

Sample Document, Presentation, Spreadsheet, Drawings with Google Docs (**Note** WP & DG were cropped **while** PP & SS were PS C&P!)

Creating a Word Processing in Google Docs (Cloud Computing)

(I use #1 to not have automatic Numbering & indenting! Yes, I know another way too!)

- Open **Firefox Browser** and go to **Google Docs** which is provided by **Google**. Note **embedded** links!
- Log into Google Docs using **Google Email** Account (Username & Password) Created Account
- Once you are at Google Docs which will be your personal space in **Cloud Computing**.
- at the top left corner, click on the **[Create New]** tab then click Document.
- As in the sample document (below), create an **appropriate title** for your directions or instructions with an appropriate amount of short sentences for ease of following directions.
- As you type along notice in the top right corner (Note): **Save New** or **Saved**.
- Once you have completed your word processing document wait until GD says: **Saved**.
- New, Click **Red Square** with **White [X]** icons at top, to close & return to All Items! Many times without thinking "two" will close a Google Docs and name it! It is OK!!!
- Once you return to your personal space at Google Docs, your document will be **unlinked** to **Check [Box]** in front of it then Click **[Home]** above and type in a new name.
- New to print any document from Google Docs, it is just like with MS Word.
- With any Word Processing, Click **File** at top left corner then at bottom Click **Print**. You will be promoted by a window wanting to save your file as a PDF file. Click **OK!** Once converted to PDF file appears then do a File & Print again and it should print it.
- Google Docs saves all documents a special way and needs to change them to PDF to be able to print them to a non-Cloud printer, personal or classroom printer.
- Well that is the conclusion of the Word Processing activity using Google Docs (Cloud Computing).
- It might be a **Good idea** to use **Wikipedia** Encyclopedic to review terms used in any activity.

[Google Docs](#) [Cloud Computing](#) [Netbook](#) [Firefox](#)
[Web Browser](#) [PDF file](#) [Laser Printer](#) [Open Source](#)
 Wikipedia (Good for Quick Facts but not the best for research since it is Open Source!)
 Providing **embedded** links to terms allows you to create a 21st Century document **extends learning!** ☺

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Seasons_of_the_Year_Moodle.ppt [Compatibility Mode] - Microsoft PowerPoint

Seasons
by Tommy Love

Spring
Beautiful time of year!

Summer
Growingtime of the Year!

Autumn
Harvesttime of the Year!

Winter
Coldest time of the Year!

Labels&NumbersforCharts - Mozilla Firefox

Google docs Labels&NumbersforCharts Private to only me Saved 2 minutes ago

Labels of Names	Weight in Pounds	Downtown	Population
Tom	125	Star City	21
Sue	112	Digtown	55
Jim	130	Hoovenville	19
Mary	120	Acorn City	32
Pete	132	Urbanaville	45
Janet	121	Dovertown	27

Students vs Weight

Cities vs Population

Lines with thickness Lines with Color Arrows with Ends Lines & Arrows Dashes

Nice Banner! Pretty Cool Images!

Students will love this "Word Art"!