

New Document

GOOGLE DOCUMENTS
aligning technology with the learning model

BYU
IDAHO

Objective

To demonstrate how to create a new document in Google Docs.

Instructions

1. Go to docs.google.com.
2. Log in with your Google username and password if not already logged in.
3. In the top-left corner click on "Create New".
4. Choose the type of document you want to create.
5. To name the document, click the bolded word in the top left corner of the window.
6. When finished, click "Save & Close".