

Using Google Documents

Google Documents are like Word, Excel and PowerPoint documents.

But:

- they are online. This means you need to be connected to the internet to use them
- they are free. You don't need to pay anything to use them or install any software
- they can be shared between people easily. This means that you can invite other people to view your work and they can even work with you on the same piece of work
- they can be used on your phone or on a tablet as well as on a computer