

Introduction To

Google



Apps

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Bay Area Computer Training

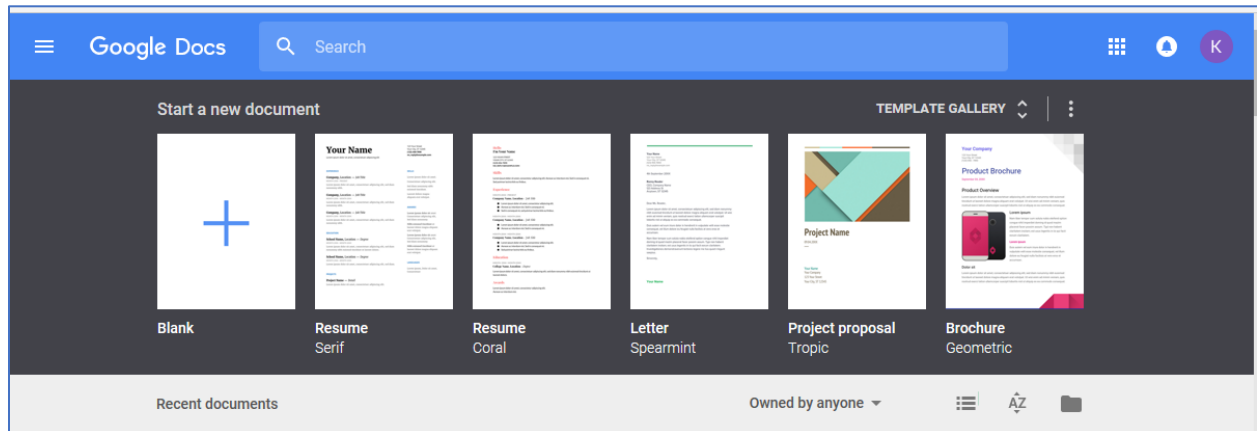
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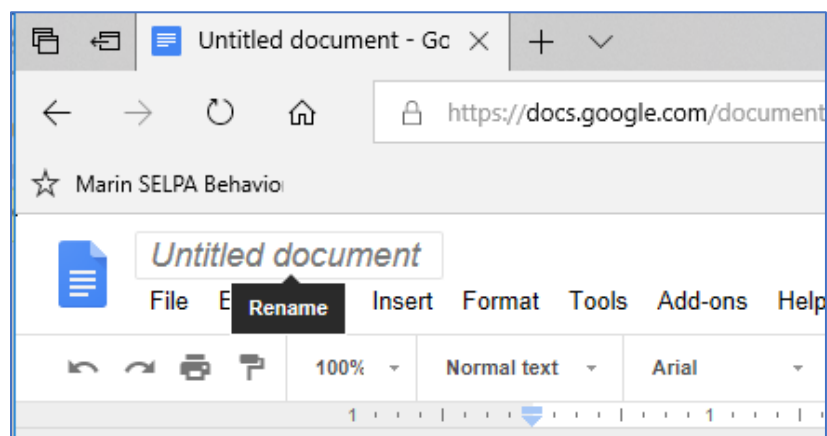
Getting Started with Google Docs

Make sure you are signed in to your google account. Typically, through a **Gmail Address**

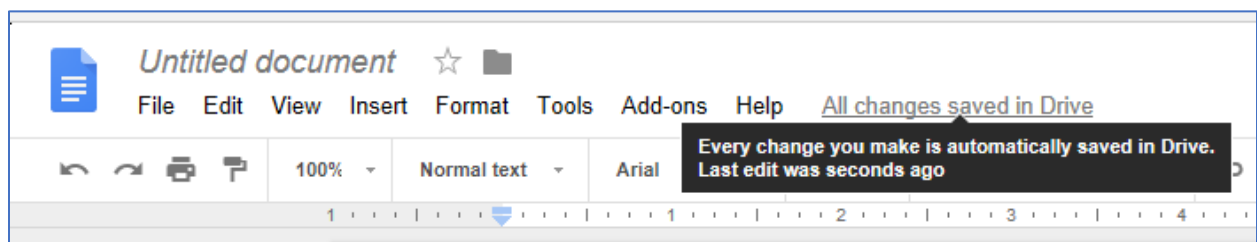
In your web browser enter the URL **docs.google.com** and the following screen appears.



To start a new document, select **Blank**.



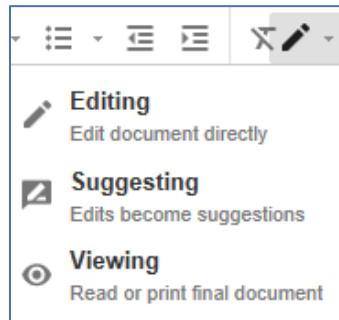
To **Name or Rename** your document click in **Untitled document** and type a new name



All changes to a document are **Automatically Saved in your Google Drive**. There is no Save choice in a Google Doc.

Document Modes

Google Docs has **three modes** of working, **Editing** for editing documents directly, **Suggesting** where Edits become suggestions and **Viewing** for Read only or Print a final document.

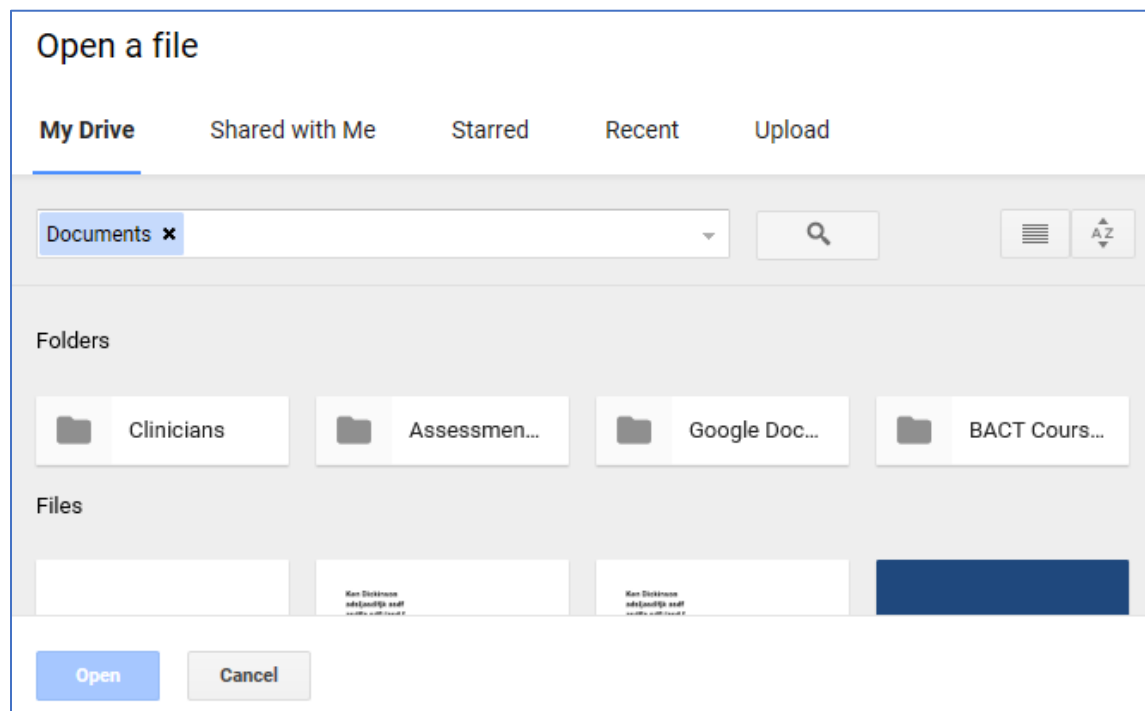


NOTE:

There is No **Show/Hide Codes** choice to see underlying formatting codes as in Microsoft Word.

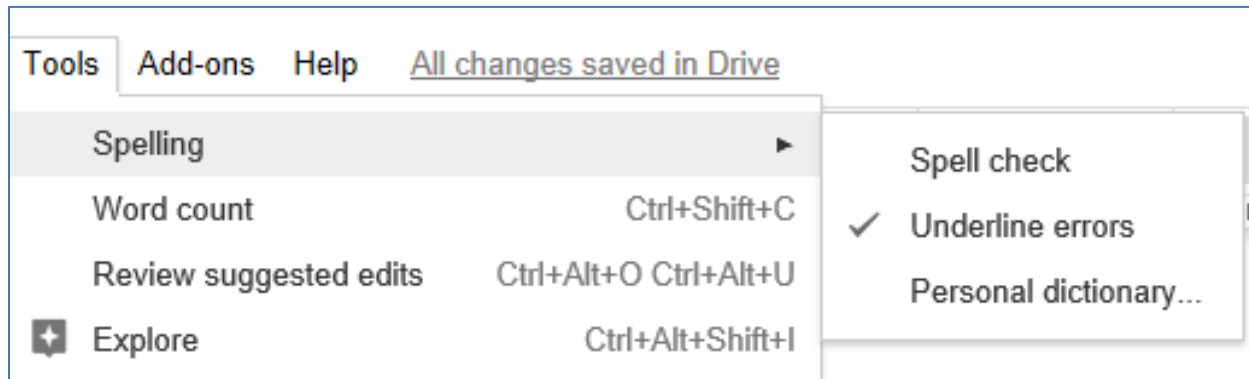
Open A File

To Open and existing file select, **File Open** and files stored on your google **My Drive** appear.



Spell Check

To Spell Check a document, choose **Tools Spelling**. If you check **Underline errors**, you can have Spell Checking in real time.

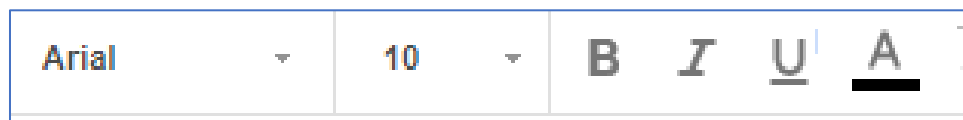


Right click an underlined word to make the spelling correction

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

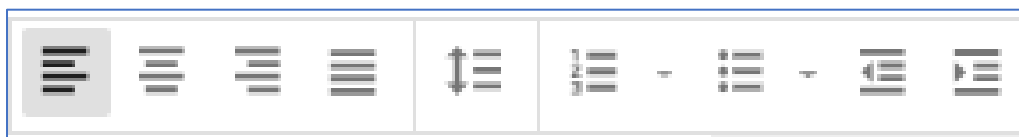
Font Formatting

Select some text and choose the appropriate formatting button from the toolbar, **Bold, Italic, Underline etc.**



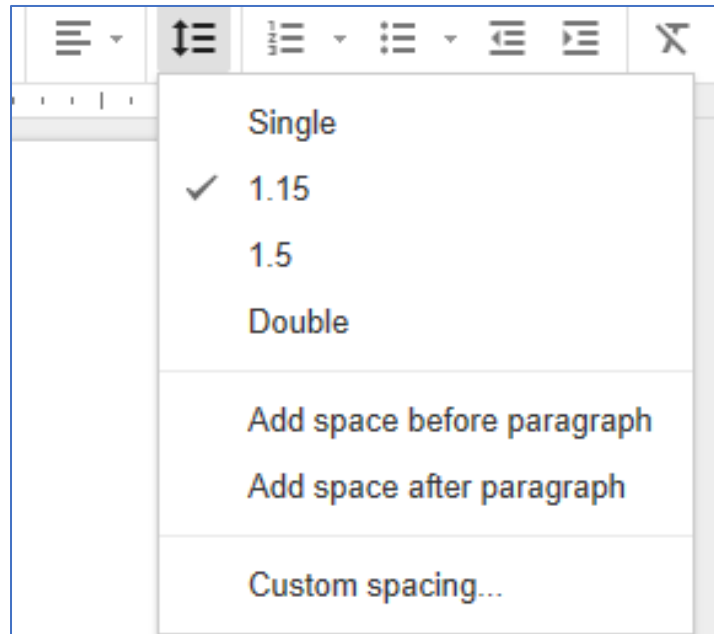
Paragraph Settings

To apply Paragraph settings, **select some text** and apply **Alignments (Left, Center, Right, Justify), Numbering and Bullets and indentations**

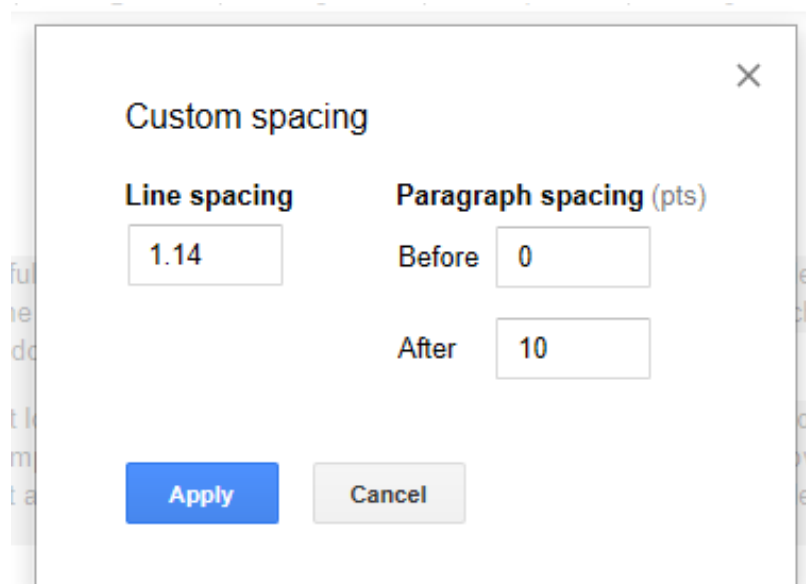


Line Spacing

To adjust Line Spacing, (Single, Double, etc) and before and after spacing **select some text** and then select the **Line Spacing button** and apply spacing as in the example below

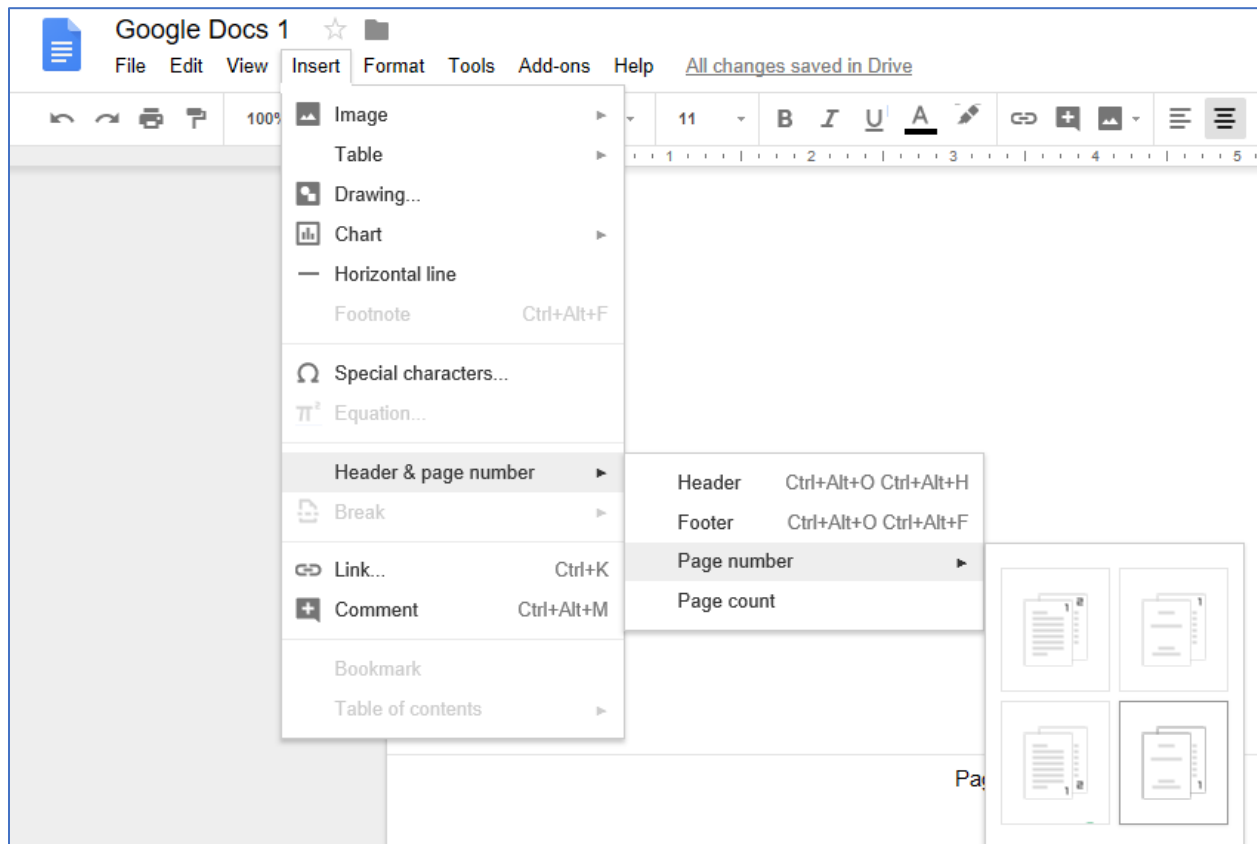


To set **Custom spacing** select your text and choose the appropriate **Before, After and Line Spacing**.

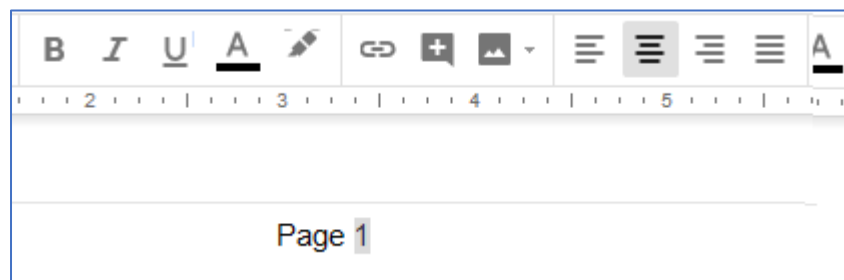


Simple Page Numbers

To add a Simple Page number to your document choose **Insert, Header & page number, Page number** and select to place the Page Number Top or Bottom, Left or Right **Icon** in the diagram below.

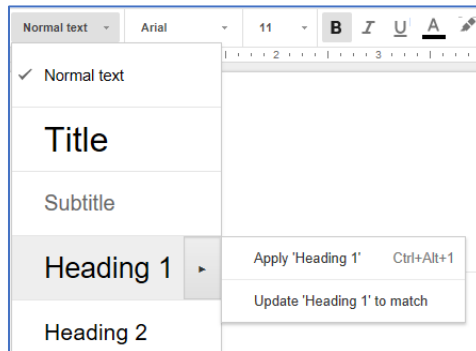


To move the Page number to the **Center of the Page**, select the Page number and select the **Center Align button** to move the Page Number to the Center of the Header or Footer.



Styles

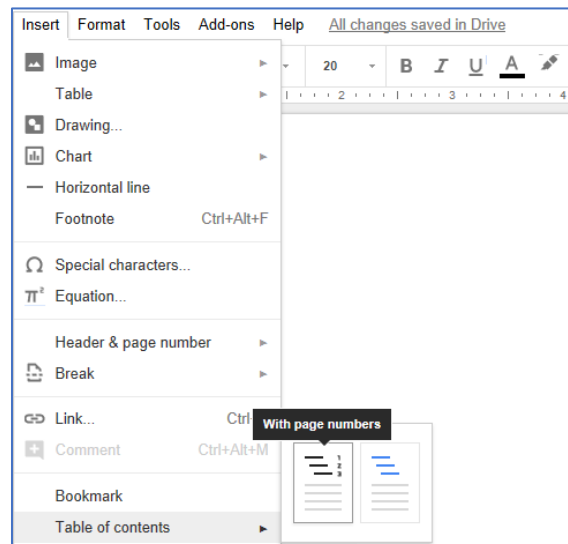
To apply a **Formatting Style**, which can also be used to generate a Table of Contents, select some text and choose for example **Heading Style 1**.



To modify a style for example Heading 1 style, **apply the new feature**, Font, Paragraph settings, etc. to the existing stylized text and then choose **Update Heading 1 to match**.

Insert Table of Contents

To create a Table of Contents, first apply Heading Styles to your text and then choose Insert, Table of Contents and select **With Page Numbers**.



NOTE:


There is No **Dot Leader** in google docs, add a manual dot leader to separate Table of Content Line Items from Page Numbers

Share a Doc

To Share your document with others select the **Share Button** in the **Top Right Corner** of your screen.



Enter the Email addresses of whom you want to share the document with or select **Get Shareable Link** to generate and copy a link so that anyone with the link can view the document.


Share with others Get shareable link 

Link sharing on [Learn more](#)

Anyone with the link can view ▾ Copy link

`https://docs.google.com/document/d/1hgMHf34ddHRVghXAxNFkJFY62ebeYm9cpi`

People

Enter names or email addresses... 

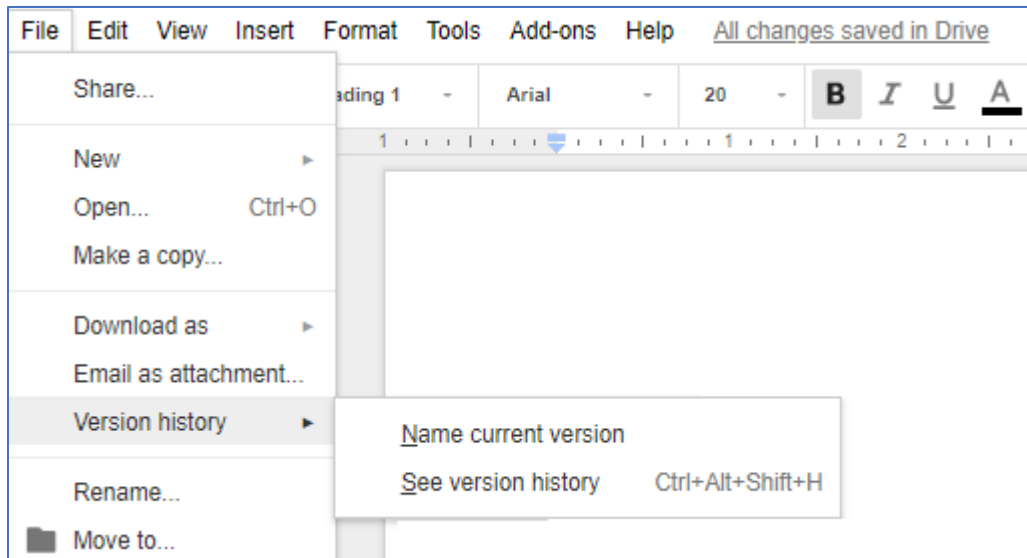
- ✓ Can edit
- Can comment
- Can view

Done

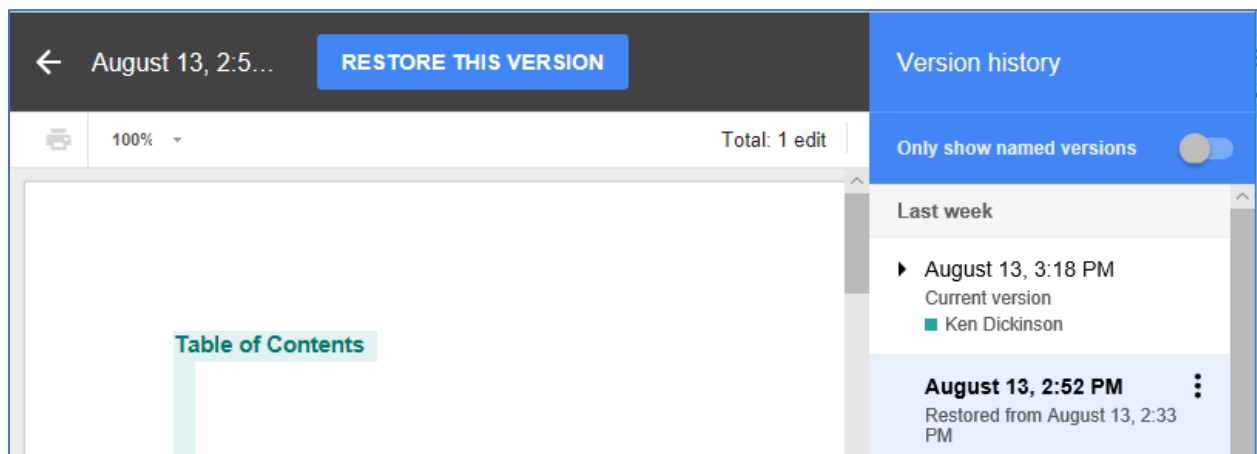
Click on the **Pencil** icon, (bottom right of dialog box to set whether the person receiving the Shared Document Can Edit, Comment or View.

Docs Version History

To see a history of the **Edits and Changes** to your document, choose **File, Version History, See version history**.

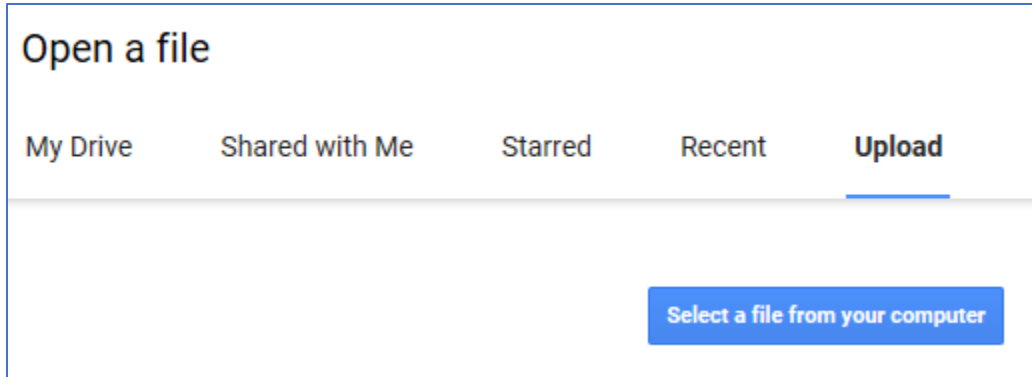


Select a **Date and Time** and click on the **Restore This Version** button to restore that version of the document.



Upload A Document or File

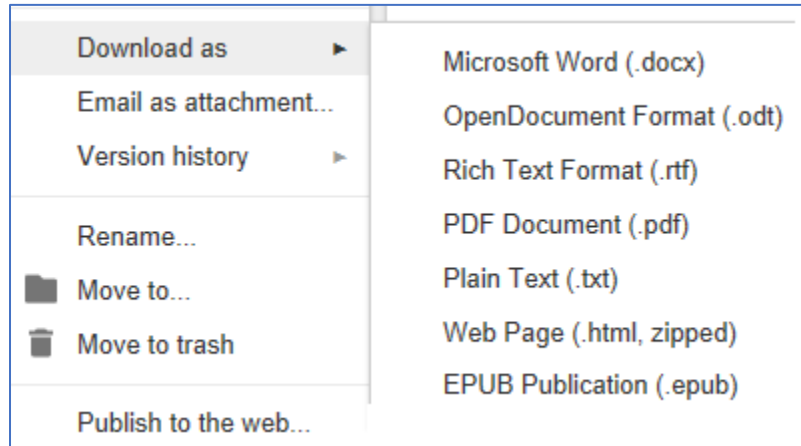
You can upload a file from an existing system such as a Word Document by choosing **File, Open, Upload**.



Click on **Select a file from your computer** and choose the document to upload

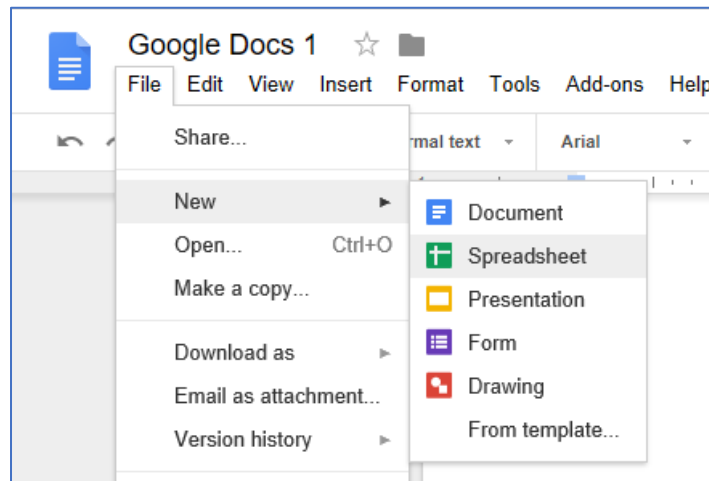
Download a Document or File

To download a google document or file select **File, Download as** and select the format i.e. Microsoft Word (.docx)

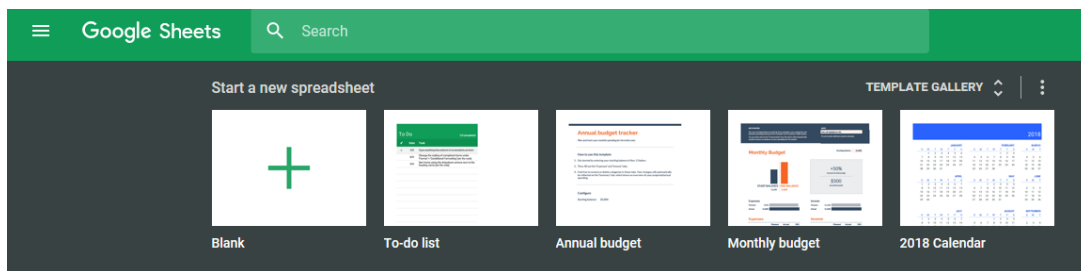


Google Sheets

To create a Google Sheet, select **File, New, Spreadsheet**



Alternatively, from your web browser choose **sheets.google.com** and click on **Blank** to Start a new spreadsheet.



Labels, Numbers and Formulas

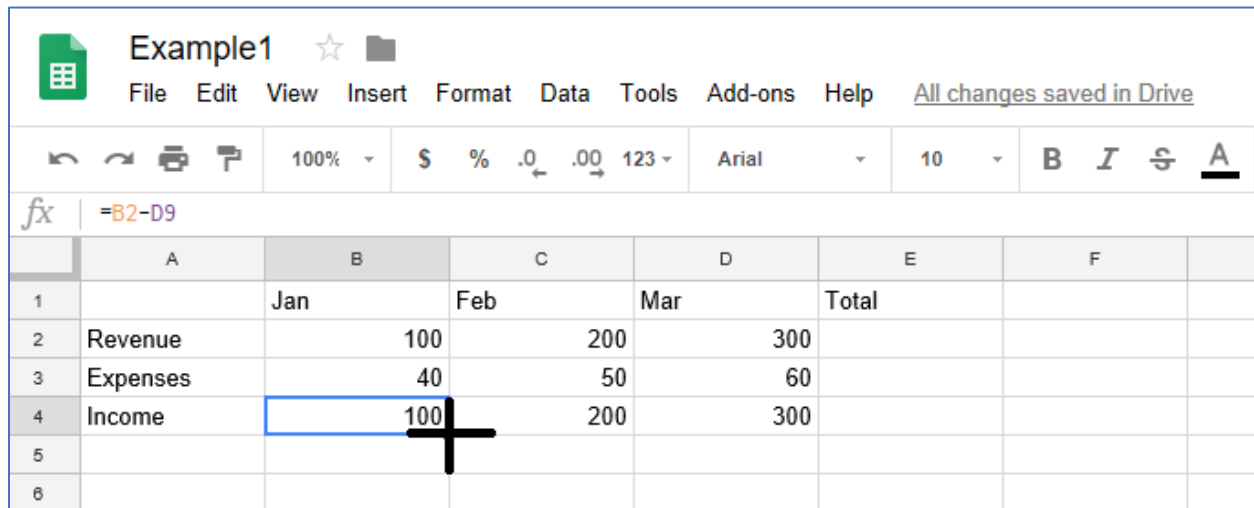
In a spreadsheet, you can enter a **Label**, (Text), a **Number** (That you can do Math on) and a **Formula** (That begins with an Equals = sign)

A screenshot of a Google Sheet titled 'Example1'. The spreadsheet has columns labeled A through F and rows 1 through 5. The data is as follows:

	A	B	C	D	E	F
1		Jan	Feb	Mar	Total	
2	Revenue	100	200	300		
3	Expenses	40	50	60		
4	Income	=B2-B3				
5						

The formula bar at the top shows the formula $=B2-B3$ being entered into cell B4. The spreadsheet also shows various interface elements like the menu bar (File, Edit, View, Insert, Format, Data, Tools, Add-ons, Help), a toolbar with icons for undo, redo, print, and zoom, and a status bar at the bottom indicating 'All changes saved in Drive'.

In the bottom right corner of a Cell that contains data is a **Black Cross**.



The screenshot shows a Google Sheets interface with a spreadsheet titled "Example1". The spreadsheet has columns A through F and rows 1 through 6. The data is as follows:

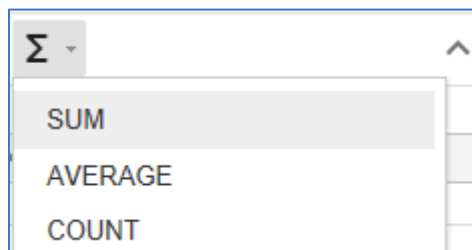
	A	B	C	D	E	F
1		Jan	Feb	Mar	Total	
2	Revenue	100	200	300		
3	Expenses	40	50	60		
4	Income	100	200	300		
5						
6						

A black cross is visible in the bottom right corner of cell B4, indicating that the cell is selected and ready for a drag-and-drop action.

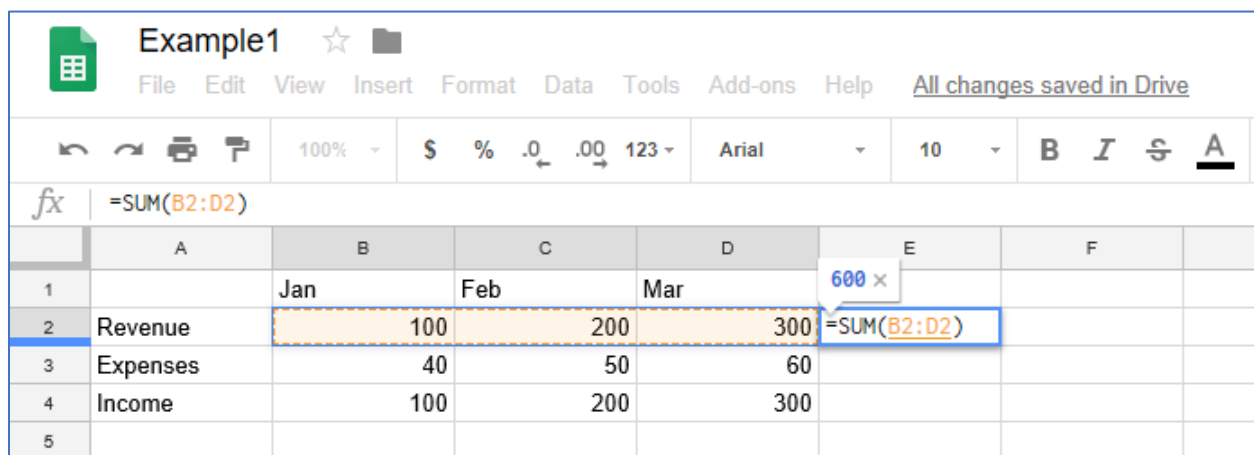
Press and drag the black cross to copy and file the contents of a cell to the right. In the case above, this will copy the formula in Cell B4 to cells C4 and D4

Use the Sum Function for Totals

You can quickly add up Rows or Columns of information by using the Sum function which is on the **far right side of the toolbar**.



Select **SUM** and then **highlight the range of cells** to be included in the SUM function

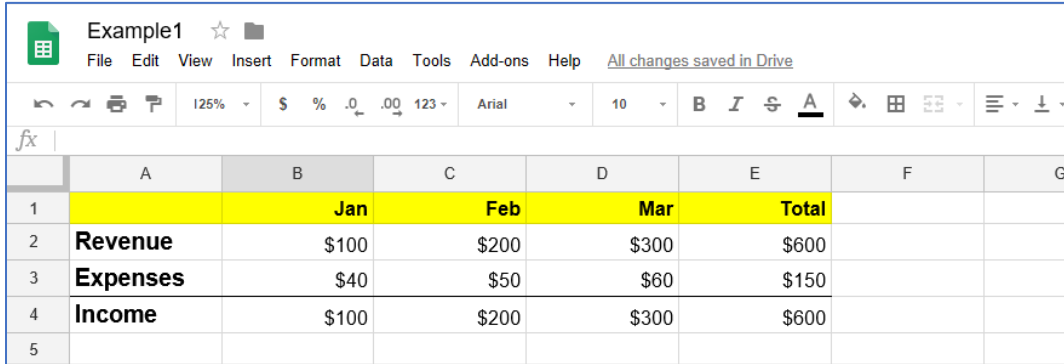


The screenshot shows the same Google Sheets interface as before, but now the Sum function is being applied to a range of cells. The formula bar shows `=SUM(B2:D2)`. The range B2:D2 is highlighted in orange, and a tooltip shows the result `600 x`.

	A	B	C	D	E	F
1		Jan	Feb	Mar		
2	Revenue	100	200	300	=SUM(B2:D2)	
3	Expenses	40	50	60		
4	Income	100	200	300		
5						

Formatting

To Format the spreadsheet, select data in the Rows or Columns and make your formatting choices from the Tab Bar as in the example below.

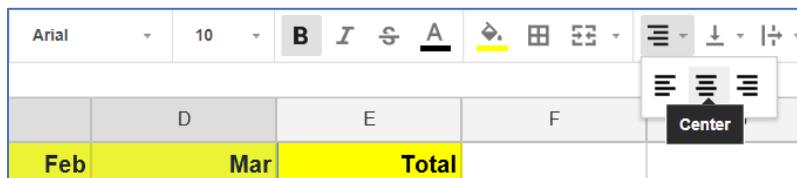


	A	B	C	D	E	F	G
1		Jan	Feb	Mar	Total		
2	Revenue	\$100	\$200	\$300	\$600		
3	Expenses	\$40	\$50	\$60	\$150		
4	Income	\$100	\$200	\$300	\$600		
5							

You can format for **Currency** using the **Number Formatting Buttons**



You can format the **Font Size, Bold, Italic and Alignment** using the following buttons

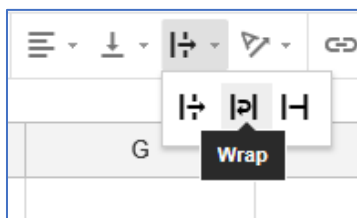


You can adjust **Column Widths** using the **double headed arrow** on the line between two columns to drag left or right.



B	C
Jan	Feb
\$100	\$200
\$40	\$50

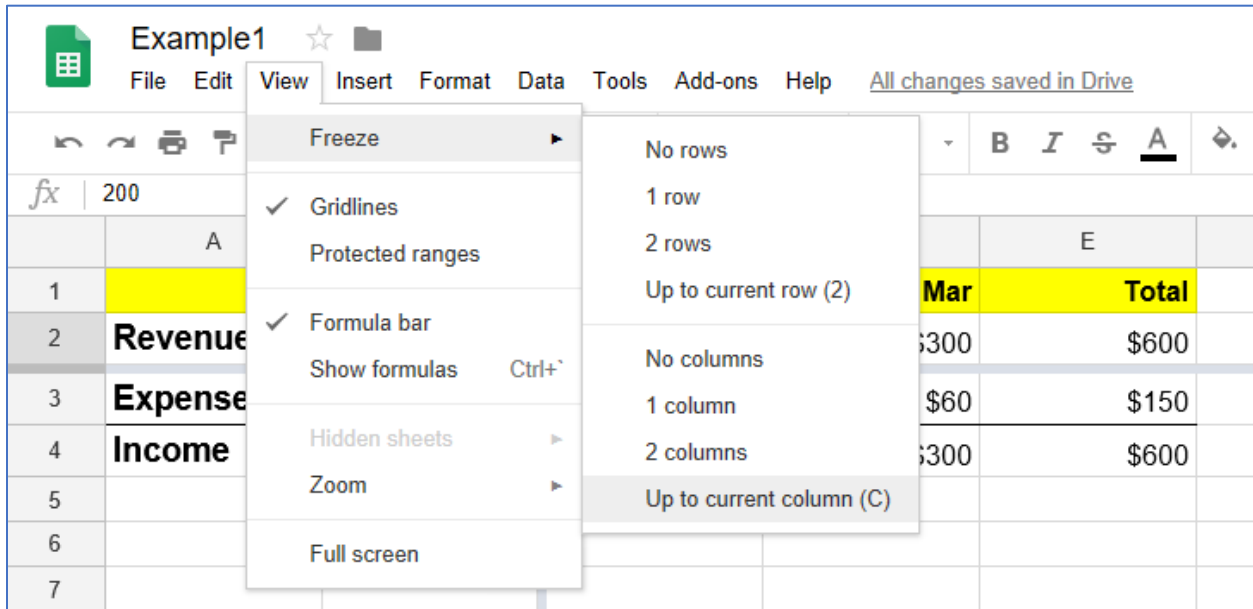
To **Wrap Text**, select a cell or cells and click on the **Wrap Text button**



Freeze Panes

Freezing panes is up to a 2 step process. Place your cursor in the appropriate cell, i.e. **Cell C2** to freeze panes around that point.

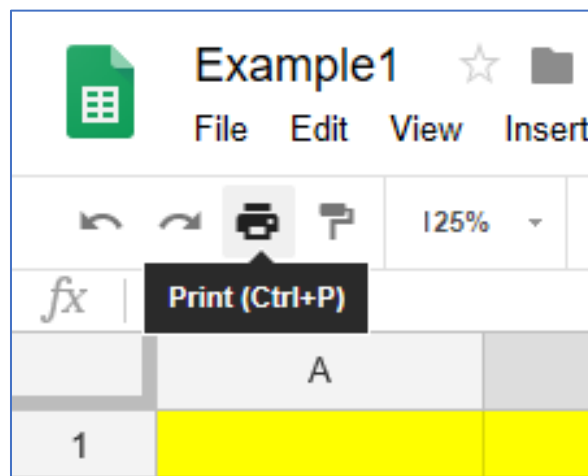
Choose **View, Freeze, Up to current row 2** to freeze Row 2 and above. Choose **View, Freeze, Up to current column C** to freeze from Row C to the Left.



To **remove Freeze Panes** select **View, Freeze, No Rows** and **View, Freeze, No Columns**

Printing

Select **File, Print** or click on the **Print button** on the Toolbar or press **CTRL+P**



Notice the **Print settings** on the right side of the screen

Print settings Total: 1 page

	Jan	Feb	Mar	Total
Revenue	\$100	\$200	\$300	\$600
Expenses	\$40	\$50	\$60	\$150
Income	\$100	\$200	\$300	\$600

Print settings panel:

- Print: Current sheet
- Paper size: Letter (8.5" x 11")
- Page orientation: Landscape Portrait
- Scale: Fit to width
- Margins: Normal
- [SET CUSTOM PAGE BREAKS](#)
- Formatting
- Headers & footers

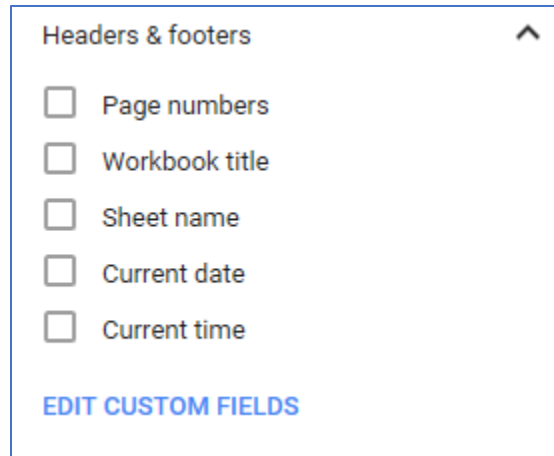
You can change from **Landscape to Portrait**, change the **Scale** and change the **Formatting**

Print settings panel (close-up):

- Print: Current sheet
- Paper size: Letter (8.5" x 11")
- Page orientation: Landscape Portrait
- Scale: Fit to width
- Margins: Normal
- [SET CUSTOM PAGE BREAKS](#)
- Formatting
- Headers & footers

Headers and Footers

For Headers and Footers, you can add a **Workbook Title, Page Numbers, the Sheet Name and a Current Date and/or Time**

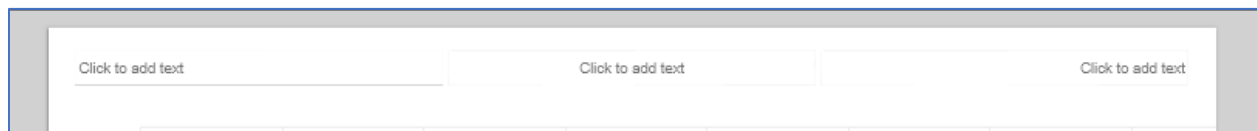


Headers & footers

- Page numbers
- Workbook title
- Sheet name
- Current date
- Current time

[EDIT CUSTOM FIELDS](#)

You can Edit Custom fields to directly enter text into the Header and Footer areas.



Click to add text Click to add text Click to add text

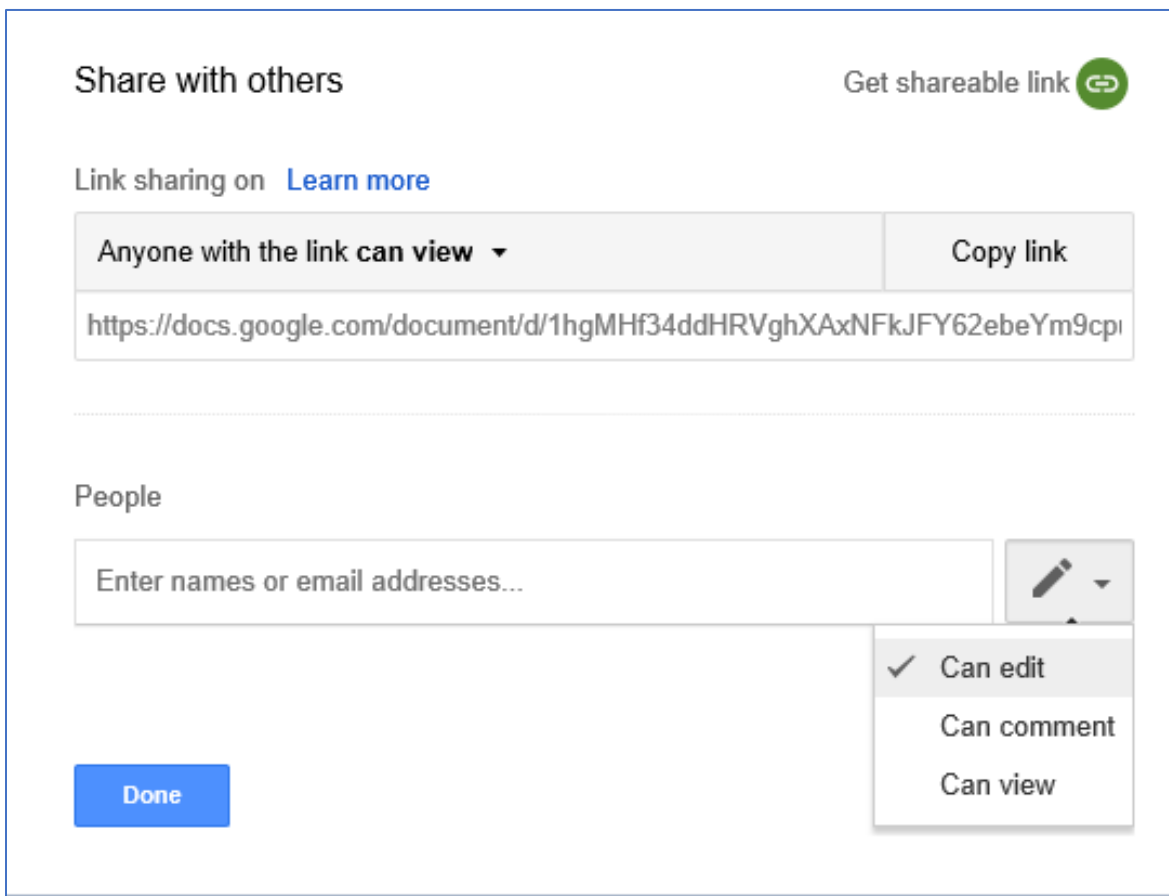
Click on **Next** to complete the Printing process.

Share a Sheet

To Share your spreadsheet with others select the **Share Button** in the **Top Right Corner** of your screen.



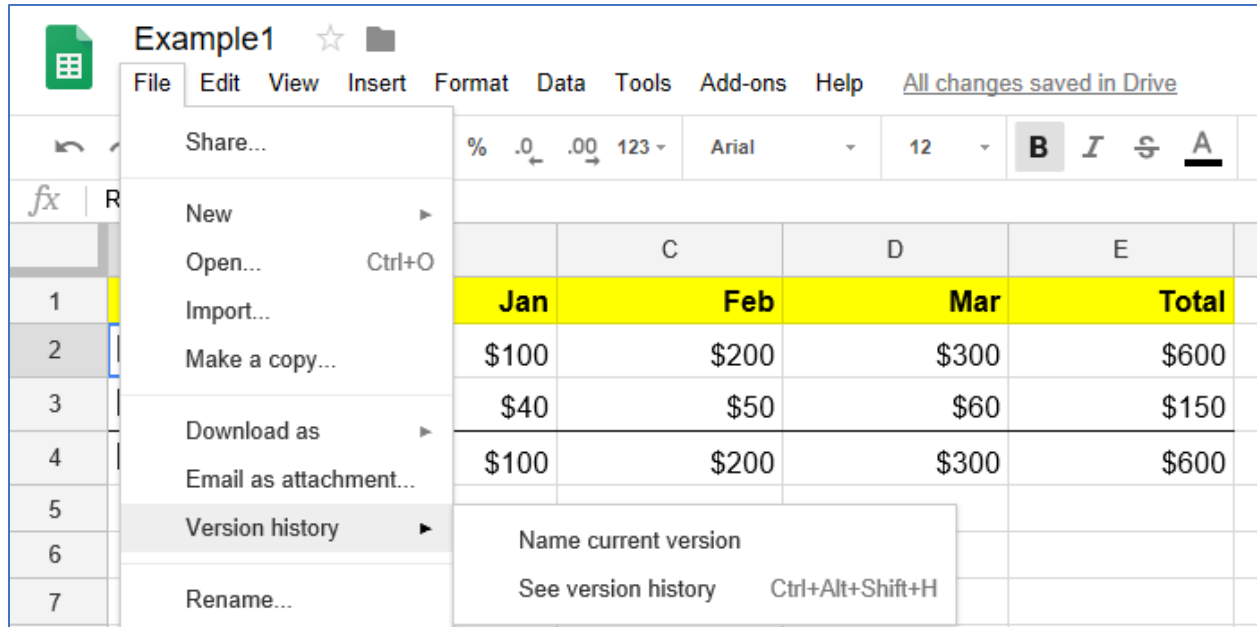
Enter the Email addresses of whom you want to share the document with or select **Get Shareable Link** to generate and copy a link so that anyone with the link can view the spreadsheet.



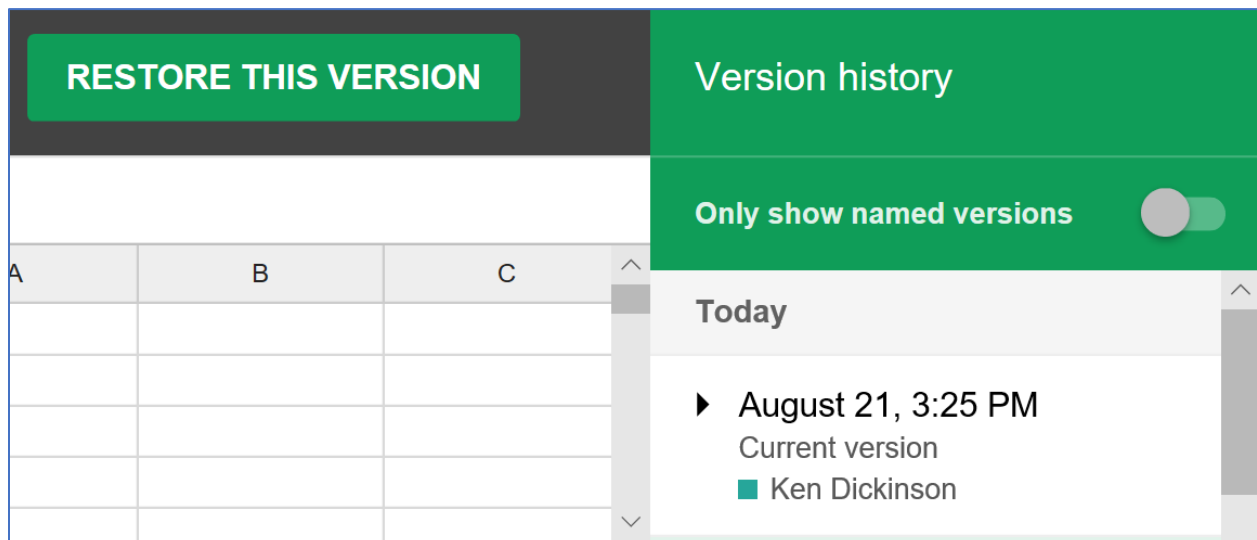
Click on the **Pencil** icon, (bottom right of dialog box to set whether the person receiving the Shared Document Can Edit, Comment or View.

Sheet Version History

To see a history of the **Edits and Changes** to your document, choose **File, Version History, See version history**.

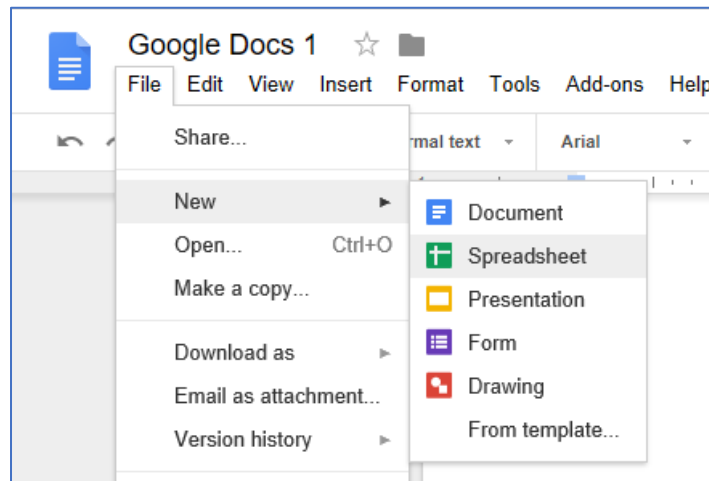


Select a **Date and Time** and click on the **Restore This Version** button to restore that version of the spreadsheet.

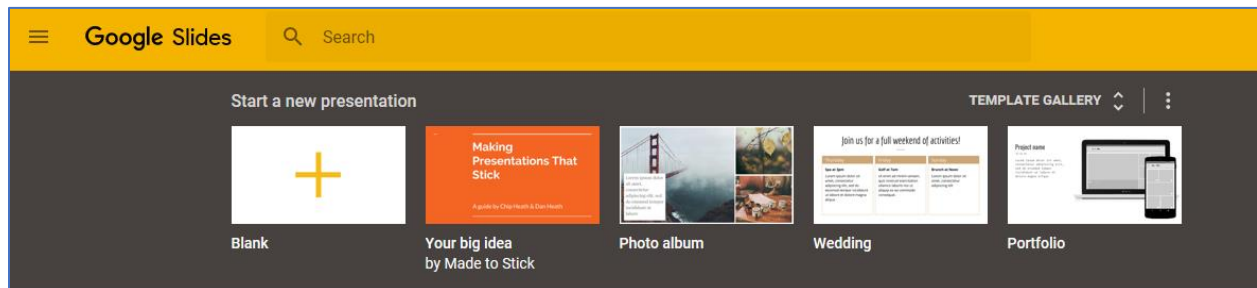


Google Presentation - Slides

To create a Google Presentation, select **File, New, Presentation**

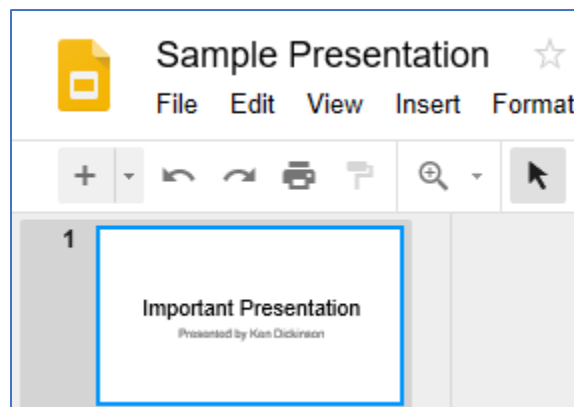


Alternatively, from your web browser choose slides.google.com and click on **Blank** to Start a new presentation.



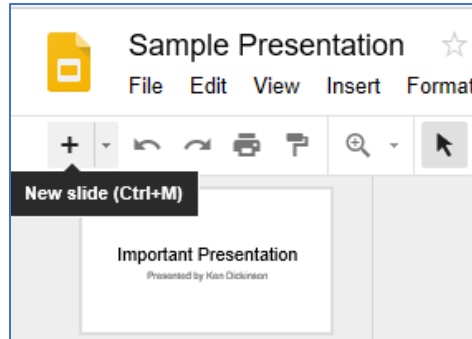
Title Slide

All presentations start out with a Title Slide

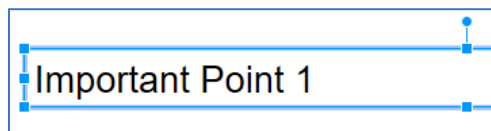


Add A New Slide

To **Add a New Slide**, click on the **New Slide plus sign** in the top left of the screen or click on a **Slide Thumbnail** and press the **Enter Key** or press **CTRL+M**.

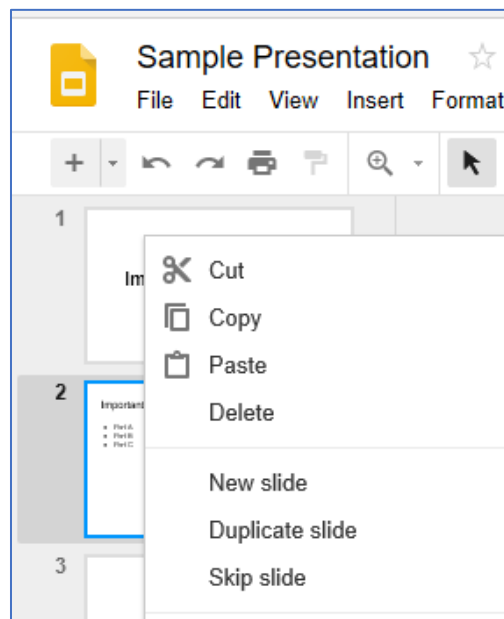


All content on a slide is contained in a text box object. You can move and change the shape and size of the text box object by selecting and dragging the square handles. Or the round handle to rotate the shape.



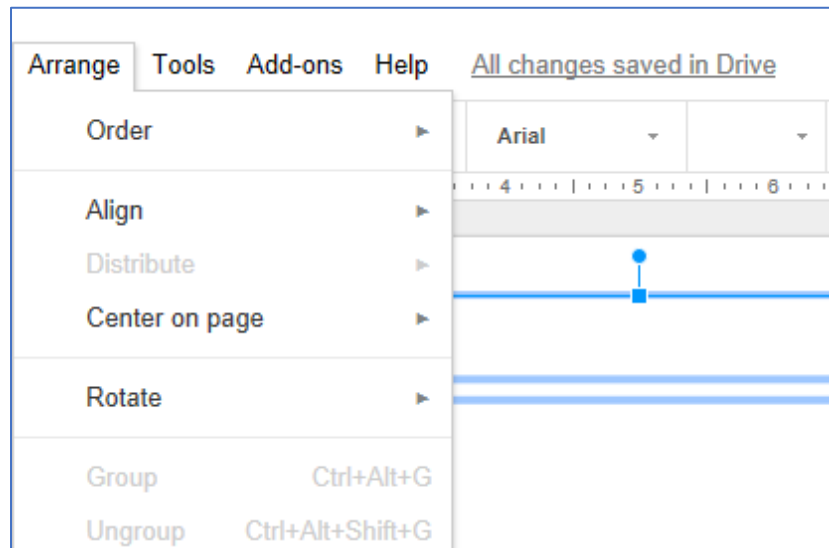
Use the directional arrows on your keyboard to move the object up, down, left or right

To **Duplicate or Delete a slide** right click an existing slide and select **Duplicate slide** or **Delete**



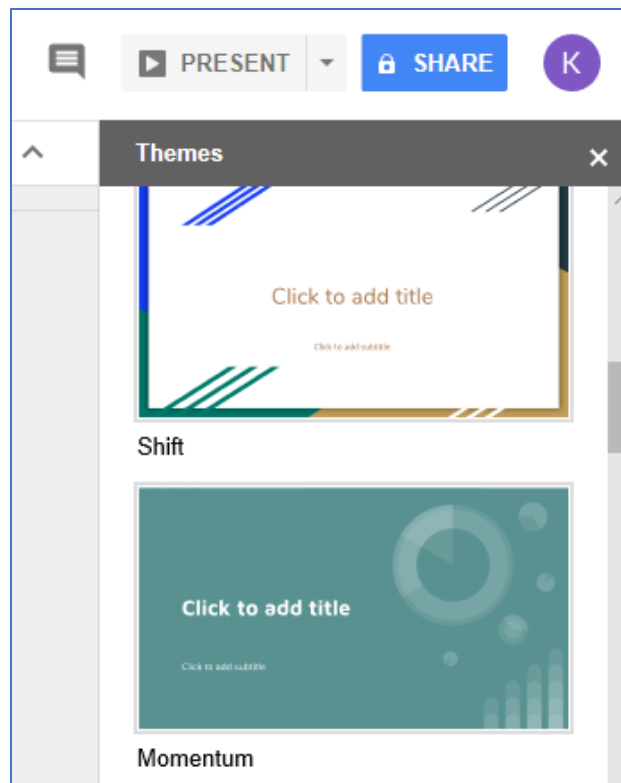
Arrange

Use the **Arrange tab** to **Order** and **Align** objects on the slide



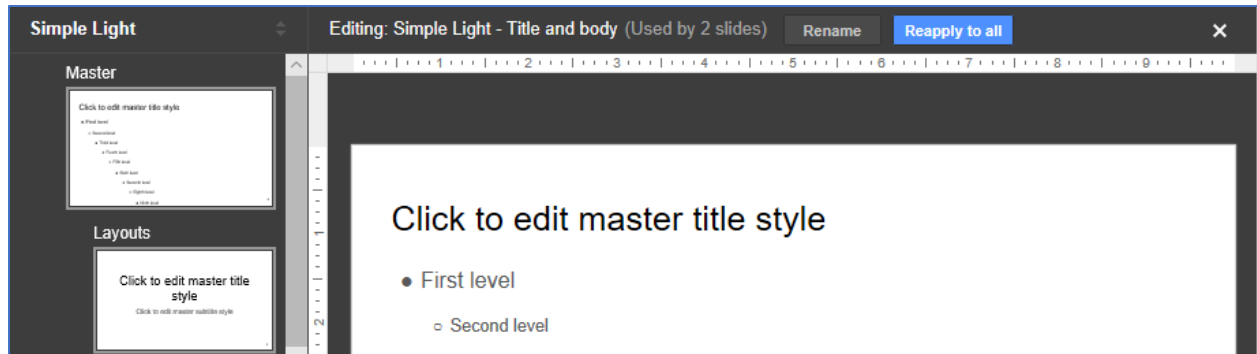
Change the Theme

To change the color scheme theme, select a theme from the **right-side bar menu**

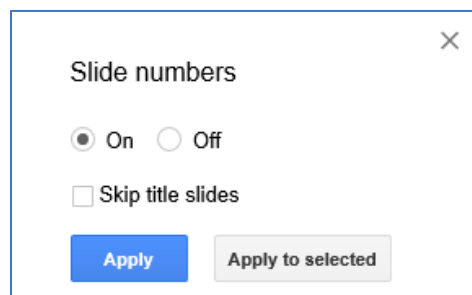


Master Slide

Choose **View Master** and the following screen appears. Place any items on the Master slide such as a Logo, etc and then click on the **X button** in the top right side of the screen to close.

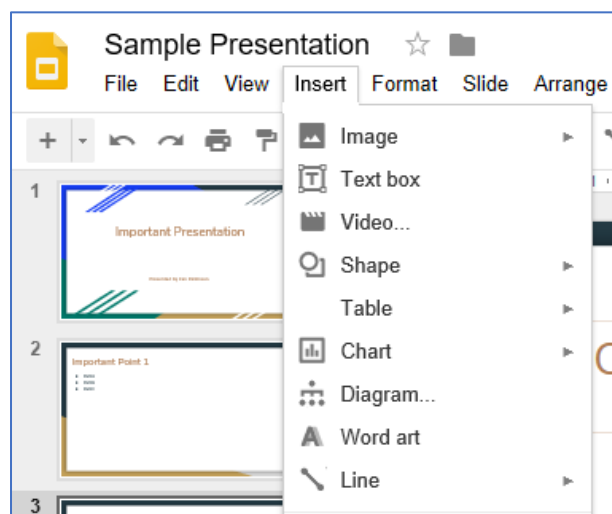


To insert a slide number choose **Insert, Slide Numbers...**

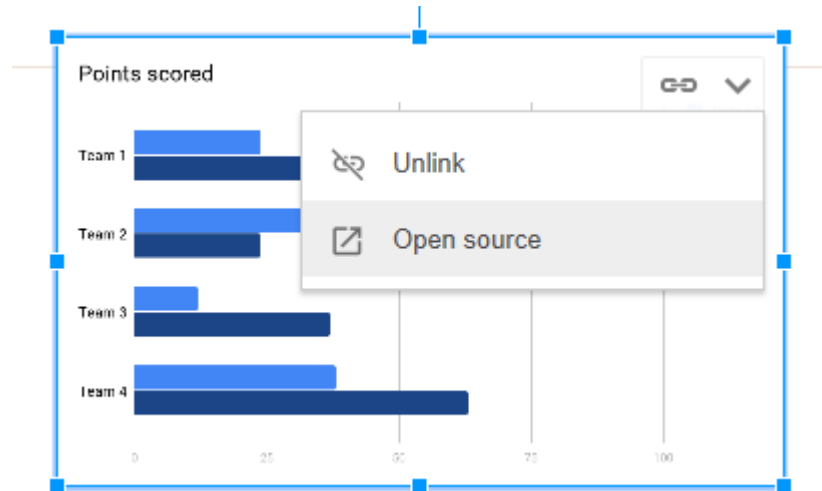


Insert an Object

To Insert an Object such as an Image, Text Box, Video, Shape, Table or Chart choose the **Insert Tab** and select the Object you want to Insert.

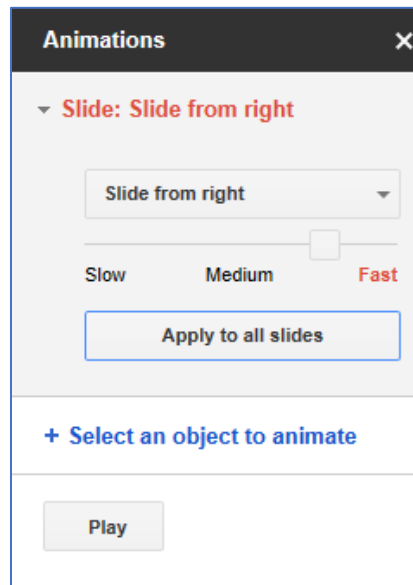


If you Insert a chart click on **Open Source** to change the Chart Data



Slide Transitions

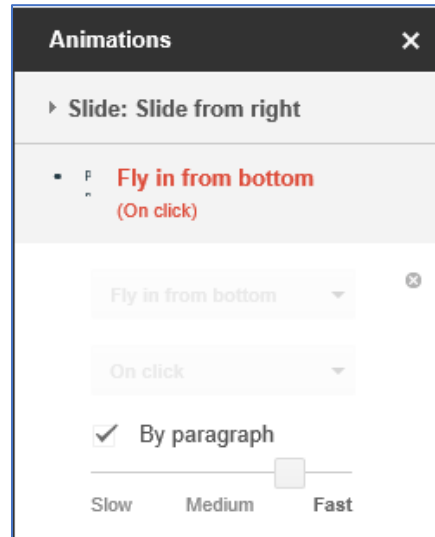
Select the **Slide Tab, Change Transition** and notice the **right-hand side bar menu** that appears.



Select a **Transition**, i.e. **Slide from Right** and choose a **speed**, i.e. Slow, Medium, Fast. Click the **Apply to all slides** button to apply the transition to each slide. Click **Play** to test the presentation.

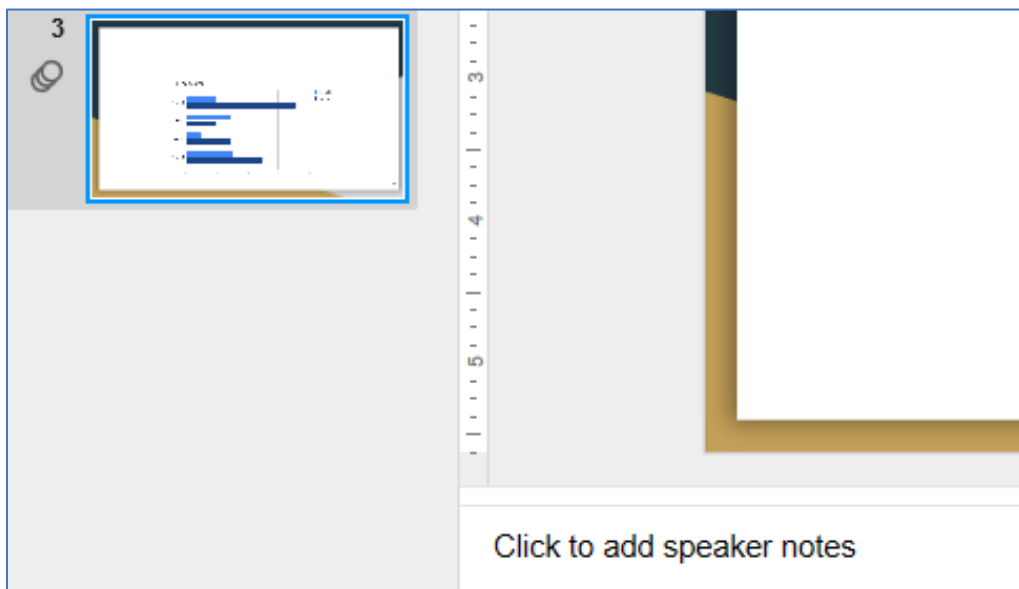
Add an Animation

To add an Animation, **select an object** to animate and then choose **Insert, Animation** and set an animation for the object from the Animation pane on the **right-hand side of the screen**.



Speaker Notes

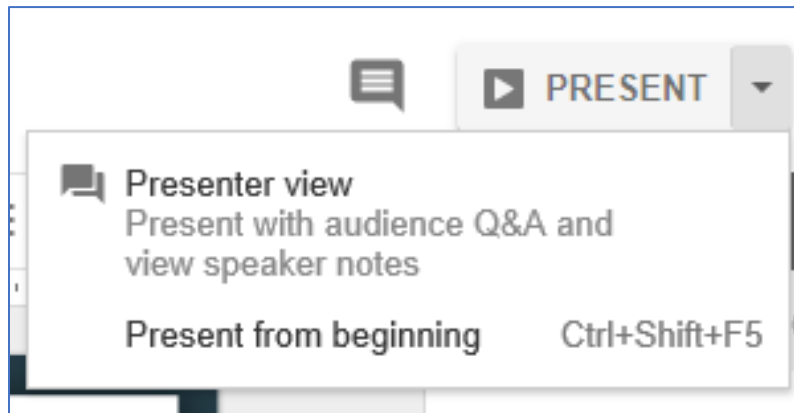
To add Speaker Notes to your presentation, select the **Click to add speaker notes** section below the slide



NOTE: If you do not see a speaker notes section, click on **View and select Show Speaker Notes**.

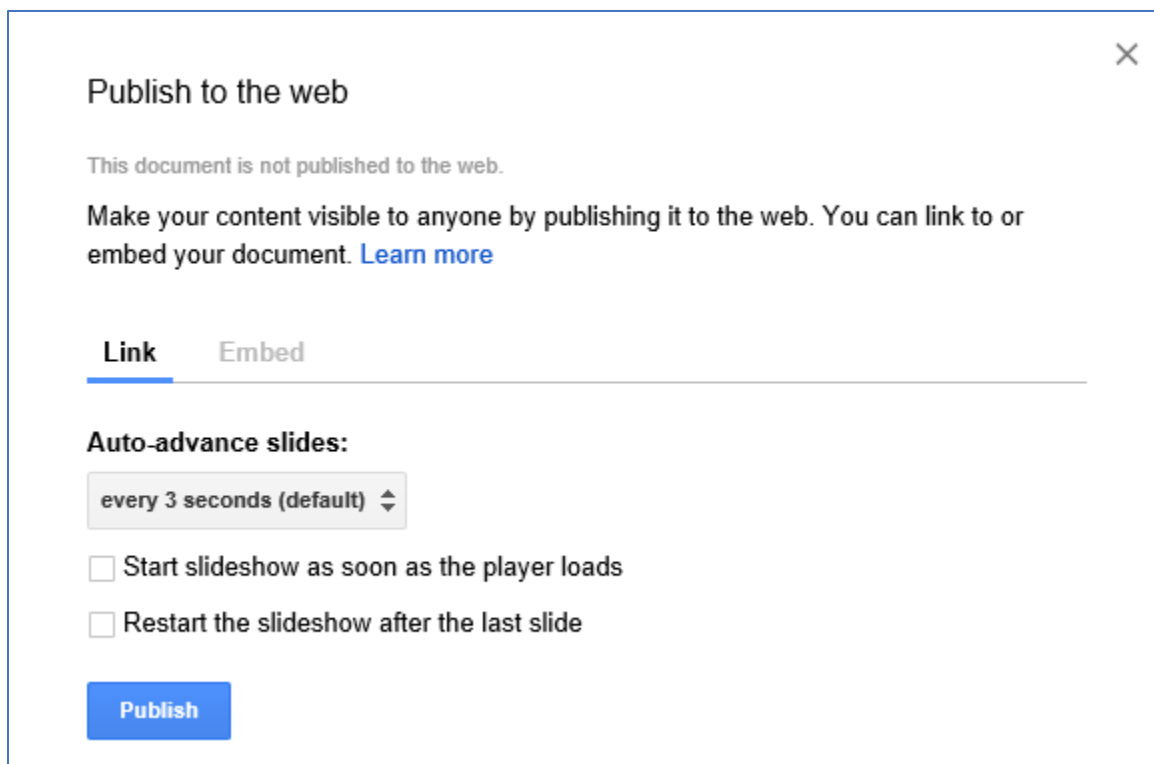
Present

Choose **View, Present** or click on the **Present button** at the top right of the screen and choose to Present the slide show from the beginning or using the Presenter View for audience Q&A and speaker notes.



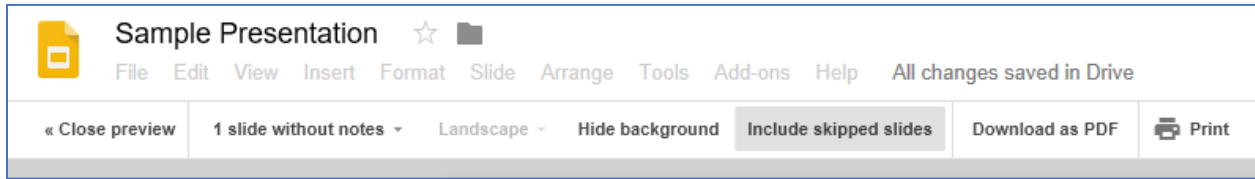
Publish To The Web

To publish your presentation to the Web, choose **File, Publish to the Web**. Choose your settings and then click on Publish to publish the slide show.



Printing

Choose **File, Print Settings and Preview** to select your print settings such as deciding to print with or without notes, hiding graphic intensive backgrounds etc.



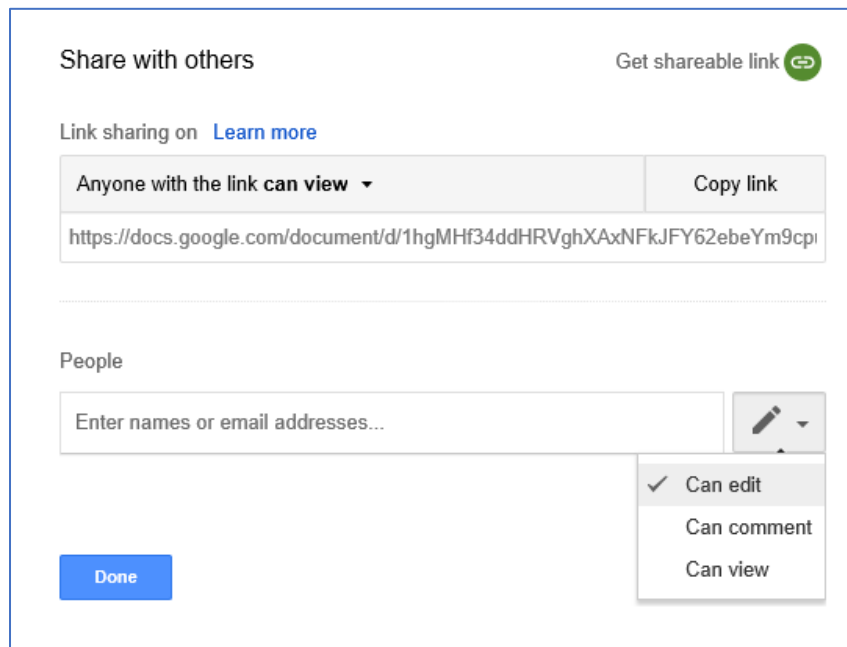
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