



ProVol Digital

A step by step guide

Google Docs



ProVol Digital

Professional volunteer management
and training through digitalisation



Google Docs

- Google Docs, is part of Google Workspace. Users can create and edit documents online, anytime and anywhere, without needing any installed software.
- If you're familiar with MS Word, Google Docs works just like it and is actually compatible with it. All the files you're working on are stored directly on Google Drive.

Step by step

Step 1: Open a new document

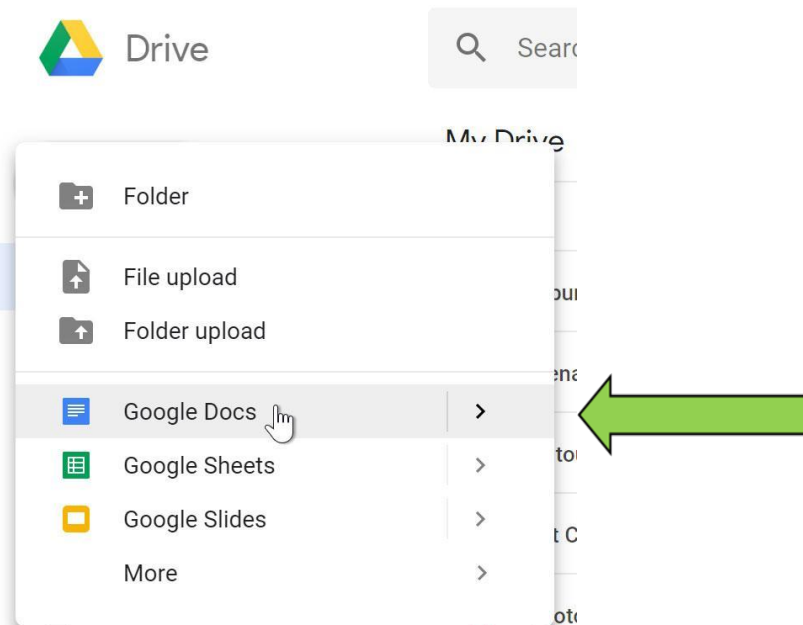
Step 2: Name your document

Step 3: Create the content

Step 4: Exit

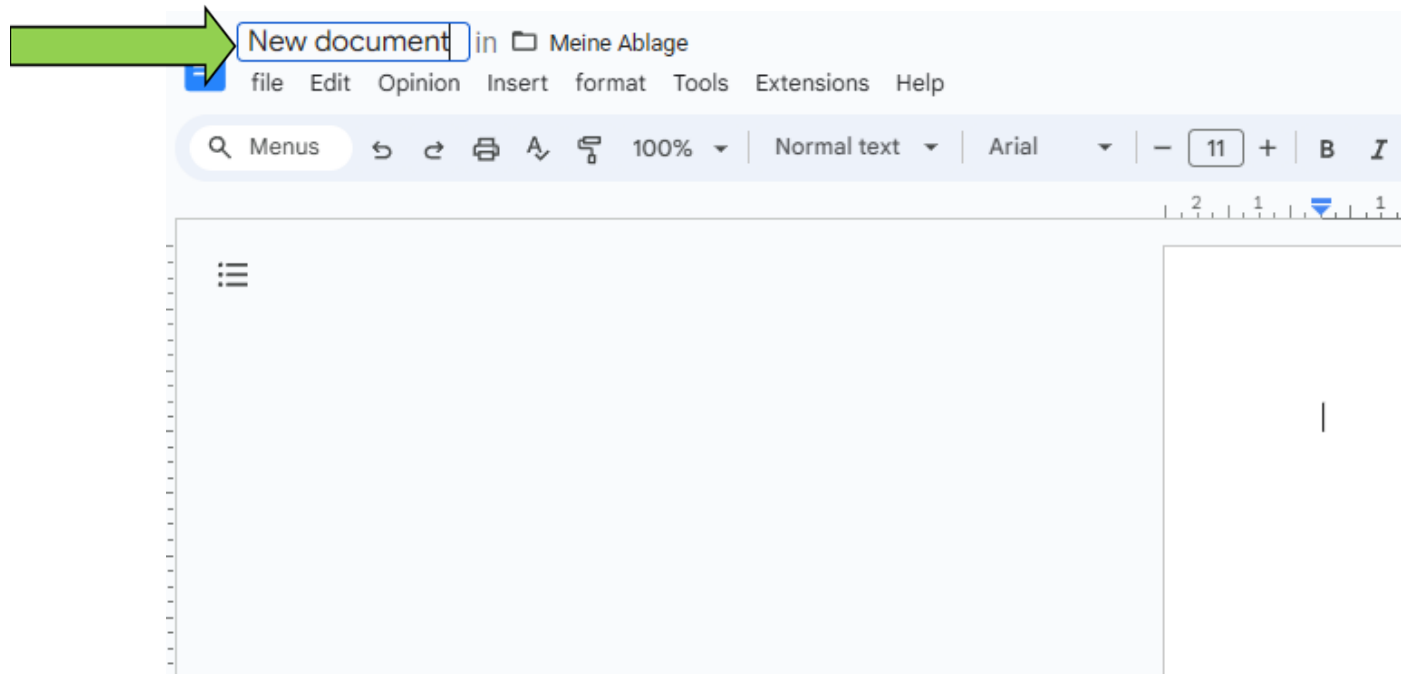
Step 1

- Sign in to your Google account. Go to Google Drive.
- On the left, choose “New” and then “Google Doc”



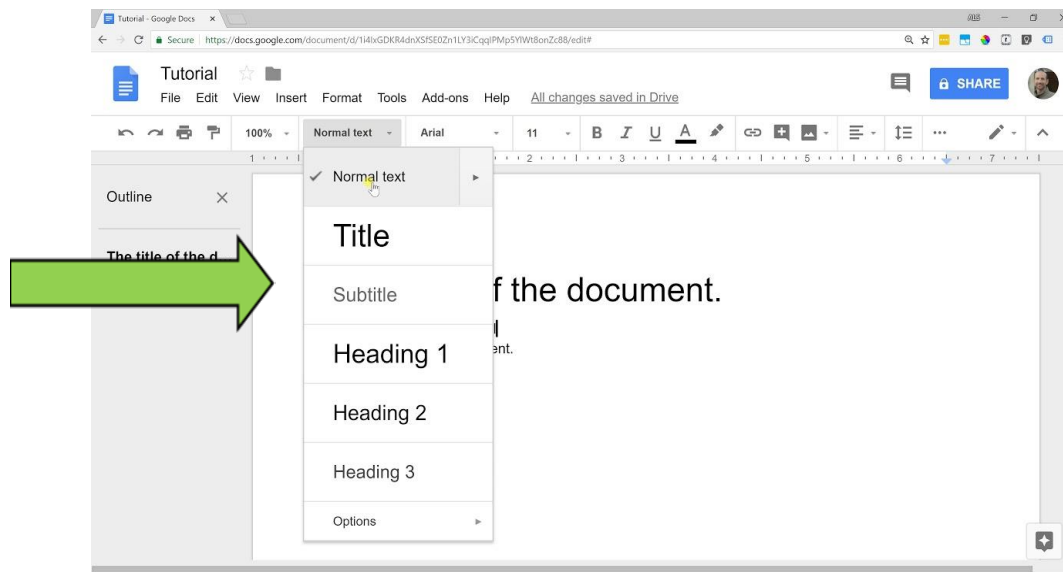
Step 2

- In the top left bar, write the name of your document. The name will be used automatically to save the document on your Google Drive.



Step 3

- Write the contents of your document. Format the writing as you would in Microsoft Word, Google Doc has the same options.



Step 4

- Once you're done editing your document, you can simply close the tab or browser window.
- Google Docs save automatically to your Google Drive

