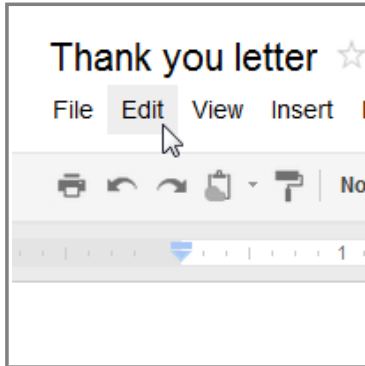




## Introduction

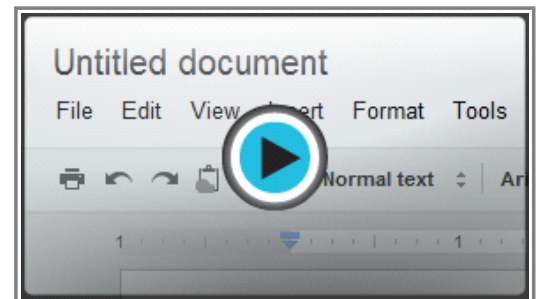


When working with a word processing application like Google Documents, it is important to be comfortable with the document interface and to know how to perform **basic tasks with text**.

In this lesson you will get to know the **interface** and the **basics of setting up your document**. You will become familiar with how to work with text including **inserting, deleting, selecting, copying, cutting, and pasting**. In addition, you will learn how to use the **spell check** and **find and replace** features.

## Getting to Know Documents

➤➤➤ Watch the video to learn how to navigate the Google Documents interface, and set up your first document.



Watch the video (2:34). [Need help?](#)

## Google Documents Interface

When you create a document in Google Docs (Drive), the **interface** for **Documents** will appear. This interface displays the **toolbar**, along with the main view of your document. It allows you to **type** and **modify text**, in addition to **sharing** the document with others.

➤➤➤ Click the buttons in the interactive below to learn about the interface for Documents.

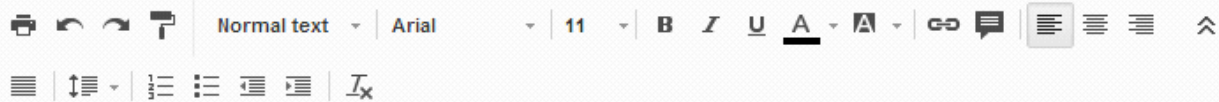
## Thank You Letter ☆

Lisa Paik ▾

Comments

Share

File Edit View Insert Format Tools Table Help



April 27, 2012

Justice Moore  
IT Security and Solutions Manager  
Alliope Systems, Research Triangle Park  
456 Davis Drive  
Durham, NC 27603

Dear Mr. Moore:

Thank you for your generous donation of a **gift certificate for an 18 hole round of golf at Weston Heights Country Club**. It will be considered a big ticket item to be bid upon during the silent auction at Lakestone Montessori's 7th annual Tee off for Technology Charity Golf Tournament. Your donation is a wonderful addition to our auction and I predict that it will be a very popular item!

As you may know, with the recent budget cutbacks in education funding, this annual fundraiser is one of our most important events of the school year. Your donation will help us to reach this year's fundraising goal of \$10,000 to help support and increase technology resources at Lakestone Montessori. In addition to replacing aging computer equipment, we would like to

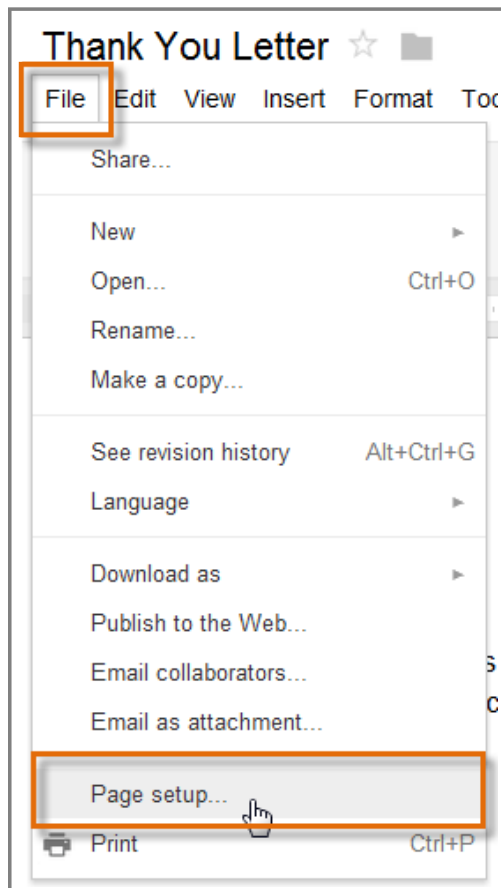
Page 3

## Page Setup Options

When you first create a Google Document, you may want to change the **Page Setup** options like **page orientation**, **margins**, or **paper size** depending upon the type of document you are creating.

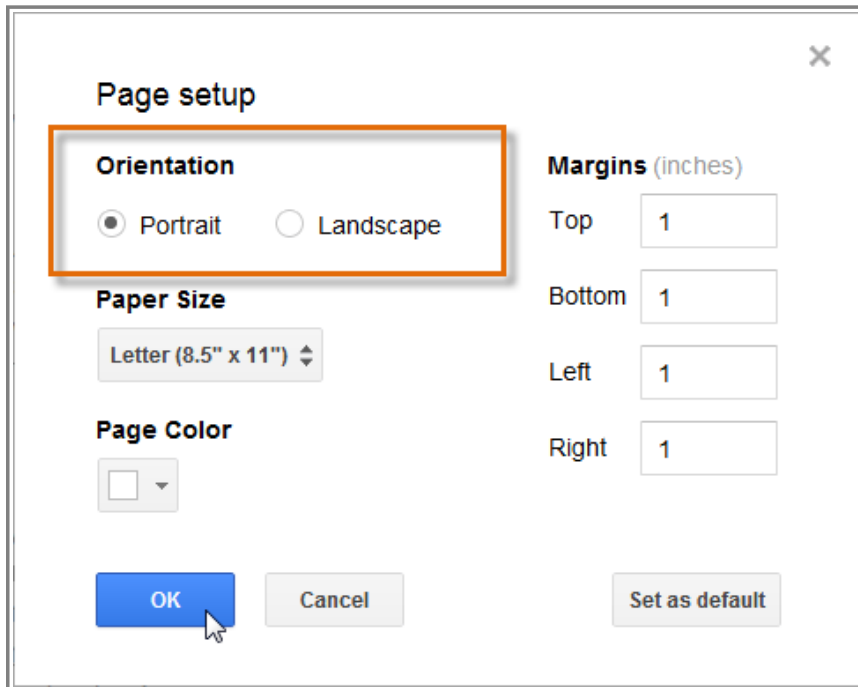
### To Set up Page Orientation:

1. Click **File** and select **Page setup....**



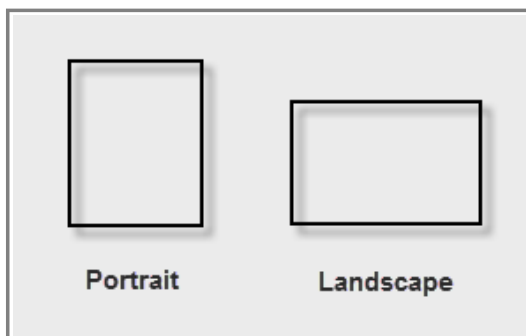
*Selecting Page setup...*

2. The **Page setup** dialog box will appear. Locate the **Orientation** options.
3. Click either **Portrait** or **Landscape** to change the page orientation and then click **OK**.



*Choosing the Page Orientation*

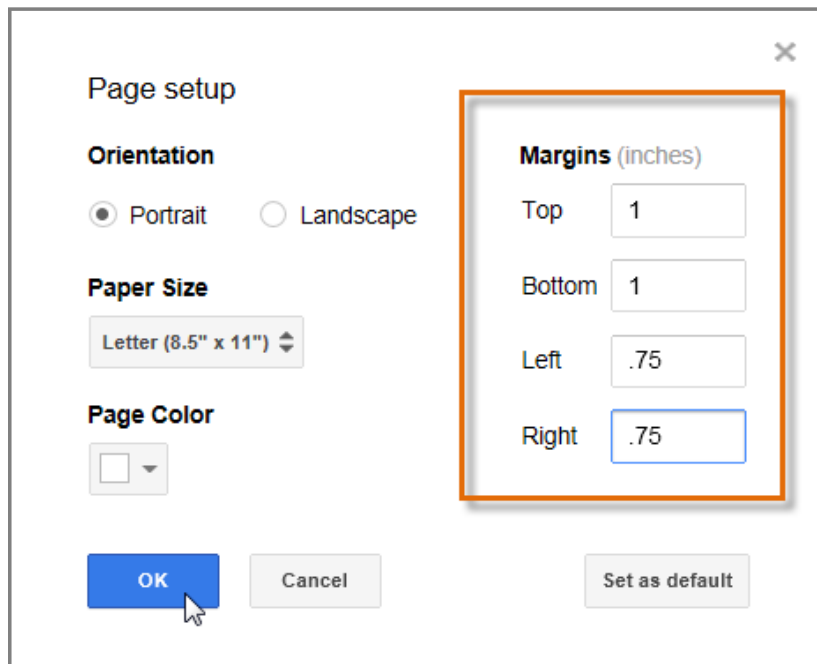
**Landscape** format means that the page is oriented **horizontally**, and **portrait** format is oriented **vertically**.



*Viewing portrait and landscape formats*

## To Set Page Margins:

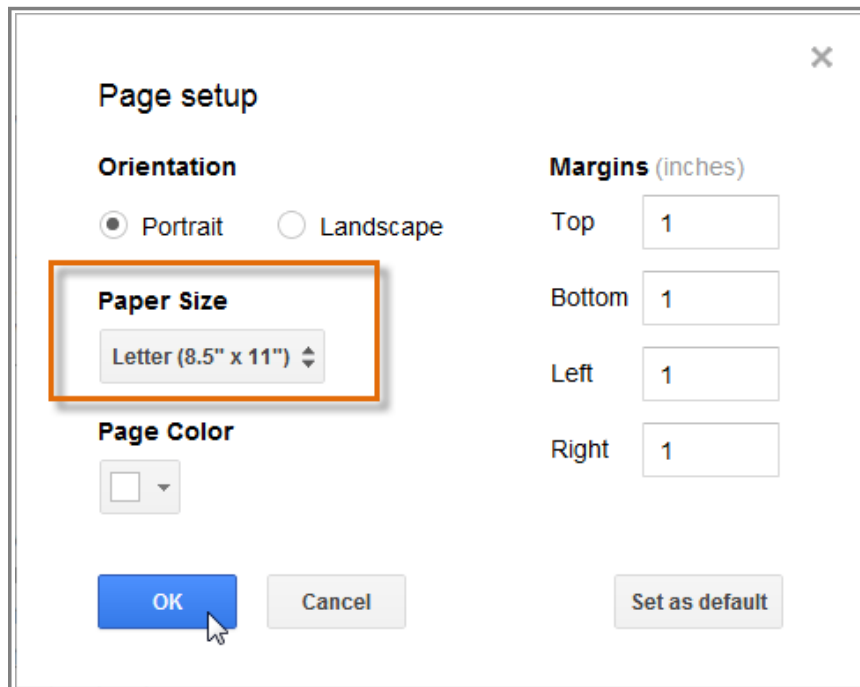
1. Click **File** and select **Page setup**. The **Page setup** dialog box will appear.
2. Locate the **Margins** options. Adjust the **margin sizes** for each side of the page and click **OK**.



*Setting Page Margins*

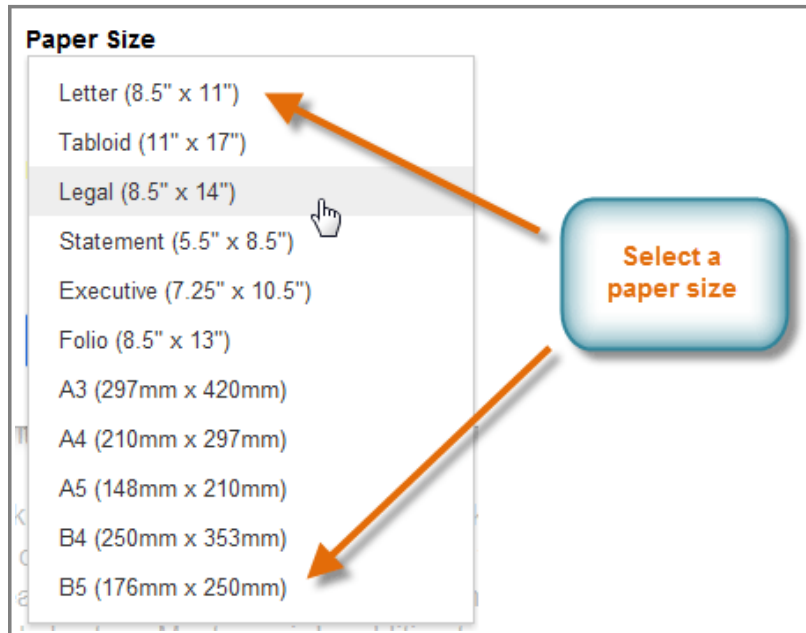
## Setting Paper Size

1. Click **File** and select **Page setup**. The **Page setup** dialog box will appear.
2. Locate and click the **Paper Size** drop-down box.



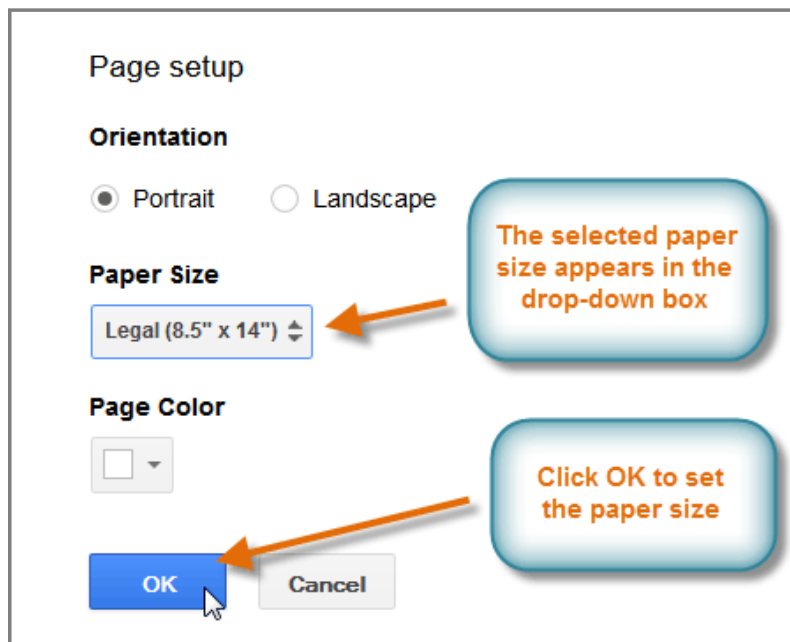
*Paper Size options*

3. Select a **paper size** for your document.



*Paper Size selection*

4. The new paper size selection will appear in the box. Click **OK** to set the paper size.



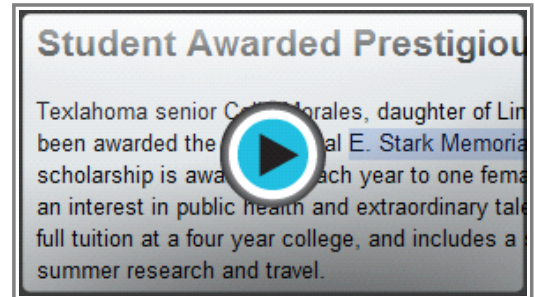
*Confirming the paper size selection*

The **Page Color** option in the **Page setup** dialog box changes the background color of the document. This may be useful as a decorative option if you plan on publishing your document on the web.

## Text Basics

If you are familiar with word processing software such as Microsoft Word, you will find working with text in Google Documents to be a similar experience. If you are new to word processing, working with text in Google Documents is fairly easy to learn. Over the next few pages, we will show you the basics of working with text.

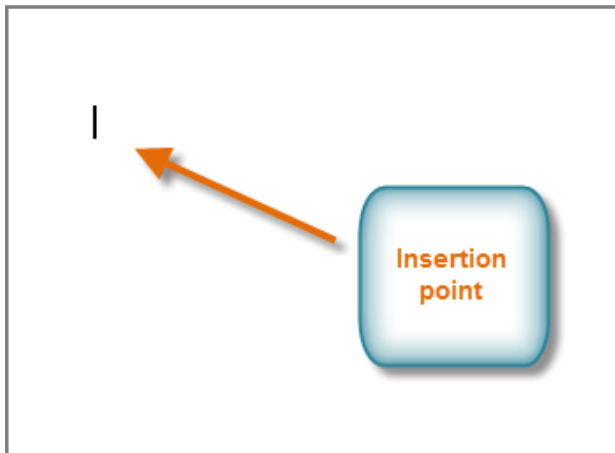
➤➤➤ Watch the video for an introduction to text, including techniques like copy & paste.



*Watch the video (4:10). [Need help?](#)*

### To Insert Text:

1. Move your mouse to the location you wish text to appear in the document.
2. Click the mouse. The **insertion point** appears.



*The insertion point*

3. Type the text you wish to appear.



*Typing text*

## To Delete Text:

1. Place the **insertion point** next to the text you wish to delete.
2. Press the **Backspace** key on your keyboard to delete text to the **left** of the insertion point.
3. Press the **Delete** key on your keyboard to delete text to the **right** of the insertion point.

## To Select Text:

1. Place the **insertion point** next to the text you wish to select.
2. Click the mouse, and while holding it down, drag your mouse over the text to select it.

Your donation will help us to reach this year's fundraising goal of \$15,000 to help support and increase technology resources at Lakestone Montessori. As you may know, with the recent budget cutbacks in education funding, this annual fundraiser is one of our most important events of the school year. In addition to replacing aging computer equipment, we would like to purchase 10 Apple iPads to help support the use of technology in expanding and exploring lesson content.

*Highlighting text*

3. Release the mouse button. You have selected the text. A **highlighted box** will appear over the selected text.

Your donation will help us to reach this year's fundraising goal of \$15,000 to help support and increase technology resources at Lakestone Montessori. As you may know, with the recent budget cutbacks in education funding, this annual fundraiser is one of our most important events of the school year. In addition to replacing aging computer equipment, we would like to purchase 10 Apple iPads to help support the use of technology in expanding and exploring lesson content.

*Selected text*

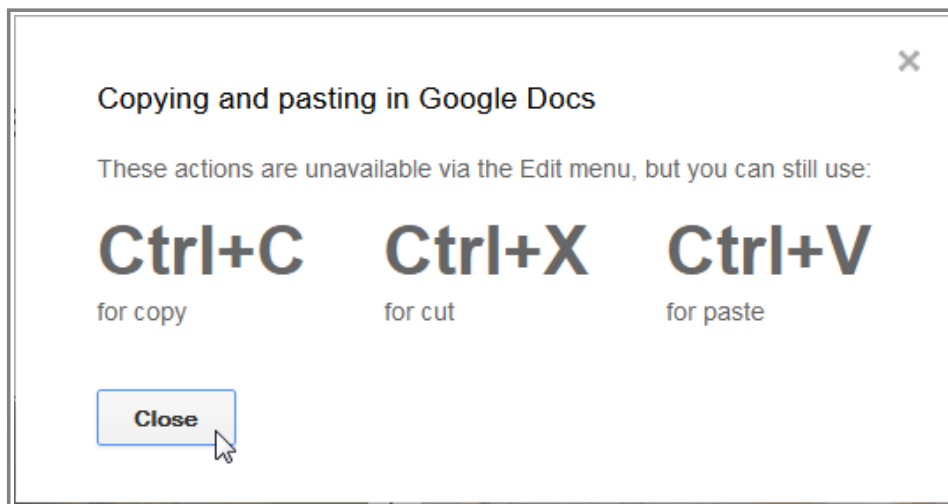
## Copying, Cutting, and Pasting Text

You may find that sometimes it is easier to **copy and paste** text that repeats often in your document. Other times, there may be text that you wish to move from one area of the document to another, in which case you will



need to **cut and paste** or **drag and drop** the text.

Typically, the copy, cut, and paste commands are found in the Edit menu of many word processing applications. However, Google Documents uses **keyboard shortcuts**, or a combination of keys to perform these commands. If you try to select copy, cut, or paste from the Edit menu in Google Documents, Google reminds you to use keyboard shortcuts.

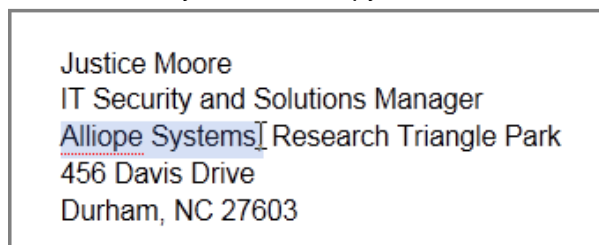


*Viewing the Keyboard shortcuts*

If you use Google Chrome as your internet browser, you can download the free [Chrome Google Docs app](#) from the Chrome Web Store. It will allow you to select copy, cut, and paste from the Edit menu and to right-click the mouse to copy, cut, and paste text.

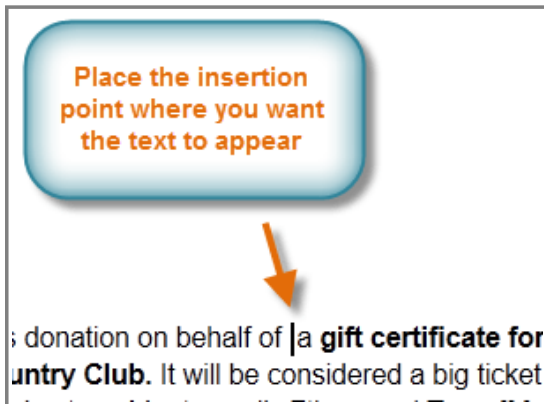
## To Copy and Paste Text:

1. Select the text you wish to copy.



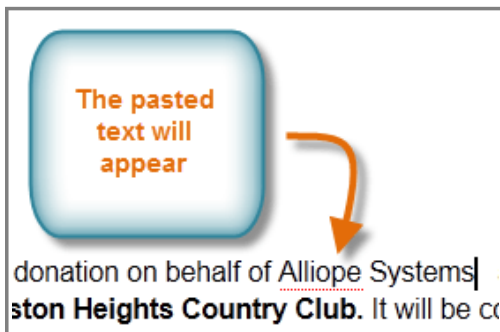
*Selecting text to copy*

2. Press **Ctrl+C** (Windows) or **Command+C** (Mac) on your keyboard to copy the text.
3. Place your insertion point where you wish the text to appear.



*Placing the insertion point*

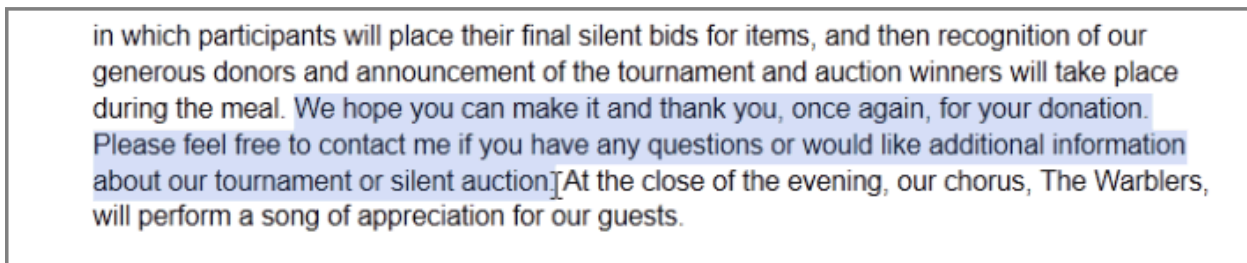
4. Press **Ctrl+V** (Windows) or **Command+V** (Mac) on your keyboard to paste the text. The text will appear.



*Viewing pasted text*

## To Cut and Paste Text:

1. Select the text you wish to copy.



*Selecting text to cut*

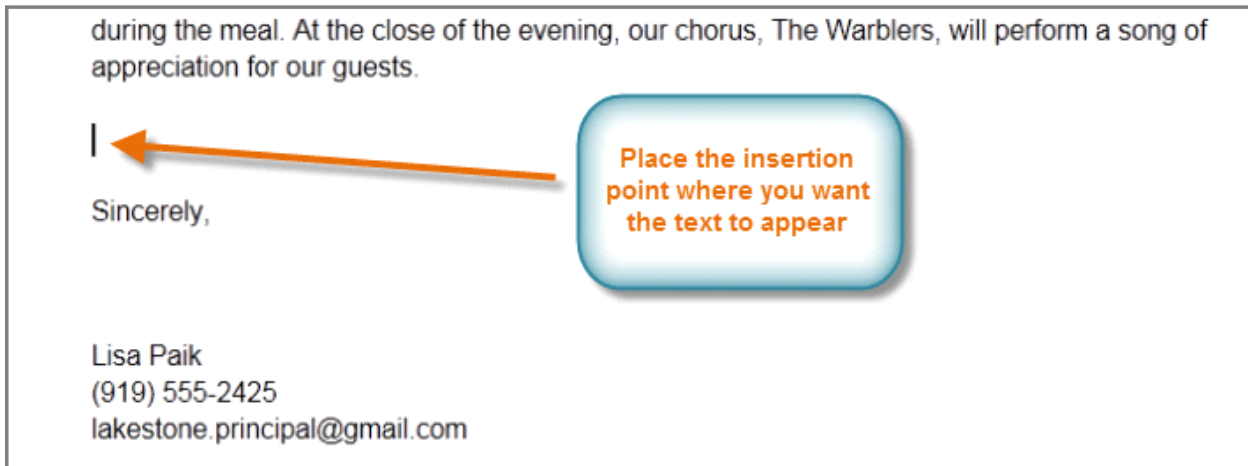
2. Press **Ctrl+X** (Windows) or **Command+X** (Mac) on your keyboard to cut the text.
3. Place your insertion point where you wish the text to appear.

during the meal. At the close of the evening, our chorus, The Warblers, will perform a song of appreciation for our guests.

|

Sincerely,

Lisa Paik  
(919) 555-2425  
lakestone.principal@gmail.com



*Placing the insertion point*

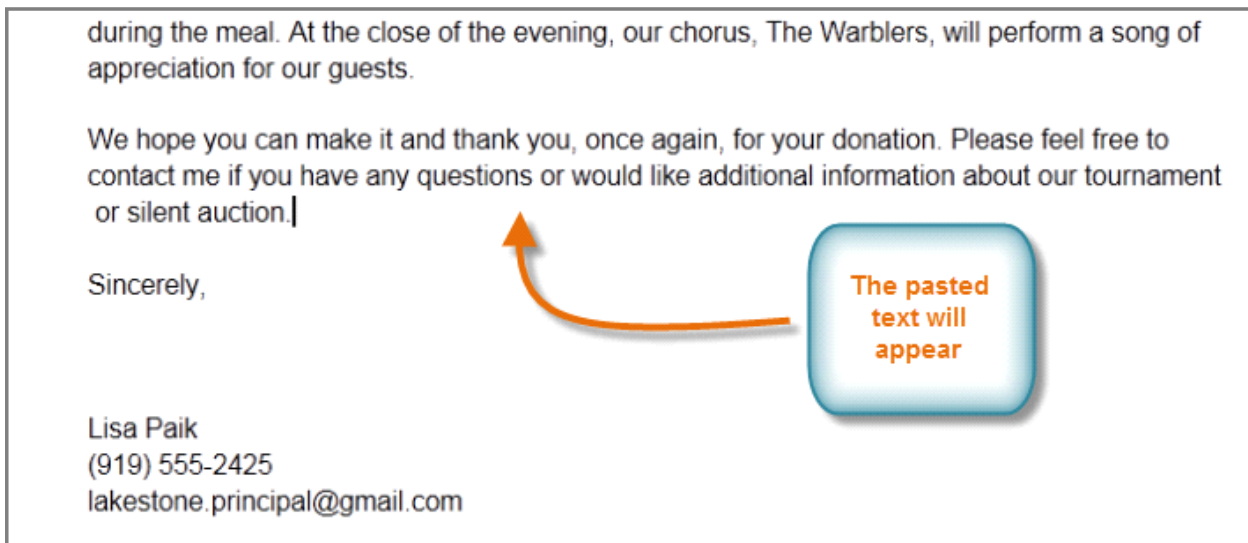
4. Press **Ctrl+V** (Windows) or **Command+V** (Mac) on your keyboard to paste the text. The text will appear.

during the meal. At the close of the evening, our chorus, The Warblers, will perform a song of appreciation for our guests.

We hope you can make it and thank you, once again, for your donation. Please feel free to contact me if you have any questions or would like additional information about our tournament or silent auction.]

Sincerely,

Lisa Paik  
(919) 555-2425  
lakestone.principal@gmail.com

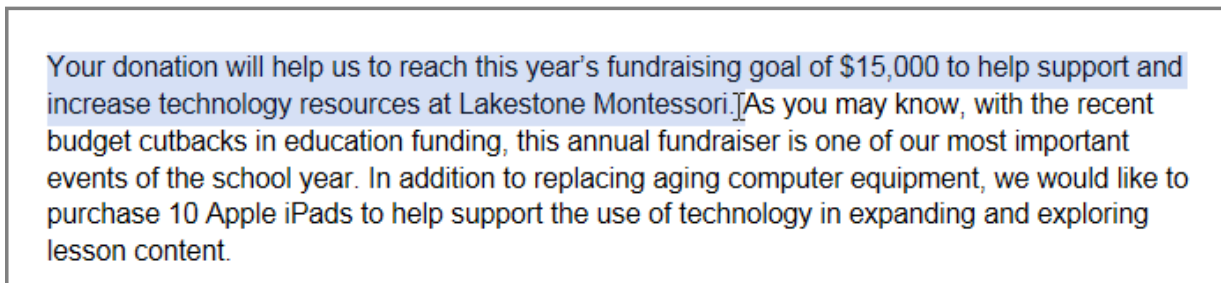


*Viewing the pasted text*

## To Drag and Drop Text:

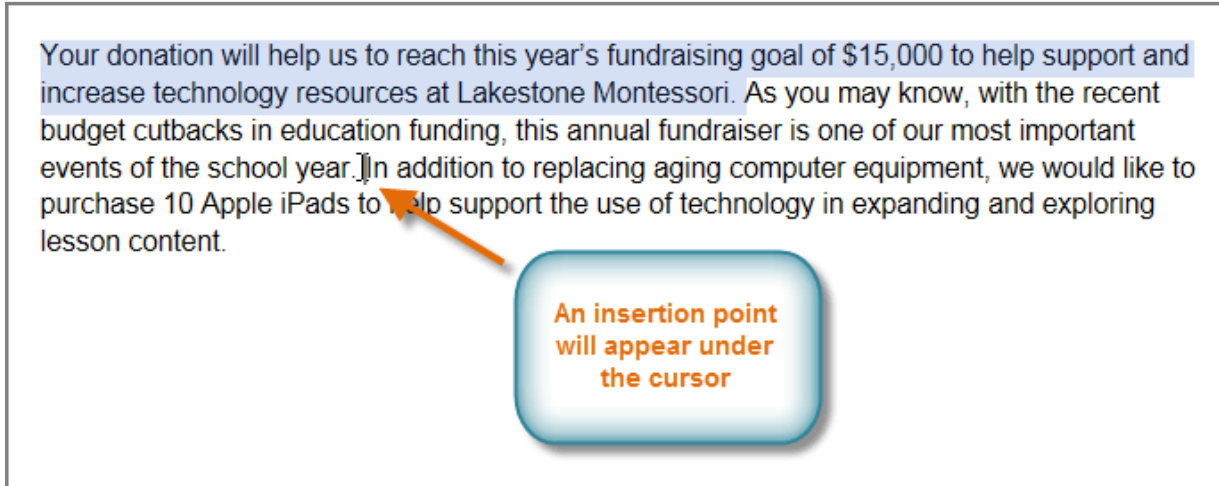
1. Select the text you wish to move to another place in the document.

Your donation will help us to reach this year's fundraising goal of \$15,000 to help support and increase technology resources at Lakestone Montessori.]As you may know, with the recent budget cutbacks in education funding, this annual fundraiser is one of our most important events of the school year. In addition to replacing aging computer equipment, we would like to purchase 10 Apple iPads to help support the use of technology in expanding and exploring lesson content.



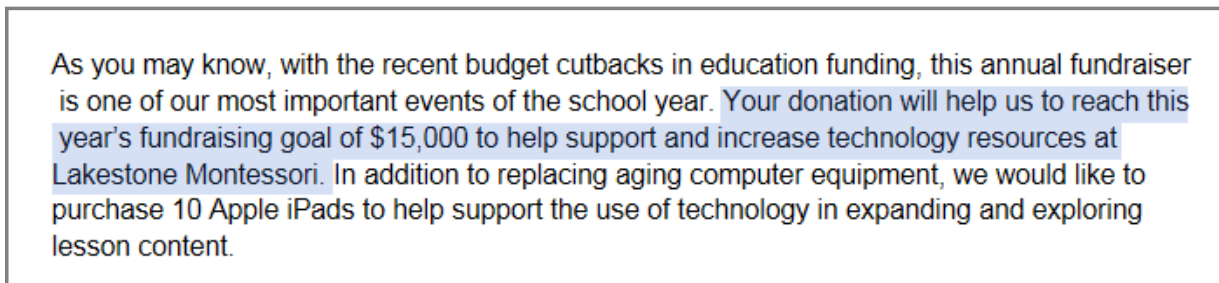
*Preparing to drag and drop text*

2. **Click and drag the text** to the location you wish it to appear. The cursor will have an insertion point under it to indicate you are moving text.



*Dragging text to a new location*

3. Release the mouse button and the text will move to the new location.

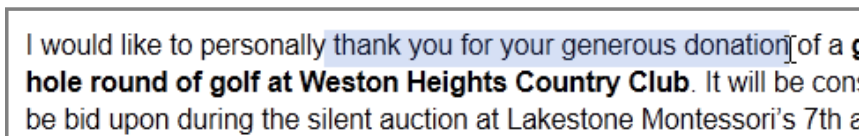


*Viewing dropped text*

## To Use the Web Clipboard:

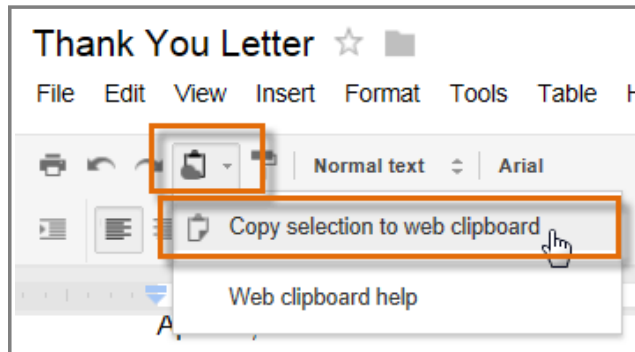
The **Web clipboard** collects copied selections and then allows you to **choose** which selection to paste into the document. This may be useful when you find that you need to repeat text several times in the document.

1. Select the text you wish to copy.



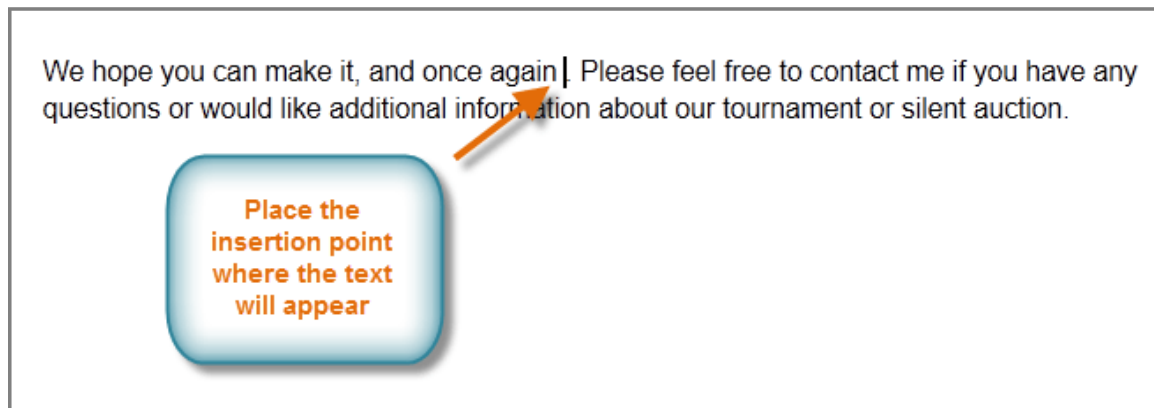
*Selecting text to copy*

2. Click the **Web clipboard** button and then select **Copy selection to web clipboard** from the drop-down menu. The selected text will be copied to the Web clipboard.



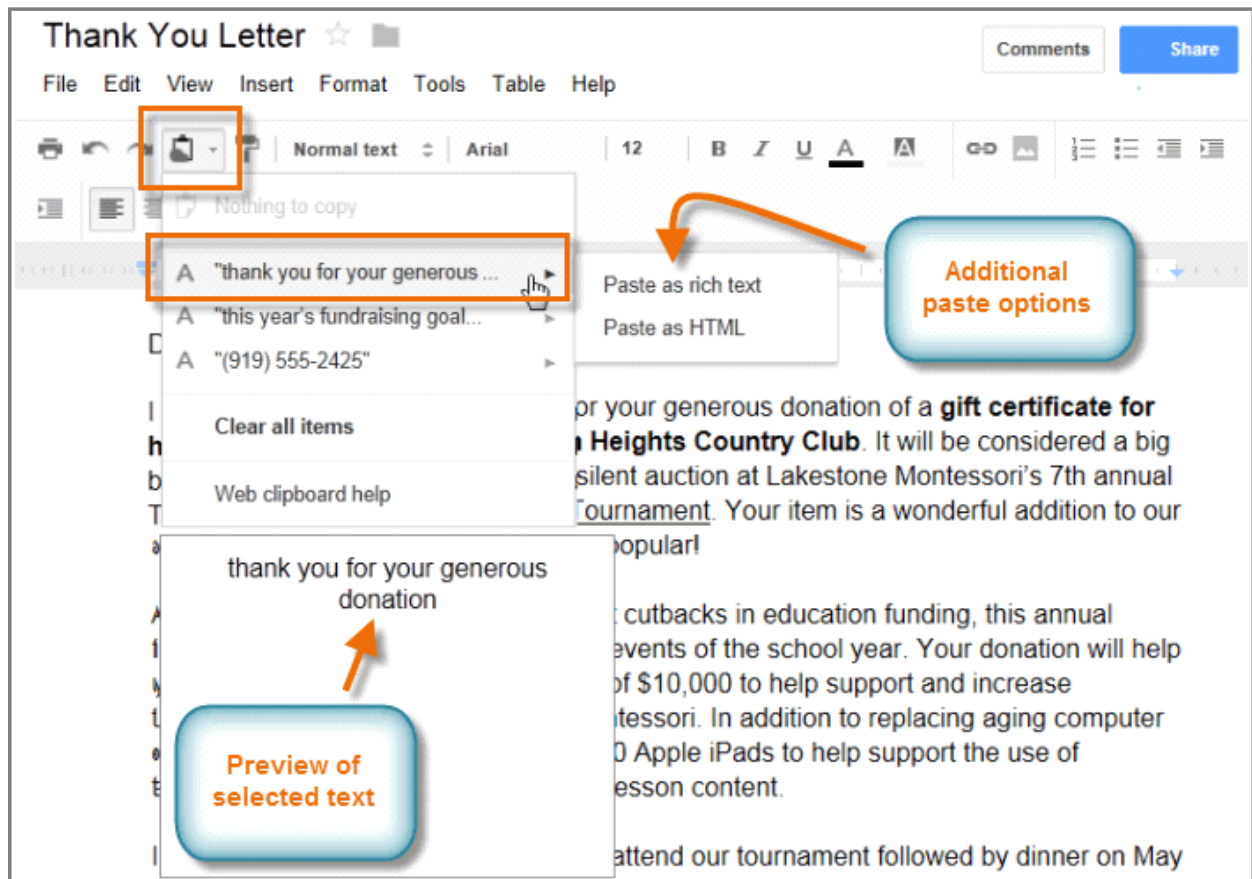
*Copying text to the Web clipboard*

3. Place your insertion point where you wish the text to appear.



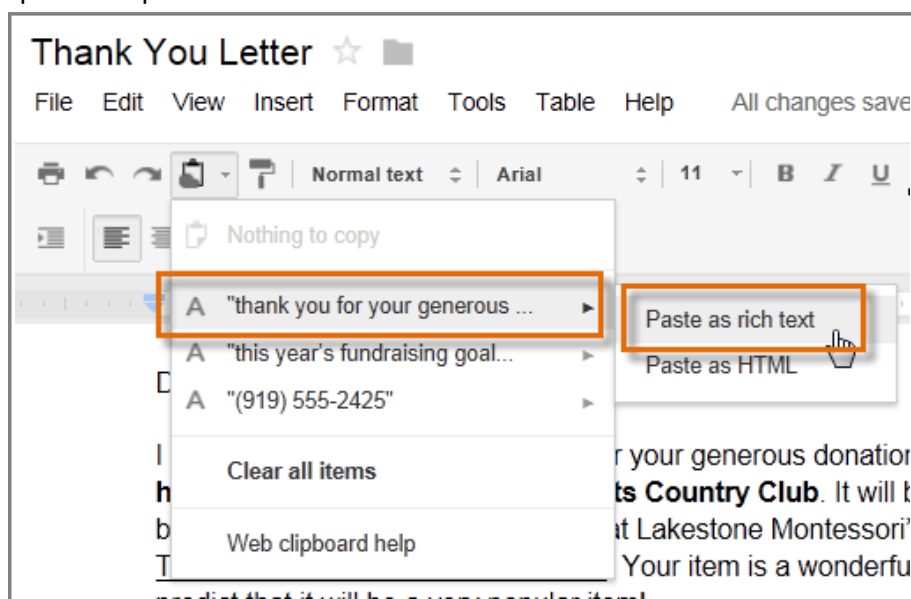
*Selecting a location to paste from Web clipboard*

4. Click the Web clipboard button and a drop-down menu will appear.
5. Hover over the **copied text selections**. A **preview** of the selected text will appear in the box below the drop-down menu, and an **additional paste options** drop-down menu will appear to the right of your selection.



*Web clipboard paste options and preview*

- Click the copied text selection you wish to appear, and then select **Paste as rich text** from the paste options drop-down menu.



*Pasting the selected text*

7. The text will appear.

We hope you can make it, and once again thank you for your generous donation. Please feel free to contact me if you have any questions or would like additional information about our tournament or silent auction.

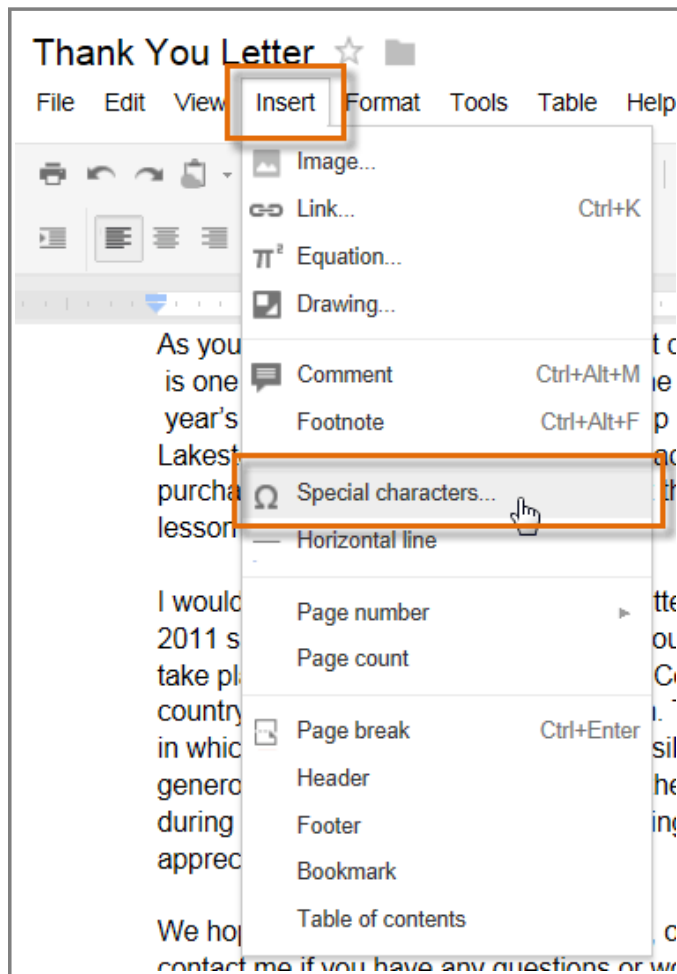
*Viewing the pasted text*

Page 6

## To Insert Special Characters:

Google Documents offers a large collection of **special characters**. They are useful when writing equations or they can serve as decorative accents.

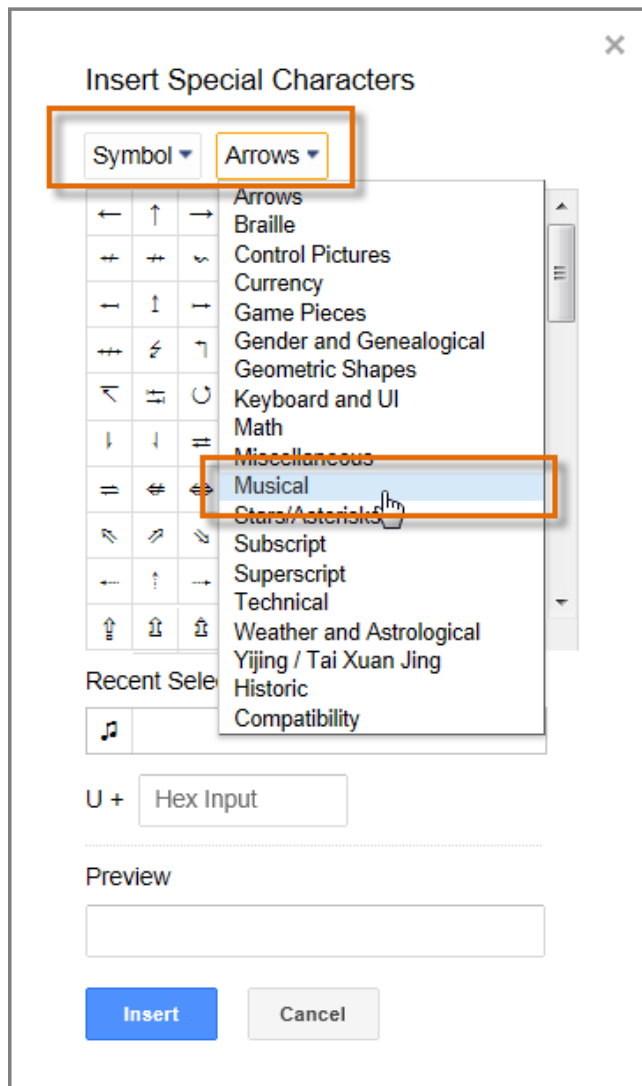
1. Place the insertion point where you wish to insert a special character.
2. Click **Insert** and then select **Special characters....**



*Selecting Special characters...*

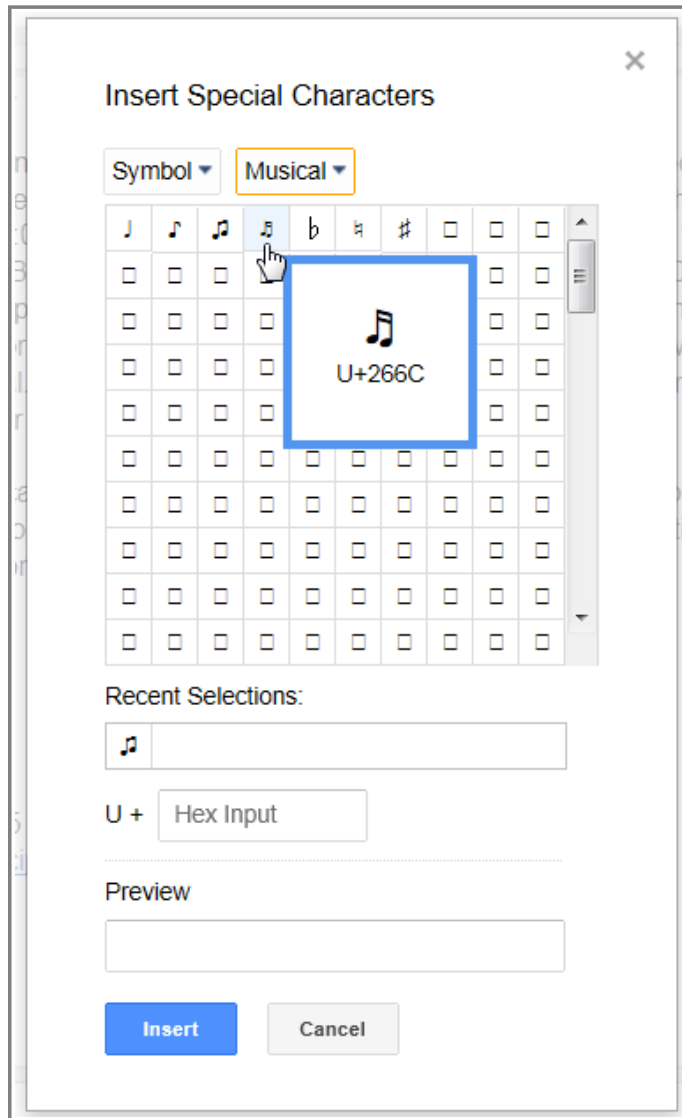
3. The **Insert Special Characters** dialog box will appear.
4. Use the drop-down arrows above the character grid to **browse groups of symbols**. In our example, we are browsing for musical symbols to add to our document.





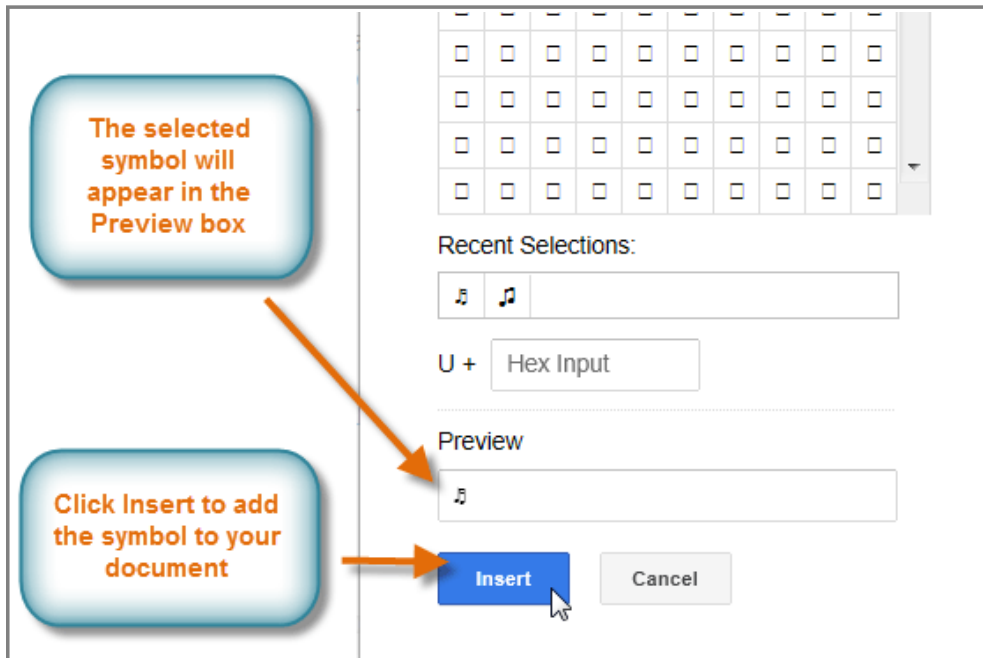
*Browsing special characters*

5. Hover over a symbol to see a **larger view**.



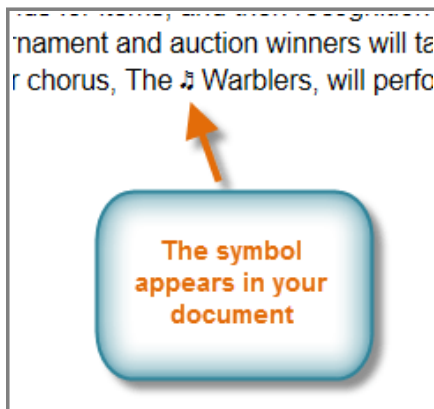
*A larger view of a symbol*

6. Click the desired symbol. It will appear in the **Preview** box. Click **Insert**.



*Previewing and inserting a symbol*

7. The symbol will appear in your document.

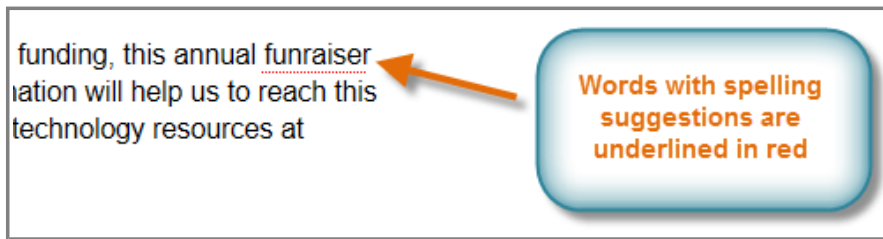


*Viewing a selected symbol in a document*

## Spell-Check and Suggested Spelling

Google Documents, by default, will automatically check for misspelled words and make **suggested spellings**.

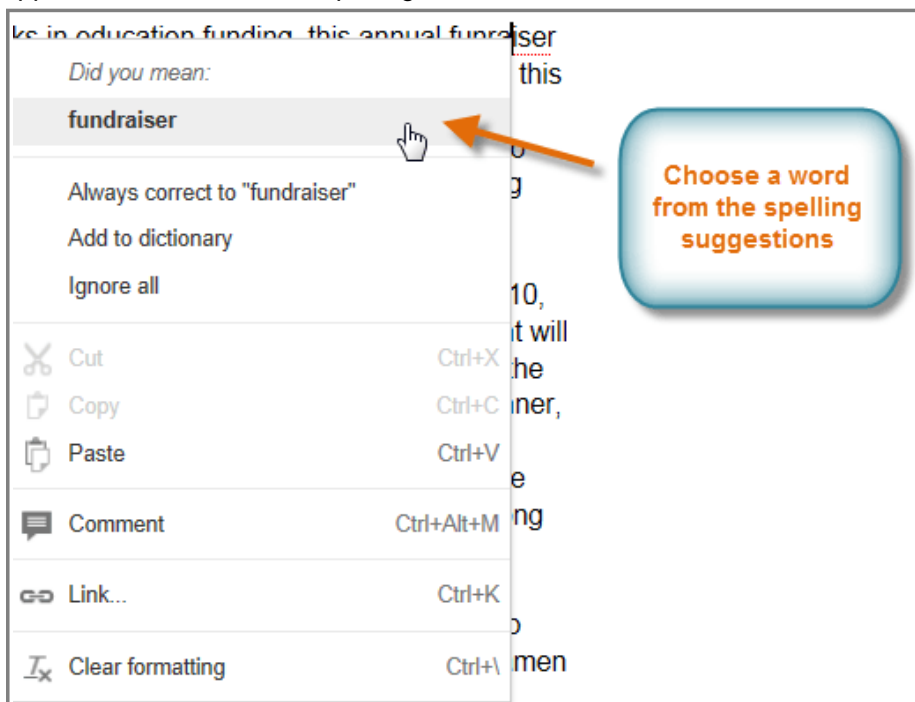
Words with spelling suggestions are **underlined in red**.



*A word with spelling suggestions*

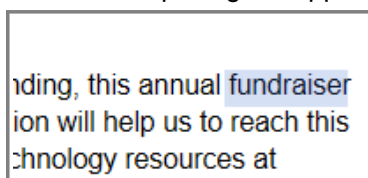
## To Use Suggested Spelling:

1. Right-click an **underlined word**. A drop-down menu with suggested spellings for the misspelled word will appear. Select the correct spelling from the list.



*The spelling suggestions menu*

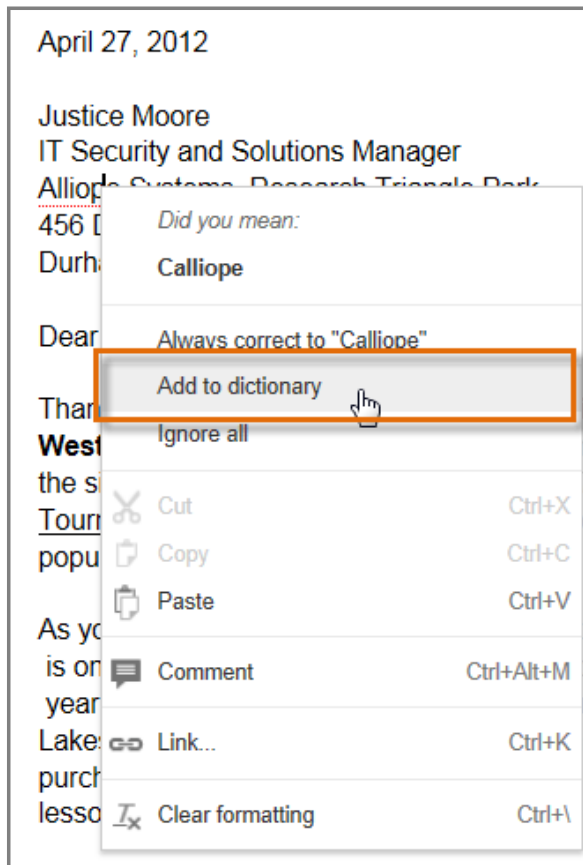
2. The correct spelling will appear in place of the misspelled word in the document.



*A corrected spelling*

Occasionally, Google Documents will suggest spellings for a word it does not recognize like the name of a

person or a company. If you are certain of the spelling, you can add the word to the dictionary. Once you add a word to the dictionary, Google Docs will keep the spelling of the word.



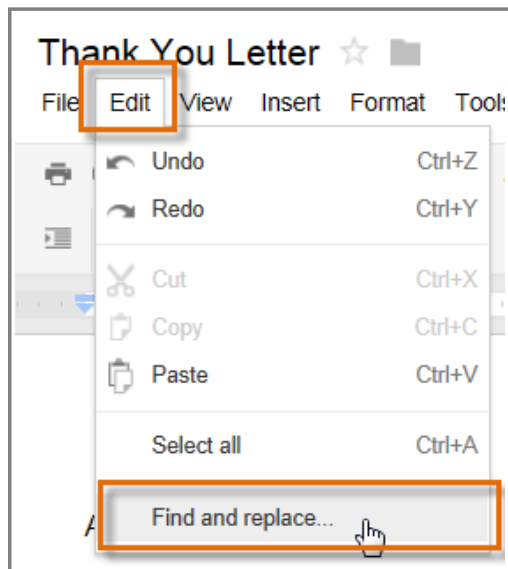
*Adding a word to the dictionary*

## Using Find and Replace

When you're working with longer documents, it can be difficult and time consuming to locate a specific word or phrase within the document. Google Documents can automatically search your document using the **Find** feature, and it even allows you to change words or phrases using the **Replace** feature.

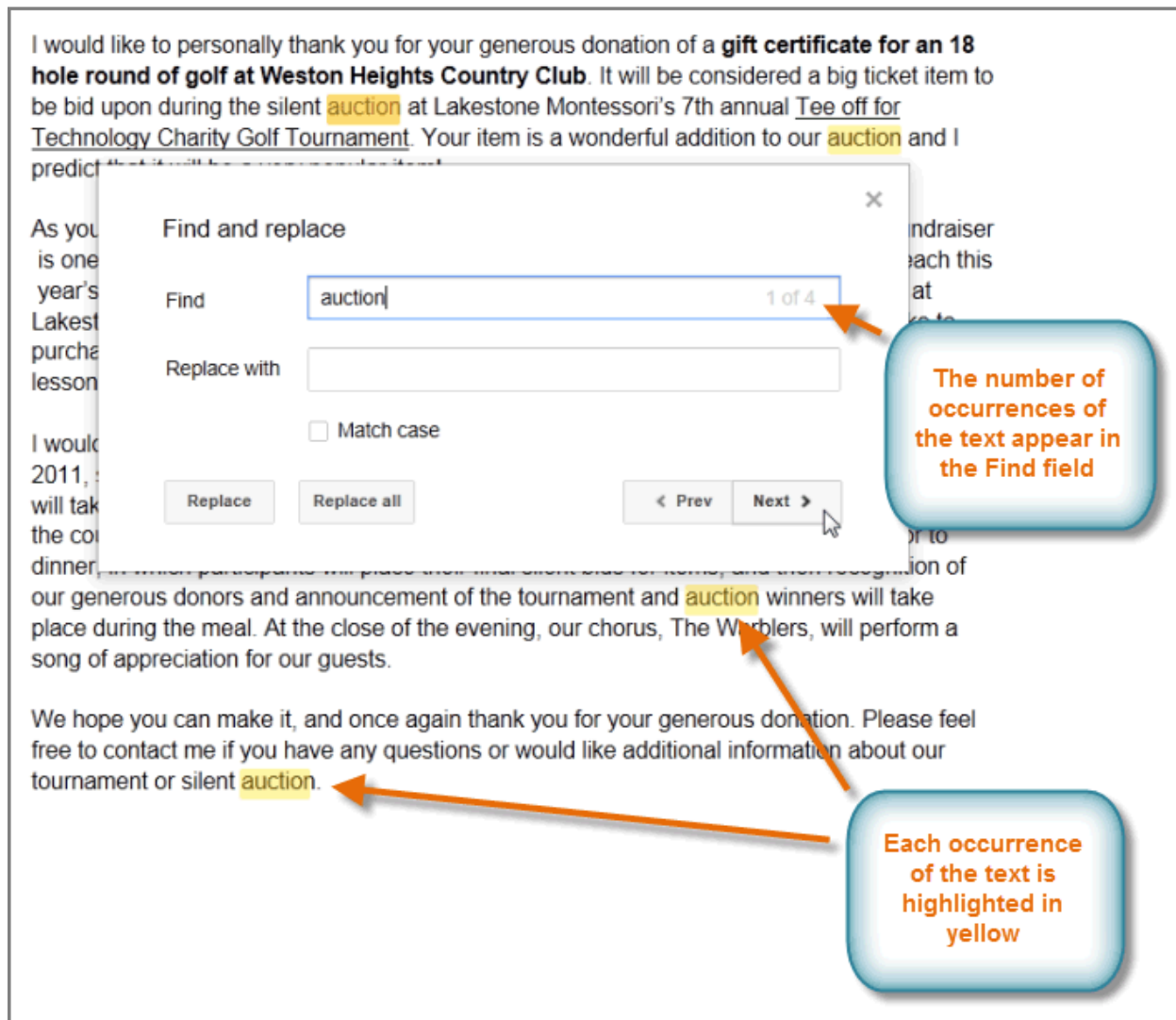
### To Find Text:

1. Click **Edit** and select **Find and replace....**



*Selecting Find and replace...*

2. The **Find and replace** dialog box will appear.
3. Type the text you wish to find in the **Find** field. The **number of times** the word appears in the text will appear in the Find field, and each appearance will be **highlighted in light yellow** throughout the document.



I would like to personally thank you for your generous donation of a **gift certificate for an 18 hole round of golf at Weston Heights Country Club**. It will be considered a big ticket item to be bid upon during the silent **auction** at Lakestone Montessori's 7th annual **Tee off for Technology Charity Golf Tournament**. Your item is a wonderful addition to our **auction** and I predict that it will be a big winner.

As you know, this is one of the highlights of the year's Lakestone Montessori purchase lesson plan.

I would like to thank you for your generous donation in 2011, and will take the opportunity to thank you for your generous donation of our generous donors and announcement of the tournament and **auction** winners will take place during the meal. At the close of the evening, our chorus, The Whirlers, will perform a song of appreciation for our guests.

We hope you can make it, and once again thank you for your generous donation. Please feel free to contact me if you have any questions or would like additional information about our tournament or silent **auction**.

**Find and replace**

Find  1 of 4

Replace with

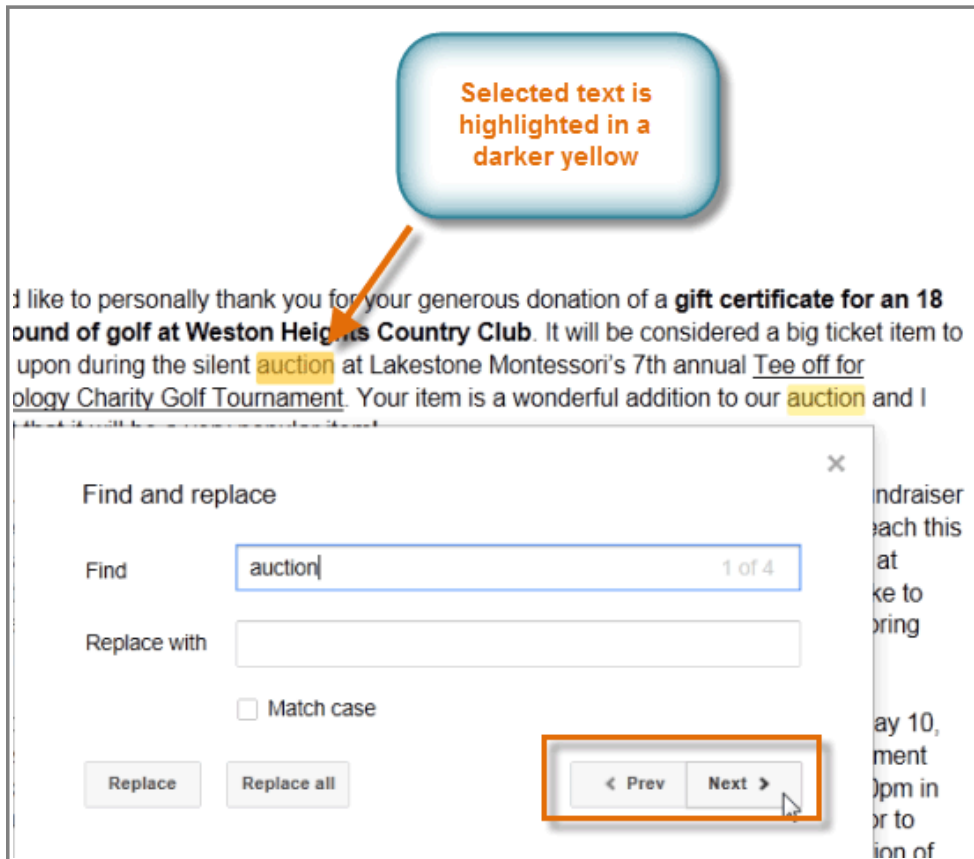
Match case

The number of occurrences of the text appear in the Find field

Each occurrence of the text is highlighted in yellow

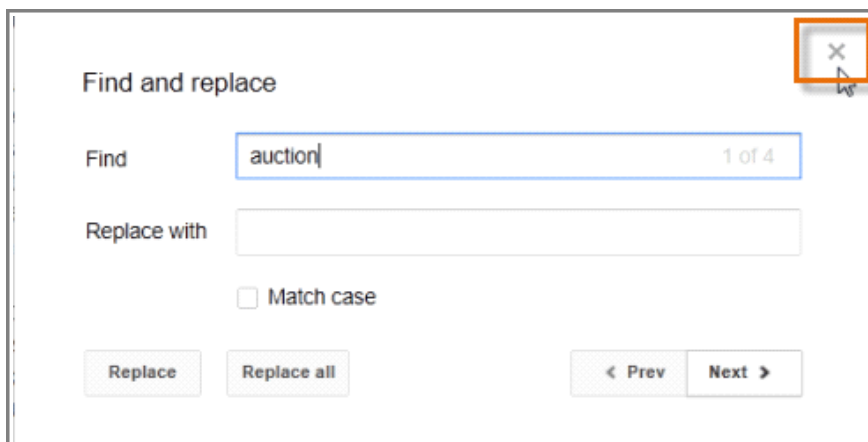
***Finding text in a document***

4. If the word appears more than once, you can click the **Prev** and **Next** arrows to jump to the next appearance. When the word is selected, it will be highlighted in darker yellow.



*Selecting an occurrence of text*

5. Click **X** to close the dialog box.



*Closing the Find and replace dialog box*

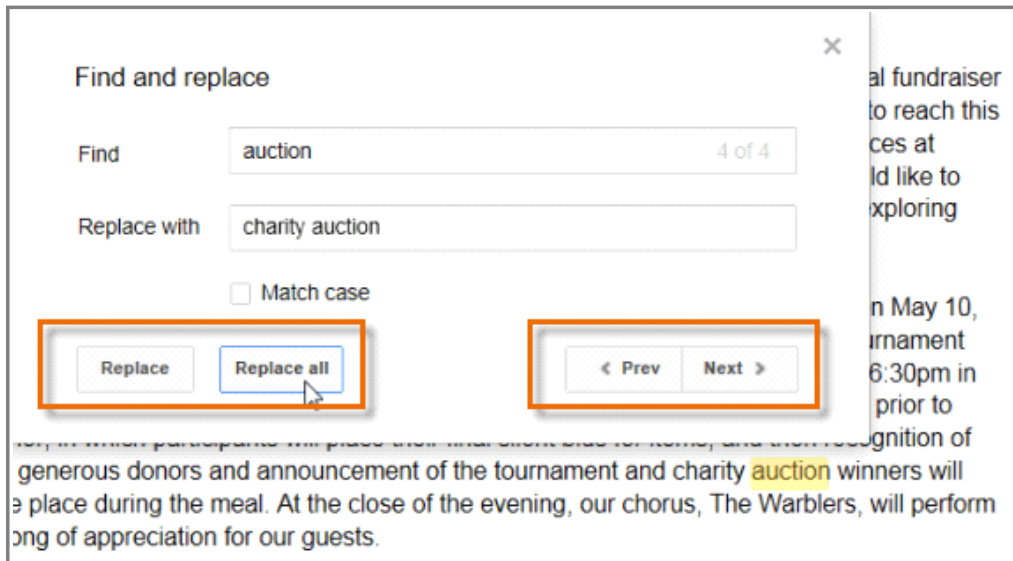
## To Replace Text:

1. Click **Edit** and select **Find and replace....** The **Find and replace** dialog box will appear.
2. Type the text you wish to find in the **Find** field. Type the text that you want to replace it with in the **Replace**



with field.

3. Click **Next** or **Prev** and then **Replace** to replace text. If you wish to replace all occurrences of the text within the document, click **Replace all**.



*Replacing text in a document*

## Challenge!

➤➤➤ To work through the Challenge, open [GCF LearnFree L8: Thank You Letter](#) and copy the file to your Google Drive. View the instructions below the Challenge if you are not sure how to make a copy of the file.



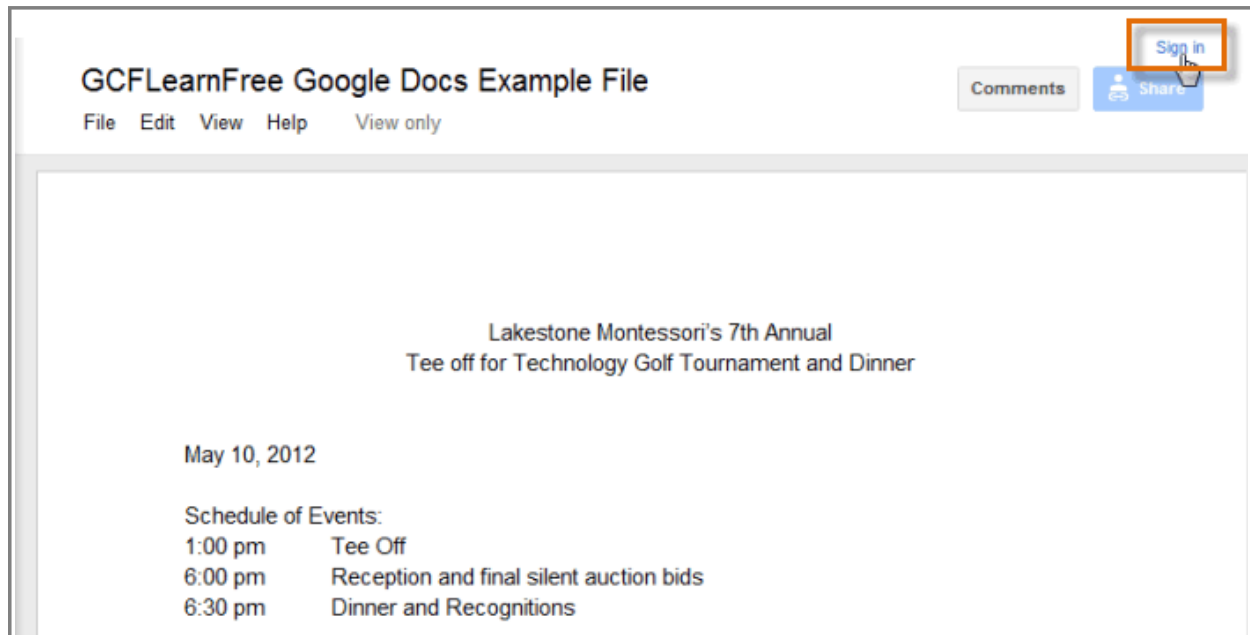
1. Look for any words that have **spelling suggestions**. Select the correct spelling for them.
2. **Cut and paste** or **drag and drop** the last sentence of the first paragraph so that it becomes the second sentence of the same paragraph.
3. Copy a few phrases to the **Web clipboard** and practice pasting one into your document.
4. Select a place to insert a **special character** as decoration.
5. The name of the country club is wrong, **find and replace** Weston Heights with Weston Ridge.
6. Decrease the left and right margins in **page setup** so all of the text is one page.

## To Copy the Example File to Your Google Drive:

In these tutorials, we will provide **example files** that you can use to practice what you've learned in each lesson.

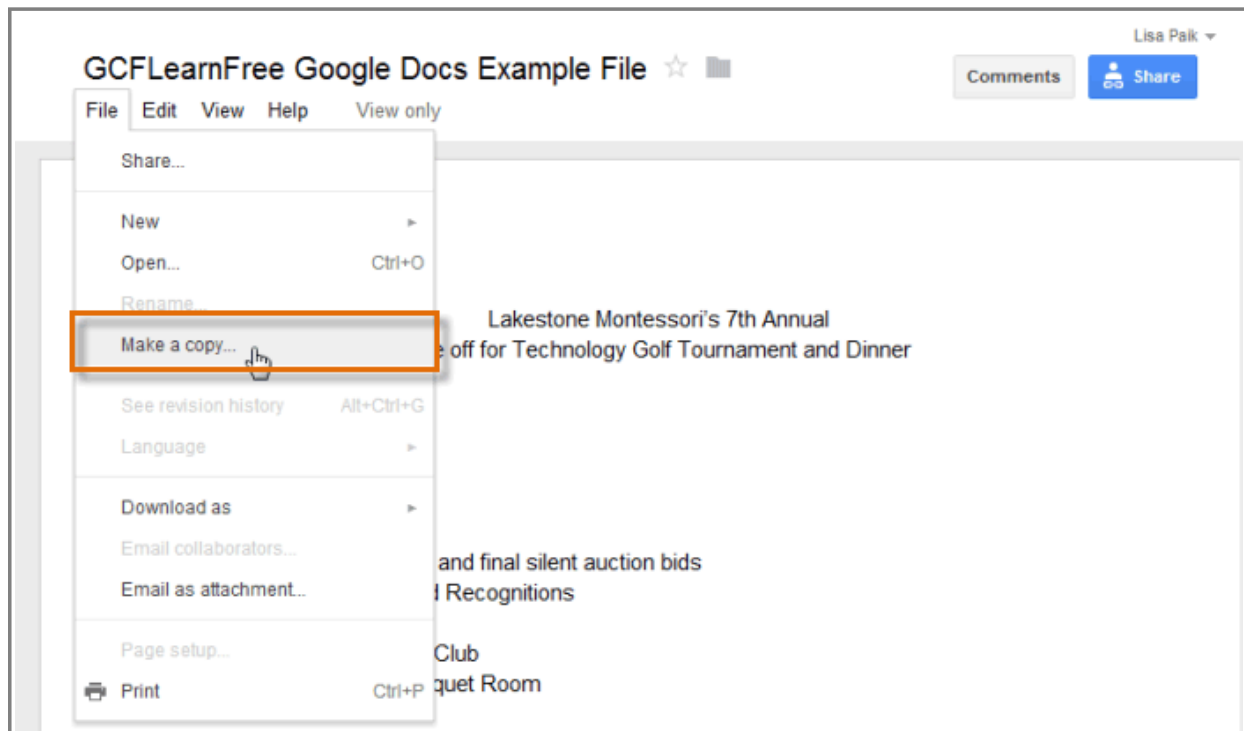
Because these files are **Google Docs** we have chosen to **share**, you will need to copy the file to your Google Drive before you can edit the file.

1. Click the **link** at the top of this page to open the example file.
2. The example file will appear in a new browser tab or window. If you are not currently signed in to your Google Account, locate and click **Sign in** on the top-right corner of the page



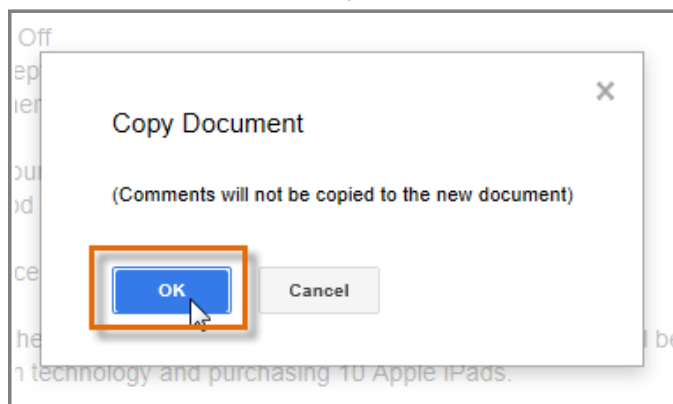
*Signing in to your Google Account*

3. After you have signed in to your Google Account, locate and select **File** in the Toolbar Menu and then select **Make a copy...** from the drop-down menu.



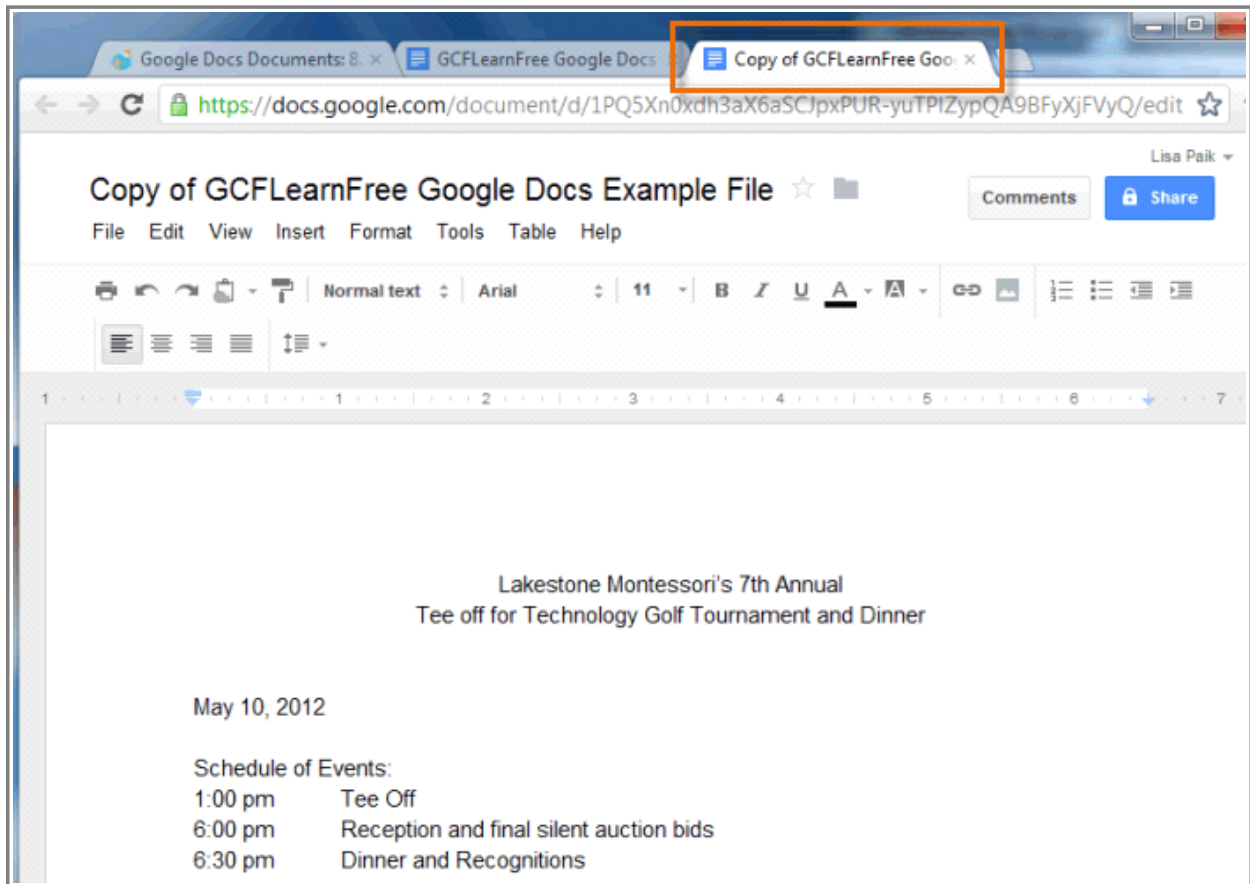
***Making a copy of the example file***

4. The **Copy Document** dialog box will appear. Click **OK**.



***Clicking OK***

5. The copy of the file will appear in a **new browser tab**. Now you're ready to start using the example file.



*Viewing the copied example file in a new tab*