Google Docs Tutorial


2. If you have not yet created an account in google docs click the Get Started button.

3. Fill out the form with your information. When you are finished click the "I accept, create my account" button.
4. You will receive an Email Verification. To activate your account access your email and click on the link provided in the email.

5. You will receive an “Email Address Verified” letting you know your account has been activated. Click the “Click here to Continue” link.
6. Your google docs page will open. To get started click the “New” button. You may choose document, presentation, spreadsheet, form, or folder. It would be best to start with presentation, which is similar to PowerPoint. The presentation page will open. Begin creating your presentation. You will see menu bars that are similar to word and powerpoint.

7. To add text, images, shapes, or video click insert.
8. To add a new slide click “Slide” and then “New Slide.”

9. Select your slide layout and continue with your presentation.
10. When you are finished with your part of the presentation, you will need to give your group members access by clicking “Share” and then “Share with others”.

11. Invite all your group members as collaborators. Enter each group members email address. Separate email addresses with commas. This way each of you can go in and add your part to the project and you don’t have to email a PowerPoint back and forth. Be sure you are inviting group members to be collaborators and not viewers or they won’t be able to edit the presentation. When you have added all email addresses click the “Invite Collaborators” button.
12. You will receive an email message to fill out that will go to your group members. Type a subject, message, and then click send. This will send an invite to your group members so that they will be able to work on the presentation.

![Email presentation interface]

13. Click Docs Home to return to the main Google Docs page.
14. Once you have completed your project in Google Docs you will create a word processing document named groupproject that contains the URL to your Google Docs Presentation. Be sure your instructor has access to your Google Docs by clicking on “Share” and then “Share with others”. Click on Invite Viewers. Enter your instructors email address. If you have created more than one document, you will need to do this for each document created.