

# Google Docs™ Series

**Text Document** - Create a simple text document in Google Docs™:

In this video I show you how to create a simple text document in your Google Drive™. You can save it and share it with staff and students. [Click here to see how to create a text document 3:32](#)

Using images off the internet? [Adding images with copyright information 2:21](#)

Need your document in another language? [Click here for translating \(adding copyright and symbols\) 2:10](#)

Want to spice up your document with Wordart? [Click here for Wordart 1:19](#)

**Spreadsheet** - Create a spreadsheet in Google Docs™:

In this video we touch on the basics of creating a spreadsheet in your Google Drive™. You can use formulas, add charts and do most everything you could in Excel. [Click here for Spreadsheets 4:03](#)

**Presentation** - Create a dynamic presentation with video and images in Google Docs™:

This video shows you how to quickly create a slideshow presentation that includes text, images and even a youtube video. [Click here for Presentations 7:20](#)

**Forms** - Create a simple form in Google Docs™:

Here I'll show you how to make a simple form to use as a test. [Click here for Forms 4:41](#)

**Templates** - Using online templates in Google Docs™:

Don't have time to create a document? Here I'll show you just some of the many templates available in Google Docs™. [Click here to see how to use Templates 1:51](#)

