# Functional documentation for Google Docs

- What is Google Docs?
- Getting started with Google Docs
- Creating a document from a blank page

What is Google Docs?

Google Docs is the word processing application within the Google office suite. It allows you to create engaging documents, whether meeting notes, a children's book or your college thesis.

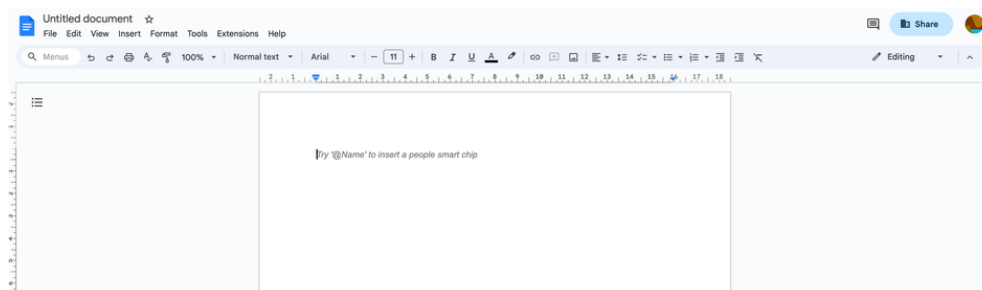## Getting started with Google Docs
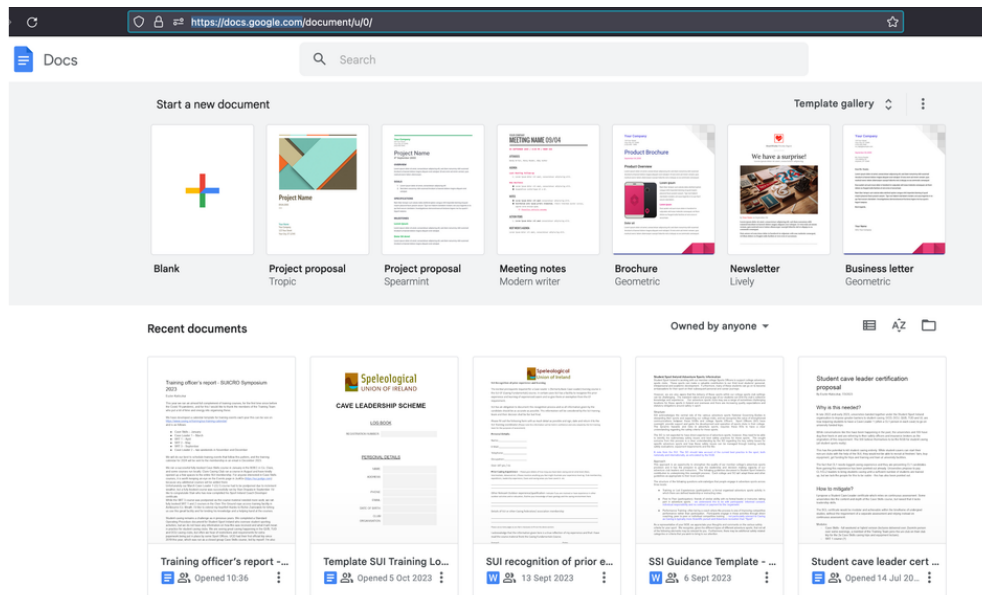
When accessing https://docs.google.com, you can choose whether to create a new document or to open an existing one.

Under Start a new document you can choose to create a blank document or use a template.

Simply click on a document in Recent documents to open and edit it.

Creating a document from a blank page

At the top of the page you see the menu row and the name of the document.

Untitled document ☆
File   Edit   View   Insert   Format   Tools   Extensions   Help

Below it you'll find the ribbon with editing and formatting options. You do not need to click Save, your work is automatically saved in Google Docs.

Below the ribbon you will see a blank page. Start typing your text to add content to your document.

Try '@Meeting notes' to insert a custom meeting notes template