

Getting started with Google Docs

Go to [www.google.com](http://www.google.com)

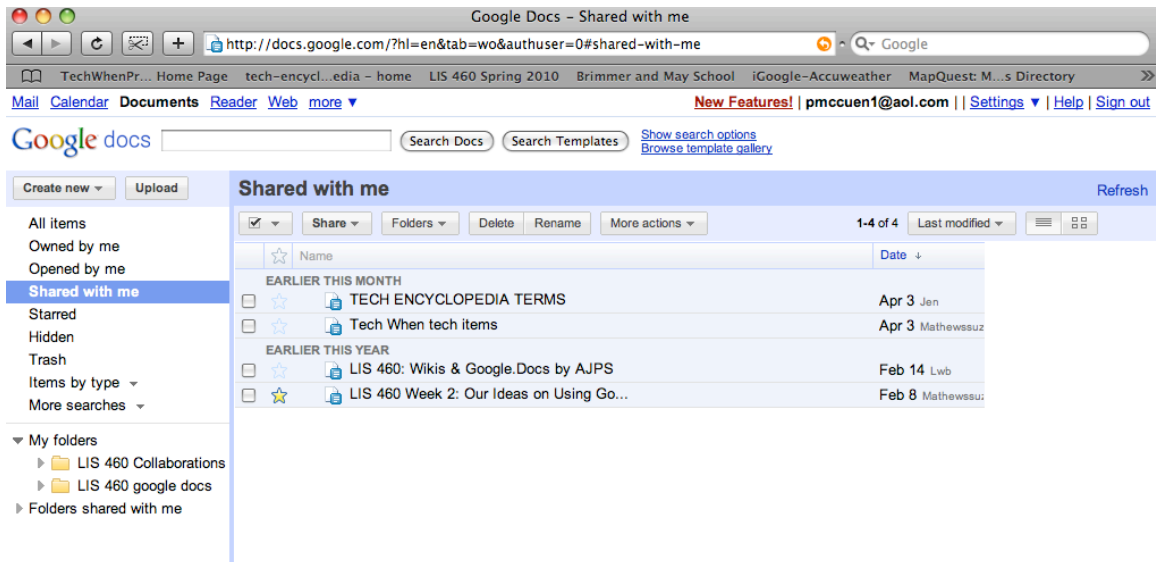
Click on create account

Enter email and password

On the google screen above the doodle, click on more

A drop down menu will appear

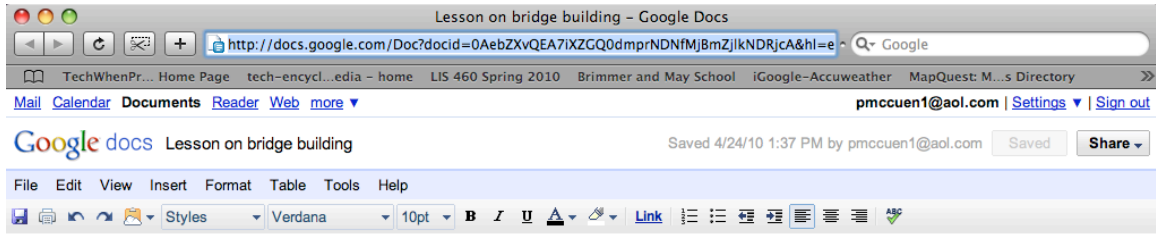
Click on documents



Click on create new

A drop down menu will appear

Choose document (you could also choose presentation, ie powerpoint, spreadsheet, form, drawing, or folder)



I would like to teach a class to our first graders on bridge building.

I thought I'd start by reading the book Twenty-One Elephants and Still Standing by April Jones Prince aloud to the class.

Then I'd ask them about bridges they have seen. I'll ask them what kind of professional designs bridges.

Then I'll ask them to break down into groups of 3. Each group will have several cereal boxes and many paper towel rolls, scissors and tape. Each group will design and build a bridge.

Start typing! This document has editing features very similar to word.

You can invite people to share the doc with you. Click on the button to the right that says share.

In the pop up box that appears type in the email of the person you are inviting. (You must use the email that person used to sign up for google.) Invite your neighbor in the tech lab to share your document.

Notice how when your friend types on the document on her/his computer you can see the text appear in the document on your screen.

You might want each person working on the document to choose a separate font color to help keep straight who is typing what.

Remember, you can create folders to organize your documents and you can share the folders with others.

