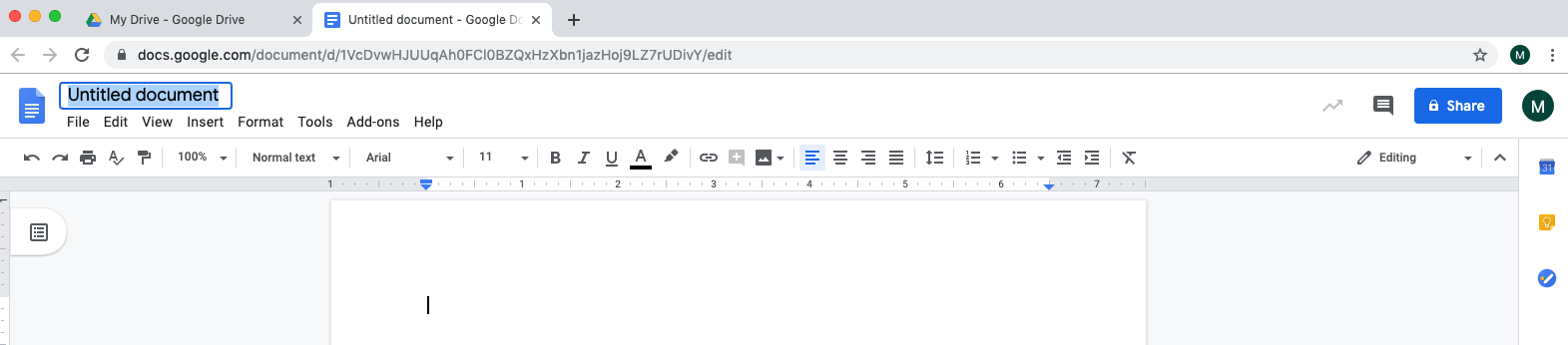
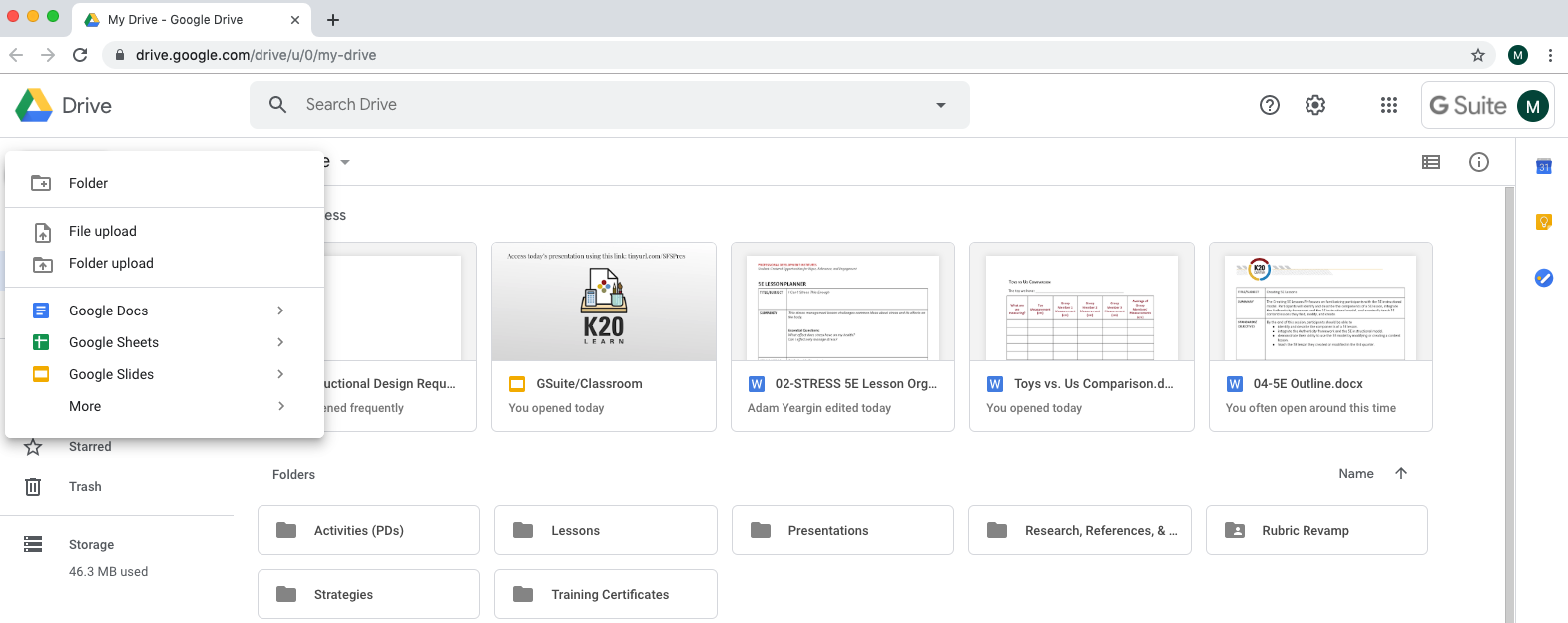
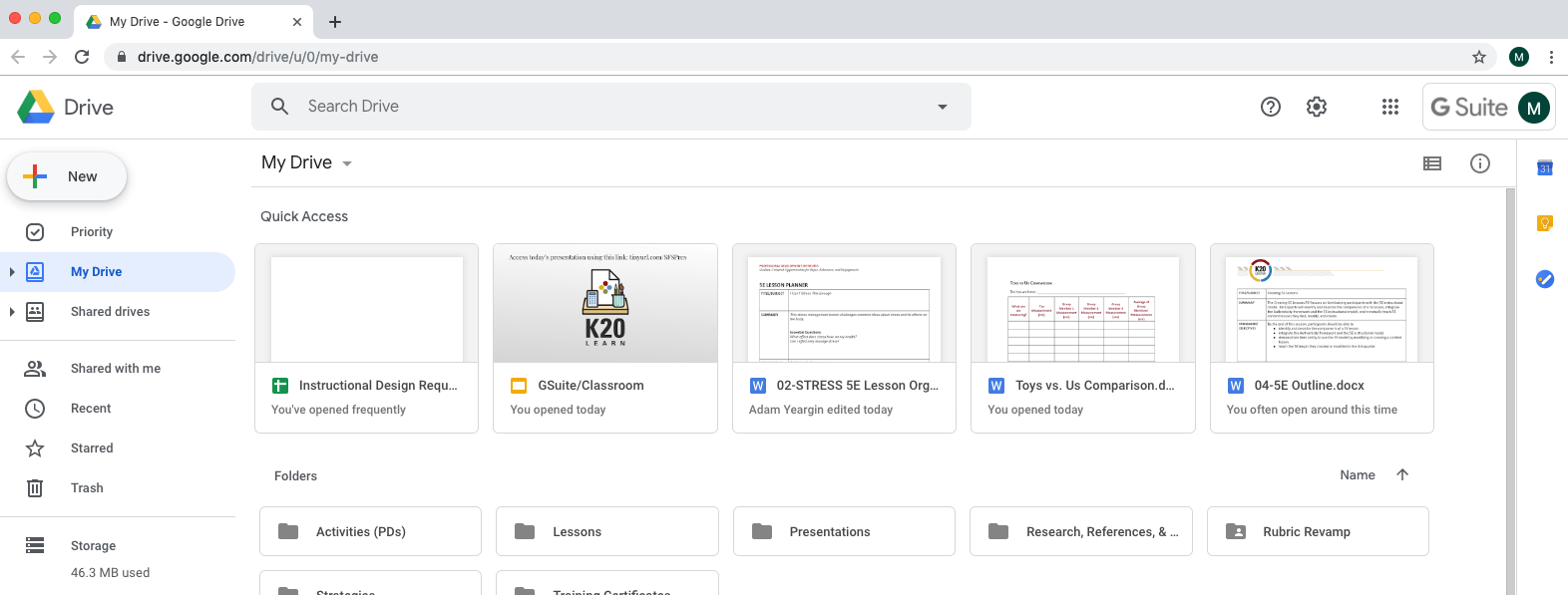
**HOW TO CREATE GOOGLE DOCS**

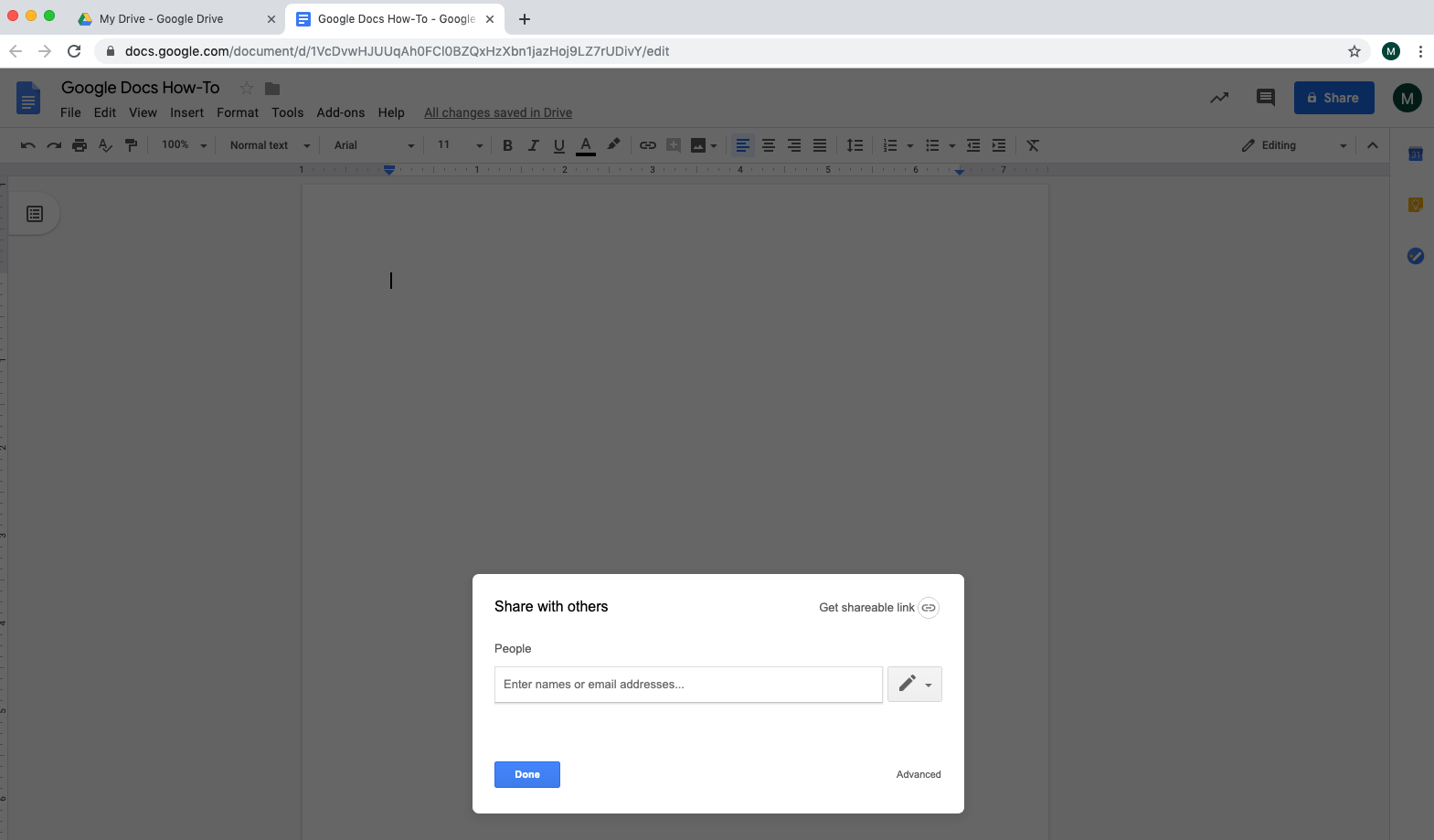
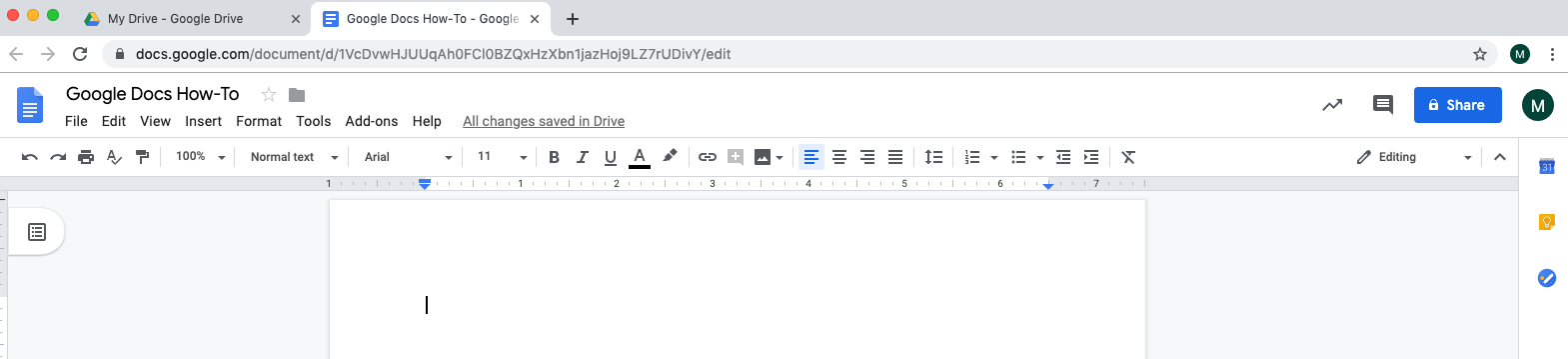
Following is the task list from the G Suite & Google Classroom presentation with accompanying screenshots. Work through the list to familiarize yourself with Google Docs.

# Task List

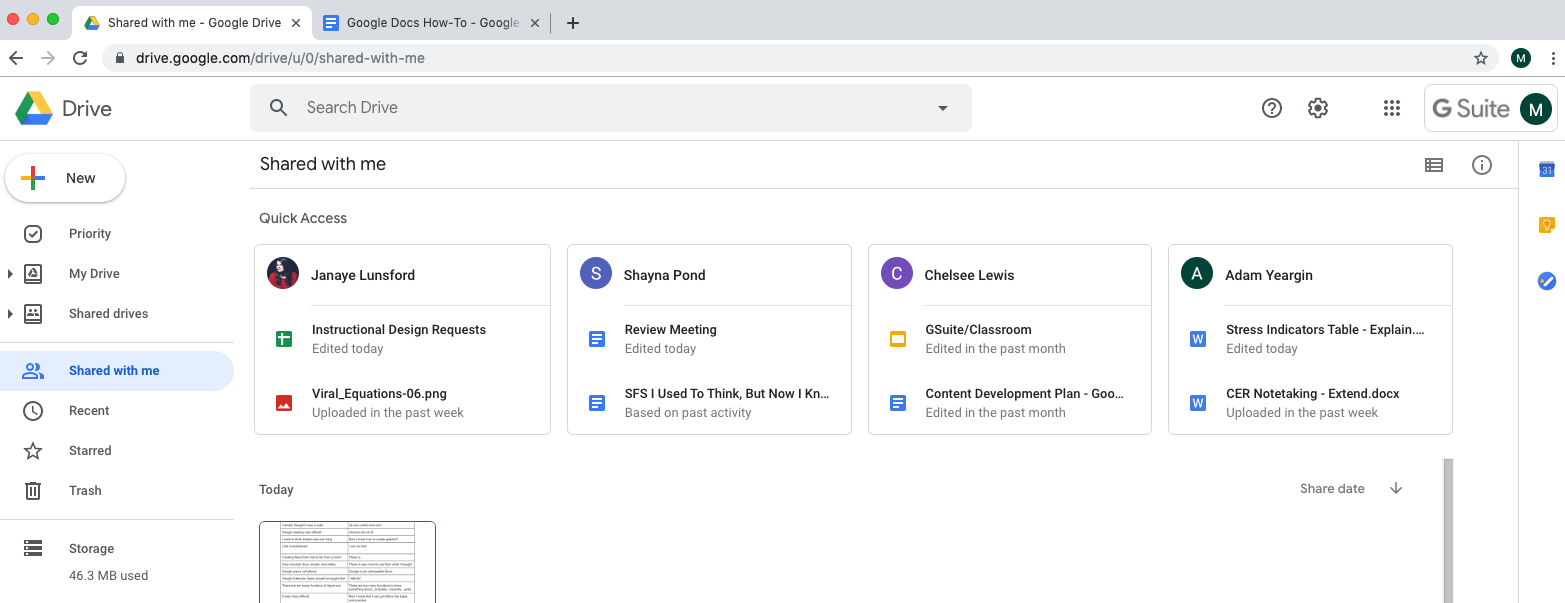
1. Click on “New,” choose Google Docs, and title.



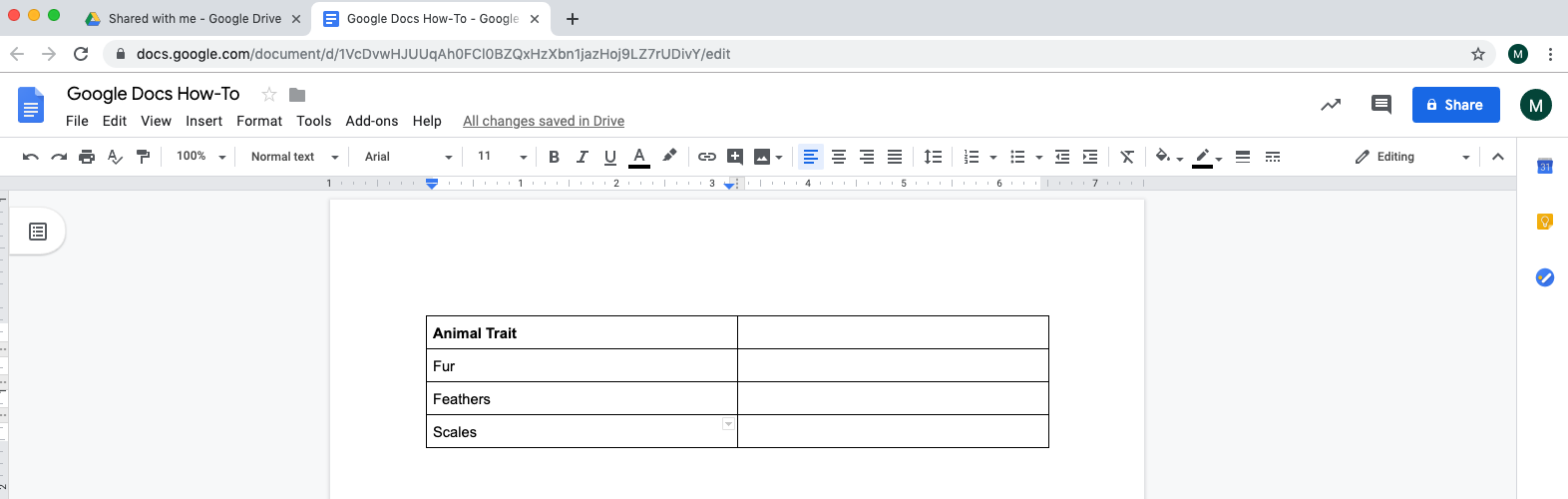
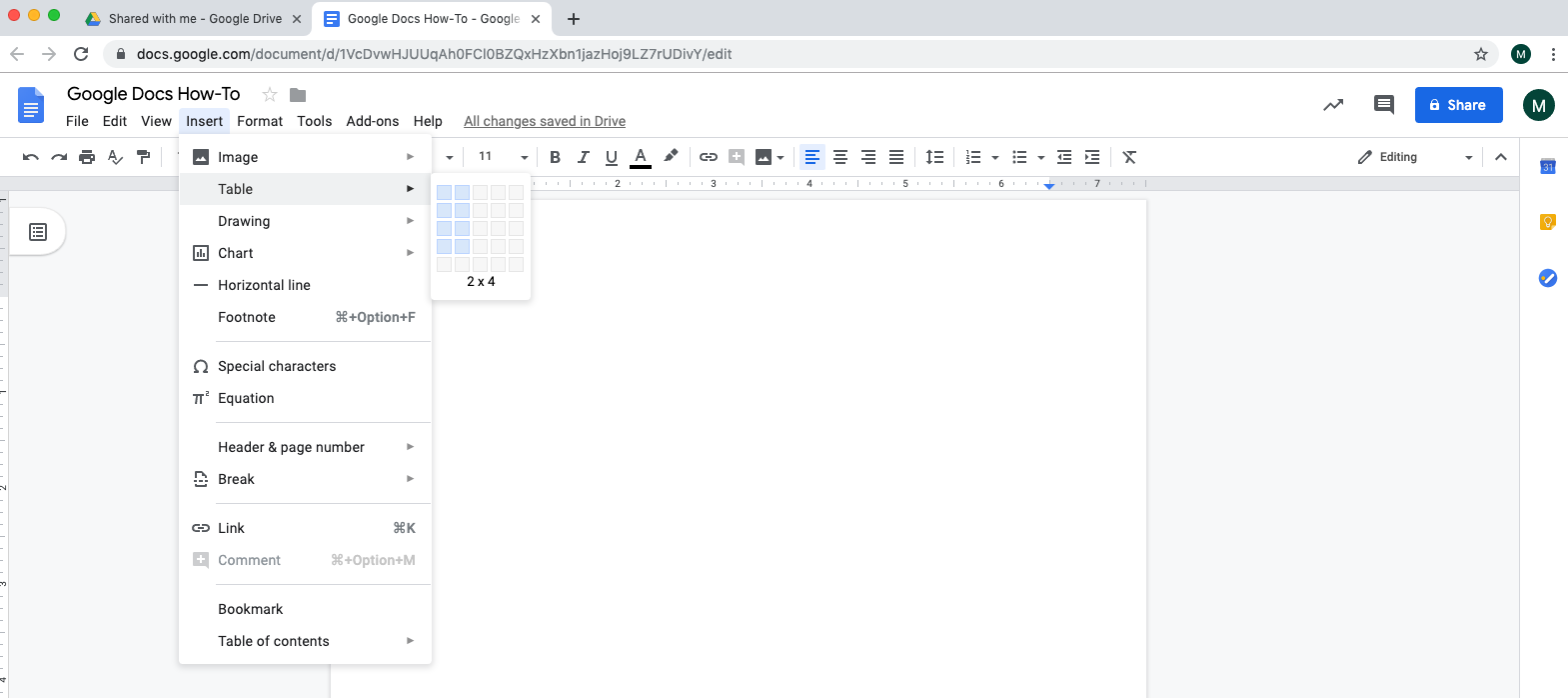
1. Share it with everyone in your group.



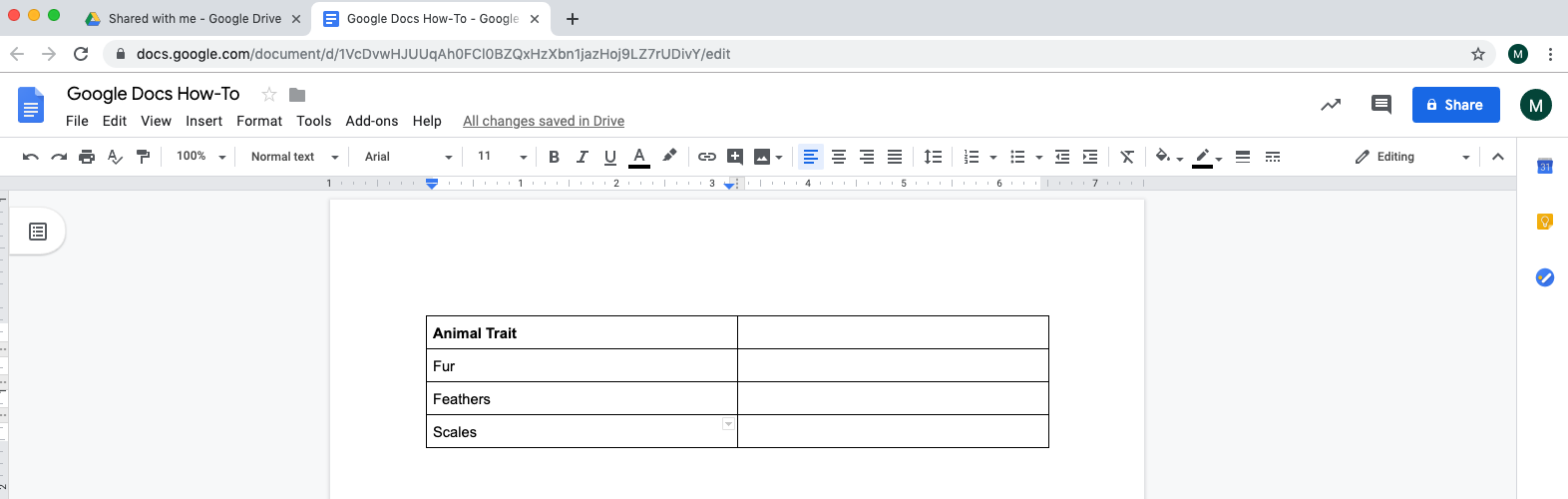
\*\*To find a shared document, go to Drive > Shared with me



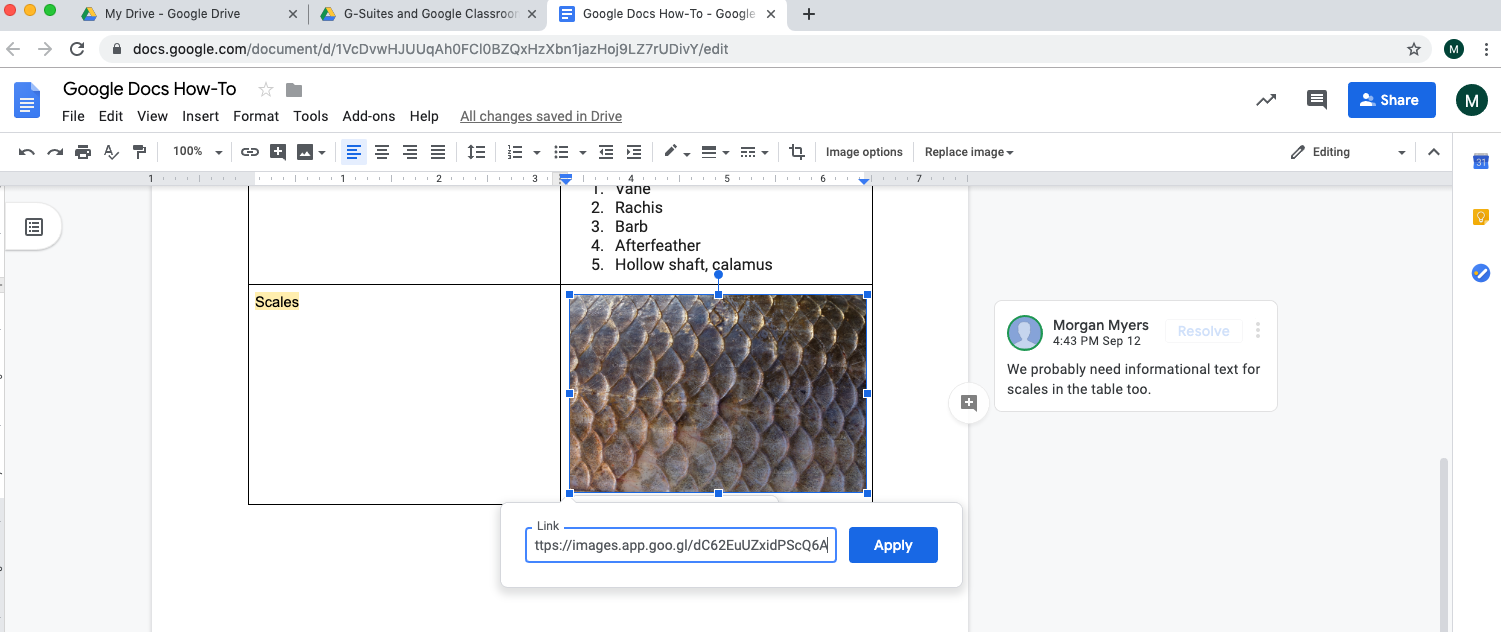
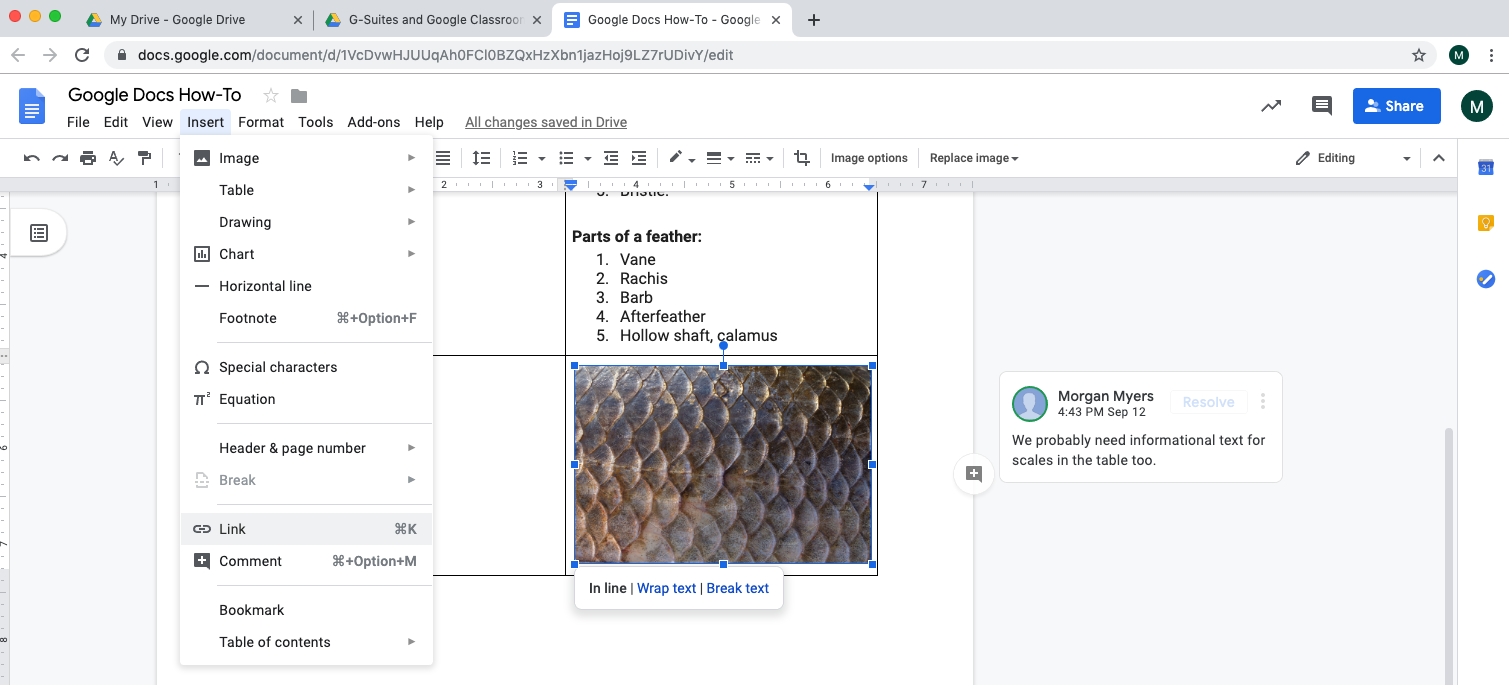
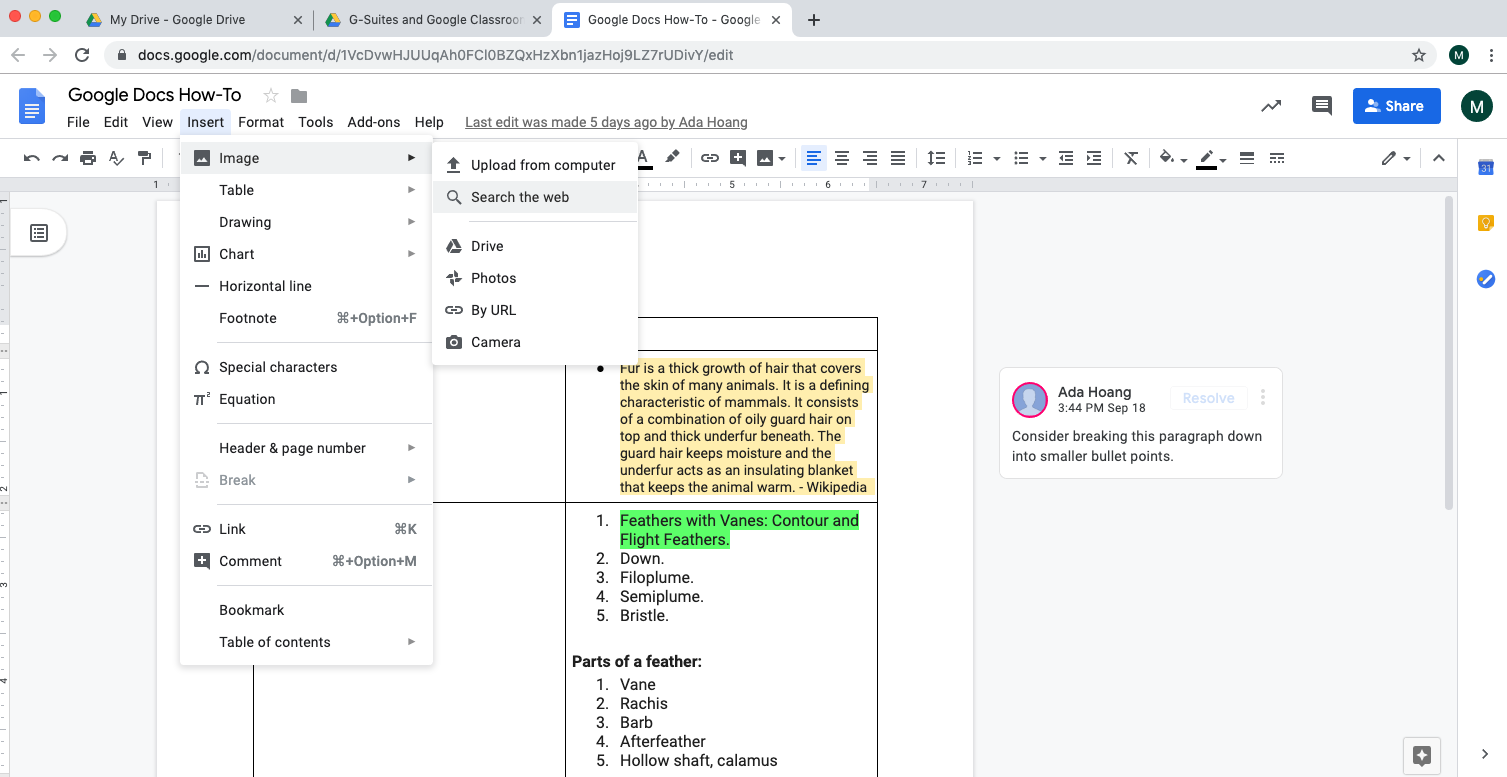
1. Insert a table with information about animal traits fur, feathers, and scales



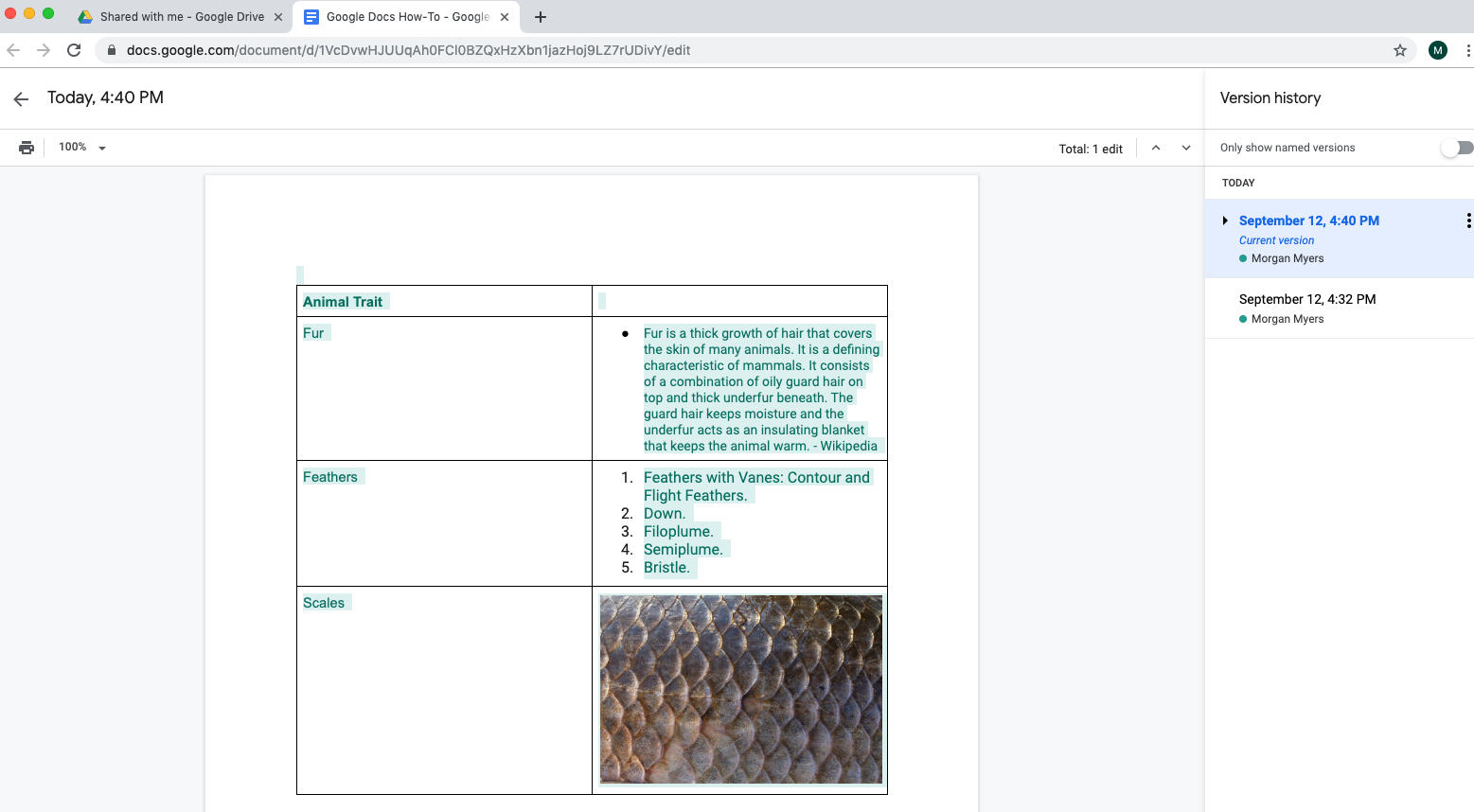
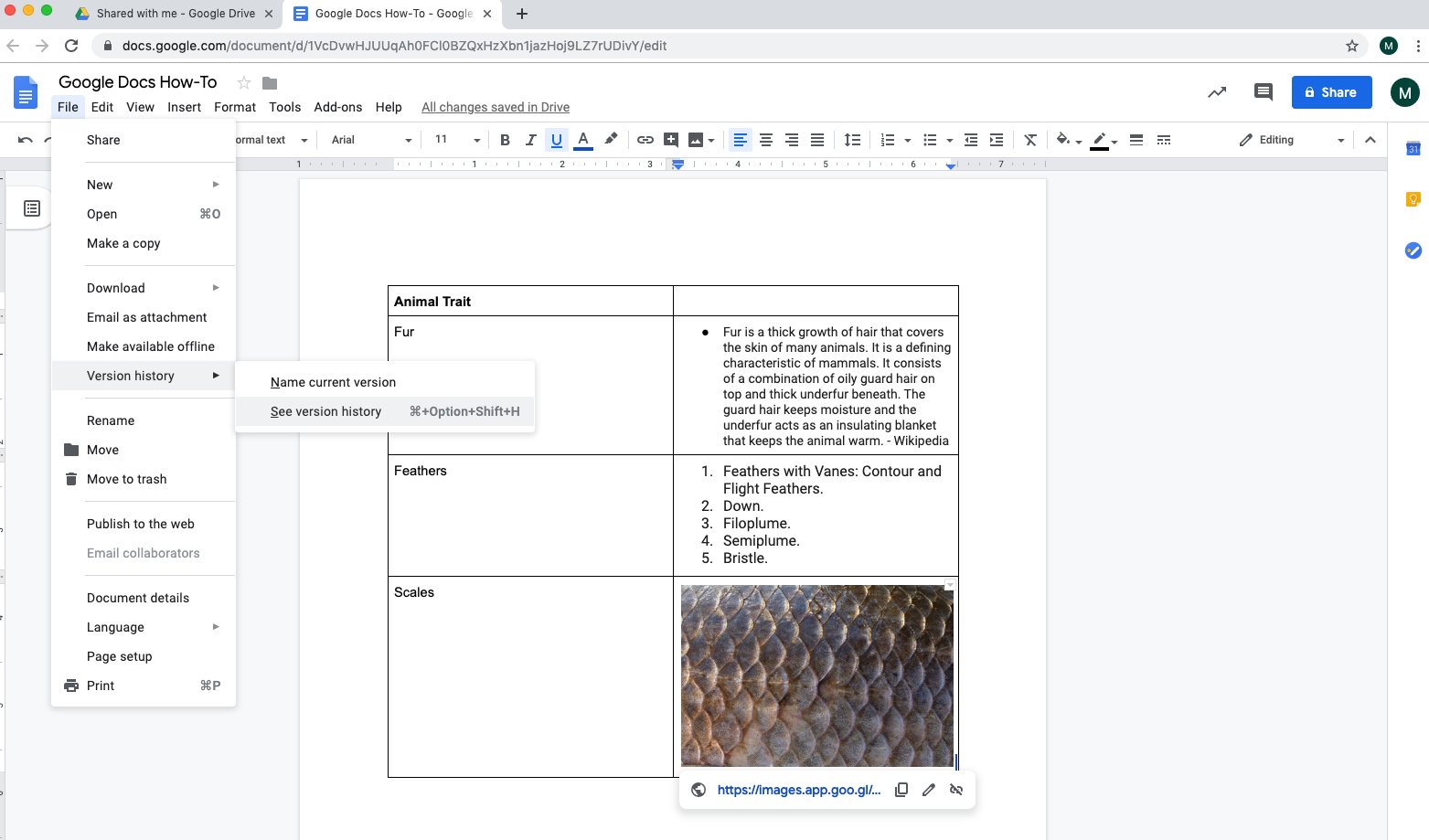
1. Have group members edit the table at the same time
   1. Use bullets or numbers



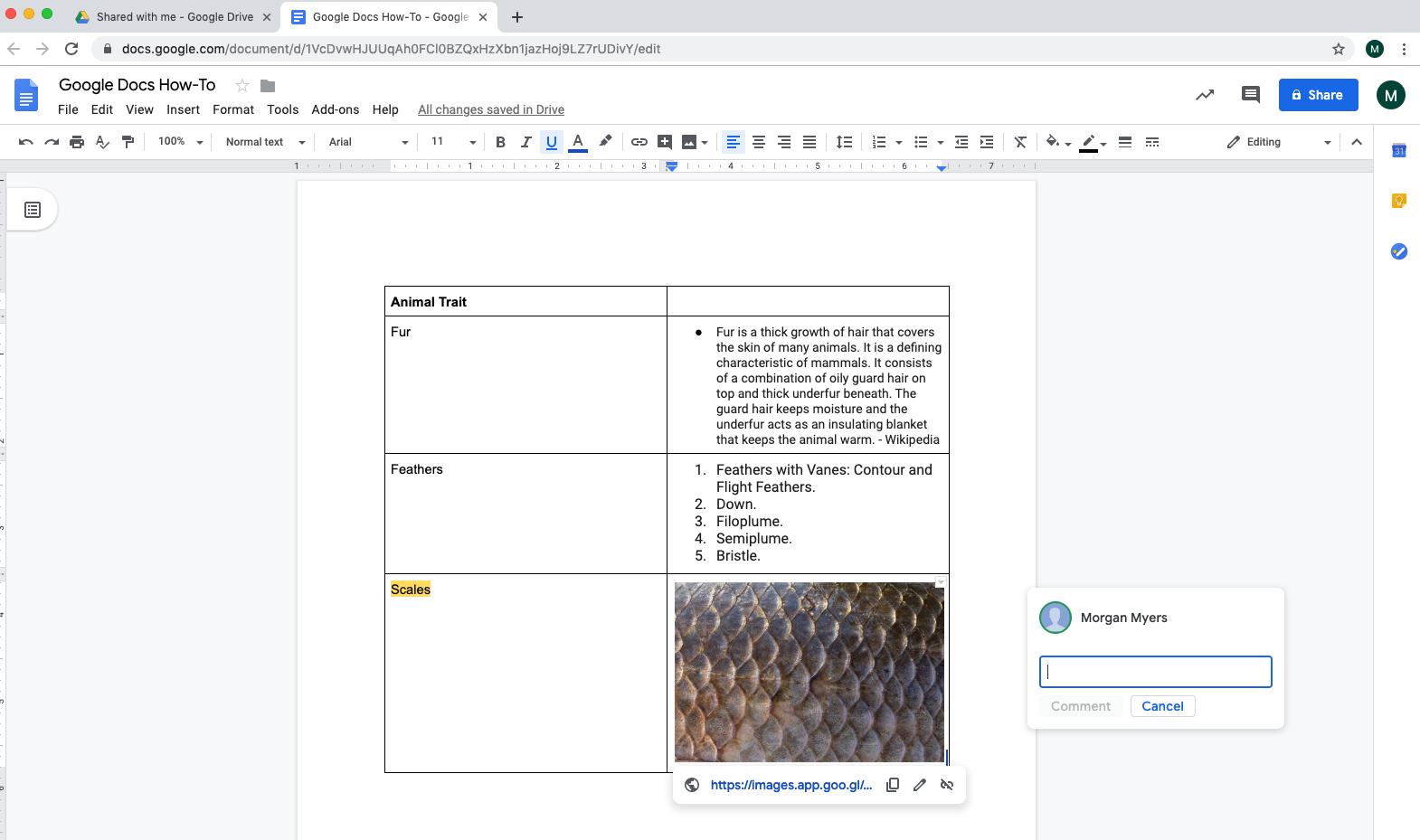
* 1. Insert an image with a link to a webpage



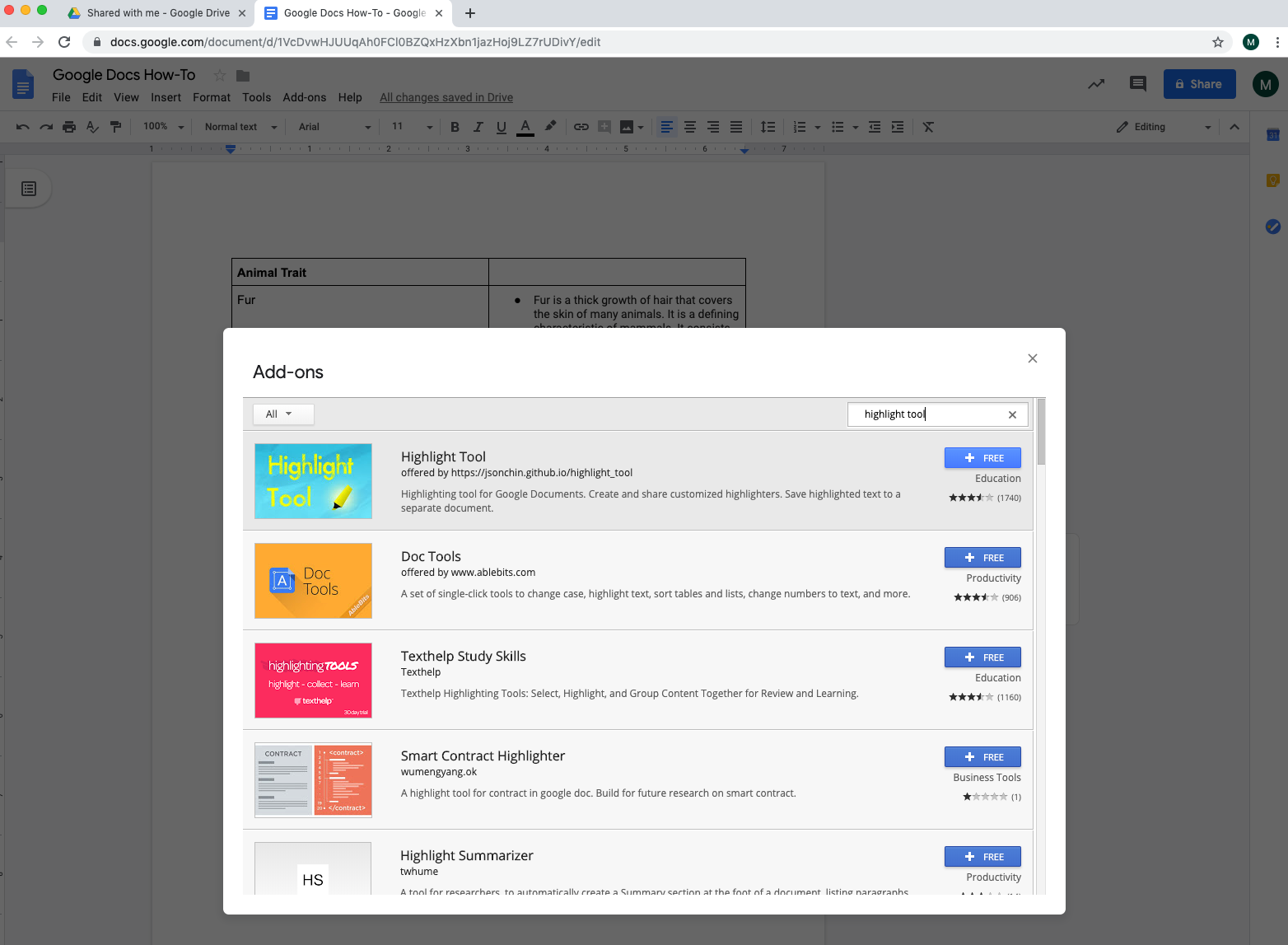
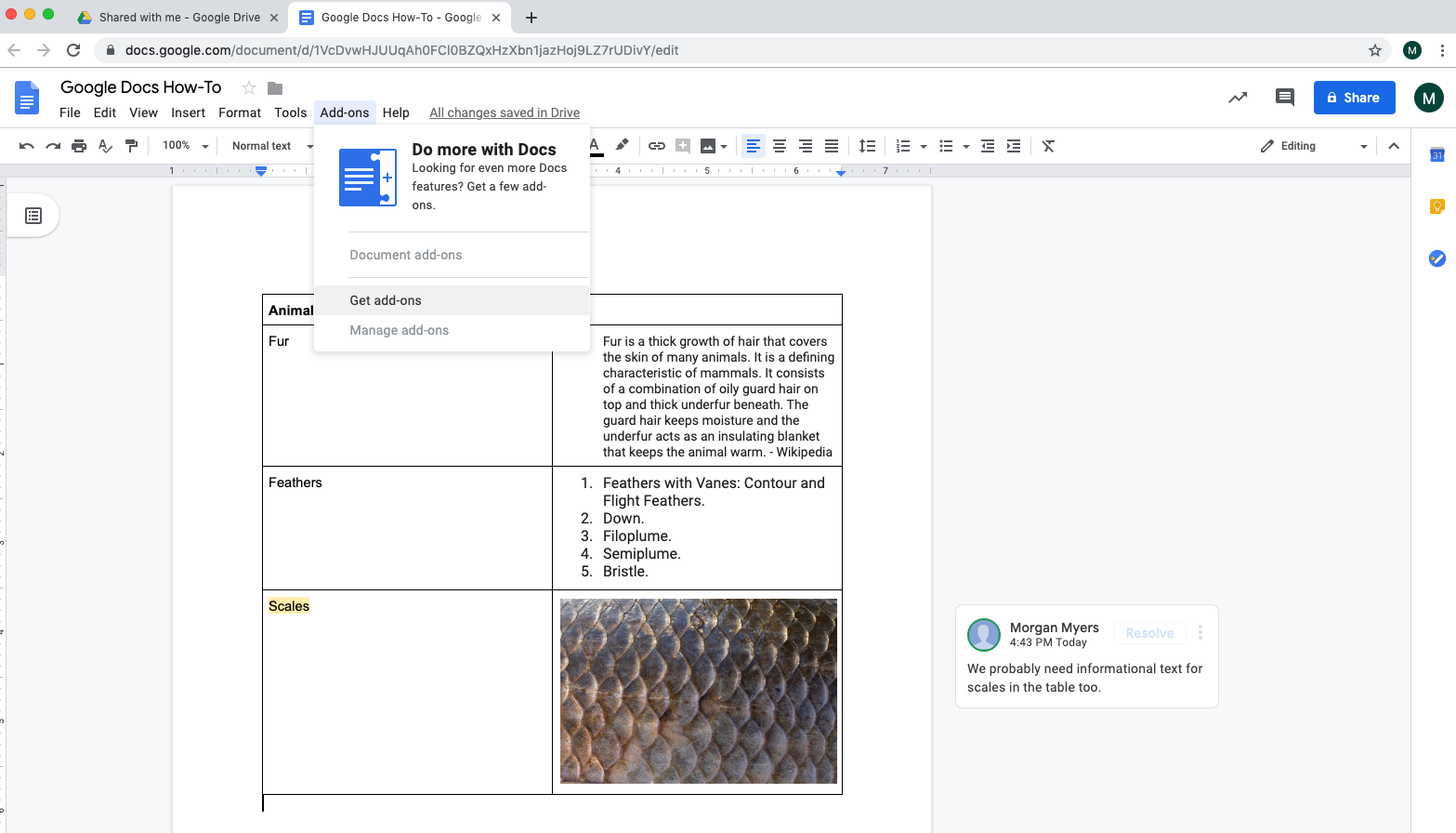
1. View revision history



1. Make a comment



1. On your own Doc: Select Add-ons > Get add-on > search for Highlight Tool > Free +



1. Explore how to use the highlight tool

