Google Docs and Drive Student Guide

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Google Docs Web

Create a file

1. On your computer, go to [Google Drive](#), open the folder you want to create the document.
2. Click Create ＋ .
3. Click Google Docs

Use the right-click menu or keyboard shortcuts

You might be able to copy and paste with the right-click menu, but for security reasons, most browsers don't allow web apps (like Docs, Sheets and Slides) to use your computer's clipboard through menus.

Google Chrome

To copy and paste, use the right-click menu or select 'Copy' or 'Paste' from the Edit menu in the toolbar.

Format paragraphs

Change paragraph spacing

1. Select the lines that you want to change.
2. Click Format ＞ Line spacing.
3. Select a line spacing option.

Change paragraph alignment

1. Select the paragraph that you want to change.
2. At the top, choose an alignment option.

Change paragraph borders or colour

1. Select the paragraph that you want to change.
2. Click Format ＞ Borders and lines.
3. In the window that opens, change how you want your paragraph to look.
4. To remove paragraph borders or colour, click Reset.
5. When you have finished, click Apply.

Change text case

1. Select the text that you want to change.
2. Click Format ❯ Text ❯ Capitalisation.
3. Select Lowercase, Uppercase or Title case.

Change the font colour

1. Select the text that you want to change.
2. Click Text colour.
3. Select the colour that you want.

Bold, italicise or strikethrough text

1. Select the text that you want to change.
2. Format the text.

    To bold: Click Bold **B** .

    To italicise: Click Italic *I* .

    To strikethrough: Click Format ❯ Text ❯ Strikethrough.

Correct your spelling and grammar

You can see misspellings or grammatical errors as you type and change your auto-correct settings with Google Docs.

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To help Google Docs find misspellings and grammatical errors, set your language. Click File ❯ Language, then choose your language.

Check spelling and grammar

You can check your spelling and grammar, then accept or ignore the corrections.

1. Open a document in Google Docs.
2. At the top left, click Spell check. A box will open in the top-right corner.
3. To use a suggestion, click Change.
4. To ignore a suggestion, click Ignore.
5. To accept or ignore all suggestions, click More ⋮ ❯ Accept all or Ignore all.

If you have spelling and grammar suggestions turned on, misspelt words are underlined in red and grammar suggestions are underlined in blue. Learn how to turn suggestions on or off.

To quickly accept or ignore the corrections:

1. Right-click the red or blue underline.
    To accept the suggestion, click the edited word.
    To ignore the suggestion, click Ignore.
    To report an incorrect suggestion, click Feedback on suggestion.

Additional Tool

[Grammarly for Chrome](#)

From grammar and spelling to style and tone, Grammarly helps you eliminate writing errors and find the perfect words to express yourself. You'll get suggestions from Grammarly as you write on Gmail, Twitter, LinkedIn, and nearly everywhere else you find yourself writing. Grammarly is a writing assistant that goes deeper than grammar to offer you comprehensive writing feedback. You can be confident that your writing is not only correct but clear and concise, too. Be sure to register your account to receive a personalized writing report each week to help you track your progress and identify improvement areas.

Translate a document

1. In the top menu, click Tools ❯ Translate document.
2. Enter a name for the translated document and select a language.
3. Click Translate.
4. A translated copy of your document will open in a new window. You can also see this copy in your Google Drive.

Change your typing language

1) On your computer, open a document in Google Docs, a presentation in Google Slides or a sheet in Google Sheets.

   a) In Google Docs or Google Slides, go to the top menu and click File ❯ Language ❯ the language that you need.

   b) In Google Sheets, go to the top menu and click File ❯ Spreadsheet settings, then pick the locale of the language that you need.

2) When you choose a non-Latin language, the 'Input tools menu' will show in the toolbar. To enter non-Latin characters like Hindi or Chinese, click the Down arrow ▾ next to the 'Input tools menu'. Note: You can also open the 'Input tools menu' by pressing Ctrl + Alt + Shift + K (PC) or ⌘ + Option + Shift + K (Mac) on your keyboard.

   a) Phonetic input: Type the phonetic spelling of a word in Latin characters, then click the best match from the options on the screen.
   b) Keyboard input: To type letters and symbols, click the keys of a virtual keyboard or type matching keys with your physical keyboard.
   c) In handwriting input: Draw characters in a panel in the bottom right of your screen, then click the best match from the options on the screen.

Turn in an assignment with a document you have created in google docs

1. Go to classroom.google.com.
2. Click the class ❯ Classwork ❯ the assignment.
3. To attach an item:
   - Under Your work, click Add or create ❯ select Google Drive ,
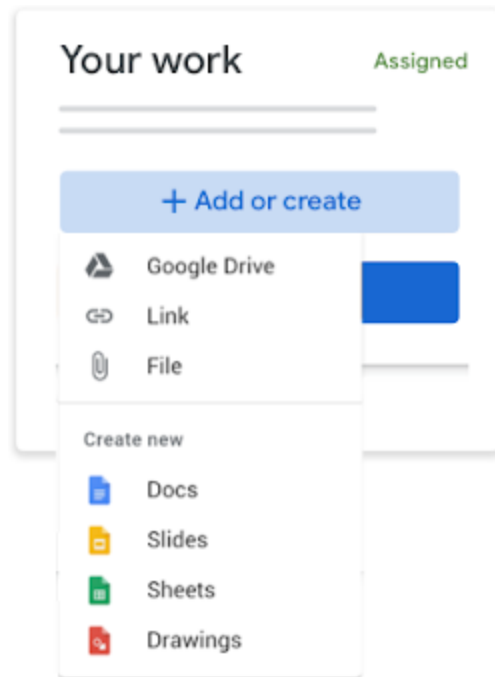
   - Select the document you have created in google drive
4. Click Turn In and confirm.
   The status of the assignment changes to Turned in.
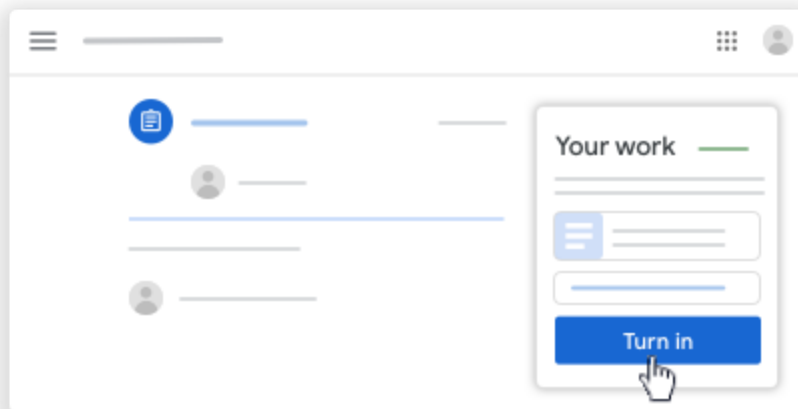
Google Drive

Step 1: Go to drive.google.com

On your computer, go to drive.google.com. You'll see 'My Drive', which has:

> Files and folders that you upload or sync
> Google Docs, Sheets, Slides and Forms that you create

Upload files and folders to Google Drive

You can upload, view, share and edit files with Google Drive. When you upload a file to Google Drive, it will take up space in your Drive, even if you upload to a folder owned by someone else.

Types of files

> Documents
> Images
> Audio
> Video

On your computer, you can upload from drive.google.com or your desktop. You can upload files into private or shared folders.

1. At the top left, click New 〉 File Upload.
2. Choose the file that you want to upload.

Drag files into Google Drive

1. On your computer, go to drive.google.com.
2. Open or create a folder.
3. To upload files and folders, drag them into the Google Drive folder.

Create a folder

1. On your computer, go to drive.google.com.
2. At the left, click New 〉 Folder.
3. Enter a name for the folder.
4. Click Create.

Move Files and folders

You can move an item from anywhere in Google Drive: the main window, the left panel or search results.

1. On your computer, go to drive.google.com.
2. Right-click the item that you want to move.
3. Click Move to…
4. Choose or create a folder, then click Move.

Drag to a folder

1. On your computer, go to drive.google.com.
2. Click and hold the item that you want to move.
3. Move the item over the folder and release it.

Tip: Use the left panel to move items into any folder in Google Drive.

Delete a file or folder

1. On your computer, go to drive.google.com.
2. Right-click the file or folder that you want to delete.
3. Click Remove.

If you accidentally put an item in the bin, you can restore your item.

Recover a file from the bin

If there's a file in your bin that you want to keep, put it back in 'My Drive'. If you're not the owner of the file and want to use it:

- Make a copy of the file.
- Contact the owner to have them restore it.

Finding a deleted file

1. On your computer, go to drive.google.com.
2. On the left, click Bin.
3. Click the file that you want to restore.
4. At the top, click restore ↺ .

If you're not the owner of the file, contact the owner to have them restore it.

Tip: If you have important information in a file, you can make a copy of it. Open the file and click File ❯ Make a copy.

If you can't recover your deleted file

If you delete a file and need to get it back, contact your teacher.

View activity and file versions

See changes made to your files in Drive and keep track of who made those changes. You might see changes when someone:

> Edits or comments in Google Docs
> Renames a file or folder
> Moves or removes a file or folder
> Uploads a new file to a folder
> Shares or unshares an item

View past activity

1. On your computer, go to drive.google.com.
2. At the left click My drive.
3. At the upper right, click Info ⓘ .
4. To see recent changes, click Activity.
5. To see the activity of a specific file or folder, click the file or folder.
6. To see older changes, scroll down on the right side.

Save and restore recent versions

Only the most recent versions of past documents will be saved, unless you click Keep forever.

Download recent versions

You can download and keep old copies of PDF files, images and other files stored in Google Drive.

1. On your computer, go to drive.google.com.
2. Click on the file that you want to download.
3. At the top right, click More ⋮ .
4. Click Manage versions.
5. Next to the version that you want to download, click More ⋮ .
6. To save a copy to your computer, click Download.

Upload a new version

1. On your computer, go to drive.google.com.
2. Click the file that you want to replace.
3. At the top right, click More ⋮ .
4. Click Manage versions.
5. Click Upload new version.

Note: If you upload a new version of a file owned by someone else, the original owner will stay the same.

Delete an older version

1. On your computer, go to drive.google.com.
2. Click the file that you want to replace.
3. At the top right, click More ⋮ .
4. Click Manage versions.
5. Next to the version that you want to delete, click More ＞ Delete.