

Google Docs

Develop Digital Document Creation and Collaboration Skills

Courseware #5000



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IGNITING POSSIBILITIES

Unit 1: Getting Started

Overview

In this unit, you will be introduced to Google Docs, explore the interface, learn basic concepts and apply various settings. Upon successful completion of this unit, you should be able to understand the following:

- ☐ Docs Interface
- ☐ Docs Option

Lesson 1: Docs Interface

Lesson Objectives

In this lesson, you will learn how to launch Docs, interact with the interface and use basic system commands. Upon completion of this lesson, you should be able to understand the following:

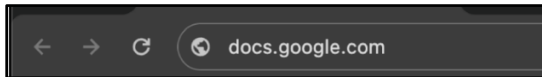
- ☐ Launch Docs
- ☐ Identify the Home Screen
- ☐ Know the Toolbar
- ☐ Hide Menus
- ☐ Understand Online and Offline
- ☐ Customize Interface
- ☐ Turn Off Spell Check
- ☐ Configure Spell Check
- ☐ Locate Add-Ons
- ☐ Identify Plugin Features

Launch Docs

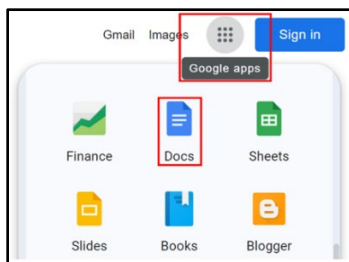
You access Google Docs through the web. You will need a Google account to access and save your documents. After signing in, you can start a new document or open an existing one from your Google Drive. The interface allows you to create, open, and organize documents.

To launch Docs:

1. Launch your browser and do one of the following:



- Go to "docs.google.com"
- Go to "google.com" > **Google Apps** > **Docs**



2. Log in using your Google account.

Google Account	A user profile that provides access to services owned by Google such as Gmail, Google Drive, and YouTube, along with integration capabilities for various third-party applications.
App Menu	A navigational feature often found in software and websites that displays a list of available options or tools within the application.
Interface	The point of interaction between a user and a software program, featuring elements like buttons, menus, and icons that facilitate user input and operation.

Angelina, a freelance writer, needs to quickly draft an article for a client. She navigates to Google Docs and signs in. Once logged in, she notices the intuitive interface of the app, which helps her conveniently find the tools needed to format her document and enhance her productivity.

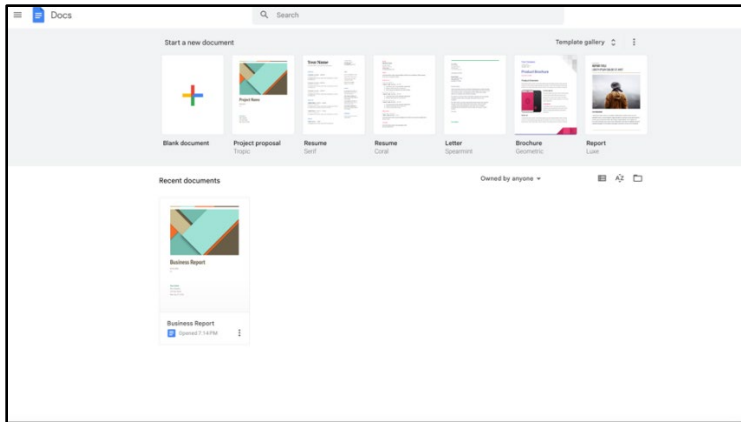
Learn Task

Access the Learner Workbook to complete the Learn Task for this skill.

Identify the Home Screen

The Google Docs home screen is characterized by a clean layout. You can immediately view a list of your recent documents, templates, and options for starting a new document. At the top of the home screen, there's a search bar that allows you to search for specific documents by name or content. You can utilize the home screen to quickly access or manage your documents, whether you are starting a new project or continuing with an existing one.

Template Gallery	This is a collection of pre-designed layouts provided by software applications, allowing users to select and use them as a starting point for creating various types of content.
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Jens, a project manager, is preparing for an upcoming team meeting. He opens Google Docs on his laptop and is immediately taken to the home screen. From there, he quickly identifies the template gallery and selects an appropriate project planning template. This streamlined access from the home screen allows him to efficiently prepare a detailed agenda that he can share with his team, ensuring a productive meeting.

Learn Task

Access the Learner Workbook to complete the Learn Task for this skill.

Know the Toolbar



The toolbar in Google Docs is a horizontal strip of icons and menus located at the top of the document interface. It provides quick access to various formatting tools and features, making document creation and editing more efficient.

1. Search the menus: Quickly find and execute commands within the document's menus.



2. Undo/Redo: Revert or reapply actions recently made in the document.



3. Print: Open print preview and print settings in preparation to send the document to a printer.



4. Spelling and grammar check: Automatically detect and suggest corrections for spelling and grammatical errors in the text.



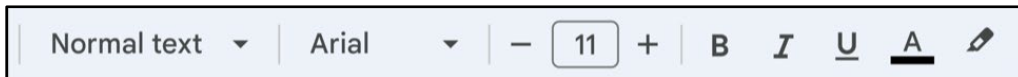
5. Paint format: Copy formatting from one part of the document and apply it to another.



6. Zoom: Adjust the view magnification of the document on the screen.



7. Text Formatting: This section of the toolbar allows you to change the font style, size, color, and apply text styles such as bold, italic, underline, and strikethrough. These options help enhance the visual impact and readability of your text.



8. Insertion/Addition tools: From the toolbar, you can insert or add various elements into your document, such as links, comments, and images.



9. Paragraph Formatting: Here, you can adjust alignment (left, center, right, justified) and line spacing. You can also create checklists and bulleted or numbered list. Finally, you can adjust indentation levels to visually separate text elements.



10. Clear formatting: Remove all formatting from the selected text, reverting it to the default style.



Toolbar	A graphical presentation of command buttons and icons arranged horizontally or vertically on the screen to facilitate quick access to program features.
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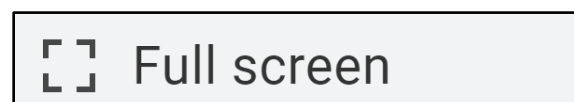
Tom, a high school teacher, is preparing a lesson plan in Google Docs. He uses the toolbar to select a more readable font and size for his text, applies bold formatting to the section headers, and inserts a table to organize the week's activities. Additionally, Tom uses the bullet list feature to outline key points for discussion in class. By utilizing the toolbar's functionalities, he ensures the document is both visually appealing and functionally organized, making it clearer for his students to follow along during the lesson.

Learn Task

Access the Learner Workbook to complete the Learn Task for this skill.

Hide Menus

Hiding menus in Google Docs provides a distraction-free writing environment. This feature is especially useful for focusing on content without the clutter of toolbar options. The only way to hide menus in Google Docs is to use the full screen mode.



1. Open your Google Docs document.
2. Navigate to the **View** menu > **Full screen**.
3. Use the **Esc** key to display menus again.

Full Screen	A mode that expands the document to cover the entire screen, hiding menus and toolbars.
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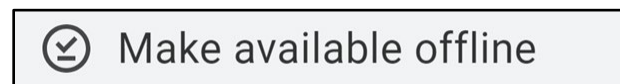
Lila prefers a clean workspace when she writes her novel. She uses full screen to hide the menus in Google Docs to focus solely on her writing, bringing them back only when she needs to use specific tools.

Learn Task

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Understand Online and Offline

Google Docs can be used both online and offline, allowing you to work on documents without an internet connection. The offline mode ensures that your changes are saved and synced once you reconnect to the internet. This feature is particularly useful for working in areas with unreliable internet access.



1. Open your Google Docs document.
2. Navigate to the **File** menu > **Make available offline**.
3. Select **Turn on**.

Online	Working with an internet connection.
Offline	Working without an internet connection.
Sync	To update and save changes across all devices when reconnected to the internet.

Sepharia is traveling and knows she won't have internet access on her flight. She sets her important documents to offline mode, allowing her to continue working without any interruptions, and her changes sync once she reconnects to Wi-Fi.

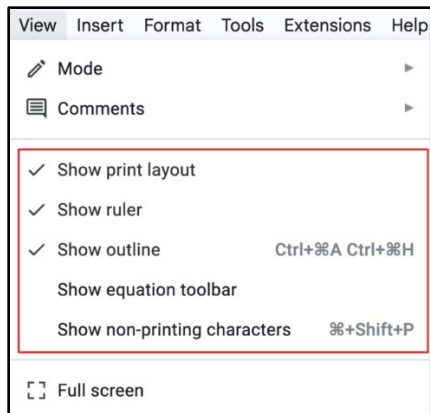
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Customize Interface

Customizing the Google Docs interface helps you create a workspace that suits your needs. You can hide or display certain features as you wish. This flexibility improves your productivity and comfort while working.

1. Open your Google Docs document.
2. Navigate to the **View** menu.
3. Check or uncheck the options (**Show print layout**, **Show ruler**, **Show outline**, **Show equation toolbar**, **Show non-printing characters**) depending on what you do or do not want to be visible.



Jorah, a copywriter, rarely uses the ruler in Google Docs. He adjusts the settings so that the ruler is hidden. By doing so, he has a larger and more focused surface area on which to accomplish his tasks.

Learn Task

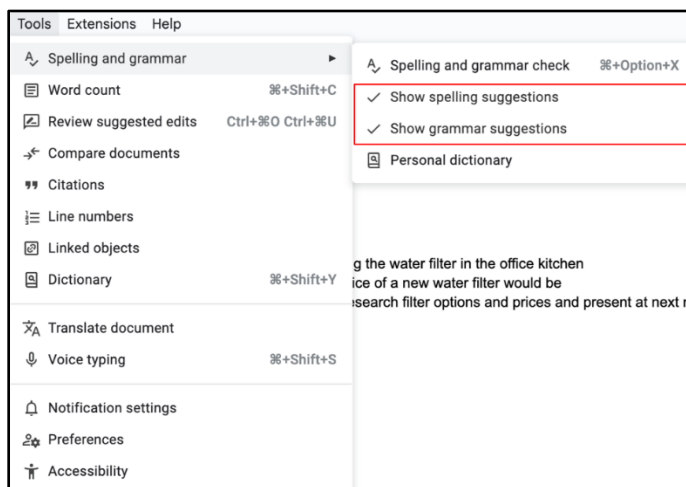
Access the Learner Workbook to complete the Learn Task for this skill.

Turn Off Spell Check

Spell check and grammar check in Google Docs help you ensure your writing is free from errors and reads smoothly. These tools automatically highlight spelling mistakes and grammatical issues as you enter text, offering suggestions for corrections. These functions can be toggled on and off according to your preferences.

To turn off spell check and grammar check:

1. Navigate to the **Tools** menu > **Spelling and grammar**.



2. Deselect **Show spelling suggestions** and **Show grammar suggestions** to turn off the automatic spelling and grammar checks.

Spell Check	A feature in word processing programs that finds spelling errors in a text.
Grammar Check	An extension of spell check that also analyzes the grammatical structure of sentences to identify errors.

Shik, a creative writer, is working on a fantasy novel using Google Docs. The unique character names and invented terms frequently get flagged by the spell check. To streamline his writing process

without constant interruptions from incorrect spelling alerts, Shik chooses to turn off spell check. He accesses the Spelling and grammar settings and deselects the automatic suggestions. This adjustment allows him to write more fluidly, focusing on creativity rather than corrections, and he can always enable spell check later for a separate editing pass.

Learn Task

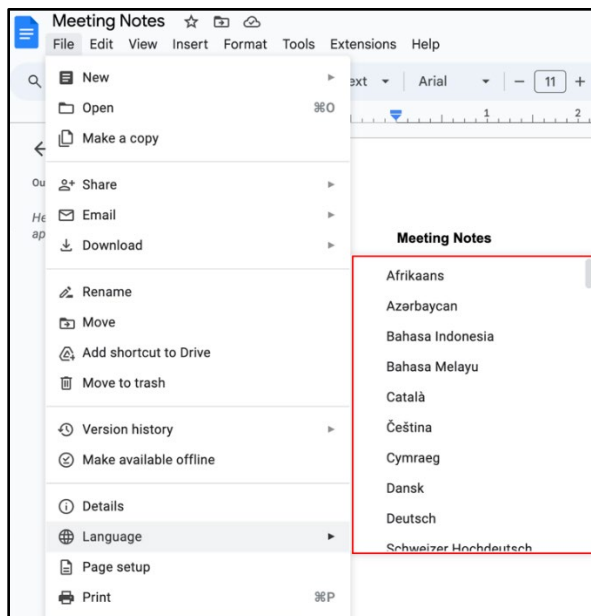
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Configure Spell Check

Configuring spell check and grammar check in Google Docs allows you to customize how these tools review your writing. For example, if you wish to spell check in a different language, you can adjust your language settings. Or, if you use certain words or phrases commonly and find that Google Docs repeatedly marks these words as incorrect, you can add these words or phrases to your personal dictionary. This ensures that the spell check and grammar check functions work according to your needs, helping you maintain accuracy and clarity in your documents.

To spell check in a different language:

1. Navigate to the **File** menu > **Language**.
2. Choose your desired language from the list.



3. Spell check will automatically adjust to your chosen language.

To create a personal dictionary:

1. Navigate to the Tools menu > Spelling and grammar > Personal dictionary.
2. In the **Add a new word** text box, enter the word you wish to add to your personal dictionary.
3. Select **Add** to add the word to your personal dictionary.
4. Select **OK** to apply the changes.

Document Language	The primary language setting of a document, which guides spell check and grammar analysis tools.
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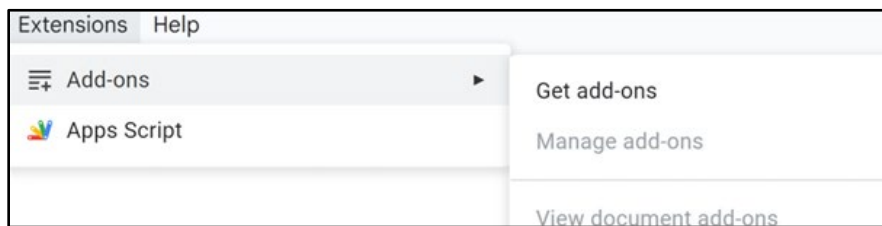
Ayotunde, a bilingual author, is preparing a research paper in Spanish. She selects Tools and then Language to set the entire document to Spanish. This ensures that the spell check tool provides feedback based on Spanish spelling rules, which is crucial for her to maintain accuracy. As she enters text, she notices the spelling suggestions adjusting to the new language settings, which helps her streamline the editing process without having to manually check each word. This tool is particularly beneficial as she aims to submit her work to a Spanish-language academic journal.

Learn Task

Access the Learner Workbook to complete the Learn Task for this skill.

Locate Add-Ons

Google Docs offers various add-ons to enhance your document with additional features like dates, chips, links, emojis, and more. These tools can help streamline your workflow and improve document functionality.



To locate add-ons:

1. Open your Google Docs document.
2. Navigate to the **Extensions** menu > **Add-ons** > **Get add-ons**.
3. Browse or search for the desired add-ons.
4. Select **Install** to add the chosen add-on to your Google Docs.

<i>Chips</i>	Interactive elements in Google Docs that represent and link to various types of data, such as people, dates, files, events, or add-on resources.
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Ivan wants to insert custom emojis into his project report. He locates the add-ons menu, searches for an emoji add-on, installs it, and starts adding emojis to his document for a more engaging presentation.

Learn Task

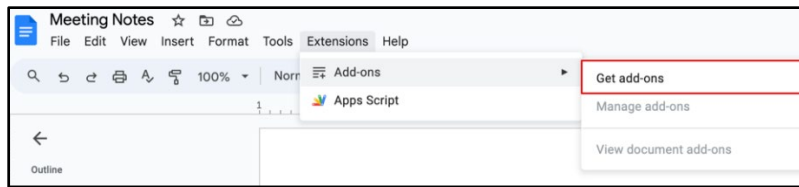
Access the Learner Workbook to complete the Learn Task for this skill.

Identify Plugin Features

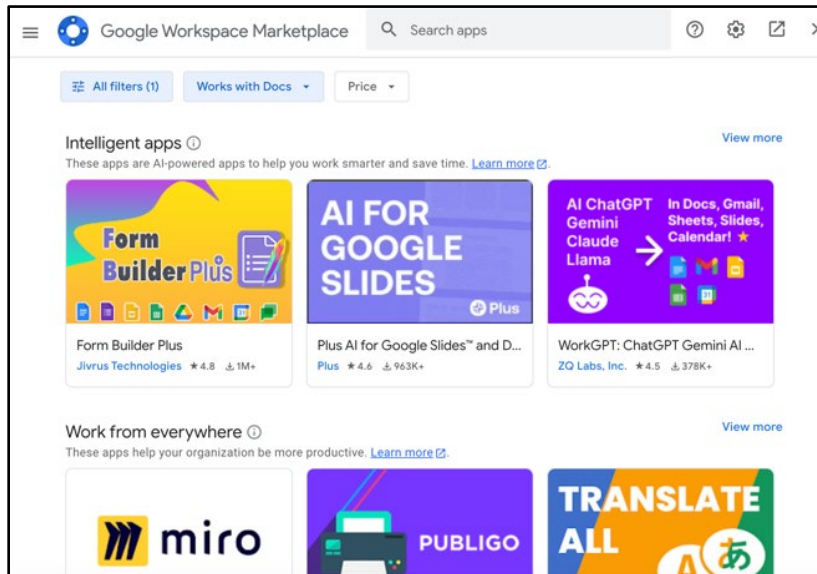
Plugins in Google Docs are additional tools that enhance the functionality of your document by providing features not available by default. These plugins can help you perform a variety of tasks, such as grammar checking, citation management, or adding special formatting options.

To access plugins:

1. Navigate to the **Extensions** menu > **Add-ons** > **Get add-ons**.



- The **Google Workspace Marketplace** will open; use the **Search** function at the top to explore available plugins.



- Select a plugin and follow the prompts to add it to your Google Docs.
- To manage installed plugins, navigate to the **Extensions** menu > **Add-ons** > **Manage add-ons**.

Plugins	Software add-ons that enhance the basic functionalities of an application by adding new features.
Google Workspace Marketplace	A digital shopping location where users can find and install additional software components for Google Workspace applications.
Integration	The process of combining or adding components to a system to provide new functionalities without disrupting the existing setup.

During a university research project, Sang-Hee explains to her group how they can improve their collaboration using the Add-ons tab in Google Docs. She guides them in selecting a reference management plugin from the Google Workspace Marketplace, which facilitates the integration of scholarly citations directly into their shared document. This streamlined approach ensures accuracy and saves time, allowing the group to focus more on content quality rather than formatting citations manually.

Learn Task



Access the Learner Workbook to complete the Learn Task for this skill.

Assessments



Access the Learner Workbook to complete the Practice Exercise and Practice Questions.

Lesson 2: Docs Options

Lesson Objectives

In this lesson, you will learn the essential tools and features for managing documents in Google Docs such as how to name, copy, and compare documents, view and manage different versions, download files in various formats, and publish or print your work. Upon completion of this lesson, you should be able to understand the following:

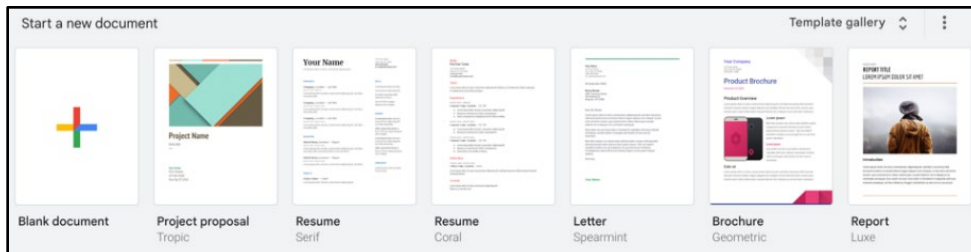
- ☐ Create a Doc
- ☐ View Options
- ☐ Display a Doc
- ☐ View Docs
- ☐ Name Docs
- ☐ Copy a Doc
- ☐ Compare Docs
- ☐ Manage Versions
- ☐ Download Different Formats
- ☐ Send as Email Attachment
- ☐ Publish to the Web
- ☐ Print a Doc

Create a Doc

The first step toward writing and collaborating on Google Docs is creating a new document. Whether a blank document or a template, a newly created document is a starting place from which you can build and create collaboratively.

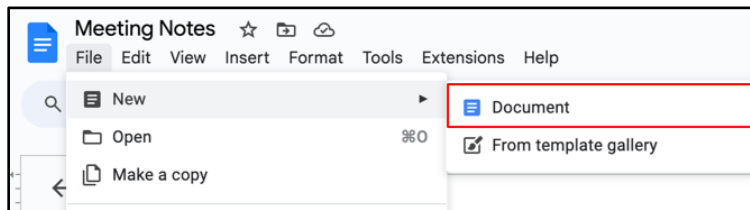
To create a new document from the homepage:

1. Launch Google Docs.
2. On the Google Docs homepage, do one of the following:
 - Select the **Blank document** option
 - Select a template from the template gallery



To create a new document from within an existing document:

1. Open the existing document.



2. Navigate to the **File** menu > **New** > **Document**.

Template	A pre-designed document format that users can utilize for creating, editing, and sharing various types of written content.
Google Drive	A cloud storage service provided by Google that allows users to save files online and access them from any smartphone, tablet, or computer.

Chul, a high school teacher, prepares for his next class by accessing Google Docs from his home computer. He selects a project proposal template to create a new document, which he then shares with his students for their upcoming group assignment. This efficient process allows him to ensure all students have immediate access to the document format they need to begin their work seamlessly.

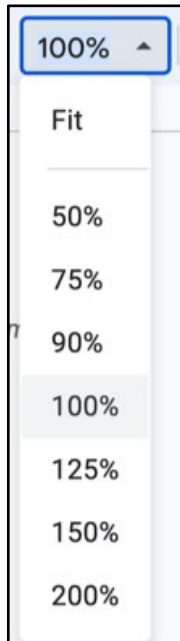
Learn Task

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View Options

View options in Google Docs allow you to customize how your document is displayed. You can adjust the zoom level and enable features like full-screen mode to enhance your reading and editing experience.

To adjust the amount of the document you can view on your screen, select the **Zoom** option in the toolbar and set the desired level of magnification.

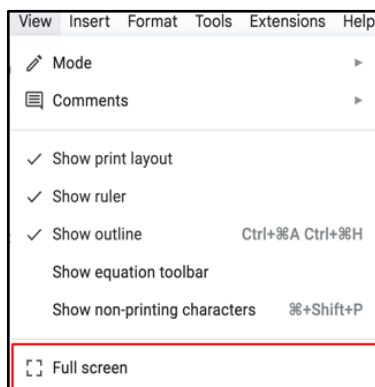


Google Docs offers several pre-set zoom levels such as 50%, 100%, and 150%, allowing for quick adjustments according to your visibility needs. You can also enter a custom zoom percentage to find the exact view scale that suits your needs.

The Fit option under the Zoom menu adjusts the document to match the size of your browser window.

You can maximize your workspace using full-screen mode. This option hides other browser tabs and toolbars, allowing you to focus on the document.

To access full-screen mode:



Navigate to the **View** menu > **Full screen**.

Zoom	A feature in digital interfaces that allows users to change the magnification of the content displayed on the screen.
Full-Screen Mode	A display setting that allows content to take over the entire screen, hiding the operating system's interface and other applications.

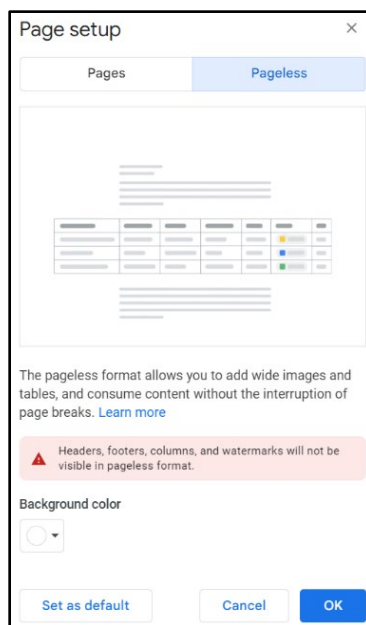
Marzhan, a graphic designer, is working on a detailed layout for a client brochure using Google Docs. She needs to examine the graphics and text alignment more closely, so she uses the Zoom feature to increase the view to 150%. This enhanced view helps her notice some alignment issues that were not visible at a standard zoom level. Adjusting the zoom allows her to refine her design more effectively, ensuring high-quality outcomes in her final print material.

Learn Task

Access the Learner Workbook to complete the Learn Task for this skill.

Display a Doc

Google Docs offers a pageless display mode that allows you to view and edit your document without traditional page breaks. This mode provides a continuous flow of text, which can be helpful for brainstorming, drafting, or working with long pieces of text.



1. Open your Google Docs document.
2. Navigate to the **File** menu > **Page setup**.
3. Choose **Pageless** and select **OK** to switch to pageless display mode.

Pageless Display	A continuous view of a document without page breaks.
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Liam is drafting a novel and prefers not to be interrupted by page breaks. He switches his Google Docs document to pageless display mode, allowing him to focus on writing without distractions from formatting constraints.

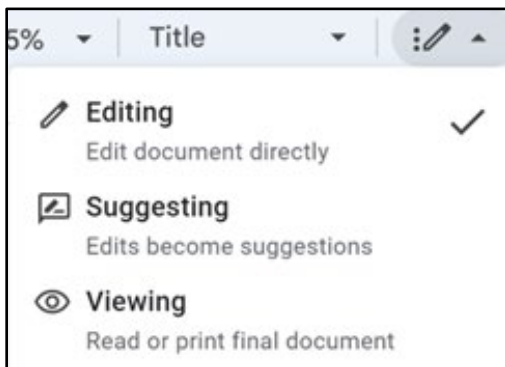
Learn Task

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View Docs

Viewing modes in Google Docs allow you to interact with the document in different ways. These modes help manage document collaboration and review. There are three main viewing modes in Google Docs:

1. **Editing Mode:** This is the default mode where you can enter, format, and make changes to the document. All edits are immediately reflected in the document.
2. **Suggesting Mode:** Changes are made as suggestions, which appear as comments in the document. These suggestions can be accepted or rejected by the document owner or collaborators.
3. **Viewing Mode:** This mode allows you to view the document as it will appear when printed or shared, without making any changes. It's useful for reviewing the final version of the document.



To change between viewing modes in Google Docs:

1. Open your document in Google Docs.
2. Select the pencil icon in the top-right corner of the toolbar.
3. Select **Editing**, **Suggesting**, or **Viewing** from the drop-down menu to change modes.

Editing Mode	Allows direct changes to be made to the document.
Suggesting Mode	Enables proposed edits that appear as comments for review.
Viewing Mode	Allows you to observe the document without making any changes.

Maria is working on a group project and needs to suggest edits without changing the original text. She switches to Suggesting mode in Google Docs, allowing her teammates to review and approve her changes.

Learn Task 

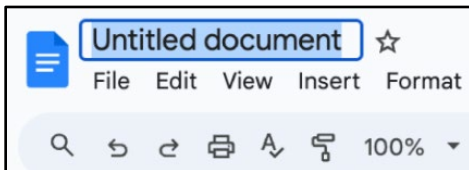
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Name Docs

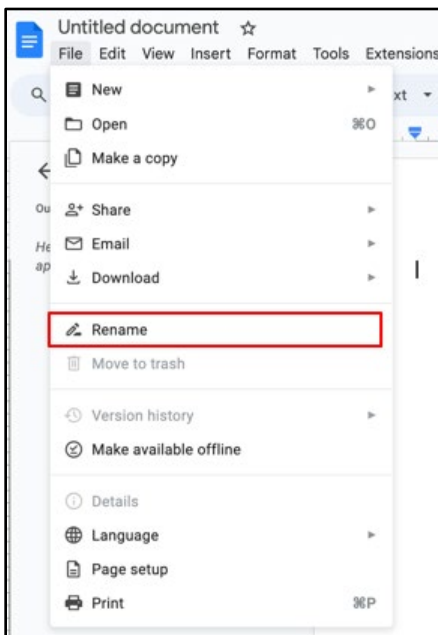
When you create a new document in Google Docs, it is typically titled "Untitled document" by default. Naming a document is an essential step for organizing and managing your files. By giving each document, a unique and descriptive name, users can conveniently identify and retrieve their work.

To rename a document:

1. Open the document.
2. Do one of the following:
 - Select the title area and enter your desired name



- Go to **File** menu > **Rename**



Document Title	The name assigned to a document file, which is displayed at the top of the document window and used to identify the file in storage.
Menu Bar	The horizontal bar at the top of the application window that contains drop-down lists of options for various functions.

Krishna is collaborating on a marketing project using Google Docs. After drafting the initial document, she realizes the file is still named "Untitled document." She quickly selects the title at the top, renames it to "Q3 Marketing Plan," and selects Enter. This immediate update helps ensure that all team members can quickly find and refer to the document in their shared Google Drive, facilitating smoother collaboration and file management.

Learn Task

Access the Learner Workbook to complete the Learn Task for this skill.

Copy a Doc

Copying a document in Google Docs allows you to make a duplicate of an existing document. This way, you can preserve the original file while making changes or adjustments in the copy.

1. Open the Document.
2. Go to **File** menu > **Make a copy**.
3. In the Copy document dialog box:
 - a. Enter your desired **Name** of the copied document.
 - b. Select the **Folder** where you would like to save the document.
 - c. Choose your sharing options:
 - Share it with the same people
 - Copy comments and suggestions
 - Include resolved comments and suggestions
 - d. Select **Make a copy**.

Duplicate	To make an exact copy of a document, which can then be modified independently of the original.
Google Drive	Google's file storage and synchronization service where your documents and other files are stored in the cloud.

Norma is preparing to update her team on project progress using a standard report format she created last month. To avoid altering the original template, she opens the document in Google Docs, goes to File, and selects Make a copy. She names it "Project Update - October" and saves it in the current month's folder on her Google Drive. Now, she can edit the new document without changing the original template, ensuring consistency in her reporting.

Learn Task 

Access the Learner Workbook to complete the Learn Task for this skill.

Compare Docs

Comparing two documents side by side in Google Docs allows you to view and evaluate the content of both documents simultaneously. This is helpful for spotting differences, similarities, or making edits across multiple documents. You can use the Compare documents feature to highlight changes between two versions.

To compare documents:

1. Open the first document in Google Docs.
2. Navigate to the **Tools** menu > **Compare documents**.
3. Select the oval under **Select the comparison document** and open the second document you want to compare.
4. Enter the name of the user to whom you wish to attribute changes.
5. Select **Compare** to generate a new document highlighting the differences.

Compare Documents	A feature that highlights the differences between the two documents.
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Ember needs to review changes made to a contract by her lawyer. She uses the compare documents feature in Google Docs to view the edits and ensure all adjustments are correct.

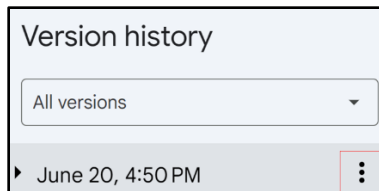
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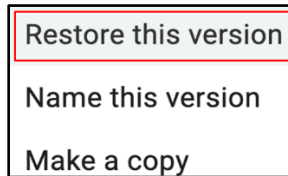
Manage Versions

Managing versions in Google Docs ensures you can keep track of document changes and revert to previous versions if necessary. This feature is essential for collaborative work and maintaining document integrity.

1. Open your Google Docs document.
2. Select the **File** menu > **Version history**.
3. Name specific versions to keep track of major changes or view the document's version history.



- Restore a previous version if needed by selecting **See version history** > **More actions** drop-down menu (the three dots) by the desired version date > **Restore this version**.



Version History	A record of all changes made to a document over time.
Restore	To bring back a previous version of a document.

Raphaella and her team are working on a proposal. She frequently checks the version history to monitor changes and renames key versions to highlight significant updates, ensuring they can revert if any mistakes are made.

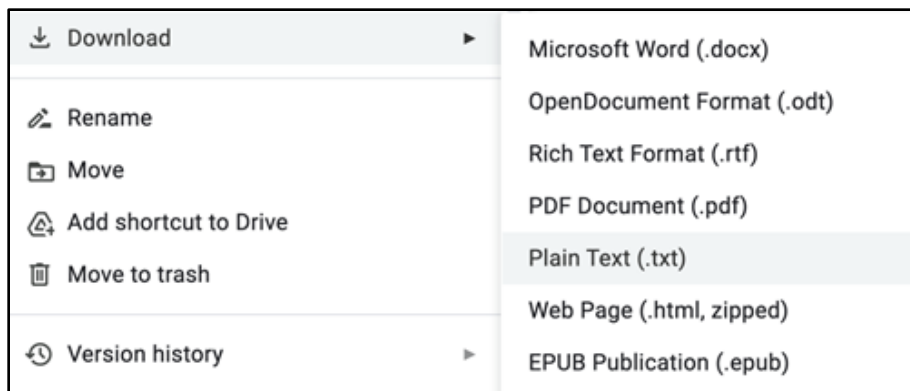
Learn Task

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Download Different Formats

To download different formats:

- Open your document in Google Docs.
- Navigate to the **File** menu > **Download**.
- Choose your desired format (e.g., **Microsoft Word**, **PDF**, **EPUB**) from the list of options.



Evelyn needs to submit her thesis to her professor in Microsoft Word format and also send a copy to her colleague in PDF format for review. Using Google Docs, she quickly downloads her document in both formats, ensuring that everyone receives it in their preferred format.

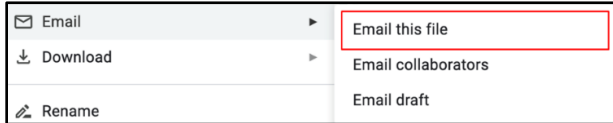
Learn Task

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Send as Email Attachment

To send your document as an email attachment:

1. Open your document in Google Docs.
2. Navigate to the **File** menu > **Email** > **Email this file**.



3. If you wish to send a copy of the email to yourself, check the box labeled **Send yourself a copy**.
4. Enter the recipient's email address in the **To** text box.
5. Enter the subject in the **Subject** text box.
6. Enter any message you wish to include in the **Message** text box.
7. Select the format for the attachment (e.g., PDF, Microsoft Word) from the **File type** drop-down menu.
8. Select **Send** to email the document as an attachment.

Email Attachment	A file sent along with an email message for the recipient to download and view.
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Thelonius needs to send his project proposal to his team and his manager for review. Using Google Docs, he emails the document as a PDF attachment directly from the application, ensuring everyone receives the file quickly and in the required format.

Learn Task

Access the Learner Workbook to complete the Learn Task for this skill.

Publish to the Web

Publishing to the web in Google Docs allows you to make your document accessible online via a shareable link. This feature converts your document into a web page that can be viewed by anyone with the link. It is useful for sharing information publicly without requiring viewers to have a Google account. To publish to the web:

1. Open your document in Google Docs.
2. Navigate to the **File** menu > **Share** > **Publish to web** > **Publish**.



3. Copy the provided link to share your published document.

Shareable Link	A URL that allows users to access content.
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Hong wants to share her research findings with a wide audience without requiring them to log in. Using Google Docs, she publishes her document on the web and shares the link on her blog, making it possible for everyone to access her work.

Learn Task

Access the Learner Workbook to complete the Learn Task for this skill.

Print a Doc

Printing a document in Google Docs allows you to create a physical copy of your digital document. This can be useful for sharing information in meetings, submitting assignments, or keeping records. To print a document:

1. Open your document in Google Docs.
2. Use one of the following methods to open the Print dialog box:
 - Navigate to the **File** menu > **Print**.
 - Enter the keyboard shortcut **Ctrl + P** (or **Cmd + P** on a Mac).



3. Adjust your print settings in the Print dialog box as needed:
 - Destination: Select the **Destination** drop-down arrow and choose your preferred printer from the list or **Save as PDF** to save the document as a PDF file instead of printing
 - Pages: Select the **Pages** drop-down menu and choose from **Odd pages only**, **Even pages only**, or **Custom** to print only specific pages from the document
 - Copies: Enter the number of copies you wish to print in the **Copies** text box
 - Paper Size: Select **More settings** > **Paper size** drop-down arrow and select the appropriate paper size
 - Pages Per Sheet: Select **More settings** > **Pages per sheet** drop-down arrow and choose how many pages of the document you wish to print on each sheet of paper
 - Margins: Select **More settings** > **Margins** drop-down arrow and choose your desired margin size
4. Select **Print** to send the document to your printer.

Print Settings	Options that allow you to adjust how your document will be printed, such as the number of copies or page layout.
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David needs to bring a hard copy of his report to a team meeting. He quickly prints the document from Google Docs, ensuring he has a physical copy to share during the discussion.

Learn Task

Access the Learner Workbook to complete the Learn Task for this skill.

Assessments

Access the Learner Workbook to complete the Practice Exercise and Practice Questions.

Unit Assessment

Access the Learner Workbook to complete the Objective Assessment and Create Project.

Unit 1 Key Terms

Term	Definition
App Menu	A navigational feature often found in software and websites that displays a list of available options or tools within the application.
Chips	Interactive elements in Google Docs that represent and link to various types of data, such as people, dates, files, events, or add-on resources.
Compare Documents	A feature that highlights the differences between the two documents.
Document Language	The primary language setting of a document, which guides spell check and grammar analysis tools.
Document Title	The name assigned to a document file, which is displayed at the top of the document window and used to identify the file in storage.
Duplicate	To make an exact copy of a document, which can then be modified independently of the original.
Editing Mode	Allows direct changes to be made to the document.
Email Attachment	A file sent along with an email message for the recipient to download and view.
Full Screen	A mode that expands the document to cover the entire screen, hiding menus and toolbars.
Full-Screen Mode	A display setting that allows content to take over the entire screen, hiding the operating system's interface and other applications.
Google Account	A user profile that provides access to services owned by Google such as Gmail, Google Drive, and YouTube, along with integration capabilities for various third-party applications.
Google Drive	A cloud storage service provided by Google that allows users to save files online and access them from any smartphone, tablet, or computer.
Google Workspace Marketplace	A digital shopping location where users can find and install additional software components for Google Workspace applications.
Grammar Check	An extension of spell check that also analyzes the grammatical structure of sentences to identify errors.
Integration	The process of combining or adding components to a system to provide new functionalities without disrupting the existing setup.
Interface	The point of interaction between a user and a software program, featuring elements like buttons, menus, and icons that facilitate user input and operation.
Menu Bar	The horizontal bar at the top of the application window that contains drop-down lists of options for various functions.
Offline	Working without an internet connection.
Online	Working with an internet connection.

Pageless Display	A continuous view of a document without page breaks.
Plugins	Software add-ons that enhance the basic functionalities of an application by adding new features.
Print Settings	Options that allow you to adjust how your document will be printed, such as the number of copies or page layout.
Restore	To bring back a previous version of a document.
Shareable Link	A URL that allows users to access content.
Spell Check	A feature in word processing programs that finds spelling errors in a text.
Suggesting Mode	Enables proposed edits that appear as comments for review.
Sync	To update and save changes across all devices when reconnected to the internet.
Template	A pre-designed document format that users can utilize for creating, editing, and sharing various types of written content.
Template Gallery	This is a collection of pre-designed layouts provided by software applications, allowing users to select and use them as a starting point for creating various types of content.
Toolbar	A graphical presentation of command buttons and icons arranged horizontally or vertically on the screen to facilitate quick access to program features.
Version History	A record of all changes made to a document over time.
Viewing Mode	Allows you to observe the document without making any changes.
Zoom	A feature in digital interfaces that allows users to change the magnification of the content displayed on the screen.

Create in the Cloud with Google

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Learn how to create, format, and collaborate on documents using Google Docs. This course introduces learners to core features of cloud-based word processing, focusing on efficient content creation, editing, and collaboration.

Through guided instruction and hands-on practice, learners develop the skills needed to create professional documents, manage sharing settings, use formatting tools, and work with others in real time.

Whether you're preparing for academic or professional settings, this course equips you with document and collaboration skills that set you apart. Learn to organize your ideas clearly, communicate effectively, and collaborate in real time using Google's powerful productivity tools.

Ideal for learners looking to improve their digital writing and editing skills, educators supporting cloud-based instruction, and professionals who need to create and manage shared documents efficiently.

Key Learning Outcomes:

- Create and edit documents using text, formatting, and layout tools
- Use spell check, word count, headers, footers, and page breaks
- Insert images, tables, charts, and hyperlinks
- Add comments and suggestions; respond to feedback and edit collaboratively
- Use sharing permissions and version history to manage access and updates
- Export and print documents in a variety of formats for distribution.

