

## Word Processing with Google Docs Worksheet

1. Open your Gmail account.
  - Click on the "Documents" link at the top left of the window.
  - Now click on "New" and then "Document" to open a blank, untitled, word processing document.
  - If necessary, click on your browser's "Maximize" button to make the window full size.
  - Type the following words into your document "This is my document" and click the "Save" button.

What is now the title of your new document? \_\_\_\_\_

2. Highlight the word "my" in your document (left click in front of the "m" and hold down the left mouse button until after the "y" - then let go ("my" should have a blue background)

- now change the font to Ariel Black - 36 point - Bold.

Is the word "my" now larger or smaller than the surrounding text? \_\_\_\_\_

- Highlight the word "This" and change the font to 8 pt

Is the word "This" now larger or smaller than the surrounding text? \_\_\_\_\_

3. In front of your sentence insert a table (3 rows, 2 columns)
  - Now cut and paste your sentence into the first cell of the middle row.
  - In the first cell of the first row type the following sentence: "I like to learn" and for the word "I" change the font to Ariel Black - 36 point - Bold
  - In the second cell of the first row type the following sentence: "We see the park" and for the word "see" change the font to Ariel Black - 36 point - Bold
  - In the second cell of the second row type the following sentence: "Our library is big" and for the word "library" change the font to Ariel Black - 36 point - Bold

Regarding the four words in 36 point in your table, what sentence do they make? \_\_\_\_\_

4. Place your mouse cursor in the last row of the table
  - Click on "Table", then "Insert row below". How many rows does your table now have? \_\_\_\_\_

5. Click the "Save and Close" button at the top right of your document page

Do you now see the Google Docs home page? \_\_\_\_\_

6. Open your document ("This is my document") again and - if necessary - click on your browser's maximize button to make the window full screen

- Click the "Share" button at the top right of your document and then click on "Publish as web page . . ."
- Now click the "Publish document" button

- To the right of the words "**Your document is publicly viewable at:** " is the URL (i.e., web address) of your document (it starts with <http://docs.google.com/View? . . . .>) . What is it? \_\_\_\_\_
- To copy the URL to the Windows Put your mouse cursor over the url and highlight it - then press the Control key and the letter "c" key combination (**Ctrl-c**) - then let go of both keys
- Click the "Sign out" link at the top right of your page
- In the Address box of your browser paste the URL you copied by pressing the Control and the letter "V" keys (**Ctrl-V**) simultaneously, then let go, and press the ENTER key

You should now see your document in your browser. Can you edit the document now? \_\_\_\_\_

7. (Continuing from #6 above) In your browser's address box type the following: [www.tinyurl.com](http://www.tinyurl.com)

- Press ctrl-v in the "Make TinyUrl" box to paste your document's URL in it, then press the "Make TinyUrl" button

What is the new URL created by TinyURL? \_\_\_\_\_

8. In your browser's address box type the following: [www.google.com/docs](http://www.google.com/docs)

You should be at the Google Docs home page

- Now click on "New" and then "**From template**" (at bottom of drop-down menu)
- If necessary, click on your browser's "Maximize" button to make the window full size.
- In the "Search templates" box type the following: Resume
- On the search results page scroll down to the resume named "**Resume (Student Theme)**"
- Click on the "**Use this template**" button
- Make the window full screen if necessary
- At the top of the resume where it says "FirstName LastName" type your own name and delete the filler words
- Click on "**File**" and "**Rename**" and give your resume the new name: "**My Resume**"
- Click on the "Save and close" link