

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.

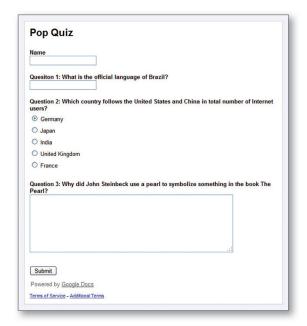


Tips & tricks

- 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

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.



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
Undo	Ctrl + Z	√	✓	✓
Redo	Ctrl + Y	✓	√	✓
Cut	Ctrl + X	✓	✓	✓
Сору	Ctrl + C	✓	✓	✓
Paste	Ctrl + V	✓	✓	✓
Print	Ctrl + P	✓	✓	✓
Find and replace	Ctrl +	Ctrl + H	Ctrl + F	
Bulleted list	Ctrl + Shift + L	✓		
Insert comment	Ctrl + M	✓		
Insert slide	Ctrl + M			✓
Remove formatting	Ctrl + Spacebar	✓		
Select entire column	Ctrl + Spacebar		✓	
Select entire row	Shift + Spacebar		✓	
View slideshow	F5			✓

