Create a "repository" (project) with a git hosting tool (like Bitbucket)

Copy (or clone) the repository to your local machine

Add a file to your local repo and "commit" (save) the changes

"Push" your changes to your main branch

Make a change to your file with a git hosting tool and commit

"Pull" the changes to your local machine

Create a "branch" (version), make a change, commit the change

Open a "pull request" (propose changes to the main branch)

"Merge" your branch to the main branch