Google Docs Learning

Henniker Community School
2016–2017

Designed and Compiled by Leanne Chauvette

Can you...

☐	**Create & Import Documents** ● Create a new document and name/rename it ● Import and convert old documents to Docs
☐	**Edit and Format** ● Add and edit text ● Add colors and styles ● Add pictures, links, tables, and more
☐	**Share and Collaborate** ● Share with your team ● Add comments and replies ● Suggest edits ● Chat with people directly
☐	**Print and download** ● Download versions in other formats ● Make a copy in Docs ● Email a copy as an attachment

Resources:

[Get started with Docs](https://gsuite.google.com/learning-center/products/docs/get-started/)
(https://gsuite.google.com/learning-center/products/docs/get-started/)

[Docs Cheat Sheet](https://gsuite.google.com/learning-center/products/docs/cheat-sheet/)
(https://gsuite.google.com/learning-center/products/docs/cheat-sheet/)

[Google Help](https://support.google.com/?hl=en)
(https://support.google.com/?hl=en)

Using Google Docs in the Classroom:

- Collaborative or individual writing
- Collaborative or individual brainstorming
- Notes (especially for students who are out or unable to take notes)
- Use a [Google Template](#)
- Opinion and Feedback through comments
- Journal Writing
- Reflection Writing
- Fill out a table
- Use columns to organize
- Find an add-on that works for you
- Use Research under the Tools menu for quick access to information in a duel screen
- Use Voice Typing under the Tools menu
- Translate a document to another language using the Tools menu
- Set up a personal dictionary
- Insert math equations under the Insert menu
- Make a table of contents under the Insert menu
- And many many other ideas… explore, grow your brain and challenge yourself or class to look through and open a practice document and try out the tools