





## GOOGLE DOCS

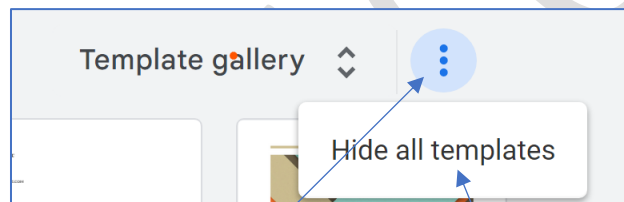
### Access Google Docs

On any Google screen, including google.com, click on the Google Apps icon  in top right

corner and select  from the drop-down menu.  
Or – in the browser address bar enter docs.google.com.

If you are not logged in to your google account you will be prompted to do so.

### Hiding Template Gallery



More

Hide

### View Options



Filter

Grid/List View

Sort Order

**To contact the teacher directly:**  
martin.seniornet@gmail.com

**The Computer Help Desk** supports students' classroom learning, provides guidance with Windows and mobile devices, and advice on selecting the computer for your needs.  
[www.seniornethelp@gmail.com](mailto:www.seniornethelp@gmail.com) 631-629-5426


**FSL SeniorNet**

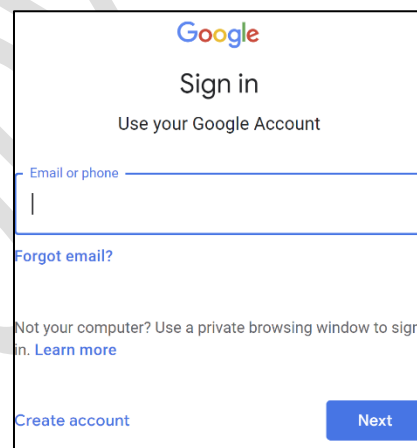
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## Create A Google Account

- Go to [www.google.com](http://www.google.com) and click on  button.
- Click on Create account
- On the following screens you will be asked a series of questions
- First Name, Last Name
- Choose an email address – use periods to make it easier to read or use an existing non-gmail account
- Choose a password
- Phone number – A security code can be sent to this number if you forget your password
- Recovery email address
- Date of Birth
- Gender



Remember – You don't need to tell Google the truth (except for your phone number and recovery email). If you do stretch the truth, remember what you told them, you may need that info in the future. If you tell a white lie about your age, make sure you're at least 18.

## Useful Keyboard Shortcuts

<b>Ctrl + C</b>	Copy	<b>Ctrl + A</b>	Select All
<b>Ctrl + X</b>	Cut	<b>Ctrl + F</b>	Find/Search
<b>Ctrl + V</b>	Paste	<b>Ctrl + P</b>	Print
<b>Ctrl + Z</b>	Undo	<b>Alt + Tab</b>	Switch apps
<b>Ctrl + Y</b>	Redo	<b>Windows logo key + E</b>	Open File Explorer