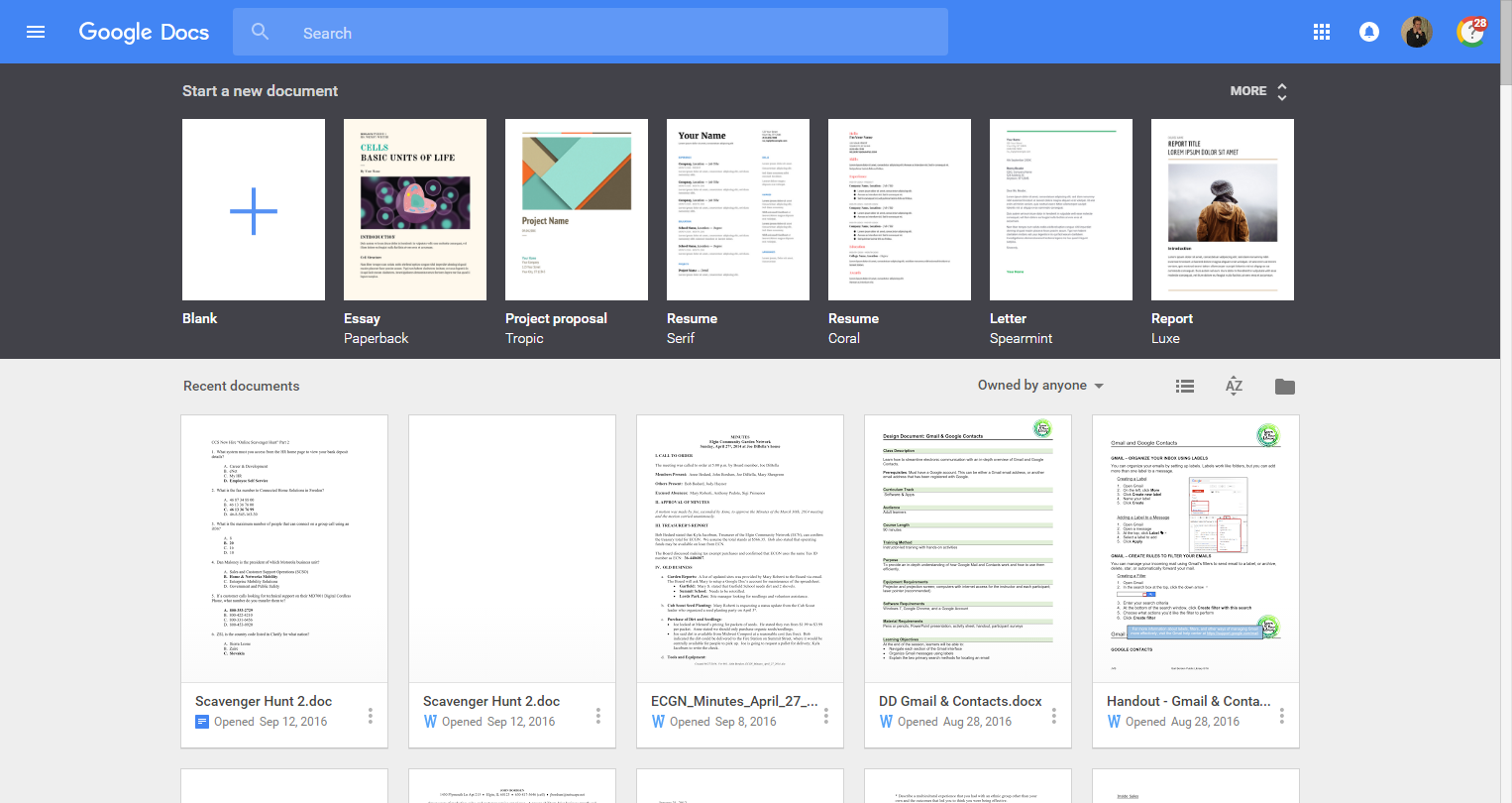
Google Tools: Docs

**GOOGLE DOCS OVERVIEW**

Google Docs is an online word processor that lets you create and format documents and work with other people.

Access Google Docs via https://docs.google.com



Templates/New Doc

Your Docs

Search for Docs

Display options

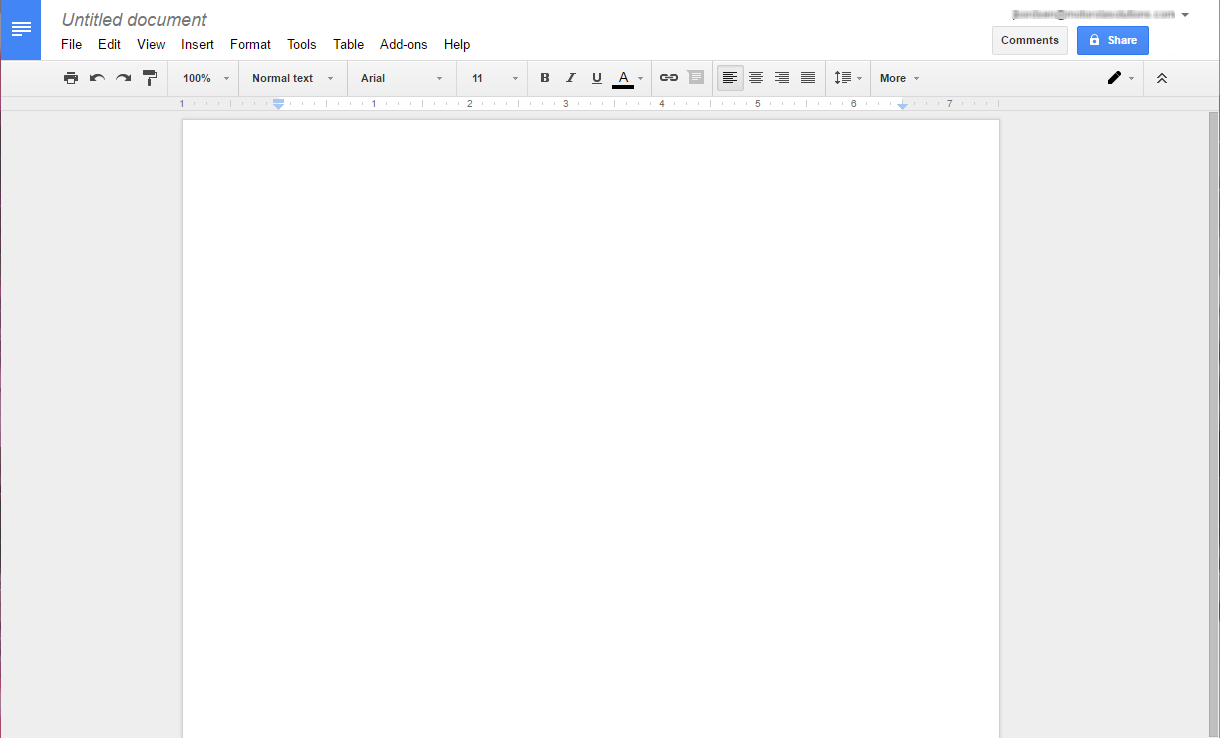
File picker

**CREATING A NEW DOCUMENT**

1. Access Google Docs
2. Under “Start a new document,” click  to begin a new “blank” document or select from an available template
3. The new document displays
4. Edit, format, and/or share your document as needed

Google Tools: Docs

**EDITING, FORMATTING, AND SHARING A DOCUMENT**



Rename

Docs home screen

Share

Menu bar

Text formatting

Paragraph formatting

All changes to your documents are saved in real time.