



Andhra Pradesh State Skill Development Corporation



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Google Tools For Everyone

Google Docs

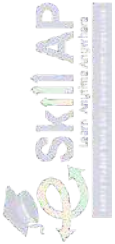


Google Docs:

Google Docs lets you write reports, create joint project proposals, keep track of meeting notes, and more. It provides an easy-to-use, integrated way for users to work together on projects, reports, and more, and to collect and share information in a secure online environment.

Topics are Covered:

1. Getting Started
2. Import and Convert Existing files into google docs
3. Edit and Customize The Google Docs
4. Document Distribution Online
5. Print and Download Google Docs





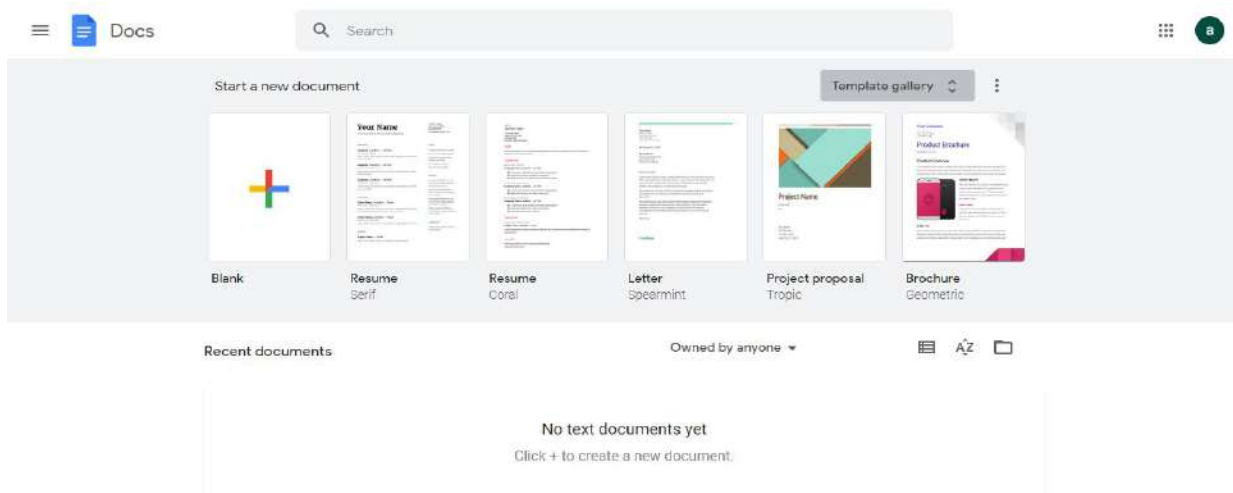
1. Getting Started:

What is Google Docs?

Google Docs is a productivity tool offered by Google within its Google Drive service. Google Docs is available as a web application and mobile apps. With Google Docs, you can create and edit text documents right in your web browser—no special software is required. Even better, multiple people can work at the same time, you can see people's changes as they make them, and every change is saved automatically.

How to access google docs:

- On your computer, visit docs.google.com
- If you already have a Google Account, sign in. If you don't have one yet, click Create an account.
- Once you sign in, you will get a google docs homepage




Create a new file:

- From the Docs homepage, above Blank, click Create. (+)
- In Drive, click New->Google Docs->Blank document or From a template.



2. Import and convert existing files:

If you have existing files, you can import and convert them to Docs, Sheets, or Slides.

1. In Google Drive,
2. Click  New->File Upload.
3. Choose the file you want to import from your computer to add it to Drive.
4. In the Upload complete window, click Show file location.
5. Right-click the file and select Open with Google Docs

Converting your file from another program creates a copy of your original file in a Docs, Sheets, or Slides format. You can then edit the file in your browser.



3. Edit and Customize The Google Docs:

You can organize your document with text styles like titles, headings, and a table of contents. You can customize the font and size of the text styles and set your styles as defaults.

You can use the toolbar at the top of a document to:

- Edit and format the text and paragraph spacing
- Change the font and background color
- Bold, italicize, underline, or strikethrough text

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  or Redo .

Note: To edit a document on a touchscreen device, like a Pixel Book, double-tap the document to start typing.

You can add and edit text, paragraphs, spacing, and more in a document.



Change paragraph alignment:

1. Open a document,
2. Select the paragraph you want to change.
3. At the top, choose an alignment option.

Change line spacing:

1. On your computer, open a google document.
2. Select the lines you want to change.
3. Click Format > Line spacing.
4. Select a line spacing option:
 - To change your paragraph spacing, click Single, 1.15, 1.5, or Double.
 - To change your spacing between paragraphs, click Remove space before a paragraph or Add space after a paragraph.
 - To enter a custom size, click Custom spacing. Then, enter the size of the spacing you want before and after a paragraph and click Apply.
 - To keep paragraph headings and text on the same page, click Keep with next.
 - To keep all lines of text in the same paragraph on the same page, click Keep lines together.
 - To prevent single lines at the beginning or end of paragraphs, click Prevent single lines.

Change paragraph borders or color:

1. Select the paragraph you want to change.
2. Click Format > Borders lines.
3. In the window that opens, change how you want your paragraph to look.
4. To remove paragraph borders or color, click Reset.
5. When you are done, click Apply.

Format font:

Change text color:

1. In google document,
2. Select the text you want to change.
3. Click Text Color A.
4. Select the color you want.



Choose a default font:

1. On your computer, open a document in Google Docs.
2. Highlight the text you want.
3. At the top, select the font you want.
4. Click Format > Paragraph styles > Normal text > Update 'Normal text' to match.
5. With the text still highlighted, click Format > Paragraph styles > Options > Save as my default styles.

After you choose a font, your new documents will use this font unless you change it again.

Add fonts to your font list:

In some languages, you can add new fonts to your font list.

1. Open google document
2. At the top, click the font name to open the font list.
3. At the bottom of the list, click More fonts.
4. Browse or search for new fonts.
 - Click a font to add it to your "My fonts" list.
 - To sort your fonts or change how they appear in your list, use the "Show" and "Sort" arrows.
5. Click Ok.

Change the background or highlight color:

1. Open google document
2. Select the text you want to change.
3. Click Highlight Color.
4. Select the color you want.

Bold, italicize, or strikethrough text:

1. Open google document
2. Select the text you want to change.
3. Format the text.
 - To bold: Click Bold
 - To italicize: Click Italic
 - To strikethrough: Click Format >Text> Strikethrough.





Add or delete a table of contents:

1. Open google document
2. Click where you want the table of contents.
3. Click Insert >Table of contents.
4. Choose how you want the table of contents to look.

To delete it, right-click and click Delete table of contents.

Edit your table of contents:

The table of contents reflects the titles and headings in your document.

1. Open google document
2. Add a heading to your document.
3. Click Refresh. The change will update in your table of contents.

Change the text style:

1. On your computer, open a document in Google Docs.
2. Select the text you want to change.
3. Click Format >Paragraph styles.
4. Click a text style:
 - Normal text
 - Title
 - Subtitle
 - Heading 1-6
5. Click Apply 'text style.'

Use a custom text style:

1. Open google document
2. Select text with the style you want to use.
3. Click Format > Paragraph styles >Normal text or Heading 1-6 >Update 'Heading' to match.
4. All of the text in your document with the same text type, such as "Heading 4" or "Normal text," will be updated to match your initial selection.

Note: If you change the style of normal text, the heading fonts will also change to the new style.



Set and change a default style:

- Set a default style: Click Format >Paragraph styles >Options >Save as my default styles.
- Apply a default style: Click Format >Paragraph styles >Options >Use my default styles.
- Restore original to the Google style: Click Format >Paragraph styles >Options >Reset styles.

Add headers & footers:

1. Open google document
2. In the top left, click Insert >Header & page number.
3. Choose Header or Footer.
4. Enter text for the header or footer.

Remove a header or footer

1. Open google document
2. Double-click the header or footer you want to remove.
3. On the right, click Options >Remove header or Remove footer.



4.Document Distribution Online

Share documents, spreadsheets, or presentations with individuals or large groups of people. You can share with people inside or outside your organization. People can make changes at the same time, and you can see changes as they happen.

Share a file or folder with specific people:

1. Select the file you want to share.
2. Click Share or Share.
3. Under Share with people and groups, enter the email address you want to share with.
Note: If visitor sharing is on for your organization, you can invite someone who doesn't have a Google Account to collaborate on your Google Drive files and folders. See Share documents with visitors.
4. To change what people can do to your file, on the right, click the Down arrow >Viewer, Commenter, or Editor.
5. Choose to notify people:
If you want to notify people that you shared a file with them, check the Notify people box. If you notify people, each email address you enter will be included in the email.
If you don't want to notify people, uncheck the Notify people box.
6. Click Share or Send.

Share a link to a file or folder:

1. In Drive, right-click the file or folder you want to share and select the Share icon.
In Docs, at the top, click Share.
Note: You can only share files that you own or have edit access to.
2. (Optional) To specify what people can do with your file when you share it, under your organization name, click Change:
 - To change the permission, at right, click the Down arrow and select Viewer, Commenter, or Editor.
3. Click the Copy link.
4. Click Done.
5. Paste the link in an email, on a website, or wherever you need to share it.



5. Print and Download Google Docs

To print your file, click File>Print or click Print.

- For documents and presentations: In the preview that appears, you can scroll through your document on the right, or choose print options on the left.
- For spreadsheets: You can choose which sheets to print, what features to include, and which layout you want.

Email a copy as an attachment:

If you need to collaborate with someone on your file in a different program or format, such as Word, Excel, PowerPoint, or PDF, you can email it as an attachment. However, this sends a copy of the document instead of sharing the original, so you won't be able to use Google's collaboration tools. For more options, see Work with Microsoft Office files.

1. Click File>Email as an attachment.
2. Select a format.
3. Enter the email addresses or Groups you want to send copies to.
4. Enter a message if you want to add any information
5. Click Send.