Grow with Google

Presenter/Facilitator Guide

How to lead this workshop

Workshop Delivery

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10. **Explore version history:** Open and browse through the document's version history.

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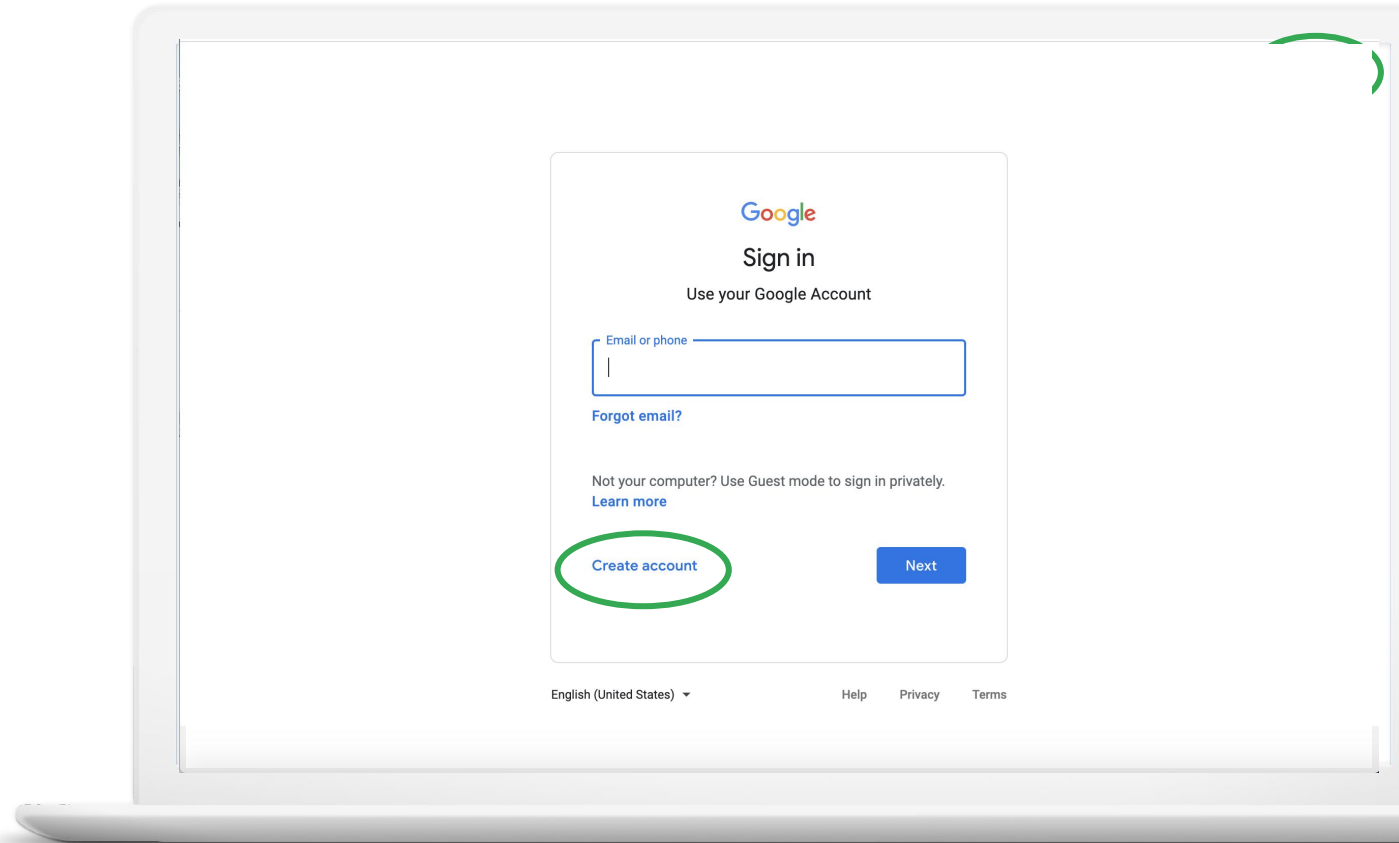# Learn the Basics of Google Docs

google.com/grow

#GrowWithGoogle

What is Google Docs?
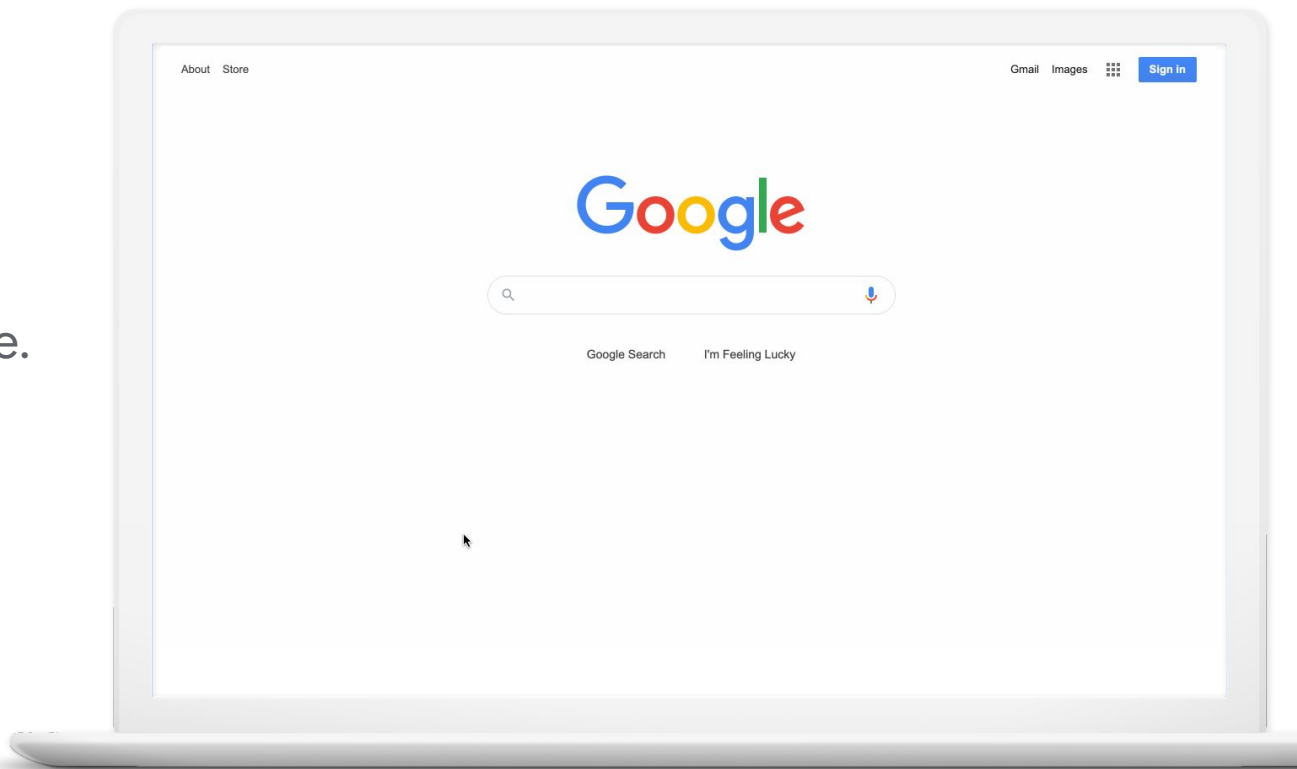
Sign in

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CREATE A FREE GOOGLE ACCOUNT

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SIGN INTO YOUR GOOGLE ACCOUNT

Sign into your
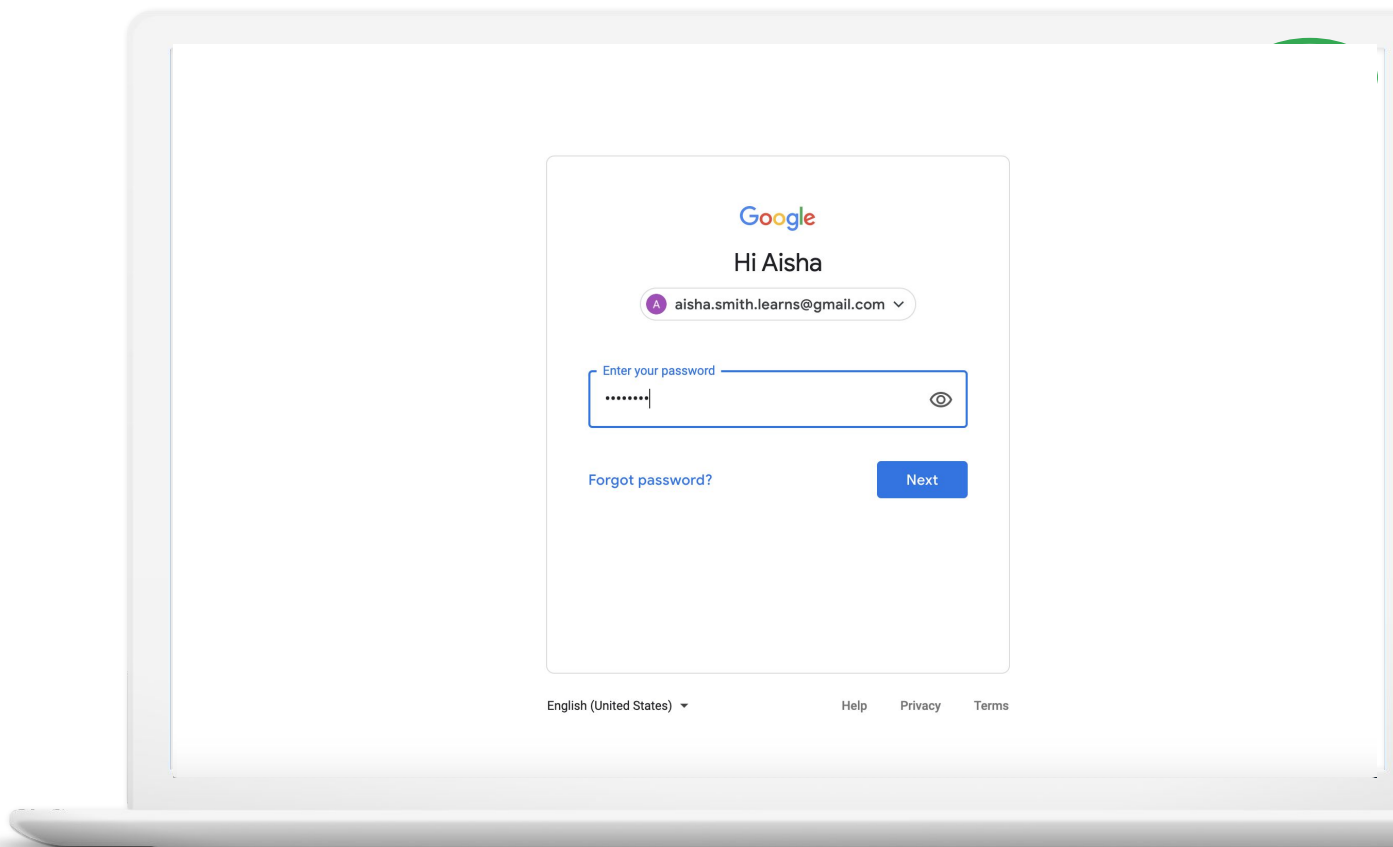Google Account.

Don't have a Google
account? Sign up for free.

Quick Tip:
Create a new Google account.
accounts.google.com/signup

About   Store

Gmail   Images   Sign in

Google Search   I'm Feeling Lucky

SIGN IN TO YOUR GOOGLE ACCOUNT

Sign in to your
Google Account.

Google

Hi Aisha

A aisha.smith.learns@gmail.com ⌄

Enter your password

••••••••

Forgot password?   Next

English (United States) ⌄   Help   Privacy   Terms

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Create a Google Doc

CREATE A GOOGLE DOC

Open Google Apps menu.

Scroll down to find Docs.

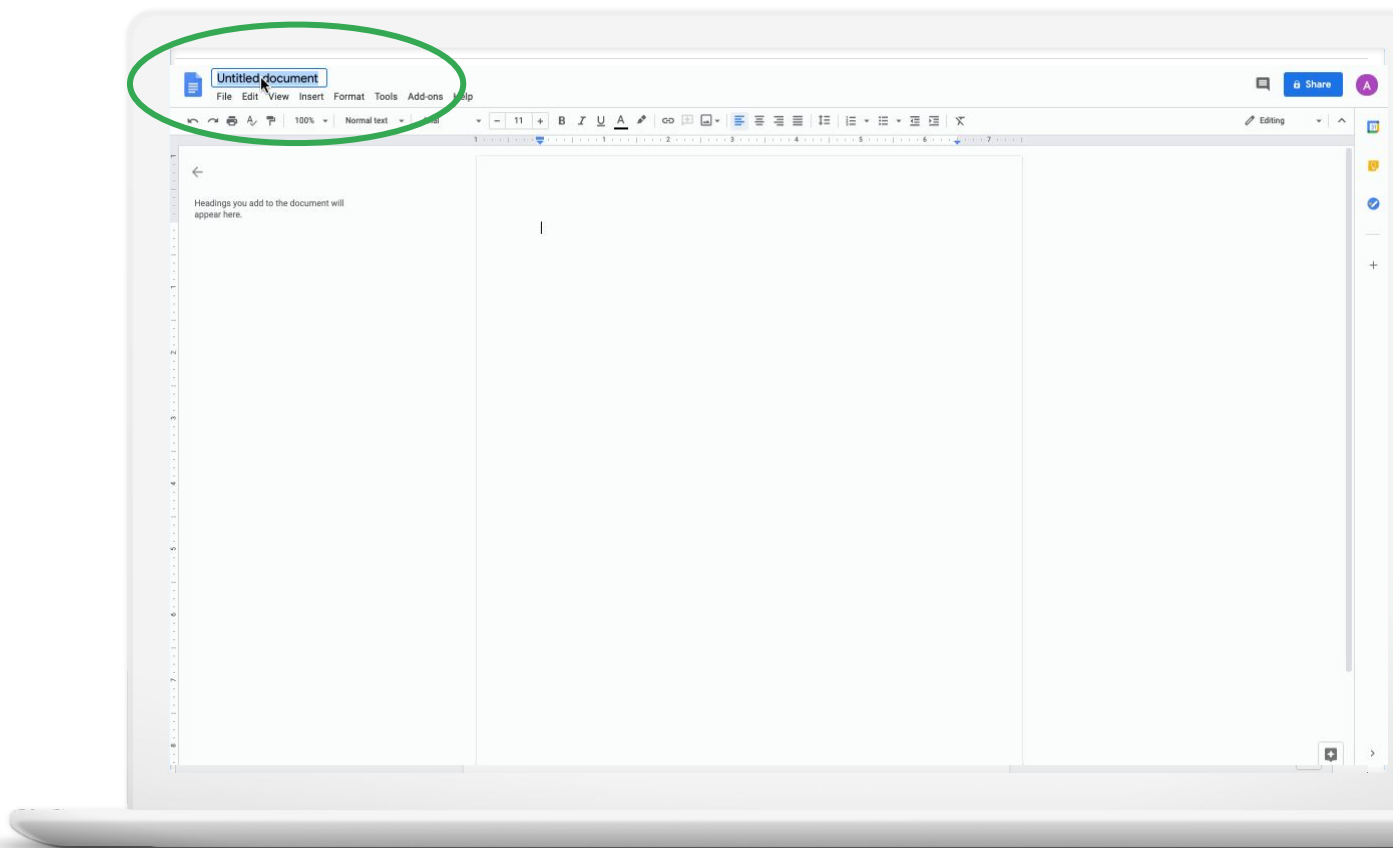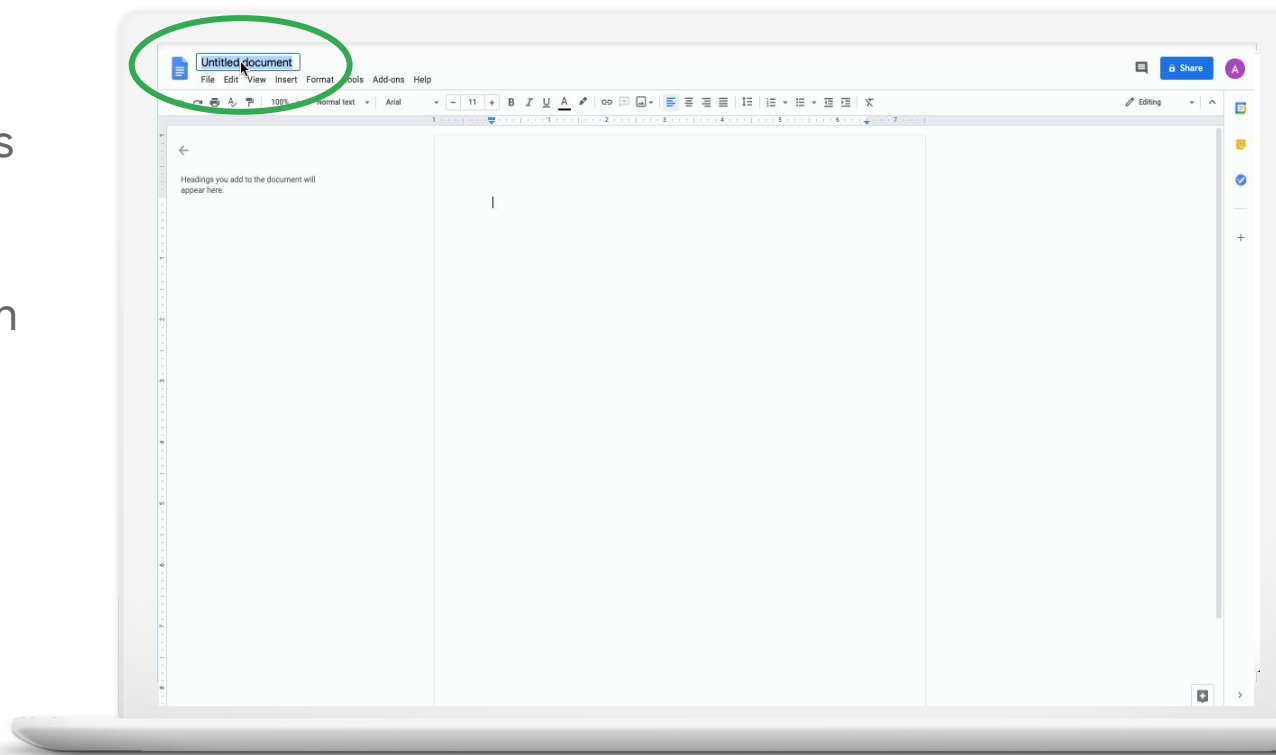**Click** Docs.
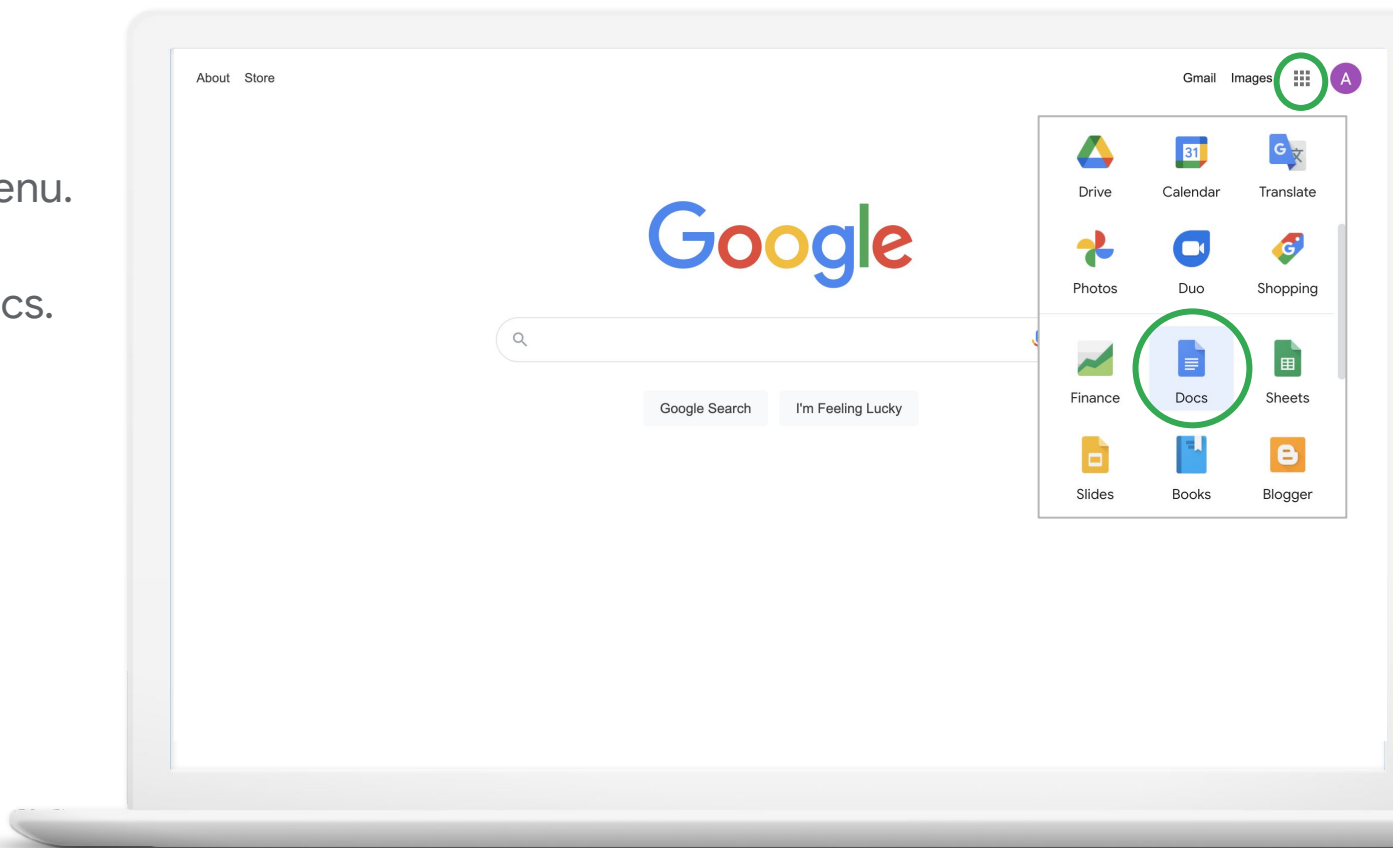
CHOOSE A BLANK DOC

Select a blank Doc.

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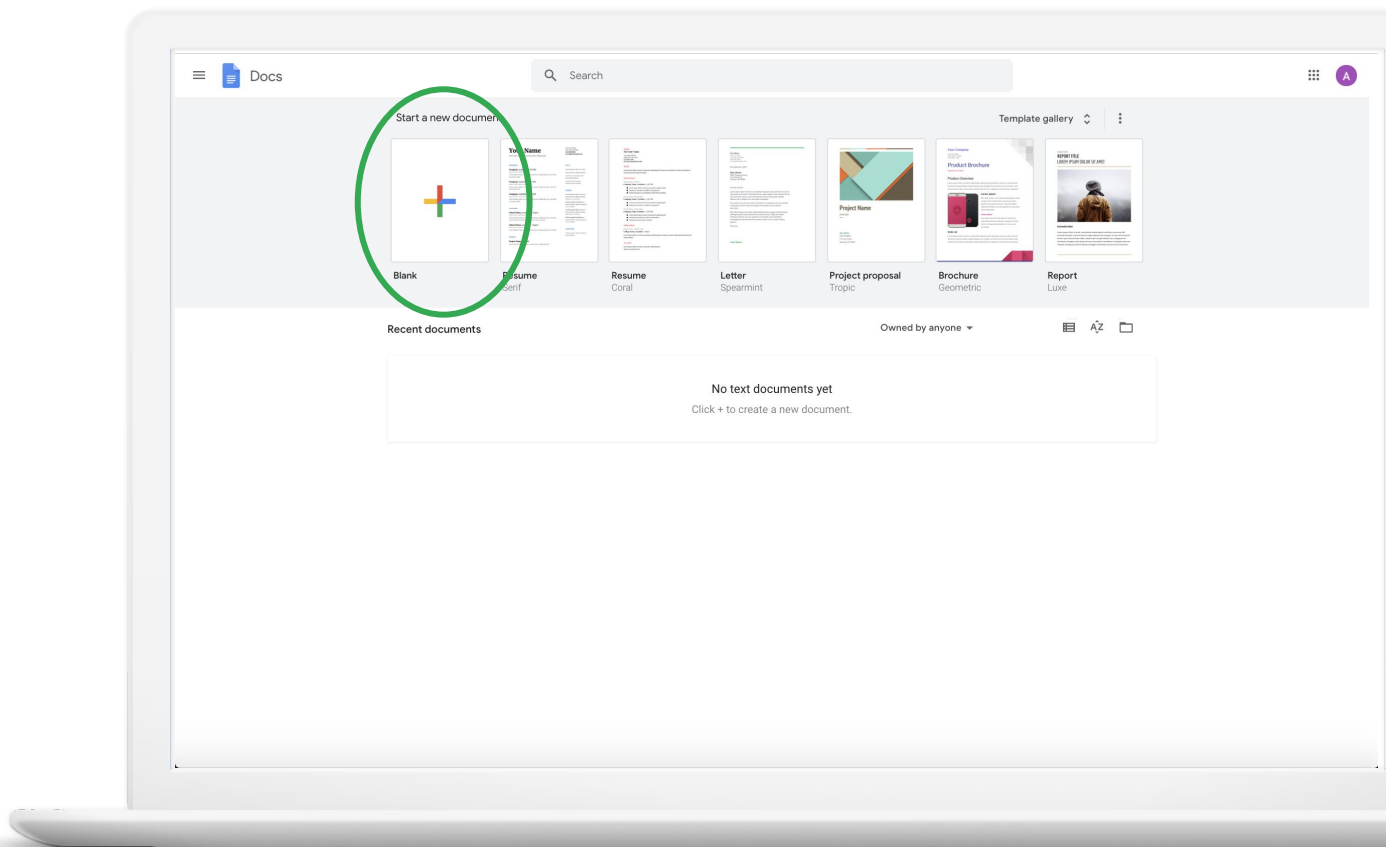
TITLE YOUR DOC

Click on
"Untitled Document"
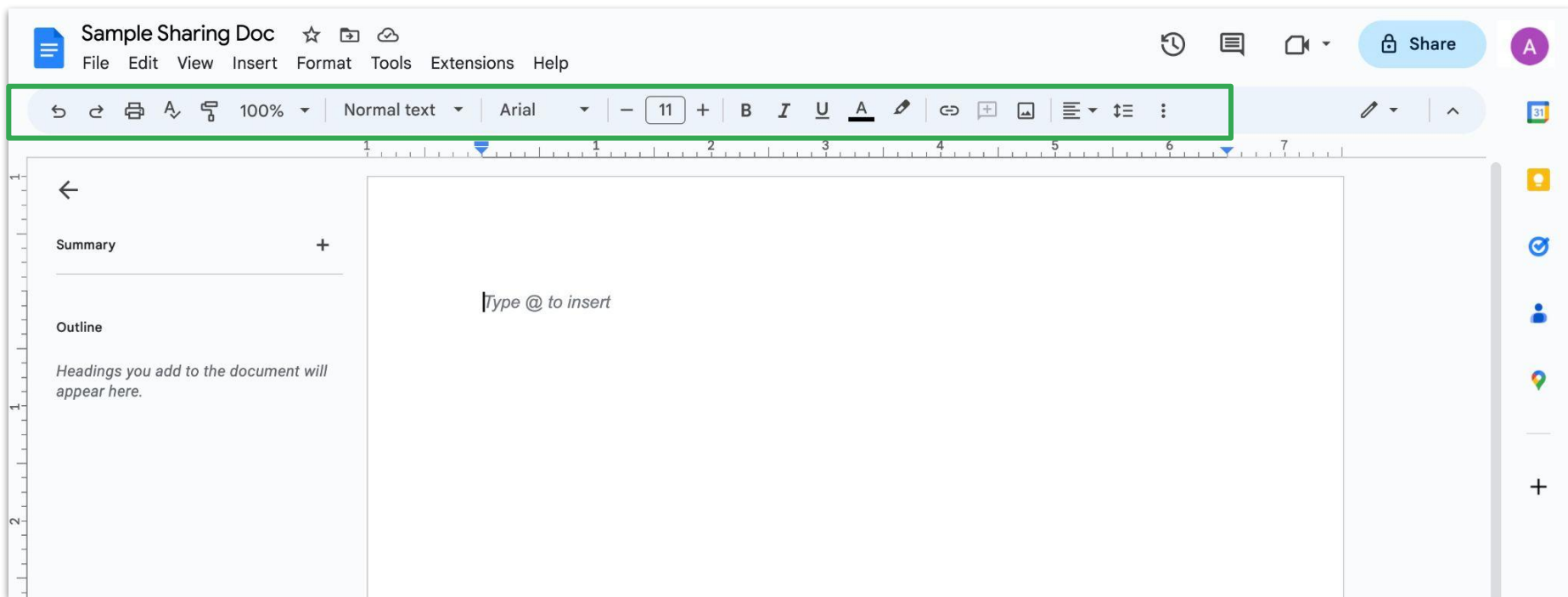
Type new title

Try it: Create and title a Doc

1. Open the Google Apps Menu

2. Click Google Docs icon
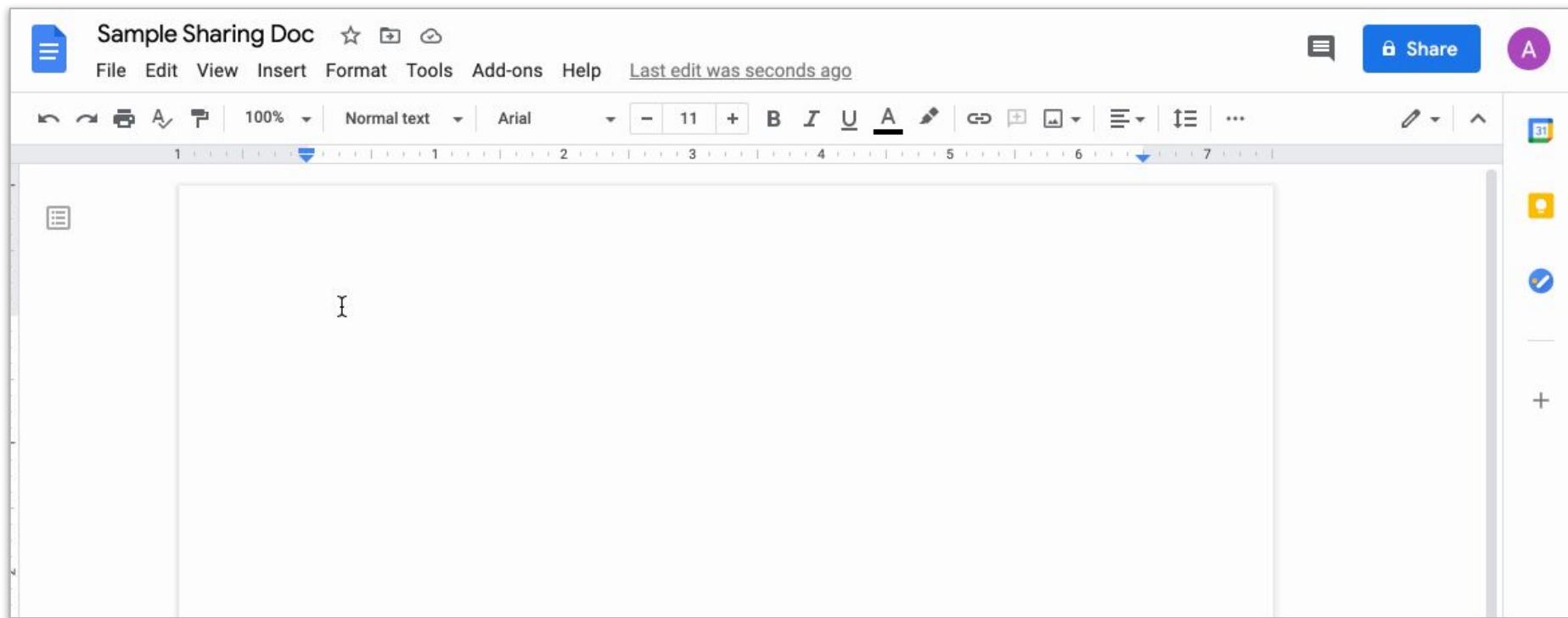
3. Select a blank Doc

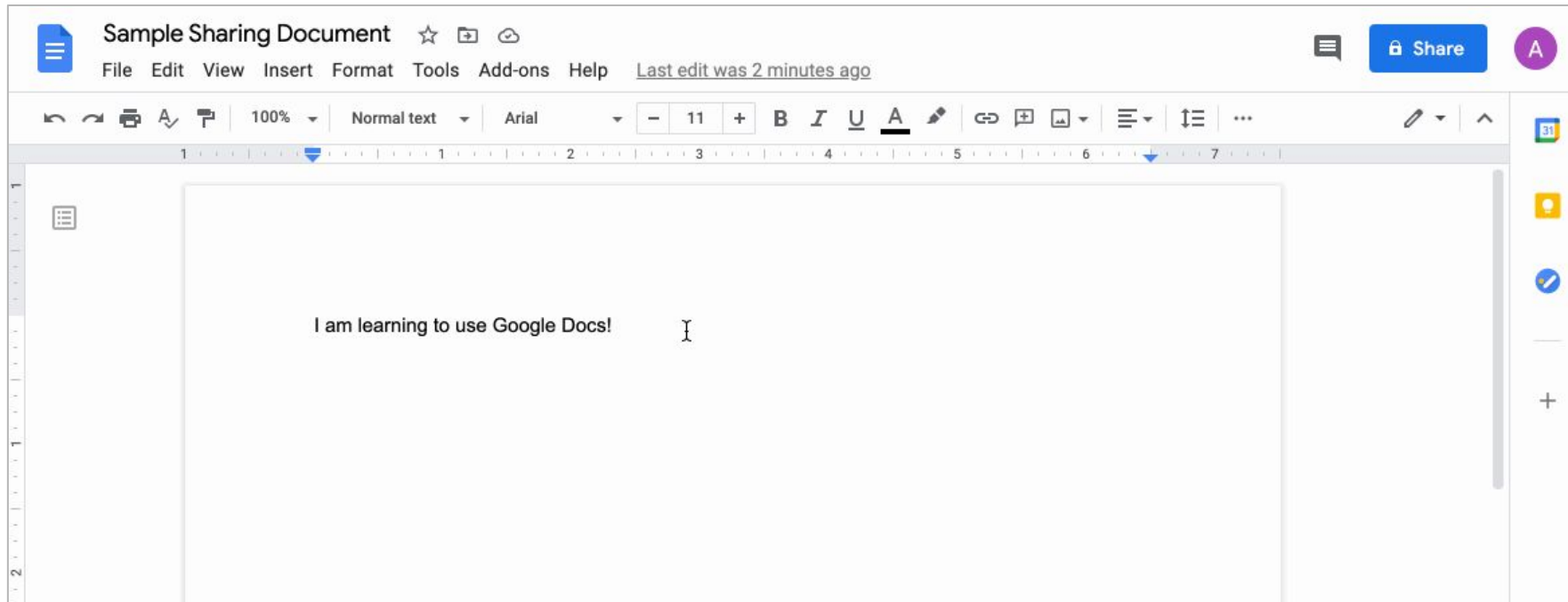4. Type in your new title

Explore Formatting

GOOGLE DOCS TOOLBAR
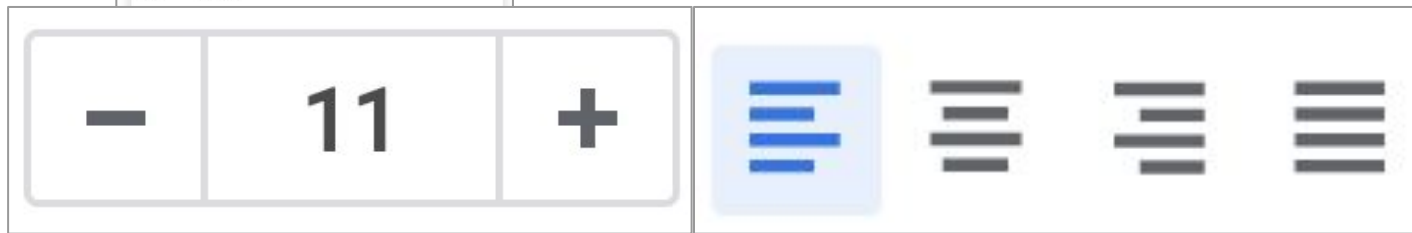
TYPE A SENTENCE

SELECT YOUR SENTENCE

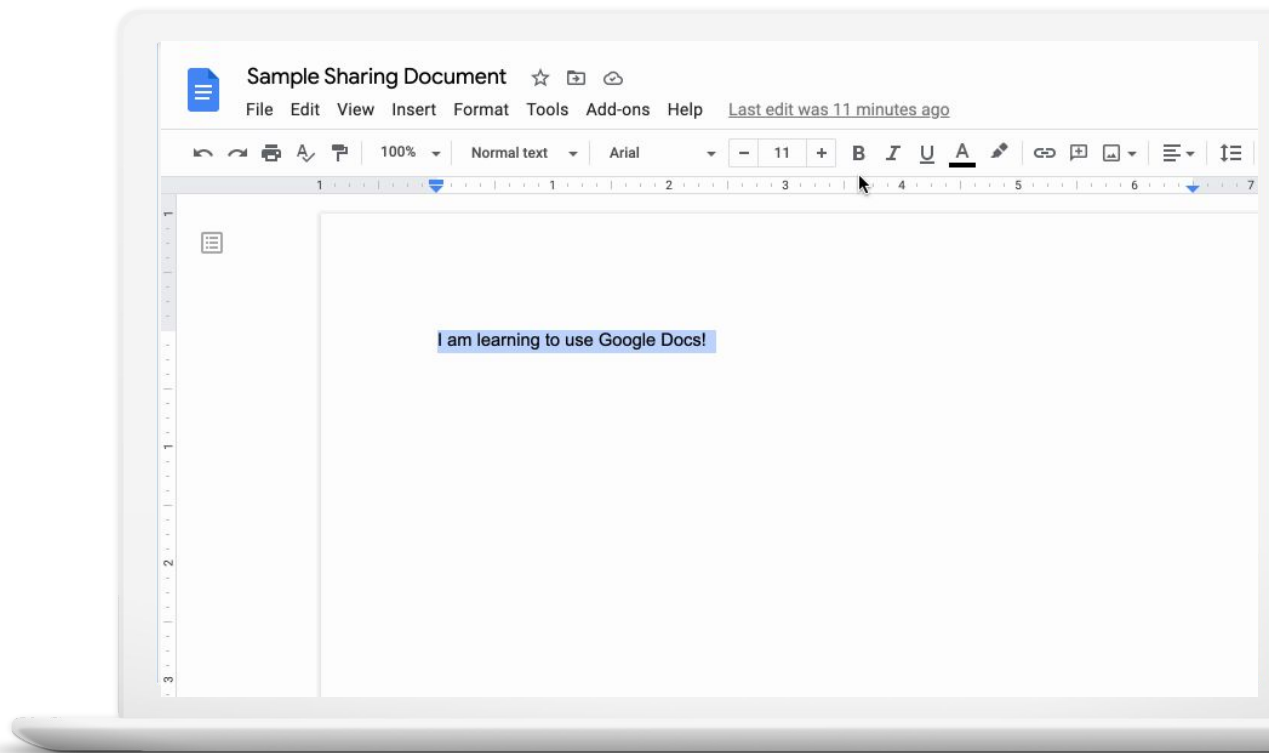Grow with Google

GOOGLE DOCS TOOLBAR

Undo

Redo

Left Center Right Justify

Try it: Experiment with formatting

1. Type a sentence

2. Select the sentence

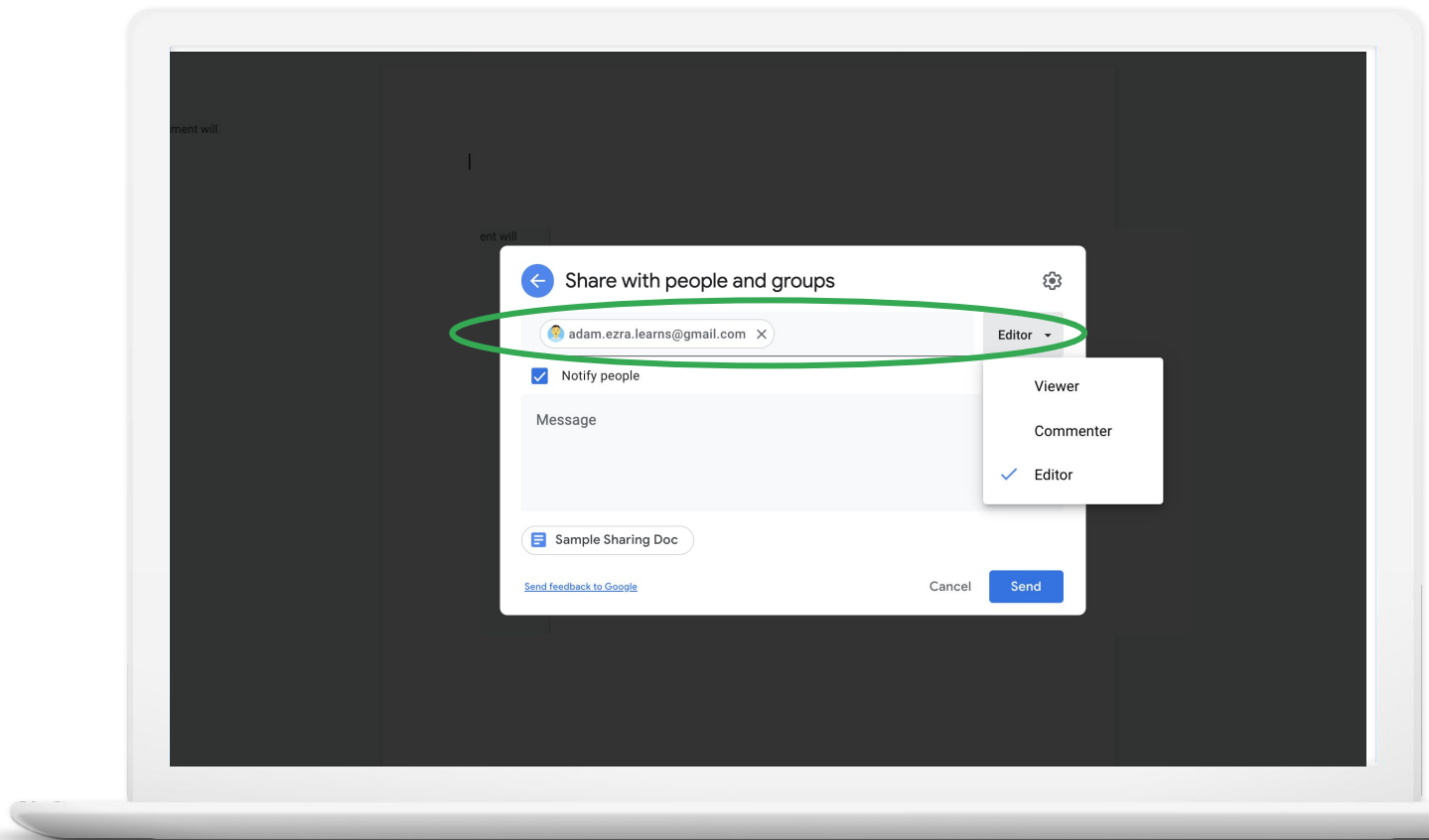3. Use the toolbar to change the formatting

Sample Sharing Document

File   Edit   View   Insert   Format   Tools   Add-ons   Help   Last edit was 11 minutes ago

100%   Normal text   Arial   —   11   +   B   I   U   A

I am learning to use Google Docs!

Share a Doc

SHARE YOUR DOC
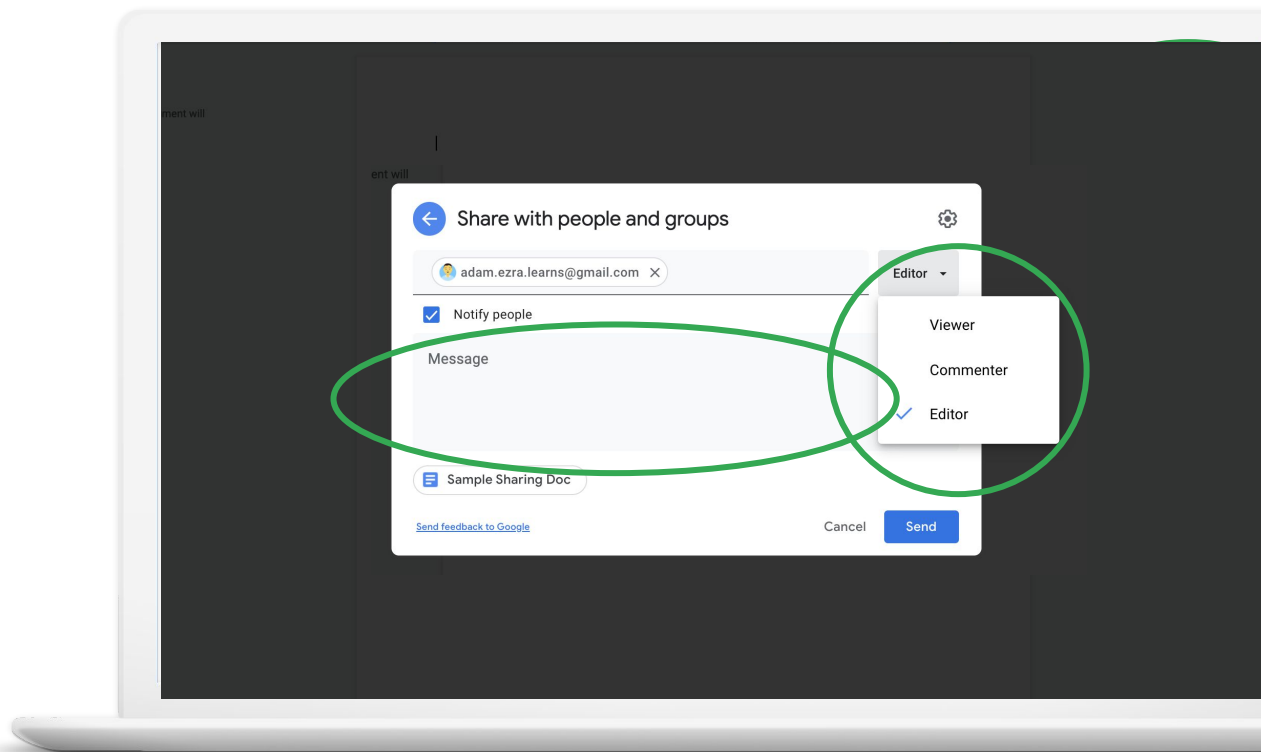
Click Share button.
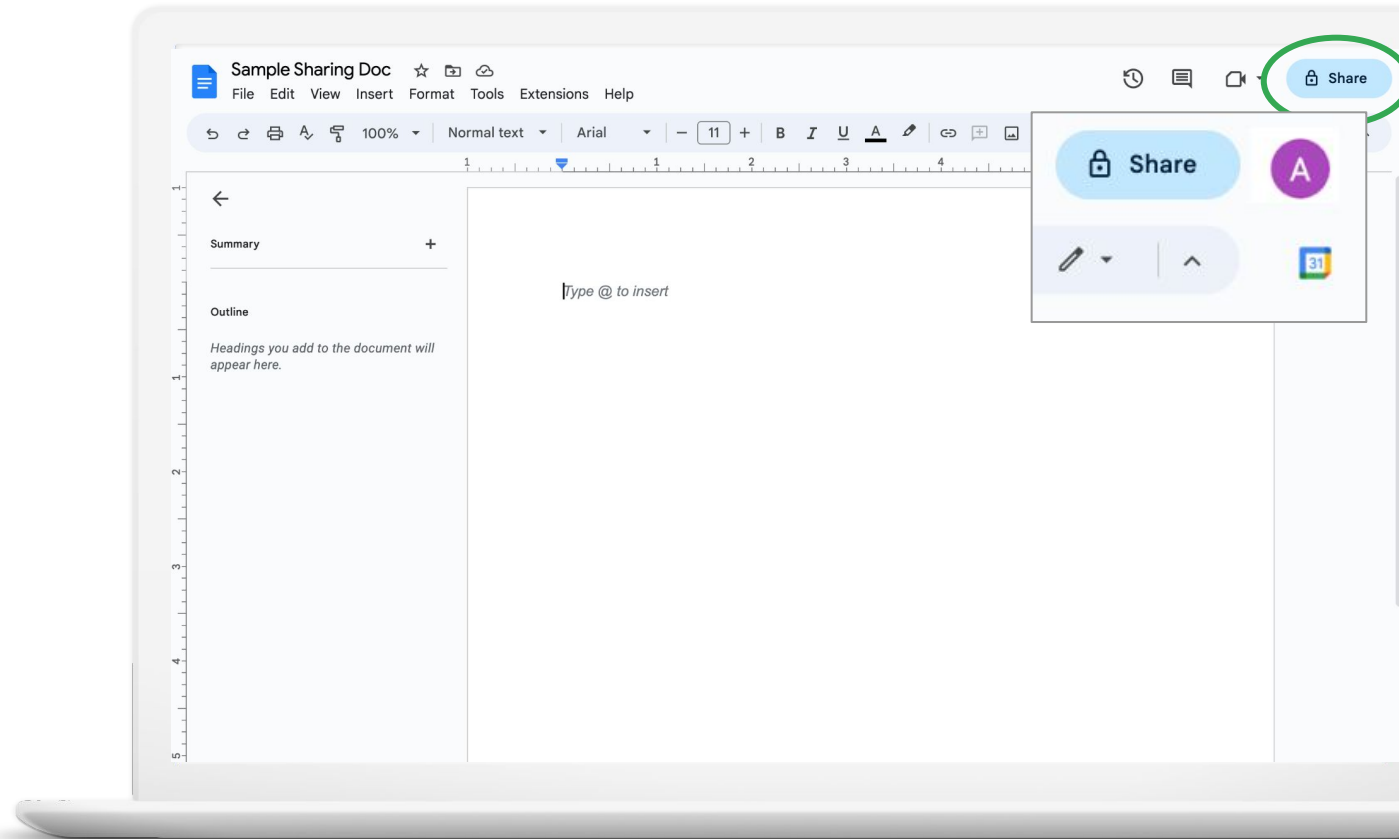
SHARE DOC

Type in your partner's email address

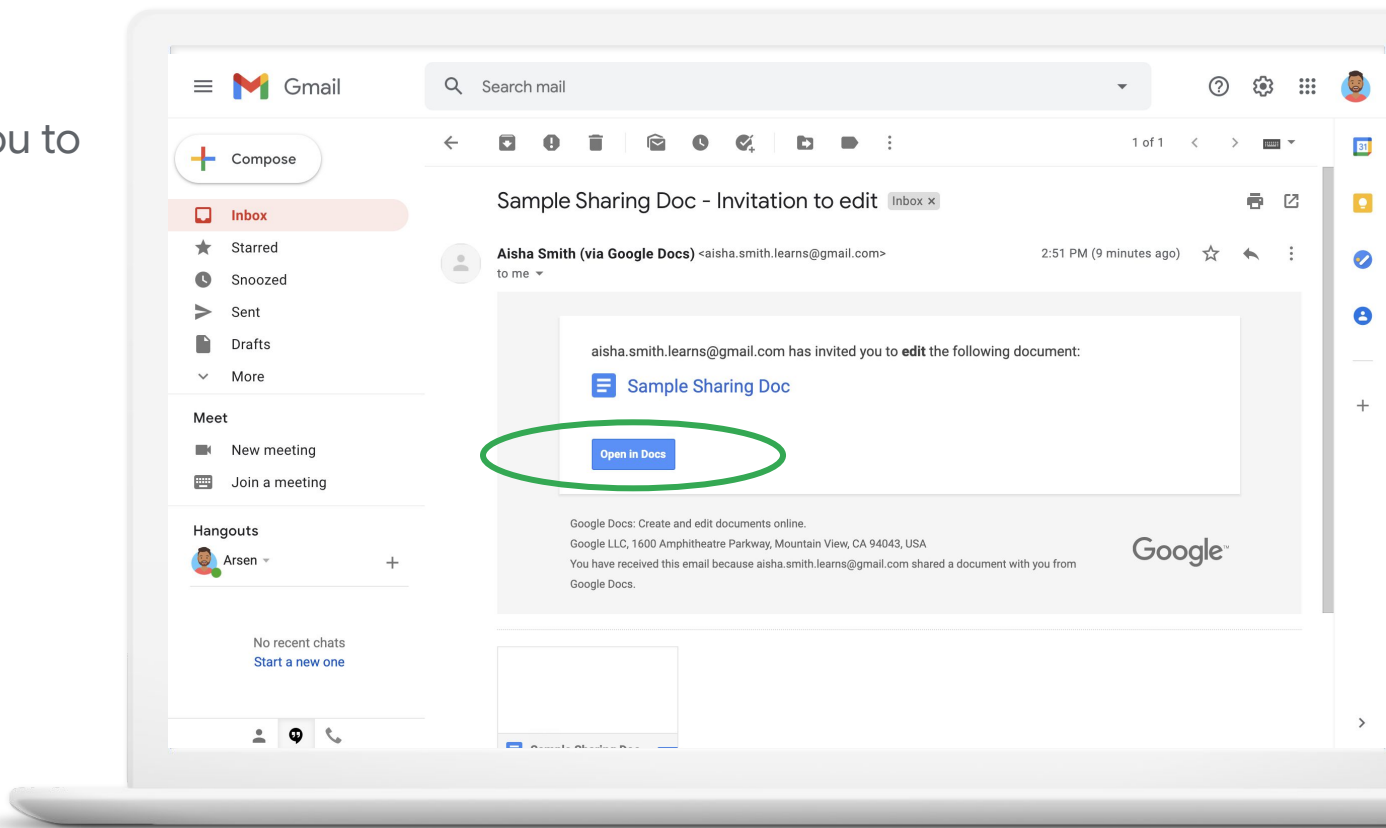**Select** Editor access

Try it: Share your Doc

1. Click Share button

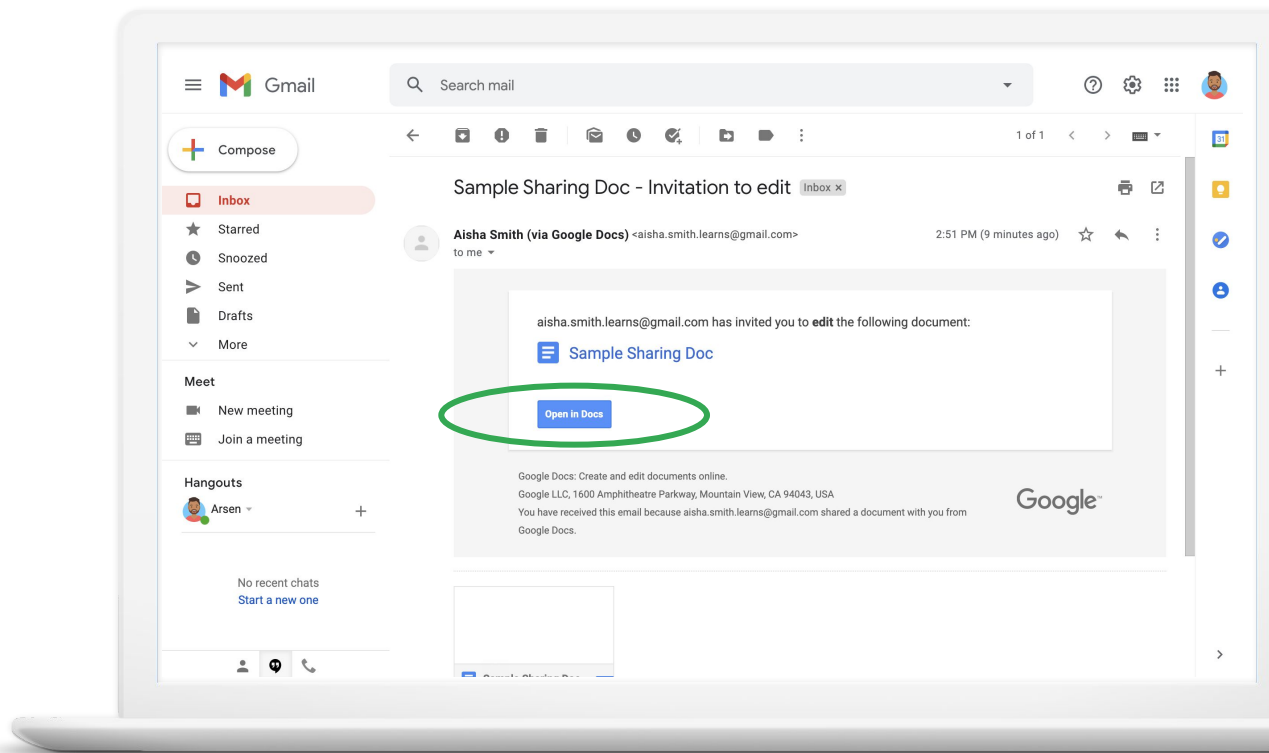2. Type in the email address

3. Choose Editor access

Open a shared Doc

OPEN SHARED DOC

Open email inviting you to shared Doc.

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Try it: Open a shared Doc

1. Open Gmail

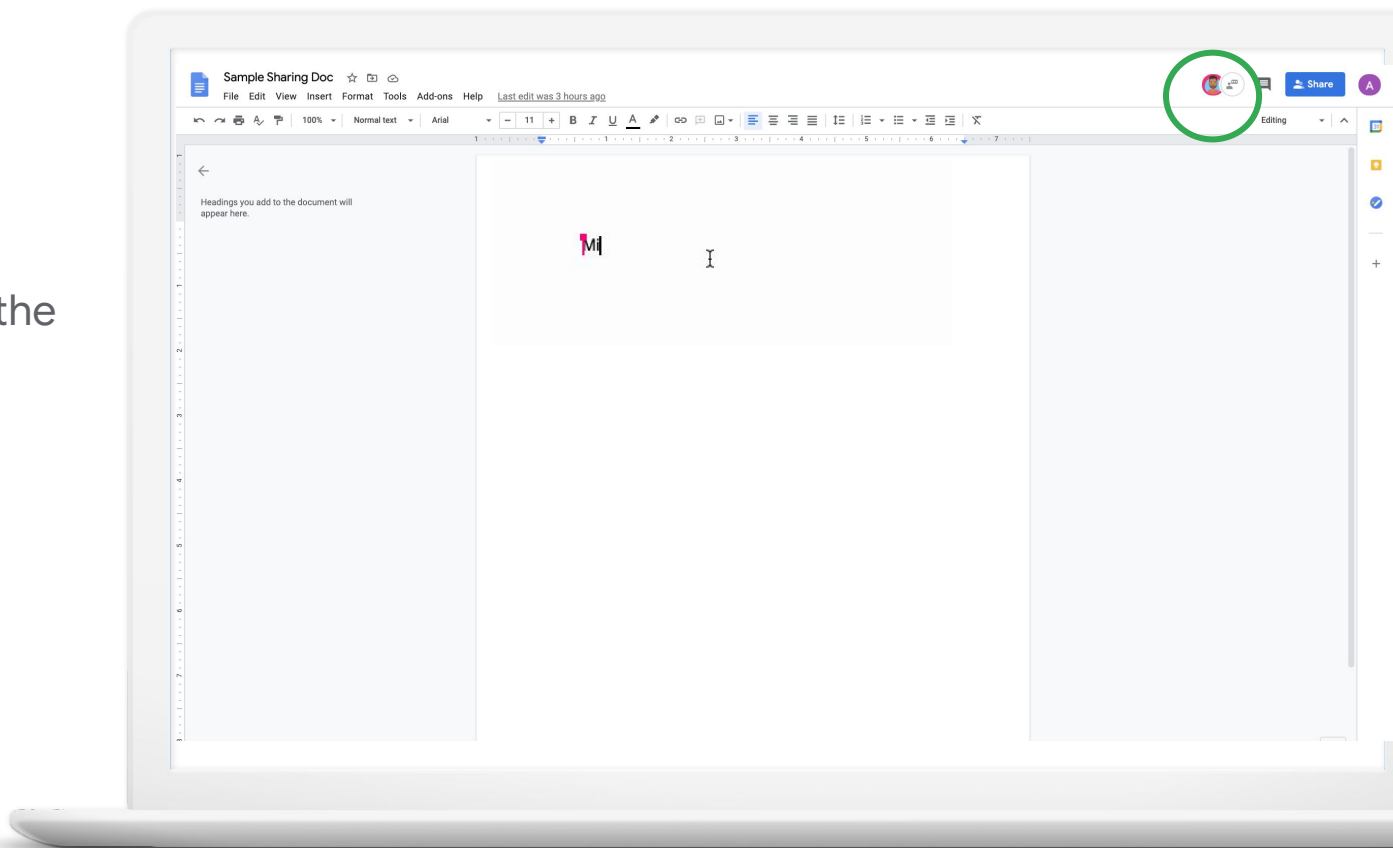2. Open the email from your partner

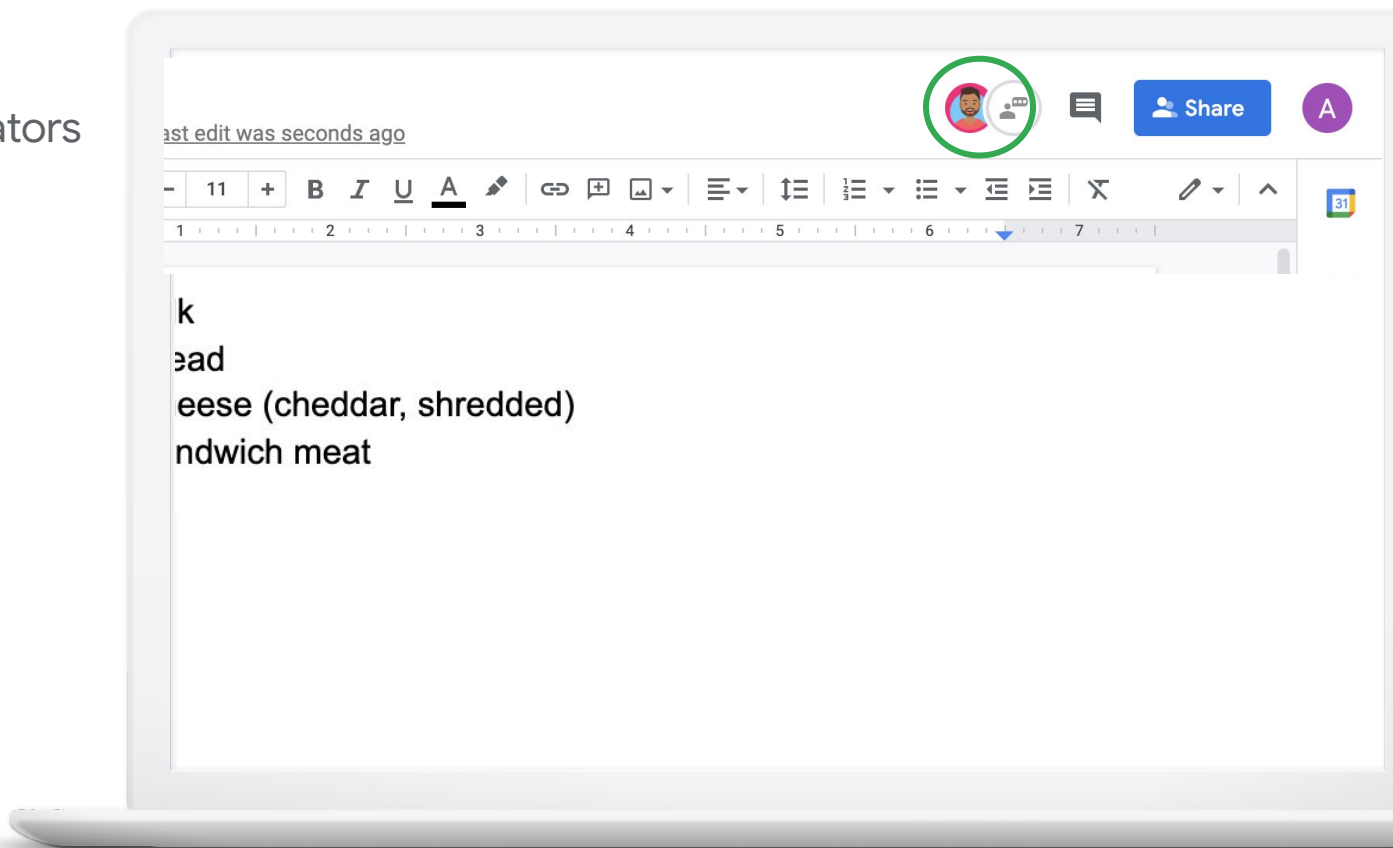3. Click **Open in Drive**

Edit together

WORK TOGETHER IN A DOC

Join your partner in the shared Doc

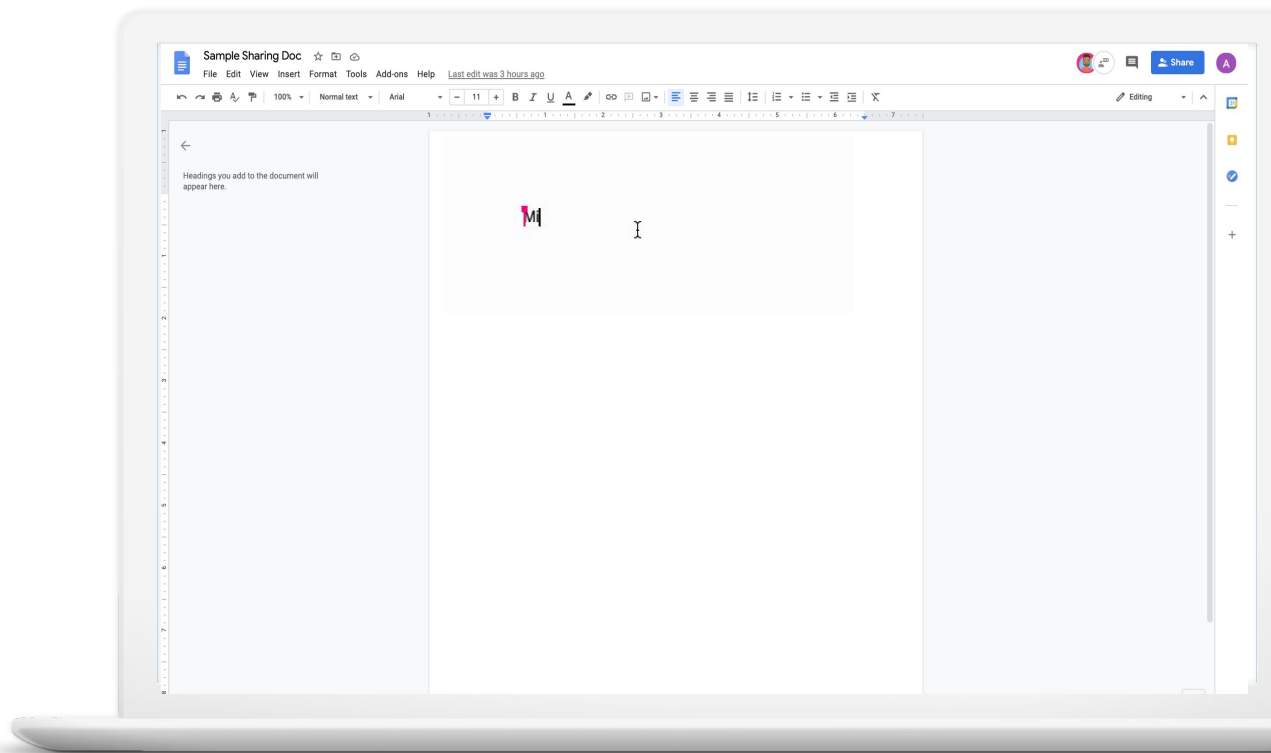**Type** onto the Doc at the same time

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KEEP TRACK OF YOUR COLLABORATORS

Click on your collaborators

Try it: Edit together

Type in the Doc with your partner

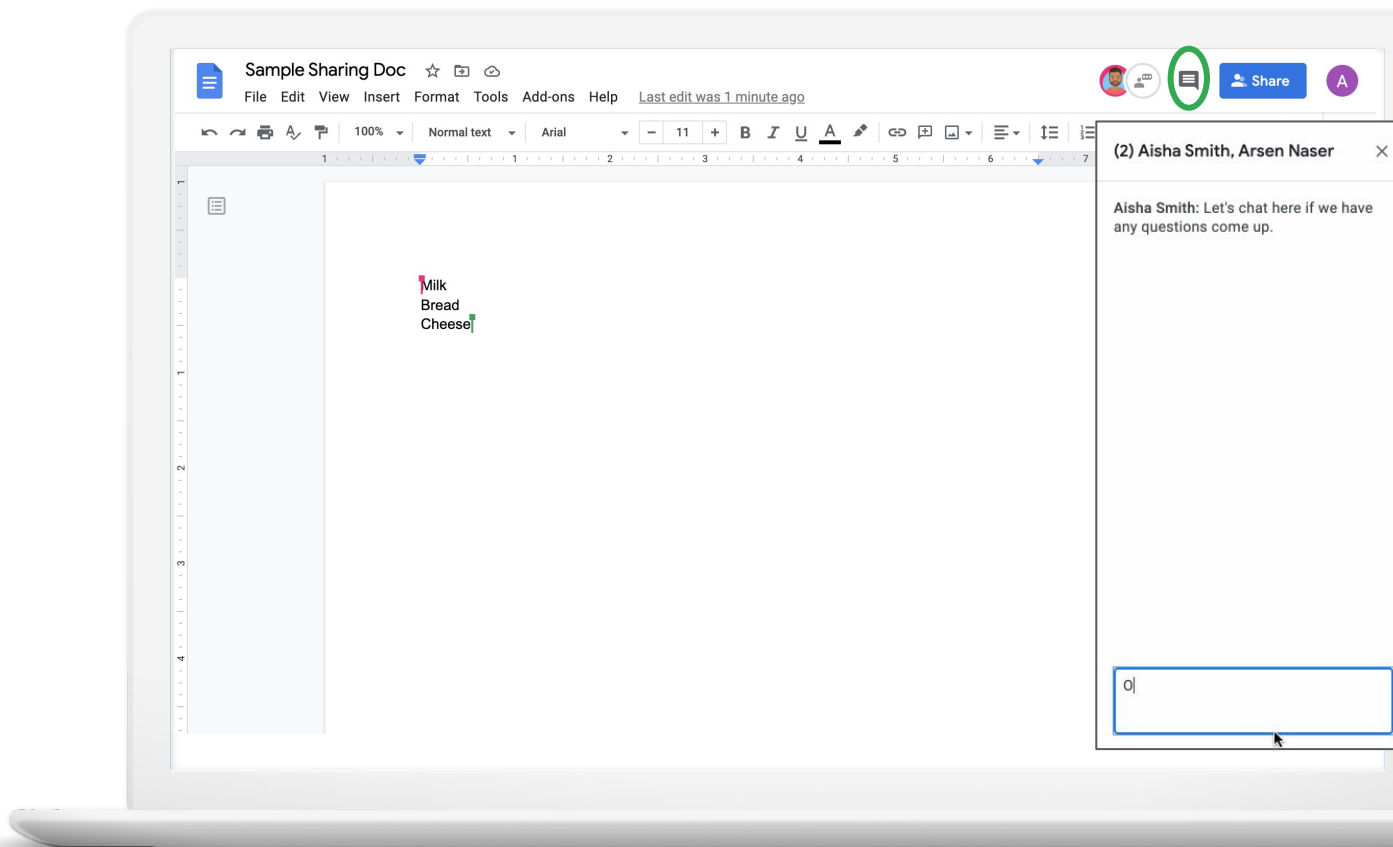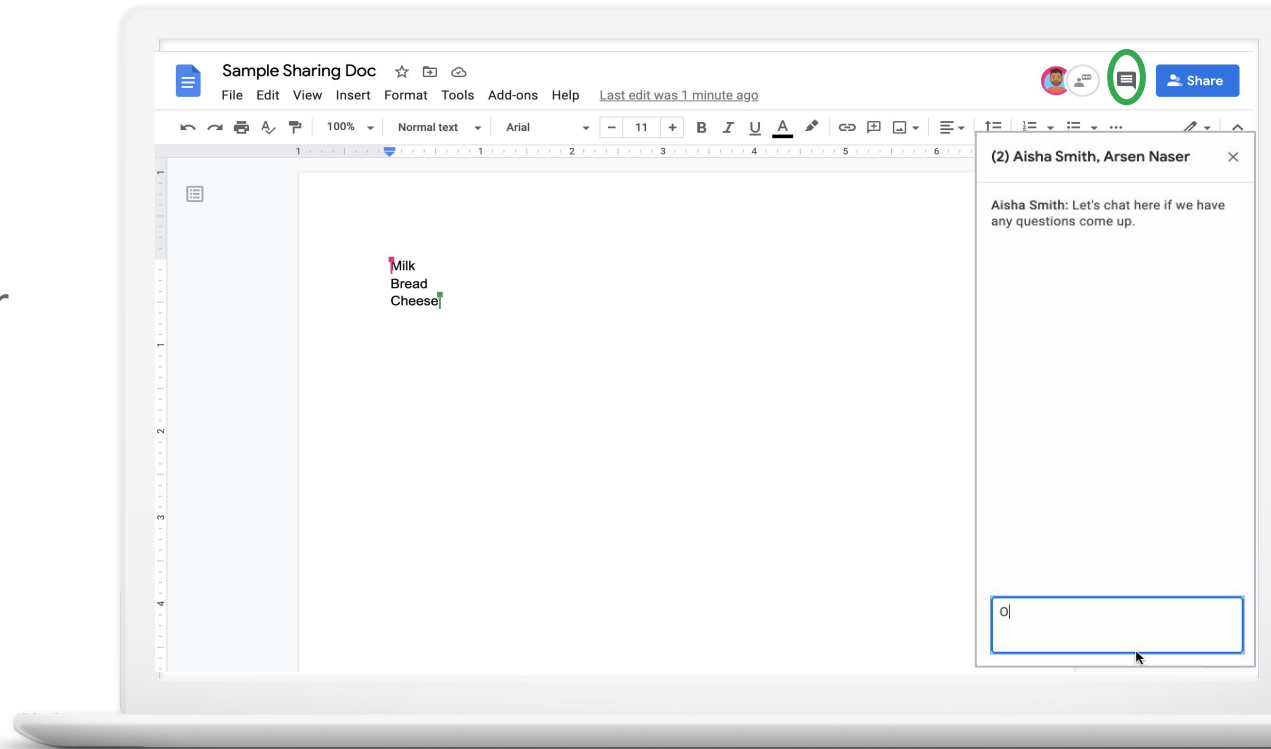# Use Chat to communicate

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USE CHAT TO COMMUNICATE

Click Chat button.

Type back and forth to communicate.

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Try it: Chat

1. Click chat button

2. Chat with your partner

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Add comments
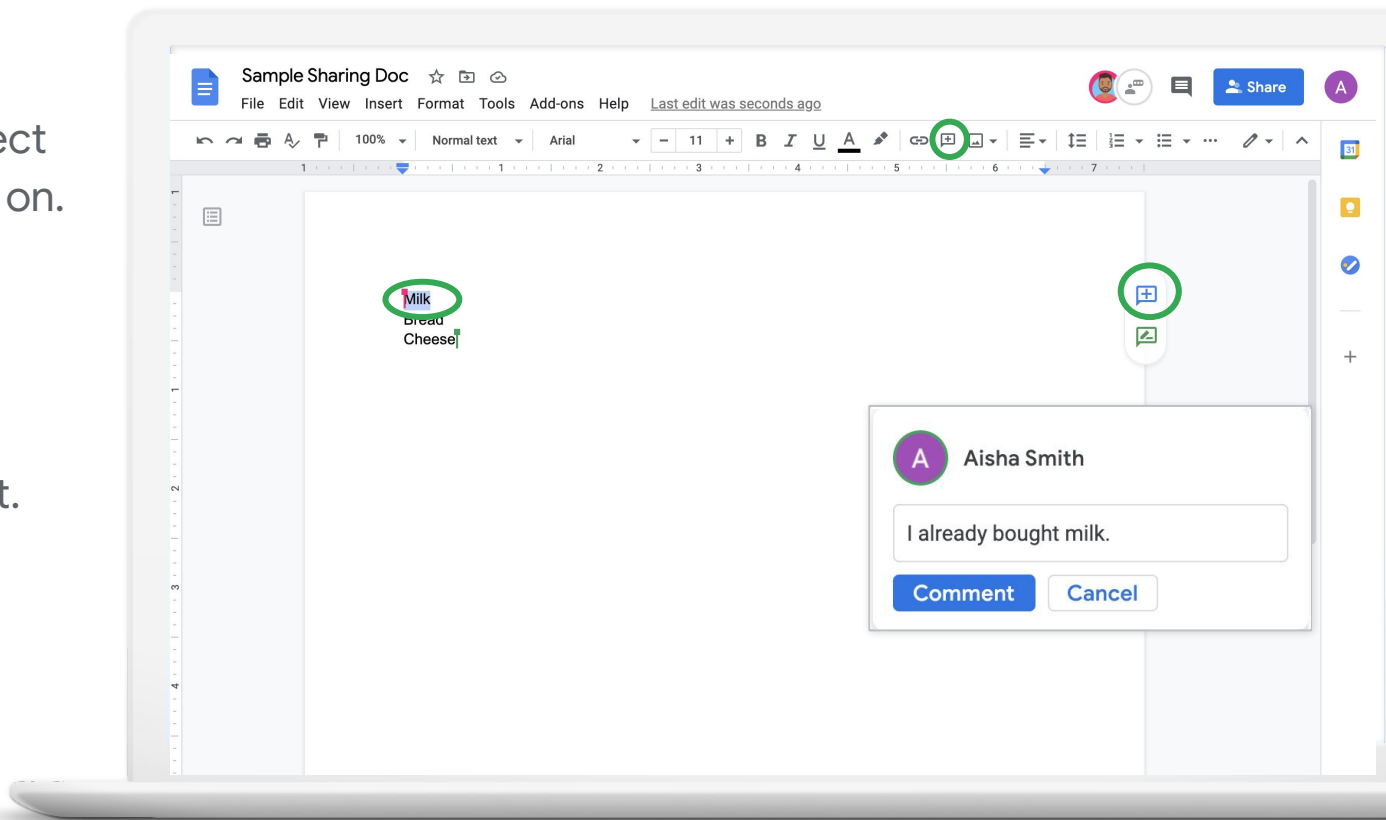
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ADD A COMMENT

Select the text or object you want to comment on.

Click "Add comment" button

Type in your comment.

EDIT A COMMENT

Open the comment menu.

Select Edit

Type in your edits.

Click Save.

Grow with Google
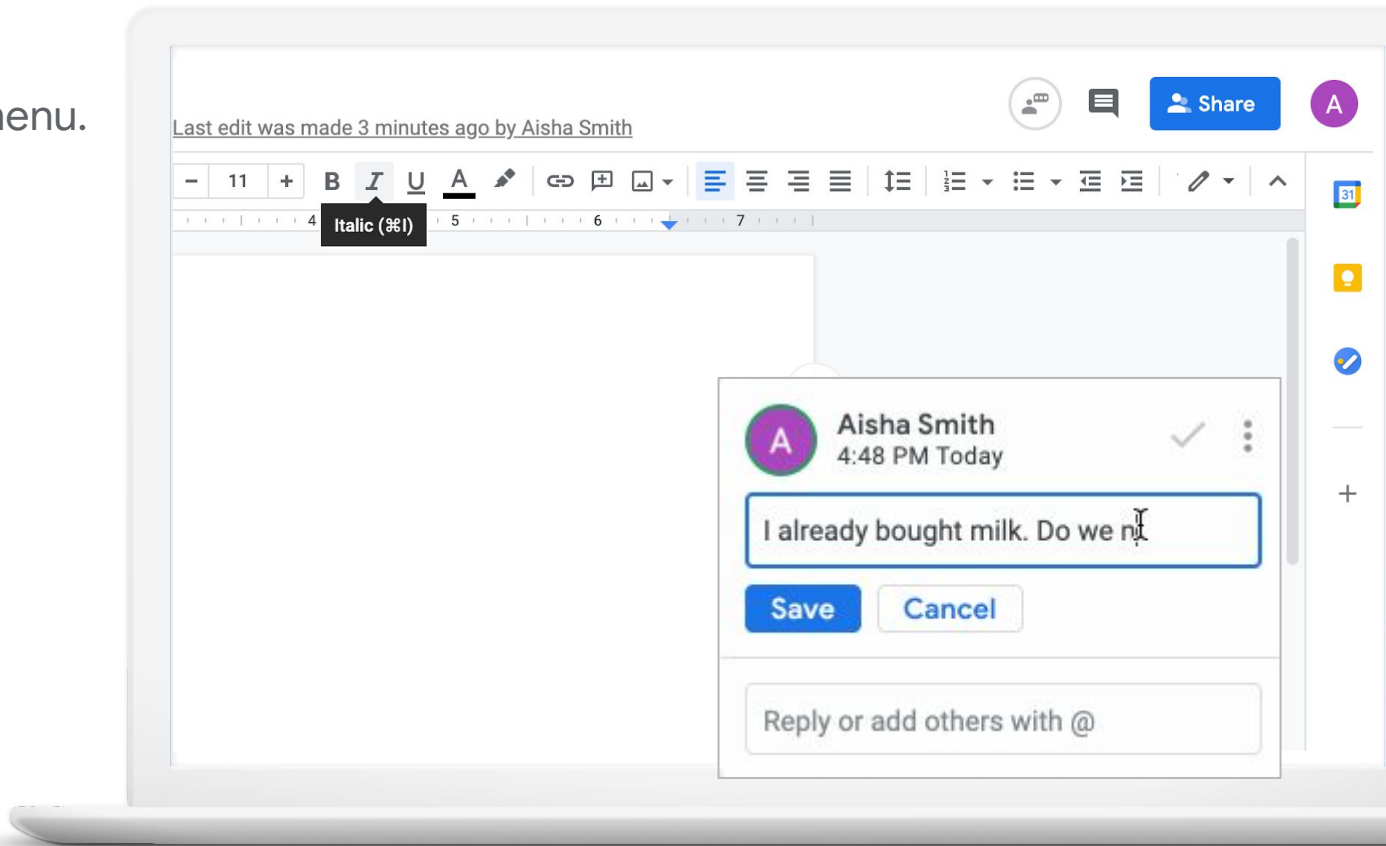
RESPOND TO A COMMENT

Click on the comment.

Type in your response.

Click Reply.

Last edit was made 3 minutes ago by Aisha Smith

Italic (⌘I)

Aisha Smith
4:48 PM Today

I already bought milk. Do we need more?

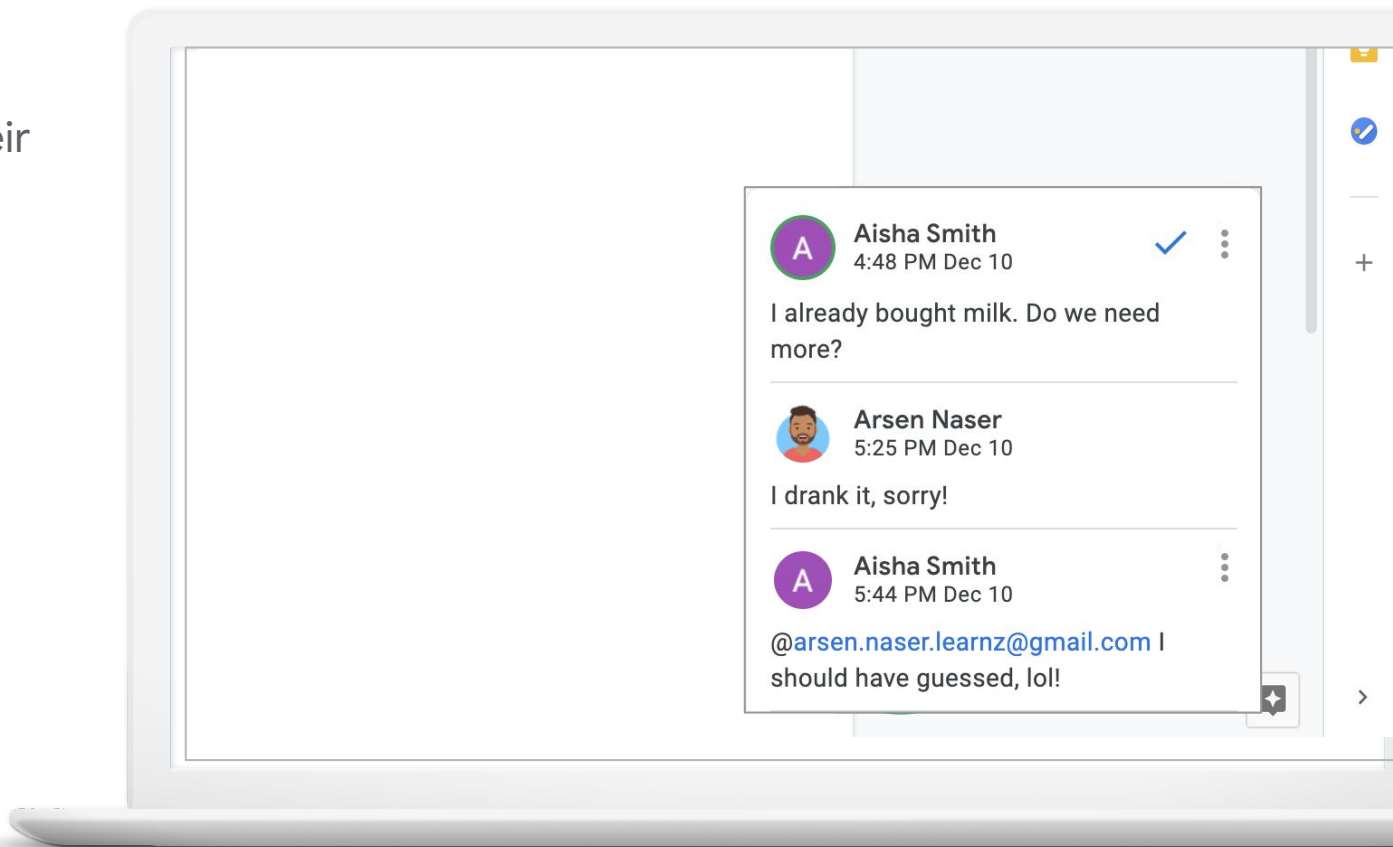I drank i

Reply   Cancel
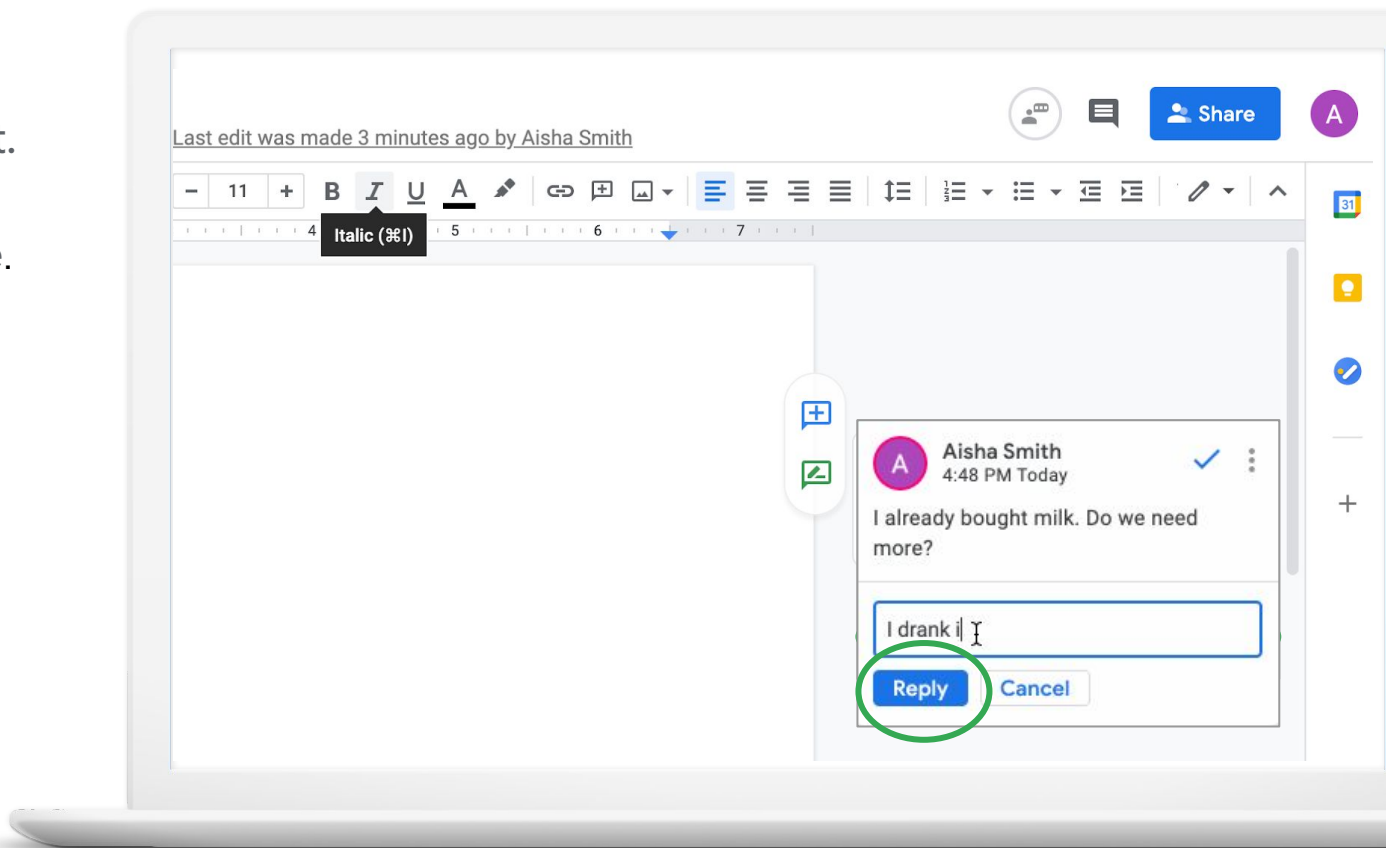
TAG SOMEONE IN A COMMENT OR REPLY

Type in an **@**, then their Gmail address.
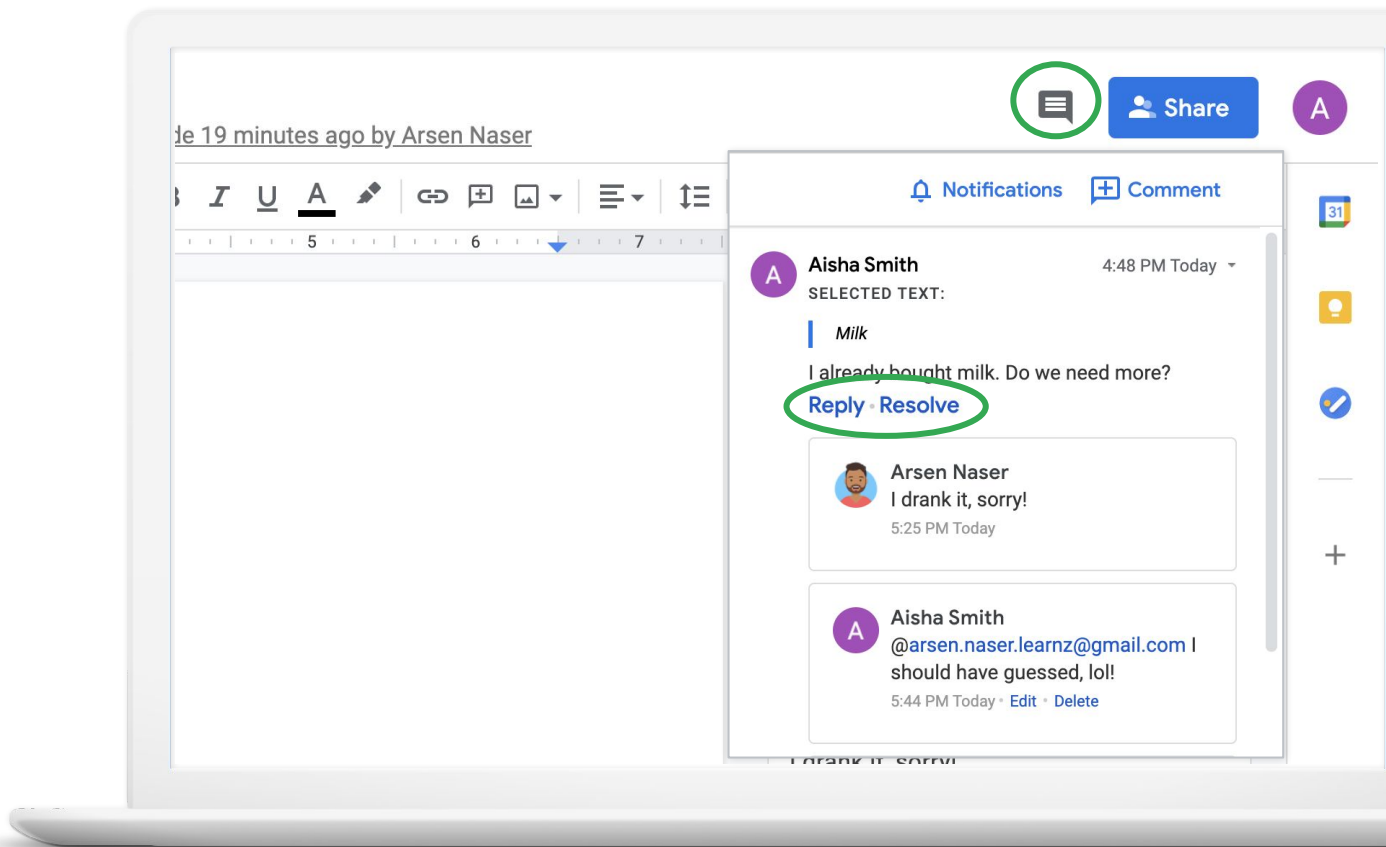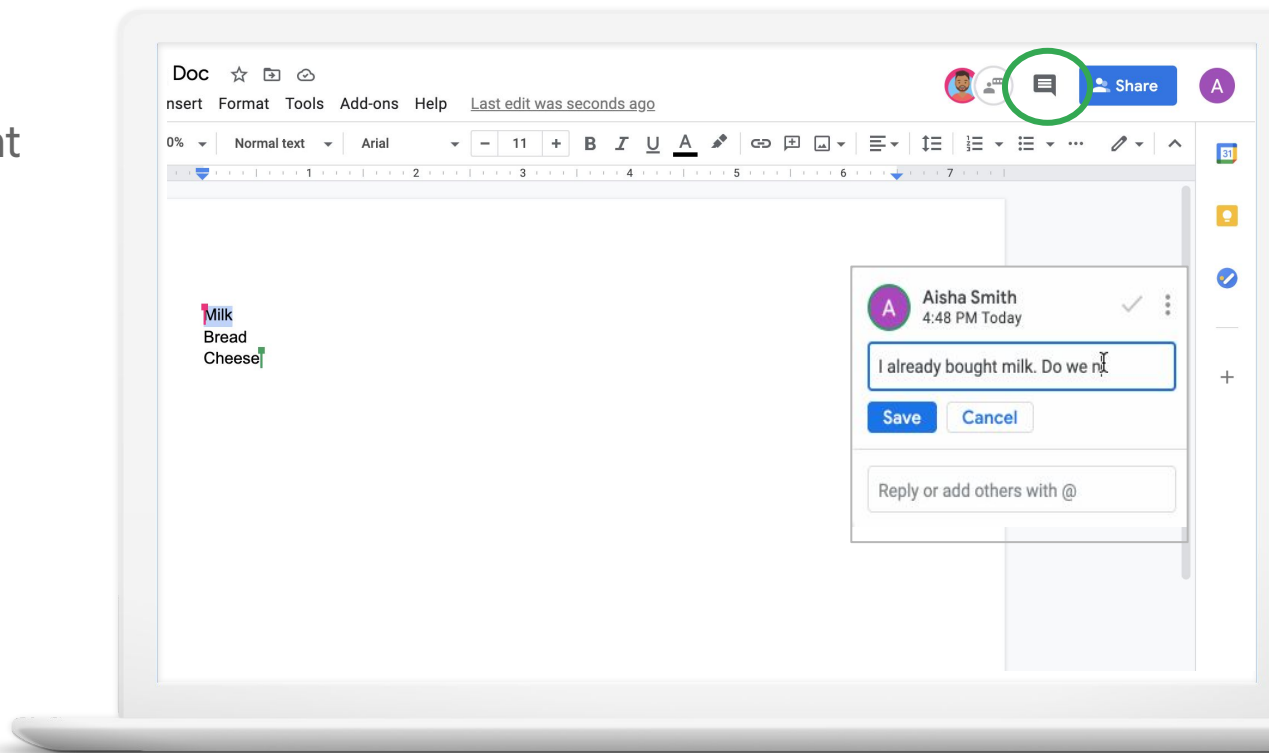
Click Save

OPEN COMMENT HISTORY

Click Open comment history.
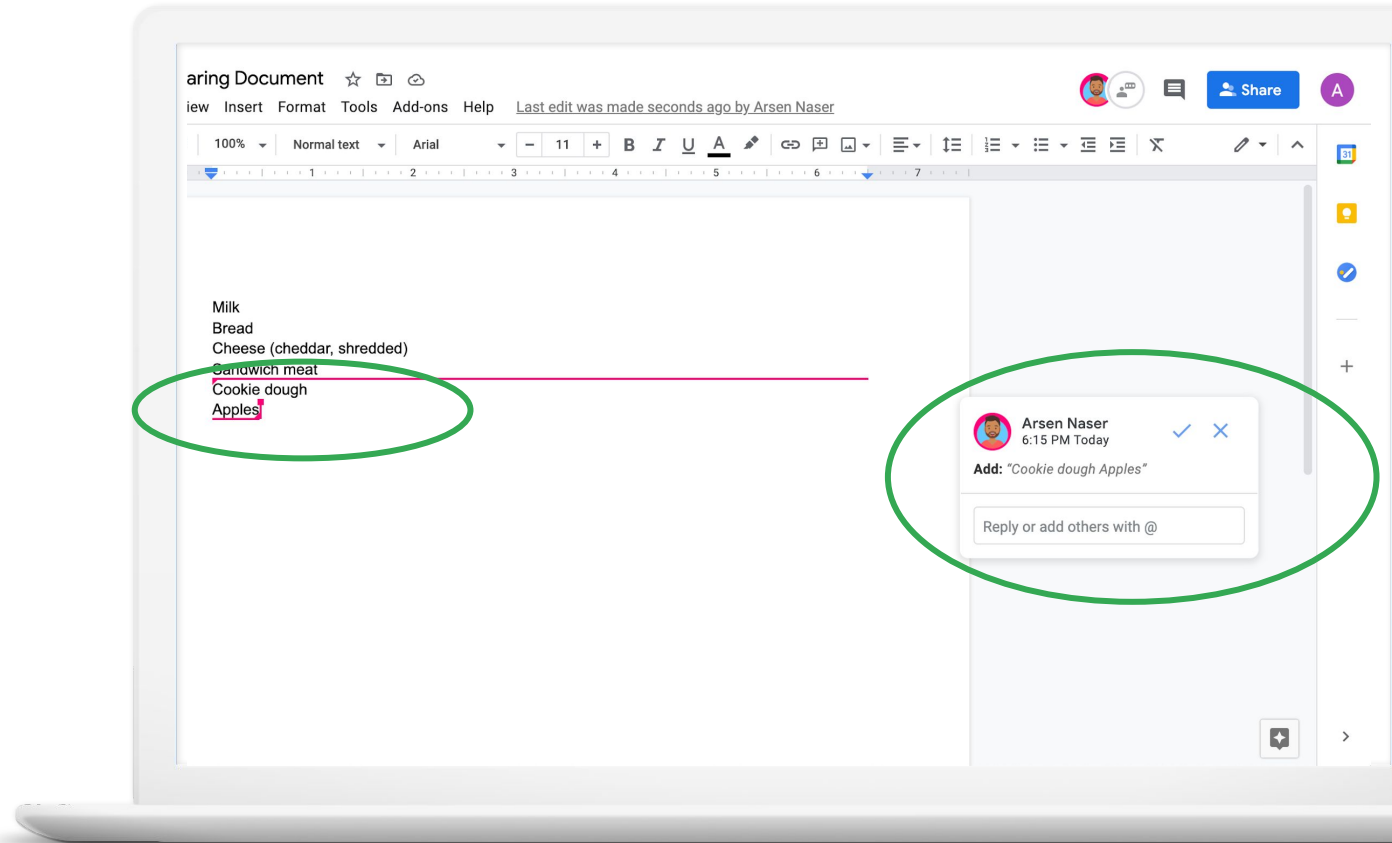
Scroll to see full comment history.

Try it: Comment

1. Select text to comment on

2. Click comment button

3. Type in comment

4. Optional: Respond to comment
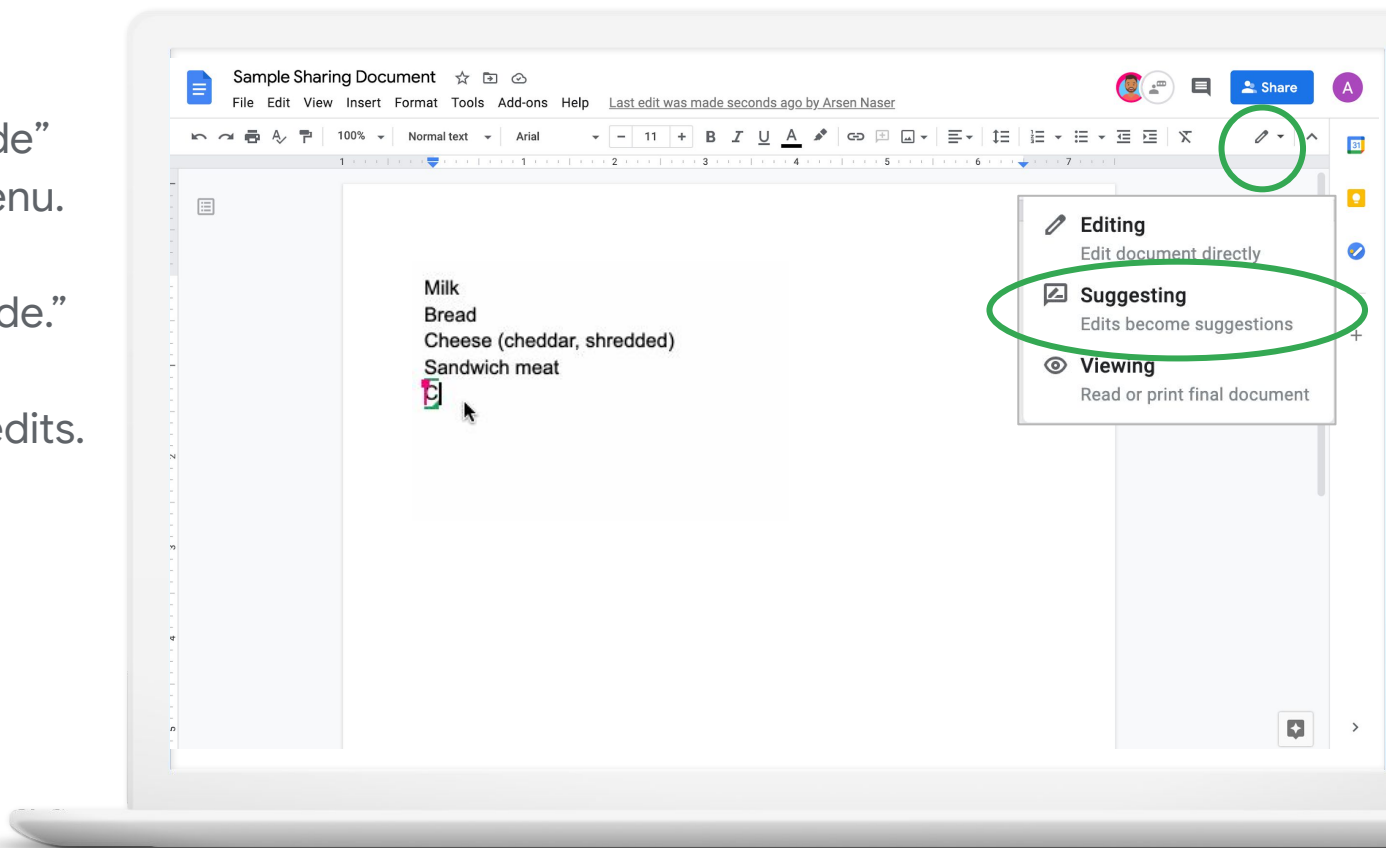
Use Suggestion Mode

SUGGESTION MODE

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MAKE EDITS USING SUGGESTION MODE

Click the "Editing mode" button to open the menu.
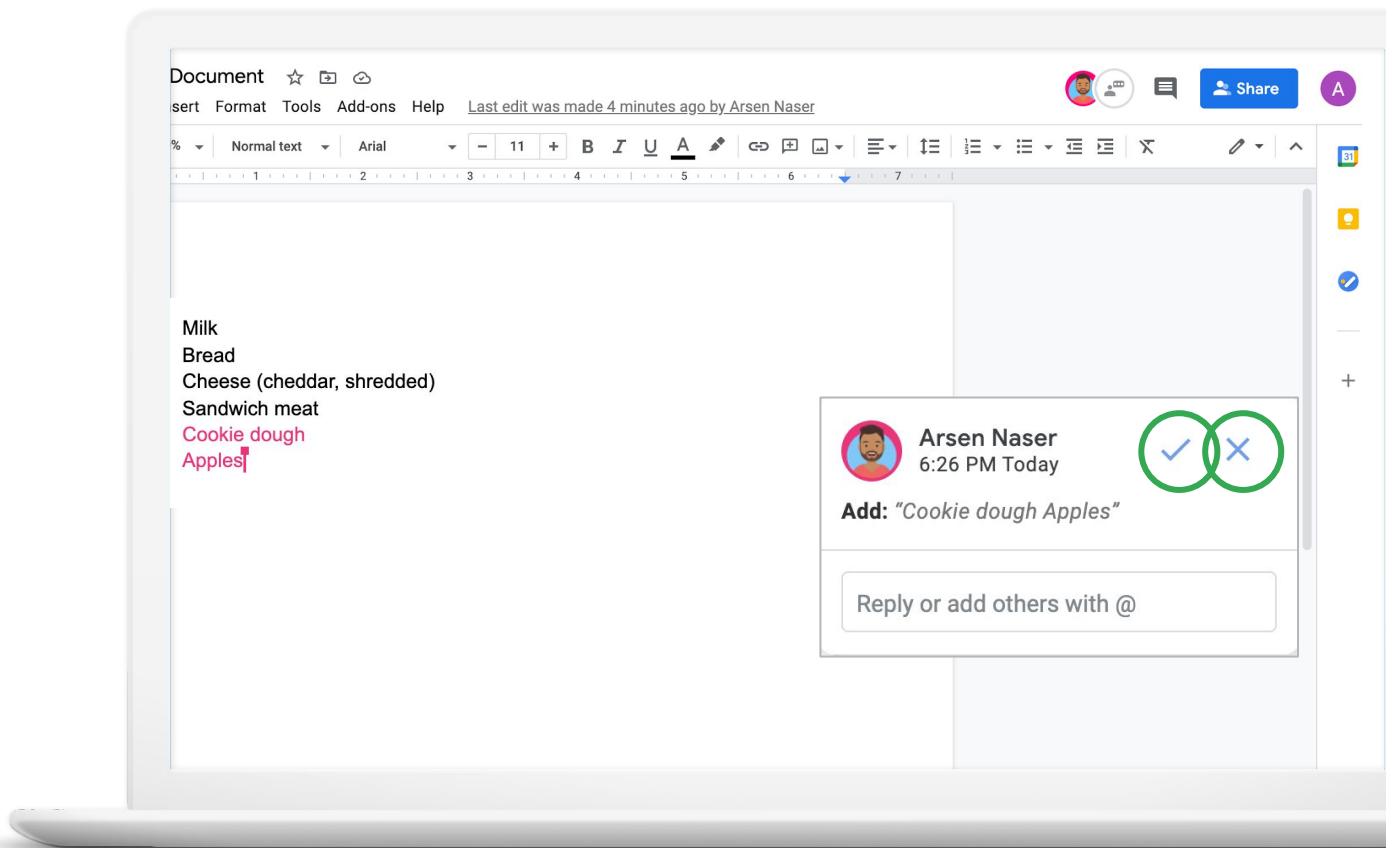
Click "Suggesting mode."

Add your suggested edits.
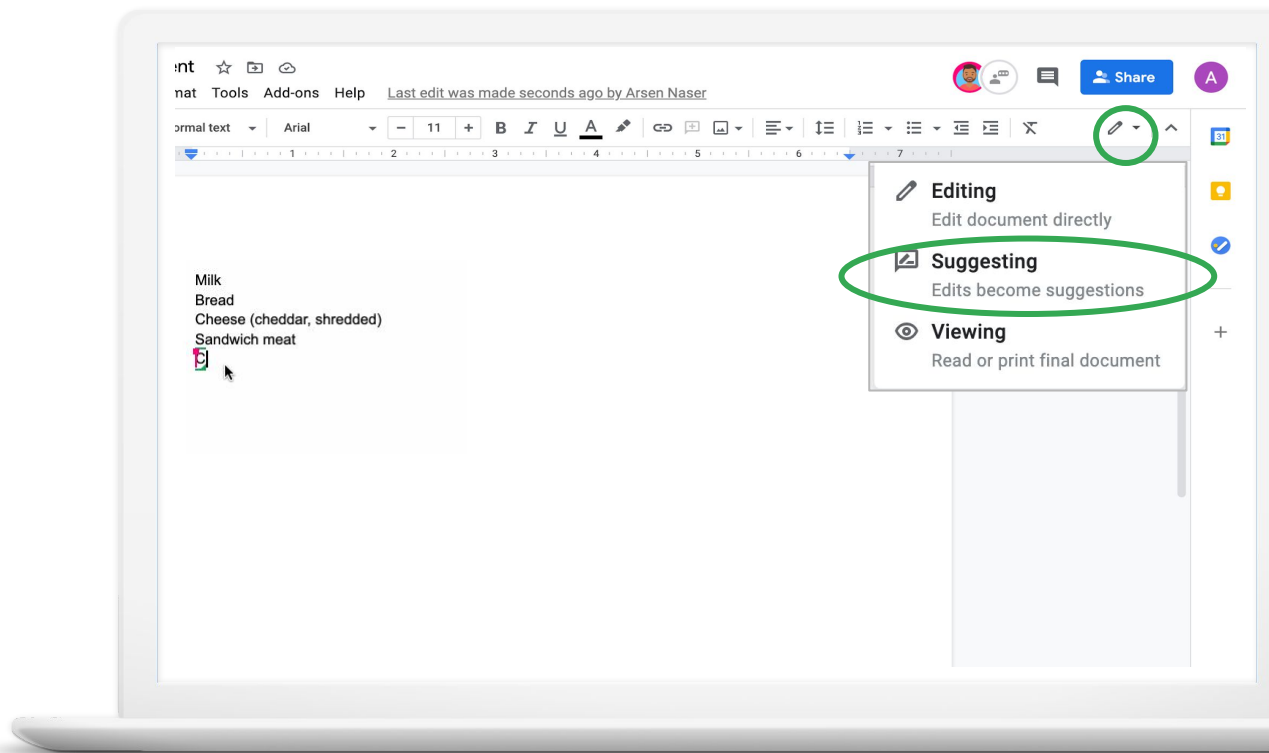
MAKE EDITS USING SUGGESTION MODE

Click the check to accept.

Click the X to reject.

Try it: Make a Suggestion

1. Click "Editing Mode"

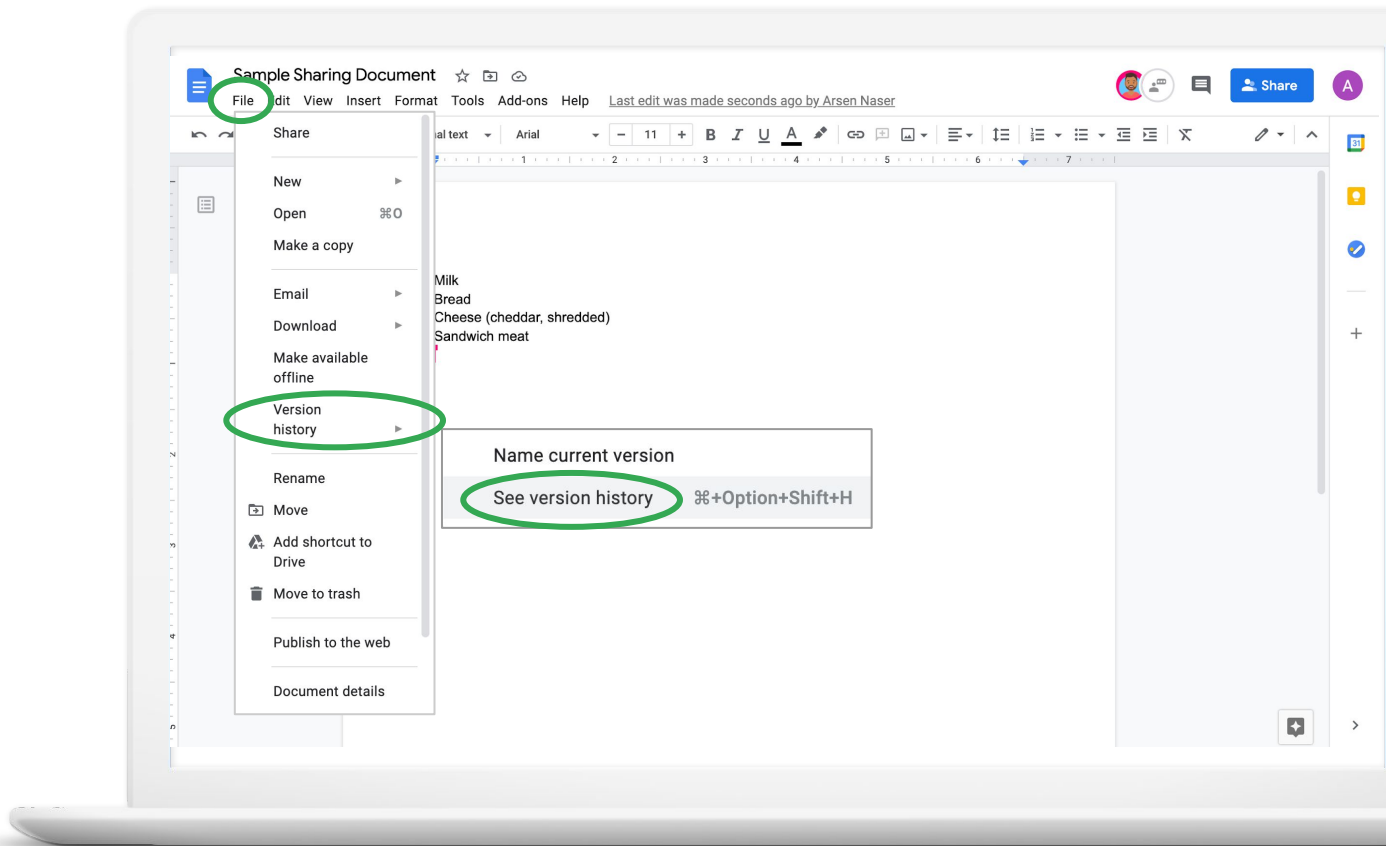2. Select "Suggesting Mode"

3. Type in suggestion

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Explore version history

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OPEN VERSION HISTORY

Open File menu.

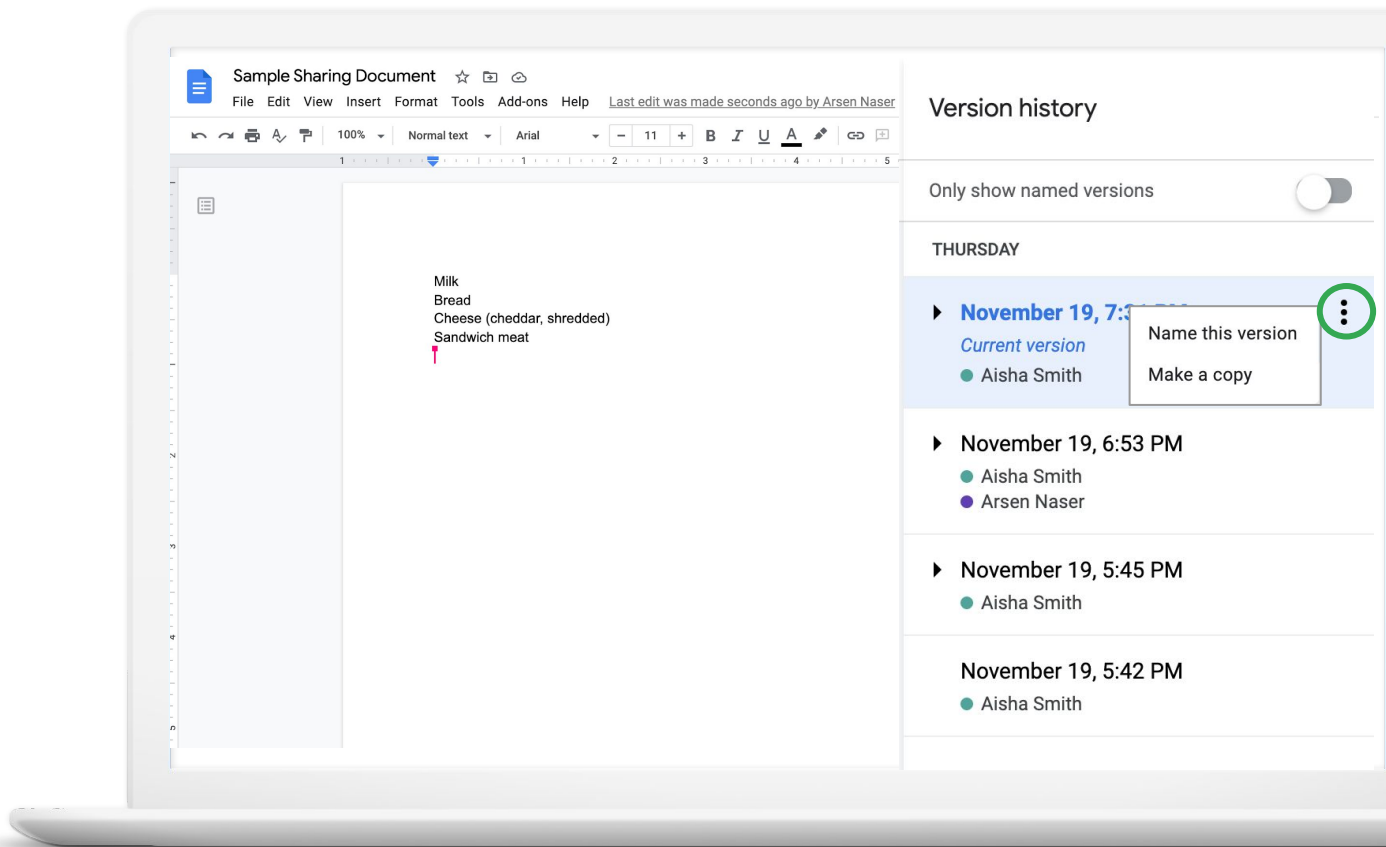**Select** Version history.

Select See version history.

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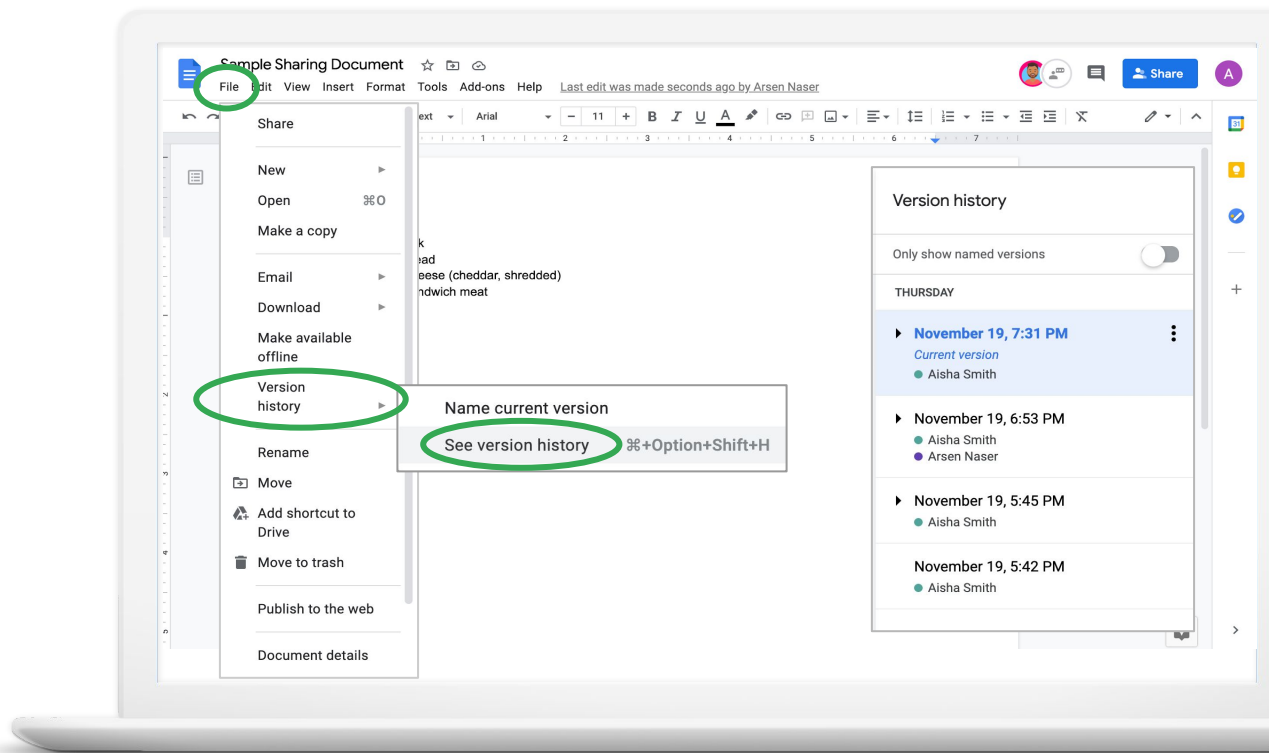
VIEW VERSION HISTORY

Click on a date to open that version.

Click More actions to name a version or make a copy.

Try it: Open version history

1. Open the File menu

2. Open Version history

3. Select See version history

Wrap-Up

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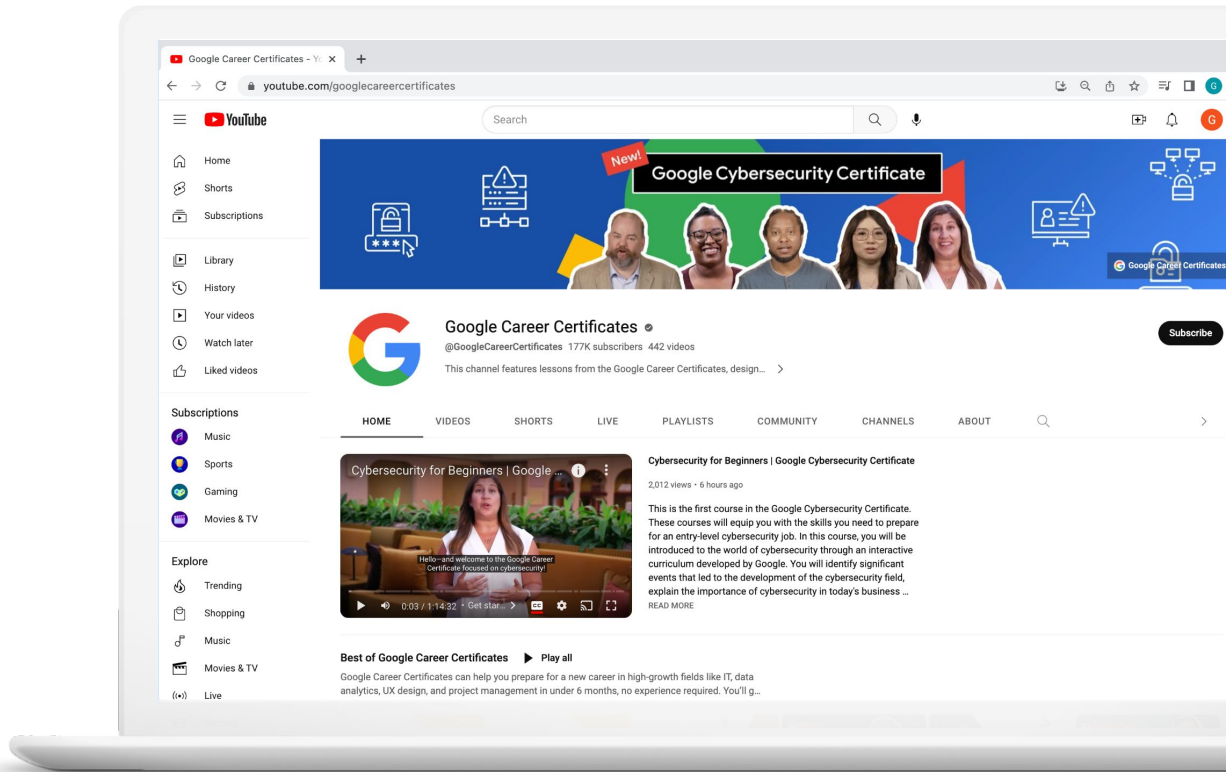
Resources

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KEEP LEARNING ON YOUTUBE

Check out the Google Career Certificates YouTube Channel for expert tips to grow your skills or career.
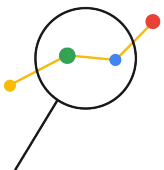

Quick Tip:
Subscribe on YouTube
YouTube.com/GoogleCareerCertificates

Grow with Google
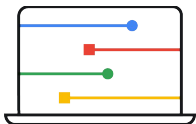
GOOGLE CAREER CERTIFICATES

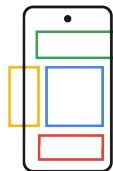## Get qualified for in-demand jobs in high growth fields

- Data Analytics
- Advanced Data Analytics
- Business Intelligence

- Digital Marketing & E-Commerce

- IT Support
- IT Automation with Python

- UX Design

- Project Management

- Cybersecurity

Get started at **grow.google/certificates**

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For teachers and students
Bring digital tools into your classroom.
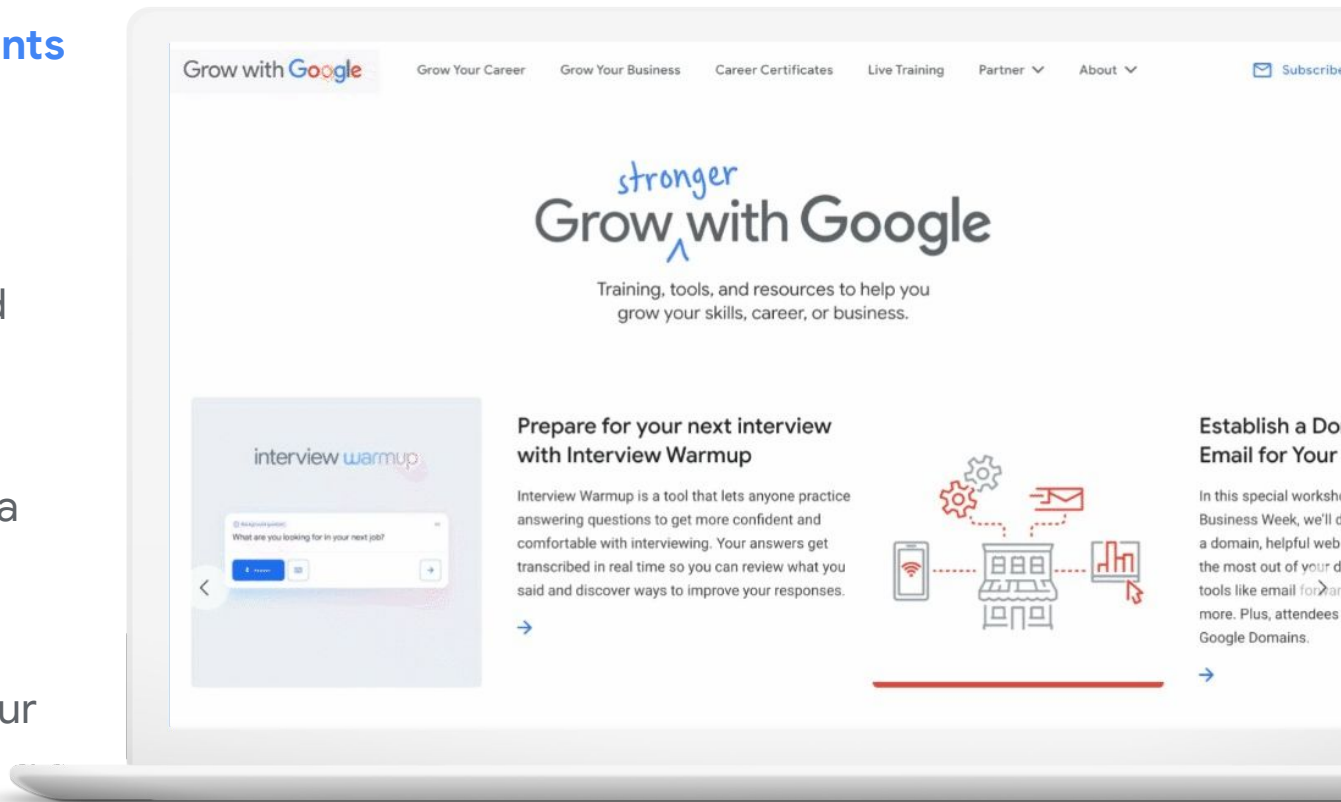
For local businesses
Help new customers find you online.

For job seekers
Boost your resume with a new certification.

For developers
Learn to code or take your skills to the next level.

Grow with Google

Thank You

Share your feedback

g.co/grow/feedback

#GrowWithGoogle

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