Google Docs

Lesson for Students

Basics

Creating a Google Doc: 4 Different Ways

- From Google Drive, click **+ New** then **Google Docs**
- Click the **"waffle"** (9 dots) and click **Docs**
- Go to **docs.google.com**
- Type **docs.new** in the omnibox (address bar)

docs.google.com

docs.new

Drive

Folder

File upload

Folder upload

Google Docs

Google Sheets

Google Slides

Google Forms

More

Gmail   Images

Account   Drive   Gmail
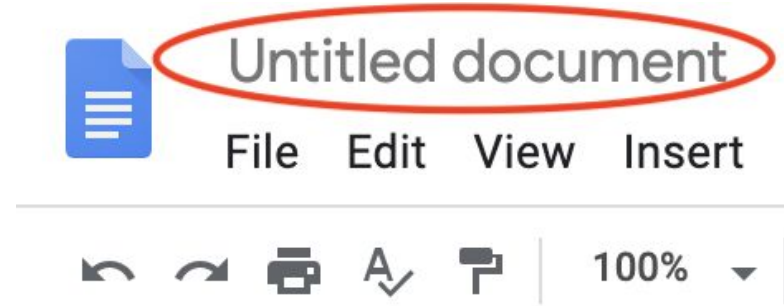
Docs   Sheets   Slides

Classroom   Forms   Sites

Naming Your Doc

Untitled document

File Edit View Insert

100%

- Click where it says "Untitled document" in the top left corner.
- Give your document a name.

Fonts & Colors

- **Styles:** Make a title or heading
- **Font:** Change how your text looks
- **Font Size:** Make text larger or smaller
- **Bold / *Italic* / <u>Underline</u>**
- **Color:** Change the color of your text
- **Highlighter:** Highlight your text

Alignment, Spacing, Numbers & Bullets

- **Alignment:** Change your text to be centered or left-aligned.
- **Spacing:** Change how far apart the lines of text are.
- **Numbering:** 1, 2, 3…
- **Bullet Points**

Links & Images

- To add a link, highlight the words you want. Click "Insert link" then paste the link.
- To add an image, click the arrow by the "Insert image" button and choose an option.

Links

Text
Links

Link
Paste a link, or search   Apply

Upload from computer

Search the web

Drive

Photos

By URL

Camera

Copy & Paste

🗐 Copy		⌘C
📋 Paste		⌘V
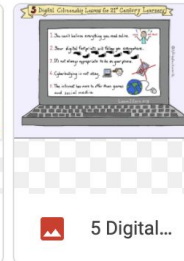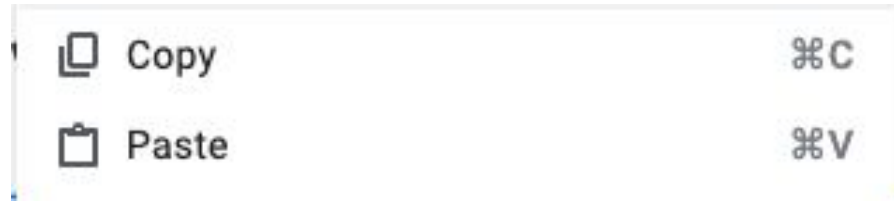
- To copy something, highlight it. Then right click and choose "**copy**" or press **Ctrl + C** on the keyboard
- To paste, right click and choose "**paste**" or press **Ctrl + V** on the keyboard
- You can also get to copy & paste in the **Edit** menu

Saving

- Google Docs save automatically.
- You can make sure your Doc is saved by looking for the **Saved to Drive** icon in the top left.

Saved to Drive

Version History

Last edit was seconds ago

- You can see the last time the Doc was edited in the top middle.
- You can also click on this to see the **Version History** (all edits that have been made).

Version history

Only show named versions

TODAY

▶ **October 20, 12:49 PM**
Current version
● Jenna Conan Simpson

▶ October 20, 11:24 AM
● Jenna Conan Simpson

▶ October 20, 8:08 AM
● Jenna Conan Simpson

YESTERDAY

▶ October 19, 5:13 PM
● Jenna Conan Simpson

Other Helpful Hints

- Undo (**Ctrl + Z**) & Redo
- Hold cursor over tool to see name
- Zoom in & out

100% ▾

Fit

50%

75%

90%

100%
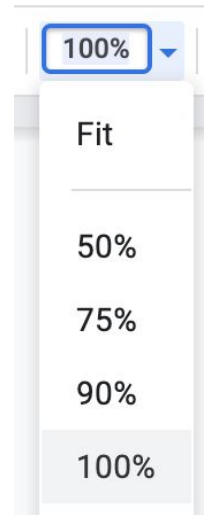
Sharing

Share

- Click the blue "**Share**" button
- Type in someone's name or email address to share it with them

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Share with people and groups

Add people and groups

Advanced

Using Templates

- Use the "**waffle**" (9 dots) to get to Google Docs, or go to **docs.google.com**
- Click **Template Gallery** to see all templates

Template gallery

Moving Docs

- Click the **Move** icon next to the star icon, then choose where to move the Doc
- Or, click **File** then **Move**
- *Be sure to organize your Google Drive into folders, then put your files in the correct folder.*
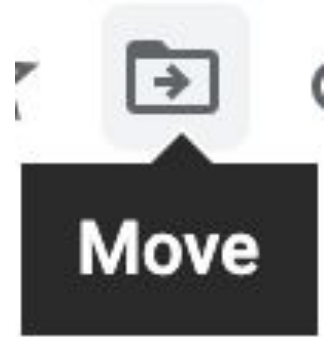
Move

Collaborating

- Multiple people can work on the same Google Doc at the same time.
- You can see who else is on the Doc at the top.
- Be careful when collaborating - it works best to work on different sections so you don't change/remove someone else's work.

Document Example for CIO.com

cbtoolkit@gmail.com

File   Edit   View   Insert   Format   Tools   Table   Add-ons   Help

All changes saved in Drive

Comments

Share

100%   Normal text   Arial   11   B   I   U   A   More

Headings top every page

This is a basic document in Google Drive.

Headings - like word

Using the same keystroke commands you use in Word, you can adjust basic document styles. The heading above was created by pressing <Ctrl + alt + 1>

Heading 2 - <ctrl + alt + 2>

And so on.

Also, similar to Word, you can add a page break by pressing, <ctrl + enter>

Active collaborators are shown in the toolbar, color-coded, and you can see their cursor.

Commenting

- Highlight the text or item you want to comment on, then click the **Comment** button.
- Use **@** and someone's name/email to "tag" someone in the comment
- Use the **Comment History** button to view the comment history

Suggesting

- Suggesting is great for peer editing or group work.
- Switch to **Suggesting** mode using the dropdown menu to the right side of the toolbar.
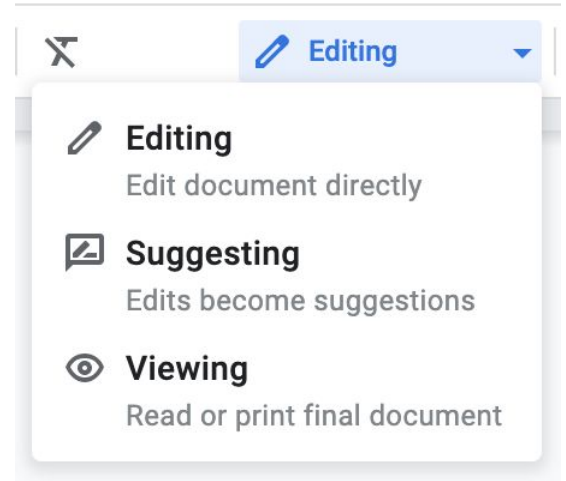
Explore Tool
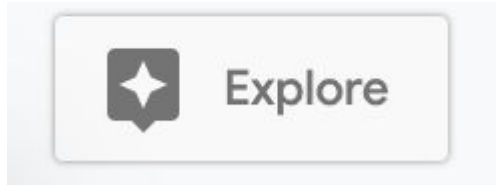
- Use the **Explore** tool (bottom right or **Tools** > **Explore**) to search online
- This is great for research
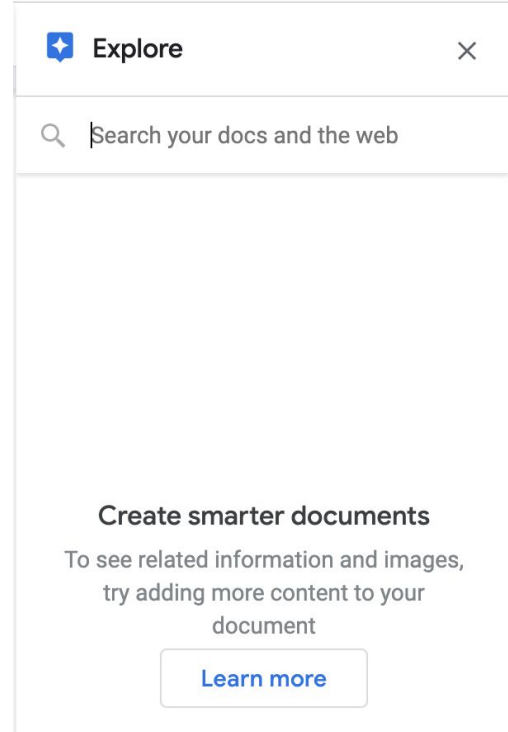
Voice Typing

- Use the **Voice Typing** tool to talk and have the Doc type for you.
- Go to **Tools** > **Voice Typing**.
- You have to speak clearly and say the punctuation (*the dog ran period*).

Right Click Menu

Cut, Copy, Paste, Delete, etc.

Explore (search) or define the highlighted text
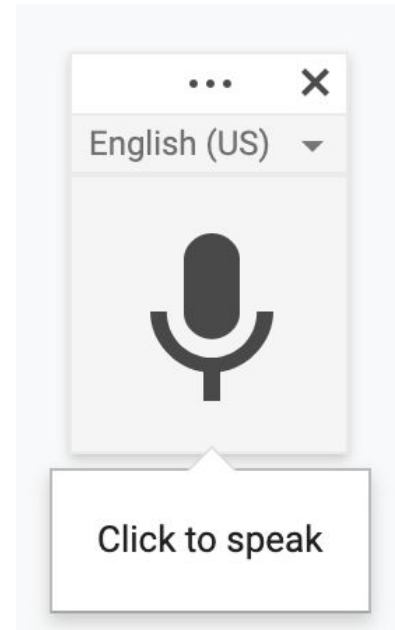
*Select some text then right click to get this menu.

Insert comment or suggest edits

Save to Google Keep

Insert a link

✂ Cut		⌘X
🗐 Copy		⌘C
📋 Paste		⌘V
📋 Paste without formatting		⌘+Shift+V
Delete		
Explore 'Keyboarding'		⌘+Option+Shift+I
Define 'Keyboarding'		⌘+Shift+Y
🔲 Comment		⌘+Option+M
🖉 Suggest edits		
💡 Save to Keep		
🔗 Link		⌘K
Select all matching text		
Update 'Normal text' to match		
⤬ Clear formatting		⌘\

The File Menu

File   Edit   View   Insert   Forr
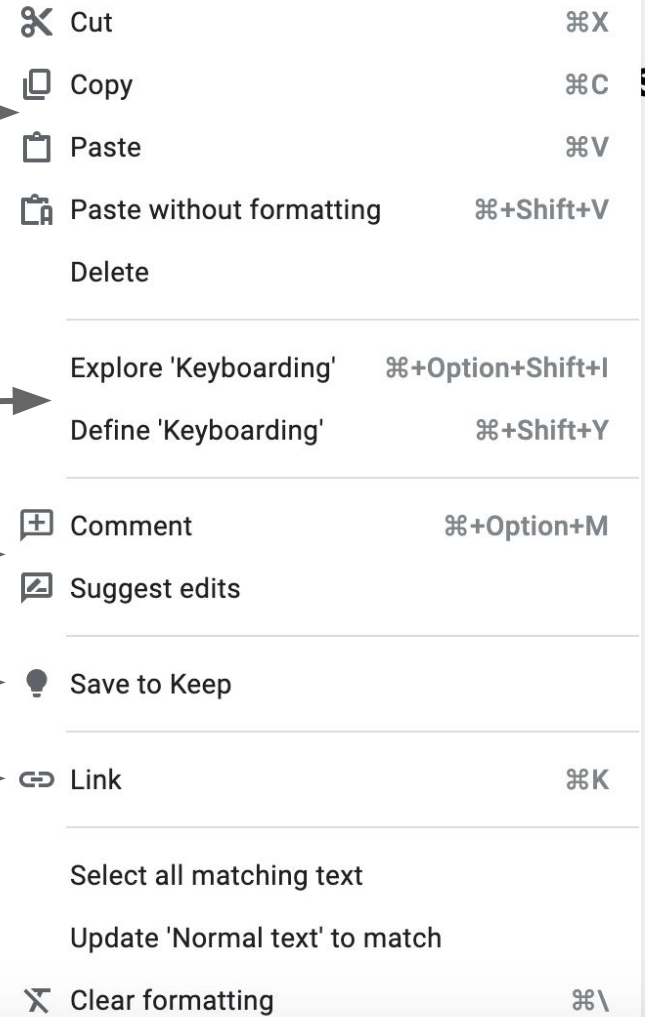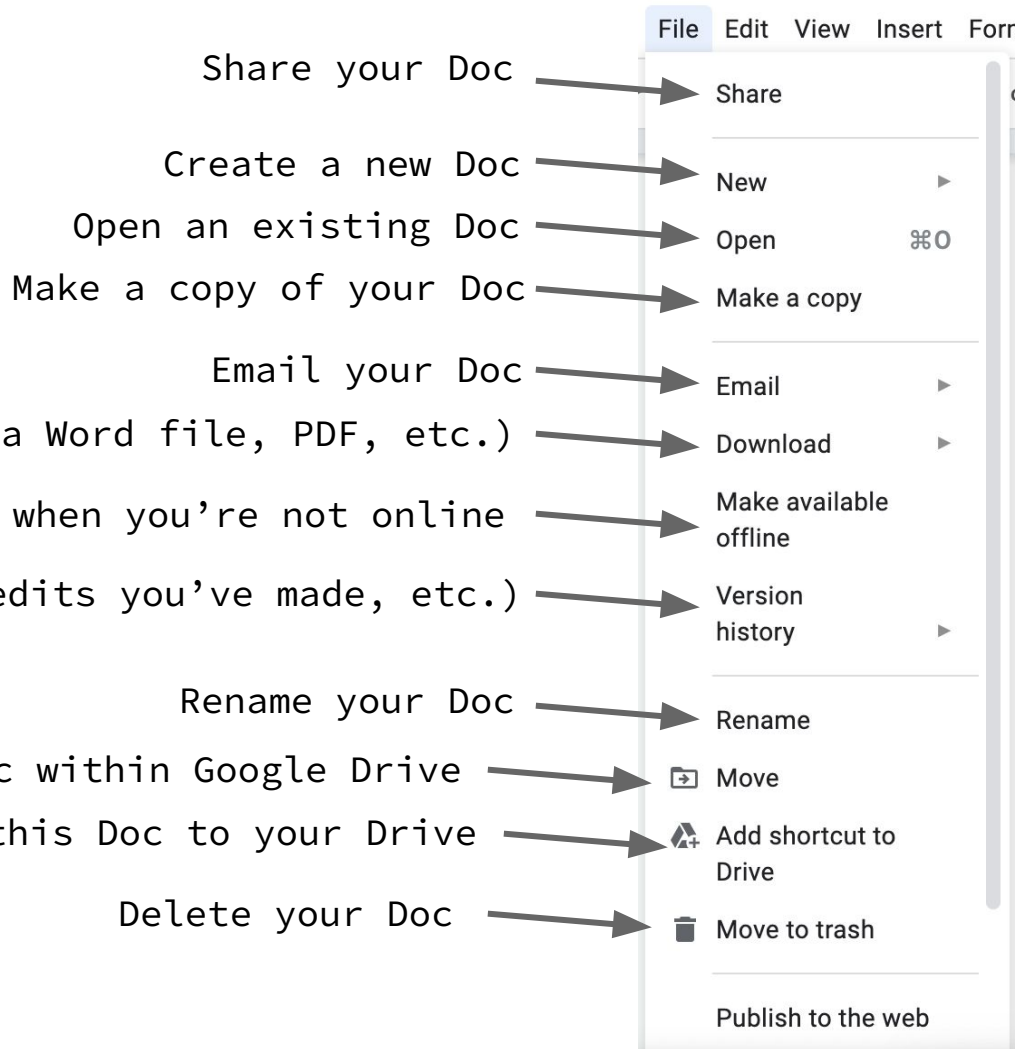
Share your Doc → Share

Create a new Doc → New ▶

Open an existing Doc → Open ⌘O

Make a copy of your Doc → Make a copy

Email your Doc → Email ▶

Download you Doc (as a Word file, PDF, etc.) → Download ▶

Make it so you can work on your file when you're not online → Make available offline

See the past versions of your Doc (edits you've made, etc.) → Version history ▶

Rename your Doc → Rename

Move your Doc within Google Drive → Move

Add a shortcut to this Doc to your Drive → Add shortcut to Drive

Delete your Doc → Move to trash

Publish to the web

See document details → Document details

Change the language of your Doc → Language ▶

Change page orientation, margins, etc. → Page setup

Print your Doc → 🖨 Print ⌘P

*Notice that the keyboard shortcut, if any, will be listed. For example, Ctrl + P is the shortcut for **Print.***

The Edit Menu

Again, notice the shortcuts are listed.

Undo
Ctrl + Z

Redo
Ctrl + Y

Select All
Ctrl + A

Edit	View	Insert	Format	Tools	Add-ons

↰ Undo	⌘Z
↱ Redo	⌘Y
✂ Cut	⌘X
⧉ Copy	⌘C
⎘ Paste	⌘V
⎗ Paste without formatting	⌘+Shift+V
Delete	
Select all	⌘A
Find and replace	⌘+Shift+H

The View Menu

The Insert Menu

Insert   Format   Tools   Add-ons

🖼 Image	▶
Table	▶
Drawing	▶
📊 Chart	▶
— Horizontal line	
Footnote	⌘+Option+F
Ω Special characters	
π² Equation	
Headers & footers	▶
Page numbers	▶
📄 Break	▶
🔗 Link	⌘K
⊞ Comment	⌘+Option+M
Bookmark	
Table of contents	▶

The Format Menu

Text ▶

Paragraph styles ▶

Align & indent ▶

Line spacing ▶

Columns ▶

Bullets & numbering ▶

Headers & footers

Page numbers

Table ▶

Image ▶

Clear formatting ⌘\

Borders & lines ▶

Check spelling & grammar

Check the number of words

Review suggested edits that have been made

Create & edit citations

Search online about your topic

Look up definitions

Translate to another language

Speech to text

The Tools Menu

Spelling and grammar ▶

Word count ⌘+Shift+C

Review suggested edits Ctrl+⌘O Ctrl+⌘U

Compare documents New

Citations

✦ Explore ⌘+Option+Shift+I

Linked objects

Dictionary ⌘+Shift+Y

Translate document

🎤 Voice typing ⌘+Shift+S

<> Script editor

Preferences

🚶 Accessibility settings

Activity dashboard

Add-Ons
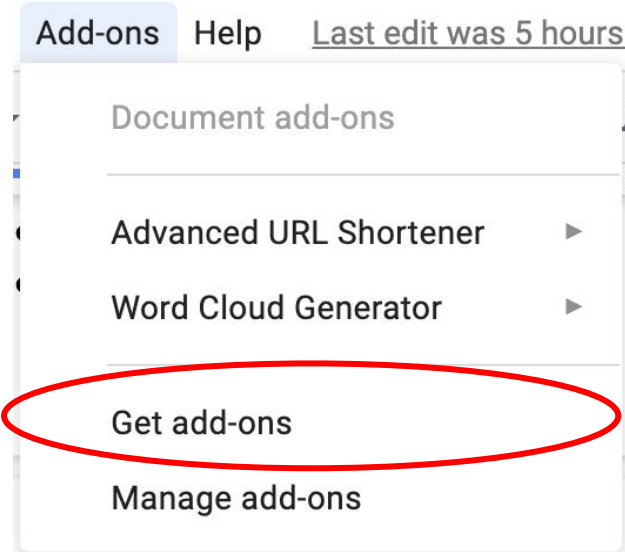
- <u>Grammarly</u>: Grammar checker
- <u>Read & Write</u>: Text to speech
- <u>Equatio</u>: Insert math equations
- <u>EasyBib</u>: Bibliography creator
- <u>Easy Accents</u>: Accents in other languages
- Word Cloud generators
- Fonts & Colors (<u>Fun Text</u>, <u>Magic Rainbow Unicorn</u>, etc.)

The Help Menu

Help   Last edit was 5 hours ago

Search the menus (Option+/)

Docs Help

Training

Updates

Report a problem

Report abuse/copyright

⌨ Keyboard shortcuts   ⌘/
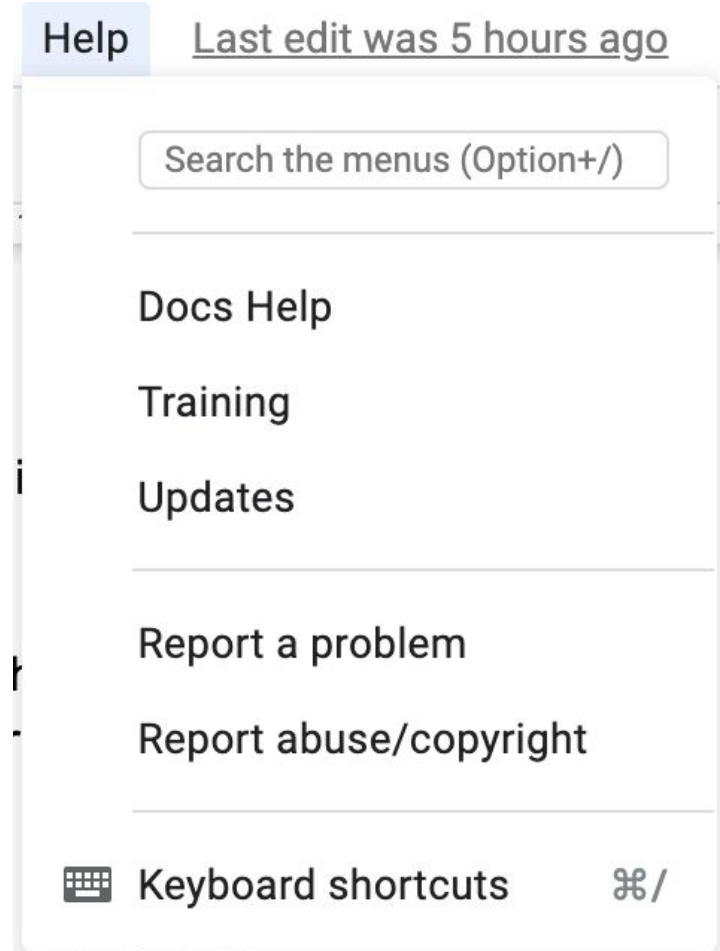
Shortcuts

Chromebook Shortcuts

|					
Ctrl	A	Select all	Ctrl	R	Refresh
Ctrl	B	Bold	Ctrl	T	New tab
Ctrl	C	Copy	Ctrl	U	Underline
Ctrl	F	Find	Ctrl	V	Paste
Ctrl	I	Italicize	Ctrl	W	Close tab
Ctrl	K	Create a link	Ctrl	X	Cut (to paste)
Ctrl	L	Omnibox text	Ctrl	Z	Undo
Ctrl	N	New window	Ctrl	1-9	Go to a tab
Ctrl	🔍	Caps lock	Ctrl	0	Reset zoom
Ctrl	+	Zoom in	Ctrl	-	Zoom out

🔍	Search	▭	Hide tabs
←	Go back	▭▭	Show all windows
→	Go forward	☀	Dim screen
⟳	Refresh	☀	Brighten screen

App Version
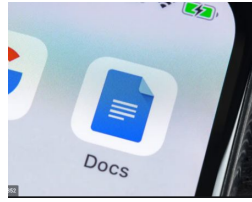
- There is an app version of Google Docs for phones and tablets.
- It does not work as well or have all the features of the web version.

Google Docs: Sync, Edit, Share [4+]
Google LLC

#2 in Productivity
★★★★★ 4.8, 947.6K Ratings

Free