GOOGLE DOCS, SHEETS, & SLIDES

Google Docs, Sheets, and Slides are web-based apps, part of the ever growing G Suite by Google Cloud. Offered by Google, the G Suite is free to use from any web browser or mobile device. The G Suite is available to anyone with a Google Account.

INTRODUCTION

Google Name	Microsoft Equivalent	Website Access	App Store
Google Docs	Microsoft Word	*docs.google.com*	
Google Sheets	Microsoft Excel	*sheets.google.com*	
Google Slides	Microsoft PowerPoint	*slides.google.com*	

There are a few ways to access Google Docs, Sheets, and Slides, but one of the easiest ways is to type **docs.google.com** in your internet browsers URL address bar. You will need to **sign into your Google account** or create a new account. All documents, sheets, and presentations created using the G Suite will be automatically saved to your Google account. These files are stored in **Google Drive**. Google Drive is part of the G Suite, and can be accessed at **drive.google.com**.

Google Docs

When you open up Google Docs, you will get a screen similar to the one picture below. The top half of the screen shows available templates to select. Popular templates include "Resume," "Letter," and "Newsletter." These templates are formatted with preselected fonts and margins. The text and images in the templates can be deleted and replaced with the appropriate text and images.

The lower half of the screen will show recent documents you have made using Google Docs.

At the very top is a **Search Bar** that can be used to find docs by typing the file name.

To begin a new doc, select "**Blank**" in the upper left.
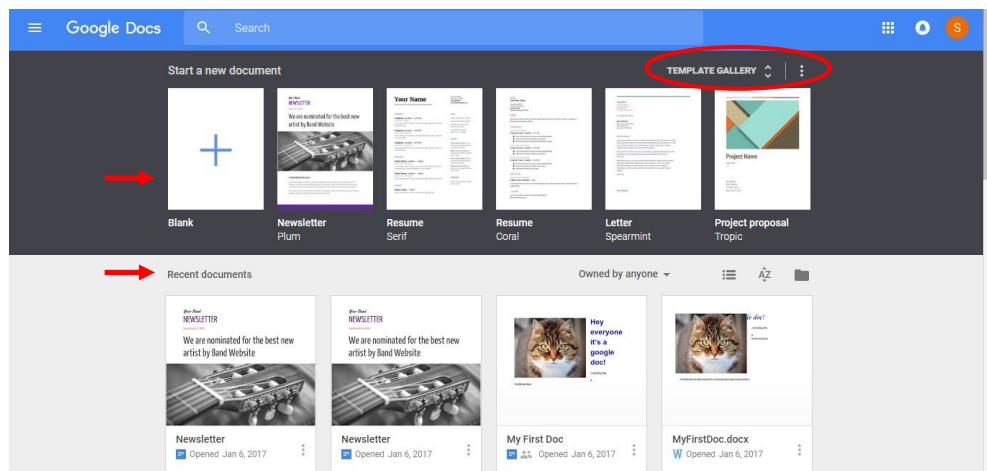
Creating a Google Doc

After selecting "**Blank**" from the **Template Gallery**, you should have a blank document like the one pictured bellow. There should be a cursor blinking in the upper right of the **document page**. This cursor indicates where the text will appear when you start typing. Near the top is a menu bar that basic adjustments like **Bold**, *Italics,* and Underline. There is also options for font, font size, and text alignment.
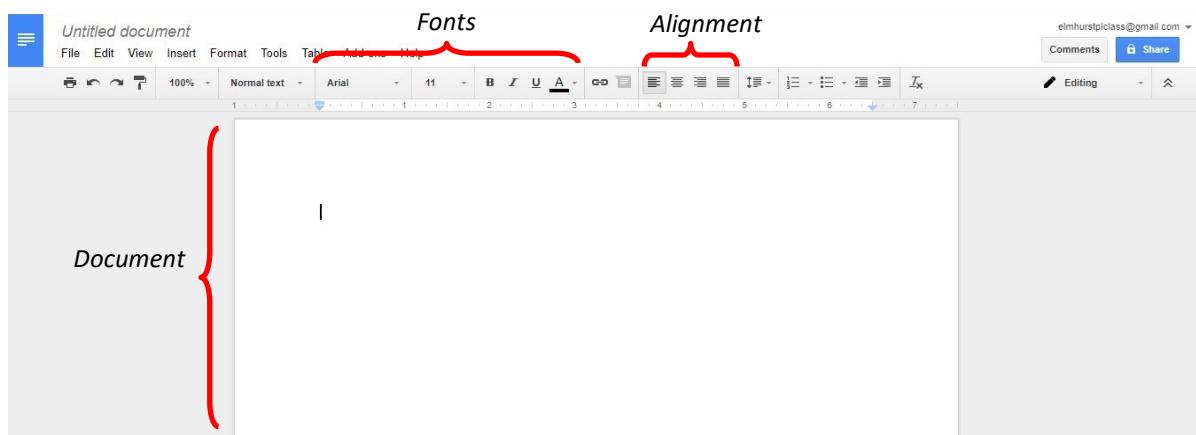
The Menu

There are additional features in the **Edit, View, Insert, Format, Tools,** and **Table** tabs in the menu bar. The **Edit** menu has options for copy, paste, undo, cut, and select all. Options to show ruler and spelling errors are in the **View** menu. The **Insert** menu allows you to perform popular functions like inserting an image, a chart, a footnote, special characters, page numbers, headers, and footers. **Format** has options to adjust margins, add columns, adjust line spacing, and more. **Tools** has options for spell check, define using a dictionary, voice typing, and translate document. **Table** allows you to insert and manipulate a table within the document.
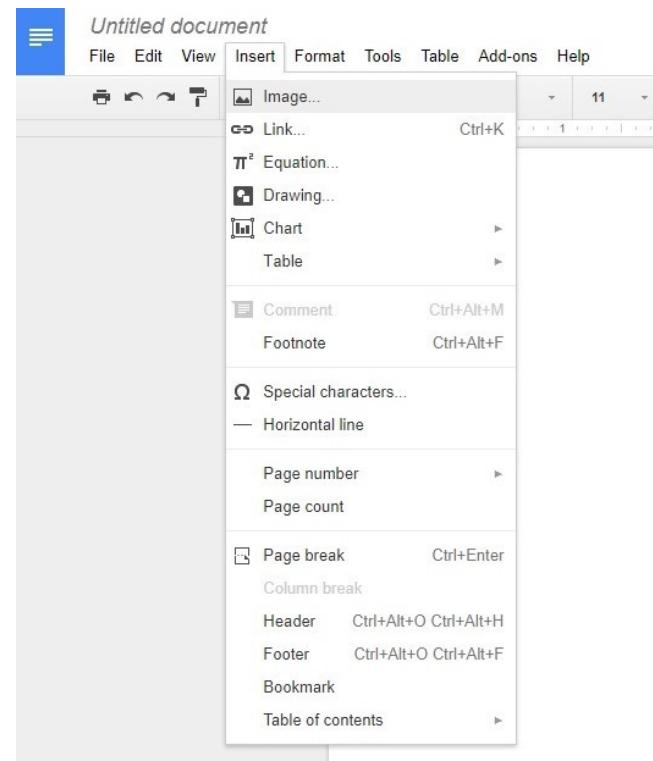
Printing and Saving

Since Google Docs is online and stores to Google Drive, the documents and files you work on will be saved automatically! This means you will not need to manually save. To ensure your files stay organized, you will want to give your document a name. The file name can be typed in the upper left corner, as shown by "Newsletter" in the picture below. To print the document, select the printer icon on the left.
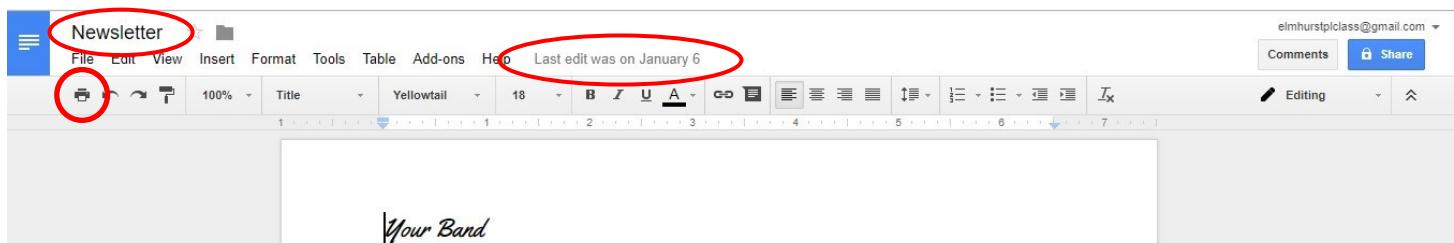

Downloading as a File

In addition to being stored on your Google Drive, you can download your document as a file. There are a few different file types the document can be downloaded, including Microsoft Word and PDF. These files can then be stored on your computer or emailed to another person. To download, select **File**, then **Download as**, and chose your desired file type (i.e. Microsoft Word).

Sharing

Your file can also be **shared** with another Google account. **Sharing** means that they will have access to the Google Doc. Options for sharing include **Can Edit, Can Comment,** and **Can View**. If you select **Can Edit**, you and the other person can be typing and editing the document simultaneously. If the other person doesn't have a Google account, there is an option for a "**Get shareable link**" that can be emailed to the other person.
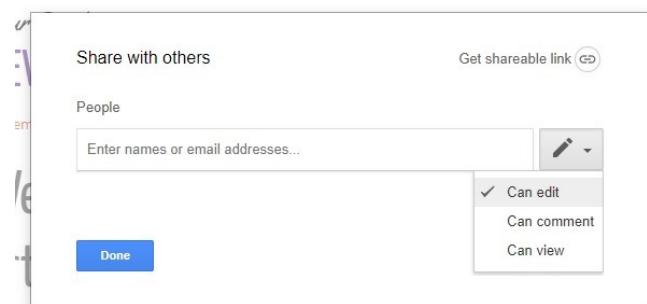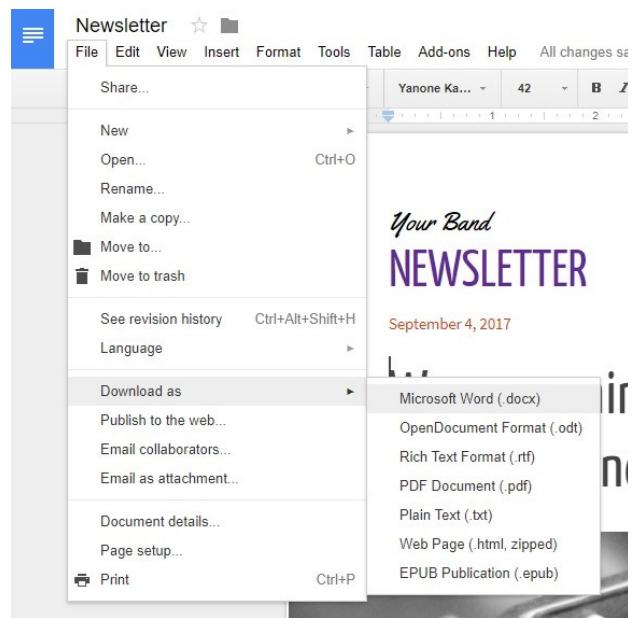
GOOGLE SHEETS

Creating a Sheet

Google Sheets will work similar to Google Docs, but is a spreadsheet instead of a document. The spreadsheet is made up of cells that are identified by their column and row. For instance, the cell in the upper left is A1. Click the cell and begin typing to insert data into the cell. The data in the cell will also appear in the **Function Bar**, indicated by the fx. Each spreadsheet is a **worksheet**, and a **workbook** is multiple worksheets within a singular file. Google Sheets has similar font options as Google Docs, but has additional features, like **text wrapping**, to help keep your sheet organized.


Function Bar

Text Options
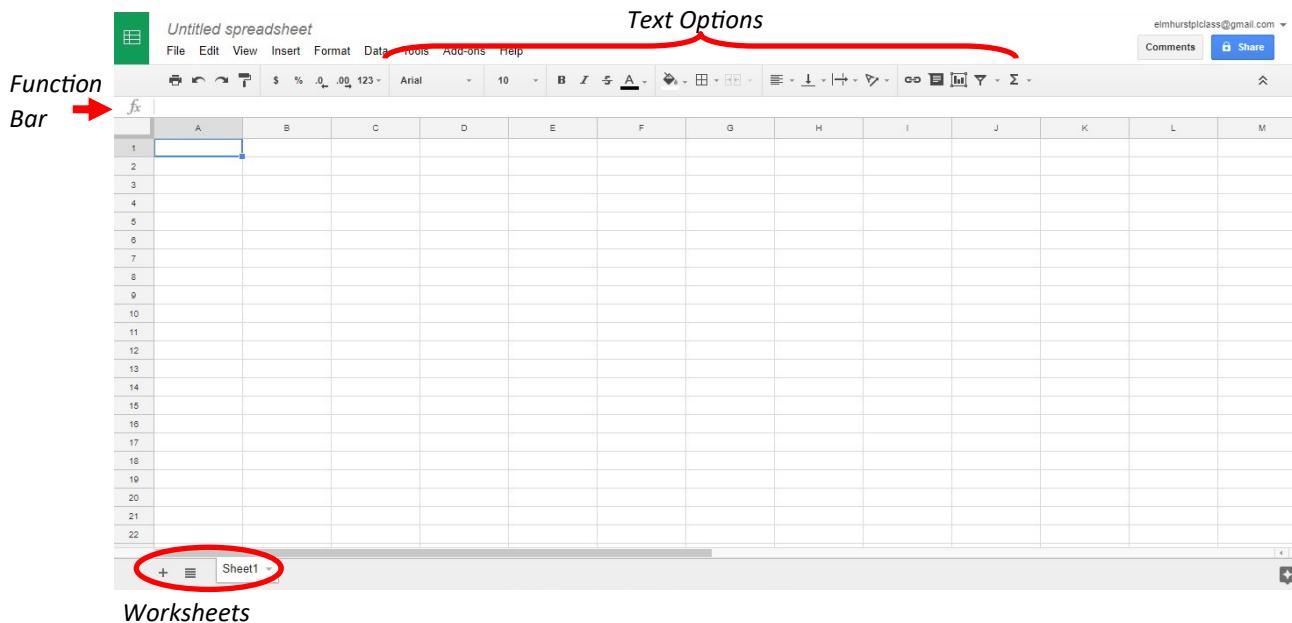
Worksheets

The Menu

The Google Sheet can be **Download as** an **Excel file** using the **File menu**. The **Edit** menu offers copy and paste features. **Insert** has options to add rows, columns, charts and functions. **Format** is used to organize your worksheet, including options to change numbers into date and currency formats. Sorting options for the table are in **Data**. **Printing** works the same as in Google Docs.
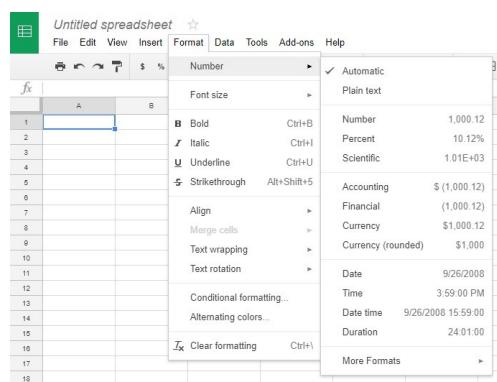
Basic Functions

♦ Functions begin with equal sign (=)

♦ =SUM to add cells

♦ =AVERAGE to average cells

♦ =MAX to identify maximum

♦ =MIN to identify minimum

GOOGLE SLIDES

Creating Slides

Google Slides is used for creating presentations. Pictured below is what the "**Blank**" template looks like. On the right is **Themes** to change the design of the slides. Clicking on the text boxes, like the one "Click to add title," allows you to add text. The top menu also offers shortcuts to add new text boxes, images, shapes, and more. **Notes** for the presenter can be added at the bottom in "Click to add speaker notes." The **Present** button in the upper right will begin the slide presentation.
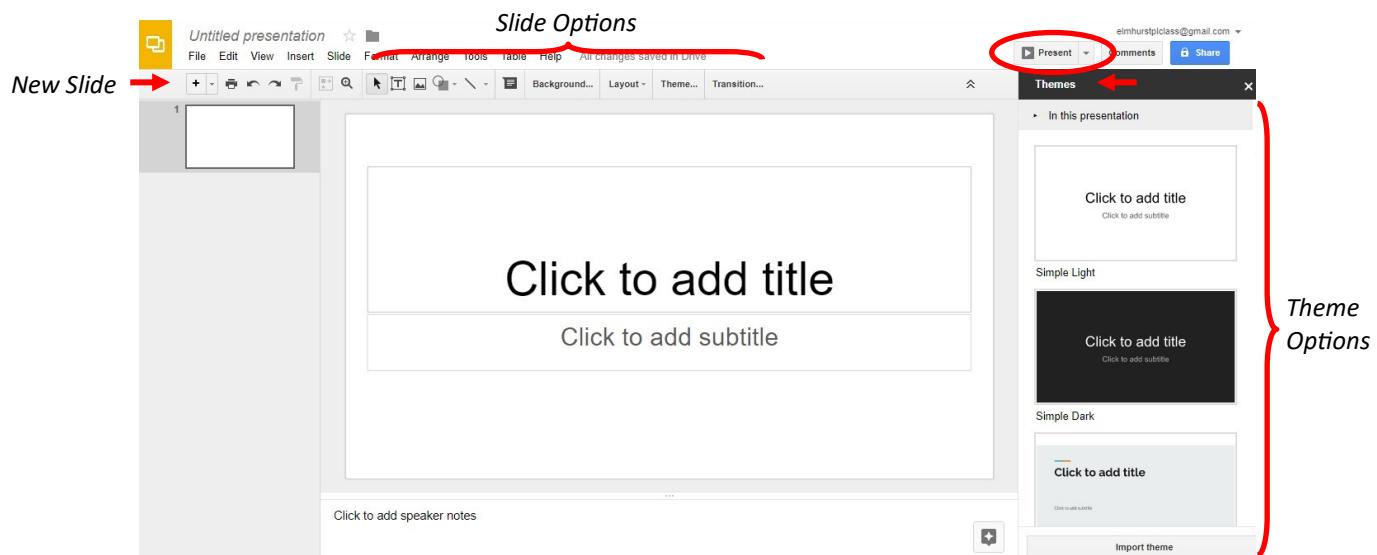
Adding New Slides

New slides can be added using the + icon in the upper left. The drop down arrow will allow you to select the layout of the new slide.
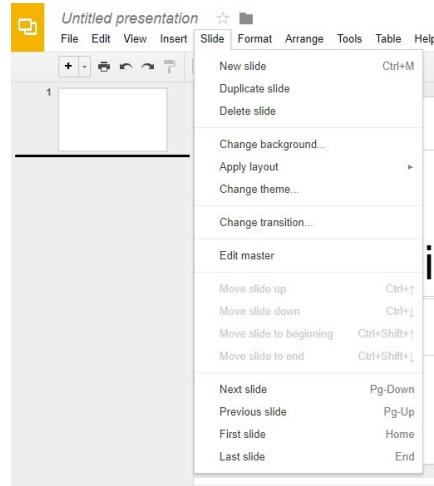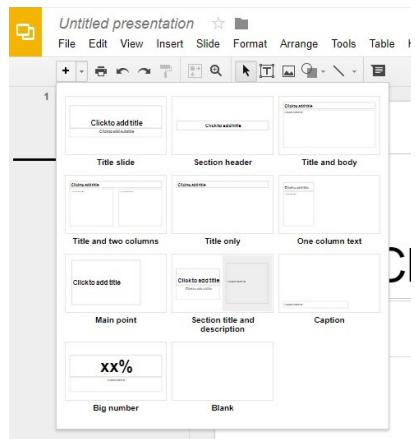
The Menu

The menu is similar to Google Docs and Sheets. **Insert** provides options to add images, charts, videos, and more. **Slides** has options to add **transitions**, change layout, and more. **Format** has font options for text, including text alignment, bold, and italics. The Google Slide can be **Downloaded as** a **PowerPoint** file and printed.