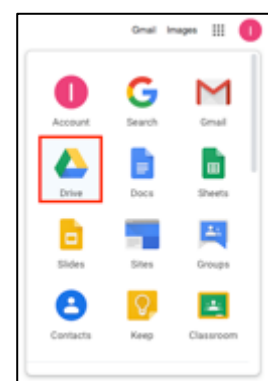
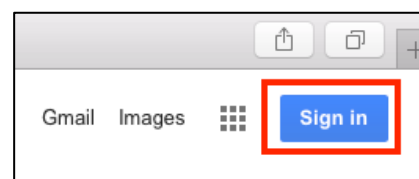


Using Google Documents

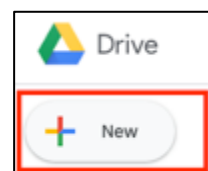
To access Google Documents:

1. Go to google on your device
2. At the **top right** there should be a **Log in button**. Click it
3. Enter your school e-mail address and password
4. Look at the **top right** of the screen. You should see **9 squares**. This is the key thing to look for to get to any part of Google
5. Click the 9 squares
6. Press the **Drive button**. It's easier to use Drive than to go to the individual bits of Google



Starting to use Google Drive:

7. At the **top left**, press the **+New button**
8. Choose **Folder**
9. Call the folder **ICT Work at home** and then press **Create**
Organising your work in a folder makes it MUCH easier to find things
10. **Double-click** your new folder to go inside it. There won't be anything there for now
11. You can click **My Drive** at the **top** to get back to your main drive
12. Now click **+New** and choose **Google Slides**
This will set up a new Google Slides document. You can also create **Google Documents** (like Word) and **Google Sheets** (like Excel)



Saving your work

13. Google Docs will save automatically.
Once you've finished, just check at the top. It should say **All changes saved in Drive**. You can just close the web browser window down