

Google Docs

Learner Resources

Unit 1: Getting Started

Unit Objectives

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

Unit 1 Docs Interface Learn Tasks

Lesson Topic	Assessment Details
Launch Docs	Launch Docs
Identify the Home Screen	Select the area to complete each of the following: 1) Display your recent documents. 2) Create a document from a template. 3) Select the area to create a new blank document. 4) Select the area to search for specific documents.
Know the Toolbar	Select the option to do each of the following: 1) Search the menus 2) Undo/Redo 3) Print 4) Check spelling and grammar 5) Paint format 6) Zoom 7) Text Formatting 8) Insert or add elements 9) Paragraph Formatting 10) Clear Formatting
Hide Menus	1) Hide Menus 2) Show Menus Again
Understand Online and Offline	1) Open a Document Online 2) Enable Offline Access
Customize Interface	Display the following features: • Show equation toolbar • Show non-printing characters
Turn Off Spell Check	Turn Off Spell Check
Configure Spell Check	Add the word "Isograd" to your Personal dictionary
Locate Add-Ons	Display available add-ons.
Identify Plugin Features	Add the Translate All plugin

Unit 1 Docs Interface Practice Exercise

Assessment Details	
1)	Launch Google Docs
2)	Identify the following Home Screen sections • Recent documents • Templates • Create new document
3)	Open a blank Google Doc
4)	Hide the Menus
5)	Show the Menus
6)	Turning off the option to show the ruler
7)	Turn off spell check and grammar check
8)	Configure spell check to check in the Spanish language
9)	Add the word “Scrumdiddlyumptious” to the personal dictionary
10)	View available Add-ons and Extensions

Unit 1 Docs Interface Practice Questions

Jamal is starting a new research paper for his history class. His teacher recommended using Google Docs because it allows him to work from home and school, collaborate with classmates, and access powerful writing tools. Jamal wants to make sure he sets up his document correctly and uses features that help him stay productive and focused.

- 1) Jamal wants to start writing right away. What is the best way for him to open Google Docs on a school computer?
 - a) Go to docs.google.com in a browser
 - b) Open Microsoft Word
 - c) Visit calendar.google.com
 - d) Select the + icon in Gmail
- 2) Once Jamal launches Google Docs, which feature on the home screen helps him reopen a file he was working on yesterday?
 - a) Toolbar
 - b) Recent Documents
 - c) Add-ons
 - d) Preview Panel
- 3) Jamal wants to make the title of his paper bold and centered. Which area of the Docs interface allows him to do this quickly?
 - a) Insert Menu
 - b) The Sidebar
 - c) Toolbar
 - d) Document Title Field
- 4) Jamal wants a distraction-free writing environment. What can he do to maximize his workspace in Google Docs?
 - a) Enable Fullscreen Mode
 - b) Collapse the toolbar
 - c) Hide the menus
 - d) Use a dark theme
- 5) Jamal's internet connection at home is sometimes unreliable. What feature should he enable to ensure he can continue writing without interruption?
 - a) Voice typing
 - b) Auto-correct
 - c) Version history
 - d) Offline access
- 6) Jamal doesn't like viewing the ruler and wants more space at the top of his page. How can he adjust the interface?
 - a) Turn off spell check
 - b) Switch to editing mode
 - c) Hide the ruler from the View menu
 - d) Collapse comments

- 7) Jamal is writing a quote in another language that keeps being underlined. What can he do to stop the red squiggly line from appearing?
- a) Highlight and delete the text
 - b) Turn off spell check
 - c) Change font color to white
 - d) Remove formatting
- 8) Jamal is writing part of his paper in Spanish. What setting should he update to ensure correct grammar and spelling suggestions in that language?
- a) Change the page orientation
 - b) Turn off auto-correct
 - c) Set the language to Spanish in the Tools menu
 - d) Add a Spanish dictionary manually
- 9) Jamal wants to use a citation generator for his bibliography. Where should he go to find and install one?
- a) Extensions menu > Add-ons > Get add-ons
 - b) File menu > Download
 - c) Format menu > Add plugin
 - d) Insert menu > Extensions
- 10) After installing an add-on for citations, Jamal notices a new menu appear. What is this menu called, and what can it help with?
- a) Tools panel; adding bookmarks
 - b) Plugin panel; changing page layout
 - c) Add-ons menu; using installed extensions
 - d) Extensions panel; sharing files

Unit 1 Docs Options Learn Tasks

Lesson Topic	Assessment Details
Create a Doc	Create a new blank document
View Options	View the Doc at 50%
Display a Doc	Display the document in the pageless mode.
View Docs	View the Doc in Editing Mode, Suggestions Mode and View Mode.
Name Docs	Name the doc <i>MyDoc</i> .
Copy a Doc	Create a copy of <i>MyDoc</i> .
Compare Docs	1) Download Compare Docs V2 from the platform. 2) Compare the two documents.
Manage Versions	1) Access the version history. 2) Restore the previous version.
Download Different Formats	Download the document in PDF, Microsoft Word, and EPUB formats.
Send as Email Attachment	Send the document as an email attachment to your own email in PDF format.
Publish to the Web	Publish the document to the web and view it in a new browser tab.
Print a Doc	Print the Doc with the following: • Paper Size: A4 • Pages per Sheet: 2 • Margins: 2"

Unit 1 Docs Options Practice Exercise

Assessment Details
1) Create a new document 2) Ensure the document is displayed in Print Layout mode and enable Show Ruler. 3) View the document in Suggesting Mode 4) Change the name of your document to <i>Google Docs Practice</i> 5) Enter the text: Google Docs is a cloud-based word processing application that allows users to create, edit, and store documents online. It offers real-time collaboration, meaning multiple users can work on the same document simultaneously. 6) Copy the document and name it <i>Google Docs Practice Copy</i> 7) Edit the text to: Google Docs is a cloud-based word processing application that allows users to create, edit, and store documents online. With Google Docs, users can access their documents from any device with an internet connection, making it a convenient tool for both personal and professional use. 8) Compare the two documents 9) View the version history of the Google Docs Practice Copy 10) Download the doc as a PDF 11) Send the doc as an email attachment 12) Publish the document to the Web 13) Print the document

Unit 1 Docs Options Practice Questions

You've just started your internship at a local nonprofit called *Green Planet Alliance*. Your supervisor has asked you to draft and manage a document called Spring Fundraising Campaign. You'll need to create and format the document, track changes, manage versions, and share it with your team in multiple ways. Your work will support communication with donors and internal project documentation.

- 1) You begin by creating a brand-new document to work on the campaign draft. What is the most efficient way to start this process?
 - a) File menu > Open > New
 - b) Insert menu > New Documenta
 - c) Google Docs Home screen > Blank Document
 - d) Tools menu > Create Doc
- 2) Fill in the blank with the correct word.

After creating the document, you want to adjust how you view it on screen. To change between viewing modes like Editing and Suggesting, go to the _____ menu.

 - View
 - Format
 - Insert
 - File
- 3) You can display or hide rulers and outlines from the View menu to better organize your workspace.
 - True
 - False
- 4) Your supervisor wants you to rename the document to Spring Fundraising Campaign. What is the correct way to name a document?
 - a) Insert menu > Rename
 - b) File menu > Rename
 - c) Select the document title at the top and type the new name
 - d) Right-click anywhere in the document and choose Rename
- 5) Fill in the blank with the correct word.

To make a duplicate of your document for testing edits, go to the _____ menu and select Make a copy.

 - Tools
 - Edit
 - File
 - Insert
- 6) You've received a team member's version of the campaign doc. You want to compare it to your current version. Where do you go?
 - a) Tools menu > Compare documents
 - a) Insert menu > Link > Compare
 - b) View menu > Compare
 - c) Add-ons > Comparison tool

- 7) You can download your Google Doc in different formats like .docx and .pdf using the Tools menu.
- True
 - False
- 8) Fill in the blank with the correct word.
To send your document to your supervisor directly via email, go to the _____ menu and choose Email this file.
- File
 - Edit
 - Tools
 - Share
- 9) Which option allows you to share your document on a webpage so it can be accessed publicly?
- a) Tools menu > Share > Publish
 - b) File menu > Publish to the web
 - c) View menu > Enable web mode
 - d) Insert menu > Add to web
- 10) Fill in the blank with the correct word.
To view older drafts and revert if needed, go to the _____ menu and select Version History.
- File
 - Edit
 - Tools
 - Insert
- 11) Once published to the web, changes you make to the document can automatically update the published version.
- True
 - False
- 12) You're ready to print your finalized campaign document. Where do you go?
- a) Tools menu > Print
 - b) View menu > Print
 - c) File menu > Print
 - d) Share button > Print
- 13) Match the feature with its purpose:
- a) Compare Docs
 - b) Manage Versions
 - c) View Docs
 - d) Download

____ Displays a list of all your saved and recent documents
____ Identifies differences between two versions of a document
____ Lets you name and restore previous edits
____ Exports the document in formats like PDF or Word

Unit 1 Create Project

This simulated Create Project allows the application and demonstration of new knowledge and skills.

1. Launch Google Docs
2. Identify the following Home Screen sections
 - a. Recent documents
 - b. Templates
 - c. Create new document
3. Open a blank Google Doc
4. Hide the Menus
5. Show the Menus
6. Customize the interface by turning off the option to show the ruler
7. Turn off spell check and grammar check
8. Configure spell check to check in the Spanish language
9. Add the word “supercalifragilisticexpialdocuious” to the personal dictionary
10. View available Add-ons and Extensions
11. Create a new document
12. Ensure the document is displayed in Print Layout mode and enable Show Ruler.
13. View the document in Suggesting Mode
14. Change the name of your document to *Google Docs Project*
15. Copy the document and name it *Google Docs Project Copy*
16. Compare the two documents
17. View the version history of the Google Docs Practice Copy
18. Download the doc as a PDF
19. Send the doc as an email attachment
20. Publish the document to the Web
21. Print the document

Unit 1 Objective Assessment

- 1) What is the first step to launch Google Docs?
 - a) Select the File menu
 - b) Go to Google Drive
 - c) Visit the Google Docs website
 - d) Open a Google spreadsheet
- 2) Which of the following is found in the Google Docs Home Screen?
 - a) Undo button
 - b) Recent documents
 - c) Text formatting options
 - d) Hyperlink options
- 3) Where do you find the option to turn off spell check in Google Docs?
 - a) Tools menu
 - b) View menu
 - c) File menu
 - d) Insert menu
- 4) What happens when you hide the menus in Google Docs?
 - a) It removes all content from the document
 - b) The menus are no longer visible, but content is still editable
 - c) It locks the document for editing
 - d) It opens the print dialog
- 5) Fill in the blank with the correct word.

To configure Google Docs to check spelling and grammar in a different language, you go to the _____ menu and select the appropriate language under the Language settings.

 - View
 - Tools
 - Edit
- 6) Fill in the blank with the correct word.

To create a new document in Google Docs, select the blank document option under the _____ section.

 - Insert tab
 - File menu
 - Home screen
- 7) You can view and manage document versions in Google Docs.
 - True
 - False
- 8) When you configure the spell check to Always check spelling and grammar, it will correct mistakes in real-time.
 - True
 - False

9) How can you access and install new Add-ons in Google Docs?

- a) Tools menu > Add-ons > Get add-ons
- b) File menu > Add-ons > Install
- c) Extensions menu > Get Add-ons
- d) View menu > Extensions > Add-ons

10) How do you change the font size of text in Google Docs?

- a) Right-click the text and choose Font Size
- b) Home screen > Select the A icon and adjust the size
- c) Format menu > Text Size > Increase/Decrease
- d) Select the text and select Ctrl + Shift + +

11) Match the correct description to the feature in Google Docs.

- a) Comment
- b) Share
- c) Version History
- d) Table of Contents

_____A feature used to track changes and restore previous versions

_____A section for adding notes or feedback on specific parts of the document

_____A tool used to share your document with other people

_____Automatically generates a table listing headings and subheadings in the document

12) Google Docs allows you to work offline if you enable offline mode in Google Drive.

- True
- False

13) You can insert videos into a Google Docs document directly from YouTube.

- True
- False

14) Fill in the blank with the correct word.

To add a bullet list in Google Docs, go to the _____ menu and choose Bullets.

- Insert
- File
- Format

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.