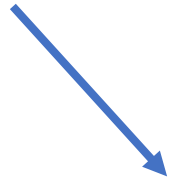


# How to create a Google Document

For some of your home learning tasks you may choose to type out your work rather than writing in your school book - especially if you're running out of pages!

This guide will show you how you can do your work online and send it to your teacher.

At the top right of your screen, you will see an icon with 9 dots. This is called **Google apps**.



Miss Leaton Year 5

Class code 6yrr4ad

Upcoming

No work due in soon

Share something with your class...

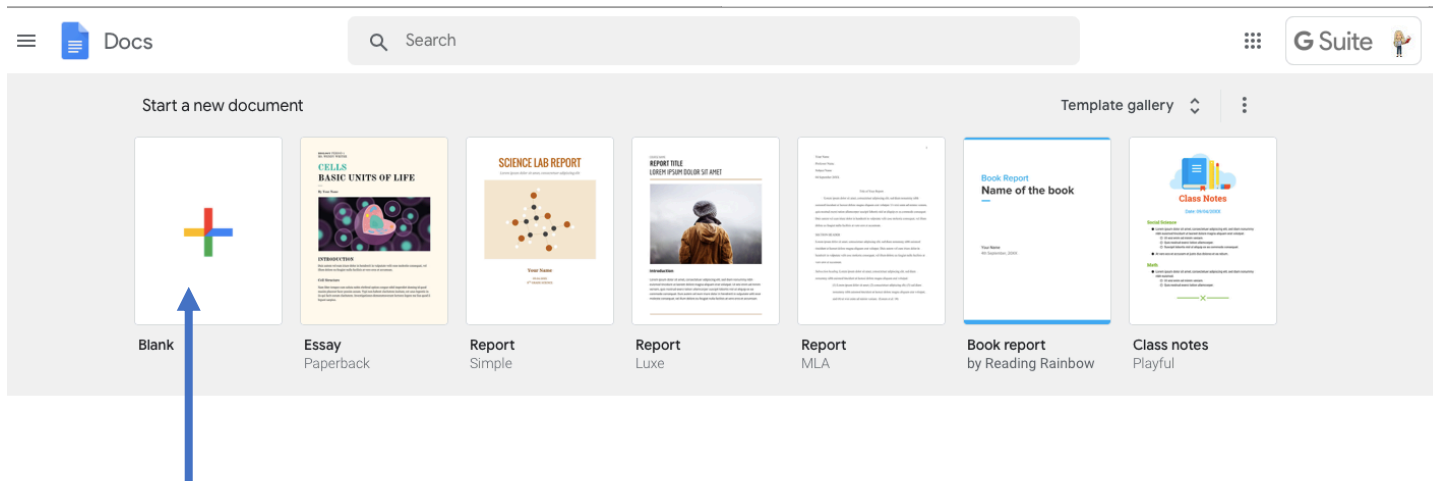
Account Gmail Drive

Classroom Docs Sheets

Slides Calendar Sites

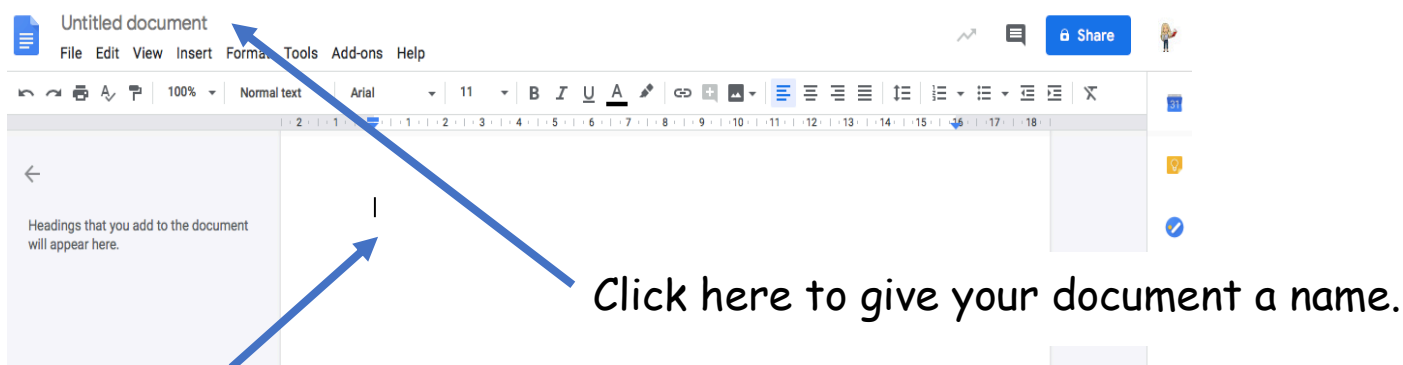
Contacts

When you click on the 'Google apps' icon, you will have an option of different applications. Click on '**Docs**'.

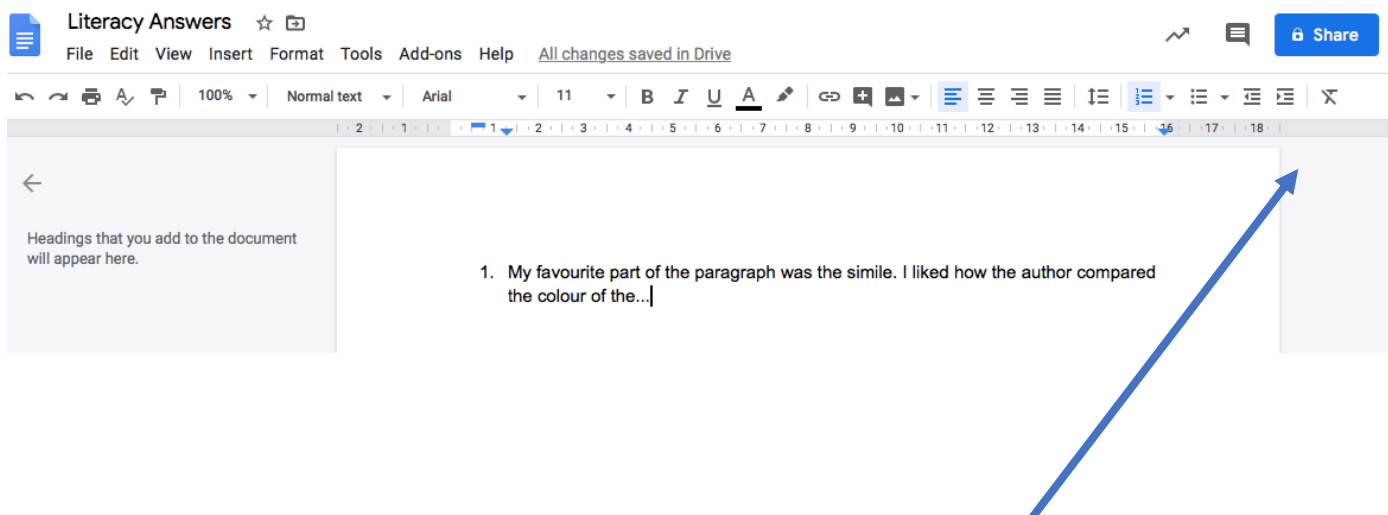


Your screen will look like this. Click 'blank'.

You can now start typing on your document:




Start typing!





When you are happy with your work, click 'share'.

Share with others

Get shareable link 

People

 Sophie Leaton  Add more people...

Here are my literacy answers Miss Leaton.

From  
Joe

Notify people ☒

**Send** Cancel

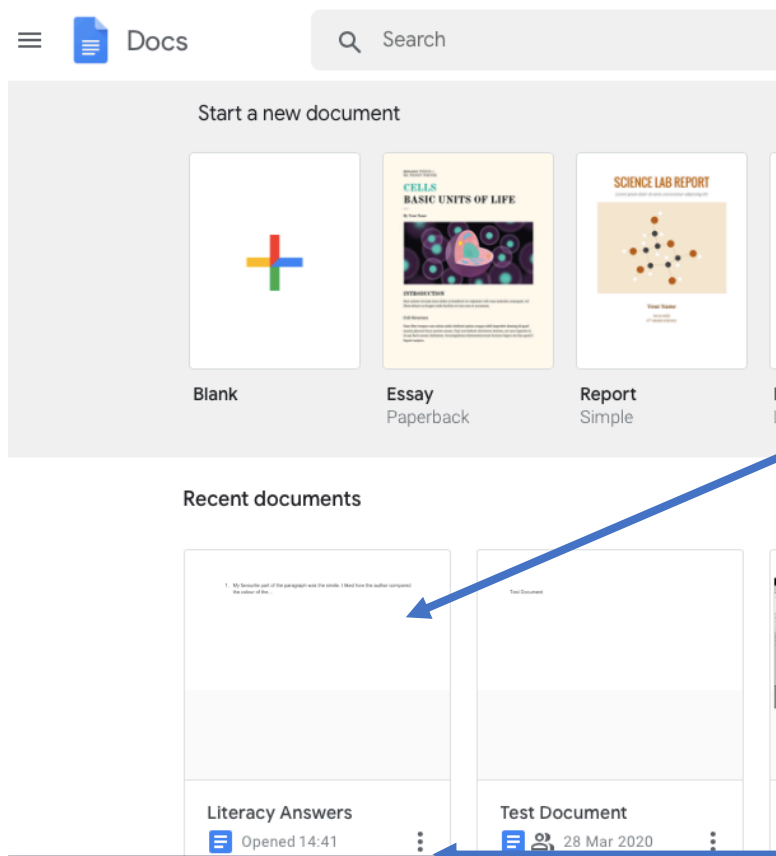
Advanced

Type in your teacher's email address here.

Write an extra message for your teacher.

Click 'send'.

Your teacher will now receive your work in the Gmail and can give you feedback by emailing you back.



When you click on 'Docs' again on the Google apps, you will see your document saved here!

If you click on the 3 dots you can delete the document if you wish!