

OPCUG

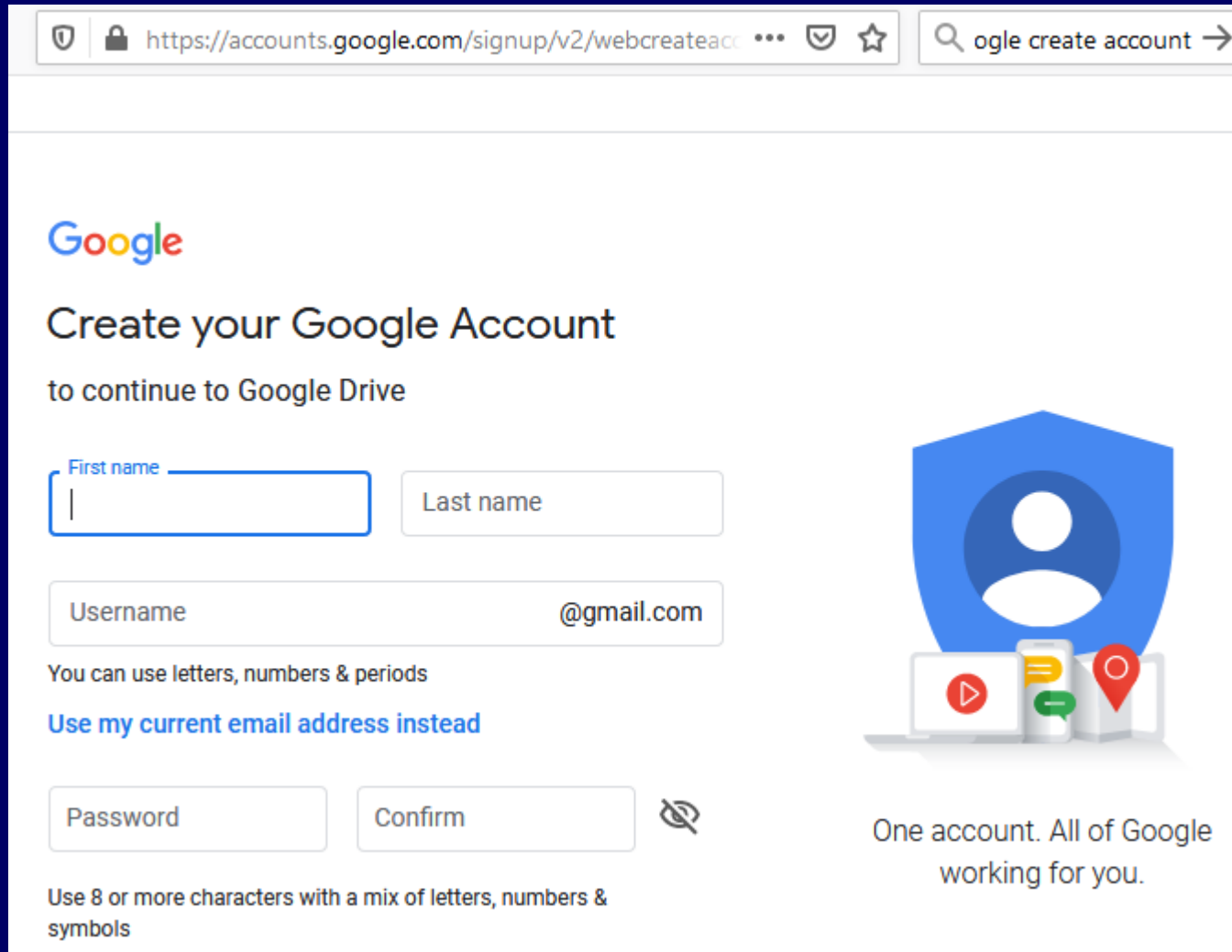
Ottawa PC Users' Group Q & A

Google Docs
by Jocelyn Doire

Users helping users

Create an Account

- <https://myaccount.google.com>



The screenshot shows the Google Account creation interface. At the top, the browser address bar displays the URL <https://accounts.google.com/signup/v2/webcreateacc>. Below the browser, the Google logo is followed by the heading "Create your Google Account" and the subtext "to continue to Google Drive". The form includes input fields for "First name", "Last name", and "Username" (with "@gmail.com" pre-filled). A note states "You can use letters, numbers & periods" and a link "Use my current email address instead" is provided. There are also fields for "Password" and "Confirm" with a visibility toggle icon. A final instruction reads "Use 8 or more characters with a mix of letters, numbers & symbols". To the right of the form is a graphic of a blue shield with a white person icon, and below it, icons for YouTube, Messages, and Maps. The text "One account. All of Google working for you." is positioned below the graphic.

Google

Create your Google Account

to continue to Google Drive

First name


Last name

Username @gmail.com


You can use letters, numbers & periods

[Use my current email address instead](#)

Password

Confirm 

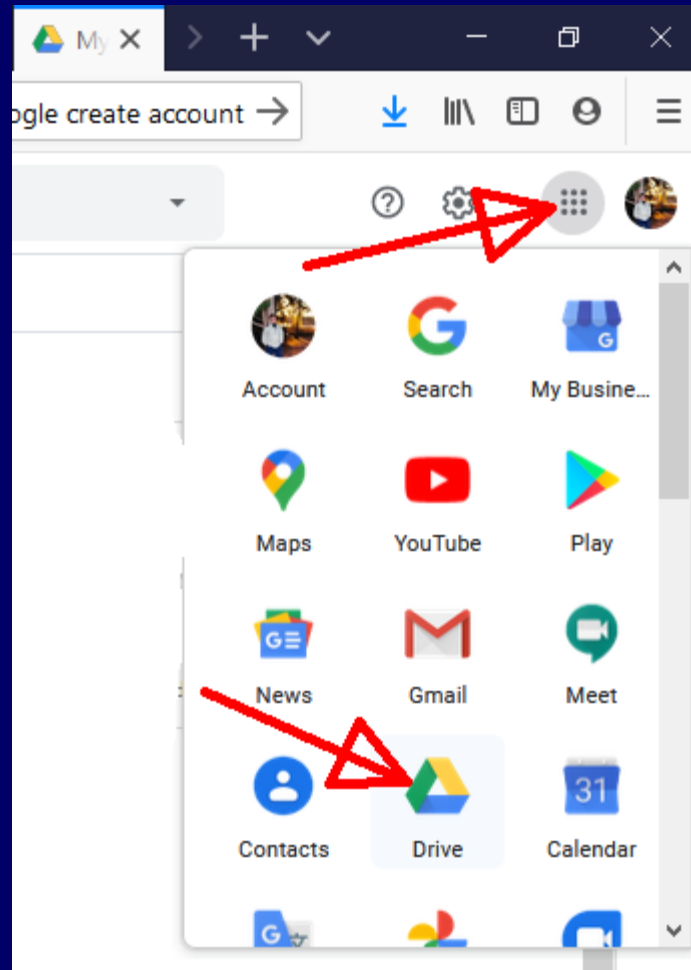
Use 8 or more characters with a mix of letters, numbers & symbols



One account. All of Google working for you.

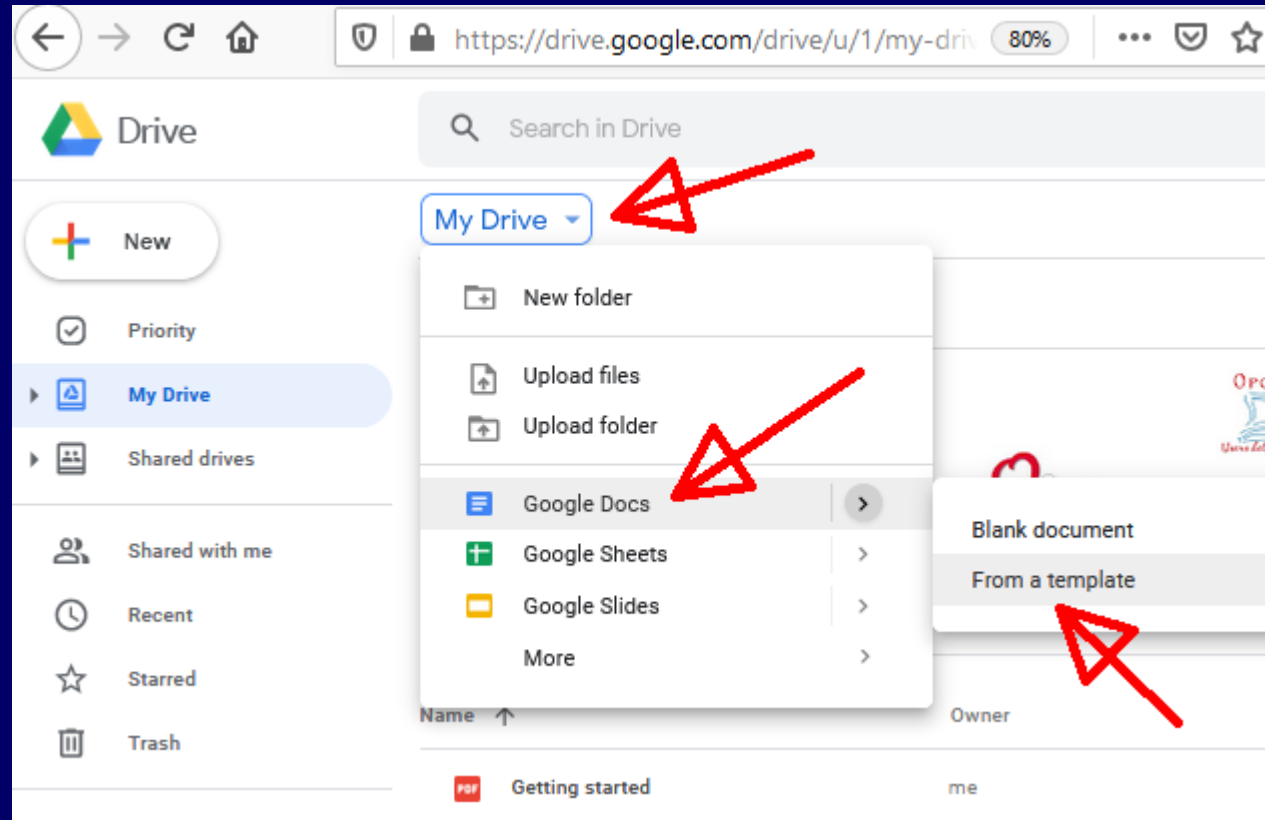
Google "Drive" Application

- Select Google apps
- Select Drive



Start a document

- My Drive
- Google Docs
- From template




Select Template or Blank

Template gallery

Ottawa PC Users' Group General


Education



Cat: The Ideal Pet
Your Name
Grade 7

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Essay
Playful




CELLS
BASIC UNITS OF LIFE
By Your Name

INTRODUCTION
Cells are the basic units of life. They are the smallest units of structure and function in a living organism. They are the building blocks of life.

Cell Structure
Cells have a variety of shapes and sizes. They are made up of different parts, each with a specific function. The cell membrane is the outer boundary of the cell. It controls what enters and leaves the cell. The nucleus is the control center of the cell. It contains the cell's genetic material. The cytoplasm is the fluid inside the cell. It contains organelles that perform various functions.

Essay
Paperback

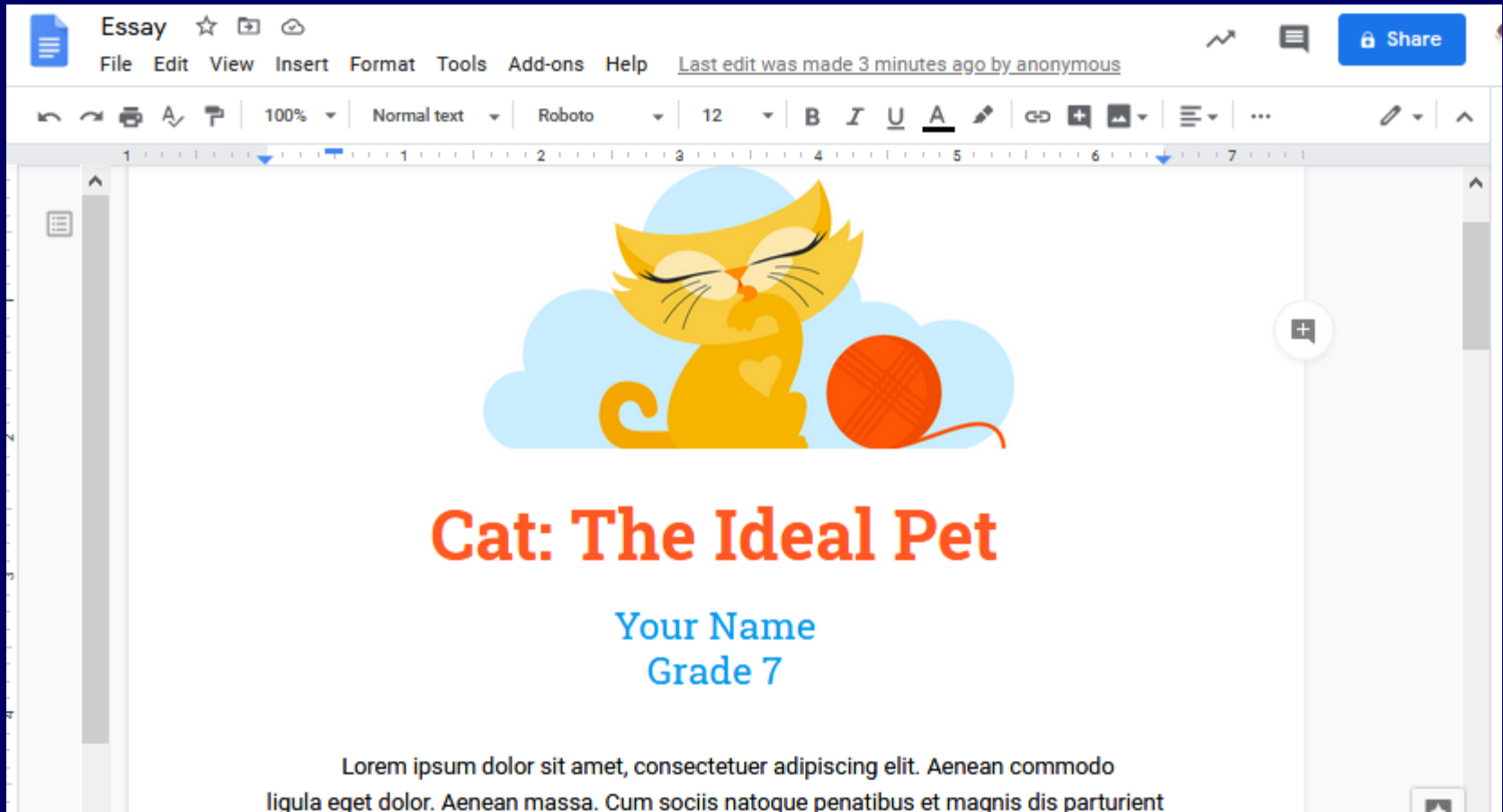


SCIENCE LAB REPORT
Your Name

INTRODUCTION
The purpose of this experiment was to determine the effect of temperature on the rate of a chemical reaction. The hypothesis was that as the temperature increases, the rate of the reaction will also increase.

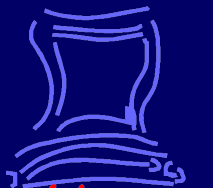
Report
Simple

Edit with formatting tools



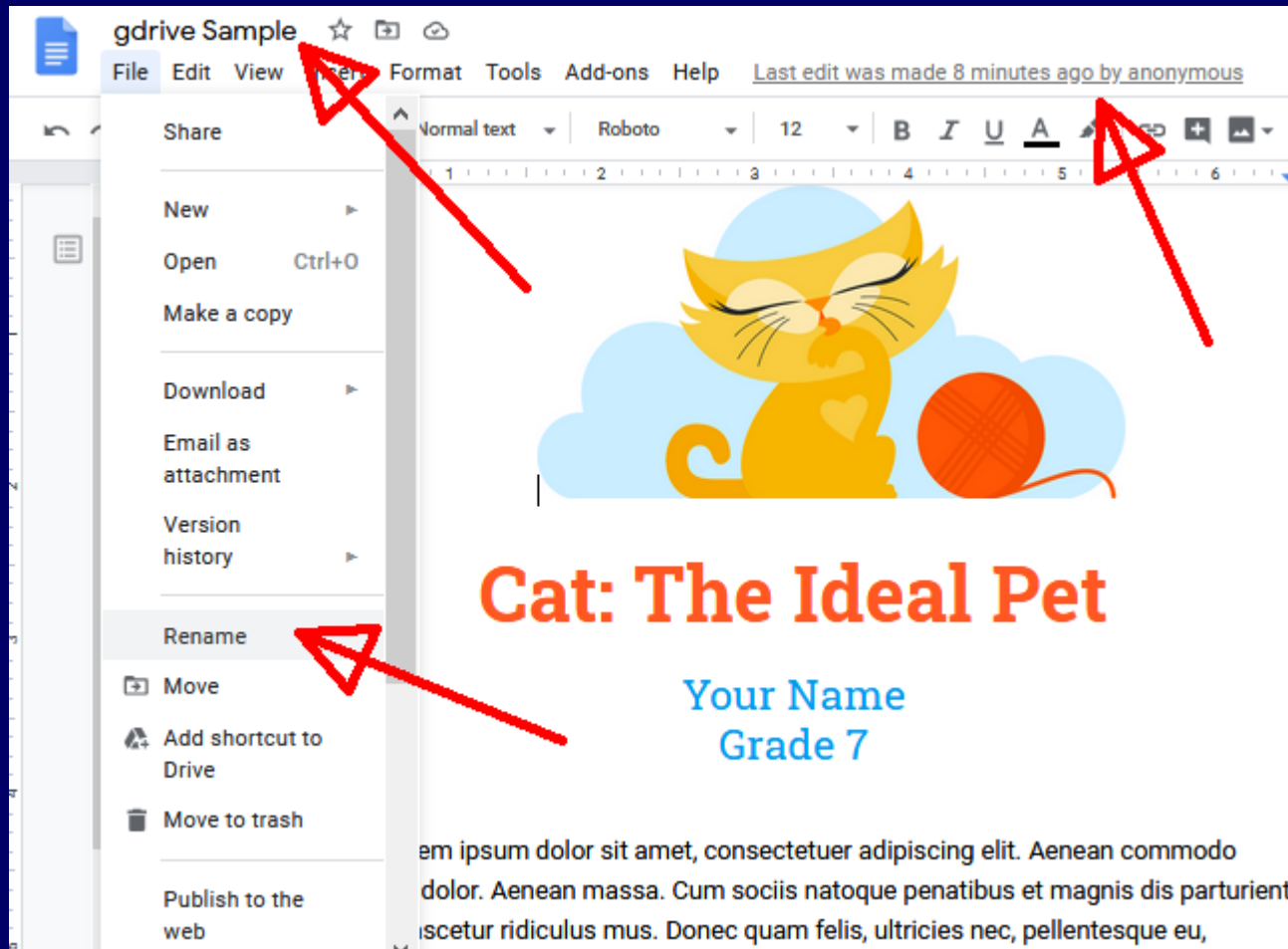
The screenshot shows a Google Docs interface. At the top, the document title is "Essay". The menu bar includes "File", "Edit", "View", "Insert", "Format", "Tools", "Add-ons", and "Help". A notification states "Last edit was made 3 minutes ago by anonymous". The toolbar shows various editing tools, including undo, redo, print, zoom (100%), text color (Normal text), font family (Roboto), font size (12), bold (B), italic (I), underline (U), text background color (A), and insert options. The main content area features a cartoon illustration of a yellow cat sitting on a blue cloud next to a red ball of yarn. Below the illustration, the title "Cat: The Ideal Pet" is written in a large, bold, orange font. Underneath the title, the text "Your Name" and "Grade 7" is displayed in a blue font. At the bottom of the page, there is a paragraph of placeholder text: "Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient".

OPCUG



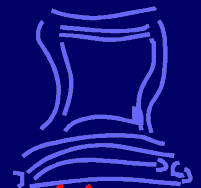
Users helping users

Auto Save - Rename



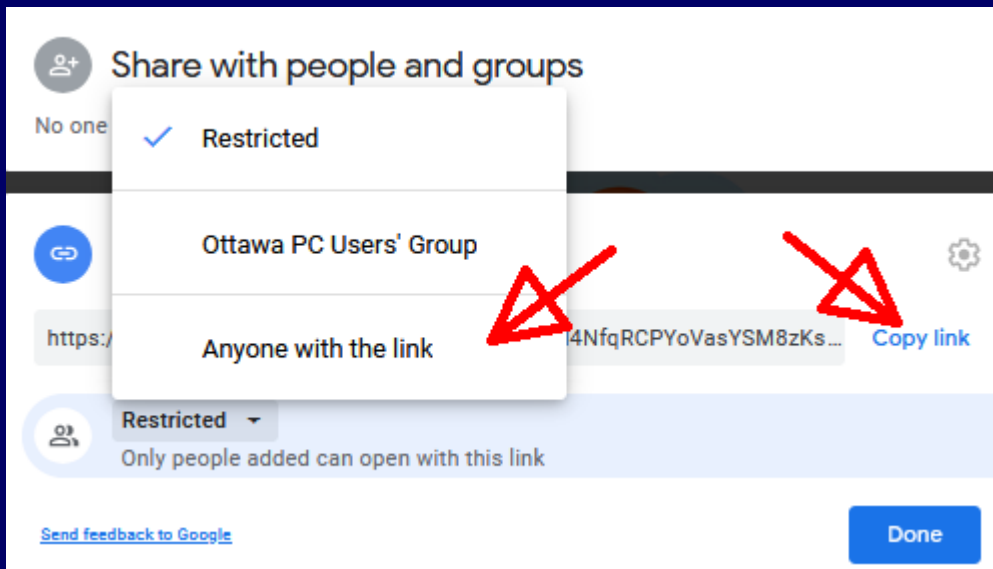
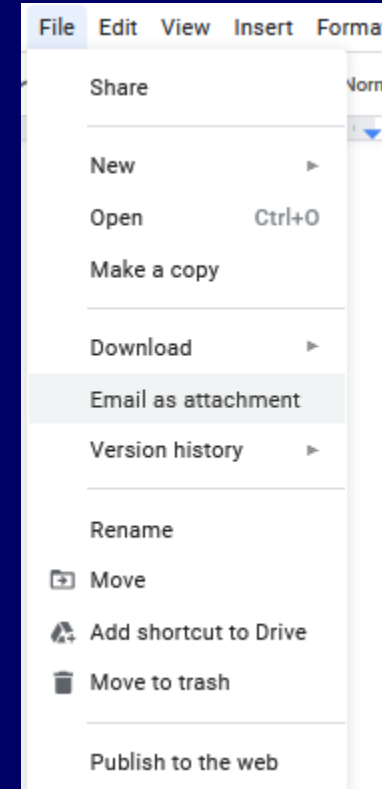
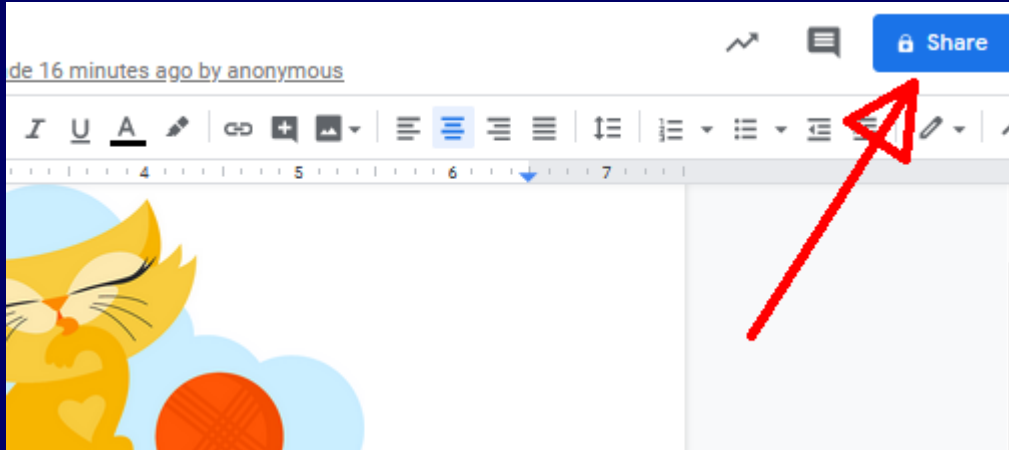
The screenshot displays the Google Docs interface for a document titled "gdrive Sample". The "File" menu is open, and the "Rename" option is highlighted. Three red arrows point to the "File" menu, the "Rename" option, and the "Last edit was made 8 minutes ago by anonymous" status bar. The document content includes a cartoon illustration of a yellow cat sitting on a blue cloud next to a ball of orange yarn. Below the illustration, the text reads "Cat: The Ideal Pet" in red, "Your Name" in blue, and "Grade 7" in blue. At the bottom, there is a paragraph of placeholder text: "em ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient iscetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu,".

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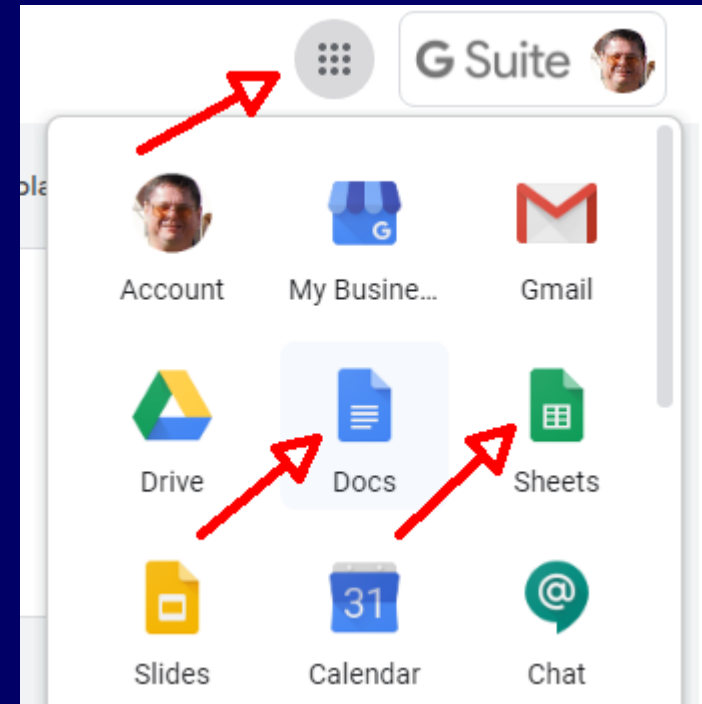
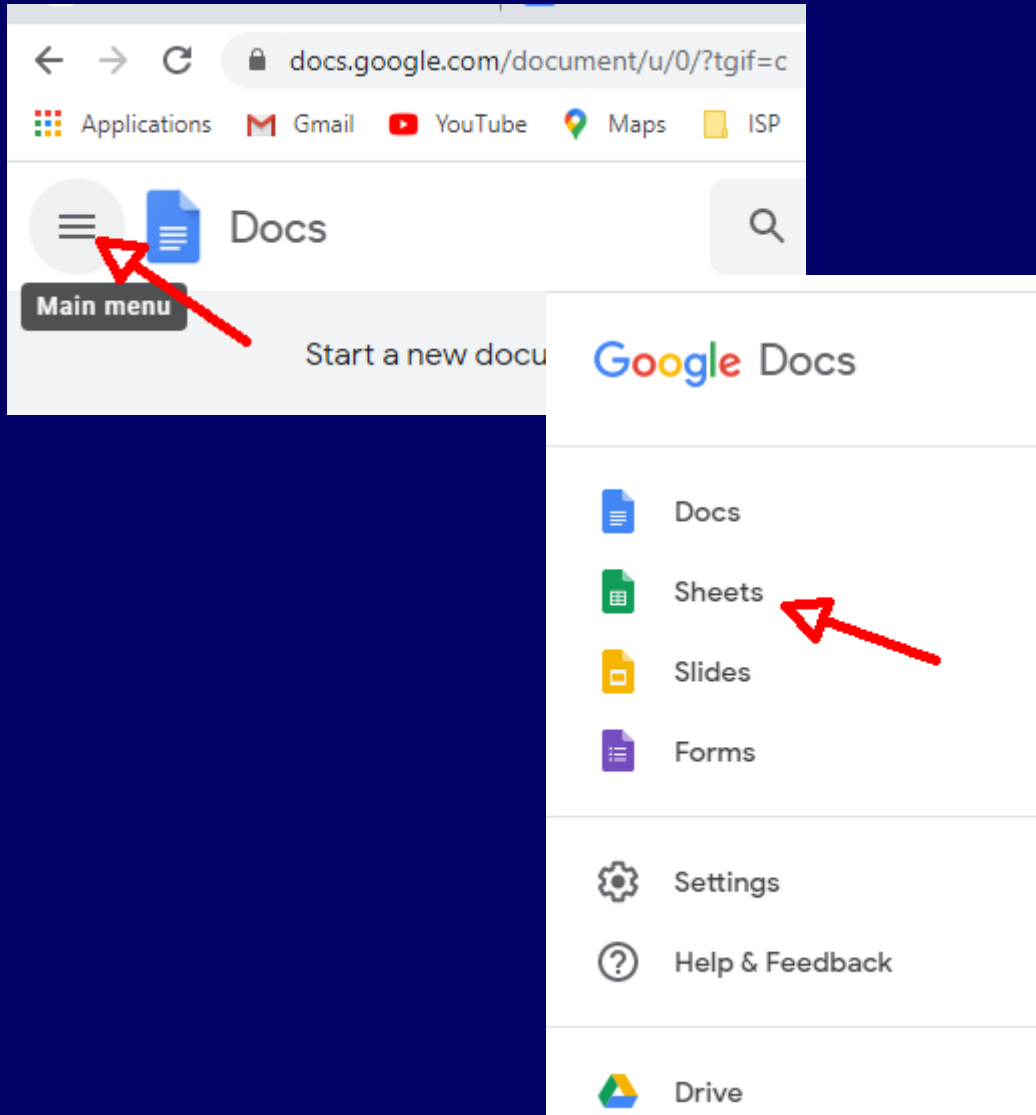


Users helping users

Share, email or publish



Spreadsheet



Import a doc

The image illustrates the process of importing a document into a spreadsheet application. It consists of three main components:

- Spreadsheet Application:** A screenshot of an "Untitled spreadsheet" window. The "File" menu is open, and the "Import" option is highlighted with a red arrow. Other menu options include "Share", "New", "Open", and "Make a copy".
- Drag and Drop Dialog:** A dialog box with the text "Drag a file here" and "Or, if you prefer...". A blue button at the bottom says "Select a file from your device". A red arrow points to the "Select a file from your device" button.
- File Explorer:** A Windows File Explorer window showing a folder structure: "Joc > ug > doc > Workshop > 2015". A red arrow points to the "doc" folder. The right pane shows a list of files including "Budget.pmd", "floor.xls", "floor2.xls", "graph.xls", "graph2.xls", "Minuet.mid", "names.xls", "names2.xls", "office.pdf", "office.prd", "opcug200.png", and "WPSamp.doc".

OPCUQ

Questions?



Users helping users