



# Create and collaborate on documents, spreadsheets and presentations with Google Docs

## Why Google Docs?

- Import existing docs, or create new ones from scratch.
- Edit documents, spreadsheets and presentations from anywhere.
- Share docs online and collaborate instantly.
- Store docs securely online.
- Eliminate confusing email attachments and version-control issues.

Learn more at  
<http://docs.google.com/support>

Google Docs makes creating, editing and sharing documents, spreadsheets and presentations simple and free. Your docs are stored safely online, so you can access them any time, from anywhere. Create a doc from scratch, upload an existing doc or browse the template gallery for a format that suits your needs – it's easy. You can even use Google Docs create an online form to collect data from others.



**Create and edit docs.** To get started, go to <http://docs.google.com> and click on the **New** button (upper left), then create a document, spreadsheet, presentation or form. Start from scratch, upload an existing doc to edit or share online, or use a template. To choose a template, select **New > From template**.

**Access docs from anywhere.** Because your docs are stored securely online, you can access them from anywhere, from any computer with an Internet connection and a standard browser. And it's easy to export or download your docs in a variety of formats, including HTML, PDF, CSV and others – just open your doc and select **File > Download file as**.

**Collaborate with others.** Use the **Share** button (either from the Docs homepage or when editing a document) to invite others to edit your docs online. You can all view and make changes to the same docs online. Just think: no more unwieldy email attachments – and no more problems with version control. Just select **Tools > Revision history** (in documents) or the **Revisions** tab (in spreadsheets or presentations) to track who changed what, and when.

**Example Document** edited on June 2, 2008 4:24 PM by Andrew

Share Save Save & close

« Back to editing the document Share this document

**Invite people**  
 as collaborators  as viewers

student1@example.com, student2@example.com, student3@example.com, teacher@example.com

Separate email addresses with commas.  
[Choose from contacts](#)

**This document is currently shared.**  
[Preview document as a viewer](#)  
[View RSS feed of document changes](#)

**Collaborators (2) - [remove all](#)**  
Collaborators may edit the document and invite more people.

**Me - owner**  
Andrew

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### Tips & tricks

- Import existing documents, spreadsheets and presentations to edit and share them online.
  - Need help with document layout? Browse the template gallery at <http://docs.google.com/templates> to get ideas for resumes, presentations, letters and more.
  - No connectivity? No problem. Click on the **Offline** link to access your docs when you're not connected to the Internet.
  - Join the Google Docs Help Group to ask questions and learn more about how others are using Google Docs: <http://groups.google.com/group/GoogleDocs>
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**Publish to the web.** Publishing your docs online is easy – just select **Share > Publish as web page** (in documents) or the **Publish** tab (in spreadsheets or presentations). You can un-publish at any time. To give others the ability to view but not edit your docs, use the **Share** button to invite them as viewers.

**Collect data with forms.** Select **New > Form** to create a form using a variety of question types (multiple choice, checkboxes, etc.). You can embed your form in an email, and respondents' answers will be added automatically to a spreadsheet, so collecting the data you need is a snap.

The image shows a 'Pop Quiz' form with the following content:

**Pop Quiz**

Name

Question 1: What is the official language of Brazil?

Question 2: Which country follows the United States and China in total number of Internet users?

- Germany
- Japan
- India
- United Kingdom
- France

Question 3: Why did John Steinbeck use a pearl to symbolize something in the book The Pearl?

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**Use keyboard shortcuts.** Following are some of the many shortcuts you can use to make creating and collaborating on docs more efficient. Visit <http://docs.google.com/support> and search on 'keyboard shortcuts' for a complete list of shortcuts.

		Documents	Spreadsheets	Presentations
<b>Undo</b>	Ctrl + Z	✓	✓	✓
<b>Redo</b>	Ctrl + Y	✓	✓	✓
<b>Cut</b>	Ctrl + X	✓	✓	✓
<b>Copy</b>	Ctrl + C	✓	✓	✓
<b>Paste</b>	Ctrl + V	✓	✓	✓
<b>Print</b>	Ctrl + P	✓	✓	✓
<b>Find and replace</b>	Ctrl + ...	Ctrl + H	Ctrl + F	
<b>Bulleted list</b>	Ctrl + Shift + L	✓		
<b>Insert comment</b>	Ctrl + M	✓		
<b>Insert slide</b>	Ctrl + M			✓
<b>Remove formatting</b>	Ctrl + Spacebar	✓		
<b>Select entire column</b>	Ctrl + Spacebar		✓	
<b>Select entire row</b>	Shift + Spacebar		✓	
<b>View slideshow</b>	F5			✓

