



Google Docs

EVALUATION ONLY

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Set up: Practice Files

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

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Upload and Convert Practice Files

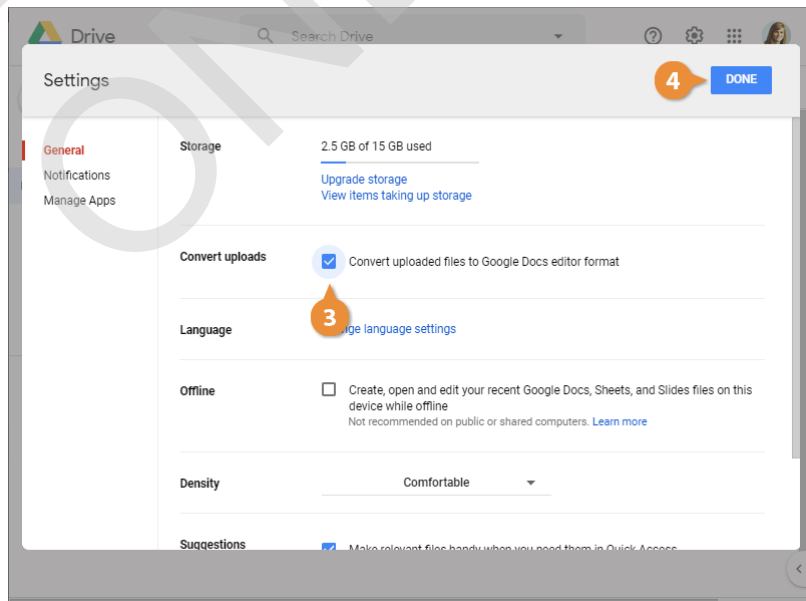
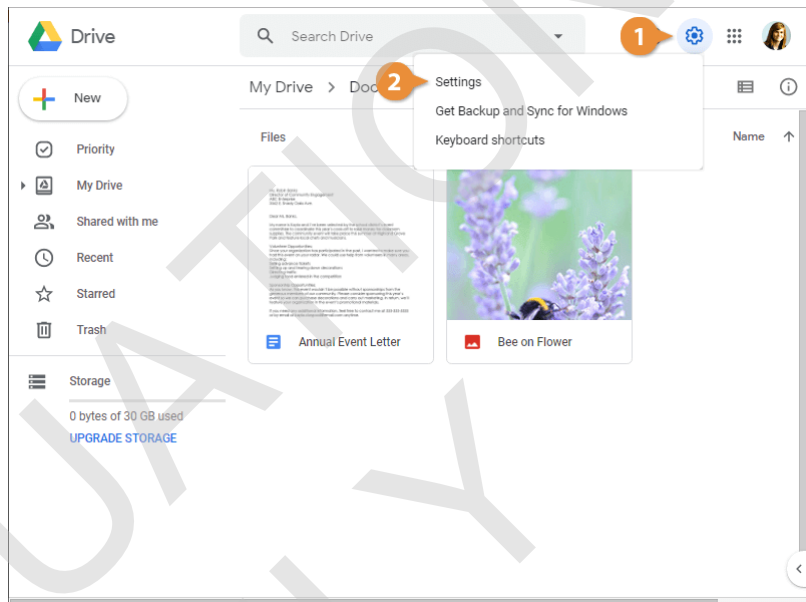
Most of the practice files are saved as Microsoft Word (.docx) files. This file format is simply a method for distributing the content and not intended for use in this course. We'll need to convert the documents to Google Docs files for use in this course.

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**.

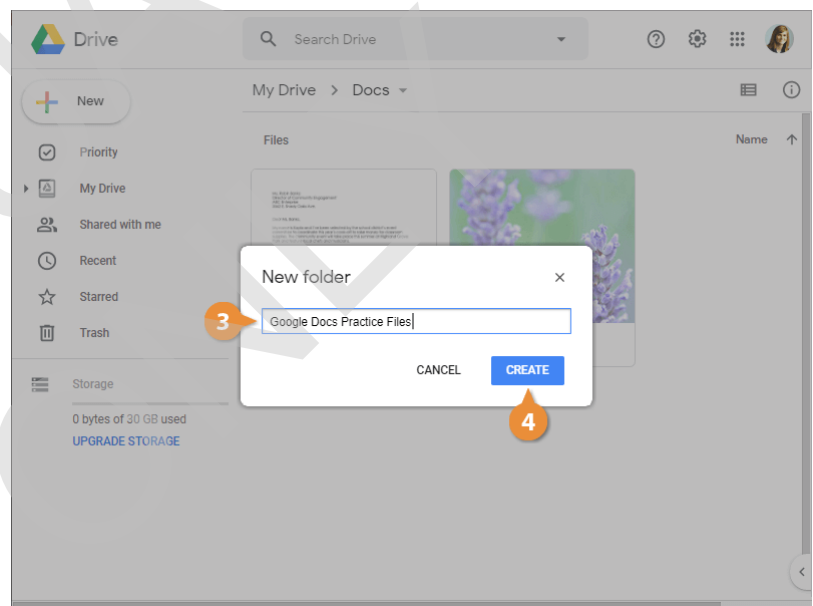
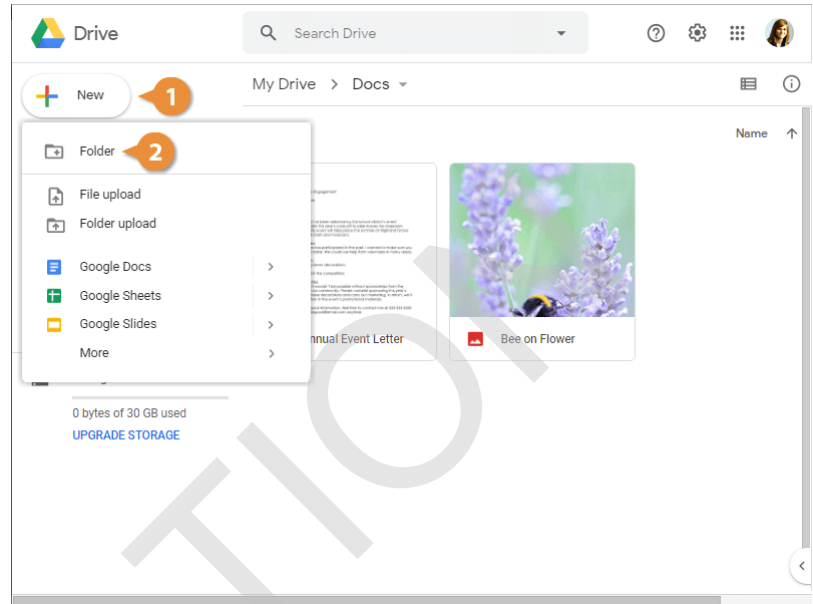
The setting is updated so files uploaded to Drive will now automatically convert to Google's format.

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



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.

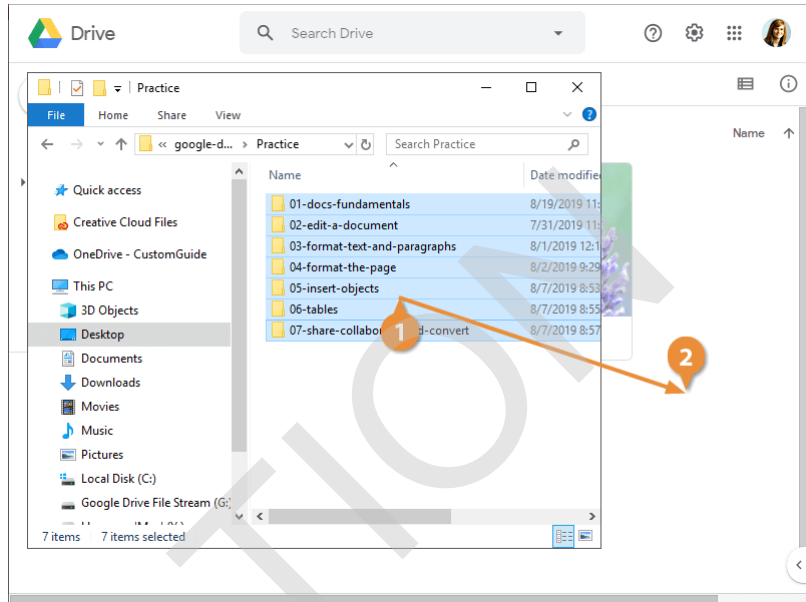


Upload Practice Files

- 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.



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

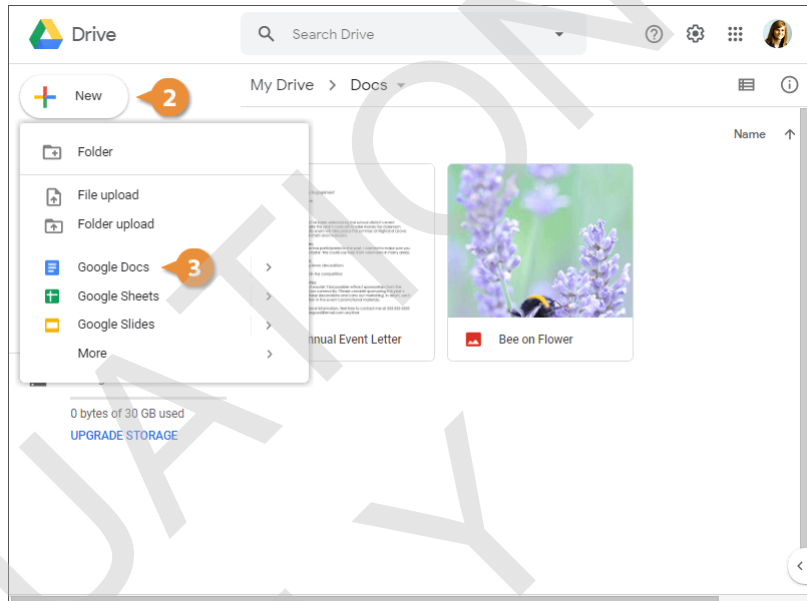
Create Documents

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**.

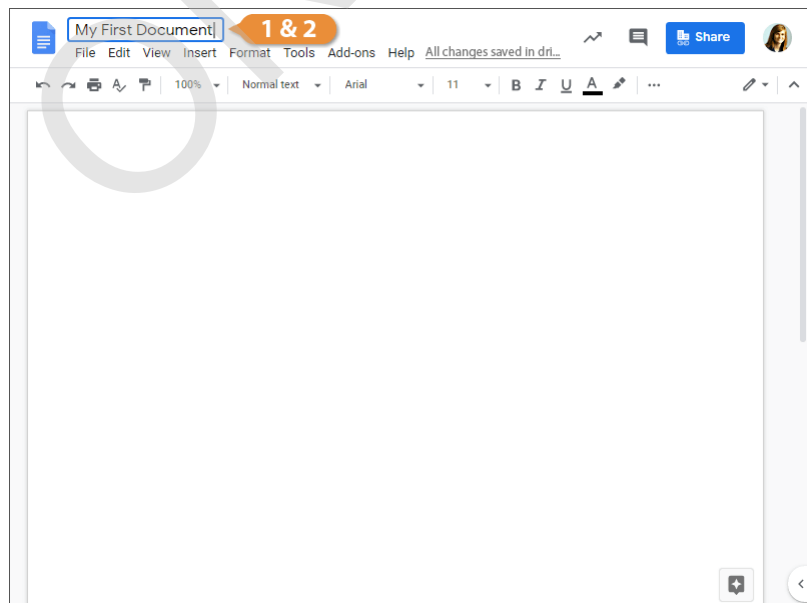
A new blank document is created.



Name a Document

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

The file is renamed.



Save and Close

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

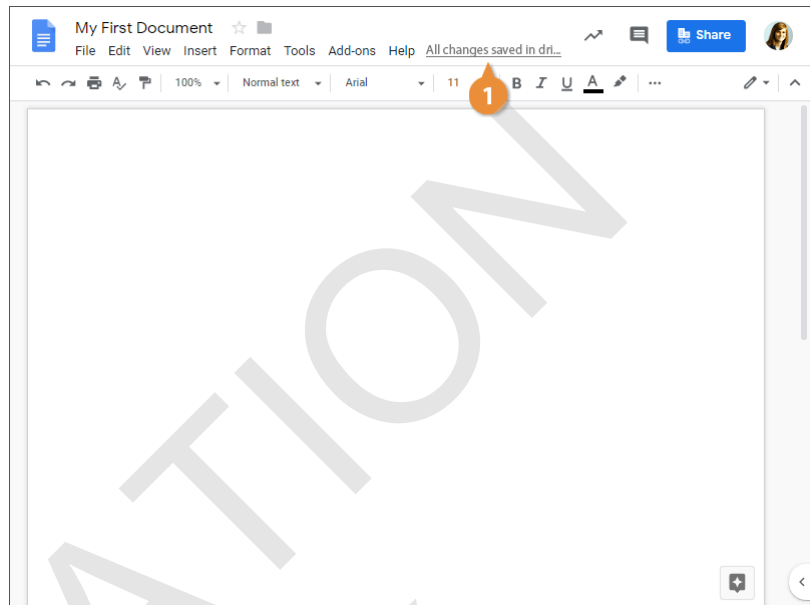
1

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.

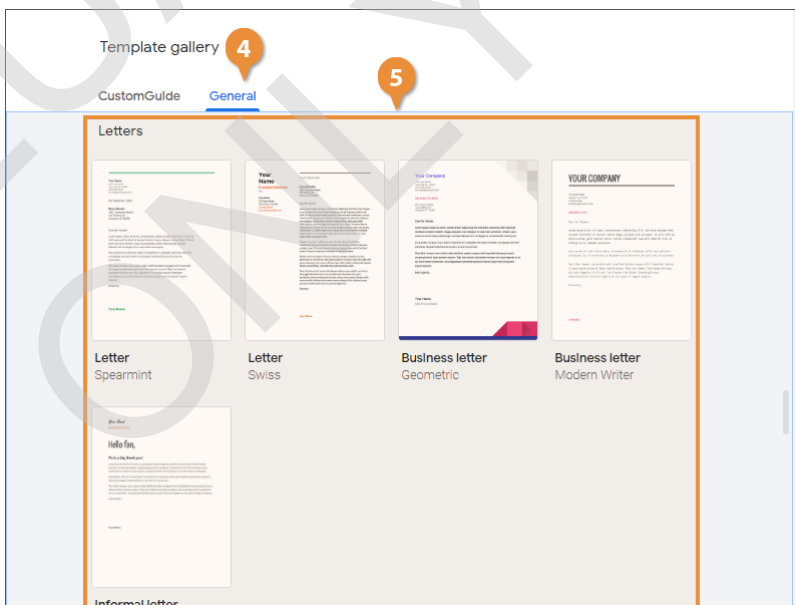
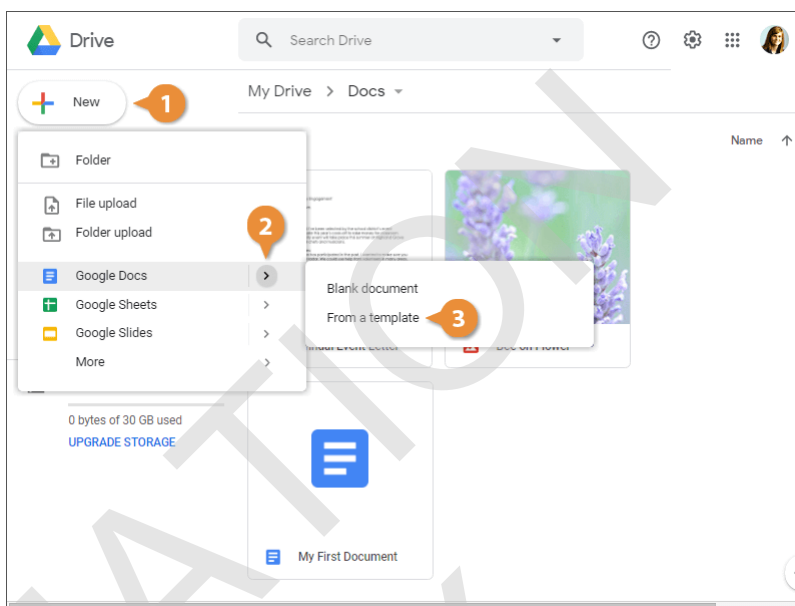


Create a Document from a Template

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**.
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.
- 4 Select a template gallery.
- 5 Select a template.

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



Open a Document

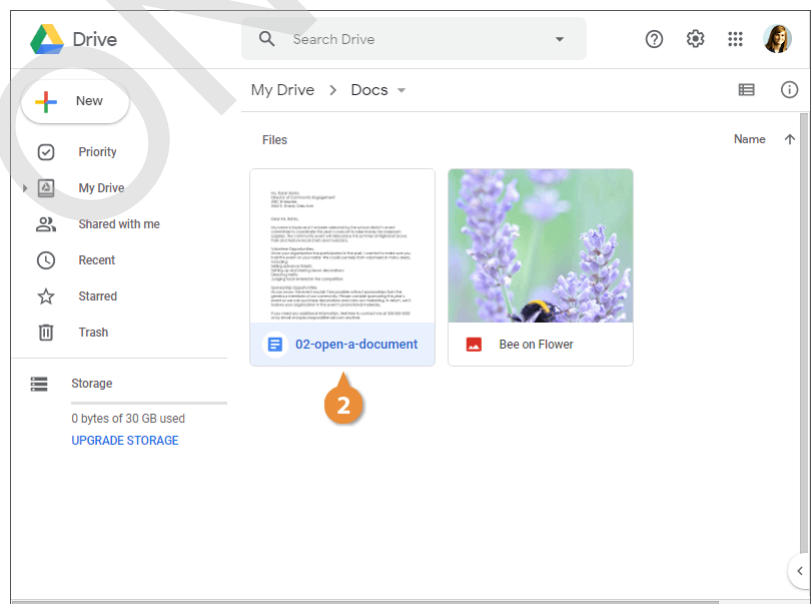
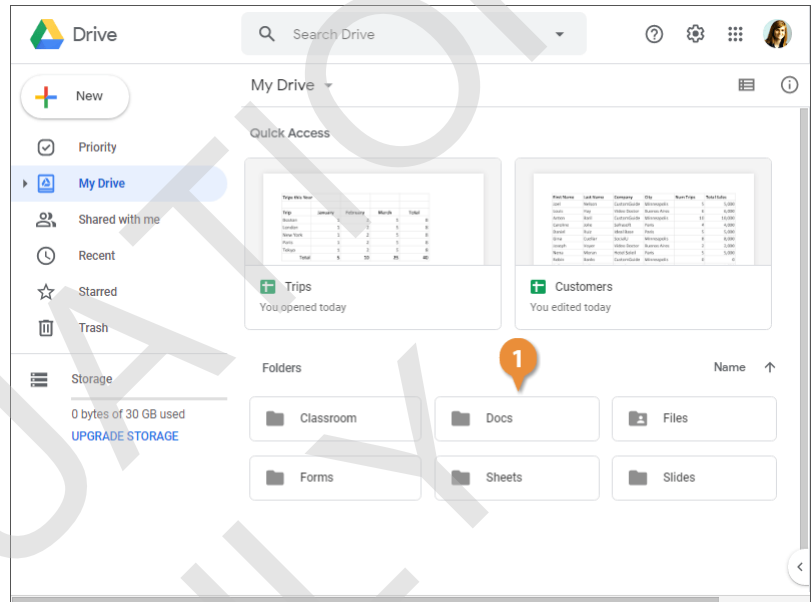
Opening a file lets you resume working on a document that you have saved from earlier or that someone else has created and shared with you.

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.



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.

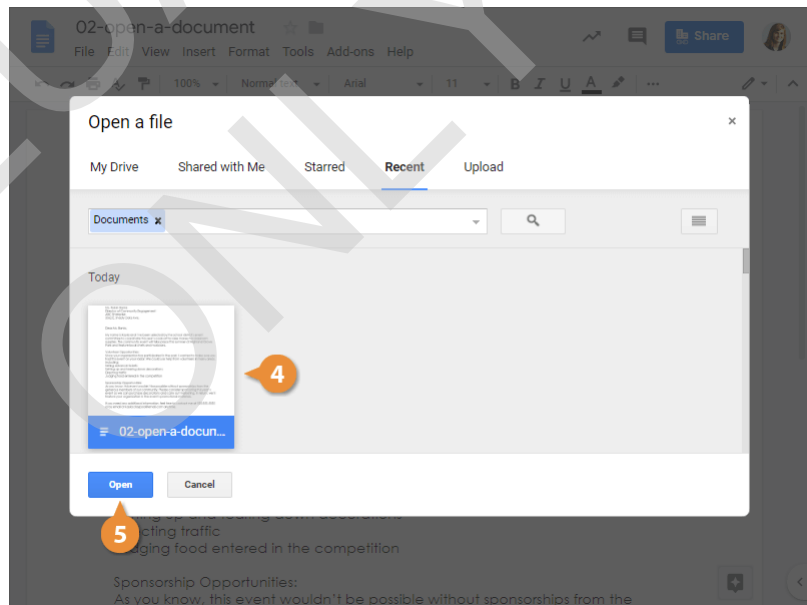
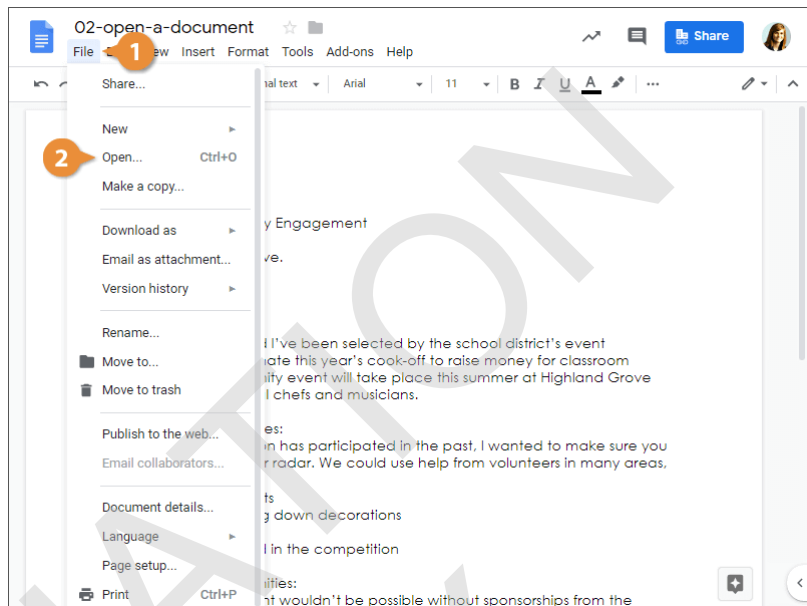
- Search for a file name in the search field.
- Browse through the folders in your Google Drive.
- Click a tab to view your Shared With Me, Starred, or Recent files.

3 Navigate to (or search for) a document.

4 Select a document.

5 Click **Open**.

The selected document opens in its own tab.



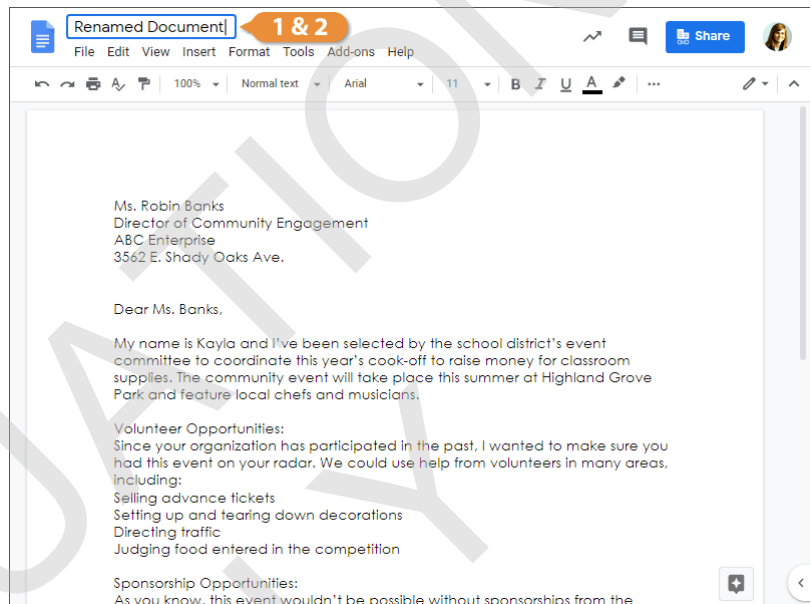
File Management

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.



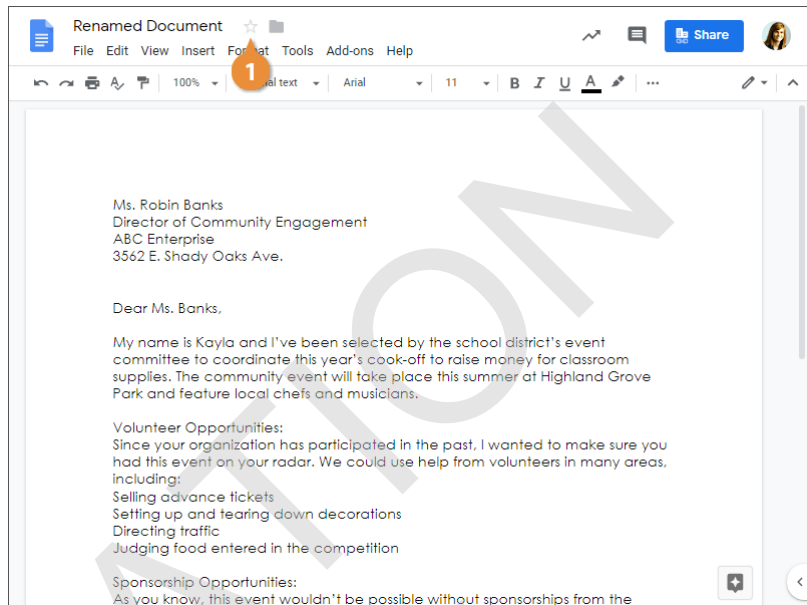
Star a Document

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.

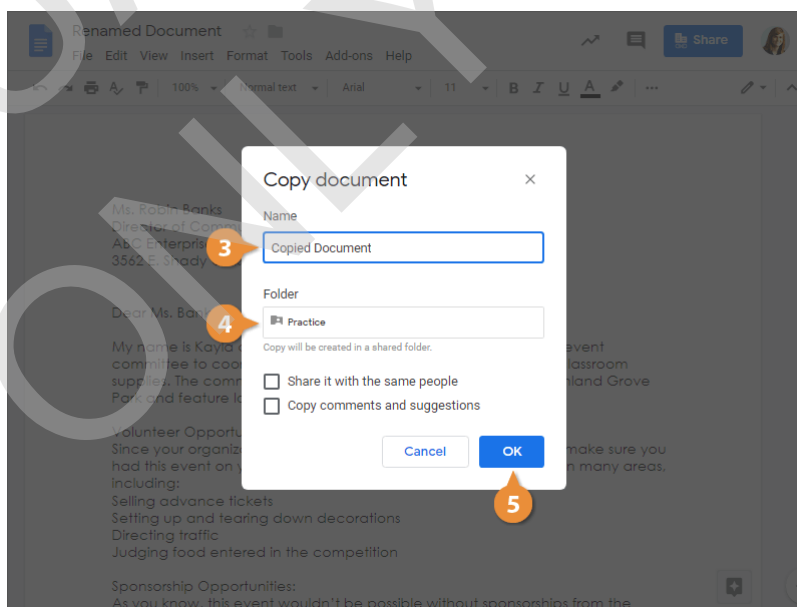
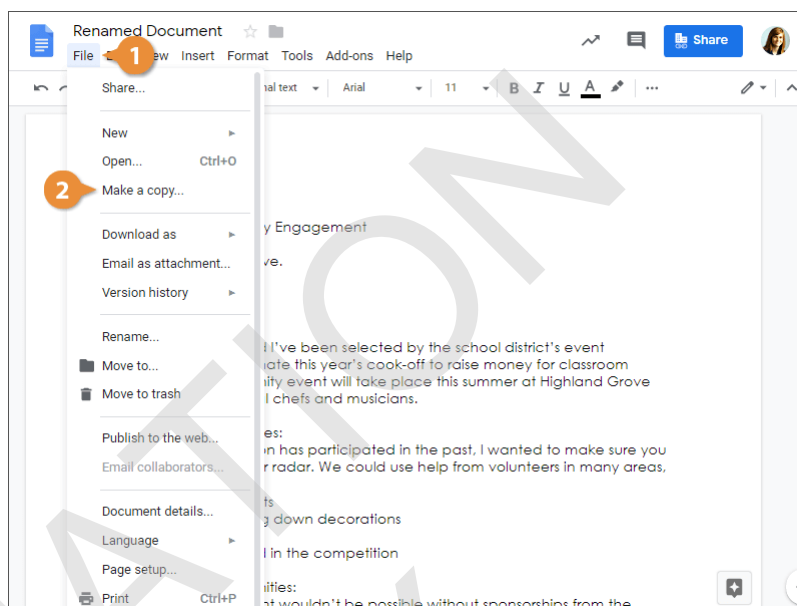


Copy a Document

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.

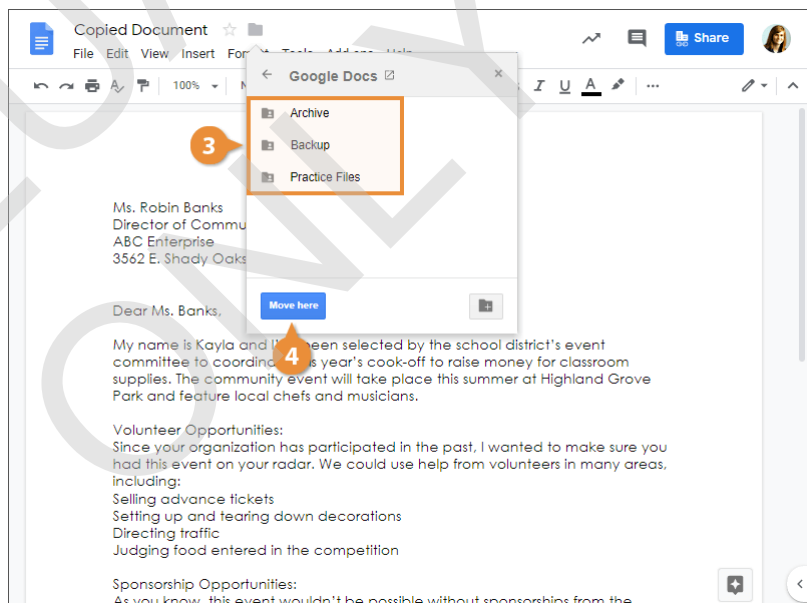
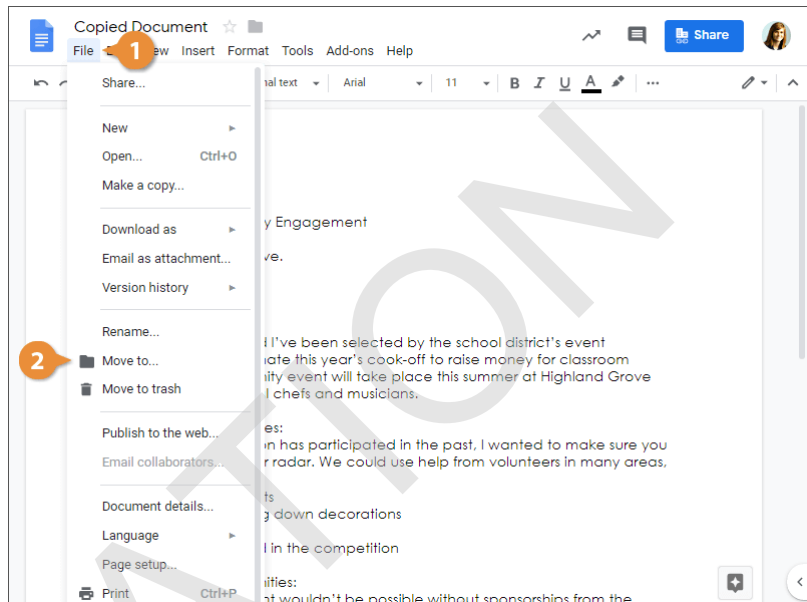


Move a Document

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.

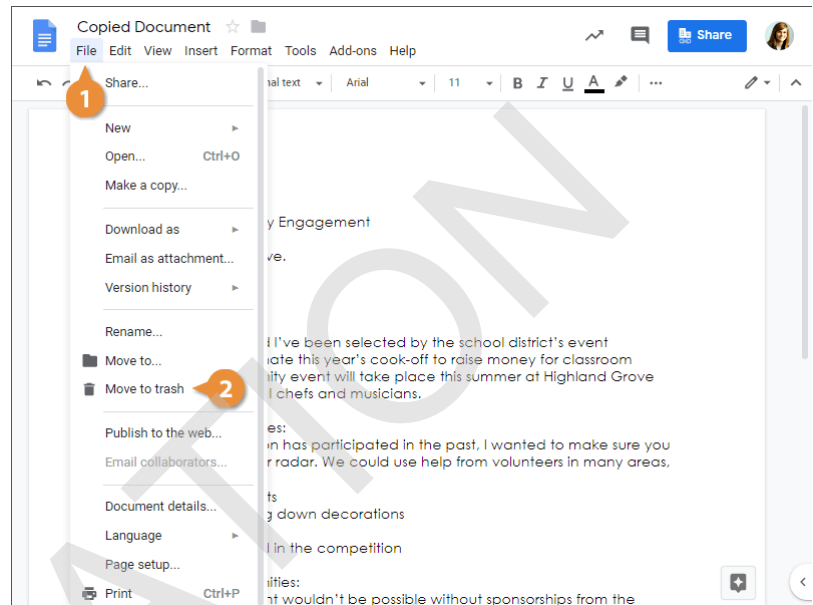


Delete a Document

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.



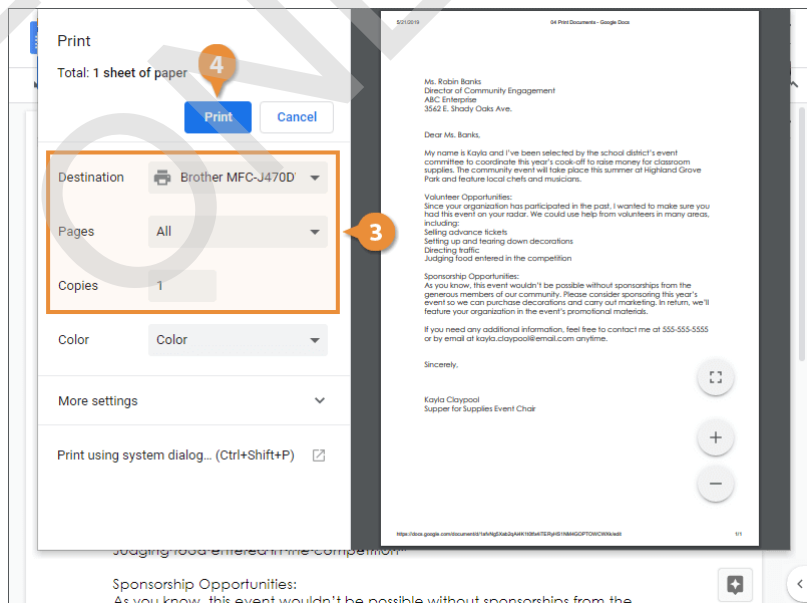
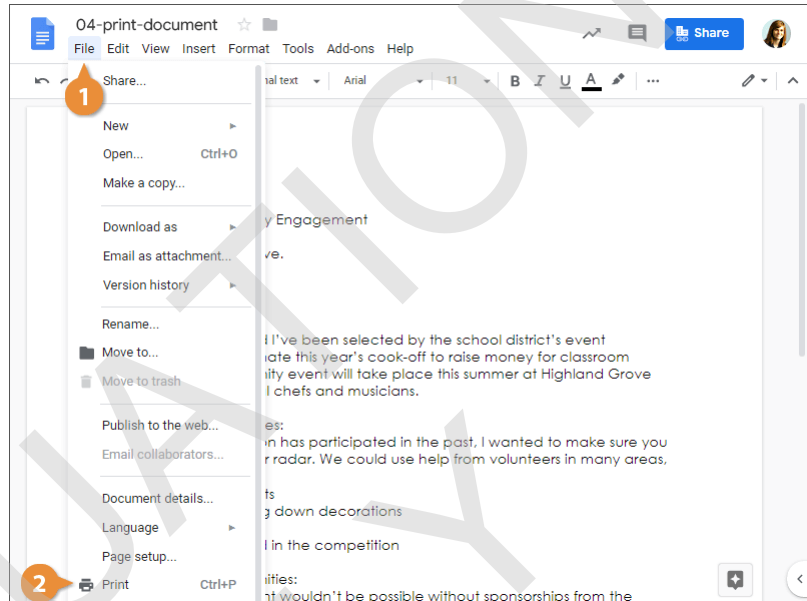
Print Documents

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.
 - Destination
 - Pages
 - Copies
- 4 Click **Print**.

The document is sent to the printer.



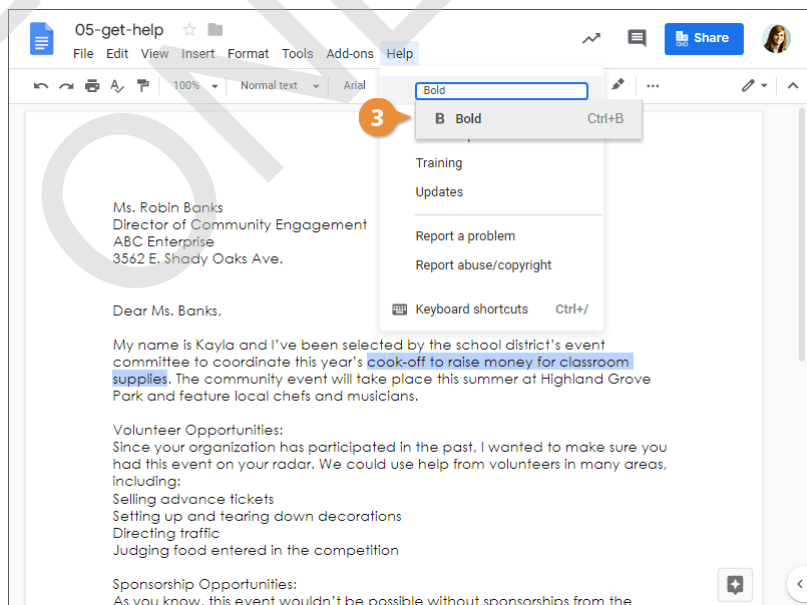
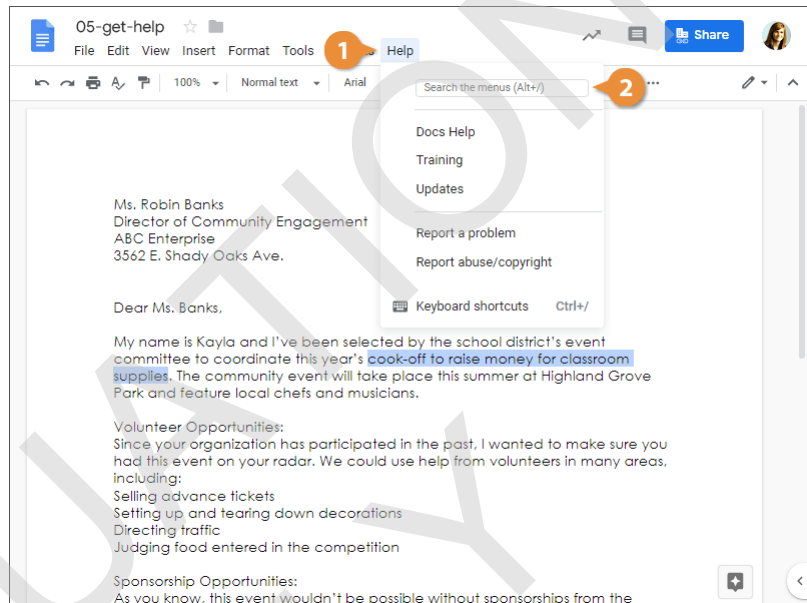
Print Settings	
Pages	Print the whole document, a certain page, a page range, or a mix of pages and ranges (e.g. 1-5, 8, 11-13).
Paper Size	Select the size of paper you're printing on.
Pages per sheet	Arrange multiple pages on a single sheet.
Margins	Adjust the margins between the edge of the page and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

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.



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.

