

Grow with Google

# Learn the Basics of Google Docs & Sheets

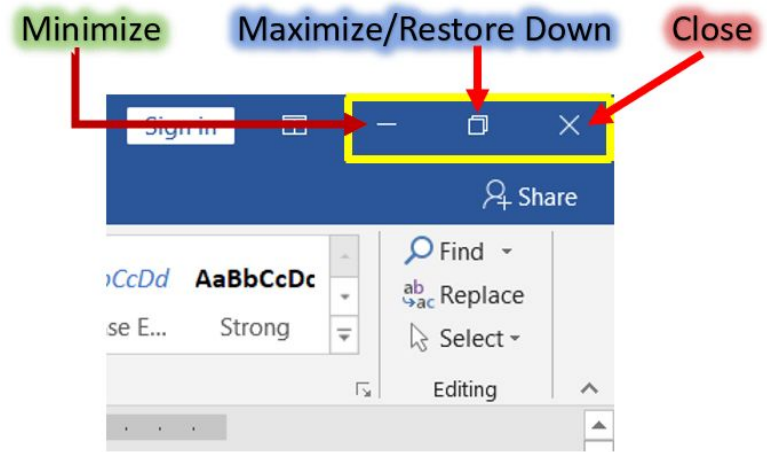
Presenter: Tara Nash



# HOW TO FOLLOW ALONG



MAC



WINDOWS

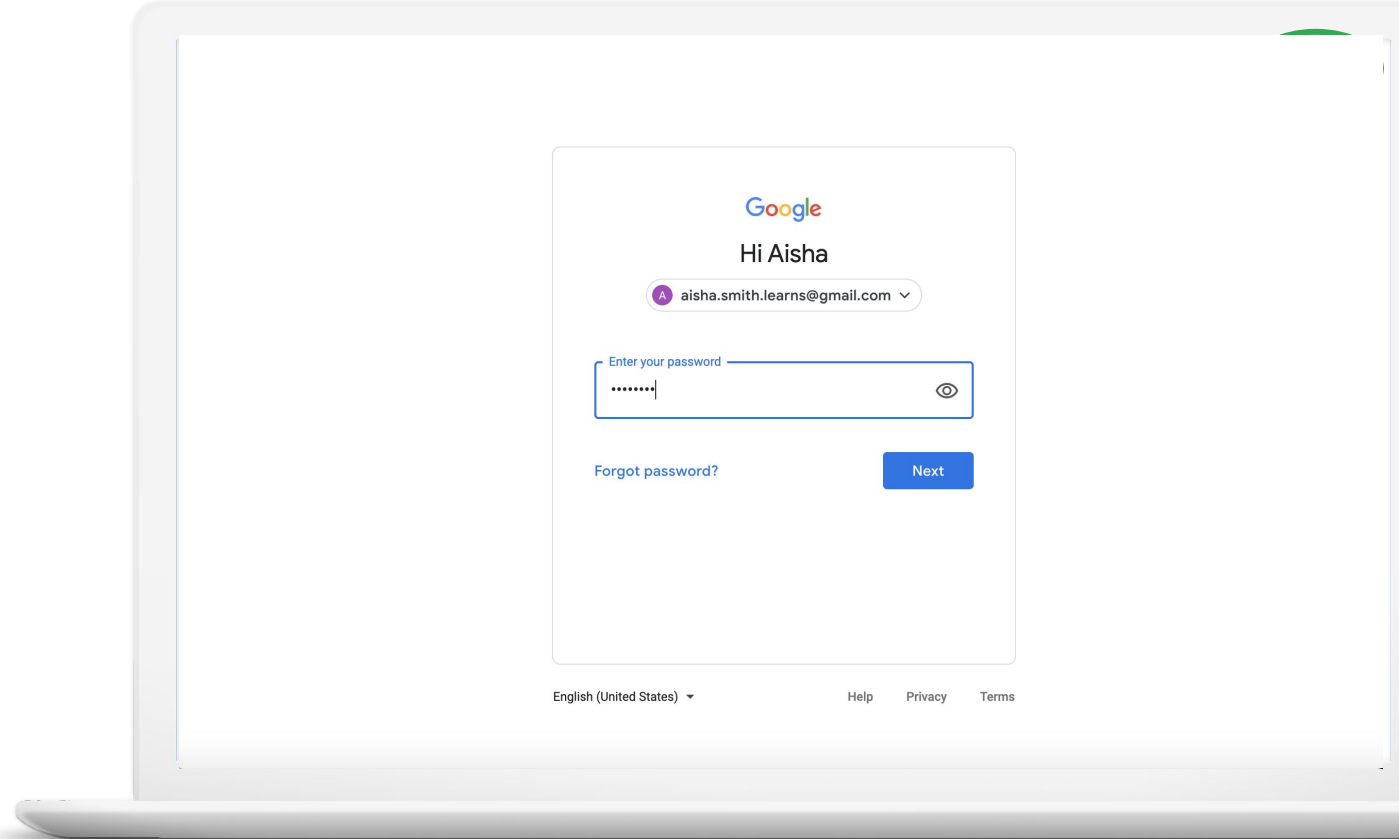
# What is Google Docs?



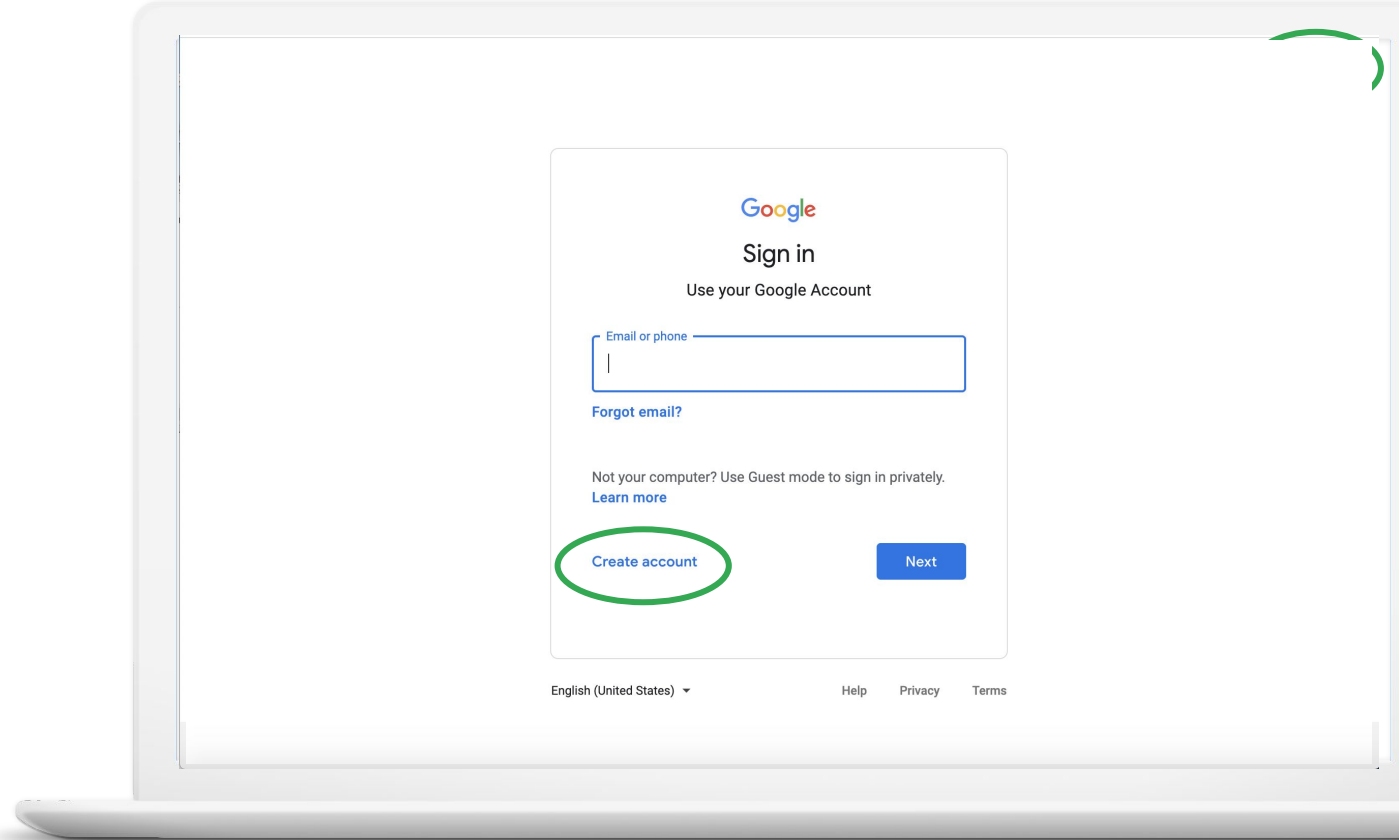
# Sign in

# SIGN IN TO YOUR GOOGLE ACCOUNT

**Sign in** to your  
Google Account.



# CREATE A FREE GOOGLE ACCOUNT



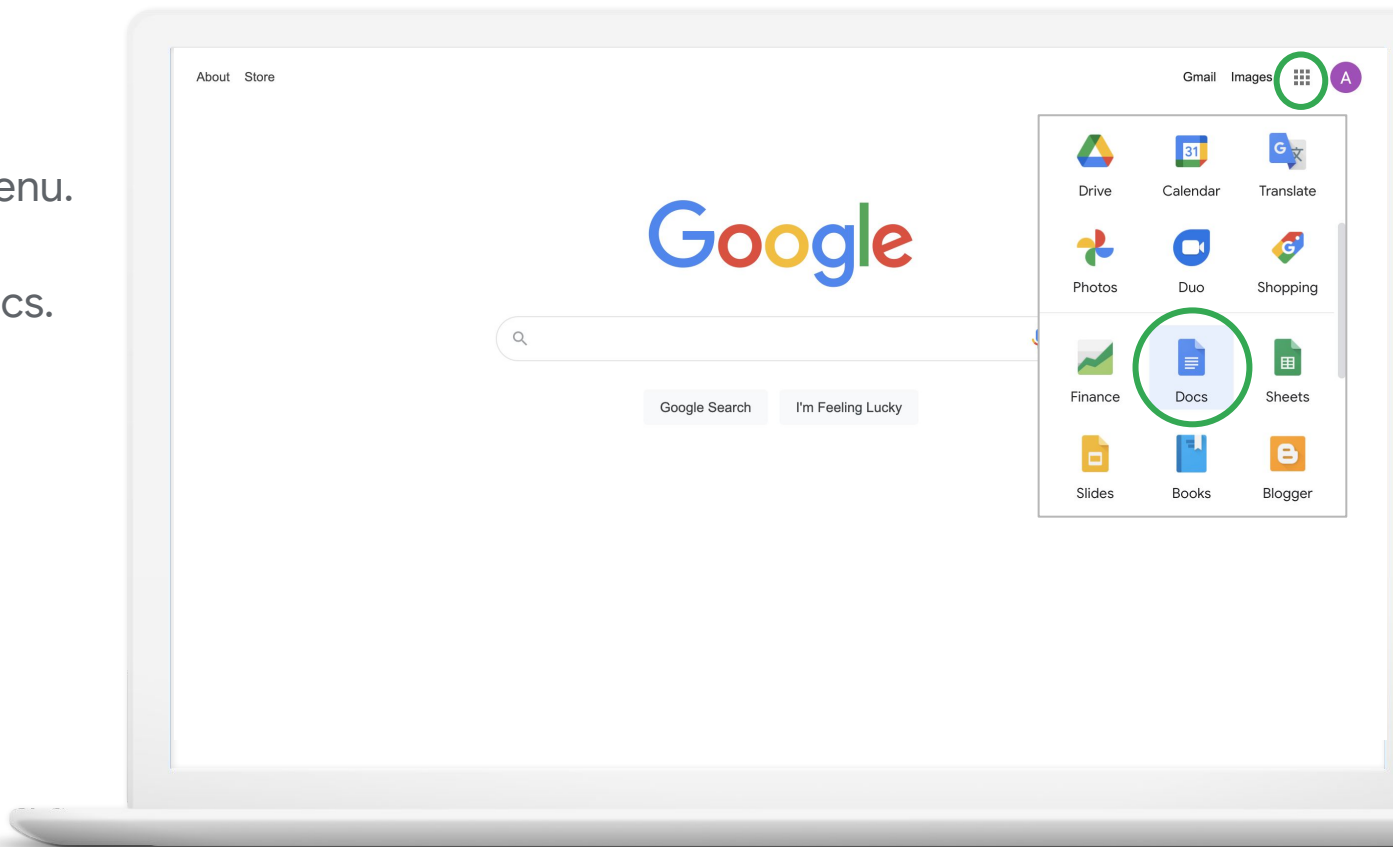
# Create a Google Doc

## CREATE A GOOGLE DOC

**Open** Google Apps menu.

**Scroll** down to find Docs.

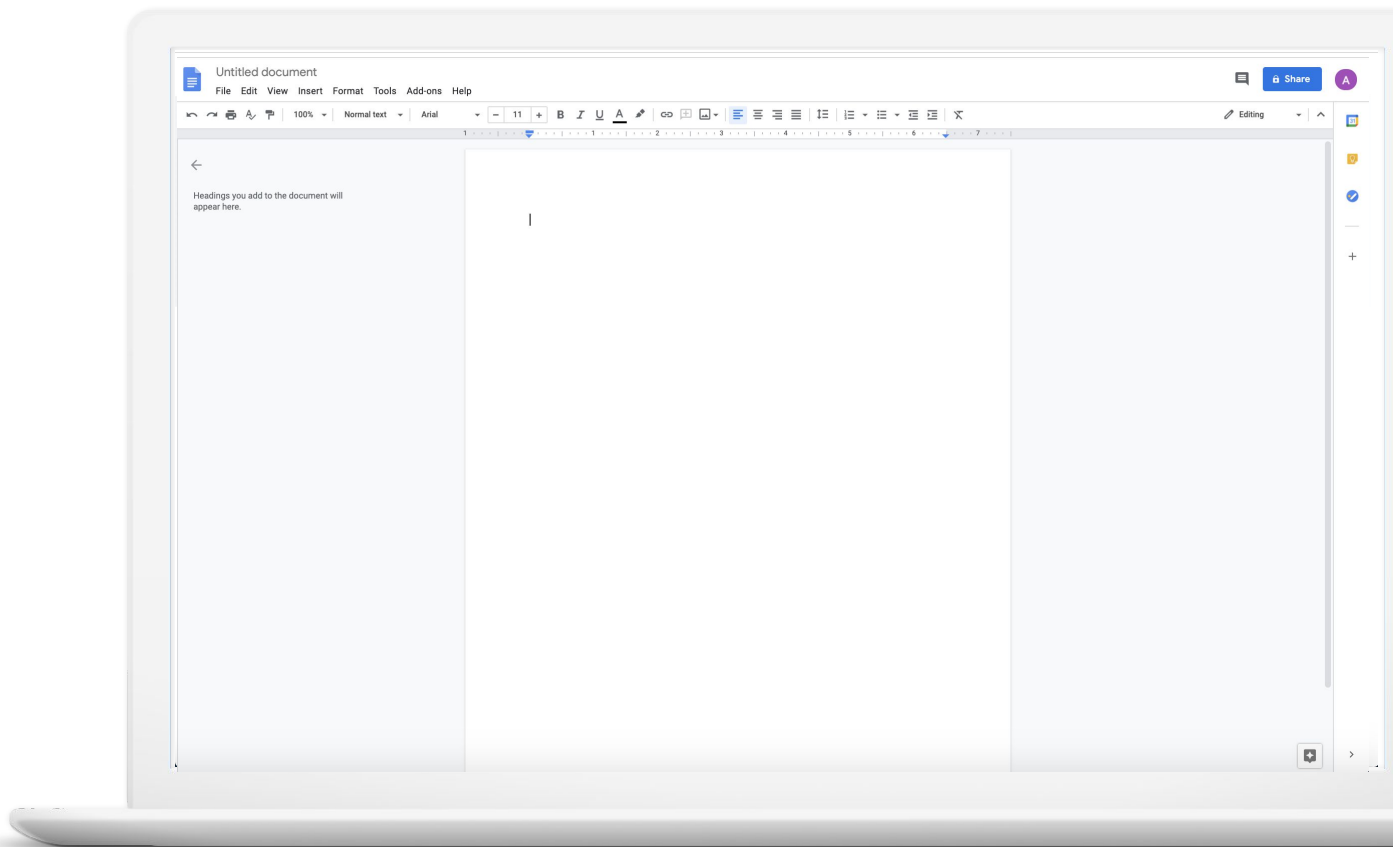
**Click** Docs.





## CHOOSE A BLANK DOC

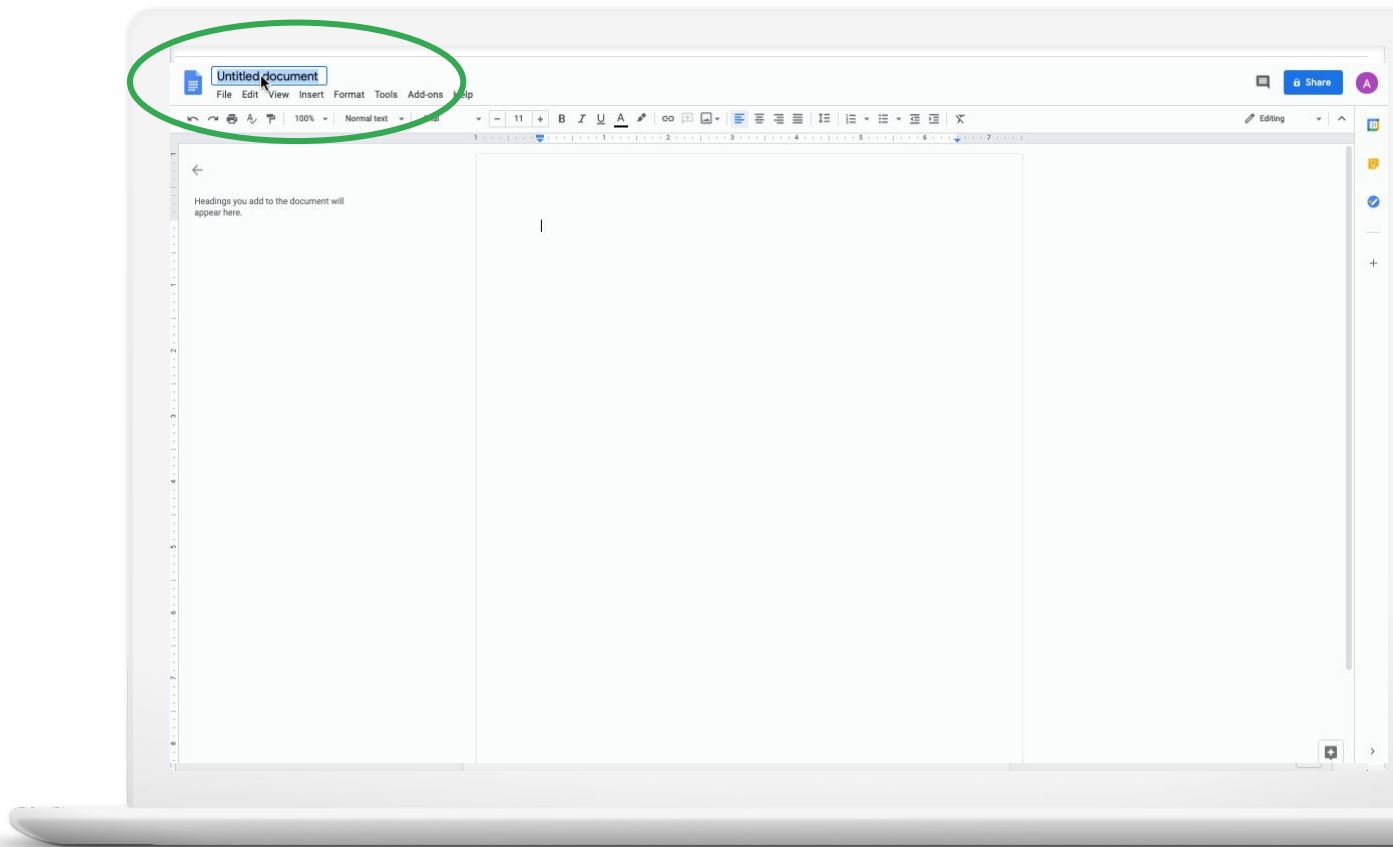
Select a blank Doc.



# TITLE YOUR DOC

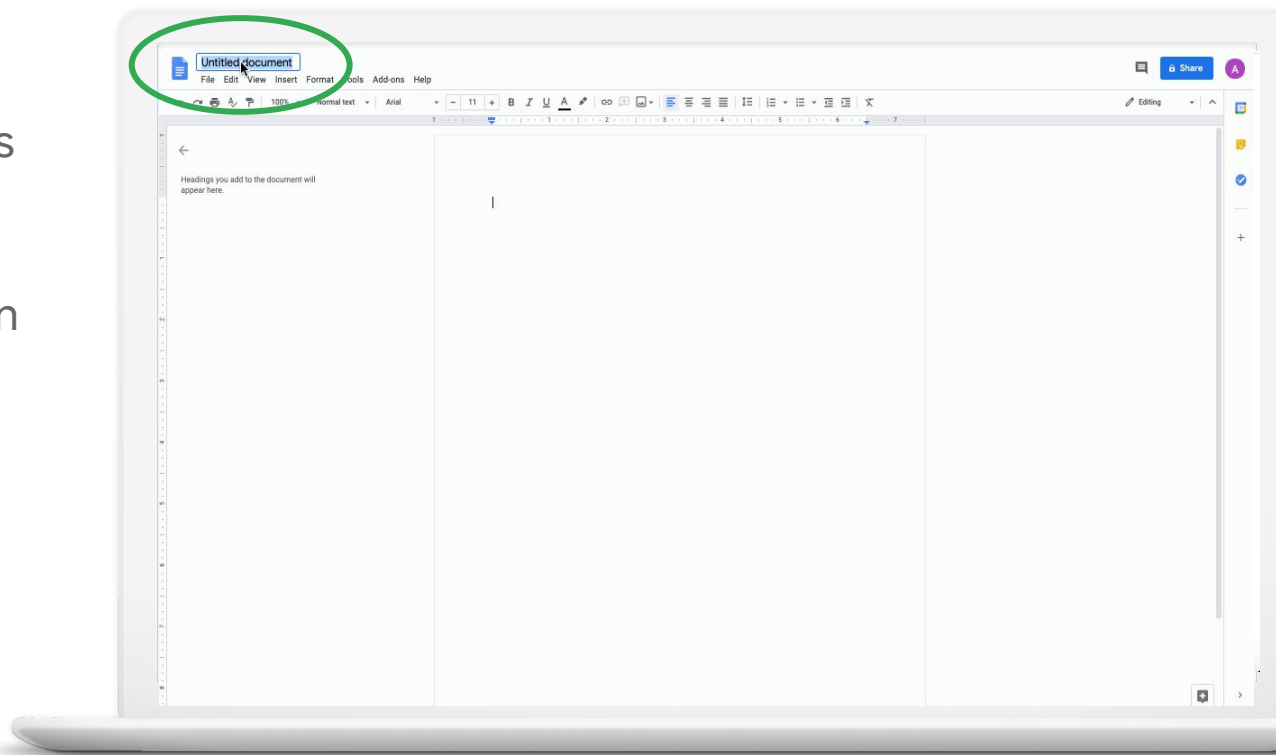
Click on  
“Untitled Document”

Type new title



# Try it: Create and title a Doc

1. Open the Google Apps Menu
2. Click Google Docs icon
3. Select a blank Doc
4. Type in your new title



# Explore Formatting

# GOOGLE DOCS TOOLBAR

The image shows the Google Docs interface for a document titled "Sample Sharing Doc". The top navigation bar includes "File", "Edit", "View", "Insert", "Format", "Tools", "Add-ons", and "Help", along with a status indicator "Last edit was 2 minutes ago". On the right side of the navigation bar, there are icons for comments, a "Share" button, and a user profile icon labeled "A".

The main toolbar is highlighted with a green border and contains the following elements from left to right: Undo, Redo, Print, Undo, Redo, Zoom (100%), Text style (Normal text), Font family (Arial), Font size (-, 11, +), Bold (B), Italic (I), Underline (U), Text color (A), Background color, Link, Unlink, Image, Bulleted list, Numbered list, Decrease indent, Increase indent, Table, and Spell check.

The main editing area is a large white rectangle with a vertical cursor. On the left side of the editing area, there is a sidebar with a back arrow and the text "Headings you add to the document will appear here." On the right side, there is a vertical sidebar with icons for Google Drive, a yellow square, a blue checkmark, and a plus sign.

# TYPE A SENTENCE

The image shows a Google Docs interface. At the top, the document title is "Sample Sharing Doc" with icons for star, folder, and cloud. Below the title is a menu bar with "File", "Edit", "View", "Insert", "Format", "Tools", "Add-ons", and "Help". A status bar indicates "Last edit was seconds ago". On the right side, there is a "Share" button and a profile icon with the letter "A".

The main editing area is a large white rectangle with a text cursor (I) in the center. Above the editing area is a toolbar with various icons for undo, redo, print, text color, background color, font size (100%), font face (Normal text, Arial), font size (11), bold (B), italic (I), underline (U), text color (A), eraser, link, unlink, insert image, bulleted list, numbered list, indent, and zoom in. A ruler is visible above the editing area, showing a scale from 1 to 7.

On the right side of the editing area, there is a vertical sidebar with icons for Google Calendar, Google Drive, Google Photos, and Google Maps, along with a plus sign for more options.

# SELECT YOUR SENTENCE

The image shows a screenshot of the Google Docs web interface. At the top, the document title is "Sample Sharing Document" with a star icon, a share icon, and a refresh icon. Below the title is a menu bar with "File", "Edit", "View", "Insert", "Format", "Tools", "Add-ons", and "Help". To the right of the menu bar is a "Share" button and a profile icon with the letter "A". Below the menu bar is a toolbar with various icons for undo, redo, print, text color, background color, font size (set to 11), bold, italic, underline, text color, link, insert, and list. The main editing area contains the text "I am learning to use Google Docs!" with a cursor at the end. The interface includes a ruler at the top and a vertical scrollbar on the right.

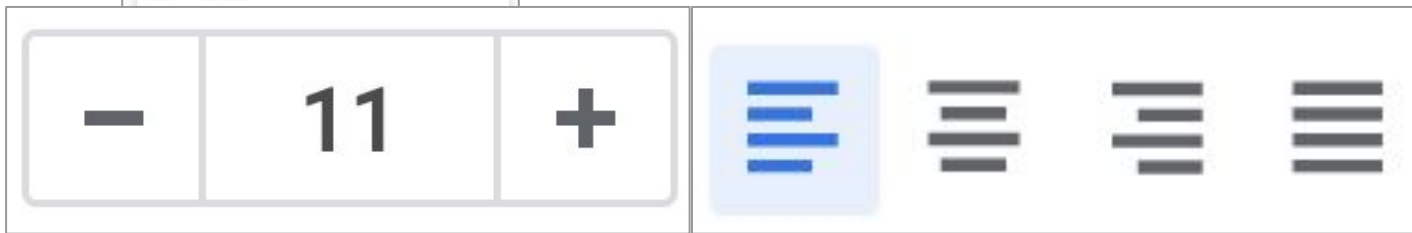
# GOOGLE DOCS TOOLBAR



Undo



Redo

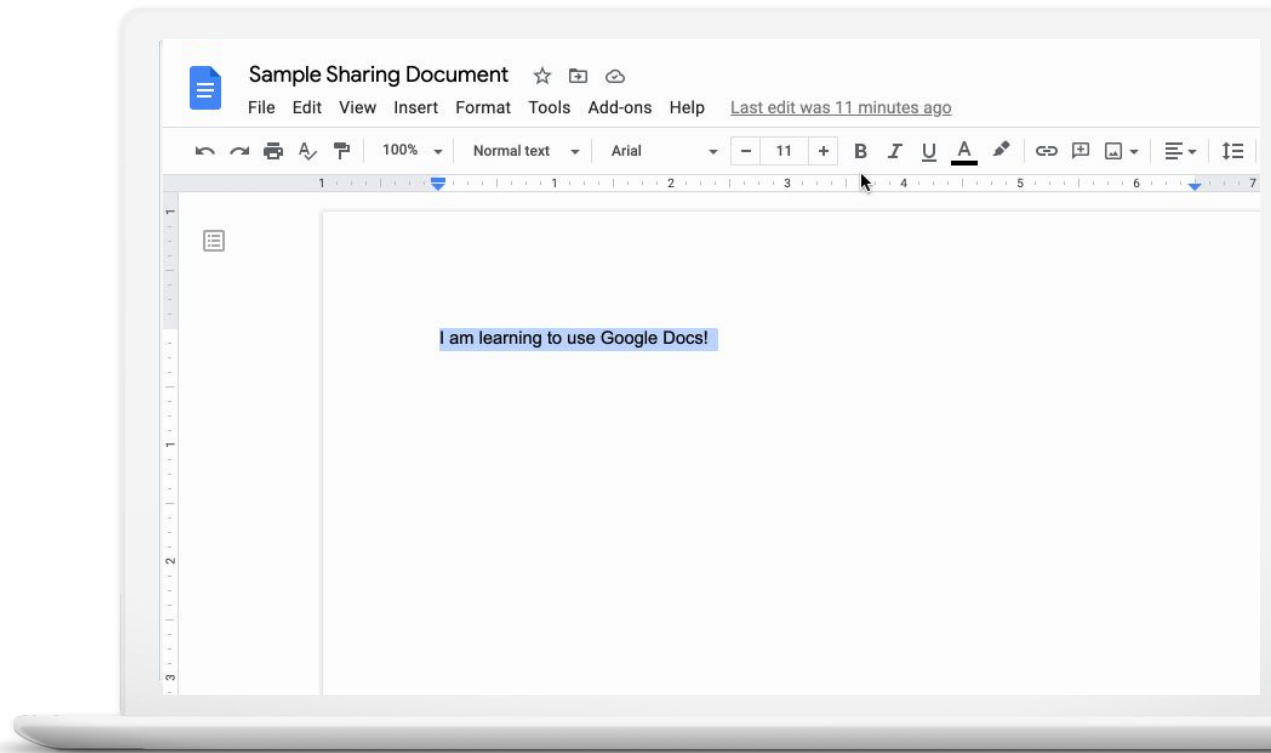


Left Center Right Justify



# Try it: Experiment with formatting

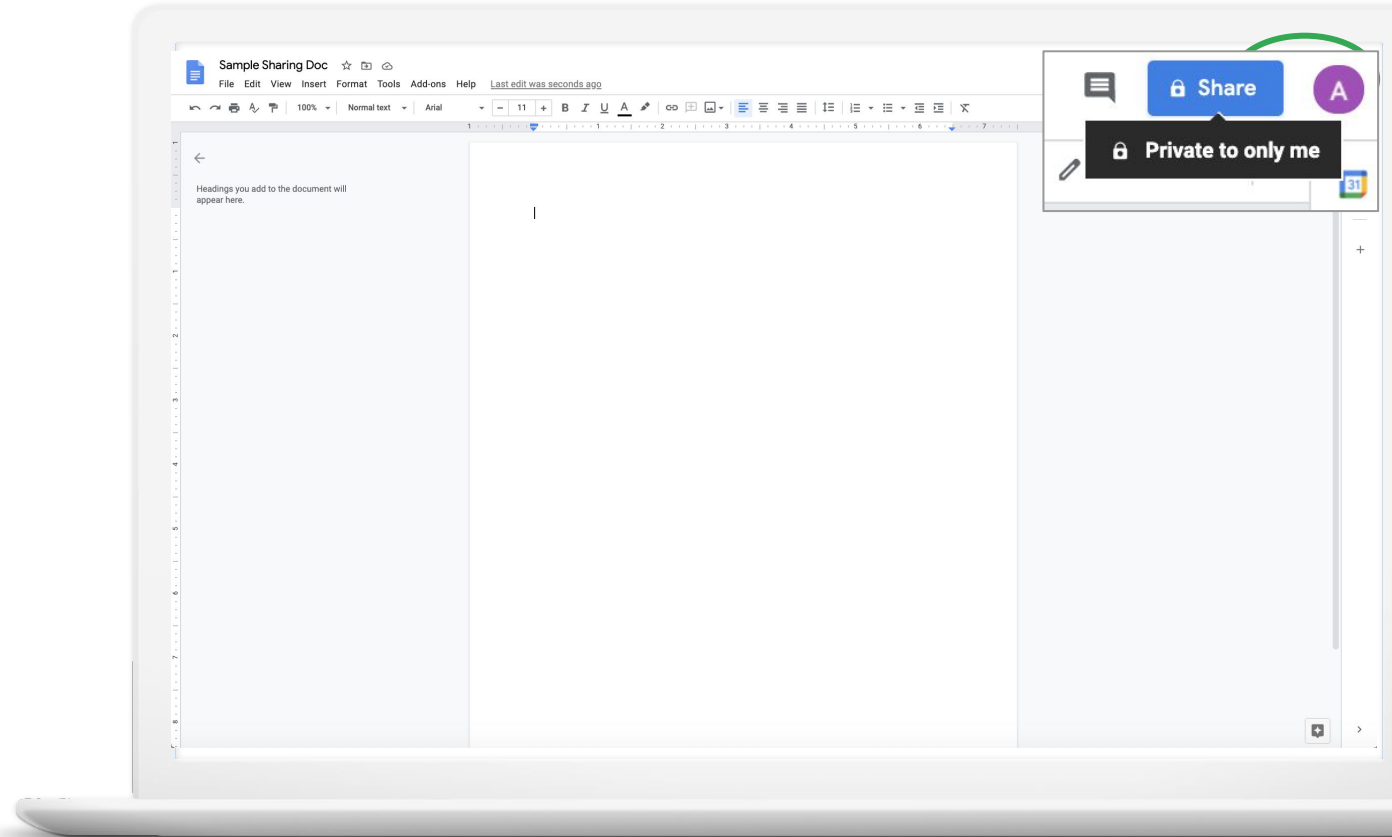
1. Type a sentence
2. Select the sentence
3. Use the toolbar to change the formatting



# Share a Doc

# SHARE YOUR DOC

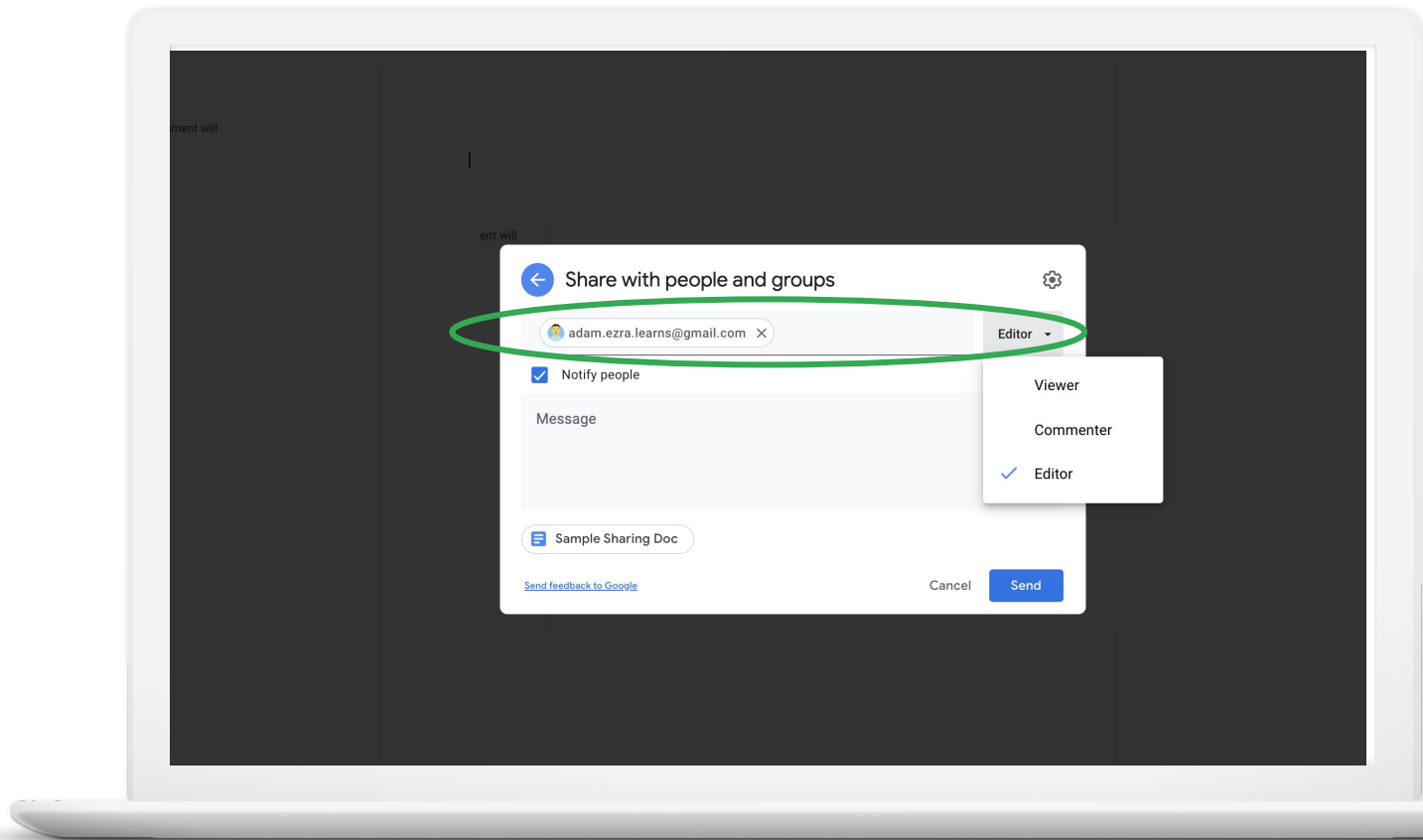
Click Share button.



## SHARE DOC

**Type** in your partner's email address

**Select** Editor access



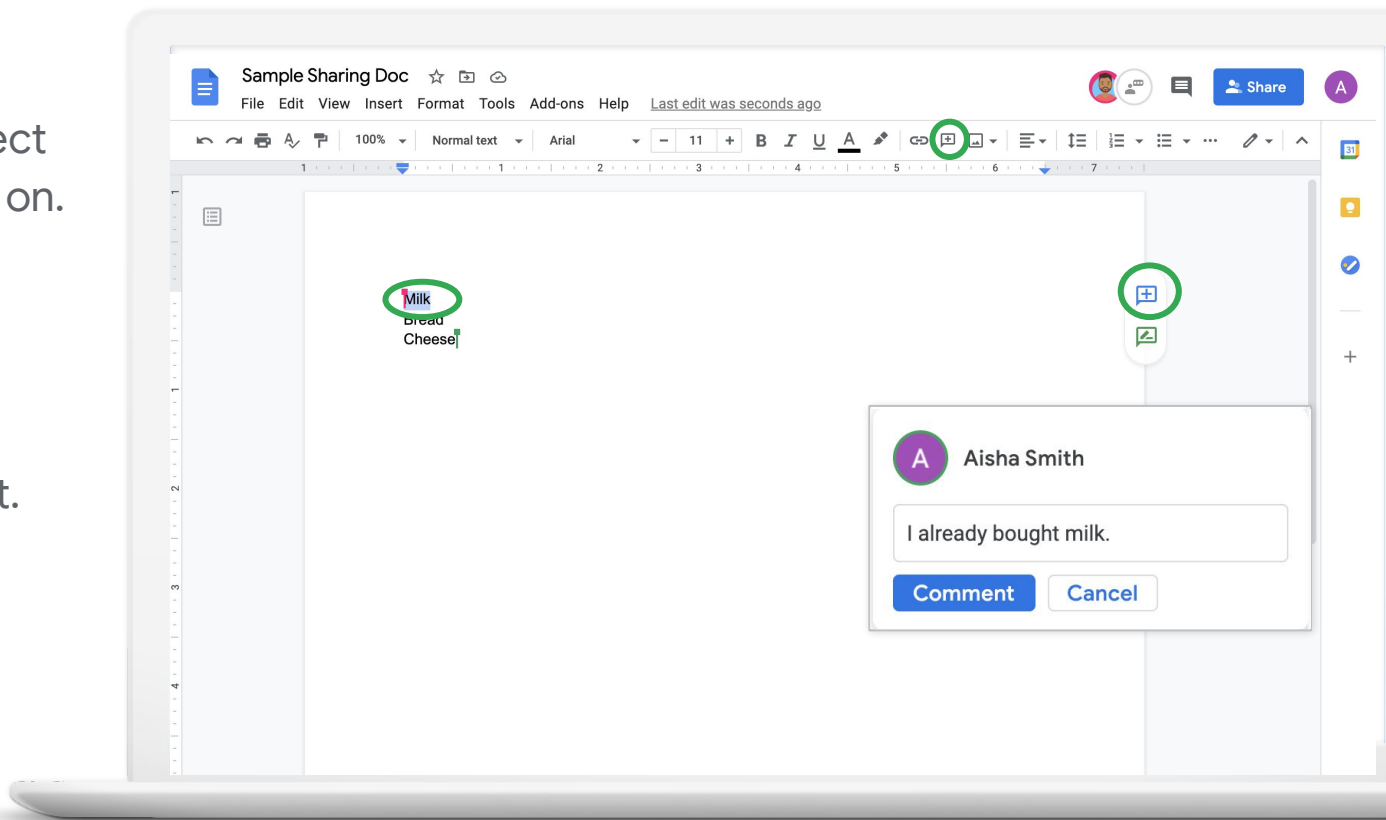
# Add comments

## ADD A COMMENT

**Select** the text or object you want to comment on.

**Click** “Add comment” button

**Type** in your comment.



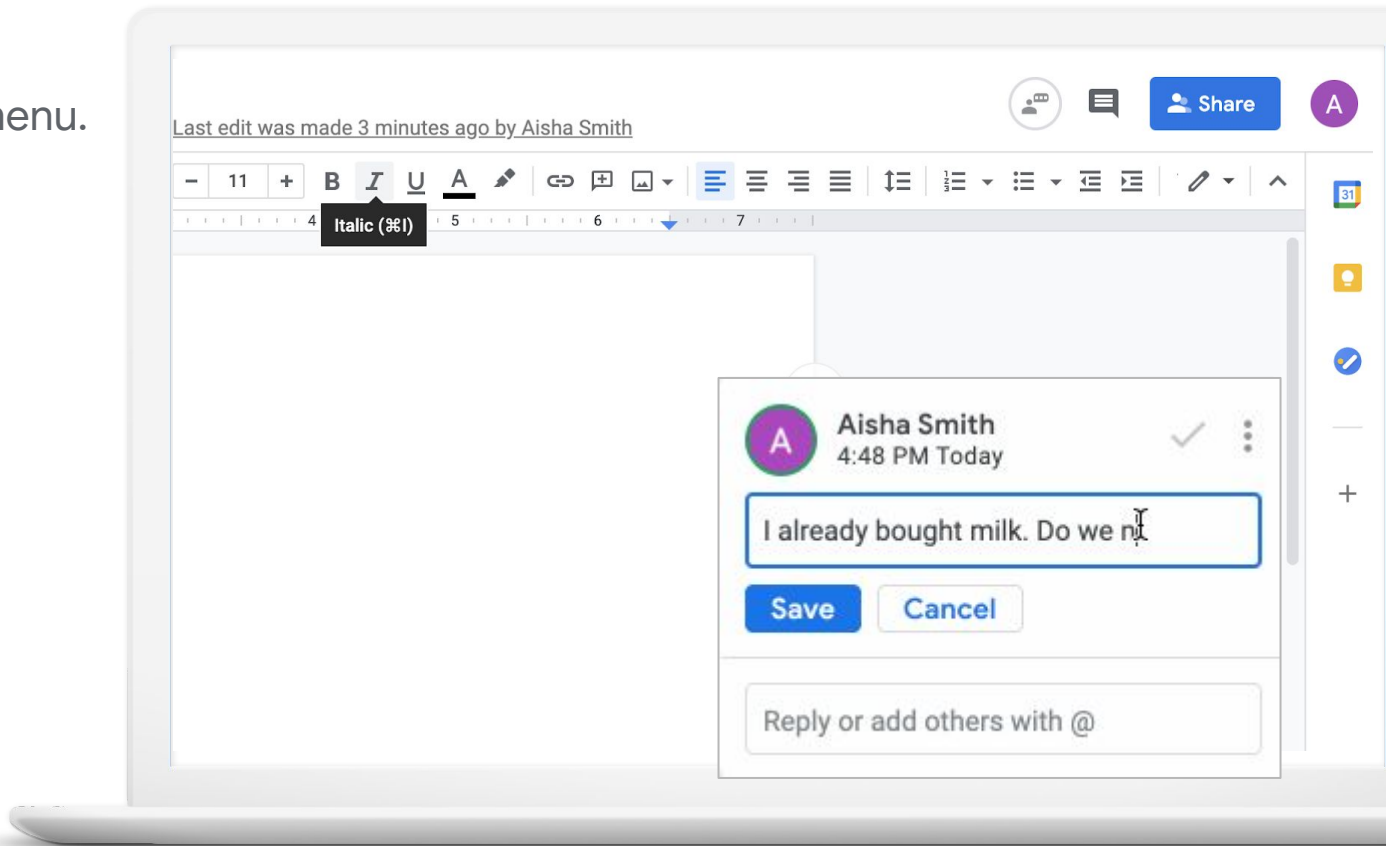
## EDIT A COMMENT

**Open** the comment menu.

**Select** Edit

**Type** in your edits.

**Click** Save.

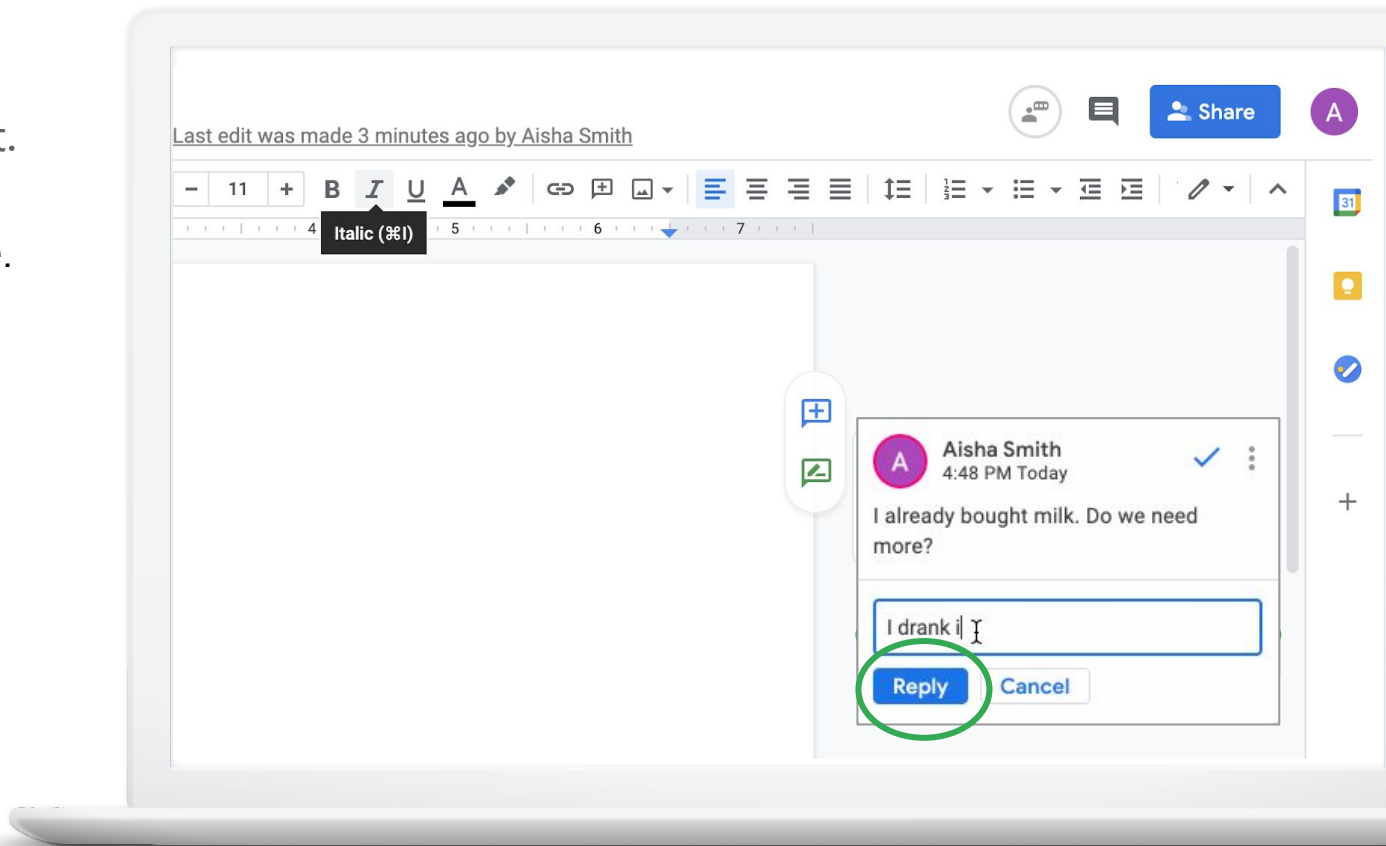


## RESPOND TO A COMMENT

**Click** on the comment.

**Type** in your response.

**Click** Reply.

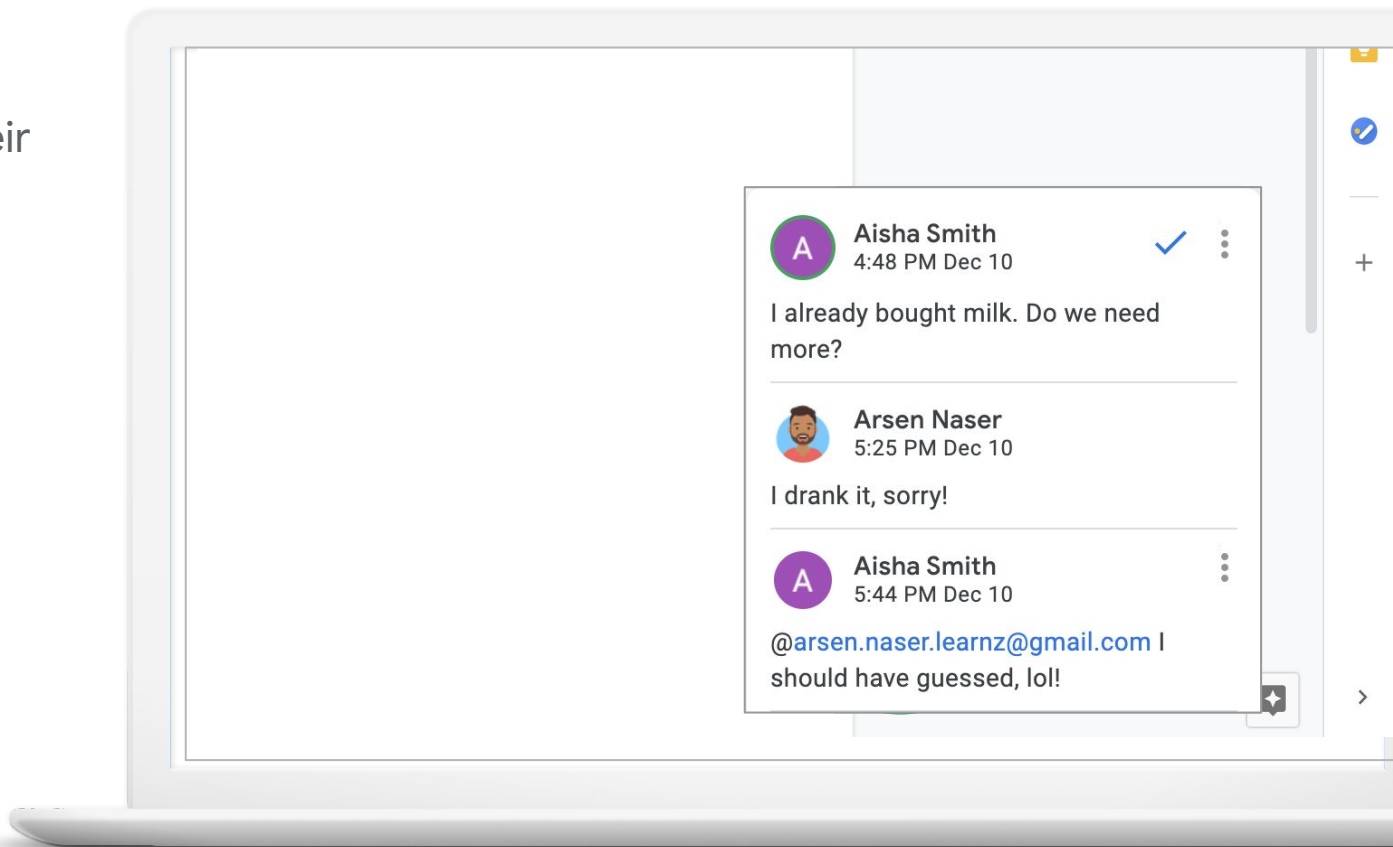




## TAG SOMEONE IN A COMMENT OR REPLY

**Type** in an @, then their Gmail address.

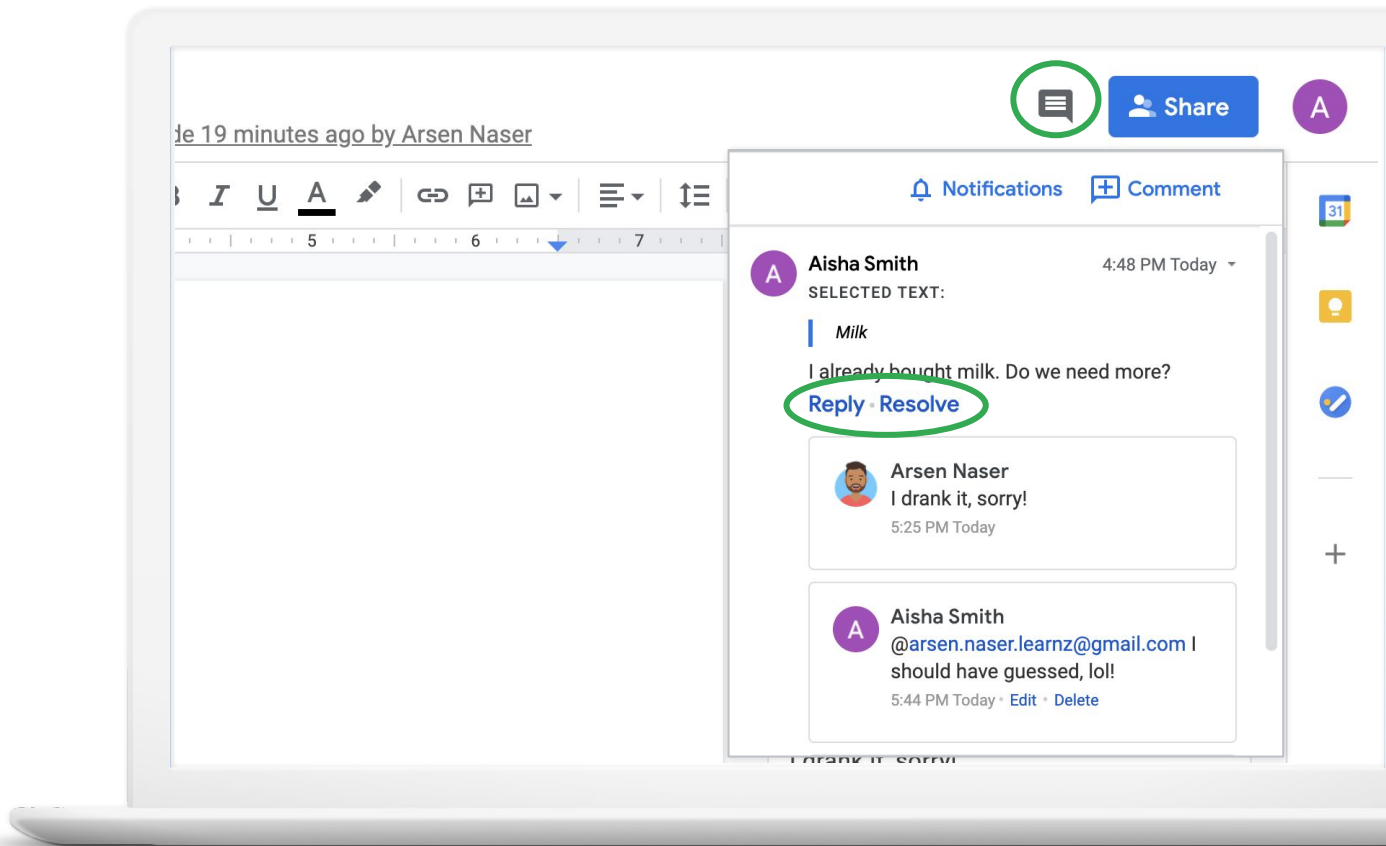
**Click** Save



## OPEN COMMENT HISTORY

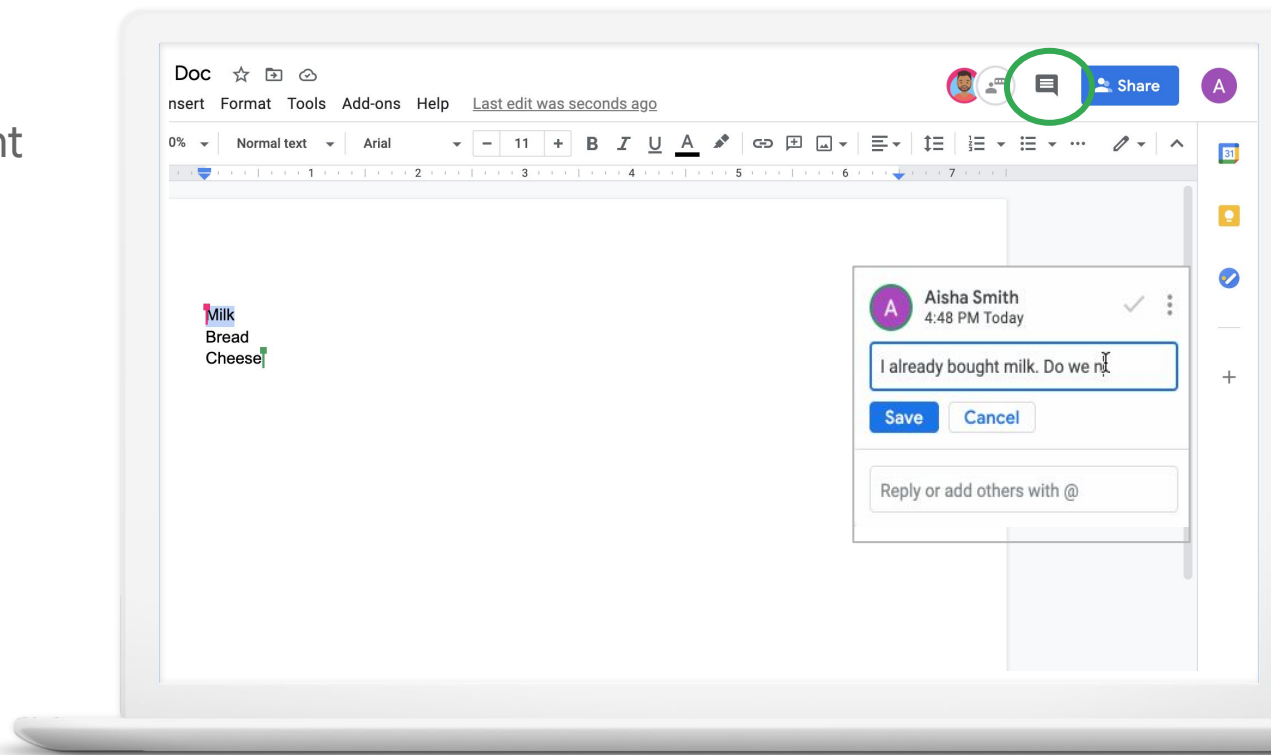
**Click** Open comment history.

**Scroll** to see full comment history.



# Try it: Comment

1. Select text to comment on
2. Click comment button
3. Type in comment
4. Optional: Respond to comment



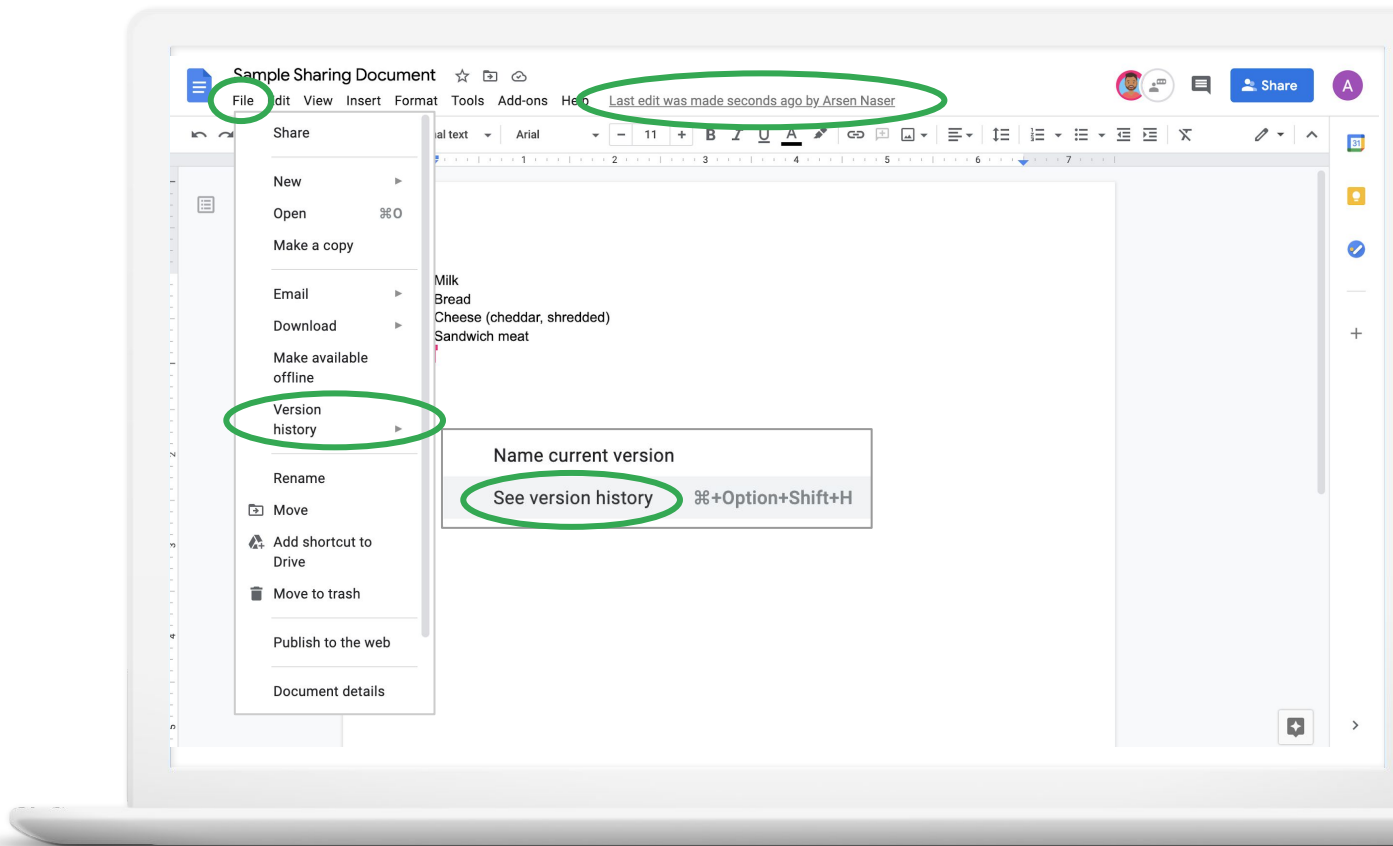
# Explore version history

# OPEN VERSION HISTORY

Open File menu.

Select Version history.

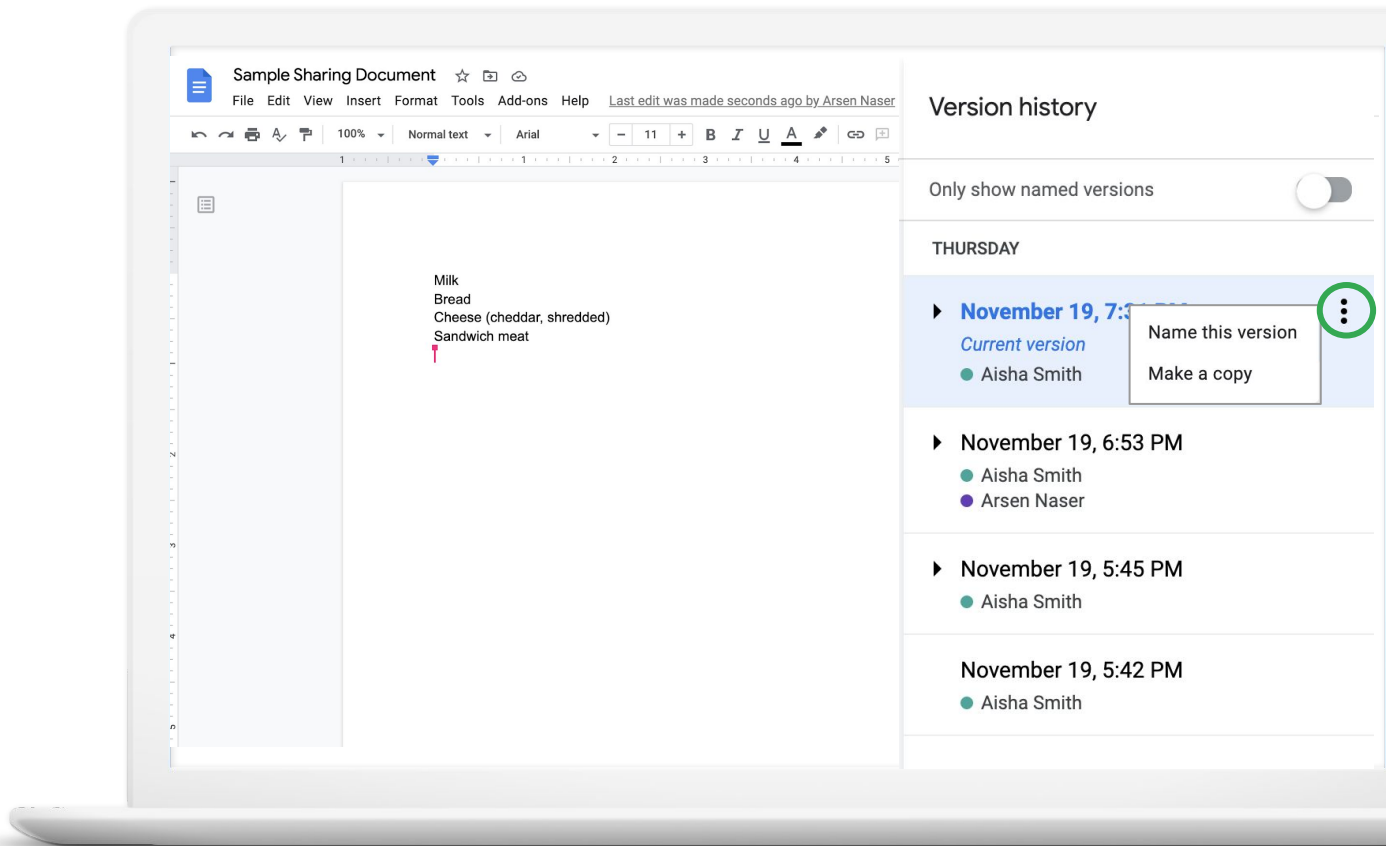
Select See version history.



## VIEW VERSION HISTORY

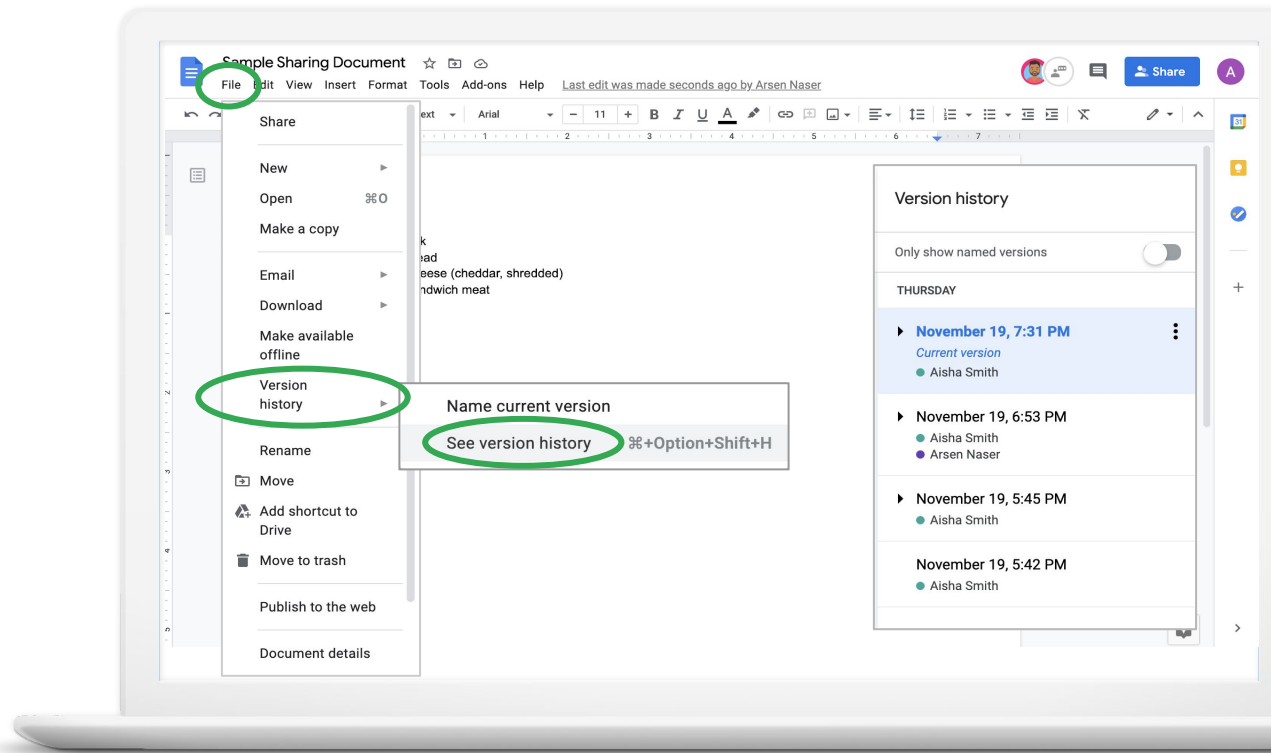
**Click** on a date to open that version.

**Click** More actions to name a version or make a copy.



# Try it: Open version history

1. Open the File menu
2. Open Version history
3. Select See version history



# Google Sheets



# What is Google Sheets?

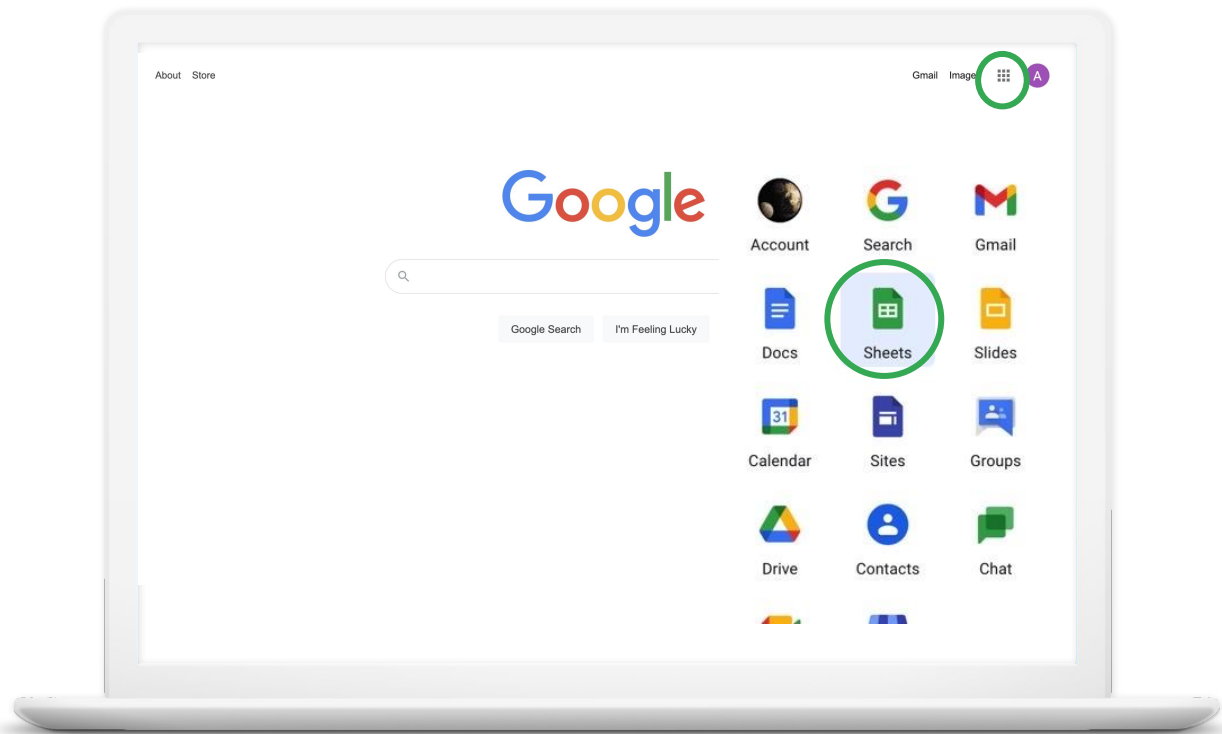


## CREATE A GOOGLE SHEET

**Open** Google Apps menu.

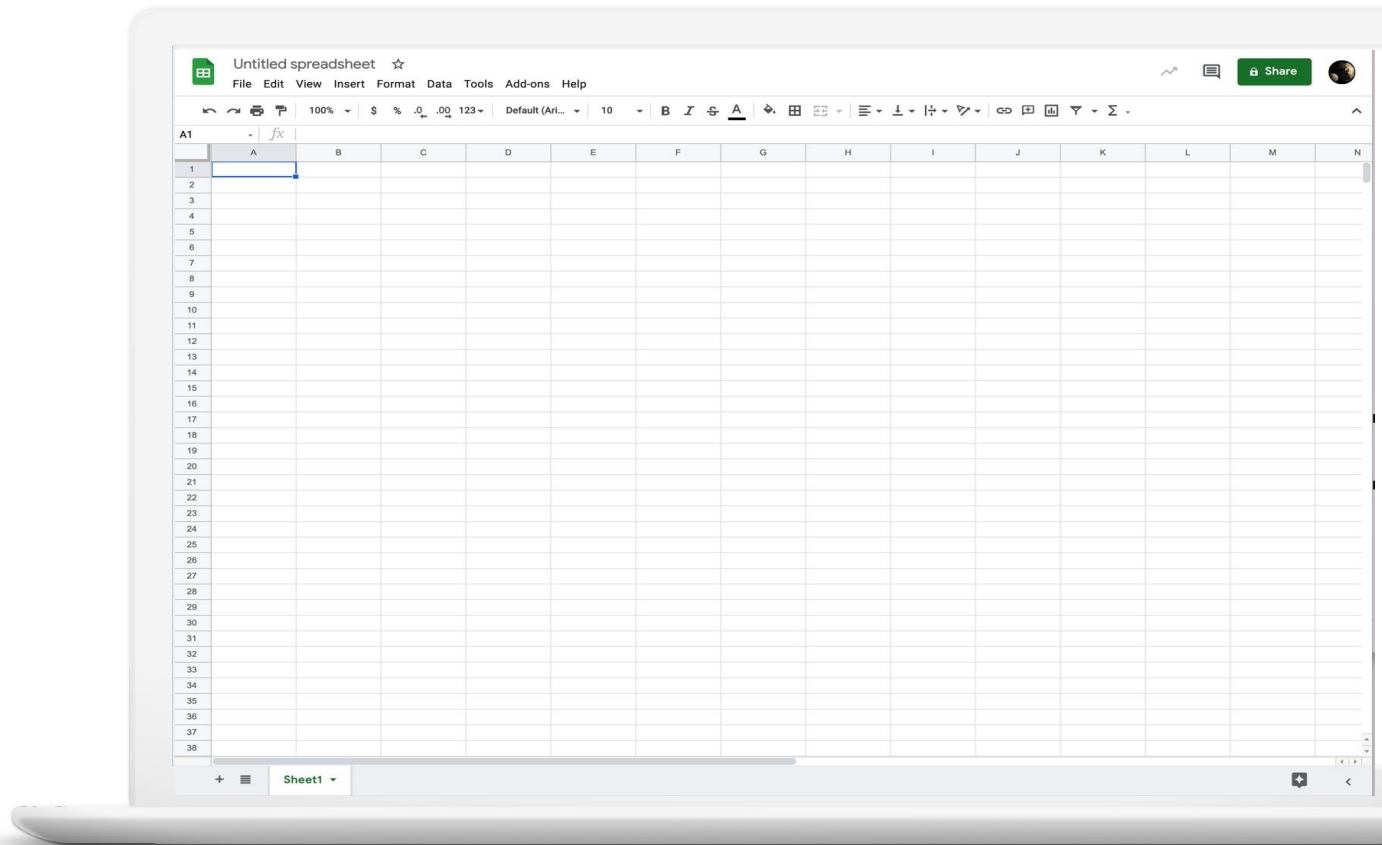
**Scroll** down to find Sheets.

**Click** Sheets.



# CHOOSE A BLANK SHEET

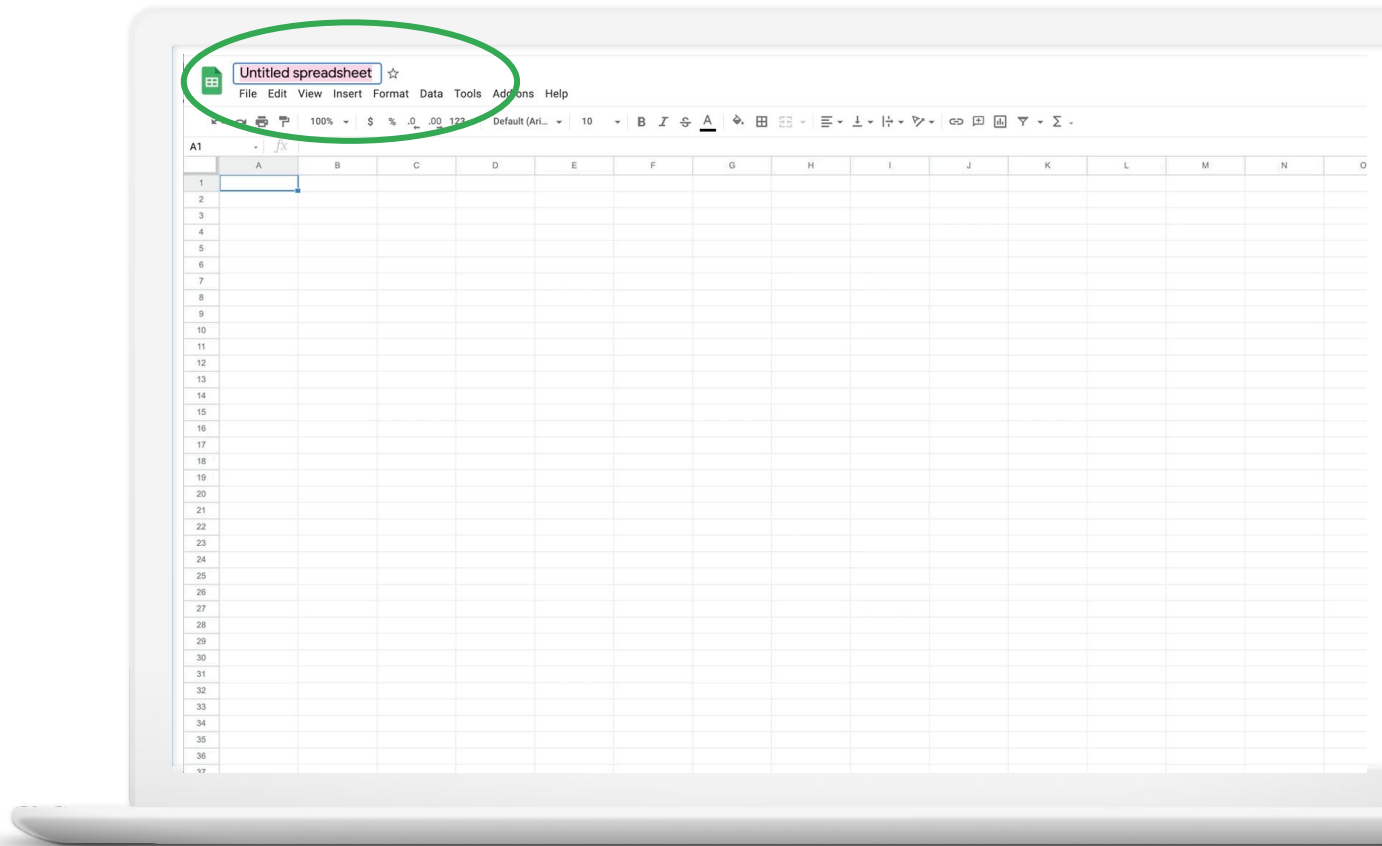
Select a blank Sheet.



## TITLE YOUR SHEET

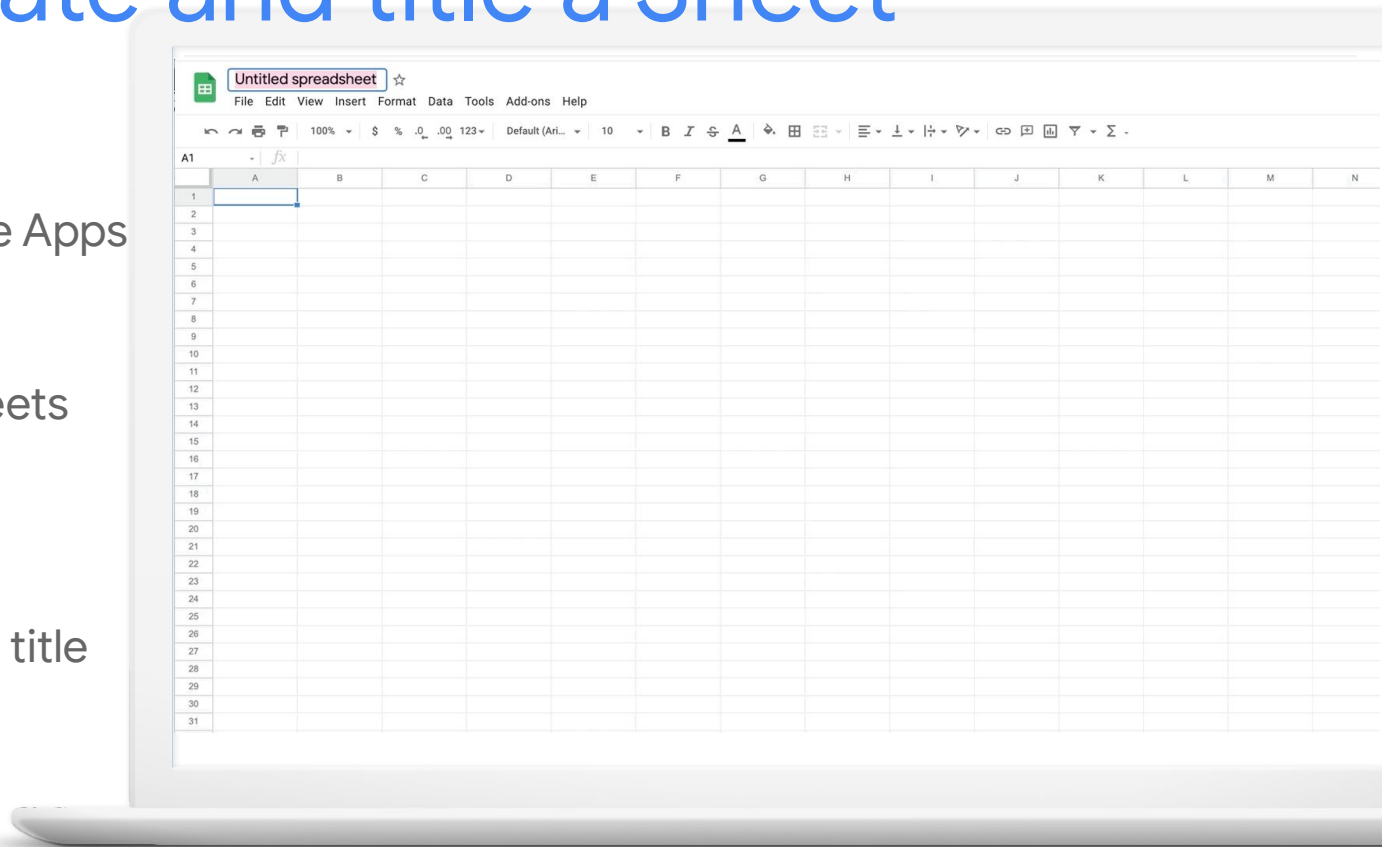
Click on  
“Untitled  
Spreadsheet”

Type new title



# Try it: Create and title a Sheet

1. Open the Google Apps Menu
2. Click Google Sheets icon
3. Select a blank Spreadsheet
4. Type in your new title



# Intro to Spreadsheets

# GOOGLE SHEETS TOOLBAR



Sample Budget ☆ 📄 ☁

File Edit View Insert Format Data Tools Add-ons Help Last edit was 30 minutes ago



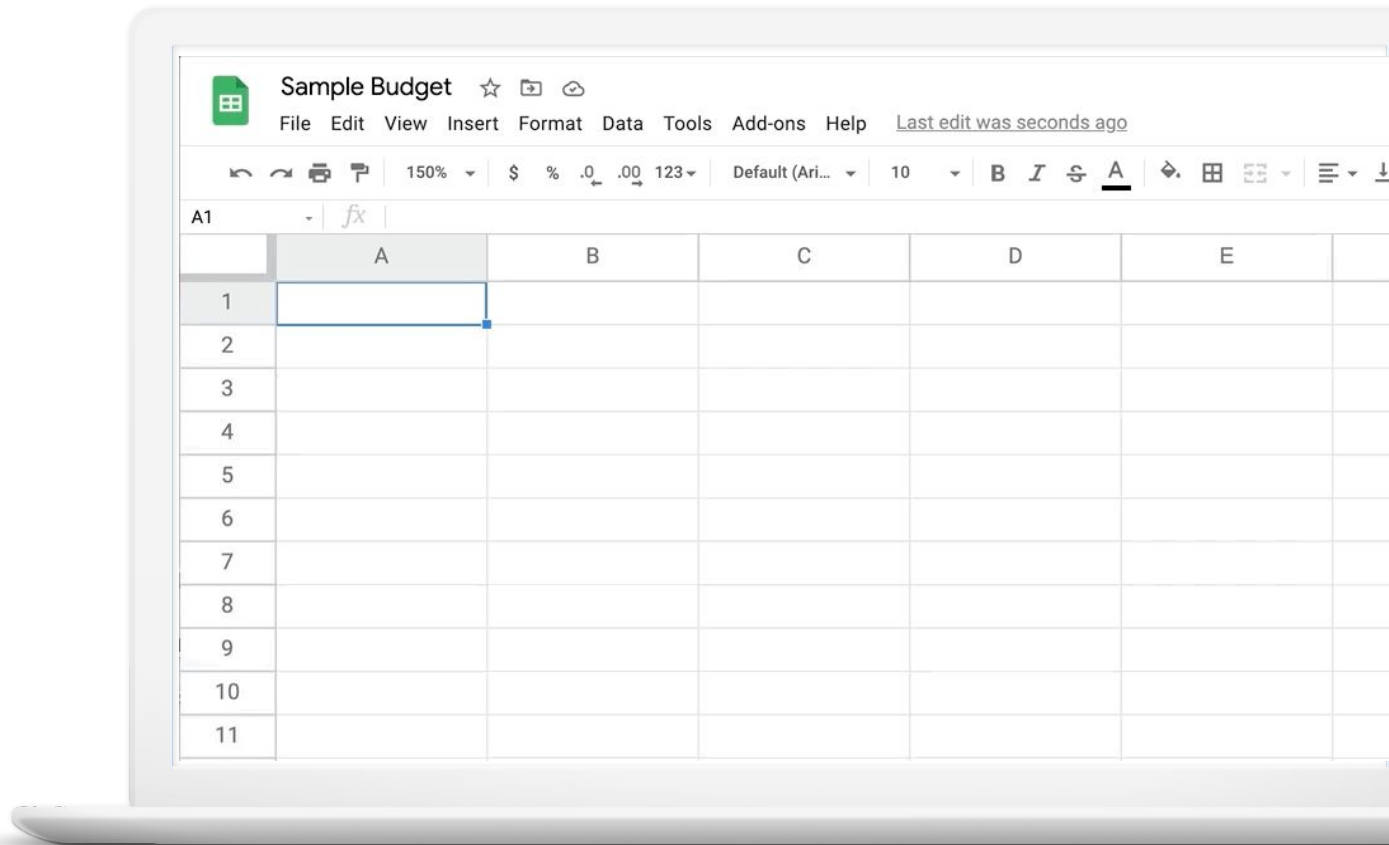
100% \$ % .0 .00 123 Default (Ari... 10 B I S A 🔍 📏 📐 📊 📈 📉 📊 📈 📉 📊 📈 📉

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1																
2																
3																
4																
5																
6																
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# GOOGLE SHEETS LAYOUT

**Click** on the cell in  
**Column A, Row 1**

The cell address for  
this cell is **A1**





# ENTERING DATA

The image shows a Google Sheets interface for a spreadsheet titled "Sample Budget". The spreadsheet is open to a grid with columns labeled A through Q and rows numbered 1 through 35. The word "Expenses" is entered in cell A1. The text "Expenses" is highlighted with a blue border, and the cell A1 is also highlighted with a green circle. The word "Expenses" is also highlighted with a green circle in the formula bar above the grid. The formula bar shows the text "Expenses" and the cell address "A1". The spreadsheet is otherwise empty.

A1	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Expenses																
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
12																
13																
14																
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33																
34																
35																

# FORMATTING DATA

The image shows a Google Sheets interface for a spreadsheet titled "Sample Budget". The spreadsheet has a grid with columns labeled A through G and rows numbered 1 through 12. The cell at the intersection of column A and row 1 (A1) is selected and contains the text "Expenses". The rest of the grid is empty. The interface includes a menu bar with options like File, Edit, View, Insert, Format, Data, Tools, Add-ons, and Help. A toolbar with various formatting and editing icons is visible below the menu bar. The status bar at the bottom indicates "Last edit was seconds ago".

	A	B	C	D	E	F	G
1	Expenses						
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

# FORMATTING DATA CONTINUED



Sample Budget ☆ 📄 🔄

File Edit View Insert Format Data Tools Add-ons Help [Last edit was seconds ago](#)



Share

123 | Default (Arial) | 10 | B | I | A | [Icons]

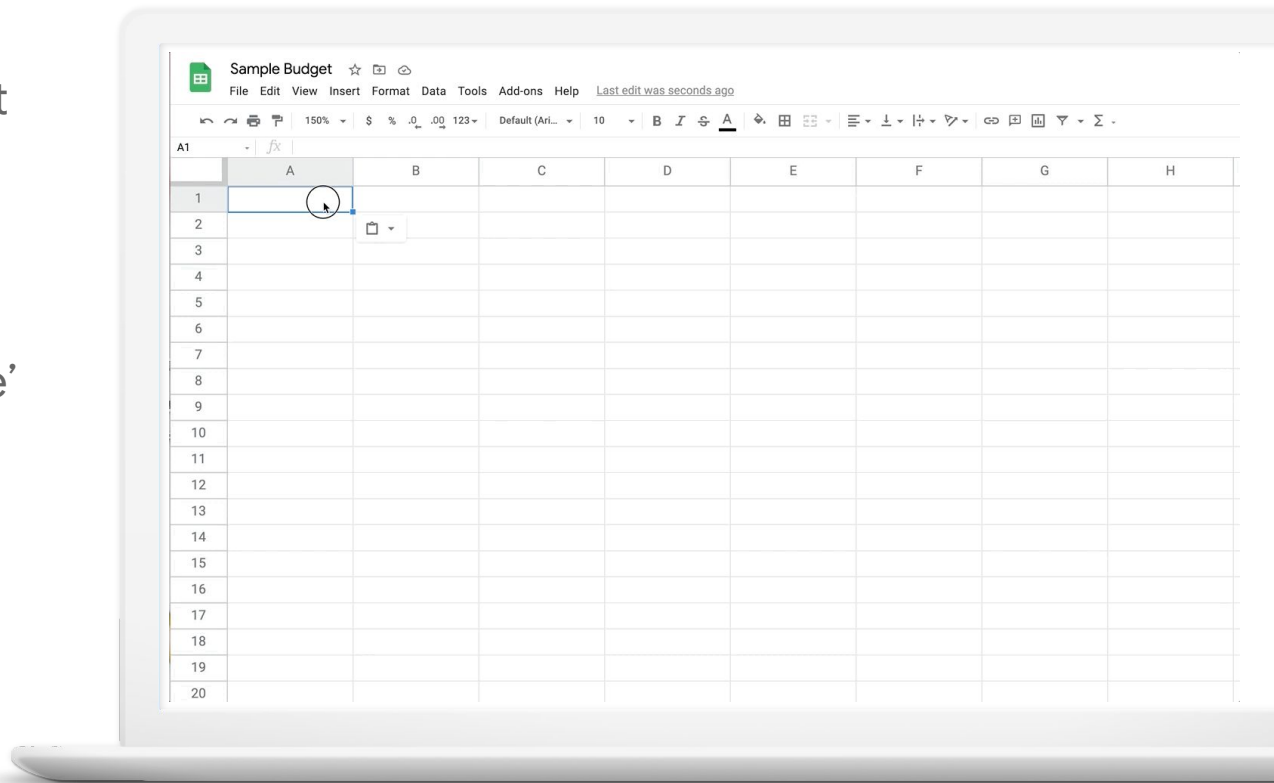
	A	B	E	F	G	H	I	J	K
1	<b>Expenses</b>								
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									

123 | Default (Arial) | 10 | B | I | A | [Icons]

- ✓ Automatic
- Plain text
- Number 1,000.12
- Percent 10.12%
- Scientific 1.01E+03
- Accounting \$ (1,000.12)
- Financial (1,000.12)
- Currency \$1,000.12
- Currency (rounded) \$1,000
- Date 9/26/2008
- Time 3:59:00 PM
- Date time 9/26/2008 15:59:00
- Duration 24:01:00
- September 26, 2008
- September 26
- September 26,
- More Formats ▶

# Try it: Enter in labels for your budget

1. Starting in cell A1, start entering in labels for your budget.
2. For example: Add 'Expenses' 'Cost' 'Date'
3. Format your labels using the toolbar



# Modifying Worksheets

# ADJUSTING COLUMN & ROW WIDTH

The screenshot shows a Google Sheets spreadsheet titled "Sample Budget". The interface includes a menu bar (File, Edit, View, Insert, Format, Data, Tools, Add-ons, Help) and a toolbar with various icons for undo, redo, print, zoom (150%), currency, decimal places, font color, bold, italic, underline, text color, background color, fill color, text wrap, text alignment, text orientation, link, unlink, insert image, and insert chart. The spreadsheet grid has columns A through H and rows 1 through 20. Column A contains a list of expenses: "Expenses", "Rent", "Electricity", "Student Loans", "Entertainment", "Food/Eating out", "Credit Card bills", "Household items", and "Transportation (bus/uber)". Column B is labeled "Cost" and column C is labeled "Date". A blue selection box is currently active around cell B14. The active cell address "B14" is shown in the top-left corner of the grid.

	A	B	C	D	E	F	G	H
1	Expenses	Cost	Date					
2	Rent							
3	Electricity							
4	Student Loans							
5	Entertainment							
6	Food/Eating out							
7	Credit Card bills							
8	Household items							
9	Transportation (bus/uber)							
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

# FREEZING COLUMNS & ROWS

Sample Budget ☆ 📄 🔄

File Edit View Insert Format Data Tools Add-ons Help [Last edit was seconds ago](#)

150% \$ % .0 .00 123 Default (Arial) 10 B I U A

	A	B	C	D	E	F	G
1	Expenses	Cost	Date				
2	Rent						
3	Electricity						
4	Student Loans						
5	Entertainment						
6	Food/Eating out						
7	Credit Card bills						
8	Household items						
9	Transportation (bus/uber)						
10							
11							
12							
13							
14							
15							
16							

# ADDING NEW SHEETS

A screenshot of a Google Sheet interface. The first column contains the following text: Student Loans, Entertainment, Food/Eating out, Credit Card bills, Household items, and Transportation (bus/uber). The rows are numbered 4 through 17. A green circle highlights the first column. The sheet is titled 'Sheet1' at the bottom.

4	Student Loans								
5	Entertainment								
6	Food/Eating out								
7	Credit Card bills								
8	Household items								
9	Transportation (bus/uber)								
10									
11									
12									
13									
14									
15									
16									
17									



# Functions & Formulas

## SIMPLE FORMULAS

Google Sheets uses standard operators for formulas:

a **plus sign** for addition (+),  
**minus sign** for subtraction (-),  
**asterisk** for multiplication (\*),  
**forward slash** for division (/),  
and **caret** (^) for exponents.

Addition	+
Subtraction	-
Multiplication	*
Division	/
Exponents	^

**Sample Budget** ☆ 📄 ☁️  
 File Edit View Insert Format Data Tools Add-ons Help *Last edit was seconds ago*

150% \$ % .0\_ .00 123 ▾ Default (Ari... 10 ▾ B I U A 🗲 📄 📄 📄 ▾ ▾ ▾ ▾ ▾ ▾ ▾ ▾ ▾ ▾

B15 = | fx |

	A	B	C	D	E	F	G
1	Expenses	Cost	Date				
2	Rent	1000					
3	Electricity	200					
4	Student Loans	100					
5	Entertainment	50					
6	Food/Eating out	150					
7	Credit Card bills	100					
8	Household items	50					
9	Transportation (bus/uber)	85					
10							
11							
12							
13							
14							
15							
16							
17							

+ ☰ January ▾ February ▾ March ▾

# Wrap-Up

# Learn from anywhere



# Find more free classes from the library:

[multcolib.org/events](https://multcolib.org/events)



# Get one-on-one help:

[multcolib.org/events/virtual](https://multcolib.org/events/virtual)

-tech-help-office-hours



# Free in depth classes on Google products

[edu.gcfglobal.org/](https://edu.gcfglobal.org/)





# CONTINUE YOUR EDUCATION WITH GROW WITH GOOGLE ONAIR

Register for free virtual workshops to enhance your digital skills and grow your business

## Quick Tip:

Register for virtual workshops  
[g.co/GrowOnAir](https://g.co/GrowOnAir)

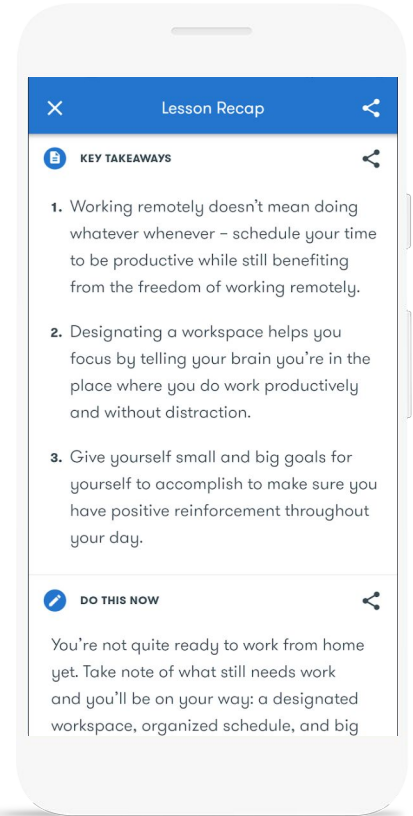
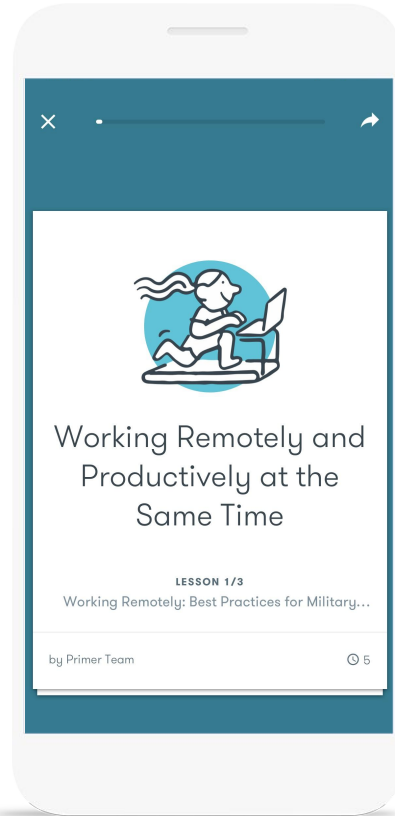
The screenshot shows the 'Upcoming' section of the Grow with Google On Air website. The page features a grid of eight workshop cards, each with a date, title, and a 'Register' button. A blue box highlights the 'Upcoming' tab in the navigation bar.

Workshop Title	Date
Reach More Customers with Google and YouTube Ads	JUNE 24, 2020
Use YouTube to Grow Your Business	JUNE 30, 2020
Small Business Spotlight: Honest Soul Yoga	JULY 1, 2020
Learn the Basics of Google Ads - Part 1	JULY 7, 2020
Learn the Basics of Google Ads - Part 2	JULY 8, 2020
Build Your Online Presence with Google and Your Local Library	JULY 15, 2020
Building Digital Resilience: Remote Work Skills Training for Military	JULY 16, 2020
Use Google Tools to Help You Land Your Next Job	JULY 22, 2020
Aspectos Básicos del Marketing en Línea	JULY 23, 2020
Google Tools to Empower Your Nonprofit Organization - Part 1	JULY 27, 2020

# GOOGLE PRIMER: BUSINESS AND MARKETING LESSONS

Quick, easy lessons on your phone, on topics like avoiding common resume mistakes and networking to find your next job.

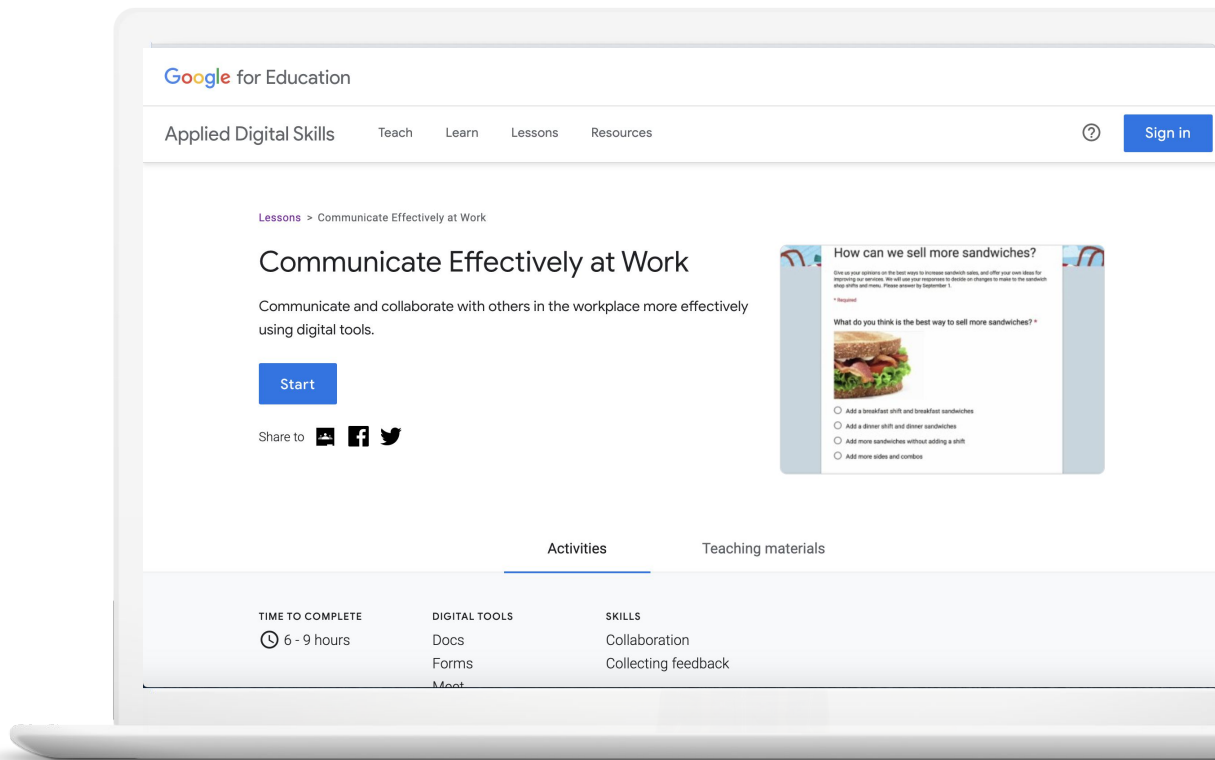
- Learn whenever you have a few minutes free, even on the go
- Practical, personalized next steps



[yourprimer.com](https://yourprimer.com)

# APPLIED DIGITAL SKILLS

Applied Digital Skills offers **free, video-based lessons** to prepare learners of all ages for jobs that require basic digital skills.



[g.co/applieddigitalskills](https://g.co/applieddigitalskills)






# GOOGLE WORKSPACE CERTIFICATION TRAINING

Sharpen your Google  
Workspace knowledge with  
**Applied Digital Skills** lessons.



Proof of certified status,  
including a digital badge

[cloud.google.com/certification/workspace](https://cloud.google.com/certification/workspace)

SKILL	LEARN TO
 <b>Using Drive</b>	Organize, manage, and share files
 <b>Using Gmail</b>	Manage your inbox and communicate with others
 <b>Working in Docs</b>	Set up and format a document in Docs Add elements, format and edit text, and share in Docs
 <b>Working in Sheets</b>	Edit and organize data in Sheets Analyze data using filters, function, and charts Manage and maximize data in Sheets
 <b>Working in Slides</b>	Add themes, text, and transitions in Slides Insert photos, images, videos, and shapes Create tables, diagrams, and charts, and share your Slides

Grow with Google

# Thank You

