

Lesson 3: Working with your Documents

Just like in Microsoft Word you can copy, paste, bold, underline, italicize, and many other editing options. Although your editing options are not as comprehensive as a paid for program such as MS Word, you should find most of what you will need to create and edit your documents.

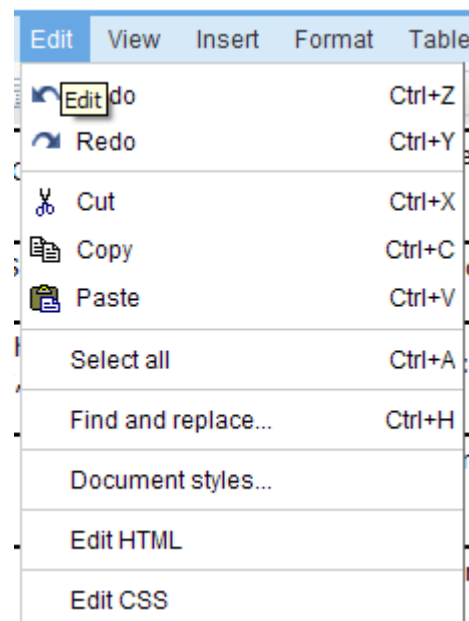
Activity 1: Edit Menu

1. The **Edit** menu has many different options available.



Keyboard Shortcuts within Google Docs can be accessed at the following link:

<http://docs.google.com/support/bin/answer.py?answer=66280>



Activity 2: Insert Menu

1. The **Insert** menu also provides you with some options of inserting many types of objects such as images, links, comments, and tables.

Activity 3: Spell Check

1. Google Docs does have a Spell Check feature. It is located in the tools menu option.

