

Google Docs

Google

- Signing into your account
- Rearranging shortcuts

Getting Started

- Using the menu bar
 - Discuss Add-on's
- Navigate Google Docs
- Keyboard shortcuts
- Save a document
- Star a file
- Opening a document
- Accessing templates
 - Saving a template as a file
- Using Help

Formatting Text

- Formatting text
 - Changing the font, size
 - Bold, italics, underline
 - Font color
 - Highlight
 - Strikethrough
- Using paint format
- Apply borders and shading
- Text alignment
 - Left, right, center, justify
- Using styles
- Clear formatting

Paragraph Formatting

- Paragraph alignment
 - Left, right, center, justify
- Spacing
- Indents
- Clear formatting

Creating bulleted and numbered lists

- Bulleted lists
 - Creating a list
 - Using tab and shift+tab
 - Changing the bullet
- Numbered lists
 - Creating a list
 - Using tab and shift+tab
 - Changing the bullet

Columns

- Using section breaks
 - Continuous
 - Next page
- Creating columns
 - 2, 3 or custom
 - Adjusting space between
 - Adding line between
 - Inserting column breaks
 - Using the ruler

Using Editing Features

- Selecting – a word, sentence, paragraph, or entire document
- Using cut, copy and paste
- Undo and redo

Adding Tables

- Inserting a table
- Modify a table
 - Inserting rows/columns
 - Deleting rows/columns
- Adjusting data
 - Changing column width
 - Changing row height
- Alignment
 - Aligning data in a cell
- Sorting data in a table
- Borders
 - Adding borders to a table
- Merging
 - Merging or unmerging cells

Inserting Links and Special Characters

- Inserting an image
- Formatting an image
- Inserting symbols and special characters
- Hyperlinks
 - To a website
 - To an email
 - Inserting
 - Editing
- Insert a horizontal line

Inserting Images

- Inserting an image
 - Upload from computer
 - Find image online
- Formatting an image
 - Add borders
 - Resize
 - Crop
 - Rotate
 - Recolor
 - Align properties
 - Text wrapping

Using Tools

- Using word count
- Spell and grammar check
- Substitutions
- Using find or find/replace
- Insert/remove page breaks

Managing Documents

- Sharing and collaborating on documents
- Using search to find a document
- Creating folders
- Document versions
 - Name a version
 - Recall a version
- Sending a document through GMail

Print Options

- Add headers and footers
 - Adding text
 - Inserting page numbers
 - Adding page count
 - Adding lines
- Page layout
 - Adjust margins
 - Alternate paper size
 - Orientation
- Printing select pages
- Save a document as a pdf