



# Google Docs

Instructor Guide

EVALUATION ONLY

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## Set up: Practice Files

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Before diving into this course, it is important to add the practice files to your Google Drive so you can complete the hands-on exercises.

While there are a few lessons that cover collaborating with Docs, it is best for instructors and students to each upload their own copies of the practice files. This will ensure each person is able to follow along and make edits to the files without editing someone else's work.

### Objectives

Upload and Convert Practice Files

## Upload and Convert Practice Files

Most of the practice files are saved as Microsoft Word (.docx) files. This file format is simply a method for distributing the content and not intended for use in this course. We'll need to convert the documents to Google Docs files for use in this course.

### Commented [IG1]:

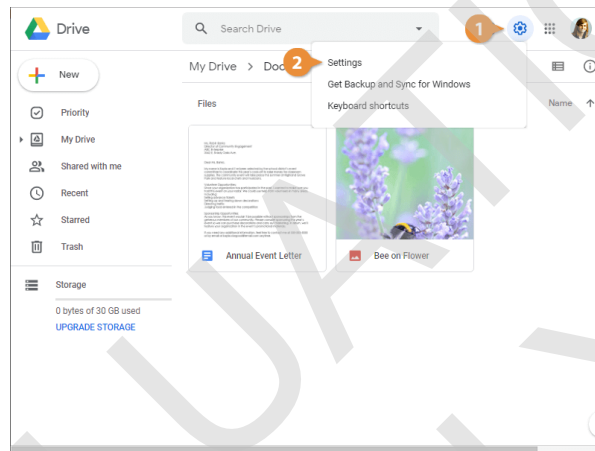
Make sure each student follows these instructions to set up their practice files.

## Update Google Drive File Conversion Settings

- 1 Click the **Settings** Icon in Google Drive.
- 2 Select **Settings**.
- 3 Click the **Convert uploaded files to Google Docs editor format** check box.
- 4 Click **Done**.

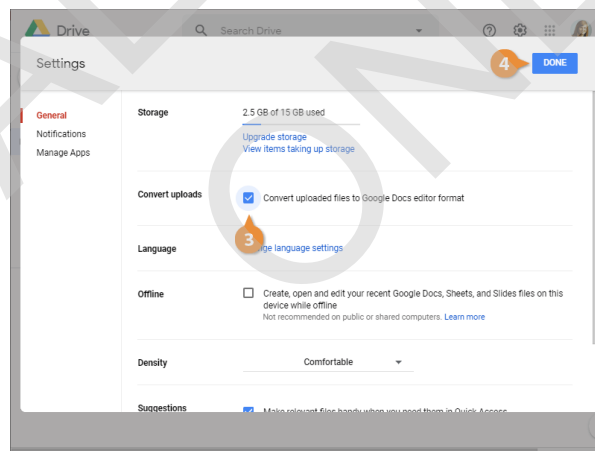
The setting is updated so files uploaded to Drive will now automatically convert to Google's format.

**Tip:** After the practice files are uploaded, update this setting to turn off automatic conversion upon upload.



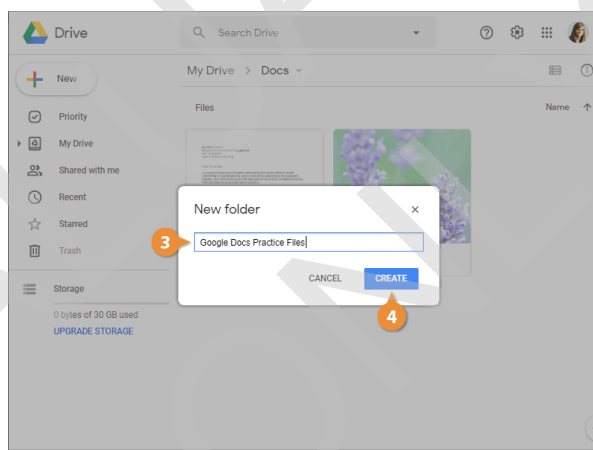
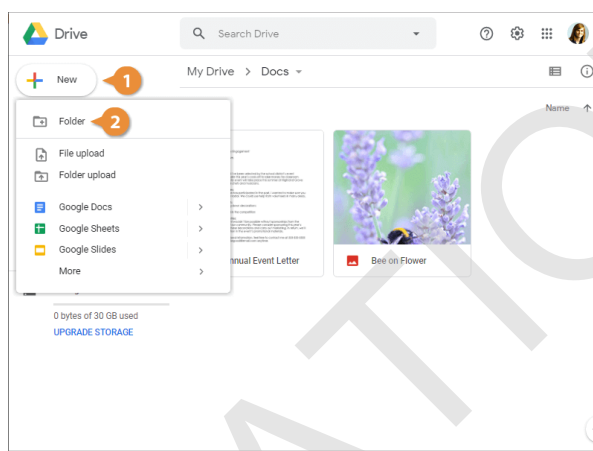
### Commented [IG2]:

1. Click the Settings Icon in the upper-right of Google Drive.
2. Select Settings.
3. Click the Convert uploaded files to Google Docs editor format check box.
4. Click Done.



## Create and Open a Practice Folder

- 1 Click the **New** button.
- 2 Select **Folder**.
- 3 Enter a name for the folder.
- 4 Click **Create**.
- 5 Double-click the new folder to open it.



### Commented [IG3]:

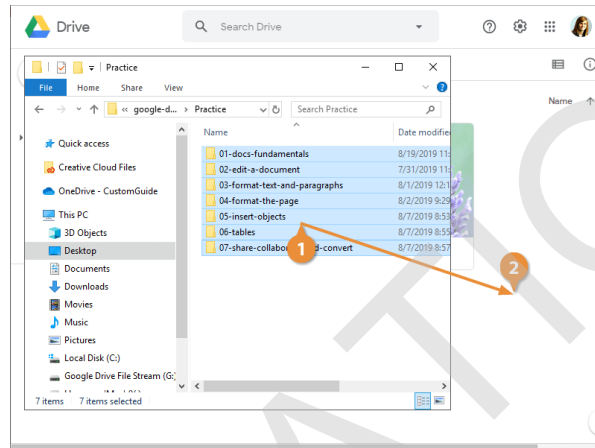
1. Click the New button.
2. Select Folder.
3. Enter a name for the folder, such as Google Docs Practice Files.  
If you're adding these files to a shared folder, you'll want to instruct students to make their folder name unique by adding their name, initials, or ID.
4. Click Create.
5. Double-click the folder you just created to open it.

## Upload Practice Files

- 1 Select all of the modules' practice folders in File Explorer.
- 2 Click and drag the folders to the **Drop files here** zone in your newly created Google Drive folder.

The files are uploaded and converted to Google's format.

**Note:** Windows may create a desktop.ini file in each of the module folders that holds folder customization information. These files aren't necessary for this course and can be deleted or simply ignored.



### Commented [IG4]:

1. Navigate to where the Practice files are saved on your computer (e.g. File Explorer or Finder).
2. Select all of the modules' practice folders.
3. Click and drag the folders to the Drop files here zone in Google Drive.

It may take a moment for all of the files to upload.

To ensure future lessons work as expected, update Google Drive's Convert uploads setting to turn off automatic file conversion.

# Docs Fundamentals

---

Google Docs is an online word processor with a lot of features to help you create professional documents. With so many features, though, it can be pretty daunting at first.

In this module, you'll learn the fundamentals of using Google Docs, such as how to create, open, and manage documents. You'll also learn how to print documents and how to get help in Google Docs.

## Objectives

- Create Documents
- Open a Document
- File Management
- Print Documents
- Get Help

## Create Documents

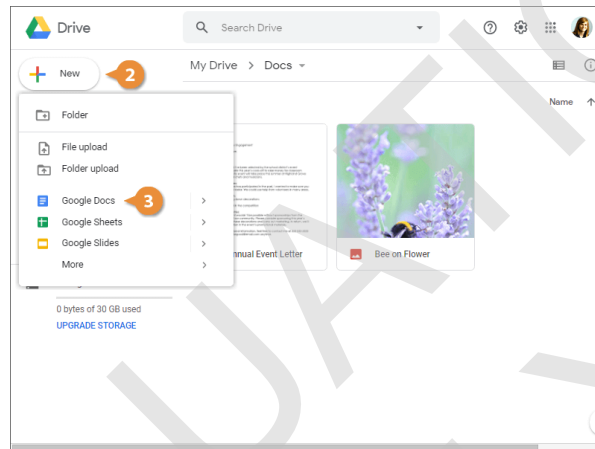
**Commented [IG5]:**  
Practice File: None.

Creating a new document is one of the most basic commands you need in Google Docs. You can create a new blank document, or you can create a new document based on a template.

### Create a Blank Document

- 1 Open a folder in Google Drive.
- 2 Click the **New** button.
- 3 Select **Google Docs**.

A new blank document is created.

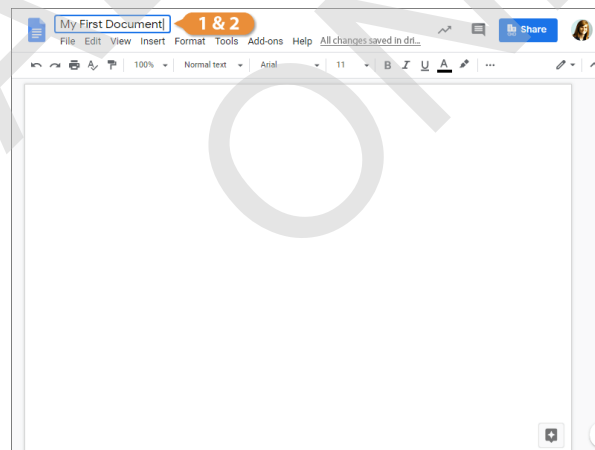


**Commented [IG6]:**  
1. Open one of your folders in Google Drive.  
2. Click the New button at the top left of the page.  
3. Select Google Docs.

### Name a Document

- 1 Click in the name field above the document.
- 2 Type a new name, then press **Enter**.

The file is renamed.



**Commented [IG7]:**  
1. Click the name field at the top of the document.  
2. Type "My First Document" and press the Enter key.

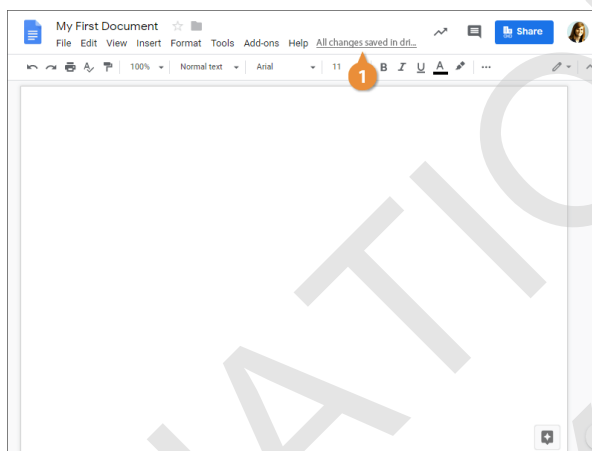
## Save and Close

Now that you've created and named the document, you're free to start working in it.

- 1 Make sure that changes have been automatically saved.

As long as you're connected to the internet, Google Docs will automatically save your work.

- 2 Close the browser tab.



### Commented [IG8]:

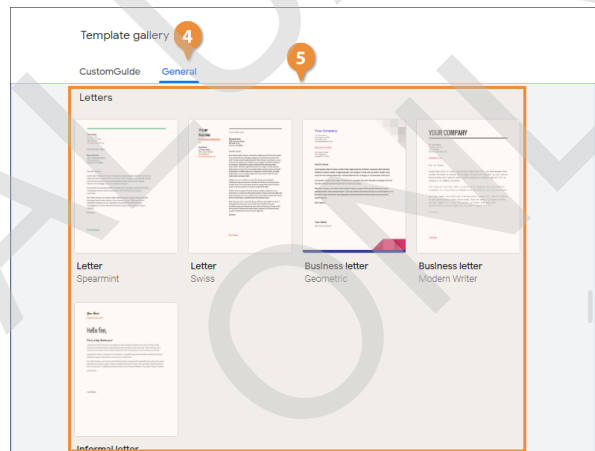
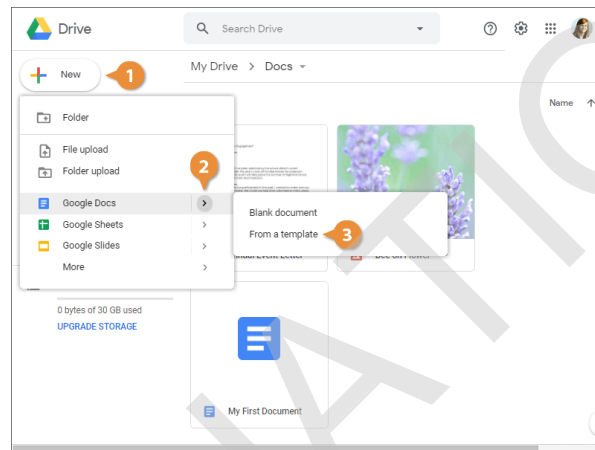
1. Make sure that changes have been automatically saved.
2. Close the browser tab.

## Create a Document from a Template

You can also create a document from a premade template instead of creating one from scratch. Google Docs has templates for several different types of documents, such as brochures, newsletters, and resumes.

- 1 Click **New**.
- 2 Click the **>** next to Google Docs.
- 3 Select **From a template**.
- 4 The Template gallery appears, with tabs that sort templates into two groups. The first tab is for templates you, or others in your organization, have submitted. The second tab is for built-in templates.
- 5 Select a template gallery.
- 6 Select a template.

A new document from the template is created. Now, just fill in the placeholders.



### Commented [IG9]:

1. Return to the same Drive folder from the start.
2. Click the New button.
3. Click the arrow next to Google Docs.
4. Select From a template.
5. Click the General tab.
6. Select a Letters template, Spearmint, for example.

## Open a Document

**Commented [IG10]:**  
Practice File: 02-open-a-document

Opening a file lets you resume working on a document that you have saved from earlier or that someone else has created and shared with you.

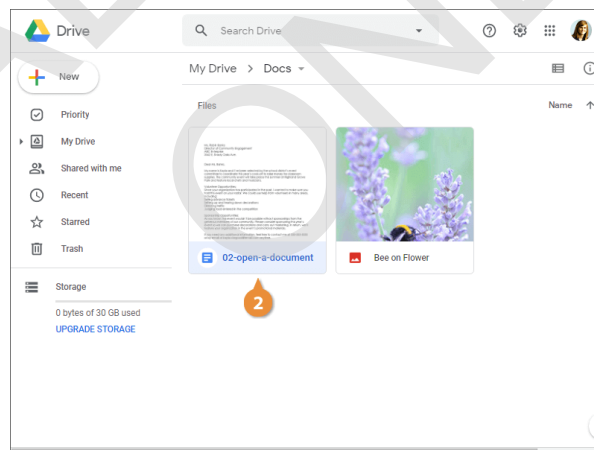
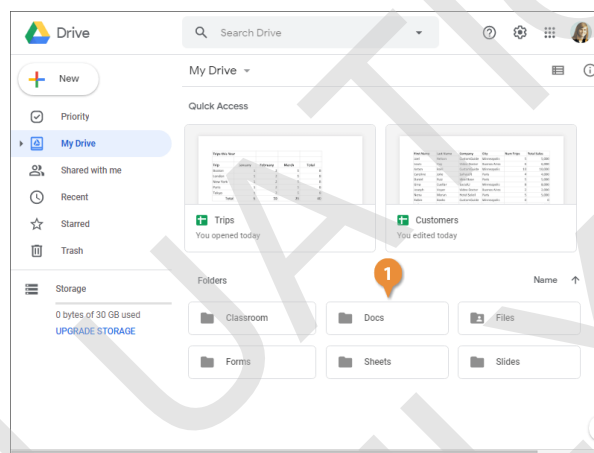
### Open a Document from Google Drive

You can open Google Docs files from within a Google Drive window.

- 1 Navigate to the folder with the document you want to open.
- 2 Double-click the document.

The document opens in its own tab.

**Commented [IG11]:**  
1. Navigate to the Google Docs Practice Files folder in Google Drive and double-click the 01-docs-fundamentals folder.  
2. Double-click the 02-open-a-document file.

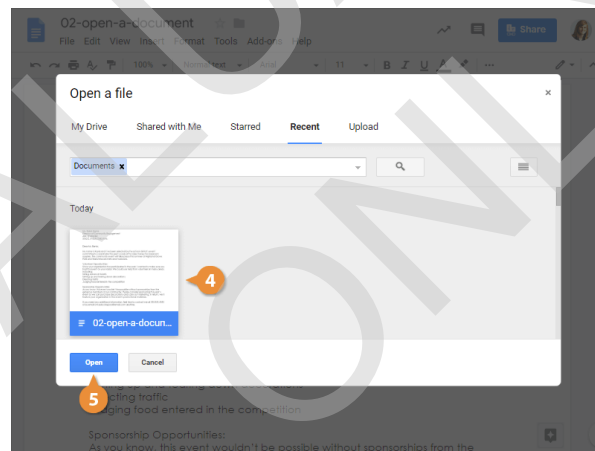
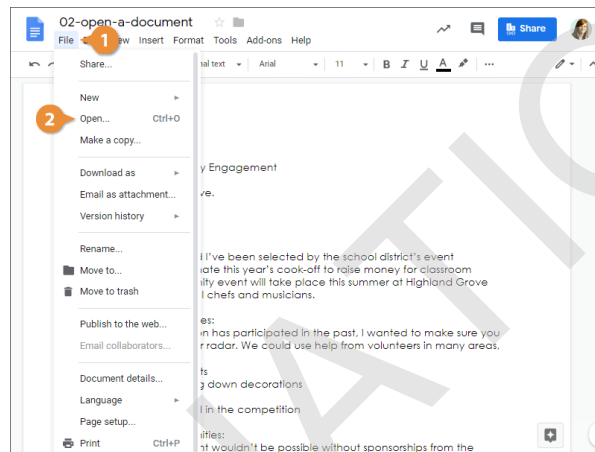


## Open a Document from Google Docs

If you don't have a Google Drive tab open, you can browse for and open documents from within a Google Docs window.

- 1 Click **File** on the menu bar.
- 2 Select **Open**.  
A dialog box opens, where you have a few ways to find a document to open.
  - Search for a file name in the search field.
  - Browse through the folders in your Google Drive.
  - Click a tab to view your Shared With Me, Starred, or Recent files.
- 3 Navigate to (or search for) a document.
- 4 Select a document.
- 5 Click **Open**.

The selected document opens in its own tab.



### Commented [IG12]:

1. With the 02-open-a-document file still open, click the File tab on the menu bar.
2. Select Open.
3. Navigate to and double-click the Google Docs Practice Files folder.
4. Select the 02-open-a-document document.
5. Click Open.

## File Management

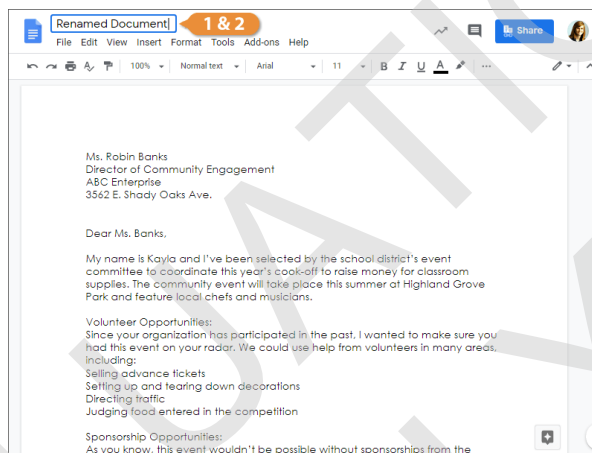
**Commented [IG13]:**  
Practice File: 03-file-management

As you work with Google Docs, at some point you will need to do some document management to keep your documents organized. Normally you manage your documents in Google Drive, but you can also do some basic document management inside Docs as well.

### Rename a Document

- 1 Click the document name near the top of the screen.
- 2 Edit the document name.
- 3 Press **Enter**.

Even if you change a document's name, its URL stays the same, so anyone you might have shared the document with won't lose their access to it.



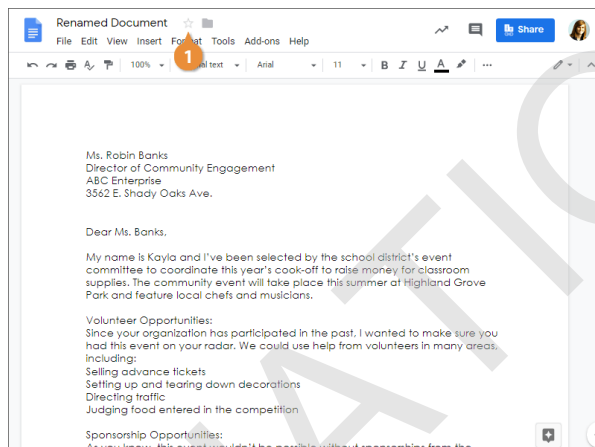
**Commented [IG14]:**  
1. Click the 03-file-management name at the top of the screen.  
2. Type "Renamed Document".  
3. Press the Enter key.

## Star a Document

If you're working with a lot of documents, you can mark some documents as more important than others.

- 1 Click the **star** icon next to the document name.

**Tip:** To remove any starred documents, simply click the star again.



### Commented [IG15]:

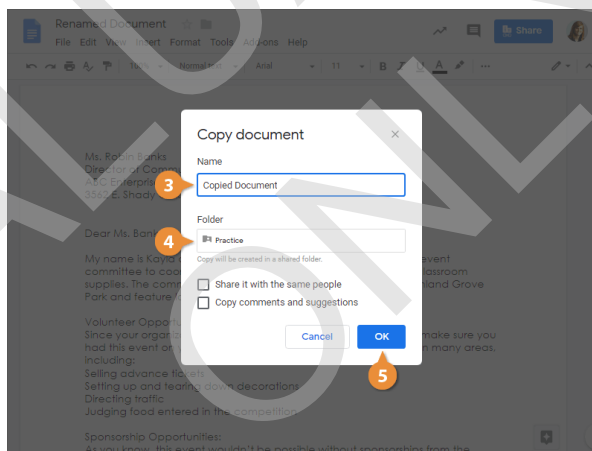
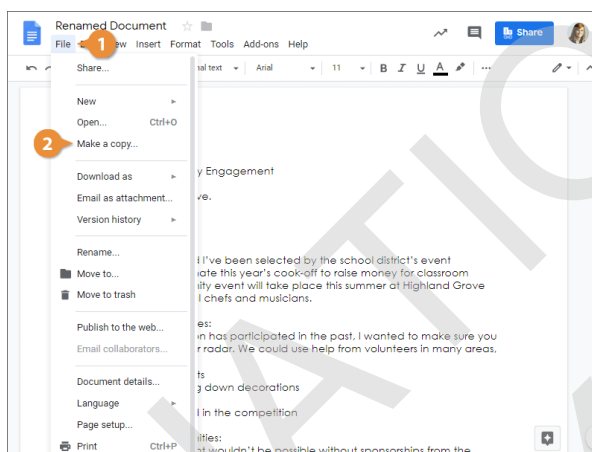
1. Click the star icon next to the document name.

## Copy a Document

If you want to use some of the content from an existing document to create a new document, you can create a copy.

- 1 Click **File** from the menu bar.
- 2 Select **Make a copy**.
- 3 Enter a **Name** for the copied document.
- 4 (Optional) Specify the **Folder** where you want to save the copied document.
- 5 Click **OK**.

Google creates and displays the copied document.



### Commented [IG16]:

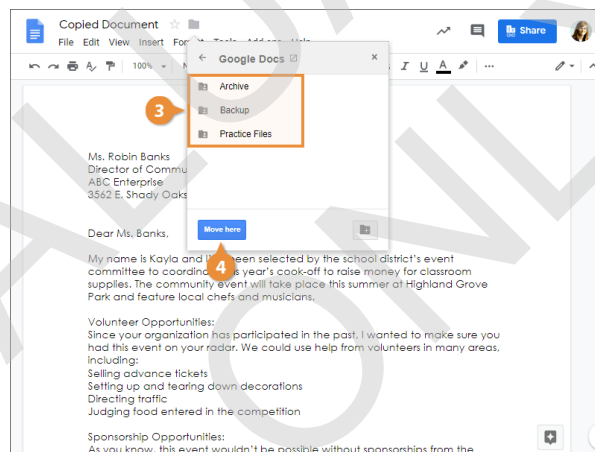
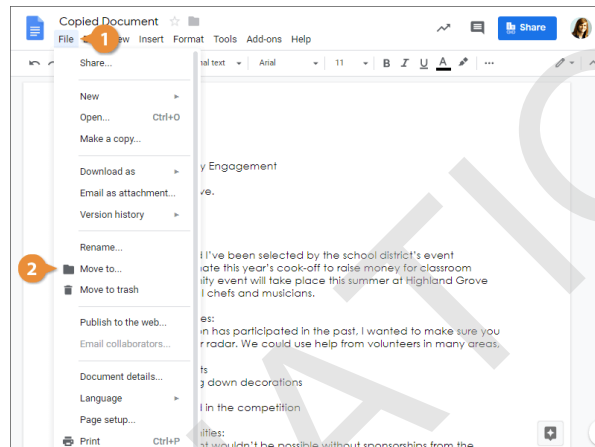
1. Click File in the menu bar.
2. Select Make a copy.
3. Type "Copied Document" in the Name field.
4. Specify the folder where you want to save the copied document, if desired.
5. Click OK.

## Move a Document

You can also move a document to a new folder in Google Drive.

- 1 Click **File** from the menu bar.
- 2 Select **Move to**.
- 3 Navigate to the desired folder.
- 4 Click **Move here**.

**Tip:** You can also move documents by clicking the folder icon next to the document name.



### Commented [IG17]:

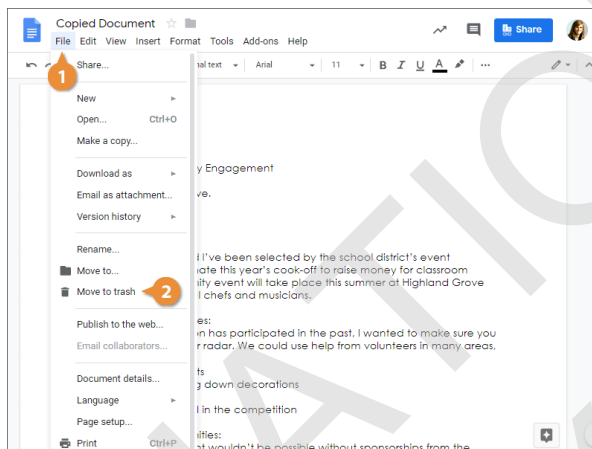
1. Click File on the menu bar.
2. Select Move to.
3. Navigate to the folder where you want to move the document.
4. Click Move here.

## Delete a Document

Finally, you can delete a document if you no longer need it.

- 1 Click **File** from the menu bar.
- 2 Select **Move to trash**.

Google deletes the document and moves it to the trash in Google Drive.



### Commented [IG18]:

1. Click File from the menu bar.
2. Select Move to trash.

# Print Documents

Commented [IG19]:  
Practice File: 04-print-documents

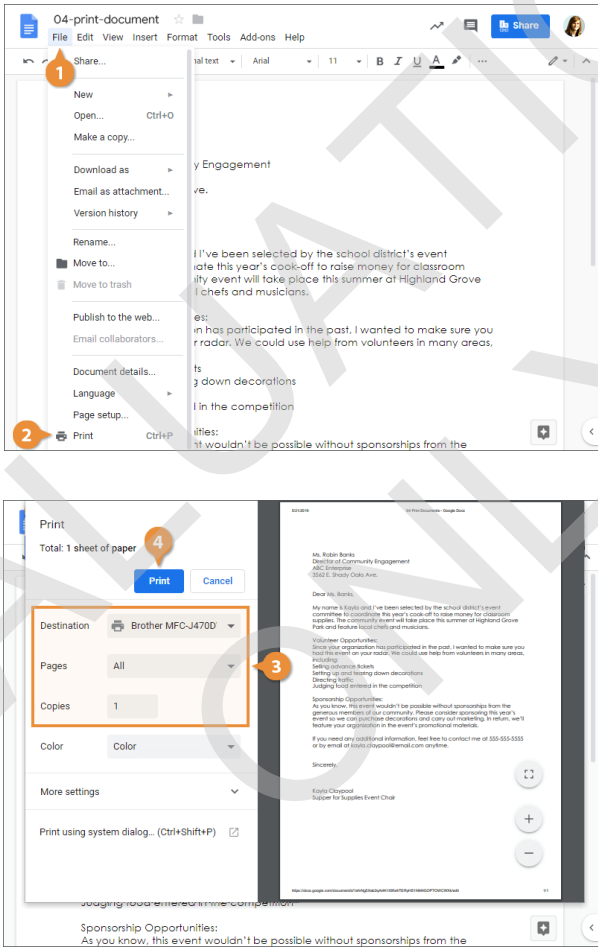
Once you've created a document and your computer is connected to a printer, you can print a copy. Before you do this, it's a good idea to preview how it's going to look.

## Print a Document

- 1 Click **File**.
- 2 Select **Print**.
- 3 The Print screen shows a preview of the file and some printing options.
- 4 Specify any print options:
  - Destination
  - Pages
  - Copies
- 4 Click **Print**.

The document is sent to the printer.

Commented [IG20]:  
1. Click File.  
2. Select Print.  
3. Specify your desired print options.  
4. Click Print.



| Print Settings         |                                                                                                            |
|------------------------|------------------------------------------------------------------------------------------------------------|
| <b>Pages</b>           | Print the whole document, a certain page, a page range, or a mix of pages and ranges (e.g. 1-5, 8, 11-13). |
| <b>Paper Size</b>      | Select the size of paper you're printing on.                                                               |
| <b>Pages per sheet</b> | Arrange multiple pages on a single sheet.                                                                  |
| <b>Margins</b>         | Adjust the margins between the edge of the page and the text.                                              |
| <b>Scale</b>           | Adjust the scale to make the content on the page larger or smaller when printed.                           |

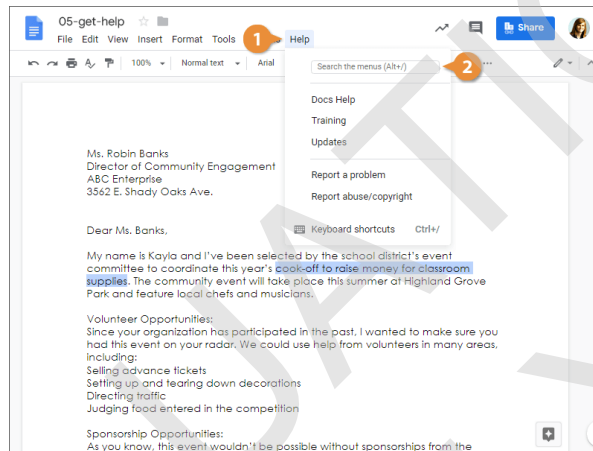
## Get Help

**Commented [IG21]:**  
Practice File: 05-get-help

Google Docs has a lot of commands—so many that it can sometimes be challenging to remember what they all are. Fortunately, you can easily search for Help for any menu item.

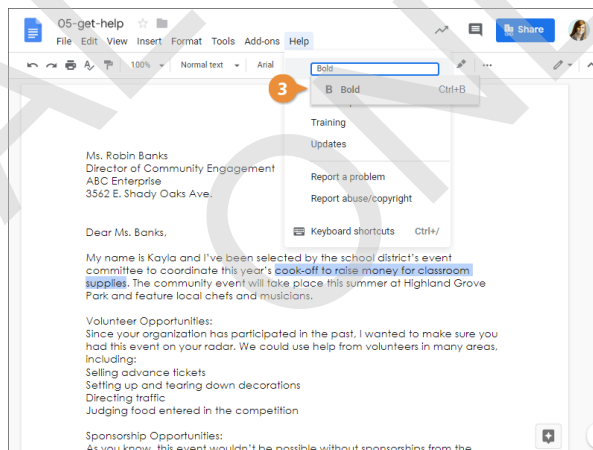
### Search for a Command

- 1 Click **Help** from the menu bar.
- 2 Type the command you're looking for in the **Search the menus** field.
- 3 Click the desired command.



**Commented [IG22]:**

1. Select a phrase of text in the document.
2. Click Help from the menu bar.
3. Type, "Bold" in the Search the menus field.
4. Click Bold.

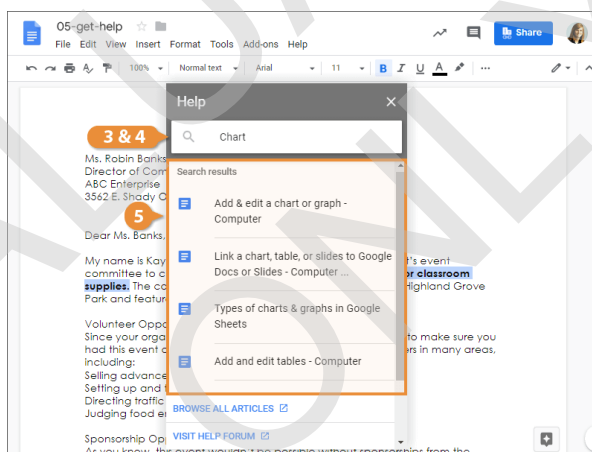
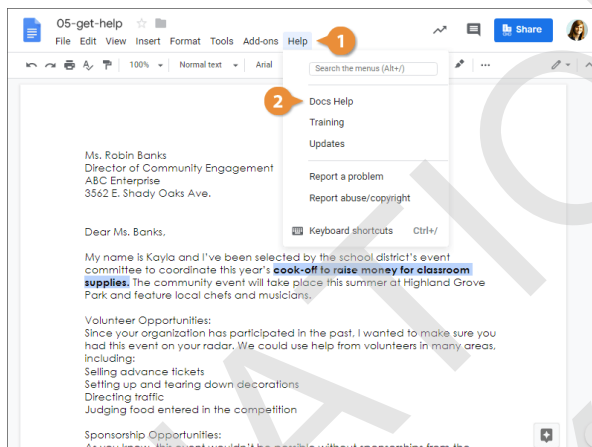


## Search Help Topics

You can also use Help to search for basic instructions.

- 1 Click **Help** from the menu bar.
- 2 Select **Docs Help**.
- 3 Type a keyword in the **Search Help** field.
- 4 Press **Enter**.
- 5 Select the desired help topic.

Google displays the help topic.



### Commented [IG23]:

1. Click Help on the menu bar.
2. Select Docs Help.
3. Type "Chart" in the Search Help field.
4. Press the Enter key.
5. Select the Link a chart, table, or slides to Google Docs or Slides topic.