

Google Docs - Saving as MS Word Cheat Sheet by Katherine Rose Consulting (thepq)via cheatography.com/71357/cs/18085/

Get Started!	
1. Go to Google Docs	https://www.docs.google.com
2. Log in to your Google account	Note: If you do not already have a Google account, you'll need to create one
Google account	account, you'll need to create one

Creating a new documer

1. once logged in: Look for the start new document box 2. Choose In this case, you'll want to choose the blank

document type document type

Click untitled document in the top-left corner of 1. To name your

document: the page

Enter your document title 1.a. In the box

that opens:

2.Type your * Google Docs has many of the same custom-

document! ization features as Microsoft word

Saving your file		
1.Saving as Google Doc file:	Google Docs automatically autosaves your file every few seconds, so there's no need to ever worry about losing a document!	
2. Saving as an MS Word file:	Click the <i>file</i> menu at the top of the page, choose the <i>download as</i> option, and select the first option - <i>Microsoft Word (.docx)</i>	
	It's that easy!	



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