

Google docs

Scoville Memorial Library

Claudia Cayne

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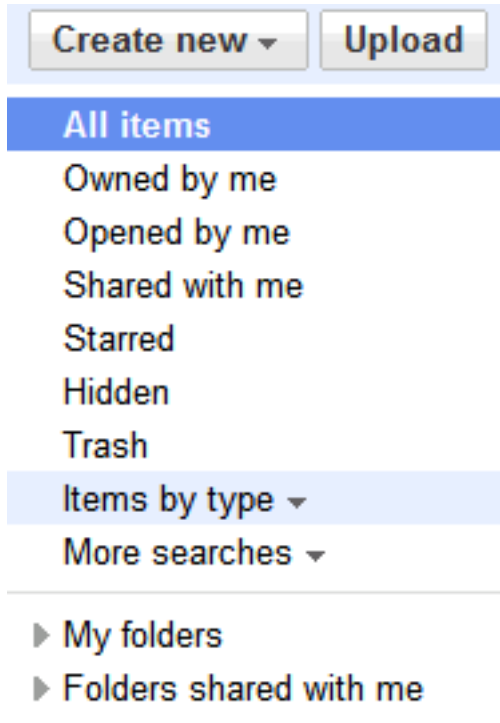
February, 2010

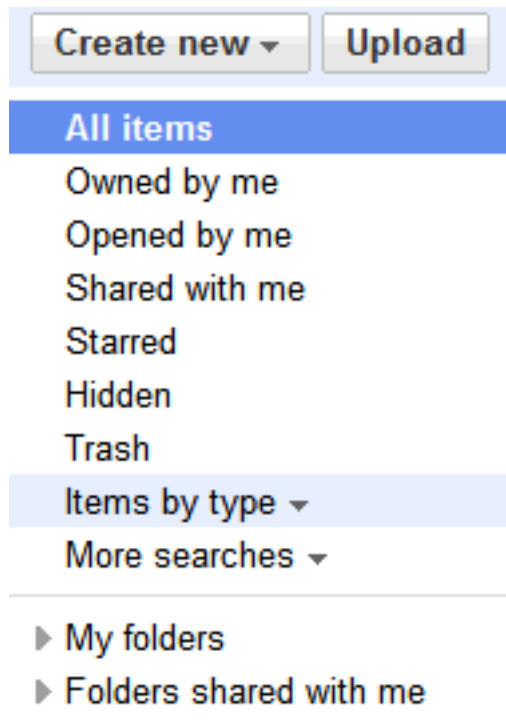
**Free, online software for
word processing (Word)
spreadsheet (Excel)
presentation (Power Point)**

- Create in Google Docs and access from any computer via your Google Account
- Create in Google Docs and save a copy to your computer
- Create in Google Docs and easily convert to PDF files
- Publish documents on the Internet
- Upload Microsoft Word, OpenOffice, RTF, HTML or plain text documents from your computer
- Edit documents online simultaneously with anyone you choose, and invite others to view them.
- Keep track of who made changes to a document and when, and roll back to any version.

Navigating Google Docs

- **Create new** lets you create new documents, presentations, spreadsheets, forms, or folders.
- **Upload** allows you to upload one or multiple files to Google Docs.
- **All items** shows you *almost* all of all the docs that you own and have been shared with you; you won't see docs that you've hidden or sent to Trash.
- **Owned by me** shows you only docs that you've created.
- **Opened by me** lists the docs you've opened.

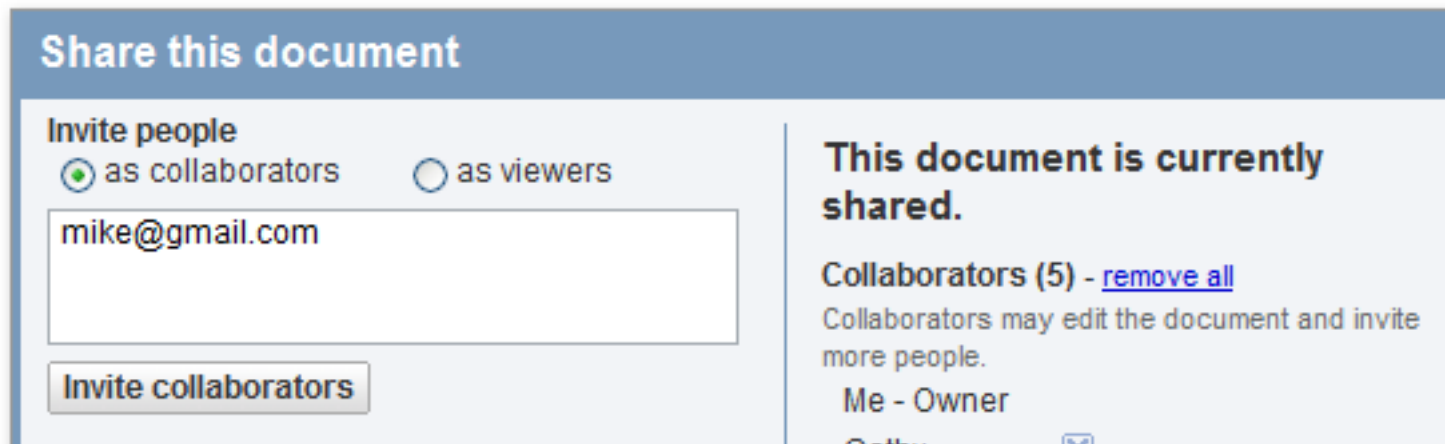




- **Shared with me** shows you all the docs that others have shared with you.
- **Starred** shows you only messages you've marked with a star
- **Hidden** lists docs that you've hidden from the main Docs list view.
- **Trash** is where docs you delete end up;
- **Items by type** allows you to view your docs organized by type: PDFs, documents, spreadsheets, or presentations.
- **More searches** - advanced
- **My folders**
- **Folders shared with me**

Sharing: Owners, Collaborators and Viewers

- You own anything you create and you control who can collaborate or view
- Collaborators can save a copy to their computer, edit and invite others to collaborate or view
- Viewers can save a copy to their computer and view
- You can invite people from the document or from the docs list



Share this document

Invite people
 as collaborators as viewers

mike@gmail.com

Invite collaborators

This document is currently shared.

Collaborators (5) - [remove all](#)
Collaborators may edit the document and invite more people.

Me - Owner
Cathy

You can share your docs from the Docs list or directly from a document, spreadsheet, or presentation.

- From the [Docs list](#), select the checkbox next to the item you want to share (you can also select multiple docs), and click the **Share** drop-down menu in the toolbar.
- From your document, click the **Share** drop-down menu in the top right corner of the page.

Then follow these instructions:

1. Select **Invite people...**
2. Select **To edit** or **To view**, depending on your preference.
3. Enter the email addresses that you'd like to add.
4. If you'd like to add a message to your invitation, enter some text and click **Send**. To skip sending an invitation, click **Add without sending invitation**.

Publish your work as a web page.

You can publish your documents online with one click, as normal-looking web pages, without having to learn anything new.

Control who can see your pages.

You can publish to the entire world, just a few people or no one -- it's up to you. (You can also un-publish at any time.)

Post your documents to your blog.

Once you've created a document, you can post it to your blog.

Publish this document

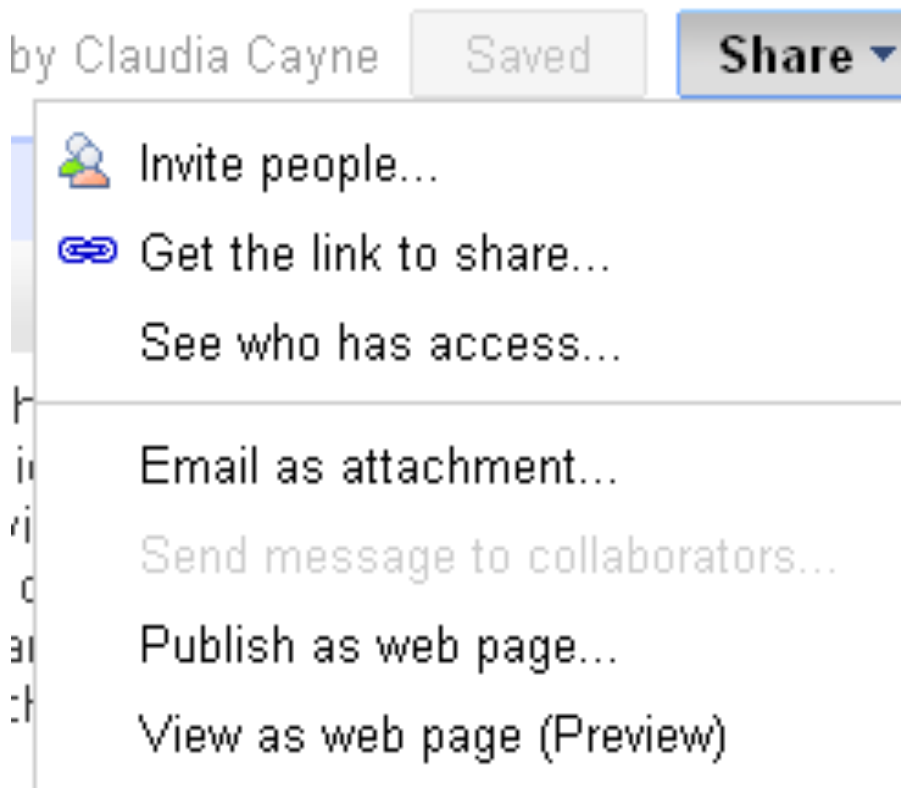
This document is published on the web.

Your document is publicly viewable at: <http://docs.google.com/Doc?id=abc123def456ghi>

Automatically re-publish when changes are made

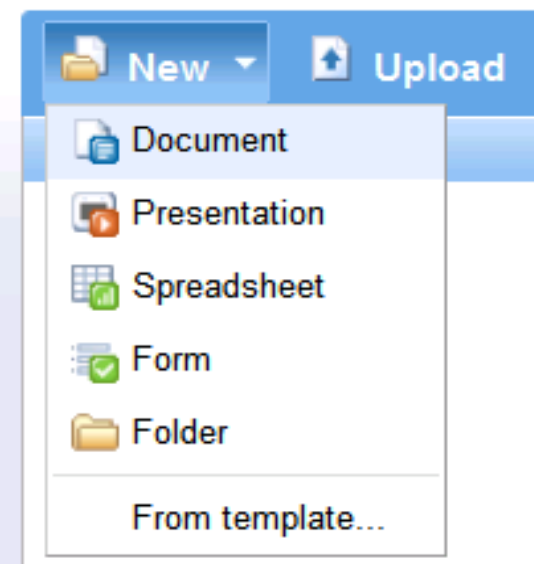
Share Menu

Available from Docs Home or from document



Creating and Saving a Document or Folder

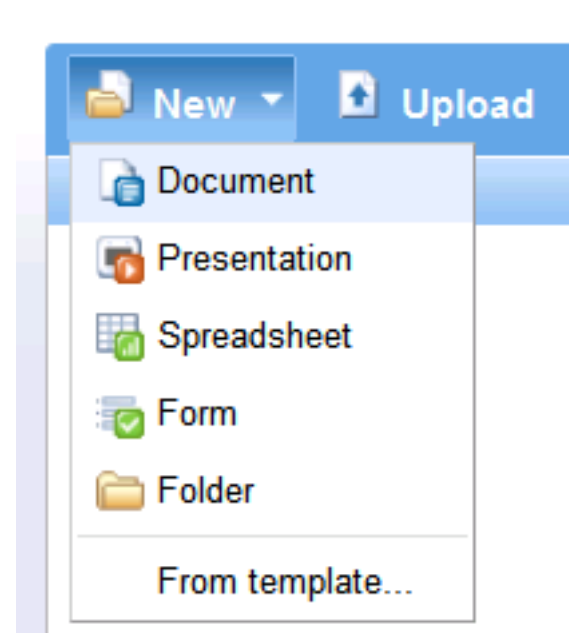
To create a new document or folder, go to the organization pane on the left side of the Docs Home, click the **New** drop-down menu, and select what you want to create.



As you're working on your document, click the top right corner of the document, enter a name in the window that appears, and click **OK**. Then, you'll see your document in your Docs list.

You can upload existing documents to Google documents at any time. Here's how

- Click the **Upload** button at the top of the sidebar
- Click **Browse** and select the document.
- Click **Open**.
- Click **Upload File**.
- Size limits: Each document can be up to 500K, plus up to 2MB per embedded image.



Uploading and Exporting

Options differ by type

Click **File - Download**

| Word | Spreadsheet | Presentation |
|--|---|---|
| <ul style="list-style-type: none">● HTML● RTF● Word● Open Office● PDF● Text | <ul style="list-style-type: none">● CSV● HTML● ODS● PDF● XLS● TXT: only for a single sheet | <ul style="list-style-type: none">● PDF● PPT |

Using the Templates Gallery

- If you want to quickly create a document, you can pick from the templates gallery.
- Each template has standard text that you can replace with your own, and preset formatting that you can reuse.
- You can also access the templates gallery from your document by going to **File > New > From template...**
- Templates are really useful for standard items like a resume, budget, etc.

Search Templates

[Show search options](#)

[Browse template gallery](#)

Using the Template Gallery

Sort by

› Hottest

[Most users](#)

[Highest rating](#)

Narrow by type

› All types

[Documents](#)

[Spreadsheets](#)

[Presentations](#)

[Forms](#)

Narrow by category

› All categories

[Albums & Flipbooks](#)

[Business](#)

[Calculators](#)

[Calendars & Schedules](#)

- Browse by type
- Browse by Category
- Search Template Gallery
- Includes resumes, budgets, cards, albums and much, much more
- Preview and see user comments
- Take advantage of the creativity of others



The screenshot shows a spreadsheet titled "Family Budget Planner". It has columns for months from JAN to DEC and a "Total" column. Rows include "Monthly Income", "Year Income", "Year Expenses", "Net Income - Expenses", and "Projected End Balance".

Family Budget Planner By [Vertex42.com](#)

★★★★★ 420 ratings [Rate It](#) [Embed](#) [Report abuse](#)

A yearly budget spreadsheet for family budget planning. Includes a detailed list of income and expense categories.

[Use this template](#)

[Preview](#)

Documents - Word Processing

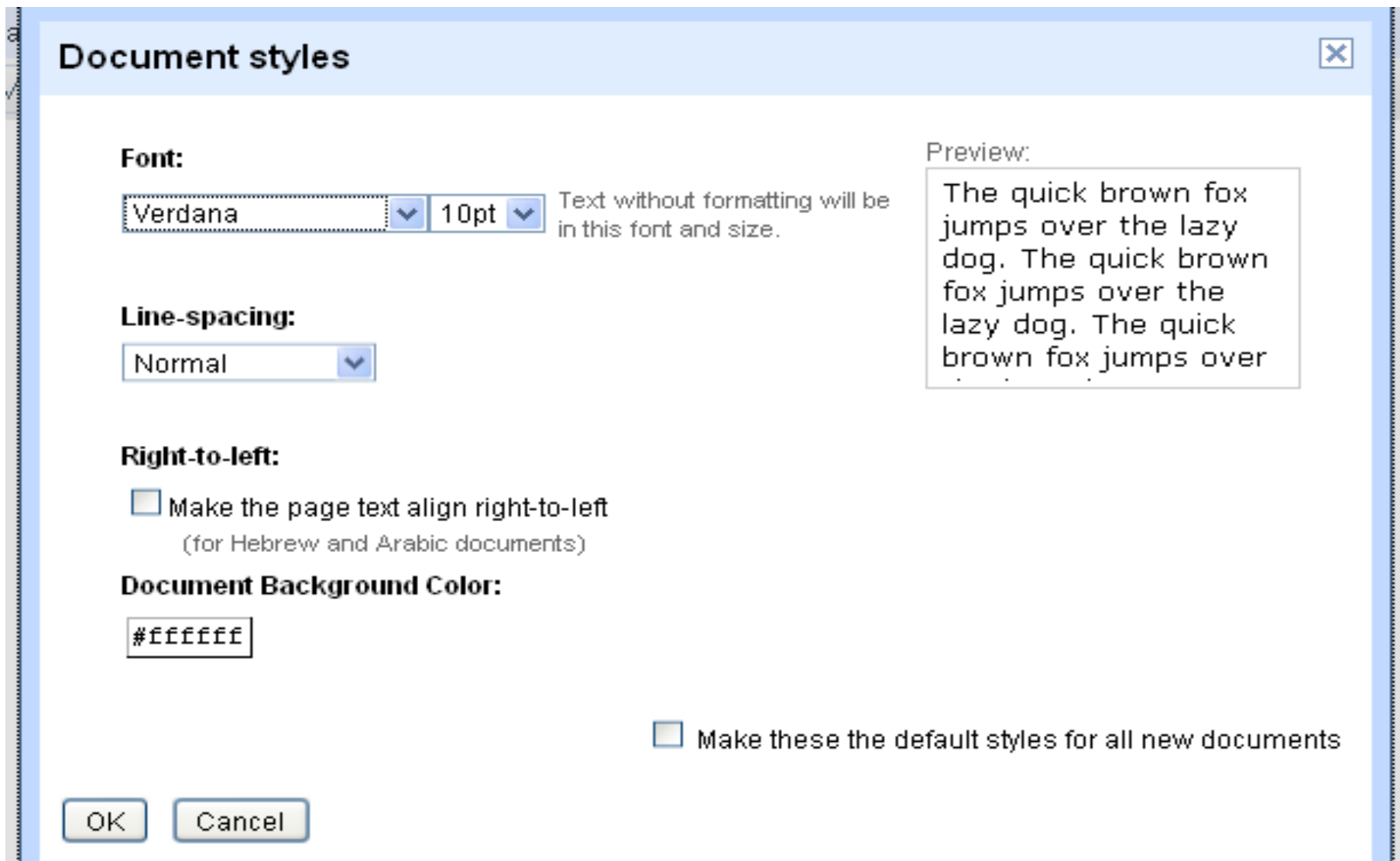
- When you create a new document, Google Docs will start saving it as either **Untitled** or will create a title from the first few words entered in the document.
- To choose a name other than **Untitled**, click the **File** tab from your doc, and select **Rename**.
- You can change the font or the text size in your document from the toolbar
- Tip: create your document first, format after

Google docs Untitled

Updated 1/20/10 4:27 PM by Claudia Cayne

File Edit View Insert Format Table Tools Help





Format > Document settings... in the menu bar.

Change line spacing

Font & Size

Preview and apply to whole document

Highlight and Text Color

Text Color

- Highlight the text.
- Click the 'A' drop-down menu and choose a color.

Highlight Color for Text

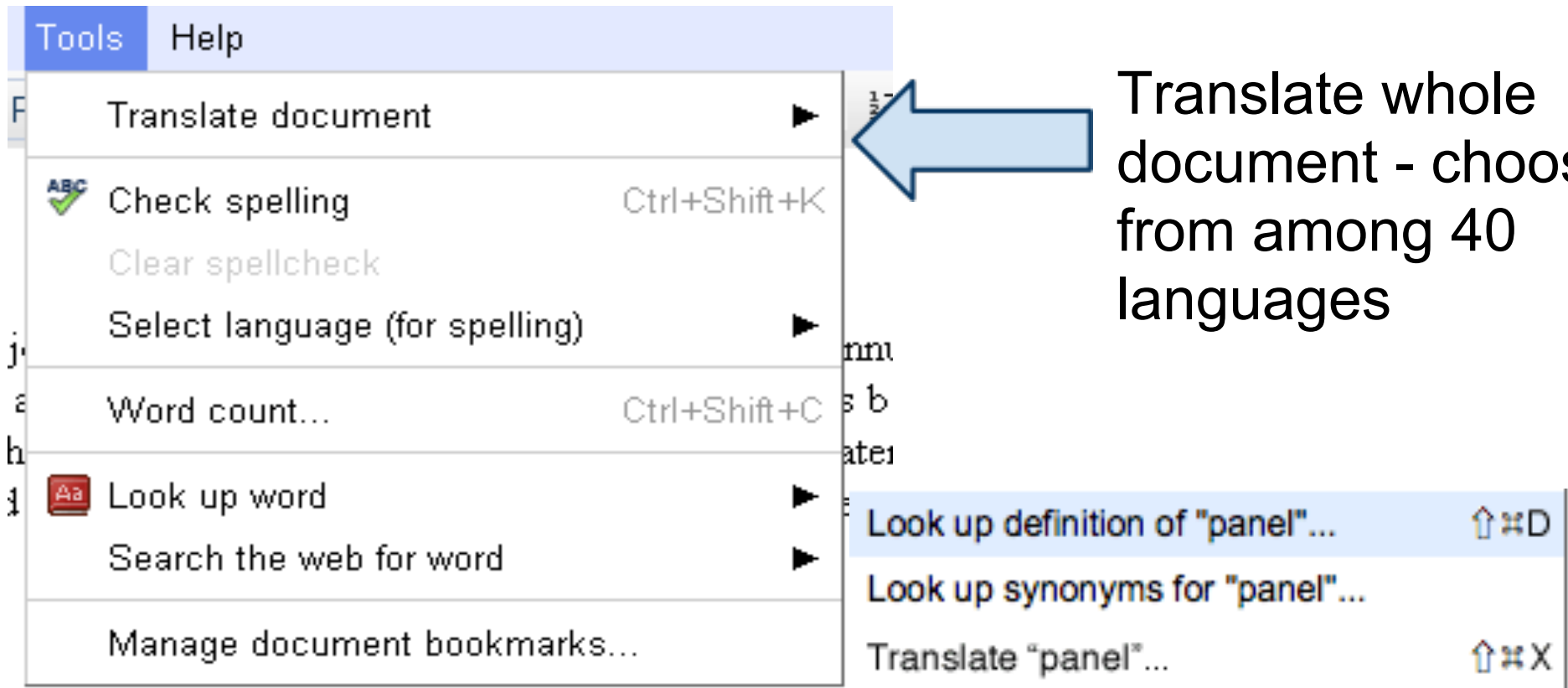
- Highlight the text.
- Click the drop-down menu with the highlighter pen (it's next to the text color menu) and choose a color.



Tools Menu - Translation

Select the word or phrase in the document, and click

Tools > Look up word > Translate word...



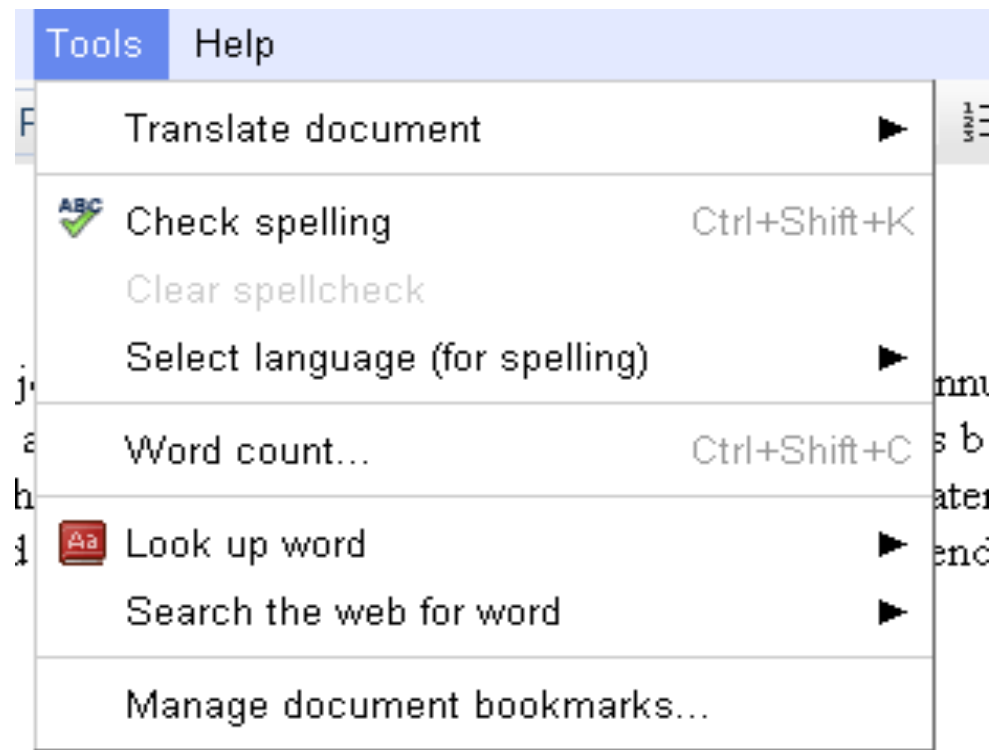
Translate whole document - choose from among 40 languages

Saturday) to discuss *Unaccustomed Earth* by J...

... and Thailand - these enter the time of similar film...

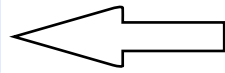
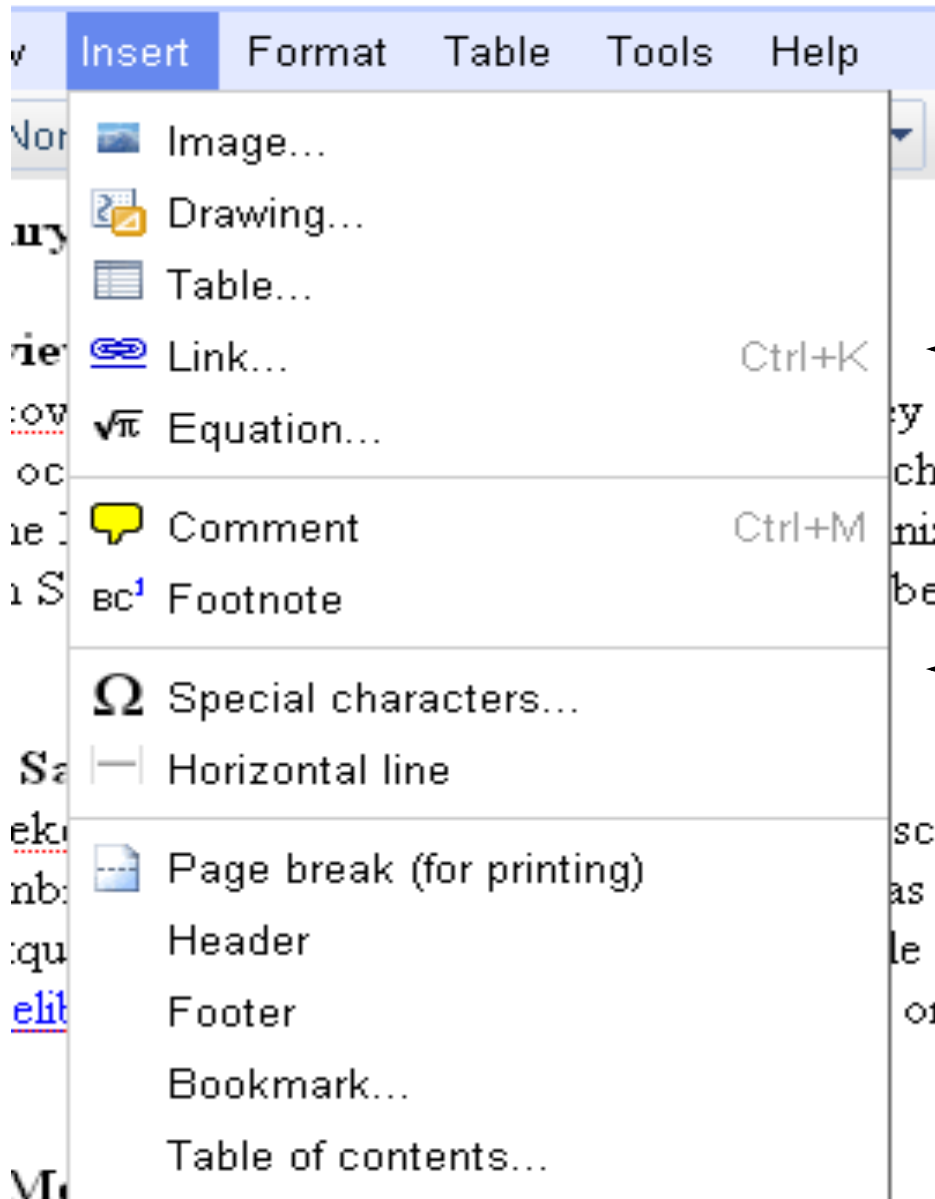
Tools Menu

- Spellcheck in 40 languages
- Word count
- Thesaurus, dictionary and encyclopedia

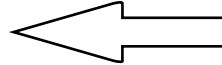


Saturday) to discuss *Unaccustomed Earth* by Jhumpa Lahiri.

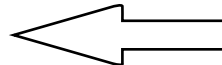
Insert menu



from file or web



link to website or email



shapes, like arrows

Tables - Inserting & Editing

Insert Table

Size

Rows: Columns:

Width:

Columns of equal width

Height:

Layout

Padding: Align:

Spacing: Float:

Border

Size: Color:

Background

Color:

Table Tools Help

- Insert table...
- Modify table properties...
- Modify row properties...
- Modify column properties...
- Modify cell properties...
- Move row up
- Move row down
- Insert row above
- Insert row below
- Insert column left
- Insert column right
- Delete table
- Delete row
- Delete column

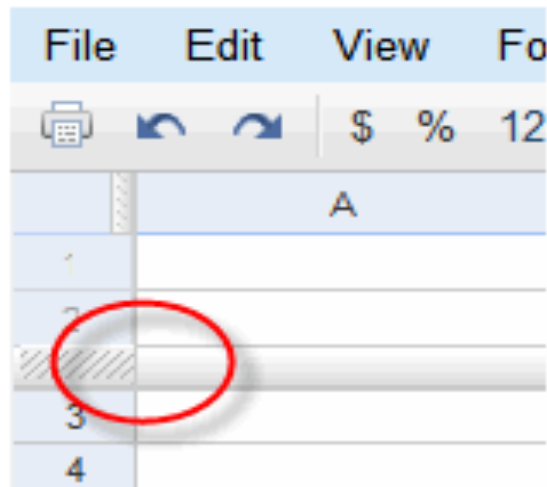
Google Docs - Spreadsheets

- Same concept as Excel - data in columns & rows
- Sortbar - use for freezing and sorting (can also be done via tools menu)

Freezing Rows

There are two methods to freeze rows in a spreadsheet:

- Dragging the Sort Bar. The Sort Bar is a horizontal bar that separates active rows from frozen ones. Using its handle (found at left, by the row numbers) you can drag the Sort Bar up or down to the last row you'd like to freeze, 1 row maximum.

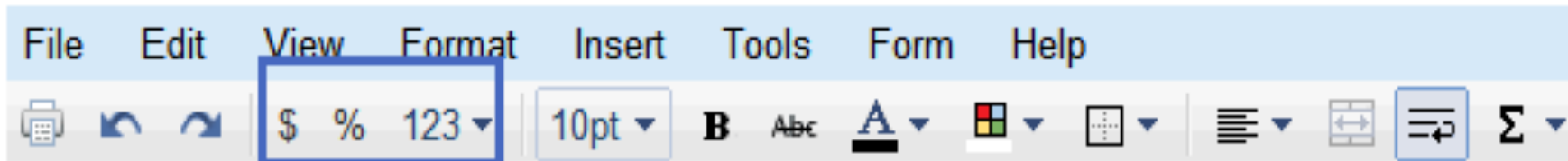


Formatting - Edit Toolbar

Formatting your data

You can format data in your spreadsheets in a variety of ways. You'll find the formatting options on the Edit toolbar.

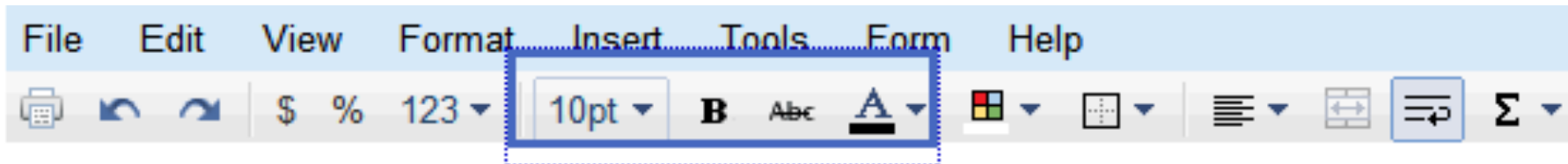
Point your cursor to an icon on the toolbar below to see what the option does.



Format your data

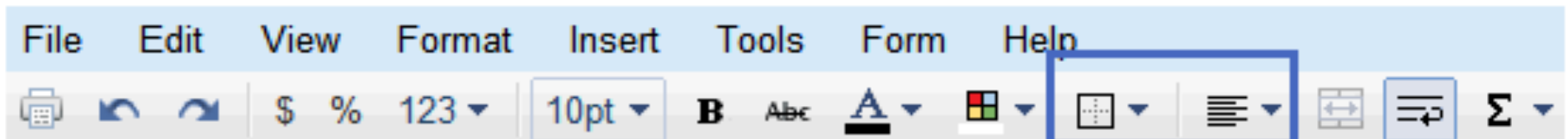
Format your data as currency, as percent, or change a decimal to a percent.

Formatting - Edit Toolbar



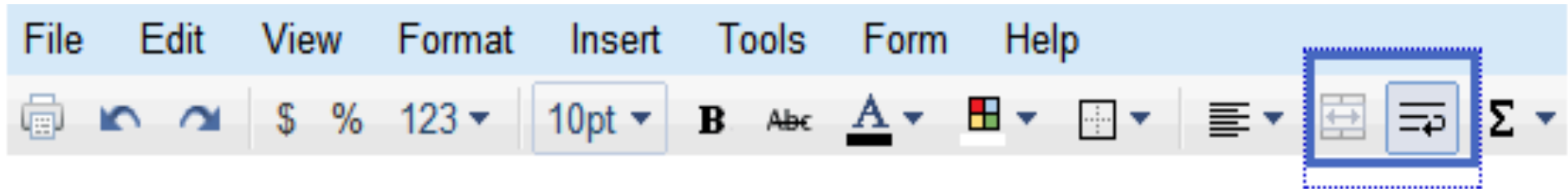
Format cell contents

Select the font size, add bold, strikethrough text, and change color of text.

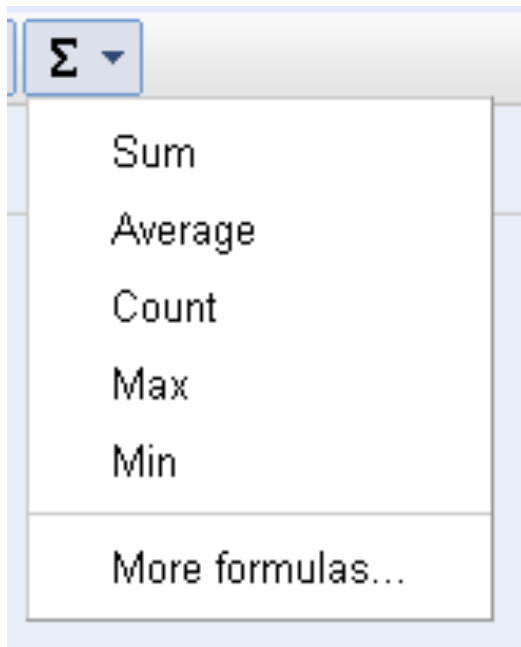


Add borders and align text

Formatting - Edit Toolbar



Merge cells horizontally in selected rows and wrap text



- Performs calculations for selected cells
- Select cell where calculation will appear
- Select cells which are part of calculation
- Choose formula to apply to cells
- You can also write a mathematical process
- Start with = and then click cells inserting operators to indicate function to be calculated



Google Gadgets & Charts

- Found in Insert menu
- Google Spreadsheets allows you to insert gadgets to display data in a variety of ways.
- Visual displays from bar charts to gauges - even animated
- Are updated as data is added or edited
- Can publish to web
- Can be saved as png file for inserting as an image
- Select data for chart

Create chart



What type?

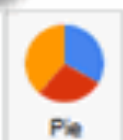
3



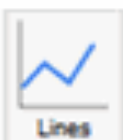
Columns



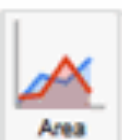
Horizontal bars



Pie



Lines



Area



Scatter

Sub type



Labels

4

Chart title

Horizontal axis

Vertical axis

Legend

On right

Reverse categories

What data?

5

A1:A1

Group data by Rows Columns

Use row 1 as labels

Use column A as labels

Preview

6

No data

7

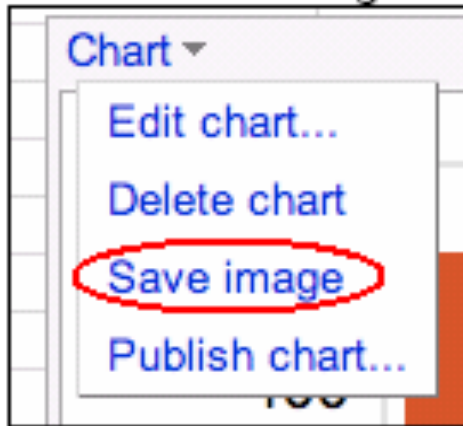
Save chart

Cancel

Saving the Chart as an Image to Paste

Once you have saved the chart as an image, you can paste it into a document or publish it to a website

1. Double-click the chart, or click the **Chart** drop-down menu in the top-left corner.
2. Select **Save image**.



3. In the window that appears, select **Save to disk** and click **OK**. Your chart will be saved to your local computer.

Range Names

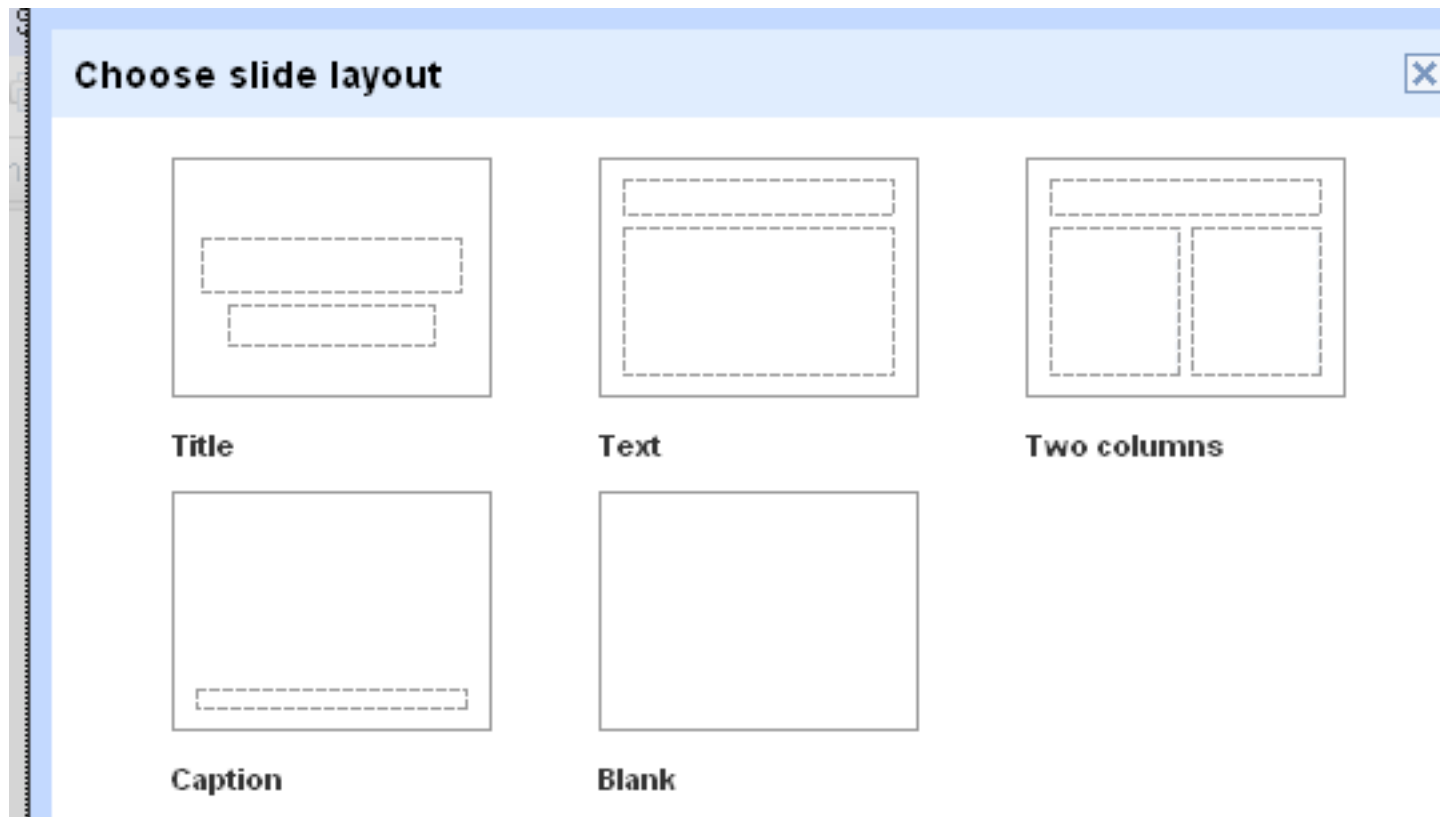
- Use range names to assign a name to a cell or group of cells
- Simplify your formulas by using range names instead of multiple cell addresses
- Range names is a feature that allows you to assign a name to a cell or a group of cells. For example, instead of using "A1" to designate a cell (or "A1:B2" to designate a group of cells), you can name this cell/group "budget total," or whatever fitting title you choose.
- To create a range, select cells - Edit menu/Named Ranges/Define New Range

Presentations - like Power Point

- Slides with either text or images or videos
 - You can add, duplicate or delete slides
 - Rearrange order by drop and drag
 - Theme is background style, design and color
 - You can insert a new slide in a variety of ways, based on your preference:
- Click the **New slide** button directly above the slide sorter
 - Click **Slide > New slide**.
 - Use the **Ctrl+M** keyboard shortcut.



- A window will appear, giving you a number of formatting options.
- Select the one you'd like and a slide, in whichever format you chose, will be inserted into your presentation.



- Click the **Duplicate slide** button directly above the slide sorter. (middle button)
- Right-click a slide in the slide-sorter view and select **Duplicate slide**.
- Click **Slide > Duplicate slide**.
- Using this feature you can adding a new slide and choosing the same format each time
- If you'd like to add more text fields or images the following options are available:
- Click the **Insert text** button in your presentation toolbar.
- Click **Insert > Text**.
- Click over an object to change the way it is displayed. A box will appear around the object which you can move anywhere you'd like within the slide.
- Click and drag one of the resize handles at each corner of the object to resize it.



Main Help Page:

[http://docs.google.com/support/bin/answer.py?
hl=en&answer=49008](http://docs.google.com/support/bin/answer.py?hl=en&answer=49008)

Documents Help:

<http://docs.google.com/support/bin/topic.py?hl=en&topic=15114>

Spreadsheet Help:

<http://docs.google.com/support/bin/topic.py?topic=15115>

Presentation Help:

<http://docs.google.com/support/bin/topic.py?topic=15116>