



# Practicing with Google Docs



## Docs

Google Docs is one of the most popular Google Workspace productivity tools. The best part is that it's completely free! All you need is a Gmail account. Here are a few additional benefits of Google Docs:

- Multiple people can work in the same doc at once
- Easily share, provide, and receive feedback
- All changes are saved automatically
- Access tons of free templates
- Revert to a previous version at any time
- Download in multiple file formats

## Get Started

- 1 Open your preferred browser by clicking on the icon on your computer.



Chrome



Edge



Safari



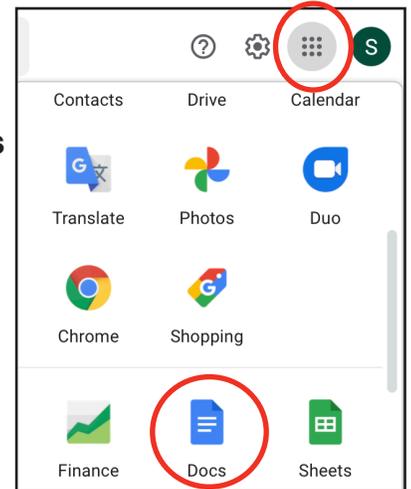
Firefox

- 2 Go to [gmail.com](https://gmail.com) and sign into your Gmail account.

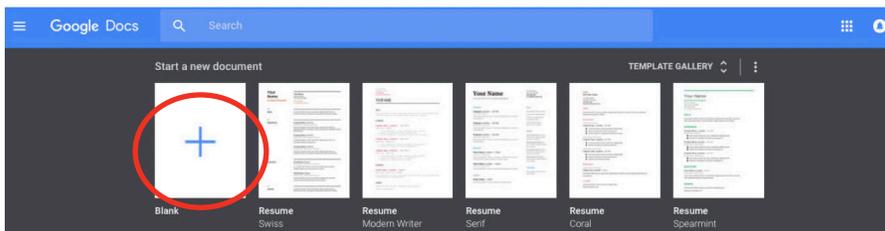




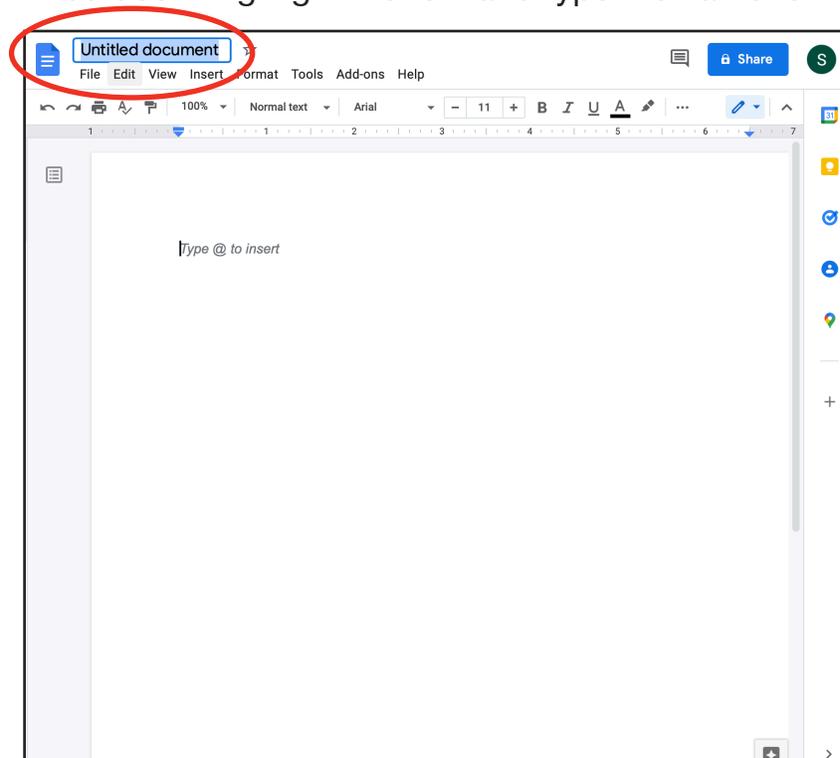
3 From your Gmail inbox, find the app grid. It's in the upper, right-hand corner of your screen, next to the settings icon. Scroll down and click on the **Docs** icon.



4 Next you'll see the Template Gallery. Select a **Blank doc** to get started.



5 When the doc opens, go to the top, left-hand corner of the doc where it says "Untitled doc." Highlight the text and type the name for the doc.





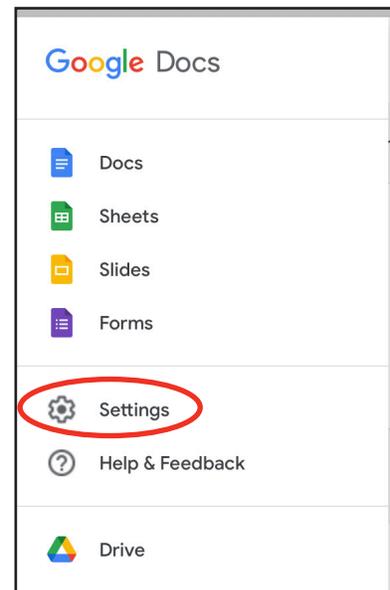
# Settings

If you don't see the template gallery when you go to the Google Docs homepage, you may need to adjust your settings.

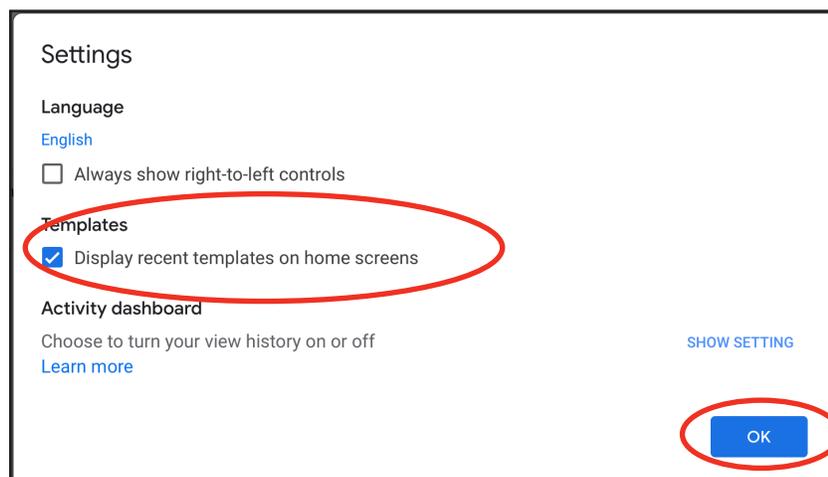
- 1 Click on the **Menu icon** in the top, left-hand corner of the screen.



- 2 Scroll down and click on **Settings**.



- 3 Under the **Templates** heading, click to place a check mark next to **Display recent templates on home screens**. Then click **OK**.





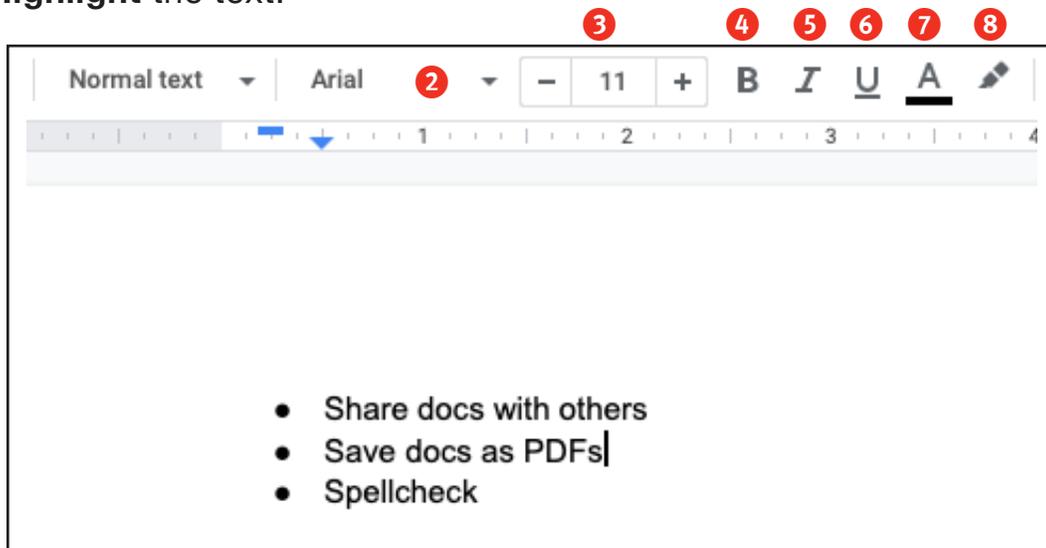
## Activity: Formatting

Start entering text into your blank doc. Start by typing 3-5 things you hope to do with Google Docs. This is just for practice, so it doesn't matter what you write.

- 1 **Add bullets.** Highlight the text and then click the bullet icon from the formatting bar.



- 2 Select a new **font**.
- 3 Change the font **size**.
- 4 **Bold** the text.
- 5 Make the text **Italic**.
- 6 **Underline** the text.
- 7 Change the text's **color**.
- 8 **Highlight** the text.

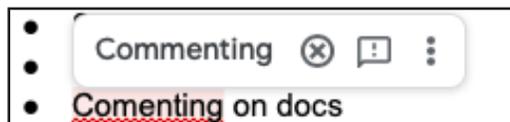




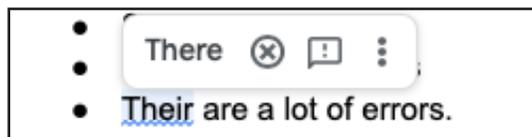
# Checking Spelling and Grammar

Google Docs should automatically check spelling and grammar. If for some reason you think it's not working, you can double check by following the steps below.

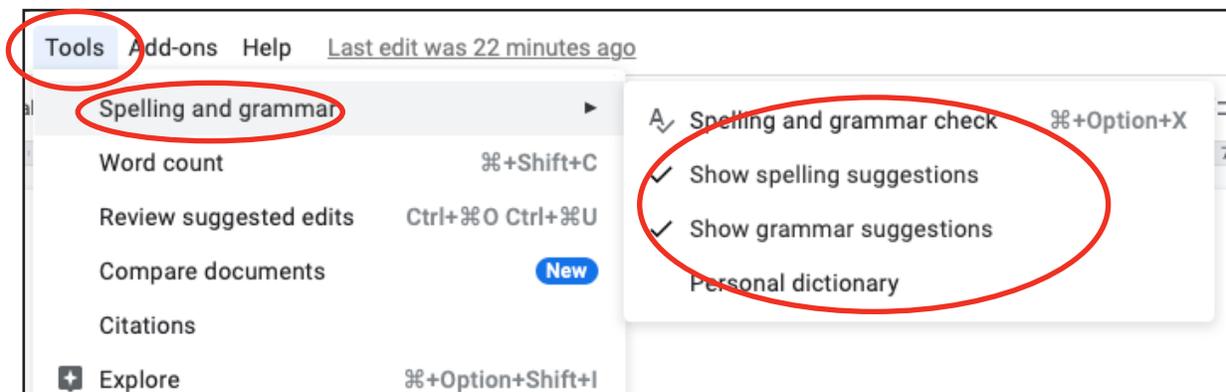
- 1 Misspelled words are highlighted in red.



- 2 Grammatical errors are highlighted in blue.



- 3 If you don't see any errors and you want to double check, or confirm that the spelling and grammar feature is enabled, go to **Tools**. Then hover over **Spelling and grammar**. Make sure that the tools checked off in the image below are also checked off on your screen.

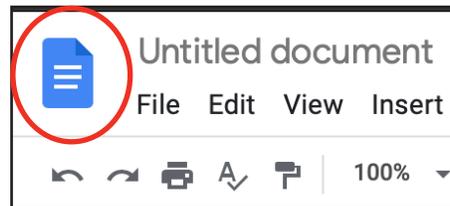




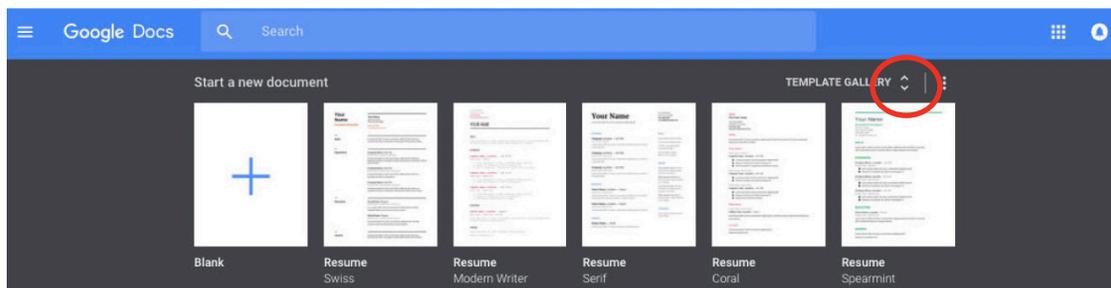
# Selecting Templates

Templates are a great tool because the formatting is already embedded into the template. All you have to do is plug in your information. Google Docs offers hundreds of great templates for a wide variety of uses. In this example, we'll look at resume templates.

- 1 To access the **Template gallery** from an open Google Doc, click on the **Docs icon** in the top, left-hand corner of your screen next to your Doc's title.



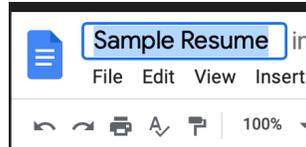
- 2 Expand the Template gallery by clicking on the double arrows to browse the different types of templates available. Scroll until you find the **Resumes** section.



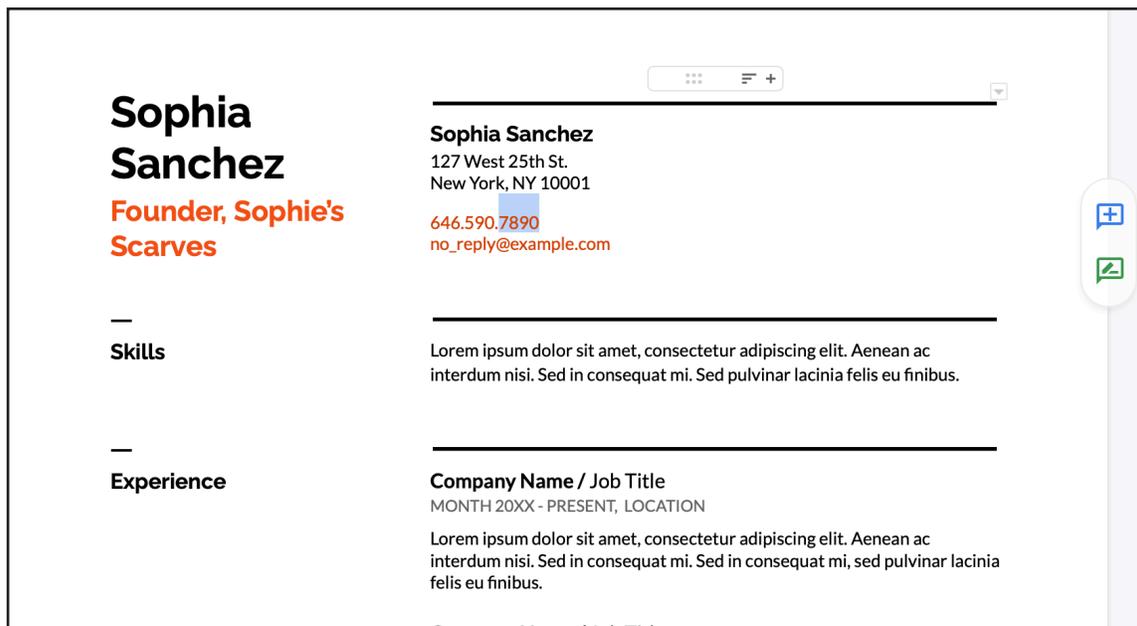


# Using Templates

- 1 Give your doc a name. If this is your resume, it should be “Your Name + Resume,” e.g. Sophie Sanchez Resume. Include the position title or company name if you have it. This will help you stay organized in your job search!



- 2 Start with the easy stuff, like your name. Highlight **YOUR** and enter your first name. Next, highlight **NAME** and enter your last name. Repeat this process in each section to enter your information. When you’re done, you’ll want to proofread the doc very carefully to make sure that there is no dummy text leftover in your resume!

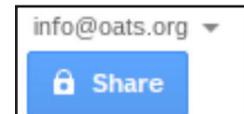




## Sharing Docs

You can share a Google doc with anyone! Recipients do not need to have a Gmail account to access the files you share with them. To get started, follow the steps below.

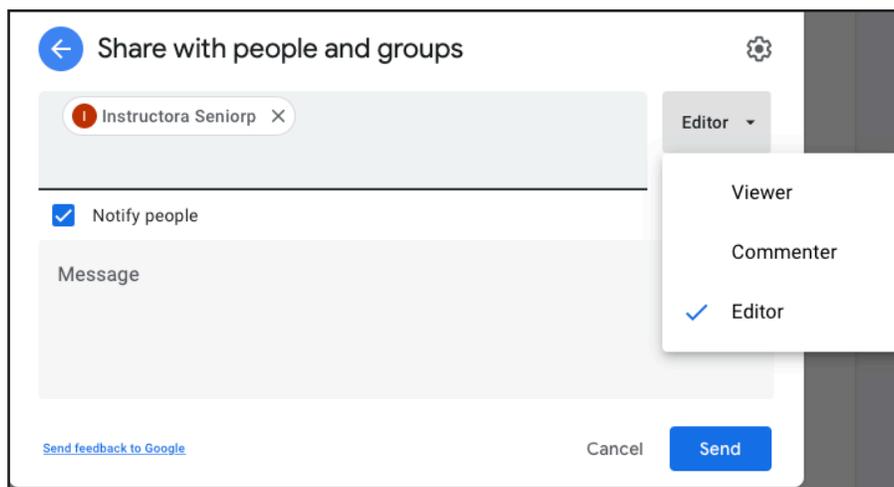
- 1 Locate the **Share button** in the top, right-hand corner of your screen.



- 2 Enter the email address(es) of the person or people you'd like to share the file with.

- 3 Select the level of privileges you'd like your recipient(s) to have.

- **Viewer:** Prevents recipients from editing or adding comments.
- **Commenter:** Recipient can comment but cannot edit the original text.
- **Editor:** Recipients have full access to edit the entire doc.

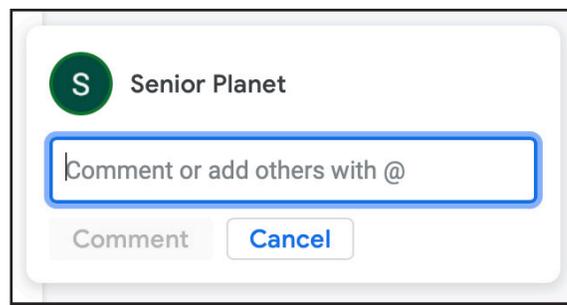


- 4 Click **Send** when you're ready to share the doc.

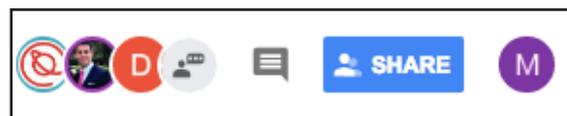


## Commenting & Collaborating

- 1 To leave a comment in a doc, highlight any of the text and the **comment icon** will appear in the right margin of your doc.
- 2 When you click on the **comment icon**, a box will appear where you can type in your comment. Once you've entered text into the field, the **Comment button** will turn blue. Click the button to leave your comment. You can leave as many comments as you like!



- 3 A Google doc is often called a “live doc.” That means that multiple people can view and edit the doc at once. You'll be able to see the number of people who are simultaneously in a doc. Just look to the top, right-hand corner of the doc.



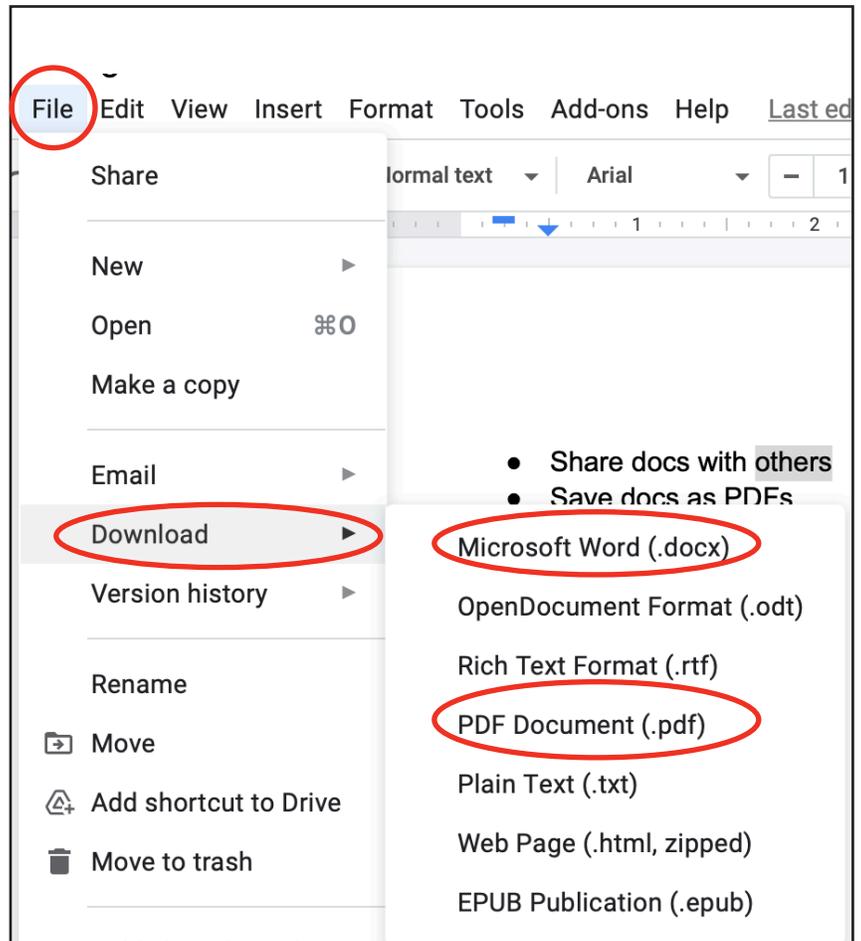
Your trainer may share a doc with you and your fellow participants so that you can experience what it's like to be in a live doc with other users!



## Download as...

In addition to being free and making it easy to collaborate with others, one of the great features of Google Docs is the ability to download and save the doc in different file formats. The most popular file formats are Microsoft Word and PDF.

- 1 Click on **File** at the top of the doc.
- 2 Select **Download**.
- 3 Choose the file type you want to save your doc as.
- 4 Check your downloads folder or desktop for the file you just saved.

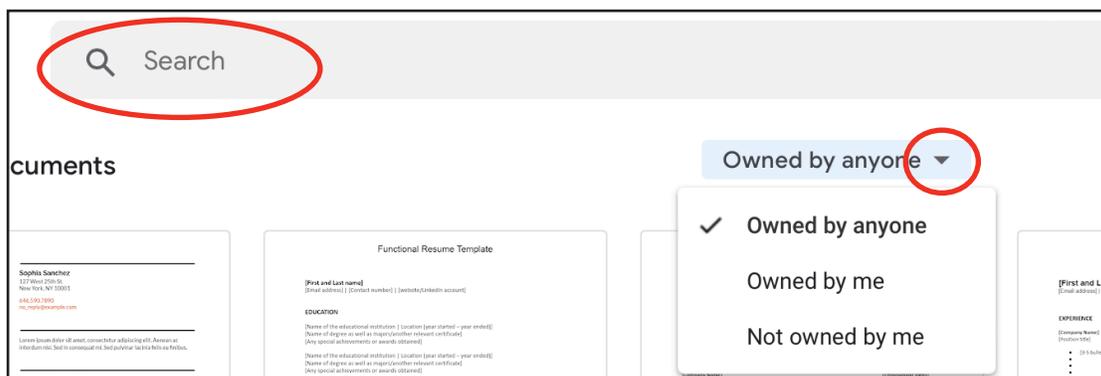




# Searching & Best Practices

Another great benefit of using Google Docs is that the power of Google search is built-in to this tool!

- 1 Click on the **Docs icon** to go to your Google Docs homepage.
- 2 Find the search bar at the top of the page. Enter the name of the doc you're looking for. You can further refine the results by filtering by the owner of the doc. Click the drop-down arrow next to **Owned by anyone** to see the options.



If you're relying on the search feature to stay organized, then how you name your docs becomes very important. If you have multiple docs with the same exact name, you're going to have a hard time figuring out which one you actually need. A best practice is to add the date (YYYY-MM-DD) along with the name of your doc.



For resumes, include your name and either the position you're applying for or the company.

