

Learning Google Docs

Module 1 Contents

Chapter 1: Introduction to Google Docs

Starting Google Docs.....	1-1
Entering Text.....	1-2
Changing the Format of Text.....	1-2
Clearing Formats.....	1-5
Learning the Word Processor	1-5
Entering a Sentence	1-5
BWord Wrapping	1-7
Deleting Text.....	1-9
Changing the Writing Styles	1-11
Adding a Heading	1-12
Other Ways of Highlighting Text	1-14
Renaming Your Document	1-15
Printing Your Work.....	1-16
Word Processing Assignment 1	1-18

Chapter 2: Aligning Text

Loading a Prepared Document	2-1
Line Spacing.....	2-2
Justifying Text	2-5
Centre Justified Text	2-5
Right Justified Text.....	2-6
Full Justified Text.....	2-7
Left Justified Text.....	2-8
Tab Stops.....	2-8
Checking the Ruler Units.....	2-8
Setting Left Justified Tab Stops.....	2-10
Changing Tab Stop Positions.....	2-11
Removing Tab Stops	2-12
Centre Justified Tab Stops	2-13
Right Justified Tab Stops	2-13
Word Processing Assignment 2	2-15

Chapter 3: Spell Checking Documents

Loading a File Containing Spelling Mistakes	3-1
Checking the Spelling of the Document	3-2
Manually Changing Words	3-4
Counting the Words in a Document	3-5
Using the Thesaurus.....	3-6
Using Spelling Shortcuts.....	3-8
Quick Spell Checking	3-8
Automatically Correcting Words	3-9
Entering Phrases From One Word.....	3-10
Removing Automatically Correcting Words.....	3-11
Word Processing Assignment 3	3-13

Chapter 4: Moving Text

Cursor Movements.....	4-1
Loading a Sample Document	4-1
The Scroll Bars	4-2
Inserting Page Breaks.....	4-3
Removing Inserted Page Breaks	4-6
Inserting Page Numbers	4-6
Copying Text.....	4-9
Pasting Text	4-10
Moving Text	4-12
Using Cut and Paste	4-12
Using Drag and Drop	4-14
Selecting all the Text	4-16
Copying Text from one Document to Another.....	4-17
Word Processing Assignment 4	4-19

Chapter 5: Find and Replace

Loading a Sample Document	5-1
Finding Text	5-1
Matching Case	5-1
Whole Words	5-3
Replacing Text	5-4
Replacing One Search Instance	5-4
Replacing All Search Instances.....	5-6
Practice Exercise 5-1	5-7
Word Processing Assignment 5	5-8

Chapter 6: Margins and Indents

Page Margins.....	6-1
Loading a Sample Document	6-1
Changing Margins Using Page Setup	6-2
Manually Adjusting Page Margins Using the Ruler.....	6-3
Page Indents	6-5
The First Line Indent Marker	6-6
Hanging Indents	6-8
Creating the Hanging Indent.....	6-8
Setting Paragraph Spacing	6-11
Entering the Second Point	6-12
Copying Formats	6-12
Word Processing Assignment 6	6-15

Chapter 7: Bulleted and Numbered Lists

Entering the Headings	7-1
Entering the Points.....	7-2
Formatting the Bullets	7-4
Adjusting the Indents	7-5
Custom Bullets.....	7-6
Numbered Lists	7-7
Setting the List to Numbers	7-7
Lettered Number Lists.....	7-8
Customizing Numbered Lists.....	7-9
Renumbering Lists	7-10
Adjusting the Numbered Lists.....	7-13
Word Processing Assignment 7	7-15

Chapter 8: Headers, Footers and Footnotes

Headers and Footers	8-1
Loading the Prepared Document	8-1
Inserting a Header	8-1
Inserting a Footer.....	8-2
Adjusting Headers and Footers.....	8-4
Footnotes.....	8-5
Entering the First Footnote.....	8-5
Entering the Second Footnote.....	8-6
Entering a Footnote Including a Degrees Symbol.....	8-7
Deleting Footnotes.....	8-9
Title Pages.....	8-10
Word Processing Assignment 8	8-12

Chapter 9: Drawing Tools

Drawing a Rectangle	9-1
Resizing Shapes.....	9-2
Drawing Other Shapes.....	9-2
Objects	9-3
Deleting Objects.....	9-3
Copying and Moving Objects.....	9-5
Filling Objects.....	9-6
Removing Fill Colours	9-7
Shape Borders	9-8
Line Colour	9-8
Line Weight.....	9-8
Dash Styles	9-9
Rotating a Shape	9-9
Drawing Lines.....	9-10
Straight Lines	9-10
Arrowed Lines	9-10
Curved Lines.....	9-11
Connected Lines.....	9-12
Freehand Lines	9-12
Adding Text to Shapes	9-13
Text Within Shapes	9-13
Placing Text Over Shapes.....	9-15
Grouping Objects	9-17
Word Art Text.....	9-18
Placing a Drawing in a Document.....	9-20
Word Processing Assignment 9	9-21

Chapter 10: Inserting Media Into Documents

Inserting an Image	10-1
Changing the Size of the Image	10-2
Cropping Images	10-2
Inserting Images Into Documents	10-3
Loading the Sample Document.....	10-3
Inserting a Cake Image.....	10-3
Resizing the Image	10-4
Wrapping Text Around the Image	10-5
Adding In Line Images	10-6
Entering the Text.....	10-6
Inserting the Image	10-7
Formatting the Text	10-8
Word Processing Assignment 10	10-10

Google Docs Project 1

Job Application Task	P1-1
----------------------------	------

Module 1 Contents

Chapter 11: Using Tab Stops

Using Tab Stops to Enter a Discount Table	11-1
Setting Left Justified Tab Stops	11-1
Removing Tab Stops	11-2
Setting Right Justified Tab Stops	11-3
Completing the Table	11-3
Centre Justified Tab Stops	11-4
Adjusting Tab Stops	11-5
Inserting Underlines	11-6
Creating a Contents Page	11-7
Entering the Main Headings.....	11-7
Completing the Table	11-8
Word Processing Assignment 11	11-10

Chapter 12: Using the Table Tools

Starting the Document	12-1
Inserting the Table.....	12-1
Changing Column Widths.....	12-2
Entering the Headings	12-3
Shading Cells.....	12-4
Row Heights.....	12-5
Vertical Alignment.....	12-5
Completing the Table.....	12-6
Selecting the Whole Table	12-8
Adding Another Student	12-9
Inserting Cells.....	12-10
Table Borders	12-12
Creating a Page Border	12-13
Setting the Table	12-13
Shading the Cells.....	12-14
Turning the Cell Borders Off.....	12-15
Adding Content to the Page	12-16
Word Processing Assignment 12	12-18

Chapter 13: Adding Tables to Documents

Loading the Prepared Document.....	13-1
Inserting a Table	13-1
Adjusting the Column Widths	13-3
Entering Data into the Table.....	13-4
The Headings	13-4
Shading the Headings.....	13-6
Adding the First Equipment Item.....	13-6
Setting Column Margins.....	13-7
Deleting Rows or Columns.....	13-9
Inserting Rows Within the Table.....	13-10
Changing the Border Colour	13-11
Checking.....	13-11
Word Processing Assignment 13	13-12

Chapter 14: Using Styles

Loading a Sample File.....	14-1
Using Preset Styles.....	14-1
Creating Your Own Styles	14-3
Setting the Formats	14-3
Updating the Style.....	14-4
Applying the Style	14-4
Modifying Styles.....	14-5
Creating Styles for the Numbered Points.....	14-7
Setting the Format.....	14-7
Applying the Style	14-8
The Lettered Points Style	14-10
Setting the Formats	14-10
Updating the Style.....	14-11
Applying the Style	14-12
Selecting All Style Instances.....	14-13
Removing Styles	14-14
Saving Styles.....	14-15
Word Processing Assignment 14	14-17

Chapter 15: Creating a Table of Contents

Loading the Prepared File	15-1
Setting the Styles.....	15-1
The Main Heading Style	15-1
The Sub-Headings Style.....	15-2
Creating the Table of Contents	15-4
Inserting a Page Break	15-4
Inserting the Table of Contents	15-4
Updating the Table of Contents.....	15-6
Formatting the Table of Contents	15-7
Word Processing Assignment 15	15-8

Chapter 16: Publishing Tasks

The Thumbnail Sketch	16-2
Page Setup	16-3
Drawing the Table	16-3
Shading Cells.....	16-4
Inserting an Image	16-6
Entering the Main Heading	16-7
Entering the First House Details	16-9
Entering the Other House Details.....	16-12
The Second House.....	16-12
The Third House.....	16-13
The Fourth House	16-15
Completing the Address Section.....	16-16
Turning Off the Cell Borders	16-18
Final Checking.....	16-18
Word Processing Assignment 16	16-19

Chapter 17: Displaying Text in Columns

Loading a Prepared Article	17-1
Starting the New Document	17-1
Inserting the First Table.....	17-2
Inserting the Nested Table	17-3
Copying the Text	17-4
Formatting the Column Text.....	17-6
Adding Some Footer Text	17-7
Turning the Nested Table Border Off.....	17-8
Shading the Document.....	17-9
Printing.....	17-10
Creating a Three-Column Document	17-10
Making a copy of the Columns Document	17-10
Inserting the Third Column	17-11
Copying the Text	17-12
Printing.....	17-15
Word Processing Assignment 17	17-16

Chapter 18: Using Equations

Opening the Equation Toolbar.....	18-1
Creating a Simple Fraction.....	18-1
Combining Equations.....	18-3
Nesting Equations	18-6
Using Equations Within Documents.....	18-8
Adjusting Equations.....	18-11
Word Processing Assignment 18	18-12

Chapter 19: Useful Features

Templates.....	19-1
Using Prepared Templates	19-1
Saving Your Own Templates.....	19-2
Using Add-Ons.....	19-3
Links.....	19-5
Comments.....	19-6
Sharing Documents	19-8

Google Docs Project 2

Jenson Real Estate	P2-1
--------------------------	------