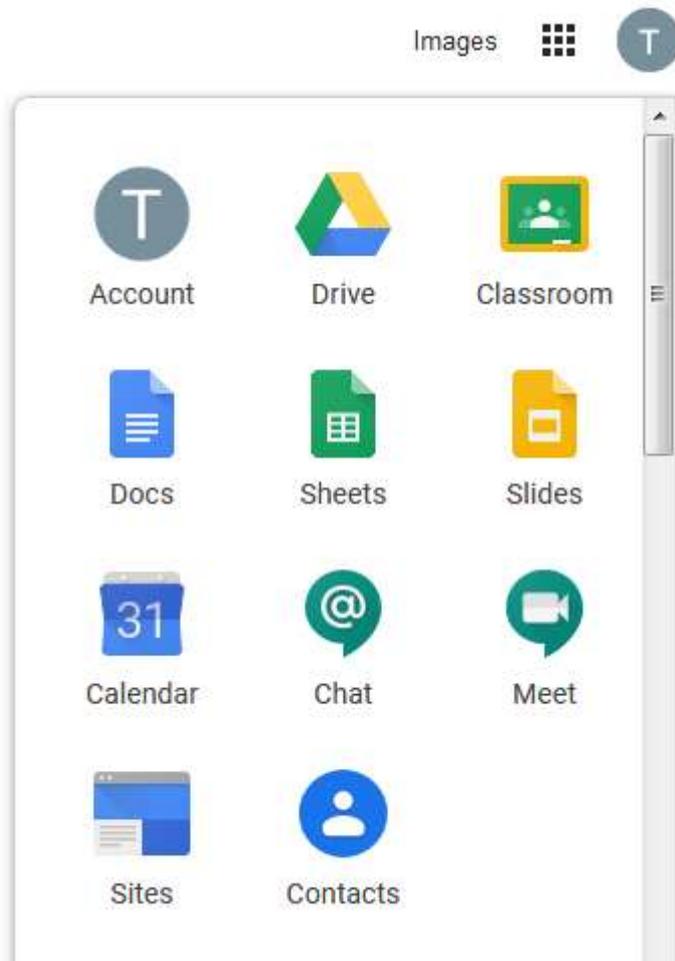Your School Google account comes complete with many tools for you to use, these include Google Docs which can be used instead of Word, Google Sheets which can be used instead of Excel and Google Slides which can be used instead of PowerPoint.

Please see below for basic instructions on how to use these tools. The parts underlined in blue can be clicked on to go to further information on the internet. Hold down the ctrl key and click on the link to make it work.

You will need to be logged into your School Google Account to access these Apps.

Please also remember that there are many free Apps available for you to download and use on your phones, tablets and other devices.

How to use Google Docs

Google Docs is an online word processor that lets you create and format documents and work with other people. See our top five tips for Google Docs.

Step 1: Create a document

To create a new document:

1. On your computer, open the Docs home screen at docs.google.com.
2. In the top left, under "Start a new document," click **New** ➕ .

You can also create new documents from the URL docs.google.com/create.

Step 2: Edit and format

To edit a document:

1. On your computer, open a document in Google Docs.
2. To select a word, double-click it or use your cursor to select the text you want to change.
3. Start editing.
4. To undo or redo an action, at the top, click Undo � or Redo ⤳ .

Note: To edit a document on a touchscreen device, like a Pixel Book, double-tap the document to start typing.

You can add and edit text, paragraphs, spacing, and more in a document.

- Format paragraphs or font
- Add a title, heading, or table of contents

How to use Google Sheets

Google Sheets is an online spreadsheet app that lets you create and format spreadsheets and work with other people.

DOWNLOAD CHEAT SHEET

Step 1: Create a spreadsheet

To create a new spreadsheet:

1. Open the Sheets home screen at sheets.google.com.
2. Click New ➕ . This will create and open your new spreadsheet.

You can also create new spreadsheets from the URL sheets.google.com/create.

Step 2: Edit and format a spreadsheet

You can add, edit, or format text, numbers, or formulas in a spreadsheet.

- [Edit and format a spreadsheet](#)
- [Use formulas and functions in a spreadsheet](#)

How to use Google Slides

Google Slides is an online presentation app that lets you create and format presentations and work with other people.

Step 1: Create a presentation

To create a new presentation:

1. Open the Slides home screen at slides.google.com.
2. In the top left, under "Start a new presentation," click New ✛. This will create and open your new presentation.

You can also create new presentations from the URL https://slides.google.com/create.

Step 2: Edit and format a presentation

You can add, edit, or format text, images, or videos in a presentation.

- [Insert and arrange text, shapes, and lines](#)
- [Add, delete & organize slides](#)
- [Add animations to a slide](#)