

Shake Up Learning®



# GOOGLE DOCS



**CHEAT SHEET**

BY SHAKE UP LEARNING © KASEY BELL



## what is **GOOGLE DOCS?**

[docs.google.com](https://docs.google.com)

Google Docs is a free, web-based, word processing program from Google. It is available for personal use, as well as part of [G Suite for Education](#).

With Google Docs, you can create and edit text documents right in your web browser—no special software is required. Even better, multiple people can work at the same time, you can see people’s changes as they make them, and every change is saved automatically.

### Reason to try Google Docs:

- You never have to hit “save” again. All your changes are automatically saved as you type.
- Free templates
- The real-time collaboration features in Google Docs are unmatched!
- Instant feedback with chat and comments
- Access your docs anytime, anywhere, and from just about any device.

See related **Google Docs blog posts and resources from Shake Up Learning:**

[shakeup.link/goog807dc](https://shakeup.link/goog807dc)



### Google Docs on Mobile

Anytime, anywhere access to your docs.

- **GET THE IOS APP**
- **GET THE ANDROID APP**



### Google Docs for Chrome

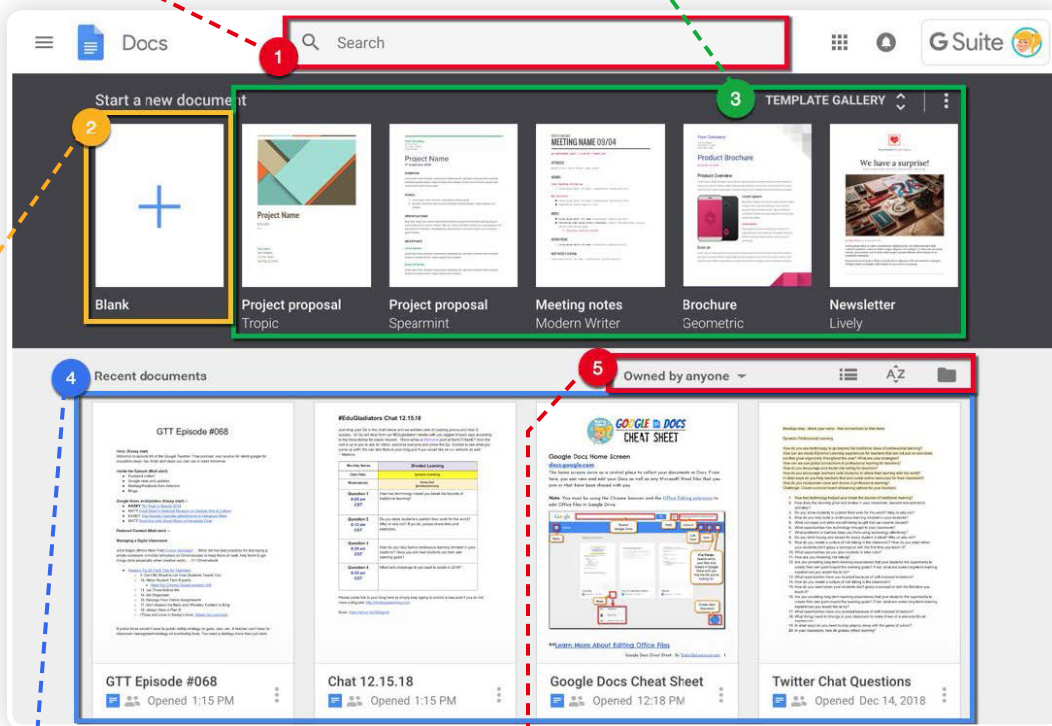
- **GET THE CHROME APP**



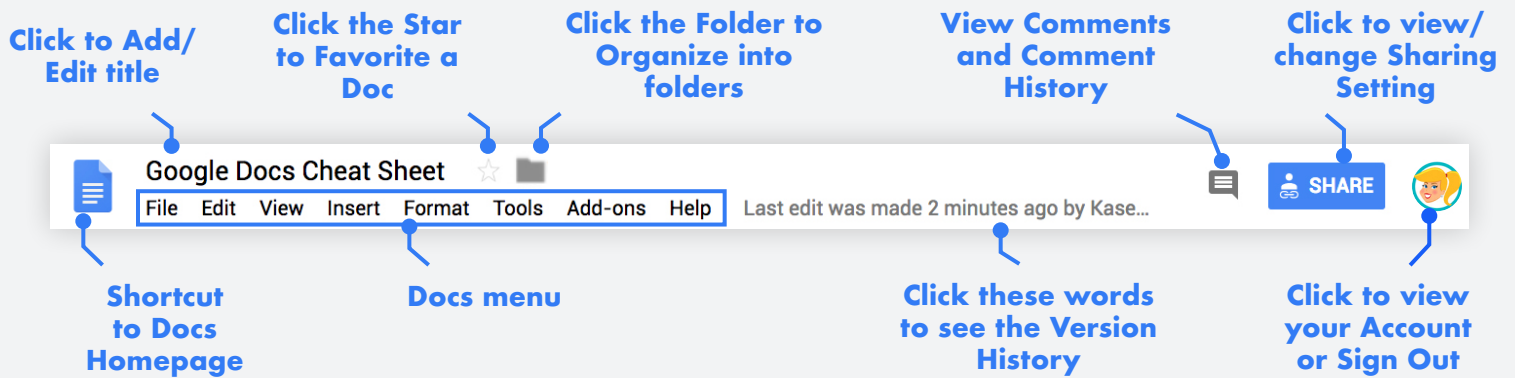
# DOCS HOME [docs.google.com](https://docs.google.com)

The Google Docs homepage gives you direct access to all of your documents, and free templates.

- 1** Search your docs by keywords or title.
- 3** Choose from ready-to-use templates to create a document. (Click the arrow to see all templates.)



- 2** Create a new, blank document.
- 4** Open one of your recent documents.
- 5** Filter your documents by owner, or use the icons to view your docs as a list, sort A to Z, or open file picker.



## File Menu Highlights

### 1 MAKE A COPY:

This will make a duplicate copy in your Drive. You can copy others files as well as your own.

### 2 DOWNLOAD AS:

Download your document as in various formats, including .docx and .pdf.

### 3 VERSION HISTORY:

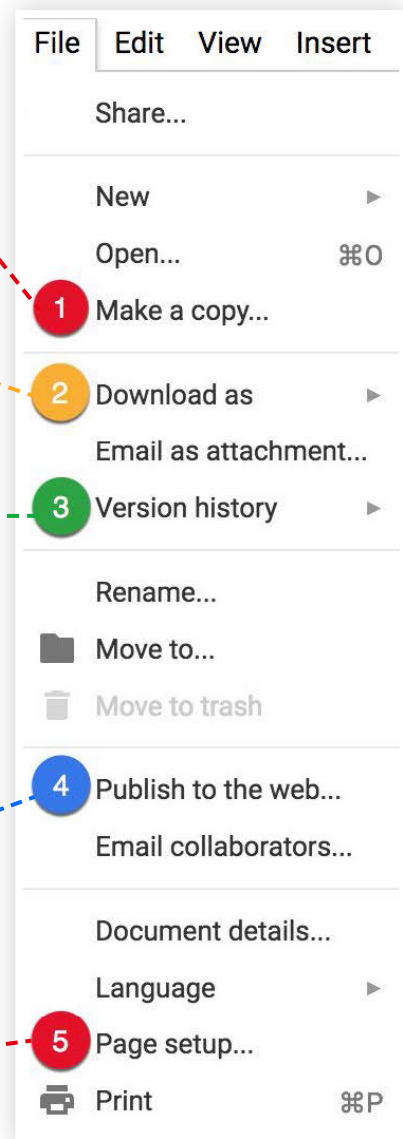
This will allow you to see who has made changes, what they changed, and a timestamp. You can also restore older versions, and name versions as you progress. Great for making sure every student is contributing, and when text is accidentally deleted!

### 4 PUBLISH TO THE WEB:

Turn your doc into a webpage! Even get the embed code to add to your website.

### 5 PAGE SETUP:

Use this to change the orientation, margins, add a background color, and more.



# Insert Menu Highlights

## 1 INSERT IMAGE:

Insert an image from your computer, search the web for images, add from images in your Drive, Google Photos, by URL, or take a picture with your webcam.

## 2 INSERT TABLE:

Select the number of columns and rows and insert a table.

## 3 INSERT DRAWING:

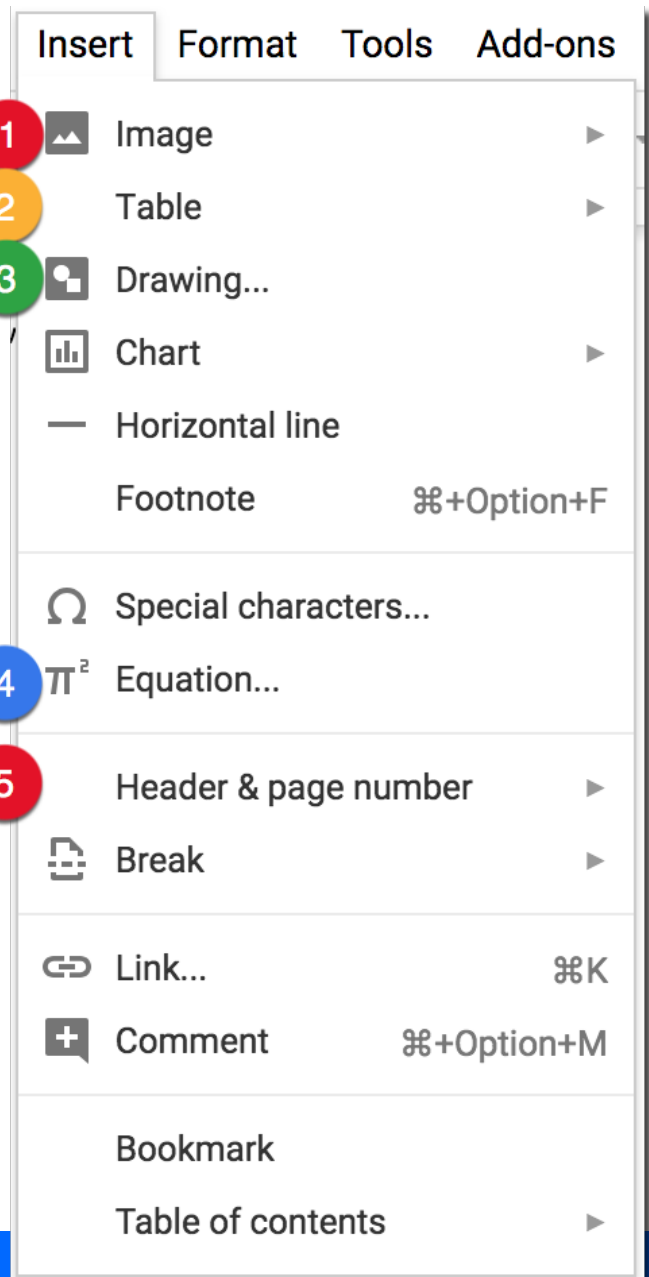
This tool allows you to create your own images, graphic organizers, and text boxes using a pop up version of Google Drawings and insert into your document.

## 4 INSERT AN EQUATION:

Use the equation editor to insert an equation and other mathematical symbols into your document.

## 5 INSERT HEADER AND PAGE NUMBER:

Insert a header, footer, page number, and page count.



## + ADD ONS >>

To add more functionality to your documents and spreadsheets, you can install add-ons, tools built by third-party developers for Google Docs.

To install add-ons, go to “Add-ons” in the menu, and select “Get Add-ons.”

From there you can explore what’s available and install any add-ons you want to try.

Once add-ons are installed, you can manage each one individually, and turn them on and off at any time.

# Tools Menu Highlights

## 1 CHECK SPELLING:

Run a spell check, underline errors, and add special words to your personal dictionary.

## 2 EXPLORE:

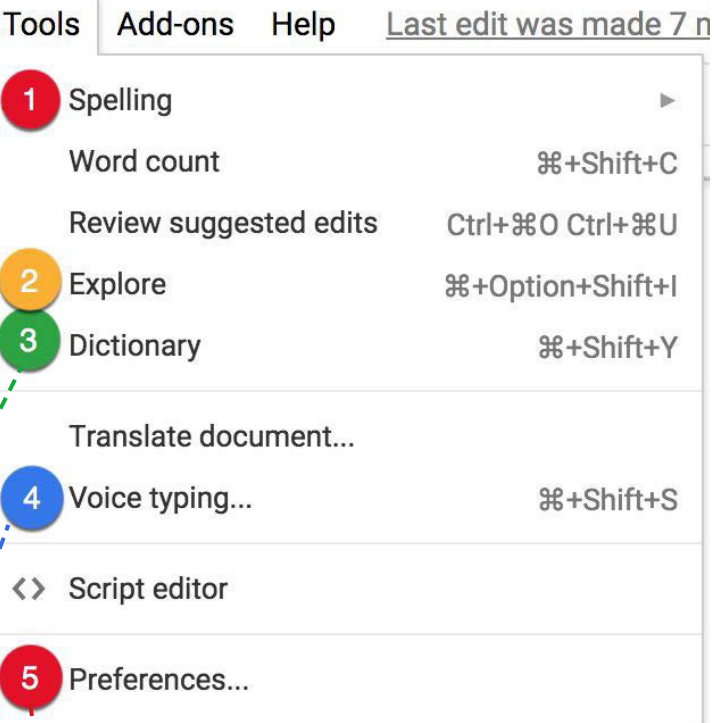
Search the web without leaving the document. You can also search your Drive files, insert citations, and get recommendations based on the content of your document.

## 3 DICTIONARY:

Search the dictionary to view definitions and parts of speech.

## 4 VOICE TYPING:

Give Docs permission to access your microphone and dictate right into your document.



## 5 PREFERENCES:

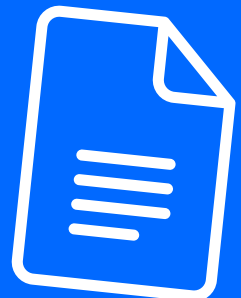
Set your preferences for common actions in your document, like automatically capitalizing words.

## GET HELP

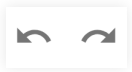
Looking for help with Google Docs?

**G Suite Learning Center:** [shakeup.link/getst16bd9](https://shakeup.link/getst16bd9) >

**Google Docs Help:** [shakeup.link/google40e7](https://shakeup.link/google40e7) >



# The Google Docs Main Toolbar



Undo/Redo



Print



Paint Format Tool: Google documents lets you copy the formatting you've applied to a specific section of text to another section using the paint format tool.

100%

Zoom

Normal text

Styles: Create headings, titles, and table of contents.

Ubuntu 8

Font and Font Size

B I U

Bold, Italics, Underline



Font Color and Highlight Tool



Insert Link



Add a Comment



Insert Image



Alignment



Line Spacing



Numbered Lists and Bulleted Lists



Increase and Decrease Indent



Editing Mode

# Google Docs Keyboard Shortcuts

Action	PC/Chromebook	Mac
Cut	Ctrl + x	⌘ + x
Copy	Ctrl + c	⌘ + c
Paste	Ctrl + v	⌘ + v
Paste without formatting	Ctrl + Shift + v	⌘ + Shift + v
Undo	Ctrl + z	⌘ + z
Redo	Ctrl + Shift + z	⌘ + Shift + z
Insert or edit link	Ctrl + k	⌘ + k
Show common keyboard shortcuts	Ctrl + /	⌘ + /
Print	Ctrl + p	⌘ + p
Open	Ctrl + o	⌘ + o
Find	Ctrl + f	⌘ + f
Find and Replace	Ctrl + h	⌘ + Shift + h
Hide the menus (compact mode)	Ctrl + Shift + f	Ctrl + Shift + f
Insert page break	Ctrl + Enter	⌘ + Enter
Bold	Ctrl + b	⌘ + b
Italicize	Ctrl + i	⌘ + i
Underline	Ctrl + u	⌘ + u



# Google Docs Keyboard Shortcuts

Action	PC/Chromebook	Mac
Left align	Ctrl + Shift + l	⌘ + Shift + l
Center align	Ctrl + Shift + e	⌘ + Shift + e
Right align	Ctrl + Shift + r	⌘ + Shift + r
Insert Comment	Ctrl + Alt + m	⌘ + Option + m
Select all	Ctrl + a	⌘ + a



Check out the other Cheat Sheets and Guides and Google Tricks and Tips on [ShakeUpLearning.com](https://shakeuplearning.com)!

**Shake Up Learning Cheat Sheets:** [shakeup.link/cheatsheets](https://shakeup.link/cheatsheets) >

**Google Tips from Shake Up Learning:** [shakeup.link/googletips](https://shakeup.link/googletips) >

# HERE ARE SOME WAYS SHAKE UP LEARNING CAN HELP YOU TRANSFORM YOUR CLASSROOM:

1

Join the Community, our free Facebook group for educators: [shakeup.link/community](https://shakeup.link/community)

2

Read the Shake Up Learning book - Shake Up Learning: Practical Ideas to Move Learning From Static to Dynamic by Kasey Bell: [shakeup.link/buythebook](https://shakeup.link/buythebook)

3

Bring Shake Up Learning to your school or organization for a workshop, conference, or event: [shakeup.link/workwithme](https://shakeup.link/workwithme)

4

Enroll in an online course: [shakeup.link/school](https://shakeup.link/school)



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