

# Google® Docs Features and Functions

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**LORMAN**®

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# Google Docs Features and Functions

*Presented by Rick Castellini of HelpMeRick.com*

## Overview

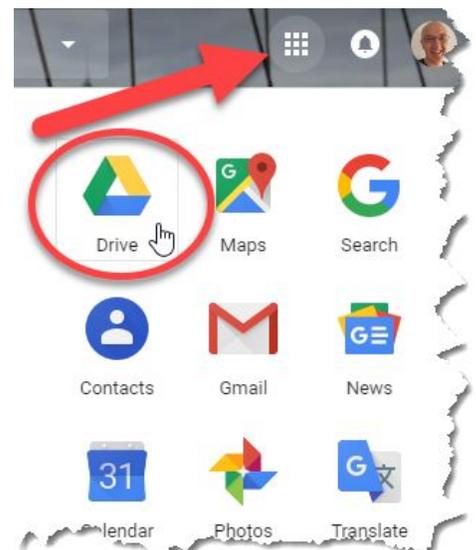
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- ❖ Google Docs is a free, secure web based word processor service from Google.
- ❖ Google Docs is one of many applications available in Google Drive and is part of any Google account.
- ❖ A pay version of Google Docs (Drive) called Google Apps for Business offers even more privacy, control and security.
- ❖ For many computer users, Google Docs can replace their existing word processor completely.
- ❖ Google Docs give any user a robust, friendly word processor from ANY computer or computing device via a web browser or an app.
- ❖ Google provides a great starter reference web page for Google docs here:  
<https://tinyurl.com/ycrxspn8>

## Starting a new document

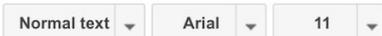
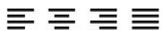
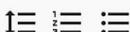
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1. From any browser address bar type: **docs.new** and press Enter on your keyboard
2. If you are already logged into your Google account, Google Docs will start with a blank document. Otherwise, you will need to login to your account.
  - Alternately, you can click the Google **bento box** menu from any Google screen and select Google Drive then click New and Google Docs.

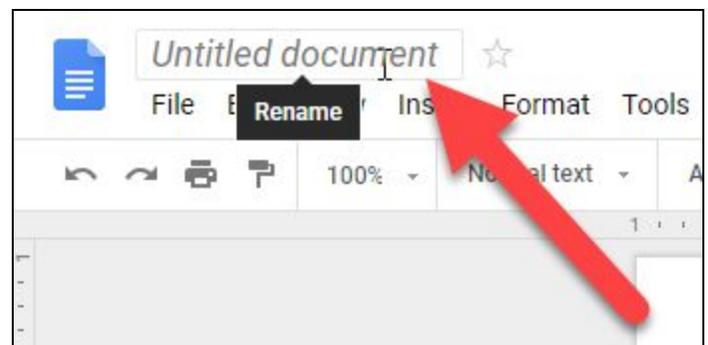


## The Interface

- ❖ The Google Docs interface is mercifully minimalist. However, don't let the minimalism deter you, it is plenty powerful!
- ❖ Like most programs you are familiar with, it has a menu across the top of the screen and a set of toolbars. The toolbar icons are decoded in this table:

	Undo or redo your last changes or print your document.
	Copy formatting from any text and apply it to another selection of text.
	Change the style, font, or font size.
	Make text bold, in italics, or underlined or change the text color.
	Add or change the text highlight color.
	Insert a link, comment, or image.
	Change the text alignment.
	Change the line spacing or add numbers or bullets.
	Change the text indentation.
	Remove text formatting.

- ❖ Most notably, Google Docs provides a quick and easy way to name or rename your document in the upper left corner of the screen. Just click one time and type the name of your document.
- ❖ Your document is continually saved as you type. No need to ever click Save or remember if it is saved!



## Using Google Docs

- ❖ Click anywhere on the document page, and start typing!
- ❖ With any word processor, I recommend: **Type first, edit last.**
- ❖ Your **spelling** will automatically be checked as you type. A misspelled word will be underlined with a red squiggly mark. You can ignore it until you are finished typing, then click Tools --> Spell check from the menus to correct them all at one time. OR, you can RIGHT click the misspelled word and correct it as you go.
- ❖ As you create your document, you can add **Page breaks** from the Insert menu or use the Ctrl + Enter keyboard shortcut.

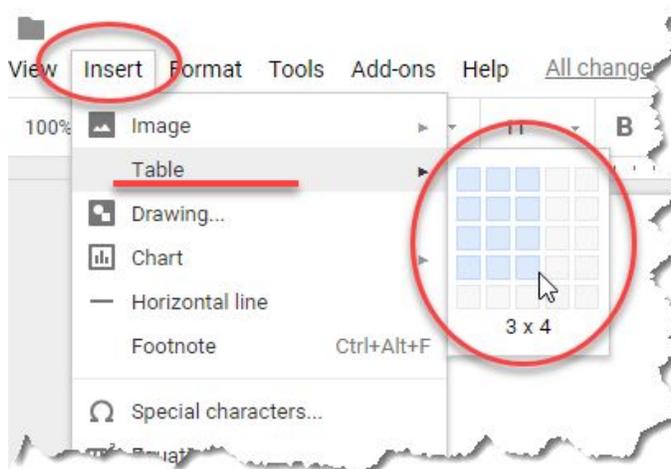
- ❖ **Inserting photos or graphics** is done from the Insert menu then clicking Image and choose an option for finding a graphic; including the option for Google to search the web to find one.

- Once inserted, click the image one time to choose wrapping options or the ability to rotate, resize and even crop the image.



- ❖ The Insert menu also contains many other tools to use with your documents including adding charts, finding special characters, adding page numbers or custom headers and footers, adding drawings and more.
- ❖ My favorite tool in any word processor is the **Table tool**. Google Docs offers Table creation as well. Learn to use tables to format your document's information beautifully and quickly. Learning to customize your table's borders, columns, rows, and colors can really help your document shine.

- To start, click Insert from the menus. Hover over Table, then the number of rows and columns you would need for your information. Finally, click after you selected your grid size and the table will be inserted into your document.



- With tables, every cell (individual box) is customizable. Each can have its own font, image, border color and size, and even background. Here's a simple example:

Customer Name	Phone Number	Salesperson
Meredith Johnson	988.555.4678	Sally
Genghis Kahn	442.976.2244	George
Barb Arissa	521.976.6883	George
Juan Martinez	202.468.5789	Sally

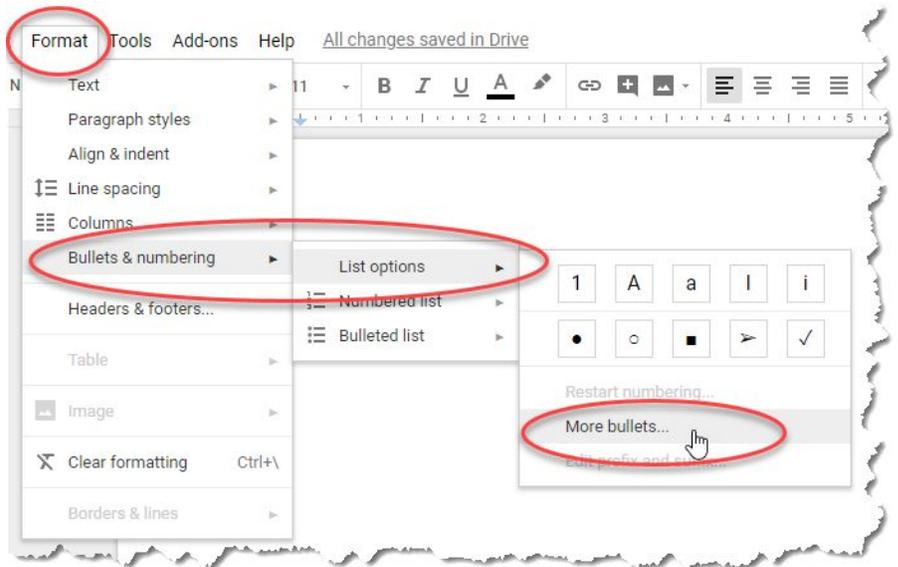


## Dictation with Google Docs

- ❖ Last year, Google added their fantastic dictation service found on mobile devices to Google Docs. If you have a microphone hooked to your computer or use a laptop, you might find that creating documents with Google Docs is faster and easier with the help of dictation.
- ❖ One requirement, other than having a microphone, is that you must be using the Google Chrome browser for dictation to work.
- ❖ For more information on how to use dictation, go here: <http://bit.ly/2Bj9eQw>

## Editing your documents

- ❖ Select text with your mouse and use the toolbar icons to change fonts, font size, color, and other attributes.
- ❖ To add **bullets or numbering**, use the icon from the toolbar. For further customization, highlight the text you want to change, then click Format from the menus, Bullets and numbering, List options, then More bullets. From here, you can find many other options other than the six or so pre-formatted ones.



- ❖ **Line and paragraph spacing** can also be customized from the Format menu.
- ❖ **Margins and page size** can be found under the File menu then Page Setup.
- ❖ **Footnotes** can be found in the Insert menu.

## Unique Google Docs features

- ❖ As mentioned earlier, since Google Docs is a web based (cloud) application, it takes no space on your computer and constantly saves changes you make to the documents.
- ❖ You can **import existing word processing documents** by clicking File --> Open from the menus, then choose upload.
- ❖ Your documents are searchable in Google Drive (again from ANY device) by any word or phrase contained in the document.
- ❖ Easily **send your document** by clicking File --> Email as attachment. By default, it will send as a PDF attachment, but you can choose a different option if you prefer.
- ❖ For teams, the most powerful feature is the ability for members to **share and edit** any document without the archaic and confusing process of saving, attaching, emailing, opening, saving under a different name, keeping track of versions, etc.

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