Create and collaborate on documents, spreadsheets and presentations with Google Docs

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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 to 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.

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.

Pop Quiz

Name

Quesiton 1: What is the official language of Brazil?

Question 2: Which country follows the United States and China in total number of Internet users?
- ⦿ Germany
- ○ Japan
- ○ India
- ○ United Kingdom
- ○ France

Question 3: Why did John Steinbeck use a pearl to symbolize something in the book The Pearl?

Submit

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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	✓	✓	✓
Copy	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			✓

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