

Intro to Google Docs

We acknowledge that we are located on Treaty One Territory and in the heartland of the Métis Nation. We recognize the mistakes of the past and believe in reconciliation, cooperation and moving forward in partnership with Indigenous communities.

What is Tech Manitoba/Why is this free?

- Tech Manitoba is a not-for-profit that aims to help the tech industry in Manitoba flourish
- TechMB's digital literacy program provides free computer courses
- Federal funding allows us to provide these courses for free: to help us continue to get funding, please complete the survey after the course

Introduction



[Instructor Name]
[Instructor email]

Students Introduction

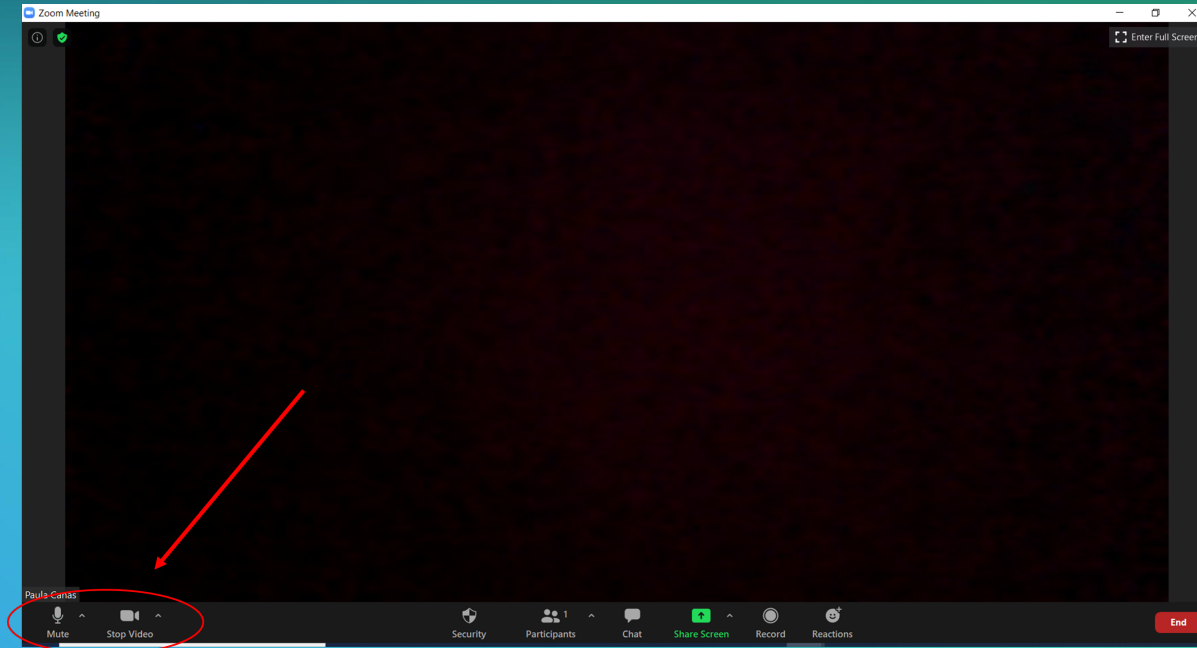
- What is your name?
- Country of origin?
- Occupation?
- What do you expect to learn?

Housekeeping tasks

- Registration Forms - Please fill out if not done already
- Media Release agreement – Please read and sign if you are willing to be photographed
- End of Course Survey - Will be done after completion of the course
- You **MUST** complete the survey at the end of the course to receive your certificate. Please complete this survey as it allows us to get funding from the government and continue delivering these free courses
- You will need to be signed into Google for this course

How to use Zoom: MUTE & VIDEO

Buttons are at the bottom left corner of your screen



How to use Zoom: MUTE & VIDEO

Click on the button to
mute/unmute or start/stop video.

A red line crossing through the
microphone or camera, means
that it is muted or off.

Microphone and Camera ON



Microphone and Camera OFF



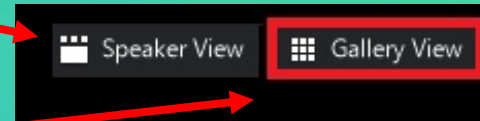
Important: *Please mute yourself when you are not speaking, otherwise everyone will be able to hear your background noise.*

The mute shortcut is Alt + A

How to use Zoom: VIDEO LAYOUT

Select the Speaker View when the instructor is teaching.

Select the Gallery view for Q&A and when participating in discussions.



Intro to Google Docs

Learning Outcomes for this course

- Get started using Google Drive
- Familiarize yourself with the Google Docs interface and create files
- Learn how to manipulate and format text, and add hyperlinks
- Learn how to use headers, footers, and page numbering
- Collaborate with others by sharing, using comments, track changes, and version history



- What types of files do you access on a daily basis?
- What devices do you access your files from?
- Can you think of any files you'd like to sync across multiple devices?
- What are a few situations where you might want to collaborate on a document with others?





Sign in to your Google account

- You will need a Google account to get started. Create one if you haven't already at google.com
- Sign in to your account

Gmail

Images



Sign in



Sign in

with your Google Account

Email or phone

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.

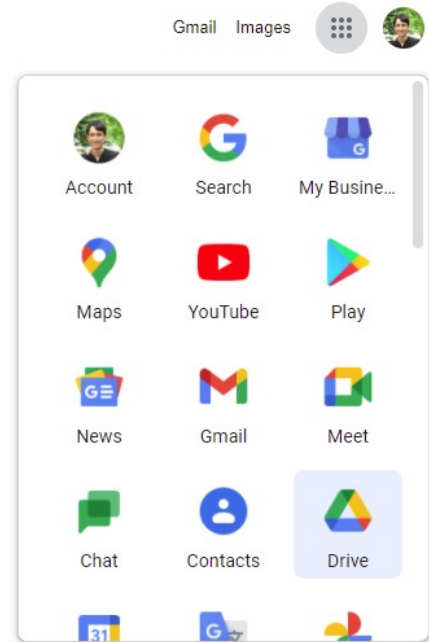
[Learn more](#)

[Create account](#)

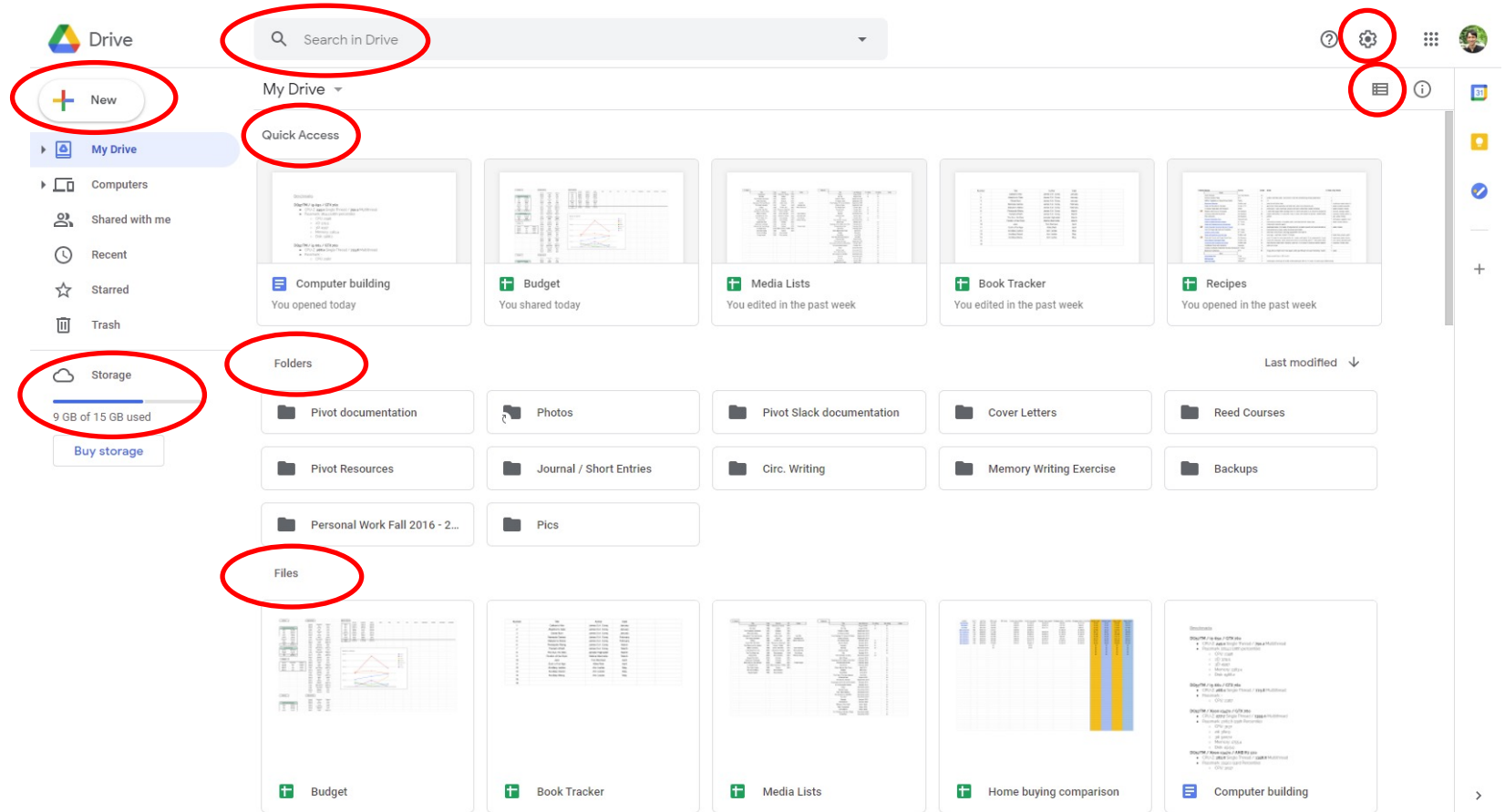
Next

- Once you are signed in, you can access Google Drive at drive.google.com or by clicking the apps icon in the top left at google.com
- Drive is great for backups, as it can store any type of file, including pictures, pdfs, and MS Office files
- You can link Drive to your desktop with the [desktop app](#) to upload files directly to Drive from your computer's file browser

At google.com:



A brief overview of Drive: Interface



The screenshot shows the Google Drive web interface. Several elements are highlighted with red circles:

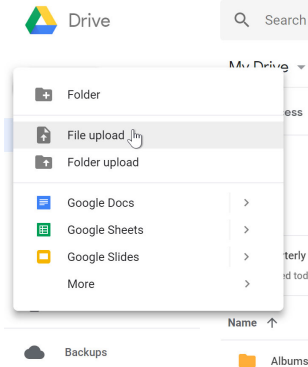
- Search bar:** Located at the top center, containing the text "Search in Drive".
- New button:** A button with a plus icon and the word "New", located in the top left navigation bar.
- My Drive:** A dropdown menu in the top left navigation bar.
- Quick Access:** A section in the top left navigation bar showing "My Drive", "Computers", "Shared with me", "Recent", "Starred", and "Trash".
- Storage:** A section in the top left navigation bar showing "9 GB of 15 GB used" and a "Buy storage" button.
- Folders:** A section in the main content area showing a grid of folders, including "Pivot documentation", "Photos", "Pivot Slack documentation", "Cover Letters", "Reed Courses", "Pivot Resources", "Journal / Short Entries", "Circ. Writing", "Memory Writing Exercise", "Backups", "Personal Work Fall 2016 - 2...", and "Pics".
- Files:** A section in the main content area showing a grid of files, including "Budget", "Book Tracker", "Media Lists", "Home buying comparison", and "Computer building".
- Settings and Help:** Icons for help, settings, and a user profile are located in the top right corner.

A brief overview of Drive: Uploading

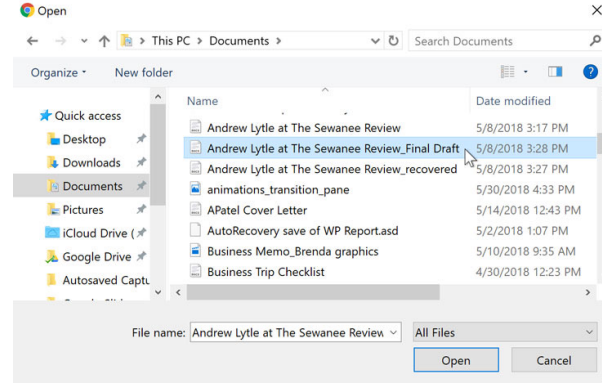
1.



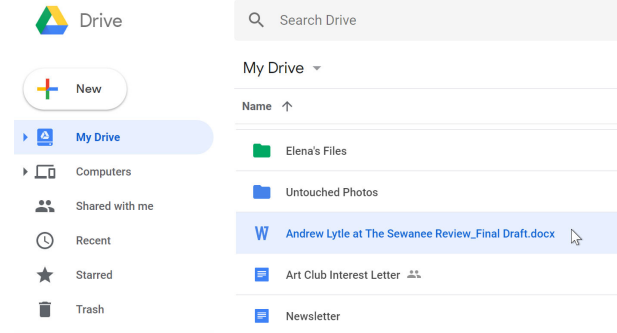
2.



3.



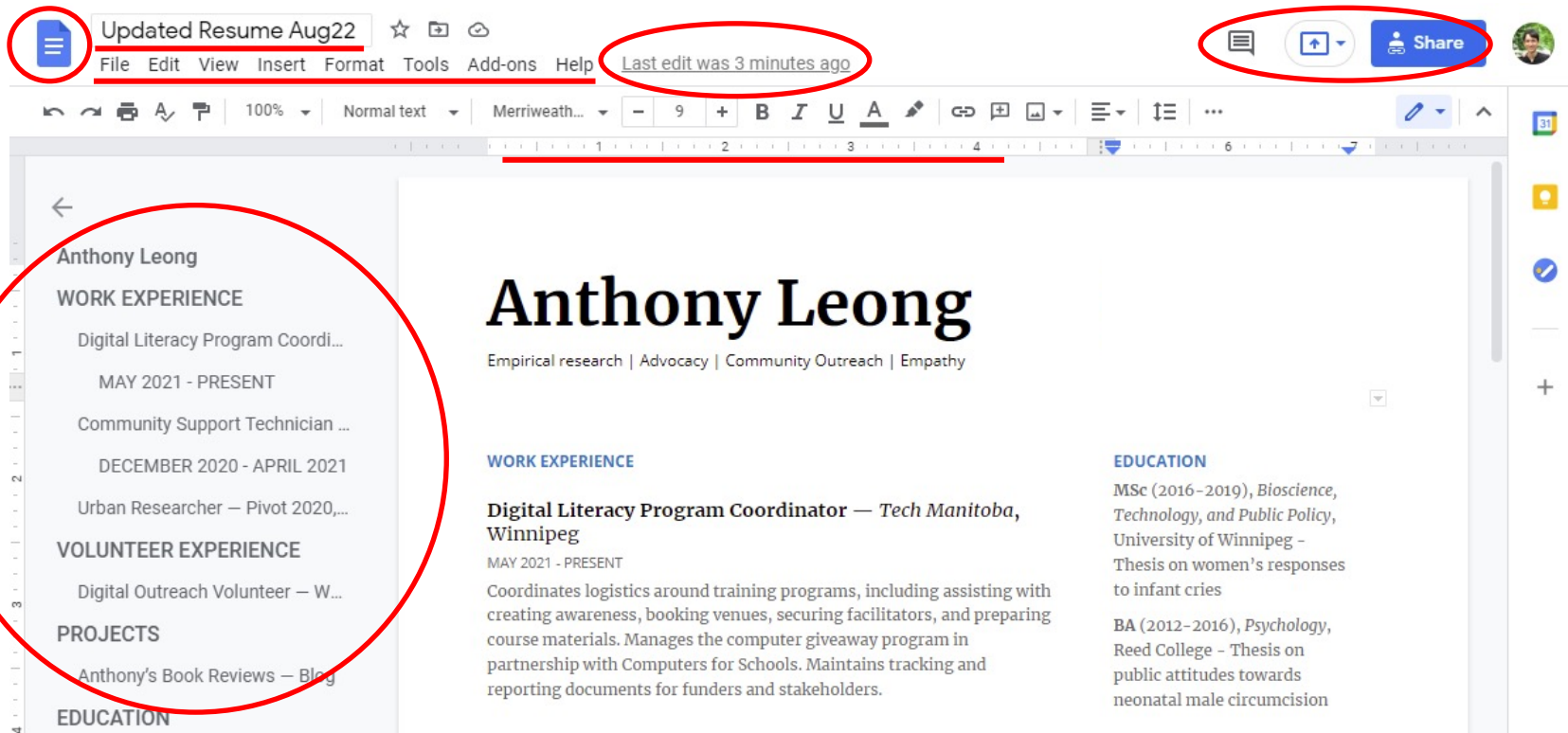
4.



You can also simply click and drag the files you want to upload into Drive, or use the Drive desktop app

GOOGLE DOCS GETTING STARTED





Updated Resume Aug22 ☆ 📁 🌐

File Edit View Insert Format Tools Add-ons Help Last edit was 3 minutes ago

100% Normal text Merriweath... - 9 + B I U A

Anthony Leong

WORK EXPERIENCE

Digital Literacy Program Coordi...

MAY 2021 - PRESENT

Community Support Technician ...

DECEMBER 2020 - APRIL 2021

Urban Researcher — Pivot 2020,...

VOLUNTEER EXPERIENCE

Digital Outreach Volunteer — W...

PROJECTS

Anthony's Book Reviews — Blog

EDUCATION

Anthony Leong

Empirical research | Advocacy | Community Outreach | Empathy

WORK EXPERIENCE

Digital Literacy Program Coordinator — Tech Manitoba, Winnipeg

MAY 2021 - PRESENT

Coordinates logistics around training programs, including assisting with creating awareness, booking venues, securing facilitators, and preparing course materials. Manages the computer giveaway program in partnership with Computers for Schools. Maintains tracking and reporting documents for funders and stakeholders.

EDUCATION

MSc (2016–2019), Bioscience, Technology, and Public Policy, University of Winnipeg - Thesis on women's responses to infant cries

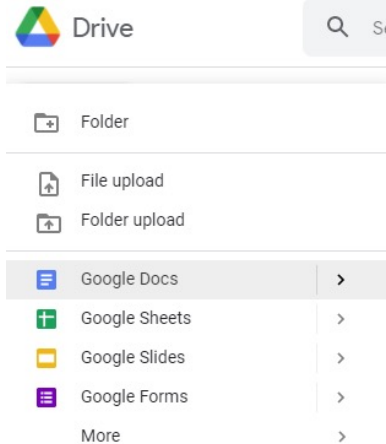
BA (2012–2016), Psychology, Reed College - Thesis on public attitudes towards neonatal male circumcision

Creating & naming a new document

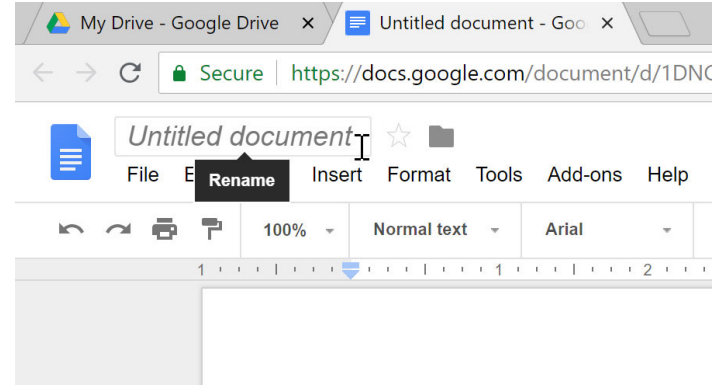
1.



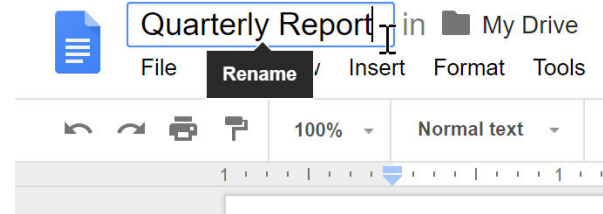
2.



3.



4.



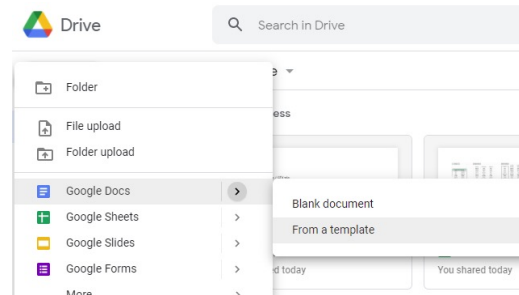
There is no need to **Save** in Drive. Your files are all automatically saved as you edit.

Creating a new document: Templates

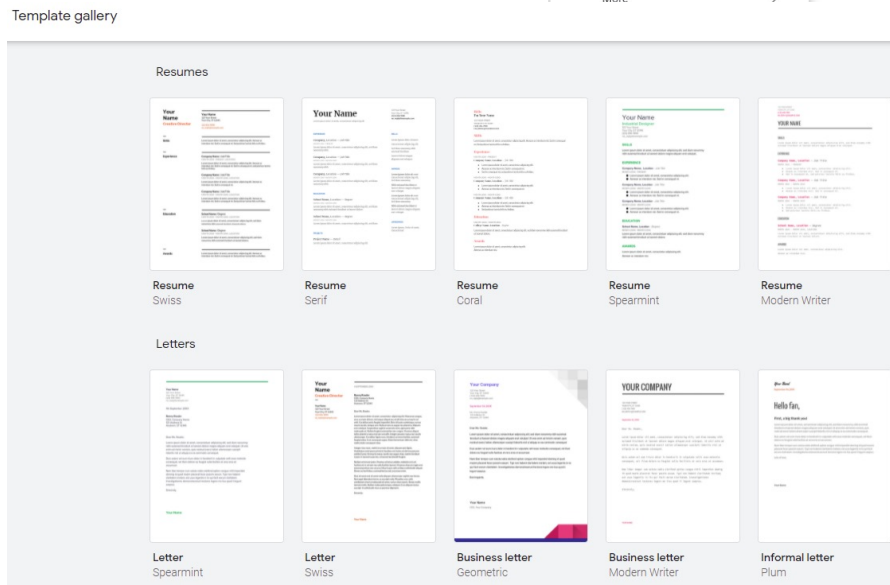
1.

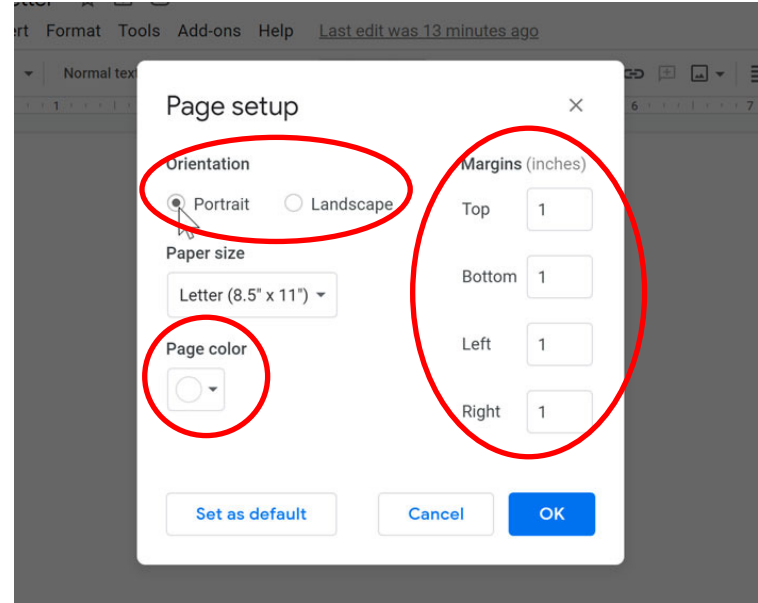
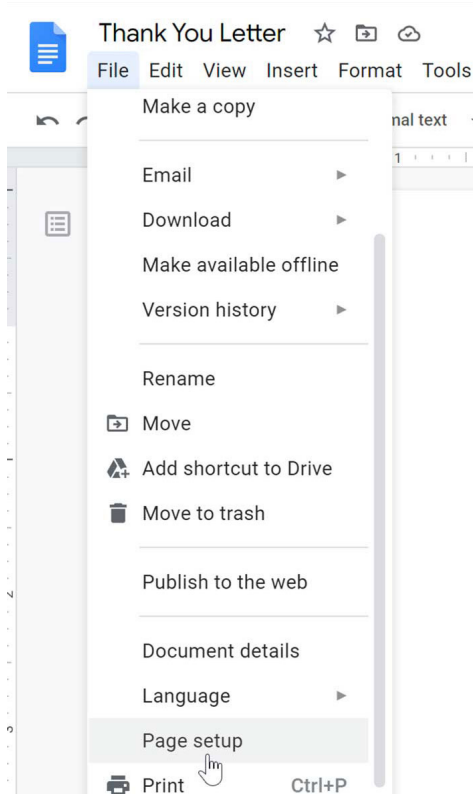


2.



3.





- Navigate to Drive in your browser, create a new document from a template, and rename it “Practice Document”
- Go back to Drive, create a folder, and put your document in it
- Change the page orientation to landscape
- Change all of the margin sizes to 0.5”
- Change the page color to a light blue



Text editing basics: Adding & selecting text

To insert text, locate the insertion point, which is a blinking vertical line. When you type, text will be added here

June 28, 2018|

Before you can move or format text, you'll need to select it. Click and drag over the text, then release the mouse

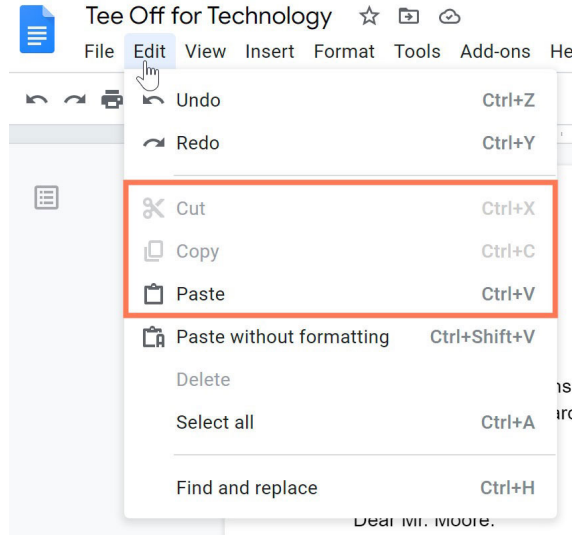
Your donation will help us to reach this year's fundraising goal of \$10,000 to help support and increase technology resources at Lakerstone Montessori. As you may know, with the recent budget cutbacks in education funding, this annual fundraiser is one of our most important events of the school year. In addition to replacing aging computer equipment, we would like to purchase 10 Apple iPads to help support the use of technology in expanding and exploring lesson content.

- There are several ways to delete text:
- To delete text to the left of the insertion point, press the Backspace key
- To delete text to the right of the insertion point, press the Delete key
- Select the text you want to remove, then press either Delete or Backspace

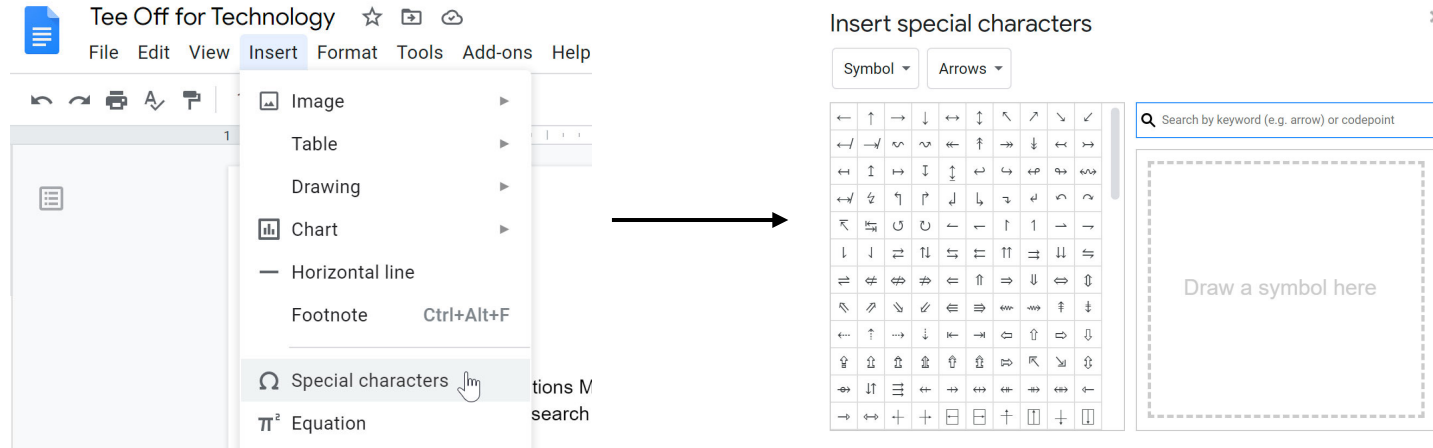
If you select text and start typing, the selected text will be deleted and replaced with the new text

To copy and paste:

- Select the text you want to copy
- Press Ctrl + C (Windows) or Command + C (Mac) to copy
- Place your insertion point where you want the text to appear
- Press Ctrl + V (Windows) or Command + V (Mac) to paste



Cutting and pasting is the same, except you will use Ctrl + X instead of Ctrl + V

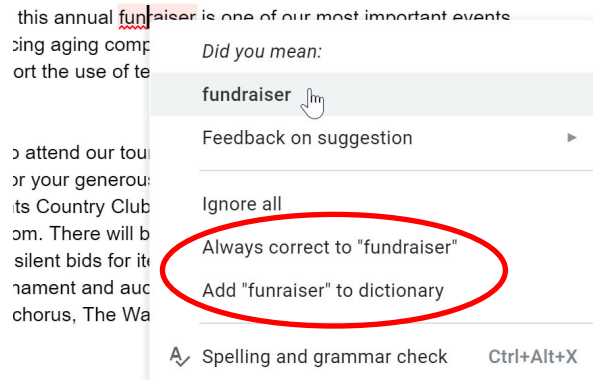


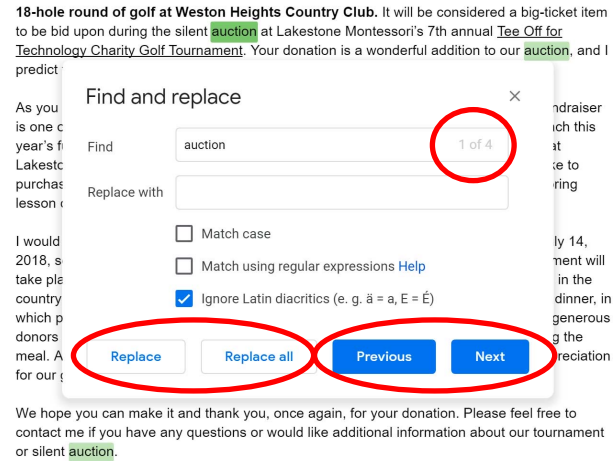
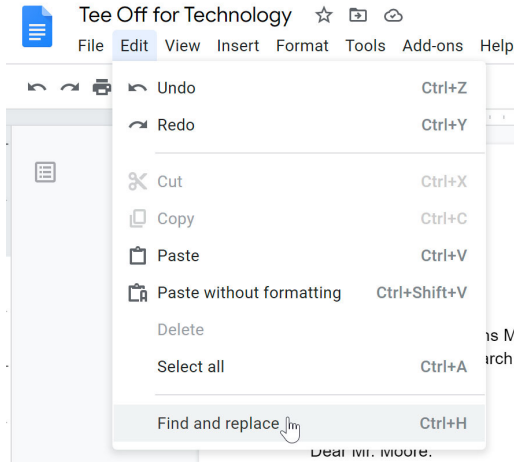
The selected character will appear at your insertion point

Google Docs will automatically check for misspelled words and underline them in red

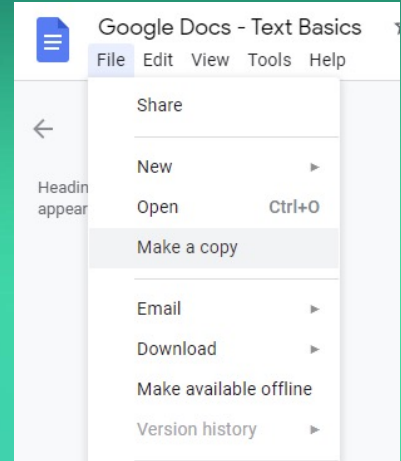
As you may know, with the recent budget cutbacks in education funding, this annual fundraiser is one of our most important events of the school year. Your donation will help us to reach this year's fundraising goal of \$10,000 to help support and increase technology resources at

Right click the underlined word to see suggested spellings and other options





- Open the example file and click **File > Make a copy**
- Delete the last sentence of the third paragraph. The sentence begins with **At the close of the evening**
- Use **cut and paste** or **drag and drop** to move the second paragraph below the third. The second paragraph starts with **As you may know**
- Insert the symbol ® next to the word **iPads**. You can find this symbol under the **Miscellaneous** category
- Use **Find and Replace** to replace all occurrences of the word **donation** with **gift**
- Run a **spell check** to make sure all words are spelled correctly. Ignore the word **Alliope**





Here is what the
example
document should
now look like:

June 28, 2018

Justice Moore
IT Security and Solutions Manager
Alliope Systems, Research Triangle Park
456 Davis Drive
Durham, NC 27603

Dear Mr. Moore:

Thank you for your generous gift of a **gift certificate for an 18-hole round of golf at Weston Heights Country Club**. It will be considered a big-ticket item to be bid upon during the silent auction at Lakestone Montessori's 7th annual [Tee Off for Technology Charity Golf Tournament](#). Your gift is a wonderful addition to our auction, and I predict that it will be a very popular item!

I would like to invite you and a guest to attend our tournament followed by dinner on July 14, 2018, so that we may recognize you for your generous contribution. This year's tournament will take place at 1:00pm at Weston Heights Country Club, and dinner will follow at 6:30pm in the country club's Brentwood Banquet Room. There will be a reception 30 minutes prior to dinner, in which participants will place their final silent bids for items, and then recognition of our generous donors and announcement of the tournament and auction winners will take place during the meal.

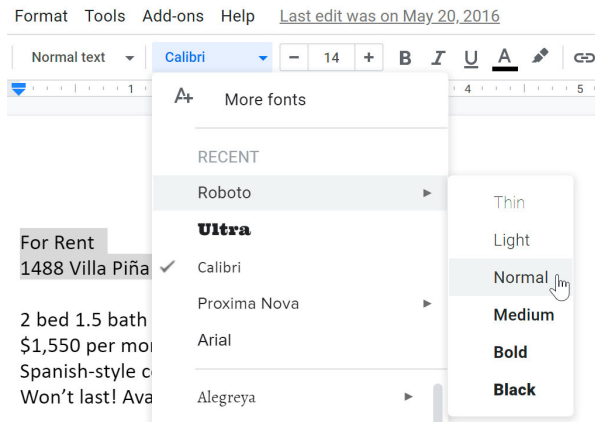
As you may know, with the recent budget cutbacks in education funding, this annual fundraiser is one of our most important events of the school year. Your gift will help us to reach this year's fundraising goal of \$10,000 to help support and increase technology resources at Lakestone Montessori. In addition to replacing aging computer equipment, we would like to purchase 10 Apple iPads® to help support the use of technology in expanding and exploring lesson content.

We hope you can make it and thank you, once again, for your gift. Please feel free to contact me if you have any questions or would like additional information about our tournament or silent auction.

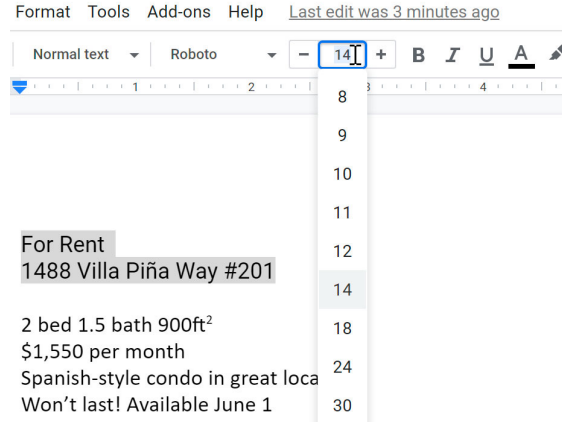
Sincerely,

Olenna Mason
(919) 555-2425
lakestone.omason@gmail.com

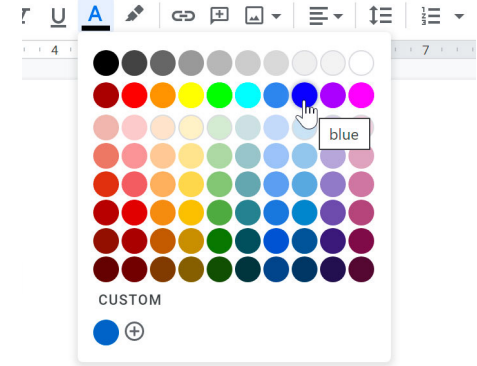
To change font:



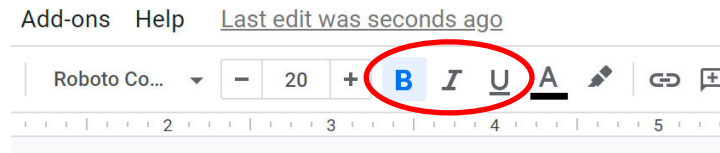
To change font size:



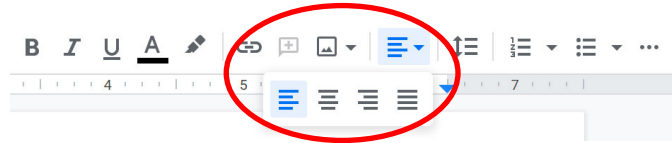
To change font color:



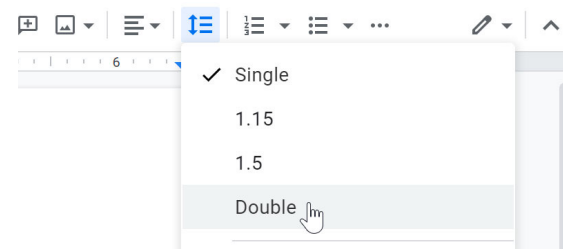
To use bold, italics, or underline:



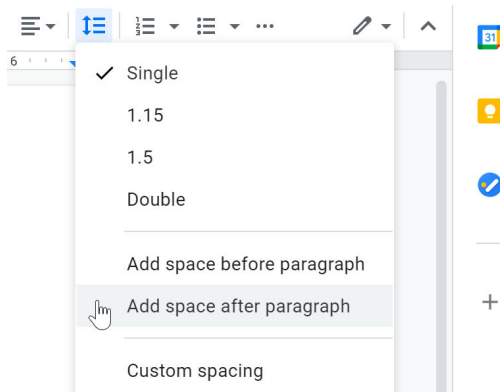
To change text alignment:



To change line spacing:



To change paragraph spacing:



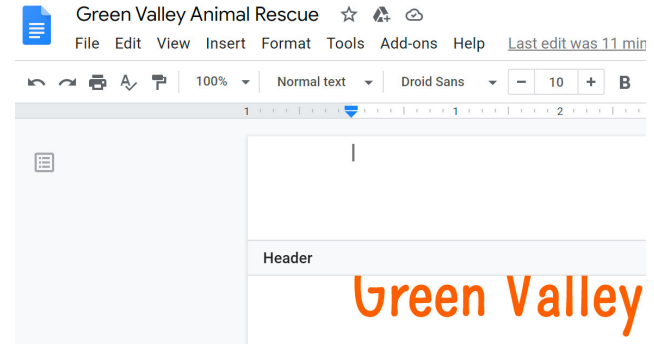
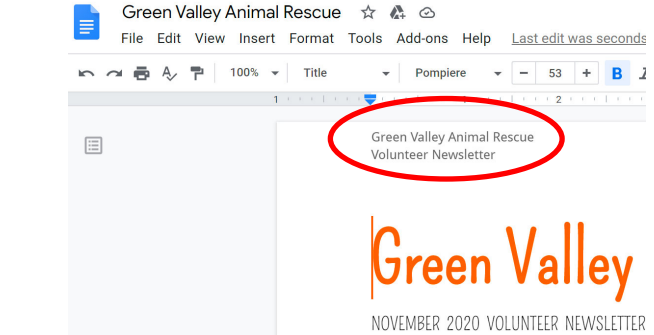
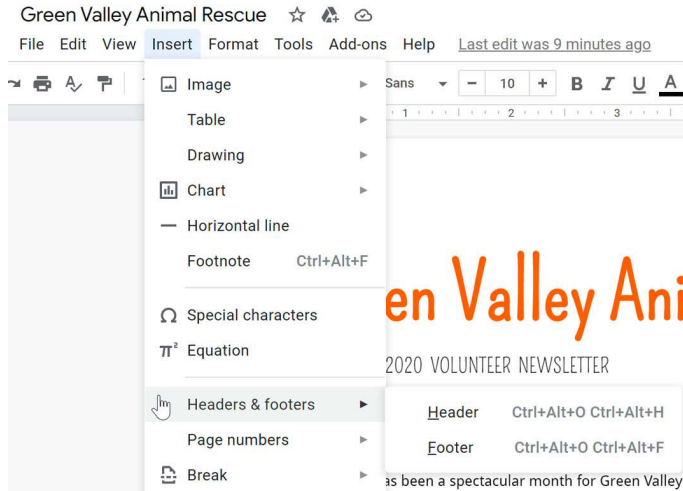
To add a hyperlink:



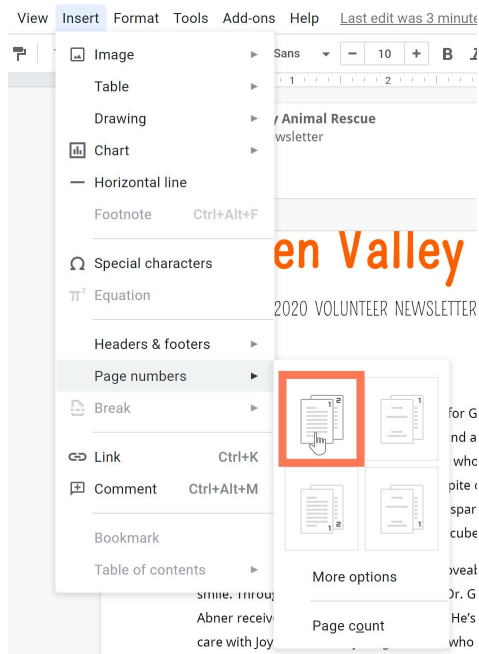


Headers and footers

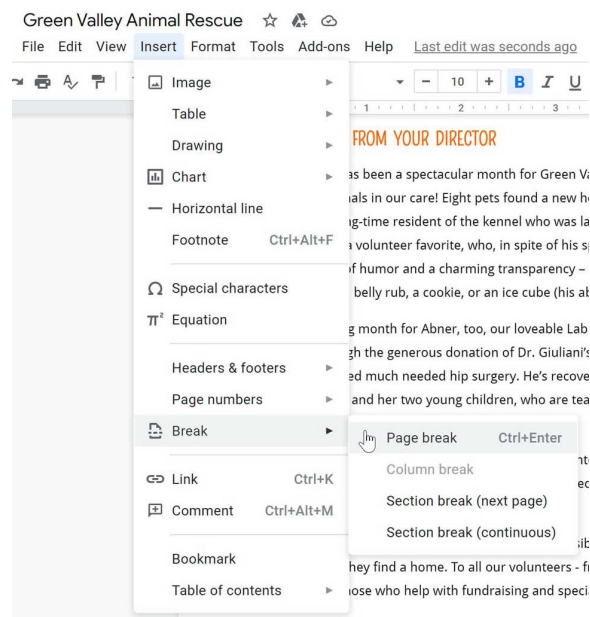
The header appears in the top margin of the document, while the footer appears in the bottom margin



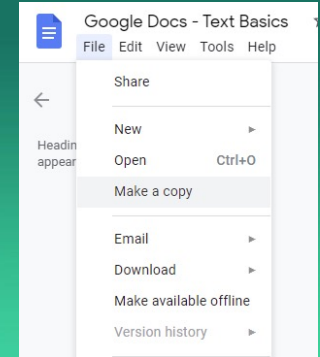
To add page numbers:



To add page breaks:



- Open the example file and click **File > Make a copy**
- **Insert** a header. On the first line, type **First Edition**; on the second line, type **November 2020**.
- **Right-align** the text you just entered and **bold** the words **First Edition**.
- In the footer, **insert a page number** and **right-align** it.
- In the footnote, select the hyperlink and use the **cut** feature to remove it.
- Select the text **ASPCA, Pet Statistics**, format it as a **hyperlink**, and paste the web address you cut in the previous step.



Here is what the example document should now look like:

Green Valley Animal Rescue

NOVEMBER 2020 VOLUNTEER NEWSLETTER

A MESSAGE FROM YOUR DIRECTOR

November has been a spectacular month for Green Valley Animal Rescue and the animals in our care! Eight pets found a new home, including Temple, a long-time resident of the kennel who was later fostered by Raj. Temple was a volunteer favorite, who, in spite of his special needs, had a great sense of humor and a charming transparency – he wasn't above begging for a belly rub, a cookie, or an ice cube (his absolute favorite)!

This was a big month for Abner, too, our loveable Lab mix with the silly smile. Through the generous donation of Dr. Giuliani's time and attention, Abner received much needed hip surgery. He's recovering nicely in foster care with Joy and her two young children, who are teaching Abner to "speak" while he's on bed rest.

The sad truth about what we do is that approximately 5 to 7 million pets enter animal shelters nationwide each year. Many of those pets are euthanized before they can be adopted (approximately 3 to 4 million) due to lack of resources, space, and other factors in the shelter environment.¹

It's your hard work and dedication that make it possible for us to help shelter animals in need, and ensure that they find a home. To all our volunteers – from kennel staff, to adoption counselors, to office helpers, to those who help with fundraising and special events – thank you for all you do.

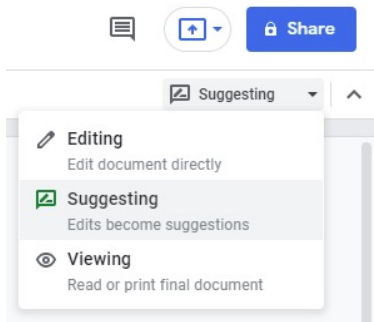


- Stefano

¹ [ASPCA, Pet Statistics.](#)

Track changes and collaborate with others

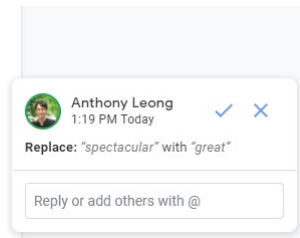
Select **Suggesting** in the top right to have Docs track any changes you make to the document



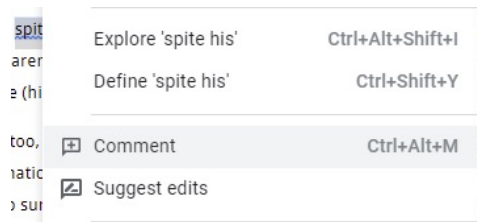
A MESSAGE FROM YOUR DIRECTOR

June has been a great **spectacular** month for Green Valley Animal Rescue and the animals in our care! Eight pets found a new home, including Temple, a long-time resident of the kennel who was later fostered by Raj. Temple was a volunteer favorite, who, in **spite his** special needs, had a great sense of humor and a charming transparency – he wasn't above begging for a belly rub, a cookie, or an ice cube (his absolute favorite!).

This was a big month for Abner, too, our loveable Lab mix with the silly

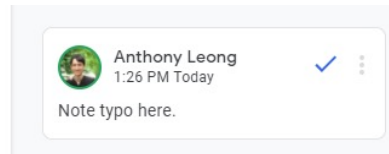


Add comments from the right-click menu (or Ctrl + Alt + M)



spite his special needs, had a great sense of transparency – he wasn't above begging for a belly rub, a cookie, or an ice cube (his absolute favorite!).

too, our loveable Lab mix with the silly antics of Dr. Giuliani's time and attention.



Questions?

If you would like a copy of this presentation, please let the instructor know and we will be happy to share.



Please complete the survey! You must complete the survey to receive your certificate and have a chance to win a free desktop computer.

