



Malteser Computer Training

Session 5 : Google Docs & Microsoft Word

Understanding „word-processing program“

Word processing is the phrase used to describe using a computer to create, edit, and print documents.

Text editors:

- only such features like inserting and deleting text, copying, cutting and pasting text, defining page size and margins, searching and replacing characters, printing file and a few others
- Plain text documents - .txt and .rtf (rich text format)





Full featured word processors:

- additional features that enable you to manipulate and format documents in more sophisticated ways - applying various fonts, headers and footers, table of contents, images, tables, drawings, charts to your document and much more; apart from those you can check spelling and specify layout and many other.
- *E.g. Microsoft Word, LibreOffice Writer, OpenOffice Writer Programs, Google Docs Application etc.*



Understanding „word-processing program“

Documents created with text editors would most likely have such formats as .txt  and .rtf  that stand for “text” and “rich text format” respectively. They are *Plain Text Documents*.

Documents created with word processors, e.g. Microsoft Word, LibreOffice and similar, would define formats as .doc, .docx , .odp , .pdf  and similar.

Google Drive defines its own format - Google Docs 

A fundamental difference between Google Docs and e.g. Microsoft Word: Google Docs is **online**. Documents in Google Docs are continually and automatically saved in your **Google Drive**. You have access to your Google Docs wherever you can be online. Google Docs can be easily converted into any other text format and vice versa.

You usually work offline in Microsoft Word – in comparison to Google Docs. In Microsoft Word you have to save your document actively on your computer. To share it with others you have to email it or print it or share it via WhatsApp, ...

Google Docs

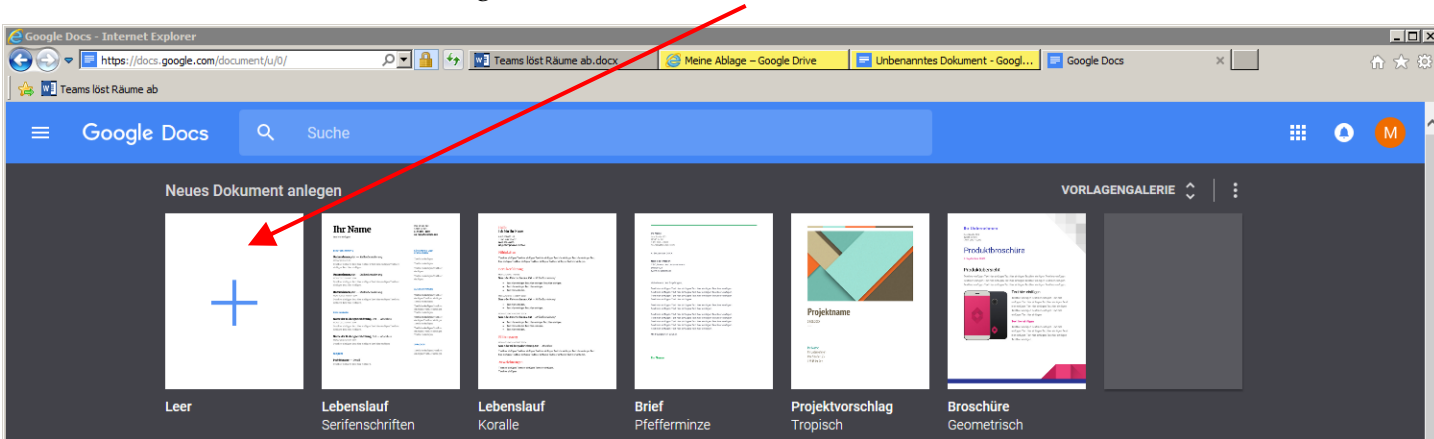
Let's have a closer look at **Google Docs**. To use it, we need a Google account.

1. Go to the Google Docs website: <https://www.google.com/intl/de/docs/about/>

2. Log in with your private Gmail account or with our computer course ID:

ID: Edvkurs.malteser@gmail.com , password: EDVKurs.Malteser1

3. Click „Neues Dokument anlegen“, „leere Seite“.



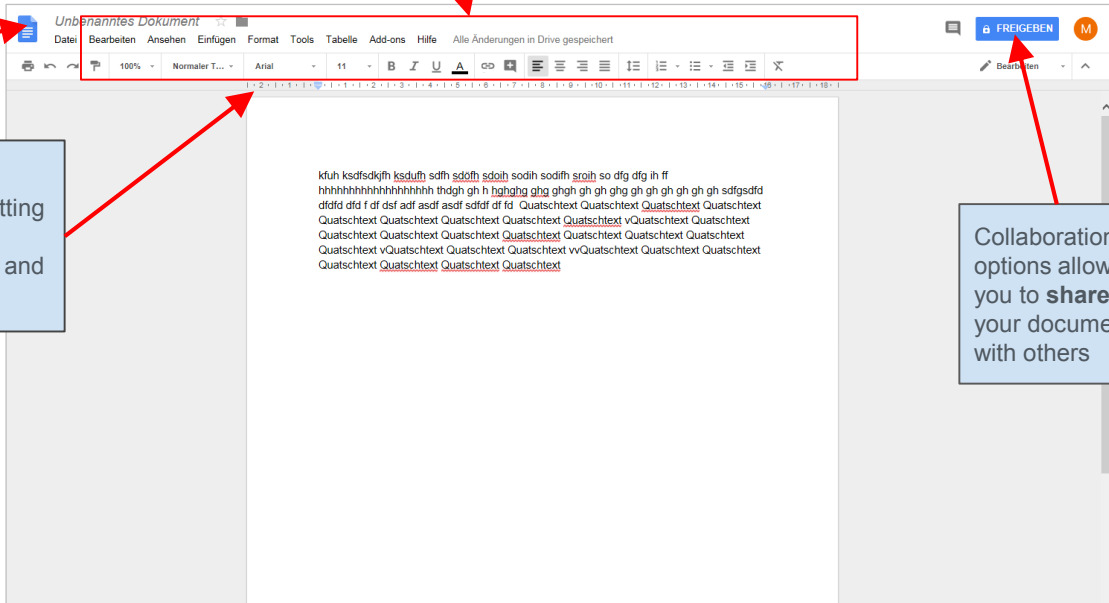
Interface Google Docs

Various options and formatting tools for working with your document can be found on the **Menu toolbar**

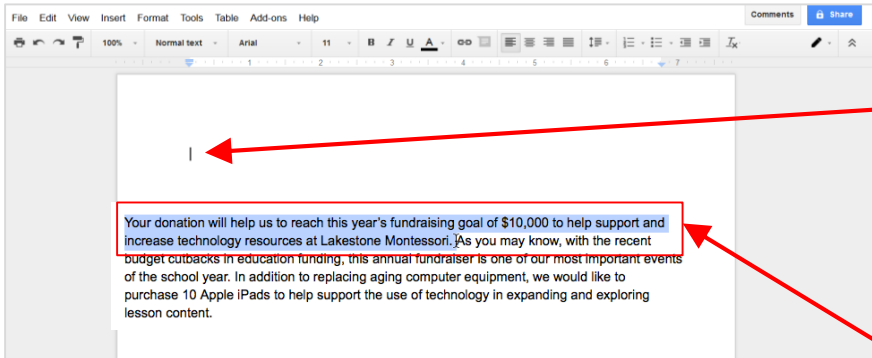
Navigate back to Google Docs homepage

The ruler is useful for setting margins, indentations and tab stops

Collaboration options allow you to **share** your document with others



Create a document



Insert text:

Locate the blinking vertical line.
Use your keyboard to enter text

Delete text:

- to the **left** of the insertion point, press the **Backspace** key on your keyboard.
- to the **right** of the insertion point, press the **Delete** key on your keyboard [Entf].
- Select the **text** you want to remove, then press the **Delete** key.
- Info: If you select text and start typing, the selected text will automatically be deleted and replaced with the new text

To **Select Text**: click and drag your mouse over the text, then release the mouse. A **highlighted box** will appear over the selected text.

Exercise 1: Inserting text

1. Create a new Google Doc in your Google Drive
2. Type one of the following texts:

7 Lovely Logics

1) Make Peace with your Past
so it doesn't spoil your Present.

2) What others Think of you is
None Of your Business.

3) Time Heals Almost Everything,
Give the Time, Some Time.

4) No one is the Reason of your Happiness
Except You yourself.

5) Don't compare your Life with others,
You have No Idea what their journey is all about.

6) Stop Thinking too much,
Its Alright not to know all the Answers.

7) Smile, you don't own
all the Problems in the World.

Sozusagen grundlos vergnügt

Ich freu mich, dass am Himmel Wolken ziehen
Und dass es regnet, hagelt, friert und schneit.
Ich freu mich auch zur grünen Jahreszeit,
Wenn Heckenrosen und Holunder blühen.
Dass Amseln flöten und dass Immen summen,
Dass Mücken stechen und dass Brummer
brummen. Dass rote Luftballons ins Blaue steigen.
Dass Spatzen schwatzen. Und dass Fische
schweigen.

Ich freu mich, dass der Mond am Himmel steht
Und dass die Sonne täglich neu aufgeht. Dass
Herbst dem Sommer folgt und Lenz dem Winter,
gefällt mir wohl. Da steckt ein Sinn dahinter. Wenn
auch die Neunmalklugen ihn nicht sehn.

Aus: Mascha Kaléko: In meinen Träumen läutet es
Sturm.

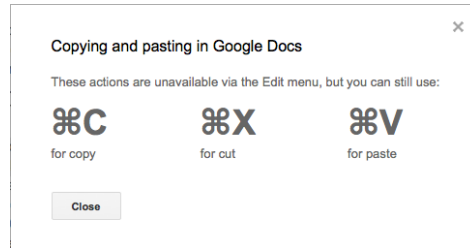
Working with text

We will learn:

1. copy and paste text
2. cut and paste text
3. drag and drop text

Use your keyboard:

- **StrgC** for copy
- **StrgX** for cut
- **StrgV** for paste



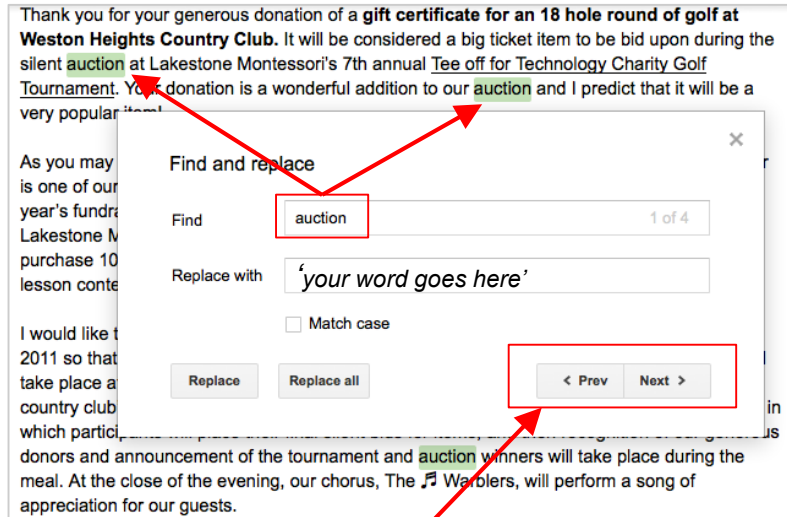
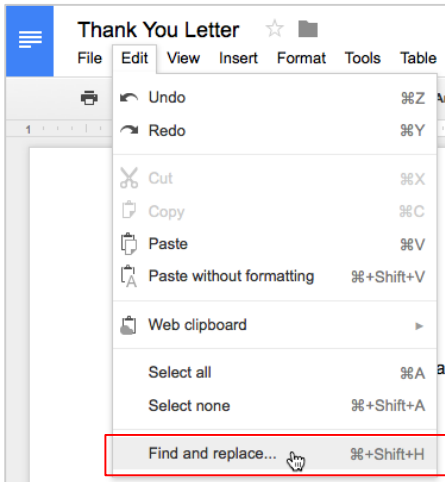
Let's start:

- Select the text you want to **copy** or **cut**
 - Press CtrlC/CtrlX or choose one of the options in the context menu to copy/cut text
 - Locate the the blinking cursor to where you want to **paste** text and press CtrlV or right-click and choose the option "Paste" to insert the copied/cut text
-
- To **drag text**: select the text you want to move
 - Left-click and hold the highlighted text and drag your cursor to where you want your text to appear
 - Release your mouse

Find and replace text

Replace words or sentences automatically throughout the whole document

- English: “Edit” → “Find and replace...”;
- German: “Bearbeiten” -> “Suchen und Ersetzen”
- Shortcut for Windows: **Strg + H**



Prev and Next arrows (German: “Zurück” und “Nächste”) to jump to the next appearance. When the word is selected, the highlight will darken

Exercise 2: Copy, Cut, Paste, Drag & Drop, Find & Replace

1. Open this [example file](#): just click on the link!
2. Make a copy of this document - *it will automatically be saved in your Drive!* →
3. **Delete** the last sentence of the third paragraph of the letter.
Hint: The sentence begins with “**At the close of the evening**”.
1. Use **cut and paste** or **drag and drop** to move the second paragraph of the letter below the third. **Hint:** The second paragraph starts with “**As you may know**”.
1. Use **Find and Replace** to replace all occurrences of the word “**donation**” with “**gift**”.

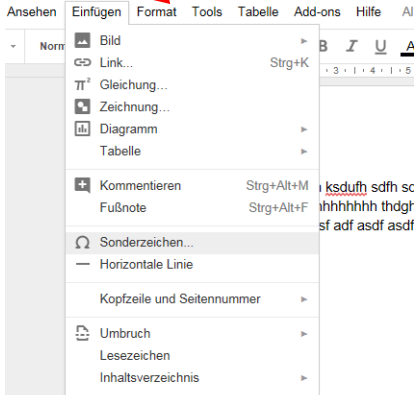
Special characters

Google Docs offers a large collection of **special characters**. They are useful when writing equations, and they can serve as decorative accents as well.

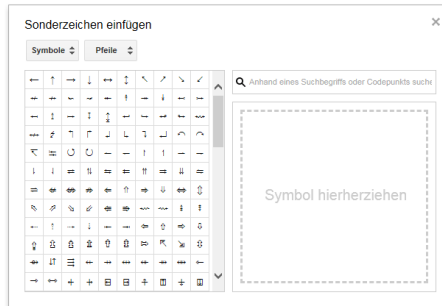
1. Place the cursor where you want to insert a special characters

2. Click **Insert - Special Characters...** and choose the symbol you'd like to insert - explore the dropdown menus at the top!

3. The symbol you have clicked on will appear in your text" - for example, musical notes.



Kuh ksdfdkfh ksdufh sdfh sdfh sdfh sodfh sodfh soih so dfg dfg ih ff
 hhhhhhhhhhhhhhhhhhhhh thdgh gh h hgahg ghg ghgh gh gh gh gh gh sdfsdfd
 ddfdd dfd f d f ddf asdf asdf sdrff df fd



final silent bids for **♥**ms, and then recognition of
 tournament and auction winners will take place d
 our chorus, The **🎵** Warblers, will perform a song

Spell check

By default, Google Docs will automatically check for misspelled words and make **suggested spellings**. Words with spelling suggestions are **underlined in red**.

funding, this annual fundraiser
 ation will help us to reach this
 technology resources at

1. **Right-click on the word** underlined in red to see spelling suggestions for the word. Select the correct spelling

funding, this annual fundraiser
 ation will help us to reach th
 technology resources at
 equipment, we would like to
 in expanding and exploring

ollowed by dinner on May 10
 on. This year's tournament v
 er will follow at 6:30pm in the
 ion 30 minutes prior to dinn
 d then recognition of our
 tion winners will take place
 Warblers, will perform a sor

onation. Please feel free to
 ormation about our tournam

Did you mean:

fundraiser

Always correct to "fundraiser"

Add to personal dictionary

Ignore all

Cut ⌘X

Copy ⌘C

Paste ⌘V

Paste without formatting ⌘+Shift+V

Research 'fundraiser' ⌘+Option+Shift+I

Define 'fundraiser' ⌘+Shift+Y

Sometimes, Google Docs will suggest spellings for a word it does not recognize, like the name of a person or a company. If you are certain of the spelling, you can add the word to the dictionary. Once you add a word to the dictionary, Google Docs will keep the spelling of the word.

Justice Moore
 IT Security and Solutions Manager
 Alliope Systems, Research Triangle Park
 456 E
 Durh
 Dear
 Than
 West
 the si

Did you mean:

Calliope

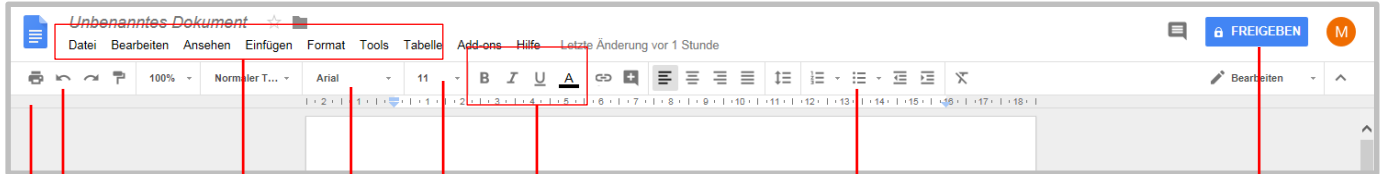
Always correct to "Calliope"

Add to personal dictionary

Ignore all

Menu toolbar

Toolbar: Shortcut Menu of Text Formatting Tools including Options of Print, Copy format, Undo/Redo (Steps), View %



print

Undo/redo

fonts

Text
formatting:
bold, *italic*,
underlined,
color

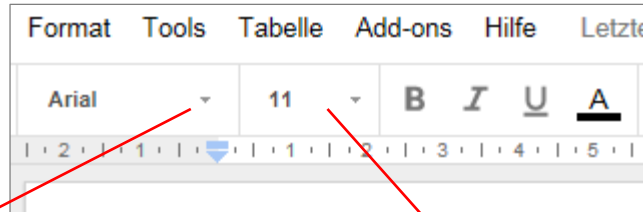
Change the
size of your
text

Ribbons: Extended menu
for formatting tools and
other options

Bullet points

Share your document
with others

Fonts



Font - the style of letters in the text. Google Docs offers a lot of fonts you can use to enhance your document

Font - Size - the size of letters in your document. Common sizes are 11 pt or 12 pt

To change the font:

- Select the text you want to modify
- Select the Font/Font size you wish to apply to the selected text from the corresponding drop down menu.

Bold, *italic* and underlined



„B“ stands for **bold**
(German: fett)

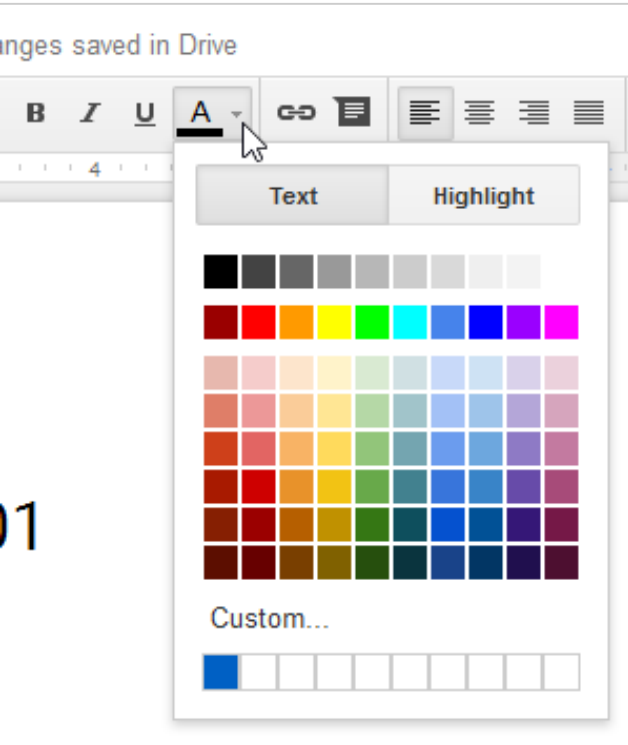
To change the font:

1. Select the text you want to modify
2. Click on „B“ in your toolbar

„I“ stands for
„italic“ (German:
kursiv).

Underline your text

Font color

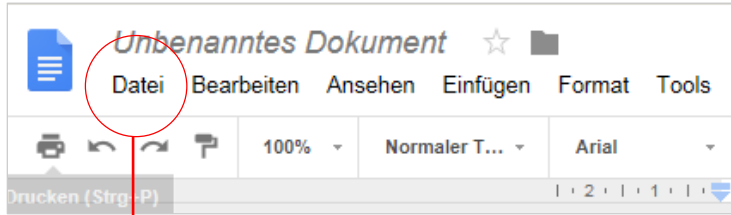


Have a look at your toolbar. When you click on the underlined „A“ you can change the font color.

Let's do it:

1. Select the text you want to modify
2. Click on „A“ in your toolbar
3. Select the color you like

Layout

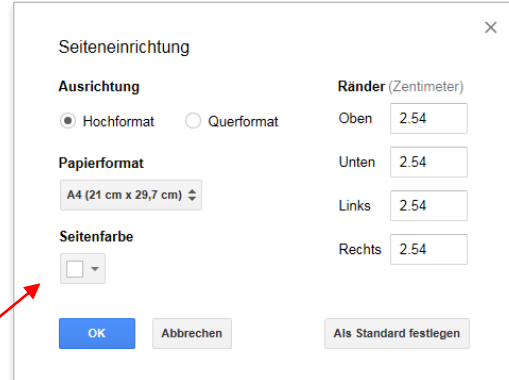


File Menu (German: Datei)

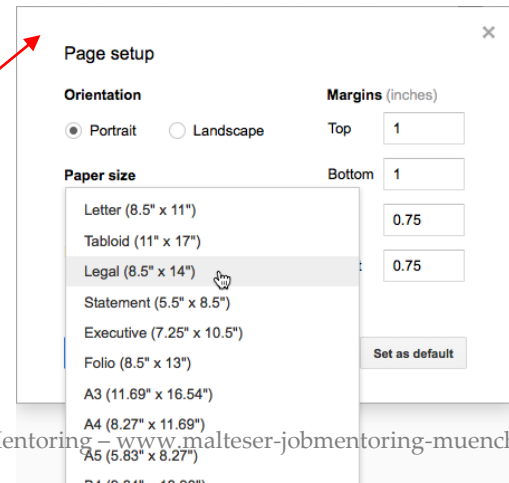
Click on „Datei“ -> „Seiteneinrichtung“.

Now you can choose:

- Page orientation
- margins
- Paper size
- color



German version



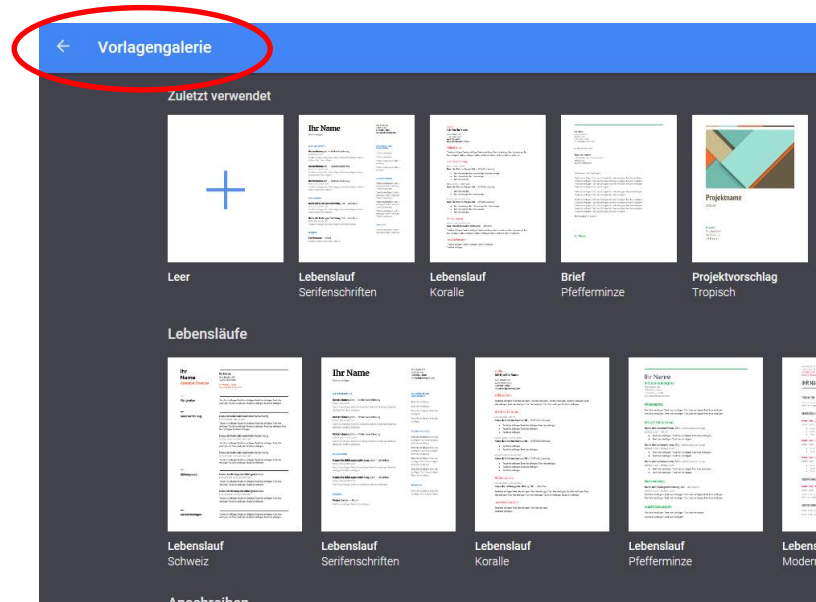
English version

Using templates

A **template** is a pre-designed file you can use to quickly create new documents. Templates often include custom formatting and designs, so they can save you a lot of time and effort when starting a new project. Most templates are designed to help you create specific types of files. For instance, you could use a template to quickly create a resume or newsletter. A new file will be created with the selected template. You can then customize the file with your own information.

When Google Docs is already open:

- „Datei“ -> „Neu“ -> „Aus Vorlage ...“
- A new tab will open with the „Vorlagengalerie“
- Choose a template („Vorlage“)



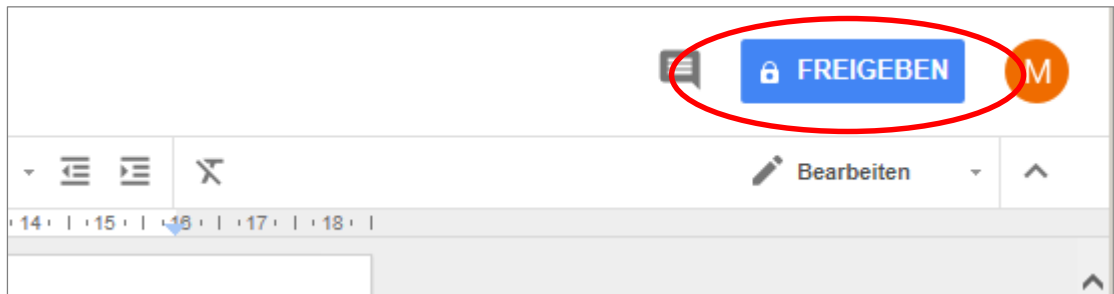
Share your document

With Google Docs you can share your document with others. Sharing your document makes it easy and comfortable to work with others on a text, a project, etc.

The persons you share the document with can **see**, **comment** or even **edit** the document. Also, you can work on the document **at the same time!**

When sharing the document with **defined persons**, only these can see the document. These people will need a **Google account**.

You can also share the document with a **large group** or you can share it with **the public**. In these cases, people don't need a Google account to see the document.



Share the document with specific persons

1. Click on „Freigeben“ to share the document with specific persons.

2. If the document has no name yet, Google will ask you to name it. You can name and save it („Speichern“). But you can also refuse to name it and click „Überspringen“. Until naming the document, it is saved in Google Drive as „Unbenanntes Dokument“.



Dokument vor der Freigabe benennen ✕

Geben Sie einen Namen für Ihr unbenanntes Dokument ein, bevor Sie es freigeben:


Speichern **Überspringen**

3. Then you can type in the email addresses of the people you want to share your document with. The persons will receive the link to your document per email.



Für andere freigeben Link zum Freigeben abrufen

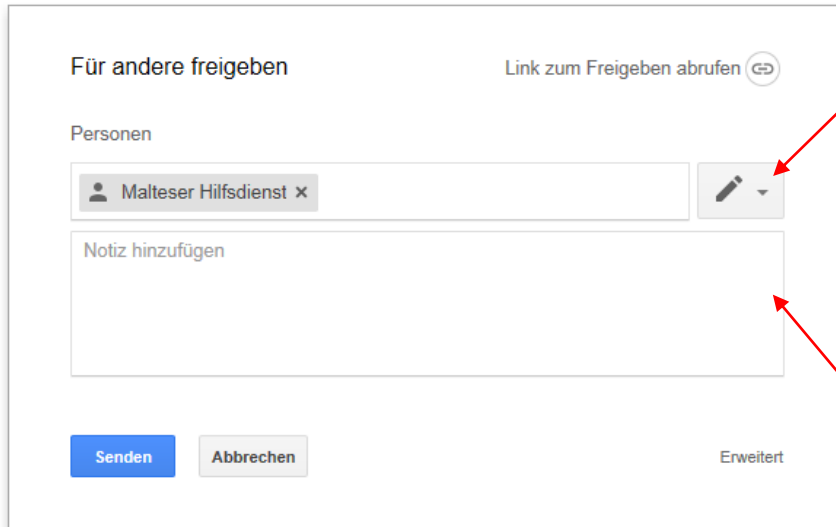
Personen

Senden **Abbrechen** Erweitert

Share the document with specific persons




In the process of sharing the document with others, you can define if the persons are allowed to **read** the document, **comment** or even **edit** it.



The screenshot shows a sharing interface with the following elements:

- Für andere freigeben** (Share with others) header.
- Link zum Freigeben abrufen** (Get link to share) button with a link icon.
- Personen** (Persons) section with a search bar containing **Malteser Hilfsdienst** and a dropdown menu icon.
- Notiz hinzufügen** (Add note) text field.
- Senden** (Send) button and **Abbrechen** (Cancel) button.
- Erweitert** (Advanced) label.


Choose:

-  May edit
-  May comment
-  May read



You can use this text field to write notes to the persons you are sharing the document with.

Sharing the document with many others

You can choose not only to share the document with specific persons, but also with a large group of people.


Für andere freigeben Link zum Freigeben abrufen 

Personen

 Malteser Hilfsdienst 

Notiz hinzufügen

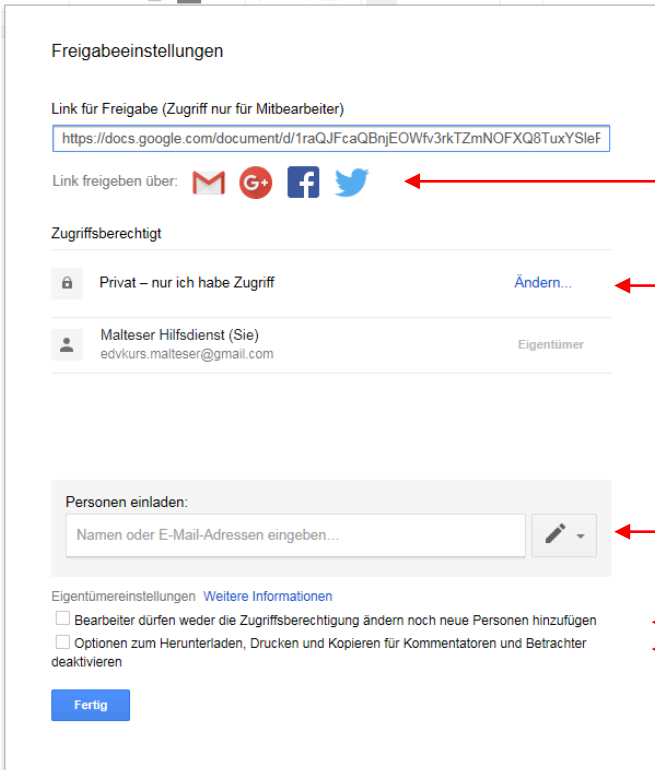
Senden Abbrechen

Erweitert 

After clicking on the big button „Freigeben“, a window will open. In the right corner you can click on „Erweitert“

Sharing the document with many others





After the click on „Erweitert“, you will see a new window as you can see here below:




Freigabeeinstellungen


Link für Freigabe (Zugriff nur für Mitarbeiter)

<https://docs.google.com/document/d/1raQJFcaQBnjEOWfv3rkTZmNOFXQ8TuxYSlef>


Link freigeben über:    

Zugriffsberechtigt

 Privat – nur ich habe Zugriff [Ändern...](#)

 Malteser Hilfsdienst (Sie)
edvkurs.malteser@gmail.com Eigentümer

Personen einladen:

Namen oder E-Mail-Adressen eingeben... 

Eigentümergeinstellungen [Weitere Informationen](#)

Bearbeiter dürfen weder die Zugriffsberechtigung ändern noch neue Personen hinzufügen

Optionen zum Herunterladen, Drucken und Kopieren für Kommentatoren und Betrachter deaktivieren

[Fertig](#)

You can define different settings:

How do you want to share your link?

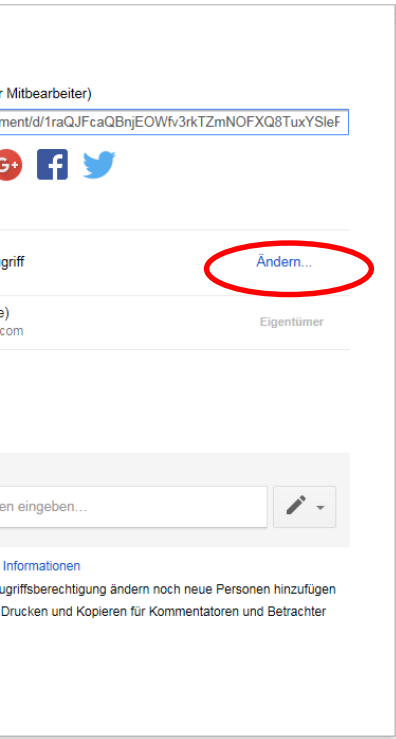
You can click on „Ändern“ to define even more settings (next slide)

You can use this field to invite specific persons. Type in their email addresses.

What are persons you invite allowed to do with the document?

Sharing the document with many others




1. Click „Ändern...“



The screenshot shows a document sharing interface. At the top, there is a text input field containing a long alphanumeric string: "document/d/1raQJFcaQBnjEOWfv3rkTZmNOFXQ8TuxYSlef". Below this are social media sharing icons for Google+, Facebook, and Twitter. A red circle highlights a blue button labeled "Ändern...". Below the button, there is a section for "Eigentümer" (Owner) with a text input field and a pencil icon. At the bottom, there is a link to "Informationen" and a note about permissions: "Zugriffsberechtigung ändern noch neue Personen hinzufügen" and "Drucken und Kopieren für Kommentatoren und Betrachter".

2. Now you can choose if the document shall be **public** (accessible for everybody) or only accessible for **persons** **we have the link** or only for **specific persons**.

Linkfreigabe

-  **Ein – Öffentlich im Web**
Jeder im Internet darf die Datei(en) bzw. die Website finden und öffnen.
-  **Ein – Jeder, der über den Link verfügt**
Zugriff durch alle Nutzer möglich, die über den Link verfügen. Es ist keine Anmeldung erforderlich.
-  **Aus – Bestimmte Personen**
Für bestimmte Personen freigegeben

Hinweis: Dokumente mit Option zum Teilen über einen Link können nach wie vor im Internet veröffentlicht werden. [Weitere Informationen](#)

Speichern

Abbrechen

[Weitere Informationen zum Freigeben von Links](#)

Microsoft Word

Microsoft Word is a full-featured word processing program. With Microsoft Word you can not only create text but also format your text (different fonts, colours, etc.), define different page settings, insert graphics, symbols, tables etc.

Learn the most important functions in Word! Your trainer will help you -> next slide

Microsoft Word

- Change the colour of your text
- Change the font
- Define text as **bold**, *italic*, underlined
- Change page format (high size, horizontal format)
- Insert a table
- Define the lines of the table as invisible
- Define a part of the text as left-adjusted, another text part as
- Insert a circle
- Create a list with bullet points

Sources

1. <https://www.gcflearnfree.org>
2. <https://drive.googleblog.com/2014/04/docssheetsapps.html>
3. https://www.webopedia.com/TERM/W/word_processing.html