

# Google Docs Tips

Google Docs is an online word processor that provides tabs that include helpful features. These include Main Row, Edit, View, Insert, Format, Tools, and Accessibility.

## Main row

- Print (ctrl + P)
- Spelling & grammar check (ctrl + alt + X)
- Zoom in zoom out
- Normal text, headings, and titles
  - Options allow saving a default style
- Font
  - Change font
  - More fonts
    - More available fonts and you're able to search for it
- Font size
  - Changes in the size of words
    - Type in the number and push enter for an exact font size if needed
- Bold, italic, underline
  - Bold (ctrl + B)
  - Italic (ctrl + I)
  - Underline (ctrl + u)
- Text color, highlight color
  - Text color just changes the color
  - Highlight color, highlights over it
    - Can do a custom color
- Insert link(ctrl + K)
  - Find the URL(Uniform Resource Locator)
  - Copy URL or (ctrl + C) and then paste URL in it or (ctrl + V)
  - Definition: The address of a web page.
  - Example:



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- Add comment (ctrl + alt + m)

- Comments will be put on the right side of the document and comment is specified to what's highlighted in the doc
- Insert image
  - Computer, drive, web, photos, URL, camera
- Alignment (left, centered, right)
  - Left (Ctrl + Shift + L)
  - Right (Ctrl + Shift + R)
  - Center (Ctrl + Shift + L)
- Line spacing
  - single/double spacing
  - Add space before/add space after
  - Custom spacing
  - The “**Keep with next**” option helps you to keep both paragraph headings and text on the same page.
  - The “**Keep lines together**” option helps you to keep all lines of text in the same paragraph on the same page.
  - The “**Prevent single lines**” option helps you to prevent single lines at the beginning or end of paragraphs.
- Numbered list (ctrl + Shift + 7)
- Bullets (ctrl + Shift + 8)
- Decrease indent/increase indent
  - Decrease (ctrl + Shift + [)
  - Increase (ctrl + Shift + ]) or tab
- Clear formatting (ctrl + \)

## Edit

- Undo (ctrl + z)
  - What you just did
- Redo (ctrl + y)
- paste/paste without formatting (ctrl + v) (ctrl + shift + v)
  - Paste whatever you just copied
- Select all
  - (grabs everything in doc)

## Insert

- Image
  - Computer, drive, web, photos, URL, camera
- Table
- Charts
  - Bar, column, line, pie
  - Can come from google sheets

- Horizontal line
- Footnote (ctrl + alt + F)
- Special characters
- Equation
- Header (ctrl + alt + O) (ctrl + alt + H) Footer (ctrl + alt + O) (ctrl + alt + F)
- Page numbers
- Page break (ctrl + enter)
- Link (ctrl + K)
- Bookmark
- Table of contents

## Format

- Text
  - strikethrough (alt + shift + 5)
    - Makes a line through text
- Paragraph styles
  - Normal text
  - Headings
  - Titles
  - Subtitles
- Align & indent
  - Left (ctrl + Shift + L)
  - Right (ctrl + Shift + R)
  - Center (ctrl + Shift + L)
  - Indentation options
- Line spacing
  - single/double spacing
  - Add space before/add space after
  - Custom spacing
  - **The “Keep with next”** option helps you to keep both paragraph headings and text on the same page.
  - **The “Keep lines together”** option helps you to keep all lines of text in the same paragraph on the same page.
  - The **“Prevent single lines”** option helps you to prevent single lines at the beginning or end of paragraphs.
- Columns
- Bullets & numbering
- Headers and footers (formatting/ spacing)
- Page numbers
  - Can be put on header or footer
- Page orientation
- Clear formatting

## Tools

- Spelling & grammar
  - Personal dictionary
    - Add words into your dictionary for google docs
- Word count (ctrl + Shift + C)
- Citations
  - Can add sources
- Explore (ctrl + alt + Shift + I)
  - (search the web)
- Dictionary (ctrl + Shift+ Y )
  - Definitions/synonyms of words
- Voice typing (Ctrl + Shift + S)
- Preferences
  - Substitutions
    - Write something down and it gets substituted for something else

## Accessibility

- Misspelling
  - Move to the next misspelling (ctrl + ')
  - Previous misspelling (ctrl + ;)
- Live edits
  - Shows the edits happening