



# Docs Challenge


## 1 Create a New Doc

Open your Google Drive and click on the **RED** new button. Click on Google Docs.

## 3 Create a Front Page

- i) Select font style by clicking Normal Text and choose Title or Heading 1.
- ii) Insert an image and expand it to fit the rest of the page --> Insert - Image

## 5 Create an New Page

- i) CTRL+ENTER = new page
- ii) Add a heading style font
- iii) Type information and insert media to support 
- iv) refresh table of contents to see new headings added

## 7 Voice to Text

Click Tools then Voice Typing. Use the inbuilt microphone to type the words for you. Speak clearly and slowly.


## 2 Title the Doc

Give your doc a title by clicking on the words untitled doc in the top left-hand corner. This will become the file name your doc will be saved as.

## 4 Create a Table of Contents

- i) CTRL+ENTER = new page
- ii) Use Font Style Heading 2 to create 'Table of Contents' header
- iii) Click Insert and choose Table of Contents  
--> with page numbers OR  
--> with blue hyperlinks

## 6 Making Changes

- i) Background colour, Margins & orientation: File - Page Setup
- ii) See any changes made to the doc by any collaborator: File - Revision History 

## 8 Downloading

- Click File - Download As
- word doc or pdf
  - epub (can view as a book on iPad devices using iBooks)