

Google Docs Worksheet

1. Draw a line from the **style of typeface** to the word using it!

Italic

Example

Bold

Example

Underlined

Example

Highlighted

Example

2. Now, open a blank document in google docs!

Step 1: Type one sentence about using the computer.

Step 2: Change the font size to 18.

Step 3: Change the font color to blue.

Step 4: Change the font style to Lobster.

Step 5: Change the text alignment to the center.

Step 6: Insert an image from the web of a computer below your text.

Step 7: Click the 'spelling and grammar' button to run a spell check on your new document. (hint: look under the 'tools' tab)