



GOOGLE DOCS

If you are new to Google Docs, click on the **Google Docs Tutorial link**, otherwise, click on one of the breakdown videos for a specific task.

[Google Docs Tutorial](#) - 12 min

Breakdown of different tasks

Create a new doc 1 min	Format text using Paint tool – 45 sec
Add & Edit Text 2 min	Text Styles & Custom Headings - 2 min
Share/Collaborate on files 2 min	Insert Header, Footer & Page Number - 2 min
Sharing Permissions - 3 min	Create an Outline - 4 min
Editing a shared document - 2 min	Create Table of Contents - 2 min
Check Version History & Restore - 4 min	Add-ons - 2 min
Insert Images - 3 min	Review Comments for Contributions - 2 min
Move & Overlap Images - 3 min	Create fillable lines in Docs - 3 min
Edit Images - 2 min	Make a timeline - 6 min
Insert column in Google Docs - 1 min	Force a copy of doc - 2 min
Print - 1 min	Create a Graphic Organizer - 3 min
Import & Convert existing files - 3 min	Add Page Border - 1 min
Hyperlink to website or document - 5 min	Translate in Docs - 21 sec
Insert & format a table - 3 min	Using with English Language Learners -3 min
Superscript & Subscript - 26 sec	Add Comments -1 min
Switch between all caps & lowercase - 20 sec	Format Comment Tips & Tricks - 6 min
Clear Formatting - 1 min	Turn on Suggestion Mode - 2 min
Voice Typing - 5 min	

Contact Valerie Calvanezi at val@stratk12.org if you have any questions or need help.