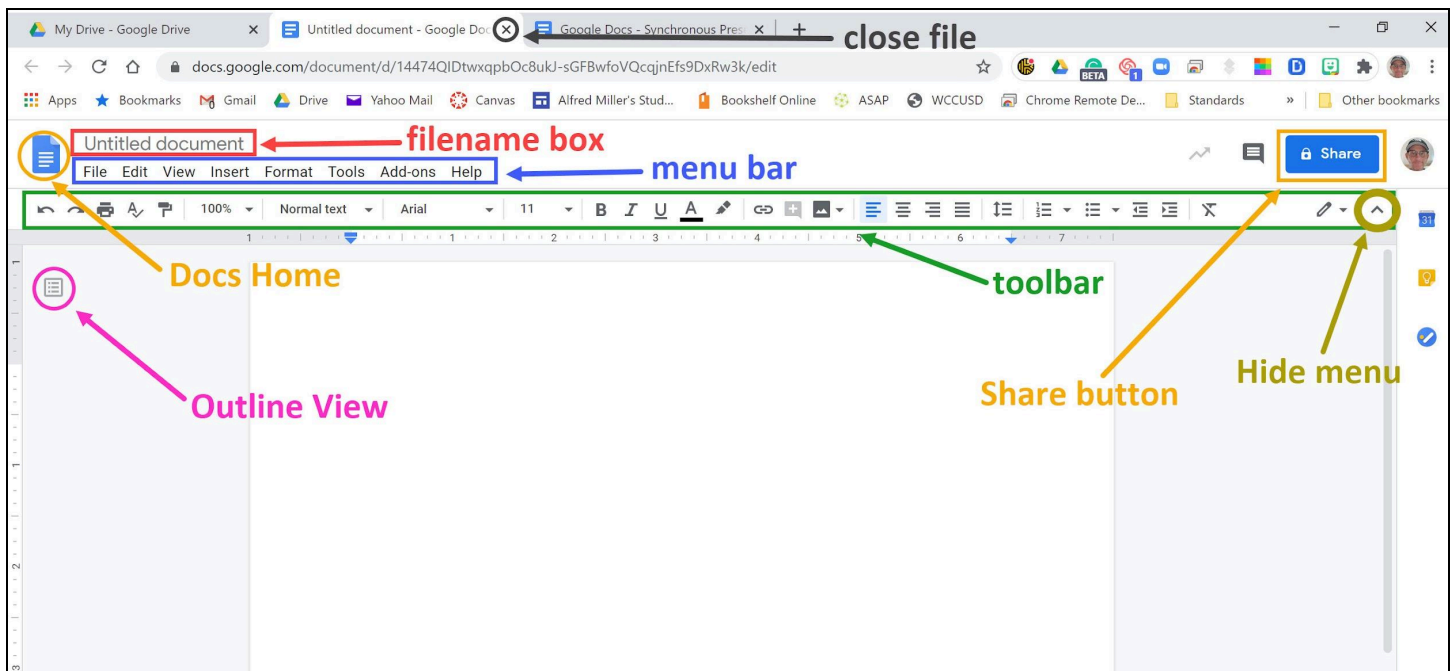
Google Docs - Synchronous Class Exercise

Overview of Google Docs

Google Docs is one of the Apps in Google Suite. Google Docs is a free online document creation program. With Google Docs you can create almost any document. Documents range from class notes to formal reports. You can use the vast array of features to create, format, and edit documents. While working in Google Docs you never need to save the file. Although Google Docs constantly saves the file, you do need to name it and control the folder where it is saved. Additionally, the power of Google Docs is the ability to share a document to collaborate with others in real-time.

The Google Docs Screen

It is important to recognize a few areas of the Google Docs screen before creating a document. The Google Docs app opens on a tab, so when closing the file, simply close the tab. The major areas of the screen include the menu bar, toolbar, and the filename box. All of the tools you need to edit and format can be found in the menu bar and many of the common tools are located on the toolbar. Below is a picture of the Google Docs screen with a few of the areas labeled. A description of the items is below the picture.



- **Close File** - click the close button (x on the tab) to close the file.
- **Filename box** - click in the box to name the file. Google Docs will propose a name, but you can change it to any name you desire.
- **Menu bar** - contains all the tools to edit and format your document.
- **Toolbar** - contains buttons with popular tools for formatting your document. Point to a button to see a screen with the name of the button.
- **Docs Home** - clicking this button sends you to the Google Docs start where you can open an existing document or create a new document based on a template.


- **Outline view** - clicking this button toggles the outline view on/off for a document. It is useful in longer documents to help you navigate through it.
- **Share button** - click this button to add collaborators or get a share link.
- **Hide menu** - click the arrow to toggle showing/hiding the menu bar and filename box area to minimize unnecessary tools. It increases your workspace.

Creating and Formatting a Google Doc

There are two main methods to open Google Docs and create a Google Doc. One method is to create it from a Google Drive screen. If you are doing it from Google Drive, navigate to the folder where you want to save it, click the New button and click Google Docs, or point to the arrow to the right of Google Docs and choose either Blank document or From template. Remember the motto, “Where you are is where it happens”. The other method is to access the Google Doc App directly (docs.google.com). On the Docs home screen, you can open existing documents, start a new blank document, or create a document from a template. Regardless of the method, the file is saved in your Google Drive.

Formatting a document changes the way the document looks. To format something, you should highlight or select it. Formatting generally falls into two categories: 1) text or character formatting and 2) paragraph formatting. Text formatting includes font, font size, text color, bold, italic, underline, etc. Paragraph formatting includes alignment (left, center, right), bullets, line spacing, indents, etc. Paragraph formatting affects the entire paragraph. Reminder a paragraph is created when you press the Enter or Return key.

Sharing a Google Doc

You can add collaborators to your document by clicking the **Share** button  **Share** in the upper right corner. Collaborators are given access to your document. When giving access to documents (files) there are 3 types of access: **Editor** (can do anything), **Commenter**, and **Viewer**. You can share directly to someone via email or a link. When sharing with email, the recipient will receive an email invite to the shared item unless you decide not to. You can share it with someone with any email address. Sharing with someone with Gmail, the shared item will show in their Shared with me folder. Share links are useful for putting on flyers, websites, and places where you do not know someone’s email address or you prefer not to share directly with an email address.

Download Google Docs into other Formats

There are times when you need to send a Google Doc file to someone without sharing. For example, when applying for a job, online applications request that you upload your resume. Google Doc files cannot be uploaded. In cases like this one, you need to download your Google Doc into another format. It is like a Save As in many applications. Google Docs downloads into the following formats Microsoft Word (.docx), OpenDocument Format (.odt), Rich Text Format (rtf), PDF Document (.pdf), Plain Text (.txt), Web Page (.html zipped), and EPUB Publication (.epub). To download into another format click **File** then point to **Download** and click the format desired. The file will download to your computer’s **Downloads** folder.



Grow Your Skills 2.1 - Creating, Formatting, and Sharing a Google Doc

1. Click in the address bar and type 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. Click **Create and Share**.
6. Type the text in the box below using the **ENTER** key for new paragraphs.

Google Suite

The Google Suite is an online web-based productivity suite. It compares to Microsoft Office. Google Suite is also known as GSuite and some of the main apps include Drive, Docs, Sheets, Slides, Forms, Gmail, and Calendar. There are many other apps but these are the popular ones.

7. Now we are ready to name the file. Click the **filename box** in the upper-left corner where it says **Untitled document**.
8. Google Docs proposes the name based on the first typed text. Accept the name **Google Suite** by clicking anywhere in the document.
Now we will format the document.
9. Select the title **Google Suite** and click **Bold** button **B** on the toolbar.
10. With the title still selected, click the **font size** menu button **12** ▼ to change the size to **18**.
11. With the title still selected, change the text color to a liking by clicking the **text color** button **A** on the toolbar.
12. With the title still selected, click the **center align** button  on the toolbar (you may need to click the **align** button  ▼ to find center).
13. Select the entire document (CTRL + A) windows-PC or (COMMAND + A) Mac.
14. Click the **font menu** button to **Arial** ▼ change the font to one of your liking.

Now we will share the document.

15. Click the **Share** button in the upper right.
16. In the box that appears, click in the add people box and type **bas.alfredmiller@gmail.com**.
17. Click the **Editor menu** button and click **commenter**.
18. Click **Send**.





Now we will download the Google Doc as a Microsoft Word file that can be uploaded to Canvas.

19. Click **File**.
20. Point to **Download** and click **Microsoft Word (.docx)**.
21. Close the file by closing the tab.

Using Templates

Save time with templates in Google Docs. You can choose an existing template to start a document when you are not sure how you want to set it up. A few examples of Google Docs templates are resumes, brochures, reports, flyers, or newsletters. Templates contain formatting as well as text and pictures that you change to meet your needs.

Grow Your Skills 2.2 - Creating and Moving a Google Doc from a Template

1. Click the **New Tab**  button in your browser.
2. Click in the address bar and type www.docs.google.com, press the **ENTER** key.
3. Sign-in if necessary.
4. Click on the **Class Notes Playful** template. If you do not see the template, click  and in the Education category choose **Class Notes Playful**.
5. The **Class Notes** file opens, but it is currently saved in your My Drive folder. We will move it to our **Docs** folder. Click the **folder**  to the right of the filename Class Notes in the upper-left.
6. In the box, double-click **Google Suite Class**, double-click **Docs**, and click  .



Now we will share the document.

7. Click the **Share** button in the upper right.
8. In the box that appears, click in the add people box and type **bas.alfredmiller@gmail.com**.
9. Click the **Editor menu** button and click **commenter**.
10. Click **Send**.


Now we will download the Google Doc as a Microsoft Word file that can be uploaded to Canvas.

11. Click **File**.
12. Point to **Download** and click **Microsoft Word (.docx)**. The file is downloaded to your downloads folder on your computer.
13. Close the file by closing the tab.

Paint Format


The Paint Format  button on the toolbar is used to copy formatting from block of text to another. To use the Paint Format command, highlight the wording with the formatting you want, click the Paint Format button , and then highlight the wording you want to match the formatting.

Grow Your Skills 2.3 - Creating, Formatting with Paint Format , and Sharing a Google Doc

1. Click the **New Tab**  button in your browser.
2. Click in the address bar and type www.docs.google.com, press the **ENTER** key.
3. Sign-in if necessary.
4. Click **Blank**.
5. Type the text in the box below. Your words may line up differently. Use the **ENTER** key to separate the two paragraphs. The words will fall to the next line on their own. This is called wraparound. To edit and fix small errors, line up the cursor (blinking bar) where a mistake is and erase it with backspace or add missing characters.

Google Docs is an online web-based word processing program that is used to create documents that you may want to print. A document can be a letter, resume, recipe, book review, and many more. Google Docs is free and you only need a Google Account to use it. You can sign up for a Google Account with any email address.

Google Docs has fewer features than the popular Microsoft Word, word processing program. Although it has less, the main advantages to Google Docs is that you can access and edit your files from anyplace with Internet access and you can share a doc to collaborate with others in real-time on one document.

6. Name the file. Click **Untitled Document** in the upper-left corner.
7. Type **Google Docs App** for the name.
8. Change the save location (default is My Drive), click the **folder**  to the right of the filename you just typed.

9. In the box, double-click **Google Suite Class**, double-click **Docs**, and click  .

Now, you will format and copy formatting with Format Painter.

10. Select the entire document with **CTRL + A** and choose a font of your choice.
11. Select the words **Google Docs** in the first sentence. Format the words with bold and font color of your liking.

12. Make sure the formatted wording **Google Docs** remains selected and click the **Paint Format** tool.
13. Highlight the wording **Google Docs** near the end of the first paragraph.
14. Make sure the formatted wording **Google Docs** remains selected and click the **Paint Format** tool.
15. Repeat steps 13-14 to continue formatting the Google Docs wording in the rest of the document.

Now we will share the document.

16. Click the **Share** button in the upper right.
17. In the box that appears, click in the add people box and type **bas.alfredmiller@gmail.com**.
18. Click the **Editor menu** button and click **commenter**.
19. Click **Send**.

Now we will download the Google Doc as a Microsoft Word file that can be uploaded to Canvas.

20. Click **File**.
21. Point to **Download** and click **Microsoft Word (.docx)**. The file is downloaded to your downloads folder on your computer.

Submit your work.

22. Return to the **Canvas Google Suite Course** website. Click **Assignments** on the left and choose the **Google Docs - Creating, Formatting, Sharing, and Downloading Files** assignment. Click **Submit Assignment**, click **Upload**, choose the **Downloads** folder, and choose the **Google Suite, Google Docs Apps, and Class Notes Playful** file.

NOT IN AN ONLINE CANVAS COURSE: You can upload files with the [Student Exercise \(Assignment\) Upload Form](#). Remember when you click upload, to choose the file from the folder where you saved it.

23. Close the file by closing the tab.


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 2.4 - Creating, Formatting, Sharing a Resume with Bullets, and Version History

1. Click in the address bar and type 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.

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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

Now, you will 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”.

Now, you will work with Version History.

19. Choose **File**→**Version History**→**Version History**→ **See 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.

Now we will 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 **bas.alfredmiller@gmail.com**.

26. Click the **Editor menu** button and click **commenter**.

27. Click **Send**.

Now we will download the Google Doc as a Microsoft Word file that can be uploaded to Canvas.

28. Click **File**.



29. Point to **Download** and click **Microsoft Word (.docx)**.

30. Return to the **Canvas Google Suite Course** website. Click **Assignments** on the left and choose the **Google Docs - Formatting with Bullets and Version History** assignment. Click **Submit Assignment**, click **Upload**, choose the **Downloads** folder, and choose the **Cashier Resume** file.


31. Close the file by closing the tab.

Working with Tables

Tables are a great way to break up text-heavy documents. They give a convenient way for organizing and aligning data in an easy-to-read format. Tables consist of columns (vertical), rows (horizontal), and cells (individual squares). You bring in Tables from the Insert menu. When you choose the table command, point to the number of boxes needed and click. If the table does not have enough rows/columns or has too many, it can be fixed by either inserting or deleting rows/columns. The easiest way to insert/delete rows/columns is right-clicking in the Table. The other method is to click the Format menu and choose Table. Additionally, columns and Rows can be resized.

Borders  and shading  in a table. The lines around each cell are called borders. You can format the borders with color and size or remove them. You can also put color in the background of cells called shading. Shading is popular for the first row of a table if cells are describing the data below it. Be sure to select before changing borders or shading. The easiest way to change borders or shading is from the toolbar.

Working with Images


Images are a fantastic way to make a document more eye-catching. Google Docs allows you to easily insert images from your computer (upload), search for the web, and by URL. Once the image has been inserted, you can size and move it. Also, you can wrap text around the image. To insert an image, click the Insert image button  on the toolbar or click **Insert**→**Image** and select the source of the image.


Grow Your Skills 2.5 - Creating, Formatting, Sharing a Document with a Table

1. Click in the address bar and type www.drive.google.com, press the **ENTER** key and sign-in if necessary.
2. Double-click your **Google Suite Class** folder and then double-click your **Docs** folder.

3. Click **New** and click **Google Docs**.
4. Type **Google Apps and Purpose** and press the **ENTER** key.
5. Make sure your cursor is blinking below the title Google Apps and Purpose, and choose **Insert-Table**.
6. Point to **Table** and point your mouse in the grid to create a **3 (columns) X 6 (rows)** table by moving to the right 3 squares and down 6 squares or 6 squares down and 3 squares to the right.
7. Type the data below into the appropriate squares.


App	Purpose	Icon
Google Docs	Create documents like resumes, letters, etc.	
Google Sheets	Create spreadsheets like budgets, invoices, etc. Performs calculations.	
Google Slides	Create dynamic presentations for your business or to show pictures of artwork, etc.	
Gmail	Send and receive email. Attach and share items from Google Drive.	
Google Calendar	Manage appointments and share calendars.	


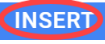
8. Name the file. Click **Untitled Document** in the upper-left corner.
9. Accept the proposed name **Google Apps and Purpose** by clicking back in the document.
Now we will format the document and table.
10. Select the title **Google Apps and Purpose** title and click **Bold**, change the font size to **18**, change the text color, and choose center alignment.
11. Select the entire document (CTRL + A) and change the font to one of your liking.
12. Now we will resize the column width for the **first** column. Point to the line between the first and second column (double-headed arrow), drag to the left to make the first column narrower.
13. Now we will resize the column width for the **second** column. Point to the line between the second and third column (double-headed arrow), drag to the right to make the second column wider.
14. Highlight the first row and format it with **Bold**.
15. While the first row is still highlighted, add **Shading**  to the first row (choose a lighter color of your choice).

16. Highlight the **third** column and choose **center** alignment .

Now we will insert images from the web into the document and change the page background color.


17. Click in the **first cell** (square) under the heading **Icon**. Choose **Insert**→**Image**-**Search the web**.



18. In the panel on the right, click in the  box and type **Google Drive** then press **Enter**.

19. Click on a suitable image and click  .

20. The image may be too big or small. Resize the image by pointing to one of the little corner squares, when the mouse arrow changes to a little black arrow drag out or in to make it bigger or smaller.

21. Click in the **second cell** (square) under the heading **Icon**. Choose **Insert**→**Image**-**Search the web**.

22. In the panel on the right, click in the  box and type **Google Docs** then press **Enter**.

23. Click on a suitable image and click  .

24. Continue adding suitable images down the column.

25. Let's add a row for an app. **Right-click** in the **Google Docs** row and choose **Insert 1 row above**.

26. Type the following data below in the new row and add a suitable image.


Google Drive	Store and organize files.	
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27. Let's add a row for an app. **Right-click** in the **Gmail** row and choose **Insert 1 row above**.

28. Type the following data below in the new row and add a suitable image.

Google Forms	Create a questionnaire to gather and summarize responses.	
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29. Change the page color. Choose **File**-**Page Setup**.

30. In the **Page Setup** dialog box, click the **Page Color**  drop-down and choose a color that you like then click **OK**. If you do not like the color, repeat the step and choose a different color.

Now we will share the document.

31. Click the **Share** button in the upper right.
32. In the box that appears, click in the add people box and type **bas.alfredmiller@gmail.com**.
33. Click the **Editor menu** button and click **commenter**.
34. Click **Send**.

Now we will download the Google Doc as a Microsoft Word file that can be uploaded to Canvas.

35. Click **File**.
36. Point to **Download** and click **Microsoft Word (.docx)**.
37. Return to the **Canvas Google Suite Course** website. Click **Assignments** on the left and choose the **Google Docs - Tables and Images** assignment. Click **Submit Assignment**, click **Upload**, choose the **Downloads** folder, and choose the **Google Apps and Purpose** file.

NOT IN AN ONLINE CANVAS COURSE: If you want to turn in the assignment, you can upload files with the [Student Exercise \(Assignment\) Upload Form](#). Remember when you click upload, to choose the file from the folder where you saved it.

38. Close the file by closing the tab.

Help and Training

Google Docs offers a good help menu as well as training. You can access the help and training by clicking the Help menu at the end of the menu bar.

Grow Your Skills 2.6 – Get help on Margins

1. Make sure you are in Google Docs.
2. Click **Help**.
3. Click **Docs Help**.
4. In the search box, type **margins**.
5. Click the **How to change margins in Google Docs** result.
6. Read the help (notice choices for Computer, Android, and iPhone and iPad).
7. Close the box when done.

Additional Practice Exercises

- [Create a File in Google Docs](#)
- [Create a Recommendation Letter](#)
- [Formatting and Using Format Painter](#)
- [Create a Document with a Table](#)
- [Edit and Spell Check a Document](#)