Google Workspace: Docs

PART 1

Welcome to the Basic Google Docs Course! In this module, we'll embark on a journey to explore the fundamental features and functionalities of Google Docs, an essential tool for collaborative document creation and efficient word processing.

Course Learning Outcomes:

1. Understand the basics of Google Docs interface and navigation.

2. Explore document creation and basic formatting.

Create a new document

How to start a new document:

1. Open the Google Docs at docs.google.com or go to Google apps and click Docs.

2.Under "Start a new document," on the upper left corner, select Blank New.

3.Additionally, you can generate new documents by use https://docs.google.com/create.

Create a file

1. Open the Google Docs, next click Blank Document

2. Or a document also can be made using a template given.
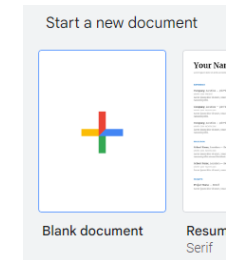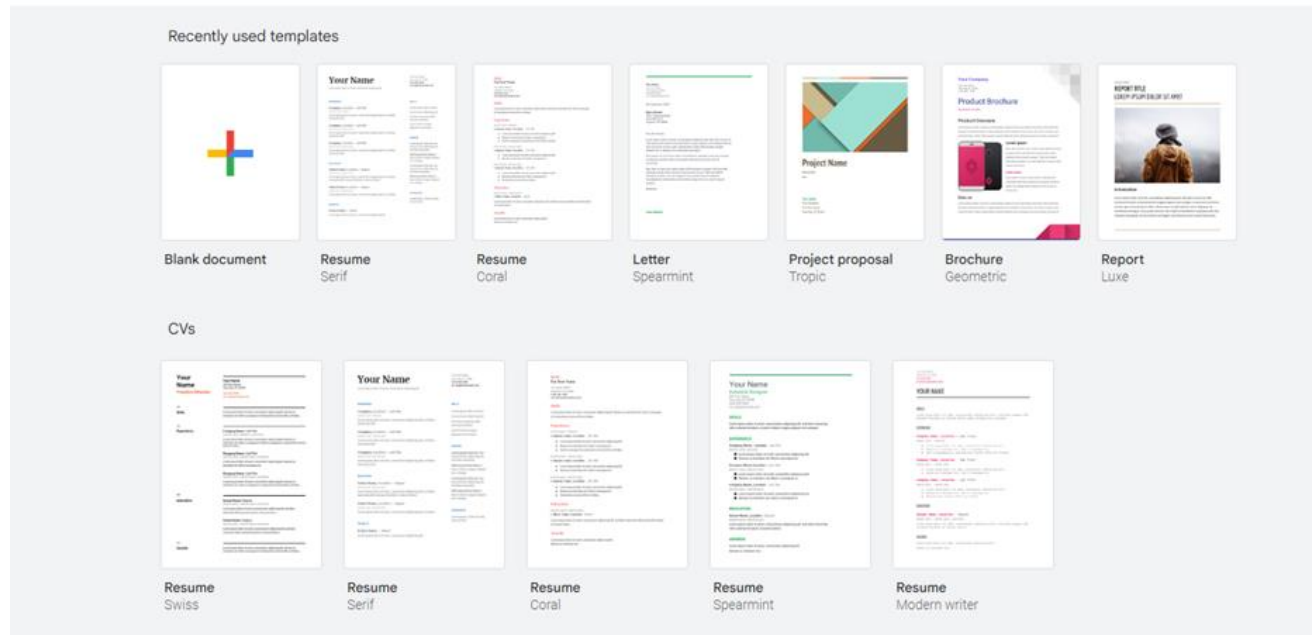
Save a file

1. Google stores the modifications you make while typing online automatically and don't need click save button.

2. You can enable offline access to save your modifications even if you're not online but you need to connected Google Drive files offline.
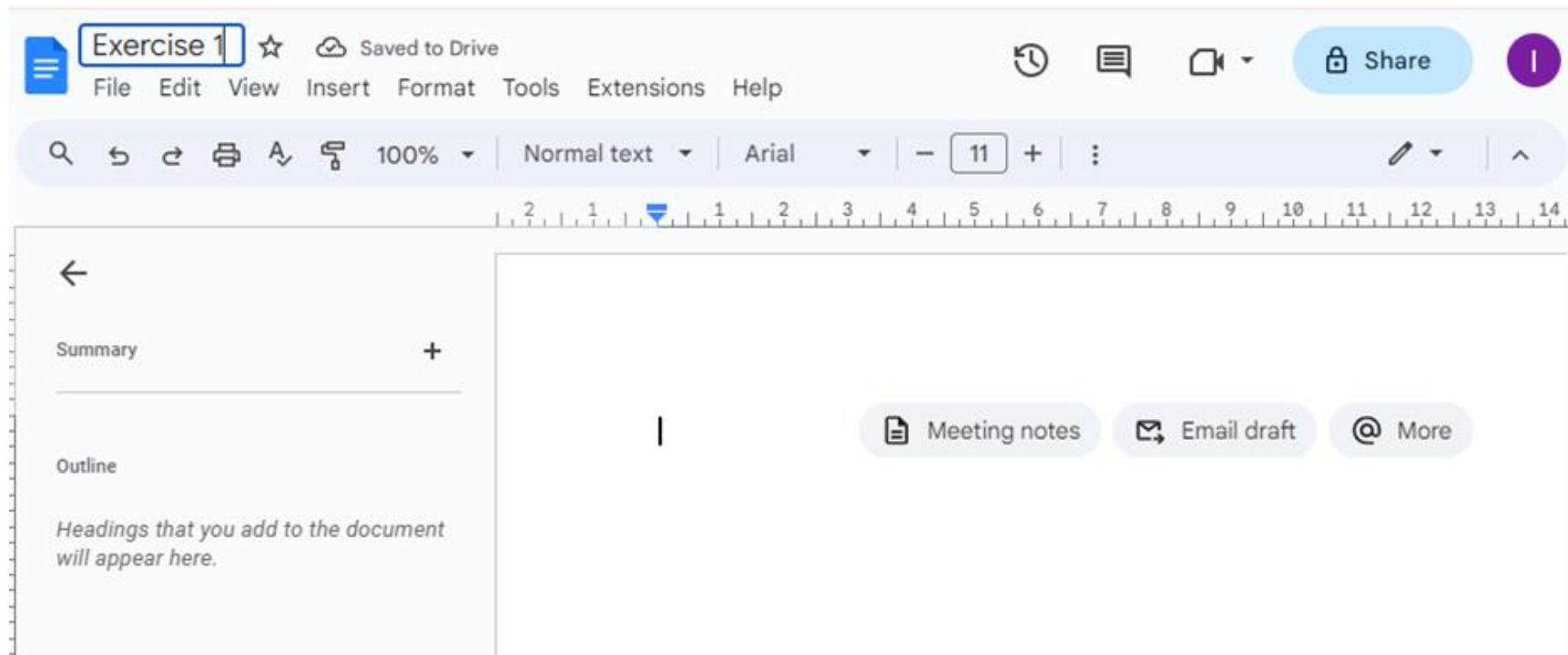
View a file

1. View files that you have created or viewed on any computer, as well as other documents such as file Microsoft Word.

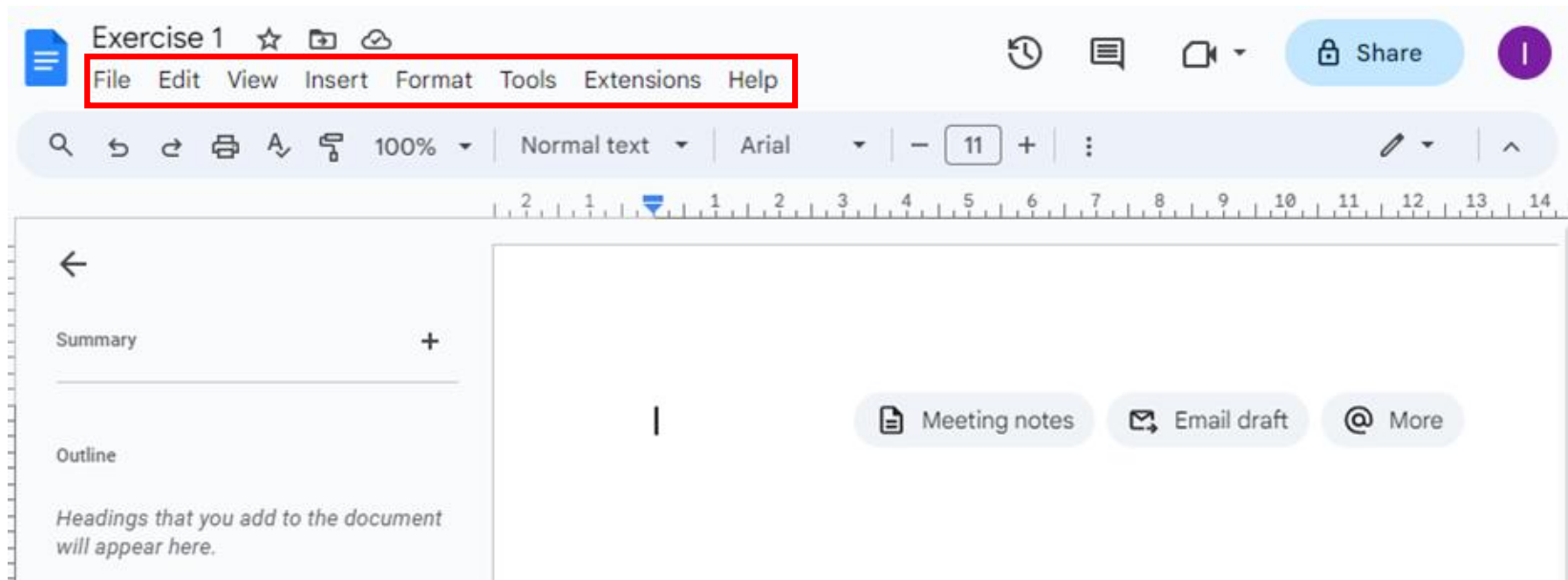2. To view a particular Docs, click on it.

Document title

Enter a name for your Document title, and you can click on it to edit the title.
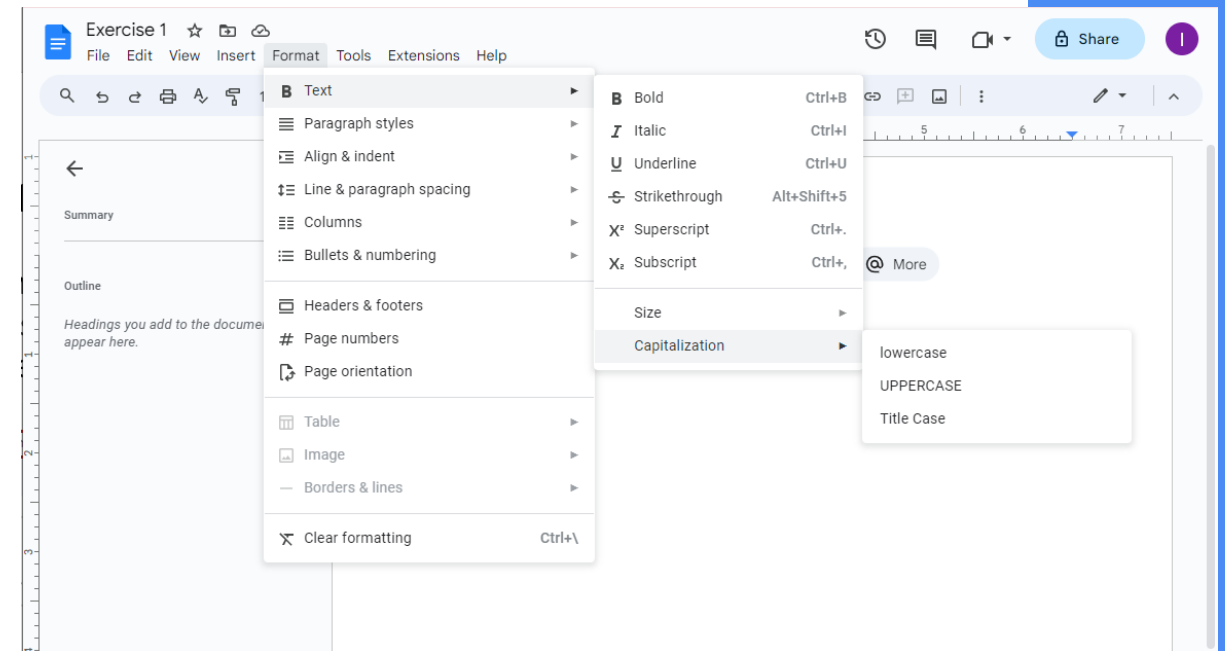
Google Docs Menu

Google Docs has a menu bar at the top of the screen that provides access to various commands and features. Here's an overview of the main menus in Google Docs:

Basic Text Formatting:

1. Highlight the text you want to change formatting.

2. Click Format > Text.

3. Change formatting options such as bold, italic, underline, font size and capitalization.

Alignment and Line Spacing:

1. Highlight the text you want to adjust

2. Click Format > Align and Indent.

3. Adjust the alignment of the text (left, center, right, justified).

4. Adjust indent (increase or decrease) or use indentation options (left, right, first line indent, hanging indent).
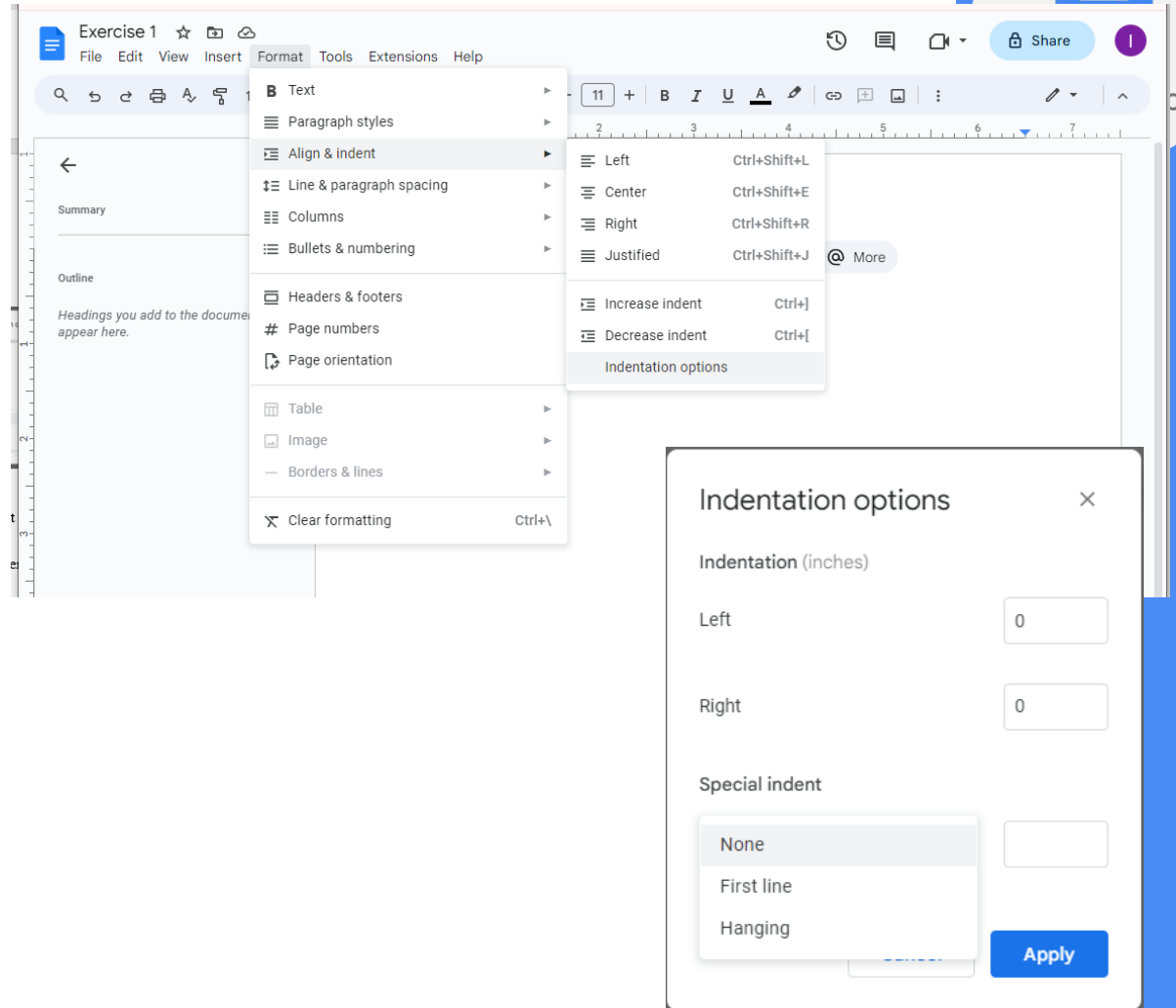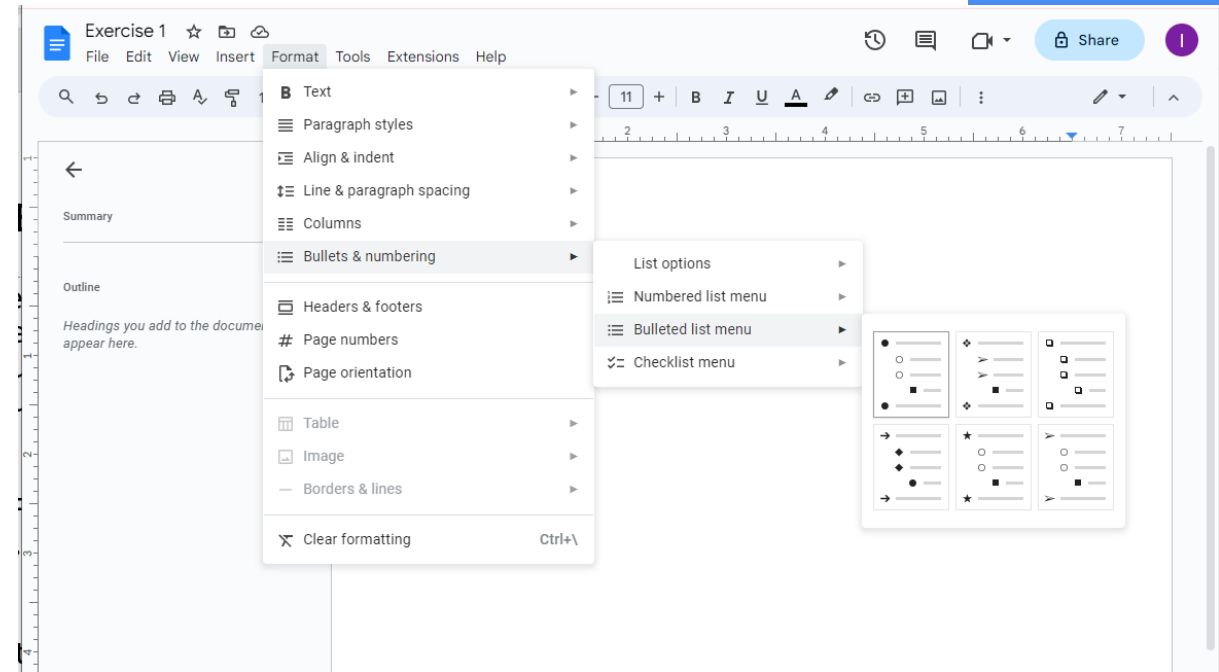
Adding a Numbered List:

1. Place the cursor at the point in the document where you want to start the numbered list or highlight the text you want to add numbered list.

2. Click Format > Bullets & Numbering.

3. Choose Numbered list menu > choose suitable format numbered list.
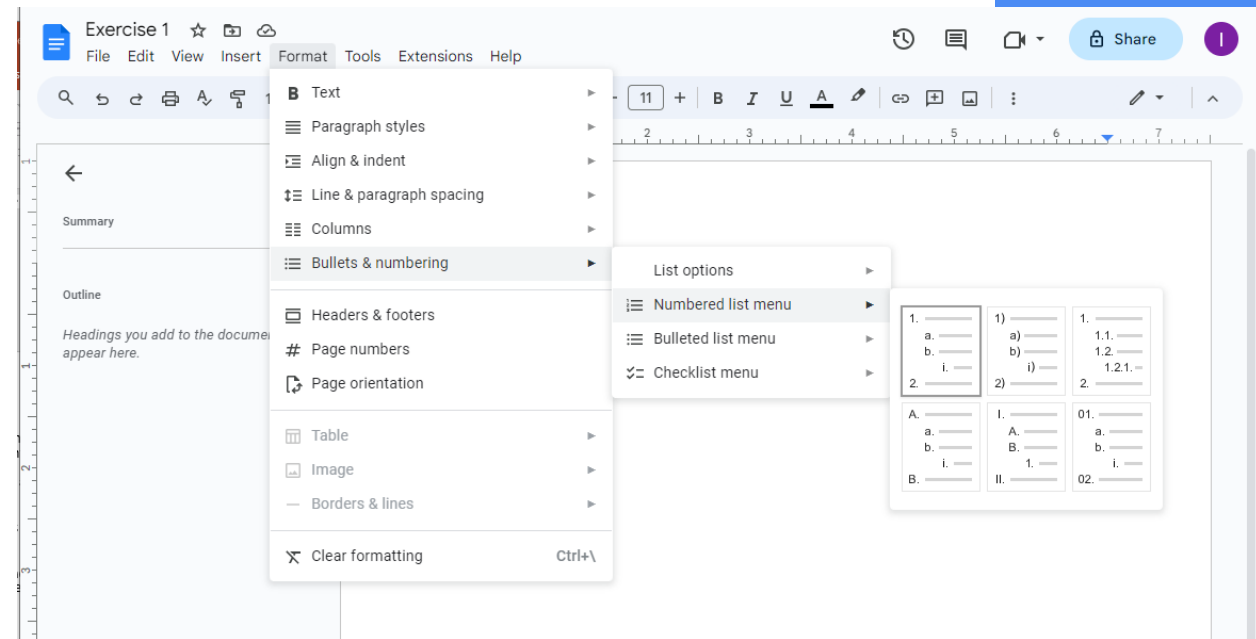
Adding a Bulleted List:

1. Place the cursor at the point in the document where you want to start the bulleted list or highlight the text you want to add bulleted list .

2. Click Format > Bullets & Numbering.

3. Choose Bulleted list menu > choose suitable format Bulleted list menu.