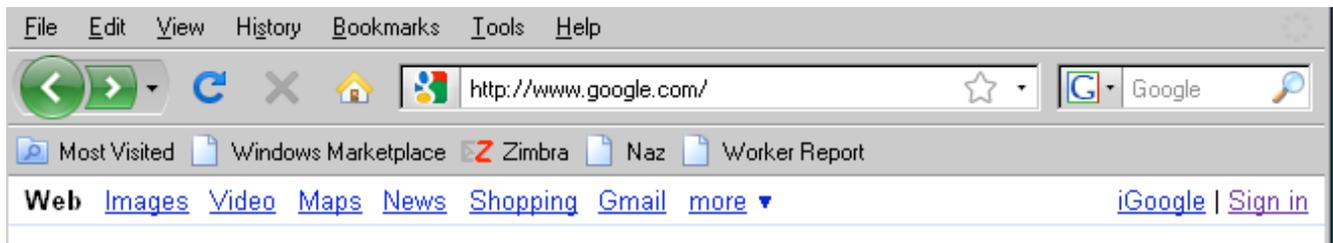


Google Docs is a collection of web-based productivity tools and file storage that run in a web browser. Google stores all of the files and content centrally and keeps a record of the different versions of a file. With Google Docs, sharing content is as simple as granting someone access.

Getting Started: Setting up an account

1. Sign up for a free account. Go to www.google.com and click Sign In.



2. Click Create an account now, and fill in the appropriate information.

Don't have a Google Account?
[Create an account now](#)

3. Once you have you account sign in to your Google Account.

Sign in with your
Google Account

Email:

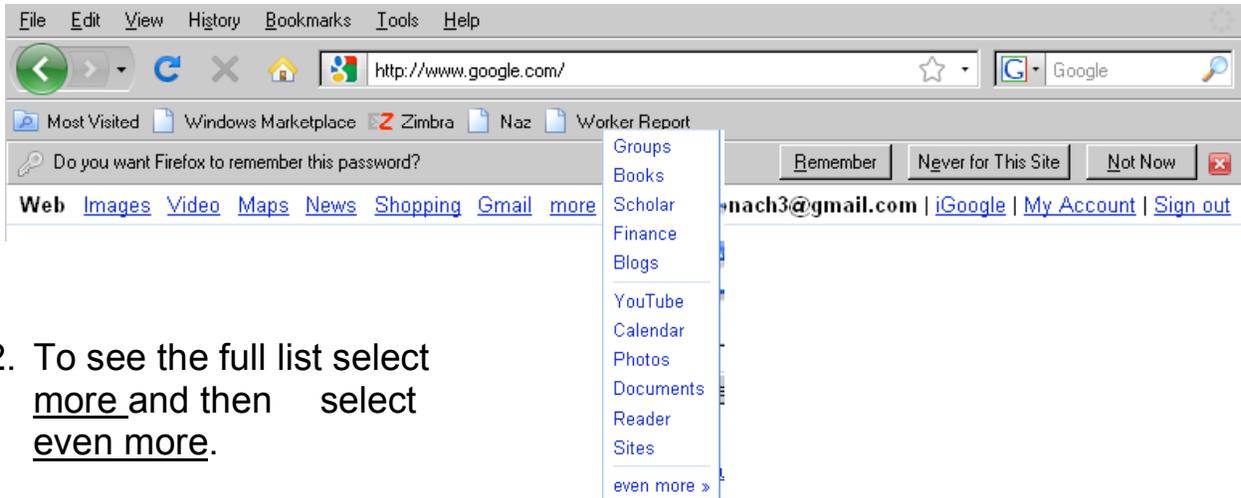
Password:

Remember me on this computer.

[I cannot access my account](#)

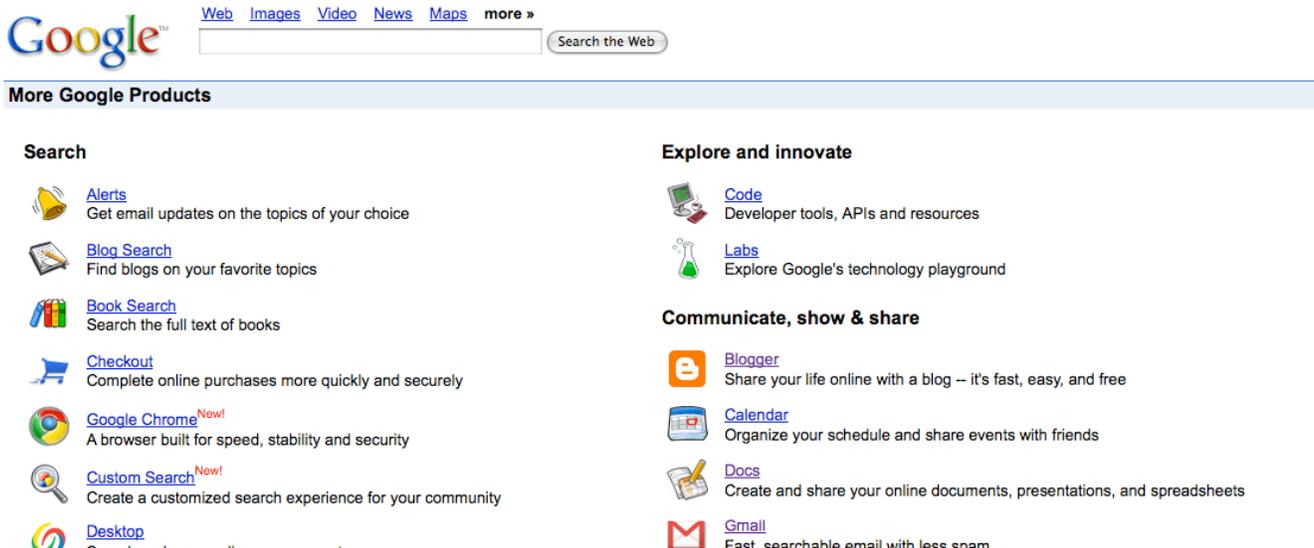
Selecting Google Docs from the Google Programs List

1. Once logged in, your username will appear in the Google menu bar, and you have access to all of Google's features.



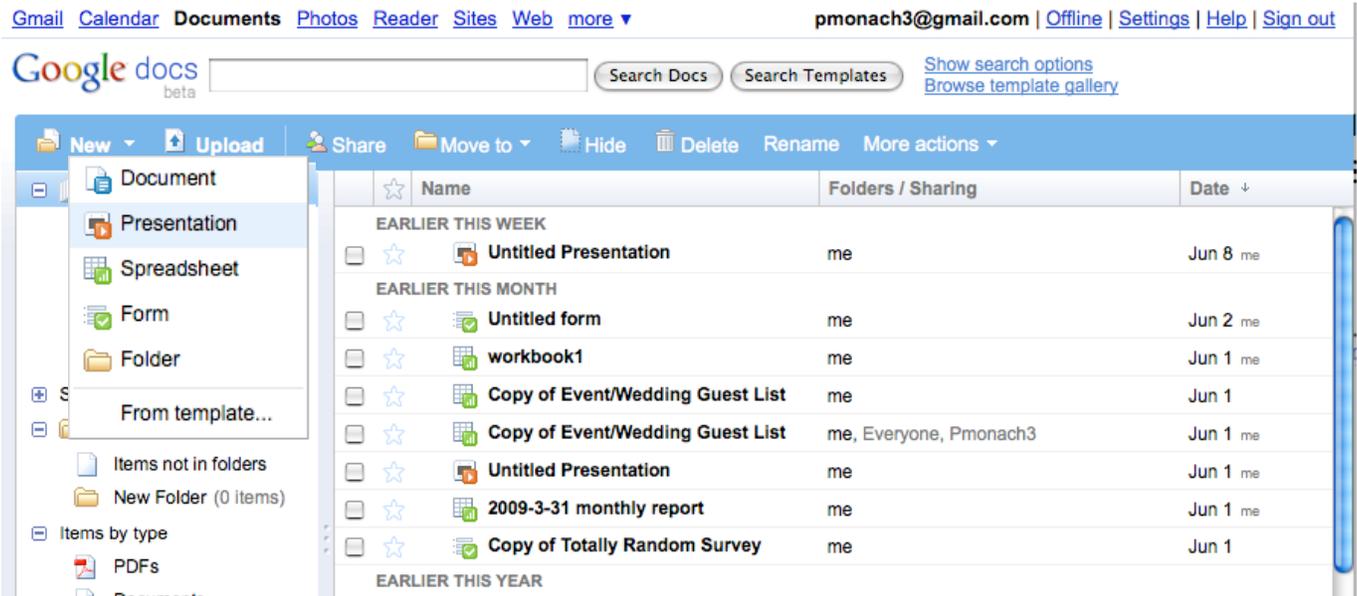
2. To see the full list select more and then select even more.

3. Click on Docs in the right hand column



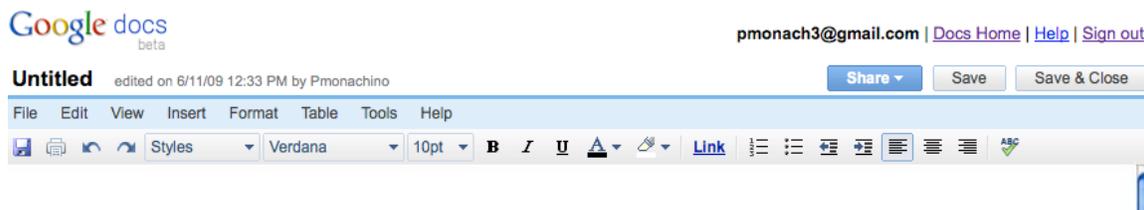
Using Google Docs

There are four basic kinds of applications: Document (word processing), Presentation, Spreadsheet and Forms. You can also create folders for your projects and access forms from which you can construct your projects.

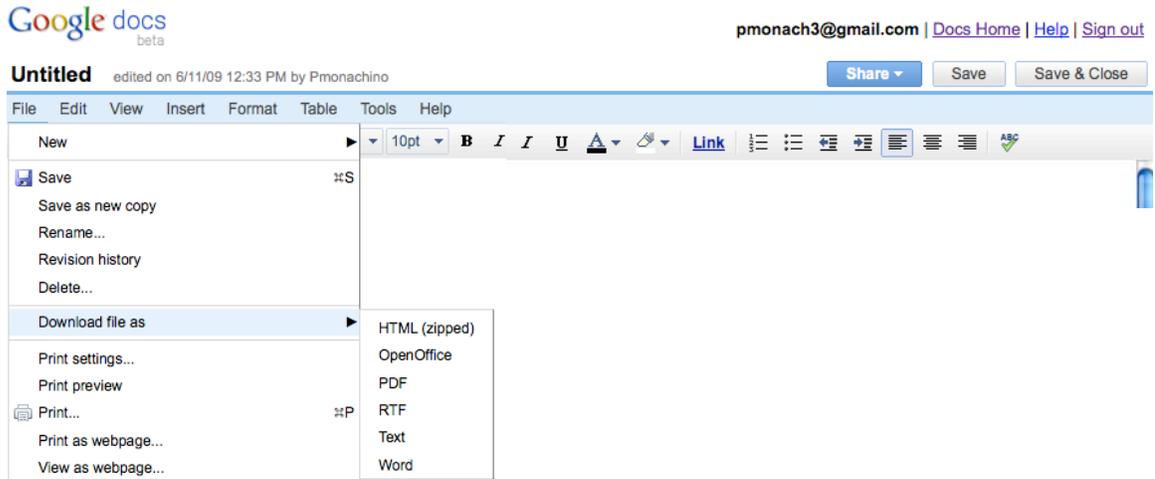


1. Documents

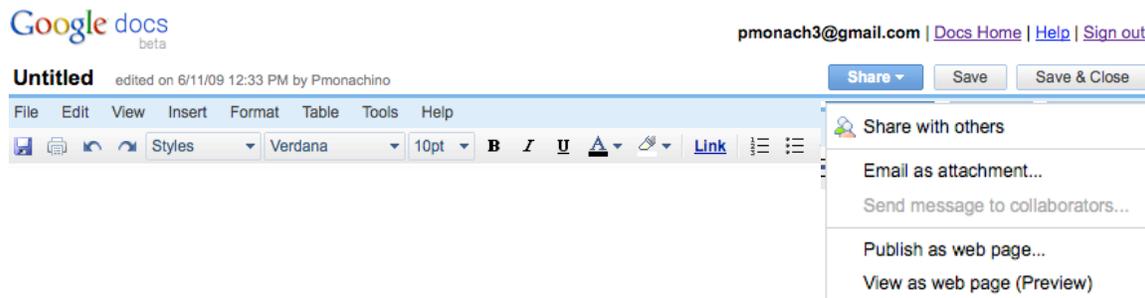
- Opening a new document gives you a menu and tool bar similar to any word processing program. You can both import and export multiple formats.



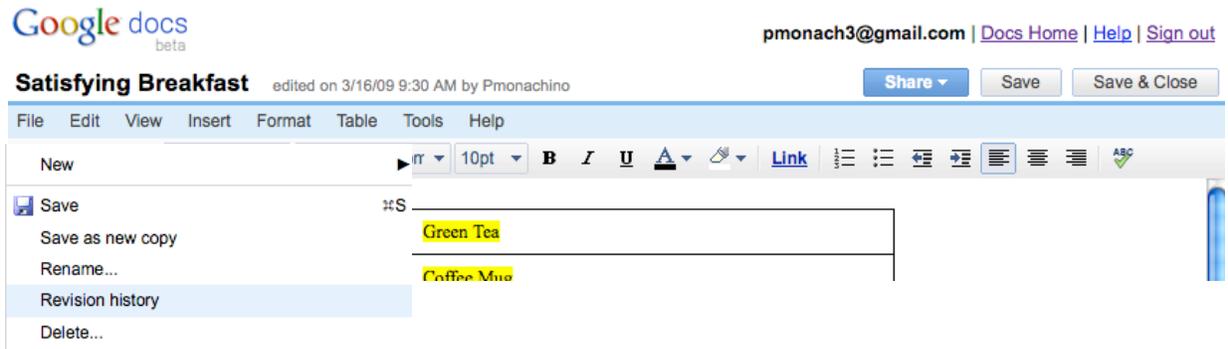
- You can copy text into a document from another source, edit, save, print, and you have several choices for exporting the document.



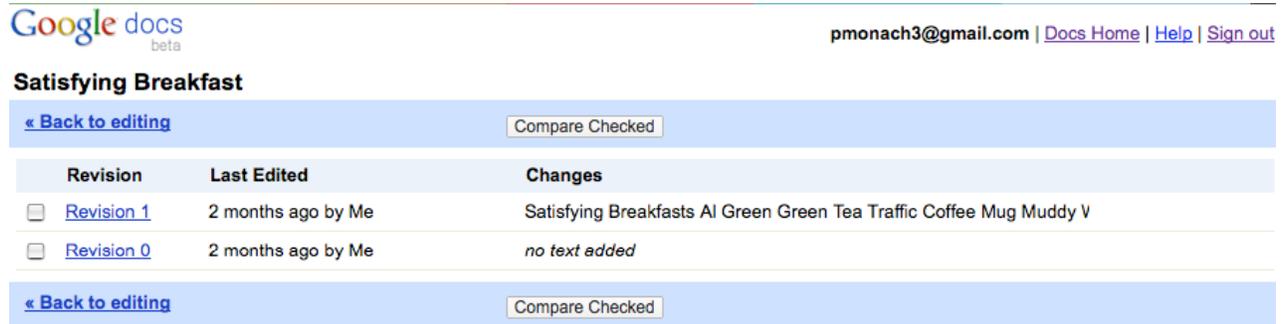
- You can share your documents with others. You determine whether the documents will be read only or if others can edit. There are several ways in which the documents can be shared.



- If you are sharing documents in a collaborative environment, all users are accessing the same document, not copies. You can track all modifications to a document by looking Revision History.

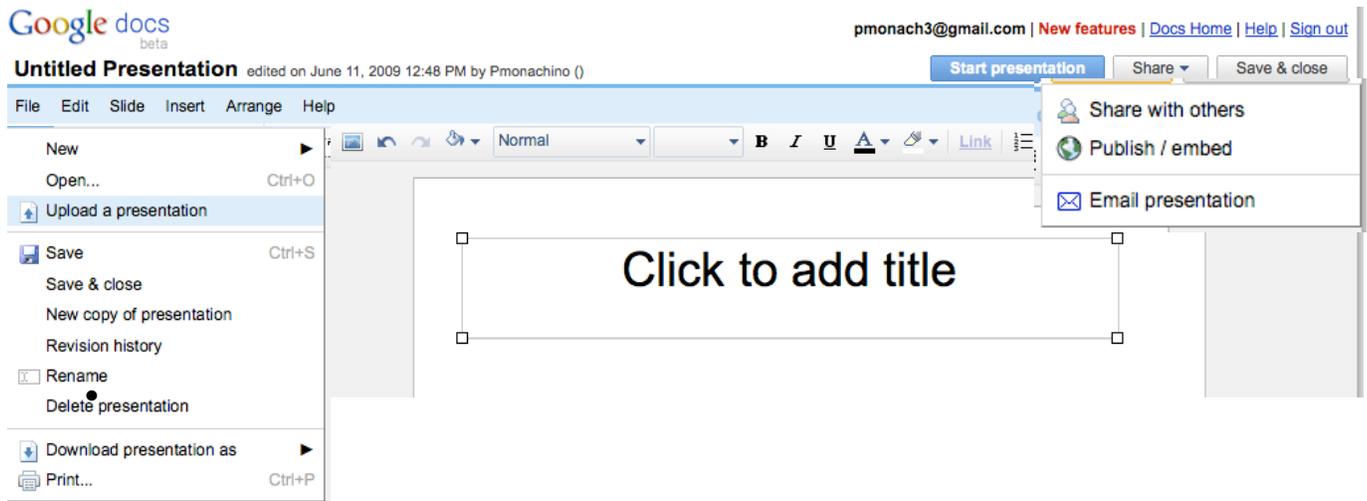


- This will make it possible to view every version of the document going back to the original version.



2. Presentations

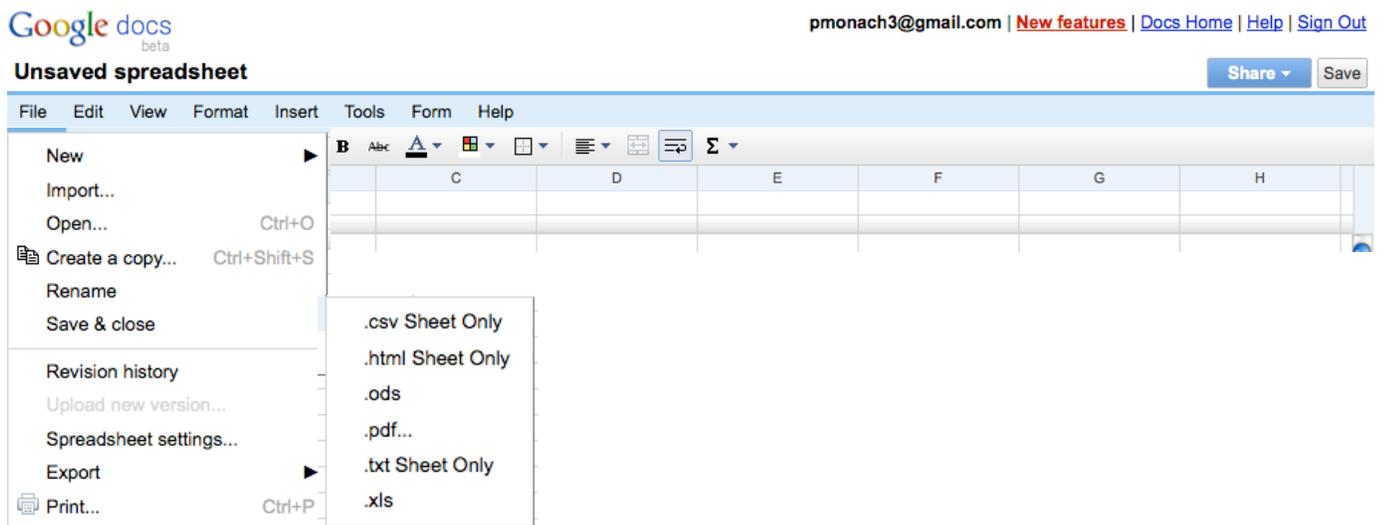
- The presentation work area resembles PowerPoint. In fact, you can upload a Powerpoint presentation and convert it to Google Docs, and you can download a Google Docs presentation as a Powerpoint.



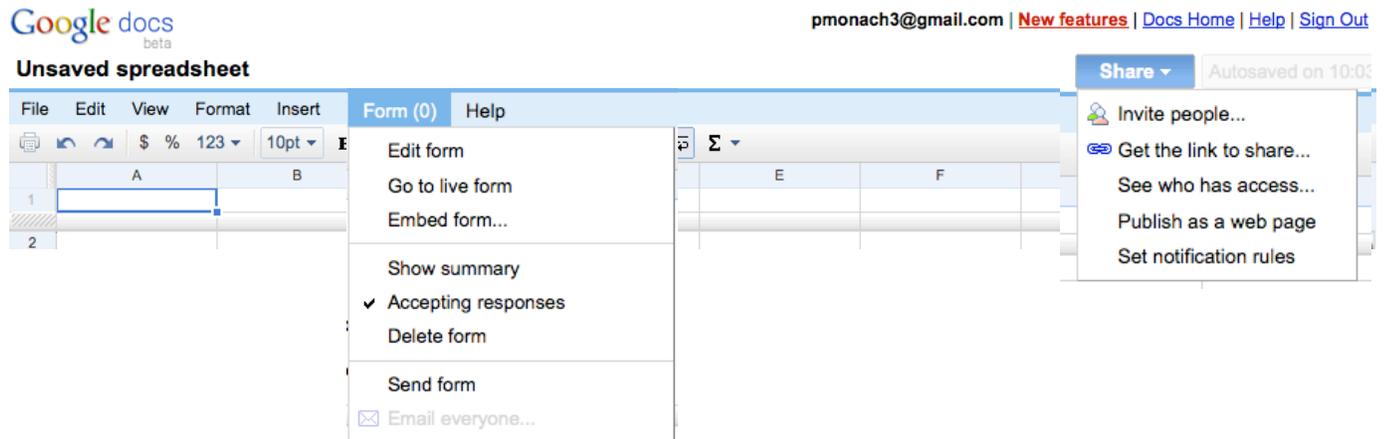
- You can share a presentation published to a website or as a collaborative document.

3. Spreadsheets

- Opening Spreadsheets looks very much like opening Excel. You can import Excel spreadsheets, convert them to Google Docs, then export the document in multiple formats.



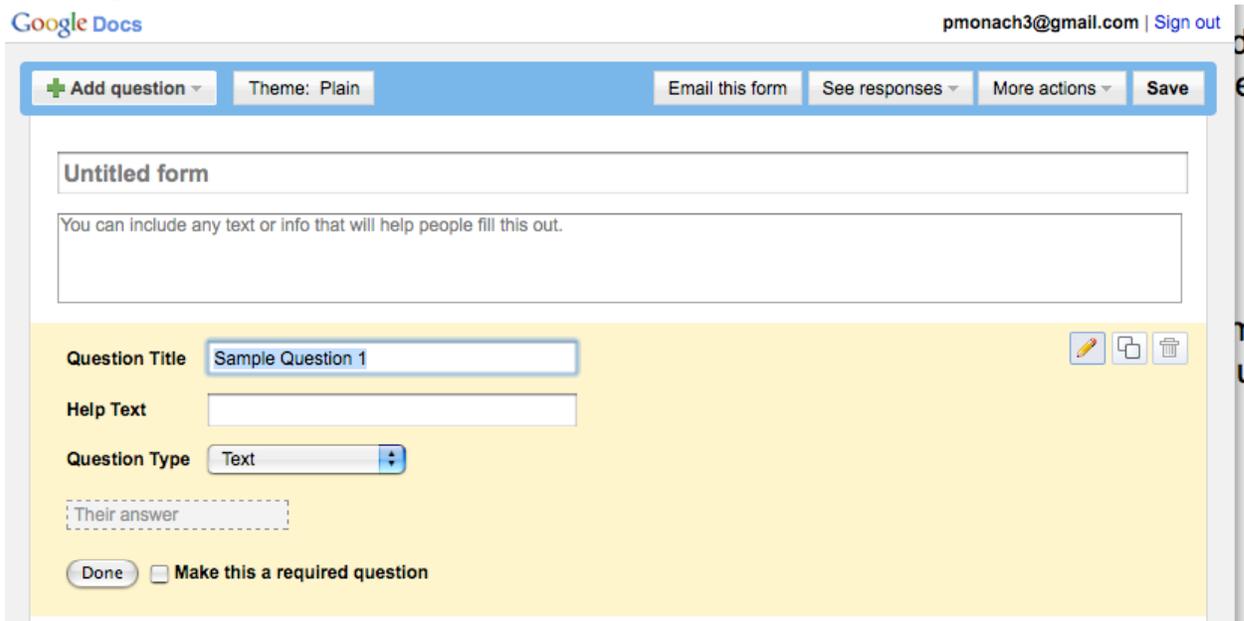
- You can share your spreadsheet in many ways. You control whether files are read-only or if you wish to make them collaborative.



- You can also create and manage a form from your spreadsheet, or you can first create the form, which will automatically generate its corresponding spreadsheet.

4. Forms

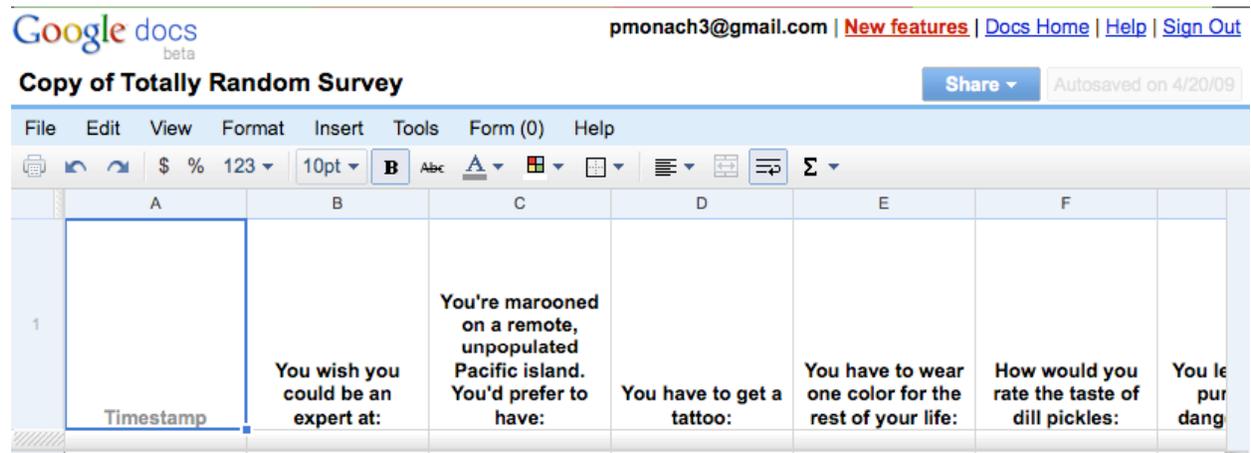
- You can first decide to create a form that can be shared, completed and submitted electronically. A corresponding spreadsheet will automatically be generated.



- You can add and format questions, select different themes, distribute the form and collect the responses all from this toolbar.



- The responses to the submitted forms will be collected and viewed in its corresponding spreadsheet.



5. Templates

You can always select from an extensive list of templates when creating any of your Google Docs.

