

Knowledge Check!

Lesson 2.1 Using Google Docs

A. Select your answer from dropdown list provided.

1. Google Docs is an _____ that lets you create and format documents and work with other people.
2. Google Docs are especially easy to share online and to _____ with colleagues.
3. Alternatively, you can navigate to _____ and select Google Docs within the My Drive drop-down menu at the top, or select Google Docs after you've clicked New on the left-hand side of the page.
4. To make a new document, click the blank page with the _____ Addition sign inside it, which is located on the upper-left side of the main Google Docs page.
5. You can even upload an existing .doc or .docx file to your Drive by clicking New > _____.

B. Select the correct label of the image by clicking the options provided.





