

Teresa Morgan-Foods and Nutrition

Technology Lesson 2/6/2015

Word Processing with Google Docs

Objectives:

- Using the Google Docs screen
- Editing documents in Google Docs
- Create a hyperlink in a Google Doc

Students:

Start from the Google Docs home page. Log into Google Docs. Click the New button and then select Document from the menu. The header at the upper left will allow you to save, print, edit, format, share, and publish your document. Choose File-Rename and put the topic of the lesson.

Create and edit a word processing paper. The paper must include the following:

Bold face (use Ctrl + B)

Underline the title (Ctrl + U)

Add a hyperlink (Ctrl + K)

Create a bulleted list (Ctrl + Shift + L)

To create a hyperlink, Select the text that you want to turn into a link and click the Insert tab followed by the Link button. This will create a hyperlink to a Web page, an email address, or another document.