**Google Docs Intro Assignment**

Your assignment is to upload this file into your Google Drive and complete the changes to the document below. Once finished, please download your file using the “*download a*s” function. If you are unsure how to do either of these, please refer to the instruction guides provided by your teacher.

1. Rename this file **“Google Docs Intro (Student Name)**”
2. Make this text bold.
3. Make this text italic.
4. Underline this text.
5. Align this text to center.
6. Align this text to right.
7. Make this text red.
8. Change the font style of this text to Arial.
9. Change this text to 18 points.
10. A word in this sentence is spelled rong. Use spell check to fix it.
11. Insert a comment attached to this sentence.
12. Copy this text: “Google Docs are a lot of fun!”

Paste the copy here:

1. Cut this text: “Proficiency in Google is just a matter of time!”

Paste it here:

1. Change the text size below to 18 points, justify the text and double space the quote. (Justify will make slight alterations to the space between the letters and words, so that all lines are the same length.):

*It is not the critic who counts, not the man who points out how the strong man stumbled, or where the doer of deeds could have done better. The credit belongs to the man who is actually in the arena, whose face is marred by dust and sweat and blood, who strives valiantly, who errs and comes short again and again, who knows the great enthusiasms, the great devotions, and spends himself in a worthy cause, who at best knows achievement and who at the worst if he fails at least fails while daring greatly so that his place shall never be with those cold and timid souls who know neither victory nor defeat.*

1. Highlight this text.
2. Here is a “Grocery List”: eggs, butter, bread and milk. Make a bulleted list out of it below.
3. Here is a “Chapter List”: chapter 1, chapter 2, and chapter 3. Make a numbered list out of it below; only use Roman Numerals instead of numbers.
4. Put a page number at the bottom right of the pages.
5. Insert an image of your choosing below.
6. Insert a table on the line below this. The table should have 5 columns and 20 rows.
7. Make sure you added your name and class to the header.
8. Download this document to MS Word and print it. Then, hand this in to your teacher.