



# Hello!

**Please type your name and  
grade into the chat box**

We will get started shortly



# *Google Docs Advanced Skills*

# Numbered List

- ▶ A Numbered List allows you to create a list and number each step in the list.

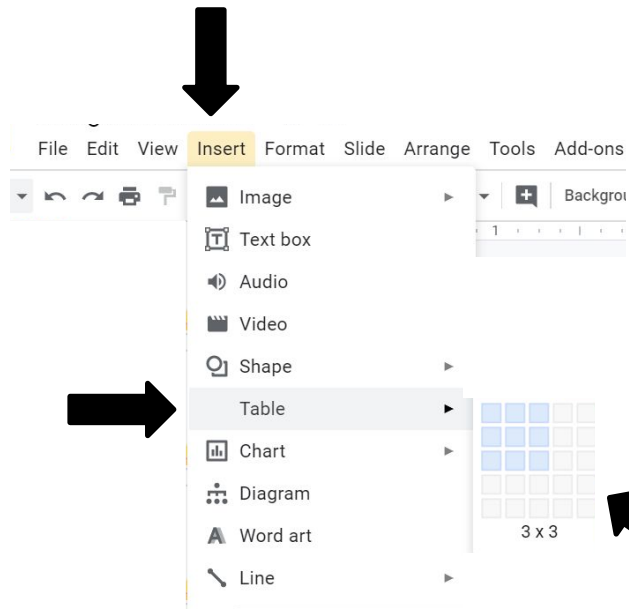


# Bulleted List

- ▶ A Bulleted List allows you to create a list and chose a bullet for each item.

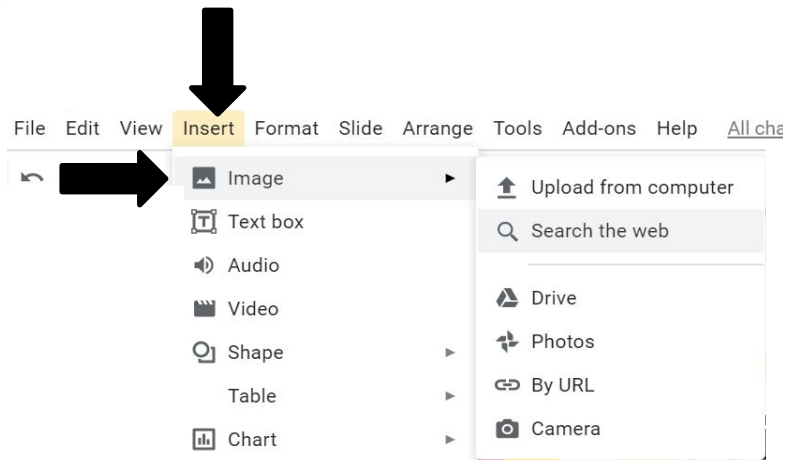


# Adding a table



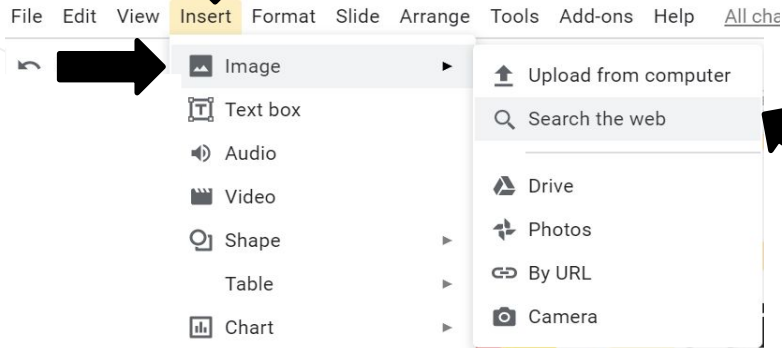
Select size  
using  
mouse

# Adding a picture

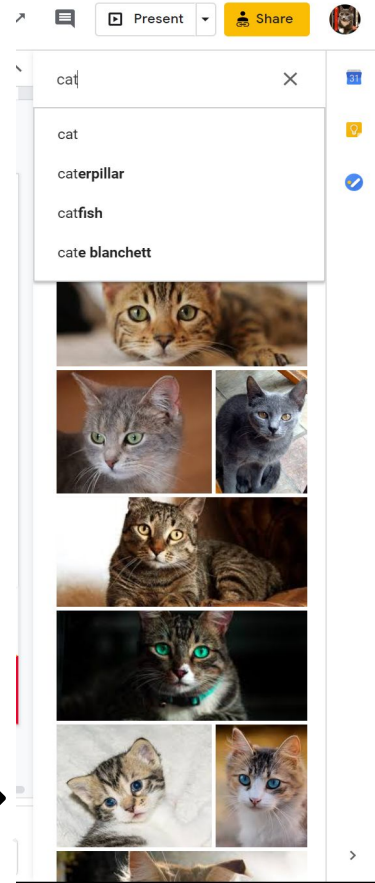


Select  
where to  
find your  
picture

# Adding a picture



“Search the Web” opens a Google images search on the right side of your screen

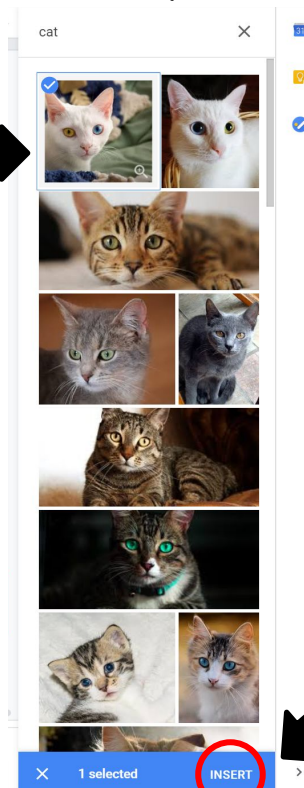


# Adding a picture

Type what you are searching for  
in the search box



Click the  
image you  
want



Click  
"insert"

