

**Google**<sup>TM</sup>  
**Docs & Spreadsheets** BETA



Google Docs are entirely web-based. There is no need for someone to worry about carrying around a flash drive or some form of storage, because Google stores all the files (up to 2GB) right in your account on the Internet. The variety of Google Docs available are Google Documents (like a Microsoft Word document), Google Spreadsheets (like Microsoft Excel), Google Presentation (like Microsoft PowerPoint), and Google Forms (can create surveys and questionnaires). Now keep in mind, these are all online and web-based, so anywhere the user has access to the internet, they can get to Google Docs.

The wonderful thing about Google Docs is the sharing capabilities. Once a user creates a document or any other file in Google Docs, they can then share that document with anyone that has an email address for editing or viewing. Google Docs avoids the process of emailing attachments back and forth with updated versions. Changes are made right on the web and stay on the web!



Let's get started!

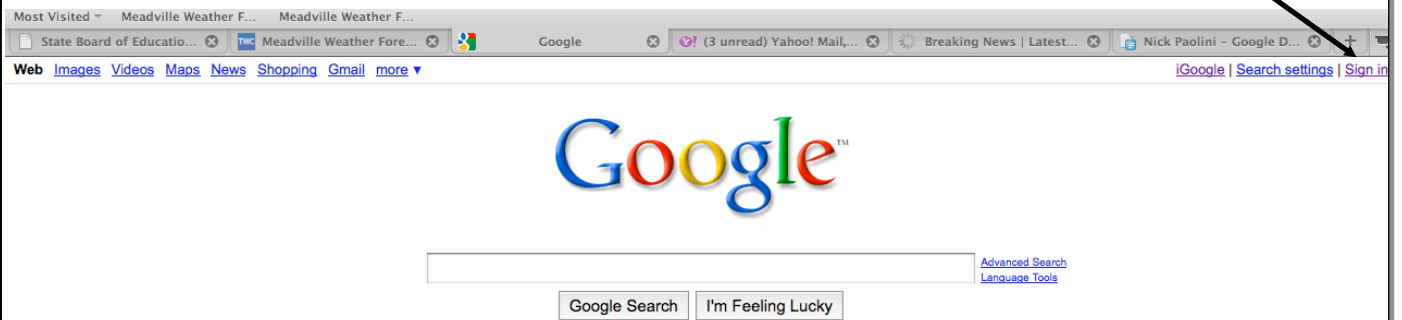


## Table of Contents

Introduction	Page 1
Table of Contents	Page 2
Creating a Google Account	Pages 3-6
Accessing Google Docs	Page 8
Creating a Google Doc	Pages 9-10
Sharing a Google Doc	Pages 11-15
Google Docs Home	Page 16
Google Spreadsheet	Pages 17-18
Google Presentation	Pages 19-20
Google Forms	Pages 21-25
Managing Documents Home	Pages 26-30
Contact Information	Page 30

# Creating an Account

Users first need to create an account by clicking on "sign in" in the upper right corner



The user will then see this screen. If you are an existing user, then you can enter your email address and password here.

## Google accounts

Sign in to personalize your Google experience.

Google has more to offer when you sign in to your Google Account. You can customize pages, view recommendations, and get more relevant search results.

Sign in on the right or [create one for free](#) using just an email address and password you choose.



[Gmail](#)

Get a fresh start with email that has less spam



[Web History](#)

Access and manage your web activity from any computer



[iGoogle](#)

Add news, games and more to the Google homepage

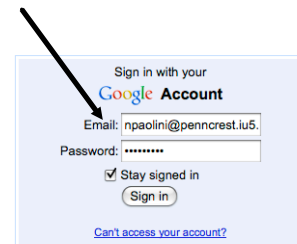


[Google Checkout](#)

A faster, safer and more convenient way to shop online

©2009 Google - [Google Home](#) - [Terms of Service](#) - [Privacy Policy](#) - [Help](#)

Let's create a new account!




Sign in with your  
**Google Account**

Email:

Password:

☒ Stay signed in

[Can't access your account?](#)



Don't have a Google Account?  
[Create an account now](#)

If you do not have a Google account, you need to click on "Create an account now" here



## Create an Account

If you already have a Google Account, you can [sign in here](#).

### Required information for Google account

Your current email address:   
e.g. myname@example.com. This will be used to sign-in to your account.

Choose a password:  [Password strength](#)  
Minimum of 8 characters in length.

Re-enter password:

☒ Stay signed in

Creating a Google Account will enable Web History. Web History is a feature that will provide you with a more personalized experience on Google that includes more relevant search results and recommendations. [Learn More](#)

☒ Enable Web History.

Location:

Word Verification: Type the characters you see in the picture below.

stions

  
Letters are not case-sensitive

Terms of Service: Please check the Google Account information you've entered above (feel free to change anything you like), and review the Terms of Service below.

[Printable Version](#)

Google Terms of Service

Welcome to Google!

1. Your relationship with Google

By clicking on 'I accept' below you are agreeing to the [Terms of Service](#) above and the [Privacy Policy](#).

Next, the user has to enter the desired email address, password, word verification and agree to the terms of service @ the bottom.

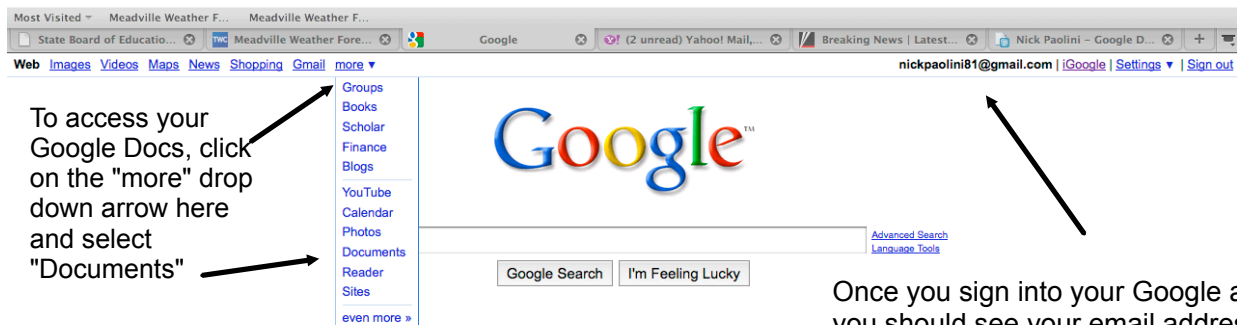
IMPORTANT: The user must scroll all the way to the bottom of the "Terms of Service" or Google will not create your account.

Click here when finished

# TO CONTINUE YOU MUST...

Check your email. A verification email will be sent to the email you entered to establish your Google account. So log into your email address you used, click on the email that Google sent you and activate your account! Once you do this, you are set to go!

# Accessing your Google Documents Home

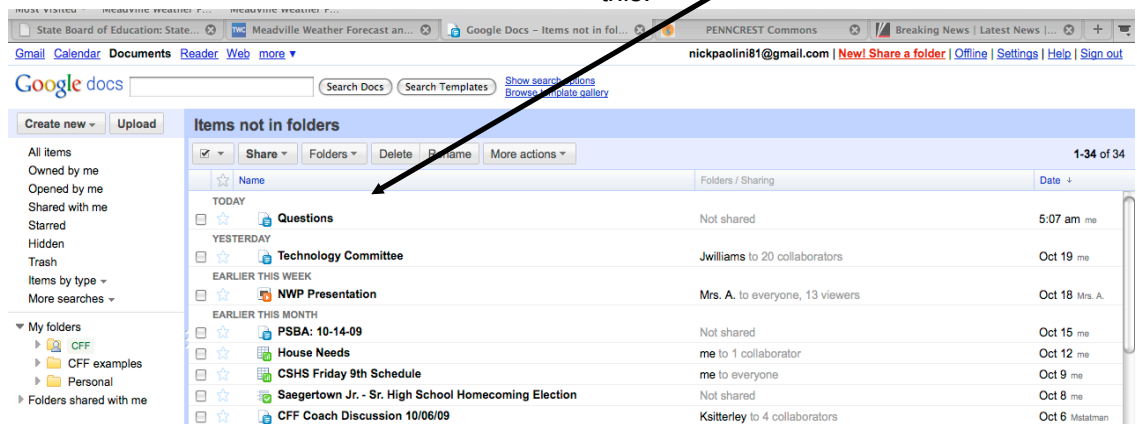


To access your Google Docs, click on the "more" drop down arrow here and select "Documents"

Once you sign into your Google account, you should see your email address here indicating that you successfully are logged in.



Once you've accessed "Documents",  
you should see a page that looks like  
this.

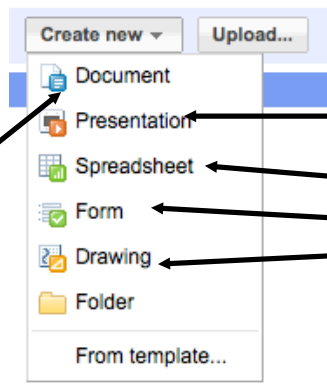


This page is called your "Document Home" and is where any and all Google Docs you create will be archived.

# Creating a New Google Document

[Start Page](#) [Gmail](#) [Calendar](#)

Google docs



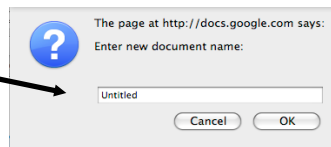
You create a new document by clicking on "Create New" on the upper left side

There are 5 types of Google Documents you can create. A Document, Presentation, Spreadsheet, Form and Drawing

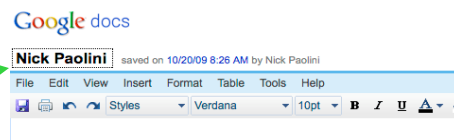
Let's start with a Document. This is a blank Google Doc



The first thing a user should do is rename their document by clicking on the "Untitled" title @ the top. You will be prompted to type in the desired name of your document.

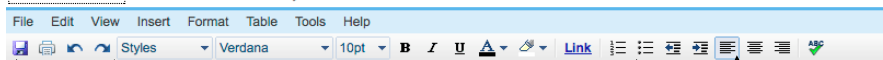


Once the document is renamed, it will take a second and the name should appear here



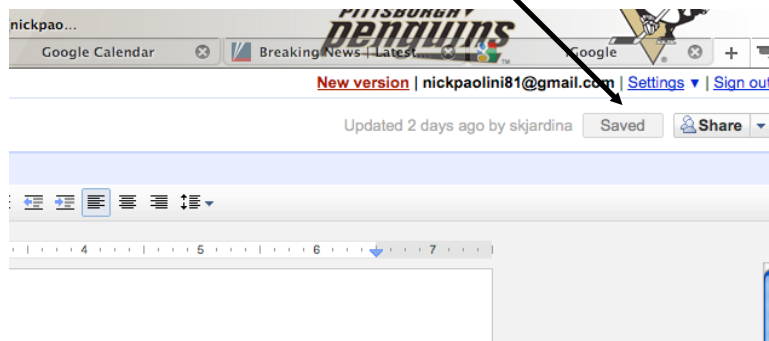
Google docs

Nick Paolini saved on 10/20/09 8:26 AM by Nick Paolini



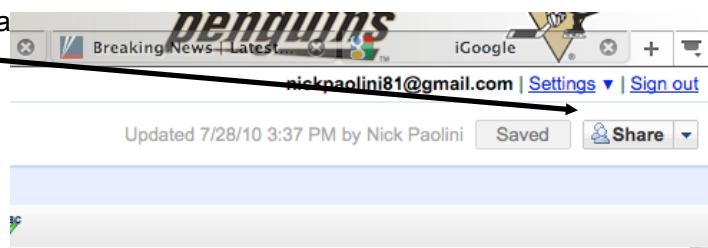
The formatting bar allows the user to do *almost* everything he or she can do to a Microsoft Word document. For example, saving, printing, undo, redo, font styles, font sizes, bold, underline, bullets, spell check, etc.

Now all the user has to do is type their content. Once the user has their desired content typed, he or she can manually save their work, or Google Docs will automatically save the work every minute or so. Use this button in the upper right corner to manually save.

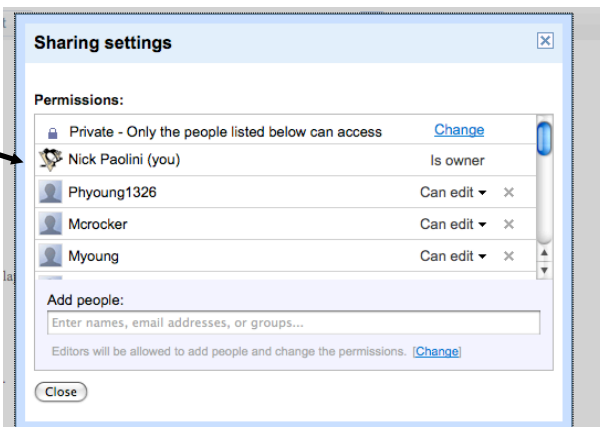


# Sharing a Google Document

The concept of collaboration and sharing is the backbone of Google Docs. Instead of attaching a file to an email, Google Docs attaches email addresses to a web-based file. You do this by clicking on "Share" in the upper right corner



Click on the "Share" button and this box will appear



Once you see this block, you can type in the email address here of the desired person you want to share your Document with.

**Sharing settings**

**Permissions:**

- Private - Only the people listed below can access [Change](#)
- Nick Paolini (you) Is owner
- Phyoung1326 Can edit
- Mcrocker Can edit
- Myoung Can edit

Add people: [Choose from contacts](#)

Optional: include a personal message...

☐ Send a copy to myself

☐ Paste the item itself into the email

☒ Send email notifications (recommended)

[Share](#) [Cancel](#)

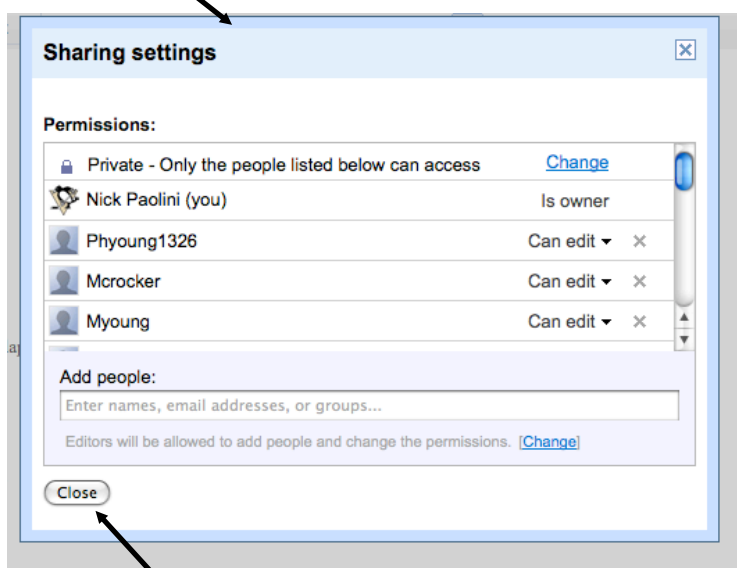
Editors will be allowed to add people and change the permissions. [Change](#)

**IMPORTANT:** The options here, to "edit" or to "view" allow the person you are inviting to do just that. If you invite them as an editor, they can make changes to your document. If you invite them as a viewer, they can only view your document and not make changes

You can also send an optional message if you wish here.

Click "share" to share your document with the other user

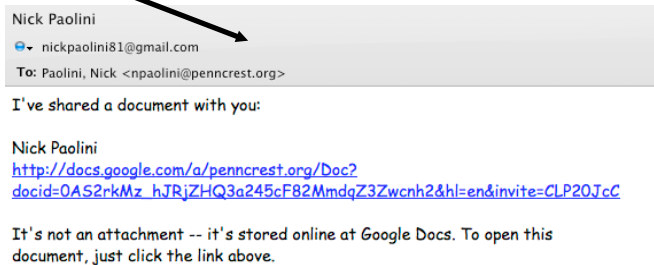
Once you click "share" you will then see this block. This is just the portion that shows the user who has access to the document as well as their privileges of editing or viewing.



You've successfully  
shared your  
document with  
another user!  
Congrats!

You now want to click on  
"close" here to continue  
working on your  
document.

The person you shared your document with will get an email that looks like this. All the user has to do is click on the link, log into Google and begin the collaboration process!

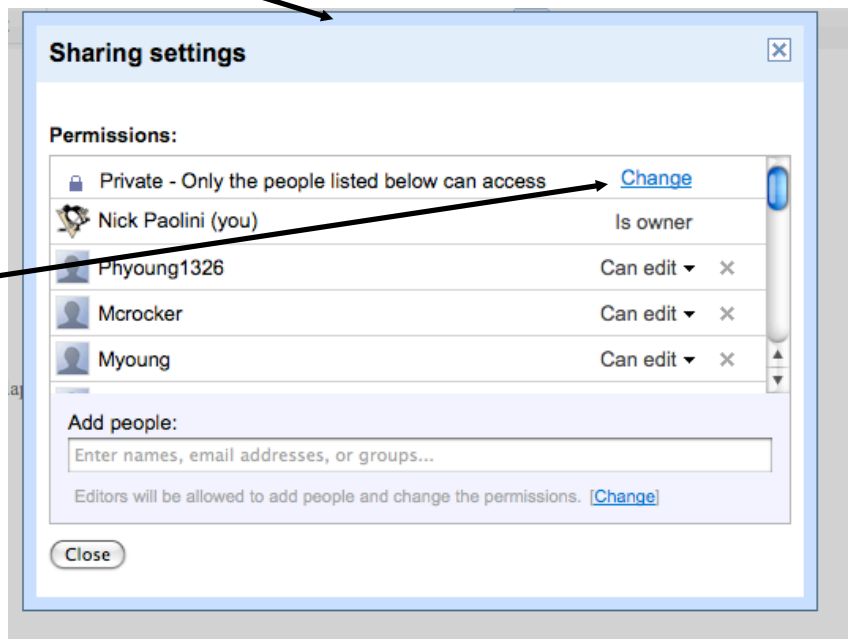


But what if they don't have a Google account? Will they still be able to see my document? YES! The invited person can create an account like you did, or.....see the next page about how you can send a document without requiring someone to create an account.



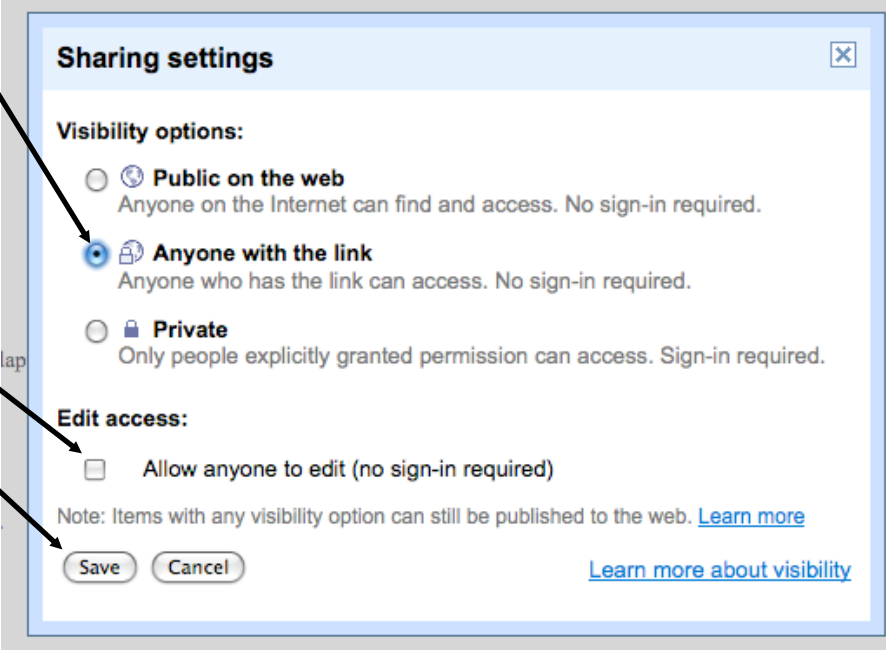
To send a document without requiring the recipient to log in or create a Google account, open the document you want to share, click on "share" and this block will appear.

To make this document available to anyone, click on "Change" here.



Make sure to click this bubble to activate the editing option. So click on "Anyone with the link" here.

Also, to allow anyone to edit, check this box here and click "Save"



The image shows a 'Sharing settings' dialog box with a light blue header and a white body. It contains three radio button options under 'Visibility options': 'Public on the web', 'Anyone with the link' (which is selected), and 'Private'. Below these is an 'Edit access' section with a checkbox for 'Allow anyone to edit (no sign-in required)'. At the bottom are 'Save' and 'Cancel' buttons, a note about publishing to the web, and a link to 'Learn more about visibility'.

**Sharing settings**

**Visibility options:**

- ☐ **Public on the web**  
Anyone on the Internet can find and access. No sign-in required.
- ☒ **Anyone with the link**  
Anyone who has the link can access. No sign-in required.
- ☐ **Private**  
Only people explicitly granted permission can access. Sign-in required.

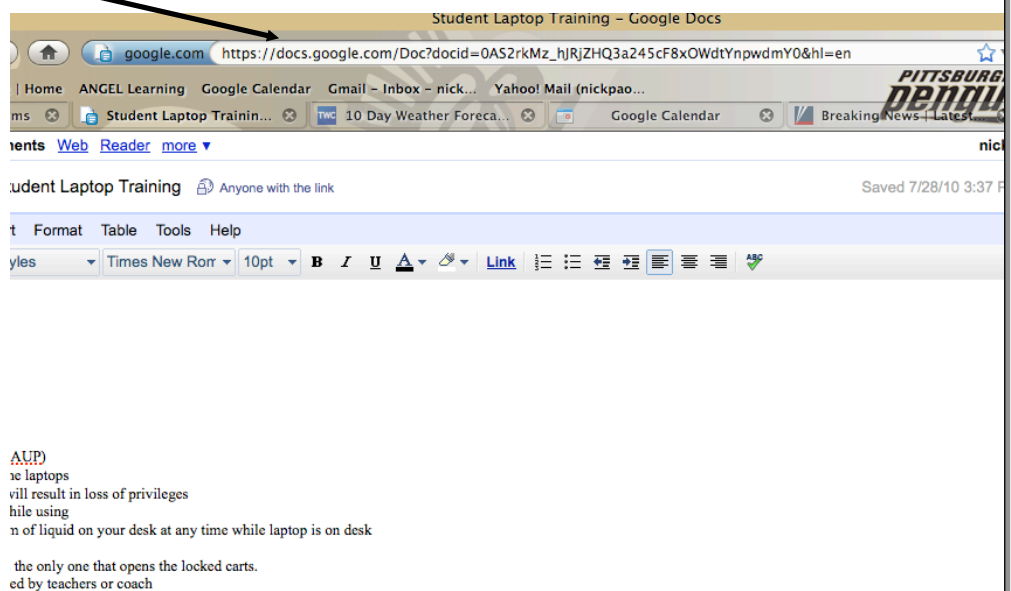
**Edit access:**

☐ Allow anyone to edit (no sign-in required)

Note: Items with any visibility option can still be published to the web. [Learn more](#)

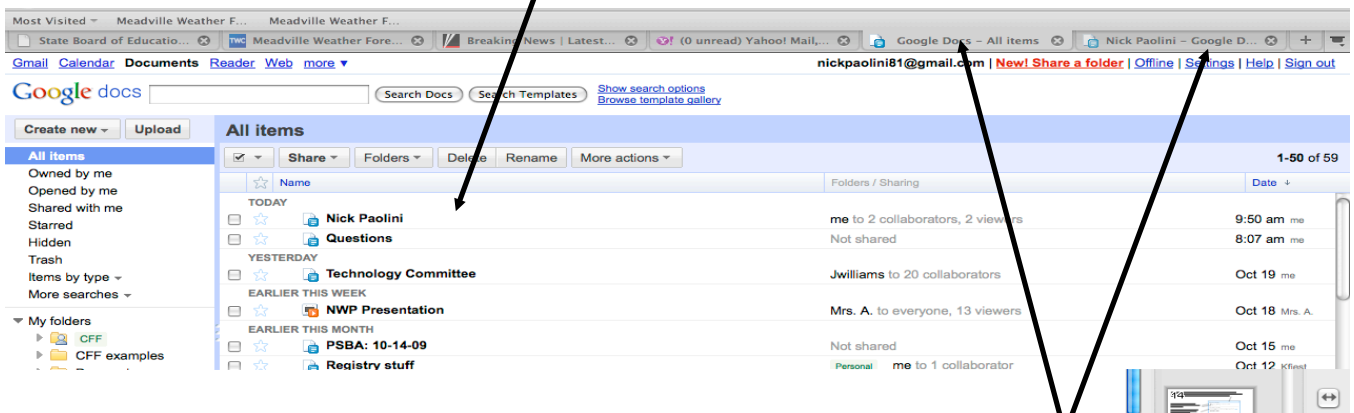
[Save](#) [Cancel](#) [Learn more about visibility](#)

Now, to share this link/document with someone who does not have a Google account, the user needs to copy the URL here and then paste the link into an email.



The receiver of the email ONLY needs to click on the link to open the document and begin editing.....no Google account needed.

Once the user as worked on their document, saved it, and shared it, they can find their document in the "Documents Home" page shown here.



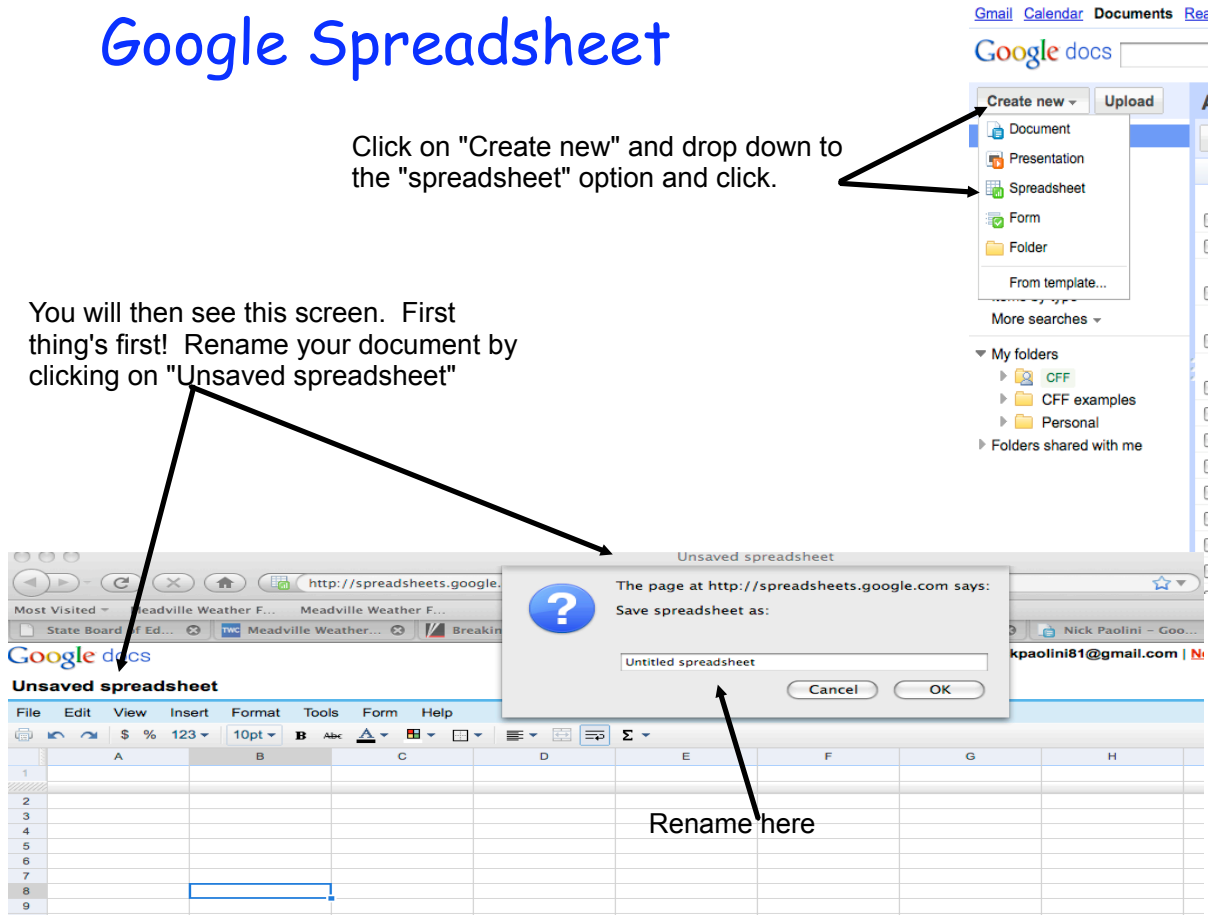
Google Docs will archive any file you create or that has been shared with you here in the Documents Home. You may have to hit refresh to see your document.

Here is my open document titled "Nick Paolini" and here is my Documents Home

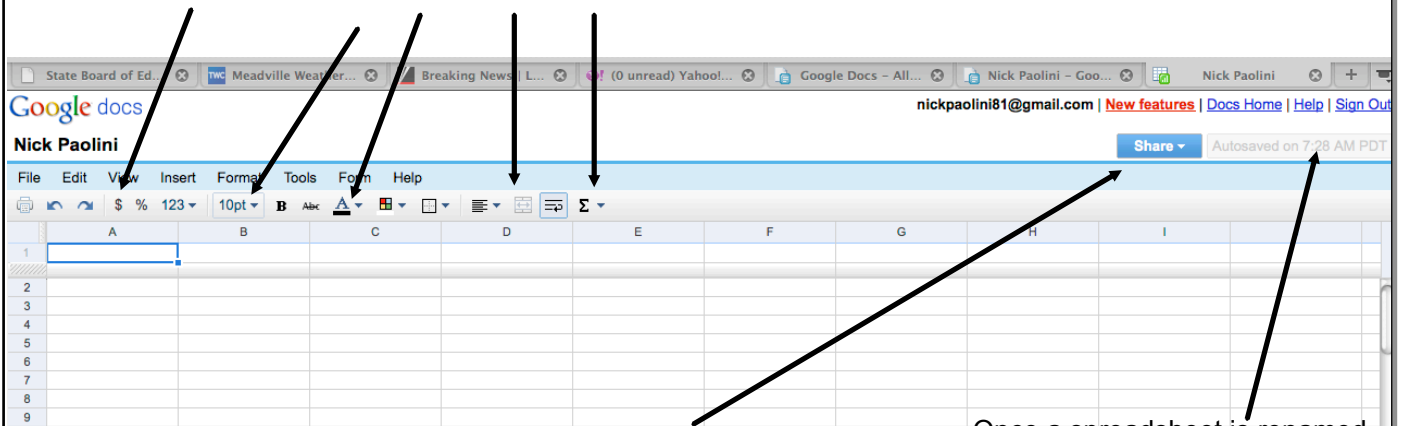
# Google Spreadsheet

Click on "Create new" and drop down to the "spreadsheet" option and click.

You will then see this screen. First thing's first! Rename your document by clicking on "Unsaved spreadsheet"



The user may recognize this document and associate it with a Microsoft Excel file. Just about anything you can do in Microsoft Excel, you can do with Google Spreadsheet.



The sharing directions are all the same for Documents, Spreadsheets, and Presentations. See the pages 12-14 for sharing instructions

Once a spreadsheet is renamed Google Spreadsheet takes away the manual save option and automatically saves all changes. Notice the difference from the Google Doc

# Google Presentation

Let's create a new Presentation

First things first! Rename your project!

The screenshot shows the Google Docs interface. In the top right, the 'Create new' dropdown menu is open, with 'Presentation' selected. A dialog box with a question mark icon prompts the user to 'Enter new presentation title', with 'Untitled Presentation' entered in the text field. The main slide area contains the text 'Click to add title' and 'Click to add subtitle'. The slide is titled 'Untitled Presentation' and is saved on October 20, 2009 2:36 PM by Nick Paolini. The user is logged in as nickpaolini81@gmail.com.

Click to add title

Click to add subtitle

The user may recognize this as a Microsoft PowerPoint. Just about all the features you can do in Microsoft PowerPoint, you can do in Google Presentation.

The screenshot displays the Google Docs web interface for a presentation. At the top, the Google Docs logo is on the left, and the user's email (nickpaolini81@gmail.com) and links for New features, Docs Home, Help, and Sign out are on the right. Below the header, the document title is "Nick Paolini" and it shows it was saved on October 20, 2009, at 2:49 PM by Nick Paolini. The main menu includes File, Edit, View, Insert, Format, Slide, Table, and Help. The "Slide" menu is highlighted, and a dropdown menu is visible with options like "Start presentation", "Share", and "Save & close". The main content area shows a presentation slide with a title box and a subtitle box. The slide is labeled "Slide 3 of 3" in the bottom left corner. The slide content includes a title box with the text "Click to add title" and a subtitle box with the text "Click to add subtitle". The slide is numbered "3" in the bottom left corner. The slide is highlighted in yellow in the slide list on the left.

For presenting purposes, the user can go into Presentation mode by clicking here for formal presentations.

*Click to add title*

*Click to add subtitle*

The user can also share their presentation as well as manually save the presentation here. See sharing directions on pages 12-14



Let's take a look at Google Forms.  
Google Forms are used to send  
questionnaires or surveys.

nickpaolini81@gmail.com | [Help](#) | [Sign out](#)

[+ Add item](#) Theme: Plain [Email this form](#) [See responses](#) [More actions](#) [Save](#)

Untitled form

You can include any text or info that will help people fill this out.

Question Title  [Edit](#) [Copy](#) [Delete](#)

Help Text

Question Type

Their answer

[Done](#) ☐ Make this a required question

Sample Question 2

[Gmail](#) [Calendar](#) [Documents](#) [Rea](#)

Google docs

Create new [Upload](#)

- Document
- Presentation
- Spreadsheet
- Form
- Folder
- From template...

More searches

My folders

- CFF
- CFF examples
- Personal
- Folders shared with me

This is the screen you will see when you  
select "Form" from the "Create new"  
drop down

The user enters the title of their form here

And a brief description of the form the participant will be taking here

Question title here

Directions or help text here

The question type here

Click "Done" when finished

The user can make it a requirement for the participant to answer a question before then can submit by clicking this box

The screenshot shows the Google Forms editor interface. At the top, there's a header with the Google Docs logo, a user email (nickpaolini81@gmail.com), and links for Help and Sign out. Below the header is a toolbar with buttons: '+ Add item', 'Theme: Plain', 'Email this form', 'See responses', 'More actions', and 'Save'. The main form area is titled 'Untitled form' and contains a text input field for a description. Below this is a question titled 'Sample Question 1' with a 'Text' type. The question has a 'Help Text' field and a 'Their answer' field. At the bottom of the question, there's a 'Done' button and a checkbox labeled 'Make this a required question'. Below the question, there's another question titled 'Sample Question 2' with an empty text input field. Arrows point from the annotations to the corresponding fields in the interface.

Your Google Form will look like this. To add a question, simply click here on "Add Item"

The user will have to manually save the Form here

The screenshot shows the Google Forms editor interface. At the top left is the "Google docs" logo. At the top right is the user's email "nickpaolini81@gmail.com" and links for "Help" and "Sign out". Below this is a blue toolbar containing the following elements from left to right: a green plus icon followed by "Add Item" with a dropdown arrow, "Theme: Plain", "Email this form", "See responses" with a dropdown arrow, "More actions" with a dropdown arrow, and a "Save" button. The main form area contains a title "Sample" in a box, followed by a subtitle "This is a sample Google Form" in a larger box. Below that is a question "What is your favorite Google Document?" with the instruction "Pick from the answers below". There are four radio button options: "Documents", "Spreadsheet", "Presentation", and "Form". At the bottom, there is another question titled "Sample Question 2" with an empty text input field. Three black arrows point from external text boxes to specific parts of the interface: one points to the "Add Item" button, another points to the "Save" button, and a third points to the question area.

nickpaolini81@gmail.com | Help | Sign out

+ Add Item Theme: Plain Email this form See responses More actions Save

**Sample**

This is a sample Google Form

**What is your favorite Google Document?**  
Pick from the answers below

☐ Documents  
☐ Spreadsheet  
☐ Presentation  
☐ Form

**Sample Question 2**

The user can edit questions by simply cursoring over the question and a pencil, blocks and a trash can will appear. To edit, click on the pencil, to duplicate, click on the blocks, to trash, click on the trash can. (NOT CAPABLE OF BEING SHOWN)

Once the user clicks "save" the form will appear in the Documents Home as a spreadsheet

This screenshot shows the Google Docs 'All items' page for user 'nickpaolini81@gmail.com'. The page lists documents created today and yesterday. An arrow points from the text 'Once the user clicks "save" the form will appear in the Documents Home as a spreadsheet' to the first document entry, 'Nick Paolini'. Another arrow points from the text 'Click on it to open the spreadsheet' to the same document entry. The document is listed as 'Not shared' and was created at 8:10 am.

Name	Folders / Sharing	Date
TODAY		
Nick Paolini	Not shared	8:10 am me
Nick Paolini	Not shared	7:39 am me
Nick Paolini	Not shared	7:28 am me
Nick Paolini	me to 2 collaborators, 2 viewers	6:50 am me
Questions	Not shared	5:07 am me
YESTERDAY		
Technology Committee	Jwilliams to 20 collaborators	Oct 19 me

This spreadsheet will appear and this is where all of your results will be archived for all of those who take the survey/questionnaire.

This screenshot shows a Google Spreadsheet titled 'Nick Paolini'. The spreadsheet has columns A through J and rows 1 through 10. The first row contains the following data: Column A: 'Timestamp'; Column B: 'What is your favorite Google Document?'; Column C: 'Sample Question 2'. An arrow points from the text 'This spreadsheet will appear and this is where all of your results will be archived for all of those who take the survey/questionnaire.' to the first row of the spreadsheet.

	A	B	C	D	E	F	G	H	I	J
1	Timestamp	What is your favorite Google Document?	Sample Question 2							
2										
3										
4										
5										
6										
7										
8										
9										
10										

To access the link and email your survey around to others, the sharing process is a bit different. If you wanted to share THIS spreadsheet, NOT the survey you can do so here. See previous pages on sharing

Google docs

Nick Paolini

nickpaolini84@gmail.com | [New features](#) | [Docs Home](#) | [Help](#) | [Sign Out](#)

Share (v) (Autosaved on 8:10 AM PDT)

nickpaolini81 is viewing

File Edit View Insert Format Tools Form (0) Help

Timestamp

What is your favorite Google Document?

Sample Question

The results of the survey will appear here.

But to get the link to the live survey so others can take the survey, you need to click on **"Form"** and drop down to **"Go to live form"**. You will then see your live form like this.

Sample

This is a sample Google Form

What is your favorite Google Document?

Pick from the answers below

☐ Documents

☐ Spreadsheet

☐ Presentation

☐ Form

Sample Question 2

Submit

Powered by Google Docs

[Report Abuse](#) - [Terms of Service](#) - [Additional Terms](#)

The user needs to copy the URL at the top, paste it into their email and email those you wish to take this survey.

Finally, the last portion of Google Documents to manage is your Documents Home. If you have a Microsoft Document, Spreadsheet or PowerPoint saved somewhere on your computer or hard drive, you can upload that document to have IN your Google Docs Home by clicking here.

Gmail Calendar Documents Reader Web more ▾ nickpaolini81@gmail.com | [New! Share a folder](#) | [Offline](#) | [Settings](#) | [Help](#) | [Sign out](#)

Google docs  Search Docs Search Templates [Show search options](#) [Browse template gallery](#)

Create new ▾ Upload

**All items**

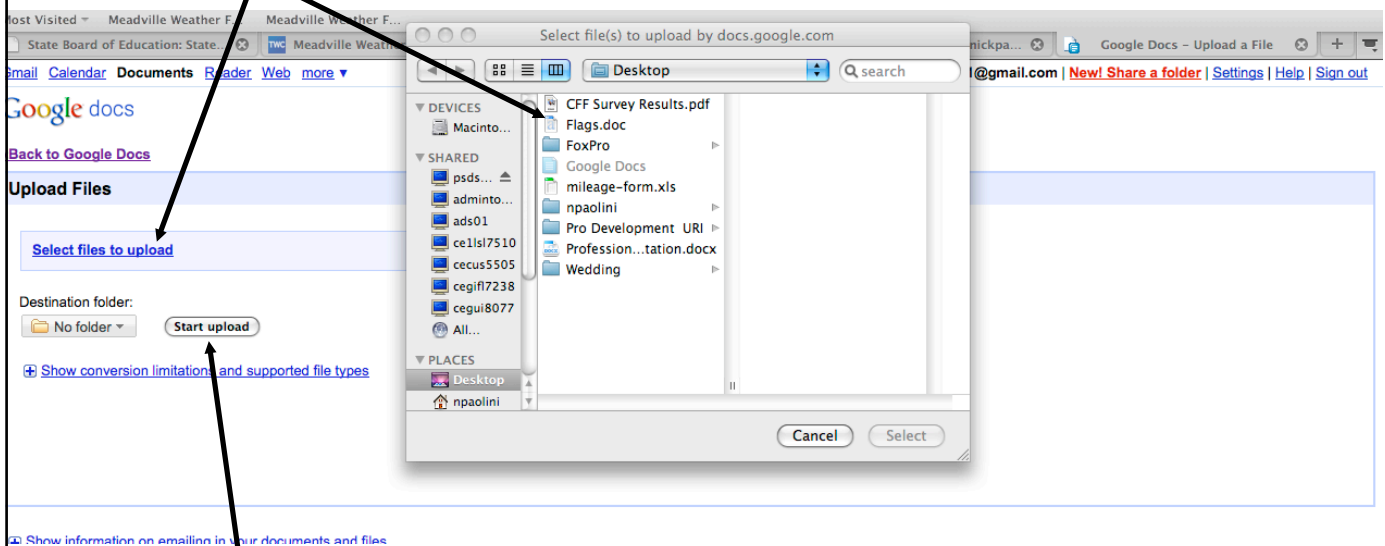
Owned by me  
Opened by me  
Shared with me  
Starred  
Hidden  
Trash  
Items by type ▾  
More searches ▾

▼ My folders  
▶ CFF  
▶ CFF examples  
▶ Personal  
▶ Folders shared with me

**All items** Share ▾ Folders ▾ Delete Rename More actions ▾ 1-50 of 62

Name	Folders / Sharing	Date ▾
TODAY		
<input type="checkbox"/> Nick Paolini	Not shared	11:10 am me
<input type="checkbox"/> Nick Paolini	Not shared	10:39 am me
<input type="checkbox"/> Nick Paolini	Not shared	10:28 am me
<input type="checkbox"/> Nick Paolini	me to 2 collaborators, 2 viewers	9:50 am me
<input type="checkbox"/> Questions	Not shared	8:07 am me
YESTERDAY		
<input type="checkbox"/> Technology Committee	Jwilliams to 20 collaborators	Oct 19 me
EARLIER THIS WEEK		
<input type="checkbox"/> NWP Presentation	Mrs. A. to everyone, 13 viewers	Oct 18 Mrs. A.
EARLIER THIS MONTH		
<input type="checkbox"/> PSBA: 10-14-09	Not shared	Oct 15 me

The user will see this screen below, to find your file you wish to upload to Google Docs, click on "Select files to upload", then select your file.



The click "Start Upload" and your file will upload to your Google Docs Home

The user can create a new folder under the "Create new" drop down button to store and organize their files.

Gmail Calendar Documents Reader Web more ▾ nickpaolini81@gmail.com | [New! Share a folder](#) | [Offline](#) | [Settings](#) | [Help](#) | [Sign out](#)

Google docs    [Show search options](#) [Browse template gallery](#)

Create new ▾ Upload

- Document
- Presentation
- Spreadsheet
- Form
- Folder
- From template...

More searches ▾

▼ My folders

- CFF
- CFF examples
- Personal

► Folders shared with me

### All items

☐ Share ▾     1-50 of 64

<input type="checkbox"/>	<input type="checkbox"/> ☆ Name	Folders / Sharing	Date +
TODAY			
<input type="checkbox"/>	<input type="checkbox"/> ☆ Professional Development Presentation.docx	me to 1 collaborator	12:12 pm me
<input type="checkbox"/>	<input type="checkbox"/> ☆ Flags.doc	Not shared	11:28 am me
<input type="checkbox"/>	<input type="checkbox"/> ☆ Nick Paolini	Not shared	11:10 am me
<input type="checkbox"/>	<input type="checkbox"/> ☆ Nick Paolini	Not shared	10:39 am me
<input type="checkbox"/>	<input type="checkbox"/> ☆ Nick Paolini	Not shared	10:28 am me
<input type="checkbox"/>	<input type="checkbox"/> ☆ Nick Paolini	me to 2 collaborators, 2 viewers	9:50 am me
<input type="checkbox"/>	<input type="checkbox"/> ☆ Questions	Not shared	8:07 am me
YESTERDAY			
<input type="checkbox"/>	<input type="checkbox"/> ☆ Technology Committee	Jwilliams to 20 collaborators	Oct 19 me
EARLIER THIS WEEK			
<input type="checkbox"/>	<input type="checkbox"/> ☆ NWP Presentation	Mrs. A. to everyone, 13 viewers	Oct 18 Mrs. A.
EARLIER THIS MONTH			



When the user starts to accumulate more and more documents in the Documents Home, he or she can begin to organize. The left part of the Documents Home allows the user to view items according to the options located here. "All items", "Owned by me", "Opened by me", etc.

The screenshot displays the Google Docs interface. At the top, there's a navigation bar with links to Gmail, Calendar, Documents, Reader, and Web. Below this, the Google Docs logo is visible, along with search bars for 'Search Docs' and 'Search Templates'. The left sidebar shows a list of navigation options: 'All items' (selected), 'Owned by me', 'Opened by me', 'Shared with me', 'Starred', 'Hidden', 'Trash', 'Items by type', and 'More searches'. Below these are 'My folders' (CFF, CFF examples, Personal) and 'Folders shared with me'. The main area shows a list of documents under the 'All items' tab. The list includes documents like 'Professional Development Presentation.docx', 'Flags.doc', and several documents by 'Nick Paolini'. The interface also shows sharing status and dates for each document.

Name	Folders / Sharing	Date
TODAY		
Professional Development Presentation.docx	Not shared	9:09 am me
Flags.doc	Not shared	8:28 am me
Nick Paolini	Not shared	8:10 am me
Nick Paolini	Not shared	7:39 am me
Nick Paolini	Not shared	7:28 am me
Nick Paolini	me to 2 collaborators, 2 viewers	6:50 am me
Questions	Not shared	5:07 am me
YESTERDAY		
Technology Committee	Jwilliams to 20 collaborators	Oct 19 me
EARLIER THIS WEEK		
NWP Presentation	Mrs. A. to everyone, 13 viewers	Oct 18 Mrs. A.

The user can also create folders to store documents. All the user has to do is click, drag and drop the file he or she wants to put in each folder.

Remember, as the user creates more and more Documents, they get archived here at the Documents Home page.

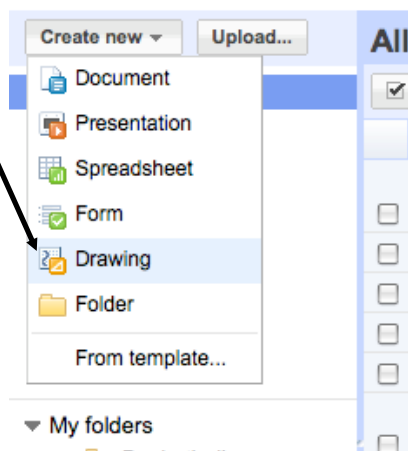
The screenshot shows the Google Docs 'All items' page for user Nick Paolini. The page lists documents in a table with columns for Name, Folders / Sharing, and Date. Annotations include:

- An arrow pointing from the text 'Remember, as the user creates more and more Documents, they get archived here at the Documents Home page.' to the 'All items' header.
- Four arrows pointing to documents created 'TODAY':
  - 'Nick Paolini' (Form)
  - 'Nick Paolini' (Presentation)
  - 'Nick Paolini' (Spreadsheet)
  - 'Questions' (Document)
- An arrow pointing to a document 'Jwilliams to 20 collaborators' under the 'YESTERDAY' section, with the text 'Also as other users share their documents with you, they will automatically archive here in your Documents Home. This was shared with me by Jwilliams.'

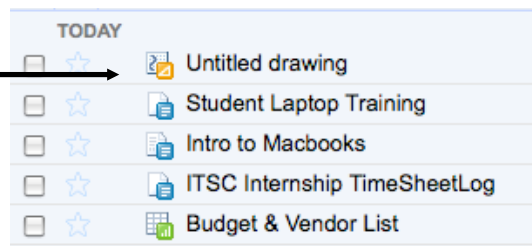
Name	Folders / Sharing	Date
TODAY		
Nick Paolini	Not shared	8:10 am me
Nick Paolini	Not shared	7:39 am me
Nick Paolini	Not shared	7:28 am me
Nick Paolini	me to 2 collaborators, 2 viewers	6:50 am me
Questions	Not shared	5:07 am me
YESTERDAY		
Technology Committee	Jwilliams to 20 collaborators	Oct 19 me
EARLIER THIS WEEK		
NWP Presentation	Mrs. A. to everyone, 13 viewers	Oct 18 Mrs. A.
EARLIER THIS MONTH		
PSBA: 10-14-09	Not shared	Oct 15 me

Also as other users share their documents with you, they will automatically archive here in your Documents Home. This was shared with me by Jwilliams.

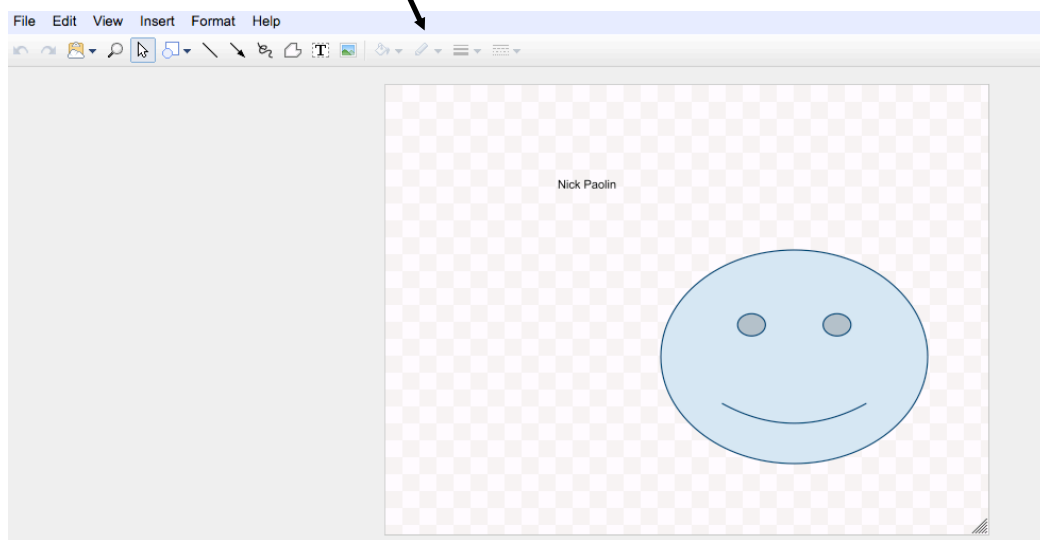
Google also has a drawing feature under the "Create new" drop down here.



This feature allows the user to create drawings, insert images, symbols, etc. The drawings are saved as a typical Google file in your Docs home and their icon looks like this.



This is an example of some simple things Google drawing can do. The drawings, similar to spreadsheets, documents, etc are shared the same way as covered previously



That concludes your training on Google Docs. Google Docs has many more options, tools and gadgets that are beyond this handout and presentation. If you every have a need, question or concern, please do not hesitate to contact me. Enjoy the world of Google Docs!

Nick Paolini  
Instructional Technology Coach  
Saegertown Jr./Sr. High School  
18079 Mook Rd.  
Saegertown, PA 16433  
npaolini@penncrest.org  
814.337.1658  
724.333.4120