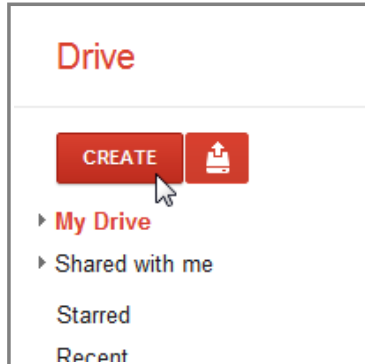




## Introduction



Google Drive also give you access to **Google Docs**, a suite of tools that allow you to **create** and **edit** a variety of different files, like **Documents**, **Spreadsheets**, and **Presentations**.

In this lesson, you'll learn how to **create** files in Google Docs format. In addition, you'll also learn about using **templates** to create professional looking documents.

## Creating New Docs

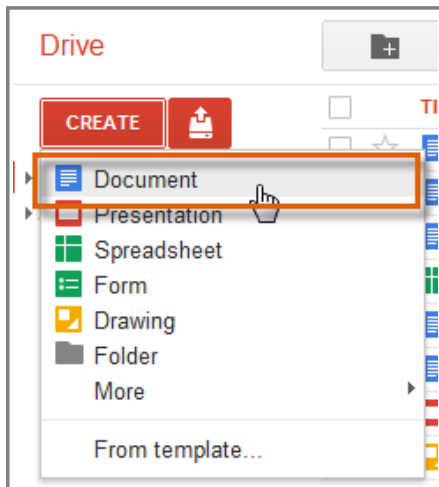
There are six types of docs that you can create:

- **Documents** (like documents in Microsoft Word)
- **Spreadsheets** (like worksheets in Microsoft Excel)
- **Presentations** (like presentations in Microsoft PowerPoint)
- **Forms**
- **Drawings**
- **Tables**

Although the types of docs are very different from one another, the process for **creating** and **sharing** docs is the same for all types.

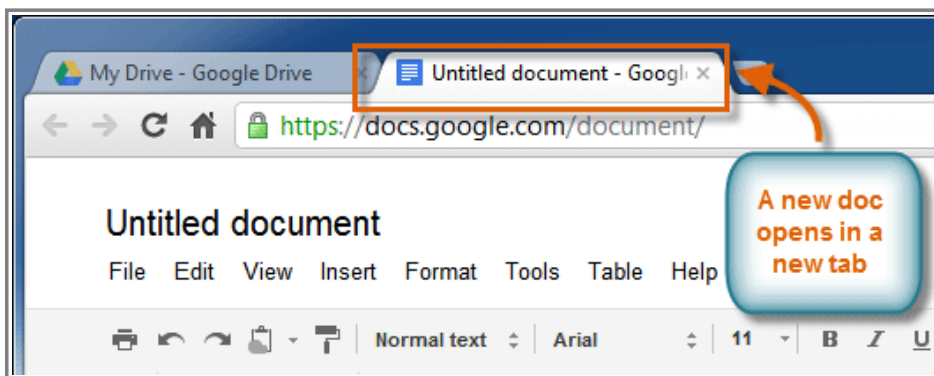
### To Create a New Doc:

1. Navigate to your [Google Drive](#).
2. Locate and select the **Create** button.
3. Select the type of **doc** you would like to create from the drop-down menu.



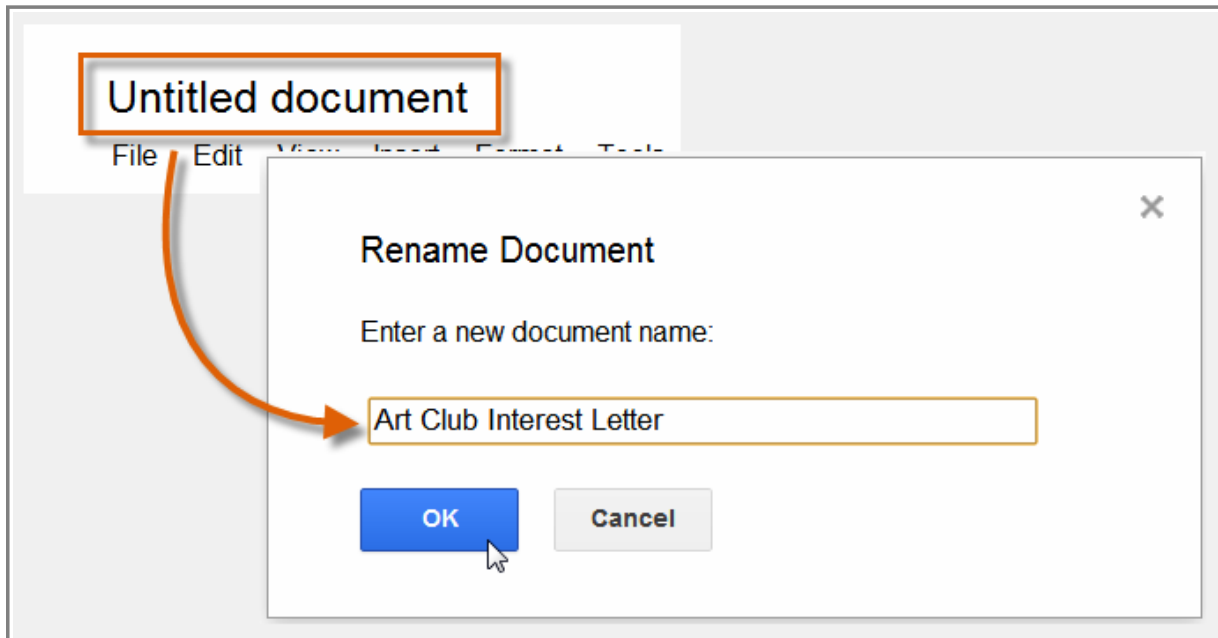
*Creating a new doc*

4. Your **new doc** will open automatically in a **new tab** on your browser.



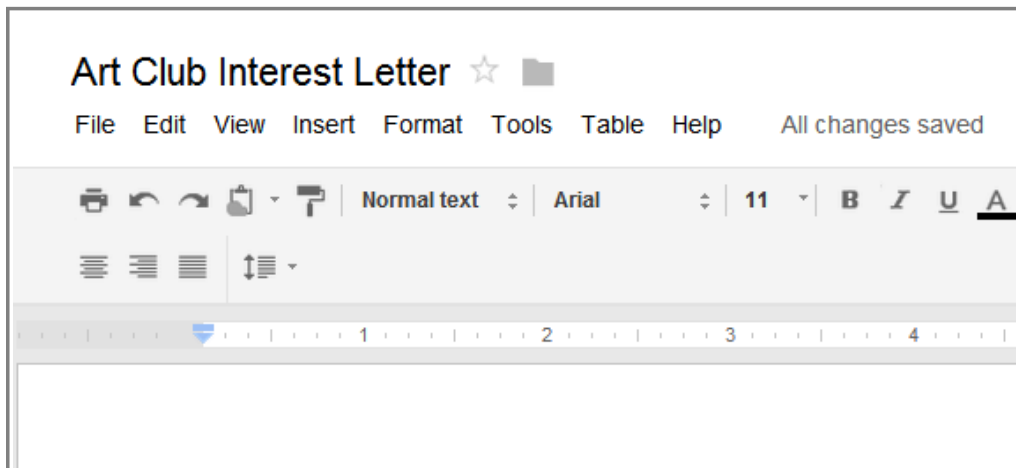
*Viewing a new doc in a new browser tab*

5. At the top of the page, locate and select **Untitled document**. The **Rename Document** dialog box will appear.
6. Type a **name** for your doc, then click **OK**.



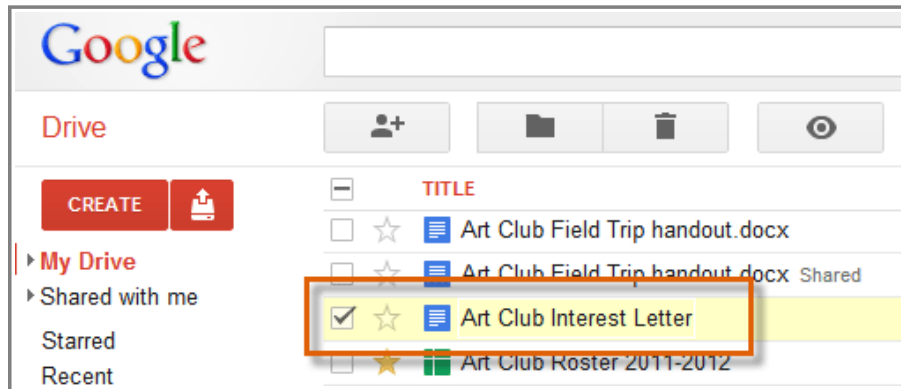
*Renaming a new doc*

7. Your doc will be **renamed**.



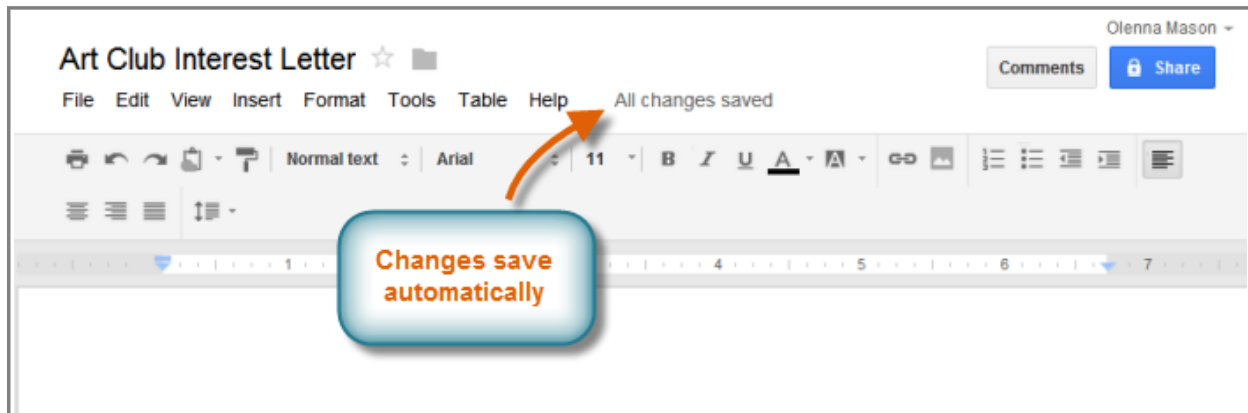
*Viewing a renamed doc*

8. If you accidentally close your doc or need to make revisions, you can access it again from your Google Drive, where it will be **saved** automatically.



*Viewing the newly created file in your Google Drive*

You may notice that there is no save button. This is because Google Docs uses **auto-save**, which automatically and immediately saves your files as you edit them.



*The auto-save feature*

## Creating Docs with Templates

A **template** is a pre-designed doc that you can use to **create docs quickly** without having to think about **formatting**. With a template, many of the big design decisions like margin size, font style and size, and spacing are predetermined.

Most templates are designed to help users create specific kinds of docs. For instance, you might use a template to create a **resume**, **newsletter**, or some other type of doc that you wish to look a certain way.

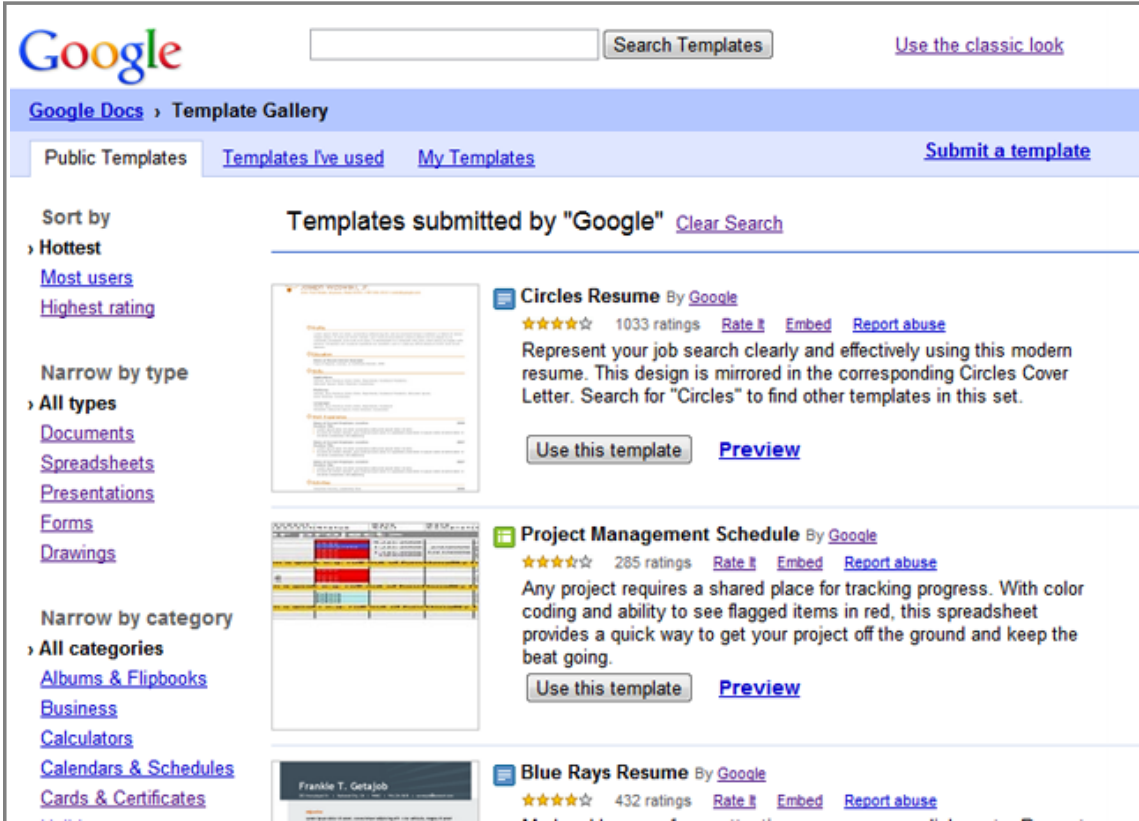


*A template for an awards certificate*

While there is a wide selection of templates you can use in Google Docs, few of them are well made, and they aren't very well organized within the template selector. For this reason, we recommend that you start by using templates made by Google, which tend to be of higher quality than user-submitted templates.

## **To Create a New Doc from an Official Google Template:**

1. Navigate to [Templates Submitted by Google](#).



The screenshot shows the Google Docs Template Gallery interface. At the top, there is a search bar with the text "Search Templates" and a link "Use the classic look". Below the search bar, the page is titled "Google Docs > Template Gallery". There are three tabs: "Public Templates", "Templates I've used", and "My Templates", with a "Submit a template" link on the right. On the left side, there are sorting and filtering options. Under "Sort by", there is a dropdown menu set to "Hottest" and links for "Most users" and "Highest rating". Under "Narrow by type", there are links for "Documents", "Spreadsheets", "Presentations", "Forms", and "Drawings". Under "Narrow by category", there are links for "All categories", "Albums & Flipbooks", "Business", "Calculators", "Calendars & Schedules", and "Cards & Certificates". The main content area shows search results for "Templates submitted by 'Google'". The first result is "Circles Resume" by Google, with a 4.5-star rating and 1033 ratings. It includes a "Use this template" button and a "Preview" link. The second result is "Project Management Schedule" by Google, with a 4.5-star rating and 285 ratings. It also includes a "Use this template" button and a "Preview" link. The third result is "Blue Rays Resume" by Google, with a 4.5-star rating and 432 ratings. It includes a "Use this template" button and a "Preview" link.

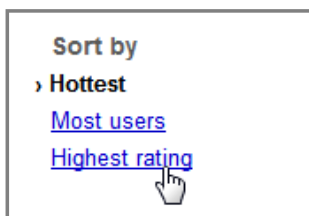
*Templates submitted by Google*

2. Using one or more of the following methods, find a template you wish to use:
  - o Enter a search term in the **Search Templates** bar.



*The Search Templates bar*

- o **Sort** the templates.



*Sort options*

- o **Narrow** the templates down by **type** or **category**.

**Narrow by type**

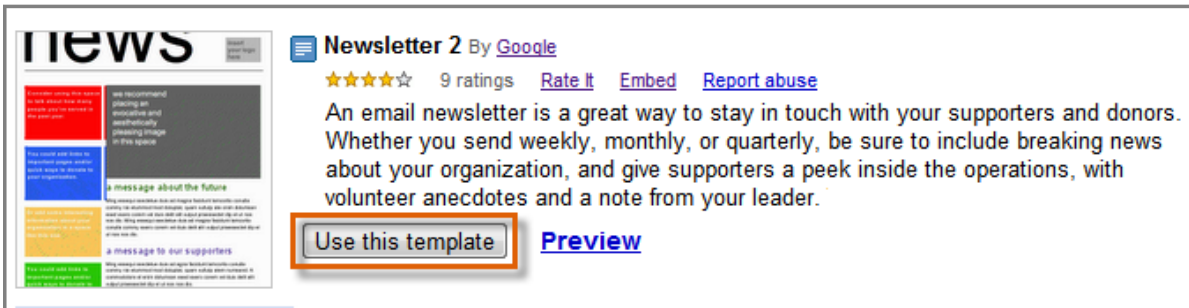
- [All types](#)
- › **Documents**
  - [Spreadsheets](#)
  - [Presentations](#)
  - [Forms](#)
  - [Drawings](#)

**Narrow by category**

- [All categories](#)
- [Albums & Flipbooks](#)
- [Business](#)
- [Calculators](#)
- [Calendars & Schedules](#)
- [Cards & Certificates](#)
- [Holiday](#)
- [Labels & Business Cards](#)
- [Legal](#)
- [Letters & Faxes](#)
- › **Miscellaneous**
  - [Personal Finance](#)
  - [Presentation Designs](#)
  - [Resumes & Cover Letters](#)
  - [Statistics](#)
  - [Students & Teachers](#)

**Narrowing options**

- When you've found a template you wish to use, click **Use this template**. You can also click **Preview** to view it first.



**NEWS**

**Newsletter 2** By [Google](#)

★★★★☆ 9 ratings [Rate it](#) [Embed](#) [Report abuse](#)

An email newsletter is a great way to stay in touch with your supporters and donors. Whether you send weekly, monthly, or quarterly, be sure to include breaking news about your organization, and give supporters a peek inside the operations, with volunteer anecdotes and a note from your leader.

**Use this template** [Preview](#)

**Selecting a template to use**

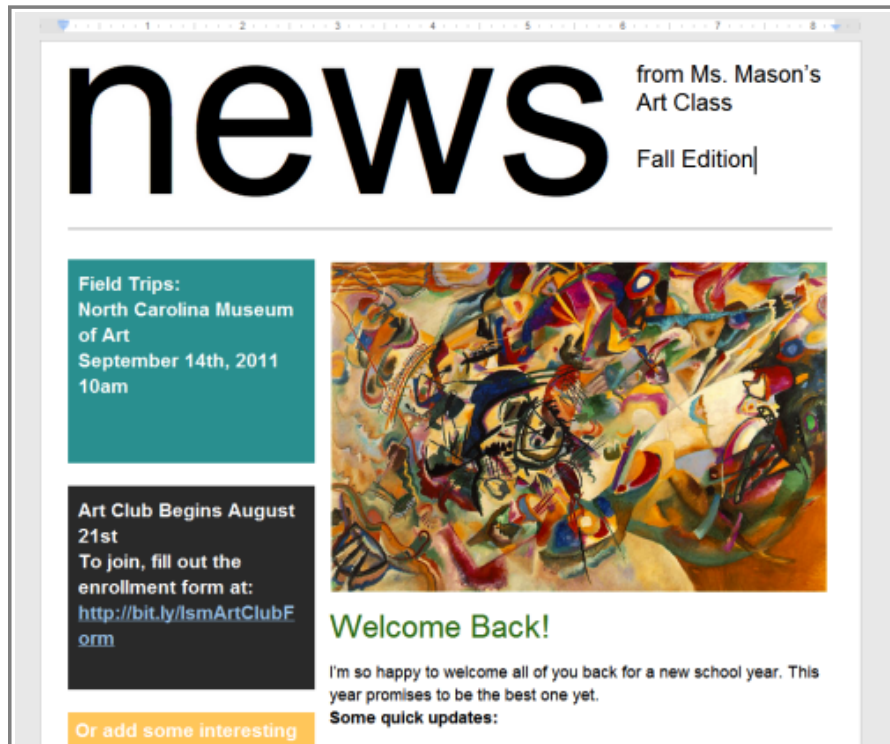
- A new doc will be created using the selected template.



*Viewing the opened template*

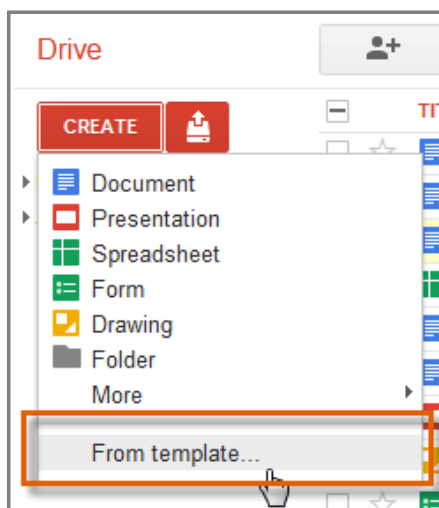
5. Customize the doc with your own information.





*The doc, customized to include the user's information*

To browse **all templates**, click the **Create** drop-down button on the Google Docs home page, then select **From template...**



*Accessing all templates*

## Challenge!



1. **Create** a new Google Doc.
2. **Rename** the untitled Google Doc.
3. Try **going back to your Google Drive** to see that your new doc has been added to the view pane.
4. Explore **Google Templates** and select a useful template.