

How to use Google Docs

Google Docs is an online word processor that lets you create and format documents and work with other people. See our top five tips for Google Docs.

Step 1: Create a document

To create a new document:

1. On your computer, open the Docs home screen at docs.google.com.
2. In the top left, under "Start a new document," click **New**.

You can also create new documents from the URL docs.google.com/create.

Step 2: Edit and format

To edit a document:

1. On your computer, open a document in Google Docs.
2. To select a word, double-click it or use your cursor to select the text you want to change.
3. Start editing.
4. To undo or redo an action, at the top, click **Undo** or **Redo**.

Note: To edit a document on a touchscreen device, like a Pixel Book, double-tap the document to start typing.

You can add and edit text, paragraphs, spacing, and more in a document.

- Format paragraphs or font
- Add a title, heading, or table of contents

Step 3: Share & work with others

You can share files and folders with people and choose whether they can view, edit, or comment on them.

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