# Google Docs Basics

**Plainfield**
PUBLIC LIBRARY DISTRICT

## Formatting Google Docs

Google Docs defaults to a blank document with preset formatting options including; font, font size, page layout, text alignment and more.  All of these can be modified.

## Font & Font Size

Click the drop down arrow in the **Font** menu to view and select other font choices. Google Docs font defaults to Arial

Use the plus and minus buttons to change the **Font Size**. Or click on the font size for a drop down menu.

Choose **Bold**, *Italic*, or Underline as well by either selecting one of the buttons or the keyboard shortcuts of **Crtl + B, Crtl + I or Crtl + U.**
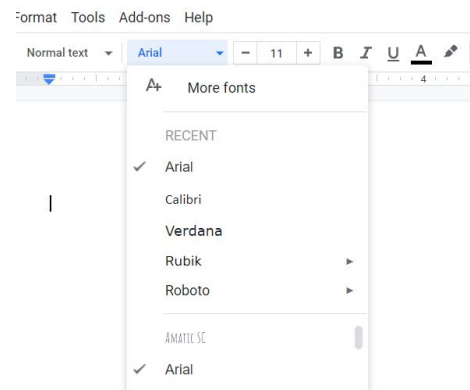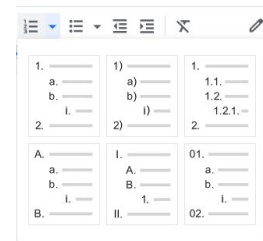
## Font Color & Highlight Color

Click the **Font Color** button to change the color of your text.
Click the **Highlighter** button to change the background color of your                    text.

## Numbered and Bulleted Lists

Select either the Numbered List or Bulleted List button.
To choose style, hover mouse over the drop down arrow next to each button.

## Text Alignment
The alignment of text in Google Sheets defaults to left.  To change the text alignment choose the **Text Alignment** button and choose from the drop down menu.
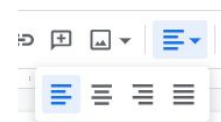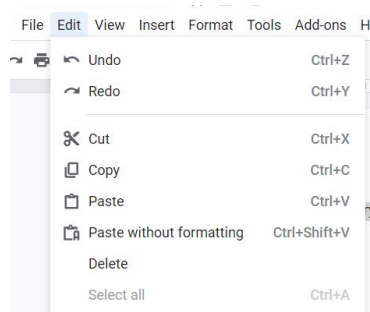
**Cut/Copy/Move/Paste**

**Cut** - to completely remove a section of text.

Select text and choose the **Cut** option under the **Edit** menu.

Select text and right click on selected text and choose the **Cut** option.

Select text and use the keyboard shortcut **Ctrl + X**

**Copy/Paste** -to copy text to a new location and keep the same section in its original location.

Select text and choose the **Copy** option under the **Edit** menu. Move cursor to new location and choose the **Paste** option under the Edit menu.

Select text and right click on selected text and choose the **Copy** option. Move cursor to new location and right click and choose the **Paste** option.

Select text and use the keyboard shortcut **Ctrl + C**. Move the cursor to new location and use keyboard shortcut **Ctrl + V.**

**Move (Cut/Paste)** to move text to a new location and delete it from the original location.

Select text and choose the **Cut** option under the **Edit** menu. Move cursor to new location and choose the **Paste** option under the Edit menu.

Select text and right click on selected text and choose the **Cut** option. Move cursor to new location and right click and choose the **Paste** option.

Select text and use the keyboard shortcut **Ctrl + X**. Move the cursor to new location and use keyboard shortcut **Ctrl + V.**

**Google Docs** will automatically save as you work on your Google Doc.