How to Create a Google Account

- Go to www.google.com
- Click “Sign In”
- Click “Create new account”
- Enter your full name
- Choose a username (must not already be taken)
- Choose a strong password
How to sign in to a Google Account

- Go to www.google.com
- If you are not signed in, you’ll see a big blue button that says “Sign in”
- Click it and you’ll be prompted to enter the username & password for your Google Account

How to sign out of a Google Account

- Go to www.google.com
- If you are signed in, you’ll see your account symbol in the upper right corner
- By default, your account symbol is first letter of your first name.
- If you’d like, you can change it to a photo of yourself
- Click your symbol, and select “sign out”

Access Google Apps

- Click the Google Apps menu in the top right corner
- Google Apps icons are displayed
- Click the Google Docs icon (if you don’t see it, click “more”)
Create a Document in Google Docs

- The Google Docs Homepage will open in a new tab
- Under “Start a new document” select “Blank”

Name & Edit Your Document

- Click the title area in the top right corner to name your document
- Enter text in the center of the page
- Use the “ribbon to edit your document”
Style Your Google Doc

- There are many ways for you to change and enhance the text of your document
- Do so by using the buttons in the area shown below
- This area is sometimes called the “ribbon.”

- Use the mouse to highlight the text you want to customize
- Then, use the buttons in the ribbon to do things like:
  - Underline text
  - Make text bold
  - Italicize text
  - Change the font (style) of your text
  - Make text bigger
  - Make text smaller

Share Your Document

- You can share your documents with Family, friends, and colleagues.
- All you need is the email address of the person with whom you wish to share the document
- Click the blue share button
- Enter the email address of the recipient(s)
- Click the blue “Done” button.
- The recipient(s) will receive an email notifying them of the document you’ve shared.
Open Gmail

- Go to [www.google.com](http://www.google.com) & ensure you are signed in
- Click the Google Apps menu
- Select the Gmail icon from the menu
- Your Inbox will open in another tab

Viewing Your Emails

- On the left, you'll see folders for your various messages
  - **Inbox** contains messages you’ve received. Bolded messages are unread
  - **Sent Mail** contains messages you composed and replied to
  - **Drafts** contains messages you began to write but haven’t sent yet

Compose an email

- Click the red **Compose** button to begin writing an email
- Add a recipient email in the “To” field (note: you can add several recipients)
- Your email will automatically appear in the “From” area
- Describe the purpose of your message in the **Subject** line
- Type your message in the “body” of the email.
Add a file to your message

- Once you’ve typed your message, you can attach a file it
- Use the icons at the bottom of the message

- The paperclip symbol lets you attach files stored in the device you are using
- The Google Drive symbol lets you attach files from stored online to your Google Account
Need a refresher?

Use the link below to revisit more class material at anytime.

1. Go to g.co/AppliedDigitalSkills
2. Click "Sign in" in the top right
3. Sign in with your Google account
4. Click "I am a student"
5. Click "Join a class" and enter class code b8xkbr

Additional Google Classes Available:

- Search Like a Pro (class code tzrdzk)
- Mastering Google Apps: Part I (class code mstv86)
- Mastering Google Apps: Part II (class code vxr52b)