



## Introduction to Google Documents

[aadl.org/handouts](http://aadl.org/handouts)

### **Ann Arbor District Library Computer Classes**

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AADL offers hands-on computer classes on a variety of topics at all Library locations. AADL also provides access to a variety of online learning and research resources. For more information, check out the following links:

Schedule of computer classes: [aadl.org/classes](http://aadl.org/classes)

Review online skills-building resources: [aadl.org/services](http://aadl.org/services)

Review online research resources: [aadl.org/research](http://aadl.org/research)

### **Introduction to Google Documents**

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Learn the basic functions of Google Documents; create, share, upload and edit documents online. A Gmail or Google account is required.

### **Learning Goals**

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Go to [aadl.org/handouts](http://aadl.org/handouts), choose a class, and click on a learning goal for more information:

- [Log into Google Documents](#)
- [Create a new document and save it](#)
- [Share your document](#)
- [Upload and Export a document](#)
- [Organize your documents using collections](#)

### **Online Resources**

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[Google Docs on Wikipedia](#)

[Google Docs on Blogspot](#)

[Video: eHow to use Google Documents](#)