Google Docs

Learning Management System

Classroom Modules prepared by St. Chamuel College
Reference: DISCS ALLS ADMU LS
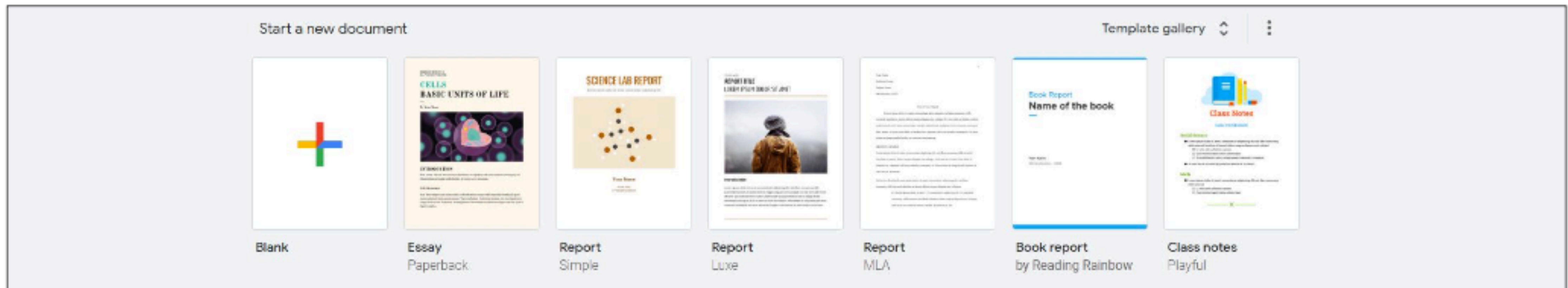
CHAMUELLIAN
ONLINE

POWERED BY GOOGLE

Learning Objectives

- Creating a new document

- Basic editing and formatting

- Attaching images

- Sharing and collaborating access

- Downloading documents

- Document Menu

What is Google Docs?

- Google Docs allows you to make documents online.
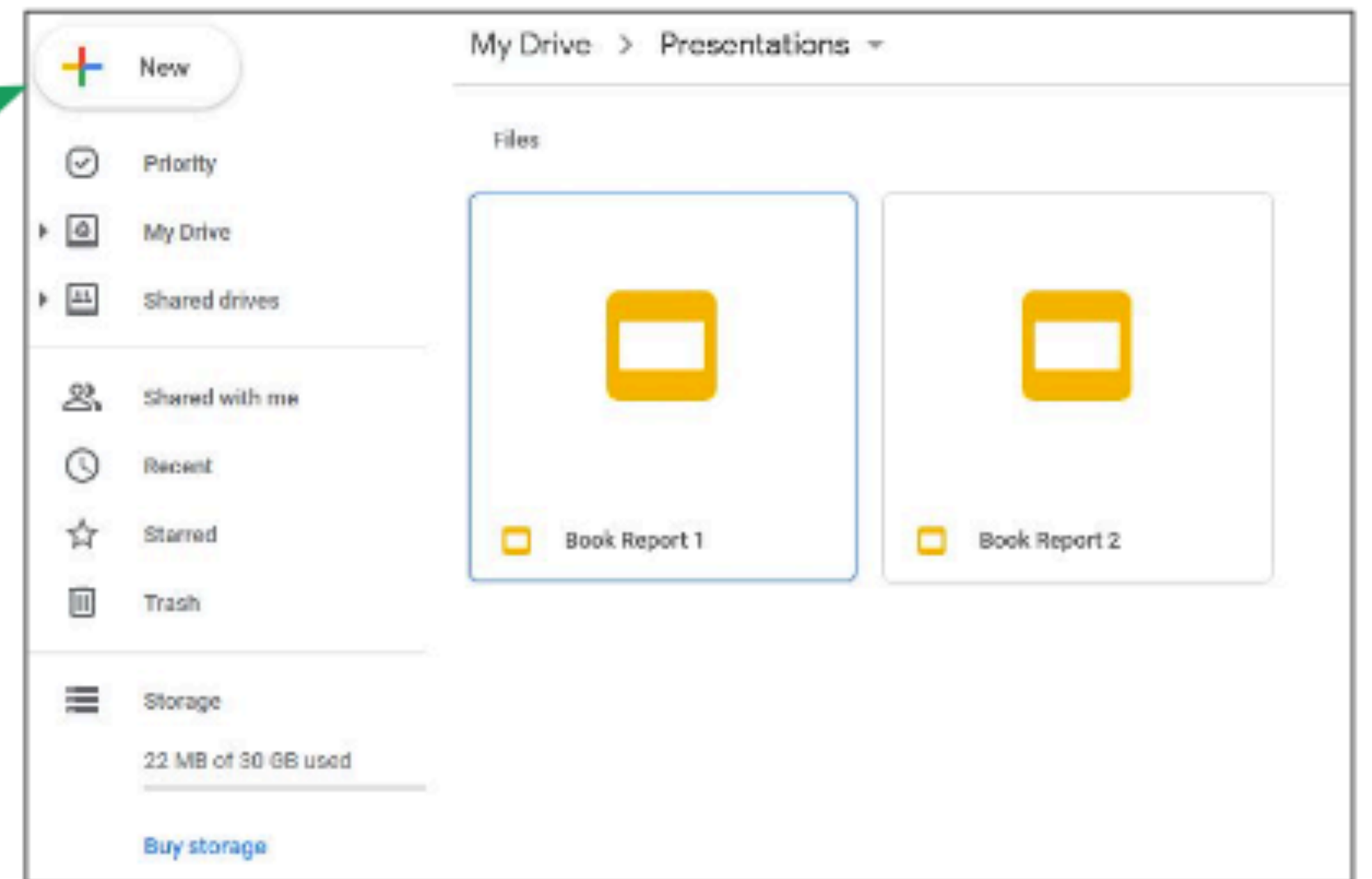
- You can work on a document together with other people
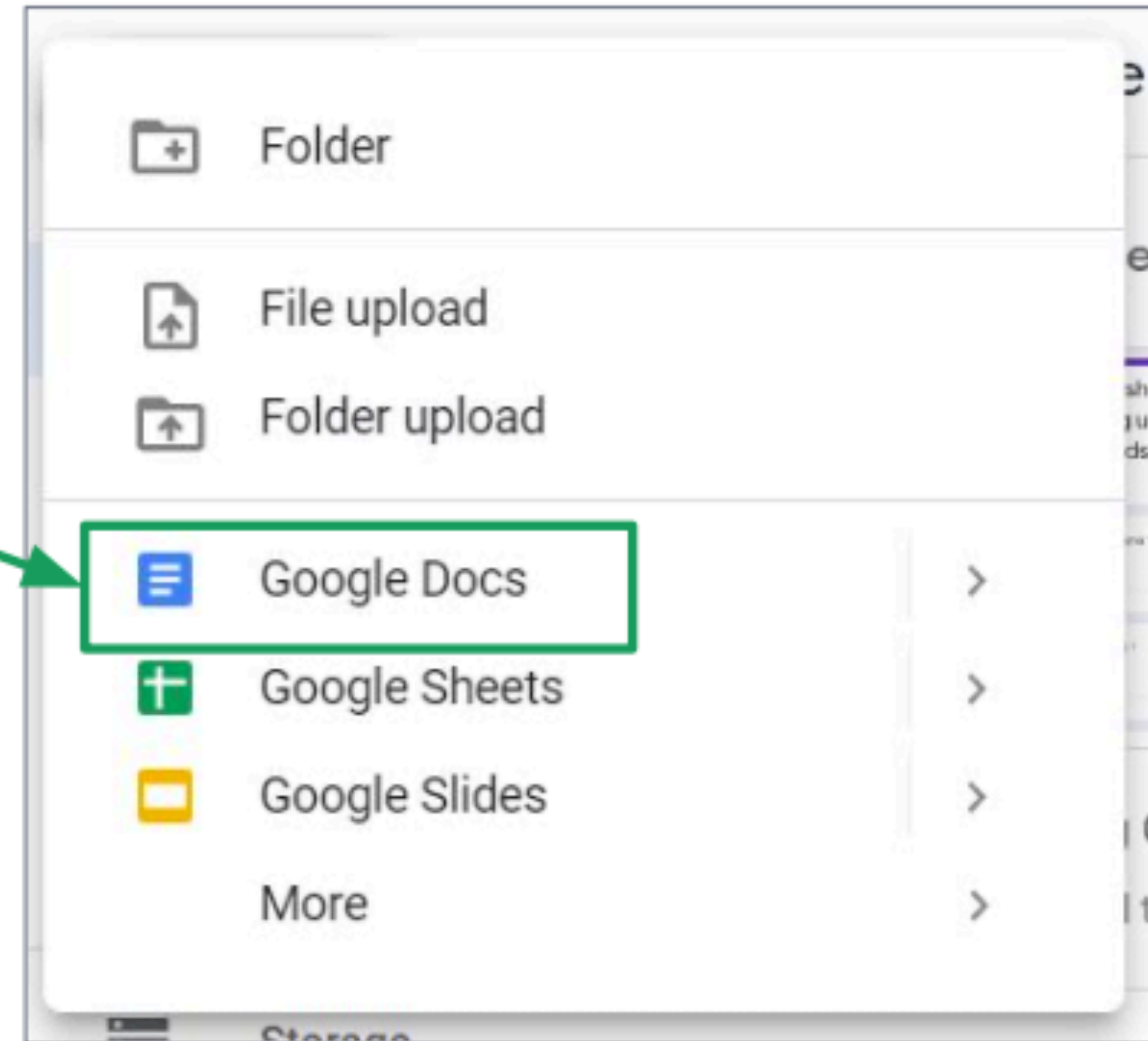
Creating a Document

Creating a Document

☐ You can create a
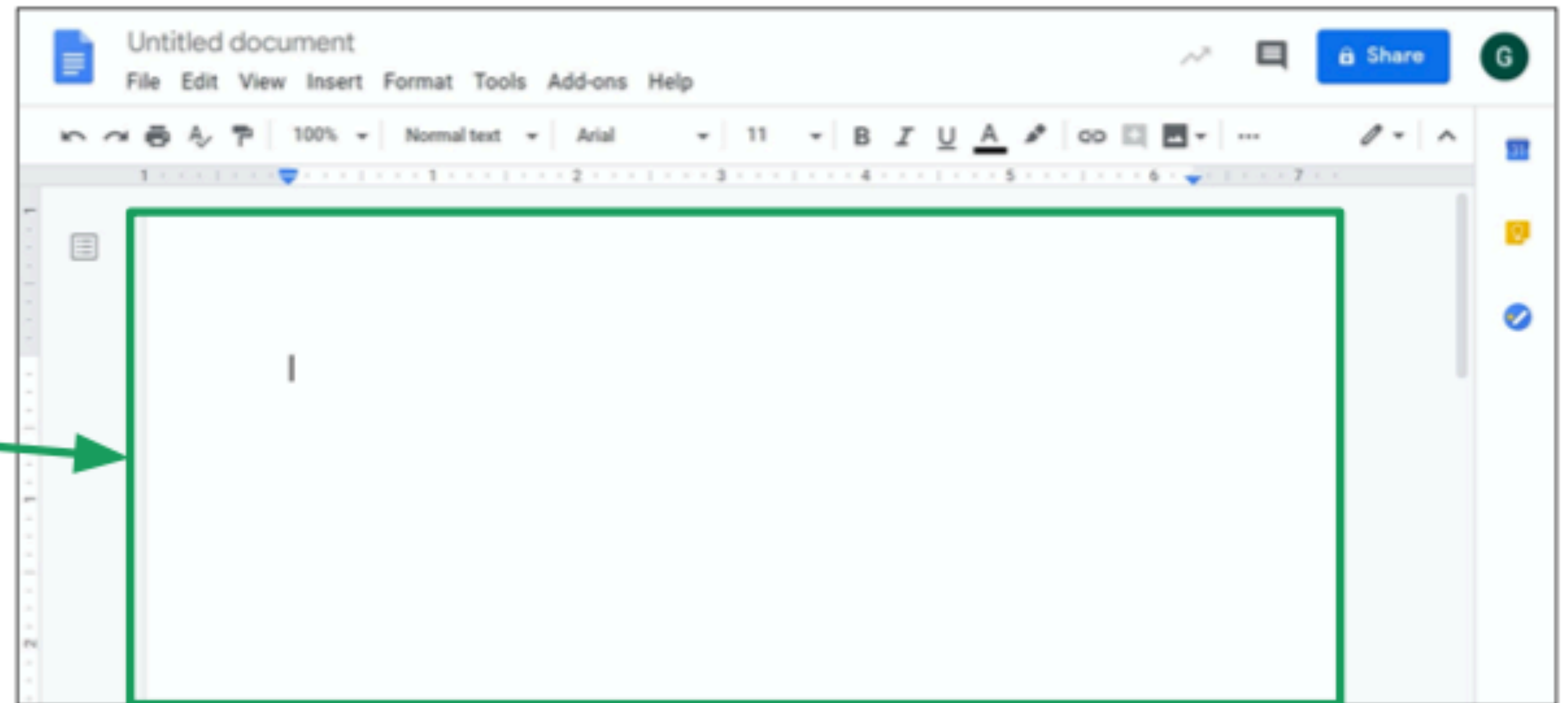document from Google
Drive by clicking **New**.

Creating a Document
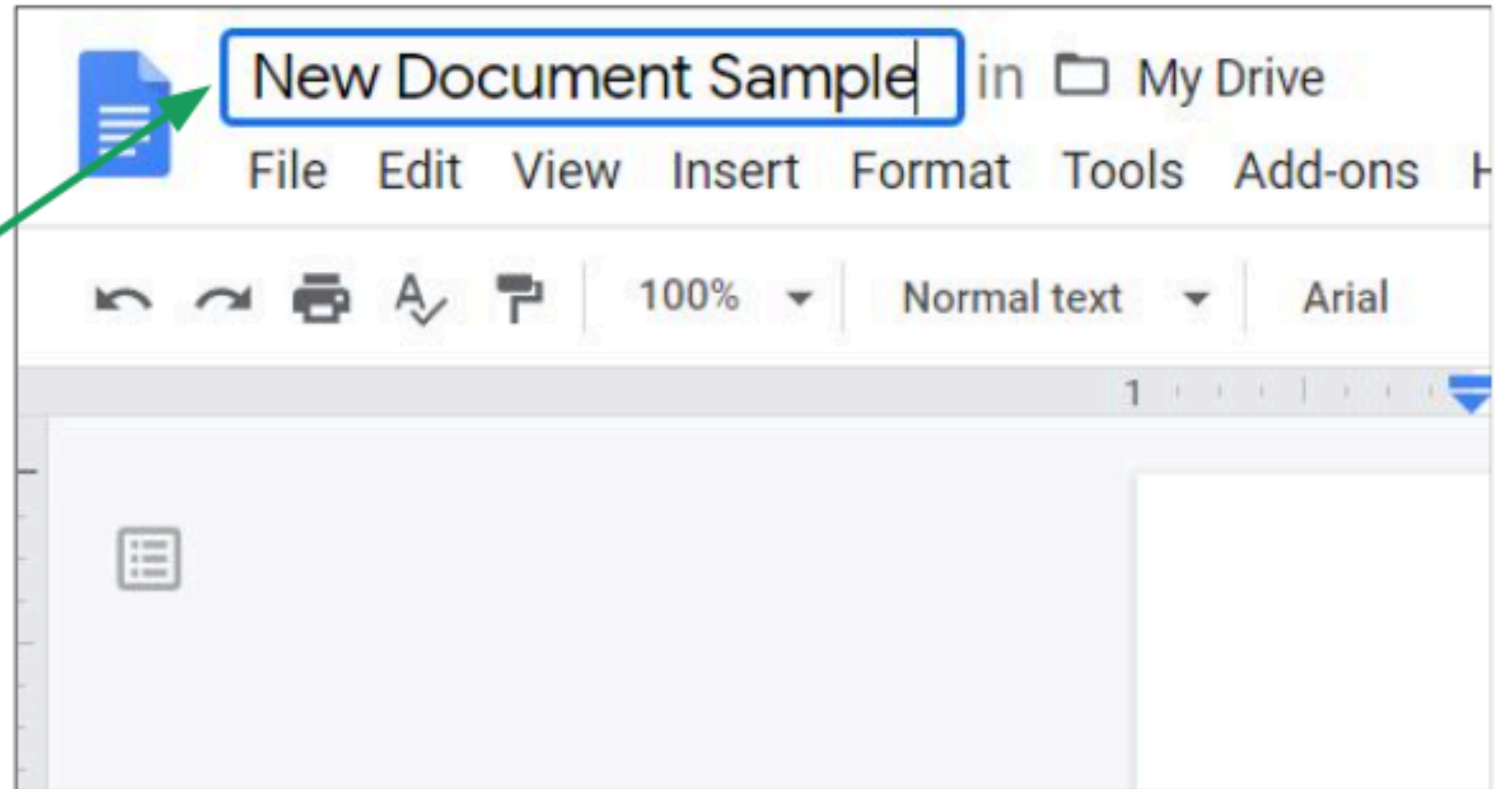
☐ Then, click **Google Docs**.

The Document

- ☐ This is what a document looks like.
- ☐ You type text on the document here.

Renaming the Document

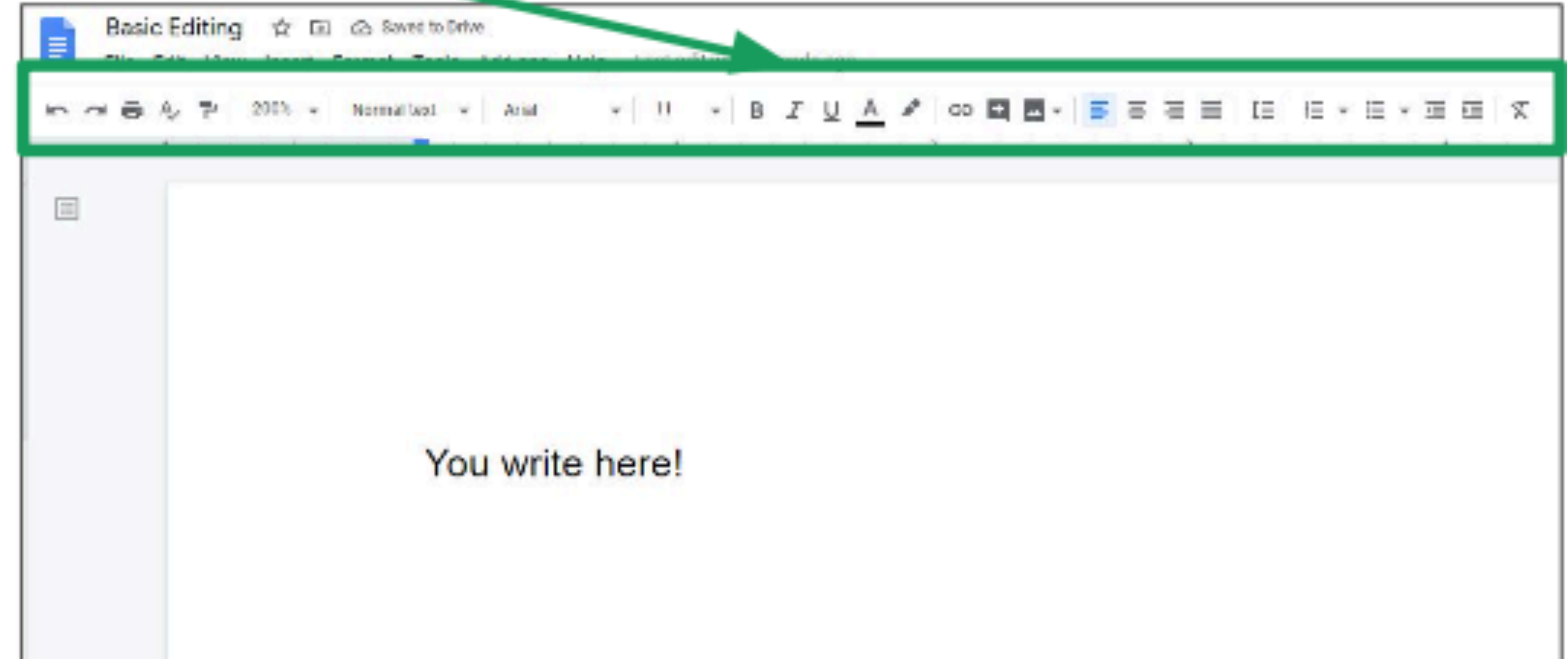- ☐ Give your document a name by clicking here then typing a name.
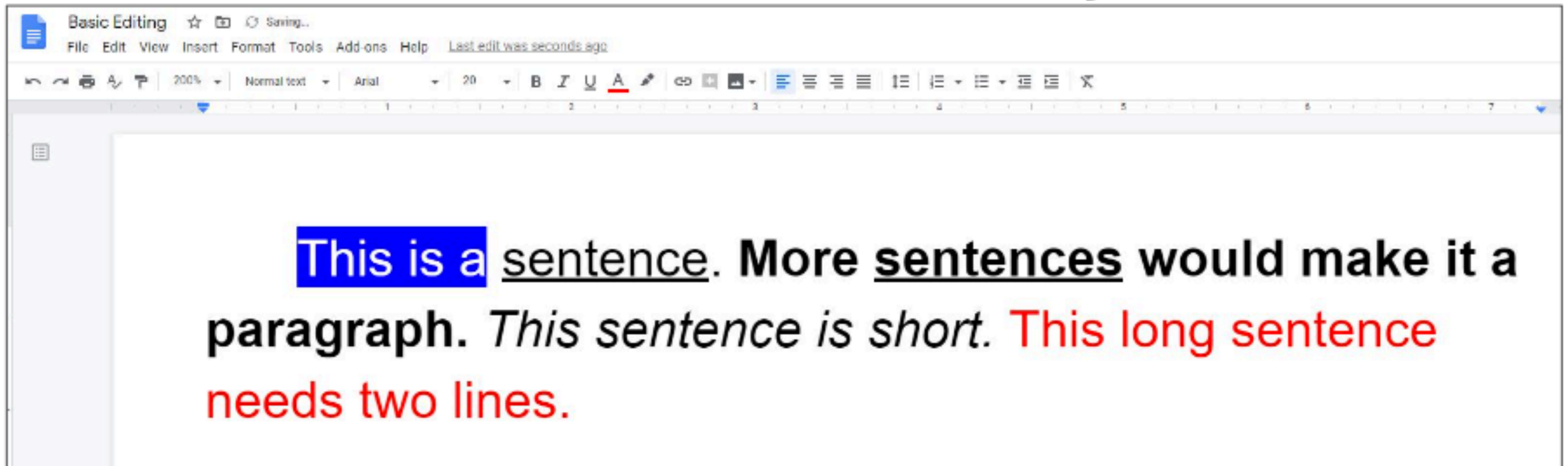
Basic Editing and Formatting

The Menu Bar

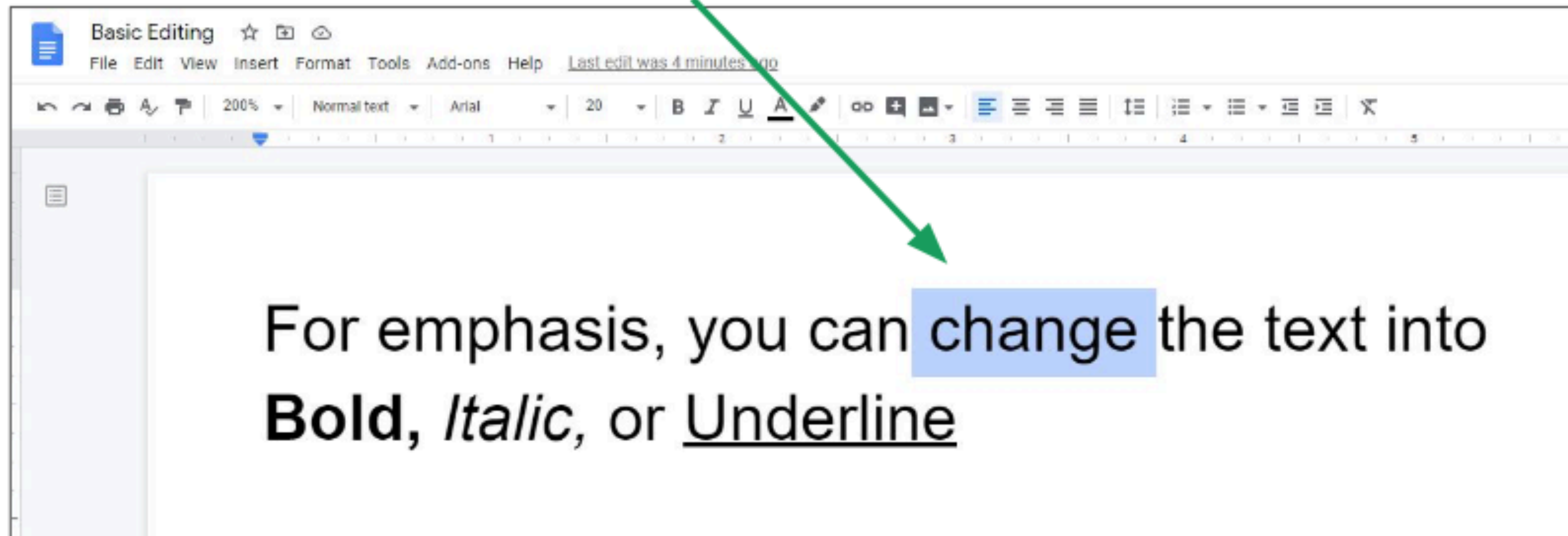☐ The **menu bar** offers a lot of tools to edit or format your document.

The Menu Bar

- Click and drag to highlight text, then click a button on the menu bar.
- The effects will be reflected on your document.
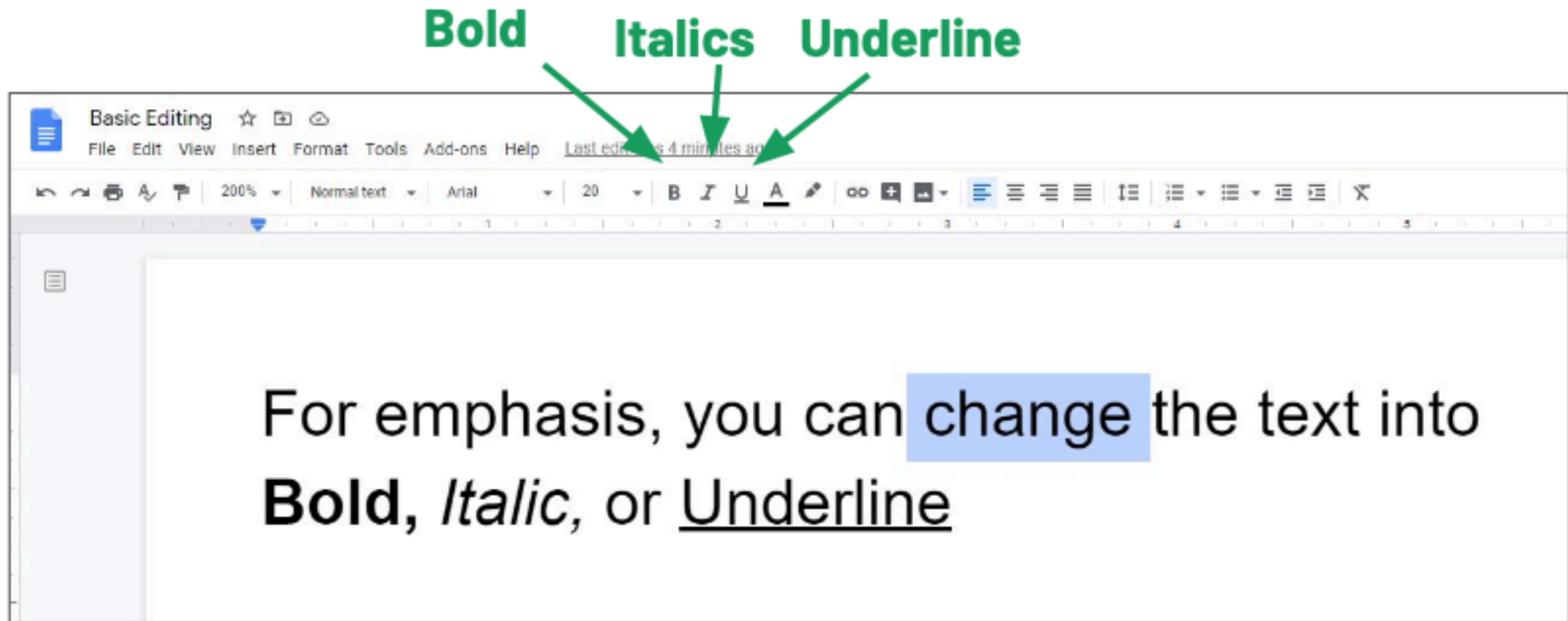
Bold, Italics, and Underline

- For example, you can **bold**, *italicize*, or <u>underline</u> text. First, click and drag to select the text.
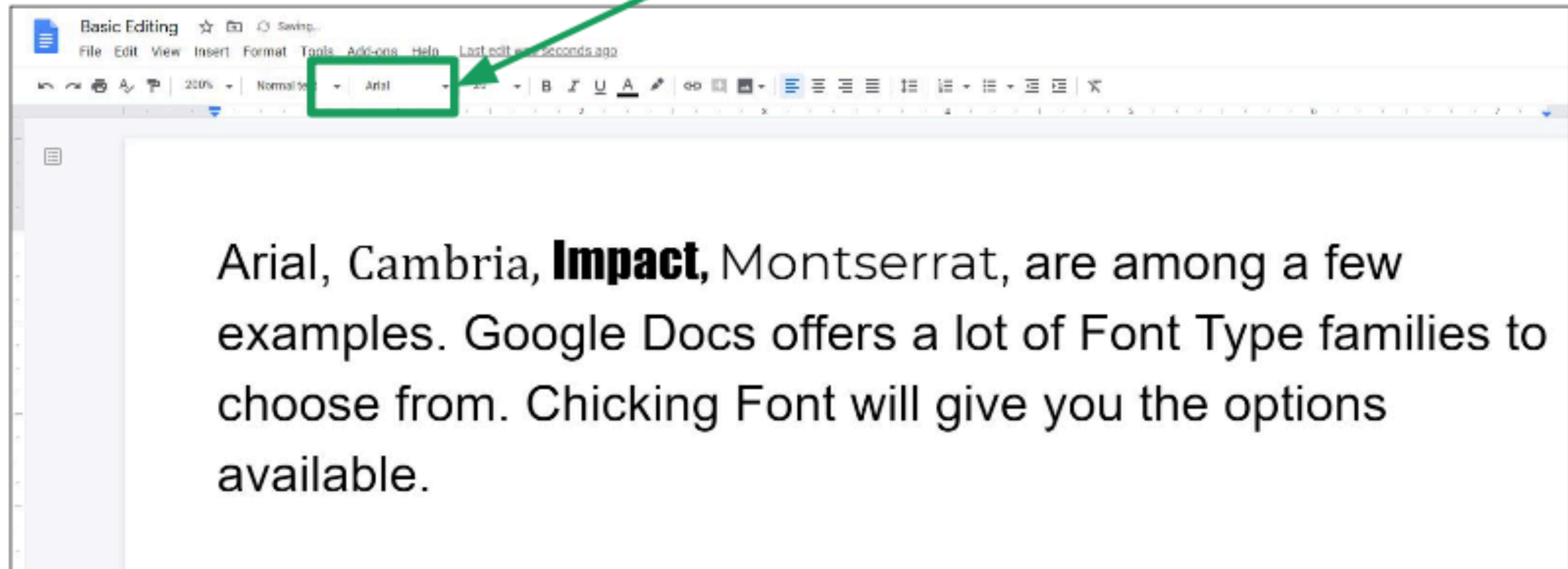
Bold, Italics, and Underline

☐ Then click:

Font Type

☐ You can change the font style (the shape of the letters) by clicking **here**.

Arial, Cambria, **Impact,** Montserrat, are among a few examples. Google Docs offers a lot of Font Type families to choose from. Chicking Font will give you the options available.
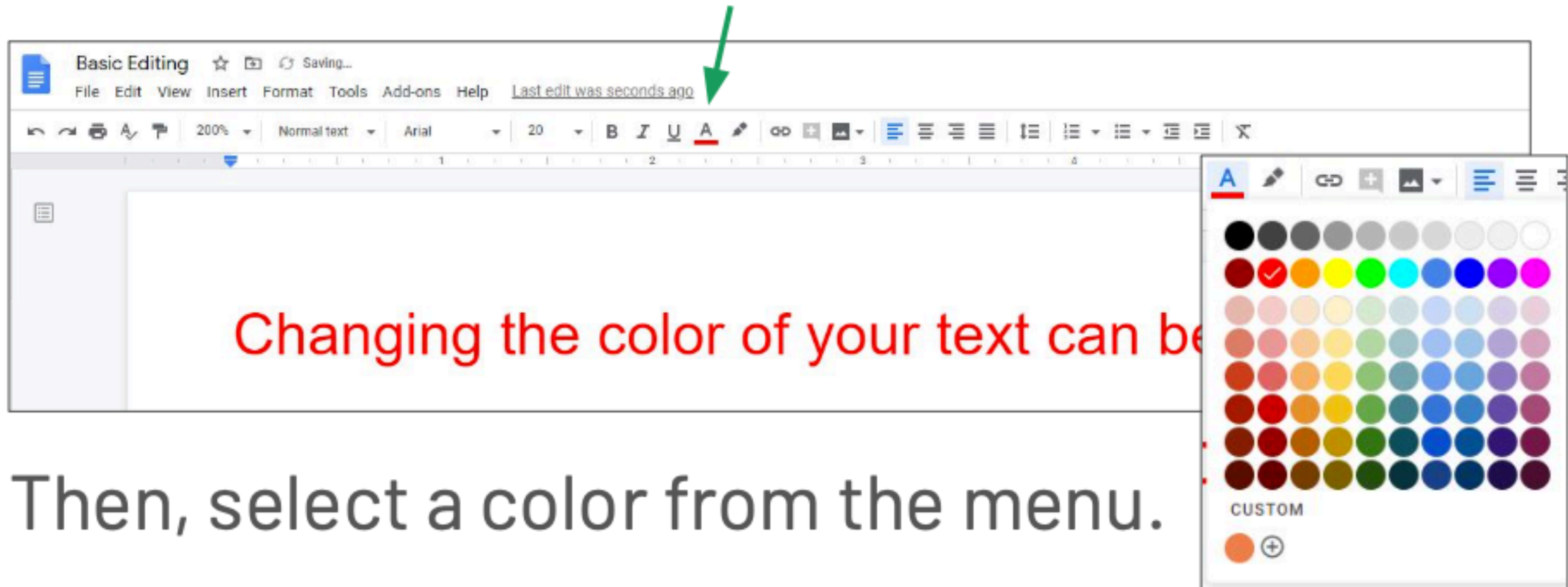
Font Size

☐ Click here to type a **font size**. The larger the number, the larger the text will be.
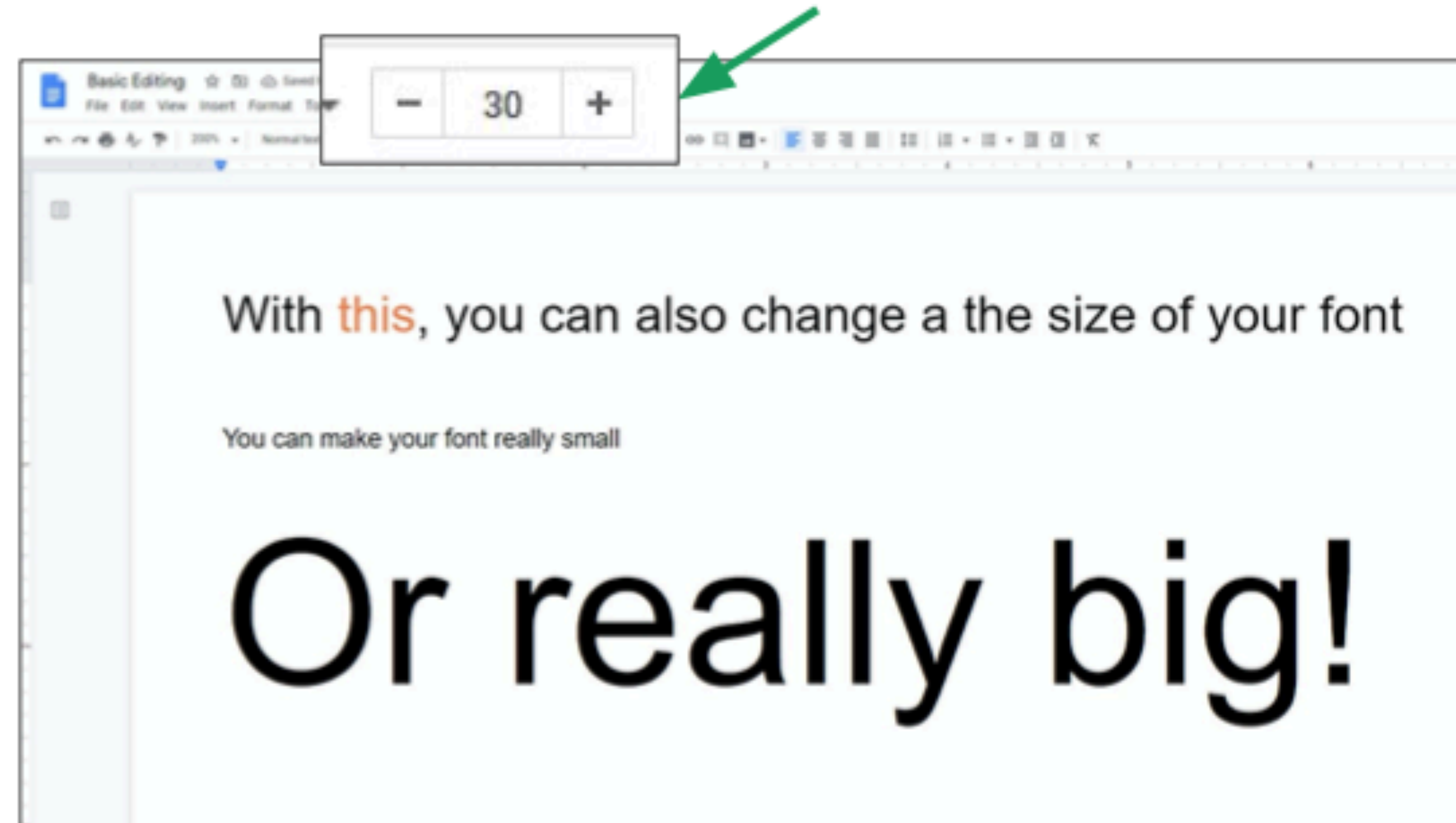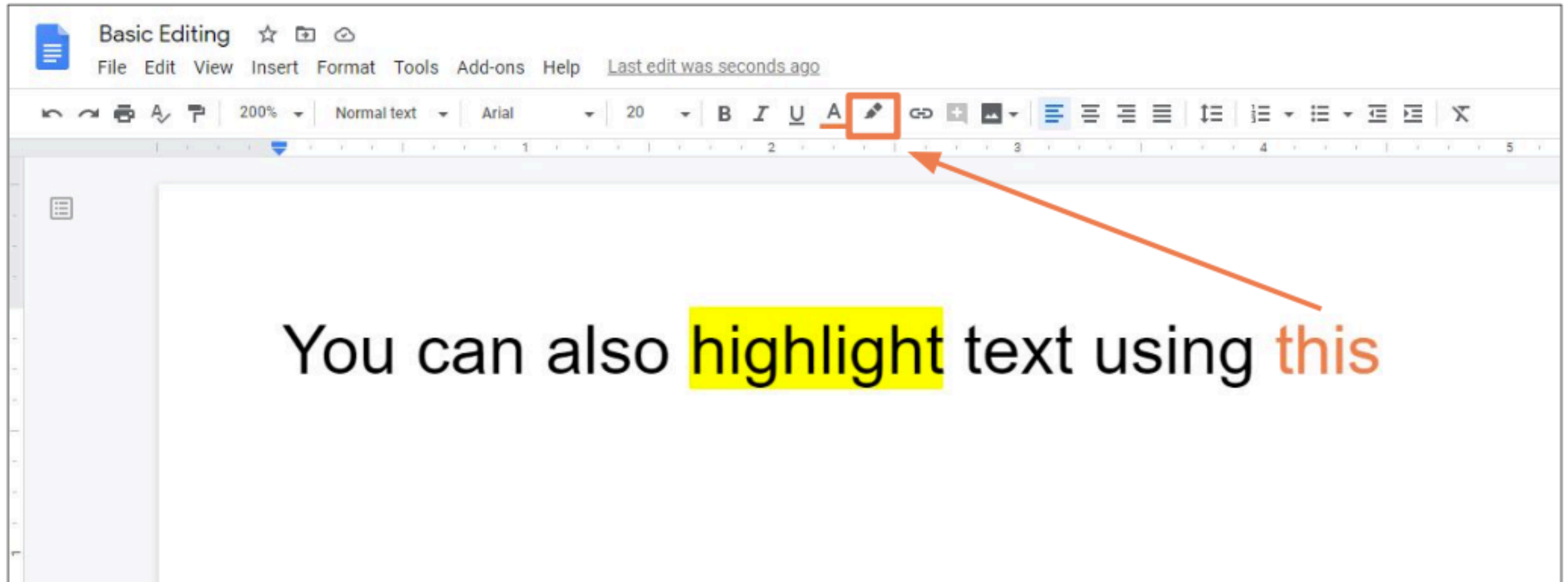
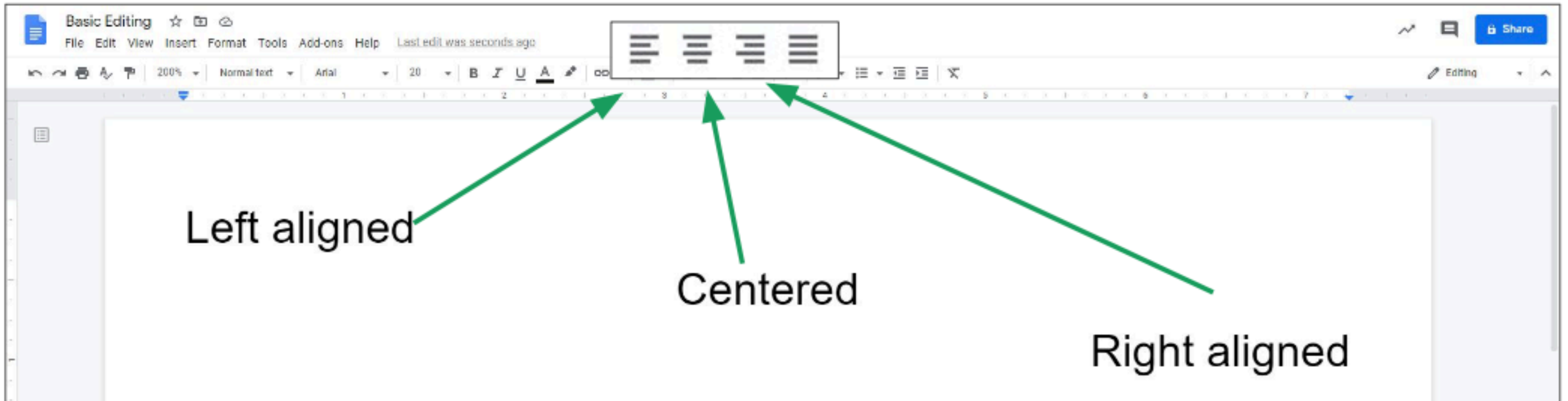# Font Color

☐ To choose a different font color, click here.

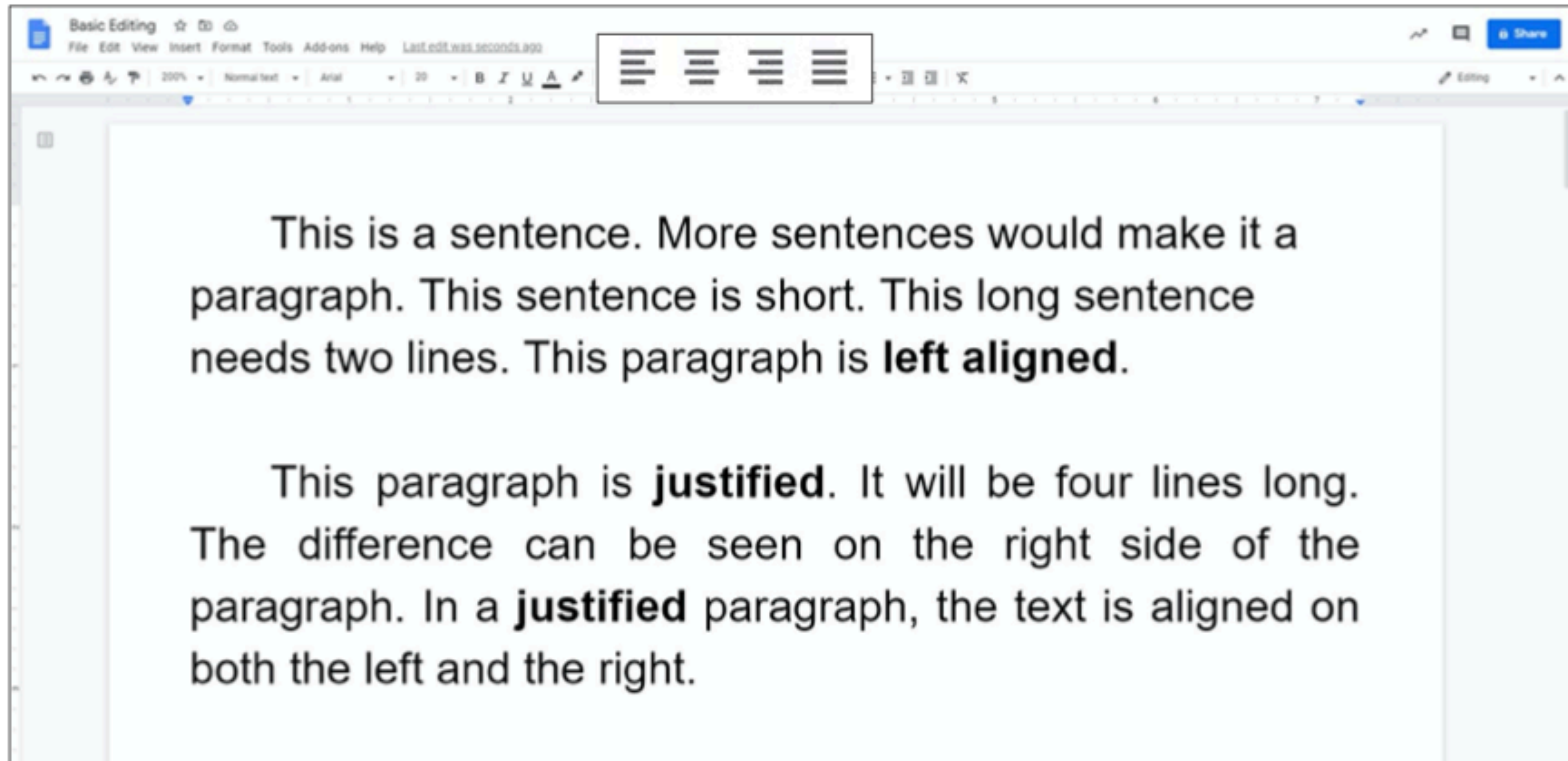☐ Then, select a color from the menu.

Highlighting Text

Text Alignment

☐ You can also align text so that it is on the left, right or center of the page.

Text Alignment

This is a sentence. More sentences would make it a paragraph. This sentence is short. This long sentence needs two lines. This paragraph is **left aligned**.

This paragraph is **justified**. It will be four lines long. The difference can be seen on the right side of the paragraph. In a **justified** paragraph, the text is aligned on both the left and the right.

List

- Lists are a good way to organize your text
- You can choose between a **numbered list** and a **bulleted list**.

1. This is a numbered list.
2. Numbered lists have numbers
3. At the start of each line.
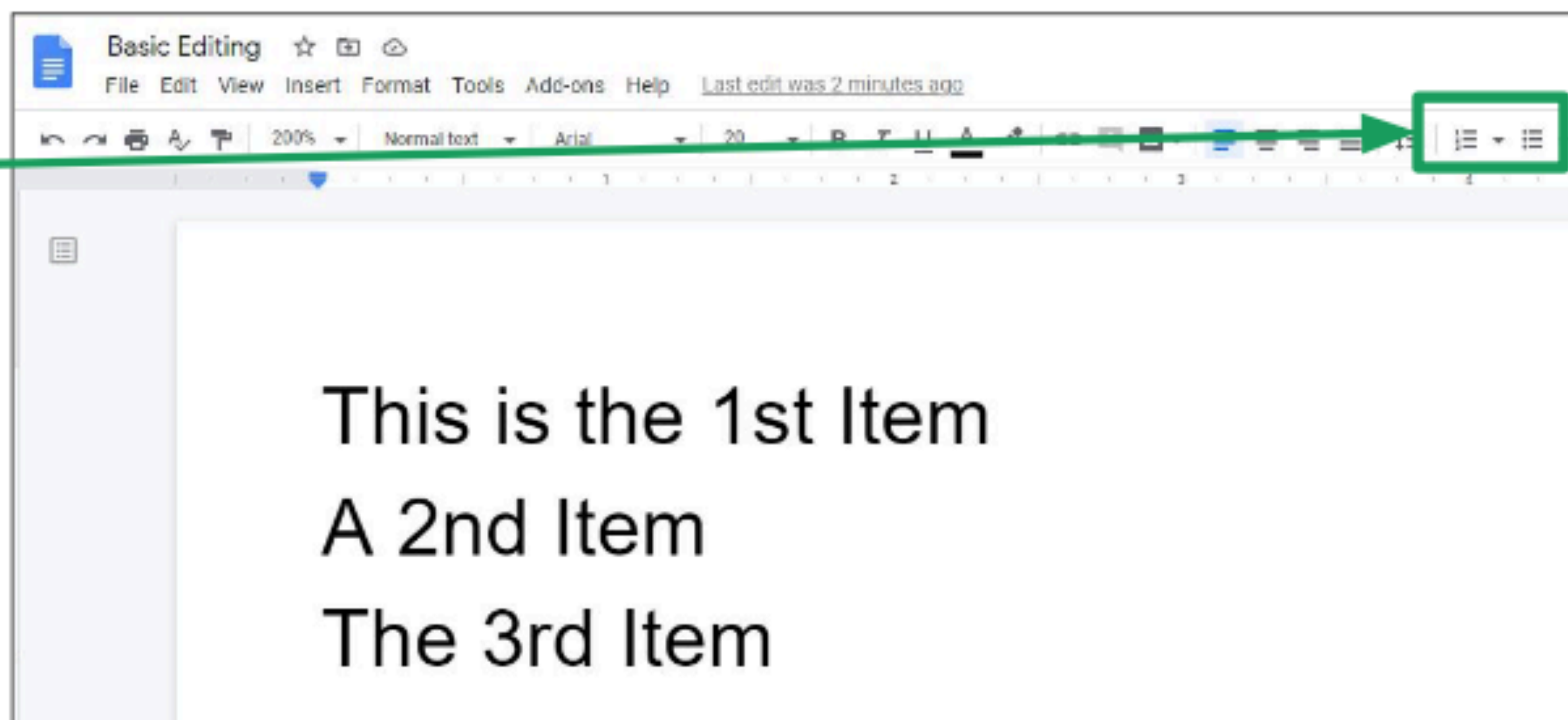
- This is a bulleted list
- Bulleted lists have symbols
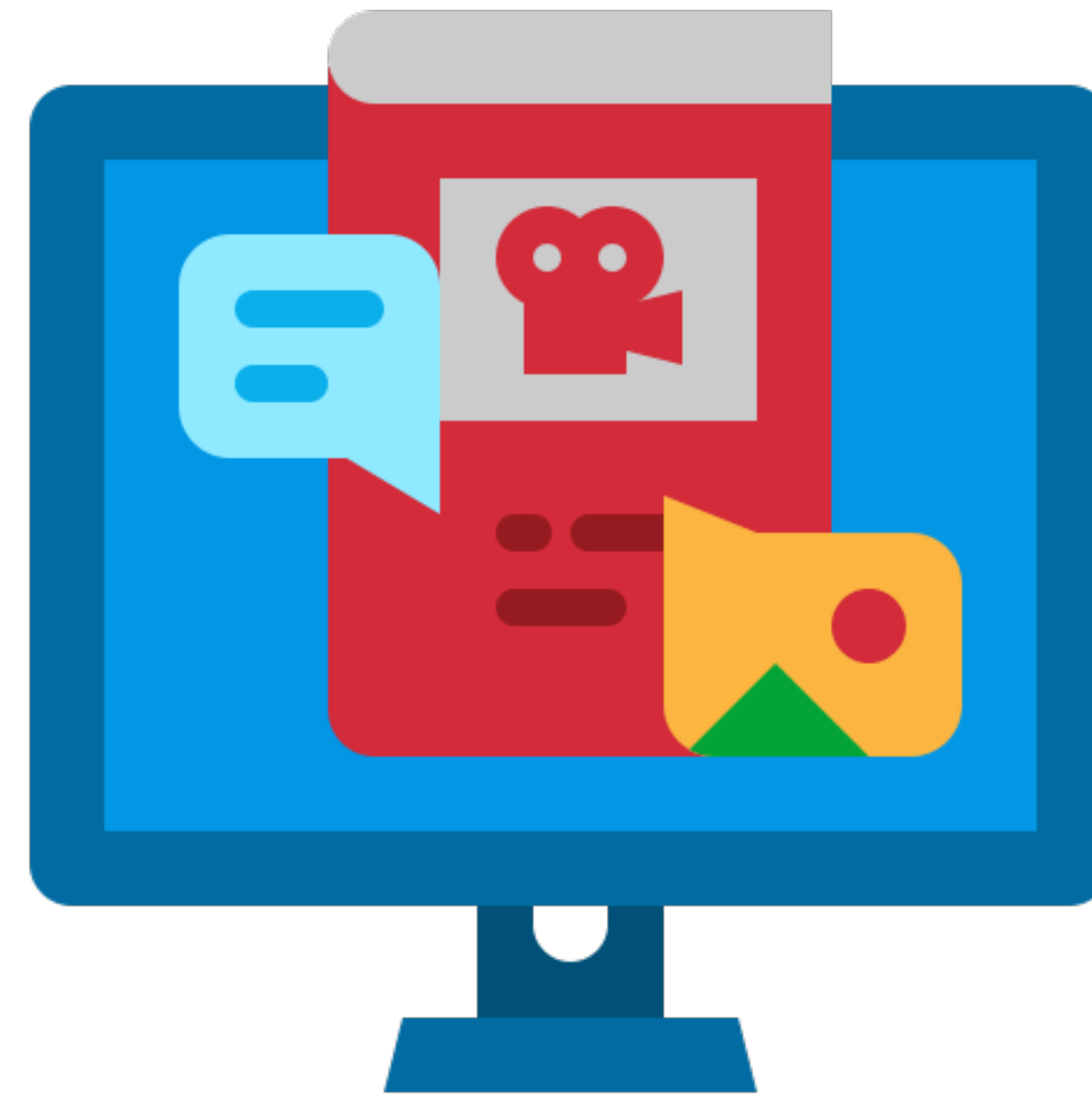- At the start of each line.

List

☐ To create a list, highlight the text, then click:

    ☐ [≣▾] to create a numbered list.
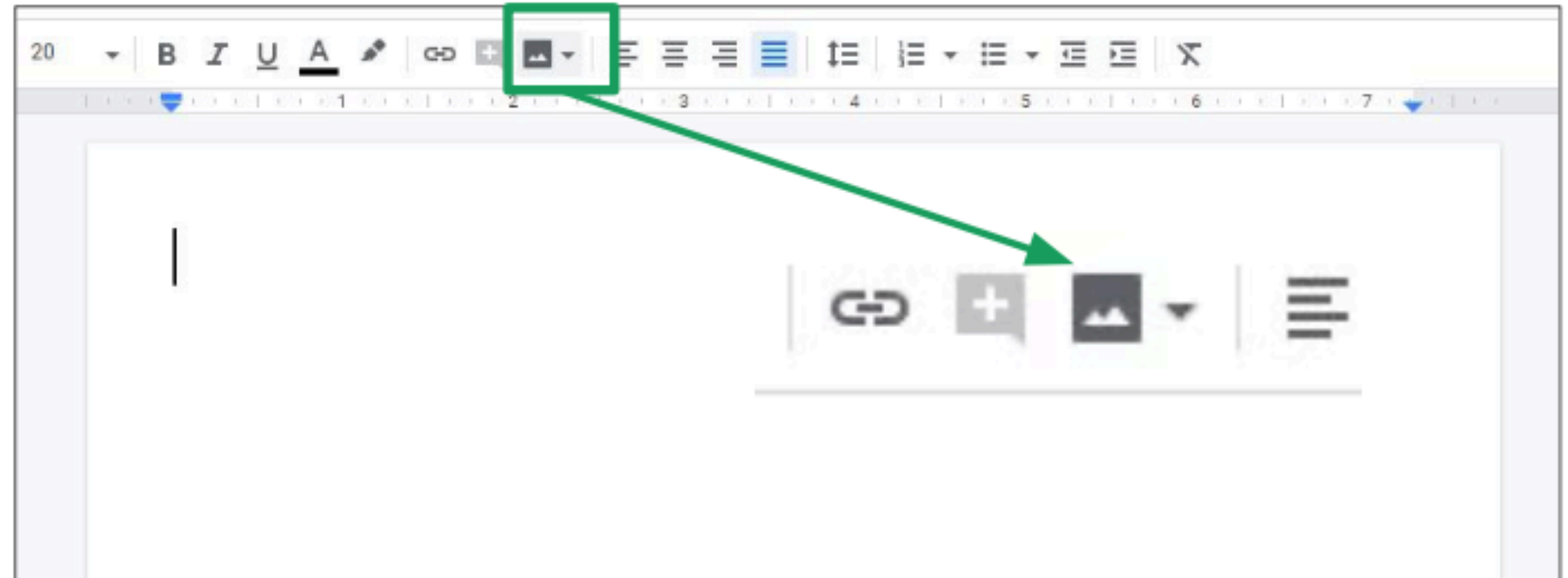
    ☐ [≣▾] to create a bulleted list.
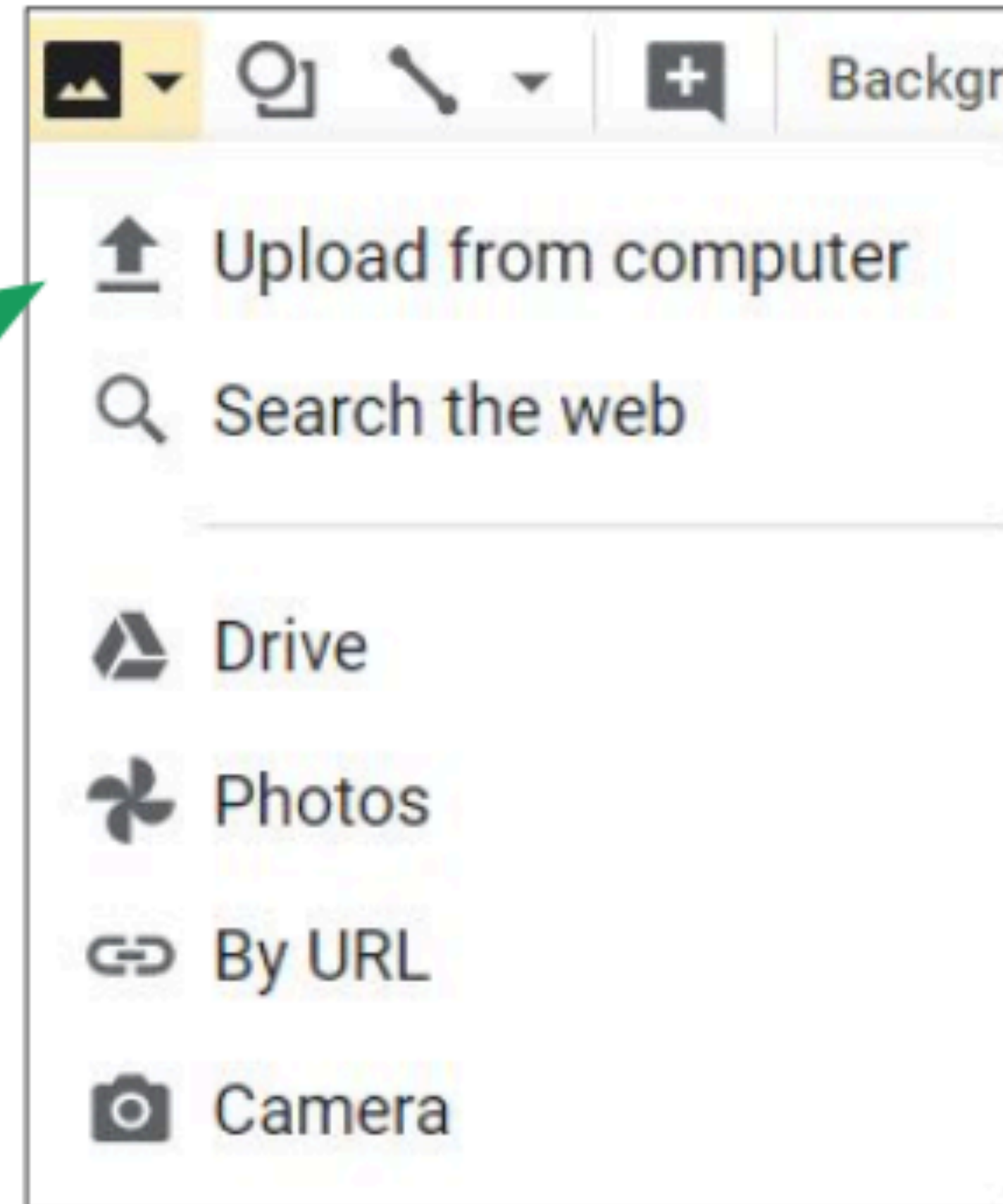
Attaching Images

Attaching Images

- You can add images to your document to add more visual elements to it
- To add an image, click the image icon.

Attaching Images
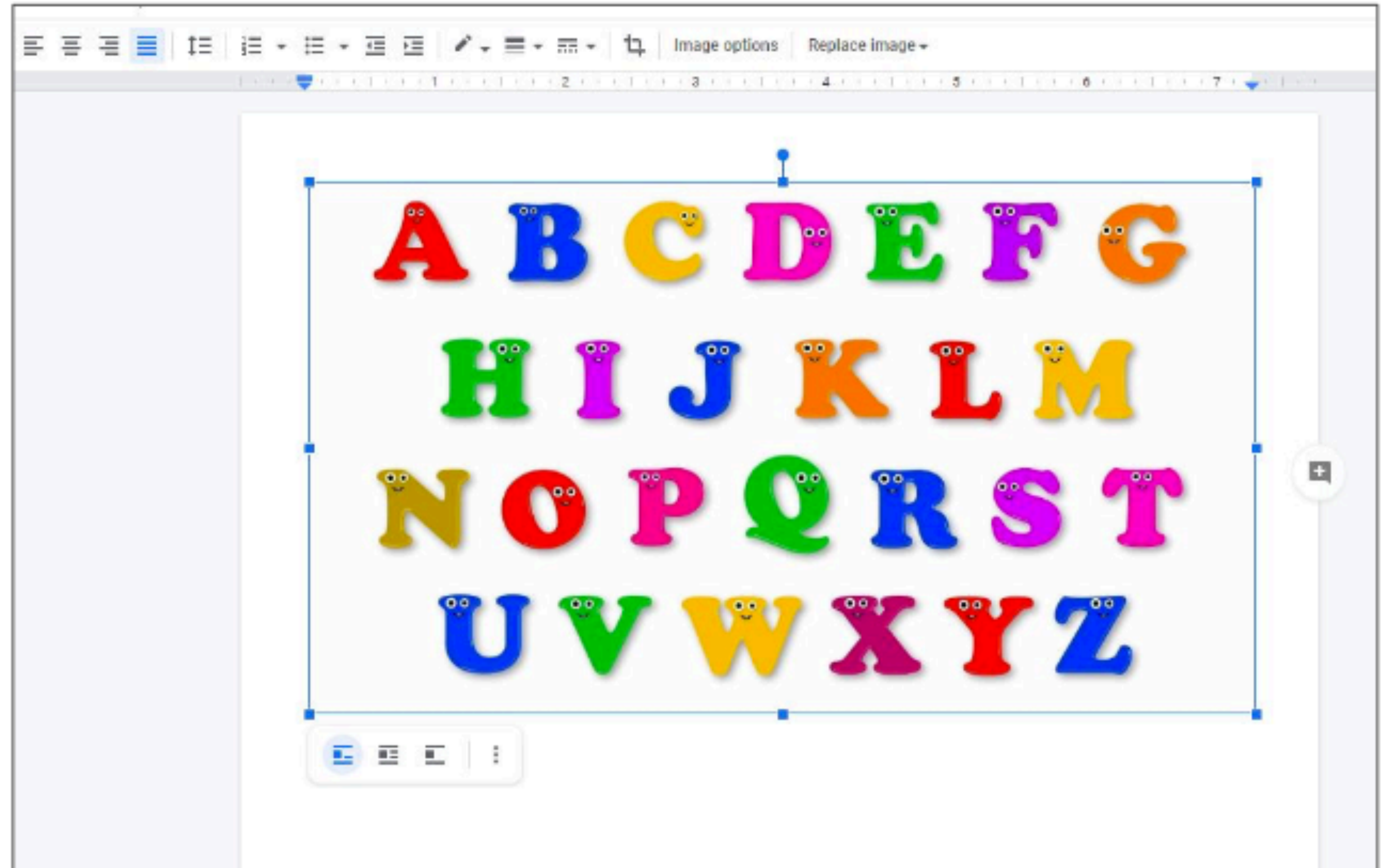
- To upload an image from your computer, click **Upload from computer**.

- From there, you can select a file to upload.

Attaching Images

☐ The image will appear in your document.

Attaching Images

- To freely move the image, first, set it to wrap text by clicking the icon after selecting the image.

- After this, you can freely drag the image around.

Sharing and Collaboration

Sharing your document

☐ Click 🔒 Share .

☐ Sharing the document allows other people to view or edit it.
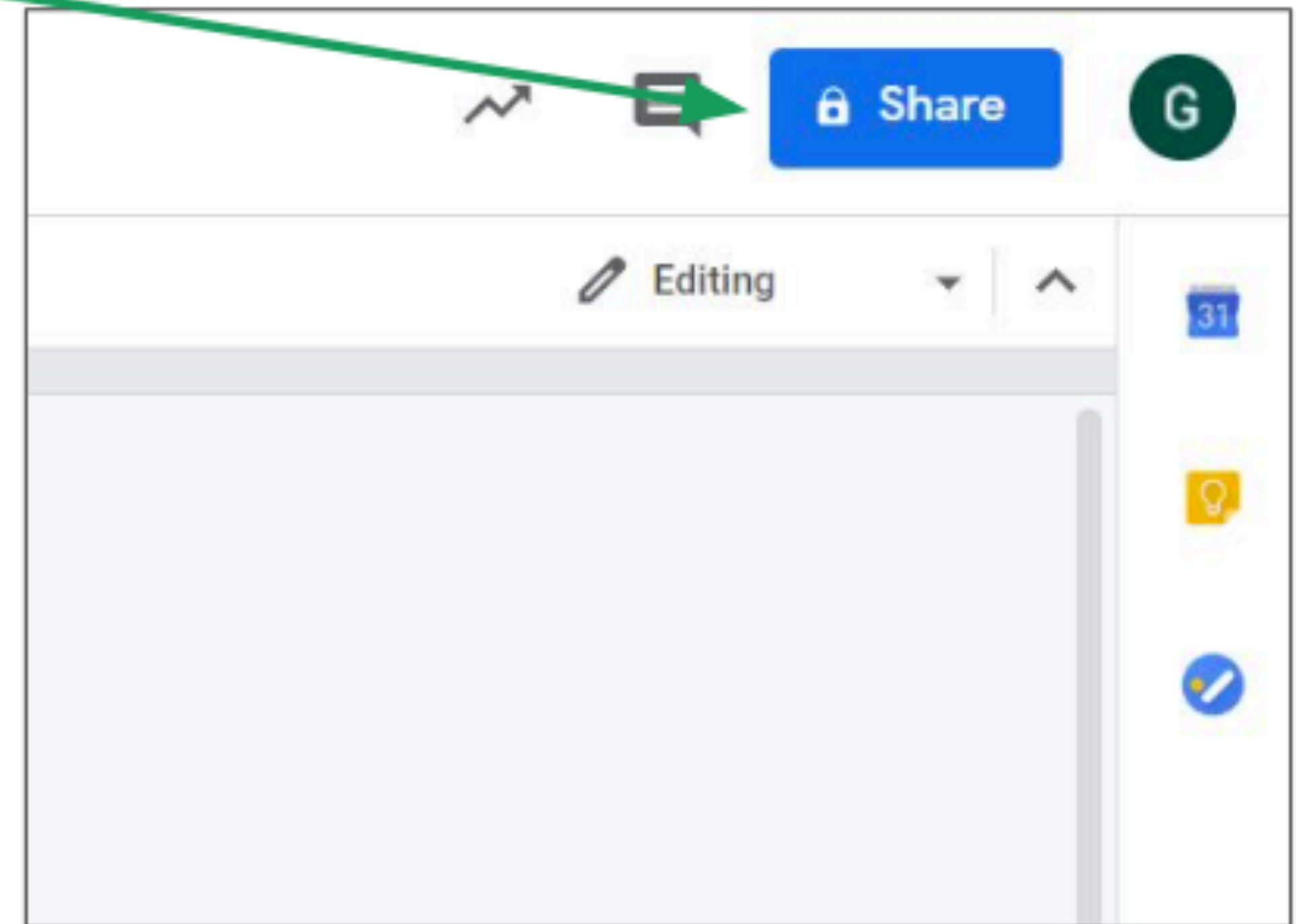
🔒 Share

Sharing through email

☐ Type the **email address** of the person you want to share your document to.

☐ Then, press Enter.
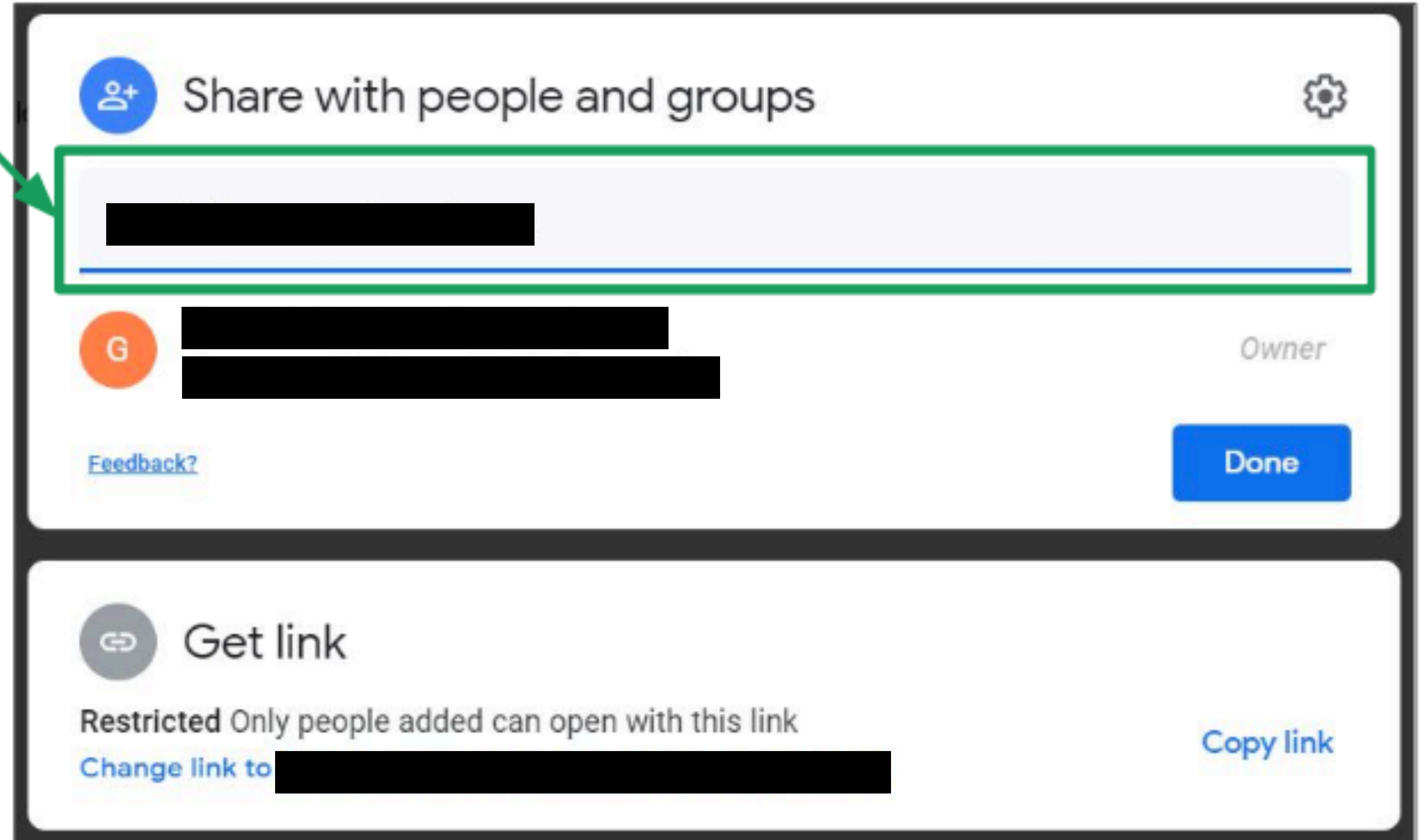
Sharing through email

☐ Then, click **Send**.

Sharing through a link

- [ ] You can also share your document using a link.
- [ ] Click **Copy link** to copy a link to the document

🔗 Get link

Anyone at ████████████████████████ with this link can view

Change

Copy link
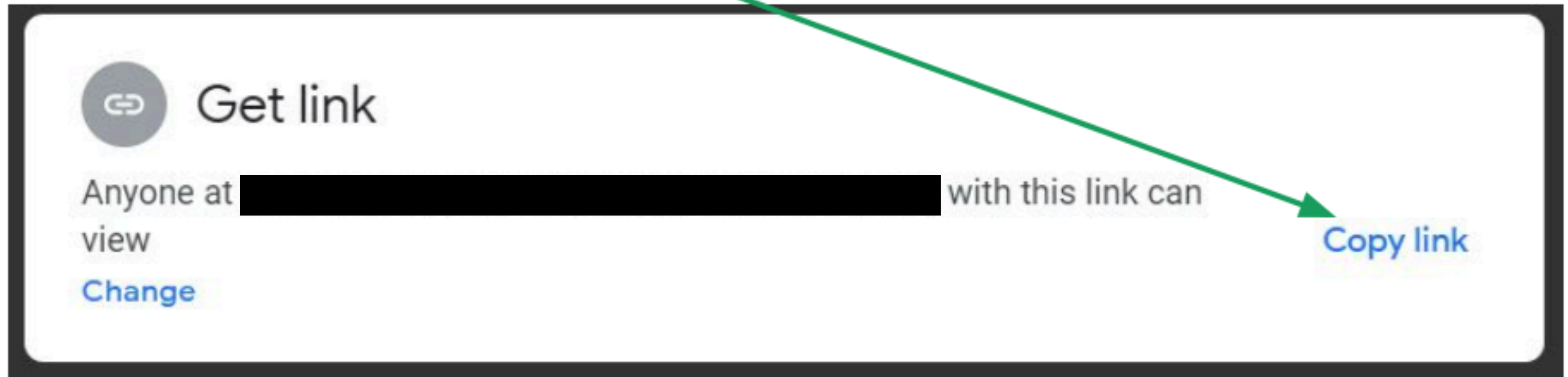
Access Restrictions

- Sometimes, you need to set the sharing options as access to your document may be restricted.
- If people have trouble accessing your document, click **Change**.

Access Restrictions

☐ If your classmates have issues accessing the jam, choose **Anyone with the link**.
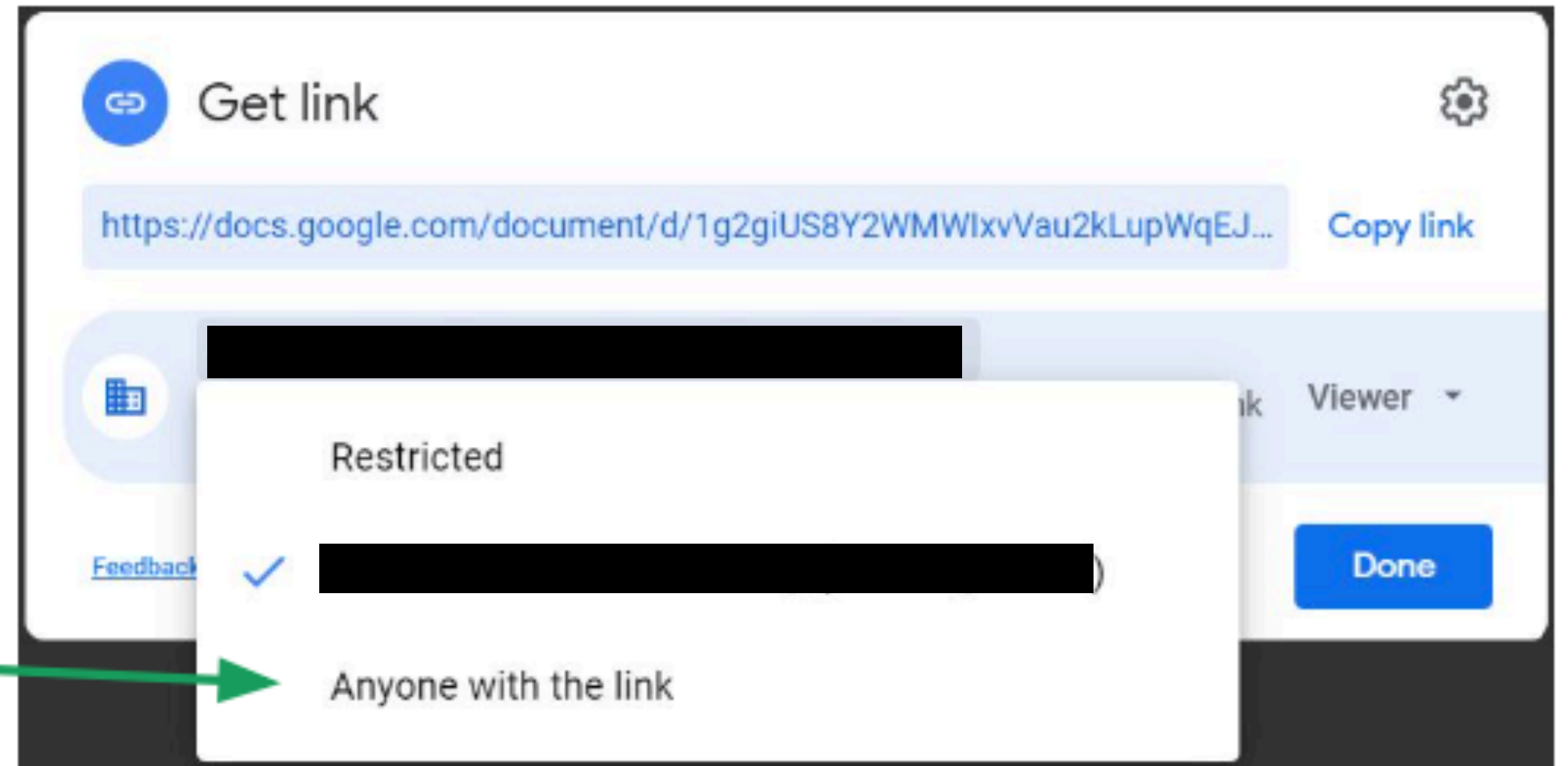
Access Restrictions

- ☐ You can also set if people using the link will be a **viewer** or an **editor**.

- ☐ Viewers cannot edit the document.

- ☐ Editors can edit the document.

Access Restrictions

☐ Then, click **Done**.

Downloading the Document

Downloading the Document

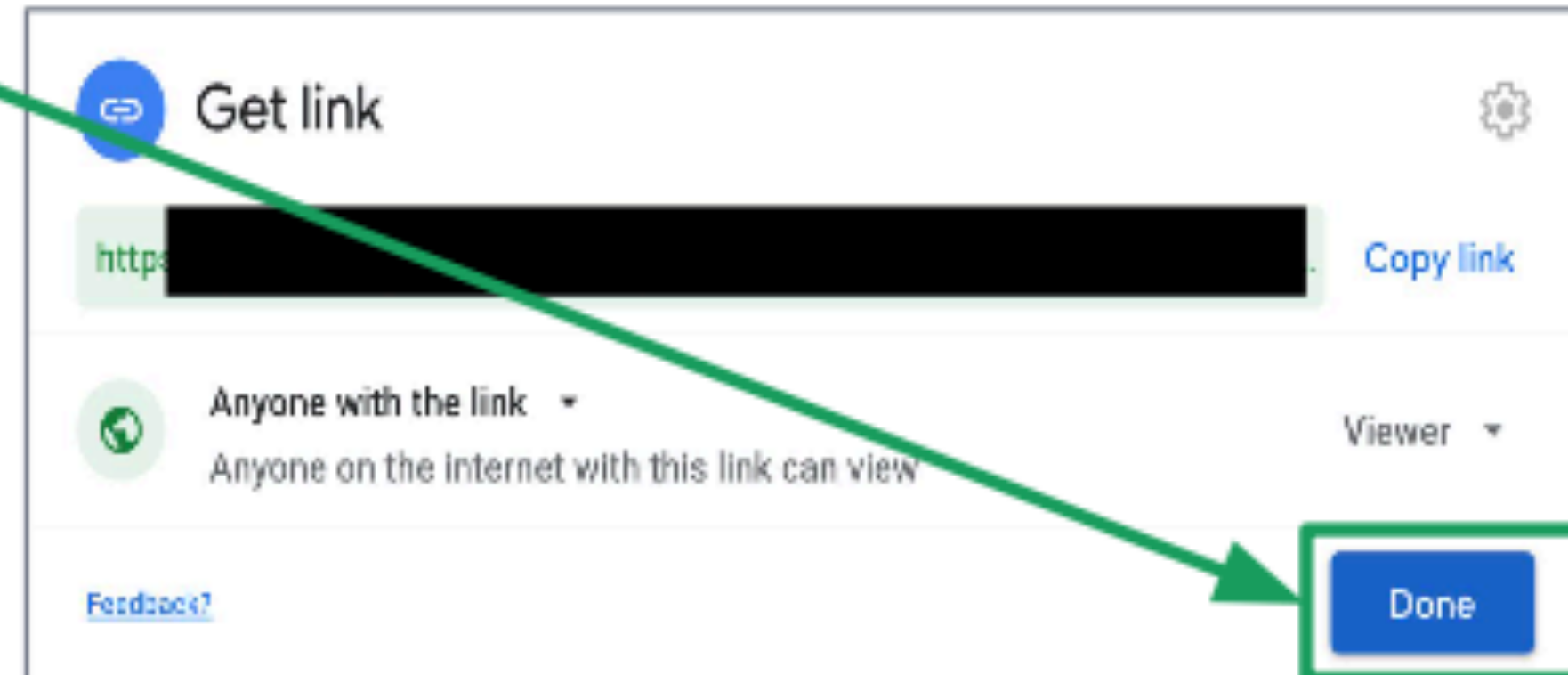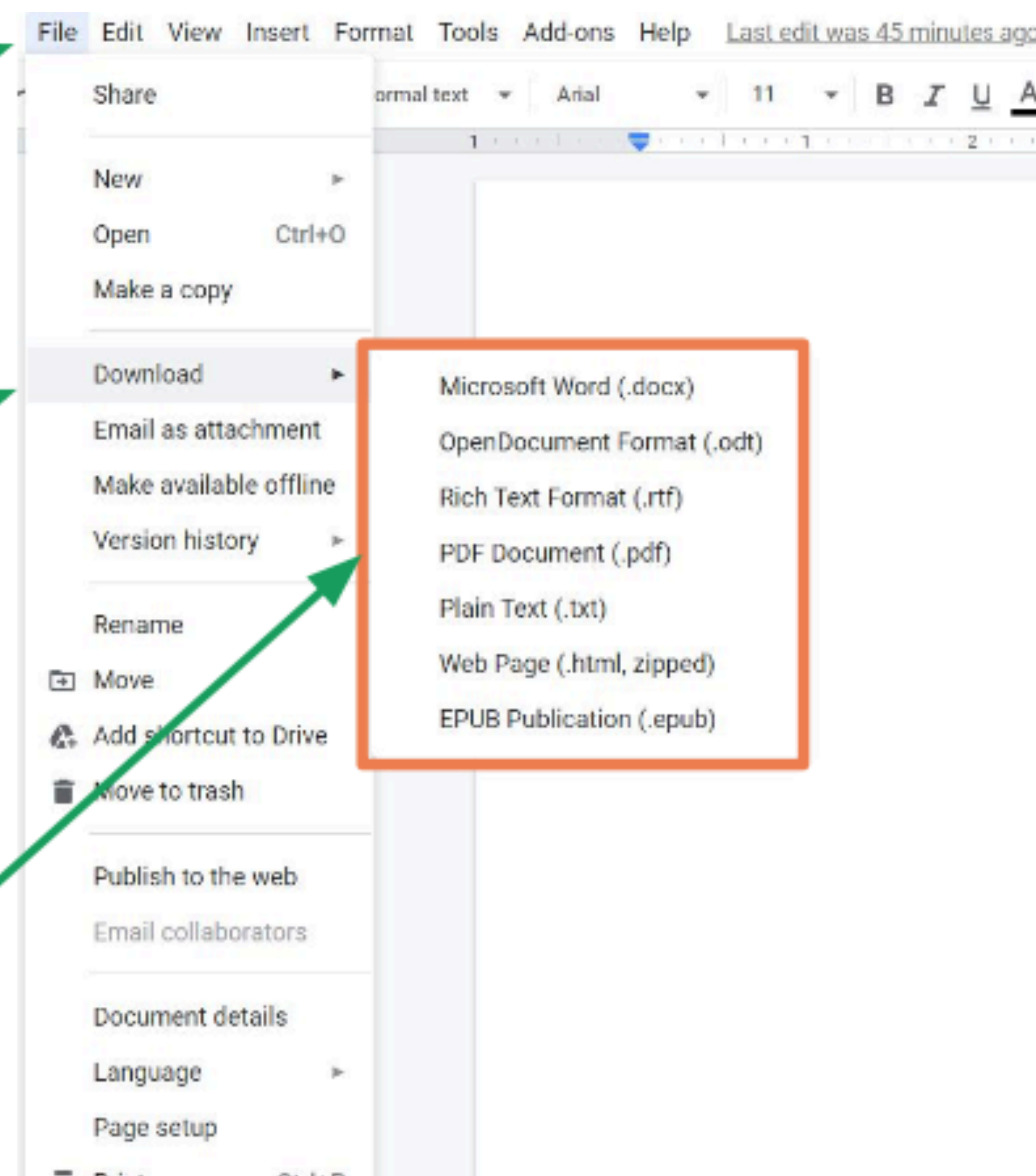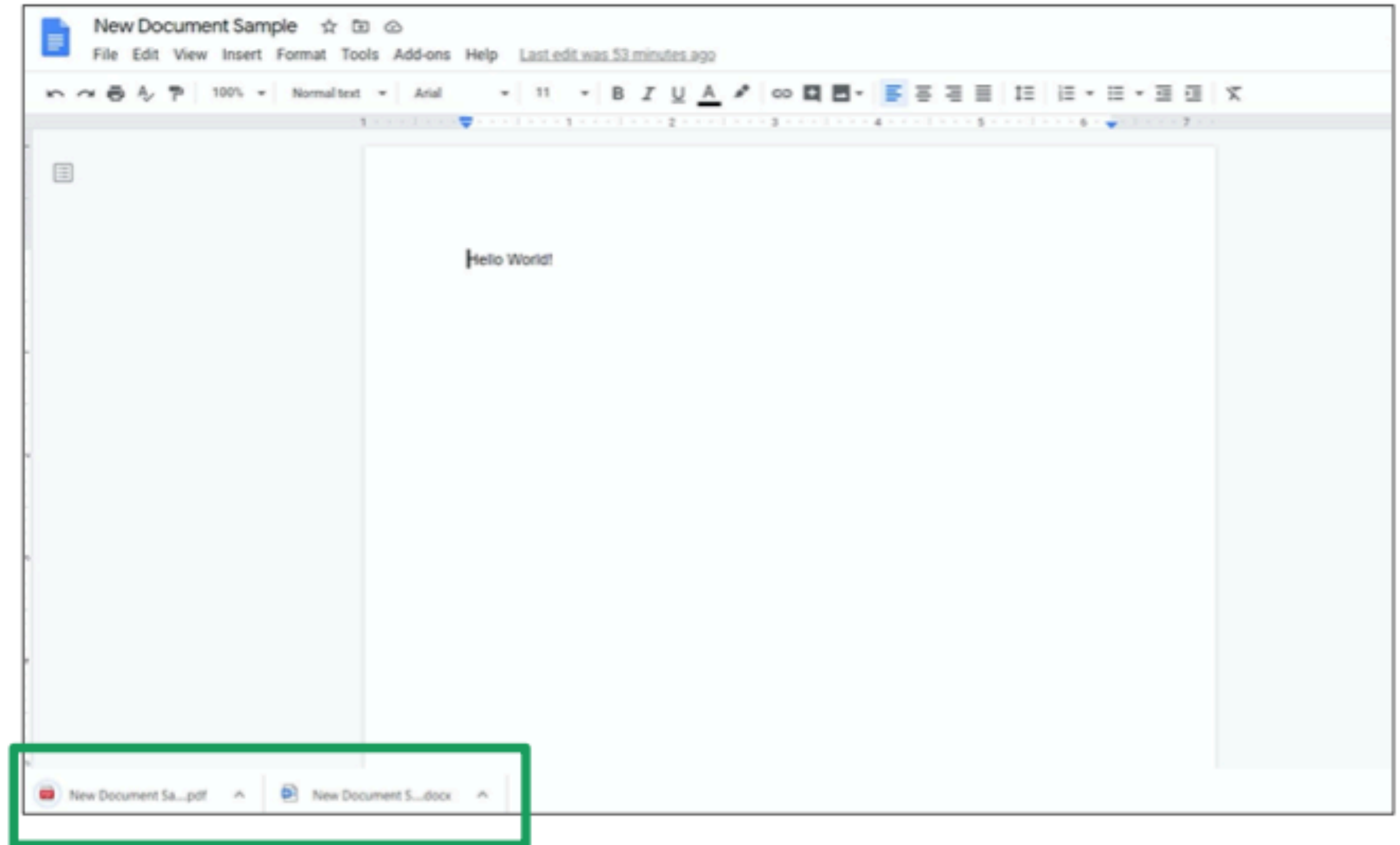- [ ] To download your document, click **File** then hover your mouse over **Download**.
- [ ] Then click the file format you want to download. The most common is **Microsoft Word (docx)**.

File Edit View Insert Format Tools Add-ons Help _Last edit was 45 minutes ago_

Share

New ▶

Open   Ctrl+O

Make a copy

Download ▶

Email as attachment

Make available offline

Version history ▶

Rename

Move

Add shortcut to Drive

Move to trash

Publish to the web

Email collaborators

Document details

Language ▶

Page setup

ormal text ▾   Arial   ▾   11   ▾   B _I_ U A

Microsoft Word (.docx)

OpenDocument Format (.odt)

Rich Text Format (.rtf)

PDF Document (.pdf)

Plain Text (.txt)

Web Page (.html, zipped)

EPUB Publication (.epub)

Downloading the Document

☐ The file will download immediately.

Any questions on this module?
Send an email to your IT Support

- support@chamuel.edu.ph