

Create, Collaborate and Connect

Digital Skilling with Google Workspace for Education





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Google for Education
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CERTIFIED
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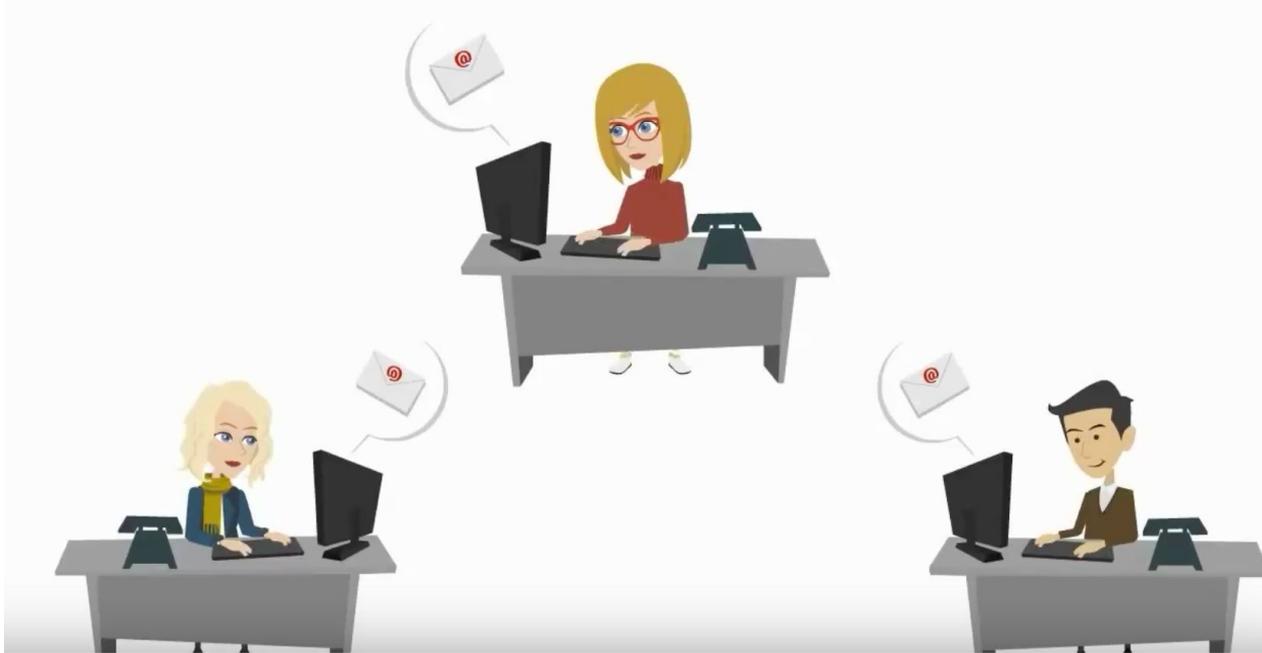
Create, **Collaborate** and **Connect**

Create & Collaborate with Google Docs

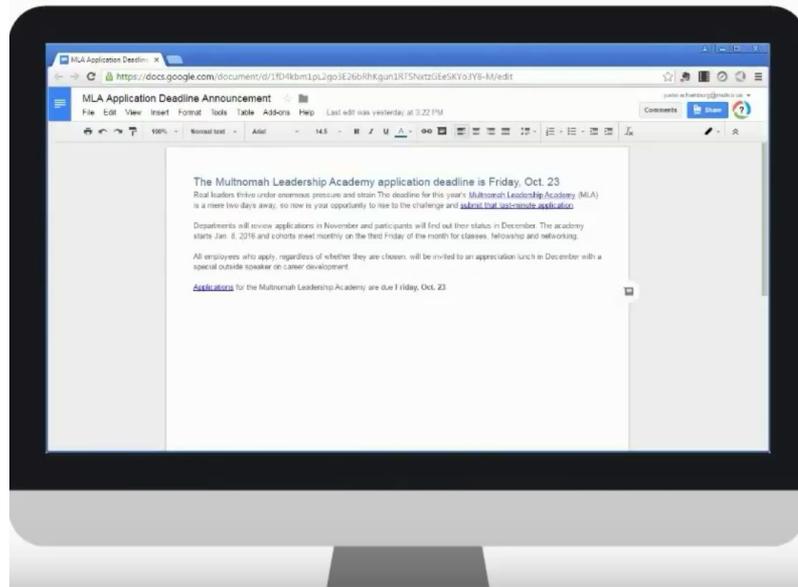


Google Docs





Multiple versions of same document

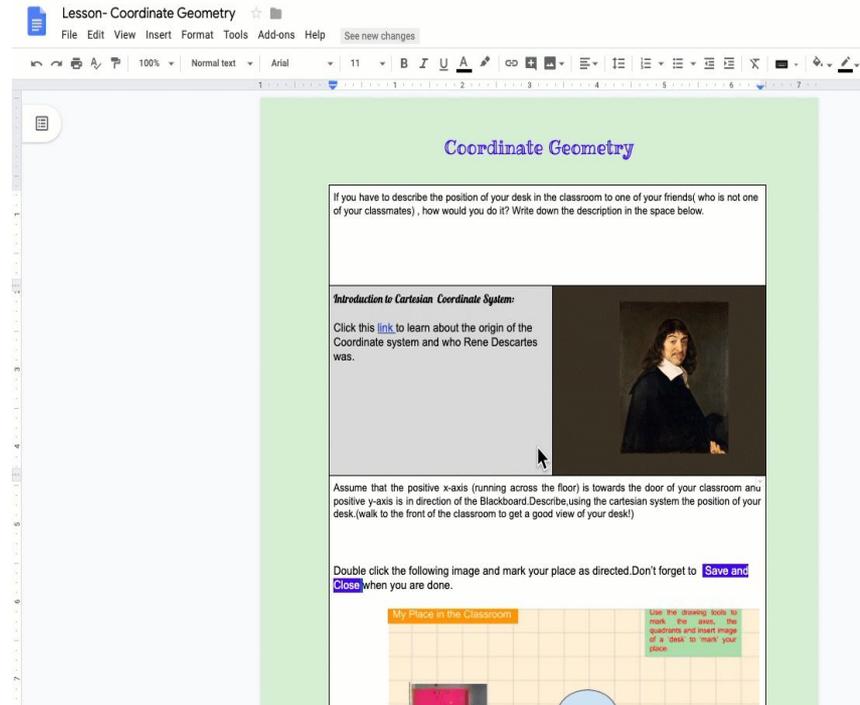


Collaboration : sharing one single file to monitor inputs/edits and suggestions



Google Docs

Can be used for individual or collaborative writing, summaries, peer editing, reflections. Documentation of inter and intra departmental work with easy editing. Newsletters - entire year in one document





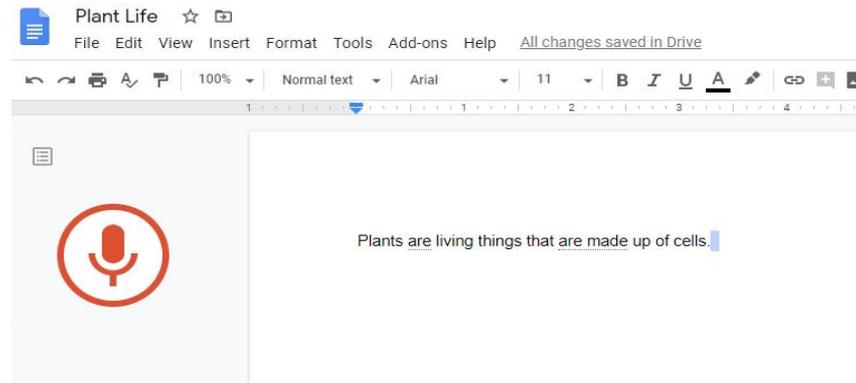
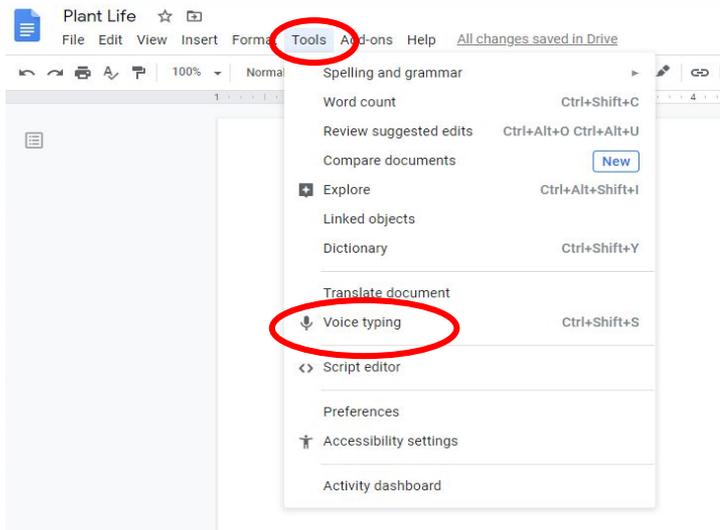
Google Docs

[Maths](#)

[Science](#)

[English](#)

Voice Typing with Google Docs



Add Comments in Google Docs



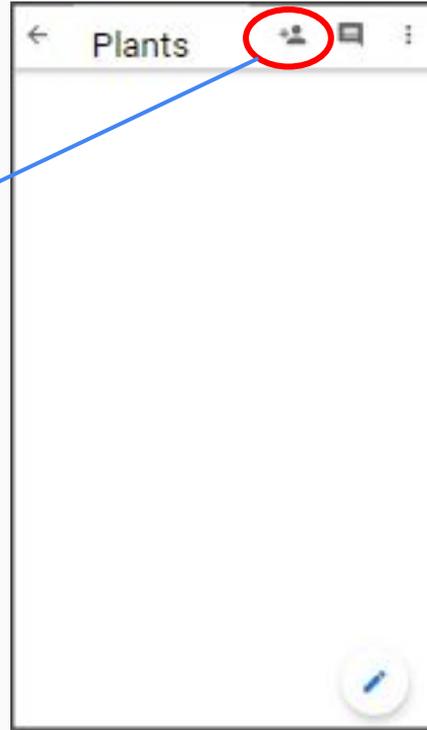
The screenshot shows the Google Docs interface for a document titled "Plant Life". The text "Plants are living things that are made up of cells." is highlighted in yellow. A comment box is open over this text, showing the user's name "Jyoti Sidhu" and a text input field containing "Add one picture of plants.". The comment box also has "Comment" and "Cancel" buttons. A red circle highlights the plus icon in the top right corner of the comment box.

1. Select the text

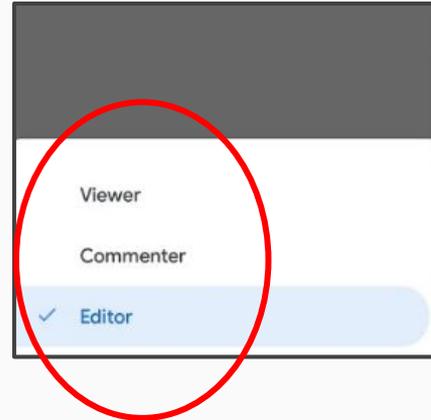
2. Click on this + icon and pop will come and then write your comment

Google Docs in Mobile Phone

For sharing click on the icon

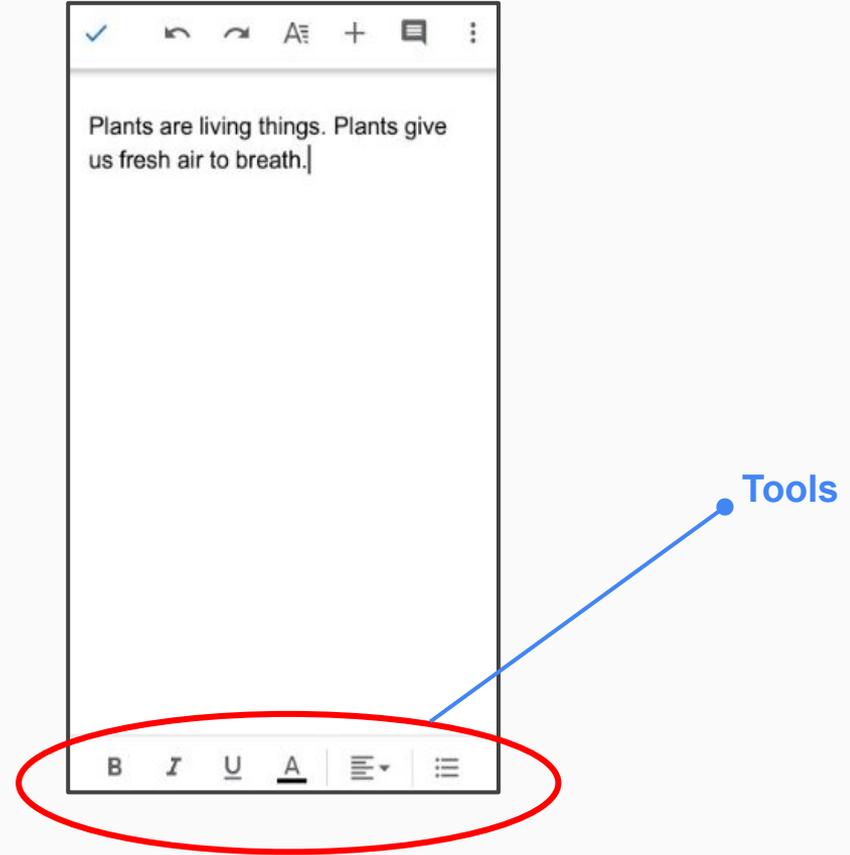
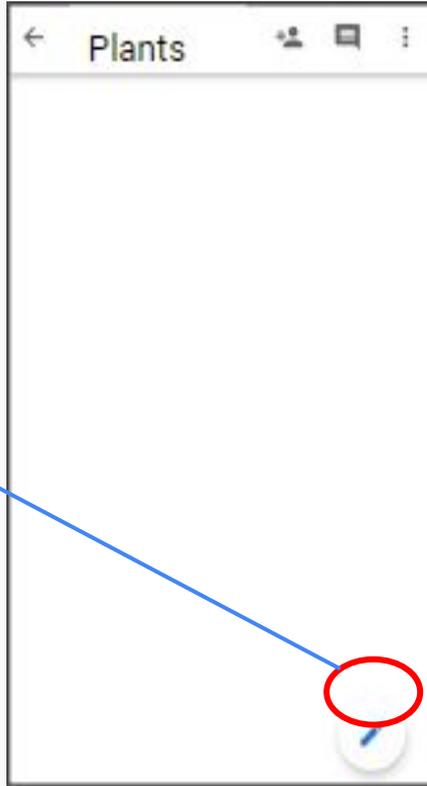


Write the email ID and check the permission rights

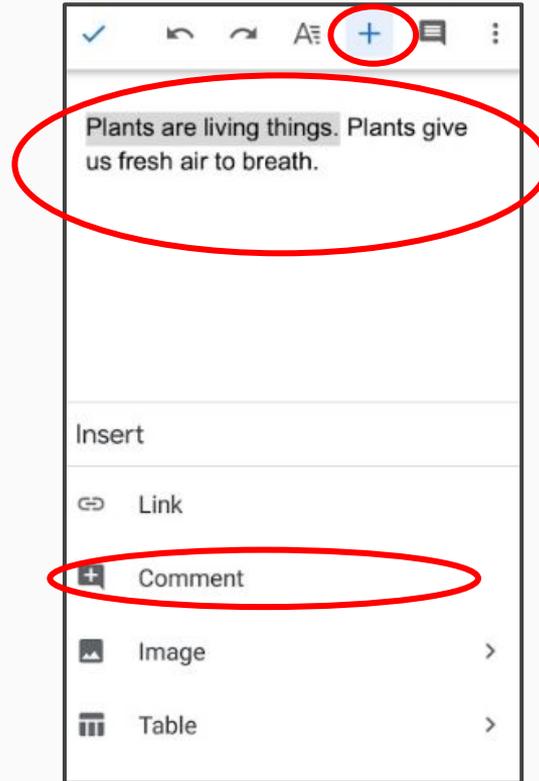


Google Docs in Mobile Phone

Click on this icon and you can write



Google Docs in Mobile Phone

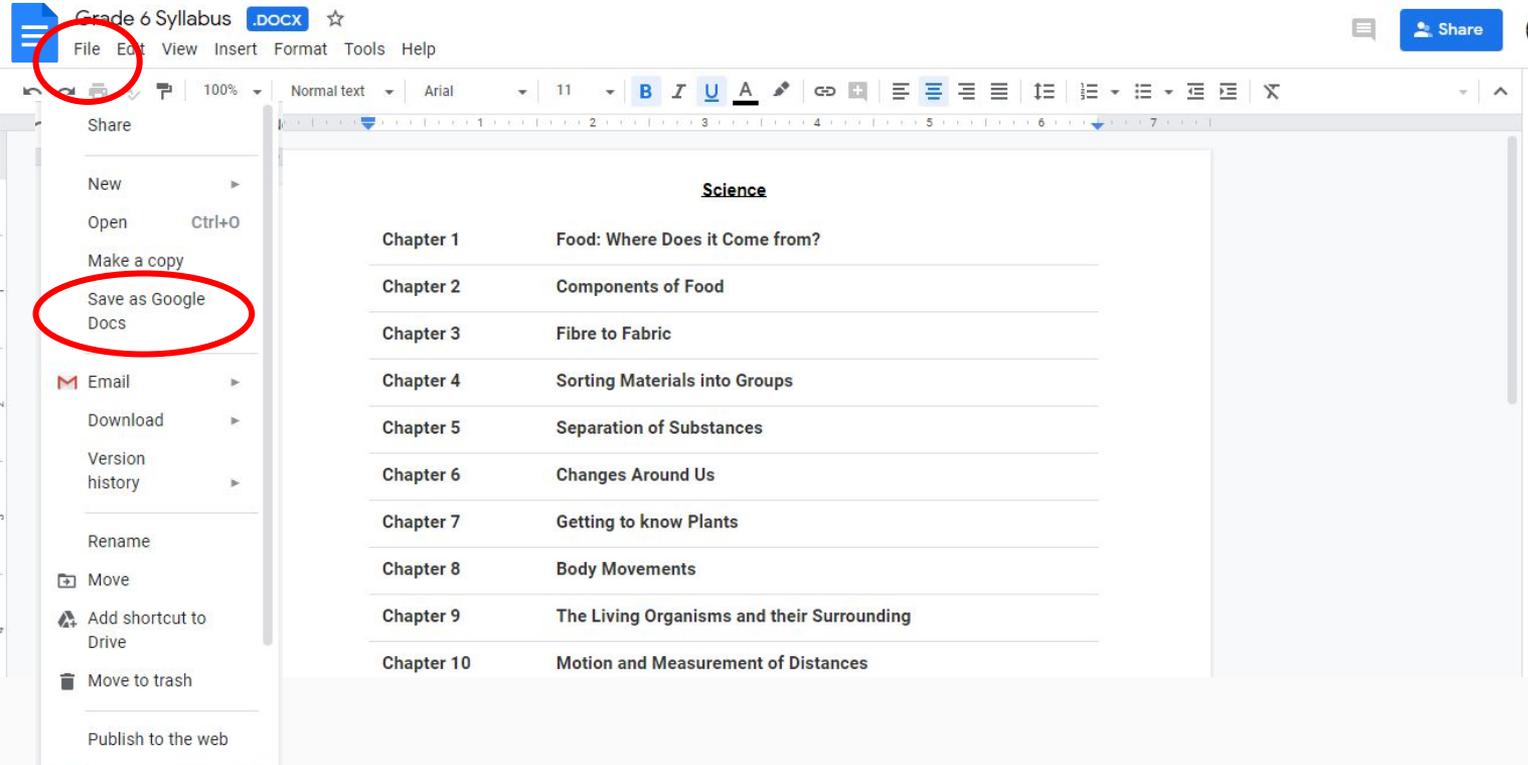


Select the text and click on plus icon and select comment.

Write your comment and post.

- ❑ Layout
- ❑ Language
- ❑ Insert Elements
- ❑ Explore
- ❑ Voice Typing
- ❑ Download Options
- ❑ Version History
- ❑ Sharing
- ❑ Adding Comments
- ❑ Publish to the web

How to convert MS word file into Google Docs?



The screenshot shows the Google Docs interface for a document titled "Grade 6 Syllabus .DOCX". The "File" menu is open, and the option "Save as Google Docs" is highlighted with a red circle. The document content is a table of contents for a Science syllabus.

<u>Science</u>	
Chapter 1	Food: Where Does it Come from?
Chapter 2	Components of Food
Chapter 3	Fibre to Fabric
Chapter 4	Sorting Materials into Groups
Chapter 5	Separation of Substances
Chapter 6	Changes Around Us
Chapter 7	Getting to know Plants
Chapter 8	Body Movements
Chapter 9	The Living Organisms and their Surrounding
Chapter 10	Motion and Measurement of Distances

Thank you!