

Chapter Outline - Google Docs

1. Getting started with Google Docs.

- Overview of Google Docs
- Prerequisites
 - Create Google Account
 - Log in to Google Account.
- Create a document/Import a document.
- Edit and format a document
- Share documents with others
- Download documents.

2. Manage Documents

- Create a new document.
- Create a document from a template
- View a document
- Rename a document
- Save a document
- Make a copy of a document.
- Download a copy of a document.
- Delete a document.

3. Format Documents

- Format Paragraphs
- Format Fonts
- Use Links
- Use bookmarks
- Add Section breaks
- Add Page breaks
- Add or remove headers, footers, page numbers, footnotes
- Add a title, heading, or table of contents
- Use document outlines, margins & rulers
- Modify page settings.

4. Edit Document

- Copy and paste text, charts, images.
- Copy text formatting
- Add or delete tables, columns
- Insert or delete images/videos
- Create, insert, and edit drawings
- Insert special characters

- Insert chart, table, or slides
- Insert equations
- Add citations and bibliography.

5. Review Document

- Correct spelling and grammar usage
- Count the words
- Search and use find and replace
- Translate documents or write in a different language
- Type with your voice
- Track changes in documents
- Use comments and action items.

6. Share and Collaborate Documents

- Share files from Google Drive.
- Collaborate edits in documents