Quick How To Guide - Google Docs and Microsoft Word

Creating a folder on your computer
- Open file explorer
- LEFT click on the document
- Select "new"
- Choose folder
- Right click on "new folder" from the dropdown menu & choose "rename"
- Name the folder whatever you want

For Microsoft 365

Signing In
- Click on the start button on the bottom left of the computer
- Choose Office
- Click on the red "sign in" box
- Sign into work or school account
- Enter your SCHOOL email and password

Saving a .doc
- Open the document
- Go to "file"
- "Save as"
- Double click on "browse"
- On the left side, choose "documents"
- In the drop down menu for "save as type" choose .pdf
- **Make sure you are saving the document in the correct folder!!!**
- Save
- Done!

Saving a .pdf
- Open the document
- Go to "file"
- Select "print"
- Under the printer selection, locate "Microsoft print to pdf"
- Click "print"
- **Select the correct folder for your file to save into**
- Click "save"
- Done!

For Google Drive

Creating an account
- Websearch "www.google.com"
- Click on the blue "sign in" button
- Create an account using your school or personal email (write down your username and password somewhere)

Creating a folder in your Google Drive
- go to drive.google.com
- Click the big plus for "new"
- Choose folder
- Name the folder

Creating a Google Doc
- Go to drive.google.com
- Select the folder you want to create the document in, and double click
- Click the big "plus" for New
- Choose the type of document/presentation you wish to create - this will automatically file the document in your folder!

Saving a copy of a Google Doc so you can edit it
- Open the document
- Click "file
  Click "make a copy"
- **Be sure to select the folder in your drive that you want it to go into**

Saving a Google Doc as a pdf
- Open the document
- Click "file", then "download"
- Choose "pdf" - **NOTE - this will automatically download to your "downloads" folder, and you will need to move it.**