



# GOOGLE DOCS CHEAT SHEET

## Google Docs Home Screen

[docs.google.com](https://docs.google.com)

The home screens serve as a central place to collect your documents in Docs. From here, you can view and edit your Docs as well as any Microsoft Word files that you own or that have been shared with you.

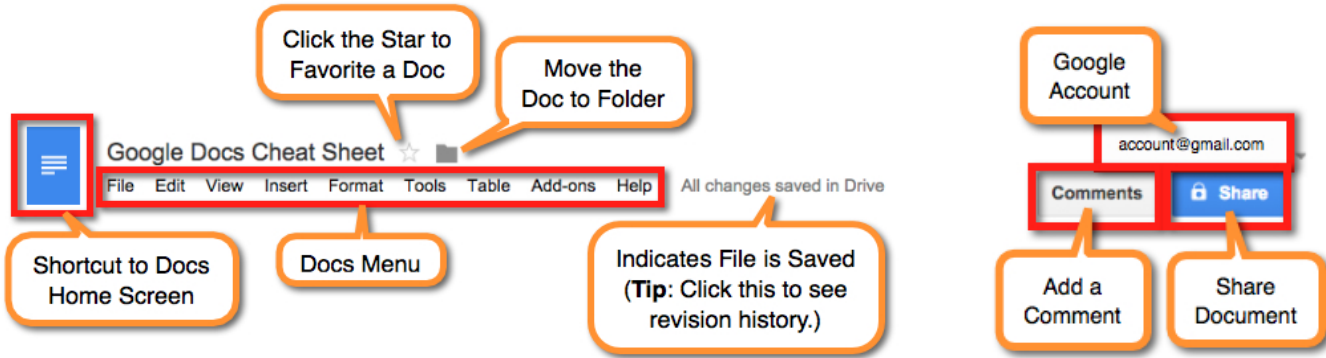
**Note:** You must be using the Chrome browser and the [Office Editing extension](#) to edit Office files in Google Drive.

The screenshot shows the Google Docs Home Screen with several callouts pointing to specific features:

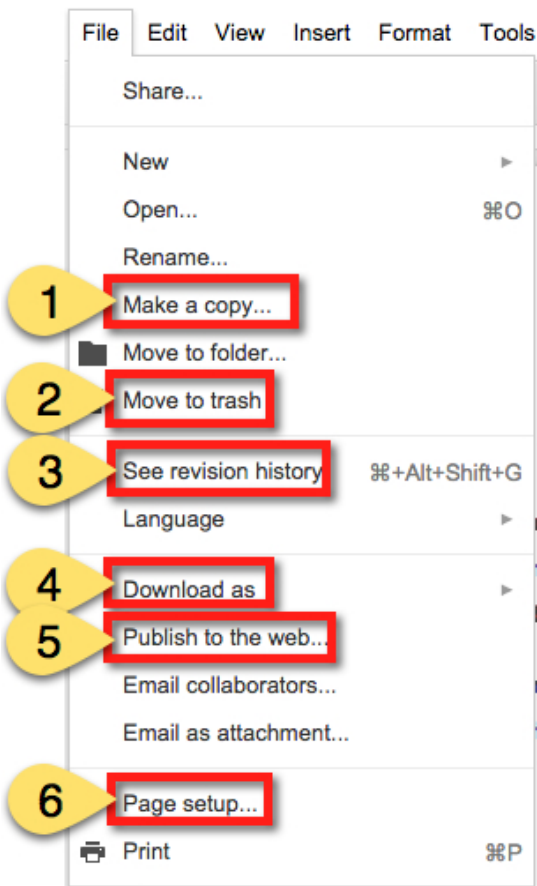
- Search Google Drive:** A callout points to the search bar at the top.
- Apps:** A callout points to the Apps icon (grid of dots) in the top right.
- Account:** A callout points to the user's email address (kasey@trainerdemo.shakeuplearnin.) in the top right.
- Menu:** A callout points to the Docs menu icon (three horizontal lines) on the left.
- List View:** A callout points to the List View icon (three horizontal lines) on the right.
- Sort:** A callout points to the Sort icon (AZ) on the right.
- File Picker:** A large callout points to the File Picker icon (folder) on the right, with the text: "File Picker: Search within your files and folders in Google Drive until you find the file you're looking for."
- More:** A callout points to the More icon (three vertical dots) on the right, which opens a menu with options: "Aa Rename", "Remove", and "Open in new tab".
- Create New Document:** A callout points to the Create New Document icon (plus sign) at the bottom right.

**\*\*[Learn More About Editing Office Files](#)**

# Google Docs Menu



## File Menu Highlights



**1. Make a Copy:** This will make a duplicate copy in your Drive. You can copy others files as well as your own.

**2. Move to Trash:** This will move the file into your Drive trash. Remember to empty your trash to permanently delete the file.

**3. See Revision History:** This will allow you to see who has made changes, what they changed, and a timestamp. You can also restore revisions. Great for making sure every student is contributing, and when text is accidentally deleted!

**4. Download As:** Download your document as in various formats, including .docx and .pdf.

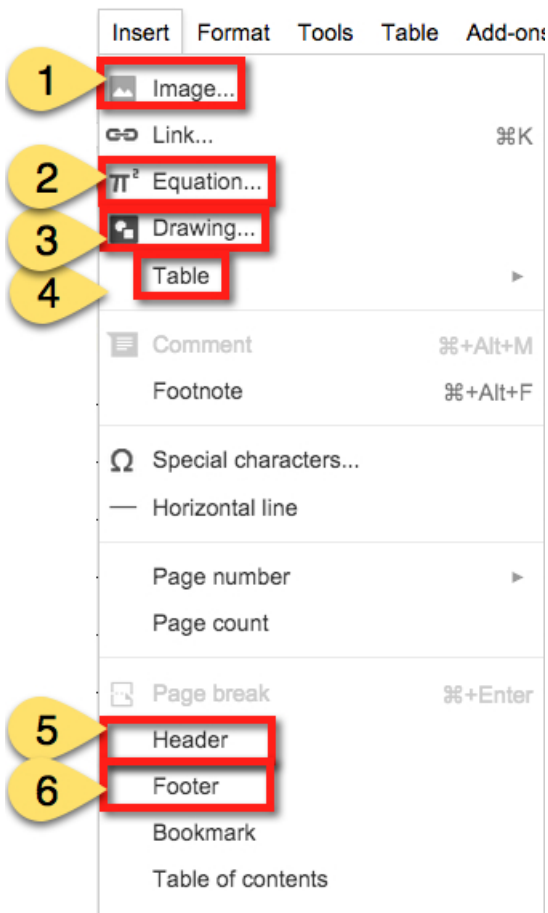
**5. Publish to the Web:** Turn your doc into a webpage! Even get embed code to add to your website.

**6. Page Setup:** Use this to change the orientation, margins, add a background color, and more.

## Add Ons

To add more functionality to your documents and spreadsheets, you can install add-ons, tools built by third-party developers for Google Docs. Once add-ons are installed, you can manage each one individually, and turn them on and off at any time.

## Insert Menu Highlights



**1. Insert Image:** Insert an image from your computer or stored in Google Drive.

**2. Insert Equation:** Use the equation editor to insert an equation into your document.

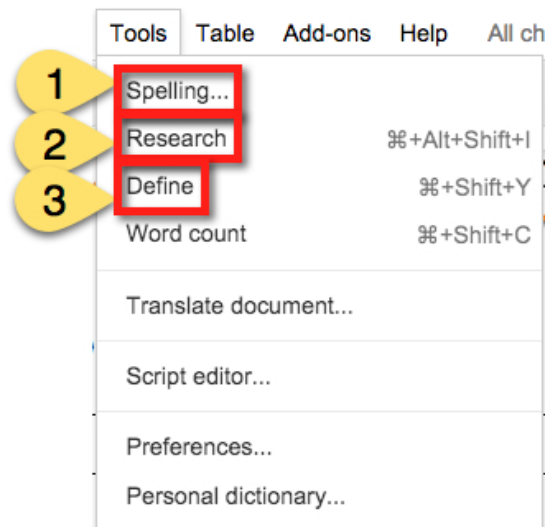
**3. Insert Drawing:** This tool allows you to create your own images, graphic organizers, and text boxes to insert into your document.

**4. Table:** Select the number of columns and rows and insert a table.

**5. Insert Header:** Insert a header into your document.

**6. Insert Footer:** Insert a footer into your document.

## Tools Menu Highlights






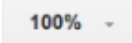
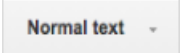
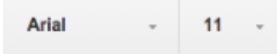




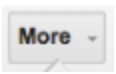

**1. Spelling:** Check your document for spelling errors.

**2. Research:** The research tools is a hidden gem! Search without ever leaving the document, add citations, link articles, and more!

**3. Define:** Use the built in dictionary to find definitions, parts of speech, and more. Wonderful for students!

# The Toolbar



	<b>Print</b>
	<b>Undo/Redo</b>
	<b>Paint Format Tool:</b> Google documents lets you copy the formatting you've applied to a specific section of text to another section using the paint format tool.
	<b>Zoom</b>
	<b>Styles:</b> Create headings, titles, and table of contents.
	<b>Font and Font Size</b>
	<b>Bold, Italics, Underline and Font Color</b>
	<b>Insert Link</b>
	<b>Insert Comment</b>
	<b>Alignment</b>
	<b>More Tools:</b> line spacing, bullets, numbers, indent, background color, and more.
	<b>Mode:</b> Change the mode to use <a href="#">suggested edits</a> , and viewing.

## Ready for More?

Check out the other [Cheat Sheets and Guides](#) and [Google Tricks and Tips](#) on [ShakeUpLearning.com](#)!



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