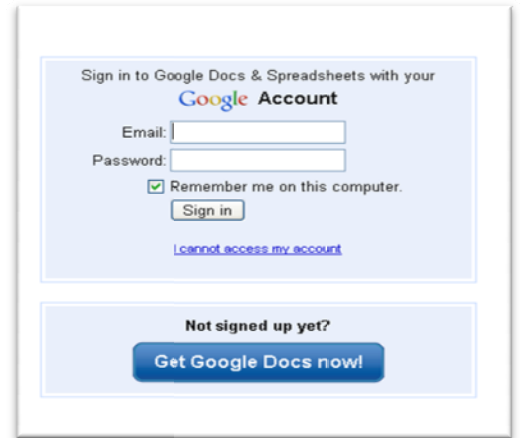


Google Docs and Spreadsheets

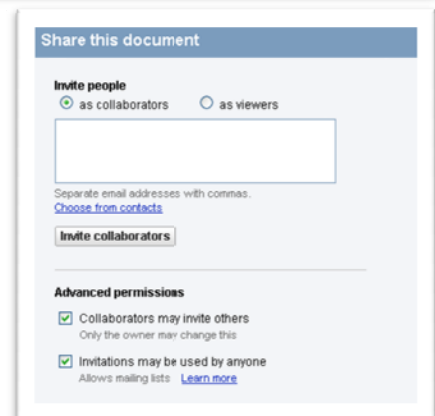
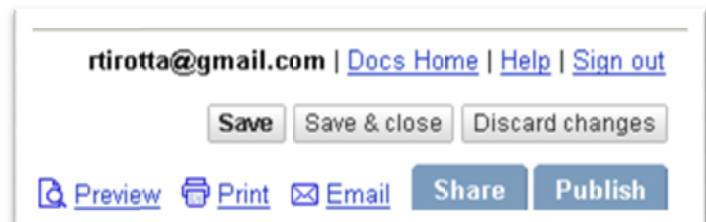
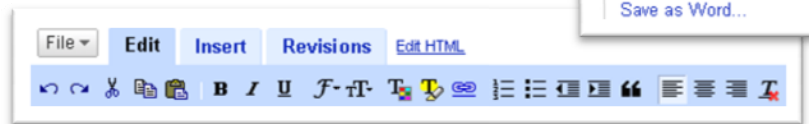
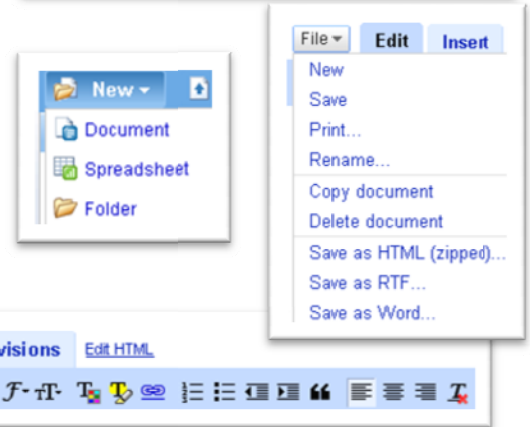
Google allows you to collaborate on documents and spreadsheets and keeps all of your files online so you can access them from anywhere as long as you have Internet access.

- Go to: <https://www.google.com/docs>
 - *Note: If you do not have a Google account click on the **Get Google Docs now!** button.*
- Sign into your Google Account



Google Document:

- Click on **New** and **Document**
- Start typing your document!
- Go to the **File** menu to create a new document, save your document, etc
 - You can also **Save as Word...** to export the file to your hard drive
- Use the **Edit** menu (tab) just like Word. Highlight your text and click on the appropriate icon
- Click on the **Insert** menu (tab) to add an image, link, comment, table, etc
- Click on the **Revisions** menu (tab) to review all of the changes that have been made on the document
- On the right-hand side of your screen you can navigate to **Docs Home**, **Sign out**, and quick icons to **Save**, **Save & close**, or **Discard changes**, **Preview**, **Print**, or **Email**
- Click on the **Share** tab to share your document
 - Add the email addresses of the people you want to share your web site with and then choose the appropriate radio button. They can collaborate on the document or just view the document
 - Uncheck the two boxes under **Advanced permissions** if you want to keep the list of collaborators to those you entered
 - Click the **Invite collaborators/viewers** button to submit
- Click on the **Publish** tab to publish your document to the Internet, where anyone will be able to access and view it online. You will get a URL for your document



Google Spreadsheet:

- Click on **New** and **Spreadsheet**
- Start entering data in your document!
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- Use the **Edit** menu (tab) just like Excel. Highlight your text and click on the appropriate icon
- Click on the **Sort** menu (tab) to sort columns
- Click on the **Formulas** menu (tab) to add a formula to a cell
- Click on the **Revisions** menu (tab) to review all of the changes that have been made on the document
- On the right-hand side of your screen you can navigate to **Docs Home**, **Sign out**, and quick icons to **Save**, **Save & close**, or **Discard changes**, **Preview**, **Print**, or **Email**
- Click on the **Discuss** tab to text chat with anyone collaborating with you on that document that is online at the same time as you
- Click on the **Share** tab to share your document
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