Activity Sheet: Google Docs

**ACTIVITY #1**

*Log-in to your Google account and access Docs*

1. Open Google Chrome
2. Access <https://www.google.com/>
3. Click the **Sign In** button located in the upper-right corner
4. Proceed to log-in with your Gmail username and password
5. Click on the **Apps Launcher** button  and select **More**
6. Click on **Docs**

**ACTIVITY #2**

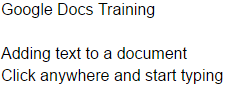
*Create and name a new document*

1. Click the option for starting a new “Blank” document
2. Locate the box labeled “Untitled document” in the upper-left corner
3. Type “Library Docs Training” into the “Untitled document” field and press the **Enter** key

*Add text to a document*

1. Click anywhere within the document

**Example of how text should look in Google Doc:**

1. Type “Google Docs Training” and press the **Enter** key twice
2. Type ”Adding text to a document” (should display two lines below

your first text entry)

1. Press the **Enter** key once to bring your cursor down one line
2. Type “Click anywhere and start typing.”

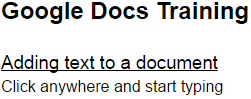
**ACTIVITY #3**

*Copying, downloading or deleting a doc*

1. In your “Library Docs Training” document, click on **File** in the menu bar and select **Make a Copy**
2. In the pop-window, name the copy “LDT Copy”. The doc will appear in a new tab.
3. In the “LDT Copy” doc, click on **File** in the menu bar and select **Download as > Microsoft Word**. The file will appear as a download in the bottom of your browser window. It can remain there.
4. Click the **Docs Home** button  to return to the Docs homepage
5. Click on the button with three vertical lines  next to the title for “LDT Copy”
6. Select **Remove**

*Changing text formatting*

**Example of how text should look in Google Doc:**

1. Access your “Library Docs Training” document
2. Use your mouse to highlight the first line of text
3. Increase the font size to 24 and make it **bold**
4. Use your mouse to highlight the second line of text
5. Increase the font size to 18 and underline it

**ACTIVITY #4**

*Inserting a link*

1. In “Library Docs Training,” add a new line of text which reads “Google Training Resources”
2. Use your mouse to highlight the text you just added
3. From the menu bar, click **Insert > Link**
4. In the pop-up that displays, type **support.google.com** in the “Link” field
5. Click on **Apply**
6. Hover your mouse cursor over the text within your document to verify a hyperlink displays

*Inserting an image*

1. In “Library Docs Training,” hit **Enter** twice to create new lines
2. From the menu bar, click **Insert > Image**
3. In the pop-up window, click on the **Search** tab
4. Type “Google” in the search box and hit Enter
5. Click on an image of your choice, then click the **Select** button to insert it into the document

**ACTIVITY #5**

*Sharing a document*

1. In your “Library Docs Training” document, click the **Share** button in the upper-right corner
2. Type the instructor’s email address into the “Enter names or email addresses” field
3. Select “Can view” from the permissions dropdown (default selection of the dropdown is “Can edit”)
4. Optionally, type a short note in the message field (Ex: Check this out!)
5. Click on **Send**