

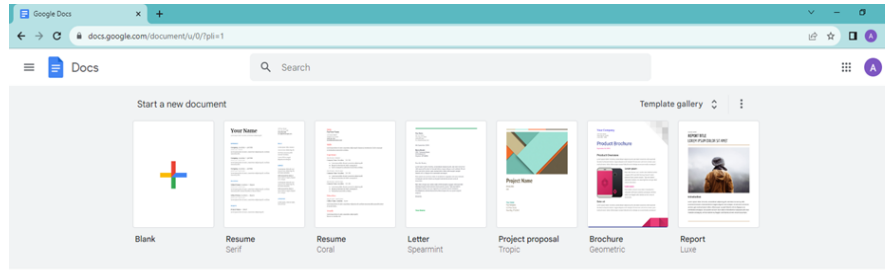
Practical 4

AIM: Create and edit documents using Google Docs

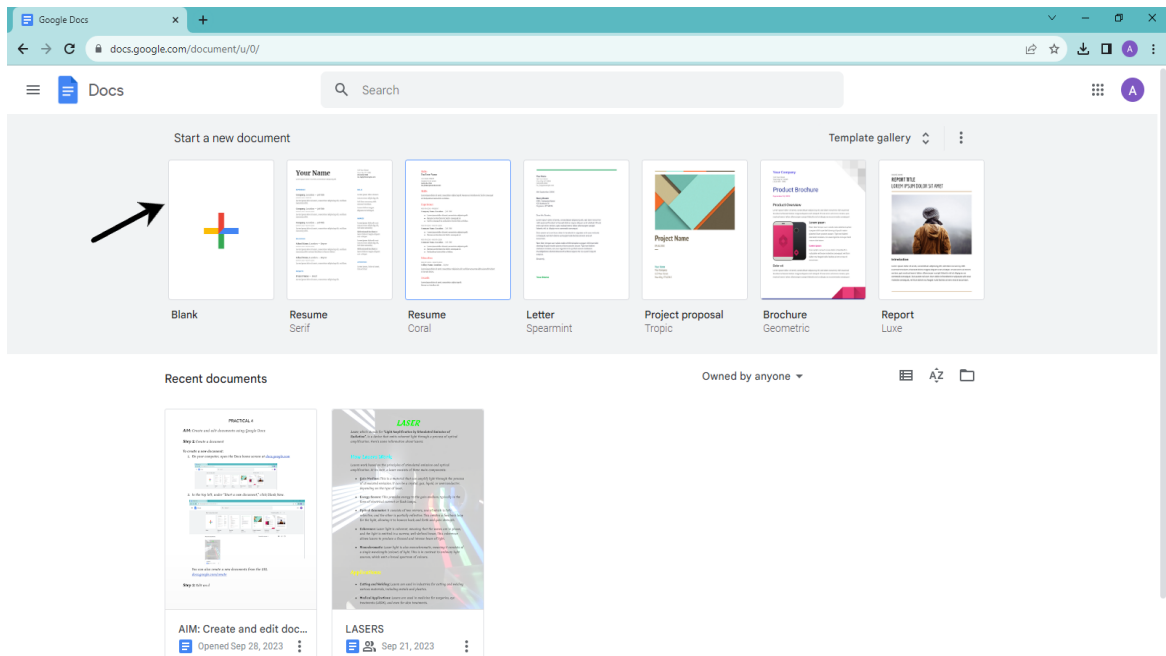
Step 1: Create a document

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.

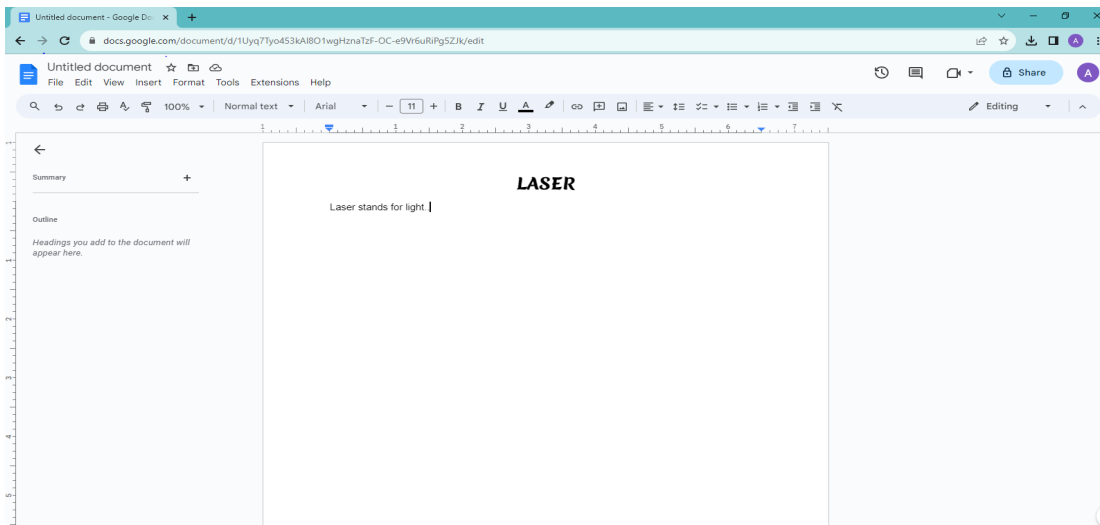


You can also create a new documents from the URL docs.google.com/create

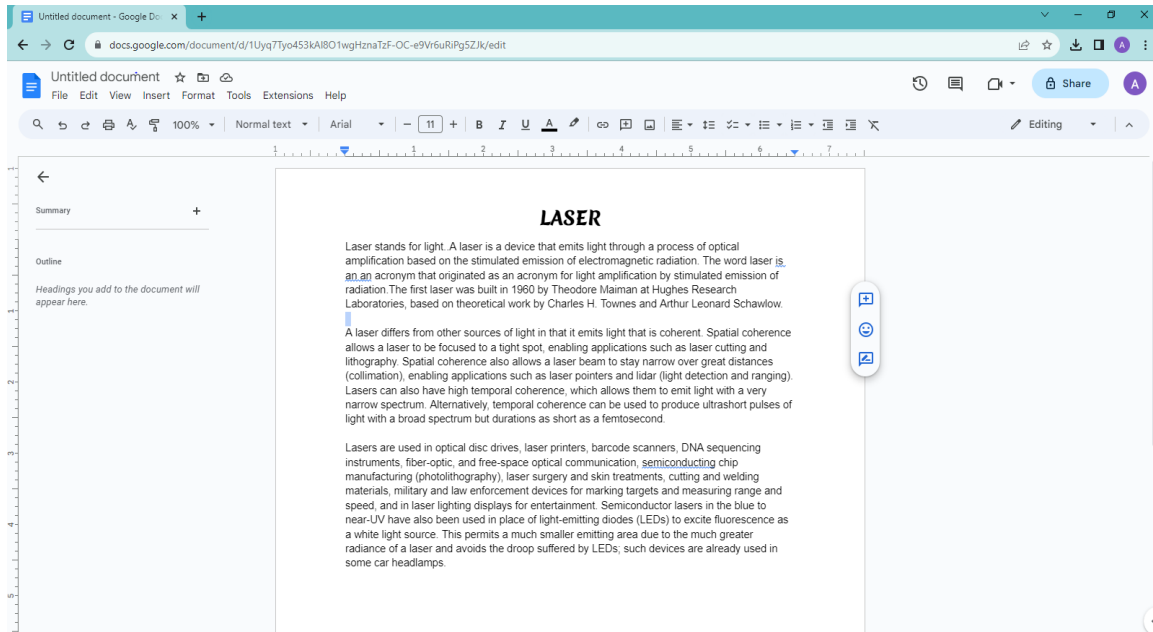
Step 2: Edit and format

To edit a document:

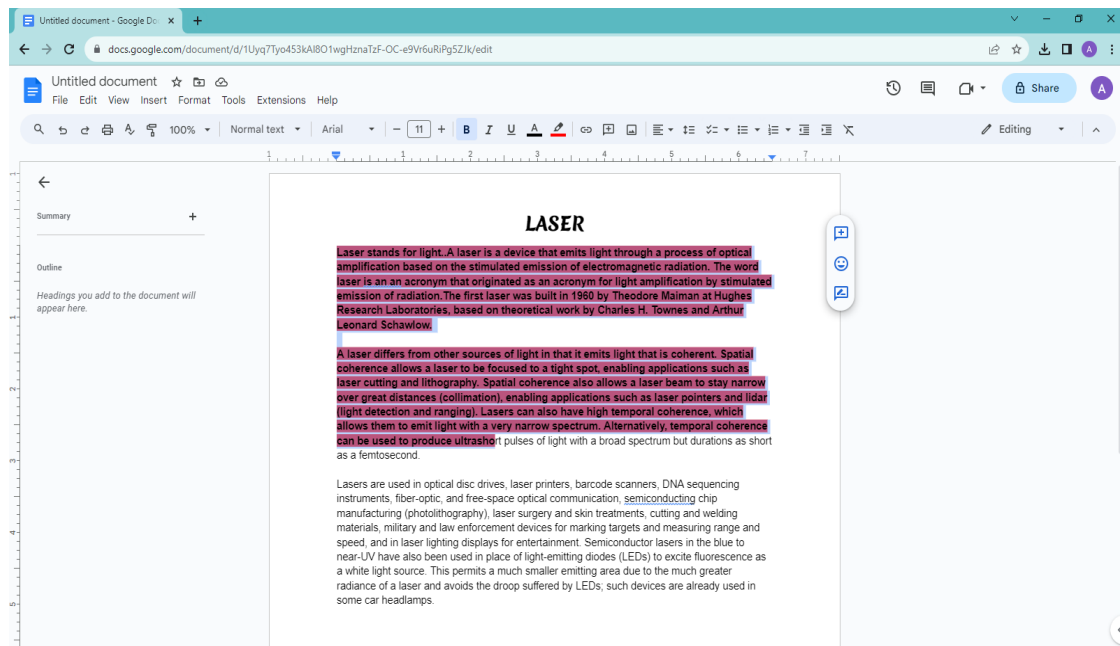
1. On your computer, open a document in Google Docs.



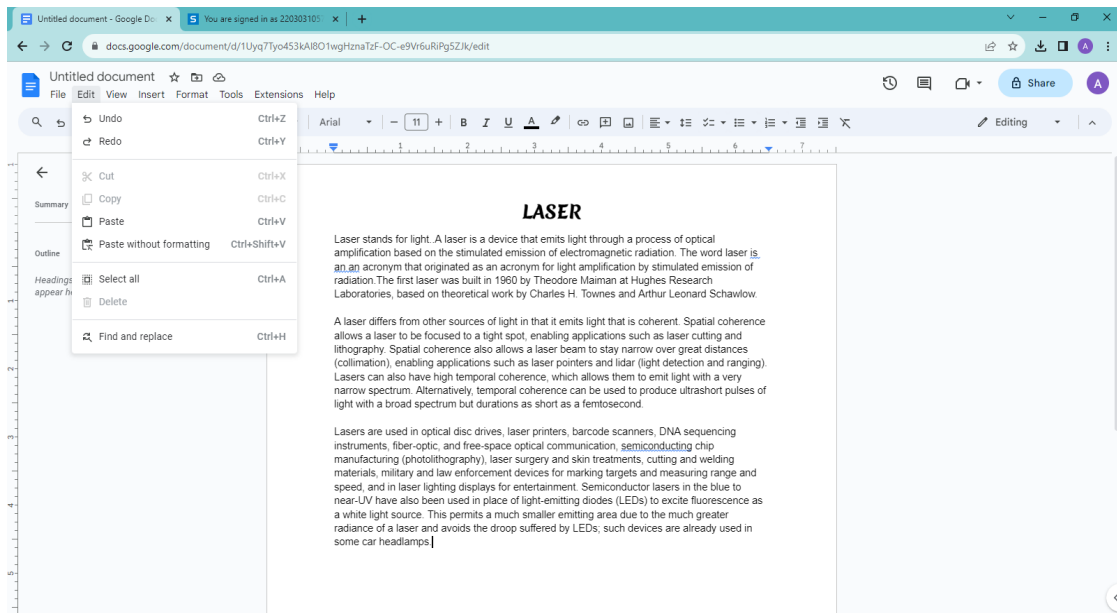
2. To select a word, double-click it or use your cursor to select the text you want to change.



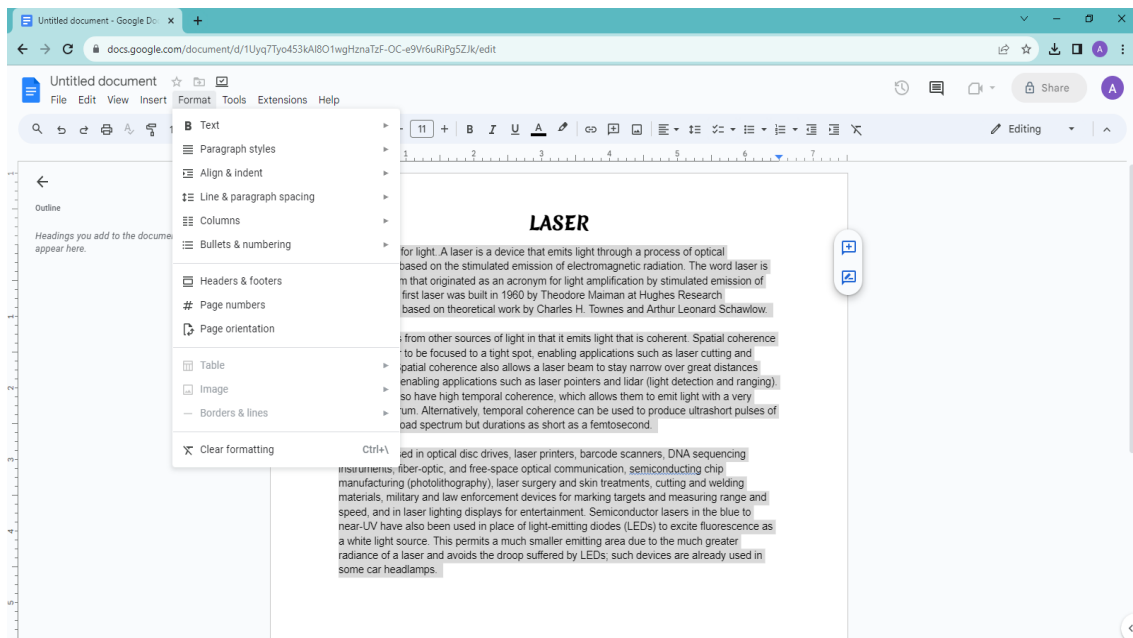
3. Start editing.



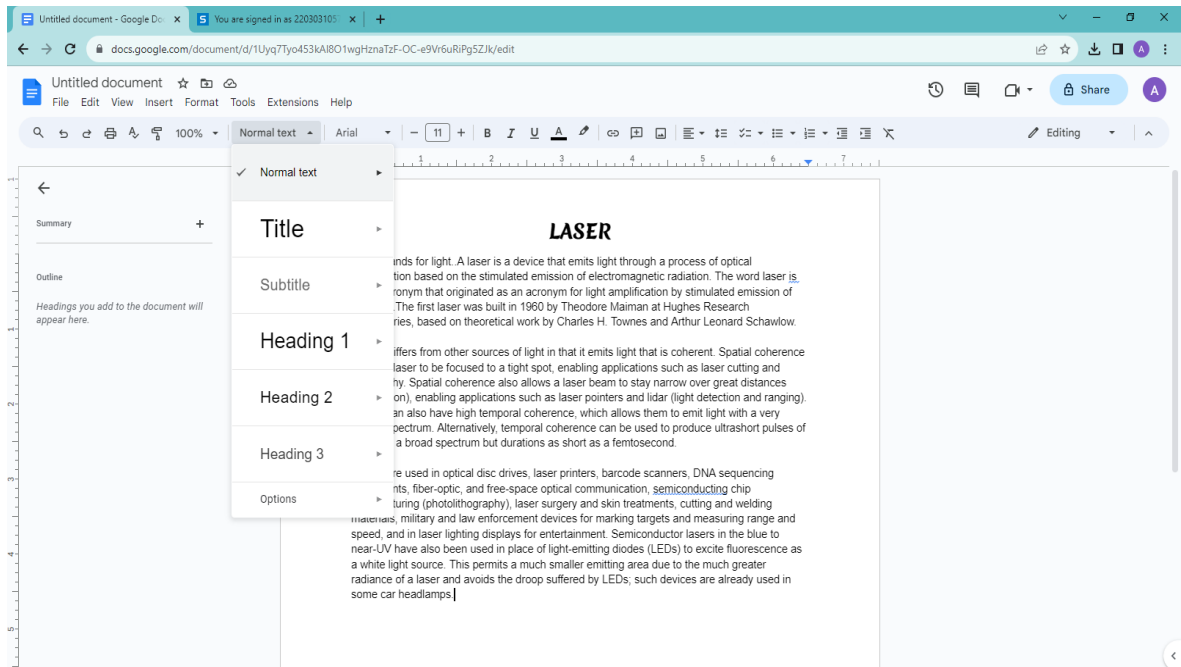
4. To undo or redo an action, at the top, click Undo Undo or Redo Redo.



• Format paragraphs or font



• Add a title, heading, or table of contents



Step 3: Share & work with others

