# Introduction to Google Docs

Google Docs is a powerful word processing program that allows you to enter text, make changes to it, format it, record it and print it. You can use Google Docs to produce professional business letters, reports, job application letters, personal resumes, curriculum vitae, essays, class projects, etc.
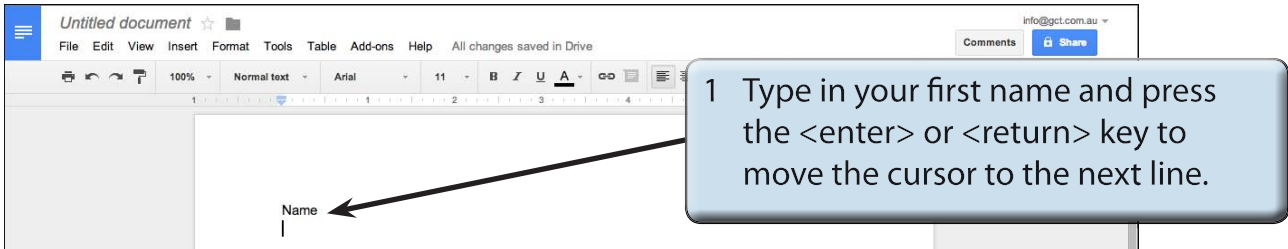
Starting Google Docs

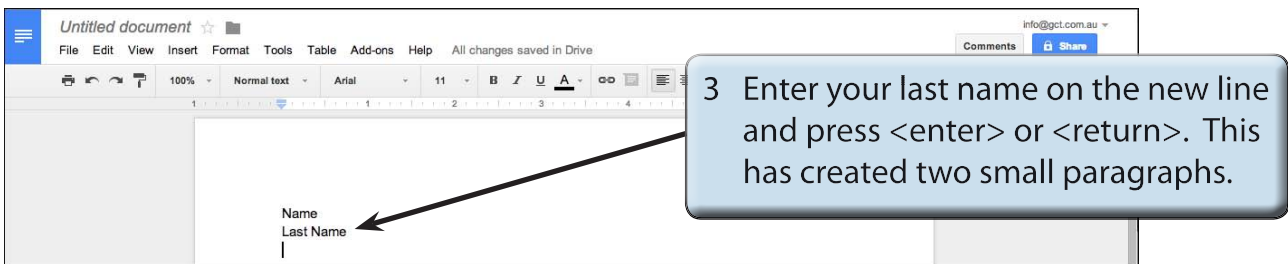1   Load Google Docs and you should receive the following screen.
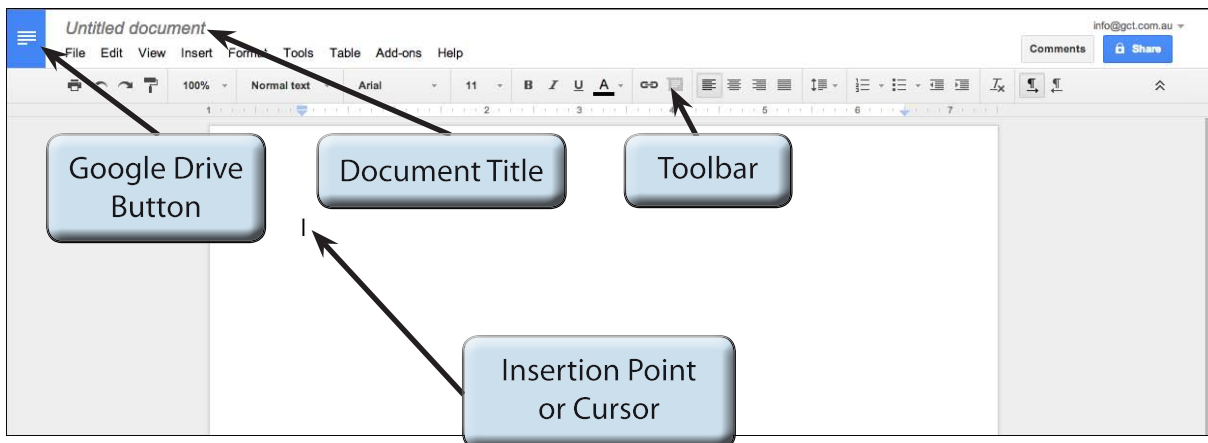
2   Refer to the labelled sections of the diagram until you are familiar with all the components.
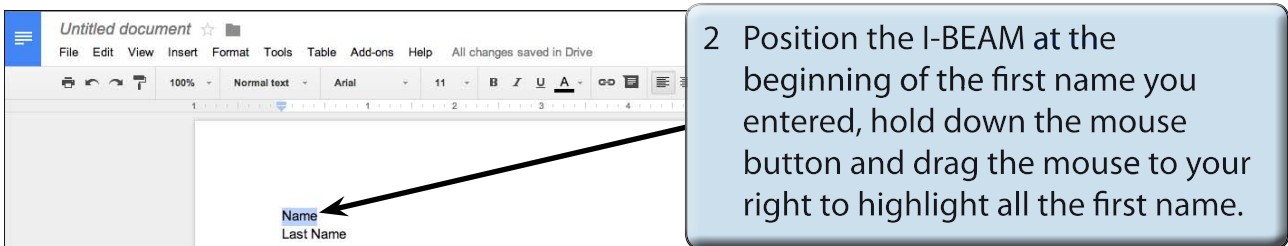
Entering Text

Some text will be entered and formatted.

> 1 Type in your first name and press the <enter> or <return> key to move the cursor to the next line.

2 At the moment the font is probably set to ARIAL, the program's default font.

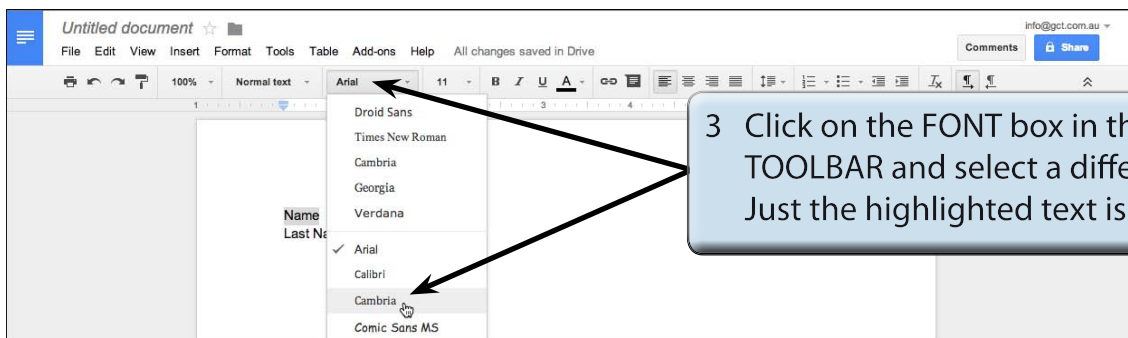> 3 Enter your last name on the new line and press <enter> or <return>. This has created two small paragraphs.

Changing the Format of Text

It is important to be able to efficiently alter the format of text once it has been entered. Google Docs makes this an easy process.

1 Move the mouse around the screen and notice that the pointer is set to a shape that looks like a capital I when it is over the typing area. This is called the I-BEAM and it allows you to position the cursor (or insertion point) anywhere in your document.

> 2 Position the I-BEAM at the beginning of the first name you entered, hold down the mouse button and drag the mouse to your right to highlight all the first name.
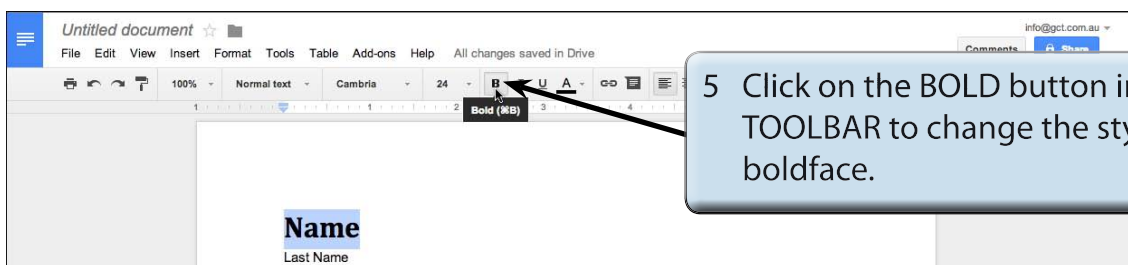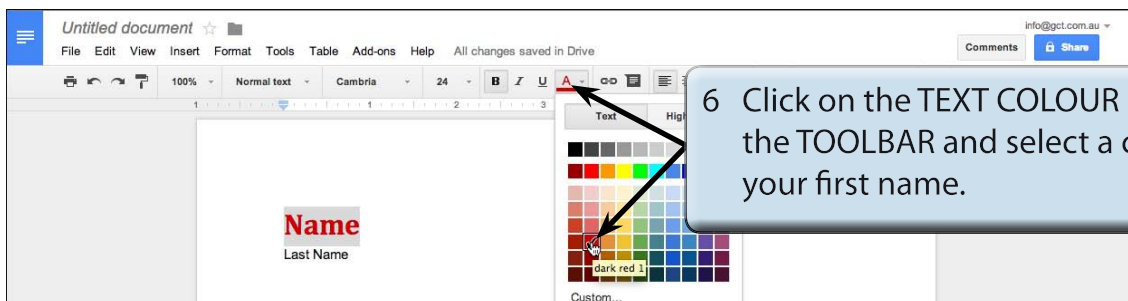
3 Click on the FONT box in the TOOLBAR and select a different font. Just the highlighted text is altered.
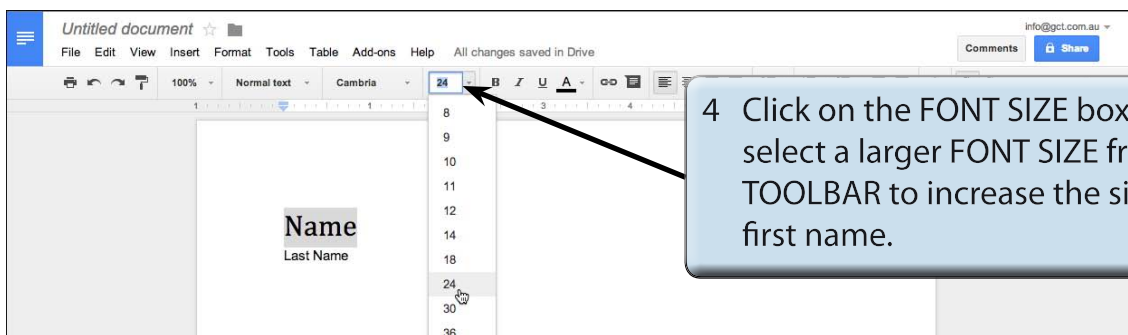
4 Click on the FONT SIZE box and select a larger FONT SIZE from the TOOLBAR to increase the size of your first name.
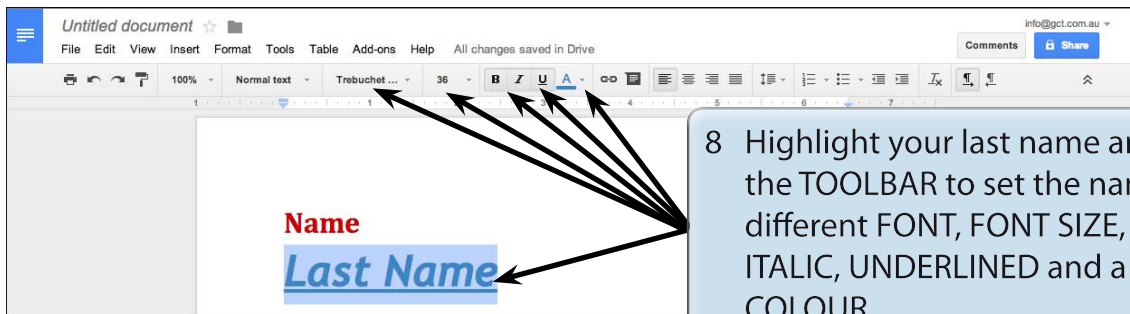
5 Click on the BOLD button in the TOOLBAR to change the style to boldface.

6 Click on the TEXT COLOUR icon in the TOOLBAR and select a colour for your first name.
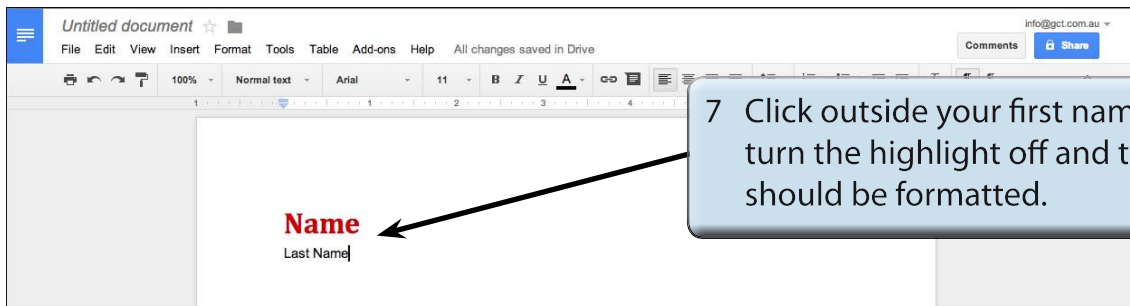
7 Click outside your first name to turn the highlight off and the name should be formatted.

8 Highlight your last name and use the TOOLBAR to set the name to a different FONT, FONT SIZE, BOLD, ITALIC, UNDERLINED and a TEXT COLOUR.

9 Experiment with some other fonts, sizes and styles. Remember, you must highlight text before it can be changed.

NOTE: The most efficient way to change writing styles is to enter all the required text in normal (or plain) style, then highlight sections of text and use the TOOLBAR to format it.

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