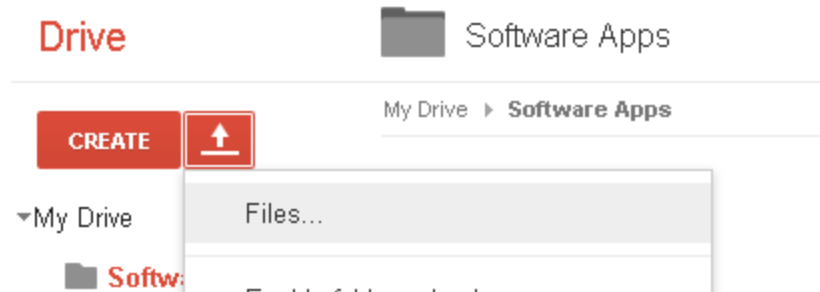


Google Docs

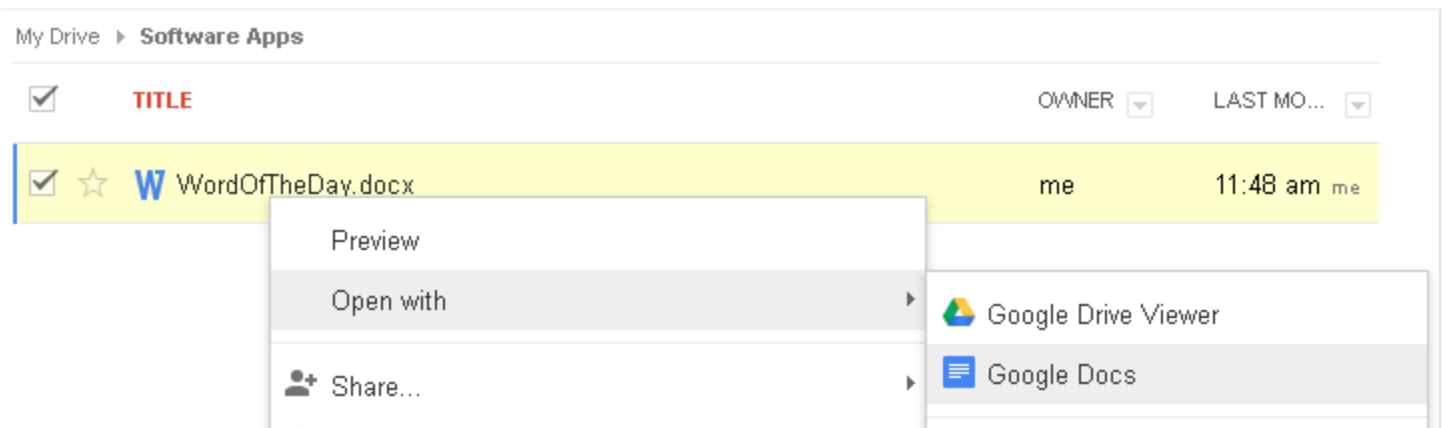
Word of the Day Table Conversion

In this assignment, we will learn how to upload a Word Document to our Google Drive, convert it to a Google Document, and edit it from our Drive.

1. Upload your “WordOfTheDay.docx” file from the 1st 9 weeks to your Software Apps folder in your Google Drive.



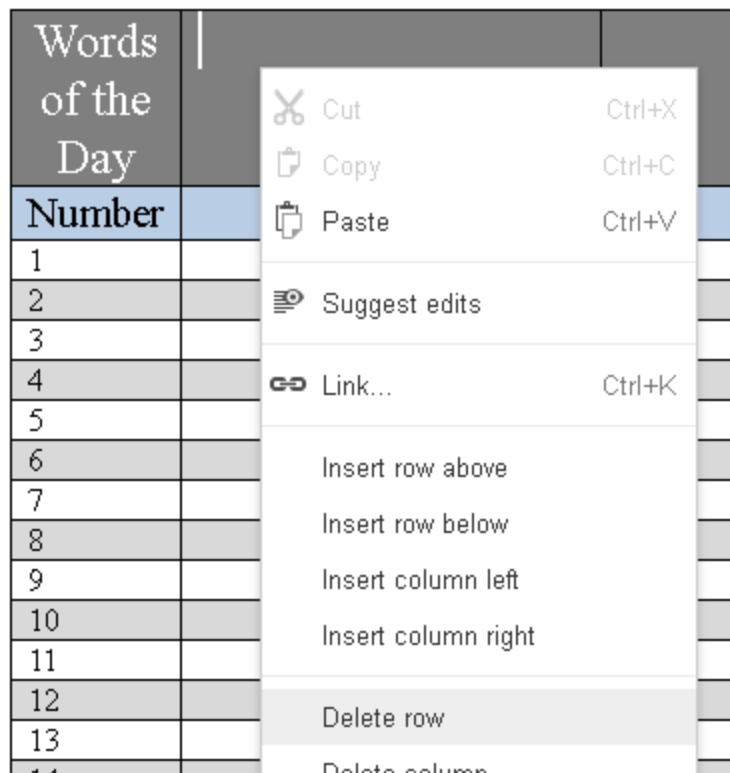
2. Right-Click on the file, and click Open with Google Docs. This will create a copy of your document, but converted to Google Docs.



3. You will notice that your new Google Document will appear a little bit differently than your Word file. While most of the data will transfer, some features may be lost in the conversion. For this file, the header of our table will be in an upper left-hand cell. This is because you cannot merge cells in a Google Drive Table.

Words of the Day			
Number	Word	Definition	Sentence

4. We need to delete the top row of your table. Simply right-Click inside this row, and click Delete Row.



5. Create a new “Word of the Day” title above your table. Make sure it is Centered, Bold, Underlined, and Font Size of at least 24.

Word of the Day

Number	Word	Definition	Sentence
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6. Share the document with your instructor (File => Share). Make sure you have “Can Comment” selected.