

# Google Documents

Google Documents is a web-based collaborative word processing tool. You can use it like a flipchart in an in-person meeting.

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#### 1. Pre-Meeting

- Try out Google Documents by following this link: <a href="https://bit.ly/2yxsxYz">https://bit.ly/2yxsxYz</a>
- Practice by typing a greeting in the space provided.
- Introduce yourself in the table provided. Scroll to the bottom of the introductions list, right click and select "Insert Row Below."

This should take about 10 minutes.

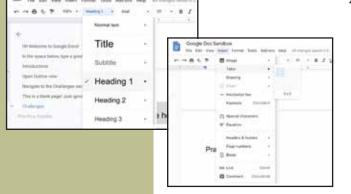
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#### 2. Open Outline View

- Outline View makes it easy to click to other parts of the document.
- If the Outline View is already open, you should see this document's headers in a field to the left of the page. If Outline View isn't already open, click this icon 📄 on the left.

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Open Outline view	
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Challenges	Navigate to the Challenges section
	Using the Outline view, navigate to the section that's titled "Challenges" by dicking on the word Challenges' in the list to the left.

 Once you have Outline View open, practice navigating through the document by clicking the links.



Our team     Leadership     Best athlete model	Limitations     Corporate growth     Hours expectations
<ul> <li>Work with organization to design a collaborative working model that works for everyone</li> </ul>	Risks <ul> <li>Lose team members</li> <li>Can't meet organizational needs</li> </ul>

Think with Ink."

### 4. Creating a Title/Header

- In order to add something to the Outline View, i.e. make it a quick link, you need to create a header.
- Hit CTRL+ENTER to insert a page break. Type the text "Practice Header."
- Now the "Header" text will appear as a link in the Outline View menu.
- Another way to do this is to change the Styles menu to "Title" or another "Heading" option before you begin to type.
- If you create a header by mistake, change the text back to "Normal Text."

### 5. Creating a Table

- Adding a table is a quick way to organize content.
- Navigate to the Insert menu, select table, and indicate the number of rows and columns you would like to have using the guide. You can always add more later.
- Your table will appear, and you can start to add content.

## LIZARD BRAIN See your Ideas.

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