

Google Docs, & Presentation

Web Site: <http://docs.google.com>

- Logon using your Google Account

Google Docs:

- It's simple, it's FREE, it has a lot of potential for
- Create documents and spreadsheets without the need
- Saves to secure online storage, where you can access anywhere



How To Format Documents for Use in Word

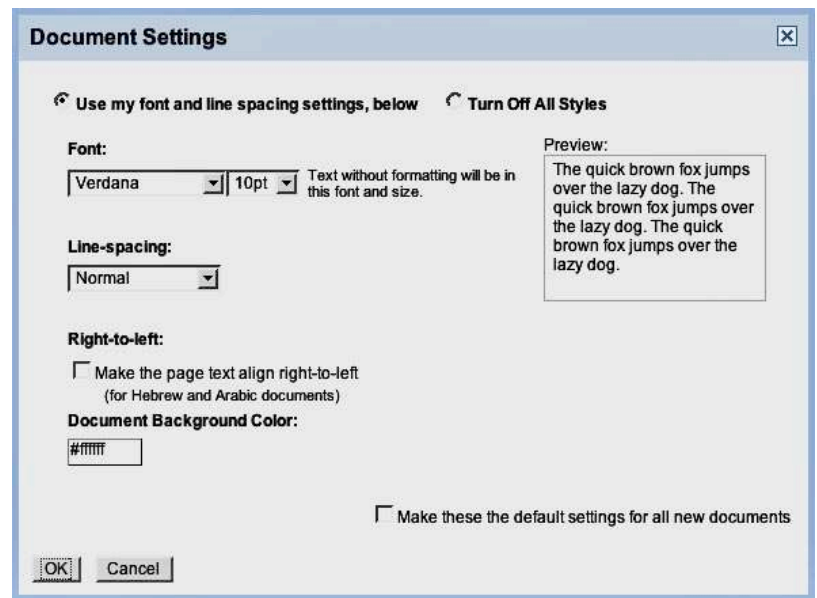
- Google Documents can't be cut and pasted into Microsoft Word—without the formatting getting all messed up, along with the font, size of the letters, and a lot of other stuff.
- Excellent Workaround--instead of copying, go to "File" and choose "export as Word." This will preserve your formatting and save the document in a Word format.

Getting a Word Count

- *Word count feature* is located in the *FILE* drop down menu
- Word counts are slightly different in Google Documents than in Word
- Google is a bit more lenient on what constitutes a separate word
- Most schools and jobs will go by what Word says, so be sure to export to word if word count is important!

Document Settings

- Defaults for documents can be set to select the opening font, line spacing and background color.
- Located under *FILE* → *Document settings*

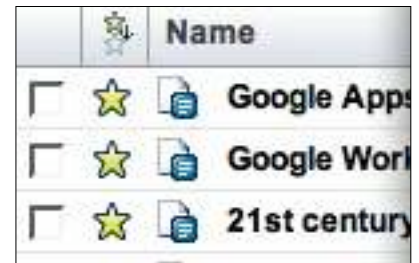


How To Share a Document and Track Revisions

- Ability to share a document with multiple users
- Let users change (or just view) your files
- For group projects, this can be a fantastic way to collaborate
- Click on the "**Share**" button in the upper right hand corner of a Google document.
- You can invite viewers, or collaborators (send them an e-mail invite OR not)
- Once multiple users are working with a document, hit the "Revisions" tab to track all the revisions and roll back unnecessary changes
- With multiple collaborators working at once, it is best to simply "refresh" rather than SAVE. (could "wipe out" others work)

Starring Documents

- Click the star next to a document name in the folder view to highlight that document as important.
- Stars help prioritize documents when you have a lot of projects going
- Click on the star at the top of the column to bring "starred" documents to the top of the column



Google Presentation:

- Presentation is the newest component of Google Docs
- users can email and upload documents to edit online.
- Unlike Documents, however, Presentations can only import documents created in PowerPoint
- Files uploaded must be smaller than 10MB
- NO Powerpoint Export is available at this time (rumors are that this is coming)
- When viewing your presentation you can have unlimited commenters
- Comments are not saved/stored—once the move off the screen you can't get them back unless you copy and paste them into another document.

Here's what you can do with Google documents:

- Upload MS Word documents, OpenOffice, rtf, or html.
- Use online editor to format documents, spell-check, etc.
- Invite others (by e-mail address) to edit or view your documents.
- Edit documents online with whomever you choose.
- View your documents' revision history and roll back to any version.
- Publish documents and spreadsheets online to the world or to just who you choose.
- Post documents to your blog.
- Download documents to your PC as MS Word, OpenOffice, rtf, pdf, html or zip.

Creating a new Google document file

Step #1: Sign in with your Google Account

Step #2: Click the "New Document" link, located on the upper left-hand side of the screen.

Step #3: From there, you can start doing your project.

Open an Existing Google Document File

- If you have already created and saved the document online before, when you sign-in to the <http://docs.google.com/>, you will see the screen like this:



- Just click on the document link. For example, My first document from the above screen. You will see the document is open in another window.
- Note that only documents, presentations and spreadsheets that are active in the

Saving a Google Document File

- Default saving – From the File tab and click Save. This will save the document as Untitled by default.

Save a Copy of a Document to Hard Drive

- From the File tab, you can choose from a variety of file format options - HTML (zipped), RTF, Word, Open Office, and PDF.
- Depending on your choice, select one of the *EXPORT* as *XX* options. For example, *EXPORT* as Word... You will see a File Download dialog box, click on the *Save* button.

Rename a Google Document File

Once you saved the document, you still can rename the document. Just from the *FILE* tab, click the *Rename* and you will see the following dialog box:



Docs and Spreadsheets have very useful shortcut keys you can use to make your tasks or work even more streamlined. Here are some that I had discovered so far:

Shortcuts Keys for Google Documents:

- From the Edit page:
- Ctrl+A / Ctrl+5 to Select All
- Ctrl+S to Save document
- Ctrl+W to Close document
- Ctrl+K to Insert Link
- Ctrl+M to Insert Comment
- Ctrl+B to Bold (highlight first)
- Ctrl+I to Italicize (highlight first)
- Ctrl+C to Copy (highlight first)
- Ctrl+V to Paste (copy first)
- Ctrl+X to Cut (highlight first)
- Ctrl+Home to go to the top of the document
- Ctrl+End to go to the end of the document
- Ctrl+O to open the Open dialog box
- Ctrl+P to Print the document
- Ctrl+F to open the Find dialog box
- Ctrl+N to open a New document
- Ctrl+Z to Undo
- Ctrl+Y to Redo

Shortcuts Keys for Google Spreadsheets:

- From the Edit page:
- Ctrl+B to Bold the selected cells
- Ctrl+I to Italicize the selected cells
- Ctrl+U to Underline the selected cells
- Ctrl+C to Copy cells
- Ctrl+X to Cut cells
- Ctrl+V to Paste cells
- Ctrl+F to open the Find dialog box
- Ctrl+N to open a New spreadsheet
- Ctrl+Z to Undo
- Ctrl+Y to Redo
- Ctrl+Home to go to the top of the spreadsheet
- Ctrl+End to go to the end of the spreadsheet
- Page Up to go up the page faster
- Page Down to go down the page faster