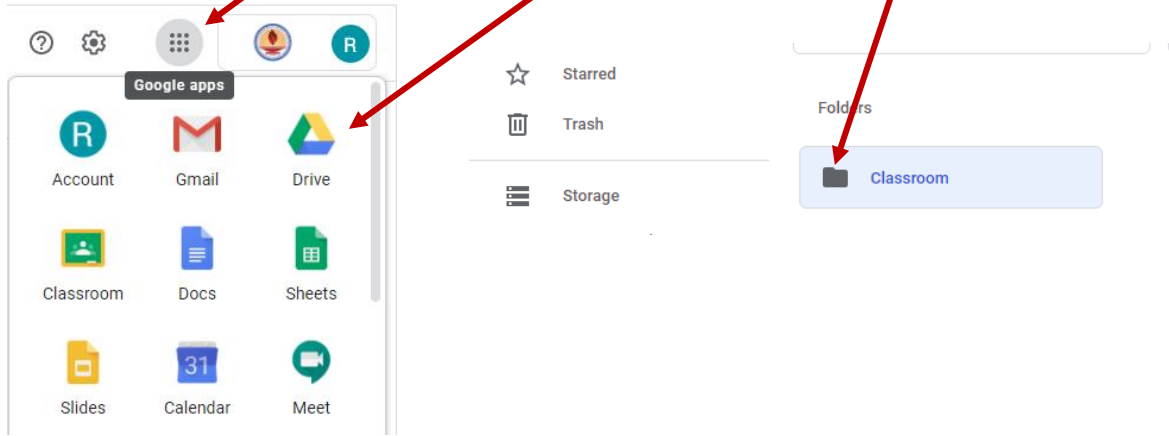
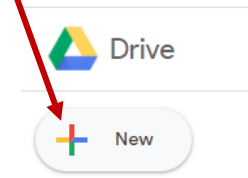


How to Create a Google Docs file in Google Drive?

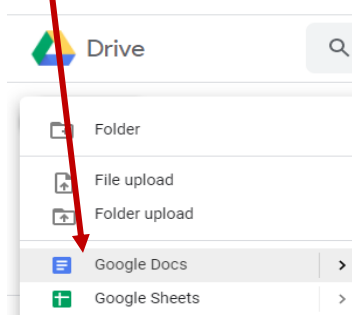
>Log into your Gmail >Click on Google Apps >Click on Google Drive > Open Classroom Folder



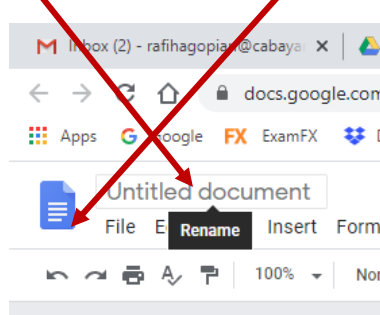
Click on + New



Click on Google Docs

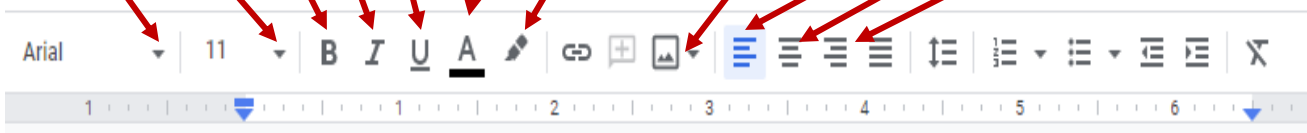


Name your File



Save your File

Fonts Font Size Bold Italic Underline Text Color Text Highlighter Insert Picture Align Left Middle Right



1 Highlight your Text first 2 Select your tools or effects from the toolbar