

Building **BLUE**



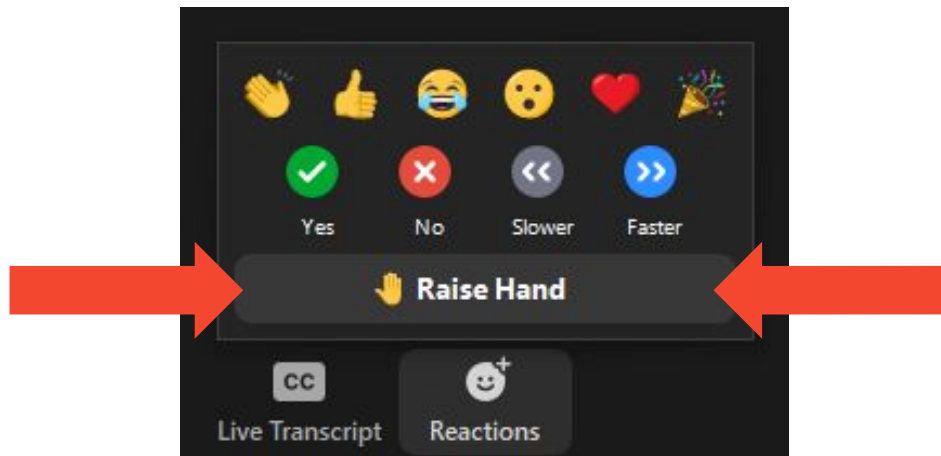
Getting Groovy with Google Docs
SATURDAY, JUNE 12, 2021

RAISING YOUR HAND ON COMPUTER

STEP ONE: Click on the “**Reactions**” button at the bottom of your Zoom screen.



STEP TWO: A menu that looks like this will appear. Click “**Raise hand**”

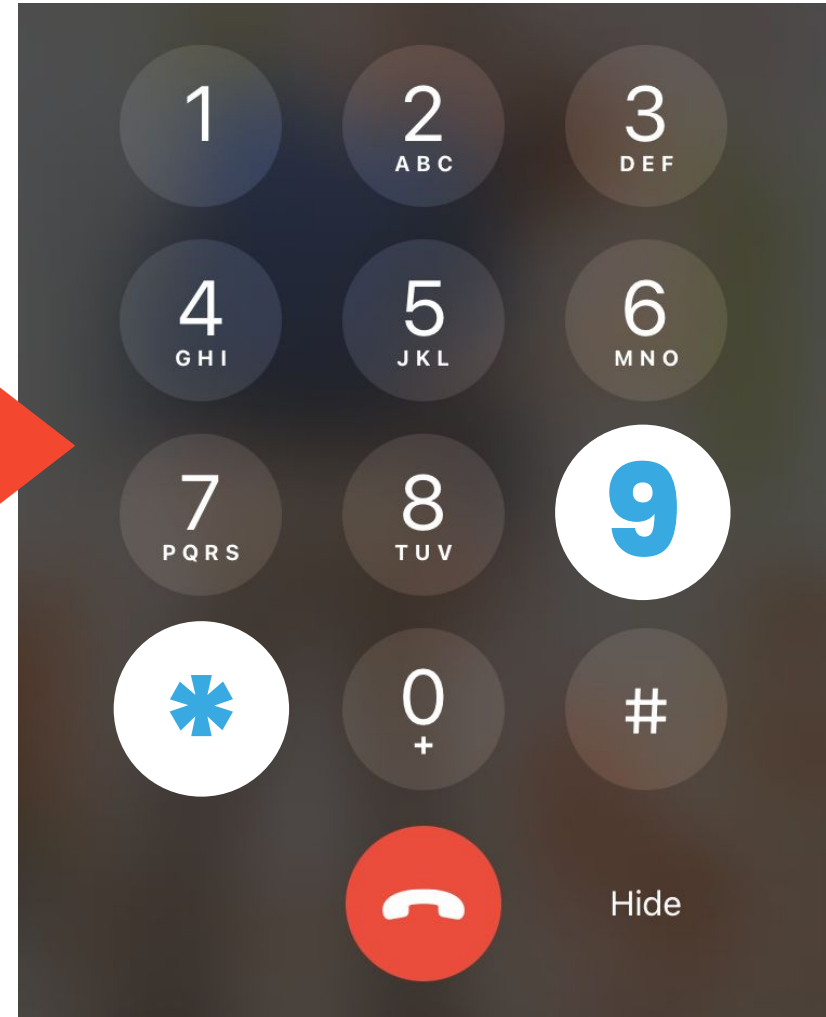
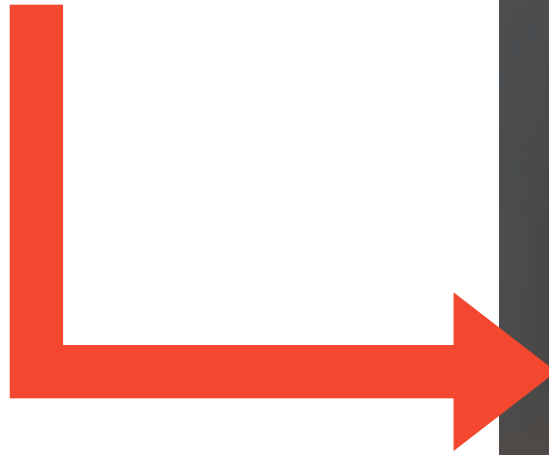


RAISING YOUR HAND ON YOUR PHONE

STEP ONE: Press *9 on your phone's keypad

**TOGGLE
MUTE/UNMUTE**

Press *6 on your
phone's keypad



Building **BLUE**



- **Be Respectful**
- **Be Present**
- **Ask Questions**
- **Use the Chat**



Building **BLUE**



MEET YOUR DEMOCRATIC FAMILY

*What was the first word
processing
software/experience you
used?*



OUR AGENDA:

1. Why Google Docs?
2. Creating a Google Account
3. Creating a Google Doc
4. Sharing Google Docs
5. Downloading & Printing Docs
6. Organizing Google Docs

Building **BLUE**



NCDEMOCRATS

**WHY GOOGLE
DOCS?**

ADVANTAGES OF GOOGLE DOCS

1) ORGANIZATION

- a) **Everything in one place**
- b) **Succession Planning and Institutional Memory**

2) COLLABORATION

- a) **Work across the Party and Collaborate with other users**

Building **BLUE**



**CREATING A GOOGLE
ACCOUNT**



YOU GET A GOOGLE DOC EMAIL!

**AND YOU
GET A GOOGLE
DOC EMAIL!**

**AND YOU
GET A GOOGLE
DOC EMAIL!**

**EVERYONE GETS
A GOOGLE DOC EMAIL!**

GOOGLE ACCOUNT & GMAIL

new gmail ×  



Books

News

Videos

Images

More

Settings

Tools

About 2,480,000,000 results (0.76 seconds)

<https://support.google.com> › mail › answer 

Create a Gmail account - Gmail Help - Google Support


Create a Gmail account · Go to the Google Account creation page. · Follow the steps on the screen to set up your account. · Use the account you created to sign in to ...

You've visited this page many times. Last visit: 5/3/21

GOOGLE ACCOUNT & GMAIL


Create a Gmail account

To sign up for Gmail, create a Google Account. You can use the username and password to sign in to Gmail and other Google products like YouTube, Google Play, and Google Drive.

1. Go to the [Google Account creation page](#) .
2. Follow the steps on the screen to set up your account.
3. Use the account you created to sign in to Gmail.

Create an account

GOOGLE ACCOUNT & GMAIL



Create your Google Account

@gmail.com


You can use letters, numbers & periods

[Use my current email address instead](#)

Use 8 or more characters with a mix of letters, numbers & symbols

☐ Show password

[Sign in instead](#)



One account. All of Google working for you.

GOOGLE ACCOUNT & GMAIL



Create your Google Account

First name

Building

Last name

Blue

Username

buildingblue22

@gmail.com

You can use letters, numbers & periods

[Use my current email address instead](#)

Password

IloveWes123!

Confirm

IloveWes123

Use 8 or more characters with a mix of letters, numbers & symbols



Show password

[Sign in instead](#)

Next




One account. All of Google
working for you.

GOOGLE ACCOUNT & GMAIL



Building, welcome to Google

 buildingblue22@gmail.com

 ▼

Phone number (optional)
8283613610

We'll use your number for account security. It won't be visible to others.

Recovery email address (optional)
We'll use it to keep your account secure

Month
May ▼

Day
19

Year
1973

Your birthday

Gender
Rather not say ▼




Your personal info is private & safe

GOOGLE ACCOUNT & GMAIL



Verify your phone number

To make sure this number is yours, Google will send you a text message with a 6-digit verification code. *Standard rates apply*

 (828) 361-3610

[Back](#)

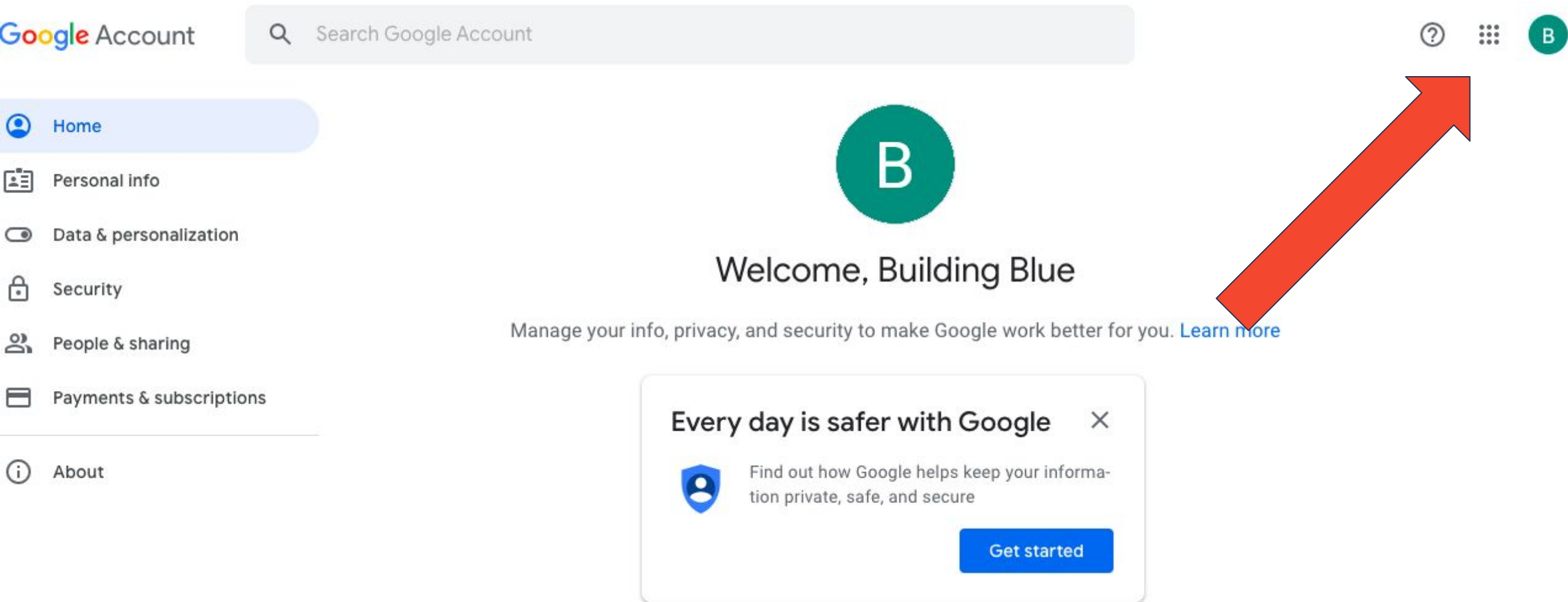
[Not now](#)

[Send](#)



Your personal info is private & safe

GOOGLE ACCOUNT & GMAIL



The screenshot shows the Google Account management interface. At the top left is the 'Google Account' logo. Next to it is a search bar labeled 'Search Google Account'. On the right side of the top bar are three icons: a help icon (question mark), an app launcher icon (grid of dots), and a profile icon (a green circle with the letter 'B'). A large red arrow points from the bottom right towards the profile icon. On the left side, there is a vertical menu with the following items: 'Home' (highlighted with a blue bar), 'Personal info', 'Data & personalization', 'Security', 'People & sharing', 'Payments & subscriptions', and 'About'. In the center of the page, there is a large green circular profile picture with the letter 'B'. Below it, the text 'Welcome, Building Blue' is displayed. Underneath the welcome message is a link that says 'Manage your info, privacy, and security to make Google work better for you. [Learn more](#)'. At the bottom center, there is a white box with a blue border containing the text 'Every day is safer with Google' and a small blue shield icon with a white person silhouette. To the right of this text is a blue button that says 'Get started'.

Google Account

Search Google Account

Home

Personal info

Data & personalization

Security

People & sharing

Payments & subscriptions

About

Welcome, Building Blue

Manage your info, privacy, and security to make Google work better for you. [Learn more](#)

Every day is safer with Google

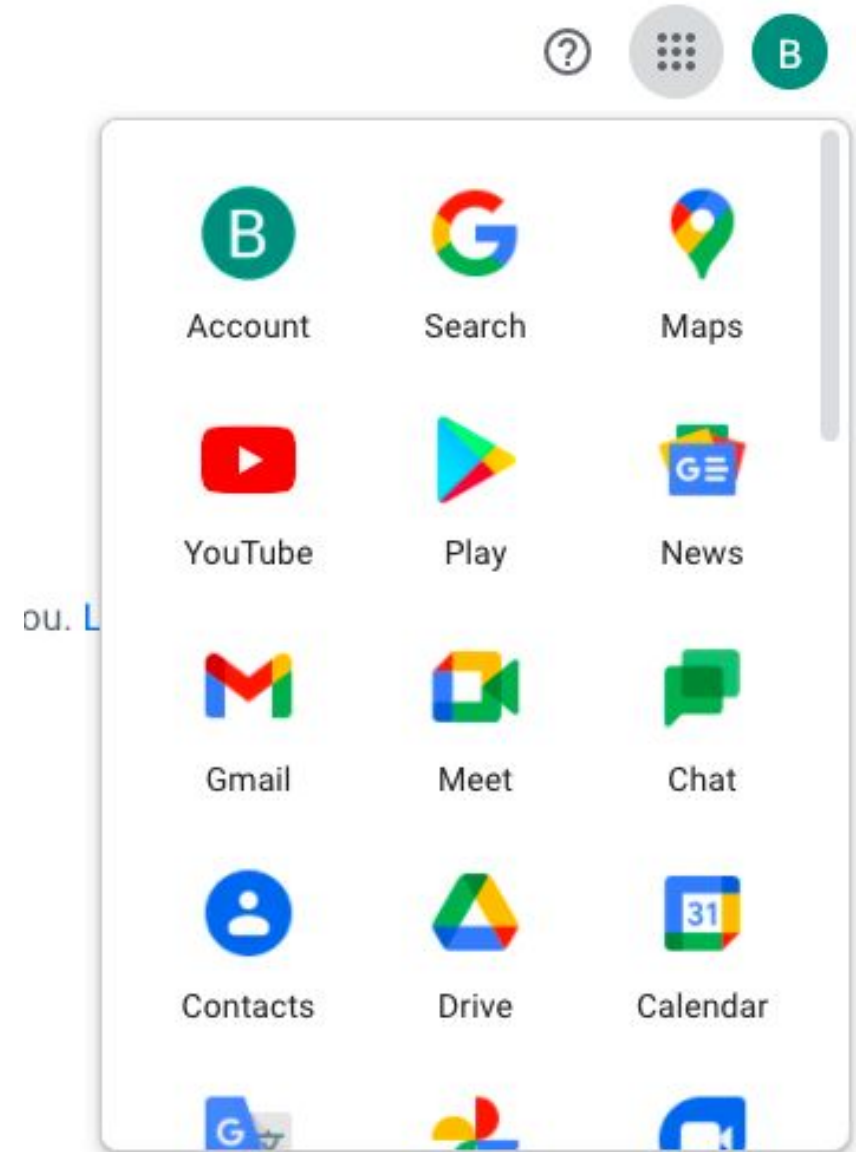
Find out how Google helps keep your information private, safe, and secure

Get started

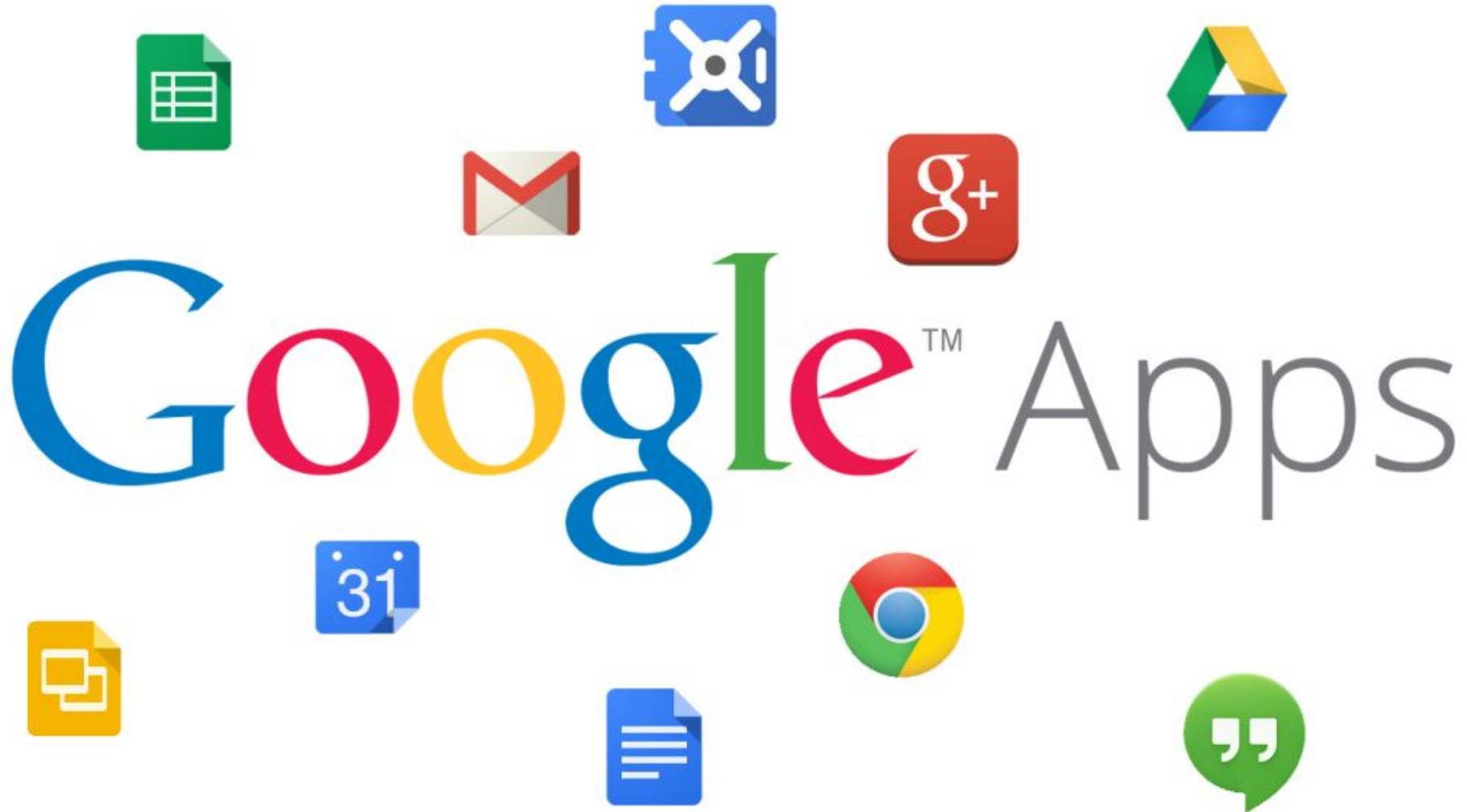
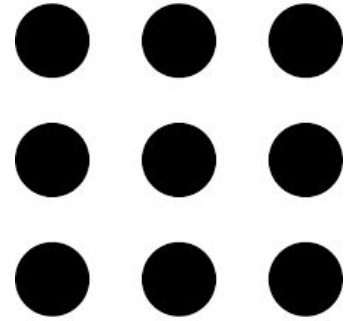
GOOGLE ACCOUNT & GMAIL

TONS OF "APPS"

- **GMAIL**
- **Google Docs, Slides, and Sheets**
- **Google Photos**
- **Google Calendar**
- **Google Maps**



ACCESSING GOOGLE DOCS



WHY I LOVE GOOGLE DOCS!!!

- **Collaborative Word Document**
- **Access, share, & edit from any device**
- **Automatically saves**
- **Free!**
- **Virtually Unlimited Storage**
- **Accessible from any device**
- **Organization**
- **Security & Privacy**



Google Docs

Building **BLUE**



**SCREEN SHARE:
HOW TO CREATE A
GOOGLE DOC**



A meme featuring Aragorn from The Lord of the Rings. He has long brown hair and a beard, looking directly at the camera with a serious expression. The background is a warm, golden-brown color. The text is overlaid in white with black outlines.

**ONE DOES NOT SIMPLY GIVE EVERYONE
ACCESS TO EDIT A GOOGLE DOC**

**AND NOT EXPECT EVERYONE TO
MESS IT UP**



**Screen Share:
SHARING A GOOGLE
DOC**

When you see another classmate on the same google doc at 2 am





**Screen Share:
DOWNLOADING,
CONVERTING, &
PRINTING**



Screen Share: ORGANIZING GOOGLE DOCS

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RESOURCES

RESOURCES

- All resources can be found at this link: <https://support.google.com/a/users/answer/9282664?hl=en>

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QUESTIONS?



THANK YOU!

Building **BLUE**



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