Create Your First Google Doc - Google Assignment

Overview

For this assignment, you will create a Google Docs document.

IMPORTANT: Before beginning this assignment, go to Google Drive Resources and read the material at the top about creating your Google Account, and read **Sign in at Google and Go To Google Drive**, and then watch these three instructional videos:
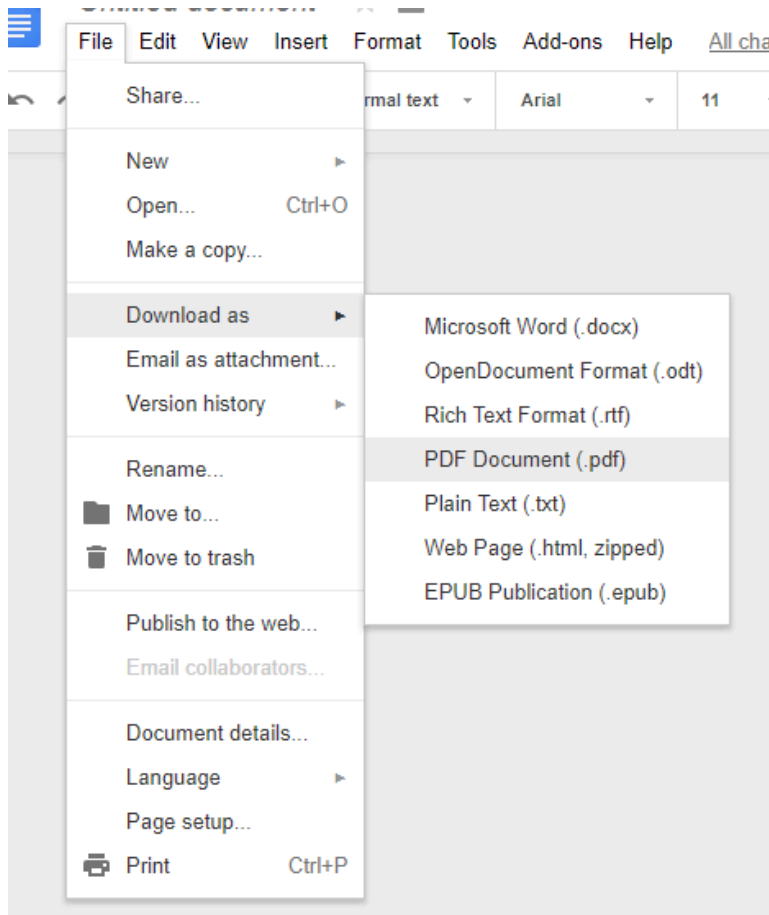**1. The Google Drive Interface,**
2. Creating a Document with Google Docs (Overview)
2.5 Working in Google Docs (a more detailed look at Google Docs)

Assignment:

Use Google Docs and create the document shown in this link: My Impressive Google Documents Skills! Name the document **Impressive Document by yourname**.   Note that you should not insert text which is in red. The red text is there only as explanation for the assignment. To do this, you will need to experiment with the menus and buttons in Google Docs.   If you're not sure how to do something, try to ''google it'

Completing the Assignment:

1. After you have created the document, download the document as a PDF. To do this, when you are in the document, click the **File** menu, choose **Download as**, and select **PDF Document (.pdf)** and save it to your computer as **Impressive Document by yourname** (see the following screenshot).

2. In Blackboard, for the assignment, Create Your First Google Doc, submit the PDF file **Impressive Document by yourname,** which you downloaded (above)