

Google Documents

It is convenient.

It is easy to use.

All of the students are using Google documents.

The students are using Google documents everyday for school.

Find your Google apps.

Look for the three rows of three dots.

Click on the apps.

Click on docs.

Now you have your Google document.

Look in the box at the top left.

Type in a name for your Google document.

Next select a font and a letter size for your document.

Times New Roman is a popular font.

Size 12 is a standard letter size.

And you may want to double-space your lines.

Now you are ready to type.

You are ready to type your assignment for school.

Type your sentences and type your paragraphs.

When you are finished do not forget to go to File.

There you can move your document to a folder.

But do not worry if you forget.

Google docs saves everything automatically.

It is so convenient.

It is so easy.

All the students are using Google documents.