

Accessing Google Drive

PATH

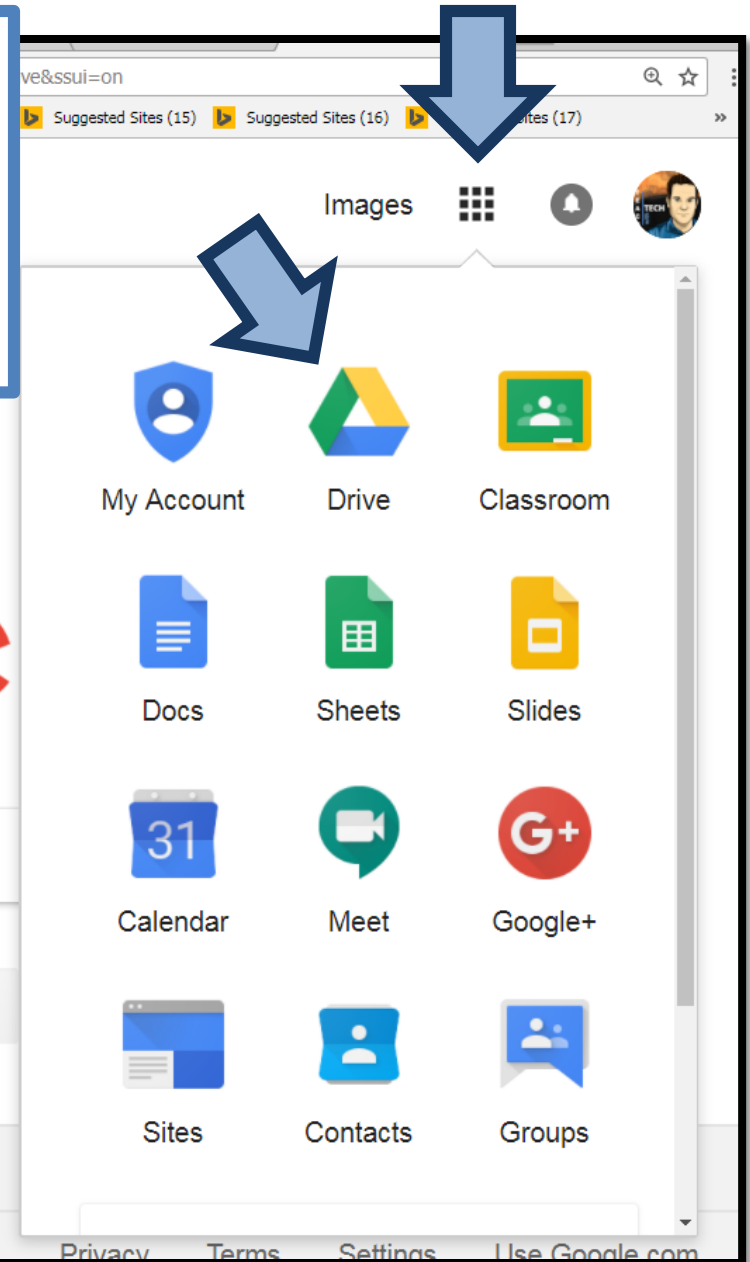
1. Go to www.google.com
2. Click 
3. Select **Drive**

Google

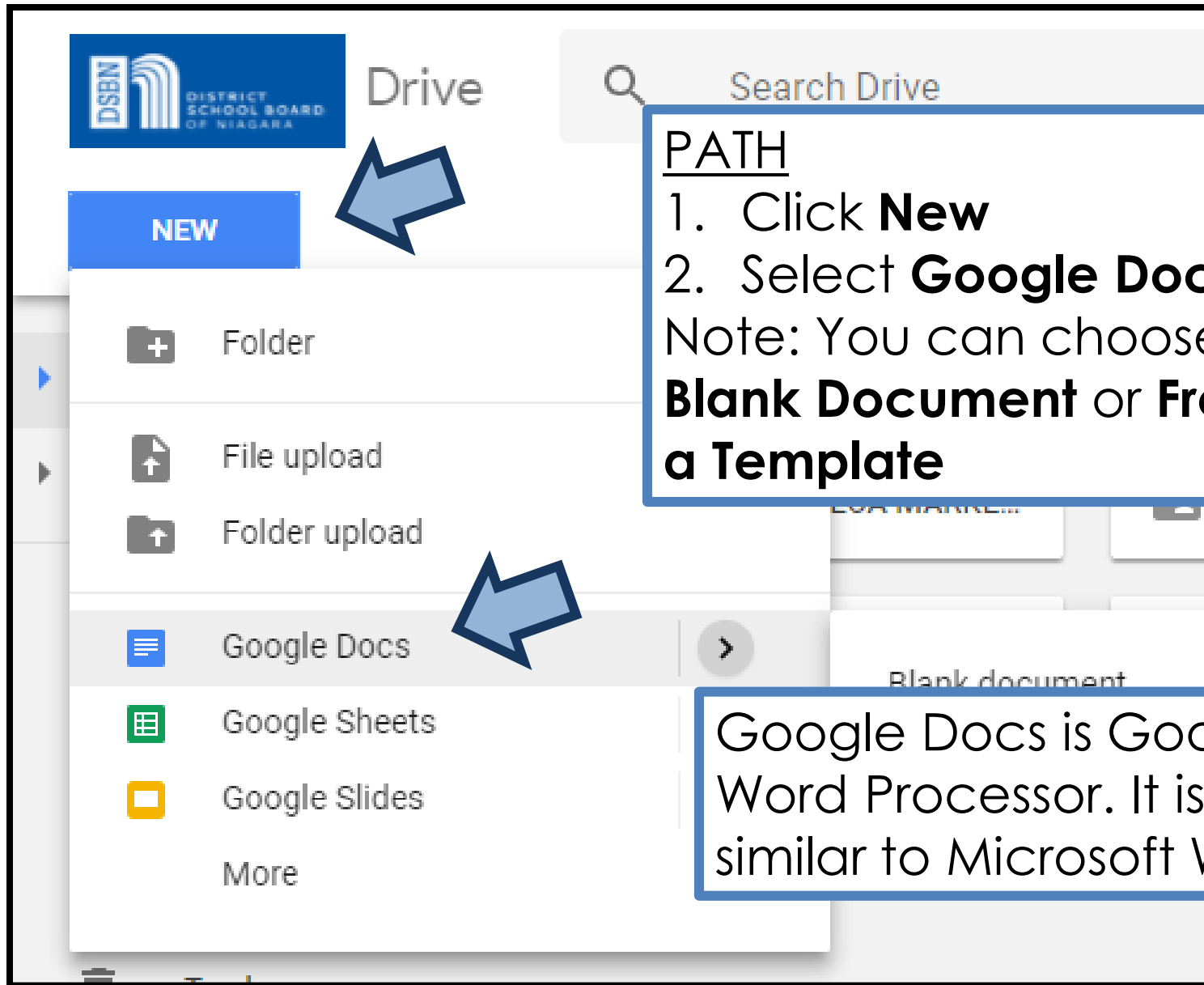
Google Search

I'm Feeling Lucky

Google offered in: [Français](#)



Accessing Google Docs in Drive



PATH

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

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

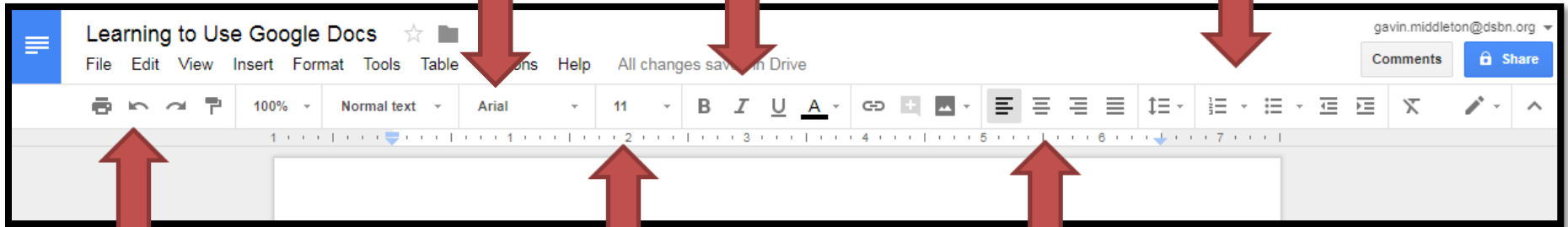
- Because Google Docs saves to a secure, online storage facility, you can create documents without the need to save to your local hard drive
- Google Drive **saves your work automatically**
- You can also **access your documents from any computer** by signing into your Google Account.
- In the event of a local hard drive crash, you won't lose your saved content.

Tool Bar

Font Style

BOLD,
underline
and *Italics*

Bullets and
Numbering



Undo

Font
Size

Align, Center,
Justify

Menu Bar

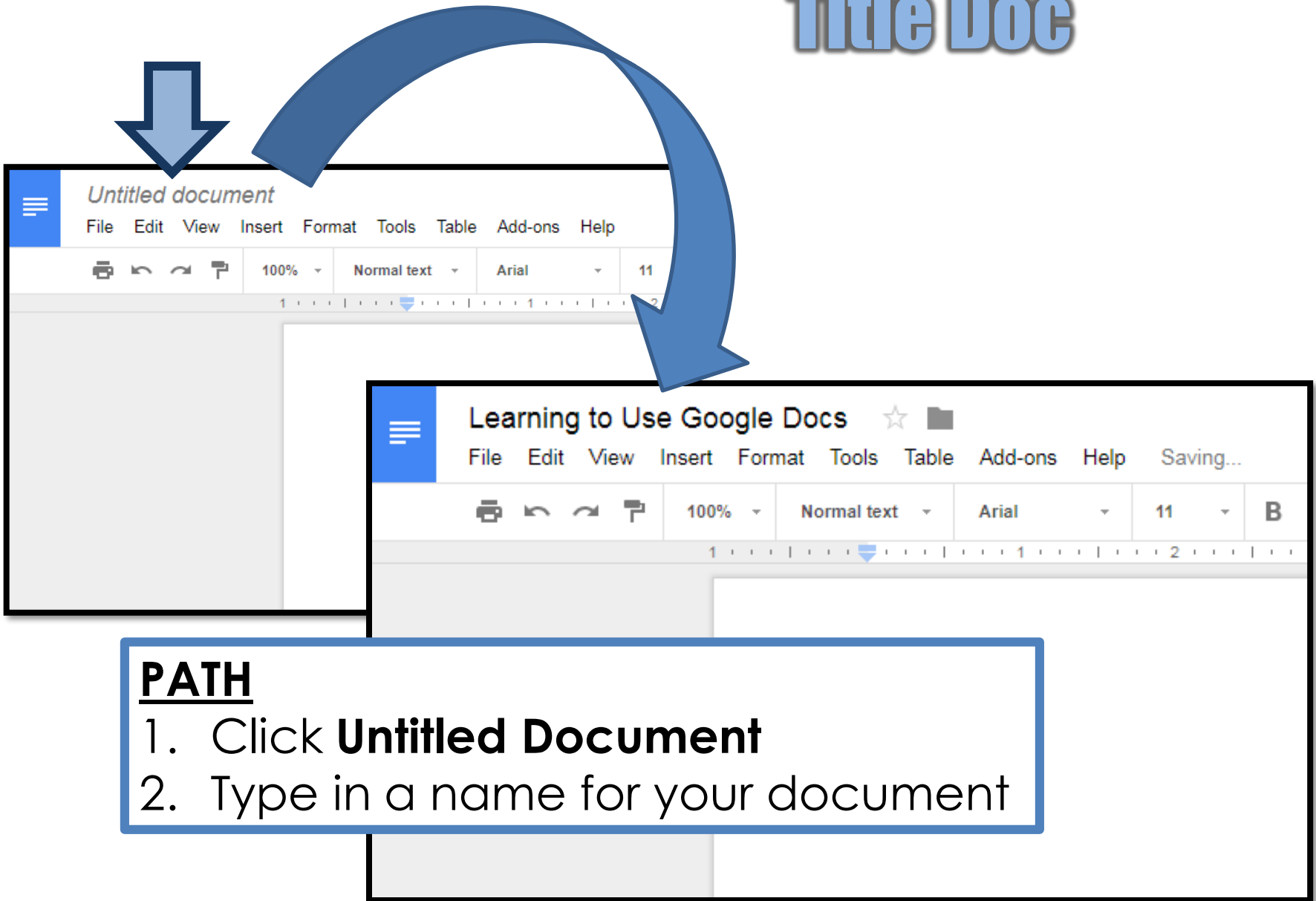
The next slides will investigate the Menu Bar



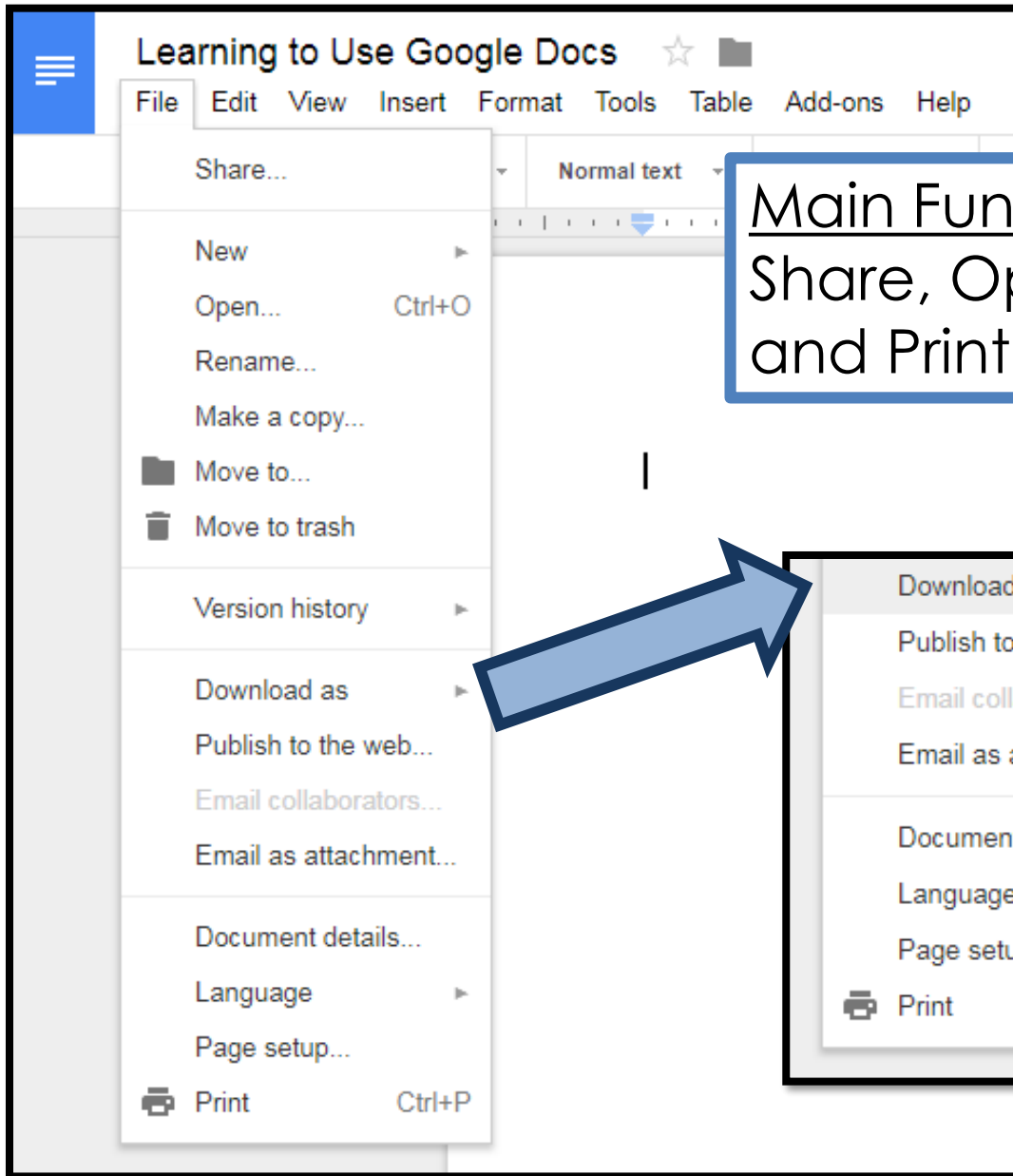
Learning to Use Google Docs

File Edit View Insert Format Tools Table Add-ons Help

Title Doc

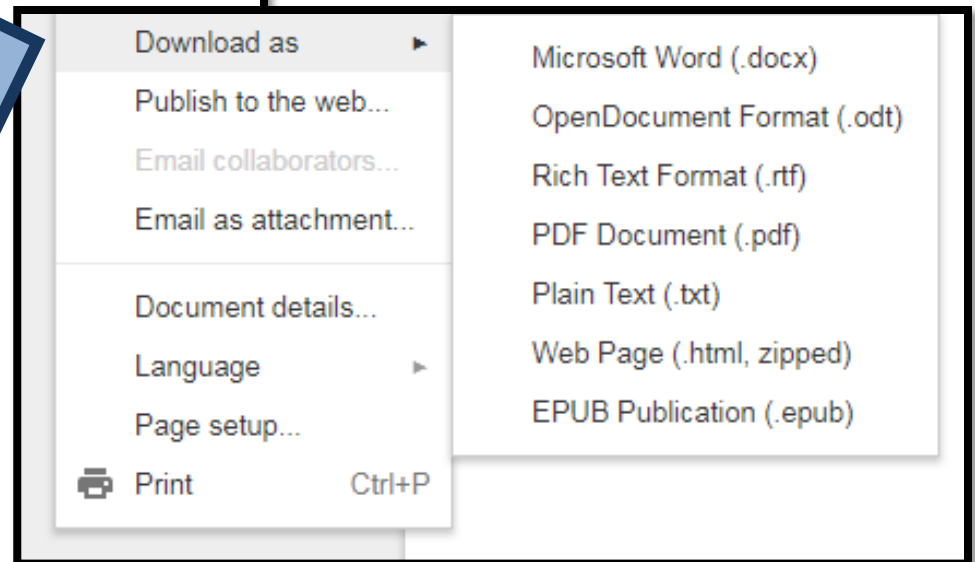


File



Main Functions

Share, Open, Save, Download and Print Documents



File – Page Setup



Untitled document ☆

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

Share...
New
Open... Ctrl+O
Rename...
Make a copy...
Move to folder...
See revision history Ctrl+Alt+Shift+G
Language
Download as
Publish to the web...
Email collaborators...
Email as attachment...
Page setup...
Print Ctrl+P

Arial 18 B I U A

Page setup

Orientation
 Portrait Landscape

Paper size
Letter (8.5" x 11")

Page color

Margins (inches)
Top 1
Bottom 1
Left 1
Right 1

OK Cancel Set as default

Download

The image shows a screenshot of the Google Docs interface. At the top, the title bar reads "Untitled document" with a star icon and a folder icon. Below the title bar is a menu bar with "File", "Edit", "View", "Insert", "Format", "Tools", "Table", and "Help". A status bar below the menu bar says "All changes saved in Drive". The "File" menu is open, showing options like "Share...", "New", "Open...", "Rename...", "Make a copy...", "Move to folder...", "See revision history", "Language", "Download as", "Publish to the web...", "Email collaborators...", "Email as attachment...", "Page setup...", and "Print". The "Download as" option is highlighted, and its sub-menu is open, listing file formats: "Microsoft Word (.docx)", "OpenDocument Format (.odt)", "Rich Text Format (.rtf)", "PDF Document (.pdf)", "Plain Text (.txt)", and "Web Page (.html, zipped)". A blue callout box with a white background and a blue border contains the text "Download your documents as one of these file types". A blue arrow points from the callout box to the "Download as" sub-menu.

Untitled document ☆

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

Share...

New ▶

Open... Ctrl+O

Rename...

Make a copy...

Move to folder...

See revision history Ctrl+Alt+Shift+G

Language ▶

Download as ▶

Publish to the web...

Email collaborators...

Email as attachment...

Page setup...

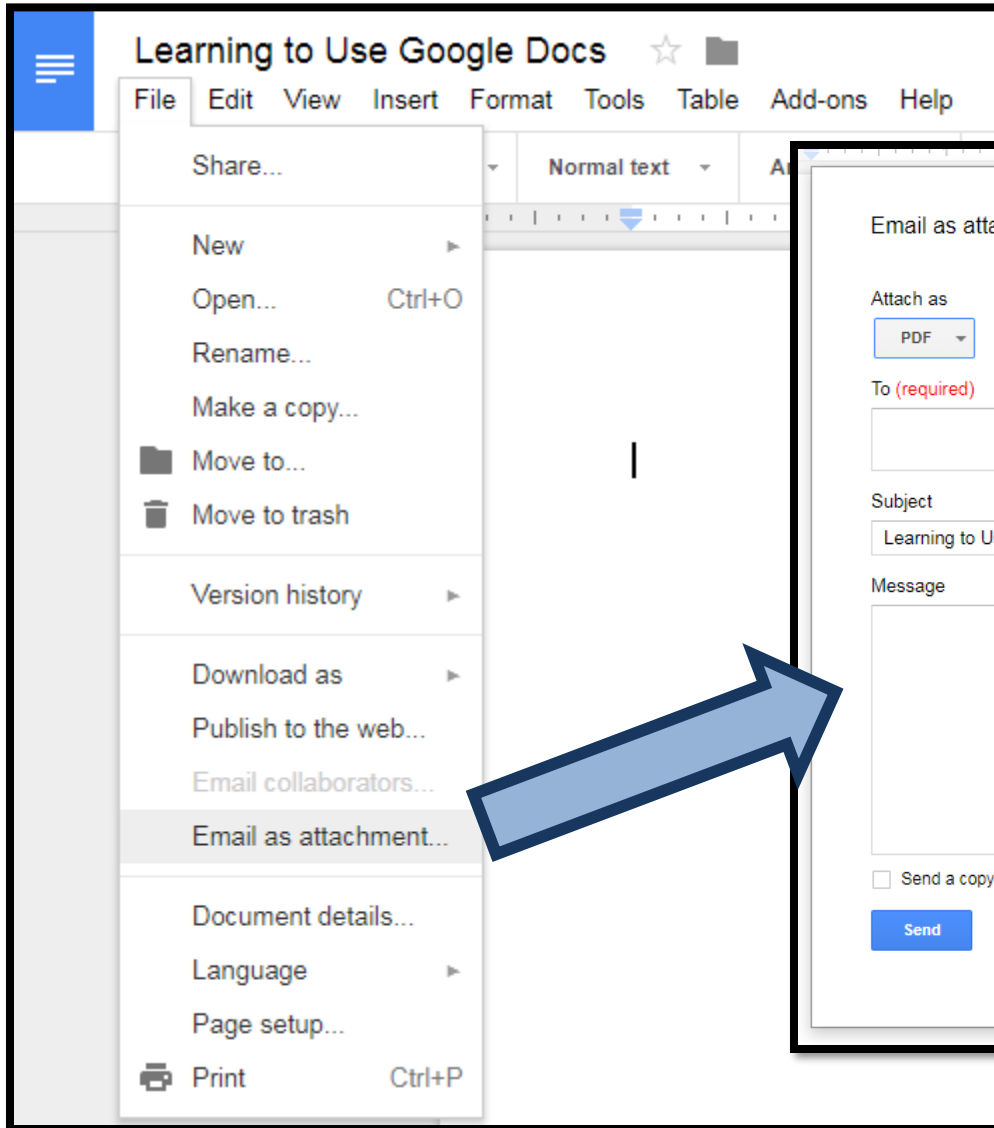
Print Ctrl+P

Project Name
Your Name
|

Download your documents as one of these file types

Microsoft Word (.docx)
OpenDocument Format (.odt)
Rich Text Format (.rtf)
PDF Document (.pdf)
Plain Text (.txt)
Web Page (.html, zipped)

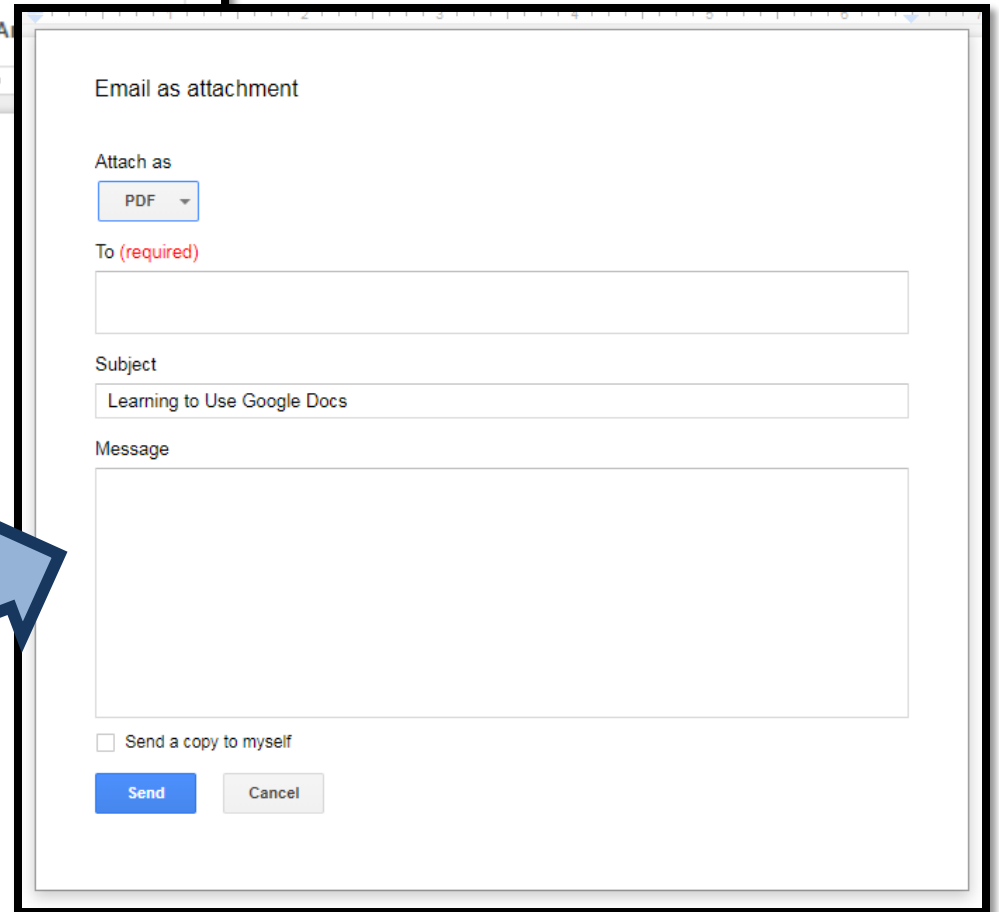
Email Collaborators



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



Email as attachment

Attach as
PDF ▼

To (required)

Subject
Learning to Use Google Docs

Message

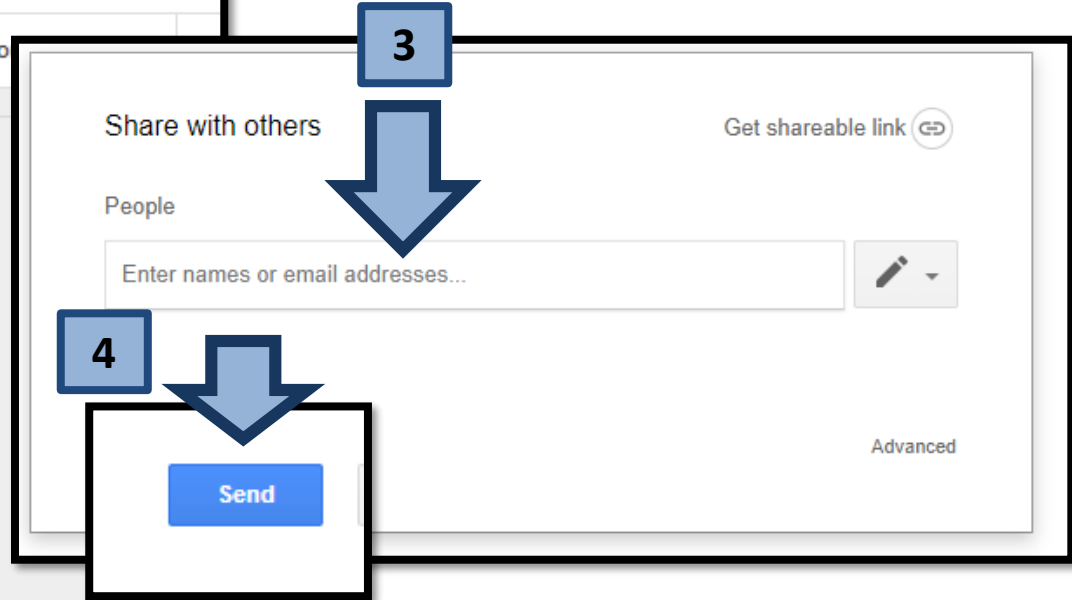
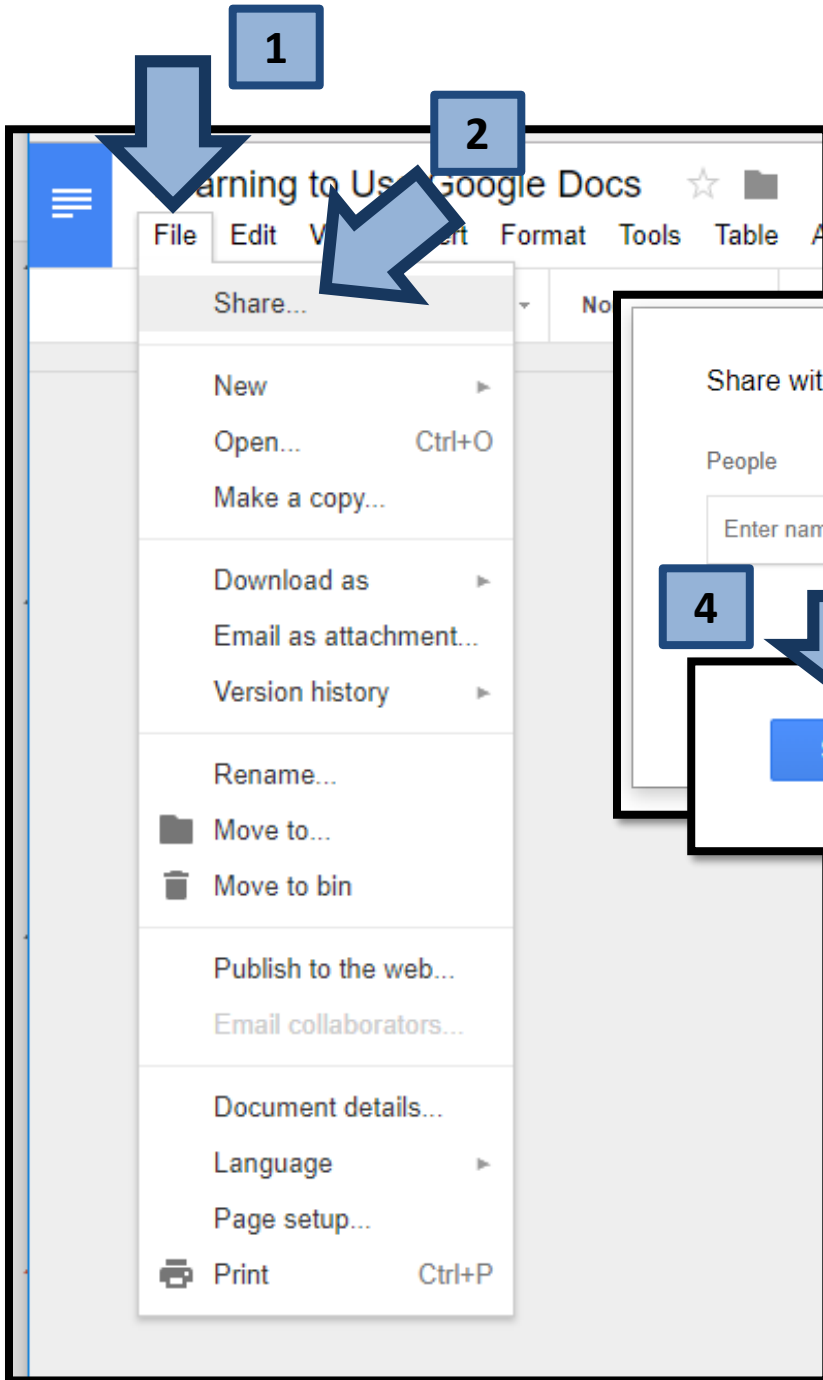
Send a copy to myself

Edit – Find and Replace

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

The image shows a Google Docs interface with the 'Edit' menu open. A blue arrow points from the top left to the 'Edit' menu. Another blue arrow points from the 'Find and replace...' option in the menu to the 'Find and replace' dialog box. The dialog box is open, showing the 'Find' field with 'job' and '1 of 4' matches, and the 'Replace with' field with 'jobs'. The 'Match case' checkbox is unchecked. The 'Replace' and 'Replace all' buttons are visible, along with 'Prev' and 'Next' navigation buttons. The background document shows the word 'job' being replaced with 'jobs' in four instances.

File - Share



PATH

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

Edit



Learning to Use Google Docs ☆ 📁

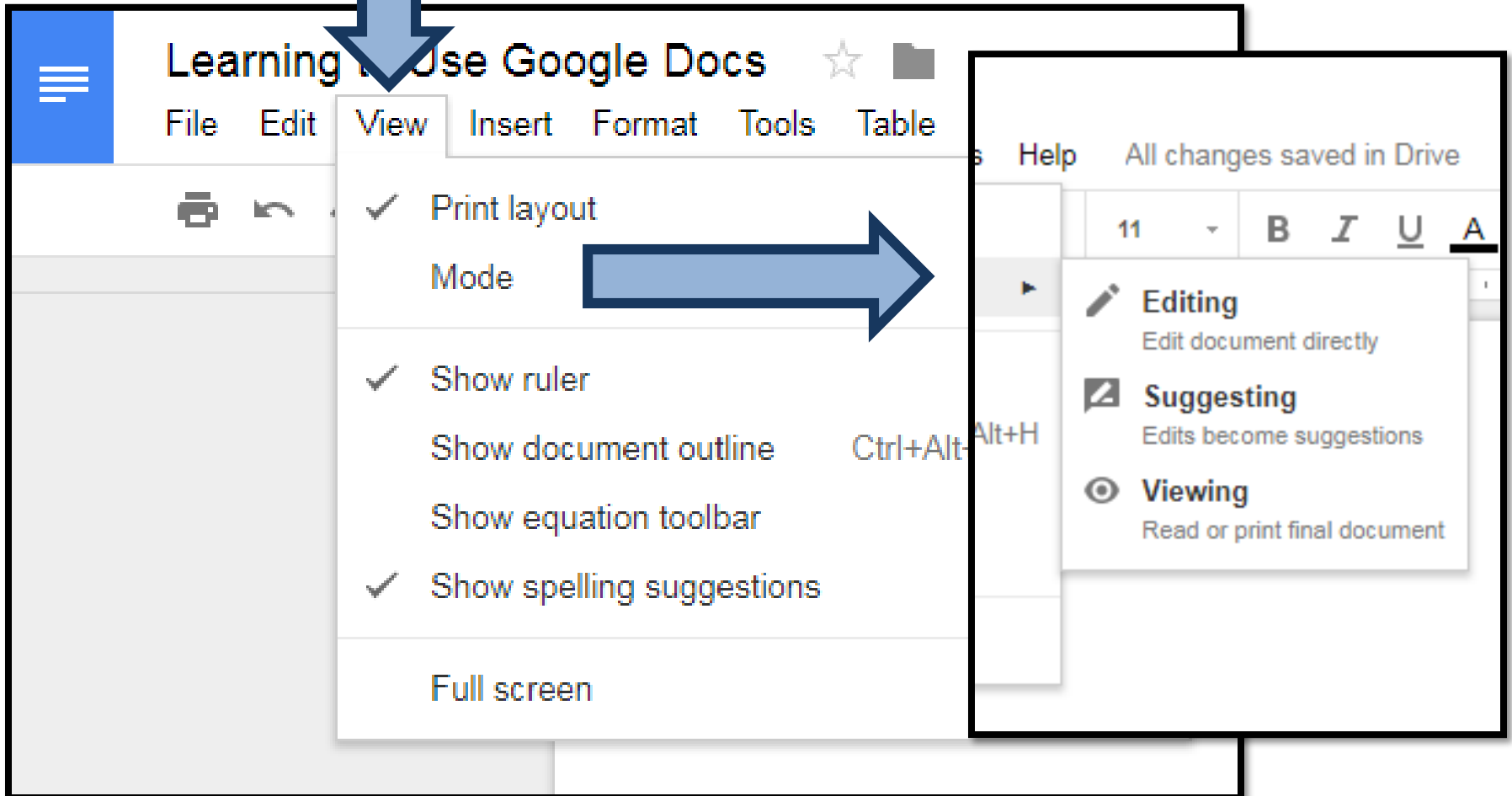
File Edit View Insert Format Tools Table Add-ons Help

🖨️

- ↶ 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

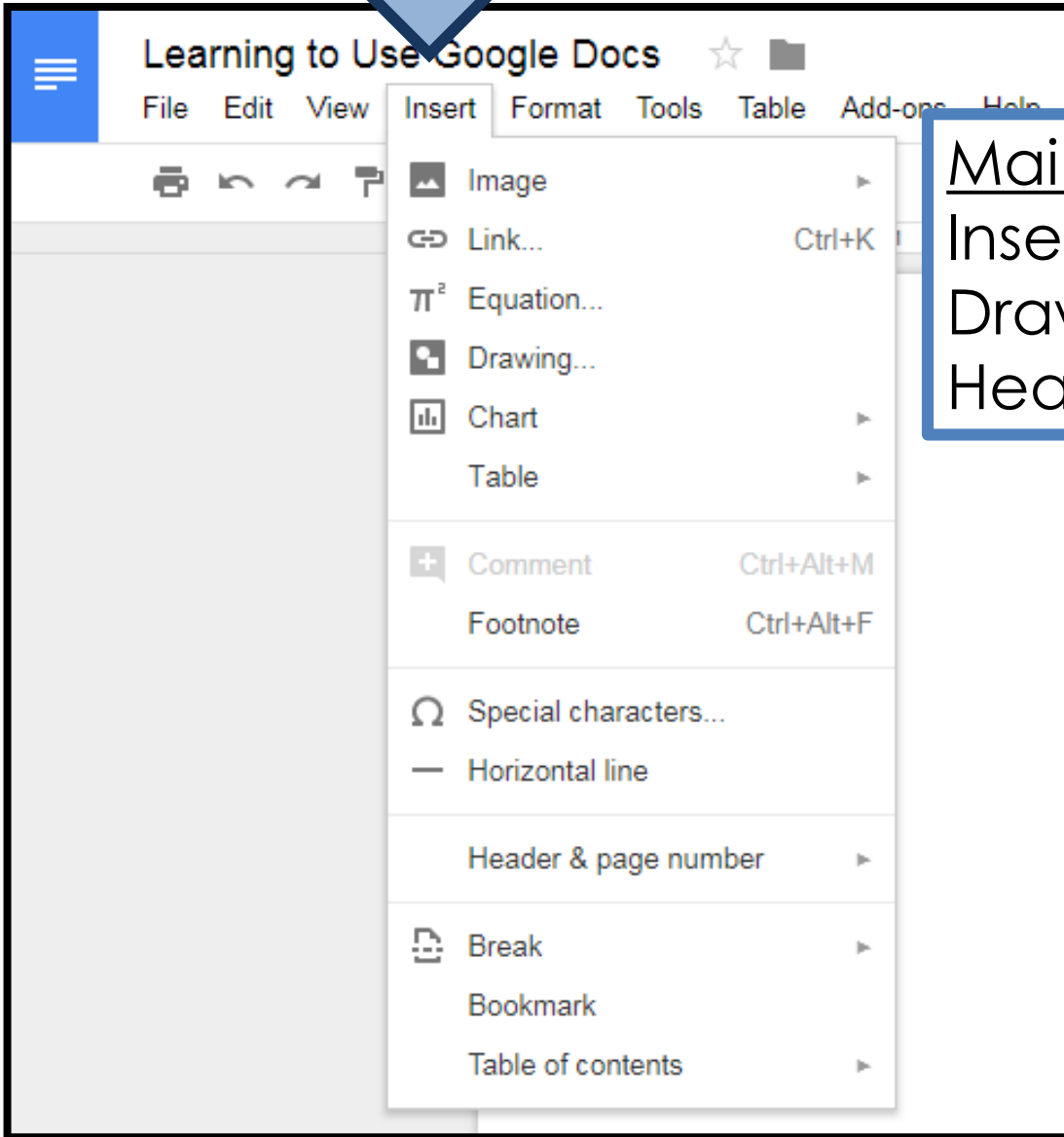
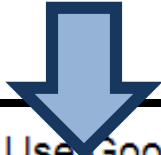
Main Functions
Undo, Redo, Paste
and Find and Replace

View



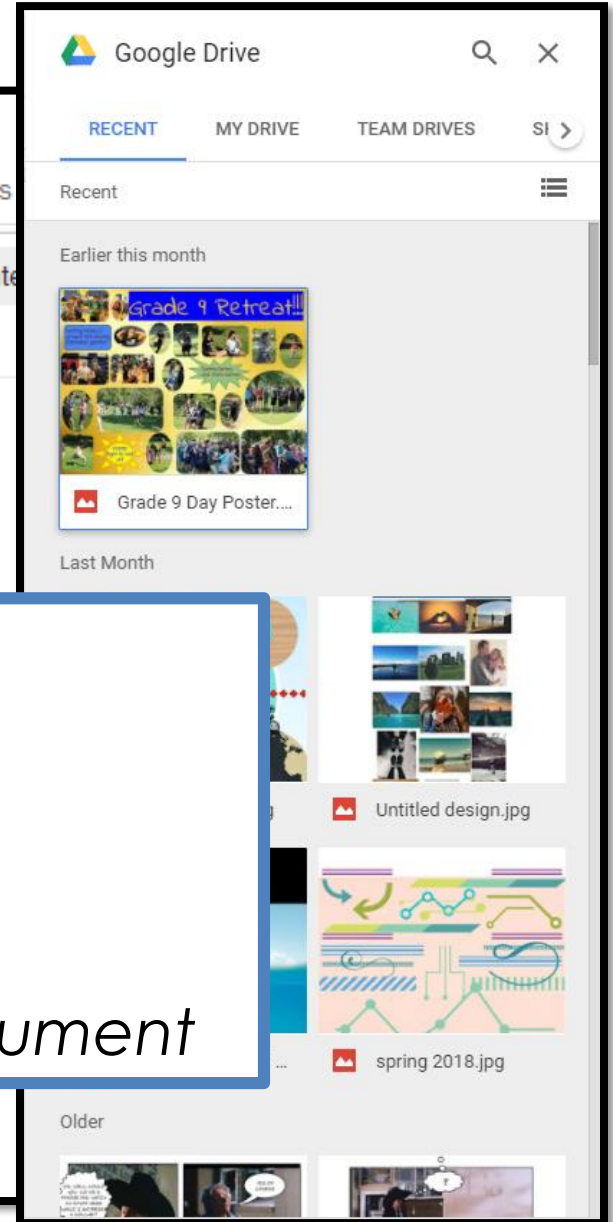
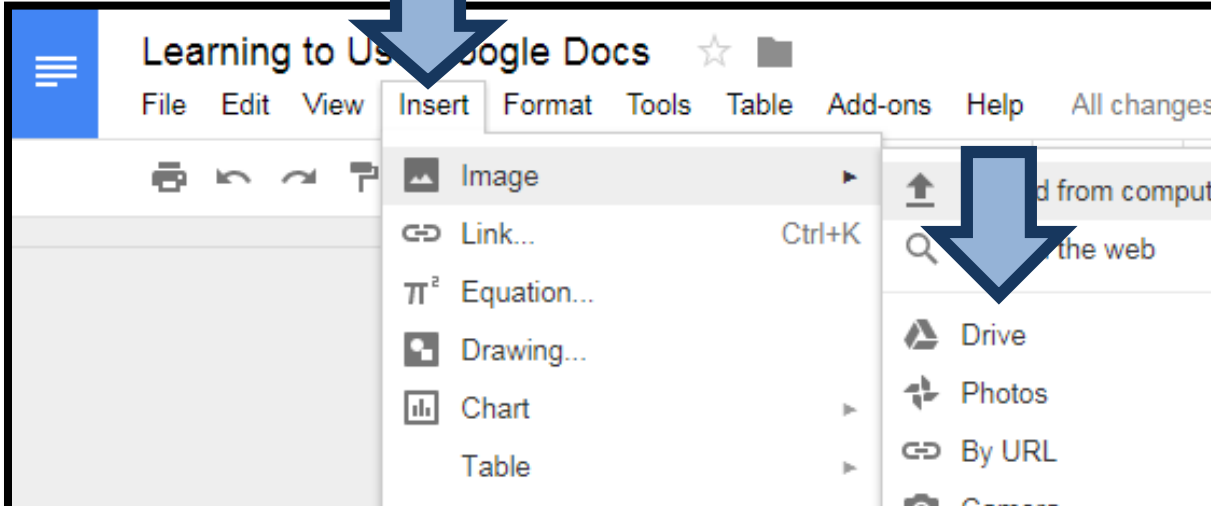
Main functions under this tab include Print layout, Mode and Full Screen

Insert



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

Insert – Image – From Drive



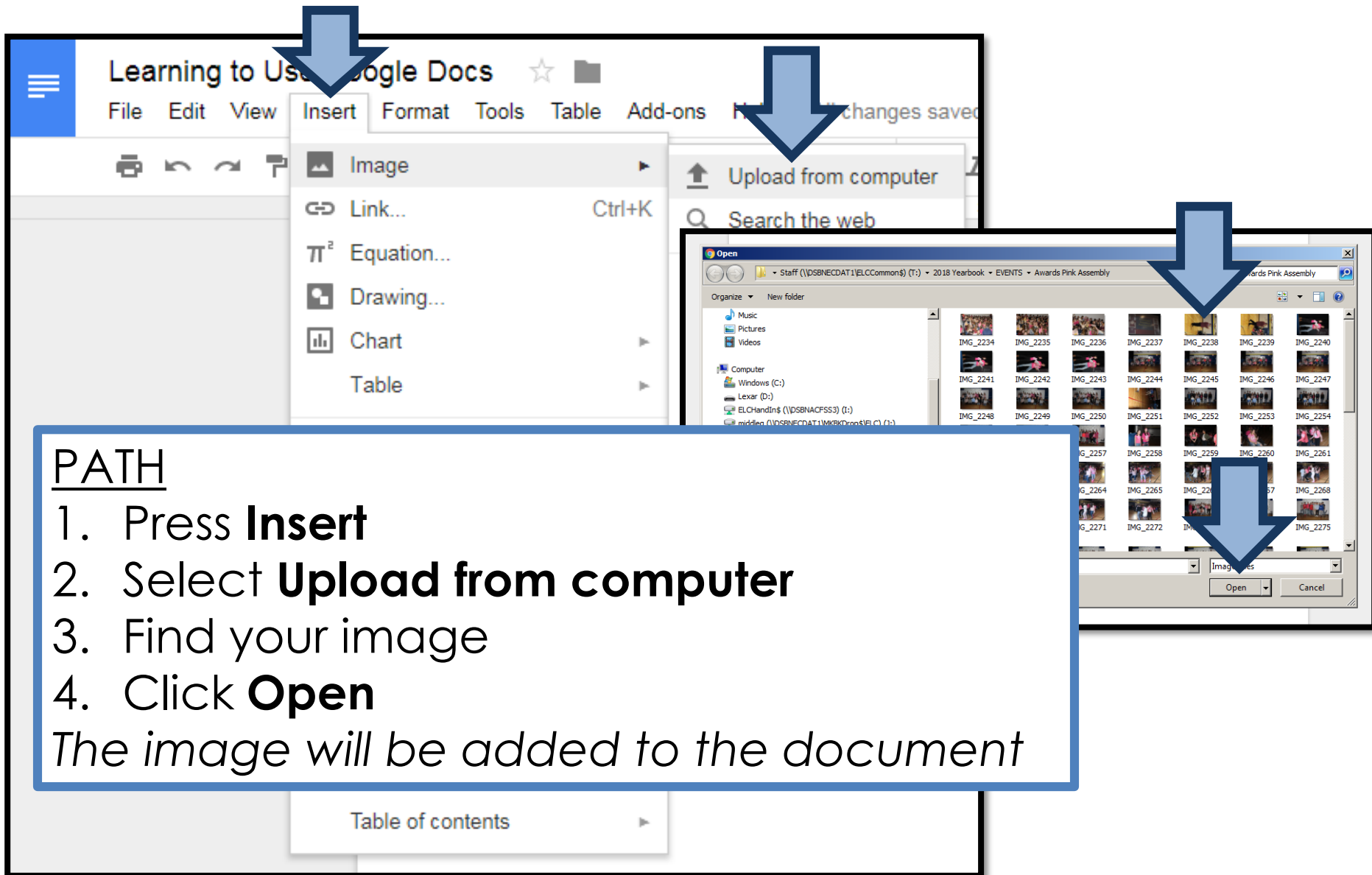
PATH

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

The image will be added to the document

Table of contents

Insert – Image – Upload From Computer



Learning to Use Google Docs

File Edit View Insert Format Tools Table Add-ons

Image

Link... Ctrl+K

Equation...

Drawing...

Chart

Table

Upload from computer

Search the web

Open

Staff (\\DSBNECDAT1\ELCCCommon\$) (T:) > 2018 Yearbook > EVENTS > Awards Pink Assembly

Organize New folder

Music

Pictures

Videos

Computer

Windows (C:)

Lexar (D:)

ELCHandIn\$ (\\DSBNECDAT1\MSK\Drop\$) (I:)

middle (\\DSBNECDAT1\MSK\Drop\$) (I:)

IMG_2234

IMG_2235

IMG_2236

IMG_2237

IMG_2238

IMG_2239

IMG_2240

IMG_2241

IMG_2242

IMG_2243

IMG_2244

IMG_2245

IMG_2246

IMG_2247

IMG_2248

IMG_2249

IMG_2250

IMG_2251

IMG_2252

IMG_2253

IMG_2254

IMG_2255

IMG_2256

IMG_2257

IMG_2258

IMG_2259

IMG_2260

IMG_2261

IMG_2262

IMG_2263

IMG_2264

IMG_2265

IMG_2266

IMG_2267

IMG_2268

IMG_2269

IMG_2270

IMG_2271

IMG_2272

IMG_2273

IMG_2274

IMG_2275

Images

Open

Cancel

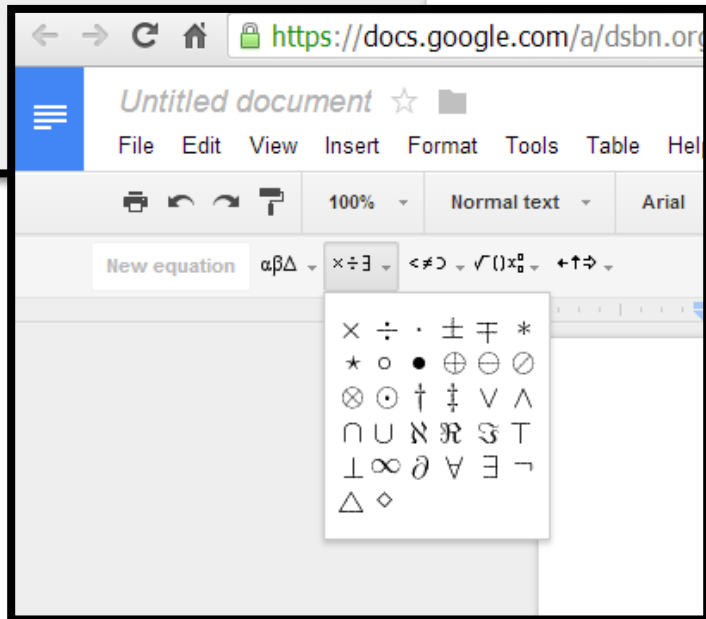
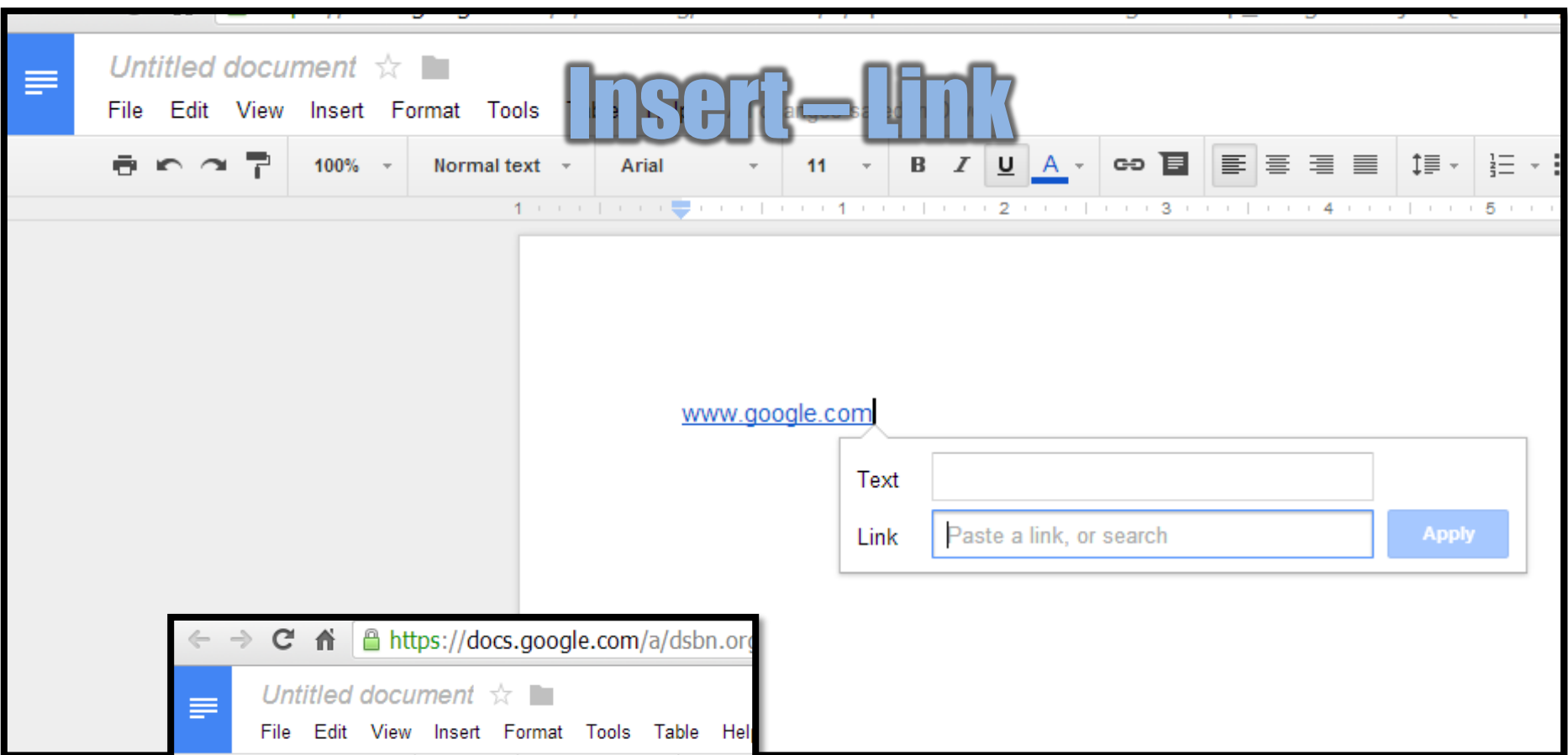
PATH

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

The image will be added to the document

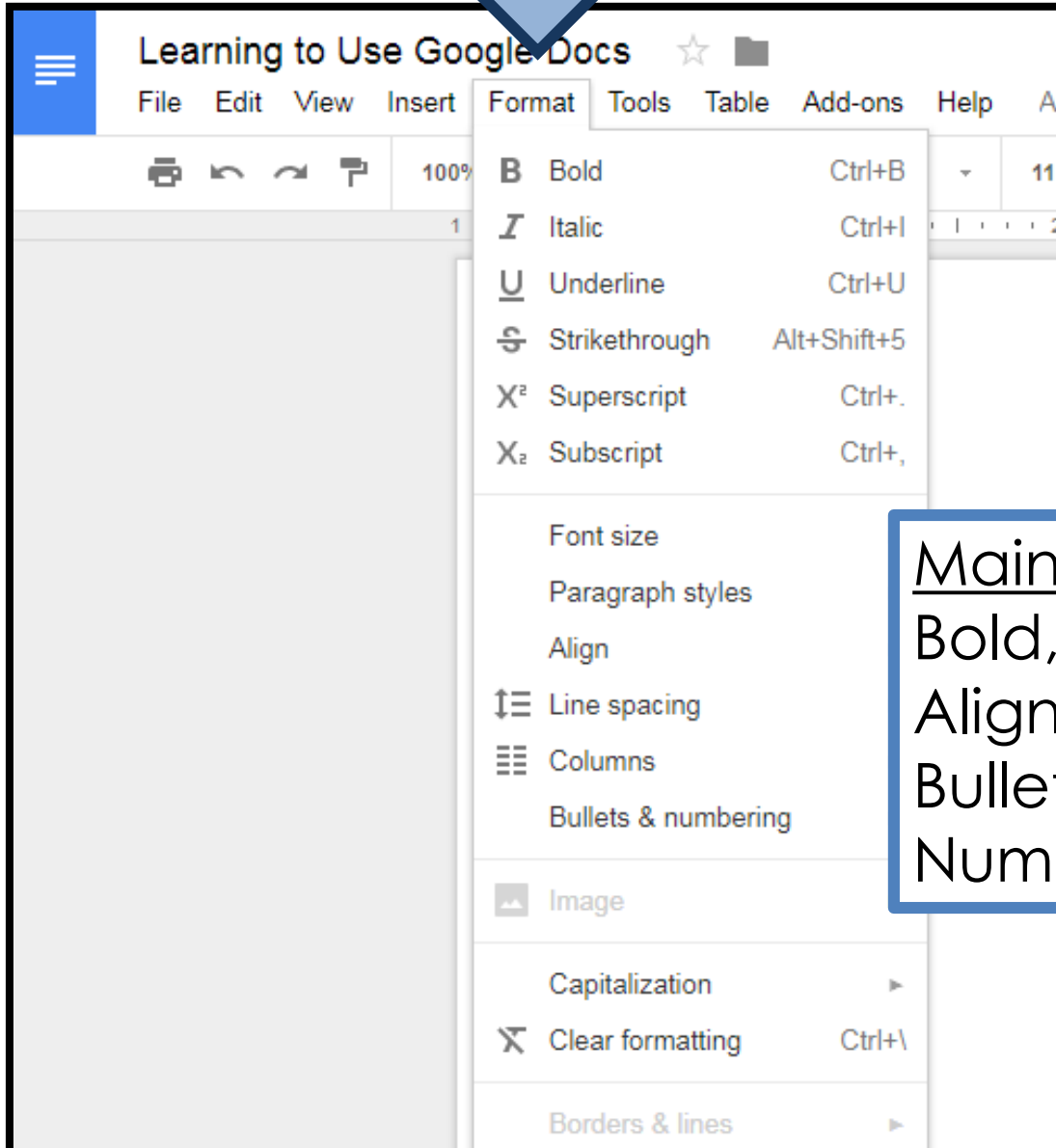
Table of contents

Insert – Link



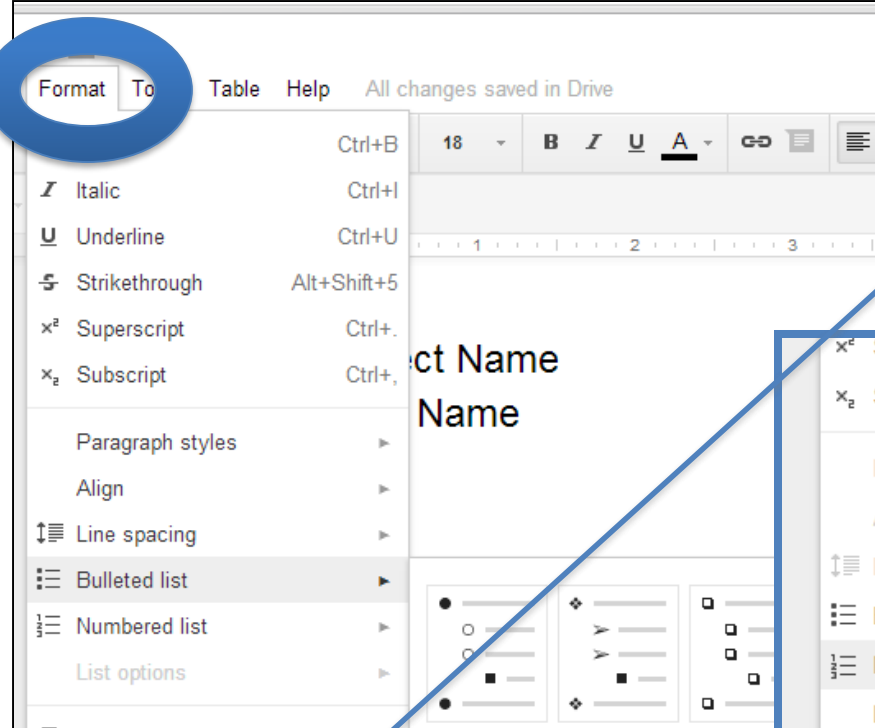
Insert – Equation

Format

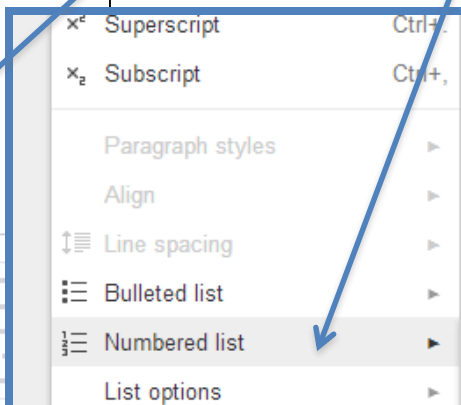


Main Functions
Bold, Italic, Underline,
Align, Line Spacing,
Bulleted List and
Numbered Lists

Bulleted and Numbered Lists



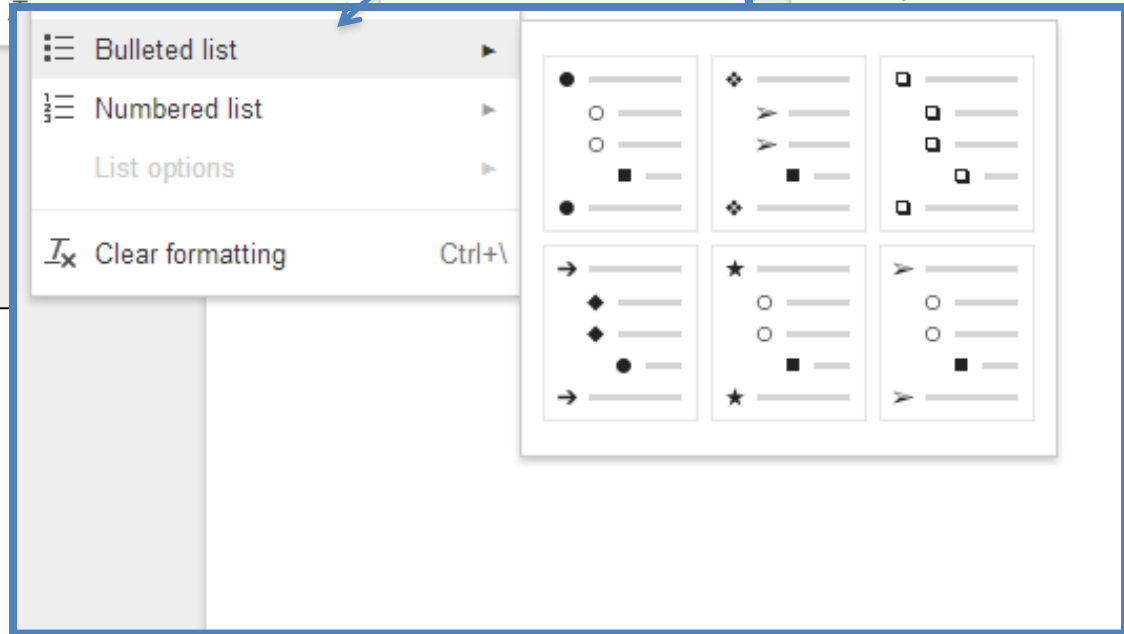
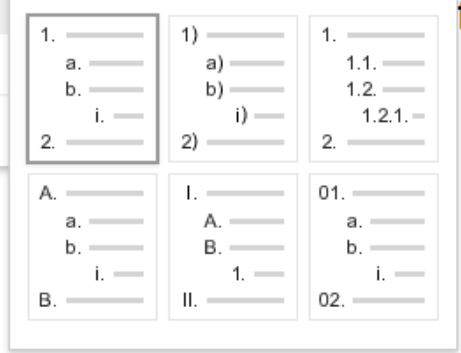
Object Name
Name



To Do List

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

ftth



Tools



Learning to Use Google Docs

File Edit View Insert Format Tools Table Add-ons Help [All changes saved in Drive](#)

- 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 Drive

Spelling
Word count
Review suggested edits Ctrl+Alt+C
Explore Ctrl
Dictionary
Keep notepad
Translate document...
Voice typing...
Script editor...
Preferences...

Two blue arrows point from the 'Tools' menu to the 'Dictionary' option and from the 'Dictionary' option to the dictionary popup window.

teachwithtech1@gmail.com

Comments Share

← Dictionary ×

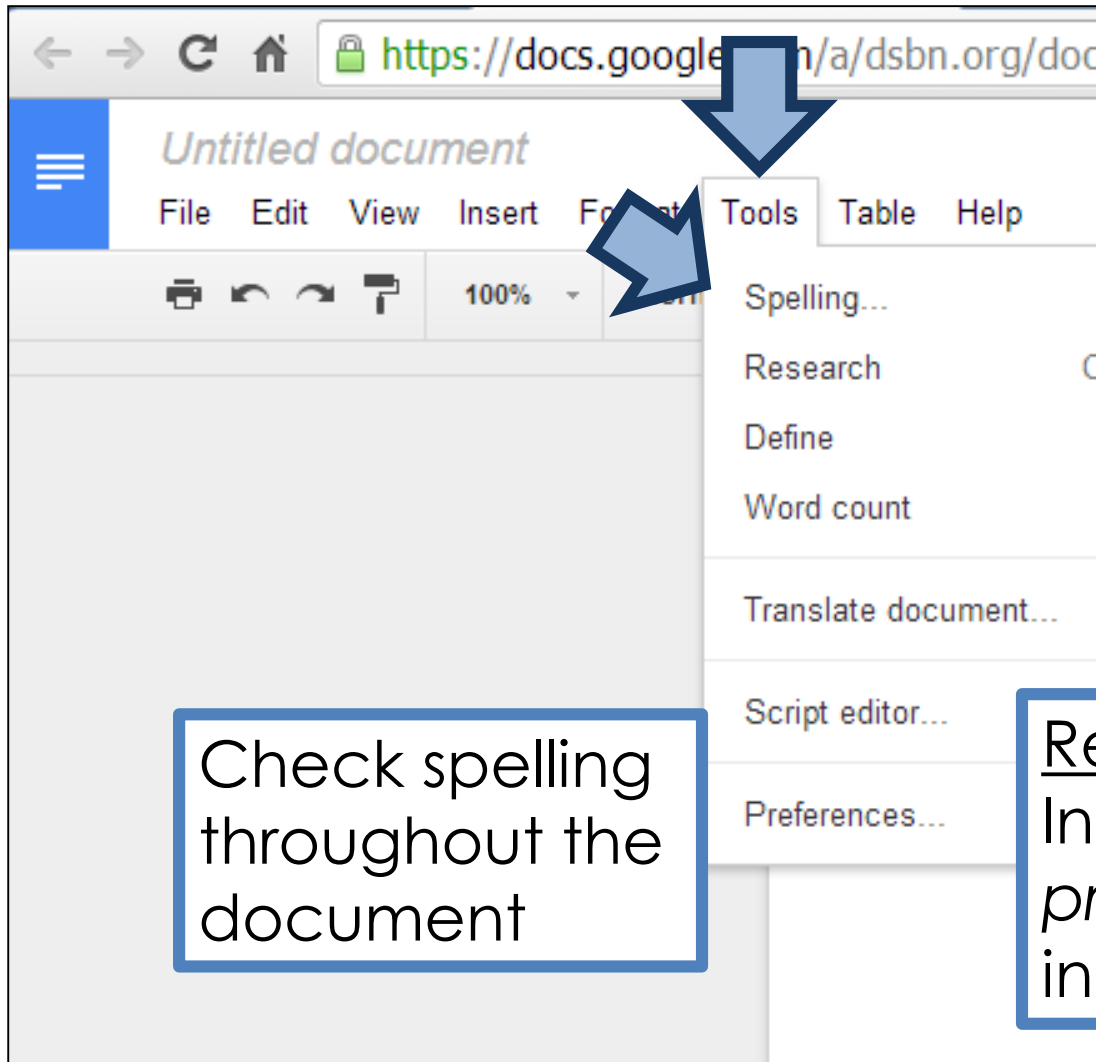
word processing

word processing

noun
noun: word processing noun: wordprocessing modifier noun: word-processing

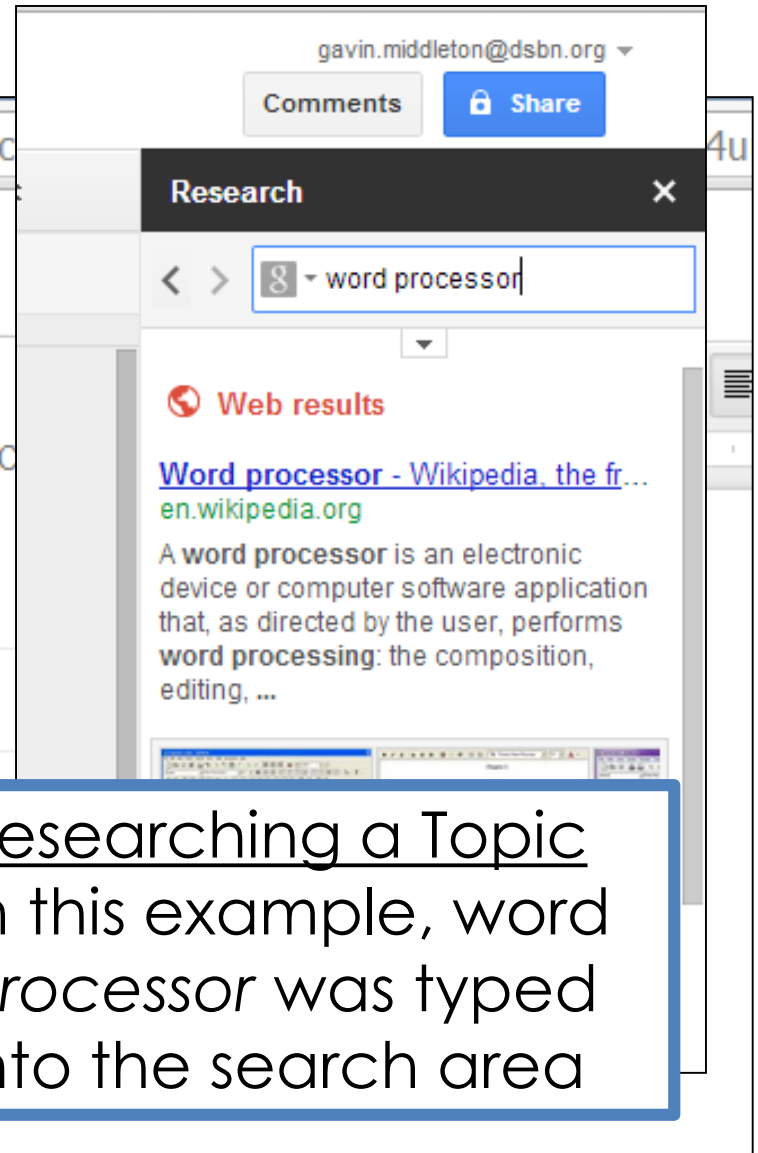
1. the production, storage, and manipulation of text on a computer or word processor.: "PCs used for word processing" "a basic word-processing package".

Spelling



A screenshot of the Google Docs web interface. The address bar shows a URL starting with 'https://docs.google.com'. The document title is 'Untitled document'. The menu bar includes 'File', 'Edit', 'View', 'Insert', 'Format', 'Tools', 'Table', and 'Help'. The 'Tools' menu is open, showing options: 'Spelling...', 'Research', 'Define', 'Word count', 'Translate document...', 'Script editor...', and 'Preferences...'. A blue arrow points from the 'Tools' menu to the 'Spelling...' option. Another blue arrow points from the 'Tools' menu to the 'Spelling...' option.

Check spelling throughout the document



A screenshot of a search window titled 'Research'. The search bar contains the text 'word processor'. Below the search bar, there are 'Web results'. The first result is 'Word processor - Wikipedia, the fr... en.wikipedia.org'. The description reads: 'A word processor is an electronic device or computer software application that, as directed by the user, performs word processing: the composition, editing, ...'. A blue box highlights the search bar and the first result.

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

Table



Learning to Use Google Docs

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

100% Normal text

1 4 5 6

Insert table

Insert row above

Insert row below

Insert column left

Insert column right

Delete row

Delete column

Delete table

Distribute rows

Distribute columns

Merge cells

Unmerge cells

Table p

5 x 4

Add a Table to your Document

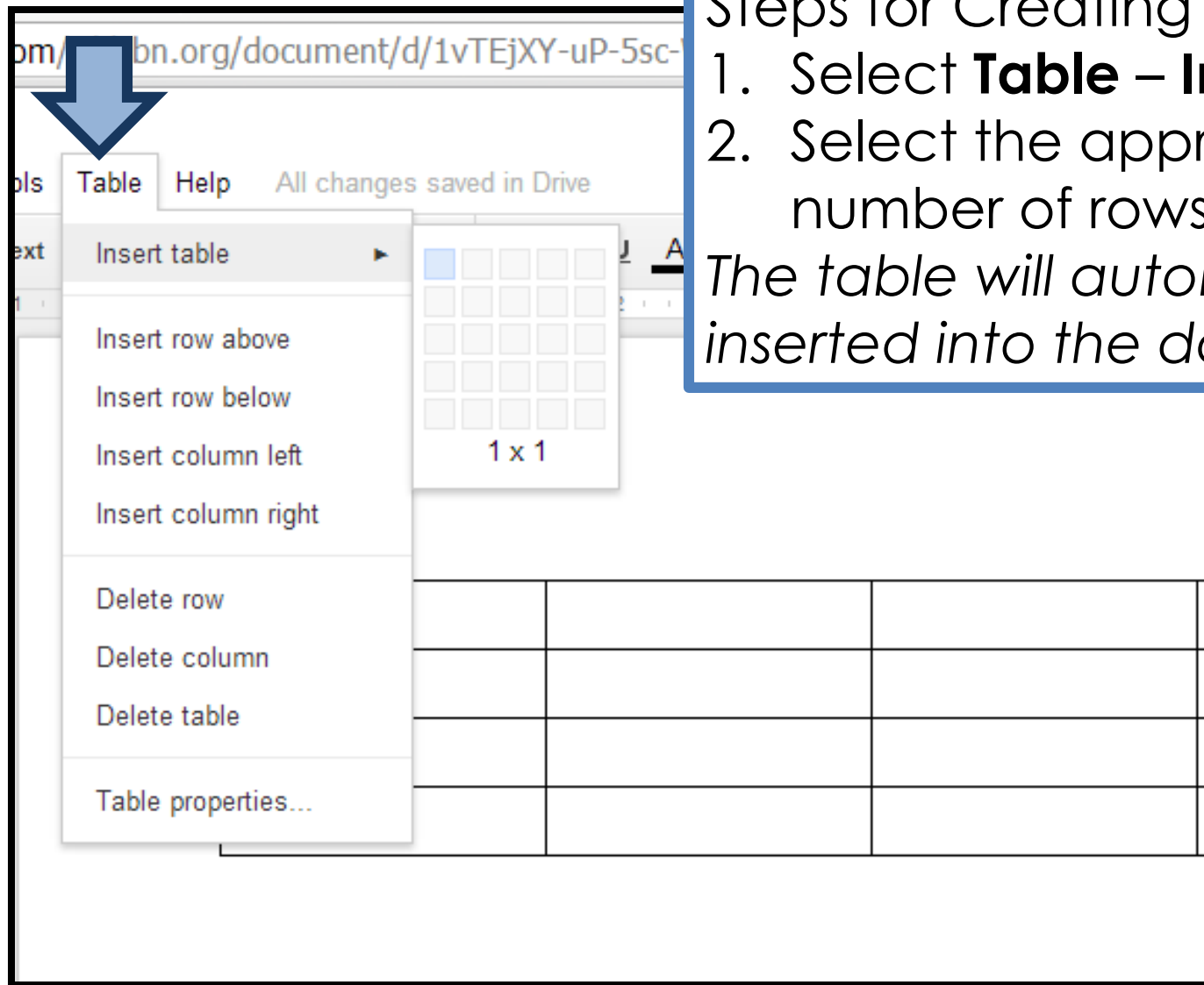
- Rows run horizontally
- Columns run vertically

Table

Steps for Creating a Table

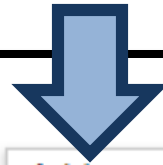
1. Select **Table – Insert Table**
2. Select the appropriate number of rows and columns

The table will automatically be inserted into the document



The screenshot shows a Google Docs interface with the 'Table' menu open. A blue arrow points to the 'Table' menu item. The menu options are: 'Insert table', 'Insert row above', 'Insert row below', 'Insert column left', 'Insert column right', 'Delete row', 'Delete column', 'Delete table', and 'Table properties...'. A small table grid is visible in the background, showing a 1x1 table with the text '1 x 1' below it. The main document area contains a 4x3 table.

Add-ons



Learning to Use Google Docs

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

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...

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

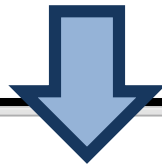
Help



The screenshot shows the Google Docs interface. At the top, the document title is "Learning to Use Google Docs". The menu bar includes "File", "Edit", "View", "Insert", "Format", "Tools", "Table", "Add-ons", and "Help". The "Help" menu is open, displaying a search box labeled "Search the menus (Alt+/)". Below the search box are the following options: "Docs Help", "Report a problem", "Report abuse/copyright", and "Keyboard shortcuts" with the shortcut "Ctrl+/" next to it. The main editing area is visible with a cursor at the beginning of a new line.

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

The image shows a Google Docs interface. At the top, the title bar reads "Untitled document" with a star icon and a folder icon. Below it is a menu bar with "File", "Edit", "View", "Insert", "Format", "Tools", "Table", "Help", and "All changes saved in Drive". The "Help" menu is open, displaying a search box with the placeholder text "Search the menus (Alt /)". Below the search box are several options: "Docs Help", "User Forum", "Google+ Community", "Report an issue", "Report abuse", and "Keyboard shortcuts" (with "Ctrl+/" next to it). A search results window is overlaid on the bottom right, featuring a "Search Help" input field, a magnifying glass icon, and a close button. The results are categorized under "SUGGESTED ARTICLES" and include links for "Edit and format a Google document", "Save your Google documents, spreadsheets, and presentations", "Page setup", "Find a useful template", and "Table of contents in documents". A "MORE" section follows, with a "Help Center" link and a "Send feedback" button.