

Google Docs

Carol LaRow - Handout

Some features of WORD documents:

1. Create and edit documents online
2. Use toolbar with commands similar to WORD
3. Work with a partner/partners online
4. Invite other collaborators to edit documents
5. Invite others to view documents
6. See name and date stamps for all documents; see when documents last worked on
7. See revision history; go back to an earlier version if you choose
8. Upload your own documents; upload documents you've already made
9. Import documents from different formats
10. Download documents to your computer, edit, and upload to Docs
11. Send documents as email attachments
12. Publish documents as WEB pages or import to blogs

Some features of PRESENTATION:

1. Create and edit presentations online
2. Use tools similar to Power Point
3. Add images and videos
4. Work with a partner/partners online
5. Invite other collaborators to edit presentations online, in real time
6. View presentations, in real time, from separate computers
7. "Chat" as you view presentations in real time
8. Use the "take control of presentation" feature to have other collaborators follow along as you view the presentation
9. Save presentations to Docs or export to your computer
10. Save presentations as pdf files
11. Publish presentations for anyone to view online
12. Upload a presentation from your computer
13. Embed presentations on a WEB page.

Some features of SPREADSHEET:

1. Create and edit spreadsheets online
2. Use editing tools similar to Excel
3. Add images
4. Work with a partner/partners online
5. Invite other collaborators to edit presentations online, in real time
6. View presentations in real time from different computers
7. Convert data to colorful charts: bars, columns, pie, lines, & scatter
8. Reference a range of cells with "words" instead of cell references
9. Upload Excel .xls documents
10. Download .xls to your computer
11. Embed a spreadsheet on a WEB page or blog
12. Use "Lookup Function" to get answers to questions about famous places, famous people, statistics about countries, cities, populations, places on Earth, planets, and much more.