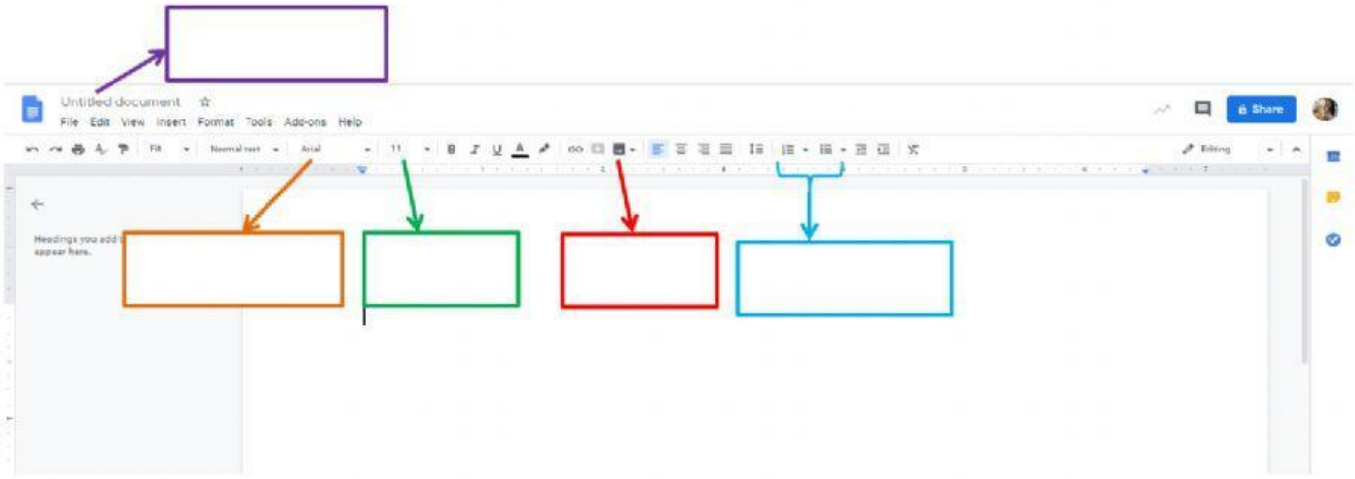
MAIN ELEMENTS of GOOGLE DOCS

A. LABEL THE SCREENSHOT



B. FILL IN THE BLANKS WITH THE RIGHT ANSWERS

1. If I want to access Google Docs, first, I need to open Google Chrome and then click _____
2. If I want to add pictures, tables or chart to our Google Docs, I need to click _____
3. If I want to download my Google Docs file to my device, I need to click _____
4. If I want to cut, copy, paste or delete the text, I need to click _____