

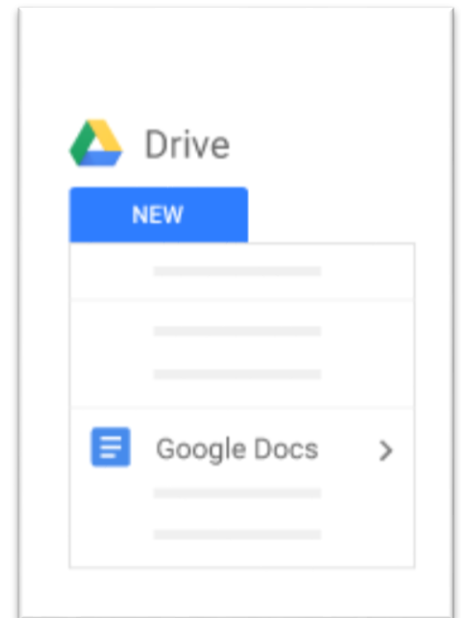


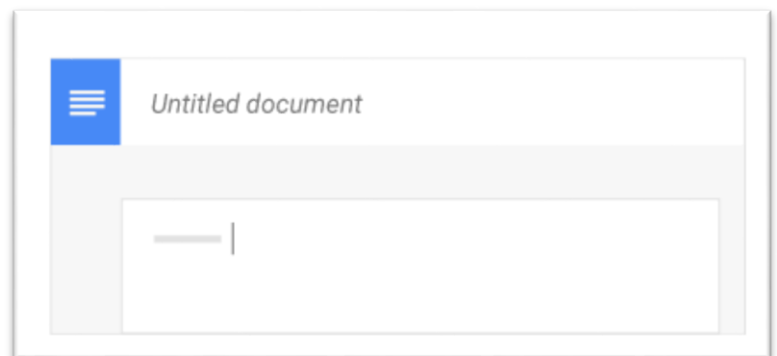
Open a New Sheet

1. Go to www.google.com
2. Sign into Google Account
3. Click on Google Launcher 
Choose **Drive** 
4. From **Google Drive**: Click **New** → **Google Docs**.



Add and Enter Text



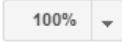
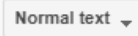






1. **Rename your document:**
Click **Untitled document** → enter new name
2. **Enter text or data:** Click in the page and start typing.



Add Colors and Style

Change margins, page color, and orientation: click **File** → **Page setup**.

Toolbar Options

	Undo or redo your last changes
	Copy formatting from one section of text and apply it to another section
	Zoom
	Assign styles for headings and titles
	Change font and font size
	Add bold or italics, underline, or change the font color
	Insert a link for selected text
	Insert a comment
	Choose text alignment
	Choose line spacing, bulleted and numbered lists, indents, background colors, and other tools.

Add Images, Links, Page Numbers, etc.

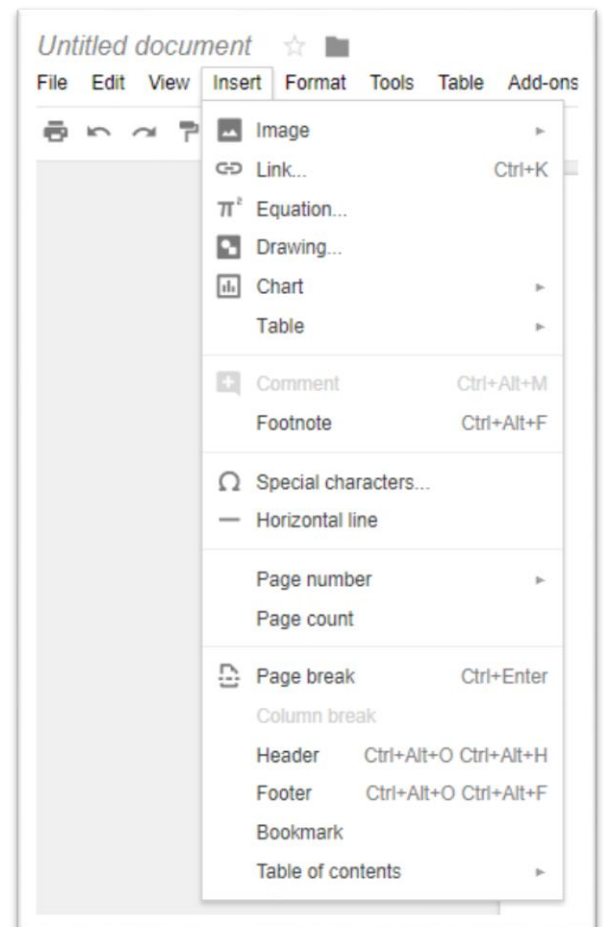
1] Images: insert image from online, your computer, or Drive

2] Link: add a link to another document or online site

3] Drawing: create shapes and images to add to document

4] Table: create a table by selecting number of columns and rows

5] Page Number: choose where to display page numbers on document



Add Columns


1. Click **Format** → **Columns**
2. Select number of columns



Save a Document

No need to save. All changes are saved automatically!

Print a Document

1. Click **File** → **Print**
2. **OR** click 

Download file

1. Click **File** → **Download as**
2. Open file in selected format

Upload a file

1. Go to **Drive** → **New** → **File Upload**
2. Select and right click on file
3. Open With → Google Docs

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