



Google Docs & Spreadsheets (taken from Google Site)
Changing the way you share information with others forever.

Creating a Document or Spreadsheet

- Create basic documents and spreadsheets from scratch. Works similar to any word processor or spreadsheet program. You can do all the basics, including making bulleted lists, sorting by columns, adding tables, images, comments, formulas, changing fonts and more. Just click the toolbar buttons to bold, underline, indent, change the font or number format, change the cell background color and so on.
- Upload your existing files. You can upload formats like .doc, .xls, .rtf, .csv.

Sharing a Document or Spreadsheet

- Choose who can access your documents and spreadsheets. Enter the email addresses of the people with whom you want to share a given file and send them an invitation.
- Share instantly. Anyone you've invited to either edit or view your document or spreadsheet can access it as soon as they sign in.
- Edit with others in real time. Multiple people can view and make changes at the same time. There's an on-screen chat window for spreadsheets, and document revisions show you exactly who changed what, and when.

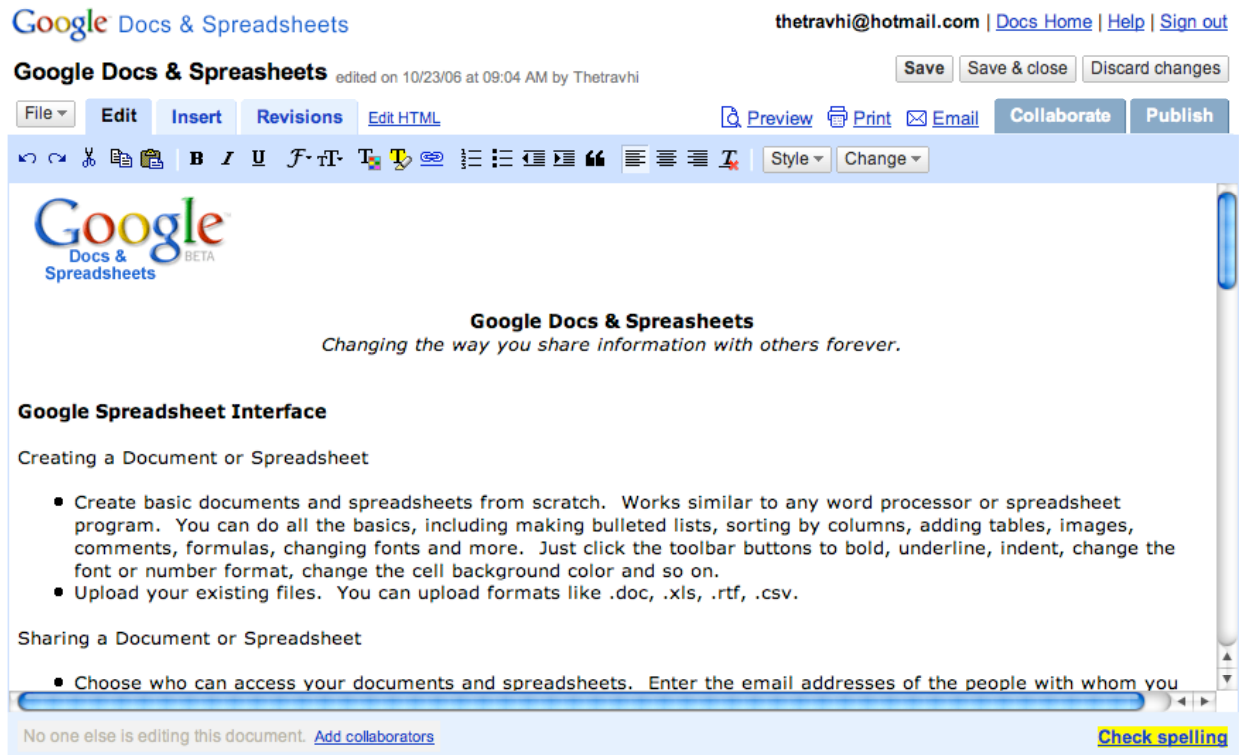
Storing your Document or Spreadsheet

- Edit from anywhere. There's nothing to download; you access your documents and spreadsheets from any computer with an Internet connection and a standard browser.
- Safely store your work. Online storage and auto-save mean you needn't fear local hard drive failures and power outages.
- Easily save and export copies. You can save your files to your own computer in DOC, XLS, CSV, ODS, ODF, PDF, RTF and HTML formats.

Publishing your Document or Spreadsheet

- Publish your work as a web page. You can publish your documents and spreadsheets online with one click, as normal-looking web pages, without having to learn anything new.
- Control who can see your pages. You can publish to the entire world, just a few people or no one -- it's up to you. (You can also un-publish at any time.)
- Post your documents to your blog. Once you've created a document, you can post it to your blog. Any tags you've added to your document will become the post's blog categories.

Google Documents



Hints on the Interface:

- **File Menu** - allows you to make a new document, save it in another format, or other tools
- **Edit Menu** - provides you most of tools you would see in a formatting menu on any word processor, from bolding words to bullets and centering
- **Insert Menu** – allows you to insert an image, link, table or more
- **Revisions Menu** – provides a record of all revisions made (and who made them) along with the ability to revert to a previous version
- **Edit HTML** – allows the ability to edit the document as a web page with all the HTML coding
- **Docs Home** – links back to all your current documents that you created or are shared to you
- **Help Menu** – provides the latest information on Google Documents
- **Collaborate Menu** – shows all the people that can view and edit this document and provides a way to invite others to view or edit as well.
- **Publish Menu** – allows the ability to publish the document to a webpage or your own blog

Google Docs & Spreadsheets

thetravhi@hotmail.com | [Docs Home](#) | [Help](#) | [Sign Out](#)

Test Spreadsheet

Autosaved at Oct 29, 2006 8:54:47 AM PST

Automatically Saved | Save & close

File Edit Sort Formulas Preview Print Discuss Collaborate

Undo Redo Cut Copy Paste Format Bold Italic Underline Text Color Background Color Insert Link Unlink Align Justify Left Center Right Wrap Text Merge across

	A	B	C	D	E
1	Student	Circumference	Diameter	Circumference / Diameter	
2	1			#DIV/0! Division by zero	
3	2			#DIV/0! Division by zero	
4	3			#DIV/0! Division by zero	
5	4			#DIV/0! Division by zero	
6	5			#DIV/0! Division by zero	
7	6			#DIV/0! Division by zero	
8	7			#DIV/0! Division by zero	
9	8			#DIV/0! Division by zero	
10	9			#DIV/0! Division by zero	
11	10			#DIV/0! Division by zero	
12	11			#DIV/0! Division by zero	
13	12			#DIV/0! Division by zero	
14	13			#DIV/0! Division by zero	
15	14			#DIV/0! Division by zero	
16	15			#DIV/0! Division by zero	
17	16			#DIV/0! Division by zero	
18	17			#DIV/0! Division by zero	
19	18			#DIV/0! Division by zero	
20	19			#DIV/0! Division by zero	
21	20			#DIV/0! Division by zero	
22	21			#DIV/0! Division by zero	
23				#DIV/0! Division by zero	

Add Sheet | [PI Chart](#) | [Sheet2](#)

Student V1.1.6d

- **File Menu** – allows you to make a new spreadsheet, save it in another format, or other tools
- **Edit Menu** – provides you most of tools you would see in a formatting menu on any spreadsheet, from bolding words to adding borders to cells to formatting the numbers
- **Sort Menu** – allows you to sort information alphabetically or numerically
- **Formulas Menu** – provides a way to put in spreadsheet formulas like sums or averages
- **Discuss Menu** – this cool feature provides a chat window to talk in realtime to other people that are collaborating on the spreadsheet
- **Docs Home** – links back to all your current documents that you created or are shared to you
- **Help Menu** – provides the latest information on Google Spreadsheets
- **Collaborate Menu** – shows all the people that can view and edit this document and provides a way to invite others to view or edit as well