

Google Docs



What is Google Docs?

Google Docs is a free word processing tool sat within Google's online office suite, that's fully compatible with Microsoft Word . Users can create, view, and edit documents online while collaborating with colleagues in real-time – from any device, anywhere.

How to use Google Docs

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

Step 1: Create a document

To create a new document:

1. On your computer, open the Docs home screen at docs.google.com.
2. In the top left, under "Start a new document," click Blank New Document.

You can also create new documents from the URL docs.google.com/create.

Step 2: Edit and format

To edit a document:

1. On your computer, open a document in [Google Docs](https://docs.google.com).
2. To select a word, double-click it or use your cursor to select the text you want to change.
3. Start editing.
4. To undo or redo an action, at the top, click Undo or Redo.

Step 3: Share & work with others

You can [share files and folders](#) with people and choose whether they can view, edit, or comment on them.

OVERVIEW

- **Google docs is a simple but powerful word processor for spreadsheets, presentations etc.**
- **It is available as a web application supported on Google Chrome , Mozilla Firefox , Internet Explorer , Microsoft Edge and Apple Safari web browsers.**
- **Users can access all Docs, as well as other files, collectively through the Google Drive website.**
- **Google Docs originated from two separate products: Writely and XL2Web. Writely was a web-based word processor created by the software company Upstartle and launched in August 2005. On March 9, 2006, Google announced it.**
- **It is a free internet tool that allow you share your document with other.**
- **In February 2019, Google announced grammar suggestions in Docs, expanding their spell check by using machine translation techniques to help catch tricky grammatical errors.**

Google Docs Some Features

- **Add Fonts**
- **Templates**
- **Create or Remove Headers**
- **Clear Formatting**
- **Create a Folder**
- **Voice Typing**
- **Insert Today's Date**
- **Image Editing**
- **Conference Calls**

Thank You