



Introduction to Google Docs

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This is a hands-on class to familiarize you on Google Docs.

You will learn how to use Google Docs, and become comfortable using it.



What is Google Docs?



Google Docs is an online word processor that lets you create and format documents and work with other people. It is a part of a free, **web-based** software **office suite** offered by **Google** within its **Google Drive** service.

Google's web-based software office suite is similar to the **Microsoft Office** suite. For example:

Google Docs – similar to Microsoft Word

Google Sheets – similar to Microsoft Excel

Google Slides – similar to Microsoft PowerPoint

No need to download software to use Google Docs, you can use Google Docs through internet **access** from anywhere



What is Google Docs? - Cont'd

What is **Google Drive**?



Google Drive is a **cloud storage service** provide by Google, where your files, pictures, videos and documents are **stored** on remote servers accessed from the internet.

It has a built-in suite of editing tools to create documents, spreadsheets, presentations, forms and more.



How to access your Google Docs

You can access using your PC, smart phone or tablet

You need an internet connection

Internet browser

Google account

Log in to Google Drive



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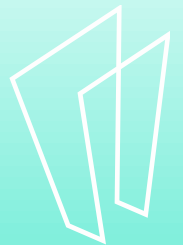
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