Basic Docs

1. **Creating a New Document:**
   - Go to Google Docs (docs.google.com).
   - Click on the "+" sign or "Blank" to start a new document.
2. **Editing Text:**
   - Double-click anywhere in the document to start typing.
   - Use the toolbar for basic text formatting like bold, italics, underline, font size, and font style changes.
3. **Paragraph Alignment:**
   - Select the text you want to align.
   - Use the alignment buttons in the toolbar (left-align, center-align, right-align, justify).

Adding Style to Your Text

1. **Font Style and Size:**
   - Highlight the text.
   - Use the font dropdown to change the font style.
   - Use the font size dropdown to change the size of the text.
2. **Bold, Italic, Underline:**
   - Highlight the text.
   - Use the bold (B), italic (I), and underline (U) buttons in the toolbar.

Enhancing Your Document

1. **Adding Images:**
   - Click on `Insert` > `Image`.
   - Choose an image from your computer or from Google Drive.
2. **Inserting Tables:**
   - Click on `Insert` > `Table`.
   - Choose the dimensions for your table (number of rows and columns).
3. **Inserting Drawings:**
   - Click on `Insert` > `Drawing` > `New`.
   - Create a new drawing or insert one from Google Drive.
4. **Inserting Links:**

- Select the text or image you want to link.
- Click on `Insert` > `Link` and enter the URL.

5. **Inserting Charts:**
   - Click on `Insert` > `Chart`.
   - Create a new chart or insert one from Sheets.

6. **Inserting Bookmarks:**
   - Place the cursor where you want the bookmark.
   - Click on `Insert` > `Bookmark`.

7. **Table of Contents:**
   - Click on `Insert` > `Table of contents`.
   - Choose from `Table of contents`, `Heading`, or `Title`.

Sharing and Collaboration

1. **Sharing Your Document:**
   - Click on the blue `Share` button in the top-right corner.
   - Enter the email addresses of the people you want to share with.
   - Set their permissions (edit, comment, view).

2. **Collaborating in Real-time:**
   - Share the document with others.
   - Multiple people can edit the document simultaneously.
   - See changes in real-time.

3. **Voice Input:**
   - Click on `Tools` > `Voice typing`.
   - Click the microphone icon and start speaking.

4. **Mentions (@):**
   - Type "@" followed by a person's name or email to mention them in a comment.

5. **Comments:**
   - Highlight the text where you want to leave a comment.
   - Click on `Insert` > `Comment`.
   - Enter your comment and click `Comment`.

Explore Options

1. **Explore Tool:**
   - Click on `Tools` > `Explore`.

- Use Explore to find related content, images, and more from the web.

Citations and Building Blocks

1. **Citations:**
   - Click on `Tools` > `Citations`.
   - Choose your citation format (MLA, APA, Chicago).
2. **Building Blocks:**
   - Use templates and add-ons from `Docs Editors Help` > `Building blocks`.

Emoji, Dropdowns, Watermarks, Equations

1. **Emoji:**
   - Click on `Insert` > `Special characters` > `Emoji`.
2. **Dropdowns:**
   - Create custom dropdown menus using `Insert` > `Table` > `Table properties`.
3. **Watermark:**
   - Click on `Insert` > `Watermark`.
4. **Equation Editor:**
   - Click on `Insert` > `Equation`.

Exporting Your Document

1. **Export as DOCX or PDF:**
   - Click on `File` > `Download` > `Microsoft Word (.docx)` or `PDF Document (.pdf)`.
2. **Publish to the Web:**
   - Click on `File` > `Publish to the web`.

Shortcuts

1. **Keyboard Shortcuts:**
   - Access keyboard shortcuts by pressing `Ctrl + /` (Windows/Linux) or `Cmd + /` (Mac).