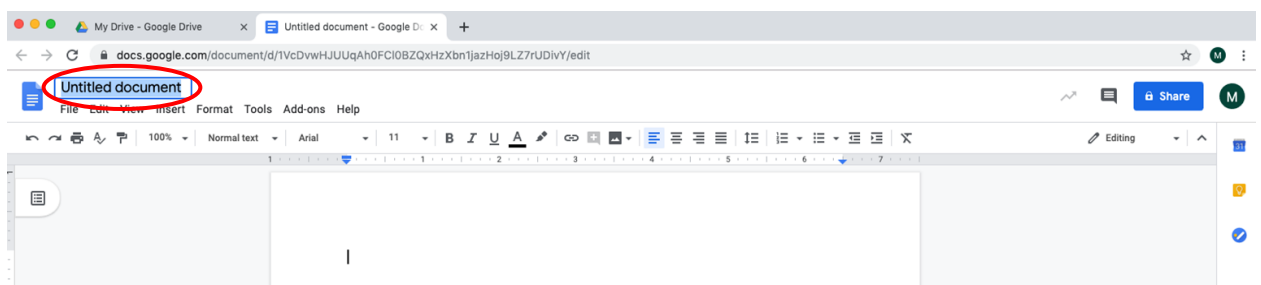
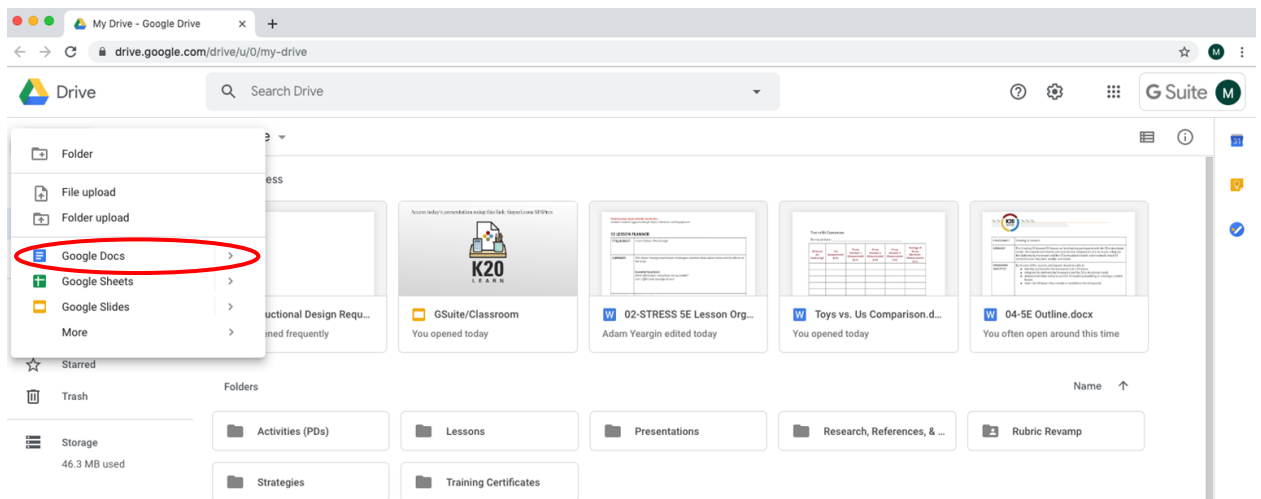
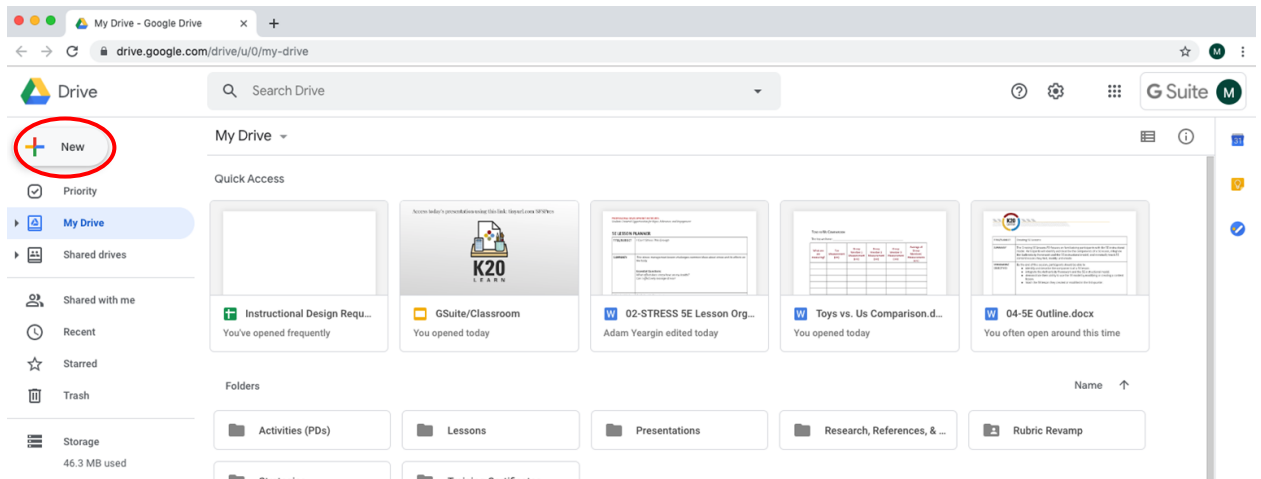


HOW TO CREATE GOOGLE DOCS

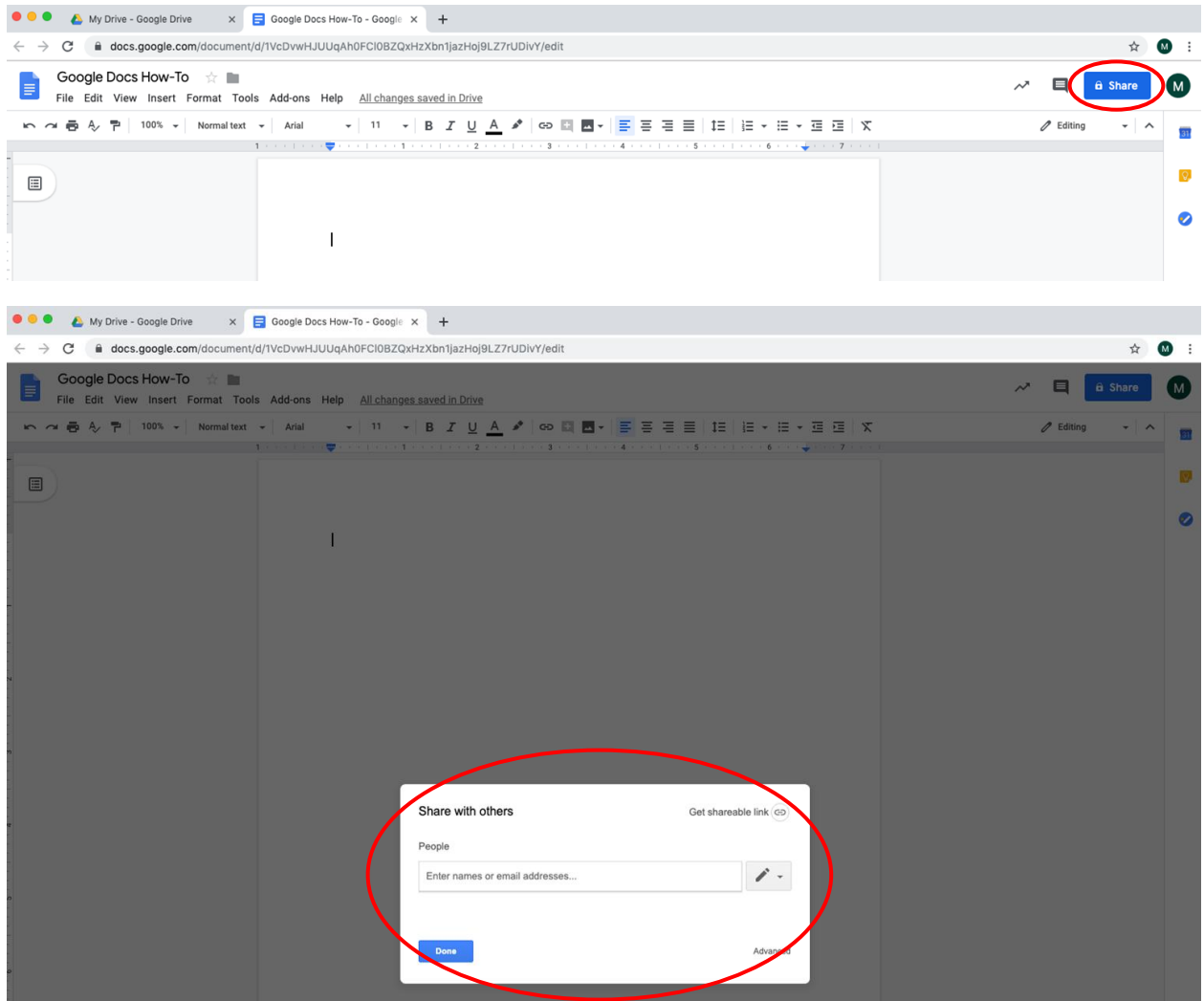
Following is the task list from the G Suite & Google Classroom presentation with accompanying screenshots. Work through the list to familiarize yourself with Google Docs.

Task List

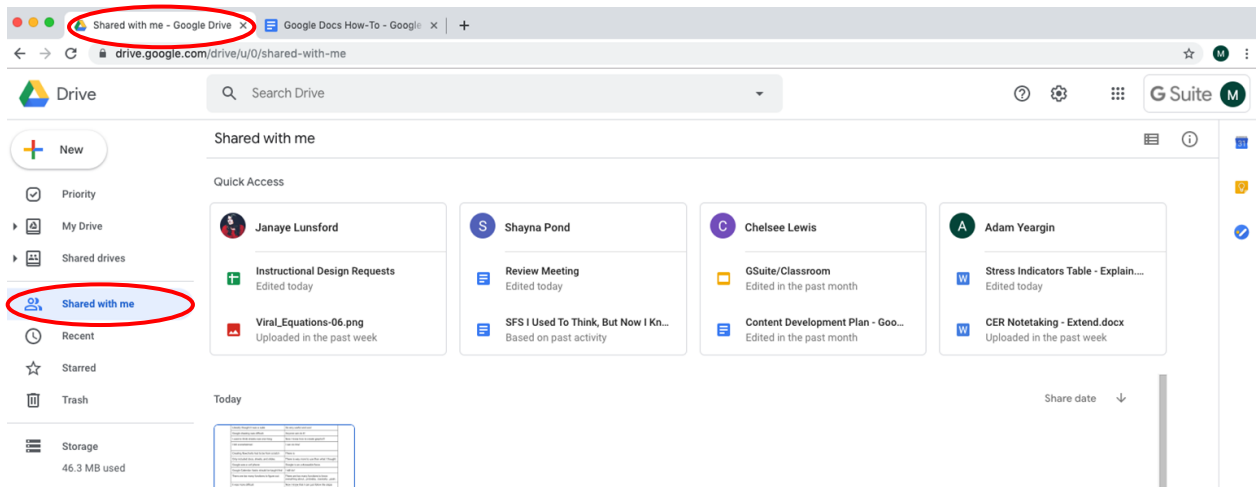
1. Click on “New,” choose Google Docs, and title.



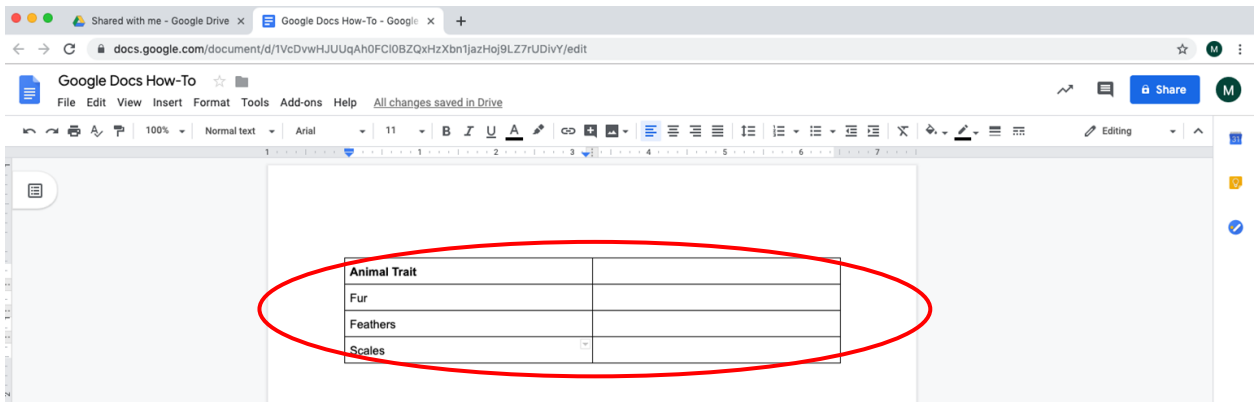
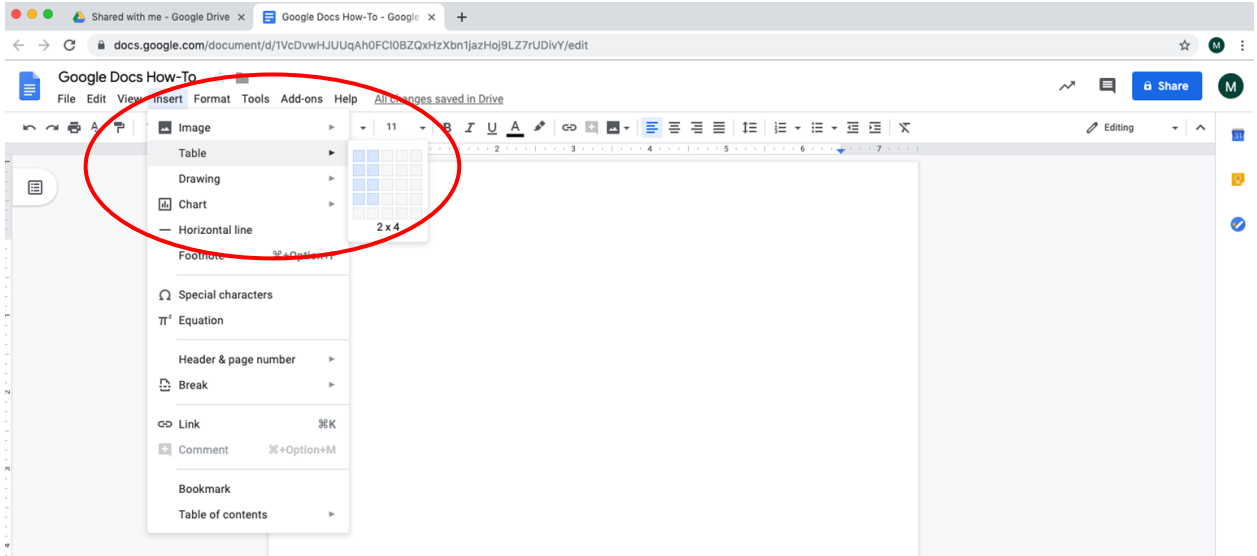
2. Share it with everyone in your group.



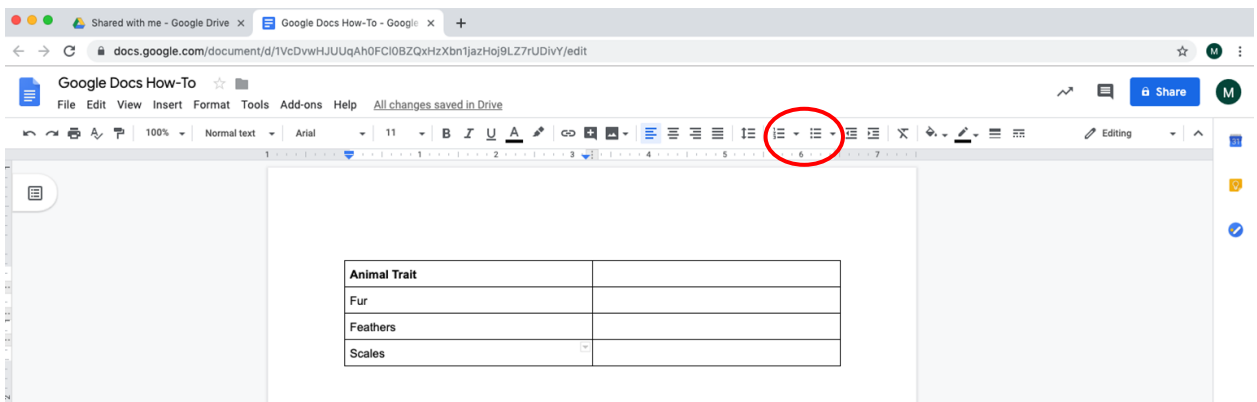
****To find a shared document, go to Drive > Shared with me**



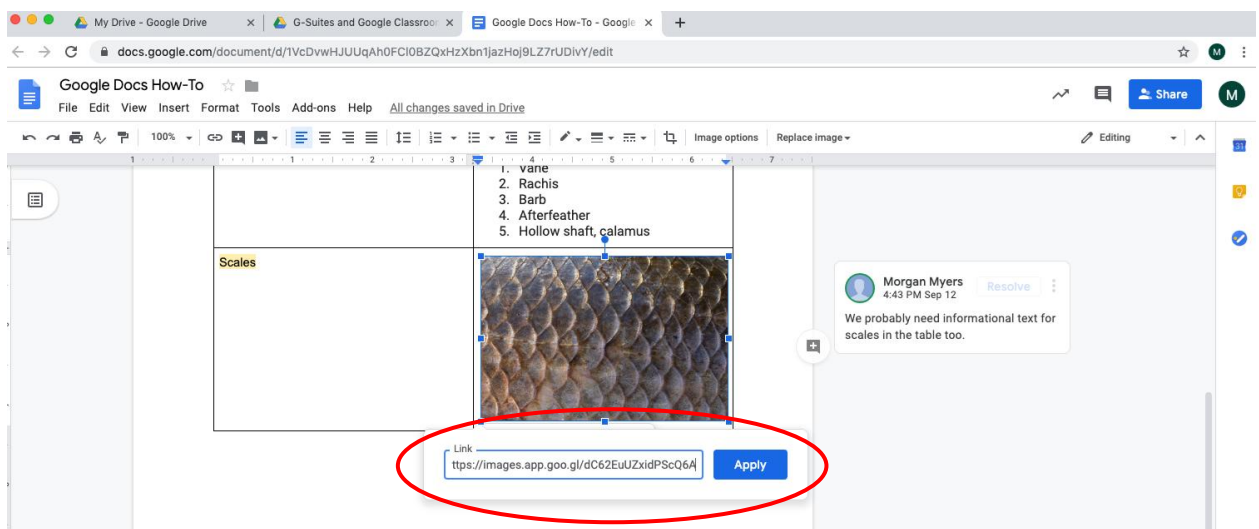
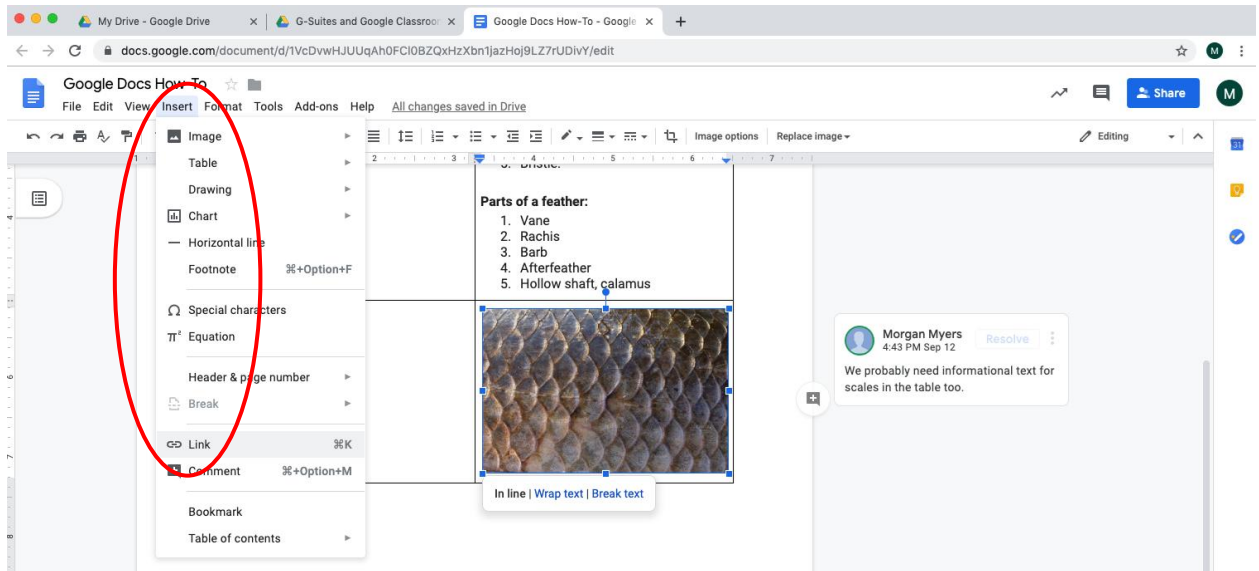
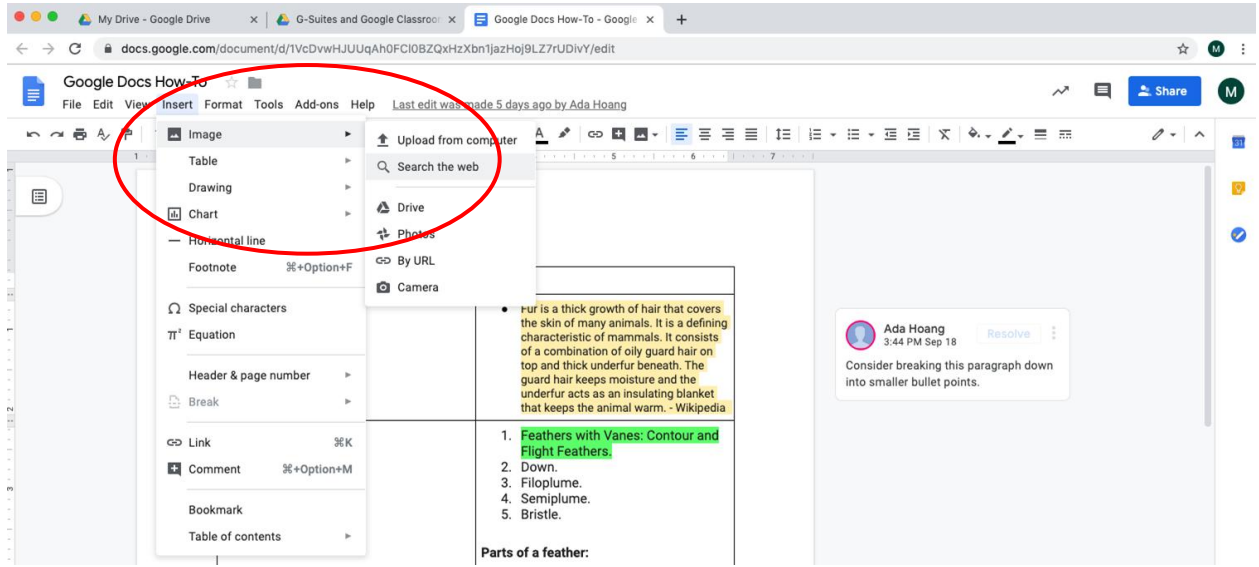
3. Insert a table with information about animal traits fur, feathers, and scales



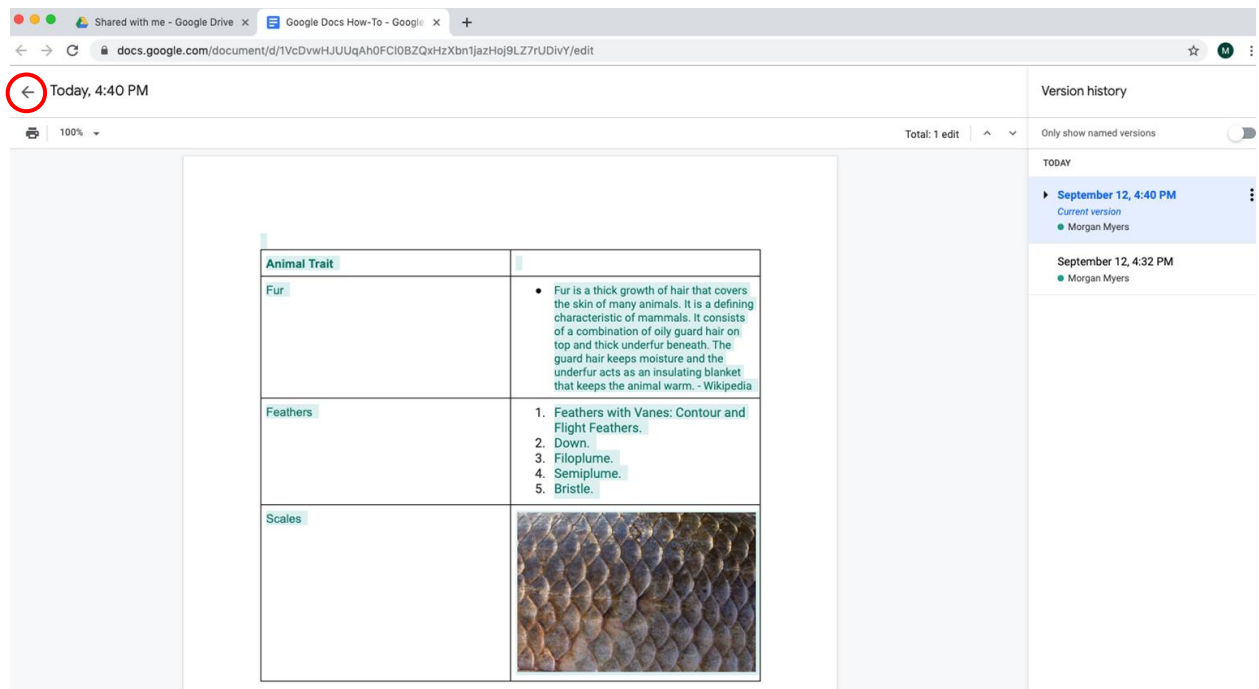
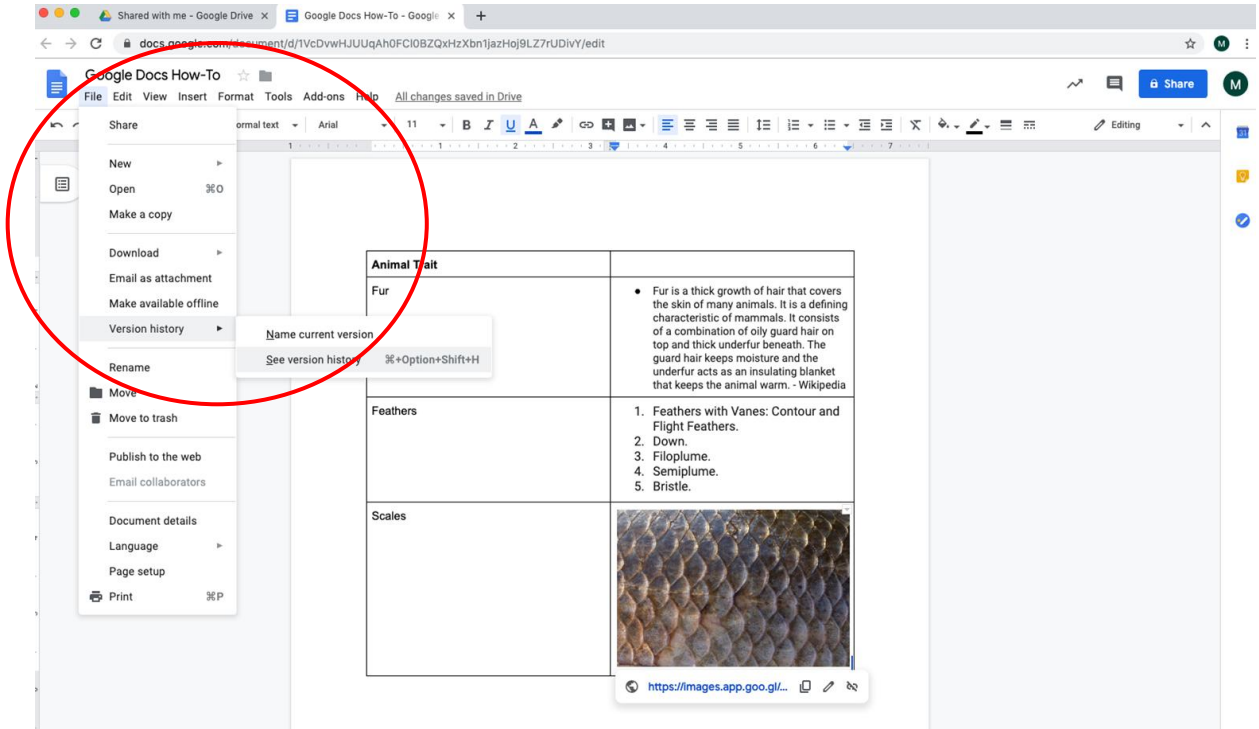
4. Have group members edit the table at the same time
 - a. Use bullets or numbers



b. Insert an image with a link to a webpage




5. View revision history



6. Make a comment

The screenshot shows a Google Docs document titled "Google Docs How-To". The document contains a table with three rows: "Fur", "Feathers", and "Scales". The "Fur" row contains a definition of fur. The "Feathers" row contains a list of feather types. The "Scales" row contains an image of scales. A comment box is open on the right side of the document, showing the name "Morgan Myers" and a text input field. The comment box is circled in red. The "Add-ons" menu icon in the top toolbar is also circled in red.

Animal Trait	
Fur	<ul style="list-style-type: none">Fur is a thick growth of hair that covers the skin of many animals. It is a defining characteristic of mammals. It consists of a combination of oily guard hair on top and thick underfur beneath. The guard hair keeps moisture and the underfur acts as an insulating blanket that keeps the animal warm. - Wikipedia
Feathers	<ol style="list-style-type: none">Feathers with Vanes: Contour and Flight Feathers.Down.Filoplume.Semiplume.Bristle.
Scales	

Comment by Morgan Myers:

Comment Cancel

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

The screenshot shows the Google Docs interface with the "Add-ons" menu open. The "Get add-ons" option is circled in red. The "Do more with Docs" dialog box is also visible, showing a search bar and a list of add-ons. The "Fur" row from the table in the previous screenshot is visible in the background.

Do more with Docs
Looking for even more Docs features? Get a few add-ons.

Document add-ons

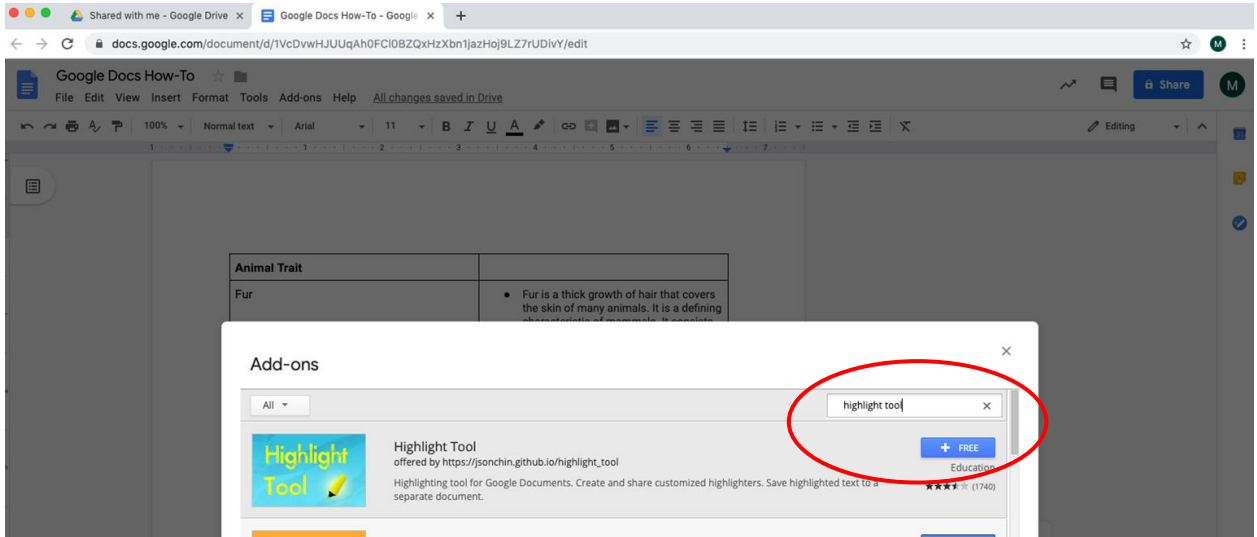
Get add-ons

Manage add-ons

Animal

Fur

Fur is a thick growth of hair that covers the skin of many animals. It is a defining characteristic of mammals. It consists



8. Explore how to use the highlight tool

