




Hello!

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

We will get started shortly



Would you rather
be covered in fur or
covered in scales?



Google Docs Essential Skills

Renaming Documents



- ▶ Google Docs automatically saves your files.
- ▶ However, it saves the file as Untitled which will make it difficult to find it again. Rename a document by clicking into the Untitled Document box.
- ▶ Always **Rename** a document with a name of what the document contains.



Font Style

- ▶ Font is the letters, symbols, numbers, and punctuation.
- ▶ Font is a combination of typeface, size, and spacing as it applies to text.
- ▶ All computer programs have a default Font Style.
- ▶ Default means “preset”

Font Style

- ▶ Google Docs has a default Font Style called Arial.

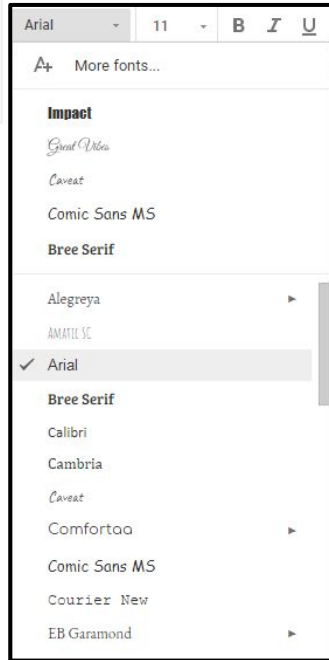




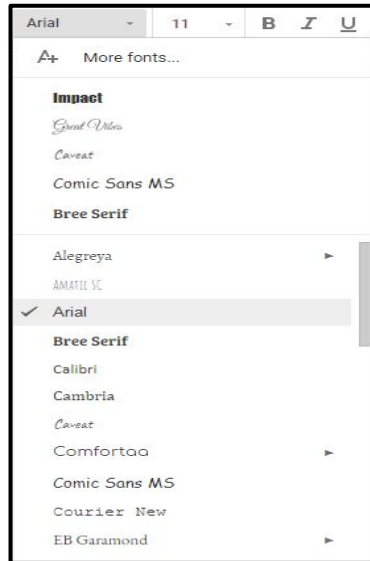
Changing the Font Style

- ▶ You can change the Font Style.
- ▶ Click the down arrow on Font, and click a different Font.
- ▶ The Font names are in alphabetical order.

Changing Font



Font Styles are in Alphabetical Order



The Fonts used recently appear at the top.

Scroll to View Different Fonts

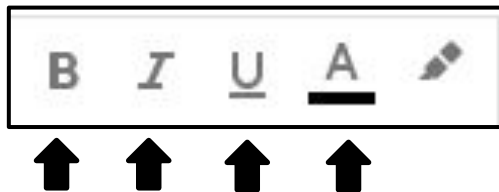
Font Size

- ▶ Google Docs has a default Font Size of 11
- ▶ Click the down arrow to change Font Size



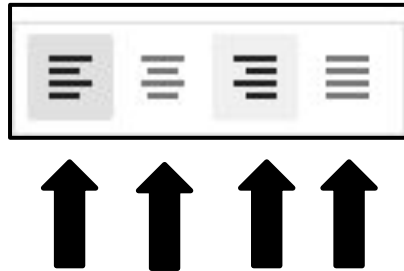
Bold, Italics, Underline, Font Color

- ▶ Bold – words are darker and thicker
- ▶ *Italics* – slants words
- ▶ Underline – underlines words
- ▶ Font Color – changes the color of the word



Text Alignment

- ▶ Left – words align left
- ▶ Center – words are centered
- ▶ Right – words align right
- ▶ Justify – words are even on both margins



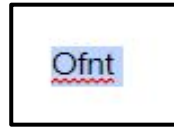
Line Spacing

- ▶ Line Spacing can be set from 1.0 to 2.0
- ▶ The default setting is 1.15



Spell Check

- ▶ If a word/s are underlined in red, the word is either misspelled or not recognized by Google Doc's dictionary.



Spell Check – Making Corrections

- ▶ Make spelling corrections by:
 - ▶ Clicking the **Spelling & Grammar** check button.



Spell Check – Making Corrections

- ▶ Make spelling corrections by:
 - ▶ Clicking on the correct word.



Fix Mistakes

- ▶ If you make a mistake, just click **Undo**. You can click more than once to Undo mistakes.
- ▶ Click **Redo** if you click Undo too many times.



Cut, Copy, & Paste



▶ Cut and Paste is used to move text/pictures either within a document or to another document/program.

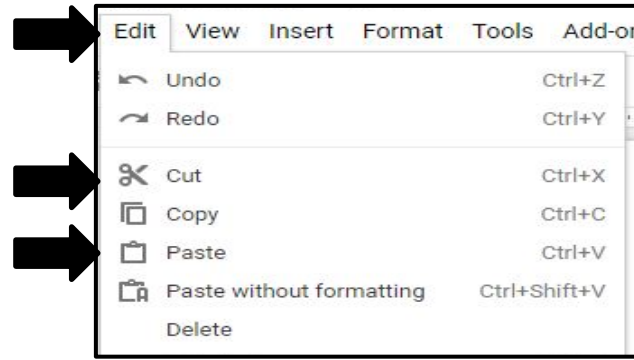


▶ Copy and Paste makes a copy of the text/pictures within a document or to another document/program.



How to Cut & Paste

1. Select the text and/or pictures.
2. Click Edit, click Cut.
3. Place the cursor where you want to move the text and/or pictures.
4. Click Edit, click Paste.



How to Copy & Paste

1. Select the text and/or pictures.
2. Click Edit, click Copy.
3. Place the cursor where you want to copy the text and/or pictures.
4. Click Edit, click Paste.

