Accessing Google Drive

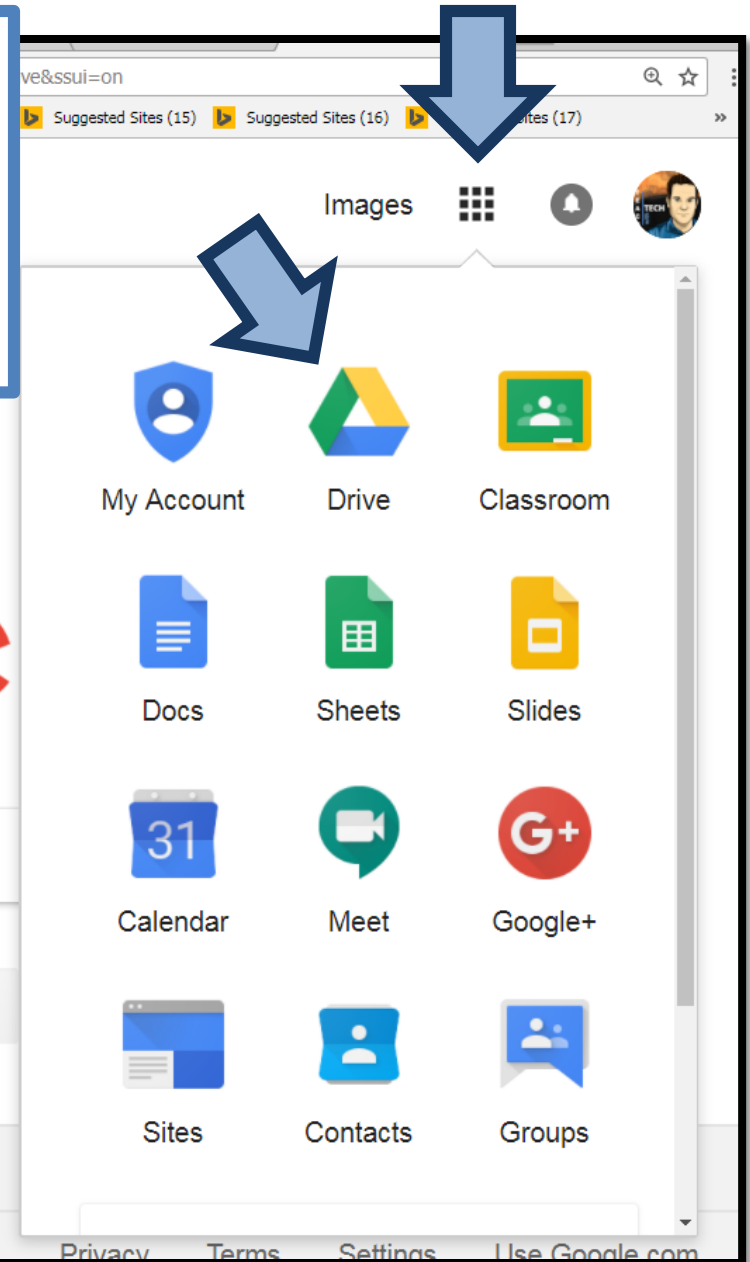**PATH**

1. Go to www.google.com
2. Click ⊞
3. Select **Drive**
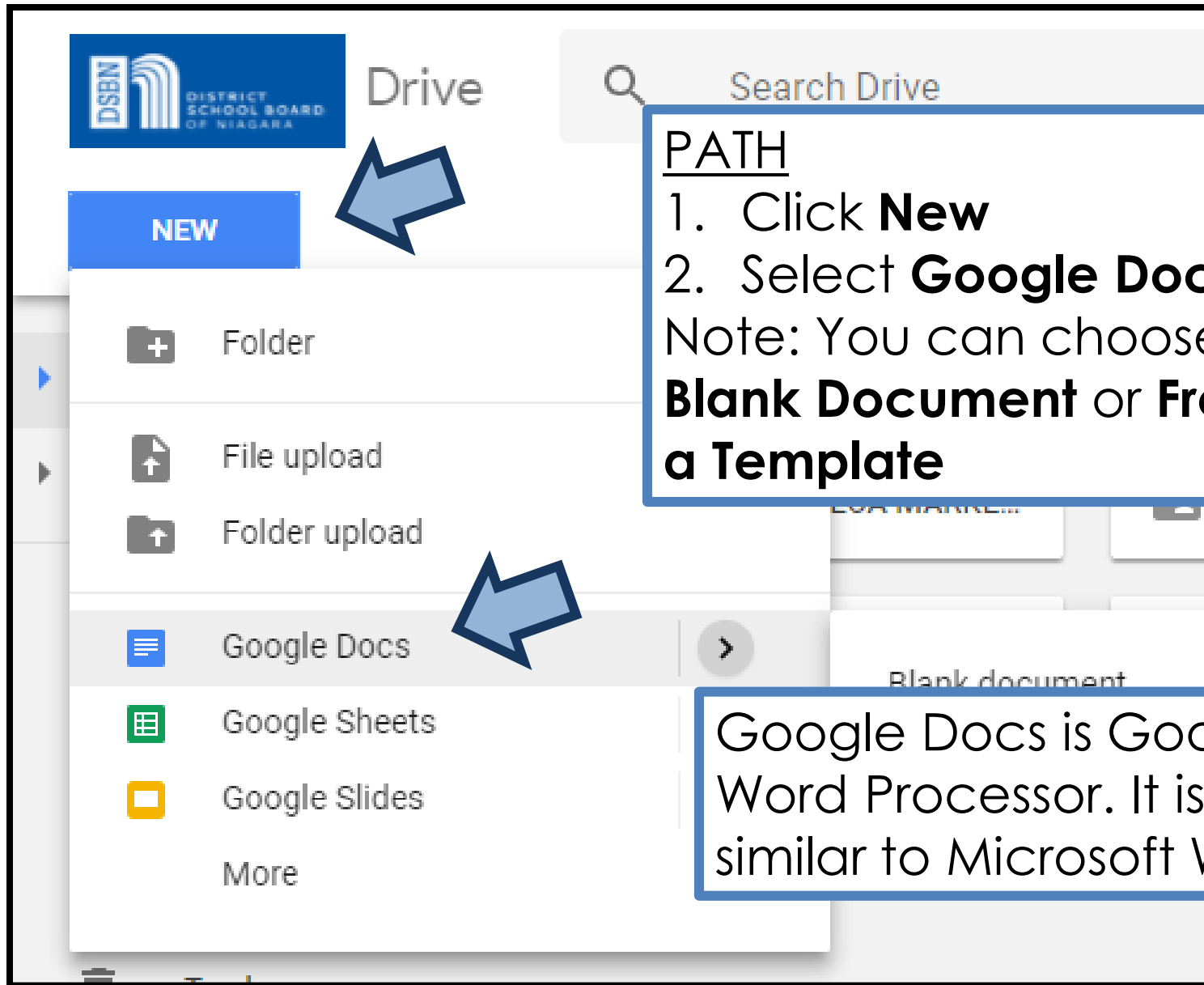
Accessing Google Docs in Drive

Drive

Search Drive

DSBN DISTRICT SCHOOL BOARD OF NIAGARA

NEW

Folder

File upload

Folder upload

Google Docs >

Google Sheets

Google Slides

More

PATH
1. Click **New**
2. Select **Google Docs**
Note: You can choose **Blank Document** or **From a Template**

Blank document

Google Docs is Google's Word Processor. It is similar to Microsoft Word.

Google Drive

- Create and share your work online and access your **documents** from anywhere
- Manage documents, spreadsheets, presentations, surveys, and more all in one location
- This lesson contains screenshots, tips and instructions for creating and editing documents using **Google Docs**.

*Note: Other lessons will explore presentations, spreadsheets, forms and drawings within Google Drive. This lesson introduces Google Drive and explains Google **Documents** - (word processing) tool.*
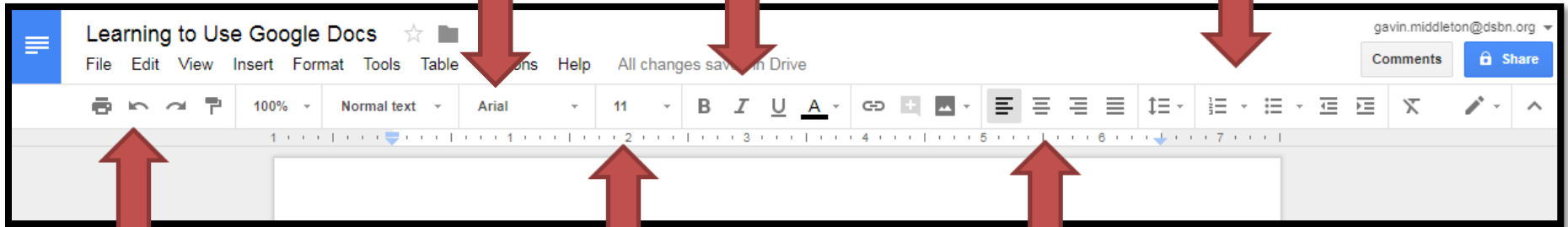
Saving

- Because Google Docs saves to a secure, online storage facility, you can create documents without the need to save to your local hard drive

- Google Drive **saves your work automatically**

- You can also **access your documents from any computer** by signing into your Google Account.

- In the event of a local hard drive crash, you won't lose your saved content.

Tool Bar

Font Style

BOLD, underline and *Italics*

Bullets and Numbering

Learning to Use Google Docs

gavin.middleton@dsbn.org

File   Edit   View   Insert   Format   Tools   Table   ...ons   Help   All changes sav... in Drive

Comments   🔒 Share

100%   Normal text   Arial   11   B I U A   🔗 📷   ☰ ☰ ☰ ☰   ⤒

Undo

Font Size

Align, Center, Justify

Menu Bar

The next slides will investigate the Menu Bar

Learning to Use Google Docs   ☆   📁

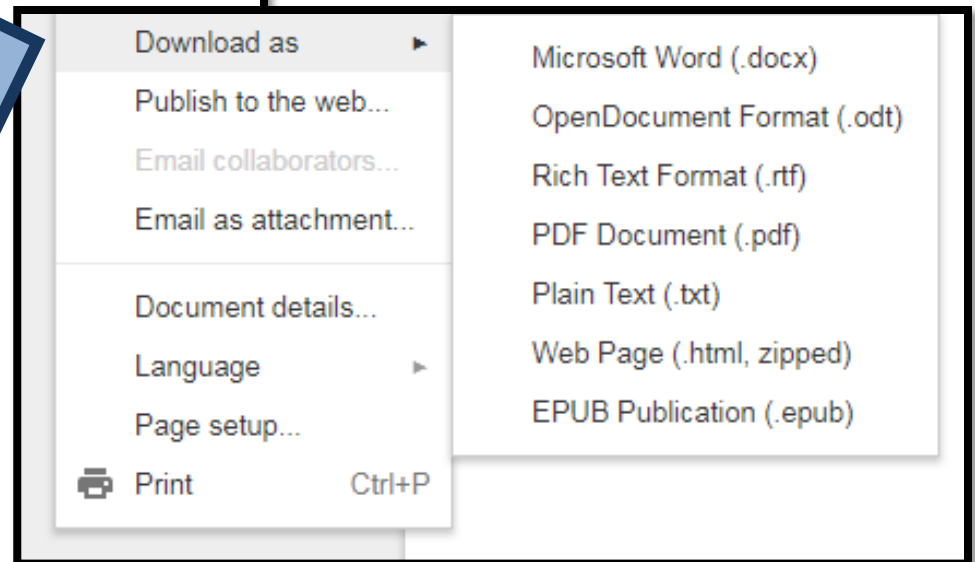File   Edit   View   Insert   Format   Tools   Table   Add-ons   Help

Title Doc

Untitled document

File　Edit　View　Insert　Format　Tools　Table　Add-ons　Help

100%　Normal text　Arial　11

Learning to Use Google Docs ☆ 📁

File　Edit　View　Insert　Format　Tools　Table　Add-ons　Help　Saving...

100%　Normal text　Arial　11　B

PATH
1. Click **Untitled Document**
2. Type in a name for your document

File

Learning to Use Google Docs ☆ ▪

File   Edit   View   Insert   Format   Tools   Table   Add-ons   Help

Share...

New ►

Open...   Ctrl+O

Rename...

Make a copy...

▪ Move to...

🗑 Move to trash

Version history ►

Download as ►

Publish to the web...

Email collaborators...

Email as attachment...

Document details...

Language ►

Page setup...

🖨 Print   Ctrl+P

Main Functions
Share, Open, Save, Download and Print Documents
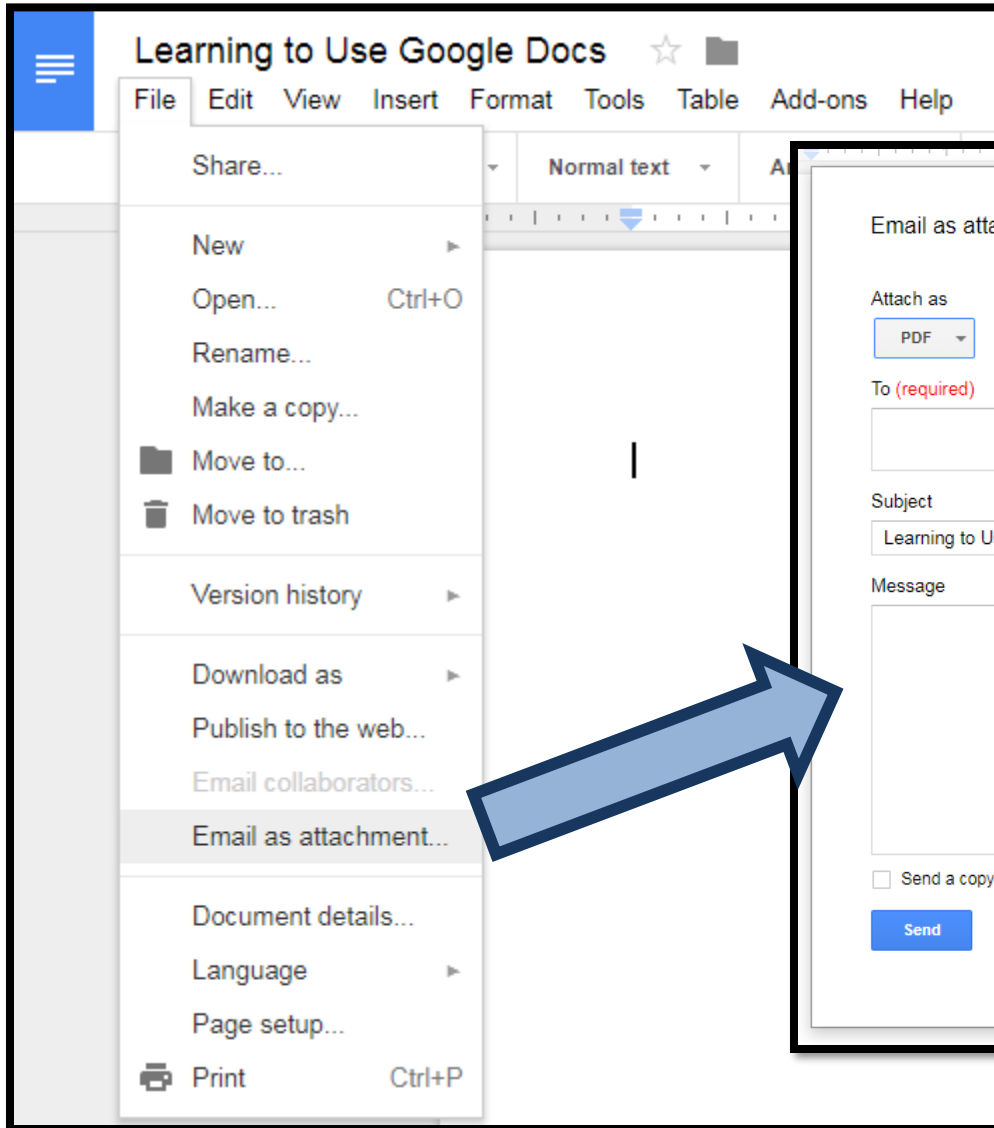
Download as ►   Microsoft Word (.docx)

Publish to the web...   OpenDocument Format (.odt)

Email collaborators...   Rich Text Format (.rtf)

Email as attachment...   PDF Document (.pdf)

Document details...   Plain Text (.txt)

Language ►   Web Page (.html, zipped)

Page setup...   EPUB Publication (.epub)

🖨 Print   Ctrl+P
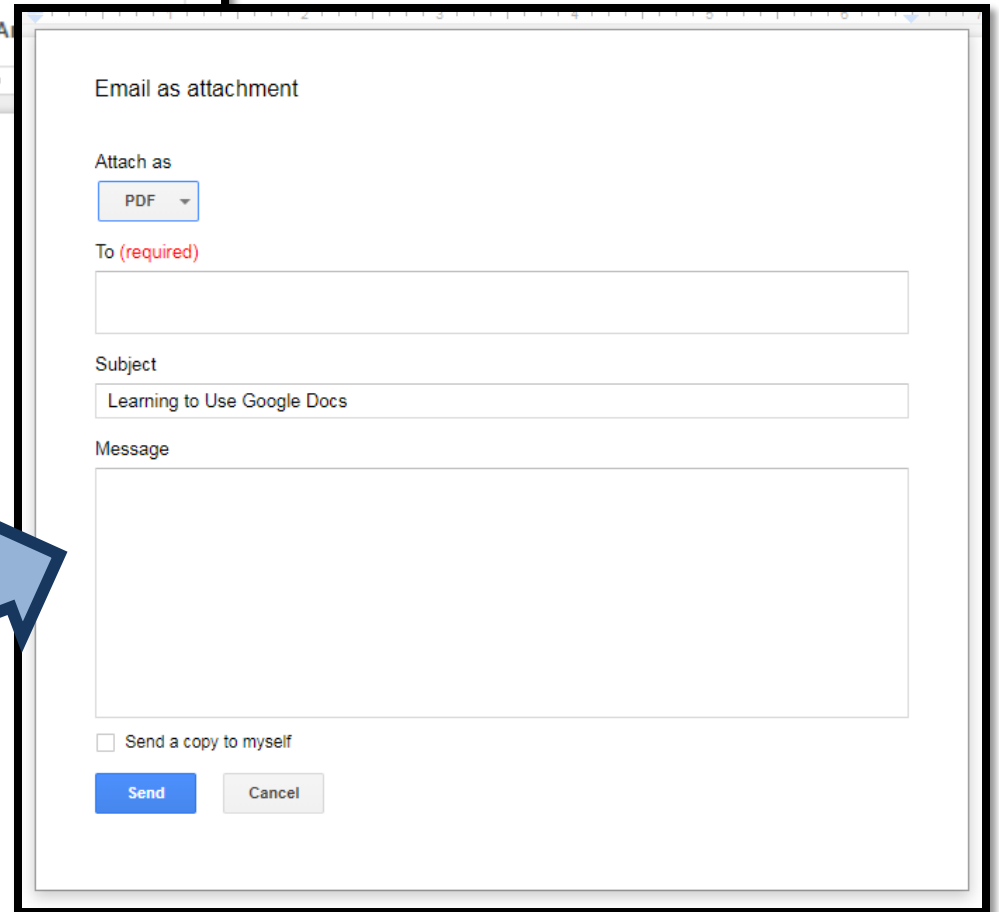
File – Page Setup

Download

Email Collaborators

Learning to Use Google Docs ☆ ▪

File Edit View Insert Format Tools Table Add-ons Help

Share...

New ▶

Open...   Ctrl+O

Rename...

Make a copy...

Move to...

Move to trash

Version history ▶

Download as ▶

Publish to the web...

Email collaborators...

Email as attachment...

Document details...

Language ▶

Page setup...

Print   Ctrl+P

Normal text ▼

Email as attachment

Attach as

PDF ▼

To (required)

Subject

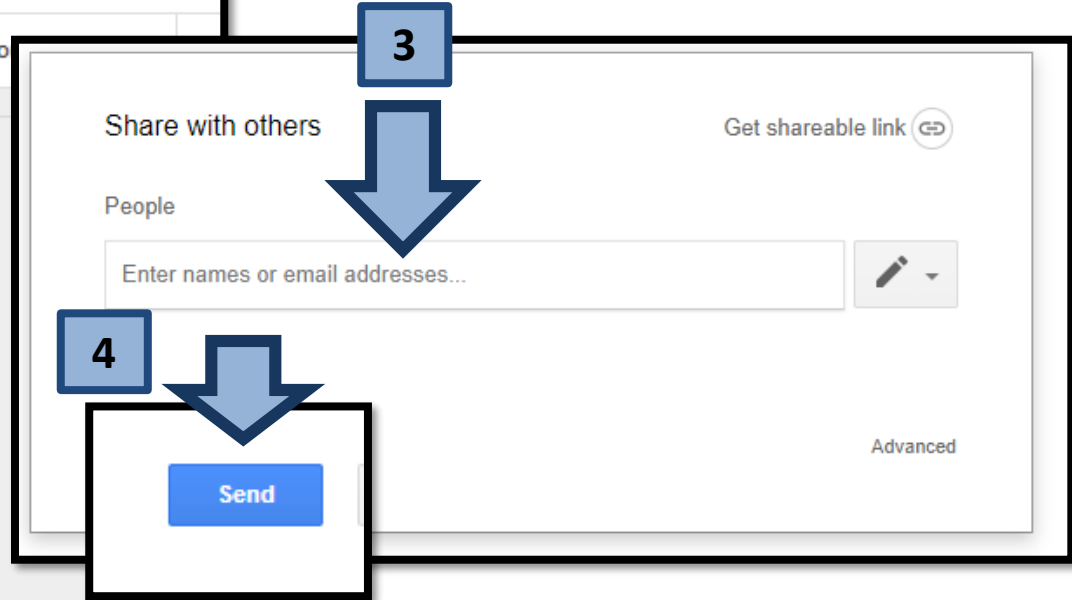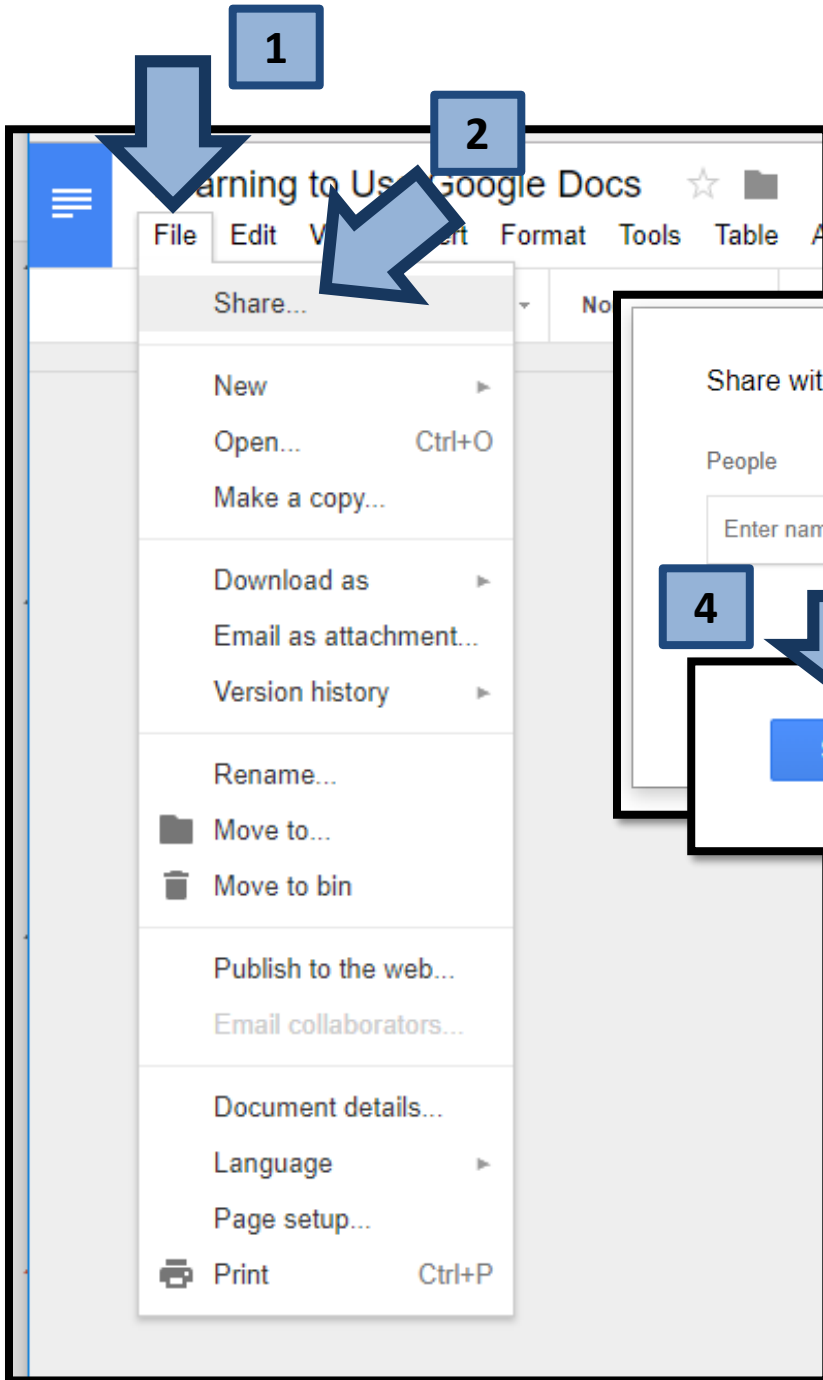Learning to Use Google Docs

Message

☐ Send a copy to myself

Send   Cancel

Edit – Find an Replace

Find and replace a word in your document. Example replaces the word job with jobs.

File - Share

1

2

Learning to Use Google Docs ☆ 📁

File Edit V... ...rt Format Tools Table A...

Share...   No...

New   ▶

Open...   Ctrl+O

Make a copy...

Download as   ▶

Email as attachment...

Version history   ▶

Rename...

📁 Move to...

🗑 Move to bin

Publish to the web...

Email collaborators...

Document details...

Language   ▶

Page setup...

🖨 Print   Ctrl+P

3

Share with others   Get shareable link 🔗

People

Enter names or email addresses...   ✏ ▾

4

Advanced

Send

PATH
1. Click **File**
2. Select **Share**
3. Type in the email address or name
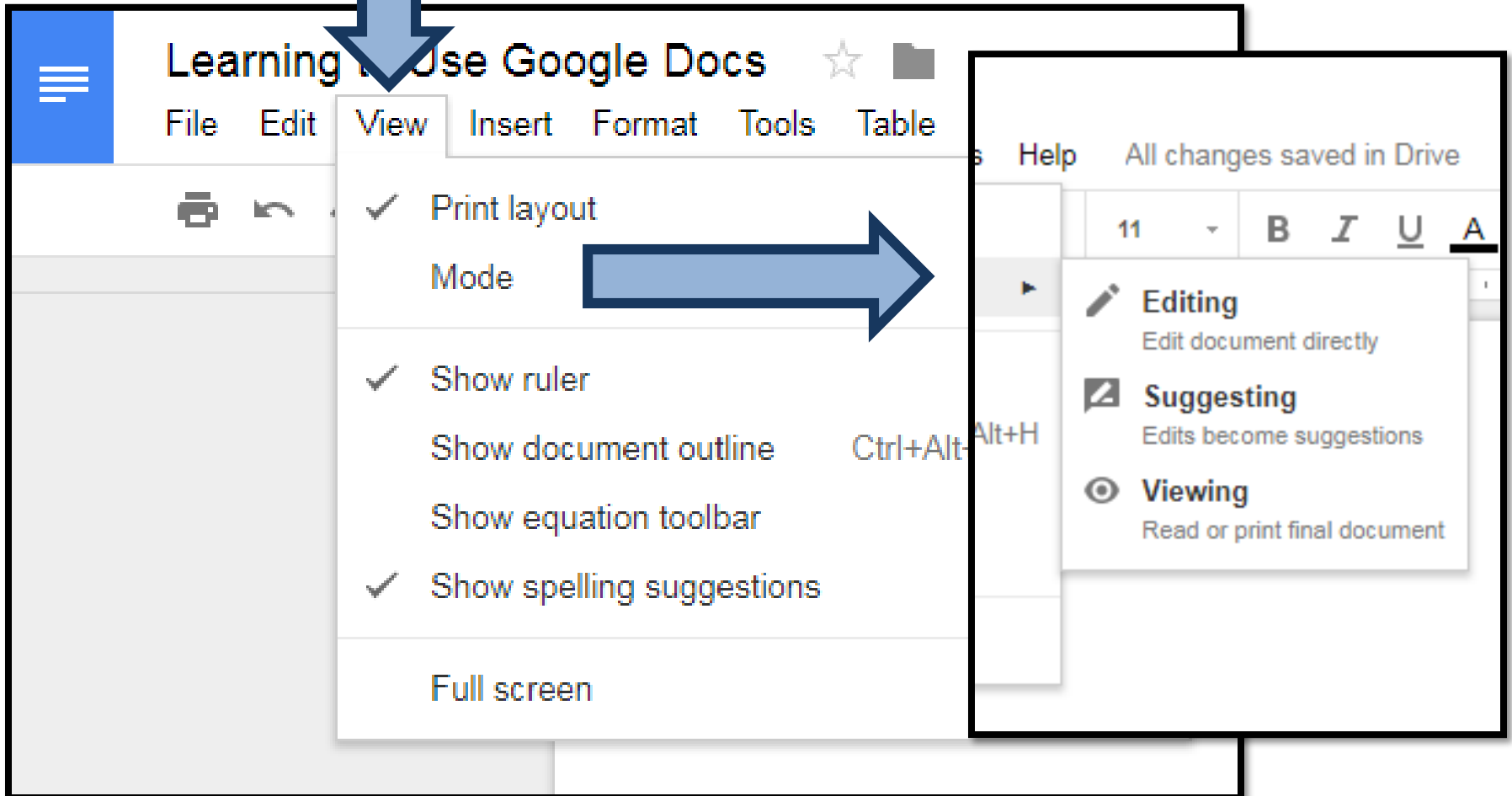4. Click **Send**

Edit

Learning to Use Google Docs ☆ 📁

File Edit View Insert Format Tools Table Add-ons Help

🖨

↶ Undo

↷ Redo

✂ Cut

⎘ Copy   Ctrl+C

📋 Paste   Ctrl+V

📋 Paste without formatting   Ctrl+Shift+V

Select all   Ctrl+A

Select none   Ctrl+Shift+A
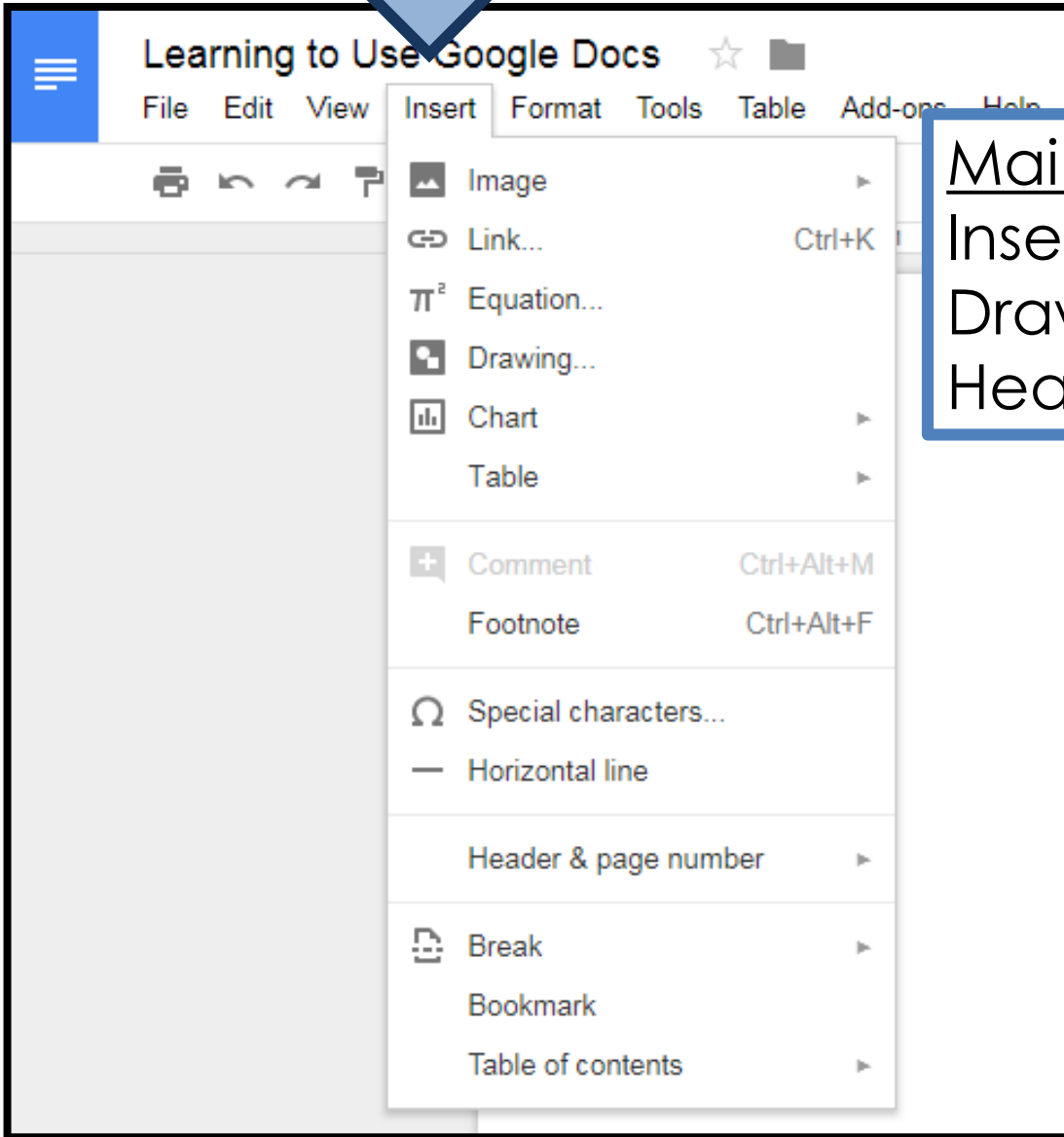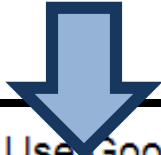
Find and replace...   Ctrl+H

**Main Functions**
Undo, Redo, Paste and Find and Replace

View

Learning to Use Google Docs

File Edit View Insert Format Tools Table   Help   All changes saved in Drive

✓ Print layout

Mode   11   ▾   **B** *I* U A

✓ Show ruler

Show document outline   Ctrl+Alt+H

Show equation toolbar

✓ Show spelling suggestions

Full screen

✏️ **Editing**
Edit document directly

◪ **Suggesting**
Edits become suggestions

👁 **Viewing**
Read or print final document

Main functions under this tab include Print layout, Mode and Full Screen

Insert

Learning to Use Google Docs ☆ 📁

File   Edit   View   Insert   Format   Tools   Table   Add-ons   Help

🖨 ↶ ↷ ⅂

🖼	Image	▶
🔗	Link...	Ctrl+K
π²	Equation...	
▣	Drawing...	
📊	Chart	▶
	Table	▶
⊞	Comment	Ctrl+Alt+M
	Footnote	Ctrl+Alt+F
Ω	Special characters...	
—	Horizontal line	
	Header & page number	▶
🗎	Break	▶
	Bookmark	
	Table of contents	▶

Main Functions
Insert Image, Link,
Drawing, Chart, Table,
Header & Page Number

Insert – Image – From Drive
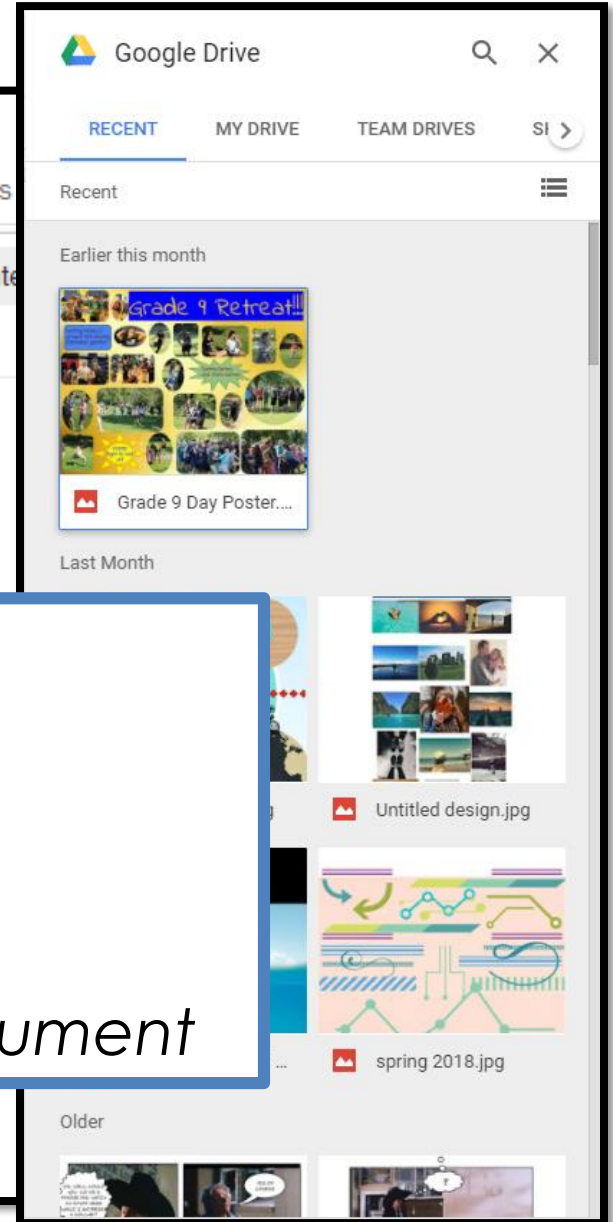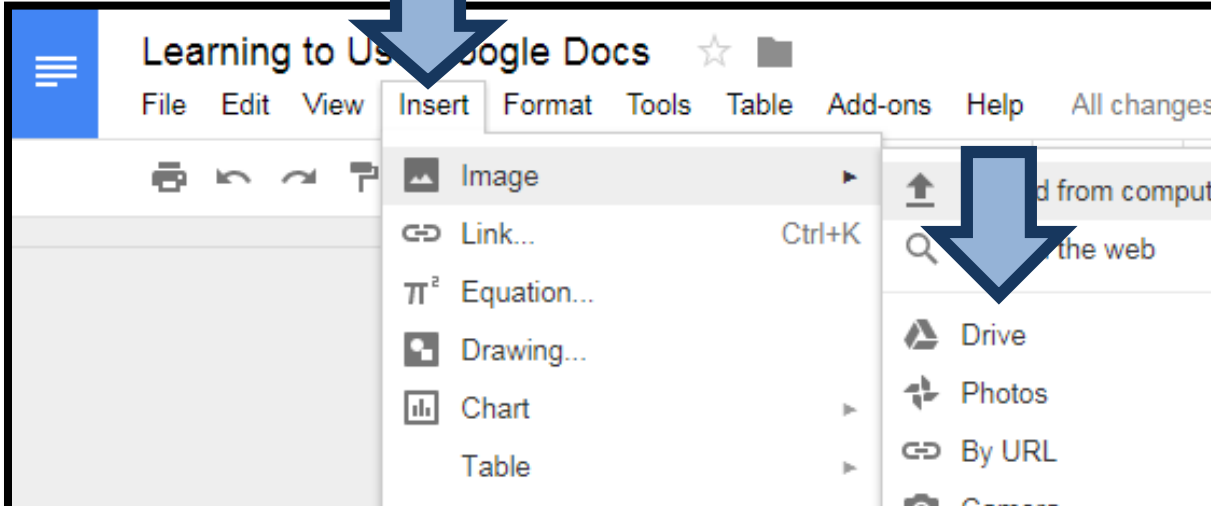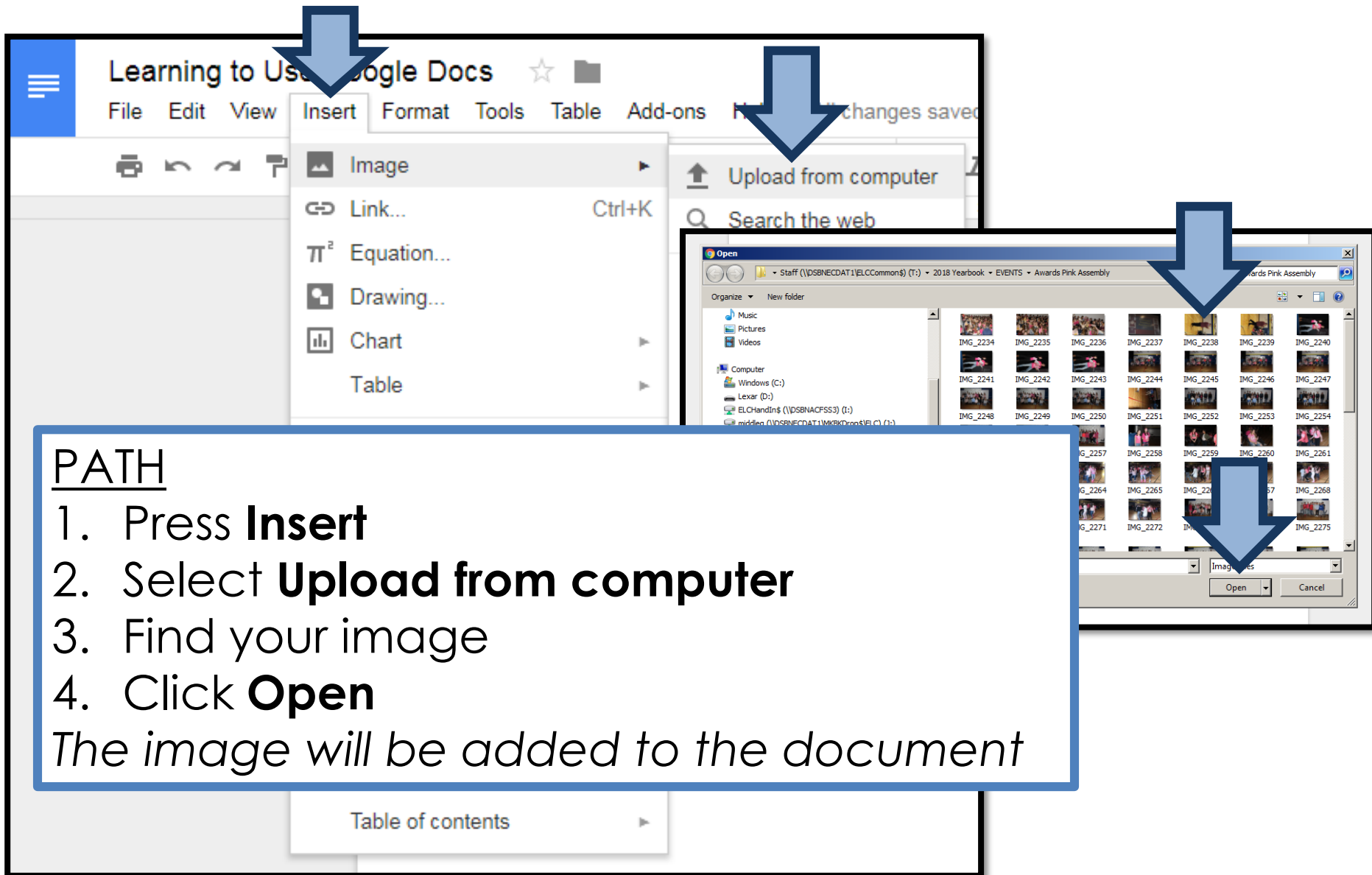
PATH
1. Press **Insert**
2. Select **Drive**
3. Find your image in Drive
4. Click on the image

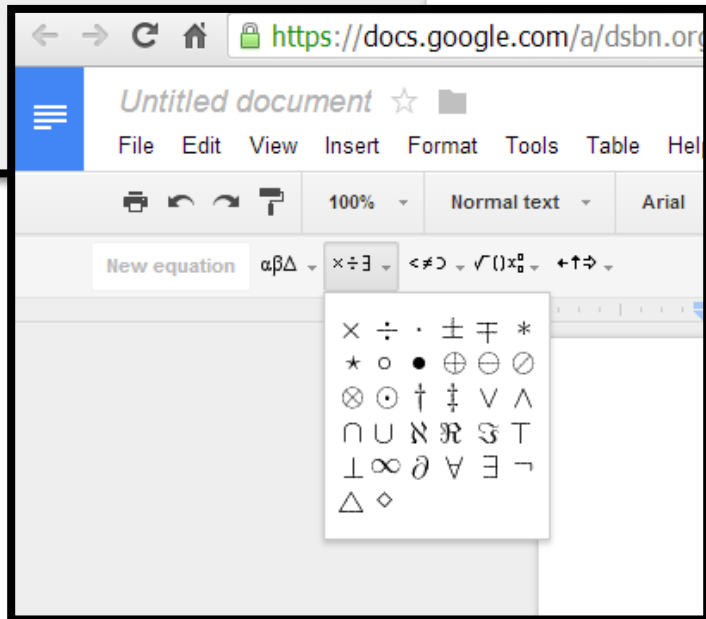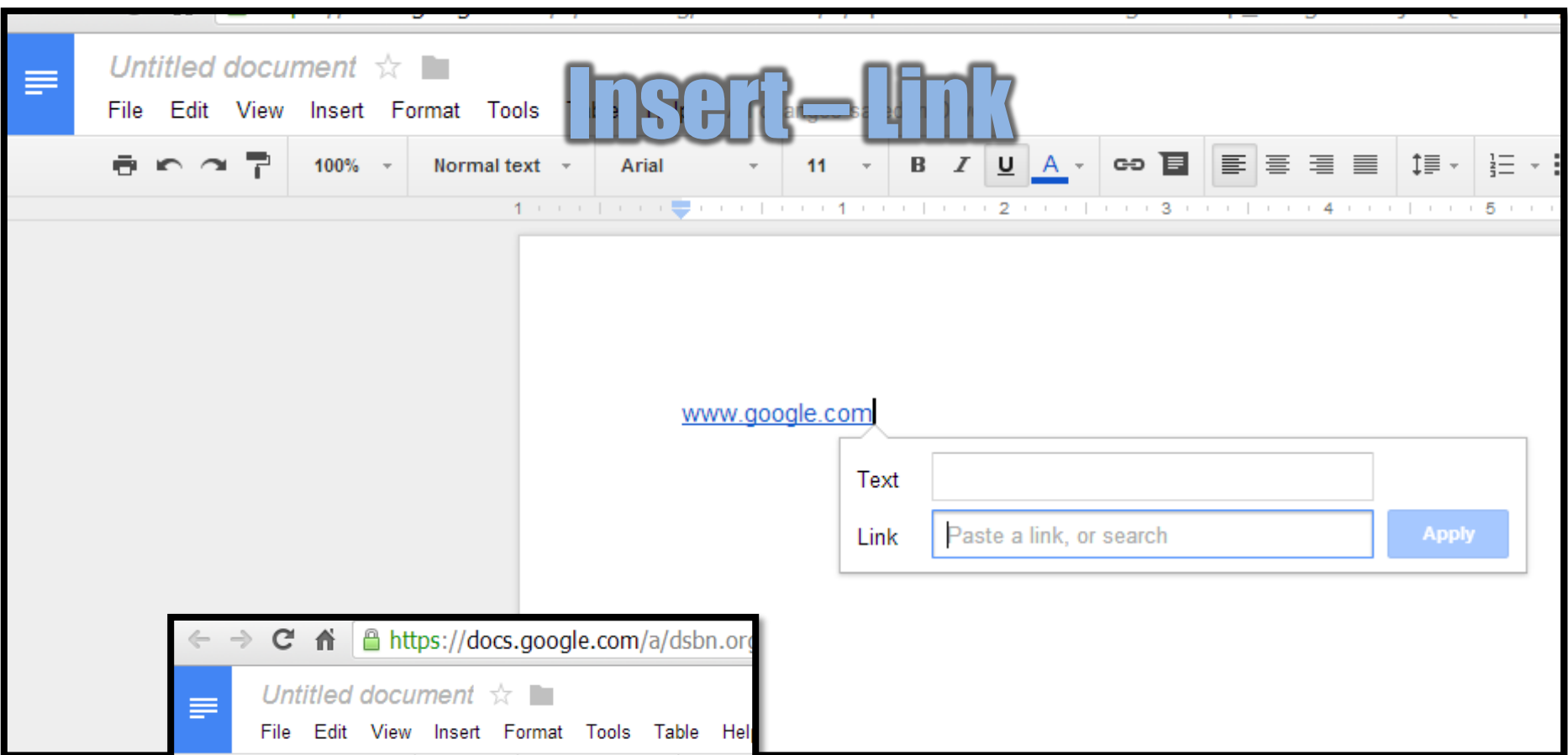*The image will be added to the document*

Insert – Image – Upload From Computer

PATH

1. Press **Insert**
2. Select **Upload from computer**
3. Find your image
4. Click **Open**

The image will be added to the document

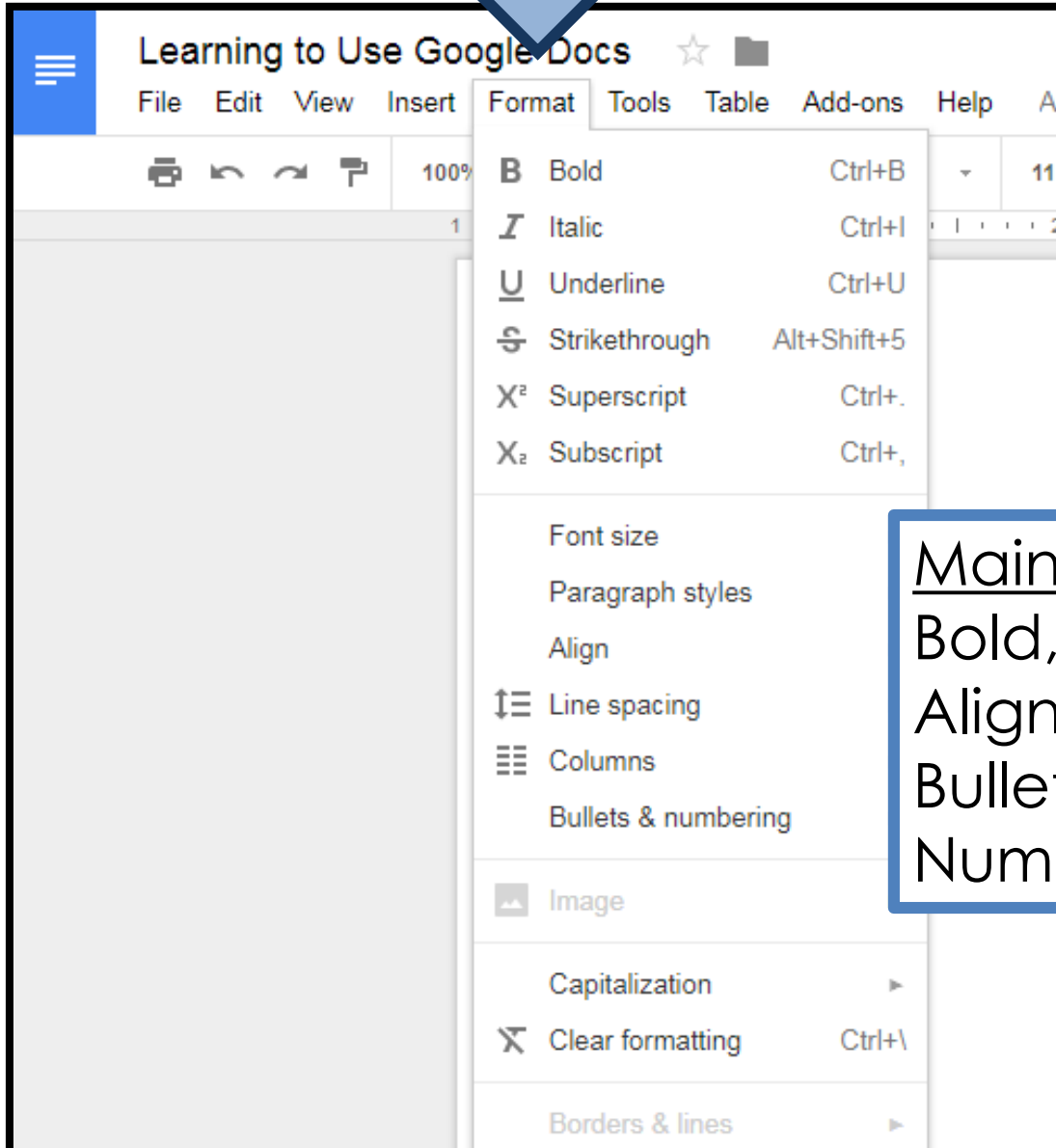Insert – Link

Insert – Equation
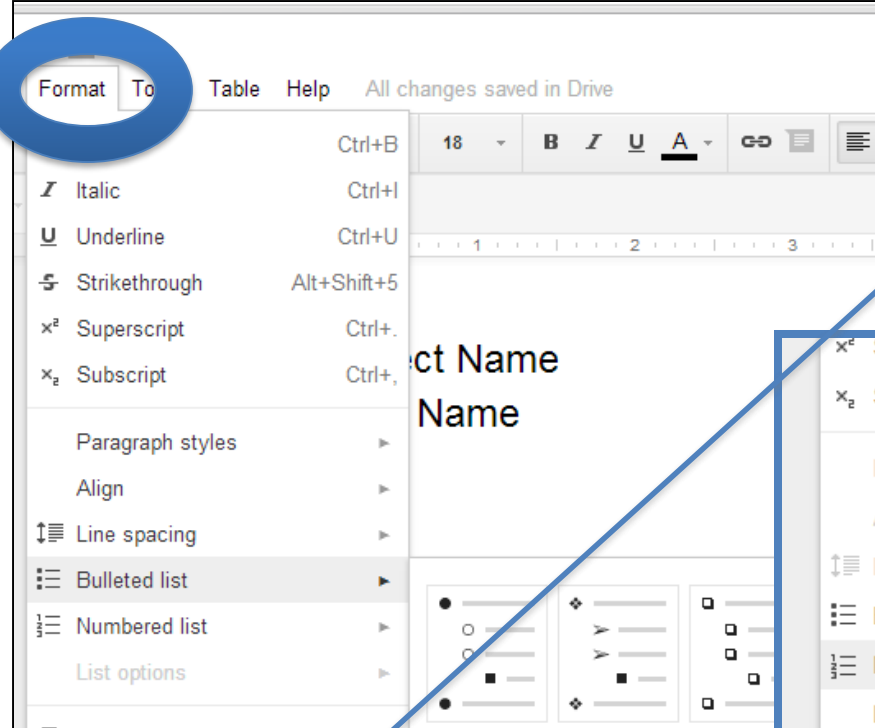
Format

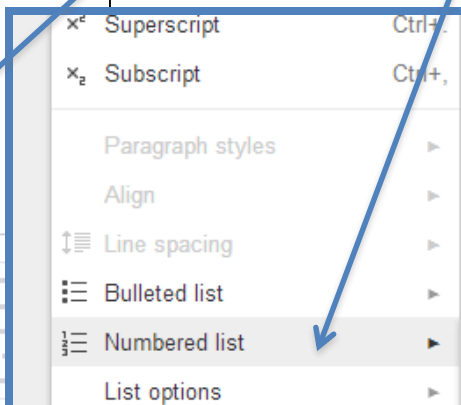## Learning to Use Google Docs ☆ 📁

File   Edit   View   Insert   **Format**   Tools   Table   Add-ons   Help

B	Bold	Ctrl+B
I	Italic	Ctrl+I
U	Underline	Ctrl+U
S	Strikethrough	Alt+Shift+5
X²	Superscript	Ctrl+.
X₂	Subscript	Ctrl+,
	Font size	
	Paragraph styles	
	Align	
	Line spacing	
	Columns	
	Bullets & numbering	
	Image	
	Capitalization	▶
X	Clear formatting	Ctrl+\
	Borders & lines	▶

Main Functions
Bold, Italic, Underline, Align, Line Spacing, Bulleted List and Numbered Lists

Bulleted and Numbered Lists

Format To Table Help   All changes saved in Drive

Ctrl+B   18   B   I   U   A   ⌐   ≡

I Italic   Ctrl+I

U Underline   Ctrl+U

S̶ Strikethrough   Alt+Shift+5

x² Superscript   Ctrl+.

x₂ Subscript   Ctrl+,

Paragraph styles   ►

Align   ►

Line spacing   ►

Bulleted list   ►

Numbered list   ►

List options   ►

---

x² Superscript   Ctrl+/

x₂ Subscript   Ctrl+,

Paragraph styles   ►

Align   ►

Line spacing   ►

Bulleted list   ►

Numbered list   ►

List options   ►

Ctrl+\

Bulleted list   ►

Numbered list   ►

List options   ►

Clear formatting   Ctrl+\

To Do List

1. First
2. Second
3. Third
4. Fourth
   fth
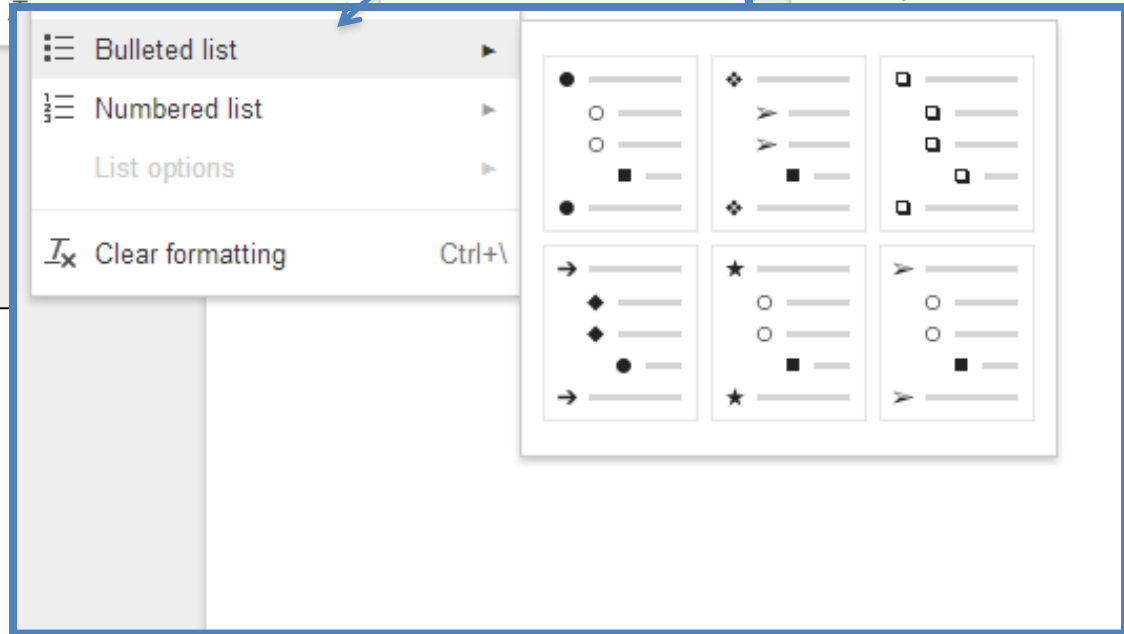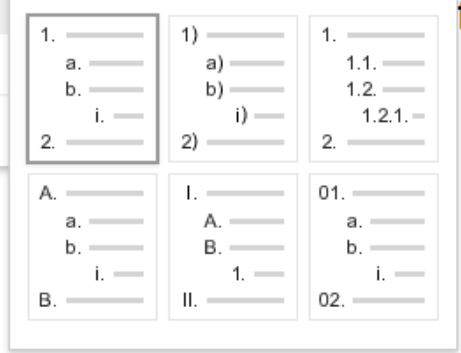
Tools

Learning to Use Google Docs

File   Edit   View   Insert   Format   **Tools**   Table   Add-ons   Help   All changes saved in Driv

	Spelling	▶
	Word count	Ctrl+Shift+C
	Review suggested edits	Ctrl+Alt+O Ctrl+Alt+U
	Explore	Ctrl+Alt+Shift+I
	Dictionary	Ctrl+Shift+Y
	Keep notepad	
	Translate document...	
	Voice typing...	Ctrl+Shift+S
	Script editor...	
	Preferences...	

Main Functions
Check Spelling, Word Count and Dictionary

Dictionary

Learning to Use Google Docs

File Edit View Insert Format Tools Table Add-ons Help   All changes saved in Driv

100%

Spelling
Word count
Review suggested edits   Ctrl+Alt+C
Explore   Ctrl
Dictionary
Keep notepad

Translate document...
Voice typing...

Script editor...

Preferences...

teachwithtech1@gmail.com

Comments   🔒 Share

← Dictionary   ✕
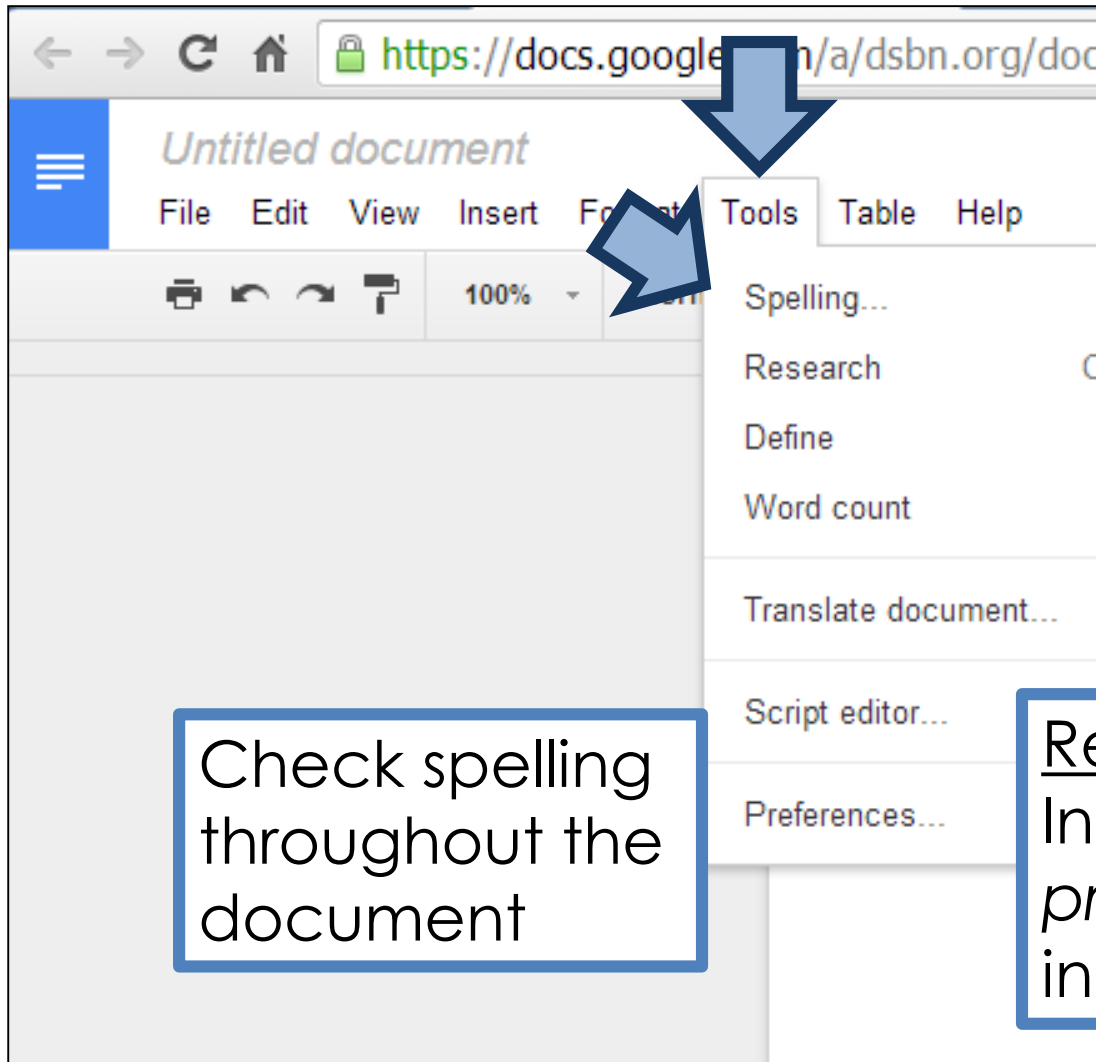
🔍 word processing

word processing

noun
noun: **word processing** noun:
wordprocessing modifier noun: **word-processing**
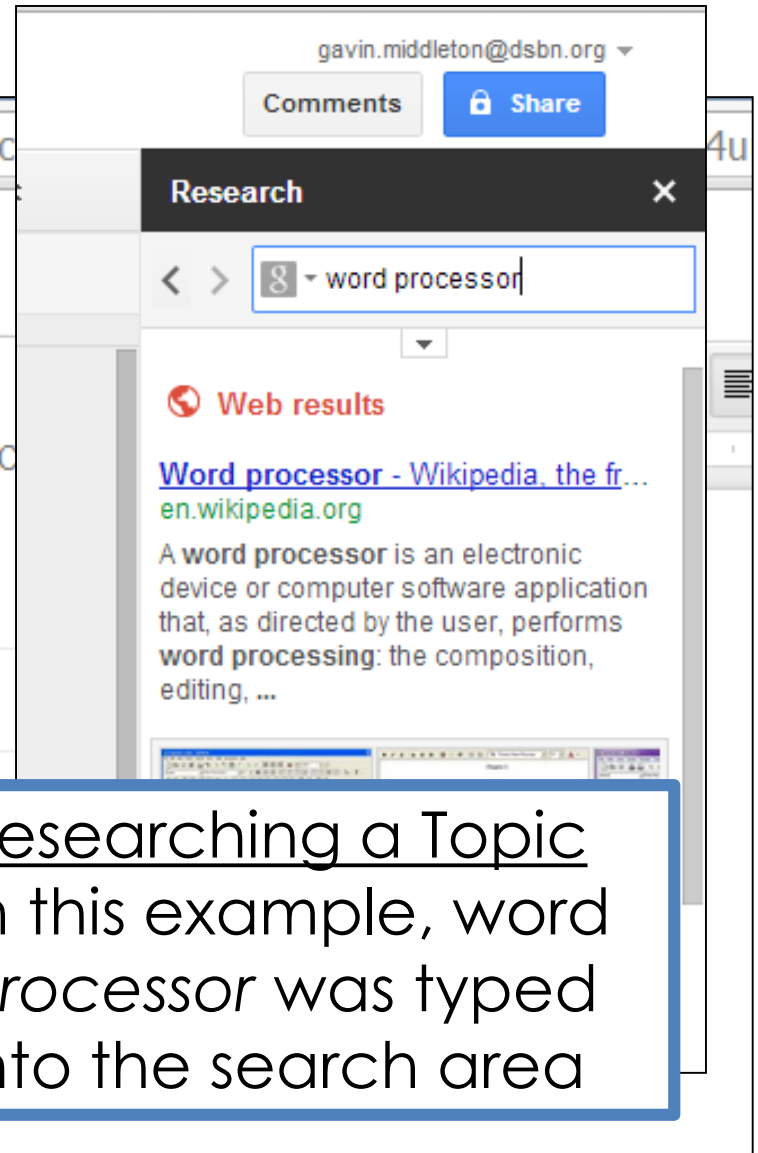
1. the production, storage, and manipulation of text on a computer or word processor.:
   "PCs used for word processing" "a basic word-processing package".

Spelling

Check spelling throughout the document

Researching a Topic
In this example, word *processor* was typed into the search area

Table

Add a Table to your Document
- Rows run horizontally
- Columns run vertically
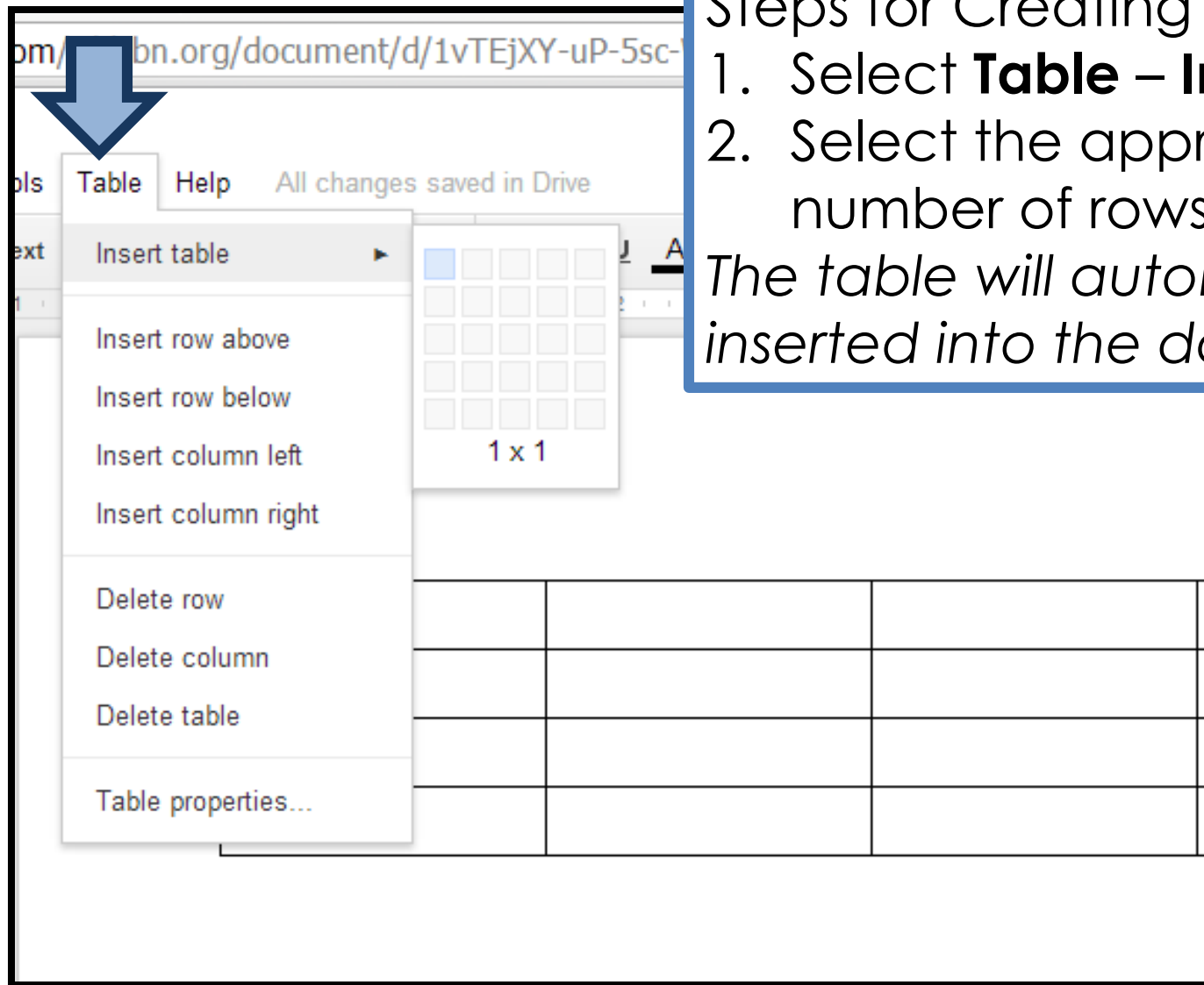
Table

Steps for Creating a Table
1. Select **Table – Insert Table**
2. Select the appropriate number of rows and columns
The table will automatically be inserted into the document

Add-ons

Add-ons run inside Google Sheets, Docs, Slides, and Forms, but they're built by developers.

Examples include…
1. EasyBib Bibliography Creator
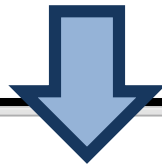2. Lucidchart Diagram Maker
3. MindMeister Mind Maps

Learning to Use Google Docs

File   Edit   View   Insert   Format   Tools   Table   Add-ons   Help   All changes saved in Drive

100%   Normal text

Document add-ons

EasyBib Bibliography Creator   ▶

Kaizena (Voice Comments)   ▶

Lesson Plan Tool For Docs   ▶

Lucidchart Diagrams   ▶

MindMeister   ▶

Openclipart   ▶

Word Cloud Generator   ▶

Get add-ons…

Manage add-ons…

Help

Use the **Help** tab to find information and answers to questions about Google Docs

Help

Search a variety of topics that will help you with formatting your document