Explore how Docs makes it easy to create professionally looking documents using its powerful features and rich tools. Learn how to create an assortment of documents from letters to reports. Start by setting the page size, margins, and line spacing. Learn how to effectively enter and insert text even if you lack typing skills. Edit your work using a variety of text selection and editing tools and techniques. Apply essential layout and formatting tools to give your document that clean, uncluttered, professional look and readability. Apply finishing touches including cover pages and more. Proof your document for spelling and grammatical errors and use the thesaurus to find that perfect Docs. Translate your document into any one of 50+ languages. Save your document as a Docs document or transform it into an Acrobat PDF. Learn how to save your document locally or on the cloud… and see how to share your document and have others collaborate. Learn how to print your document with many options.

GETTING STARTED AND PERSONAL SETTINGS

- Overview Major Program Components.
- Customize Quick Access Toolbar.
- Set Personal Program Defaults Like Font, Size, Color, Styles, Line and Paragraph Spacing, Page Size and Margins.
- Set Default Area Where Files Are Saved.
- Set File AutoSave and Auto Recovery.

NAVIGATION, VIEWING AND ZOOMING

- Navigation Techniques Mouse Keyboard.
- Navigation Pane to Systematically Navigate Throughout the Document.
- Jump by Words, Sentences & Paragraphs.
- Zoom with the Slider, Ribbon & Mouse to Display Single/Multiple Document Pages.
- Document Perspectives Like Print and Web Layouts and Outline and Draft Views.
- Hear the Document with Read Aloud Tool.

DOCUMENT CREATION

- New Document from Scratch or Template.
- Best Techniques for Entering Text.
- Import Text from Documents & Internet.
- Dictate Text Using Speech Recognition.
- Starting New Lines, Paragraphs and Pages.
- Inserting Tabs Versus Inserting Indents.
- Spell and Grammar Check as You Type.
- Insert Special Characters and Symbols.
- Change Spacing Between Lines of Text.
- Smart Lookup to Reference and Insert Text.

SELECTING DOCUMENT TEXT

- Keyboard and Mouse Shortcuts to Select Characters, Words, Phrases, Sentences, Paragraphs and Entire Document.
- Find Tool Selects Instances of Exact Text.

EDITING DOCUMENT TEXT

- Delete Single Characters & Words Using the (Ctrl) Delete & (Ctrl) Backspace Keys.
- Select and Delete Text Versus Select and Replace Text with New Text.
- Utilize the Undo and Redo.
- Move & Copy Text w/ Cut, Copy & Paste.
- Drag & Drop Technique to Move & Copy.
- Use Clipboard to Collect Multiple Cut and Copied Text to Paste in Any Order.

LAYOUT AND FORMATTING TOOLS

- Indent Paragraph on Left or Right Side.
- Use the Tab Key to Perfectly Align Multiple Columns and Lines of Text.
- Techniques to Insert Blank Pages.
- Force Odd/Even Pages Printing Duplex.

TEXT CHANGE AND INSERTION TOOLS

- Use the Find and Replace Tools to Replace Multiple Instances of Text with Other.
- Use AutoCorrect Tool to Automatically Replace What You Type with Other.
- Use Quick Parts to Quickly Insert Saved Chunks of Text.

FINISHING TOUCHES

- Insert Professional Cover Pages.
- Using Proofing Errors Tool (bookish).
- Find Alternative Words Using Thesaurus.
- Translate Some or All Your Document into One of Over 50- Languages.

PRINTING YOUR DOCUMENTS:

- Create and Print Professionally Addressed Envelopes and Mailing Labels.
- Reduce the Documents Number of Pages with a Simple Tool That Reduces Pages.
- Perfectly Print Your Document Using a Multitude of Printing Options.
- Print Documents on Both Sides of Paper.
- Target Specific Paper Bins of Your Printer

PROTECT, ENCRYPT AND PDF'S:

- Placing Documents in Protective Mode.
- Encrypt Files to Secure Their Contents.
- Save Your Files as PDF's without Needing the Acrobat Program.
- Opening Adobe PDF Documents in Word.

SAVE AND SHARE DOCUMENTS:

- Best Ways to Save Your Documents.
- When to Perform Save Versus Save As.
- Knowing Where Files Can be Saved Including Local, Network, and the Cloud.
- File Sharing and Collaboration Through E-Mail and the Google Drive Cloud Storage.